

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
Thursday, May 16, 2024 at 5:30**

Meeting Notice:

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/>

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 May 16th.

AGENDA

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

5:35 **2. MINUTES OF THE MARCH 21, 2024 FULL BOARD MEETING.**

Recommended Motion: Move to approve the March 21, 2024 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk

a. LARL Endowment/Fargo-Moorhead Area Foundation

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Fertile, and Moorhead distribution into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston and Hawley Branch distributions.

b. Application for State FY2025 Legacy (Arts & Cultural Heritage Program)

Recommended Motion: Move to approve the application to participate in State Regional Public Library System Arts and Cultural Heritage Program for FY2025.

c. 2025 Preliminary Budget Review – Draft #2

(over)

Finance Report Continued

- d. Moorhead Library/LARL Headquarters building project budget

Recommended Motion: Move that LARL provide up to \$250,000 for furnishing of the LARL Headquarters and Moorhead staff work area as recommended by the Executive & Finance Committees.

6:00 **4. DIRECTOR'S REPORT – Lynch**

- a. Director's Report

6:15 **5. Moorhead Community Center and Library Building Project Update – Caroon & Lynch**

6:20 **6. PRESIDENT'S REPORT – President Kalil**

- a. Bylaw Amendment

Recommended Motion: Move to approve amended bylaws shared via email by Lynch on May 7, 2024 and presented by Kalil.

6:30 **7. BOARD MEMBER REPORTS:**

Becker County – Terry Kalil and Barry Nelson

Breckenridge – Linda Holecek

Clay County – David Ebinger

Clearwater County – Mark Titera

Crookston – Tim Menard

Detroit Lakes – Connie Wood

Mahnomen – LuAnn Durant

Mahnomen County – David Geray

Moorhead – Laura Caroon, Charley Johnson, Chizuko Shastri

Norman County – Steve Jacobson

Polk County – Gary Willhite

Wilkin County – Jon Braton

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

Northern Lights Library Network – Linda Holecek & Linda Schell

6:45 **8. OTHER**

6:50 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – April 2024

UPCOMING MEETINGS/EVENTS

Finance Committee Meeting and Full Board Meeting, June 20, 2024 in the lower level of the Moorhead Public Library. Finance Committee Meeting will be held at 5:00 in the small conference room. The Full Board Meeting will be held at 5:30 in the larger meeting room.

* * *

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

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 21, 2024 in person and online via Zoom. President Kalil called the meeting to order at 5:30pm.

Board Members Present: Braton, Caroon (via Zoom), Geray (via Zoom), Holecek, Nelson, Jacobson, Kalil (*President*)(via Zoom), Menard (via Zoom), Nelson, Shastri, Titera, Willhite (via phone).

Board Members Absent: Durant, Johnson, Wood.

Others Present: Lynch, Sprynczynatyk, Linda Schell, Tracee Bruggeman (Brady Martz & Associates), Rob Remark (JLG)

PUBLIC INPUT

None

APPROVAL OF AGENDA

The addition of topic of the welcoming of new board member Jon Braton was added.

MINUTES OF THE JANUARY 18, 2024 FULL BOARD MEETING

(Nelson/Jacobson) Move to approve the Minutes of the January 18, 2024 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBER

Kalil welcomed Jon Braton, Wilkin County, to the LARL Board.

Braton recited the Oath of Office.

AUDIT REPORT

Tracee Bruggeman from Brady Martz & Associates presented the 2023 audit report and answered questions.

MOORHEAD COMMUNITY CENTER PUBLIC LIBRARY/LARL HEADQUARTERS UPDATE

Rob Remark from JGL discussed the new Moorhead Community Center and Public Library/LARL Headquarters and answered questions about the project.

David Geray left the meeting at 6:13

(over)

Minutes of the March 21st, 2024 Full Board Meeting – Page 2

FINANCIAL REPORT

With 16.67% of 2024 complete, LARL spent 16.55% of budgeted expenses. Revenues are at 28.71% of budget due to LARL billing Signatories quarterly. All expense categories are either at or slightly below budget.

(Nelson/Caroon) Move to authorize the Director of Finance to submit the 2023 Annual Report to State Library Services. MCU.

DIRECTOR'S REPORT

Lynch reported that LARL is fully staffed for the first time in a very long time.

BYLAWS DISCUSSION

The Board discussed the bylaws section regarding the Personnel Committee doing an annual evaluation of the Regional Library Director. It was suggested that "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" be changed to "The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and should conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team." Kalil, Lynch and Wood will look into wording options and the process of changing the bylaws and bring the appropriate change to the full board in May.

BOARD MEMBER REPORTS:

Becker County (Kalil, Nelson)

A Detroit Lakes librarian attended a powwow at the Detroit Lakes High School, it was well attended and several kids signed up for library cards. An artist submission contest has just wrapped up to design the new Detroit Lakes drive-through book drop, which will get installed this spring. They are working with the City on a host of building issues.

Breckenridge (Holecek)

No report

Clay County (Ebinger-absent)

No report

Clearwater County (Titera-absent)

No report

Crookston (Menard)

No report

Detroit Lakes (Wood-absent)

No report.

(continued on next page)

Minutes of the March 21, 2024 Full Board Meeting – Page 3

City of Mahanomen (Durant-absent)

No report.

Mahanomen County (Geray-absent)

No report.

Moorhead (Caroon, Johnson-absent, Shastri)

Caroon informed the board that the 11st Street underpass construction will start in the next week which will result in road closures for the next few years. Shastri reported that Moorhead visitors, new users, meeting room use, notary services and circulation all increased last year. Every 3rd Saturday the Library hosts Spanish story time.

Norman County (Jacobsen)

No report.

Polk County (Willhite)

The county board has invited the mayors in the County to the County board meetings to provide an update on their communities.

Wilkin County (Braton)

No report.

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

No report.

Northern Lights Library Network (Holecek, Schell)

Regarding legislative activity, each school received \$40,000 for school libraries in 2023, but there were no guidelines, so schools were able to use the funds how they chose. MN is 50th in the nation in Computer Science standards, there is an effort to improve consistency. There is a census currently going on in MN regarding school libraries and media specialists.

The meeting adjourned at 7:08.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2024

33.33%

6

Page: 1

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 106,923	\$ 213,845	\$ 427,690	213,845	50.00
Detroit Lakes	62,003	124,005	248,010	124,005	50.00
Clay County	81,580	163,160	326,320	163,160	50.00
Moorhead	206,070	412,140	824,280	412,140	50.00
Clearwater County	28,903	57,805	115,610	57,805	50.00
Mahnomen County	12,005	24,010	48,020	24,010	50.00
Mahnomen	5,950	11,900	23,800	11,900	50.00
Norman County	27,853	55,705	111,410	55,705	50.00
Polk County	74,830	149,660	299,320	149,660	50.00
Crookston	59,638	119,275	238,550	119,275	50.00
Wilkin County	14,923	29,845	59,690	29,845	50.00
Breckenridge	24,358	48,715	97,430	48,715	50.00
Total Signatory Funding	705,036	1,410,065	2,820,130	1,410,065	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	338,602	846,503	507,901	40.00
Reg Library Telecom Aid (RLTA)	0	83,093	168,305	85,212	49.37
Total Grants	0	421,695	1,014,808	593,113	41.55
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	464	1,935	7,000	5,065	27.64
Printing Revenue	1,803	7,392	18,500	11,108	39.96
Fax Revenue	349	1,402	4,300	2,898	32.60
Microfilm Revenue	3	18	150	132	12.00
Photocopy Revenue	899	3,248	7,750	4,502	41.91
Book/Furniture Sale Revenue	185	364	0	(364)	0.00
Interest/Dividend Income	3,840	35,951	70,000	34,049	51.36
Investment Value Change	(30,285)	(35,807)	0	35,807	0.00
Lost/Damaged Property	523	1,950	5,000	3,050	39.00
Other Income	500	500	0	(500)	0.00
Total Miscellaneous Revenue	(21,719)	16,953	112,700	95,747	15.04
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	12,700	25,400	50,800	25,400	50.00
MNLink Server Site Payments	257	1,027	3,050	2,023	33.67
Total Joint Automation Revenue	12,957	26,427	53,850	27,423	49.08
Fund Balance/Shortfall	0	0	0	0	0.00
Total General Fund Revenue	696,274	1,875,140	4,001,488	2,126,348	46.86
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	168,956	663,227	2,116,400	1,453,173	31.34
Payroll Taxes	12,716	49,661	163,750	114,089	30.33
Retirement - PERA	12,589	49,194	158,050	108,856	31.13
Health Insurance	31,965	125,082	383,950	258,868	32.58
Life Insurance	108	426	1,300	874	32.77
Workers Compensation Insurance	265	1,060	3,450	2,390	30.72
Other Employee Benefits	121	484	1,700	1,216	28.47
Total Personnel	226,720	889,134	2,828,600	1,939,466	31.43
<i>Automation/Cataloging</i>					
Automation	13,553	54,060	166,000	111,940	32.57
Support - App	0	0	3,900	3,900	0.00
Remote Printing	282	1,130	3,450	2,320	32.75
Catalog Item Records	1,116	4,464	13,400	8,936	33.31
Supplies - Computer	352	2,148	5,000	2,852	42.96
Supplies - Technical Services	395	1,028	6,000	4,972	17.13
Total Automation/Cataloging	15,698	62,830	197,750	134,920	31.77

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2024

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth/SLE	2,323	2,411	15,000	12,589	16.07
Programming - Adult	0	37	5,000	4,963	0.74
Total Library Programming	2,323	2,448	20,000	17,552	12.24
Staff Development					
Staff Training & Development	758	1,962	15,000	13,038	13.08
Total Staff Development	758	1,962	15,000	13,038	13.08
Mileage/Board Meeting Expense					
Mileage - Staff	2,008	10,038	24,600	14,562	40.80
Regional Board Meetings	276	699	5,600	4,901	12.48
Total Mileage/Board Meeting Expenses	2,284	10,737	30,200	19,463	35.55
Other Expenses					
Accounting/Bank Fees	705	12,704	18,050	5,346	70.38
Attorney Fees	0	0	2,000	2,000	0.00
Bus. Office Software/Supplies	214	607	2,000	1,393	30.35
Delivery Services	4,587	17,926	59,500	41,574	30.13
Director's Discretionary	0	0	2,000	2,000	0.00
Insurance - General/Property	1,848	7,393	23,000	15,607	32.14
Leases	5,469	13,811	27,924	14,113	49.46
Maintenance Contracts	(316)	4,078	14,102	10,024	28.92
Memberships	0	247	1,200	953	20.58
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	0	0	2,000	2,000	0.00
PIO: Printing/Advertising	2,168	8,689	20,000	11,311	43.45
Postage	315	951	4,100	3,149	23.20
Recruitment	473	473	7,000	6,527	6.76
Repairs - Equipment	0	110	2,500	2,390	4.40
Supplies - Copier/Fax/Microflm	0	0	750	750	0.00
Supplies - Office	173	1,791	8,457	6,666	21.18
Supplies - Public Services	1,201	2,047	6,000	3,953	34.12
Telephone/Telecom	1,513	5,326	17,750	12,424	30.01
Total Other Operating Expenses	18,350	76,153	220,633	144,480	34.52
Regional Library Telecom Aid (RLTA)	0	83,093	168,305	85,212	49.37
Transportation					
Vehicle Expenses	0	0	1,600	1,600	0.00
Total Transportation	0	0	1,600	1,600	0.00
Materials					
Audio Visual	1,823	7,896	35,000	27,104	22.56
Digital	15,049	38,387	131,400	93,013	29.21
Online Resources	297	1,894	8,000	6,106	23.68
Periodicals	1,518	3,493	21,000	17,507	16.63
Print	12,701	87,779	225,000	137,221	39.01
Total Materials	31,388	149,449	430,400	280,951	34.72
Capital Expenditures					
Furniture & Equipment	0	0	10,000	10,000	0.00
Software & Hardware Upgrades	769	1,274	30,000	28,726	4.25
Total Capital Expenditures	769	1,274	40,000	38,726	3.19
Capital Fund Accountx					
Regional Office FF&E	4,083	16,333	49,000	32,667	33.33
Total Capital Fund Accounts	4,083	16,333	49,000	32,667	33.33
Total General Fund Expenditures	302,373	1,293,413	4,001,488	2,708,075	32.32
General Fund Revenue Over Expenditures	\$ 393,901	\$ 581,727	\$ 0	(581,727)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2024

	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	\$ 1,724	\$ 8,262	\$ 0	(8,262)	0.00
Endowment Revenue	2,145	2,145	0	(2,145)	0.00
Legacy Grant Revenue	16,177	47,312	0	(47,312)	0.00
Total Special Projects Revenue	20,046	57,719	0	(57,719)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	357	574	0	(574)	0.00
Donations - Materials: A/V	0	163	0	(163)	0.00
Donations - Materials: Other	0	415	0	(415)	0.00
Donations - Miscellaneous	1,124	6,294	0	(6,294)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	16,177	47,312	0	(47,312)	0.00
Misc. Local Grant Expense	2,990	7,879	0	(7,879)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	20,648	62,637	0	(62,637)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	196	5,254	0	(5,254)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	196	5,254	0	(5,254)	0.00
Total Special Projects Expenditures	20,844	67,891	0	(67,891)	0.00
Special Proj Rev Over (Under) Expend	\$ (798)	\$ (10,172)	\$ 0	10,172	0.00
GRAND TOTAL REVENUE	716,320	1,932,859	4,001,488	2,068,629	48.30
GRAND TOTAL EXPENDITURES	323,223	1,361,362	4,001,488	2,640,126	34.02
CHANGE IN FUND BALANCE	\$ 393,097	\$ 571,497	\$ 0	(571,497)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2024

9

	<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)	\$ 72,248	46,806	25,442	62,186	10,062
Cash - Payroll (Bell Bank)	2,913	6,472	(3,559)	6,496	(3,583)
Cash - Savings (Bell Bank)	1,155,599	1,151,539	4,060	1,071,781	83,818
Petty Cash	560	560	0	560	0
Investment Account	1,517,271	1,546,635	(29,364)	1,533,322	(16,051)
Accounts Receivable	371,416	(49)	371,465	1,227	370,189
Prepaid Expenses	48,905	56,189	(7,284)	34,032	14,873
Leased Assets	79,331	79,331	0	79,331	0
Accum Amort - Leased Assets	(65,564)	(60,385)	(5,179)	(52,426)	(13,138)
Subscription Assets	57,471	57,471	0	57,471	0
Accum Amort - Subscription	(15,045)	(15,045)	0	(15,045)	0
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(6,603)	(6,603)	0	(6,603)	0
Equipment and Fixtures	352,834	352,834	0	352,834	0
Accum Depr - Equip & Fixtures	(229,939)	(229,939)	0	(229,939)	0
Equipment & Fixtures - Donated	165,180	165,180	0	165,180	0
Accum Depr - Donated Equip	(147,368)	(147,368)	0	(147,368)	0
Endowment Funds	106,636	106,308	328	94,423	12,213
Amount Provided - LTD	98,897	104,234	(5,337)	112,338	(13,441)
	<u>3,578,609</u>	<u>3,228,037</u>	<u>350,572</u>	<u>3,133,667</u>	<u>444,942</u>
Total Assets	\$ 3,578,609	3,228,037	350,572	3,133,667	444,942
LIABILITIES					
Accounts Payable	\$ 34,758	61,941	(27,183)	83,745	(48,987)
Credit Card Payable	4,625	5,212	(587)	0	4,625
Amazon Charge Account	0	0	0	0	0
Accrued Salaries Payable	77,856	77,856	0	77,856	0
Accrued Sick Leave Payable	24,074	24,074	0	24,074	0
Accrued Vacation Payable	42,925	42,925	0	42,925	0
Payroll Tax Payable - ND	228	0	228	0	228
Life Insurance Payable	(16)	(16)	0	0	(16)
Dental Insurance Payable	(1,127)	(1,127)	0	0	(1,127)
Vision Insurance Payable	(8)	(8)	0	0	(8)
AFLAC Payable	449	449	0	0	449
Flexible Spending - Medical	(669)	2,670	(3,339)	2,160	(2,829)
Sales Tax Payable	246	682	(436)	753	(507)
Deferred Revenue	370,420	375,193	(4,773)	438,555	(68,135)
Lease Liability	14,267	19,604	(5,337)	27,708	(13,441)
Subscription Liability	17,631	17,631	0	17,631	0
	<u>585,659</u>	<u>627,086</u>	<u>(41,427)</u>	<u>715,407</u>	<u>(129,748)</u>
Total Liabilities	585,659	627,086	(41,427)	715,407	(129,748)
FUND BALANCES					
Fund Balance - Unreserved	167,740	167,740	0	(120,420)	288,160
Fund Bal - Operating Reserve	1,321,000	1,321,000	0	1,321,000	0
Fund Bal - Employee Severance	30,000	30,000	0	30,000	0
Fund Bal - Unemployment Comp.	53,000	53,000	0	53,000	0
Fund Bal - Vehicle Replacement	40,000	40,000	0	40,000	0
Fund Bal - Technology Upgrade	50,000	50,000	0	50,000	0
Fund Bal - Furn. & Equipment	76,333	72,250	4,083	60,000	16,333
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	75,000	75,000	0	75,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	22,000	22,000	0	22,000	0
Fund Bal - Joint Automation	81,000	81,000	0	81,000	0
Investment in Gen. Fixed Asset	147,971	147,971	0	147,971	0
Reserve for Leases	13,768	18,946	(5,178)	26,905	(13,137)
Reserve for Subscriptions	42,427	42,427	0	42,427	0
Reserve for Donations	91,794	91,794	0	91,794	0
Reserve for Endowments	94,423	94,423	0	94,423	0
Change in Fund Balance	571,494	178,400	393,094	288,160	283,334
	<u>2,992,950</u>	<u>2,600,951</u>	<u>391,999</u>	<u>2,418,260</u>	<u>574,690</u>
Total Fund Balances	2,992,950	2,600,951	391,999	2,418,260	574,690
Total Liabilities & Fund Bal.	\$ 3,578,609	3,228,037	350,572	3,133,667	444,942

LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
 FM-AREA FOUNDATION

2024 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$140	Reinvest
Crookston Library	\$775	Spend
Fertile Library	\$155	Reinvest
Hawley Library	\$875	Spend
Moorhead Library	\$200	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

“The LARL Board of Trustees will serve as the Endowment Fund Committee. During the first quarter of each year, the LARL Director will request recommendations from the local library entities regarding use of the annual income distributions for each of the thirteen sub-funds. The LARL Director will report these recommendations to the Endowment Fund Committee for consideration in its final disposition of the annual income distributions.”



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

The regional library system named below applies for funds as authorized and provided for in [Laws of Minnesota 2023, Regular Session, chapter 4, article 4, section 2, subdivision 5](#).

A completed application, due May 31, 2024 at 5 p.m., includes:

- This narrative form including assurances with signature(s) (PDF)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name: Lake Agassiz Regional Library

Address: 118 5th St S, Moorhead, MN 56560

Regional Library System Administrator Name: Liz Lynch

Phone: 218-233-3757

Email: lynchl@gsuite.larl.org

ACHF program coordinator name: Callie King

Phone: 218-233-3757

Email: kingc@gsuite.larl.org

Regional Library System Finance Manager: Jamie Sprynczynatyk

Phone: 218-233-3757

Email: spryj@gsuite.larl.org

Regional library system UEI Number: USD7KLYHG1Y3

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Chair, Regional Library System Governing Board

Regional Library System Administrator

Signature _____

Signature _____

Printed Name Terry Kaili

Printed Name Liz Lynch

Date 05/16/2024

Date 05/16/2024

ARTS AND CULTURAL HERITAGE FUND Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1. Use of Funds

Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of [Minnesota Rules, chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2. Terms of Acceptance

These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes 2021, [section 16B.97 Grants Management](#) and [section 16B.98 Grants Management](#) Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should

be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3. Grant Agreement Components

The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under [Minnesota Statutes, section 16B.97](#) except when superseded by specific instructions contained herein.

4. Payments

Payments will be distributed in ten equal payments beginning in fall 2024.

5. Program Reporting

Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

- a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2024 are due to MDE by September 30 of each year of the grant.
- b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2025 allocation, or by June 30, 2026, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.
- c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2025 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6. Financial Reporting

Financial Reporting Forms summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

- a) Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2024 – December 31, 2024	January 31, 2025
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – September 30, 2025	October 30, 2025
October 1, 2025 – December 31, 2025	February 1, 2026
January 1, 2026 – March 31, 2026	April 30, 2026

Time period	Due date
April 1, 2026 – June 30, 2026	July 30, 2026

- b) The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7. Budget Revisions

The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8. Continuation of Future Funding

Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2024 ACHF funds.

9. Discontinuation of Participation

If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. ([Minn. R. 3530.0200, subp. 4, C](#) (2013))

10. Cancellation

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.

- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11. Conditions of Payment

- a) The Grantee must comply with the [Minnesota Constitution, article XI, section 15](#), and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) Payments to individuals: The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12. Amendments

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13. Civil Rights Act

The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations ([Minn. R. 3530.0200, subp. 4, D](#) (2013)).

14. Internet Safety

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 489, article 6, section 27\(a\)](#) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, 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, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 492, article 1, section 49.5A](#), and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of [Minnesota Statutes 2021, section 617.241](#).

15. Audits

An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year ([Minn. R. 3530.1200 \(2013\)\)](#).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date (Minn. Stat. 16B.98, subd. 8 (2021)).

State and Federal Audits

The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. [Minnesota Statutes 2021, section 16C.05, subdivision 5](#) requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under [Minnesota Statutes 2021, section 16B.98, subdivision 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records

The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the

method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16. Subgrantees/Subcontractor/Consultant Services

If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of [Minnesota Statutes 2021, section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2021, section 177.41 through 177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18. Use of Works and Documents

Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to

reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes “Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19. Publicity

Any publicity regarding the subject matter of this grant contract must comply with [Laws of Minnesota 2011, 1st Spec. Sess., chapter 6, article 5, section 5](#) which amended [Minnesota Statutes 2021, section 129D.17, subdivision 2\(g\)](#) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee’s website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21. Government Data Practices

The Grantee and the State must comply with [Minnesota Statutes 2021, section 13 Government Data Practices](#) as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of [Minnesota Statutes 2021, section 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22. Data Disclosure

Under [Minnesota Statutes 2021, section 270C.65](#) and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23. Worker’s Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes 2021, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

26. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

27. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

28. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

29. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

30. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Minnesota Statutes Chapter 363A. Human Rights](#)

31. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

32. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

33. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes, section 201.162](#), Duties of State Agencies for the complete statute.

34. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

35. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

36. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

37. Contracting – Nongovernmental Entities

Pursuant to Minnesota Statute 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

38. Evidence-Based Education Grant Report

[Minnesota statute 127A.20](#) requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to section [3.195](#).

39. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- f. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the OGAN, other award document and relevant legislation.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2025 ACHF allocation to achieve the goals of the ACHF legislation, which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

Lake Agassiz Regional Library will be using the ACHF allocation to provide Minnesota based literary, historical, cultural, and artistic programs to residents of the seven counties served by LARL

2. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes ☒

No ☐

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative funds are used for planning the use of ACHF funds as well as preparation of reporting throughout the year.

3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes ☐

No ☒

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the Legislative Guide. These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the Legacy website. Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF Legislative Guide.

Lake Agassiz Regional Library will establish, track and measure outcomes based on communication with community members across the region. 1.) Individuals and families who attend Legacy Programs are encouraged to fill out a print evaluation form after each program. The forms are read and the comments are evaluated for future programming considerations, in addition to the impact the program has had on the community. 2.) Library employees are in attendance at every Legacy program. Employees are encouraged to engage attendees in conversation following the programs. Library customers are generally very vocal regarding their opinions and thoughts about programs and events. These comments are gathered to measure the impact on the community, and for use for future programming consideration. 3.) An online form for comments and evaluation is also available on larl.org. This form is used for the same type of evaluation as mentioned above.

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Library customers and community members residing within the geographic area of Lake Agassiz Regional Library have been VERY appreciative of rural libraries providing cultural, literary, historical, and arts programming in their communities. When filling out evaluations or conversing with library staff, community members thank us for the educational and enriching experiences. We are often reminded by individuals that not only are we offering new opportunities; we are doing it free of charge for the participants. Many of the rural communities served by LARL have a significant population who struggle financially and who do not have access to transportation. We are providing opportunities that they financially or geographically would not be able to obtain without the Arts and Cultural Heritage Fund and their local library

Thank you for completing the FY2025 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2025 (July 1, 2024-June 30, 2025)



Regional library system name: Lake Agassiz Regional Library

Full-time equivalents (FTE) funded with ACHF : 0.38

Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY25 Estimated Expenditures	Notes
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$116,605.41	
TOTAL	\$116,605.41	

Other estimated expenses (will be included above)	FY25 Estimated Expenditures	Notes
Contracted services	\$58,018.41	
Personnel	\$15,724.00	
Subgrants	\$0.00	
Advertising	\$18,435.00	
Collection	\$16,266.00	
Adminstration	\$8,162.00	
Total Other	\$116,605.41	

LAKE AGASSIZ REGIONAL LIBRARY

2025

Preliminary Budget

Draft #2

CATEGORY	2023 Budget	2024 Budget	2025 Budget	\$ Change	% Change
Personnel	2,622,350	2,828,600	2,978,350	149,750	5.29%
Library Materials	415,000	430,400	439,000	8,600	2.00%
Automation/Cataloging	190,600	197,750	207,400	9,650	4.88%
Programming & Staff Development	24,900	35,000	35,000	-	0.00%
Mileage & Board Meetings	25,900	30,200	30,200	-	0.00%
Regional Library Telecom Aid	162,180	168,305	168,305	-	0.00%
Other Operating Expenses	216,050	220,633	222,530	1,897	0.86%
Vehicle Expenses	1,600	1,600	1,500	(100)	-6.25%
Capital Expenses	40,000	89,000	40,000	(49,000)	-55.06%
Total Budget	3,698,580	4,001,488	4,122,285	120,797	3.02%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2025

Preliminary Budget

Draft #2

REVENUE	2023 Budget	2024 Budget	\$ Change	2025 Request
Becker County	415,295	427,690	9,360	437,050
Detroit Lakes	242,785	248,010	4,120	252,130
Clay County	318,265	326,320	6,260	332,580
Moorhead	807,550	824,280	12,930	837,210
Clearwater County	112,775	115,610	2,140	117,750
Mahnomen County	46,995	48,020	870	48,890
Mahnomen	23,285	23,800	340	24,140
Norman County	108,300	111,410	2,420	113,830
Polk County	290,870	299,320	6,320	305,640
Crookston	234,745	238,550	3,090	241,640
Wilkin County	58,390	59,690	1,000	60,690
Breckenridge	95,875	97,430	1,150	98,580
SUB-TOTAL	2,755,130	2,820,130	50,000	2,870,130
GRANTS				
State Basic Support	599,105	846,503	35,392	881,895
Regional Library Telecom Aid	162,180	168,305	-	168,305
TOTAL GRANTS	761,285	1,014,808	35,392	1,050,200
OTHER REVENUE				
Miscellaneous	92,300	112,700	700	113,400
Joint Automation	51,700	53,850	6,150	60,000
Fund Balance/Shortfall	38,165	-	28,555	28,555
TOTAL OTHER REVENUE	182,165	166,550	35,405	201,955
TOTAL REVENUE	3,698,580	4,001,488	120,797	4,122,285
EXPENDITURES				
Operating	3,658,580	3,912,488	169,797	4,082,285
Capital	40,000	89,000	(49,000)	40,000
TOTAL EXPENDITURES	3,698,580	4,001,488	120,797	4,122,285
				-

**Lake Agassiz Regional Library
Fund Balances
10 year history**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Budget 2024	Budget 2025
Year End Fund Balance	1,353,480	1,368,724	1,425,296	1,572,524	1,679,841	1,747,098	1,986,417	2,040,168	1,913,153	2,200,957	2,200,957	2,172,402
Annual Expenses	3,124,281	3,278,571	3,242,425	3,280,983	3,516,998	3,506,972	3,370,165	3,689,457	3,830,082	3,856,446	4,001,488	4,153,390
Fund Balance as % of Expenses	43%	42%	44%	48%	48%	50%	59%	55%	50%	57%	55%	52%
Fund Balance change from prior year	105,090	15,244	56,572	147,228	107,317	67,257	239,319	53,751	(127,015)	287,804	-	(28,555)

Monthly Report to the Board**Meeting Date: May 16, 2024****From: Liz Lynch, Executive Director****Director's Meetings**

April: MLA board of directors, 15; MCCPL Containment & Level 2; Fundraising webinar, 17; Furnishings with Innovative Office Solutions, 18; Executive Finance, 18; MCCPL Sustainability & Resiliency follow-up and furnishings, 19; Legislative, 22; MCCPL, Collection and Casework, 22; Innovative Solutions, 24; MCCPL Furniture Design, 24; MCCPL Children's Area, 25; MCCPL Safety & Security Discussion with fire, police and emergency services, 26; Crookston Collection Management, 30

May: MLA Legislative Committee, 1; MCCPL, Signage and Graphics, 2; MCCPL, Interior Finishes, 3; Crookston Collection Management, 6; Moorhead Collection Management Plan for 2024/25/26, 7; MCCPL Furniture Design, 8

LARL Staffing**Open positions:**

- LINK Site Coordinator, Lake Park, 6-10 hours per week
- Library Associate, Crookston Public Library, 40 hours per week
- We welcome substitute applications at all locations anytime

State-wide News:**MNLINK**

MNLINK is a statewide system that serves as an interlibrary loan interface for library patrons and staff. Through participating libraries, including public, school, academic and special libraries, patrons have easy access to the catalogs and materials in most Minnesota libraries.

MNLINK recently migrated to a new system, which has been years-in-the-making. Thanks to the MINITEX staff at the U of M, this new platform will allow libraries across the state to share their resources with patrons from all corners of MN. A special *thank you* to Kirsten Monson, LARL ILL Associate, who has had to learn the new staff side of MNLINK and will now train the rest of the LARL staff on the public side. And, *thank you* to Josh Stompro, LARL IT Director for his work on state-wide issues and assisting LARL with the migration.

To learn more about this service, visit <https://mnlink.org/>.

Minnesota Library Association (MLA) Legislative Priorities

The MN legislative session will end at midnight on Monday, May 20th. We are eagerly waiting to learn which MLA bills were included in the education and bonding bills. More to come...

LARL News:

Summer Library Experience

Libraries across the region are currently preparing for the Summer Library Experience, which encourages youth and families to read throughout the summer months and to attend family friendly events at their local library. All 13 branch libraries will be providing a minimum of eight events this summer during the months of June and July. Librarians are currently visiting schools and local organizations to get the word out about a fun-filled summer at the library.

Strategic Planning

It is time for LARL to begin the strategic planning process, resulting in a new plan that will span from 2025-2027. This process will include the following:

- Develop a region-wide survey to determine the wants and needs of the residents of the region
- Engage with the LARL board to determine a vision for the region
- Provide focus groups to engage with library customers and stakeholders
- Engage with staff at the annual Staff Day retreat in October to gather information and share community results
- Share the results and plan with the LARL Trustees at the November full board meeting

Upcoming Legacy Events

Operation D-Day: Minnesota in WWII with Historian Arn Kind

In this living history performance, Kind will bring history alive with a realistic portrayal of the invasion, which was accomplished by thousands of intrepid young American, British and Canadian soldiers parachuting out of the sky behind enemy lines and wading through heavy surf onto the beaches of Normandy.

- Fertile Public Library, Friday, June 7 at 2:00 p.m.
- Bagley American Legion, Saturday, June 8 at 11:00 a.m.
Offered in collaboration with Northern Exposure to Lifelong Learning (NELL)

Author Visit Featuring Candace Simar

Join your library for an author visit by Candace Simar, a multi-award-winning Minnesota author and poet from Pequot Lakes. Simar will visit the library to discuss her latest novel, *Sister Lumberjack*, which is set in the forests of northern Minnesota. Join us to hear about her writing style and experience writing historical novels.

- Fosston Public Library, Tuesday, May 7 at 2:00 p.m.
- Mahnomen Public Library, Tuesday, May 7 at 6:30 p.m.
- Barnesville Public Library, Wednesday, May 8 at 2:00 p.m.
- Moorhead Public Library, Wednesday, May 8 at 6:30 p.m.
- Detroit Lakes Public Library, Thursday, May 9 at 2:00 p.m.
- Bagley Public Library, Thursday, May 9 at 6:30 p.m.

Upcoming Dates:

- All LARL locations will be closed on Monday, May 27 in observance of Memorial Day.
- All LARL trustees are invited to attend the groundbreaking of the new Moorhead Community Center and Public Library/LARL Headquarters on Wednesday, June 5th at 3:00 p.m.
- All LARL locations will be closed on Wednesday, June 19 in observance of Juneteenth.
- The LARL Finance Committee will meet at 5:00 p.m. on Thursday, June 20th in the lower level of the Moorhead Public Library. The Full Board will meet at 5:30, following the finance meeting.

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 Executive 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 Executive Director, 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 Executive 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 meet annually to discuss the performance of the Executive Director and determine the need for an 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~~ Executive 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-Executive~~ 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 Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	4/1/24	Apple Store	2010-000	2.99
eft-4/01/24-1	4/1/24	Lakes Country Service Cooperative	1000-000	31,375.36
eft-4/1/24-1	4/1/24	Fidelity Security Life	1000-000	382.62
cc-4/1/24-1	4/1/24	SR Fax	2010-000	27.80
eft-4/1/24-2	4/1/24	WEX - FSA payments	1000-000	8.72
eft-4/2/24-1	4/2/24	Attendance On Demand	1000-000	237.00
eft-4/3/24-1	4/3/24	Pitney Bowes Purchase Power	1000-000	301.50
eft-4/3/24-2	4/3/24	Arvig	1000-000	97.14
eft-4/3/24-3	4/3/24	Arvig	1000-000	97.94
eft-4/3/24-4	4/3/24	Arvig	1000-000	89.56
eft-4/3/24-5	4/3/24	Arvig	1000-000	89.56
eft-4/3/24-6	4/3/24	Arvig	1000-000	39.91
eft-4/3/24-7	4/3/24	Amazon Capital Services	1000-000	2,570.92
71199	4/3/24	Baker & Taylor	1000-000	3,621.91
71199a	4/3/24	VOID	1000-000	
71199b	4/3/24	VOID	1000-000	
71200	4/3/24	Black Stone Publishing	1000-000	36.50
71201	4/3/24	The Erskine Echo	1000-000	35.00
71202	4/3/24	Bruce Fingerson	1000-000	1,000.00
71203	4/3/24	Jodi Harrington	1000-000	64.32
71204	4/3/24	Ryan James Jacobson	1000-000	2,000.00
71205	4/3/24	Lorrie LaDuke	1000-000	29.48
71206	4/3/24	Librarica LLC	1000-000	2,582.85
71207	4/3/24	Cindy Lichtsinn	1000-000	166.83
71208	4/3/24	Marco Technologies LLC	1000-000	2,182.85
71209	4/3/24	Krissa McGraw	1000-000	14.07
71210	4/3/24	Amy Nelson	1000-000	17.42
71211	4/3/24	Norman County Index	1000-000	150.00
71212	4/3/24	Paula Ous	1000-000	71.69
71213	4/3/24	Overdrive, Inc.	1000-000	1,158.15
71214	4/3/24	Polk County Fair	1000-000	200.00
71215	4/3/24	Katie Rinehart	1000-000	4.02
71216	4/3/24	Rochester Telecom Systems Inc.	1000-000	24.04
71216a	4/3/24	VOID	1000-000	

Lake Agassiz Regional Library

Check Register

38

For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
71217	4/3/24	Philip Spooner	1000-000	29.48
71218	4/3/24	Christy Underlee	1000-000	91.12
71219	4/3/24	Marlys Winkels	1000-000	54.27
eft-4/3/24-1	4/3/24	Lake Agassiz Regional Library	1010-000	25,000.00
cc-4/5/24-1	4/5/24	Sticker Mule, LLC	2010-000	128.00
eft-4/5/24-1	4/5/24	WEX - FSA payments	1000-000	4.46
eft-4/7/24-1	4/7/24	Cardmember Service	1000-000	3,908.92
cc-4/9/24-1	4/9/24	Ting	2010-000	26.25
eft-4/9/24-1	4/9/24	WEX - FSA payments	1000-000	2,159.68
71220	4/10/24	Alliance Courier	1000-000	2,115.40
71221	4/10/24	Baker & Taylor	1000-000	3,613.59
71221a	4/10/24	VOID	1000-000	
71222	4/10/24	Black Stone Publishing	1000-000	165.99
71223	4/10/24	Brady, Martz & Associates, P.C.	1000-000	10,000.00
71224	4/10/24	DEMCO	1000-000	3,579.67
71225	4/10/24	The Forum	1000-000	507.60
71226	4/10/24	Pam Goebel	1000-000	28.14
71227	4/10/24	Jodi Harrington	1000-000	139.36
71228	4/10/24	Elizabeth Hepola	1000-000	72.36
71229	4/10/24	KRJM	1000-000	200.00
71230	4/10/24	KROX-AM	1000-000	100.00
71231	4/10/24	Megan Krueger	1000-000	73.70
71232	4/10/24	Lakes Digital Sign Guys, LLC	1000-000	159.00
71233	4/10/24	Liz Lynch	1000-000	588.51
71234	4/10/24	Monoprice, Inc.	1000-000	112.48
71235	4/10/24	City of Moorhead	1000-000	5,468.50
71236	4/10/24	NW-Links	1000-000	19,067.96
71237	4/10/24	Overdrive, Inc.	1000-000	4,678.35
71238	4/10/24	Shortprinter	1000-000	363.29
71239	4/10/24	Christy Underlee	1000-000	66.33
71240	4/10/24	Marlys Winkels	1000-000	21.44
eft-4/10/24-1	4/10/24	Lake Agassiz Regional Library	1010-000	150,000.0
eft-4/10/24-2	4/10/24	Lake Agassiz Regional Library	1000-000	62,000.00

Lake Agassiz Regional Library

Check Register

39

For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-4/11/24-1	4/11/24	BPAS (VEBA contributions)	1000-000	2,289.80
eft-4/11/24-2	4/11/24	WEX - HSA Contributions	1000-000	505.09
eft-4/11/24-3	4/11/24	WEX - HSA Contributions	1000-000	1,161.84
cc-4/11/24	4/12/24	Library Marketing & Comm. Conferenc	2010-000	129.00
cc-4/12/24-1	4/12/24	Cardmember Service	2010-000	-500.00
eft-4/13/24-1	4/13/24	Allstream	1000-000	236.85
eft-4/15/24-1	4/15/24	Garden Valley Telephone Company	1000-000	49.93
eft-04/15/24-1	4/15/24	AFLAC	1000-000	673.04
cc-4/15/24-1	4/15/24	Halstad Telephone Company	2010-000	75.57
cc-4/15/24-2	4/15/24	Halstad Telephone Company	2010-000	33.79
cc-4/15/24-3	4/15/24	Rothsay Telephone	2010-000	71.47
eft-4/15/24-2	4/15/24	Federal Income Tax deposit	1000-000	18,597.28
eft-4/15/24-3	4/15/24	Minnesota State Income Tax	1000-000	1,549.00
eft-4/15/24-4	4/15/24	Payroll Professionals, Inc.	1000-000	133.65
eft-4/15/24-5	4/15/24	ING (Deferred Compensation)	1000-000	2,405.95
eft-4/15/24-6	4/15/24	Public Employees Retirement Associati	1000-000	12,183.45
eft-4/15/24-7	4/15/24	LARL Payroll	1005-000	63,765.44
cc-4/15/24-4	4/15/24	Uprinting.com	2010-000	1,252.96
cc-4/16/24-1	4/16/24	Zoom Video Communications, Inc	2010-000	79.00
cc-4/16/24-2	4/16/24	Minitex	2010-000	40.00
71241	4/17/24	Baker & Taylor	1000-000	2,478.46
71241a	4/17/24	VOID	1000-000	
71242	4/17/24	Black Stone Publishing	1000-000	272.54
71243	4/17/24	Barb Davis	1000-000	29.48
71244	4/17/24	Detroit Lakes Tribune	1000-000	139.88
71245	4/17/24	Jodi Harrington	1000-000	16.08
71246	4/17/24	Hennepin County Library	1000-000	20.00
71247	4/17/24	Megan Krueger	1000-000	29.48
71248	4/17/24	Metro Sales, Inc	1000-000	2,301.52
71249	4/17/24	NCPERS Group Life Ins.	1000-000	240.00
71250	4/17/24	Amy Nelson	1000-000	34.84
71251	4/17/24	ODP Business Solutions, LLC	1000-000	113.68
71252	4/17/24	Asha Osborn	1000-000	50.92
71253	4/17/24	Overdrive, Inc.	1000-000	5,919.39

Lake Agassiz Regional Library
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
71253a	4/17/24	VOID	1000-000	
71254	4/17/24	Dawn Fitzgerald	1000-000	75.00
71255	4/17/24	Estela Rodriguez	1000-000	135.00
71256	4/17/24	Philip Spooner	1000-000	71.69
71257	4/17/24	Marilyn Stordahl	1000-000	38.19
71258	4/17/24	Sugar Mama Bakery and Catering	1000-000	45.00
71259	4/17/24	Christy Underlee	1000-000	93.80
71260	4/17/24	Pamela Westby	1000-000	34.84
eft-04/19/24-1	4/19/24	Minnesota Revenue	1000-000	682.00
cc-4/19/24-1	4/19/24	Uprinting.com	2010-000	590.24
cc-4/19/24-2	4/19/24	Uprinting.com	2010-000	8.46
eft-4/19/24-1	4/19/24	Mutual of Omaha	1000-000	112.00
eft-4/22/24-1	4/22/24	WEX - FSA payments	1000-000	1,631.43
cc-4/23/24-1	4/23/24	4imprint, Inc.	2010-000	723.88
eft-4/23/24-1	4/23/24	WEX - FSA payments	1000-000	49.70
71261	4/24/24	Alliance Courier	1000-000	2,115.40
71262	4/24/24	ASP of Moorhead, Inc.	1000-000	1,655.20
71263	4/24/24	Baker & Taylor	1000-000	3,923.04
71263a	4/24/24	VOID	1000-000	
71264	4/24/24	Ross Bernstein Speaking	1000-000	1,000.00
71265	4/24/24	Black Stone Publishing	1000-000	34.99
71266	4/24/24	Gale/CENGAGE Learning	1000-000	486.00
71267	4/24/24	Linnea Dimich	1000-000	3.99
71268	4/24/24	Forum Communications Company	1000-000	175.00
71269	4/24/24	Jodi Harrington	1000-000	93.13
71270	4/24/24	The Hawley Herald, Inc.	1000-000	370.00
71271	4/24/24	Innovative Office Solutions, LLC	1000-000	909.60
71272	4/24/24	Steve Jacobson	1000-000	42.88
71273	4/24/24	Megan Krueger	1000-000	34.84
71274	4/24/24	Mahnomen Pioneer	1000-000	99.75
71275	4/24/24	Metropolitan Life Insurance Company	1000-000	1,088.10
71276	4/24/24	Overdrive, Inc.	1000-000	3,005.35
71277	4/24/24	Candice Rosin	1000-000	60.00

Lake Agassiz Regional Library
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
71278	4/24/24	Mark Titera	1000-000	139.36
71279	4/24/24	Christy Underlee	1000-000	113.23
71280	4/24/24	Carol Van Brocklin	1000-000	34.84
71281	4/24/24	Gary Willhite	1000-000	93.80
71282	4/24/24	Kevin Zepper	1000-000	900.00
eft-4/24/24-1	4/24/24	Lake Agassiz Regional Library	1010-000	120,000.0
eft-4/24/24-2	4/24/24	Lake Agassiz Regional Library	1000-000	65,000.00
eft-4/25/24-1	4/25/24	Arvig	1000-000	32.63
eft-4/25/24-2	4/25/24	Arvig	1000-000	182.50
eft-4/25/24-3	4/25/24	WEX Health, Inc.	1000-000	101.75
eft-4/26/24-1	4/26/24	WEX - HSA Contributions	1000-000	505.09
eft-4/30/24-5	4/26/24	Federal Income Tax deposit	1000-000	19,283.64
cc-4/26/24-1	4/26/24	Constant Contact	2010-000	261.00
cc-4/29/24-1	4/29/24	Sangoma US	2010-000	160.30
eft-4/30/2024-1	4/30/24	Garden Valley Telephone Company	1000-000	41.32
eft-4/30/24-2	4/30/24	Garden Valley Telephone Company	1000-000	41.32
eft-4/30/24-3	4/30/24	Garden Valley Telephone Company	1000-000	41.32
eft-4/30/24-4	4/30/24	Garden Valley Telephone Company	1000-000	76.69
eft-4/30/24-6	4/30/24	Minnesota State Income Tax	1000-000	1,651.00
eft-4/30/24-7	4/30/24	ING (Deferred Compensation)	1000-000	2,425.77
eft-4/30/24-8	4/30/24	Payroll Professionals, Inc.	1000-000	273.30
eft-4/30/24-9	4/30/24	Public Employees Retirement Associati	1000-000	12,636.45
eft-4/30/24-10	4/30/24	LARL Payroll	1005-000	66,754.25
eft-4/30/24-1	4/30/24	WEX - FSA payments	1000-000	134.00
68483V	4/30/24	Nicole Boewood	1000-000	-29.12
68578V	4/30/24	Nicole Boewood	1000-000	-25.74
68570V	4/30/24	Dawn Fitzgerald	1000-000	-10.00
68710V	4/30/24	Kai Thorstad	1000-000	-52.65
69002V	4/30/24	Amy Miranowski	1000-000	-31.59
69106V	4/30/24	Laura Gullickson	1000-000	-11.76
69315V	4/30/24	Estela Rodriguez	1000-000	-15.00
69501V	4/30/24	Heidi Moore	1000-000	-6.25
69749V	4/30/24	Megan Krueger	1000-000	-53.06
cc-4/30/24-1	4/30/24	Meta - Facebook	2010-000	211.13

Lake Agassiz Regional Library
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
Total				769,831.4