

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Date: Thursday, January 23, 2025**

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

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, January 23rd at 5:30 p.m. via Zoom. LARL Executive Director, Liz Lynch will lead the meeting from the lower level of Moorhead Public Library, 118 5<sup>th</sup> St S, Moorhead, in the Regional Office Headquarters, which will be open to the public.

**NOTE:** If you're unable to attend this meeting or would like to request a Zoom link, please email Liz at lynchl@larl.org by noon on the day of the meeting.

**AGENDA**

- 5:30 **1. CALL TO ORDER AND INTRODUCTION**– President Ebinger  
**PUBLIC INPUT**  
**APPROVAL OF AGENDA**
- 5:35 **2. MINUTES OF THE NOVEMBER 21, 2024 FULL BOARD MEETING**  
Enclosed
- Recommended Motion: Move to approve the November 21, 2024 Full Board Meeting Minutes as presented.***
- 5:40 **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS** - Ebinger
- a. Welcome to New Trustees**
- a. Ben Grimsley, Becker County
  - b. Clayton Briggs, City of Crookston
  - c. Emily Moore, City of Moorhead
- b. Administer Oath of Office**
- 5:55 **4. FINANCIAL REPORT** - Sprynczynatyk  
Enclosed

(continued)

**Agenda for the January 23, 2025 Full Board Meeting – Page 2**

6:00 5. FINANCE COMMITTEE REPORT – Jacobson

a. Approval of List of Authorized Institutions

*Recommended Motion: Move to approve the list of authorized institutions for 2025 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.*

b. 2025 Final Budget

Draft enclosed

*Recommended Motion: Move to approve the 2025 Budget as reviewed and recommended by the Finance Committee.*

c. Designated Funds

Draft enclosed

*Recommended Motion: Move to approve the 2025 Designated Funds as reviewed and recommended by the Director and the Finance Committee.*

6:15 6. DIRECTOR'S REPORT – Lynch

a. Director's Written Report

Enclosed

b. Moorhead Library/LARL Headquarters Building Project

6:25 7. PRESIDENT'S REPORT – Ebinger

a. 2025 Board Meeting Schedule (Draft)

Enclosed

*Recommended Motion: Move to approve the 2025 Board Meeting Schedule as presented.*

b. 2025 Board Committee Assignments

Enclosed: Board Committee Assignments

*Recommended Motion: Move to approve the 2025 Board Committee Assignments as presented.*

(continued)

**Agenda for the January 23, 2025 Full Board Meeting – Page 3****6:35 8. BOARD MEMBER REPORTS:**

**Becker County** – Barry Nelson, Ben Grimsley  
**Breckenridge** – Linda Holecek  
**Clay County** – David Ebinger  
**Clearwater County** – Mark Titera  
**Crookston** – Clayton Briggs  
**Detroit Lakes** – Connie Wood  
**Mahnomen** – LuAnn Durant  
**Mahnomen County** – David Geray  
**Moorhead** – Charley Johnson, Emily Moore & Chizuko Shastri  
**Norman County** – Steve Jacobson  
**Polk County** – Gary Willhite  
**Wilkin County** – Jon Braton

**MN Library Association/Library Trustees & Advocates Section** – Open  
**Northern Lights Library Network** – Linda Holecek and Linda Schell

**6:45 9. OTHER****7:00 10. ADJOURNMENT****MISC. ITEMS ENCLOSED:**

- a. Check Register – November and December 2024
- b. 2025 Board Directory

**UPCOMING MEETINGS/EVENTS**

**Book Blizzard Winter Reading Program**, January - February 2025

**All LARL Locations Closed:**

- **Presidents' Day**, February 17, 2025

**Executive Committee Meeting (as needed),**

February 20 at 5:30 p.m. at Moorhead Public Library

**Full Board Meeting**

March 27 at 5:30 p.m. at Moorhead Public Library, lower level

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 21, 2024. President Kalil called the meeting to order at 5:38pm.

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

**Board Members Absent:** Holecek, Johnson.

**Others Present:** Lynch, Sprynczynatyk, Linda Schell

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Ebinger/Jacobson) Move to approve the November 21, 2024 Agenda of the Full Board Meeting as presented. MCU.*

**MINUTES OF THE SEPTEMBER 19, 2024 FULL BOARD MEETING**

*(Willhite/Braton) Move to approve the September 19, 2024 Full Board Meeting Minutes as presented. MCU.*

**FINANCIAL REPORT**

Sprynczynatyk discussed that with 83.33% of the year complete 80.6% of budgeted expenses have been spent. Revenues are at 100.65% of budget due to quarterly billing, there will be minimal revenue coming in for the remainder of 2024.

**UNION NEGOTIATIONS**

Jacobson discussed the proposed Union contract for 2025-2027. The contract includes pay increases of 10% for 2025, 8% for 2026, and 6% for 2027. In addition, rather than having a \$.30 step increase for Assistants, and a \$.35 step increase for Associates, the annual % increase will be applied to each step of the pay grid.

(over)

**Minutes of the November 21, 2024 Full Board Meeting – Page 2**

**UNION NEGOTIATIONS - continued**

***(Willhite/Wood) Move to adopt the Union Contract for 2025-2027 as agreed upon by the LARL Negotiating Team and as recommended by the Finance Committee. MCU.***

**LARL WAGES FOR 2025**

Jacobson discussed the Finance Committees recommendation to the Full Board regarding non-union wages for 2025. The Finance Committee recommends the Market & Programming Coordinator, Business Office Associate, Computer Technician and Library Associate II's receive a 6% pay increase and the rest of the non-union staff receive a 4% increase in 2025.

***(Nelson/Braton) Move to approve the LARL wages for 2025 as recommended by the Finance Committee. MCU.***

**DIRECTOR'S REPORT**

Lynch discussed her written report.

Lynch thanked Laura Caroon and Terry Kalil for their time and dedication to LARL during their time on the Lake Agassiz Regional Library Board of Trustees.

Lynch discussed moving the January Full Board meeting to the 4th Thursday rather than the normal 3<sup>rd</sup> Thursday. After input from the Board members, it will be tentatively planned for January 23 and will be in person with an option for online attendance.

**MOORHEAD LIBRARY PROJECT UPDATE**

Caroon discussed the committee is working on fundraising for the Moorhead Community Center and Library. She also discussed the Entrepreneurial Center that the city received a grant for to be part of the new library.

**NOMINATING COMMITTEE**

Wood presented the slate of candidates recommended by the Nominating Committee for the Executive Committee for 2025: President – David Ebinger, Vice President – Gary Willhite, Treasurer – Steve Jacobson, Member At Large – Mark Titera, and Member At Large – Barry Nelson.

***(Wood/Menard) Move to approve slate of candidates for 2025 Executive Committee as recommended by the Nominations Committee. MCU.***

(continued on next page)

**Minutes of the November 21, 2024 Full Board Meeting – Page 3****PRESIDENT'S REPORT**

Kalil read her recommendation letter for Lynch to receive the MLA Above and Beyond Award for 2024. Lynch and her MLA Legislative Committee Co-Chair Sarah Hawkins received the MLA Above and Beyond Award for their legislative work this past biennium. Kalil discussed that employee mental health was a large focus at MLA.

Kalil thanked several individuals for her time on the LARL Board. Nelson was thanked for originally getting her on the LARL Board. Sprynczynatyk was thanked for years of provided financial info and support to the board. Former board members Paul Bursik, Betsy Vinz and Bob Perry were discussed. Lynch was thanked for everything she has done for LARL and MN Libraries.

**BOARD MEMBER REPORTS:****Becker County** (Kalil, Nelson)

Nelson thanked Kalil for her years of service. Nelson suggested looking into William Kent Krueger auctioning off naming rights in a future book.

**Breckenridge** (Holecek-absent)

No report.

**Clay County** (Ebinger)

Clay County is working to get a \$500,000 Restorative Justice grant. The County Detox Center will be opening within 2 weeks, a lighting issue needed to be fixed before they could open.

**Clearwater County** (Titera)

Titera thanked Kalil for her years of service. Clearwater County was just informed they are losing their County Attorney to a Judgeship appointment.

**Crookston** (Menard)

Menard thanked Kalil for her leadership. Crookston Public Library celebrated it's 40<sup>th</sup> anniversary, about 50 people attended the open house.

**Detroit Lakes** (Wood)

The parking lot and street work around the library is complete. The roof repair grant and the work with the library director and city is going to take some time and will likely be at least a year out.

**City of Mahanomen** (Durant)

Durant thanked Caroon and Kalil. The city likes the new book drop.

**Mahnomen County** (Geray)

Geray thanked Caroon and Kalil for their service.

**Moorhead** (Caroon, Johnson-absent, Shastri)

Caroon stated that City Hall has moved while the building is renovated. She thanked Kalil for her service.

Shastri thanked Kalil and Caroon for their years of service. Overall library usage is up.

(over)

**Minutes of the November 21, 2024 Full Board Meeting – Page 4****BOARD MEMBER REPORTS - continued:****Norman County** (Jacobsen)

No report.

**Polk County** (Willhite)

The levy looks to be around 3%. The long time Finance Director is leaving next month after 26 years.

**Wilkin County** (Braton)

Their levy looks to be at 7.4%. Braton thanked Kalil and Caroon for their service.

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

No report.

**Northern Lights Library Network** (Holecek-absent, Schell)

Schell reported the next meeting will be in December. NLLN sponsored a dinner with Senators Kunesh and Kupec. The focus was to give input to the Senators about the needs of libraries.

The meeting adjourned at 7:02.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Twelve Months Ending December 31, 2024

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 427,690	\$ 427,690	0	100.00
Detroit Lakes	0	248,010	248,010	0	100.00
Clay County	0	326,320	326,320	0	100.00
Moorhead	0	824,280	824,280	0	100.00
Clearwater County	0	115,610	115,610	0	100.00
Mahnomen County	0	48,020	48,020	0	100.00
Mahnomen	0	23,800	23,800	0	100.00
Norman County	0	111,410	111,410	0	100.00
Polk County	0	299,320	299,320	0	100.00
Crookston	0	238,550	238,550	0	100.00
Wilkin County	0	59,690	59,690	0	100.00
Breckenridge	0	97,430	97,430	0	100.00
<b>Total Signatory Funding</b>	<b>0</b>	<b>2,820,130</b>	<b>2,820,130</b>	<b>0</b>	<b>100.00</b>
<i>Grants</i>					
Basic Support - MN (RLBSS)	(1,116)	882,694	846,503	(36,191)	104.28
Reg Library Telecom Aid (RLTA)	19,068	168,305	168,305	0	100.00
<b>Total Grants</b>	<b>17,952</b>	<b>1,050,999</b>	<b>1,014,808</b>	<b>(36,191)</b>	<b>103.57</b>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	596	6,546	7,000	454	93.51
Printing Revenue	1,773	21,412	18,500	(2,912)	115.74
Fax Revenue	360	4,533	4,300	(233)	105.42
Microfilm Revenue	6	36	150	114	24.00
Photocopy Revenue	725	9,198	7,750	(1,448)	118.68
Book/Furniture Sale Revenue	135	3,173	0	(3,173)	0.00
Interest/Dividend Income	8,633	100,688	70,000	(30,688)	143.84
Investment Value Change	(27,289)	(21,932)	0	21,932	0.00
Lost/Damaged Property	611	7,051	5,000	(2,051)	141.02
Other Income	400	1,150	0	(1,150)	0.00
<b>Total Miscellaneous Revenue</b>	<b>(14,050)</b>	<b>131,855</b>	<b>112,700</b>	<b>(19,155)</b>	<b>117.00</b>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	50,800	50,800	0	100.00
MNLink Server Site Payments	257	3,080	3,050	(30)	100.98
<b>Total Joint Automation Revenue</b>	<b>257</b>	<b>53,880</b>	<b>53,850</b>	<b>(30)</b>	<b>100.06</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>4,159</b>	<b>4,056,864</b>	<b>4,001,488</b>	<b>(55,376)</b>	<b>101.38</b>
<b>General Fund Expenditures</b>					
<i>Personnel Expenses</i>					
Salaries	202,878	2,065,373	2,116,400	51,027	97.59
Payroll Taxes	14,035	153,876	163,750	9,874	93.97
Retirement - PERA	13,925	152,697	158,050	5,353	96.61
Health Insurance	32,373	374,970	383,950	8,980	97.66
Unemployment Taxes	0	57	0	(57)	0.00
Life Insurance	102	1,199	1,300	101	92.23
Workers Compensation Insurance	323	3,067	3,450	383	88.90
Other Employee Benefits	121	1,452	1,700	248	85.41
<b>Total Personnel</b>	<b>263,757</b>	<b>2,752,691</b>	<b>2,828,600</b>	<b>75,909</b>	<b>97.32</b>
<i>Automation/Cataloging</i>					
Automation	13,742	165,158	166,000	842	99.49
Support - App	0	3,853	3,900	47	98.79
Remote Printing	282	3,389	3,450	61	98.23
Catalog Item Records	1,164	13,678	13,400	(278)	102.07
Supplies - Computer	213	5,429	5,000	(429)	108.58
Supplies - Technical Services	3,070	6,527	6,000	(527)	108.78
<b>Total Automation/Cataloging</b>	<b>18,471</b>	<b>198,034</b>	<b>197,750</b>	<b>(284)</b>	<b>100.14</b>



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Twelve Months Ending December 31, 2024

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth/SLE	6,772	14,649	15,000	351	97.66
Programming - Adult	1,637	4,790	5,000	210	95.80
<b>Total Library Programming</b>	<b>8,409</b>	<b>19,439</b>	<b>20,000</b>	<b>561</b>	<b>97.20</b>
<b>Staff Development</b>					
Staff Training & Development	0	11,324	15,000	3,676	75.49
<b>Total Staff Development</b>	<b>0</b>	<b>11,324</b>	<b>15,000</b>	<b>3,676</b>	<b>75.49</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,532	27,765	24,600	(3,165)	112.87
Regional Board Meetings	0	4,756	5,600	844	84.93
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,532</b>	<b>32,521</b>	<b>30,200</b>	<b>(2,321)</b>	<b>107.69</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	968	18,453	18,050	(403)	102.23
Attorney Fees	0	950	2,000	1,050	47.50
Bus. Office Software/Supplies	0	2,153	2,000	(153)	107.65
Delivery Services	6,843	59,208	59,500	292	99.51
Director's Discretionary	0	0	2,000	2,000	0.00
Insurance - General/Property	1,848	22,180	23,000	820	96.43
Leases	135	26,314	27,924	1,610	94.23
Maintenance Contracts	2,443	16,006	14,102	(1,904)	113.50
Memberships	0	1,221	1,200	(21)	101.75
Minnesota Director's Fund	0	2,486	2,300	(186)	108.09
Miscellaneous Expense	0	116	2,000	1,884	5.80
PIO: Printing/Advertising	779	23,017	20,000	(3,017)	115.09
Postage	1,141	5,576	4,100	(1,476)	136.00
Recruitment	0	2,418	7,000	4,582	34.54
Repairs - Equipment	0	240	2,500	2,260	9.60
Supplies - Copier/Fax/Microfilm	0	380	750	370	50.67
Supplies - Office	472	8,468	8,457	(11)	100.13
Supplies - Public Services	867	5,513	6,000	487	91.88
Telephone/Telecom	2,103	18,284	17,750	(534)	103.01
<b>Total Other Operating Expenses</b>	<b>17,599</b>	<b>212,983</b>	<b>220,633</b>	<b>7,650</b>	<b>96.53</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>19,068</b>	<b>168,306</b>	<b>168,305</b>	<b>(1)</b>	<b>100.00</b>
<b>Transportation</b>					
Vehicle Expenses	0	0	1,600	1,600	0.00
<b>Total Transportation</b>	<b>0</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>0.00</b>
<b>Materials</b>					
Audio Visual	1,018	22,611	35,000	12,389	64.60
Digital	10,674	147,643	131,400	(16,243)	112.36
Hoopla Service	0	10,000	10,000	0	100.00
Online Resources	306	4,291	8,000	3,709	53.64
Periodicals	140	18,485	21,000	2,515	88.02
Print	9,581	227,425	225,000	(2,425)	101.08
<b>Total Materials</b>	<b>21,719</b>	<b>430,455</b>	<b>430,400</b>	<b>(55)</b>	<b>100.01</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	5,653	10,000	4,347	56.53
Software & Hardware Upgrades	25,755	29,498	30,000	502	98.33
<b>Total Capital Expenditures</b>	<b>25,755</b>	<b>35,151</b>	<b>40,000</b>	<b>4,849</b>	<b>87.88</b>
<b>Capital Fund Accountx</b>					
Regional Office FF&E	(44,917)	0	49,000	49,000	0.00
<b>Total Capital Fund Accounts</b>	<b>(44,917)</b>	<b>0</b>	<b>49,000</b>	<b>49,000</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>331,393</b>	<b>3,860,904</b>	<b>4,001,488</b>	<b>140,584</b>	<b>96.49</b>
General Fund Revenue Over Expenditures	\$ (327,234)	\$ 195,960	\$ 0	(195,960)	0.00

Lake Agassiz Regional Library  
 Statement of Revenues & Expenditures  
 Actual and Budget  
 For the Twelve Months Ending December 31, 2024

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 3,785	\$ 68,703	\$ 0	(68,703)	0.00
Endowment Revenue	0	1,650	0	(1,650)	0.00
Gain From Insurance Claim	0	2,701	0	(2,701)	0.00
Telecom/E-rate Funds	2,040	10,858	0	(10,858)	0.00
Legacy Grant Revenue	8,456	169,474	0	(169,474)	0.00
Miscellaneous Local Grants	0	3,000	0	(3,000)	0.00
	<u>14,281</u>	<u>256,386</u>	<u>0</u>	<u>(256,386)</u>	<u>0.00</u>
<b>Total Special Projects Revenue</b>	<b>14,281</b>	<b>256,386</b>	<b>0</b>	<b>(256,386)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	76	7,982	0	(7,982)	0.00
Donations - Materials: A/V	0	163	0	(163)	0.00
Donations - Materials: Other	314	1,929	0	(1,929)	0.00
Donations - Miscellaneous	813	20,289	0	(20,289)	0.00
Legacy Grant Expense	8,456	169,474	0	(169,474)	0.00
Telecom/E-rate Expenses	2,040	10,858	0	(10,858)	0.00
Misc. Local Grant Expense	0	7,879	0	(7,879)	0.00
<b>Projects from Designated Funds:</b>					
Desig Funds - Consultant Study	0	1,300	0	(1,300)	0.00
	<u>11,699</u>	<u>219,874</u>	<u>0</u>	<u>(219,874)</u>	<u>0.00</u>
<b>Total Special Projects Miscellaneous</b>	<b>11,699</b>	<b>219,874</b>	<b>0</b>	<b>(219,874)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0	42,651	0	(42,651)	0.00
Insurance Claim - Furn & Equip	0	3,701	0	(3,701)	0.00
<b>Projects from Designated Funds:</b>					
	<u>0</u>	<u>46,352</u>	<u>0</u>	<u>(46,352)</u>	<u>0.00</u>
<b>Total Special Projects Capital</b>	<b>0</b>	<b>46,352</b>	<b>0</b>	<b>(46,352)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>11,699</b>	<b>266,226</b>	<b>0</b>	<b>(266,226)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 2,582	\$ (9,840)	\$ 0	9,840	0.00
GRAND TOTAL REVENUE	18,440	4,313,250	4,001,488	(311,762)	107.79
GRAND TOTAL EXPENDITURES	343,092	4,127,130	4,001,488	(125,642)	103.14
CHANGE IN FUND BALANCE	\$ (324,652)	\$ 186,120	\$ 0	(186,120)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
December 31, 2024**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 57,291	62,686	(5,395)	62,186	(4,895)
Cash - Payroll (Bell Bank)	7,443	5,720	1,723	6,496	947
Cash - Savings (Bell Bank)	1,165,013	1,435,454	(270,441)	1,071,781	93,232
Petty Cash	560	560	0	560	0
Investment Account	1,568,111	1,589,580	(21,469)	1,533,322	34,789
Accounts Receivable	0	75	(75)	1,227	(1,227)
Prepaid Expenses	30,986	38,873	(7,887)	34,032	(3,046)
Leased Assets	40,744	79,331	(38,587)	79,331	(38,587)
Accum Amort - Leased Assets	(571)	(77,208)	76,637	(52,426)	51,855
Subscription Assets	83,002	100,288	(17,286)	57,471	25,531
Accum Amort - Subscription	(23,163)	(25,405)	2,242	(15,045)	(8,118)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(8,584)	(6,603)	(1,981)	(6,603)	(1,981)
Equipment and Fixtures	337,412	352,834	(15,422)	352,834	(15,422)
Accum Depr - Equip & Fixtures	(246,577)	(229,939)	(16,638)	(229,939)	(16,638)
Equipment & Fixtures - Donated	170,799	165,180	5,619	165,180	5,619
Accum Depr - Donated Equip	(149,106)	(147,368)	(1,738)	(147,368)	(1,738)
Endowment Funds	111,724	111,724	0	94,423	17,301
Amount Provided - LTD	335,799	110,625	225,174	112,338	223,461
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Total Assets	\$ 3,494,750	3,580,274	(85,524)	3,133,667	361,083
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<b>LIABILITIES</b>					
Accounts Payable	\$ 85,089	25,961	59,128	83,745	1,344
Credit Card Payable	0	15,691	(15,691)	0	0
Amazon Charge Account	0	0	0	0	0
Accrued Salaries Payable	93,202	77,856	15,346	77,856	15,346
Accrued Severance Payable	24,580	24,074	506	24,074	506
Accrued Sick/ESST Payable	185,469	0	185,469	0	185,469
Accrued Vacation Payable	44,067	42,925	1,142	42,925	1,142
Payroll Tax Payable - ND	0	256	(256)	0	0
Life Insurance Payable	0	(16)	16	0	0
Dental Insurance Payable	0	(1,281)	1,281	0	0
Vision Insurance Payable	0	14	(14)	0	0
AFLAC Payable	0	333	(333)	0	0
Flexible Spending - Medical	300	2,015	(1,715)	2,160	(1,860)
Sales Tax Payable	695	470	225	753	(58)
Deferred Revenue	375,063	367,023	8,040	438,555	(63,492)
Lease Liability	40,311	2,255	38,056	27,708	12,603
Subscription Liability	41,372	41,372	0	17,631	23,741
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Liabilities	890,148	598,948	291,200	715,407	174,741
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	109,989	167,440	(57,451)	(120,420)	230,409
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	109,000	104,917	4,083	60,000	49,000
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	117,811	147,971	(30,160)	147,971	(30,160)
Reserve for Leases	40,173	2,123	38,050	26,905	13,268
Reserve for Subscriptions	59,839	74,883	(15,044)	42,427	17,412
Reserve for Donations	82,944	91,794	(8,850)	91,794	(8,850)
Reserve for Endowments	111,724	94,423	17,301	94,423	17,301
Change in Fund Balance	186,122	510,775	(324,653)	288,160	(102,038)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Balances	2,604,602	2,981,326	(376,724)	2,418,260	186,342
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total Liabilities & Fund Bal.	\$ 3,494,750	3,580,274	(85,524)	3,133,667	361,083

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2025**  
**DRAFT FINAL BUDGET**  
 WITH COMPARISON TO PRELIMINARY BUDGET AND 2024 BUDGET  
 Approved: \_\_\_\_\_

CATEGORY	2024 Budget	2025 Prelim Budget (June 2024)	2025 Budget	Change from 2025 Prelim to 2025 Final		Change from 2024 Final to 2025 Final	
Personnel	2,828,600	2,977,750	3,047,500	69,750	2.3%	218,900	7.2%
Library Materials	430,400	439,000	439,000	-	0.0%	8,600	2.0%
Automation/Cataloging	197,750	207,400	207,200	(200)	-0.1%	9,450	4.6%
Programming & Staff Develop.	35,000	35,000	35,000	-	0.0%	-	0.0%
Mileage & Board Meetings	30,200	30,200	32,900	2,700	8.9%	2,700	8.2%
Regional Library Telecom Aid	168,305	168,305	161,188	(7,117)	-4.2%	(7,117)	-4.4%
Other Operating Expenses	220,633	222,530	226,900	4,370	2.0%	6,267	2.8%
Vehicle Expenses	1,600	1,500	1,500	-	0.0%	(100)	-6.7%
Capital Expenses	89,000	40,000	40,000	-	0.0%	(49,000)	-122.5%
<b>Total Budget</b>	<b>3,698,580</b>	<b>4,121,685</b>	<b>4,191,188</b>	<b>69,503</b>	<b>1.7%</b>	<b>189,700</b>	<b>4.5%</b>

(OVER)

**LAKE AGASSIZ REGIONAL LIBRARY  
2025  
Final Budget**

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

	2024	2025	2025	Change from 2025		Change from	
REVENUE	Budget	Prelim Budget (June 2024)	Final	Prelim to 2025 Final		2024 Final to 2025 Final	
Becker County	427,690	437,050	437,050				
Detroit Lakes	248,010	252,130	252,130				
Clay County	326,320	332,580	332,580				
Moorhead	824,280	837,210	837,210				
Clearwater County	115,610	117,750	117,750				
Mahnomen County	48,020	48,890	48,890				
Mahnomen	23,800	24,140	24,140				
Norman County	111,410	113,830	113,830				
Polk County	299,320	305,640	305,640				
Crookston	238,550	241,640	241,640				
Wilkin County	59,690	60,690	60,690				
Breckenridge	97,430	98,580	98,580				
<b>SUB-TOTAL</b>	<b>2,820,130</b>	<b>2,870,130</b>	<b>2,870,130</b>	<b>-</b>	<b>0.0%</b>	<b>50,000</b>	<b>1.8%</b>
<b>GRANTS</b>							
State Basic Support	846,503	881,895	879,663				
Regional Library Telecom Aid	168,305	168,305	161,188				
<b>TOTAL GRANTS</b>	<b>1,014,808</b>	<b>1,050,200</b>	<b>1,040,851</b>	<b>(9,349)</b>	<b>-0.9%</b>	<b>26,043</b>	<b>2.6%</b>
<b>OTHER REVENUE</b>							
Miscellaneous	112,700	113,400	120,200				
Joint Automation	53,850	60,000	60,000				
Fund Balance/Shortfall	-	27,955	100,007				
<b>TOTAL OTHER REVENUE</b>	<b>166,550</b>	<b>201,355</b>	<b>280,207</b>	<b>78,852</b>	<b>39.2%</b>	<b>113,657</b>	<b>68.2%</b>
<b>TOTAL REVENUE</b>	<b>4,001,488</b>	<b>4,121,685</b>	<b>4,191,188</b>	<b>69,503</b>	<b>1.7%</b>	<b>189,700</b>	<b>4.7%</b>
<b>EXPENDITURES</b>							
Operating	3,912,488	4,081,685	4,151,188				
Capital	89,000	40,000	40,000				
<b>TOTAL EXPENDITURES</b>	<b>4,001,488</b>	<b>4,121,685</b>	<b>4,191,188</b>	<b>69,503</b>	<b>1.7%</b>	<b>189,700</b>	<b>4.7%</b>

**LAKE AGASSIZ REGIONAL LIBRARY  
2025 Designated Fund Balances**

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

<u>Designated Fund</u>	<u>12/31/2023 Balance</u>	<u>12/31/2024 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	75,000	
3030 RO Furniture, Paint, & Equipment	15,000	60,000	
RO Furniture, Paint & Equipment saved 2024	-	49,000	
Additional funds approved by LARL Board May 2024		<u>66,000</u>	
Total approved for office furnishing, contingent upon lease agreement for LARL Regional Office		250,000	250,000
3065 Consultant Study	10,000	8,700	10,000
3010 Employee Severance	21,000	30,000	29,000
3087 Health Insurance	21,000	22,000	-
3090 Joint Automation Project - LARL & NWRL	101,000	81,000	72,000
3060 Library Materials	30,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	1,221,000	1,321,000	1,386,000
3040 Photocopiers/Printers/Scanners	10,000	10,000	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	20,000	20,000	20,000
3025 Technology Upgrades	46,000	50,000	50,000
3015 Unemployment Compensation	49,000	53,000	57,000
3020 Vehicle Replacement	40,000	40,000	40,000
<b>TOTALS</b>	<b><u>\$1,649,000</u></b>	<b><u>\$1,960,700</u></b>	<b><u>\$1,999,000</u></b>



## Monthly Report to the Board

**Meeting Date: January 23, 2025**

**From: Liz Lynch, Executive Director**

### Director's Meetings

**November:** Negotiations, 4; Crookston and Ada, 6; MLA Legislative Committee and Update meetings, 8; Crookston, 8; League of MN Cities training, 12; Hub Supervisor Meeting, 13; MCCPL Logo, 13; Niche Academy Demo and Training, 14; MLA Board Meeting, 18; Coordinating Team Meeting, 20; Online Training, 21; Full Board, 21; MHD Mayor's Circle Update, 26

**December:** CRPLSA, 5; MLA Legislative Update, 6; Multipurpose Grant Meeting, 9; Construction Site Tour, 11; branch interviews, 12, 16 & 18; MLA Board, 16; MHD Mayor's Circle, 17

**January:** MLA Legislative Committee, 3; NWLINKs, 14; MCCPL, 14

### LARL Staffing

Welcome to Alysha Kelly, Library Associate, Barnesville

Congratulations and Thank You to Jamie Chen and Ashley Slininger on your transition from Barnesville Substitutes to Library Associates.

### **Open positions:**

- Detroit Lakes Library Director, 40 hours per week
- Crookston Library Associate, 40 hours per week
- LARL welcomes substitute applications at all locations anytime. Substitutes currently needed in Lake Park and Mahnomen.

**Thank you to Pamela Westby, Detroit Lakes Library Director** for her 1.5 years of service to LARL, Detroit Lakes and the surrounding communities. Pamela served as the Director of the Detroit Lakes Public Library and oversaw operations in Breckenridge, Cormorant, Frazee, Lake Park, Mahnomen and Rothsay. We wish her the best on her next adventure. A reception will be held in her honor at the Detroit Lakes Public Library on Tuesday, January 28 from 3:15-4:30. The public is welcome to attend.

### LARL News

#### **hoopla:**

LARL has made the decision to discontinue the LARL hoopla subscription, effective January 31. The cost-per-transaction model is unsustainable for the LARL collection budget. For comparison our current digital circulation through November in Overdrive is 225,795 and only 19,977 in hoopla. On average we are spending \$2.50 for each checkout in hoopla versus .53 cents in Overdrive. During the month of November there were 3,683 unique users in Overdrive and only 659 in hoopla. Only 15% of the digital users in the month of November were from hoopla. LARL will use the hoopla funds to enhance our subscription to the Libby (Overdrive) eBook, audiobook, and magazine app.

(Continue to Next Page)

**(Director's Report Continued, page 2)****Library Use in 2024:**

- Circulation of library materials was up by 5%, with a total circulation (print and digital) of 768,242 items. 500,422 physical items were checked out in 2024, which is a 2% decrease from 2023.
- Digital Circulation in **OverDrive eBooks, eAudiobooks, and eMagazines** were up 16.8% over the previous year. Total digital circulation including both **OverDrive and hoopla** saw a total circulation of 267,820!
- Computer Use was down by 1% over the previous year. Total computer-use for the 13 libraries = 35,724 sessions.
- Customer printing through the use of the **Princh** app was up by 21% with 5,037 print jobs.
- LARL experienced more "New Customers" in 2023 than in any of the previous seven years. By breaking down barriers and allowing customers to sign-up for a library card online, library card registration increased significantly. 2024 experienced a slowdown, with 1% decrease (total of 4,754 new customers).
- Program attendance for the region increased by 25% with a total of 33,060 attendees!

**Hot Reads for Cold Nights:**

LARL is currently hosting the annual winter reading program for adults, *Hot Reads for Cold Nights*. Library customers are encouraged to track the number of books read during the months of January and February for a chance to win prizes.

**Statewide News****2025 Minnesota Legislative Priorities**

- **Capital Investment**
  - \$10M appropriation for Library Construction Grant funding and raise grant cap to \$2M.
- **Legacy**
  - \$3M per year appropriation in Arts & Cultural Heritage Funding for regional public library systems.

**Upcoming Meetings/Events**

- Executive Committee Meeting, February 20<sup>th</sup>
- Full Board Meeting, in person, lower level of the Moorhead Public Library, March 27 at 5:30 p.m.

**Moorhead Community Center and Public Library Update**

The construction project is progressing with columns in place. A topping out celebration will take place in late March, allowing stakeholders to sign the largest beam before putting it in place.

The Moorhead Friends of the Library are planning a Giving Hearts Day celebration on February 13<sup>th</sup> to raise funds for the new facility. Donations can be made to [friendsofthemoorheadlibrary.org/ghd](http://friendsofthemoorheadlibrary.org/ghd).

A \$500,000 grant has been submitted to the MN Department of Education by LARL for the furnishings of the library. We will learn the outcome in April 2025.

(End of Report)





**LARL BOARD OF TRUSTEES  
2025 MEETING SCHEDULE  
DRAFT**

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

<b>Month/Date</b>	<b>Group</b>	<b>Location</b>	<b>Special Topic</b>
<b>January 23</b> (one week later)	<b>Finance &amp; Full Board</b>	<b>Finance meets at 5:00 Full Board meets at 5:30</b>	<b>Adopt 2025 Final Budget</b>
<b>February 20</b>	<b>Executive</b>	<b>Moorhead @ 5:30</b>	
<b>March 27</b> (one week later)	<b>Full Board</b>	<b>Moorhead @ 5:30</b>	<b>Audit Report</b>
<b>April 17</b>	<b>Executive/ Finance</b>	<b>Moorhead @ 5:30</b>	<b>Draft 1/ 2026 Preliminary Budget</b>
<b>May 15</b>	<b>Full Board</b>	<b>Moorhead @ 5:30</b>	<b>Draft 2/ 2026 Preliminary Budget Review</b>
<b>June 18</b> (Wednesday)	<b>Finance &amp; Full Board</b>	<b>Moorhead Finance meets at 5:00 Full Board meets at 5:30</b>	<b>Adopt 2026 Preliminary Budget</b>
<b>July 17</b>	<b>Executive</b>	<b>Moorhead @ 5:30</b>	
<b>August 21</b>	<b>Executive</b>	<b>Moorhead @ 5:30</b>	
<b>September 18</b>	<b>Full Board</b>	<b>Moorhead @ 5:30</b>	
<b>October 16</b>	<b>Executive</b>	<b>Moorhead @ 5:30</b>	
<b>November 20</b>	<b>Full Board</b>	<b>Moorhead @ 5:30</b>	<b>Elections</b>
<b>December 18</b>	<b>Executive</b>	<b>Moorhead @ 5:30</b>	



**LARL BOARD OF TRUSTEES 2025 COMMITTEE ASSIGNMENTS**

Presented 01/23/2025 by Chair Ebinger

Signatory	Executive	Finance	Personnel	Nominations	Northern Lights Library Network (NLLN)
Becker County	Nelson	Nelson		Grimsley	
Breckenridge					Holecek
Clay County	P-Ebinger	**Ebinger	**Ebinger	**Ebinger	
Clearwater County	Titera	Titera			
Crookston		Briggs			
Detroit Lakes				*Wood	
Mahnomen			*Durant		
Mahnomen County			Geray		
Moorhead			Johnson	Shastri Moore	
Norman County	T-Jacobson	*Jacobson			
Polk County	VP-Willhite		Willhite		
Wilkin County				Braton	
					Schell

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

\*Chairperson

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

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

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	11/1/24	Apple Store	2010-000	2.99
eft-11/1/24-1	11/1/24	Lakes Country Service Cooperative	1000-000	30,616.16
cc-11/01/24-1	11/1/24	SR Fax	2010-000	29.75
eft-11/2/24-1	11/2/24	Amazon Capital Services	1000-000	2,168.10
eft-11/2/24-2	11/2/24	Attendance On Demand	1000-000	270.00
eft-11/03/24-1	11/3/24	Arvig	1000-000	40.16
eft-11/03/24-2	11/3/24	Arvig	1000-000	89.78
eft-11/03/24-3	11/3/24	Arvig	1000-000	89.78
eft-11/03/24-4	11/3/24	Arvig	1000-000	110.15
eft-11/03/24-5	11/3/24	Arvig	1000-000	97.36
eft-11/04/24-1	11/4/24	Pitney Bowes Purchase Power	1000-000	300.00
eft-11/4/24-1	11/4/24	Fidelity Security Life	1000-000	327.72
71954	11/6/24	Baker & Taylor	1000-000	12,165.52
71954a	11/6/24	VOID	1000-000	
71954b	11/6/24	VOID	1000-000	
71954c	11/6/24	VOID	1000-000	
71954d	11/6/24	VOID	1000-000	
71954e	11/6/24	VOID	1000-000	
71954f	11/6/24	VOID	1000-000	
71955	11/6/24	Alliance Courier	1000-000	2,115.40
71956	11/6/24	Black Stone Publishing	1000-000	719.82
71957	11/6/24	Gale/CENGAGE Learning	1000-000	59.18
71958	11/6/24	Coast To Coast Computer Products	1000-000	139.49
71959	11/6/24	The Creative Company	1000-000	35.98
71960	11/6/24	Kathy Dewey	1000-000	93.13
71961	11/6/24	EBSCO Information Services	1000-000	2.09
71962	11/6/24	Farm & Home Publishers, LTD.	1000-000	205.50
71963	11/6/24	Jodi Harrington	1000-000	64.32
71964	11/6/24	Innovative Office Solutions, LLC	1000-000	741.50
71965	11/6/24	The Library Store, Inc.	1000-000	7,197.90
71966	11/6/24	Chelsi Moe	1000-000	86.43
71967	11/6/24	New Century Press	1000-000	150.00
71968	11/6/24	Pioneer Photography & Services Inc	1000-000	1,160.36
71969	11/6/24	Overdrive, Inc.	1000-000	5,606.19

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
71969a	11/6/24	VOID	1000-000	
71970	11/6/24	Rochester Telecom Systems Inc.	1000-000	16.52
71970a	11/6/24	VOID	1000-000	
71971	11/6/24	Shortprinter	1000-000	164.40
71972	11/6/24	Philip Spooner	1000-000	93.80
71973	11/6/24	Hillary Stevens	1000-000	60.30
71974	11/6/24	Christy Underlee	1000-000	63.65
71975	11/6/24	Carol Van Brocklin	1000-000	34.84
71976	11/6/24	Marlys Winkels	1000-000	21.44
eft-11/6/24-1	11/6/24	Lake Agassiz Regional Library	1010-000	25,000.00
eft-11/7/24-1	11/7/24	Cardmember Service	1000-000	12,497.17
cc-11/07/24-1	11/7/24	The Chamber	2010-000	40.00
cc-11/8/24-1	11/8/24	Jackson Manufacturers Company, Inc.	2010-000	2,549.00
cc-11/10/24-1	11/10/24	Ting	2010-000	17.65
eft-11/11/24-1	11/11/24	Red River Communications	2010-000	46.02
eft-11/11/24-1	11/11/24	Lake Agassiz Regional Library	1010-000	125,000.0
eft-11/11/24-2	11/11/24	Lake Agassiz Regional Library	1000-000	70,000.00
eft-11/13/24-1	11/13/24	Allstream	1000-000	113.02
71977	11/13/24	ASP of Moorhead, Inc.	1000-000	2,303.00
71978	11/13/24	Baker & Taylor	1000-000	2,649.76
71978a	11/13/24	VOID	1000-000	
71979	11/13/24	Black Stone Publishing	1000-000	603.60
71980	11/13/24	The Creative Company	1000-000	37.98
71981	11/13/24	Custom Graphics, Inc.	1000-000	1,391.00
71982	11/13/24	Detroit Lakes Tribune	1000-000	139.88
71983	11/13/24	Linnea Dimich	1000-000	11.39
71984	11/13/24	Jodi Harrington	1000-000	64.32
71985	11/13/24	Anna Lassonde	1000-000	750.00
71986	11/13/24	Moorhead Community Education	1000-000	225.00
71987	11/13/24	Newman Signs, Inc.	1000-000	150.00
71988	11/13/24	Overdrive, Inc.	1000-000	3,690.33
71989	11/13/24	Solus UK Ltd	1000-000	3,853.24
71990	11/13/24	Jamie Sprynczynatyk	1000-000	110.55

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
71991	11/13/24	St. Paul Public Library	1000-000	26.95
71992	11/13/24	Christy Underlee	1000-000	95.81
71993	11/13/24	Pamela Westby	1000-000	74.37
eft-11/15/24-1	11/15/24	Garden Valley Telephone Company	1000-000	45.80
eft-11/15/24-2	11/15/24	AFLAC	1000-000	252.16
eft-11/15/24-1	11/15/24	Halstad Telephone Company	2010-000	76.08
eft-11/15/24-2	11/15/24	Halstad Telephone Company	2010-000	34.18
cc-11/15/24-1	11/15/24	Rothsay Telephone	2010-000	71.89
eft-11/15/24-3	11/15/24	Federal Income Tax deposit	1000-000	20,494.37
eft-11/15/24-4	11/15/24	Minnesota State Income Tax	1000-000	1,909.00
eft-11/15/24-5	11/15/24	ING (Deferred Compensation)	1000-000	2,271.65
eft-11/15/24-6	11/15/24	Payroll Professionals, Inc.	1000-000	154.80
eft-11/15/24-7	11/15/24	Public Employees Retirement Association	1000-000	13,282.00
eft-11/15/24-8	11/15/24	LARL Payroll	1005-000	69,926.70
cc-11/15/24-2	11/15/24	LibraryWorks, Inc.	2010-000	98.00
eft-11/17/24-1	11/17/24	WEX - FSA payments	1000-000	57.79
eft-11/18/24-1	11/18/24	BPAS (VEBA contributions)	1000-000	2,239.80
eft-11/18/24-2	11/18/24	WEX - HSA Contributions	1000-000	490.09
eft-11/18/24-3	11/18/24	WEX - HSA Contributions	1000-000	1,161.84
cc-11/18/24-1	11/18/24	4imprint, Inc.	2010-000	612.26
eft-11/19/24-1	11/19/24	Mutual of Omaha	1000-000	112.00
71994	11/20/24	Alliance Courier	1000-000	2,115.40
71995	11/20/24	Baker & Taylor	1000-000	1,729.24
71996	11/20/24	Black Stone Publishing	1000-000	407.52
71997	11/20/24	Joyce Christine Boike	1000-000	251.25
71998	11/20/24	Cedarburg Public Library	1000-000	36.00
71999	11/20/24	Custom Graphics, Inc.	1000-000	1,198.00
72000	11/20/24	Daily News / News Monitor	1000-000	285.76
72001	11/20/24	Equinox Open Library Initiative	1000-000	5,000.00
72002	11/20/24	Forum Communications Company	1000-000	190.00
72003	11/20/24	Jodi Harrington	1000-000	229.14
72004	11/20/24	Darlene Harrison	1000-000	2,250.00
72005	11/20/24	KDLM-AM/FM	1000-000	150.00
72006	11/20/24	Megan Krueger	1000-000	171.52

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
72007	11/20/24	Lakes Digital Sign Guys, LLC	1000-000	159.00
72008	11/20/24	Waukesha Public Library	1000-000	33.24
72009	11/20/24	Minnesota Public Radio	1000-000	100.00
72010	11/20/24	NCPERS Group Life Ins.	1000-000	448.00
72011	11/20/24	Shelley Paxton	1000-000	1,500.00
72012	11/20/24	SELCO	1000-000	14.05
72013	11/20/24	Rosella Sparrow	1000-000	18.09
72014	11/20/24	Philip Spooner	1000-000	34.84
72015	11/20/24	Christy Underlee	1000-000	22.11
72016	11/20/24	Gale/CENGAGE Learning	1000-000	182.34
72017	11/20/24	Overdrive, Inc.	1000-000	1,987.20
eft-11/21/24-1	11/21/24	Lake Agassiz Regional Library	1010-000	20,000.00
cc-11/22/24-1	11/22/24	Homeless Training Institute	2010-000	999.00
eft-11/25/24-1	11/25/24	Arvig	1000-000	33.47
eft-11/25/24-2	11/25/24	Arvig	1000-000	183.30
eft-11/25/24-3	11/25/24	WEX Health, Inc.	1000-000	101.75
eft-11/26/24-1	11/26/24	WEX - HSA Contributions	1000-000	490.09
eft-11/29/24-1	11/26/24	Federal Income Tax deposit	1000-000	18,958.82
72018	11/26/24	AFSCME Council 65	1000-000	523.30
72019	11/26/24	AFSCME PEOPLE	1000-000	42.50
72020	11/26/24	Baker & Taylor	1000-000	5,999.90
72020a	11/26/24	VOID	1000-000	
72020b	11/26/24	VOID	1000-000	
72021	11/26/24	Jon Braton	1000-000	37.52
72022	11/26/24	Custom Graphics, Inc.	1000-000	1,159.00
72023	11/26/24	DEMCO	1000-000	124.10
72024	11/26/24	Pam Goebel	1000-000	117.25
72025	11/26/24	Jodi Harrington	1000-000	22.11
72026	11/26/24	Steve Jacobson	1000-000	42.88
72027	11/26/24	Terry Kalil	1000-000	153.80
72028	11/26/24	Callie King	1000-000	60.30
72029	11/26/24	Megan Krueger	1000-000	106.53
72030	11/26/24	Metropolitan Life Insurance Company	1000-000	1,182.89

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

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Check #	Date	Payee	Cash Account	Amount
72031	11/26/24	Barry Nelson	1000-000	57.62
72032	11/26/24	ODP Business Solutions, LLC	1000-000	244.94
72033	11/26/24	Overdrive, Inc.	1000-000	5,635.00
72034	11/26/24	Sue Leyendecker	1000-000	40.00
72035	11/26/24	ProQuest LLC	1000-000	3,676.28
72036	11/26/24	Chizuko Shastri	1000-000	60.00
72037	11/26/24	Hillary Stevens	1000-000	60.30
72038	11/26/24	Christy Underlee	1000-000	95.81
72039	11/26/24	Pamela Westby	1000-000	452.25
72040	11/26/24	Gary Willhite	1000-000	93.80
72041	11/26/24	Connie Wood	1000-000	127.00
eft-11/26/24-1	11/26/24	Lake Agassiz Regional Library	1010-000	165,000.0
eft-11/26/24-2	11/26/24	Lake Agassiz Regional Library	1000-000	66,000.00
cc-11/26/24-1	11/26/24	Adobe	2010-000	235.17
cc-11/27/24	11/27/24	Sangoma US	2010-000	163.62
eft-11/29/24-5	11/29/24	Public Employees Retirement Association	1000-000	12,280.91
eft-11/29/24-3	11/29/24	Payroll Professionals, Inc.	1000-000	147.60
eft-11/29/24-4	11/29/24	ING (Deferred Compensation)	1000-000	2,249.63
eft-11/29/24-2	11/29/24	Minnesota State Income Tax	1000-000	1,730.00
eft-11/29/24-6	11/29/24	LARL Payroll	1005-000	64,323.56
eft-11/30/24-1	11/30/24	Garden Valley Telephone Company	1000-000	46.15
eft-11/30/24-2	11/30/24	Garden Valley Telephone Company	1000-000	81.03
eft-11/30/24-3	11/30/24	Garden Valley Telephone Company	1000-000	45.75
eft-11/30/24-4	11/30/24	Garden Valley Telephone Company	1000-000	45.82
cc-11/30/24-1	11/30/24	Meta - Facebook	2010-000	38.15
<b>Total</b>				<b><u>821,651.7</u></b>

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Dec 1, 2024 to Dec 31, 2024**

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Check #	Date	Payee	Cash Account	Amount
	12/1/24	Apple Store	2010-000	2.99
eft-12/2/24-1	12/2/24	Fidelity Security Life	1000-000	327.72
cc-12/2/24	12/2/24	US Postal Service	2010-000	72.00
cc-12/2/24-2	12/2/24	US Postal Service	2010-000	154.00
cc-12/2/24-3	12/2/24	SR Fax	2010-000	29.75
eft-12/3/24-1	12/3/24	Arvig	1000-000	44.11
eft-12/03/24-2	12/3/24	Arvig	1000-000	93.73
eft-12/03/24-3	12/3/24	Arvig	1000-000	93.73
eft-12/03/24-4	12/3/24	Arvig	1000-000	114.10
eft-12/03/24-5	12/3/24	Arvig	1000-000	101.31
eft-12/03/24-1	12/3/24	Attendance On Demand	1000-000	249.00
eft-12/04/24-1	12/4/24	Pitney Bowes Purchase Power	1000-000	300.00
eft-12/01/2024-	12/4/24	Lakes Country Service Cooperative	1000-000	30,527.18
eft-12/4/24-1	12/4/24	Amazon Capital Services	1000-000	3,357.70
72042	12/4/24	Alliance Courier	1000-000	1,903.86
72043	12/4/24	Baker & Taylor	1000-000	2,210.19
72043a	12/4/24	VOID	1000-000	
72044	12/4/24	Joyce Christine Boike	1000-000	54.27
72045	12/4/24	Meaghan Cronin	1000-000	56.95
72046	12/4/24	Jodi Harrington	1000-000	174.87
72047	12/4/24	Cindy Lichtsinn	1000-000	42.88
72048	12/4/24	Krissa McGraw	1000-000	14.07
72049	12/4/24	Newman Signs, Inc.	1000-000	150.00
72050	12/4/24	Overdrive, Inc.	1000-000	1,170.28
72051	12/4/24	Ramsey County Library	1000-000	17.99
72052	12/4/24	Rochester Telecom Systems Inc.	1000-000	6.11
72053	12/4/24	Marilyn Stordahl	1000-000	104.52
72054	12/4/24	Christy Underlee	1000-000	91.12
72055	12/4/24	Pamela Westby	1000-000	48.91
cc-12/5/24-1	12/5/24	Uprinting.com	2010-000	407.78
eft-12/07/24-1	12/7/24	Cardmember Service	1000-000	12,928.95
cc-12/08/24-1	12/8/24	Ting	2010-000	17.65
cc-12/11/24-1	12/11/24	Red River Communications	2010-000	46.02
72056	12/11/24	ASP of Moorhead, Inc.	1000-000	1,666.00



**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Dec 1, 2024 to Dec 31, 2024**

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Check #	Date	Payee	Cash Account	Amount
72057	12/11/24	Baker & Taylor	1000-000	2,776.56
72057a	12/11/24	VOID	1000-000	
72058	12/11/24	Black Stone Publishing	1000-000	404.42
72059	12/11/24	Joyce Christine Boike	1000-000	59.63
72060	12/11/24	Coast To Coast Computer Products	1000-000	278.98
72061	12/11/24	Communico	1000-000	8,750.00
72062	12/11/24	Meaghan Cronin	1000-000	11.39
72063	12/11/24	Michelle Fjeld	1000-000	30.15
72064	12/11/24	Jodi Harrington	1000-000	134.00
72065	12/11/24	KRJM	1000-000	150.00
72066	12/11/24	Megan Krueger	1000-000	85.76
72067	12/11/24	Melissa Larson	1000-000	29.48
72069	12/11/24	Overdrive, Inc.	1000-000	3,719.19
72070	12/11/24	Paper Roll Products	1000-000	790.75
72071	12/11/24	Shred Right	1000-000	85.06
72072	12/11/24	Hillary Stevens	1000-000	53.79
72073	12/11/24	Christy Underlee	1000-000	22.11
72074	12/11/24	Viking Library System Bookmobile	1000-000	25.00
72075	12/11/24	Pamela Westby	1000-000	20.10
cc-12/11/24-1	12/11/24	Bitwarden Inc	2010-000	432.00
cc-12/11/24-2	12/11/24	Porkbun.com	2010-000	50.37
cc-12/11/24	12/11/24	MakeStickers	2010-000	316.64
eft-12/12/24-1	12/12/24	Lake Agassiz Regional Library	1010-000	160,000.00
eft-12/12/24-2	12/12/24	Lake Agassiz Regional Library	1000-000	80,000.00
cc12/12/24-1	12/12/24	Uprinting.com	2010-000	-108.37
eft-12/13/24-1	12/13/24	AFLAC	1000-000	441.08
eft-12/13/24-2	12/13/24	Federal Income Tax deposit	1000-000	24,115.98
eft-12/13/24-3	12/13/24	Minnesota State Income Tax	1000-000	1,990.00
eft-12/13/24-4	12/13/24	Payroll Professionals, Inc.	1000-000	187.20
eft-12/13/24-5	12/13/24	ING (Deferred Compensation)	1000-000	2,243.89
eft-12/13/24-6	12/13/24	Public Employees Retirement Association	1000-000	15,317.29
eft-12/13/24-7	12/13/24	LARL Payroll	1005-000	80,522.95
eft-12/13/24-7	12/13/24	BPAS (VEBA contributions)	1000-000	2,189.80

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Dec 1, 2024 to Dec 31, 2024**

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Check #	Date	Payee	Cash Account	Amount
eft-12/13/24-8	12/13/24	WEX - HSA Contributions	1000-000	490.09
eft-12/13/24-9	12/13/24	WEX - HSA Contributions	1000-000	1,161.84
eft-12/14/24-1	12/14/24	Allstream	1000-000	113.02
eft-12/15/24-1	12/15/24	Garden Valley Telephone Company	1000-000	52.93
cc-12/15/24-1	12/15/24	Halstad Telephone Company	2010-000	40.14
cc-12/15/24-2	12/15/24	Halstad Telephone Company	2010-000	76.08
eft-12/15/24-1	12/15/24	Rothsay Telephone	2010-000	71.89
72076	12/18/24	Alliance Courier	1000-000	2,115.40
72077	12/18/24	Baker & Taylor	1000-000	2,076.05
72077a	12/18/24	VOID	1000-000	
72078	12/18/24	Black Stone Publishing	1000-000	284.64
72079	12/18/24	Meaghan Cronin	1000-000	34.84
72080	12/18/24	Custom Graphics, Inc.	1000-000	2,435.00
72081	12/18/24	Pam Goebel	1000-000	59.56
72082	12/18/24	Jodi Harrington	1000-000	123.34
72083	12/18/24	Innovative Office Solutions, LLC	1000-000	529.41
72084	12/18/24	Janette Hill Art LLC	1000-000	1,030.00
72085	12/18/24	Lerner Publishing Group	1000-000	2,314.67
72086	12/18/24	Liz Lynch	1000-000	34.84
72087	12/18/24	MN Counties Intergovernmental Trust	1000-000	58.00
72088	12/18/24	Minnesota Public Radio	1000-000	300.00
72089	12/18/24	Chelsi Moe	1000-000	48.91
72090	12/18/24	Moorhead Business Association	1000-000	650.00
72091	12/18/24	Amy Nelson	1000-000	16.08
72092	12/18/24	Paula Ous	1000-000	31.49
72093	12/18/24	Overdrive, Inc.	1000-000	758.19
72094	12/18/24	Theresa Sandness	1000-000	31.49
72095	12/18/24	Christy Underlee	1000-000	95.81
72096	12/18/24	Carol Van Brocklin	1000-000	34.84
cc-12/19/24-1	12/19/24	Pitney Bowes	2010-000	135.00
cc-12/19/24-2	12/19/24	Fun Express	2010-000	1,990.70
eft-12/19/24-1	12/19/24	Mutual of Omaha	1000-000	106.40
CC-12/20/24-1	12/20/24	Stingbox LLC	2010-000	180.00
CC-12/20/24-2	12/20/24	All Padlocks	2010-000	91.50

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Dec 1, 2024 to Dec 31, 2024**

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Check #	Date	Payee	Cash Account	Amount
CC-12/20/24-3	12/20/24	All Padlocks	2010-000	143.04
cc-12/23/24-1	12/23/24	IMPRINT	2010-000	388.74
cc-12/23/24-2	12/23/24	Uprinting.com	2010-000	933.00
eft-12/24/24-1	12/24/24	WEX - FSA payments	1000-000	2,975.85
eft-12/25/24-1	12/25/24	Arvig	1000-000	33.47
eft-12/25/24-2	12/25/24	Arvig	1000-000	192.16
eft-12/25/24-3	12/25/24	WEX Health, Inc.	1000-000	99.00
cc-12/26/24-1	12/26/24	Sangoma US	2010-000	163.27
72097	12/27/24	AFSCME Council 65	1000-000	462.12
72098	12/27/24	AFSCME PEOPLE	1000-000	42.50
72099	12/27/24	Baker & Taylor	1000-000	1,549.79
72099a	12/27/24	VOID	1000-000	
72100	12/27/24	Barnesville Record-Review	1000-000	44.00
72101	12/27/24	Black Stone Publishing	1000-000	73.00
72102	12/27/24	Custom Graphics, Inc.	1000-000	155.00
72103	12/27/24	InfoUSA Marketing, Inc.	1000-000	390.00
72104	12/27/24	Barb Davis	1000-000	34.84
72105	12/27/24	Laura Gullickson	1000-000	172.63
72106	12/27/24	Jodi Harrington	1000-000	22.11
72107	12/27/24	Lakes Country Service Cooperative	1000-000	247.00
72108	12/27/24	Lakes Digital Sign Guys, LLC	1000-000	159.00
72109	12/27/24	Krissa McGraw	1000-000	18.76
72110	12/27/24	Metropolitan Life Insurance Company	1000-000	1,123.75
72111	12/27/24	NCPERS Group Life Ins.	1000-000	224.00
72112	12/27/24	Overdrive, Inc.	1000-000	1,043.87
72113	12/27/24	Christy Underlee	1000-000	44.22
72114	12/27/24	Pamela Westby	1000-000	18.09
eft-12/27/24-1	12/27/24	Lake Agassiz Regional Library	1010-000	150,000.00
eft-12/27/24-2	12/27/24	Lake Agassiz Regional Library	1000-000	65,000.00
eft-12/29/24	12/29/24	Pitney Bowes	2010-000	86.09
eft-12/29/24-1	12/29/24	WEX - HSA Contributions	1000-000	490.09
eft-12/30/24-1	12/30/24	Garden Valley Telephone Company	1000-000	47.29
eft-12/30/24-2	12/30/24	Garden Valley Telephone Company	1000-000	81.03

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Dec 1, 2024 to Dec 31, 2024**

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<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
eft-12/30/24-3	12/30/24	Garden Valley Telephone Company	1000-000	45.75
eft-12/30/24-4	12/30/24	Garden Valley Telephone Company	1000-000	45.75
eft-12/31/24-1	12/31/24	Federal Income Tax deposit	1000-000	18,498.25
eft-12/31/24-2	12/31/24	Minnesota State Income Tax	1000-000	1,667.00
eft-12/31/24-3	12/31/24	North Dakota SITW	1000-000	428.00
eft-12/31/24-4	12/31/24	Payroll Professionals, Inc.	1000-000	158.40
eft-12/31/24-5	12/31/24	ING (Deferred Compensation)	1000-000	2,233.35
eft-12/31/24-6	12/31/24	Public Employees Retirement Association	1000-000	11,995.01
eft-12/31/24-7	12/31/24	LARL Payroll	1005-000	62,711.65
<b>Total</b>				<b><u>783,517.96</u></b>

## 2025 Lake Agassiz Regional Library Board of Trustees

**DRAFT**

Term	Name	Email	Address	Home	Cell/Work	Packet
<b>Becker County</b>						
2023-2025	Barry Nelson	bknelso@co.becker.mn.us	12972 Co Hwy 11, Audubon 56511		218-530-0179	?
2025-2027	Ben Grimsley	ben@bengrimsley.com	115 Willow St W #2D, Detroit Lakes 56501		218-847-2911	Email
<b>Breckenridge</b>						
2024-2026	Linda Holecek	leholecsek@rrt.net	419 Wilkin Ave #207, Breckenridge 56520	218-643-5443	218-643-8975	Print
<b>Clay County</b>						
2024-2026	David Ebinger	David.Ebinger@co.clay.mn.us	4111 10th St S, Moorhead 56560		701-212-0383	Print
<b>Clearwater County</b>						
2025-2027	Mark Titera	mark.titera@co.clearwater.mn.us	12968 340th St, Bagley 56621	218-694-2413	218-556-8722	Print
<b>Crookston</b>						
2025-2027	Clayton Briggs	clbriggs@centurylink.net	229 James Ave, Crookston 56716		218-289-4408	Print
<b>Detroit Lakes</b>						
2023-2025	Connie Wood	seawould2@gmail.com	333 Willow St E, Detroit Lakes 56501		218-2345982	Print
<b>Mahnomen</b>						
2023-2025	LuAnn Durant	luanndurant@outlook.com	609 So Railway St, Mahnomen 56557	218-935-5780	701-866-0379	Print
<b>Mahnomen County</b>						
2025-2027	David Geray	david.geray@co.mahnomen.mn.us	2428 250th Street, Mahnomen 56557		218-473-2425	?
<b>Moorhead</b>						
2025-2027	Emily Moore		, Moorhead 56560			?
2023-2025	Charley Johnson	charley@fargomoorhead.org	4235 40 <sup>th</sup> Ave S, Moorhead 56560			?
2023-2025	Chizuko Shastri	schizuko16@gmail.com	1319 16 <sup>th</sup> Ave S, Moorhead 56560	218-233-3132		Print
<b>Norman County</b>						
2024-2026	Steve Jacobson	steve.jacobson@co.norman.mn.us	1437 Co Hwy 4, Hendrum 56550	218-861-6155	218-790-7004	Email
<b>Polk County</b>						
2023-2025	Gary Willhite	gary.willhite@co.polk.mn.us	618 Lowell St, Crookston 56716		218-289-7507	Print
<b>Wilkin County</b>						
2024-2026	Jon Braton		1282 230 <sup>th</sup> Ave, Barnesville 56514			Print
<b>LARL Director</b>	Liz Lynch	lynchl@larl.org	118 5 <sup>th</sup> St S, Moorhead 56560	C: 701-238-0229	W: 218-233-3757 ext. 127	
<b>LARL HR &amp; Finance</b>	Jamie Sprynczynatyk	spryj@larl.org	118 5 <sup>th</sup> St S, Moorhead, MN 56560		W: 218-233-3757 ext. 123	

\*Indicates Trustee serving final term. Moorhead Trustees can only serve two full terms, while others can serve three.

Updated 01/13/2025