

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, September 21, 2023**

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

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

Trustees, if you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 123 by noon on September 21st.

Public Open Forum – Total time: 10 minutes, each person limited to three minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up). The Open Forum Policy and Registration Form can be found <https://larl.org/policies/>

AGENDA

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

5:35 **2. MINUTES OF THE June 15, 2023 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the June 15, 2023 Full Board Meeting Minutes as presented.

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

a. Final Report and Documentation of Actual Expenses for FY2023 (July 1, 2023-June 30, 2023) Regional Library Telecommunication Aid (RLTA). Enclosed (page 10)

Recommended Motion: Move to approve the Final report and documentation of actual expenses for FY2023 Regional Library Telecommunications Aid.

b. Application for State FY2024 Regional Library Telecommunications Aid (RLTA).
Enclosed (page 14).

Recommended Motion Move to approve the application for FY2024 Regional Library Telecommunications Aid (RLTA).

c. Report of Results Accomplished for State FY2023 RLBSS Funds. Enclosed (page 18)

Recommended Motion: Move to approve the Report of Results Accomplished for the FY2023 Regional Library Basic System Support (RLBSS) Grant.

(over)

Agenda for the September 21, 2023 Full Board Meeting – Page 2

- d. Final Report for Legacy Funds FY2021 fund year
Enclosed (page 22)

Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2021 funding year.

6:00 **4. DIRECTOR'S REPORT - Lynch**

- a. **Director's Report**
Enclosed (page 30)

b. **Collection Development Policy**

Recommended Motion: Move to rescind the LARL Collection Development Policy last revised by the LARL Board on September 17, 2020, and adopt the proposed 2023 Collection Development Policy.
Enclosed (page 32 and proposed on page 40)

6:10 **5. Bylaw Review – Kalil**

Enclosed (page 46)

6:20 **6. BOARD MEMBER REPORTS:**

Becker County – Terry Kalil & Barry Nelson
Breckenridge – Linda Holecek
Clay County – David Ebinger
Clearwater County – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Connie Wood
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Laura Caroon, Charley Johnson & Chizuko Shastri
Norman County – Steve Jacobson
Polk County – Gary Willhite
Wilkin County – Rick Busko
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Linda Holecek & Linda Schell

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

6:40 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – June, July and August 2023 (page 52)

UPCOMING MEETINGS/EVENTS

LARL Executive Committee Meeting: October 19 and LARL Full Board Meeting: November 16

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 15, 2023. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Ebinger, Holecek, Durant, Geray, Jacobson, Johnson, Kalil
(President), Nelson, Shastri, Titera, Willhite, Wood.

Board Members Absent: Briggs, Busko, Caroon, Holecek.

Others Present: Sprynczynatyk, Linda Schell

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Johnson/Geray) Move to approve the meeting agenda as presented. MCU.

MINUTES OF THE MAY 18, 2023 FULL BOARD MEETING

(Johnson/Willhite) Move to approve the Minutes of the May 18, 2023 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 41.67% of the year complete, 40.45% of budgeted expenses have been spent. Accounting/Bank Fees are at 73.94% of budget due to the LARL audit being paid in full.

(Ebinger/Wood) Move to approve the application for State FY2024 Regional Library Basic System Support. MCU.

REPORT OF THE FINANCE COMMITTEE

Jacobson reported the Finance Committee reviewed Draft 3 of the preliminary budget and recommended the full board approve Draft #3.

(Ebinger/Johnson) Move to approve the 2024 Preliminary Budget Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

(over)

Minutes of the June 15, 2023 Full Board Meeting – Page 2

OTHER

Sprynczynatyk discussed that 2 of the open positions listed on the Director's Report have been filled, both the Detroit Lakes Library Director/Hub Supervisor and the Moorhead Library Associate positions were recently filled.

Sprynczynatyk discussed the MN Legislature recently making Juneteenth a state holiday and discussed the proposed Memorandum of Agreement with the LARL Union.

(Willhite/Ebinger) Move to approve Juneteenth as a paid LARL holiday as of June 19, 2023. MCU.

BOARD MEMBER REPORTS:

Becker County (Kalil, Nelson)

A book sale took place at the Cormorant LINK Site while the Cormorant Lions had a breakfast.

Breckenridge (Holecek-absent)

No report.

Clay County (Ebinger)

The Department of Motor Vehicles is located in the Moorhead Center Mall, the County is working on plans to move from the mall, but they have also been assured they will be allowed to stay in the mall until they are ready to move.

Clearwater County (Titera)

No report.

Crookston (Briggs-absent)

No report.

Detroit Lakes (Wood)

The different organizations involved with the Detroit Lakes Library had a joint meeting of the Library Board, the Friends of the Library, and the Library Fund Board to get a better understanding of the function of each board. Lynch attended the meeting and explained the role of LARL in the Detroit Lakes Library. The City of Detroit Lakes has agreed to pay for the Library building repairs related to the recent cleaning of the outside of the building.

City of Mahanomen (Durant)

No report.

Mahanomen County (Geray)

No report.

BOARD MEMBER REPORTS (continued):

Moorhead (Caroon-absent, Johnson, Shastri)

Over 200 people have been served by the Book Truck so far this summer.

Norman County (Jacobson)

No report.

Polk County (Willhite)

Crookston has an outdoor Legacy concert today. The County will have an election in August to fill their open Commissioner position.

Wilkin County (Busko-absent)

No report.

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

No report.

Northern Lights Library Network (Holecek/Schell)

Schell discussed what Northern Lights Library Network is and what the function of it is.

PRESIDENTS REPORT

No report.

OTHER

The meeting adjourned at 6:05.

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

66.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 0	\$ 311,471	\$ 415,295	103,824	75.00
Detroit Lakes	0	182,089	242,785	60,696	75.00
Clay County	0	238,699	318,265	79,566	75.00
Moorhead	0	605,663	807,550	201,887	75.00
Clearwater County	0	84,581	112,775	28,194	75.00
Mahnomen County	0	35,246	46,995	11,749	75.00
Mahnomen	0	17,464	23,285	5,821	75.00
Norman County	0	81,225	108,300	27,075	75.00
Polk County	0	218,153	290,870	72,717	75.00
Crookston	0	176,059	234,745	58,686	75.00
Wilkin County	0	43,793	58,390	14,597	75.00
Breckenridge	0	71,906	95,875	23,969	75.00
Total Signatory Funding	0	2,066,349	2,755,130	688,781	75.00
Grants					
Basic Support - MN (RLBS)	0	299,553	599,105	299,552	50.00
Reg Library Telecom Aid (RLTA)	0	116,699	162,180	45,481	71.96
Total Grants	0	416,252	761,285	345,033	54.68
Miscellaneous Revenue					
Service Charge Revenue	416	4,169	8,000	3,831	52.11
Printing Revenue	1,843	11,914	16,100	4,186	74.00
Fax Revenue	399	2,625	5,000	2,375	52.50
Microfilm Revenue	12	76	200	124	38.00
Photocopy Revenue	692	4,497	7,500	3,003	59.96
Book/Furniture Sale Revenue	113	4,641	0	(4,641)	0.00
Interest/Dividend Income	20,091	62,763	50,000	(12,763)	125.53
Investment Value Change	(29,774)	(17,723)	0	17,723	0.00
Lost/Damaged Property	533	3,364	5,500	2,136	61.16
Other Income	0	350	0	(350)	0.00
Total Miscellaneous Revenue	(5,675)	76,676	92,300	15,624	83.07
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0	36,525	48,700	12,175	75.00
MNLink Server Site Payments	251	2,011	3,000	989	67.03
Total Joint Automation Revenue	251	38,536	51,700	13,164	74.54
Fund Balance/Shortfall	0	0	38,165	38,165	0.00
Total General Fund Revenue	(5,424)	2,597,813	3,698,580	1,100,767	70.24
General Fund Expenditures					
Personnel Expenses					
Salaries	159,488	1,233,419	1,956,250	722,831	63.05
Payroll Taxes	11,944	92,876	151,350	58,474	61.37
Retirement - PERA	11,715	91,158	146,050	54,892	62.42
Health Insurance	30,148	236,577	362,550	125,973	65.25
Unemployment Taxes	0	3,656	0	(3,656)	0.00
Life Insurance	(4)	716	1,300	584	55.08
Workers Compensation Insurance	249	1,995	3,200	1,205	62.34
Other Employee Benefits	121	968	1,650	682	58.67
Total Personnel	213,661	1,661,365	2,622,350	960,985	63.35
Automation/Cataloging					
Automation	12,974	114,932	159,650	44,718	71.99
Support - App	321	2,569	3,900	1,331	65.87
Remote Printing	282	2,259	3,450	1,191	65.48
Catalog Item Records	1,116	8,656	12,600	3,944	68.70
Supplies - Computer	521	3,456	5,000	1,544	69.12
Supplies - Technical Services	1,508	3,025	6,000	2,975	50.42
Total Automation/Cataloging	16,722	134,897	190,600	55,703	70.77

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth/SLE	0	8,885	12,400	3,515	71.65
Programming - Adult	0	616	2,500	1,884	24.64
Total Library Programming	0	9,501	14,900	5,399	63.77
Staff Development					
Staff Training & Development	1,281	5,560	10,000	4,440	55.60
Total Staff Development	1,281	5,560	10,000	4,440	55.60
Mileage/Board Meeting Expense					
Mileage - Staff	2,110	14,972	20,500	5,528	73.03
Regional Board Meetings	0	3,584	5,400	1,816	66.37
Total Mileage/Board Meeting Expenses	2,110	18,556	25,900	7,344	71.64
Other Expenses					
Accounting/Bank Fees	641	14,749	17,400	2,651	84.76
Attorney Fees	0	0	1,000	1,000	0.00
Bus. Office Software/Supplies	0	299	2,000	1,701	14.95
Delivery Services	4,587	33,767	59,500	25,733	56.75
Director's Discretionary	61	61	2,500	2,439	2.44
Insurance - General/Property	1,846	14,771	22,200	7,429	66.54
Leases	0	20,616	27,700	7,084	74.43
Maintenance Contracts	196	6,837	11,402	4,565	59.96
Memberships	190	881	1,050	169	83.90
Minnesota Director's Fund	0	0	2,250	2,250	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,346	11,229	16,500	5,271	68.05
Postage	219	2,190	3,800	1,610	57.63
Recruitment	73	1,839	7,000	5,161	26.27
Repairs - Equipment	0	400	2,500	2,100	16.00
Supplies - Copier/Fax/Microfilm	154	558	750	192	74.40
Supplies - Office	1	4,509	7,998	3,489	56.38
Supplies - Public Services	151	1,943	6,000	4,057	32.38
Telephone/Telecom	1,389	10,802	22,000	11,198	49.10
Total Other Operating Expenses	10,854	125,451	216,050	90,599	58.07
Regional Library Telecom Aid (RLTA)	0	116,699	162,180	45,481	71.96
Transportation					
Vehicle Expenses	0	0	1,600	1,600	0.00
Total Transportation	0	0	1,600	1,600	0.00
Materials					
Audio Visual	4,000	24,498	50,000	25,502	49.00
Digital	11,894	85,451	120,000	34,549	71.21
Online Resources	644	5,134	8,000	2,866	64.18
Periodicals	1,556	16,633	21,000	4,367	79.20
Print	16,528	150,082	216,000	65,918	69.48
Total Materials	34,622	281,798	415,000	133,202	67.90
Capital Expenditures					
Furniture & Equipment	0	1,214	10,000	8,786	12.14
Software & Hardware Upgrades	131	2,620	30,000	27,380	8.73
Total Capital Expenditures	131	3,834	40,000	36,166	9.59
Total General Fund Expenditures	279,381	2,357,661	3,698,580	1,340,919	63.75
General Fund Revenue Over Expenditures	\$ (284,805)	\$ 240,152	\$ 0	(240,152)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 1,684	\$ 41,697	\$ 0	(41,697)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	0	7,883	0	(7,883)	0.00
Legacy Grant Revenue	11,078	116,642	0	(116,642)	0.00
Miscellaneous Local Grants	0	3,800	0	(3,800)	0.00
Northern Lights LN Funds	0	2,679	0	(2,679)	0.00
Total Special Projects Revenue	12,762	172,701	0	(172,701)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	490	2,497	0	(2,497)	0.00
Donations - Materials: A/V	10	10	0	(10)	0.00
Donations - Materials: Other	124	2,215	0	(2,215)	0.00
Donations - Miscellaneous	540	10,829	0	(10,829)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	11,078	116,642	0	(116,642)	0.00
Telecom/E-rate Expenses	0	7,883	0	(7,883)	0.00
Misc. Local Grant Expense	0	3,800	0	(3,800)	0.00
Northern Lights LN e-Books	0	2,679	0	(2,679)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	12,242	146,555	0	(146,555)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	129	17,440	0	(17,440)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	129	17,440	0	(17,440)	0.00
Total Special Projects Expenditures	12,371	163,995	0	(163,995)	0.00
Special Proj Rev Over (Under) Expend	\$ 391	\$ 8,706	\$ 0	(8,706)	0.00
GRAND TOTAL REVENUE	7,338	2,770,514	3,698,580	928,066	74.91
GRAND TOTAL EXPENDITURES	291,761	2,521,775	3,698,580	1,176,805	68.18
CHANGE IN FUND BALANCE	\$ (284,423)	\$ 248,739	\$ 0	(248,739)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
August 31, 2023**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 46,303	31,755	14,548	59,053	(12,750)
Cash - Payroll (Bell Bank)	3,965	(323)	4,288	4,858	(893)
Cash - Savings (Bell Bank)	932,342	890,856	41,486	877,039	55,303
Petty Cash	560	560	0	560	0
Investment Account	1,481,868	1,493,818	(11,950)	1,461,501	20,367
Accounts Receivable	0	354,324	(354,324)	1,309	(1,309)
Prepaid Expenses	53,402	57,653	(4,251)	38,666	14,736
Leased Assets	79,331	79,331	0	77,387	1,944
Accum Amort - Leased Assets	(45,674)	(45,674)	0	(26,532)	(19,142)
Subscription Assets	39,840	39,840	0	39,840	0
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(4,622)	(4,622)	0	(4,622)	0
Equipment and Fixtures	365,500	365,500	0	365,500	0
Accum Depr - Equip & Fixtures	(228,633)	(228,633)	0	(228,633)	0
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(156,338)	(156,338)	0	(156,338)	0
Endowment Funds	88,113	88,113	0	79,658	8,455
Amount Provided - LTD	99,639	99,639	0	116,631	(16,992)
Total Assets	\$ 2,946,834	3,257,037	(310,203)	2,897,115	49,719
LIABILITIES					
Accounts Payable	\$ 21,824	70,631	(48,807)	64,891	(43,067)
Credit Card Payable	7,316	3,918	3,398	0	7,316
Amazon Charge Account	0	0	0	0	0
Accrued Salaries Payable	80,031	80,031	0	80,031	0
Accrued Sick Leave Payable	18,412	18,412	0	18,412	0
Accrued Vacation Payable	45,253	45,253	0	45,253	0
Payroll Tax Payable - ND	250	130	120	0	250
Life Insurance Payable	192	0	192	0	192
Dental Insurance Payable	(2,258)	(2,258)	0	0	(2,258)
Vision Insurance Payable	(7)	(24)	17	0	(7)
AFLAC Payable	112	112	0	112	0
Flexible Spending - Medical	1,131	727	404	1,174	(43)
Sales Tax Payable	406	178	228	586	(180)
Deferred Revenue	336,024	317,352	18,672	463,053	(127,029)
Lease Liability	34,464	34,464	0	51,455	(16,991)
Total Liabilities	543,150	568,926	(25,776)	724,967	(181,817)
FUND BALANCES					
Fund Balance - Unreserved	120,929	120,929	0	257,949	(137,020)
Fund Bal - Operating Reserve	1,221,000	1,221,000	0	1,221,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	49,000	49,000	0	49,000	0
Fund Bal - Vehicle Replacement	40,000	40,000	0	40,000	0
Fund Bal - Technology Upgrade	46,000	46,000	0	46,000	0
Fund Bal - Furn. & Equipment	15,000	15,000	0	15,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	10,000	10,000	0	10,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	21,000	21,000	0	21,000	0
Fund Bal - Joint Automation	101,000	101,000	0	101,000	0
Investment in Gen. Fixed Asset	167,145	167,145	0	167,145	0
Reserve for Leases	33,657	33,657	0	50,855	(17,198)
Reserve for Subscriptions	31,945	31,945	0	31,945	0
Reserve for Donations	56,265	56,265	0	56,265	0
Reserve for Endowments	88,114	88,114	0	79,659	8,455
Change in Fund Balance	248,735	533,162	(284,427)	(128,564)	377,299
Total Fund Balances	2,395,790	2,680,217	(284,427)	2,164,254	231,536
Total Liabilities & Fund Bal.	\$ 2,938,940	3,249,143	(310,203)	2,889,221	49,719



Regional Library Telecommunications Aid Program FY 2023 (July 1, 2022 – June 30, 2023) Final Report Signature Page

A complete final report for the FY 2023 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Priority 2 Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: Lake Agassiz Regional Library

Signature:

Name: Terry Kalil

Chair, System Governing Board

Date: 9/21/23

Signature:

Name: Liz Lynch

Regional Public Library System Administrator

Date: 9/21/23

Please email your report to emma.devera@state.mn.us by **September 15, 2023**.

Regional Library Telecommunications Aid: Priority 2 Report

FY23 Priority 2 funds can support eligible expenses incurred from July 1, 2022 to June 30, 2023. Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

	Category	Total Budgeted	Brief Description
Content	Library Subscriptions <i>annual Overdrive fees</i>	\$34,000.00	12 months Hoopla service
	Library Resources <i>Overdrive materials</i>	\$27,266.35	\$10,000 Overdrive e-Magazines and \$17,266.35 other Overdrive e-Books and e-Audio
Non-E-Rate Equipment	Individual Devices <i>tablets, computers, hotspots without service</i>	\$1,884.00	30 hotspots
	Operational Devices <i>copier, printer, self-check</i>		
	Networking Equipment <i>server, redundant lines</i>		
	Tech Supplies <i>hotspot cases, USB drives</i>	\$209.76	Hotspot cases
Subscriptions	Data Plans <i>hotspot data plans, off-site internet service</i>	\$15,202.50	Service for 112 hotspots
	Service Subscriptions <i>Zoom, website hosting</i>		
	Software Licenses <i>MS Office, Deep Freeze</i>		
Miscellany	Professional Services <i>web design, tech repair</i>		
	Category 2 <i>see FCC eligible services list</i>		
		\$78,562.61	If the auto-sum function doesn't work, please enter the total here.

Regional Library Telecommunications Aid Report SFY 2023										
Priority 1 Costs										
Regional Public Library System: Lake Agassiz Regional Library										
Member Library Sites Included:	Open 20+ hours per week?*	Bandwidth Available 7/1/2022	Bandwidth Available 6/30/2023	E-Rate % Discount (2022)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Ada Public Library	yes	1,000	1,000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
Bagley Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
Barnesville Public Library	yes	500	500	70%	\$21,600.00	\$15,120.00	\$6,480.00	\$565.00	\$7,045.00	
Breckenridge Public Library	yes	1,000	1,000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
Climax Public Library	yes	1,000	1,000	70%	\$17,545.44	\$12,281.81	\$5,263.63	\$565.00	\$5,828.63	
Crookston Public Library	yes	1,000	1,000	70%	\$26,400.00	\$18,480.00	\$7,920.00	\$565.00	\$8,485.00	
Detroit Lakes Public Library	yes	1,000	1,000	70%	\$26,415.84	\$18,491.09	\$7,924.75	\$565.00	\$8,489.75	
Fertile Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
Fosston Public Library	yes	1,000	1,000	70%	\$21,000.00	\$14,700.00	\$6,300.00	\$565.00	\$6,865.00	
Hawley Public Library	yes	1,000	1,000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
Mahnomen Public Library	yes	1,000	1,000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
McIntosh Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
Moorhead Public Library/LARL HQ	yes	1,000	1,000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
					\$254,239.44	\$177,967.61	\$76,271.83	\$7,345.00	\$83,616.83	
*If any sites are under 20 hours per week, please explain.										



Connecting Schools and Libraries across Northwest Minnesota

FISCAL YEAR 2023

SITE	Bandwidth	Total Annual Undiscounted Cost including Non-Recurring	Specific Site E-Rate Discount Percent	Total Annual E-Rate Discount Amount including Non-Recurring	Non-Reimbursed Costs	NW Links Member Fee (\$565) Billed Q1	Total Annual Billing	Q1 billing	Q2 Billing	Q3 Billing	Q4 Billing
Ada Public Library	1000	\$ 17,460.00	70%	\$ 12,222.00	\$ 5,238.00	\$ 565.00	\$ 5,803.00	\$ 1,874.50	\$ 1,309.50	\$ 1,309.50	\$ 1,309.50
Bagley Public Library	500	\$ 15,300.00	70%	\$ 10,710.00	\$ 4,590.00	\$ 565.00	\$ 5,155.00	\$ 1,712.50	\$ 1,147.50	\$ 1,147.50	\$ 1,147.50
Barnesville Public Library	500	\$ 21,600.00	70%	\$ 15,120.00	\$ 6,480.00	\$ 565.00	\$ 7,045.00	\$ 2,185.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00
Breckenridge Public Library	1000	\$ 21,499.08	70%	\$ 15,049.36	\$ 6,449.72	\$ 565.00	\$ 7,014.72	\$ 2,177.43	\$ 1,612.43	\$ 1,612.43	\$ 1,612.43
Climax Public Library	1000	\$ 17,545.44	70%	\$ 12,281.81	\$ 5,263.63	\$ 565.00	\$ 5,828.63	\$ 1,880.91	\$ 1,315.91	\$ 1,315.91	\$ 1,315.91
Crookston Public Library	1000	\$ 26,400.00	70%	\$ 18,480.00	\$ 7,920.00	\$ 565.00	\$ 8,485.00	\$ 2,545.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00
Detroit Lakes Public Library	1000	\$ 26,415.84	70%	\$ 18,491.09	\$ 7,924.75	\$ 565.00	\$ 8,489.75	\$ 2,546.19	\$ 1,981.19	\$ 1,981.19	\$ 1,981.19
Fertile Public Library	500	\$ 15,300.00	70%	\$ 10,710.00	\$ 4,590.00	\$ 565.00	\$ 5,155.00	\$ 1,712.50	\$ 1,147.50	\$ 1,147.50	\$ 1,147.50
Fosston Public Library	1000	\$ 21,000.00	70%	\$ 14,700.00	\$ 6,300.00	\$ 565.00	\$ 6,865.00	\$ 2,140.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00
Hawley Public Library	1000	\$ 17,460.00	70%	\$ 12,222.00	\$ 5,238.00	\$ 565.00	\$ 5,803.00	\$ 1,874.50	\$ 1,309.50	\$ 1,309.50	\$ 1,309.50
LARL Headquarters Public Library	1000	\$ 21,499.08	70%	\$ 15,049.36	\$ 6,449.72	\$ 565.00	\$ 7,014.72	\$ 2,177.43	\$ 1,612.43	\$ 1,612.43	\$ 1,612.43
Mahnomen Public Library	1000	\$ 17,460.00	70%	\$ 12,222.00	\$ 5,238.00	\$ 565.00	\$ 5,803.00	\$ 1,874.50	\$ 1,309.50	\$ 1,309.50	\$ 1,309.50
McIntosh Public Library	500	\$ 15,300.00	70%	\$ 10,710.00	\$ 4,590.00	\$ 565.00	\$ 5,155.00	\$ 1,712.50	\$ 1,147.50	\$ 1,147.50	\$ 1,147.50
Lake Agassiz Regional Library System	11000	\$ 254,239.44		\$ 177,967.61	\$ 76,271.83	\$ 7,345.00	\$ 83,616.83	\$ 26,412.96	\$ 19,067.96	\$ 19,067.96	\$ 19,067.96



REGIONAL LIBRARY TELECOMMUNICATIONS AID

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

APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jamie Sprynczynatyk

Regional Public Library System: Lake Agassiz Regional Library

Street Address: 118 5th St S

City: Moorhead

State: MN

Zip Code: 56560

Telephone: 218-233-3757

Fax: 218-233-7556

E-mail: spryj@gsuite.larl.org

Minnesota Tax ID#: 4317846

Locations Open Fewer than 20 Hours per Week

Please identify any locations open fewer than 20 hours per week and provide a reason for each:

None

Assurances:

All regional public library system members or branches meet the state-certified level of library support as required under *Minnesota Statutes 134.34* and *Minnesota Statutes 275.761*.

Connections are adequate and employ open network architecture permitting interconnectivity with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the RLTA program.

The regional public library system and its members or branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)*. This means all public library computers with access to the internet and available for use by children under the age of 17 restrict all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law. The library system is also in compliance with section (c), prohibiting adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and have a policy prohibiting library users from using the library's internet access to view, print, or distribute material that is obscene per *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

Authorized Signatures

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 9/21/23

Signature:

Name: Terry Kalil

Chair, System Governing Board

Date: 9/21/23

Signature:

Name: Liz Lynch

Regional Public Library System Administrator

The following forms comprise a complete application:

- ☐ FY23 Applicant Information, Assurances and Authorized Signatures
- ☐ FY23 RLTA Priority 1 application spreadsheet
- ☐ E-rate FCDLs for 2023. Each entity included in the RLTA application must be included in FCDL(s).

If 2022 FCDLs are not available, submit 2023 form 471 and 2022 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2023 FCDL, please submit it along with an updated application spreadsheet.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY23 final report.

Please email the signed and completed application forms to emma.devera@state.mn.us by **Monday, October 23, 2022**. Completed forms can be sent as PDF documents or in original formats.

Regional Library Telecommunications Aid Application SFY 2024										
Priority 1 Costs										
Regional Public Library System: Lake Agassiz Regional Library										
	Open 20+ hours per week?*	Bandwidth Available 6/30/2023	Anticipated Bandwidth 6/30/2024	E-Rate % Discount (2023)	Total Costs - Category One	E-Rate for Category One	RLTA for Category One	Participation Costs	RLTA Priority 1 Total	NOTES
Member Library Sites Included:										
Ada Public Library	yes	1,000	1,000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
Bagley Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
Barnesville Public Library	yes	500	500	70%	\$21,600.00	\$15,120.00	\$6,480.00	\$565.00	\$7,045.00	
Breckenridge Public Library	yes	1,000	1,000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
Climax Public Library	yes	1,000	1,000	70%	\$17,545.44	\$12,281.81	\$5,263.63	\$565.00	\$5,828.63	
Crookston Public Library	yes	1,000	1,000	70%	\$26,400.00	\$18,480.00	\$7,920.00	\$565.00	\$8,485.00	
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Moorhead Public Library/LARL HQ	yes	1,000	1,000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
					\$254,239.44	\$177,967.61	\$76,271.83	\$7,345.00	\$83,616.83	
*If any sites are under 20 hours per week, please explain.										



REGIONAL LIBRARY BASIC SYSTEM SUPPORT

REPORT OF RESULTS AND EXPENDITURES

FY23 (July 1, 2022 - June 30, 2023)

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560

Name, phone number and e-mail address of regional public library system administrator: Liz Lynch, (218) 233-3757, lynchl@gsuite.larl.org.

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 49,944

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Terry Kalil
Chair, Governing Board
Date: 9/21/2023

Signature:

Name: Liz Lynch
Regional Public Library System Administrator
Date: 9/21/2023

Please send one PDF copy of the signed report to Emma De Vera at emma.devera@state.mn.us by October 1, 2023.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY23 results: LARL tracks most statistics on a calendar year, in calendar year 2022 Lake Agassiz Regional Library circulated 703,099 items, held 1,666 programs that were attended by 27,794 people, 24 virtual programs that were attended by 1,171 people, 8 online recorded events that were viewed 987 times, 362,817 customer uses of the library, computers were used 33,282 times and 28,574 reference transactions occurred.

Individual Programs

Briefly highlight the programs/services/activities that took place during FY23, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program:

- Please describe what you did through this program: **The salaries and benefits for the Regional Library Director, Director of Finance & Human Resources, Collection Development Librarian, Business Office Associate, Marketing Coordinator and part of the Program Coordinator, and part of the IT Director were paid with funds from the Regional Library Basic System Support.**
- What was the goal of your program? **The goal of the program for FY2023 was to provide efficient, effective and safe services during the pandemic, while concentrating on the LARL Strategic Plan focus areas of workforce and economic development, education, equity and digital inclusion. In order for the plan to succeed, all personnel mentioned above were involved in the planning and implementation of these services.**
- Who was served by this program? **All LARL employees, LARL Board of Directors, and LARL Customers.**
- How did this program contribute to your organization's mission and strategic plan goals? **Lake Agassiz Regional Library is to enrich lives and strengthen communities. During the pandemic, LARL locations played an important role in providing meaningful and purposeful programming, events and services for those who needed it most. LARL administrative positions were key to the success of researching and implementing virtual and online services, focusing on digital inclusion and helping LARL residents find the resources and tools needed to improve their quality of life and work towards their goals.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2022 data	FY2023 data
Hotspots Checked Out	July-December 2021: 44 available, checked out 319 times January-July 2022: 128 available, check out 508 times	July-December 2022: 100 available, checked out 760 times January-July 2023: 121 available, check out 824 times
Chromebooks with Wi-Fi Checked Out	July-December 2021: 6 kits available, checked out 45 times January-July 2022: 5 kits available, checked out 54 times.	July-December 2022: 5 kits available, checked out 51 times January-July 2023: 4 kits available, checked out 35 times.

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY23 state aid application: [Click here to enter text.](#)

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2023	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$461,082
Benefits	\$138,025
Staff Development, Tuition and Other Reimbursements	
Total Personnel Expenses	\$599,107
Total FTE Supported	6.29
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total State Aid Expenditures	\$599,107



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Completion Report – Executive Summary

State Fiscal Year 2020: July 1, 2021–June 30, 2022

A Completion Report, due 90 days after the completion of state fiscal year 2021 allocation spending, includes three parts – two required and one optional:

Required:

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2021 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact **Ashley Bieber** at ashley.bieber@state.mn.us. (.xls)

Optional:

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to **Ashley Bieber**, ashley.bieber@state.mn.us, at State Library Services.

Grantee Information

Regional library system name and address:

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

Name, phone, and email address of regional library system administrator:

Liz Lynch, 218-233-3757, lynchl@gsuite.larl.org

Name, phone, and email address of regional library system ACHF program coordinator:

Position open at this time (being handled by Liz Lynch)

Name, phone, and email address of regional library system finance manager:

Jamie Sprynczynatyk, 218-233-3757, spryj@gsuite.larl.org

Authorized Signatures

The information in the report documents are true and correct to the best of our knowledge.

Signature _____

Printed Name **Terry Kalil**

Chair, Regional Library System Governing Board

Date **09/21/2023**

Signature _____

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **09/21/2023**

FY 2021 ACHF Project Highlights

Summary Data:

Total number of activities, programs, and/or events: 18 programs with 57 events

Total participation/attendance: 4,399

Total number of partnerships: 12

Total FTE (funded by ACHF): 0.3365

Total value of in-kind contributions: \$3,237.11

Total administrative costs (funded by ACHF): \$7,587.27

Highlights:

Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.

Minnesota crime/mystery author, Marcie Rendon traveled to the LARL region and provided three author talks regarding her book, "Sinister Graves." Rendon's presentations in Bagley, Mahnomen and Detroit Lakes were very well received and described by the attendees as interesting, inspiring and entertaining. Rendon was raised in the Red River Valley and on the White Earth Reservation, both significant to the area. The attendees appreciated hearing stories with familiar name places learning more about Native American history and culture, and hearing more about her writing process.

In April of 2023, a group of Minnesota poets traveled to several schools, community centers and libraries around the LARL seven county service area. The evaluations of the poetry events were overwhelmingly positive, and provided information indicating that this may have been one of the most impactful events offered in the LARL region with Legacy funds. Many of the students and other community members provided statements indicating that they had not been fond of poetry nor understood poetry until this tour occurred. Individuals made comments regarding the power of the poetry, the brilliance of emotion used, and the importance of hearing from a diverse and passionate poet to open minds. Most of the attendees shared that they would like to hear more poetry from diverse populations and would like to attend workshops on how to write their own poetry.

Minnesota author, Joe Kimball, author of *Secrets of the Glensheen Mansion Murders* traveled to eleven LARL locations, drawing hundreds of attendees. Kimball's storytelling style was described as vivid, engaging, interesting and enthralling. Participants listened very intently and his ability to connect with the audience was incredible. In addition, he was so kind and patient with the audience, answer questions and conversing for over an hour past his presentation. This was one of the most well attended and popular events of the year.

Program Title	Program Description	Program Location	Funding Amount	Local Funds	Proposed Outcomes	Outcomes	Attendance	Subject	Counties event took place
The Moving Parts - Outdoor Concert	The Moving Parts will play 2 live outdoor concerts featuring vintage folk and Americana classics, country and neo-folk tunes sure to appeal to any audience. This program took place July 21 and July 28 at the Crookston and Moorhead Public Libraries. This program is paid partially with LARL FY20 Legacy Funding, the balance of the program is paid with FY21 Legacy Funding.	Crookston Public Library, Moorhead Public Library	278.54	-	Attendees will be able to hear a live musical performance. Attendees will be able to watch how various acoustic instruments are played.	Surveys were collected from attendees. The program was very highly rated. Attendees commented that they appreciated the availability and accessibility and the opportunity to see some local artists.	reported in FY20	Arts	Clay, Polk
Meat Rabbits - Outdoor Concert	The Meat Rabbits will perform and outdoor concert featuring local musicians in a high energy polka/rock band that playing an amalgamation of older polka songs with a mix of modern music adapted by the band to fit their unique style. The band features an accordion, a banjo, guitar, bass and drums. This program took place at the Moorhead Public Library on August 25, 2022. This program is paid partially with LARL FY20 Legacy Funding, the balance of the program is paid with FY21 Legacy Funding.	Moorhead Public Library	2,403.50	-	Attendees will be able to attend a live music performance. Attendees will be able to see a variety of instruments being played. Attendees will hear how modern songs they are familiar with can be performed in a different style.	Surveys were collected from attendees. The program was highly rated. Attendees enjoyed interesting music, hearing old songs played in a new way, and the performers energy and interaction with the audience.	140	Arts	Clay
The LOFT Virtual Writing Series	Lake Agassiz Regional Library along with Travers De Sioux Library System put on a virtual writing series The ABCs of Children's Books: This is the perfect workshop for anyone who has an idea percolating for a children's book, or even people who have written one but aren't sure what to do next. Learn the basic formats of children's books and how children's books get made, for everything from ABC books to Teen Fiction, and find out where your book fits in. Be Your Own Publisher: Do you have a story you want to share with the world but don't know how to do it? Self-publishing is one respected way for authors to publish. In this class you will learn how to move your project forward and launch your book into the world. Creative Writing Sampler: Not sure if you're a poet, a novelist, or a memoirist? Come and sample poetry, fiction, and creative nonfiction by exploring craft techniques common to all three and experimenting with each through creative writing exercises. Family Stories into Memoir: Whether you want to write your memories for family members and friends or hope to publish a memoir, come try your hand at writing exercises to spark your memory and tell your story. These virtual sessions took place September 13, October 4, October 25, and November 15, 2022. The programs were viewed by 136 people live as well as view an additional 50 times as recordings.	Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560	1,803.15	1,072.11	Attendees will learn new information about writing from MN teaching artists. Attendees will practice writing techniques.	Surveys were collected from attendees of watch parties that were held at library locations. Attendees appreciated learning about the problems associated with publishing your own book and what to expect when writing a book. Attendees also appreciated the websites discussed to use and research for various parts of writing a book and getting it published.	188	Arts, Arts Access, Education/Culture	Becker, Clay, Clearwater, Mahanomen, Norman, Polk, Wilkin
Sister Beads: Beaded Hoop Earrings	Tawny Trotter Gaie is an enrolled member of the Standing Rock Sioux Tribe as well as a descendant of the Turtle Mountain Band of Chippewa and the Spirit Lake Nation. She learned beadwork from mentors as an adult and loves to share her beadwork knowledge with others. She and her sisters do custom beadwork under the name Sister Beads, LLC. Tawny will be demonstrating how to make a pair of beaded hoop earrings. Tawny will demonstrate how to make the earrings in a video which will be viewable on demand at the Lake Agassiz Regional Library website. Kits including all of the supplies needed to complete the project will be available for customer pick up at Lake Agassiz Regional Library locations.	Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560	6,187.12	86.84	Attendees will learn the basics of indigenous beadwork and complete and basic project. Attendees will learn from a family of beadwork artists who have been creating and selling their work in the region for years.	Surveys were distributed with the earring kits. Participants rated the program high. They enjoyed learning a new beading craft and some different beading techniques as well as learning about culture.	400	Arts, Arts Access, Cultural Heritage Preservation, Education/Culture	Becker, Clay, Clearwater, Mahanomen, Norman, Polk, Wilkin
Indigenous Legacy: Dancing into the Future	This program will share the significance of the Jingle dresses to the Ojibwe who then gifted it to other tribes, the dream of how it came to the Ojibwe, and why it is a healing dress. The program will feature four dresses, dance demonstrations, and a drum circle. Artist Christy Goulet will give a detailed oral account and answer questions. This program took place 3 locations in the LARL region from September 17 to October 1, 2022.	Crookston Public Library, Detroit Lakes Public Library, Moorhead Public Library	7,155.00	298.16	Attendees will learn about the history of the Jingle dress and its cultural significance. Attendees will experience a live dance performance. Attendees will experience a traditional drum circle performance.	Surveys were collected from attendees. People enjoyed learning about culture, history and seeing the dancing and experiencing the drumming.	114	Arts, Cultural Heritage Preservation, Education/Culture	Becker, Clay, Polk

Program Title	Program Description	Program Location	Funding Amount	Local Funds	Proposed Outcomes	Outcomes	Attendance	Subject	Counties event took place
The Night Watchman by Louis Erdich	Louise Erdich will share about the issues raised in her book, "The Night Watchman", and will discuss how the book relates to the history of the Fargo-Moorhead area. The event will be live-streamed by Concordia for those not able to attend in-person, and the recording will be made available for 2 weeks following the live event. Pre-signed books will be made available for purchase following the presentation in partnership with Zandbroz Variety. This event is a part of the One Book, One Community program in the Moorhead metro.	Knutson Campus Center Centrium, 901 8th St S, Moorhead, MN 57602; Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560	9,126.28	53.55	Attendees will learn about a prominent MN author and her family. Attendees will hear about the author's work. Attendees will learn about local indigenous history.	Surveys were collected from attendees. The program was highly rated. People enjoyed hearing the author read her work. They also appreciated hearing about character development, and hear about the injustices experienced by Native Americans.	1196 Arts		Becker, Clay, Clearwater, Mahnommen, Norman, Polk, Wilkin
Indigenous Legacy: Dream Catchers	This program will share the traditions surrounding dreamcatchers and the materials used to create them. During the workshop participants will be guided in using traditional materials like willow and sinew to create their own dream catcher. Artist Christy Goulet tribally enrolled member of the Turtle Mountain Band of Chippewa will lead the workshops. This program took place at 7 locations in the LARL region from October 5 to October 28, 2022.	Breckenridge Public Library, Climax Public Library, Detroit Lakes Public Library, Fertile Public Library, Mahnommen Public Library, Moorhead Public Library, Ada Events Center, 15 4th Ave E, Ada, MN 56510	9,263.15	305.75	Attendees will learn about dream catchers and their cultural significance. Attendees will create their own dream catchers. Attendees will use traditional materials like willow and sinew.	Surveys were collected from attendees. People enjoyed learning about heritage and the importance of passing it on to the young. They also enjoyed learning how to make a dream catcher.	85	Arts, Cultural Heritage Preservation	Becker, Clay, Mahnommen, Norman, Polk, Wilkin
Secrets of the Congdon Mansion by Joe Kimball	Secrets of the Glensheen Mansion Murders Featuring Reporter Joe Kimball Fans of true crime will enjoy this presentation by reporter Joe Kimball who covered the infamous Congdon murders at the Glensheen Mansion since the day the bodies were discovered in 1977. He is the author of the best-selling "Secrets of the Congdon Mansion", a first-hand account of Minnesota's most infamous murder case, where one of the state's wealthiest women was smothered to death in her 39-room Duluth mansion, and her night nurse was bludgeoned to death on the stairway. In this fascinating presentation, Kimball will discuss his experiences covering the story from start to finish as a reporter for the Star Tribune and gives inside details of the victims, investigators and perpetrators, bringing the tale to life. This program took place at 11 locations in the LARL region from October 11 to October 15, 2022.	Barnesville Public Library, Breckenridge Public Library, Crookston Public Library, Detroit Lakes Public Library, Fertile Public Library, Fosson Public Library, Hawley Public Library, Mankato Public Library, Moorhead Public Library, Rothsay Westrom Apartments, 106 3rd Ave SW, Rothsay, MN 56579; Ada Events Center, 415 W Main St, Ada, MN 56510	13,340.25	573.29	Attendees will learn about one of our state's most famous murders. Attendees will learn the history of the investigation into the murders and about all of the players in the story. Attendees will learn about the history of a famous piece of MN architecture. Attendees will learn about a prominent family in our state's history.	Surveys were collected from attendees. The program was very highly rated. People appreciated being entertained by a good speaker as they learned about MN history.	611	Education/Culture, History	Clay, Norman, Polk, Wilkin
Arns Rennan Per Spelman Had A Cow	Per Spelman had only one cow (and 19 children) Many immigrants to the Midwest know the song about Per Spelman who traded his only cow for a fiddle. But this is more than a song. Per Spelman was a real person, a legendary traveling fiddle player and shoemaker who lived on a small farm named Kingelheugen in Boeverdalen. He had 19 children (or more), most of whom immigrated to the Midwest. Through pictures, folk songs and stories about Per Spelman and others like him, participants in this program will learn not just about Per Spelman himself, but also about who immigrated and why, questions that go deeper than poverty and lack of opportunity. This 50-minute program is especially suited for elementary school children and includes interaction with song and dance. It can also be tailored for audiences of all ages. The program took place at 8 locations in the LARL region from October 17 to October 21, 2022.	Bagley Public Library, Hawley Public Library, Mahnommen Public Library, Barnesville Public School, 305 5th St SE, Barnesville, MN 56514; Rothsay Public School, 120 2nd St NW, Rothsay, MN 56579; Climax Public School, 111 E Broadway, Climax MN 56523; Halstad Living Center, 133 4th Ave E, Halstad, MN 56548; Fertile- Beltz Public School, 210 South Mill St, Fertile, MN 56540	7,041.25	140.52	Attendees will learn about the real man behind a famous folk song. Attendees will experience a live music performance. Attendees will learn about why many people immigrated from Scandinavia to our region.	Surveys were collected from attendees. People appreciated hearing music in both Norwegian and English, learning about Norwegian culture, music and lifestyle.	836	Education/Culture, History	Clay, Clearwater, Mahnommen, Polk, Wilkin
Lets Draw Monsters with Rick Stromoski	Join award winning cartoonist Rick Stromoski as he shows you how to draw monsters, creatures, goblins, ghosts, and all things spooky. This virtual class will be accessible from home or in-person participation at our local libraries. This virtual program book place November 3, 2022.	Lake Agassiz Regional Library, 118 6th St S, Moorhead, MN 56560	618.00	156.64	Attendees will learn about the basics of drawing and cartooning. Attendees will learn how to draw a variety of MN monsters.	Surveys were collected from attendees. The program was rated very high. People enjoyed being taught how to draw a variety of monsters in a simple fun way.	41	Arts	Becker, Clay, Clearwater, Mahnommen, Norman, Polk, Wilkin

Program Title	Program Description	Program Location	Funding Amount	Local Funds	Proposed Outcomes	Outcomes	Attendance	Subject	Counties event took place
	Photographer W. Scott Olsen will have an exhibit on display at the Detroit Lakes Public Library from October 3- November 30, 2022. He will give an artist talk on the series A Memory of Steel which is a collection of images taken at the Fargo Foundry in Fargo, ND the day before the building was destroyed by a fire. Attendees will learn about the artist's process and inspiration or the project on Thursday October 20th at 6:30pm. During the Photography Walk on Saturday, October 22nd at 10am the artist will lead attendees on a walk around downtown Detroit Lakes while discussing photo composition in a changing environment. Attendees will learn about photography and skill they can apply in their own photographs.				Attendees will see the work of a local artist. Attendees will have a chance to ask questions. Attendees will learn about the art of photography. Attendees will learn about local history represented in a photography exhibit.	Surveys were collected from attendees. The program was very highly rated. People appreciated hearing about art from a good speaker with an interesting background who was very personable and interacted with the attendees.			
A Memory of Steel	The artist talk was attended by 5 people. The exhibit displayed was view by over 1,000 people.	Detroit Lakes Public Library	661.00		Attendees will learn to draw a concept, mix colors, and a variety of painting techniques. Attendees will be able to take a painting class free of charge to them eliminating financial barriers to arts education. Attendees will watch a local artist demonstrate techniques. Attendees will have an opportunity to create their own paintings.	Surveys were collected from attendees. The program was rated very highly. People appreciated the very engaging event that allowed children to explore their creative sides. They also appreciated the fun and laid back experience and appreciated that the supplies were provided.	10 ach	Arts, Education/Culture	Becker
Painting Workshop for Kids	Kids will learn to discuss ideas as a group, draw out a concept, mix new colors, and paint on their own canvas following a different inspired prompt given at the start each class. Lesley Buegel of Lesleydidthat is a local painter and muralist born and raised in Moorhead, MN. She will lead and guide attendees through the classes using acrylic (water based) paint. This program took place at the Moorhead Public Library 5 evenings from November 15 to December 12, 2022.	Moorhead Public Library	2,555.30		Attendees will learn about the art of Chinese calligraphy. Attendees will practice writing using a brush, traditional sumi ink, and paper. Attendees will learn about Chinese culture.	Surveys were collected from participants. The program was rated high. Participants enjoyed learning about calligraphy, the correct way to hold brushes and what different brush strokes mean.	68 ach	Arts, Arts Access, Education/Culture	Clay
Lunar New Year Calligraphy Class	Instructor Jojo Liu will appear virtually via a Zoom link to teach the art of traditional Chinese calligraphy basics, including how to hold a brush, write basic strokes and write New Year sayings. Related supplies, including sumi ink, calligraphy practice paper, and a brush, will be available free-of-charge while supplies last at Lake Agassiz Regional Library locations beginning Dec. 28. No registration is required for this program, which will be offered virtually on Monday, January 9 at 7 p.m. at larl.org/calligraphy . This program is appropriate for adults and older youth. The program will be recorded and available at the link for 2 weeks following the live presentation. This program was watched live by 55 people and the recording was watched 59 times.	Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56550	2,795.25		Those in attendance will gain: Increased awareness of the topic of climate change and the effect on polar regions Insight into the life of a famous Minnesotan polar explorer Information on the equipment needed to survive in and explore in extreme cold	Surveys were collected from attendees. The program was highly rated. Attendees appreciated hearing about different people and cultures, Lonnie's stories and expertise. Attendees also appreciated the pictures he shared.	114 ach	Arts, Arts Access, Education/Culture	Becker, Clay, Clearwater, Mahan, Norman, Polk, Wilkin
Lonnie Dupree: Greenland - Then and Now	"Greenland - Then and Now" Experience the adventure of polar travel and how climate change is affecting the globe firsthand with a dynamic multi-media presentation by MN explorer and mountaineer Lonnie Dupre. Join Lonnie as he shares life on the trail, teamwork, overcoming obstacles and climate change. Breathtaking images, along with video, Arctic gear and a variety of other props complement the presentation. Dupre, who lives in Grand Marais, Minnesota, has over 15,000 miles of Arctic expedition travel by dog sled, ski, and by kayak. While using non-motorized means of travel, he has lead several major expeditions including: the Russian Far East, first west to east winter crossing of Canada's Northwest Passage, first and only circumnavigation of Greenland's 6500-mile coastline and two North Pole expeditions.	Moorhead Public Library	1,247.00	350.00			115 ach	Education/Culture	Clay

Program Title	Program Description	Program Location	Funding Amount	Local Funds	Proposed Outcomes	Outcomes	Attendance	Subject	Counties event took place
Marcie Rendon: Sinsister Graves	Author Marcie Rendon will share about her writing and her most recent book Sinsister Graves. Set in 1970s Minnesota on the White Earth Reservation, Pinckley Prize-winner Marcie R. Rendon's gripping new mystery follows Cash Blackbear, a young Ojibwe woman, as she attempts to discover the truth about the disappearances of Native girls and their newborns. Marcie R. Rendon is an enrolled member of the White Earth Nation, author, playwright, poet, and freelance writer. Also a community arts activist, Rendon supports other native artists / writers / creators to pursue their art, and is a speaker for colleges and community groups on Native issues, leadership, writing. She is an award-winning author of a fresh new murder mystery series, and also has an extensive body of fiction and nonfiction works. The creative mind behind Raving Native Theater, Rendon has also curated community created performances such as Art is... Creative Native Resilience, featuring three Anishinaabe performance artists, which premiered on TPT (Twin Cities Public Television), June 2019. Rendon was recognized as a 50 over 50 Change-maker by MN AARP and POLLEN in 2018. Rendon and Diego Vazquez received a 2017 Loft Spoken Word Immersion Fellowship for their work with women incarcerated in county jails.	Bagley Public Library, Detroit Lakes Public Library, Mahanomen Public Library	2,913.43	74.95	Attendees will hear from a popular MN author about her newest novel. Attendees will learn about her writing process. Attendees will have an opportunity to ask questions about the author and her works.	Surveys were collected from attendees. The program was very highly rated. Attendees appreciated hearing the truth of the native boarding schools, Marcie's honesty and perspective, and being able to ask questions of her	101	Arts, History	Becker, Clearwater, Mahanomen
Poetry Tour	Local author and artist Kevin Zepper will do a 4 performance and presentation tour of his spoken word poetry. The Climax High School presentation will include poetry education as well as a performance, and the other events will be performances with other spoken word poets. The Hawley, MN performance will have an open mic for attendees in addition to the performances. The Holmes Theater event will have an artist reception to follow the performances by the Friends of the Detroit Lakes Public Library. MN poet Fatima Camara will do a 4 performance tour of her spoken word poetry. The Hawley, MN performance will have an open mic for attendees in addition to the performances. The Holmes Theater event will have an artist reception to follow the performances by the Friends of the Detroit Lakes Public Library. MN poet Shane Hawley will do a 4 performance tour of his spoken word poetry. The Hawley, MN performance will have an open mic for attendees in addition to the performances. The Holmes Theater event will have an artist reception to follow the performances by the Friends of the Detroit Lakes Public Library. Kyle "Guam" Tran Myrns is a poet, educator, and activist based in Minneapolis. His work explores the relationships between narrative, power, and resistance, and he's performed everywhere from the United Nations, to music festivals like Eau Claire and Soundset, to countless colleges, universities, and conferences. A member of two National Poetry Slam championship teams, Tran Myrns uses poems as doorways into dialogue,	Bagley Public Library, Fertile Public Library, Moorhead Public Library, Garrick Theatre, 509 Front St, Hawley, MN 56549; Climax Public School, 111 E Broadway, Climax, MN 56523; Historic Holmes Theatre, 625 Summit Ave, Detroit Lakes, MN 56501; Mahanomen Fire Station, 124 S Main St, Mahanomen, MN 56557; Crookston High School, 402 W Fisher Ave, Crookston, MN 56444; Hendrum Civic Center, 308 Main St E, Hendrum, MN 56560; Ada Events Center, 415 West Main St, Ada, MN 56510; Ulen Hittendahl Public School, 27 2nd St NW, Ulen, MN 56586; Gornick Community Room, 170 Main St, Convick, MN 56644	25,327.36	411.70	Attendees will learn about spoken word poetry. Attendees will hear poets perform their original work. Attendees will have an opportunity to ask questions. Attendees will have an opportunity to share their own work.	Surveys were collected from attendees. The program was highly rated. Attendees enjoyed hearing poetry spoken by the poets who wrote it, being able to write their own poetry, being able to hear poetry from a variety of diverse poets.	353	Arts	Becker, Clay, Clearwater, Mahanomen, Norman, Polk, Wilkin
Thirteen Towns Newspaper Digitization	The Minnesota Historical Society digitized 4,160 pages 35 mm microfilm of the Fosston, MN newspaper The Thirteen Towns for the years of 1891 to 1900.	Fosston Public Library	5,171.98		1891 to 1900 issues of the Thirteen Towns newspaper will be digitized so they are easily available online for Fosston residents and all of Minnesota via Minnesota Digital Newspaper Hub.	The 1891 to 1900 issues of the Thirteen Towns newspaper are now available on the Minnesota Digital Newspaper Hub.	n/a	Historic Preservation, History	Clearwater

Program Title	Program Description	Program Location	Funding Amount	Local Funds	Proposed Outcomes	Outcomes	Attendance	Subject	Counties event took place
Ralph's World Children's Concert	Children's Concerts by Grammy nominated artist Ralph's World is the mega-fun musical planet where kids rock rock and dance dance to their own and their parents' delight. It's the creation of Ralph Covert: indie rocker, songwriter, playwright, and children's book author. He's taken the same high-energy and super-melodic sense that he developed for his touring pop-rock band to kid's music- basically only the lyrics are changed for the ears of the innocent. His McCartneyesque style (both musically and his sense of charm) has won him hundreds of thousands of three-feet-and-under fans and their parents. June 10, 2023. This program is partially paid with FY21 ACHF funding \$6,009.79 and the balance paid with FY22 funding. Attendance numbers will be reported in FY22 reporting.	Bagley Public Library, Barnesville Public Library, Breckenridge Public Library, Climax Public Library, Crookston Public Library, Detroit Lakes Public Library, Fertile Public Library, Fosston Public Library, Moorhead Public Library, Ada Event Center, 415 W Main St, Ada, MN 56510	6,009.79		Attendees will experience a live music performance. Attendees will be able to watch instruments being played. Attendees will be able to ask questions and interact with the performer.	Surveys were collected from attendees. Attendees appreciated the music and the fact that the children in attendance were involved in the program. The program was very interactive.	will report in FY22	Arts, Arts Access, Cultural Heritage Preservation, Education/Outreach, Historic Preservation, History	Becker, Clay, Clearwater, Norman, Polk, Wilkin
Administration	For FY2021 LARL used 7% of total funding for administration of the grant. Administration funds were used to pay for planning, financial and narrative reporting time and monthly accounting and reconciliation of the funds.	Moorhead Public Library	7,587.27	730.60	N/A - funds used for grant administration	LARL kept accurate accounting records of Legacy Funds and completed required reporting in a timely manner.	N/A		Becker, Clay, Clearwater, Norman, Polk, Wilkin

Monthly Report to the Board**Meeting Date: September 21, 2023****From: Liz Lynch, Executive Director****Director's Meetings**

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

June: Fargo Library Tour, 2; interview, 5; Detroit Lakes Library Board, 5; Final Legislative Update! 7; State Park Pass with DNR, 7; Pikes Peak Library 21C Library Meeting, 7; Meeting with EGF Library Director, 8; Moorhead Library Building Committee, 9; MLA Board, 20; Moorhead Library Building Committee (MLBC) Planning Meetings and Open House, 27 & 28.

July: Leg Planning, 5; NWLINKS, 11; Hub Supervisors, 11; MLBC, 12; McIntosh Site Visit and DL Board Meeting, 13; Leg Planning, 14; MLA Board, 17; MLBC Planning Meetings and Open Houses, 18; MLBC CMAR, 19; CRPLSA, 26-28

August: Leg Planning, 2; MNLINK, 3; Leg Planning, 4; MLA Legislative Forum, 8; Bagley and Gonvick Interviews and Site Visits, 10; MLBC Planning; interviews, 15; Legislative Planning, 16; interviews, 16; MLBC Planning, 17; Interviews, 18 & 21; Staff Day Presenter, 25; Leg. Planning, 25; Leg. Planning, 28

September: Legislative Committee and Update, 6; LCSC Insurance Renewal, 6; Detroit Lakes Board, 7; Leg. Meeting, 8; MLBC Planning, 11; Clay County Presentation, 12; LARL Admin, 13; House Bonding Tour, 15

LARL Staffing

Thank you to Jenna Kahly, LARL Program Coordinator for her 15 years of service to LARL. Congratulations to Jenna in her new position as the West Fargo Library Director.

Thank you to Karen Edevold, Bagley branch librarian for her 26 years of service to LARL. We wish Karen the best with her retirement.

New employees: Welcome to Nathaniel Craig, Moorhead Associate; Pamela Westby, Detroit Lakes Library Director and Hub Supervisor; Pamela Goebel, Gonvick Substitute; Callie King, Marketing and Program Coordinator, LARL Headquarters

Congratulations to Heidi Moore on her new position as the Bagley Branch Librarian. Heidi had been a substitute in Gonvick and Bagley prior to her new position.

Congratulations to Hillary Stevens on her new position as Marketing Director. Hillary will now oversee Legacy and region-wide programming, and will directly supervise the Marketing and Program Coordinator.

Open positions:

Interlibrary Loan Associate, LARL Headquarters and Substitutes in Ada, Hawley and Mahnommen

Legacy Programs:

Visit larl.org/legacy for a list of fall Legacy offerings around the region.

Programs include the following:

- MN and the Vietnam War with historian Arn Kind, September 19-23, 2023
- Music and Storytelling of MN with The Skally Line, September 26-28, 2023
- Create Your Own Leather-Bound Notebook with Leather artist, Janette McColl, October 3 at 6:30 in Fosston.
- Genealogy with Rick Crume, 8 presentations from October 30-November 28, 2023
- And more!

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Upcoming Board Meeting Dates

Executive Committee, October 19th at 5:30 p.m.

Full Board, November 16th at 5:30 p.m.

COLLECTION DEVELOPMENT POLICY

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I. LAKE AGASSIZ REGIONAL LIBRARY

A. Description

The Lake Agassiz Regional Library is a consolidated public library system. It was created in 1961 when the City of Moorhead, Clay County and Norman County joined together to provide public library and bookmobile services to their residents. The City of Breckenridge joined the system in 1967, followed by the City of Detroit Lakes and Becker County in 1974; the City of Crookston and Polk County in 1975; Clearwater County in 1985; Mahnomen County and Wilkin County in 1990; and the City of Mahnomen in 1993.

The Lake Agassiz Regional Library (LARL) serves the residents of Becker, Clay, Clearwater, Mahnomen, Norman, Polk, and Wilkin Counties. The city of East Grand Forks is the only community within this 7-county region which has not joined the system. The LARL region covers 7,526 square miles in northwest Minnesota. It is organized through a joint powers agreement among the 7 counties and 5 cities, which make up LARL. It is governed by a 15-member Board of Trustees. LARL is operated through funds provided by Signatory cities, counties, state funds, and a combination of gifts, grants, donations, service charges, and interest income.

The LARL Regional Office is located in Moorhead. Branch libraries are located in Ada, Bagley, Barnesville, Breckenridge, Climax, Crookston, Detroit Lakes, Fertile, Fosston, Hawley, Mahnomen, McIntosh and Moorhead. LINK Sites, smaller community library service connections, are in Cormorant, Gonvick, Frazee, Halstad, Hendrum, Lake Park, Rothsay, Twin Valley and Ulen.

B. Mission Statement

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

II. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

- * To provide a framework in which LARL systematically builds its collection to effectively serve the information and enrichment needs of the public.
- * To establish priorities in order to maximize the collection's usefulness.
- * To guide members of selection staff in the choice of materials.
- * To inform regional residents of the principles on which selections are made.
- * To achieve the intent of the LARL Mission Statement and uphold the principles of intellectual freedom.
- * To provide criteria for evaluating the collection and its usefulness to local users throughout the system.

III. MATERIALS SELECTION POLICY

A. OBJECTIVES:

The primary objective of selection is to collect materials of contemporary significance. LARL makes available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

B. DEFINITIONS

The word "materials" has the widest possible meaning: it may include books (print and digital), magazines and journals, newspapers, music, audiobooks, microforms, DVDs and electronic resources. "Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

C. RESPONSIBILITY FOR MATERIALS SELECTION:

Final responsibility for the collection lies with the LARL Board of Trustees. The Board delegates the authority to interpret and implement the application of the policy to the Regional Library Director who, in turn, authorizes staff to apply this policy in developing and maintaining collections.

D. GENERAL GUIDELINES AND CRITERIA FOR SELECTION OF MATERIALS

1) GUIDELINES FOR SELECTION:

- a) Selection of materials in a variety of formats is made on the merits of the work, the interest of users, and public recommendations. Selection does not indicate endorsement of the creator's work. LARL provides materials on diverse issues and views.
- b) Materials are selected by staff utilizing standard resources, such as *Library Journal*, *School Library Journal* and *Booklist*. Obtaining published reviews or direct examination of material is preferred, but lack of professional reviews does not preclude purchase.
- c) LARL recognizes the purposes and resources of other libraries and does not needlessly duplicate materials. Through delivery systems and cooperative agreements with regional, public, academic, or special libraries, the resources of many libraries are available.
- d) LARL acknowledges the educational programs provided by institutions in the area. Curriculum-related materials are provided when they serve the general public or provide information not otherwise available.
- e) Legal, medical, professional or technical works are acquired primarily for the use of the layperson.
- f) LARL acknowledges a particular interest in local Red River Valley and state history; therefore it acquires state, county and local documents, works of regional authors, and general works relating to the State of Minnesota.
- g) LARL seeks to select materials of varying complexity to meet a wide range of ages, educational backgrounds and reading abilities.

2) CRITERIA FOR SELECTION

Certain basic principles can be applied as guidelines for selection of materials. The following criteria are used:

- a) Current or potential use or demand in the community.

- b) Accuracy of information.
This is particularly critical for providing accurate information in the areas of medicine, technology, law, and consumer education.
- c) Timeliness or timelessness of work.
Selectors try to anticipate current informational and recreational needs and interests. Special attention is paid to award winning titles, including Pulitzer, Caldecott, Newbery and others.
- d) Accessibility of material in other libraries.
Materials outside the scope of LARL's policy are sought through available resource sharing agreements.
- e) Quality of creative and/or technical production.
- f) Reputation and significance of the author.
- g) Availability of material on the subject.
- h) Inclusion of title in special bibliographies.
- i) Price.
 - 1. Expensive materials will be purchased when other selection criteria are met.
 - 2. Cost may limit but not preclude purchasing in quantity.

E. TYPES OF MATERIALS

1) BOOKS

- a) ADULT.
Materials are selected on the basis of high demand/high-interest in LARL libraries. Selections are based on local needs and interests.
- b) CHILDREN'S.
Materials are selected to stimulate the pre-reader, to provide practice for the beginning reader, and to fill the need for recreational and information reading in older children. Titles are also purchased to meet the personal interests of children.

c) YOUNG ADULT.

A collection of young adult fiction is maintained to meet the concerns, interests, and reading abilities of upper elementary through junior high and high school students. Nonfiction titles of special interest are classified as adult nonfiction.

2) PERIODICALS AND NEWSPAPERS

Periodicals, both print and online (electronic format) are selected based on customer requests and use. Periodicals are purchased for all ages, reading abilities, and interests.

Some newspapers provide current coverage of events and eventually serve as a resource for local history. LARL purchases community newspapers as well as regional and national titles.

3) REFERENCE/ELECTRONIC RESOURCES

The reference collection contains non-circulating materials designed to provide ready access to information such as almanacs, dictionaries, city directories, atlases and indexes. Reference materials are acquired in a variety of formats, which include print, non-print and online products.

4) NON-PRINT FORMATS

Non-print materials are purchased for adults, children and youth to provide both information and entertainment. These formats include music, audiobooks, ebooks, and DVDs. LARL may also purchase materials in other formats as they are produced or are in public demand.

IV. COLLECTION MANAGEMENT POLICY

A. COLLECTION EVALUATION/WEEDING

Weeding of worn and obsolete materials is essential to LARL. Removing out-of-date materials may actually stimulate circulation of popular materials by presenting attractive and interesting collections.

B. COOPERATIVE AGREEMENTS/INTER-LIBRARY LOAN

While LARL has developed a materials collection that helps answer user needs, no library is able to provide all information needed by all customers. In order to provide what users want in a timely manner, LARL promotes cooperative agreements and the sharing of resources with other libraries.

LARL provides customers with direct access to library catalogs, but also allows them to place holds on materials found in these catalogs. Customers may also view catalogs and place holds through MNLINK.

All regional systems in Minnesota are included in the Library Reciprocal Borrowing Agreement. Reciprocal agreements with Fargo Public Library, Leach Public Library (Wahpeton), and West Fargo Public Library have broadened the base that can be accessed by LARL customers. Local college libraries, school libraries, special libraries and other institutions are used to support customer needs.

C. GIFTS

LARL gratefully accepts gifts of materials, but reserves the right to evaluate gifts for addition to the collection in accordance with the criteria applied to purchase materials. Gifts of funds are always welcome. Donor recommendations are honored when they meet the criteria of the Collection Development Policy. Materials purchased as memorials are placed in the designated location, with affixed gift plates if desired. Gift materials become part of the LARL collection and are available to all customers.

D. ROTATING/FLOATING COLLECTION

Materials are rotated to each branch library to give customers the opportunity to see titles selected for the collection. Most of LARL's collection 'floats,' which means materials are housed where requested or returned. In this way, even the smallest branch library sees a refreshed collection.

E. LIBRARY RESPONSIBILITY STATEMENT

LARL strives to provide materials which are accurate, complete, and up-to-date. When a customer needs the most current information, or advice in interpreting it, LARL suggests consulting with a qualified professional in that field of study. LARL is not responsible for the interpretation or use of the information it provides.

F. RECOMMENDATION AND RECONSIDERATION OF LIBRARY MATERIALS

LARL endorses the American Library Association's Bill of Rights, and seeks to reflect differing points of view within a collection. LARL welcomes expression of opinion by customers but will be governed by the Collection Development Policy when adding or removing items from the collection.

Library users are welcome to make suggestions for additions to the collection. Requests should be directed to the local librarians or submitted via LARL's web page. Requests will be forwarded to the Collection Development Librarian for consideration.

Users who request the reconsideration of library materials will be asked to complete and sign the "Request for Reconsideration of Library Resources" form. The Regional Library Director will respond in writing to the person initiating the reconsideration at the earliest possible date.

Adopted, Lake Agassiz Regional Library Board of Trustees, June 17, 1995
 Revised, Lake Agassiz Regional Library Board of Trustees, March 21, 1998
 Revised, Lake Agassiz Regional Library Board of Trustees, April 17, 2003
 Revised, Lake Agassiz Regional Library Board of Trustees, July 16, 2009
 Revised, Lake Agassiz Regional Library Board of Trustees, May 19, 2016
 Revised, Lake Agassiz Regional Library Board of Trustees, September 17, 2020

Collection Development Policy

DRAFT 9.21.23

The purpose of this policy is to inform the public and to provide a guide for Lake Agassiz Regional Library (LARL) staff to understand the principles upon which selections are made. It provides goals and guidelines to assist in choosing from a vast array of available materials and then relies upon staff judgment to responsibly execute its intent.

The Mission of Lake Agassiz Regional Library is to enrich lives and strengthen communities. This policy aligns with the intent of the LARL Mission Statement and upholds the principles of intellectual freedom. All materials will be accessible to the public, limited only by necessary circulation rules. Free and convenient access to the world of ideas, to information, and to the creative experience is of vital importance to every citizen of today.

Collection Development Goals

- To provide a diverse, broad range of cultural materials to promote an enlightened citizenship and to enrich lives
- To provide popular materials to support community recreation
- To provide up-to-date informational materials to support the community need for lifelong learning and continuing education
- To foster a lifelong interest in reading and discovery
- To provide support for educational, civic, and cultural activities of groups and organizations
- To collect items contributing to the knowledge of local history and/or of permanent value
- To anticipate future needs of the community and to provide thoughtful interpretations of the past

Responsibility of Selection

Ultimate responsibility for selection of materials and securing and allocating funds for materials rests with the Executive Director, who operates within the framework of budgets and policies determined by the LARL Board of Directors. The Executive Director will delegate authority to interpret and apply the policies in daily operation to the Collection Development Librarian and/or staff members responsible for selection of materials.

In applying professional judgment to selection, library staff will follow these best practices:

- Handle all requests equitably;
- Understand and respond to changing demographics, as well as societal and technological changes;
- Recognize that materials of varying complexity and format are necessary to serve all members of the community;
- Balance individual and community needs;
- Seek continuous improvement through ongoing measurement.

Method of Selection

LARL purchases materials from a wide variety of sources. Acquisitions and selection decisions are made in a manner most efficient and cost-effective for LARL. Vendors, publishers and authors may submit written or electronic information for consideration.

LARL does not select through unsolicited materials preview; unsolicited telephone orders, or other processes that require return of materials not selected or meetings with sales representatives. Materials sent to or given to LARL for purchase consideration will be treated as donations and will not be acknowledged or returned.

General Criteria for Selection and Collection Priorities

To develop and maintain an excellent collection, materials are evaluated according to one or more of the following criteria. An item may be included or excluded on any one or more of the following criteria:

- Currency
- Authority
- Suitability of form for library use
 - The Library collection offers materials in a variety of formats, which may include materials in physical or digital format. Criteria for new formats and removal of old formats is at the discretion of the Library based on a variety of factors such as usage, cost, space, availability, accessibility and technology longevity.
- Cost, in relation to the available resources
- Relation to existing collection and to other material on the subject
 - The Library will make available a representative selection of materials on subjects; it will not seek to acquire all the materials on any given subject. Instead, the library will attempt to provide those materials through interlibrary loan as needed.
- Favorable information in publishing critical reviews or bibliographies
- Requests by LARL customers
 - The Library welcomes requests that specific library materials be purchased for the collection from community members. Requests made through the "Suggest a Purchase Form" on larl.org will be considered for purchase using the established selection procedures and the Collection Development Policy. Policy and budget may limit the ability of LARL to provide all requested materials. A reliable review for each title is desirable before a decision is made to purchase the material for the Library collection. Whenever possible, ILL will be offered for items the Library does not purchase.
- Present and potential relevance to community needs and/or local interests.

Cataloging and Placement of Library Materials

LARL participates in a library community that agrees on standards for cataloging and classification that enable greater resource sharing and accessibility.

LARL locations share a collection and the majority of items in the collection will not be assigned to a specific library location. A small number of items may be assigned to a particular location at the discretion of the Collection Development Librarian.

Displays of Library Materials

Materials may be placed on display to highlight a particular theme, subject or item. Staff will select display topics, materials and accompanying resources in accordance with the following:

- Community needs and interests
- Format and style suitable for intended audience
- Historical or educational significance
- Appropriateness to seasonal events or holidays
- Relation to current events
- Connection to other community or national programs, exhibitions or events
- Relation to library collections, resources, exhibits and programs

LARL will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays of materials, as well as offer displays that appeal to a range of ages, interests and information needs. Placing materials on display does not constitute an endorsement of LARL of the content of the display or any of the views expressed in the materials on display.

Many library locations have limited space for display. While efforts will be made to place displays near the section where the materials are typically placed, displays may occasionally be placed in more central areas and/or may contain materials for multiple age groups.

Relationships to Other Libraries Affecting Collection Development

The Library recognizes resources of other libraries in the area and shall not needlessly duplicate materials. LARL selection staff will also consider state and national holdings of materials when making retention decisions. No library is able to purchase all materials needed by its customers; therefore, materials not owned by the Library will be requested from other libraries through statewide and national library sources. The Library will seek to broaden these sources through agreements with other libraries and groups of libraries.

All regional systems in Minnesota are included in the Library Reciprocal Borrowing Agreement. Reciprocal agreements with Fargo Public Library, Leach Public Library (Wahpeton), and West Fargo Public Library have broadened the base that can be accessed by LARL customers. Local college libraries, school libraries, special libraries and other institutions are used to support customer needs.

Gifts

The Library recognizes that gifts are an important source of library materials, and as such, LARL welcomes gifts of library materials or money to purchase such materials. All gift materials must meet the Collection Development Policy criteria guidelines for inclusion in the Library collection.

No gifts may be accepted which impose preconditions, such as special collection status, or special circulation rules. All materials added to the LARL collection are the property of LARL and are subject to the same conditions as all other library materials. Once a donation is given to the Library, it will not be returned. The Library reserves the right to use and dispose of gift materials and funds as seems appropriate for current needs, which may include but is not limited to, inclusion in the Library collection, offering for sale or disposal.

Collection Management

Collection Management or “weeding” is the systematic evaluation of the collection designed to facilitate the repair or withdrawal of damaged, unused or obsolete material from the collection. LARL staff members perform continuing analysis of the use of the collection, the needs and interests of the community, requests lists, the availability of similar materials, cost and physical condition of specific items. These factors will be considered in determining the number of copies of each title LARL should have and when an item should be replaced, repaired or withdrawn. Selection staff will review all last copy removals to determine local, regional or national value. A title may be retained if it is deemed valuable on one of these levels.

As a guide, items are identified for withdrawal when they are:

- Factually inaccurate or obsolete
- Damaged or worn beyond repair
- No longer in demand as evidenced by circulation history
- Superseded by a new edition or a better title on the topic
- Irrelevant to the needs of the community served
- Available elsewhere through reciprocal borrowing or interlibrary loan

Intellectual Freedom

LARL incorporates as part of this policy the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The aforementioned documents are appendices attached to the policy.

LARL has the responsibility to serve all the residents of its community. It hereby adopts the philosophy that a public library will not curtail what an individual may or may not read, see, or hear. The Library strives to make available a representative selection of materials on subjects of interest to its customers, including material on various sides of controversial questions to enable customers to make up their own mind about controversial subjects.

LARL is aware that one or more persons may take issue with the selection of any specific item in the collection and /or display of library materials, and will consider any expression of opinions by customers. However, LARL does not undertake the task of pleasing all customers by elimination of items or displays selected after due deliberation under guidance of the policy expressed herein. Anticipated approval or disapproval by persons or groups will not be considered in the selection process or in the decision to place material on display.

LARL does not endorse particular beliefs or views; nor is the selection of any given material equivalent to sanction of the author's views. Materials are selected on the basis of the content as a whole and without regard to the personal history of the author, composer, or producer. Each work is considered on its own merit.

Library materials will not be marked or identified by LARL to show approval or disapproval of the contents. Materials will not be sequestered except for the purpose of protecting them from damage or theft. Selection of materials will not be inhibited by the possibility that materials may come into the possession of minors; monitoring the reading and viewing of children is entirely the responsibility of their parents or legal guardians.

Reconsideration of Materials

Any citizen who resides or owns property in the LARL service area may request that the Library explain its acquisition or placement of a book or other library material. A complaint will not result in immediate removal of the item. LARL will reconsider any material in its collection written request from a customer on a Request for Reconsideration form (see Appendix A). The Library requests that the citizen read this policy before filling out the form.

Likewise, any citizen in the LARL service area may request that the Library explain its decision regarding a topic for display of materials. A complaint will not result in the immediate removal of the display. LARL will reconsider its displays upon written request from a customer on the Request for Reconsideration form (see Appendix A).

Appendix A

Request for Reconsideration of Library Materials/Resources/Material Displays

The following procedures will be followed to process a "Request for Reconsideration."

1. The customer must initiate the Request for Reconsideration process with the public service staff at any LARL location. A Request for Reconsideration form must be filled out in its entirety and any supporting documentation that the customer wishes the library to consider must be included with the submission. Forms received from individuals without residency in the LARL service area will not be considered.
2. The formal complaint is forwarded to the LARL Executive Director, who will acknowledge receipt of the request for reconsideration within fifteen (15) business days and provide information on the next steps in writing.
3. The Reconsideration Committee will meet quarterly to review any Request for Reconsideration received at least fifteen (15) business days before the scheduled meeting and review supporting documentation.
4. The Reconsideration Committee will share their decision with the Executive Director for final approval. The Executive Director will respond to the complainant within (15) business days of the Committee's quarterly meeting regarding a decision on the request.

5. If the customer is unsatisfied with the Reconsideration Committee's decision, the customer has fifteen (15) business days to notify the Executive Director in writing of their intention to appeal the decision. A meeting to discuss the decision with the customer may then be scheduled with the Executive Director and other LARL representatives to review the committee's decision. At the conclusion of the meeting, the customer will indicate if they wish to continue the appeal process. A Reconsideration Appeals Form will be completed for the meeting. If a meeting is not desired by the complainant, the appeal will automatically move to the next step in the appeal process.
6. The Executive Director will schedule the complainant as a part of the Board agenda at the next regularly scheduled Board meeting, unless the complainant wishes for a later appearance. Board appeals must be scheduled no later than ninety (90) days following the Reconsideration Committee's decision.
7. The Board of Directors will provide for up to ten (10) minutes for the complainant to present their concerns at a regularly scheduled meeting. The Complainant is encouraged to submit materials in writing for the Board to consider in addition or in lieu of any oral presentation. Eighteen (18) copies of printed documents must be received no later than ten (10) business days in advance of the meeting in which the appeal is scheduled.
8. The Board will make a final decision on the request no later than its next regularly scheduled meeting after the appeal was heard. Communication about the decision will be sent by the Executive Director, with approval by the Board Chair, within ten (10) business days of the Board's decision.
9. The decision of the Board is final and remains in effect for a period of five (5) years, barring any changes to state or federal statutes that would void the decision.

Request for Reconsideration Forms are available at larl.org/policies.

Appendix B

Intellectual Freedom Documents from the American Library Association:

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View

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 Jun 1, 2023 to Jun 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-6/1/23-2	6/1/23	Lakes Country Service Cooperative	1000-000	27,920.10
eft-6/1/23-1	6/1/23	Fidelity Security Life	1000-000	349.80
eft-6/1/23-3	6/1/23	Attendance On Demand	1000-000	243.00
cc-6/1/23-1	6/1/23	US Postal Service	2010-000	146.00
eft-6/1/23-1	6/1/23	Lake Agassiz Regional Library	1010-000	40,000.00
cc-6/1/23-2	6/1/23	SR Fax	2010-000	27.80
	6/1/23	Apple Store	2010-000	2.99
eft-6/2/23-1	6/2/23	Pitney Bowes Purchase Power	1000-000	500.00
eft-6/3/23-1	6/3/23	Arvig	1000-000	39.23
eft-6/3/23-2	6/3/23	Arvig	1000-000	89.02
eft-6/3/23-3	6/3/23	Arvig	1000-000	89.02
eft-6/3/23-4	6/3/23	Arvig	1000-000	97.40
eft-6/3/23-5	6/3/23	Arvig	1000-000	96.60
70191	6/5/23	The 13 Towns	1000-000	35.00
70192	6/5/23	Alliance Courier	1000-000	1,903.86
70193	6/5/23	Baker & Taylor	1000-000	8,945.06
70193a	6/5/23	VOID	1000-000	
70193b	6/5/23	VOID	1000-000	
70193c	6/5/23	VOID	1000-000	
70194	6/5/23	Black Stone Publishing	1000-000	82.08
70195	6/5/23	Daniel Stephen Brekke	1000-000	1,200.00
70196	6/5/23	Heather DeBoer	1000-000	61.58
70197	6/5/23	Darrell Dodge	1000-000	70.00
70198	6/5/23	Duggan's Auto Service Center	1000-000	76.29
70199	6/5/23	Sandra Duval	1000-000	34.06
70200	6/5/23	First Avenue Promo	1000-000	75.00
70201	6/5/23	Jodi Harrington	1000-000	21.62
70202	6/5/23	Information Systems Corp.	1000-000	1,180.00
70203	6/5/23	Gaelynn Lea Music LLC	1000-000	3,000.00
70204	6/5/23	Julia Miller	1000-000	17.69
70205	6/5/23	ODP Business Solutions, LLC	1000-000	105.68
70206	6/5/23	Paula Ous	1000-000	30.79
70207	6/5/23	Nicolette Rapp	1000-000	20.00
70208	6/5/23	Rochester Telecom Systems Inc.	1000-000	23.19

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Check Register
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70208a	6/5/23	VOID	1000-000	
70209	6/5/23	Shortprinter	1000-000	63.90
70210	6/5/23	Phillip Spooner	1000-000	118.56
70211	6/5/23	Christy Underlee	1000-000	21.62
eft-6/5/23-1	6/5/23	Lake Agassiz Regional Library	1010-000	20,000.00
eft-6/6/23-1	6/6/23	Amazon Capital Services	1000-000	4,910.17
eft-6/7/23-1	6/7/23	Cardmember Service	1000-000	1,537.42
cc-6/7/23-1	6/7/23	EBAY	2010-000	800.25
cc-6/8/23-1	6/8/23	Google	2010-000	19.99
cc-6/9/23-1	6/9/23	Ting	2010-000	30.05
eft-6/12/23-1	6/12/23	Erickson's Smokehouse	2010-000	109.27
eft-6/13/23-1	6/13/23	Allstream	1000-000	125.94
eft-6/13/23-2	6/13/23	WEX - HSA Contributions	1000-000	852.20
eft-6/13/23-3	6/13/23	WEX - HSA Contributions	1000-000	863.38
eft-6/13/23-1	6/13/23	Uprinting.com	2010-000	216.76
eft-6/14/23-1	6/14/23	BPA (VEBA contributions)	1000-000	2,320.70
70212	6/14/23	Baker & Taylor	1000-000	2,635.43
70212a	6/14/23	VOID	1000-000	
70213	6/14/23	Black Stone Publishing	1000-000	882.80
70214	6/14/23	Joyce Christine Boike	1000-000	47.82
70215	6/14/23	Cole Papers Inc.	1000-000	68.97
70216	6/14/23	Donte Collins	1000-000	196.00
70217	6/14/23	Ralph Covert Performance	1000-000	7,500.00
70218	6/14/23	Heather DeBoer	1000-000	61.58
70219	6/14/23	DL Community & Cultural Center	1000-000	500.00
70220	6/14/23	Jodi Harrington	1000-000	62.88
70221	6/14/23	Hennepin County Library	1000-000	10.00
70222	6/14/23	HPR, LLC	1000-000	150.00
70223	6/14/23	Chelsi Johnson	1000-000	46.51
70224	6/14/23	Megan Krueger	1000-000	106.11
70225	6/14/23	Brenda Labine	1000-000	14.41
70226	6/14/23	Lakes Digital Sign Guys, LLC	1000-000	318.00
70227	6/14/23	Liz Lynch	1000-000	148.69

Lake Agassiz Regional Library
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70228	6/14/23	Julie Malmanger	1000-000	7.49
70229	6/14/23	Overdrive, Inc.	1000-000	5,354.94
70229a	6/14/23	VOID	1000-000	
70230	6/14/23	Nicolette Rapp	1000-000	40.00
70231	6/14/23	Payroll Professionals, Inc.	1000-000	130.35
70232	6/14/23	Shortprinter	1000-000	46.00
70233	6/14/23	Philip Spooner	1000-000	162.45
70234	6/14/23	St. Paul Public Library	1000-000	14.99
70235	6/14/23	Hillary Stevens	1000-000	88.51
70236	6/14/23	Rick Stomoski	1000-000	750.00
70237	6/14/23	Christy Underlee	1000-000	64.86
eft-6/14/23-1	6/14/23	Lake Agassiz Regional Library	1010-000	110,000.00
eft-6/14/23-2	6/14/23	Lake Agassiz Regional Library	1000-000	62,000.00
eft-6/15/23-1	6/15/23	AFLAC	1000-000	224.08
eft-6/15/23-2	6/15/23	Garden Valley Telephone Company	1000-000	40.86
cc-6/15/23-1	6/15/23	Halstad Telephone Company	2010-000	33.43
cc-6/15/23-2	6/15/23	Halstad Telephone Company	2010-000	73.83
cc-6/15/23-3	6/15/23	Rothsay Telephone	2010-000	71.08
eft-6/15/23-3	6/15/23	Federal Income Tax deposit	1000-000	17,899.71
eft-6/15/23-4	6/15/23	Minnesota State Income Tax	1000-000	1,571.00
eft-6/15/23-5	6/15/23	ING (Deferred Compensation)	1000-000	1,550.19
eft-6/15/23-6	6/15/23	Public Employees Retirement Association	1000-000	11,722.85
eft-6/15/23-7	6/15/23	LARL Payroll	1005-000	62,168.87
70238	6/21/23	Alliance Courier	1000-000	2,115.40
70239	6/21/23	Baker & Taylor	1000-000	2,719.50
70239a	6/21/23	VOID	1000-000	
70240	6/21/23	Black Stone Publishing	1000-000	286.65
70241	6/21/23	Joyce Christine Boike	1000-000	119.88
70242	6/21/23	Borge, Inc.	1000-000	350.00
70243	6/21/23	Kathrine L Brekke	1000-000	1,300.00
70244	6/21/23	Cherry Road Media	1000-000	150.00
70245	6/21/23	Climb Theatre, Inc.	1000-000	4,800.00
70246	6/21/23	Custom Graphics, Inc.	1000-000	89.35
70247	6/21/23	LuAnn Durant	1000-000	151.37

Lake Agassiz Regional Library
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70248	6/21/23	Farmers Independent	1000-000	218.60
70249	6/21/23	Forum Communications Company	1000-000	710.73
70250	6/21/23	David Geray	1000-000	91.05
70251	6/21/23	Grand Forks Herald	1000-000	588.40
70252	6/21/23	Jodi Harrington	1000-000	106.12
70253	6/21/23	The Hawley Herald, Inc.	1000-000	215.00
70254	6/21/23	Heritage Publications	1000-000	199.00
70255	6/21/23	Steve Jacobson	1000-000	41.92
70256	6/21/23	Chelsi Johnson	1000-000	17.69
70257	6/21/23	Charles Johnson	1000-000	60.00
70258	6/21/23	Terry Kalll	1000-000	60.00
70259	6/21/23	Carol Kempenich	1000-000	28.82
70260	6/21/23	Megan Krueger	1000-000	67.47
70261	6/21/23	NCPERS Group Life Ins.	1000-000	176.00
70262	6/21/23	Overdrive, Inc.	1000-000	2,320.99
70263	6/21/23	Richards Publishing Company, Inc.	1000-000	101.25
70264	6/21/23	Chizuko Shastri	1000-000	60.00
70265	6/21/23	Shortprinter	1000-000	53.60
70266	6/21/23	Jamie Sprynczynatyk	1000-000	10.98
70267	6/21/23	Mark Titera	1000-000	148.00
70268	6/21/23	Christy Underlee	1000-000	21.62
70269	6/21/23	Gary Willhite	1000-000	91.70
70270	6/21/23	Connie Wood	1000-000	60.00
eft-6/21/23-1	6/21/23	Lake Agassiz Regional Library	1010-000	150,000.00
eft-6/21/23-2	6/21/23	Lake Agassiz Regional Library	1000-000	65,000.00
	6/22/23	Tidio	2010-000	49.00
eft-6/22/23-1	6/22/23	North Dakota Society of CPA's	2010-000	85.00
eft-6/25/23-1	6/25/23	Arvig	1000-000	32.39
eft-6/25/23-2	6/25/23	Arvig	1000-000	182.06
eft-6/25/23-3	6/25/23	WEX Health, Inc.	1000-000	99.00
cc-6/26/23-1	6/26/23	Sangoma US	2010-000	49.55
cc-6/26/23-2	6/26/23	FM Pride In The Park	2010-000	81.88
cc-6/26/23-3	6/26/23	Fast Forward Libraries	2010-000	291.26

Lake Agassiz Regional Library
Check Register
For the Period From Jun 1, 2023 to Jun 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70271	6/28/23	The 13 Towns	1000-000	98.00
70272	6/28/23	AFSCME Council 65	1000-000	582.16
70273	6/28/23	AFSCME PEOPLE	1000-000	46.00
70274	6/28/23	Baker & Taylor	1000-000	809.56
70275	6/28/23	Black Stone Publishing	1000-000	265.12
70276	6/28/23	Heather DeBoer	1000-000	30.79
70277	6/28/23	Jodi Harrington	1000-000	84.50
70278	6/28/23	Insight Public Sector, Inc.	1000-000	294.58
70279	6/28/23	Ed Jenkins	1000-000	7,425.00
70280	6/28/23	Chelsi Johnson	1000-000	14.41
70281	6/28/23	Carol Kempenich	1000-000	27.51
70282	6/28/23	Brenda Labine	1000-000	67.48
70283	6/28/23	Janette McColl	1000-000	485.00
70284	6/28/23	Julia Miller	1000-000	30.79
70285	6/28/23	Amy Nelson	1000-000	17.03
70286	6/28/23	Barry Nelson	1000-000	58.95
70287	6/28/23	Overdrive, Inc.	1000-000	449.76
70288	6/28/23	Payroll Professionals, Inc.	1000-000	143.55
70289	6/28/23	Shortprinter	1000-000	128.63
70290	6/28/23	Christy Underlee	1000-000	21.62
eft-6/30/23-1	6/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-6/30/23-2	6/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-6/30/23-3	6/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-6/30/23-4	6/30/23	Garden Valley Telephone Company	1000-000	76.33
eft-6/30/23-5	6/30/23	Federal Income Tax deposit	1000-000	17,213.84
eft-6/30/23-6	6/30/23	Minnesota State Income Tax	1000-000	1,449.00
eft-6/30/23-7	6/30/23	North Dakota SITW	1000-000	1,178.00
eft-6/30/23-8	6/30/23	ING (Deferred Compensation)	1000-000	1,544.73
eft-6/30/23-9	6/30/23	Public Employees Retirement Association	1000-000	11,050.33
eft-6/30/23-10	6/30/23	LARL Payroll	1005-000	60,308.97
eft-6/30/23-10	6/30/23	WEX - HSA Contributions	1000-000	1,113.04
cc-6/30/23-1	6/30/23	Facebook Ad Manager	2010-000	485.01
Total				744,261.26

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

Check #	Date	Payee	Cash Account	Amount
	7/1/23	Apple Store	2010-000	2.99
eft-7/1/23-1	7/1/23	Lakes Country Servic	1000-000	27,289.59
eft-7/1/23-2	7/1/23	Fidelity Security Life	1000-000	337.20
eft-7/2/23-1	7/2/23	Attendance On Dema	1000-000	252.00
eft-7/3/23-1	7/3/23	Arvig	1000-000	39.23
eft-7/3/23-2	7/3/23	Arvig	1000-000	89.02
eft-7/3/23-3	7/3/23	Arvig	1000-000	89.02
eft-7/3/23-4	7/3/23	Arvig	1000-000	97.40
eft-7/3/23-5	7/3/23	Arvig	1000-000	96.60
cc-7/3/23-1	7/3/23	SR Fax	2010-000	27.80
eft-07/05/23-1	7/5/23	Pitney Bowes Purcha	1000-000	503.50
70291	7/5/23	United States Treasu	1000-000	109.95
eft-7/5/23-1	7/5/23	Amazon Capital Servi	1000-000	2,905.93
eft-7/5/23-2	7/5/23	WEX - FSA payment	1000-000	2.21
eft-7/6/23-1	7/6/23	Cardmember Service	1000-000	1,904.02
70292	7/6/23	Alliance Courier	1000-000	2,115.40
70293	7/6/23	ASP of Moorhead, In	1000-000	1,291.43
70294	7/6/23	Baker & Taylor	1000-000	6,588.35
70294a	7/6/23	VOID	1000-000	
70294b	7/6/23	VOID	1000-000	
70294c	7/6/23	VOID	1000-000	
70295	7/6/23	Black Stone Publishi	1000-000	509.82
70296	7/6/23	Heather DeBoer	1000-000	30.79
70297	7/6/23	Sandra Duval	1000-000	23.58
70298	7/6/23	Jodi Harrington	1000-000	84.50
70299	7/6/23	Chelsi Johnson	1000-000	14.41
70300	7/6/23	Genevieve Junkert	1000-000	34.06
70301	7/6/23	Brenda Labine	1000-000	45.20
70302	7/6/23	Liz Lynch	1000-000	58.95
70303	7/6/23	Marco Technologies	1000-000	2,192.26
70304	7/6/23	Metropolitan Life Insu	1000-000	1,066.51
70305	7/6/23	Julia Miller	1000-000	17.69
70306	7/6/23	City of Moorhead	1000-000	5,414.25
70307	7/6/23	Amy Nelson	1000-000	17.03

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

Check #	Date	Payee	Cash Account	Amount
70308	7/6/23	Newman Signs, Inc.	1000-000	150.00
70309	7/6/23	Norman County Inde	1000-000	200.00
70310	7/6/23	Overdrive, Inc.	1000-000	3,485.07
70310a	7/6/23	VOID	1000-000	
70311	7/6/23	The Red River Promo	1000-000	175.00
70312	7/6/23	Christy Underlee	1000-000	43.24
70313	7/6/23	Wahpeton Daily New	1000-000	316.00
70314	7/6/23	Marlys Winkels	1000-000	20.96
eft-7/6/23-1	7/6/23	Lake Agassiz Region	1010-000	35,000.00
cc-7/9/23-1	7/9/23	Ting	2010-000	30.06
70315	7/12/23	Baker & Taylor	1000-000	3,475.41
70315a	7/12/23	VOID	1000-000	
70315b	7/12/23	VOID	1000-000	
70316	7/12/23	Joyce Christine Boike	1000-000	117.90
70317	7/12/23	DEMCO	1000-000	1,929.18
70318	7/12/23	Brianna Helbling	1000-000	800.00
70319	7/12/23	Chelsi Johnson	1000-000	32.10
70320	7/12/23	KBMW Radio	1000-000	100.00
70321	7/12/23	KROX-AM	1000-000	250.00
70322	7/12/23	Megan Krueger	1000-000	37.99
70323	7/12/23	Brenda Labine	1000-000	14.41
70324	7/12/23	Julia Miller	1000-000	17.69
70325	7/12/23	Minnesota Historical	1000-000	4,160.00
70326	7/12/23	New Century Press	1000-000	307.50
70327	7/12/23	Newman Signs, Inc.	1000-000	150.00
70328	7/12/23	Norman County Inde	1000-000	100.00
70329	7/12/23	Overdrive, Inc.	1000-000	4,219.41
70329a	7/12/23	VOID	1000-000	
70330	7/12/23	Rochester Telecom S	1000-000	27.97
70330a	7/12/23	VOID	1000-000	
70331	7/12/23	Shortprinter	1000-000	117.20
70332	7/12/23	Kaitlin Thouvenell-Cr	1000-000	3.93
70333	7/12/23	Christy Underlee	1000-000	158.52

Lake Agassiz Regional Library
Check Register
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Check #	Date	Payee	Cash Account	Amount
70334	7/12/23	Pamela Westby	1000-000	200.00
cc-7/12/23-1	7/12/23	Uprinting.com	2010-000	160.74
cc-7/12/23-2	7/12/23	Uprinting.com	2010-000	435.26
eft-7/13/23-1	7/13/23	BPA (VEBA contributi	1000-000	2,370.70
eft-7/13/23-2	7/13/23	WEX - HSA Contribut	1000-000	1,113.04
eft-7/13/23-3	7/13/23	WEX - HSA Contribut	1000-000	852.20
eft-7/13/23-1	7/13/23	Lake Agassiz Region	1010-000	100,000.0
eft-7/13/23-4	7/13/23	Lake Agassiz Region	1000-000	55,000.00
eft-7/14/23-1	7/14/23	AFLAC	1000-000	224.08
eft-07/14/23-1	7/14/23	Allstream	1000-000	132.95
eft-7/14/23-2	7/14/23	Minnesota Revenue	1000-000	646.00
eft-7/14/23-3	7/14/23	Minnesota Revenue	1000-000	38.00
eft-7/14/23-4	7/14/23	Federal Income Tax	1000-000	17,196.02
eft-7/14/23-5	7/14/23	Minnesota State Inco	1000-000	1,404.00
eft-7/14/23-6	7/14/23	ING (Deferred Comp	1000-000	1,529.94
eft-7/14/23-7	7/14/23	Public Employees Ret	1000-000	11,266.06
eft-7/14/23-8	7/14/23	LARL Payroll	1005-000	60,052.24
eft-7/14/23-8	7/14/23	WEX - FSA payment	1000-000	1.12
eft-7/15/23-1	7/15/23	Garden Valley Teleph	1000-000	40.86
eft-7/15/23-1	7/15/23	Rothsay Telephone	2010-000	71.09
CC-7/15/23-1	7/15/23	Halstad Telephone C	2010-000	33.44
CC-7/15/23-2	7/15/23	Halstad Telephone C	2010-000	73.84
70335	7/19/23	The 13 Towns	1000-000	196.00
70336	7/19/23	Alliance Courier	1000-000	1,903.86
70337	7/19/23	Jeanne Anderson	1000-000	58.95
70338	7/19/23	Baker & Taylor	1000-000	1,600.63
70338a	7/19/23	VOID	1000-000	
70339	7/19/23	Barnesville Record-R	1000-000	360.00
70340	7/19/23	Black Stone Publishi	1000-000	476.78
70341	7/19/23	Joyce Christine Bolke	1000-000	47.82
70342	7/19/23	Leigh Cameron	1000-000	70.00
70343	7/19/23	Cherry Road Media	1000-000	150.00
70344	7/19/23	Clay County Connecti	1000-000	146.00
70345	7/19/23	DEMCO	1000-000	5,427.65

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

Check #	Date	Payee	Cash Account	Amount
70346	7/19/23	Detroit Lakes Tribune	1000-000	120.00
70347	7/19/23	Forum Communicatio	1000-000	341.50
70348	7/19/23	Jodi Harrington	1000-000	147.38
70349	7/19/23	Headwaters Science	1000-000	268.78
70350	7/19/23	Ed Jenkins	1000-000	900.00
70351	7/19/23	Chelsi Johnson	1000-000	14.41
70352	7/19/23	KRJM	1000-000	500.00
70353	7/19/23	Megan Krueger	1000-000	58.95
70354	7/19/23	Brenda Labine	1000-000	32.10
70355	7/19/23	Gaelynn Lea Music L	1000-000	4,000.00
70356	7/19/23	Liz Lynch	1000-000	233.07
70357	7/19/23	Julia Miller	1000-000	17.69
70358	7/19/23	Minnesota Public Ra	1000-000	191.00
70359	7/19/23	Heidi Moore	1000-000	19.65
70360	7/19/23	Overdrive, Inc.	1000-000	1,889.60
70361	7/19/23	Payroll Professionals,	1000-000	135.30
70362	7/19/23	Scholastic Inc. Educa	1000-000	2,929.49
70363	7/19/23	SELCO	1000-000	10.00
70364	7/19/23	Tyler Steinle	1000-000	1,200.00
70365	7/19/23	Thief River Falls Tim	1000-000	46.00
70366	7/19/23	Christy Underlee	1000-000	21.62
70367	7/19/23	Pamela Westby	1000-000	32.10
eft-7/19/23-1	7/19/23	Lake Agassiz Region	1010-000	20,000.00
CC-7/20/23-1	7/20/23	Pitney Bowes	2010-000	135.00
	7/22/23	Tidio	2010-000	18.00
cc-7/24/23-1	7/24/23	AppSatori	2010-000	27.28
cc-7/24/23-2	7/24/23	SmartyStreets.com	2010-000	460.00
eft-7/25/23-1	7/25/23	Arvig	1000-000	32.40
eft-7/25/23-2	7/25/23	Arvig	1000-000	182.12
eft-07/25/23-1	7/25/23	WEX Health, Inc.	1000-000	96.25
70368	7/26/23	AFSCME Council 65	1000-000	531.06
70369	7/26/23	AFSCME PEOPLE	1000-000	46.00
70370	7/26/23	Baker & Taylor	1000-000	2,164.11

Lake Agassiz Regional Library
Check Register
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Check #	Date	Payee	Cash Account	Amount
70370a	7/26/23	VOID	1000-000	
70371	7/26/23	Black Stone Publishi	1000-000	94.00
70372	7/26/23	Joyce Christine Boike	1000-000	70.09
70373	7/26/23	Sara Watson Curry	1000-000	1,300.00
70374	7/26/23	Farmers Independent	1000-000	94.50
70375	7/26/23	Anders Valley Publis	1000-000	99.00
70376	7/26/23	Michelle Fjeld	1000-000	17.69
70377	7/26/23	Jodi Harrington	1000-000	62.88
70378	7/26/23	Genevieve Junkert	1000-000	7.21
70379	7/26/23	Brenda Labine	1000-000	14.41
70380	7/26/23	Lakes Digital Sign Gu	1000-000	159.00
70381	7/26/23	Metro Sales, Inc	1000-000	2,502.32
70382	7/26/23	Julia Miller	1000-000	32.10
70383	7/26/23	Heidi Moore	1000-000	6.55
70384	7/26/23	NCPERS Group Life I	1000-000	192.00
70385	7/26/23	NW-Links	1000-000	19,067.95
70386	7/26/23	Overdrive, Inc.	1000-000	4,879.93
70386a	7/26/23	VOID	1000-000	
70387	7/26/23	Payroll Professionals,	1000-000	135.30
70388	7/26/23	Rapid Refill	1000-000	125.50
70389	7/26/23	Shortprinter	1000-000	166.30
70390	7/26/23	Kaitlin Thouvenell-Cr	1000-000	3.93
70391	7/26/23	Christy Underlee	1000-000	43.24
70392	7/26/23	Pamela Westby	1000-000	47.82
70355V	7/26/23	Gaelynn Lea Music L	1000-000	-4,000.00
70318V	7/26/23	Brianna Helbling	1000-000	-800.00
eft-7/27/23-1	7/27/23	Lake Agassiz Region	1010-000	125,000.0
eft-7/27/23-2	7/27/23	Lake Agassiz Region	1000-000	55,000.00
70393	7/27/23	Brianna Helbling	1000-000	800.00
eft-7/28/23-1	7/28/23	WEX - HSA Contribut	1000-000	1,113.04
cc-7/28/23-1	7/28/23	Comfort Inn & Suites	2010-000	395.16
eft-7/30/23-1	7/30/23	Garden Valley Teleph	1000-000	40.88
eft-7/30/23-2	7/30/23	Garden Valley Teleph	1000-000	76.34
eft-7/30/23-3	7/30/23	Garden Valley Teleph	1000-000	40.88

Lake Agassiz Regional Library
Check Register
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Check #	Date	Payee	Cash Account	Amount
eft-7/30/23-4	7/30/23	Garden Valley Teleph	1000-000	40.88
eft-7/31/23-1	7/31/23	Federal Income Tax	1000-000	17,010.32
eft-7/31/23-2	7/31/23	Minnesota State Inco	1000-000	1,423.00
eft-7/31/23-3	7/31/23	ING (Deferred Comp	1000-000	1,513.59
eft-7/31/23-4	7/31/23	Public Employees Ret	1000-000	11,171.29
eft-7/31/23-5	7/31/23	LARL Payroll	1005-000	60,041.84
cc-07/26/23-1	7/31/23	Sangoma US	2010-000	156.38
eft-7/31/23-5	7/31/23	Mutual of Omaha	1000-000	212.80
cc-7/31/23-1	7/31/23	Facebook Ad Manag	2010-000	199.70
cc-7/31/23-2	7/31/23	Uprinting.com	2010-000	133.05
Total				<u>707,461.2</u>

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

Check #	Date	Payee	Cash Account	Amount
	8/1/23	Apple Store	2010-000	2.99
eft-8/1/23-1	8/1/23	Lakes Country Service Cooperative	1000-000	28,801.71
eft-8/1/23-2	8/1/23	Fidelity Security Life	1000-000	349.80
eft-8/1/23-3	8/1/23	Lake Agassiz Regional Library	1000-000	1,500.00
cc-8/1/23-1	8/1/23	Michaels	2010-000	75.58
cc-8/1/23-2	8/1/23	North Dakota Society of CPA's	2010-000	190.00
cc-8/1/23-3	8/1/23	SR Fax	2010-000	29.88
eft-8/2/23-1	8/2/23	Attendance On Demand	1000-000	252.00
cc-8/2/23-1	8/2/23	Uprinting.com	2010-000	536.74
cc-8/2/23-2	8/2/23	US Postal Service	2010-000	152.00
70394	8/2/23	Alliance Courier	1000-000	2,115.40
70395	8/2/23	Baker & Taylor	1000-000	3,831.42
70395a	8/2/23	VOID	1000-000	
70396	8/2/23	Black Stone Publishing	1000-000	393.89
70397	8/2/23	Borge, Inc.	1000-000	350.00
70398	8/2/23	Sandra Duval	1000-000	23.58
70399	8/2/23	EBSCO Information Services	1000-000	10,625.17
70400	8/2/23	Jodi Harrington	1000-000	64.86
70401	8/2/23	Heritage Publications	1000-000	189.00
70402	8/2/23	Innovative Office Solutions, LLC	1000-000	230.00
70403	8/2/23	Information Systems Corp.	1000-000	1,180.00
70404	8/2/23	Chelsi Johnson	1000-000	17.69
70405	8/2/23	Brenda Labine	1000-000	14.41
70406	8/2/23	Gaelynn Lea Music LLC	1000-000	4,000.00
70407	8/2/23	Liz Lynch	1000-000	217.41
70408	8/2/23	Metropolitan Life Insurance Company	1000-000	2,275.54
70409	8/2/23	Julia Miller	1000-000	32.10
70410	8/2/23	Darla Moen	1000-000	35.37
70411	8/2/23	Heidi Moore	1000-000	19.65
70412	8/2/23	Asha Osborn	1000-000	50.00
70413	8/2/23	Candace Osborn	1000-000	400.00
70414	8/2/23	Paula Ous	1000-000	30.79
70415	8/2/23	Overdrive, Inc.	1000-000	2,986.03
70416	8/2/23	Pelican Rapids Press	1000-000	62.00

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Check #	Date	Payee	Cash Account	Amount
70417	8/2/23	Christy Underlee	1000-000	67.47
70418	8/2/23	Pamela Westby	1000-000	47.16
eft-8/2/23-1	8/2/23	Lake Agassiz Regional Library	1010-000	55,000.00
eft-8/3/23-1	8/3/23	Arvig	1000-000	96.63
eft-8/3/23-2	8/3/23	Arvig	1000-000	97.43
eft-8/3/23-3	8/3/23	Arvig	1000-000	89.05
eft-8/3/23-4	8/3/23	Arvig	1000-000	89.05
eft-8/3/23-5	8/3/23	Arvig	1000-000	39.26
eft-8/7/23-1	8/7/23	Cardmember Service	1000-000	1,636.97
70419	8/9/23	ASP of Moorhead, Inc.	1000-000	3,801.47
70420	8/9/23	Baker & Taylor	1000-000	3,188.54
70420a	8/9/23	VOID	1000-000	
70421	8/9/23	Joyce Christine Bolke	1000-000	70.09
70422	8/9/23	Custom Graphics, Inc.	1000-000	539.50
70423	8/9/23	Farm & Home Publishers, LTD.	1000-000	121.50
70424	8/9/23	Michelle Fjeld	1000-000	29.48
70425	8/9/23	Jodi Harrington	1000-000	21.62
70426	8/9/23	Midwest Tape, LLC	1000-000	800.00
70427	8/9/23	Indigo Signworks, Inc	1000-000	22.50
70428	8/9/23	Innovative Office Solutions, LLC	1000-000	690.00
70429	8/9/23	Richard Lahren	1000-000	1,200.00
70430	8/9/23	Julia Miller	1000-000	14.41
70431	8/9/23	Minnesota UI Fund	1000-000	720.59
70432	8/9/23	Heidi Moore	1000-000	13.10
70433	8/9/23	Amy Nelson	1000-000	34.06
70434	8/9/23	Norman County Index	1000-000	100.00
70435	8/9/23	OCLC, Inc.	1000-000	13,393.18
70436	8/9/23	ODP Business Solutions, LLC	1000-000	274.61
70437	8/9/23	Overdrive, Inc.	1000-000	2,485.41
70438	8/9/23	Pelican Rapids Press	1000-000	62.00
70439	8/9/23	Rapid Refill	1000-000	153.70
70440	8/9/23	Richards Publishing Company, Inc.	1000-000	29.25
70441	8/9/23	Rochester Telecom Systems Inc.	1000-000	24.89

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Check #	Date	Payee	Cash Account	Amount
70441a	8/9/23	VOID	1000-000	
70442	8/9/23	Shortprinter	1000-000	74.80
70443	8/9/23	Tri-College University	1000-000	1,378.00
70444	8/9/23	Christy Underlee	1000-000	43.24
eft-8/9/23-1	8/9/23	Lake Agassiz Regional Library	1010-000	25,000.00
cc-8/9/23-1	8/9/23	Ting	2010-000	30.06
cc-8/9/23-2	8/9/23	Unglued	2010-000	61.28
eft-8/10/23-1	8/10/23	Lake Agassiz Regional Library	1010-000	115,000.00
eft-8/10/23-2	8/10/23	Lake Agassiz Regional Library	1000-000	65,000.00
cc-8/10/23-1	8/10/23	D&R Cafe	2010-000	30.72
eft-8/12/23-1	8/12/23	WEX - HSA Contributions	1000-000	1,113.04
eft-8/12/23-2	8/12/23	WEX - HSA Contributions	1000-000	852.20
eft-8/12/23-3	8/12/23	BPA (VEBA contributions)	1000-000	2,370.70
eft-8/13/23-1	8/13/23	Allstream	1000-000	133.96
eft-8/15/23-1	8/15/23	Garden Valley Telephone Company	1000-000	40.88
eft-8/15/23-2	8/15/23	AFLAC	1000-000	224.08
cc-8/15/23-1	8/15/23	Halstad Telephone Company	2010-000	33.44
cc-8/15/23-2	8/15/23	Halstad Telephone Company	2010-000	73.84
cc-8/15/23-1	8/15/23	Rothsay Telephone	2010-000	71.09
eft-8/15/23-3	8/15/23	Federal Income Tax deposit	1000-000	17,486.74
eft-8/15/23-4	8/15/23	Minnesota State Income Tax	1000-000	1,484.00
eft-8/15/23-5	8/15/23	ING (Deferred Compensation)	1000-000	1,170.86
eft-8/15/23-6	8/15/23	Public Employees Retirement Associati	1000-000	11,458.08
eft-8/15/23-7	8/15/23	LARL Payroll	1005-000	61,944.30
cc-8/15/23-3	8/15/23	Star Tribune	2010-000	436.80
cc-8/15/23-4	8/15/23	Uprinting.com	2010-000	833.22
70445	8/16/23	Alliance Courier	1000-000	2,115.40
70446	8/16/23	Baker & Taylor	1000-000	3,155.59
70446a	8/16/23	VOID	1000-000	
70447	8/16/23	Black Stone Publishing	1000-000	572.38
70448	8/16/23	Joyce Christine Boike	1000-000	89.74
70449	8/16/23	Cherry Road Media	1000-000	150.00
70450	8/16/23	Custom Graphics, Inc.	1000-000	178.00
70451	8/16/23	Heather DeBoer	1000-000	30.79

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Check #	Date	Payee	Cash Account	Amount
70452	8/16/23	DEMCO	1000-000	89.56
70453	8/16/23	Jodi Harrington	1000-000	106.12
70454	8/16/23	The Hawley Herald, Inc.	1000-000	42.00
70455	8/16/23	Chelsi Johnson	1000-000	17.69
70456	8/16/23	KRJM	1000-000	350.00
70457	8/16/23	KROX-AM	1000-000	150.00
70458	8/16/23	Brenda Labine	1000-000	30.79
70459	8/16/23	Liz Lynch	1000-000	161.13
70460	8/16/23	Julia Miller	1000-000	14.41
70461	8/16/23	Heidi Moore	1000-000	13.10
70462	8/16/23	Newman Signs, Inc.	1000-000	150.00
70463	8/16/23	ODP Business Solutions, LLC	1000-000	14.86
70464	8/16/23	Overdrive, Inc.	1000-000	1,861.86
70465	8/16/23	Payroll Professionals, Inc.	1000-000	140.25
70466	8/16/23	Shortprinter	1000-000	124.10
70467	8/16/23	Philip Spooner	1000-000	183.40
70468	8/16/23	Hillary Stevens	1000-000	91.05
70469	8/16/23	Christy Underlee	1000-000	43.24
70470	8/16/23	Shortprinter	1000-000	279.75
cc-8/16/23-1	8/16/23	Minnesota Library Association	2010-000	500.00
cc-8/18/23-1	8/18/23	Trollwood Performing Arts School	2010-000	375.00
cc-8/21/23-1	8/21/23	Star Tribune	2010-000	616.72
cc-8/21/23-2	8/21/23	Sticker Mule, LLC	2010-000	131.50
70471	8/23/23	Arrowhead Library System	1000-000	10.75
70472	8/23/23	Baker & Taylor	1000-000	6,475.83
70472a	8/23/23	VOID	1000-000	
70472b	8/23/23	VOID	1000-000	
70472c	8/23/23	VOID	1000-000	
70472d	8/23/23	VOID	1000-000	
70473	8/23/23	Joyce Christine Bolke	1000-000	79.91
70474	8/23/23	Cavendish Square	1000-000	131.45
70475	8/23/23	Sandra Duval	1000-000	10.48
70476	8/23/23	Indiana State Library Foundation	1000-000	8,279.00

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Check #	Date	Payee	Cash Account	Amount
70477	8/23/23	Anders Valley Publishing, LLC	1000-000	198.00
70478	8/23/23	Grand Forks Herald	1000-000	294.20
70479	8/23/23	Jodi Harrington	1000-000	84.50
70480	8/23/23	Genevieve Junkert	1000-000	17.70
70481	8/23/23	Brenda Labine	1000-000	17.69
70482	8/23/23	Patrick Lenertz	1000-000	1,200.00
70483	8/23/23	Metropolitan Life Insurance Company	1000-000	1,151.72
70484	8/23/23	Julia Miller	1000-000	17.69
70485	8/23/23	Minnesota Public Radio	1000-000	567.00
70486	8/23/23	Amy Nelson	1000-000	83.84
70487	8/23/23	Overdrive, Inc.	1000-000	1,999.20
70488	8/23/23	Sara Sorenson	1000-000	10.00
70489	8/23/23	Shortprinter	1000-000	63.60
70490	8/23/23	Shred Right	1000-000	100.00
70491	8/23/23	Christy Underlee	1000-000	43.24
70492	8/24/23	Heritage Education Commission	1000-000	200.00
eft-8/24/23-1	8/24/23	Lake Agassiz Regional Library	1010-000	120,000.00
eft-8/24/23-2	8/24/23	Lake Agassiz Regional Library	1000-000	63,000.00
eft-8/25/23-1	8/25/23	Arvig	1000-000	32.44
eft-8/25/23-2	8/25/23	Arvig	1000-000	182.12
eft-8/25/23-3	8/25/23	WEX Health, Inc.	1000-000	101.75
cc-8/25/23-1	8/25/23	Flowroute.com	2010-000	500.00
cc-8/26/23-1	8/26/23	Sangoma US	2010-000	156.63
eft-8/28/23-1	8/28/23	WEX - HSA Contributions	1000-000	1,113.04
eft-8/30/23-1	8/30/23	Garden Valley Telephone Company	1000-000	40.88
eft-8/30/23-2	8/30/23	Garden Valley Telephone Company	1000-000	40.88
eft-8/30/23-3	8/30/23	Garden Valley Telephone Company	1000-000	40.88
eft-8/30/23-4	8/30/23	Garden Valley Telephone Company	1000-000	76.34
70493	8/30/23	AFSCME Council 65	1000-000	543.16
70494	8/30/23	AFSCME PEOPLE	1000-000	46.00
70495	8/30/23	Alliance Courier	1000-000	2,115.40
70496	8/30/23	Baker & Taylor	1000-000	6,887.34
70496a	8/30/23	VOID	1000-000	
70496b	8/30/23	VOID	1000-000	

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Check #	Date	Payee	Cash Account	Amount
70496c	8/30/23	VOID	1000-000	
70496d	8/30/23	VOID	1000-000	
70497	8/30/23	Black Stone Publishing	1000-000	308.24
70498	8/30/23	Leigh Cameron	1000-000	374.79
70499	8/30/23	Heather DeBoer	1000-000	30.79
70500	8/30/23	Pam Goebel	1000-000	70.09
70501	8/30/23	Jodi Harrington	1000-000	111.36
70502	8/30/23	Hennepin County Library	1000-000	25.00
70503	8/30/23	Chelsi Johnson	1000-000	43.23
70504	8/30/23	Michelle Johnson	1000-000	27.51
70505	8/30/23	Megan Krueger	1000-000	34.06
70506	8/30/23	McIntosh Times	1000-000	35.00
70507	8/30/23	Midwest Container Systems, Inc.	1000-000	288.24
70508	8/30/23	Julia Miller	1000-000	17.69
70509	8/30/23	Darla Moen	1000-000	7.86
70510	8/30/23	Heidi Moore	1000-000	6.55
70511	8/30/23	Karen Nelson	1000-000	128.91
70512	8/30/23	Overdrive, Inc.	1000-000	4,291.54
70512a	8/30/23	VOID	1000-000	
70513	8/30/23	Sara Sorenson	1000-000	32.00
70514	8/30/23	Payroll Professionals, Inc.	1000-000	135.30
70515	8/30/23	Shortprinter	1000-000	398.25
70516	8/30/23	Philip Spooner	1000-000	161.13
70517	8/30/23	Kaitlin Thouvenell-Crowley	1000-000	11.79
70518	8/30/23	Lisa Trana	1000-000	66.00
70519	8/30/23	Hennepin County Library	1000-000	25.00
eft-8/30/23-1	8/30/23	Lake Agassiz Regional Library	1010-000	30,000.00
eft-8/31/23-2	8/31/23	Minnesota State Income Tax	1000-000	1,592.00
eft-8/31/23-1	8/31/23	Federal Income Tax deposit	1000-000	18,053.24
eft-8/31/23-3	8/31/23	ING (Deferred Compensation)	1000-000	1,175.63
eft-8/31/23-4	8/31/23	Public Employees Retirement Associati	1000-000	11,674.64
eft-8/31/23-5	8/31/23	LARL Payroll	1005-000	63,225.21
cc-8/30/23-1	8/31/23	Condolences.com	2010-000	

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cc-8/31/23-1	8/31/23	Facebook Ad Manager	2010-000	197.13
Total				<u>812,572.53</u>