

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Thursday, November 18, 2021  
5:30 p.m.  
Lower Level of the Moorhead Public Library**

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, November 18<sup>th</sup> at 5:30 p.m. in the lower level of the Moorhead Public Library, 118 5<sup>th</sup> St S, Moorhead, MN 56560.

Members of the public may join the meeting in person or call 218-233-3757 ext. 127 to receive the online meeting link.

**AGENDA**

- 5:30    **1. CALL TO ORDER** – Vice President Willhite  
         **PUBLIC INPUT**  
         **APPROVAL OF AGENDA**

- 5:35    **2. MINUTES OF THE SEPTEMBER 16, 2021 FULL BOARD MEETING**  
         Enclosed (page 4)

***Recommended Motion: Move to approve the September 16, 2021 Full Board Meeting Minutes as presented.***

- 5:40    **3. WELCOME TO NEW BOARD MEMBER** - Willhite  
         a. **Welcome to New Trustee**  
             a. Doug Greenley, Moorhead  
  
         b. **Administer Oath of Office**

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

- a. Minnesota Counties Intergovernmental Trust (MCIT) insurance  
             quote/membership.  
             Enclosed (Page 11)

***Recommended Motion: Move to submit the required paperwork for membership in the MCIT, including the LARL President signing the MCIT Joint Powers Agreement, a letter from the LARL Board accepting the MCIT coverage and pricing as indicated in the Coverage Summary and Cost Estimate.***

- b. LARL Joint Powers Agreement  
Enclosed (Page 18)

***Recommended Motion: Move to approve the amended Lake Agassiz Regional Library Joint Powers Agreement as reviewed by LARL's legal counsel and send the amended agreement to the LARL Signatories for approval and signatures.***

- c. Workers Compensation for Board members

***Recommended Resolution: Resolve that the Board of Trustees for Lake Agassiz Regional Library does hereby resolve that, pursuant to the requirements of Minn. Stat. §176.011, subd. 9 (6), that all officers of Lake Agassiz Regional Library who are elected or appointed to a regular term of office, or to complete the unexpired portion of a regular term, shall not be included within the definition of "employee" as that term is defined in Minn. Stat. §176.011, subd. 9 for purposes of coverage under the Workers' Compensation Laws of the State of Minnesota.***

- 6:00 5. **DIRECTOR'S REPORT** - Lynch
  - a. Director's Report - Enclosed (Page 36)
- 6:10 6. **NOMINATIONS COMMITTEE, Call for Nominations** - Shastri
- 6:20 7. **PRESIDENT'S REPORT** – President Kalil
  - a. Bylaw's Discussion – Enclosed (Page 38)
- 6:35 8. **BOARD MEMBER REPORTS:**
  - Becker County – Ben Grimsley, Terry Kalil
  - Breckenridge – Linda Holecek
  - Clay County/Barnesville/Hawley – David Ebinger
  - Clearwater County/Bagley – Mark Titera
  - Crookston – Clayton Briggs
  - Detroit Lakes – Linda Schell
  - Mahnomen – LuAnn Durant
  - Mahnomen County – Karen Ahmann
  - Moorhead – Laura Caroon, Doug Greenley, Chizuko Shastri
  - Norman County/Ada – Steve Jacobson
  - Polk County/Climax/Fertile/Fosston/McIntosh – Gary Willhite
  - Wilkin County – Dennis Larson
  - MN Library Association/Library Trustees & Advocates Section – Terry Kalil
  - Northern Lights Library Network – Linda Holecek & Linda Schell
- 6:45 9. **OTHER**
- 6:55 10. **ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. Check register – October 2021 (page 44 – digital packet only, print copy available for review at meeting)

**Upcoming Board Meeting Dates**

- The LARL Executive Committee is scheduled to hold a meeting on Thursday, December 16<sup>th</sup> if needed.
- The next LARL Full Board meeting will be held on Thursday, January 20<sup>th</sup> at 5:30 p.m.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 16, 2021. President Kalil called the meeting to order at 5:30 pm.

**Board Members Present:** Ahmann, Caroon (online), Durant, Grimsley, Jacobson, Kalil (*President*), Larson, Shastri, Titera.

**Board Members Absent:** Briggs, Ebinger, Holecek, Schell, Willhite, (open Moorhead position).

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE JUNE 17, 2021 FULL BOARD MEETING**

Shastri noted the minutes state it was an online meeting, but in fact the meeting was in person.

***(Grimsley/Larson) Move to approve the Minutes of the June 17, 2021 Full Board Meeting as correct. MCU.***

**FINANCIAL REPORT**

With 66.67% of the year complete, 64.09% of budgeted expenses have been spent. Regional Library Telecom Aid is at 142.24% of budget due to additional funding received.

***(Larson/Ahmann) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2021 Regional Telecom Aid (RLTA). MCU.***

***(Jacobson/Durant) Move to approve the application for FY2022 Regional Telecom Aid (RLTA). MCU.***

***(Durant/Larson) Move to authorize the Regional Library Director and Finance/HR Director to submit the Report of Results Accomplished for the FY2021 Regional Library Basic System Support (RLBSS) Grant. MCU.***

Sprynczynatyk report that LARL's health insurance cost increase for 2022 will be 1.22%. LARL also found out that RLBSS funding will be \$546,180, over \$11,000 more than was budgeted.

(over)

**DIRECTOR'S REPORT**

Lynch discussed the written report in the board packet.

Lynch shared a presentation by Terry Kalil about the Becker County Friends of Library sailboat project.

Lynch discussed that the current President, Vice President and Treasurer have been on Executive Committee for 5 years and the LARL bylaws only allow for 5 consecutive years of service.

**NOMINATIONS COMMITTEE**

Shastri discussed the open positions coming up on the Executive Committee and called for volunteers to fill the several open positions on the Executive Committee coming up in 2022.

Grimsley requested that he be part of the Finance Committee in 2022.

**PRESIDENT'S REPORT**

Kalil discussed her research regarding per diem received by various LARL board members. The board suggested LARL pay a \$60 per diem to each LARL Board member who does not already receive a per diem from the Signatory they represent. Sprynczynatyk will contact each LARL Board member to determine which individuals don't already receive a per diem and add per diems to the LARL budget for 2022.

*(Grimsley/Larson) Move that effective January 1, 2022, LARL will pay a per diem for each meeting attended, to board members who don't receive a per diem from the Signatory they represent. MCU.*

**BOARD MEMBER REPORTS:**

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek - absent)

No report.

Clay County (Ebinger - absent)

No report.

Clearwater County (Titera)

Lynch attended the Clearwater County Fair.

Crookston (Briggs-absent)

No report

Detroit Lakes (Schell - absent)

No report

**City of Mahanomen** (Durant)

Kari Kirshbaum, who was the Interim City Administrator has been offered the City Administrator position. The Library has received almost \$200,000 for updates, including a new roof and a lift to the upper level.

**Mahanomen County** (Ahmann)

The new County Administrator CJ Hall has started.

**Moorhead** (Caroon, Shastri, one open position)

The legislature gave Moorhead the approval to ask for a ½ cent sales tax to pay for a new library/community center. The mayor has put together a task force to plan for the sales taxes on the ballot next fall. The hybrid meeting room equipment has been installed. The Friends are going to have their first book sale after COVID starting in October.

**Norman County** (Jacobson)

No report.

**Polk County** (Willhite - absent)

No report.

**Wilkin County** (Larson)

City of Breckenridge has a new school referendum on the ballot this fall.

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

The convention is coming up and will be virtual.

**Northern Lights Library Network** (Schell/Holecek)

No report.

**PRESIDENTS REPORT**

No report.

The meeting adjourned at 6:50.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Ten Months Ending October 31, 2021

83.33%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<b>Signatory Funding</b>					
Becker County	\$ 100,091	\$ 400,365	\$ 400,365	0	100.00
Detroit Lakes	59,086	236,345	236,345	0	100.00
Clay County	75,404	308,075	308,075	0	100.00
Moorhead	196,730	786,920	786,920	0	100.00
Clearwater County	27,195	108,780	108,780	0	100.00
Mahnomen County	11,406	45,625	45,625	0	100.00
Mahnomen	5,603	22,410	22,410	0	100.00
Norman County	26,120	104,480	104,480	0	100.00
Polk County	70,143	280,570	280,570	0	100.00
Crookston	57,508	230,030	230,030	0	100.00
Wilkin County	14,199	56,795	56,795	0	100.00
Breckenridge	23,434	93,735	93,735	0	100.00
<b>Total Signatory Funding</b>	<b>666,919</b>	<b>2,674,130</b>	<b>2,674,130</b>	<b>0</b>	<b>100.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	109,236	539,846	533,513	(6,333)	101.19
Reg Library Telecom Aid (RLTA)	0	156,409	83,650	(72,759)	186.98
<b>Total Grants</b>	<b>109,236</b>	<b>696,255</b>	<b>617,163</b>	<b>(79,092)</b>	<b>112.82</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	200	3,497	8,000	4,503	43.71
Printing Revenue	1,805	12,627	15,000	2,373	84.18
Fax Revenue	611	4,168	5,500	1,332	75.78
Microfilm Revenue	11	50	200	150	25.00
Photocopy Revenue	782	4,811	6,000	1,189	80.18
Book/Furniture Sale Revenue	856	1,369	0	(1,369)	0.00
Interest/Dividend Income	139	46,100	65,000	18,900	70.92
Investment Value Change	0	(32,538)	0	32,538	0.00
Lost/Damaged Property	488	4,966	5,000	34	99.32
Other Income	0	500	0	(500)	0.00
<b>Total Miscellaneous Revenue</b>	<b>4,892</b>	<b>45,550</b>	<b>104,700</b>	<b>59,150</b>	<b>43.51</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	11,600	46,400	46,400	0	100.00
MNLink Server Site Payments	251	2,513	3,050	537	82.39
<b>Total Joint Automation Revenue</b>	<b>11,851</b>	<b>48,913</b>	<b>49,450</b>	<b>537</b>	<b>98.91</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>51,007</b>	<b>51,007</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>792,898</b>	<b>3,464,848</b>	<b>3,496,450</b>	<b>31,602</b>	<b>99.10</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	149,582	1,468,118	1,856,050	387,932	79.10
Payroll Taxes	11,981	115,217	143,400	28,183	80.35
Retirement - PERA	10,713	104,314	138,450	34,136	75.34
Health Insurance	29,155	287,012	364,050	77,038	78.84
Life Insurance	102	1,161	1,350	189	86.00
Workers Compensation Insurance	268	2,644	3,550	906	74.48
Other Employee Benefits	591	1,210	1,650	440	73.33
<b>Total Personnel</b>	<b>202,392</b>	<b>1,979,676</b>	<b>2,508,500</b>	<b>528,824</b>	<b>78.92</b>
<b>Automation/Cataloging</b>					
Automation	12,100	121,326	150,150	28,824	80.80
Support - App	0	2,890	3,900	1,010	74.10
Remote Printing	288	2,881	3,450	569	83.51
Catalog Item Records	1,022	10,055	12,000	1,945	83.79
Supplies - Computer	184	3,236	5,000	1,764	64.72
Supplies - Technical Services	140	2,561	6,000	3,439	42.68
<b>Total Automation/Cataloging</b>	<b>13,734</b>	<b>142,949</b>	<b>180,500</b>	<b>37,551</b>	<b>79.20</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Ten Months Ending October 31, 2021

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	43	432	3,400	2,968	12.71
Programming - Summer Learning	0	5,824	9,000	3,176	64.71
Programming - Adult	1,011	2,647	2,500	(147)	105.88
<b>Total Library Programming</b>	<b>1,054</b>	<b>8,903</b>	<b>14,900</b>	<b>5,997</b>	<b>59.75</b>
<b>Staff Development</b>					
Staff Training & Development	2,778	4,573	10,000	5,427	45.73
<b>Total Staff Development</b>	<b>2,778</b>	<b>4,573</b>	<b>10,000</b>	<b>5,427</b>	<b>45.73</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,284	10,024	22,500	12,476	44.55
Regional Board Meetings	579	1,583	5,500	3,917	28.78
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,863</b>	<b>11,607</b>	<b>28,000</b>	<b>16,393</b>	<b>41.45</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	533	13,386	15,900	2,514	84.19
Attorney Fees	0	0	1,500	1,500	0.00
Bus. Office Software/Supplies	0	1,721	2,000	279	86.05
Delivery Services	3,791	40,276	61,500	21,224	65.49
Director's Discretionary	1,965	2,464	2,500	36	98.56
Insurance - General/Property	1,517	15,312	19,350	4,038	79.13
Lease - Regional Office Rent	1,769	17,692	21,250	3,558	83.26
Leases - Equipment	0	5,865	6,050	185	96.94
Maintenance Contracts	1,398	7,252	13,850	6,598	52.36
Memberships	230	880	1,000	120	88.00
Minnesota Director's Fund	0	2,028	2,100	72	96.57
Miscellaneous Expense	0	2,500	2,500	0	100.00
PIO: Printing/Advertising	1,296	15,183	16,000	817	94.89
Postage	400	2,563	3,700	1,137	69.27
Recruitment	607	2,112	8,000	5,888	26.40
Repairs - Equipment	0	1,202	2,500	1,298	48.08
Supplies - Copier/Fax/Microfilm	515	744	800	56	93.00
Supplies - Office	1,483	5,702	8,000	2,298	71.28
Supplies - Public Services	0	5,613	6,000	387	93.55
Telephone/Telecom	1,992	18,960	23,250	4,290	81.55
<b>Total Other Operating Expenses</b>	<b>17,496</b>	<b>161,455</b>	<b>217,750</b>	<b>56,295</b>	<b>74.15</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0</b>	<b>156,410</b>	<b>83,650</b>	<b>(72,760)</b>	<b>186.98</b>
<b>Transportation</b>					
Vehicle Expenses	155	1,738	3,650	1,912	47.62
<b>Total Transportation</b>	<b>155</b>	<b>1,738</b>	<b>3,650</b>	<b>1,912</b>	<b>47.62</b>
<b>Materials</b>					
Audio Visual	4,262	43,785	75,000	31,215	58.38
Digital	11,073	116,336	105,500	(10,836)	110.27
Online Resources	630	6,303	8,500	2,197	74.15
Periodicals	1,882	19,361	21,000	1,639	92.20
Print	17,294	165,743	195,000	29,257	85.00
<b>Total Materials</b>	<b>35,141</b>	<b>351,528</b>	<b>405,000</b>	<b>53,472</b>	<b>86.80</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	751	1,074	10,000	8,926	10.74
Software & Hardware Upgrades	0	11,497	30,000	18,503	38.32
<b>Total Capital Expenditures</b>	<b>751</b>	<b>12,571</b>	<b>40,000</b>	<b>27,429</b>	<b>31.43</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	125	1,250	1,500	250	83.33
Technology Upgrades	250	2,500	3,000	500	83.33
<b>Total Capital Fund Accounts</b>	<b>375</b>	<b>3,750</b>	<b>4,500</b>	<b>750</b>	<b>83.33</b>
<b>Total General Fund Expenditures</b>	<b>275,739</b>	<b>2,835,160</b>	<b>3,496,450</b>	<b>661,290</b>	<b>81.09</b>
General Fund Revenue Over Expenditures	\$ 517,159	\$ 629,688	\$ 0	(629,688)	0.00



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Ten Months Ending October 31, 2021

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 529	\$ 26,815	\$ 0	(26,815)	0.00
Endowment Revenue	0	625	0	(625)	0.00
Gain From Insurance Claim	0	925	0	(925)	0.00
Telecom/E-rate Funds	0	8,581	0	(8,581)	0.00
Legacy Grant Revenue	6,062	33,211	0	(33,211)	0.00
Miscellaneous State Grants	0	114,166	0	(114,166)	0.00
Northern Lights LN Funds	0	5,000	0	(5,000)	0.00
<b>Total Special Projects Revenue</b>	<b>6,591</b>	<b>189,323</b>	<b>0</b>	<b>(189,323)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	148	3,065	0	(3,065)	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	222	12,228	0	(12,228)	0.00
Donations - Book Truck	65	335	0	(335)	0.00
Legacy Grant Expense	6,062	33,210	0	(33,210)	0.00
Telecom/E-rate Expenses	0	8,581	0	(8,581)	0.00
Misc. State Grant Expense	0	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
<b>Projects from Designated Funds:</b>					
Desig Funds - Consultant Study	0	10,500	0	(10,500)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>6,497</b>	<b>221,333</b>	<b>0</b>	<b>(221,333)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0	702	0	(702)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>0</b>	<b>702</b>	<b>0</b>	<b>(702)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>6,497</b>	<b>222,035</b>	<b>0</b>	<b>(222,035)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 94	\$ (32,712)	\$ 0	32,712	0.00
GRAND TOTAL REVENUE	799,489	3,654,171	3,496,450	(157,721)	104.51
GRAND TOTAL EXPENDITURES	282,245	3,057,420	3,496,450	439,030	87.44
CHANGE IN FUND BALANCE	\$ 517,244	\$ 596,751	\$ 0	(596,751)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
October 31, 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>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 19,053	16,279	2,774	14,284	4,769
Cash - Payroll (Bell Bank)	3,879	5,315	(1,436)	7,524	(3,645)
Cash - Savings (Bell Bank)	1,050,806	774,365	276,441	1,040,504	10,302
Petty Cash	560	560	0	510	50
Investment Account	1,618,666	1,618,666	0	1,408,171	210,495
Accounts Receivable	310,710	0	310,710	11,149	299,561
Other Miscellaneous Receivable	105,870	105,870	0	20,671	85,199
Prepaid Expenses	62,654	64,561	(1,907)	71,727	(9,073)
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
<b>Total Assets</b>	<b>\$ 3,425,052</b>	<b>2,838,470</b>	<b>586,582</b>	<b>2,827,394</b>	<b>597,658</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 19,968	28,659	(8,691)	46,326	(26,358)
Credit Card Payable	5,630	4,237	1,393	0	5,630
Amazon Charge Account	3,076	5,006	(1,930)	0	3,076
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	396	0	396	0	396
Dental Insurance Payable	(10)	(39)	29	0	(10)
Vision Insurance Payable	(43)	(30)	(13)	0	(43)
AFLAC Payable	140	140	0	129	11
Flexible Spending - Medical	(133)	(631)	498	2,283	(2,416)
Flexible Spending - Dep Care	67	50	17	0	67
Sales Tax Payable	237	331	(94)	267	(30)
Deferred Revenue	569,087	491,731	77,356	552,249	16,838
<b>Total Liabilities</b>	<b>744,254</b>	<b>675,293</b>	<b>68,961</b>	<b>747,093</b>	<b>(2,839)</b>
<b>FUND BALANCES</b>					
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	45,500	45,250	250	43,000	2,500
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	111,250	111,125	125	110,000	1,250
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	596,749	79,503	517,246	230,586	366,163
<b>Total Fund Balances</b>	<b>2,680,798</b>	<b>2,163,177</b>	<b>517,621</b>	<b>2,080,301</b>	<b>600,497</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 3,425,052</b>	<b>2,838,470</b>	<b>586,582</b>	<b>2,827,394</b>	<b>597,658</b>

**MCIT**  
**Coverage Summary and Cost Estimate for**  
**Lake Agassiz Regional Library**  
**August 23, 2021(revised 10-7-2021 to include 2022 quote)**

**PROPERTY COVERAGE:**

- Coverages:
- Buildings, Contents and Property in the Open
    - Applies to scheduled properties only
    - Physical damage arising from covered perils
    - Replacement cost valuation (with few exceptions)
    - Limit of coverage based on scheduled value subject to 125% valuation provision
    - \$1,000 deductible
  - Extra Expense
    - \$10,000 coverage limit per claim
  - Equipment Breakdown Coverage (Boiler and Machinery)
    - Replacement cost valuation
  - Inland Marine
    - Applies to scheduled equipment only
    - Actual cash value valuation
    - Electronic Data Processing (EDP) Equipment coverage provided on a blanket basis with replacement cost valuation indicated on the list of computer equipment submitted. Total value \$372,391.
    - \$1,000 deductible varies by equipment type
  - Valuable Papers and Records
    - \$1,000 coverage limit per claim
  - Money and Securities
    - \$5,000 coverage limit per claim

**LIABILITY COVERAGE:**

Limits of Liability: \$500,000 each claimant/\$1,500,000 each occurrence for claims subject to MN Stat. \$466.04

\$2,000,000 for claims not subject to MN Stat. \$466.04

- Coverages:
- General Liability
    - Bodily Injury and Property Damage
    - Occurrence-based coverage
    - \$1,000 deductible
  - Personal and Advertising Injury Liability
    - \$1,000 deductible

**MCIT**  
**Coverage Summary and Cost Estimate for**  
**Lake Agassiz Regional Library**  
**August 23, 2021(revised 10-7-2021 to include 2022 quote)**

Medical Payments

- \$2,500 limit per claim
- Discretionary use
- No deductible

Public Employees Liability

- Claims-made coverage arising from a wrongful act
- Retroactive coverage date equal to effective date of coverage
- \$2,500 deductible

Employee Benefits Liability

- Claims-made coverage arising from a wrongful act
- Responds to claims arising from the administration of the member's employee benefits program
- \$2,500 deductible

**AUTOMOBILE COVERAGE:**

Vehicle Schedule: Coverage applies to Scheduled Vehicles

- 2014 Ford Econoline E 450 Super Duty

Coverages:

Automobile Liability

- \$500,000 coverage limits each claimant/\$1,500,000 each occurrence for claims subject to MN Stat. §466.04
- \$2,000,000 coverage limit for claims not subject to MN Stat. §466 (which can include out-of-state business travel)
- No deductible

Personal Injury Protection (PIP)

- Per MN Statute and Coverage Document

Physical Damage – Collision and Comprehensive

- \$250 Comprehensive deductible
- \$500 Collision deductible

Uninsured/Underinsured Motorist

- \$25,000 Per claimant coverage limit
- \$50,000 Per occurrence coverage limit

Hired and Non-Owned Automobile Liability

- Excess over any other collectible insurance
- No deductible

**MCIT**  
**Coverage Summary and Cost Estimate for**  
**Lake Agassiz Regional Library**  
**August 23, 2021(revised 10-7-2021 to include 2022 quote)**

**CYBER SUITE COVERAGE**

*Provides coverage for response expenses, damages and defense costs arising from a personal data compromise (arising from a computer or other source) or computer attack, including a cyber-extortion / ransomware threat.*

Cyber Suite- \$50,000 Annual Aggregate Limit Breakdown

First Party Annual Aggregate Limit	\$25,000
Third Party Defense Annual Aggregate Limit	\$12,500
Third Party Liability Annual Aggregate Limit	\$12,500

\* Various coverage sublimits apply

Additional Annual Aggregate Limits available: \$100,000, \$250,000, \$500,000, \$1,000,000  
 (requires underwriting questionnaire to qualify with additional aggregate limits effective 1/1/2022)

**EMPLOYEE DISHONESTY AND FAITHFUL PERFORMANCE OF DUTY (BOND) COVERAGE:**

*Provides coverage for loss or damage to the member's money, securities and property other than money and securities as defined, caused by employee dishonesty or an employee's lack of faithful performance of duty.*

Limit of Coverage: \$25,000 Per occurrence

Deductible: \$0

Additional Limits Available:

Limit of Coverage:	\$50,000 Per occurrence add	\$130
Limit of Coverage:	\$75,000 Per occurrence add	\$278
(includes \$25,000 through Old Republic)		

**WORKERS' COMPENSATION COVERAGE:**

**MCIT**  
**Coverage Summary and Cost Estimate for**  
**Lake Agassiz Regional Library**  
**August 23, 2021(revised 10-7-2021 to include 2022 quote)**

*Paying member employees all benefits required under the Minnesota Workers' Compensation Act arising from a compensable accident or occupational loss while acting within the course and scope of employment.*

Coverage for employees based on estimated payroll of: **\$1,925,000**

Workers' Compensation Contribution: **\$3,272**

Workers' Compensation Coverage including Board: **\$4,612**

Optional

**No contribution change for Workers' Compensation coverage for 2022**

**OTHER COVERAGE FEATURES:**

Flood Coverage Endorsement

Law or Ordinance Coverage Endorsement

Open Meeting Law Coverage

Land Use Defense Coverage Endorsement

Department of Human Rights / EEOC Coverage

Wrongful Acts / Civil Rights Coverage – Public Employees Liability

Legal Defense Fees Paid in addition to Limits of Liability

Drone (Optional by Endorsement)

**ANNUAL ESTIMATED COST OF COVERAGE: (full year estimates for 2021 or 2022 will be prorated on effective date of coverage)**

Property/Casualty Contribution:

- |  |                    |                    |
|--|--------------------|--------------------|
| • Includes all scheduled property, autos and equipment | <b><u>2021</u></b> | <b><u>2022</u></b> |
| • with \$25,000 bond                                   | \$13,771           | \$13,956           |
| • with \$50,000 bond                                   | \$13,901           | \$14,086           |
| • with \$75,000 bond                                   | \$14,049           | \$14,234           |

Workers' Compensation Contribution: **\$3,272**    **\$3,272**

Workers' Compensation Coverage including Board: **\$4,612**    **\$4,612**  
Optional

**MCIT**  
**Coverage Summary and Cost Estimate for**  
**Lake Agassiz Regional Library**  
**August 23, 2021(revised 10-7-2021 to include 2022 quote)**

	<u>2021</u>	<u>2022</u>
Total Estimated Cost of Coverage (with \$25,000 bond)	\$17,043	\$17,228
Total Estimated with optional Workers Compensation for Board	\$18,383	\$18,568

**NOTICE:**

- The coverage described above is subject to the terms, conditions, definitions, exclusions and limitations contained within the MCIT Coverage Document.
- Membership in MCIT is dependent upon MCIT board approval.
- This Cost Estimate is not an invoice. Do not send payment until membership is approved, coverage is bound and you receive an actual invoice from MCIT.
- This Cost Estimate is valid for 90 days at which time it will expire.

RESOLUTION

The Lake Agassiz Regional Library Board of Trustees hereby acknowledges participation as a member of the Minnesota Counties Intergovernmental Trust by the acceptance and execution of the MCIT joint powers agreement denoted as "Minnesota Counties Intergovernmental Trust, Joint Powers Agreement, Adopted by Membership December 4, 2017".

\_\_\_\_\_  
Chair

Date:\_\_\_\_\_

Attest:

\_\_\_\_\_

Date:\_\_\_\_\_

Title:

\_\_\_\_\_





# LAKE AGASSIZ REGIONAL LIBRARY

17  
118 S. 5th St.  
Moorhead, MN 56560  
  
Phone 218.233.3757  
Fax 218.233.7556  
[www.larl.org](http://www.larl.org)

11/18/2021

Minnesota Counties Intergovernmental Trust  
100 Empire Dr  
Suite 100  
St. Paul, MN 55103-1885

Dear Sir,

The Lake Agassiz Regional Library Board of Trustees accepts the MCIT coverage and pricing as indicated in the Coverage Summary and Cost Estimate dated August 23, 2021.

Sincerely,

Terry Kalil  
Lake Agassiz Regional Library - President

Ada Library  
218-784-4480  
Bagley Library  
218-694-6201  
Barnesville Library  
218-354-2301  
Breckenridge Library  
218-643-2113

Climax Library  
218-857-2455  
Crookston Library  
218-281-4522  
Detroit Lakes Library  
218-847-2168  
Fertile Library  
218-945-6137

Fosston Library  
218-435-1320  
Hawley Library  
218-483-4549  
Mahnomen Library  
218-935-2843  
McIntosh Library  
218-563-4555

Moorhead Library  
218-233-7594  
Cormorant LINK Site  
218-439-3072  
Frazee LINK Site  
218-334-2143  
Gonvick LINK Site  
218-487-6220

Halstad LINK Site  
218-456-2162  
Hendrum LINK Site  
218-861-6028  
Lake Park LINK Site  
218-238-5119  
Rothsay LINK Site  
218-867-2637

Twin Valley LINK Site  
218-584-8355  
Ulen LINK Site  
218-596-8800



# Lake Agassiz Regional Library

## AGREEMENT

WHEREAS, The Board of County Commissioners of Becker county, Minnesota; and the City Council of the City of Breckenridge, Minnesota; and the Board of County Commissioners of Clay County, Minnesota; and the Board of County Commissioners of Clearwater County, Minnesota; and the City Council of the City of Crookston, Minnesota; and the City Council of the City of Detroit Lakes, Minnesota; and the Board of County Commissioners of Mahnomen County, Minnesota; and the City Council of the City of Mahnomen; and the City council of the City of Moorhead, Minnesota; and the Board of County Commissioners of Norman County, Minnesota; and the Board of County Commissioners of Polk County, Minnesota; and the Board of County Commissioners of Wilkin County, Minnesota, have each officially acted to establish public library service in their respective areas and provided for the financial support of such services; and,

WHEREAS, It is the mutual desire to strengthen and improve public library services for said areas; and,

WHEREAS, It appears advantageous to accomplish this in a practical and economical manner through the operation of the public library services in said areas jointly; and,

WHEREAS, Legal authority for the joint operation of such public library services is provided for in Minnesota Statutes, Sections 134.20 and 471.59,

NOW THEREFORE, We the undersigned, representing the parties indicated do hereby enter into the following AGREEMENT with the full intent of establishing, strengthening, and improving public library services in all of the areas to which we are responsible.

### I

#### PURPOSE:

1. It is the purpose of this agreement to establish, strengthen, and improve public library services in said areas by establishing a regional public library system, and combining its operations with such existing public libraries in the said areas as may wish to join.

### II

1. This purpose shall be accomplished through a joint board. For the purposes of governing the joint library services there shall be created a library board to govern the library services as a single library system, to be known as the LAKE AGASSIZ REGIONAL LIBRARY.

2. Said library board shall consist of one member for each ~~6,000~~14,000 persons, or major fraction thereof, from each area according to the latest U.S. census.

~~In accordance with the 1980 census, membership on said library board shall be apportioned in the following manner: four (4) members from Becker county, one (1) member from Breckenridge, three (3) members from Clay County, one (1) member from Clearwater County, one (1) member from Crookston, one (1) member from Detroit Lakes, five (5) members from Moorhead, one (1) member from Mahnomen County, two (2) members from Norman County, three (3) members from Polk County, and one (1) member from Wilkin County.~~

3. Members shall be residents of the political subdivision of the governing body making the appointment. One, and only one, of the members from each area may be a member of the governing body making the appointment. The members from Breckenridge, Crookston, Detroit Lakes, Moorhead, and Polk County shall be appointed from among the members of the local library boards in those areas.

4. Three-year terms shall commence on the 1<sup>st</sup> day of January, and members shall serve until their successors are appointed and qualified. No person shall be appointed to the joint library board for more than ~~two~~three consecutive three-year terms. Nothing in this provision shall be construed to mean that a former board member may not be reappointed to the joint library board after a lapse of one year.

5. Said library board shall have the powers and duties provided for city and county library boards as specified in Minnesota Statutes, Section 134.20, and as one board shall administer the library system.

6. The by-laws of the joint library board shall set forth the meeting times and the officers to be elected by and from its members. They may provide also for an Executive Committee to transact business between regular meetings of the joint library board.

7. Local public library boards of the public libraries administered as part of the Lake Agassiz Regional Library may continue to function, provided their actions do not conflict with the policies and services determined by the joint library board. Said local boards shall be encouraged to advise the joint library board on matters affecting their local libraries and to work for full cooperation and coordination of services within the regional public library system.

8. No provision in this agreement shall be deemed to limit the right of member cities or counties or their local library boards to control their local library funds and to accept, hold, manage, and properly dispose of property given, granted, conveyed, donated, devised or bequeathed to, or otherwise acquired by them in accordance with Minnesota Statutes, Sections 134.14 and 134.15.

### III

1. The Treasurer and Executive Officer of the joint library board shall keep due and strict accounting of all monies received and disbursed by the regional public library system. There shall be an annual audit of all receipts and disbursements.

2. A general operating budget shall be made up annually and maintained as a single budget. Efforts shall be made continually to assure that all areas receive their fair share of the library services. But the joint library board shall not be required to maintain a financial accounting of disbursement within or on behalf of these areas. The annual operating budget shall be arrived at by consultation between members of the joint library board, and shall be filed by the library board with the member counties and cities. The amount required to implement said budget shall be authorized by each member county and city.

3. Should any party approve lower than its just share of the approved budget while other parties exceed the minimum appropriations, library service to that area may be reduced accordingly so as not to restrict the development of library services in the remaining areas.

4. The minimum appropriation to be provided by each member county and city shall be no less than the dollar amount I provided the preceding year. It shall be the goal of each member county and city to appropriate such additional amounts annually as will maintain the prevailing level of service. In no event shall the authorization of funds be less than the minimum amounts specified by the state and federal governments. To the extent allowable by the state and federal governments any amount appropriated for capital expenditures for equipment and buildings or special appropriations shall not be included in the appropriation amount which must be maintained in the succeeding year.

5. Each party's appropriation shall be paid in equal quarterly installments to the regional public library system on, or before, February 15, May 15, August 15, and November 15.

6. All operating expenses of the regional public library system shall be proper charges, including, but not restricted to, all salaries and wages of personnel, cost of maintenance and minor repairs and utilities of the headquarters building, purchase and replacement of books and other library materials and equipment, and any other proper items of expense.

7. The joint library board may determine a reasonable amount to be set up on the books of account of the library board, and kept in a separate fund, as depreciation for replacement of bookmobiles and other equipment. Said fund, and a reasonable amount from the library operating fund, may be deposited and/or invested as may be determined from time-to-time by the library board.

8. Any further rules and regulations concerning financing and disbursements of funds may be adopted by the joint library board by resolution, not inconsistent herewith.

#### IV

1. This agreement shall continue in force until rescinded by action of its parties. Any city may withdraw from it under any of the following provisions without affecting the total agreement, except that party shall not withdraw in less than three (3) years from the effective date of their participation in the regional public library system.

By giving notice in writing to the other parties at least six (6) months prior to the withdrawal,  
 Provided that any withdrawal shall not be effective prior to the end of the library's fiscal year;  
 or, by Mutual agreement of the parties.

2. Should any city fail to comply with the minimum state-federal requirements for securing state-federal grants, said party shall give notice in writing to the other parties at least six (6) months in advance and this notification shall be regarded as voluntary withdrawal from the agreement.

3. In the event of termination or withdrawal, each party shall retain title to any and all assets which it may have held at the time of its original entry into the regional public library system and all assets it subsequently acquired by gift or by bequest or by purchase with funds not administered by the joint library board. It is understood this provision will include the value of any such assets which have been discarded or necessarily replaced by the joint library board in the usual course of business. All other assets shall be divided among the parties on the basis of each party's respective proportion of this financial support provided by its respective library fund, if said parties continue to support and operate public library service. If any party to this agreement should



discontinue to support and operate public library service after withdrawal from this agreement or after termination of this agreement, its due share of the assets shall revert to the State Board of Education for use elsewhere.

4. Nothing in these provisions shall be construed so as to limit the free movement of materials and services between the public libraries of said parties while this agreement is in effect.

## V

### OTHER PROVISIONS:

1. Said library board, and its personnel hired to administer and operate the public library service herein provided for, shall be responsible to see that all areas shall receive their full and due share of the attention and service, and that the public library service shall be organized and administered in a manner which qualifies said library to receive state-federal grants. And, further, it is the full intention of all concerned to involve the local public libraries in the services of the system to the fullest extent possible, and to work for full cooperation and coordination of services with said libraries.

2. In matters relating to services in specific locations, when there is a division of opinion on the library board, the weight of the decision shall rest with the representatives of the specific area involved.

3. The City of Moorhead shall retain title to the headquarters library facilities in Moorhead and shall be responsible for major repairs and additions to this building and the property on which it is located. The City of Breckenridge, the City of Crookston, the City of Detroit Lakes, the City of Mahanomen, and such other cities which have or may establish public libraries administered as part of the Lake Agassiz Regional Library shall retain title to the public library facilities, and they shall pay all costs of maintenance of said facilities, including construction, rent, repairs, upkeep, janitorial services, utilities, general liability insurance, and insurance on the building. The library board may accept responsibility for telephone service plus library furniture and equipment in said libraries and insurance on the library contents.

4. 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 agents of the Lake Agassiz Regional 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 purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statutes, 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.

5. 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.

6. It is the intent of all parties to make this agreement work to the greatest mutual advantage, and to encourage neighboring areas to cooperate toward the information of a larger public regional library system to the mutual benefit of all. Additional counties and cities through proper action by the governing bodies may become a party to this agreement by means of an addendum which shall be consistent with the provisions of this agreement.

7. Amendments to this agreement may be proposed by the joint library board and shall become effective upon ratification by all member counties and cities.

8. This agreement shall become effective on the 1<sup>st</sup> day of January, ~~1990~~2022, and it shall ~~supereedesupersede~~ the Lake Agassiz Regional Library Agreement dated the 1<sup>st</sup> day of January, 1990, and addendum dated the 11<sup>th</sup> of December, 1992, plus the Lake Agassiz Regional Library Agreement dated the 1<sup>st</sup> day of July, 1974, and addendum dated the 1<sup>st</sup> day of July, 1975, plus the Lake Agassiz Regional Library Agreement dated the 1<sup>st</sup> day of January, 1981, and the Lake Agassiz Regional Library Agreement dated the 1<sup>st</sup> day of January, 1985.

#### APPROVAL AND EXECUTION:

1. This agreement shall be executed by the appropriate officials in each member county and city.

IN WITNESS WHEREOF, This AGREEMENT has been executed by the parties listed below in the dates indicated.

*Signature Page for Becker County*

BOARD OF COUNTY COMMISSIONERS, BECKER COUNTY, MINNESOTA

Chair \_\_\_\_\_ Date \_\_\_\_\_

Attest:  
\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_



*Signature Page for the City of Breckenridge*

CITY COUNCIL, CITY OF BRECKENRIDGE, MINNESOTA

\_\_\_\_\_ Date \_\_\_\_\_  
Chair

Attest:  
\_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for Clay County*

BOARD OF COUNTY COMMISSIONERS, CLAY COUNTY, MINNESOTA

Chair

Date \_\_\_\_\_

Attest:

Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for Clearwater County*

BOARD OF COUNTY COMMISSIONERS, CLEARWATER COUNTY, MINNESOTA

\_\_\_\_\_  
Chair Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for the City of Crookston*

CITY COUNCIL, CITY OF CROOKSTON, MINNESOTA

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for the City of Detroit Lakes*

CITY COUNCIL, CITY OF DETROIT LAKES, MINNESOTA

\_\_\_\_\_  
Chair Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for Mahnomen County*

BOARD OF COUNTY COMMISSIONERS, MAHNOMEN COUNTY, MINNESOTA

\_\_\_\_\_  
Chair Date \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for the City of Mahnomen*

CITY COUNCIL, CITY OF MAHNOMEN, MINNESOTA

\_\_\_\_\_ Date \_\_\_\_\_  
Chair

Attest:  
\_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for the City of Moorhead*

CITY COUNCIL, CITY OF MOORHEAD, MINNESOTA

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

Attest:

\_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



*Signature Page for Norman County*

BOARD OF COUNTY COMMISSIONERS, NORMAN COUNTY, MINNESOTA

---

Chair

Date \_\_\_\_\_

Attest:

100% 90% 80% 70% 60% 50% 40% 30% 20% 10% 0%

Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for Polk County*

BOARD OF COUNTY COMMISSIONERS, POLK COUNTY, MINNESOTA

\_\_\_\_\_  
Chair Date \_\_\_\_\_

Attest:  
  
\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Signature Page for Wilkin County*

BOARD OF COUNTY COMMISSIONERS, WILKIN COUNTY, MINNESOTA

\_\_\_\_\_  
Chair Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Monthly Report to the Board****Meeting Date: November 18, 2021****From: Liz Lynch, Executive Director****Director's Meetings**

**OCTOBER:** Meeting with Bree Langemo, director of Concordia's Entrepreneurial Department and Megan Krueger; Meeting with LARL IT and Automation Directors, 19; Moorhead Mayor's Task Force Meeting, 19; Coordinating Team Meeting, 20; LARL Executive Meeting, 21; Meeting with Hub Supervisors, 26; Anton Treuer event at Concordia, One Book One Community, 26; Council of Regional Public Library System Administrators (CRPLSA), 27-29

**NOVEMBER:** Meeting with Jeanne Anderson, Collection Development, 2; MN Library Legislative Meeting, 3; Public Library Service Focus Group, 3; MNLINK Meeting, 4; Hub Supervisor Meeting, 5; Meeting with Marketing Coordinator, 8; Automation and IT Meeting, 10; Moorhead Library and Mayor's Task Force Meeting, 10

**Staffing**

Eileen Mooney, Cormorant LINK Site Coordinator will be moving to the Frazee LINK Site at the end of November.

**Open positions:** LINK Site Coordinator, Cormorant; Library Assistant (14 hours) & Librarian (40 hours), Detroit Lakes; and Librarian (14 hours), Crookston.

**LARL News**

Lake Agassiz Regional Library participated in the 2021 One Book One Community event featuring author, Anton Treuer. Concordia hosted the Treuer event on October 26<sup>th</sup> as he discussed his book, *Everything You Wanted to Know about Indians but Were Afraid to Ask*. 310 individuals attended in person and 160 individuals attended online. The event was very much appreciated by attendees and very well received.

Minnesota Author, Lorna Landvik will be offering a virtual Legacy presentation on Monday, November 15<sup>th</sup> at 6:30 p.m. Visit [larl.org](http://larl.org) for more information.

MN Authors Sarah Stonich and Jess Lourey will be offering *Off the Page: Two Authors on their Craft and the Long Road to Publication* virtual Legacy event on December 2<sup>nd</sup> at 7:00 p.m. This will be an interactive event that will be recording and available for viewing until January 2, 2022.

The Crookston Public Library announced new hours on November 1<sup>st</sup>. The Crookston Library will now be open at 9:00 a.m., one hour earlier than previously, Monday-Wednesday, with shorter hours on Saturday.

Lake Agassiz Regional Library recently turned on the Sora feature of our OverDrive eBook and eAudiobook collection. The Sora app allows schools who already have an OverDrive contract to allow students to automatically gain access to the LARL OverDrive eCollection without obtaining a LARL library card. Students at Norman County East Elementary and Lake Audubon High School are the current recipients of the Sora service. Lake Agassiz Regional Library recently received our annual \$5,000 grant from the Northern Lights Library Network to purchase youth services materials in OverDrive, which will help to support the LARL/Schools partnership.

All LARL locations will be closed by 5:00 on Wednesday, November 24<sup>th</sup> for the Thanksgiving Eve.

All LARL locations will be closed all day on Thursday, November 25<sup>th</sup> for Thanksgiving.

### **Statewide News**

**37**

Tami Lee has been appointed director of State Library Services and Expanded Learning for the Department of Education.

### **Upcoming Board Meeting Dates**

- The LARL Executive Committee is scheduled to hold a meeting on Thursday, December 16<sup>th</sup> if needed.
- The next LARL Full Board meeting will be held on Thursday, January 20<sup>th</sup> at 5:30 p.m.

**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 legislation which will bring about improved library service for residents.
5. 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.**



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

The library board is subject to Open Meeting Law (Minn. Stat. Ch. 13D).

~~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, and 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 ~~IX~~ 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 Oct 1, 2021 to Oct 31, 2021**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	10/1/21	Apple Store	2010-000	2.99
EFT-10/01/21-1	10/1/21	Delta Dental of Minnesota	1000-000	994.09
eft-10/1/21-1	10/1/21	Fidelity Security Life	1000-000	321.48
10/21-11	10/1/21	Amazon (charges on account)	2020-000	16.99
cc-10/27	10/1/21	Card Services	1000-000	15.37
10/21-12	10/2/21	Amazon (charges on account)	2020-000	30.58
	10/3/21	Grasshopper.com	2010-000	36.97
eft-10/3/21-1	10/3/21	Arvig	1000-000	92.59
eft-10/3/21-2	10/3/21	Arvig	1000-000	93.39
eft-10/3/21-3	10/3/21	Arvig	1000-000	85.01
eft-10/3/21-4	10/3/21	Arvig	1000-000	85.01
eft-10/3/21-5	10/3/21	Arvig	1000-000	42.54
eft-10/3/21-6	10/3/21	Pitney Bowes Purchase Power	1000-000	400.00
eft-10/03/21-1	10/3/21	Attendance On Demand	1000-000	243.00
10/21-13	10/3/21	Amazon (charges on account)	2020-000	48.52
10/21-14	10/3/21	Amazon (charges on account)	2020-000	23.49
10/21-15	10/3/21	Amazon (charges on account)	2020-000	39.98
	10/4/21	Zoho Corp	2010-000	20.00
68210	10/4/21	Internal Revenue Service	1000-000	1,276.78
10/21-16	10/4/21	Amazon (charges on account)	2020-000	27.98
10/21-37	10/4/21	Amazon (charges on account)	2020-000	9.58
10/21-38	10/4/21	Amazon (charges on account)	2020-000	14.99
10/21-17	10/5/21	Amazon (charges on account)	2020-000	100.29
10/21-19	10/5/21	Amazon (charges on account)	2020-000	47.76
cc-10/05/21-1	10/5/21	VistaPrint.com	2010-000	290.32
cc-10/5/21-1	10/5/21	Friends Of The St Paul Public Library	2010-000	50.00
10/21-26	10/5/21	Amazon (charges on account)	2020-000	18.99
eft-10/6/21-1	10/6/21	Cardmember Service	1000-000	1,825.03
68211	10/6/21	Burggraf's Ace Hardware Moorhead	1000-000	9.98
68212	10/6/21	Alliance Courier	1000-000	1,716.65
68213	10/6/21	Baker & Taylor	1000-000	5,214.92
68213a	10/6/21	VOID	1000-000	
68213b	10/6/21	VOID	1000-000	
68213c	10/6/21	VOID	1000-000	

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Oct 1, 2021 to Oct 31, 2021**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68214	10/6/21	Black Stone Publishing	1000-000	198.00
68215	10/6/21	Joyce Christine Boike	1000-000	128.24
68216	10/6/21	Cole Papers Inc.	1000-000	285.72
68217	10/6/21	Crookston Times	1000-000	99.00
68218	10/6/21	Michelle Fjeld	1000-000	25.20
68219	10/6/21	Halstad Telephone Company	1000-000	107.38
68220	10/6/21	Jodi Harrington	1000-000	18.76
68221	10/6/21	Liz Lynch	1000-000	101.36
68222	10/6/21	Marco Technologies LLC	1000-000	2,311.32
68223	10/6/21	City of Moorhead	1000-000	5,307.50
68224	10/6/21	NCPERS Group Life Ins.	1000-000	144.00
68225	10/6/21	Overdrive, Inc.	1000-000	2,756.53
68226	10/6/21	Patricia L Collins	1000-000	20.00
68227	10/6/21	Caleb Paul Smith	1000-000	10.00
68228	10/6/21	Rochester Telecom Systems Inc.	1000-000	118.90
68228a	10/6/21	VOID	1000-000	
68228b	10/6/21	VOID	1000-000	
68229	10/6/21	Shortprinter	1000-000	21.69
eft-10/06/21-1	10/6/21	Lake Agassiz Regional Library	1010-000	45,000.00
10/21-18	10/6/21	Amazon (charges on account)	2020-000	5.11
10/21-20	10/6/21	Amazon (charges on account)	2020-000	7.96
10/21-21	10/6/21	Amazon (charges on account)	2020-000	15.88
10/21-22	10/6/21	Amazon (charges on account)	2020-000	40.46
10/21-24	10/7/21	Amazon (charges on account)	2020-000	35.98
cc-10/07/21-1	10/7/21	Zoom Video Communications, Inc	2010-000	15.80
	10/7/21	Verizon	2010-000	65.00
eft-10/8/21-1	10/8/21	Further - FSA	1000-000	21.41
10/21-25	10/8/21	Amazon (charges on account)	2020-000	46.08
10/21-23	10/9/21	Amazon (charges on account)	2020-000	7.99
cc-10/09/21-1	10/9/21	Ting	2010-000	41.28
10/21-27	10/10/21	Amazon (charges on account)	2020-000	26.99
10/21-28	10/10/21	Amazon (charges on account)	2020-000	27.64
10/21-29	10/10/21	Amazon (charges on account)	2020-000	38.91

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Oct 1, 2021 to Oct 31, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
cc-10/12/21-1	10/12/21	Uprinting.com	2010-000	347.15
10/21-30	10/12/21	Amazon (charges on account)	2020-000	42.36
cc-10/13/21-1	10/13/21	Rothsay Telephone	2010-000	71.14
68230	10/13/21	Baker & Taylor	1000-000	4,137.71
68230a	10/13/21	VOID	1000-000	
68230b	10/13/21	VOID	1000-000	
68230c	10/13/21	VOID	1000-000	
68231	10/13/21	Black Stone Publishing	1000-000	361.88
68232	10/13/21	Christianson's Business Furniture	1000-000	410.57
68233	10/13/21	Clay County Connection	1000-000	265.00
68234	10/13/21	Card Services	1000-000	44.24
68235	10/13/21	Tim Eggebraaten	1000-000	1,500.00
68236	10/13/21	Greta Guck	1000-000	50.68
68237	10/13/21	Jodi Harrington	1000-000	14.00
68238	10/13/21	Hudda Ibrahim	1000-000	889.28
68239	10/13/21	Paula Jones	1000-000	15.40
68240	10/13/21	NetCenter Technologies	1000-000	190.00
68242	10/13/21	Office Depot	1000-000	232.33
68243	10/13/21	Overdrive, Inc.	1000-000	1,394.48
68244	10/13/21	Payroll Professionals, Inc.	1000-000	125.40
68245	10/13/21	Rapid Refill	1000-000	514.50
68246	10/13/21	SELCO	1000-000	3,992.68
68247	10/13/21	Shortprinter	1000-000	145.65
68248	10/13/21	Christy Underlee	1000-000	71.68
eft-10/13/21-1	10/13/21	Lake Agassiz Regional Library	1010-000	165,000.00
eft-10/13/21-2	10/13/21	Lake Agassiz Regional Library	1000-000	55,000.00
10/21-31	10/13/21	Amazon (charges on account)	2020-000	27.99
10/21-32	10/13/21	Amazon (charges on account)	2020-000	27.99
eft-10/14/21-1	10/14/21	Allstream	1000-000	846.12
cc-10/14/21-1	10/14/21	Zoom Video Communications, Inc	2010-000	79.00
eft-10/15/21-1	10/15/21	Garden Valley Telephone Company	1000-000	41.41
eft-10/15/21-2	10/15/21	AFLAC	1000-000	297.28
EFT-10/15/21-3	10/15/21	Synchrony Bank/Amazon	1000-000	4,161.88
eft-10/15/21-4	10/15/21	Federal Income Tax deposit	1000-000	16,925.38

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Oct 1, 2021 to Oct 31, 2021**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-10/15/21-5	10/15/21	Minnesota State Income Tax	1000-000	1,617.00
eft-10/15/21-6	10/15/21	ING (Deferred Compensation)	1000-000	2,006.52
eft-10/15/21-7	10/15/21	Public Employees Retirement Association	1000-000	10,555.24
eft-10/15/21-8	10/15/21	LARL Payroll	1005-000	56,043.47
10/21-33	10/15/21	Amazon (charges on account)	2020-000	57.44
10/21-34	10/15/21	Amazon (charges on account)	2020-000	27.98
10/21-35	10/15/21	Amazon (charges on account)	2020-000	181.78
10/21-36	10/15/21	Amazon (charges on account)	2020-000	12.36
10/21-39	10/15/21	Amazon (charges on account)	2020-000	30.84
eft-10/15/21-8	10/15/21	Further - VEBA/HSA	1000-000	2,128.50
eft-10/15/21-9	10/15/21	Further - VEBA/HSA	1000-000	2,122.75
10/21-40	10/16/21	Amazon (charges on account)	2020-000	82.39
10/21-41	10/17/21	Amazon (charges on account)	2020-000	50.98
10/21-42	10/17/21	Amazon (charges on account)	2020-000	41.04
10/21-43	10/17/21	Amazon (charges on account)	2020-000	17.96
10/21-44	10/17/21	Amazon (charges on account)	2020-000	99.97
10/21-45	10/18/21	Amazon (charges on account)	2020-000	17.99
10/21-46	10/18/21	Amazon (charges on account)	2020-000	35.98
10/21-47	10/18/21	Amazon (charges on account)	2020-000	25.18
10/21-48	10/18/21	Amazon (charges on account)	2020-000	35.89
eft-10/19/21-1	10/19/21	Minnesota Revenue	1000-000	331.00
cc-10/19-1	10/19/21	Adobe	2010-000	359.88
10/21-49	10/19/21	Amazon (charges on account)	2020-000	105.65
10/21-50	10/19/21	Amazon (charges on account)	2020-000	32.32
68249	10/20/21	The 13 Towns	1000-000	51.20
68250	10/20/21	Alliance Courier	1000-000	1,716.65
68251	10/20/21	Baker & Taylor	1000-000	3,461.42
68251a	10/20/21	VOID	1000-000	
68252	10/20/21	Barnesville Record-Review	1000-000	125.00
68253	10/20/21	BookPage	1000-000	1,176.00
68254	10/20/21	ByteSpeed, LLC	1000-000	5,277.00
68255	10/20/21	Jodi Harrington	1000-000	25.76
68256	10/20/21	JobsHQ	1000-000	309.50

**Lake Agassiz Regional Library**  
**Check Register**  
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68257	10/20/21	Megan Krueger	1000-000	54.04
68258	10/20/21	Leon & Levi's Fresh & Local	1000-000	50.00
68259	10/20/21	Metro Sales, Inc	1000-000	1,541.54
68260	10/20/21	Heidi Moore	1000-000	33.60
68261	10/20/21	Amy Nelson	1000-000	14.56
68262	10/20/21	Office Depot	1000-000	79.25
68263	10/20/21	Overdrive, Inc.	1000-000	3,176.77
68264	10/20/21	Rapid Refill	1000-000	157.50
68265	10/20/21	The Secret Garden	1000-000	245.40
68266	10/20/21	Jamie Sprynczynatyk	1000-000	543.28
68267	10/20/21	Twin Valley Times	1000-000	35.00
eft-10/20/21-1	10/20/21	Mutual of Omaha	1000-000	106.40
10/21-51	10/20/21	Amazon (charges on account)	2020-000	43.05
10/21-52	10/20/21	Amazon (charges on account)	2020-000	-0.06
10/21-53	10/20/21	Amazon (charges on account)	2020-000	-0.03
10/21-54	10/20/21	Amazon (charges on account)	2020-000	-0.03
cc-10/21-1	10/21/21	Target	2010-000	197.10
10/21-55	10/21/21	Amazon (charges on account)	2020-000	-0.98
10/21-56	10/21/21	Amazon (charges on account)	2020-000	39.92
eft-10/22/21-1	10/22/21	Further - Fees	1000-000	101.75
	10/22/21	Tidio	2010-000	18.36
10/21-59	10/22/21	Amazon (charges on account)	2020-000	24.95
10/21-60	10/22/21	Amazon (charges on account)	2020-000	35.97
10/21-57	10/24/21	Amazon (charges on account)	2020-000	20.98
10/21-58	10/24/21	Amazon (charges on account)	2020-000	79.96
eft-10/25/21-1	10/25/21	Arvig	1000-000	173.20
cc-10/26/21-1	10/26/21	Star Tribune	2010-000	527.80
11/21-1	10/26/21	Amazon (charges on account)	2020-000	109.47
11/21-2	10/27/21	Amazon (charges on account)	2020-000	72.93
11/21-3	10/27/21	Amazon (charges on account)	2020-000	97.43
11/21-4	10/27/21	Amazon (charges on account)	2020-000	-1.06
11/21-5	10/27/21	Amazon (charges on account)	2020-000	-8.12
68268	10/28/21	AFSCME Council 65	1000-000	458.28
68269	10/28/21	AFSCME PEOPLE	1000-000	67.00



**Lake Agassiz Regional Library**  
**Check Register**  
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Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68270	10/28/21	Alliance Courier	1000-000	1,716.65
68271	10/28/21	Baker & Taylor	1000-000	3,352.19
68271a	10/28/21	VOID	1000-000	
68271b	10/28/21	VOID	1000-000	
68272	10/28/21	Barnesville Record-Review	1000-000	110.00
68273	10/28/21	Black Stone Publishing	1000-000	71.99
68274	10/28/21	Joyce Christine Boike	1000-000	78.40
68275	10/28/21	Clayton Briggs	1000-000	78.40
68276	10/28/21	Dakota News, Inc.	1000-000	25.47
68277	10/28/21	Farm & Home Publishers, LTD.	1000-000	919.50
68278	10/28/21	Frazee-Vergas Forum	1000-000	21.75
68279	10/28/21	Ben Grimsley	1000-000	50.40
68280	10/28/21	Greta Guck	1000-000	50.68
68281	10/28/21	Jodi Harrington	1000-000	52.92
68282	10/28/21	HPR, LLC	1000-000	137.50
68283	10/28/21	Janette Hill Art	1000-000	200.00
68284	10/28/21	Terry Kalil	1000-000	80.64
68285	10/28/21	Dennis Larson	1000-000	50.40
68286	10/28/21	Heidi Moore	1000-000	28.00
68287	10/28/21	Office Depot	1000-000	427.12
68288	10/28/21	Overdrive, Inc.	1000-000	4,230.88
68289	10/28/21	Patricia L Collins	1000-000	10.00
68290	10/28/21	Caleb Paul Smith	1000-000	30.00
68291	10/28/21	Payroll Professionals, Inc.	1000-000	138.60
68292	10/28/21	Quill Corporation	1000-000	514.24
68293	10/28/21	Shortprinter	1000-000	26.38
68294	10/28/21	Indigenous Enterprise LLC	1000-000	5,000.00
68295	10/28/21	Christy Underlee	1000-000	21.00
68296	10/28/21	Gary Willhite	1000-000	78.40
eft-10/28/21-1	10/28/21	Lake Agassiz Regional Library	1010-000	75,000.00
eft-10/28/21-2	10/28/21	Lake Agassiz Regional Library	1000-000	58,000.00
cc-10/28-2	10/28/21	Crookston Daily Times	1000-000	-92.75
cc-10/28-3	10/28/21	Crestline Specialties, Inc.	2010-000	880.80

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Oct 1, 2021 to Oct 31, 2021**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-10/29/21-1	10/29/21	Lakes Country Service Cooperative	1000-000	26,239.00
eft-10/29/21-2	10/29/21	Further - VEBA/HSA	1000-000	192.25
eft-10/29/21-3	10/29/21	Further - FSA	1000-000	67.98
eft-10/29/21-4	10/29/21	Federal Income Tax deposit	1000-000	17,735.59
eft-10/29/21-5	10/29/21	Minnesota State Income Tax	1000-000	1,767.00
eft-10/29/21-6	10/29/21	ING (Deferred Compensation)	1000-000	2,489.49
eft-10/29/21-7	10/29/21	Public Employees Retirement Association	1000-000	10,615.20
eft-10/29/21-8	10/29/21	LARL Payroll	1005-000	58,392.54
11/21-6	10/29/21	Amazon (charges on account)	2020-000	25.98
11/21-7	10/29/21	Amazon (charges on account)	2020-000	25.98
cc-10/29-1	10/29/21	Leader MN	1000-000	21.26
cc-10/29-2	10/29/21	Best Western	2010-000	230.00
cc-10/29-4	10/29/21	Minnesota Library Association	1000-000	230.00
eft-10/30/21-1	10/30/21	Garden Valley Telephone Company	1000-000	76.39
eft-10/30/21-2	10/30/21	Garden Valley Telephone Company	1000-000	40.93
eft-10/30/21-3	10/30/21	Garden Valley Telephone Company	1000-000	40.93
eft-10/30/21-4	10/30/21	Garden Valley Telephone Company	1000-000	40.93
cc-10/31-1	10/31/21	Facebook Ad Manager	2010-000	31.04
11/21-8	10/31/21	Amazon (charges on account)	2020-000	15.99
11/21-9	10/31/21	Amazon (charges on account)	2020-000	31.98
11/21-10	10/31/21	Amazon (charges on account)	2020-000	31.98
<b>Total</b>				<b>693,358.39</b>