

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Date: Thursday, January 20, 2022**

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

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, January 20<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.

**NOTE:** If you're unable to attend this meeting, please email Liz at [lynchl@larl.org](mailto:lynchl@larl.org) by noon on the day of the meeting.

**AGENDA**

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

- 5:35    **2. MINUTES OF THE NOVEMBER 18, 2021 FULL BOARD MEETING**  
         Enclosed (page 4)

*Recommended Motion: Move to approve the November 18, 2021 Full Board Meeting Minutes as presented.*

- 5:40    **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS** - Willhite

- a. **Welcome to New Trustee**
  - a. David Geray, Mahnomen County
- b. **Administer Oath of Office**

- 5:45    **4. FINANCIAL REPORT** - Sprynczynatyk  
         Enclosed (page 8)

- 6:00    **5. FINANCE COMMITTEE REPORT** — Jacobson

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

*Recommended Motion: Move to approve the list of authorized institutions for 2022 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.*

(over)

Agenda for the January 20, 2022 Full Board Meeting – Page 2**b. 2022 Final Budget**

Draft enclosed (page 12)

***Recommended Motion: Move to approve the 2022 Budget as reviewed and recommended by the Finance Committee.***

**c. Designated Funds**

Draft enclosed (page 14)

***Recommended Motion: Move to approve the 2022 Designated Funds as reviewed and recommended by the Director and the Finance Committee.***

**6:20 6. DIRECTOR'S REPORT – Lynch****a. Director's Written Report**

Enclosed (page 15)

**6:30 7. PRESIDENT'S REPORT – Willhite****a. 2022 Board Meeting Schedule**

Enclosed (page 18)

***Recommended Motion: Move to approve the 2022 Board Meeting Schedule as presented.***

**b. 2022 Board Committee Assignments**

Enclosed: Board Committee Assignments Draft (page 19)

***Recommended Motion: Move to approve the 2022 Board Committee Assignments as presented.***

**c. Updated Bylaws**

Enclosed: Bylaws (page 20)

***Recommended Motion: Move to adopt the revised LARL Bylaws as presented.***

(continued)

6:40    **8. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley, Terry Kalil

**Breckenridge** – Linda Holecek

**Clay County** – David Ebinger

**Clearwater County** – Mark Titera

**Crookston** – Clayton Briggs

**Detroit Lakes** – Linda Schell

**Mahnomen** – LuAnn Durant

**Mahnomen County** – David Geray

**Moorhead** – Laura Caroon, Doug Greenley & Chizuko Shastri

**Norman County** – Steve Jacobson

**Polk County** – Gary Willhite

**Wilkin County** – Dennis Larson

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

**Northern Lights Library Network** – Terry Kalil and Linda Holecek

7:00    **9. OTHER**

7:10    **10. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. Check Register – November and December 2021 (page 26)
- b. Crookston Times Article (page 40)

**UPCOMING MEETINGS/EVENTS**

**Book Blizzard Winter Reading Program, January - February 2022**

All LARL Locations Closed:

- **Martin Luther King Jr. Day, January 17, 2022**
- **Presidents' Day, February 21, 2022**

**Executive Committee Meeting, February 17 at 5:30 p.m. at Moorhead Public Library**

**Full Board Meeting, March 24 at 5:30 p.m. at Moorhead Public Library, one week later than normal.**

**Virtual Library Legislative Week, February 28-March 4, 2022**

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 18, 2021. Vice President Willhite called the meeting to order at 5:30 pm.

**Board Members Present:** Ahmann, Briggs, Ebinger, Greenley, Holecek, Jacobson, Kalil  
(President)/online, Larson, Shastri, Schell/online, Titera, Willhite.

**Board Members Absent:** Caroon, Durant, Grimsley.

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**  
None

**APPROVAL OF AGENDA**

*(Larson/Ebinger) Move to approve the Agenda of the November 18, 2021 Full Board Meeting as presented. MCU.*

**MINUTES OF THE SEPTEMBER 16, 2021 FULL BOARD MEETING**

*(Briggs/Ahmann) Move to approve the Minutes of the September 16, 2021 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBER**

Willhite welcomed Doug Greenley, Moorhead.

Greenley recited the Oath of Office.

**FINANCIAL REPORT**

With 83.33% of the year complete, 81.09% of budgeted expenses have been spent. Regional Library Telecom Aid is at 186.98% of budget due to additional funding received, this is also a corresponding Regional Library Telecom Aid expense also at 186.98% of budget.

**Minutes of the November 18, 2021 Full Board Meeting – Page 2****FINANCIAL REPORT - continued**

Sprynczynatyk discussed that LARL recently received a quote for Property, Liability and Workers Compensation insurance from the Minnesota Counties Intergovernmental Trust (MCIT). The quote was discussed with the Executive Committee in September, who then suggested pursuing moving forward with MCIT members. The required steps to be taken for membership in MCIT were discussed, including the addition of language to the LARL agreement, a resolution regarding workers comp. insurance for board members, signing the MCIT Joint Powers Agreement and writing a letter to MCIT accepting coverage.

***(Ebinger/Larson) Move to submit the required paperwork for membership in the MCIT, including the LARL Board 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. A rollcall vote was taken, MCU.***

***(Jacobson/Titera) 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. A rollcall vote was taken, MCU.***

***(Ahmann/Kalil) 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. A rollcall vote was taken, MCU.***

**DIRECTOR'S REPORT**

Lynch discussed the written report in the board packet.

**NOMINATIONS COMMITTEE**

Shastri discussed the slate of Executive Board members recommended to serve in 2022.

***(Briggs/Titera) Move to approve the slate of Executive Board members for 2022 with President – Willhite, Vice President – Briggs, Treasurer – Jacobson, Members-At-Large – Ebinger and Larson. A rollcall vote was taken, MCU.***

**PRESIDENT'S REPORT**

Kalil discussed the LARL bylaws and recommended changes. Bylaws were looked at for several other library systems in Minnesota.

***(Kalil/Ebinger) Move to approve the Lake Agassiz Regional Library bylaws as presented. A rollcall vote was taken, MCU.***

**Minutes of the November 18, 2021 Full Board Meeting – Page 3**

**PRESIDENT’S REPORT – continued**

Lynch discussed open meeting laws, including the meeting notice on the agendas and if board members attend remotely, there must be a 10 day notice of where they will be attending and the fact that they must post notice of the meeting.

Kalil, as her last meeting as LARL President thanked Lynch and Sprynczynatyk for the work.

***(Kalil/Ebinger) Move that starting in January 2022 LARL no longer provided food for Board meetings. MCU.***

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley - absent, Kalil)

No report.

**Breckenridge** (Holecek)

No report.

**Clay County** (Ebinger)

No report.

**Clearwater County** (Titera)

No report.

**Crookston** (Briggs)

No report.

**Detroit Lakes** (Schell)

The library bathrooms are not ADA compliant, the city agreed to fund a review of the bathrooms and changes that can be made. A donor has said they will pay for the needed improvements. The Library Improvement Committee is coming together and looking for more members. The Youth and Teen area of the library has new furniture and shelving.

**City of Mahanomen** (Durant - absent)

No report.

**Mahanomen County** (Ahmann)

No report.

**Moorhead** (Caroon, Greenley, Shastri)

Library traffic is steady and meeting rooms are drawing larger crowds. The book truck made over 100 stops and served over 1600 people last summer. Duggan’s Auto Service provided gas for the book truck for the summer.

**Norman County** (Jacobson)

No report.

Minutes of the November 18, 2021 Full Board Meeting – Page 4

**BOARD MEMBER REPORTS - continued**

**Polk County** (Willhite)

Willhite stopped at the Climax Library in September and was impressed with the library.

**Wilkin County** (Larson)

No report.

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

No report.

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

No report.

The meeting adjourned at 6:25.

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

100%  
(not final)

Page: 1  
**8**

	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	\$ 0	\$ 400,365	\$ 400,365	0	100.00
Detroit Lakes	0	236,345	236,345	0	100.00
Clay County	0	308,075	308,075	0	100.00
Moorhead	0	786,920	786,920	0	100.00
Clearwater County	0	108,780	108,780	0	100.00
Mahnomen County	0	45,625	45,625	0	100.00
Mahnomen	0	22,410	22,410	0	100.00
Norman County	0	104,480	104,480	0	100.00
Polk County	0	280,570	280,570	0	100.00
Crookston	0	230,030	230,030	0	100.00
Wilkin County	0	56,795	56,795	0	100.00
Breckenridge	0	93,735	93,735	0	100.00
<b>Total Signatory Funding</b>	<b>0</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)	0	539,846	533,513	(6,333)	101.19
Reg Library Telecom Aid (RLTA)	24,851	181,261	83,650	(97,611)	216.69
<b>Total Grants</b>	<b>24,851</b>	<b>721,107</b>	<b>617,163</b>	<b>(103,944)</b>	<b>116.84</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	331	3,995	8,000	4,005	49.94
Printing Revenue	1,544	15,382	15,000	(382)	102.55
Fax Revenue	582	5,042	5,500	458	91.67
Microfilm Revenue	3	58	200	142	29.00
Photocopy Revenue	739	5,941	6,000	59	99.02
Book/Furniture Sale Revenue	124	1,587	0	(1,587)	0.00
Interest/Dividend Income	3,707	55,271	65,000	9,729	85.03
Investment Value Change	(397)	(42,508)	0	42,508	0.00
Lost/Damaged Property	650	6,009	5,000	(1,009)	120.18
Other Income	0	500	0	(500)	0.00
<b>Total Miscellaneous Revenue</b>	<b>7,283</b>	<b>51,277</b>	<b>104,700</b>	<b>53,423</b>	<b>48.98</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0	46,400	46,400	0	100.00
MNLink Server Site Payments	251	3,015	3,050	35	98.85
<b>Total Joint Automation Revenue</b>	<b>251</b>	<b>49,415</b>	<b>49,450</b>	<b>35</b>	<b>99.93</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>32,385</b>	<b>3,495,929</b>	<b>3,496,450</b>	<b>521</b>	<b>99.99</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	175,073	1,785,466	1,856,050	70,584	96.20
Payroll Taxes	12,658	138,607	143,400	4,793	96.66
Retirement - PERA	12,287	127,006	138,450	11,444	91.73
Health Insurance	30,592	347,038	364,050	17,012	95.33
Life Insurance	(4)	1,262	1,350	88	93.48
Workers Compensation Insurance	268	3,179	3,550	371	89.55
Other Employee Benefits	591	1,452	1,630	198	88.00
<b>Total Personnel</b>	<b>231,465</b>	<b>2,404,010</b>	<b>2,508,500</b>	<b>104,490</b>	<b>95.83</b>
<b>Automation/Cataloging</b>					
Automation	11,995	145,408	150,150	4,742	96.84
Support - App	0	2,890	3,900	1,010	74.10
Remote Printing	288	3,457	3,450	(7)	100.20
Catalog Item Records	1,022	12,099	12,000	(99)	100.83
Supplies - Computer	539	4,950	5,000	50	99.00
Supplies - Technical Services	3,271	6,750	6,000	(750)	112.50
<b>Total Automation/Cataloging</b>	<b>17,115</b>	<b>175,554</b>	<b>180,500</b>	<b>4,946</b>	<b>97.26</b>



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Twelve Months Ending December 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	1,904	3,437	3,400	(37)	101.09
Programming - Summer Learning	2,972	8,796	9,000	204	97.73
Programming - Adult	19	2,667	2,500	(167)	106.68
<b>Total Library Programming</b>	<b>4,895</b>	<b>14,900</b>	<b>14,900</b>	<b>0</b>	<b>100.00</b>
<b>Staff Development</b>					
Staff Training & Development	1,945	6,293	10,000	3,707	62.93
<b>Total Staff Development</b>	<b>1,945</b>	<b>6,293</b>	<b>10,000</b>	<b>3,707</b>	<b>62.93</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,312	12,805	22,500	9,695	56.91
Regional Board Meetings	0	2,013	5,500	3,487	36.60
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,312</b>	<b>14,818</b>	<b>28,000</b>	<b>13,182</b>	<b>52.92</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	872	14,855	15,900	1,045	93.43
Attorney Fees	0	0	1,500	1,500	0.00
Bus. Office Software/Supplies	0	1,721	2,000	279	86.05
Delivery Services	6,704	50,771	61,500	10,729	82.55
Director's Discretionary	0	2,464	2,500	36	98.56
Insurance - General/Property	1,517	18,348	19,350	1,002	94.82
Lease - Regional Office Rent	1,769	21,230	21,250	20	99.91
Leases - Equipment	529	6,394	6,050	(344)	105.69
Maintenance Contracts	1,559	9,008	13,850	4,842	65.04
Memberships	0	880	1,000	120	88.00
Minnesota Director's Fund	25	2,053	2,100	47	97.76
Miscellaneous Expense	0	2,500	2,500	0	100.00
PIO: Printing/Advertising	566	16,892	16,000	(892)	105.58
Postage	826	3,389	3,700	311	91.59
Recruitment	15	2,207	8,000	5,793	27.59
Repairs - Equipment	25	2,687	2,500	(187)	107.48
Supplies - Copier/Fax/Microfilm	57	802	800	(2)	100.25
Supplies - Office	1,215	8,499	8,000	(499)	106.24
Supplies - Public Services	70	6,054	6,000	(54)	100.90
Telephone/Telecom	3,246	24,182	23,250	(932)	104.01
<b>Total Other Operating Expenses</b>	<b>18,995</b>	<b>194,936</b>	<b>217,750</b>	<b>22,814</b>	<b>89.52</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>24,851</b>	<b>181,262</b>	<b>83,650</b>	<b>(97,612)</b>	<b>216.69</b>
<b>Transportation</b>					
Vehicle Expenses	155	2,048	3,650	1,602	56.11
<b>Total Transportation</b>	<b>155</b>	<b>2,048</b>	<b>3,650</b>	<b>1,602</b>	<b>56.11</b>
<b>Materials</b>					
Audio Visual	3,052	51,936	75,000	23,064	69.25
Digital	7,548	131,798	105,500	(26,298)	124.93
Online Resources	647	7,580	8,500	920	89.18
Periodicals	1,024	20,689	21,000	311	98.52
Print	14,455	192,949	195,000	2,051	98.95
<b>Total Materials</b>	<b>26,726</b>	<b>404,952</b>	<b>405,000</b>	<b>48</b>	<b>99.99</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	7,287	9,561	10,000	439	95.61
Software & Hardware Upgrades	0	11,497	30,000	18,503	38.32
<b>Total Capital Expenditures</b>	<b>7,287</b>	<b>21,058</b>	<b>40,000</b>	<b>18,942</b>	<b>52.65</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	(1,375)	0	1,500	1,500	0.00
Technology Upgrades	(2,750)	0	3,000	3,000	0.00
<b>Total Capital Fund Accounts</b>	<b>(4,125)</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>330,621</b>	<b>3,419,831</b>	<b>3,496,450</b>	<b>76,619</b>	<b>97.81</b>
General Fund Revenue Over Expenditures \$	<b>(298,236)</b>	<b>76,098</b>	<b>0</b>	<b>(76,098)</b>	<b>0.00</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Twelve Months Ending December 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	\$ 2,301	\$ 30,884	\$ 0	(30,884)	0.00
Endowment Revenue	0	625	0	(625)	0.00
Gain From Insurance Claim	0	925	0	(925)	0.00
Telecom/E-rate Funds	23,852	32,744	0	(32,744)	0.00
Legacy Grant Revenue	7,135	45,767	0	(45,767)	0.00
Miscellaneous State Grants	1,000	118,406	0	(118,406)	0.00
Northern Lights LN Funds	1,401	8,362	0	(8,362)	0.00
<b>Total Special Projects Revenue</b>	<b>35,689</b>	<b>237,713</b>	<b>0</b>	<b>(237,713)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	60	3,356	0	(3,356)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	697	2,422	0	(2,422)	0.00
Donations - Miscellaneous	366	13,299	0	(13,299)	0.00
Donations - Book Truck	65	465	0	(465)	0.00
Legacy Grant Expense	7,135	45,766	0	(45,766)	0.00
Telecom/E-rate Expenses	23,852	32,744	0	(32,744)	0.00
Misc. State Grant Expense	1,000	118,406	0	(118,406)	0.00
Misc. Local Grant Expense	0	32,673	0	(32,673)	0.00
Northern Lights LN e-Books	1,401	8,362	0	(8,362)	0.00
Projects from Designated Funds:					
Desig Funds - Consultant Study	0	10,500	0	(10,500)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>34,576</b>	<b>267,993</b>	<b>0</b>	<b>(267,993)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	1,035	1,737	0	(1,737)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>1,035</b>	<b>1,737</b>	<b>0</b>	<b>(1,737)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>35,611</b>	<b>269,730</b>	<b>0</b>	<b>(269,730)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 78	\$ (32,017)	\$ 0	32,017	0.00
GRAND TOTAL REVENUE	68,074	3,733,642	3,496,450	(237,192)	106.78
GRAND TOTAL EXPENDITURES	366,252	3,689,820	3,496,450	(193,370)	105.53
CHANGE IN FUND BALANCE	\$ (298,178)	\$ 43,822	\$ 0	(43,822)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
December 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)	\$ 55,687	28,360	27,327	14,284	41,403
Cash - Payroll (Bell Bank)	7,168	5,493	1,675	7,524	(356)
Cash - Savings (Bell Bank)	980,320	1,135,428	(155,108)	1,040,504	(60,184)
Petty Cash	560	560	0	510	50
Investment Account	1,617,109	1,614,169	2,940	1,408,171	208,938
Accounts Receivable	25	12,259	(12,234)	11,149	(11,124)
Other Miscellaneous Receivable	8,487	109,110	(100,623)	20,671	(12,184)
Prepaid Expenses	29,085	58,325	(29,240)	71,727	(42,642)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(2,641)	(660)	(1,981)	(660)	(1,981)
Equipment and Fixtures	288,120	281,172	6,948	281,172	6,948
Accum Depr - Equip & Fixtures	(232,678)	(227,969)	(4,709)	(227,969)	(4,709)
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(153,117)	(149,895)	(3,222)	(149,895)	(3,222)
Endowment Funds	89,745	89,745	0	89,745	0
Amount Provided - LTD	62,244	69,223	(6,979)	69,223	(6,979)
<b>Total Assets</b>	<b>\$ 2,941,352</b>	<b>3,216,558</b>	<b>(275,206)</b>	<b>2,827,394</b>	<b>113,958</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 84,436	28,042	56,394	46,326	38,110
Credit Card Payable	0	5,926	(5,926)	0	0
Amazon Charge Account	4,621	6,563	(1,942)	0	4,621
Accrued Salaries Payable	83,925	76,617	7,308	76,617	7,308
Accrued Sick Leave Payable	17,219	20,773	(3,554)	20,773	(3,554)
Accrued Vacation Payable	45,024	48,449	(3,425)	48,449	(3,425)
Payroll Tax Payable - ND	0	790	(790)	0	0
Life Insurance Payable	0	160	(160)	0	0
Dental Insurance Payable	0	(24)	24	0	0
Vision Insurance Payable	0	(36)	36	0	0
AFLAC Payable	149	140	9	129	20
Flexible Spending - Medical	954	441	513	2,283	(1,329)
Flexible Spending - Dep Care	100	83	17	0	100
Sales Tax Payable	520	355	165	267	253
Deferred Revenue	583,248	601,856	(18,608)	552,249	30,999
<b>Total Liabilities</b>	<b>820,196</b>	<b>790,135</b>	<b>30,061</b>	<b>747,093</b>	<b>73,103</b>
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	249,536	252,536	(3,000)	27,008	222,528
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	46,000	45,750	250	43,000	3,000
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	110,000	111,375	(1,375)	110,000	0
Investment in Gen. Fixed Asset	90,922	93,885	(2,963)	93,885	(2,963)
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	43,820	341,999	(298,179)	230,586	(186,766)
<b>Total Fund Balances</b>	<b>2,121,156</b>	<b>2,426,423</b>	<b>(305,267)</b>	<b>2,080,301</b>	<b>40,855</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 2,941,352</b>	<b>3,216,558</b>	<b>(275,206)</b>	<b>2,827,394</b>	<b>113,958</b>

# LAKE AGASSIZ REGIONAL LIBRARY

## DRAFT 2022 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2021 BUDGET

Approved: \_\_\_\_\_

CATEGORY	2021 Budget	2022 Prelim Budget (6/20)	2022 Budget	\$\$ Variance of 2022 Prel to Final	% Variance of 2022 Prel to Final	\$\$ Variance 2021-2022 Final	% Variance 2021-2022 Final
Personnel	2,508,500	2,614,950	2,562,200	(52,750)	-2.0%	53,700	2.1%
Library Materials	405,000	415,000	415,000	-	0.0%	10,000	2.5%
Automation/Cataloging	180,500	185,300	185,500	200	0.1%	5,000	2.8%
Library Programming/Staff Dev.	24,900	24,900	24,900	-	0.0%	-	0.0%
Mileage/Board Mtg Expenses	28,000	28,000	25,900	(2,100)	-7.5%	(2,100)	-7.5%
Regional Library Telecom Aid	83,650	83,650	83,620	(30)	0.0%	(30)	0.0%
Other Operating Expenses	217,750	216,450	216,450	-	0.0%	(1,300)	-0.6%
Vehicle Expenses	3,650	3,650	3,650	-	0.0%	-	0.0%
Capital Expenses	44,500	40,000	40,000	-	0.0%	(4,500)	-10.1%
Total Budget	3,496,450	3,611,900	3,557,220	(54,680)	-1.5%	60,770	1.7%

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2022**  
**FINAL BUDGET**

<b>REVENUE</b>	<b>2021 Budget</b>	<b>2022 Prelim Budget (6/20)</b>	<b>2022 Budget</b>	<b>% Variance 2021-2022 Final</b>
Becker County	400,365	402,750	402,750	
Detroit Lakes	236,345	237,380	237,380	
Clay County	308,075	309,765	309,765	
Moorhead	786,920	790,380	790,380	
Clearwater County	108,780	109,495	109,495	
Mahnomen County	45,625	45,870	45,870	
Mahnomen	22,410	22,595	22,595	
Norman County	104,480	105,115	105,115	
Polk County	280,570	282,275	282,275	
Crookston	230,030	230,830	230,830	
Wilkin County	56,795	57,045	57,045	
Breckenridge	93,735	94,130	94,130	
<b>SUB-TOTAL</b>	<b>2,674,130</b>	<b>2,687,630</b>	<b>2,687,630</b>	<b>0.5%</b>
<b>GRANTS</b>				
State Basic Support	533,513	535,000	546,180	
Regional Library Telecom Aid	83,650	83,650	83,620	
<b>TOTA GRANTS</b>	<b>617,163</b>	<b>618,650</b>	<b>629,800</b>	<b>2.0%</b>
<b>OTHER REVENUE</b>				
Miscellaneous	104,700	108,800	102,750	
Joint Automation	49,450	50,750	50,350	
Fund Balance/Shortfall	51,007	146,070	86,690	
<b>TOTAL REVENUE</b>	<b>3,496,450</b>	<b>3,611,900</b>	<b>3,557,220</b>	<b>1.7%</b>
<b>EXPENDITURES</b>				
Operating	3,451,950	3,571,900	3,517,220	
Capital	44,500	40,000	40,000	
<b>TOTAL EXPENDITURES</b>	<b>3,496,450</b>	<b>3,611,900</b>	<b>3,557,220</b>	<b>1.7%</b>
			-	

**LAKE AGASSIZ REGIONAL LIBRARY  
2022 Designated Fund Balances**

<u>Designated Fund</u>	<u>12/31/2020 Balance</u>	<u>12/31/2021 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	20,000	20,000
3065 Consultant Study	20,000	9,500	9,500
3010 Employee Severance	21,000	21,000	21,000
3087 Health Insurance	30,000	30,000	21,000
3090 Joint Automation Project - LARL & NWRL	110,000	111,500	107,000
3060 Library Materials	30,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	1,155,000	1,155,000	1,175,000
3040 Photocopiers/Printers/Scanners	10,000	10,000	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	10,000	10,000	10,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	20,000	20,000	20,000
3085 Staffing/Reorganizing Funding	-	-	50,000
3025 Technology Upgrades	43,000	46,000	46,000
3015 Unemployment Compensation	49,000	49,000	48,000
3020 Vehicle Replacement	30,000	30,000	30,000
<b>TOTALS</b>	<b><u>\$1,593,000</u></b>	<b><u>\$1,587,000</u></b>	<b><u>\$1,642,500</u></b>



**Monthly Report to the Board****Meeting Date: January 20, 2022****From: Liz Lynch, Executive Director****Director's Meetings**

**NOVEMBER:** Board orientation with Doug Greenley, 15; Supervisory Meeting, 17; LARL Full Board Meeting, 18; MLA Board Meeting, 19; Legislative Meetings, 30

**DECEMBER:** Legislative Committee Meeting, 1; Moorhead Library Task Force, 1; MLA Budget Meeting, 2; Legislative Meeting, 3; Supervisor Meeting, 6; Legislative Meeting, 10; Moorhead Library, Task Force, 10; Legislative Meeting, 13; State Library Services, 13; Meeting with Spiker Johnk, 13; State Parks Pass Meeting, 15; Legislative Meeting, 16; MLA Board Meeting, 17; Moorhead Library Task Force, 17; Legislative Meeting, 17; Meeting with Moorhead Friends, 20; LegWork Committee Meeting, 22; Minnesota Library Partners Meeting, 29; Legislative Meeting, 29;

**JANUARY:** Legislative Meeting, 3; Infrastructure Investment Meeting, 3; MN Legislative Committee Meeting, 5; Moorhead Library Task Force, 5; Meeting with Hub Supervisors, 6; LegWork Meeting, 6; Meeting with MELSA Director, 7; Meeting with GRRRL Director, 7; Meeting with Senator Kunesh and LegTrio, 10; Meeting with MDE, 10; Meeting with Moorhead Library Director, NWLINKS Meeting, 11; LegTrio Meeting, 11; Meeting with Hub Supervisors, 12; Detroit Lakes Architect Meeting, 12;

**Staffing**

Congratulations to Sandra Duval, who transferred from the Detroit Lakes Library to the Cormorant LINK Site.

Welcome to Chelsi Johnson, Britta Lind, Katie Blaney, Paul Kevorkian, and Peter Alleckson, all of whom have recently joined the Detroit Lakes Library team.

Welcome back to Joan Tronson, Crookston Library Associate!

**Open positions:** Breckenridge Library Manager, 40 hours; Routing and Rotation Assistant, Regional Office, 30 hours; Barnesville Substitute; and Breckenridge Substitute.

**LARL News**

The Moorhead Mayor's Task Force has been meeting monthly to discuss the opportunity for a new Moorhead Public Library/LARL headquarters/Community Center. On January 24<sup>th</sup>, the Moorhead City Council will discuss whether to add a sales tax for a new facility to the November ballot.

The Detroit Lakes Public Library has created a Library Improvements Committee, which is focused on carrying out projects and initiatives identified in the 2020 Detroit Lakes Public Library Needs Assessment. The first task of the committee is to concentrate on restroom renovations, thanks to a generous donation.

The LARL Union Agreement expired at the end of 2021. We are waiting for the AFSCME representative to contact us regarding a meeting date for negotiations. Gary Willhite, LARL President; David Ebinger, Finance Committee Member and LuAnn Durant, Personnel Committee will be assisting with negotiations.

**February 1 *Tell Me Your Names and I Will Testify* by Carolyn Holbrook at 7pm (virtual event)**

Author Carolyn Holbrook will appear virtually to share about her career in writing, her experience writing her memoir *Tell Me Your Names and I Will Testify*, and about helping others tell their stories. Carolyn Holbrook is a writer, educator and longtime advocate for the healing power of the arts.

Once a pregnant sixteen-year-old incarcerated in the Minnesota juvenile system, Carolyn has become a celebrated writer, arts activist, and teacher and has heeded the call to tell the story of her life. Her memoir in essays, *Tell Me Your Names and I Will Testify* (U of M Press, 2020), won the 2021 Minnesota Book Award for memoir and nonfiction, and was an honoree for the 2021 Society of Midland Authors Literary Award in Biography & Memoir.

**March 8 *Let's Grow* with author and garden expert Eric Bergeson (virtual event)**

Author Eric Bergeson will present content from his books *Successful Gardening on the Northern Plains* and *Let's Grow* the pictorial companion book while taking questions from attendees. Eric brings a lifetime of gardening experience paired with multigenerational wisdom from his family's beloved nursery business in Fertile, MN. After decades of answering the phones at the nursery and conversations with gardeners in our region, Eric has compiled what he feels is the most practical information for our unique soil and climate to help local gardeners and landscapers get the best results. You will want to bring your questions and take notes as Eric helps us get ready to get growing this spring.

**April 5 Midwest Cookbook Author Panel featuring Zoë François and Beth Dooley (virtual event)**

Zoë François of *Zoë Bakes* on Magnolia Network and coauthor of the *Artisan Bread in 5 Minutes a Day* books will be joined by Beth Dooley a James Beard Award-winning food writer who has authored and co-authored over a dozen books celebrating the bounty of America's Northern Heartland including titles like *The Perennial Kitchen*, *Sweet Nature: a cook's guide to using honey and maple syrup*, *The Sioux Chef's Indigenous Kitchen*, and more. Learn about the work of each of these remarkable authors and ask questions as our moderator Megan Myrdal (coauthor of *Midwest Mediterranean* and cofounder of the non-profit *Food of the North*) leads a conversation about Midwest flavors, seasonal eating and inspiration.

**April 5-13 Lalo's Lunchbox (in-person performances at 17 communities)**

Join Lalo and his friends as they handle unpredictable food erupting out of Lalo's Lunchbox! This family-friendly show has sketch comedy, sing-a-longs, and audience participation games that teach about healthy foods and how to be kind to others. This may sound cheesy, but this show's too "Gouda" to pass up.

**May 3-5 *For the Love of Cod* with author Eric Dregni (in-person tour of 7 communities)**

Join author Eric Dregni for a discussion and signing of his books *For the Love of Cod* and *In Cod We Trust*. In his most recent book, Eric takes his son on a return trip to Norway—the country where he was born fifteen years earlier—to investigate whether it really is the happiest country on Earth. From a passion for *dugnad* or community volunteerism to *sakte* or "slow," a rejection of the mad pace of modernity, this idiosyncratic tour shows readers how, or whether, Norwegian happiness translates.

**Legacy Attendance Numbers since November 2021**

**Lorna Landvick on November 15**

Live Zoom Views: 54      Recorded Views on YouTube: 33

**Off the Page with Sarah Stonich and Jess Lourey on December 2**

Live Zoom Views: 20      Recorded Views on YouTube: 36



### **Legislative News**

The Minnesota Library Community is gearing up for the MN Legislative Session. We will be pursuing a \$2M increase **17** funding for Minnesota's Regional Public Library Systems (Regional Library Basic System Support – RLBSS), with a corresponding formula change. Senator Mark Johnson from East Grand Forks is the chief author of Bill SF 1131. Representative Dan Wolgamott from Saint Cloud is the chief author of HF 1710. Last year was the first time that both bills made it to conference committee, but then was removed last minute. We will be asking the MN State Legislature to move it across the finish line in 2022. MN Public Libraries currently receive \$13,570,000. This amount has remained the same since 2008.

We are urging the MN Library Community to contact their local legislators' virtually this year, rather than attending an in-person Library Legislative Day at the Capitol. I will be reaching out to all of the LARL Board members and stakeholders throughout the session to ask for help advocating for public library legislative initiatives.

In addition to asking for an increase in RLBSS, we will also be pursuing a bonding bill. The need for library construction and renovation projects is upwards of \$90M across the state. We will be advocating for investment in infrastructure to repair, modernize and construct public library facilities to ensure safe, accessible and welcoming library spaces for Minnesotans (HF337).

### **Upcoming Holiday Closings**

- Martin Luther King, Jr. Day, Monday, January 17<sup>th</sup>
- President's Day, Monday, February 21<sup>st</sup>

### **Upcoming Board Meeting Dates**

- The LARL Executive Committee will be meeting on Thursday, February 17<sup>th</sup> at 5:30 p.m. in Moorhead.
- The next LARL Full Board meeting will be held on Thursday, March 24<sup>th</sup> at 5:30 p.m. This is one week later than most meetings.

**LARL BOARD OF TRUSTEES  
2022 MEETING SCHEDULE  
DRAFT**

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

Month/Date	Group	Location	Special Topic
January 20	Finance & Full Board	Moorhead Finance meets at 5:00 Full Board meets at 5:30	Adopt 2022 Final Budget
February 17	Executive	Moorhead @ 5:30	
March 24 <i>One Week Later</i>	Full Board	Moorhead @ 5:30	Audit Report
April 21	Executive/ Finance	Moorhead @ 5:30	Draft 1/ 2022 Preliminary Budget
May 19	Full Board	Moorhead @ 5:30	Draft 2/ 2022 Preliminary Budget Review
June 16	Finance & Full Board	Moorhead Finance meets at 5:00 Full Board meets at 5:30	Adopt 2022 Preliminary Budget
July 21	Executive	Moorhead @ 5:30	
August 18	Executive	Moorhead @ 5:30	
September 15	Full Board	Moorhead @ 5:30	
October 20	Executive	Moorhead @ 5:30	
November 17	Full Board	Moorhead @ 5:30	Elections
December 15	Executive	Moorhead @ 5:30	

**LAKE AGASSIZ REGIONAL LIBRARY**  
**BOARD OF TRUSTEES**  
2022 Committee Assignments  
DRAFT

Signatory	Executive Committee	Finance Committee	Personnel Committee	Nominations Committee	Northern Lights Library Network (NLLN) Appointment
Becker County		Grimsley		*Kail	
Breckenridge					Holecek
Clay County	Ebinger	Ebinger			
Clearwater County		Titler			
Crookston	Briggs – VP			Briggs - VP	
Detroit Lakes					Schell
Mahnomen			*Durant		
Mahnomen County			Geray		
Moorhead			Greenley Caroon	Shastri	
Norman County	Jacobson - TR	*Jacobson - TR			
Polk County	**Willhite – P	**Willhite - P	**Willhite - P	**Willhite - P	
Wilkin County	Larson		Larson		

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

\*Chairperson

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

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

M: Board of Trustees/Committee Assignments/2022

## **LAKE AGASSIZ REGIONAL LIBRARY 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 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 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, 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 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.**

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.

## **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).

## **SECTION 4. QUORUM.**

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

## **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.

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.

## **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.

# **ARTICLE VI Committees**

## **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.

## **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.

## **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.

## **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.



## **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.

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.

## **ARTICLE X 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-XI 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 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; January 17, 2022

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	11/1/21	Apple Store	2010-000	2.99
eft-11/1/21-1	11/1/21	Delta Dental of Minnesota	1000-000	1,022.75
eft-11/01/21-1	11/1/21	Fidelity Security Life	1000-000	308.88
11/21-11	11/1/21	Amazon (charges on account)	2020-000	15.49
11/21-12	11/1/21	Amazon (charges on account)	2020-000	24.95
11/21-60	11/1/21	Amazon (charges on account)	2020-000	40.93
eft-11/2/21-1	11/2/21	Attendance On Demand	1000-000	237.00
11/21-13	11/2/21	Amazon (charges on account)	2020-000	123.58
eft-11/3/21-1	11/3/21	Arvig	1000-000	92.17
eft-11/3/21-2	11/3/21	Arvig	1000-000	92.97
eft-11/3/21-3	11/3/21	Arvig	1000-000	84.59
eft-11/3/21-4	11/3/21	Arvig	1000-000	84.59
eft-11/3/21-5	11/3/21	Arvig	1000-000	42.05
68297	11/3/21	International Falls Public Library	1000-000	35.00
68298	11/3/21	Baker & Taylor	1000-000	1,960.15
68298a	11/3/21	VOID	1000-000	
68299	11/3/21	Black Stone Publishing	1000-000	23.99
68300	11/3/21	Joyce Christine Boike	1000-000	78.40
68301	11/3/21	Sheila Capistran	1000-000	116.48
68302	11/3/21	Dakota News, Inc.	1000-000	33.12
68303	11/3/21	Jodi Harrington	1000-000	51.24
68304	11/3/21	Hennepin County Library	1000-000	10.00
68305	11/3/21	Michelle Johnson	1000-000	23.52
68306	11/3/21	Paula Jones	1000-000	15.40
68307	11/3/21	Kitchigami Regional Library	1000-000	30.00
68308	11/3/21	Liz Lynch	1000-000	248.64
68309	11/3/21	Julia Miller	1000-000	32.48
68310	11/3/21	NCPERS Group Life Ins.	1000-000	160.00
68311	11/3/21	Overdrive, Inc.	1000-000	1,797.88
68312	11/3/21	Quill Corporation	1000-000	352.30
68313	11/3/21	Rochester Telecom Systems Inc.	1000-000	117.56
68313a	11/3/21	VOID	1000-000	
68313b	11/3/21	VOID	1000-000	
68314	11/3/21	Christy Underlee	1000-000	32.48

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

Check #	Date	Payee	Cash Account	Amount
68315	11/3/21	Hennepin County Library	1000-000	25.00
68316	11/3/21	Hennepin County Library	1000-000	10.00
cc-11/3/21-1	11/3/21	Best Name Badges	2010-000	16.70
11/21-14	11/3/21	Amazon (charges on account)	2020-000	24.99
11/21-15	11/3/21	Amazon (charges on account)	2020-000	23.05
	11/3/21	Grasshopper.com	2010-000	36.97
	11/4/21	Zoho Corp	2010-000	20.00
11/21-17	11/4/21	Amazon (charges on account)	2020-000	13.41
eft-11/05/21-1	11/5/21	Further - FSA	1000-000	25.90
11/21-18	11/5/21	Amazon (charges on account)	2020-000	12.99
11/21-19	11/5/21	Amazon (charges on account)	2020-000	20.48
11/21-20	11/5/21	Amazon (charges on account)	2020-000	19.95
11/21-59	11/5/21	Amazon (charges on account)	2020-000	10.03
11/21-21	11/6/21	Amazon (charges on account)	2020-000	19.95
11/21-22	11/6/21	Amazon (charges on account)	2020-000	133.84
	11/7/21	Verizon	2010-000	65.00
eft-11/07/21-1	11/7/21	Cardmember Service	1000-000	2,795.03
11/21-23	11/7/21	Amazon (charges on account)	2020-000	29.98
11/21-24	11/8/21	Amazon (charges on account)	2020-000	46.97
11/21-25	11/8/21	Amazon (charges on account)	2020-000	21.99
11/21-26	11/8/21	Amazon (charges on account)	2020-000	30.38
11/21-27	11/8/21	Amazon (charges on account)	2020-000	29.49
11/21-28	11/8/21	Amazon (charges on account)	2020-000	21.98
11/21-29	11/8/21	Amazon (charges on account)	2020-000	92.98
11/21-30	11/8/21	Amazon (charges on account)	2020-000	38.88
11/21-31	11/8/21	Amazon (charges on account)	2020-000	379.73
cc-11/9/21-1	11/9/21	Ting	2010-000	30.05
11/21-16	11/9/21	Amazon (charges on account)	2020-000	123.16
cc-11/21-33	11/9/21	Amazon (charges on account)	2020-000	22.99
68317	11/10/21	Burggraf's Ace Hardware Moorhead	1000-000	6.99
68318	11/10/21	Baker & Taylor	1000-000	7,764.28
68318a	11/10/21	VOID	1000-000	
68318b	11/10/21	VOID	1000-000	

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Check #	Date	Payee	Cash Account	Amount
68318c	11/10/21	VOID	1000-000	
68319	11/10/21	Best Business Strategies	1000-000	362.83
68320	11/10/21	Black Stone Publishing	1000-000	926.16
68321	11/10/21	Joyce Christine Boike	1000-000	78.40
68322	11/10/21	Card Services	1000-000	25.28
68323	11/10/21	East Central Regional Library	1000-000	7.86
68324	11/10/21	Frazee-Vergas Forum	1000-000	35.00
68325	11/10/21	Halstad Telephone Company	1000-000	107.38
68326	11/10/21	Jodi Harrington	1000-000	25.76
68327	11/10/21	Julia Miller	1000-000	32.48
68328	11/10/21	Judy Moen	1000-000	36.40
68329	11/10/21	Amy Nelson	1000-000	14.56
68330	11/10/21	Overdrive, Inc.	1000-000	978.22
68331	11/10/21	Payroll Professionals, Inc.	1000-000	127.05
68332	11/10/21	Rapid Refill	1000-000	561.00
68333	11/10/21	Signarama	1000-000	340.00
68334	11/10/21	Karen Stormo	1000-000	137.76
68335	11/10/21	Christy Underlee	1000-000	7.00
eft-11/10/21-1	11/10/21	Lake Agassiz Regional Library	1010-000	115,000.00
eft-11/10/21-2	11/10/21	Lake Agassiz Regional Library	1000-000	55,000.00
cc-11/10/21-1	11/10/21	Best Name Badges	2010-000	8.35
11/21-32	11/10/21	Amazon (charges on account)	2020-000	-8.12
cc-11/21-34	11/10/21	Amazon (charges on account)	2020-000	50.33
cc-11/21-35	11/10/21	Amazon (charges on account)	2020-000	35.97
eft-11/12/21-1	11/12/21	Further - FSA	1000-000	67.11
eft-11/12/21-2	11/12/21	Further - VEBA/HSA	1000-000	2,398.25
eft-11/12/21-3	11/12/21	Further - VEBA/HSA	1000-000	2,128.50
eft-11/13/21-1	11/13/21	Allstream	1000-000	841.42
cc-11/21-36	11/13/21	Amazon (charges on account)	2020-000	22.78
cc-11/13/21-1	11/13/21	Zoom Video Communications, Inc	2010-000	79.00
eft-11/14/21-1	11/14/21	Synchrony Bank/Amazon	1000-000	2,673.72
11/21-37	11/14/21	Amazon (charges on account)	2020-000	15.99
11/21-38	11/14/21	Amazon (charges on account)	2020-000	44.87
11/21-39	11/14/21	Amazon (charges on account)	2020-000	23.49

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Check #	Date	Payee	Cash Account	Amount
11/21-40	11/14/21	Amazon (charges on account)	2020-000	35.92
eft-11/15/21-1	11/15/21	Garden Valley Telephone Company	1000-000	40.93
eft-11/15/21-2	11/15/21	AFLAC	1000-000	297.28
cc-11/15/21-1	11/15/21	Rothsay Telephone	2010-000	71.14
eft-11/15/21-3	11/15/21	Federal Income Tax deposit	1000-000	16,400.32
eft-11/15/21-4	11/15/21	Minnesota State Income Tax	1000-000	1,539.00
eft-11/15/21-5	11/15/21	ING (Deferred Compensation)	1000-000	2,461.52
eft-11/15/21-6	11/15/21	Public Employees Retirement Association	1000-000	10,254.78
eft-11/15/21-7	11/15/21	LARL Payroll	1005-000	53,928.19
11/21-41	11/15/21	Amazon (charges on account)	2020-000	60.64
CC-11/16/21-	11/16/21	CloudAlly Ltd.	2010-000	3,240.00
11/21-42	11/16/21	Amazon (charges on account)	2020-000	166.44
68336	11/17/21	Alliance Courier	1000-000	1,716.65
68337	11/17/21	Baker & Taylor	1000-000	1,509.69
68337a	11/17/21	VOID	1000-000	
68338	11/17/21	Barnesville Record-Review	1000-000	40.00
68339	11/17/21	Black Stone Publishing	1000-000	161.24
68340	11/17/21	Crestline Specialties, Inc.	1000-000	561.55
68341	11/17/21	EBSCO Information Services	1000-000	1,185.50
68342	11/17/21	Jodi Harrington	1000-000	37.52
68343	11/17/21	Insight Public Sector, Inc.	1000-000	1,326.75
68344	11/17/21	Michelle Johnson	1000-000	23.52
68345	11/17/21	Alcuin Library	1000-000	70.00
68346	11/17/21	Heidi Moore	1000-000	5.60
68347	11/17/21	Overdrive, Inc.	1000-000	1,907.34
68348	11/17/21	Tabatha Durand	1000-000	15.00
68349	11/17/21	St. Paul Public Library	1000-000	18.99
68350	11/17/21	Josh Stompro	1000-000	124.32
eft-11/17/21-1	11/17/21	Lake Agassiz Regional Library	1010-000	30,000.00
cc-11/17/21-1	11/17/21	Pizza Patrol	2010-000	62.62
cc-11/17/21-2	11/17/21	Aldi	2010-000	39.12
11/21-43	11/17/21	Amazon (charges on account)	2020-000	1,056.00
11/21-44	11/17/21	Amazon (charges on account)	2020-000	22.32

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Check #	Date	Payee	Cash Account	Amount
eft-11/18/21-1	11/18/21	Mutual of Omaha	1000-000	109.20
cc-11/18/21-1	11/18/21	4AllPromos	2010-000	70.55
68351	11/18/21	D&M Industries	1000-000	822.00
11/21-45	11/18/21	Amazon (charges on account)	2020-000	29.98
11/21-46	11/18/21	Amazon (charges on account)	2020-000	75.80
11/21-47	11/18/21	Amazon (charges on account)	2020-000	27.98
12/21-1	11/18/21	Amazon (charges on account)	2020-000	19.38
eft-11/19/21-1	11/19/21	Further - FSA	1000-000	25.18
11/21-48	11/19/21	Amazon (charges on account)	2020-000	47.85
11/21-49	11/19/21	Amazon (charges on account)	2020-000	33.90
11/21-50	11/19/21	Amazon (charges on account)	2020-000	287.14
11/21-51	11/19/21	Amazon (charges on account)	2020-000	67.72
11/21-52	11/19/21	Amazon (charges on account)	2020-000	47.63
11/21-53	11/19/21	Amazon (charges on account)	2020-000	19.99
11/21-55	11/19/21	Amazon (charges on account)	2020-000	162.17
11/21-54	11/21/21	Amazon (charges on account)	2020-000	323.68
11/21-56	11/21/21	Amazon (charges on account)	2020-000	19.92
11/21-57	11/21/21	Amazon (charges on account)	2020-000	26.99
11/21-58	11/21/21	Amazon (charges on account)	2020-000	14.29
	11/22/21	Tidio	2010-000	18.00
12/21-2	11/23/21	Amazon (charges on account)	2020-000	325.32
eft-11/24/21-1	11/24/21	Further - Fees	1000-000	101.75
68352	11/24/21	AFSCME Council 65	1000-000	416.23
68353	11/24/21	AFSCME PEOPLE	1000-000	67.00
68354	11/24/21	Baker & Taylor	1000-000	2,940.49
68354a	11/24/21	VOID	1000-000	
68355	11/24/21	Black Stone Publishing	1000-000	751.78
68356	11/24/21	Nicole Boewood	1000-000	106.96
68357	11/24/21	Joyce Christine Boike	1000-000	208.32
68358	11/24/21	Clayton Briggs	1000-000	78.40
68359	11/24/21	Detroit Lakes Newspapers	1000-000	94.95
68360	11/24/21	Jodi Harrington	1000-000	110.04
68361	11/24/21	Linda Holecek	1000-000	49.28
68362	11/24/21	JobsHQ	1000-000	317.50

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Check #	Date	Payee	Cash Account	Amount
68363	11/24/21	Michelle Johnson	1000-000	32.48
68364	11/24/21	Paula Jones	1000-000	41.16
68365	11/24/21	Dennis Larson	1000-000	50.40
68366	11/24/21	Minnesota Public Radio	1000-000	140.00
68367	11/24/21	Office Depot	1000-000	68.01
68368	11/24/21	Overdrive, Inc.	1000-000	1,942.89
68369	11/24/21	Tabatha Durand	1000-000	50.00
68370	11/24/21	Adeline Grace Monson	1000-000	40.00
68371	11/24/21	Lindsey Annette Laux	1000-000	30.00
68372	11/24/21	Payroll Professionals, Inc.	1000-000	130.35
68373	11/24/21	ProQuest LLC	1000-000	3,464.57
68374	11/24/21	Wesley S. Sorenson	1000-000	1,200.00
68375	11/24/21	Philip Spooner	1000-000	136.92
68376	11/24/21	Mark Titera	1000-000	109.76
68377	11/24/21	Lisa Trana	1000-000	50.68
68378	11/24/21	Gary Willhite	1000-000	78.40
eft-11/24/21-1	11/24/21	Lake Agassiz Regional Library	1010-000	110,000.00
eft-11/24/21-2	11/24/21	Lake Agassiz Regional Library	1000-000	55,000.00
12/21-7	11/24/21	Amazon (charges on account)	2020-000	88.20
eft-11/25/21-1	11/25/21	Arvig	1000-000	173.20
eft-11/26/21-1	11/26/21	Further - VEBA/HSA	1000-000	292.25
12/21-3	11/26/21	Amazon (charges on account)	2020-000	35.98
12/21-4	11/27/21	Amazon (charges on account)	2020-000	15.99
12/21-5	11/27/21	Amazon (charges on account)	2020-000	32.63
12/21-8	11/28/21	Amazon (charges on account)	2020-000	19.92
12/21-9	11/28/21	Amazon (charges on account)	2020-000	33.35
12/21-10	11/28/21	Amazon (charges on account)	2020-000	70.00
12/21-6	11/29/21	Amazon (charges on account)	2020-000	26.98
12/21-11	11/29/21	Amazon (charges on account)	2020-000	33.35
12/21-12	11/29/21	Amazon (charges on account)	2020-000	26.99
12/21-13	11/29/21	Amazon (charges on account)	2020-000	990.54
eft-11/30/21-1	11/30/21	Lakes Country Service Cooperative	1000-000	26,239.00
eft-11/30/21-2	11/30/21	Garden Valley Telephone Company	1000-000	40.93

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Check #	Date	Payee	Cash Account	Amount
eft-11/30/21-3	11/30/21	Garden Valley Telephone Company	1000-000	40.93
eft-11/30/21-4	11/30/21	Garden Valley Telephone Company	1000-000	40.93
eft-11/30/21-5	11/30/21	Garden Valley Telephone Company	1000-000	76.39
eft-11/30/21-6	11/30/21	Federal Income Tax deposit	1000-000	16,582.06
eft-11/30/21-7	11/30/21	Minnesota State Income Tax	1000-000	1,569.00
eft-11/30/21-8	11/30/21	ING (Deferred Compensation)	1000-000	2,498.11
eft-11/30/21-9	11/30/21	Public Employees Retirement Association	1000-000	10,339.43
eft-11/30/21-1	11/30/21	LARL Payroll	1005-000	54,415.59
66913V	11/30/21	Tabatha Durand	1000-000	-20.00
67206V	11/30/21	Nicole Boewood	1000-000	-51.75
67272V	11/30/21	Deb Kvittum	1000-000	-45.00
67350V	11/30/21	Danell Haspel	1000-000	-75.00
67354V	11/30/21	Tabatha Durand	1000-000	-9.00
66017V	11/30/21	Adeline Grace Monson	1000-000	-30.00
66686V	11/30/21	Tabatha Durand	1000-000	-7.00
66707V	11/30/21	Bonnie Askew	1000-000	-30.00
66856V	11/30/21	Samantha Albers	1000-000	-180.75
cc-11/30/21-1	11/30/21	Facebook Ad Manager	2010-000	37.01
12/21-14	11/30/21	Amazon (charges on account)	2020-000	200.95
12/21-18	11/30/21	Amazon (charges on account)	2020-000	77.96
<b>Total</b>				<b><u>623,701.57</u></b>



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Check #	Date	Payee	Cash Account	Amount
	12/1/21	Apple Store	2010-000	2.99
eft-12/01/2021-1	12/1/21	Delta Dental of Minnesota	1000-000	1,022.75
eft-12/1/21-1	12/1/21	Fidelity Security Life	1000-000	321.48
68379	12/1/21	Alliance Courier	1000-000	1,716.65
68380	12/1/21	Baker & Taylor	1000-000	6,759.53
68380a	12/1/21	VOID	1000-000	
68380b	12/1/21	VOID	1000-000	
68380c	12/1/21	VOID	1000-000	
68380d	12/1/21	VOID	1000-000	
68381	12/1/21	Black Stone Publishing	1000-000	909.04
68382	12/1/21	Cole Papers Inc.	1000-000	346.24
68383	12/1/21	Daily News / News Monitor	1000-000	169.00
68384	12/1/21	Farago & Associates	1000-000	200.00
68385	12/1/21	Michelle Fjeld	1000-000	25.20
68386	12/1/21	Greta Guck	1000-000	142.52
68387	12/1/21	Erin Gunderson	1000-000	50.40
68388	12/1/21	Jodi Harrington	1000-000	56.28
68389	12/1/21	HPR, LLC	1000-000	200.00
68390	12/1/21	Megan Krueger	1000-000	47.88
68391	12/1/21	Lorna Landvik	1000-000	1,000.00
68392	12/1/21	Liz Lynch	1000-000	117.60
68393	12/1/21	Heidi Moore	1000-000	22.40
68394	12/1/21	Amy Nelson	1000-000	14.56
68395	12/1/21	Office Depot	1000-000	590.69
68396	12/1/21	Overdrive, Inc.	1000-000	3,964.95
68396a	12/1/21	VOID	1000-000	
68397	12/1/21	Brian David Dost	1000-000	30.00
68398	12/1/21	Shortprinter	1000-000	239.50
12/21-15	12/1/21	Amazon (charges on account)	2020-000	84.90
eft-12/02/21-1	12/2/21	Attendance On Demand	1000-000	240.00
cc-12/2/21-1	12/2/21	US Postal Service	2010-000	62.00
cc-12/2/21-2	12/2/21	US Postal Service	2010-000	130.00
cc-12/2/21-3	12/2/21	Star Tribune	2010-000	595.92
cc-12/2/21-4	12/2/21	Flowroute.com	2010-000	450.00

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Check #	Date	Payee	Cash Account	Amount
12/21-16	12/2/21	Amazon (charges on account)	2020-000	6.99
12/21-17	12/2/21	Amazon (charges on account)	2020-000	18.89
12/21-25	12/2/21	Amazon (charges on account)	2020-000	39.90
12/21-26	12/2/21	Amazon (charges on account)	2020-000	15.69
12/21-27	12/2/21	Amazon (charges on account)	2020-000	29.66
12/21-37	12/2/21	Amazon (charges on account)	2020-000	22.95
eft-12/03/21-1	12/3/21	Arvig	1000-000	42.05
eft-12/03/21-2	12/3/21	Arvig	1000-000	84.59
eft-12/03/21-3	12/3/21	Arvig	1000-000	84.59
eft-12/03/21-4	12/3/21	Arvig	1000-000	92.97
eft-12/03/21-5	12/3/21	Arvig	1000-000	92.17
12/21-22	12/3/21	Amazon (charges on account)	2020-000	73.08
12/21-28	12/3/21	Amazon (charges on account)	2020-000	125.79
12/21-38	12/3/21	Amazon (charges on account)	2020-000	13.59
12/21-19	12/4/21	Amazon (charges on account)	2020-000	26.26
12/21-29	12/4/21	Amazon (charges on account)	2020-000	29.98
eft-12/05/21-1	12/5/21	Pitney Bowes Purchase Power	1000-000	400.00
12/21-20	12/5/21	Amazon (charges on account)	2020-000	19.92
12/21-21	12/5/21	Amazon (charges on account)	2020-000	32.30
12/21-30	12/5/21	Amazon (charges on account)	2020-000	15.99
12/21-31	12/5/21	Amazon (charges on account)	2020-000	23.98
12/21-32	12/5/21	Amazon (charges on account)	2020-000	167.70
eft-12/6/21-1	12/6/21	Cardmember Service	1000-000	2,269.76
12/21-33	12/6/21	Amazon (charges on account)	2020-000	184.44
12/21-34	12/6/21	Amazon (charges on account)	2020-000	32.92
	12/7/21	Verizon	2010-000	65.00
12/21-35	12/7/21	Amazon (charges on account)	2020-000	35.92
12/21-39	12/7/21	Amazon (charges on account)	2020-000	14.39
68399	12/8/21	Samantha Albers	1000-000	180.75
68400	12/8/21	Baker & Taylor	1000-000	2,487.35
68400a	12/8/21	VOID	1000-000	
68401	12/8/21	Black Stone Publishing	1000-000	650.80
68402	12/8/21	Nicole Boewood	1000-000	51.75

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68403	12/8/21	Greta Guck	1000-000	34.16
68404	12/8/21	Halstad Telephone Company	1000-000	107.38
68405	12/8/21	Jodi Harrington	1000-000	107.52
68406	12/8/21	Danell Haspel	1000-000	75.00
68407	12/8/21	Hennepin County Library	1000-000	10.00
68408	12/8/21	Paula Jones	1000-000	17.08
68409	12/8/21	Deb Kvittum	1000-000	45.00
68410	12/8/21	Monoprice, Inc.	1000-000	310.71
68411	12/8/21	Heidi Moore	1000-000	11.20
68412	12/8/21	Musical Bridges LLC	1000-000	50.00
68413	12/8/21	New Century Press	1000-000	90.00
68414	12/8/21	Asha Osborn	1000-000	55.00
68415	12/8/21	Overdrive, Inc.	1000-000	1,991.26
68416	12/8/21	Pelican Rapids Press	1000-000	20.50
68417	12/8/21	Rochester Telecom Systems I	1000-000	109.30
68417a	12/8/21	VOID	1000-000	
68418	12/8/21	West Central Initiative	1000-000	1,500.00
eft-12/8/21-1	12/8/21	Lake Agassiz Regional Library	1010-000	25,000.00
12/21-23	12/8/21	Amazon (charges on account)	2020-000	13.99
12/21-36	12/8/21	Amazon (charges on account)	2020-000	11.98
68419	12/9/21	Altel - Alternative Telecom Inc	1000-000	12,439.50
cc-12/9/21	12/9/21	Ting	2010-000	24.05
eft-12/10/21-1	12/10/21	Further - FSA	1000-000	63.35
cc-12/10/21-1	12/10/21	Princh	2010-000	3,456.72
eft-12/10/21-1	12/10/21	Lake Agassiz Regional Library	1010-000	135,000.0
eft-12/10/21-2	12/10/21	Lake Agassiz Regional Library	1000-000	71,000.00
12/21-24	12/10/21	Amazon (charges on account)	2020-000	62.52
cc-12/10/21-2	12/10/21	Best Name Badges	2010-000	16.70
cc-12/10/21-3	12/10/21	Uprinting.com	2010-000	189.59
cc-12/10/21-4	12/10/21	MisterPlexi	2010-000	133.77
cc-12/10/21-5	12/10/21	Homeless Training Institute	2010-000	999.00
cc-12/10/21-6	12/10/21	Flexguard Security System	2010-000	59.30
cc-12/10/21-7	12/10/21	VistaPrint.com	2010-000	239.75
12/21-40	12/10/21	Amazon (charges on account)	2020-000	82.29

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

Check #	Date	Payee	Cash Account	Amount
12/21-41	12/10/21	Amazon (charges on account)	2020-000	125.66
12/21-42	12/11/21	Amazon (charges on account)	2020-000	29.97
12/21-43	12/12/21	Amazon (charges on account)	2020-000	106.88
12/21-44	12/12/21	Amazon (charges on account)	2020-000	9.99
12/21-45	12/12/21	Amazon (charges on account)	2020-000	17.96
12/21-46	12/12/21	Amazon (charges on account)	2020-000	21.99
12/21-49	12/12/21	Amazon (charges on account)	2020-000	15.92
68412V	12/13/21	Musical Bridges LLC	1000-000	-50.00
68420	12/13/21	Musical Bridges LLC	1000-000	50.00
cc-12/13/21-1	12/13/21	Zoom Video Communications,	2010-000	79.00
12/21-47	12/13/21	Amazon (charges on account)	2020-000	35.92
12/21-48	12/13/21	Amazon (charges on account)	2020-000	35.92
eft-12/14/21-1	12/14/21	Allstream	1000-000	841.42
12/21-50	12/14/21	Amazon (charges on account)	2020-000	39.92
eft-12/15/21-1	12/15/21	Garden Valley Telephone Com	1000-000	40.93
eft-12/15/21-2	12/15/21	AFLAC	1000-000	297.28
eft-12/15/21-3	12/15/21	Synchrony Bank/Amazon	1000-000	4,461.40
CC-12/15/21	12/15/21	Rothsay Telephone	2010-000	71.14
eft-12/15/21-4	12/15/21	Federal Income Tax deposit	1000-000	21,756.89
eft-12/15/21-5	12/15/21	Minnesota State Income Tax	1000-000	1,898.00
eft-12/15/21-6	12/15/21	ING (Deferred Compensation)	1000-000	2,463.92
eft-12/15/21-7	12/15/21	Public Employees Retirement	1000-000	13,532.38
eft-12/15/21-8	12/15/21	LARL Payroll	1005-000	71,449.08
eft-12/15/21-8	12/15/21	Further - VEBA/HSA	1000-000	2,128.50
eft-12/15/21-9	12/15/21	Further - VEBA/HSA	1000-000	2,398.25
eft-12/15/21-10	12/15/21	Further - VEBA/HSA	1000-000	175.50
68421	12/15/21	Alliance Courier	1000-000	2,115.30
68422	12/15/21	Baker & Taylor	1000-000	760.34
68423	12/15/21	Black Stone Publishing	1000-000	425.66
68424	12/15/21	Joyce Christine Bolke	1000-000	174.16
68425	12/15/21	Meaghan Cronin	1000-000	50.40
68426	12/15/21	Curt's Lock & Key Service, Inc.	1000-000	637.82
68427	12/15/21	Jodi Harrington	1000-000	118.16

**Lake Agassiz Regional Library**  
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Check #	Date	Payee	Cash Account	Amount
68428	12/15/21	Hennepin County Library	1000-000	25.00
68429	12/15/21	Jenna Kahly	1000-000	8.59
68430	12/15/21	KROX-AM	1000-000	60.00
68431	12/15/21	Toadhouse Books, LLC	1000-000	1,500.00
68432	12/15/21	Minnesota Public Radio	1000-000	168.00
68433	12/15/21	Overdrive, Inc.	1000-000	1,006.09
68434	12/15/21	Payroll Professionals, Inc.	1000-000	168.30
68435	12/15/21	Ramsey County Library	1000-000	24.98
68436	12/15/21	Jeffrey Salinas-Jenni	1000-000	24.64
68437	12/15/21	Shortprinter	1000-000	462.39
68438	12/15/21	Phillip Spooner	1000-000	54.04
68439	12/15/21	Hillary Stevens	1000-000	19.47
68440	12/15/21	Josh Stompro	1000-000	50.68
68441	12/15/21	Sarah Stonich	1000-000	1,500.00
68442	12/15/21	Christy Underlee	1000-000	18.76
68443	12/15/21	Hennepin County Library	1000-000	25.00
68444	12/15/21	Hennepin County Library	1000-000	25.00
68445	12/15/21	Grand Forks Herald	1000-000	294.20
cc-12/15/21-1	12/15/21	Deluxe	2010-000	76.71
12/21-51	12/16/21	Amazon (charges on account)	2020-000	8.72
eft-12/17/21-1	12/17/21	Further - FSA	1000-000	11.01
eft-12/17/21-2	12/17/21	Mutual of Omaha	1000-000	114.80
cc-12/17/21-1	12/17/21	Best Name Badges	2010-000	16.70
12/21-52	12/17/21	Amazon (charges on account)	2020-000	99.80
12/21-53	12/17/21	Amazon (charges on account)	2020-000	16.99
12/21-54	12/17/21	Amazon (charges on account)	2020-000	35.92
12/21-55	12/17/21	Amazon (charges on account)	2020-000	26.99
12/21-56	12/17/21	Amazon (charges on account)	2020-000	19.97
12/21-57	12/17/21	Amazon (charges on account)	2020-000	384.43
cc-12/19/21-1	12/19/21	Adobe	2010-000	359.88
12/21-58	12/20/21	Amazon (charges on account)	2020-000	29.96
12/21-59	12/20/21	Amazon (charges on account)	2020-000	27.98
12/21-60	12/20/21	Amazon (charges on account)	2020-000	35.92
68446	12/21/21	Alluma	1000-000	175.00

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

Check #	Date	Payee	Cash Account	Amount
68447	12/21/21	Baker & Taylor	1000-000	4,170.12
68447a	12/21/21	VOID	1000-000	
68447b	12/21/21	VOID	1000-000	
68447c	12/21/21	VOID	1000-000	
68448	12/21/21	Black Stone Publishing	1000-000	155.28
68449	12/21/21	InfoUSA Marketing, Inc.	1000-000	380.00
68450	12/21/21	Great River Regional Library	1000-000	30.95
68451	12/21/21	Jodi Harrington	1000-000	107.52
68452	12/21/21	ArchKey Technologies	1000-000	870.27
68453	12/21/21	Minnesota Public Radio	1000-000	252.00
68454	12/21/21	Mobile Edge Team	1000-000	480.00
68455	12/21/21	Heidi Moore	1000-000	16.80
68456	12/21/21	NCPERS Group Life Ins.	1000-000	160.00
68457	12/21/21	Newman Digital	1000-000	132.35
68458	12/21/21	Office Depot	1000-000	440.37
68459	12/21/21	Overdrive, Inc.	1000-000	2,601.96
68460	12/21/21	Shortprinter	1000-000	96.11
68461	12/21/21	Christy Underlee	1000-000	57.68
68462	12/21/21	We Count People LLC	1000-000	324.19
68463	12/21/21	Zoe Bakes Media	1000-000	1,625.00
cc-12/21/21-1	12/21/21	VistaPrint.com	2010-000	-16.43
cc-12/21/21-2	12/21/21	VistaPrint.com	2010-000	-20.82
cc-12/21/21-3	12/21/21	VistaPrint.com	2010-000	-19.94
12/21-61	12/21/21	Amazon (charges on account)	2020-000	169.25
12/21-62	12/21/21	Amazon (charges on account)	2020-000	17.95
	12/22/21	Tidio	2010-000	18.00
eft-12/22/21-1	12/22/21	Further - Fees	1000-000	104.50
cc-12/23/21-1	12/23/21	Pitney Bowes	2010-000	129.00
1/22-1	12/23/21	Amazon (charges on account)	2020-000	33.98
eft-12/25/21-1	12/25/21	Arvig	1000-000	182.20
cc-12/28/21-1	12/28/21	AKG Harmon	2010-000	105.00
68464	12/29/21	AFSCME Council 65	1000-000	434.91
68465	12/29/21	AFSCME PEOPLE	1000-000	67.00

**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
68466	12/29/21	Baker & Taylor	1000-000	2,549.18
68466a	12/29/21	VOID	1000-000	
68466b	12/29/21	VOID	1000-000	
68467	12/29/21	Black Stone Publishing	1000-000	518.80
68468	12/29/21	Meaghan Cronin	1000-000	24.92
68469	12/29/21	Frazee-Vergas Forum	1000-000	14.75
68470	12/29/21	Greta Guck	1000-000	68.32
68471	12/29/21	Jodi Harrington	1000-000	135.80
68472	12/29/21	Midwest Tape	1000-000	600.00
68473	12/29/21	Heidi Moore	1000-000	11.20
68474	12/29/21	Office Depot	1000-000	76.28
68475	12/29/21	Payroll Professionals, Inc.	1000-000	128.70
68476	12/29/21	Signature Home Technologies	1000-000	5,933.47
68477	12/29/21	Christy Underlee	1000-000	37.52
eft-12/29/21-1	12/29/21	Lake Agassiz Regional Library	1010-000	145,000.0
eft-12/29/21-2	12/29/21	Lake Agassiz Regional Library	1000-000	58,000.00
1/22-2	12/29/21	Amazon (charges on account)	2020-000	-133.13
1/22-3	12/29/21	Amazon (charges on account)	2020-000	118.17
eft-12/30/21-1	12/30/21	Lakes Country Service Cooper	1000-000	651.50
eft-12/30/21-2	12/30/21	Garden Valley Telephone Com	1000-000	40.93
eft-12/30/21-3	12/30/21	Garden Valley Telephone Com	1000-000	76.39
eft-12/30/21-4	12/30/21	Garden Valley Telephone Com	1000-000	40.93
eft-12/30/21-5	12/30/21	Garden Valley Telephone Com	1000-000	40.93
eft-12/31/21-1	12/31/21	Further - VEBA/HSA	1000-000	292.25
eft-12/31/21-3	12/31/21	Minnesota State Income Tax	1000-000	1,605.00
eft-12/31/21-4	12/31/21	North Dakota SITW	1000-000	1,285.00
eft-12/31/21-5	12/31/21	ING (Deferred Compensation)	1000-000	2,471.84
eft-12/31/21-2	12/31/21	Federal Income Tax deposit	1000-000	16,943.47
eft-12/31/21-6	12/31/21	Public Employees Retirement	1000-000	10,576.04
eft-12/31/21-7	12/31/21	LARL Payroll	1005-000	55,835.62
cc-12/31/21	12/31/21	Facebook Ad Manager	2010-000	12.99
<b>Total</b>				<b><u>729,524.8</u></b>

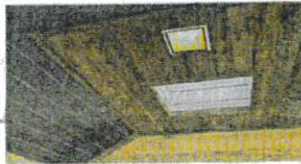


The Crookston Public Library sign framed in barn wood JESS BENGTON | CROOKSTON TIMES

## Benoit's Barnwood donates time and materials for library project

Jess Bengtson  
Crookston Times  
USA TODAY NETWORK

A local reclaimed barn wood dealer found a way to give back to the Crookston Public Library after he says he owes them for the education he received learning about the skills he has today. Jason Benoit, carpenter and owner of Benoit's Barnwood, recently donated time, labor and materials to complete the library's canopy entry after first covering a deteriorating brick wall. The library's budget only allowed for so much work to be done and, after a visit with Library Director Chris Boike about her vision for the exterior of the building, Benoit



A closer look at the barn wood in the entry.

stepped in to finish the job. The entire overhead area in the entry was done in wood reclaimed from a collapsing barn in Polk County, Benoit told the Times.

"Chris and I visited about her vision and possibilities of covering the deteriorated brick wall and she liked my ideas and we seemed to be on the same page, so she kind of turned me loose to make my vision and hers a reality," Benoit explained. "The budget only allowed for so much to be done, but we really wanted to complete the vision so I decided to complete the ceiling of the entry area and donate my time, labor and materials to pay it back, in a way, to the library for what it did for my family and myself."

"My grandpa spent a lot of time at the library as did my dad, reading, learning,

See PROJECT, Page 5A

## Project

Continued from Page 1A

and using the resources there to learn what was needed and then some," he continued. "So, needless to say, when I started getting curious about all things I was sent to the library to educate myself and spent a fair amount of time there learning the beginning of most of the skills I have today."

"Dad said to me 'If I tell you how to do it you'll forget, but if you go find out yourself

you will not forget it,'" Benoit added.

Boike told the Times that Benoit's work really complimented both the entry and library sign, plus she hopes for new exterior lighting to make it shine.

"I feel it's an art form what he did, I think it looks so cool," Boike boasted. "We also have barn wood benches and planters there that were put in while we were doing some remodel work in July."

"Everything that's been done looks real great," she added. "We are so grateful for what he's done and the donated time and materials."