

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING  
Thursday, August 14, 2025 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/>

This meeting will be held in-person with an online option available via Zoom.

**AGENDA**

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

5:35    **2. MINUTES OF THE June 18, 2025 FULL BOARD MEETING** (Enclosed)

***Recommended Motion: Move to approve the June 18, 2025 Full Board Meeting Minutes as presented.***

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

5:45    **4. REPORT OF THE FINANCE COMMITTEE** – Jacobson

a. LARL Finance Committee Recommendation to approve the LARL Lease Agreement (Enclosed)

***Recommended Motion: Move approve the LARL Regional Office Lease agreement with the City of Moorhead at \$18 per square foot with a 1% annual increase for 10 years as recommended by the LARL Finance Committee.***

6:00    **5. DIRECTOR’S REPORT** – Lynch

a. Director’s Report (Enclosed)

6:10    **6. PRESIDENT’S REPORT** – President Ebinger

(over)

(Agenda continued, page 2)

6:15     **7. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley and Barry Nelson

**Breckenridge** – Linda Holecek

**Clay County** – David Ebinger

**Clearwater County** – Mark Titera

**Crookston** – Clayton Briggs

**Detroit Lakes** – Connie Wood

**Mahnomen** – LuAnn Durant

**Mahnomen County** – David Geray

**Moorhead** – 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 & Chizuko Shastri

6:30     **8. OTHER**

6:45     **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

a. Check Registers, June and July 2025 (Enclosed)

**UPCOMING MEETINGS/EVENTS**

Full Board Meeting will be held on Thursday, September 18 at 5:30 p.m. in the lower level of the Moorhead Public Library.

\* \* \*

*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 Wednesday, June 18, 2025 in person and online via Zoom. President Ebinger called the meeting to order at 5:45pm.

**Board Members Present:** Briggs, Durant, Ebinger (*President*), Geray (via Zoom), Grimsley, Holecek, Nelson, Jacobson, Shastri (via Zoom), Titera, Willhite.

**Board Members Absent:** Braton, Grimsley, Johnson, Wood.

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Nelson/Shastri) Move to approve the Agenda of the June 18, 2025 Full Board Meeting with the addition of item 3 b) Application for state Fiscal Year 2026 Legacy Funds (Arts and Cultural Heritage Program). MCU.*

**MINUTES OF THE MAY 15, 2025 FULL BOARD MEETING**

*(Willhite/Briggs) Move to approve the Minutes of the May 15, 2025 Full Board Meeting as presented. MCU.*

**FINANCIAL REPORT**

With 41.67% of 2025 complete, LARL spent 39.77% of budgeted expenses. Revenues are at 46.19% of budget due to LARL billing Signatories quarterly. Library Programming is at 16.61% of budget due to spending normally ramping up starting in May to prepare of the Summer Reading Program. Accounting fees are at 71.44% of budget due to the 2025 audit being paid for.

*(Jacobson/Durant) Move to approve the application for State FY2026 Regional Library Basic System Support. MCU.*

*(Biggs/Nelson) Move to approve the application to participate in State Regional Public Library System Arts and Cultural Heritage Program for FY 2026. MCU.*

(over)

## **Minutes of the June 18, 2025 Full Board Meeting – Page 2**

### **REPORT OF THE FINANCE COMMITTEE**

Jacobson discussed Draft #3 of the LARL 2026 budget. Nelson discussed that the increase to Moorhead includes funding for additional hours to be open on Sundays from Labor Day to Memorial Day.

***(Briggs/Durant) Move to approve the 2026 Preliminary Budget Draft #3. MCU.***

Jacobson mentioned the Finance Committee discussed the Regional Office lease with City of Moorhead, but did not have a recommendation at this time.

### **DIRECTOR'S REPORT**

Lynch discussed meeting with the City of Dilworth who is interested in possibly having a library in their new community center. There may be future meetings and it was discussed that a new library would need to be LARL Signatory.

Lynch and Sprynczynatyk did meet with developers about a potential building being built in Dilworth, they have not gotten back to LARL since the initial meeting.

Lynch and Sprynczynatyk also viewed a location in Moorhead at the strip mall located where the old Holiday Mall was located. The space was undeveloped, with sand floors and cinderblock walls.

An individual started a fire in a garbage can in the Crookston Library's men's restroom on Friday June 13. The restroom is a total loss, and the rest of the library needs to be cleaned of ash.

Lynch discussed her written report.

### **MOORHEAD COMMUNITY CENTER AND LIBRARY BUILDING PROJECT UPDATE**

Moore discussed that the building project is moving forward nicely. Lynch discussed that LARL has been very involved in the design process of the library and the Regional Office space which has been created specifically for LARL.

Nelson questioned if LARL's contributions to the project are being considered in the rent agreement and possibly a reason to reduce the rent being asked. LARL has approx. \$130,000 available for IT related expenses in the new building. The LARL Board has approved up to \$250,000 for Regional Office and Moorhead staff work area furnishings.

Ebinger discussed a lease the city has with Clay County being a 30 year lease at \$15 per square foot, with no annual increase. The most recent proposal by the city is \$18 per square foot with 2% annual increases for 10 years. With the wide area that LARL covers and needed increases from all Signatories it makes sense for LARL to consider other options.

(continued on next page)

**Minutes of the June 18, 2025 Full Board Meeting – Page 3**

**MOORHEAD COMMUNITY CENTER AND LIBRARY BUILDING PROJECT UPDATE - continued**

The lease term and annual increases were discussed and LARL's need is only for office space. Lynch reiterated that we are at the time when furnishings need to be ordered.

A meeting will be scheduled as soon as possible for the Finance Committee to come up with a new proposal.

***(Nelson/Willhite) Move to authorize the LARL Finance Committee with Moore to negotiate a new rental agreement with the City of Moorhead. MCU.***

**PRESIDENT'S REPORT**

No report.

**BOARD MEMBER REPORTS:**

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

No report.

**Breckenridge** (Holecek)

No report.

**Clay County** (Ebinger)

No report.

**Clearwater County** (Titera-absent)

No report.

**Crookston** (Briggs)

Crookston is having issues with their city pool and the costs to keep it running.

**Detroit Lakes** (Wood-absent)

No report

**City of Mahnomen** (Durant)

No report.

**Mahnomen County** (Geray)

No report.

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

Summer Reading Program is off to a great start.

**Norman County** (Jacobsen)

No report.

(over)

**Minutes of the June 18, 2025 Full Board Meeting – Page 4****BOARD MEMBER REPORTS - continued:****Polk County** (Willhite)

An individual came to the truth in taxation meeting and said they thought their tax value was too low which was a first for the County.

**Wilkin County** (Braton-absent)

No report

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

No report.

**Northern Lights Library Network** (Holecek, Shastri)

No report.

The meeting adjourned at 6:55.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Seven Months Ending July 31, 2025

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<b>Signatory Funding</b>					
Becker County	\$ 109,262.50	\$ 327,787.50	\$ 437,050.00	109,262.50	75.00
Detroit Lakes	63,032.50	189,097.50	252,130.00	63,032.50	75.00
Clay County	83,145.00	249,435.00	332,580.00	83,145.00	75.00
Moorhead	209,302.50	627,907.50	837,210.00	209,302.50	75.00
Clearwater County	29,437.50	88,312.50	117,750.00	29,437.50	75.00
Mahnomen County	12,222.50	36,667.50	48,890.00	12,222.50	75.00
Mahnomen	6,035.00	18,105.00	24,140.00	6,035.00	75.00
Norman County	28,457.50	85,372.50	113,830.00	28,457.50	75.00
Polk County	76,410.00	229,230.00	305,640.00	76,410.00	75.00
Crookston	60,410.00	181,230.00	241,640.00	60,410.00	75.00
Wilkin County	15,172.50	45,517.50	60,690.00	15,172.50	75.00
Breckenridge	24,645.00	73,935.00	98,580.00	24,645.00	75.00
<b>Total Signatory Funding</b>	<b>717,532.50</b>	<b>2,152,597.50</b>	<b>2,870,130.00</b>	<b>717,532.50</b>	<b>75.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	87,966.34	439,831.71	879,663.00	439,831.29	50.00
Reg Library Telecom Aid (RLTA)	17,470.00	131,907.52	161,188.00	29,280.48	81.83
<b>Total Grants</b>	<b>105,436.34</b>	<b>571,739.23</b>	<b>1,040,851.00</b>	<b>469,111.77</b>	<b>54.93</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	584.57	3,570.33	6,500.00	2,929.67	54.93
Printing Revenue	2,194.39	13,690.34	21,000.00	7,309.66	65.19
Fax Revenue	451.23	3,160.99	4,500.00	1,339.01	70.24
Microfilm Revenue	0.00	63.41	100.00	36.59	63.41
Photocopy Revenue	708.57	6,636.64	9,100.00	2,463.36	72.93
Book/Furniture Sale Revenue	567.66	2,585.29	0.00	(2,585.29)	0.00
Interest/Dividend Income	6,842.27	55,197.47	73,000.00	17,802.53	75.61
Investment Value Change	(8,454.34)	(42,655.59)	0.00	42,655.59	0.00
Lost/Damaged Property	955.89	4,120.09	6,000.00	1,879.91	68.67
Other Income	400.00	400.00	0.00	(400.00)	0.00
<b>Total Miscellaneous Revenue</b>	<b>4,250.24</b>	<b>46,768.97</b>	<b>120,200.00</b>	<b>73,431.03</b>	<b>38.91</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	15,000.00	45,000.00	60,000.00	15,000.00	75.00
MNLink Server Site Payments	0.00	0.00	0.00	0.00	0.00
<b>Total Joint Automation Revenue</b>	<b>15,000.00</b>	<b>45,000.00</b>	<b>60,000.00</b>	<b>15,000.00</b>	<b>75.00</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>100,007.00</b>	<b>100,007.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>842,219.08</b>	<b>2,816,105.70</b>	<b>4,191,188.00</b>	<b>1,375,082.30</b>	<b>67.19</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	184,887.20	1,243,723.71	2,280,300.00	1,036,576.29	54.54
Payroll Taxes	14,021.89	94,234.51	176,300.00	82,065.49	53.45
Retirement - PERA	13,795.87	93,542.77	170,200.00	76,657.23	54.96
Health Insurance	33,697.30	232,069.69	414,050.00	181,980.31	56.05
Unemployment Taxes	7.24	7.24	0.00	(7.24)	0.00
Life Insurance	105.20	725.20	1,250.00	524.80	58.02
Workers Compensation Insurance	277.33	1,941.35	3,700.00	1,758.65	52.47
Other Employee Benefits	121.00	847.00	1,700.00	853.00	49.82
<b>Total Personnel</b>	<b>246,913.03</b>	<b>1,667,091.47</b>	<b>3,047,500.00</b>	<b>1,380,408.53</b>	<b>54.70</b>
<b>Automation/Cataloging</b>					
Automation	20,006.87	107,410.09	178,800.00	71,389.91	60.07
Remote Printing	282.41	1,976.87	3,400.00	1,423.13	58.14
Catalog Item Records	1,213.01	8,194.19	14,000.00	5,805.81	58.53
Supplies - Computer	323.95	2,432.28	5,000.00	2,567.72	48.65
Supplies - Technical Services	949.91	3,061.51	6,000.00	2,938.49	51.03
<b>Total Automation/Cataloging</b>	<b>22,776.15</b>	<b>123,074.94</b>	<b>207,200.00</b>	<b>84,125.06</b>	<b>59.40</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Seven Months Ending July 31, 2025

	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	294.31	3,973.38	15,000.00	11,026.62	26.49
Programming - Adult	0.00	150.00	5,000.00	4,850.00	3.00
<b>Total Library Programming</b>	<b>294.31</b>	<b>4,123.38</b>	<b>20,000.00</b>	<b>15,876.62</b>	<b>20.62</b>
<b>Staff Development</b>					
Staff Training & Development	37.61	1,434.64	15,000.00	13,565.36	9.56
<b>Total Staff Development</b>	<b>37.61</b>	<b>1,434.64</b>	<b>15,000.00</b>	<b>13,565.36</b>	<b>9.56</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	2,536.80	15,129.10	27,100.00	11,970.90	55.83
Regional Board Meetings	554.20	3,707.00	5,800.00	2,093.00	63.91
<b>Total Mileage/Board Meeting Expenses</b>	<b>3,091.00</b>	<b>18,836.10</b>	<b>32,900.00</b>	<b>14,063.90</b>	<b>57.25</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	693.71	14,694.28	18,600.00	3,905.72	79.00
Attorney Fees	0.00	0.00	1,500.00	1,500.00	0.00
Bus, Office Software/Supplies	290.10	650.09	2,000.00	1,349.91	32.50
Delivery Services	2,223.38	31,649.62	60,500.00	28,850.38	52.31
Director's Discretionary	0.00	69.60	2,000.00	1,930.40	3.48
Insurance - General/Property	2,099.33	14,695.35	25,200.00	10,504.65	58.31
Leases	5,523.00	19,369.98	26,050.00	6,680.02	74.36
Maintenance Contracts	404.87	10,378.06	15,200.00	4,821.94	68.28
Memberships	200.00	495.00	1,200.00	705.00	41.25
Minnesota Director's Fund	0.00	354.00	2,450.00	2,096.00	14.45
Miscellaneous Expense	0.00	461.81	2,000.00	1,538.19	23.09
PIO: Printing/Advertising	4,884.39	13,921.38	24,350.00	10,428.62	57.17
Postage	950.00	2,145.99	5,100.00	2,954.01	42.08
Recruitment	0.00	846.09	5,000.00	4,153.91	16.92
Repairs - Equipment	82.65	478.52	2,500.00	2,021.48	19.14
Supplies - Copier/Fax/Microfilm	169.96	169.96	750.00	580.04	22.66
Supplies - Office	1,828.79	4,874.62	8,500.00	3,625.38	57.35
Supplies - Public Services	2,077.55	4,688.46	6,000.00	1,311.54	78.14
Telephone/Telecom	1,667.28	9,987.35	18,000.00	8,012.65	55.49
<b>Total Other Operating Expenses</b>	<b>23,095.01</b>	<b>129,930.16</b>	<b>226,900.00</b>	<b>96,969.84</b>	<b>57.26</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>17,470.00</b>	<b>131,907.52</b>	<b>161,188.00</b>	<b>29,280.48</b>	<b>81.83</b>
<b>Transportation</b>					
Vehicle Expenses	0.00	0.00	1,500.00	1,500.00	0.00
<b>Total Transportation</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>Materials</b>					
Audio Visual	1,875.31	15,450.57	25,000.00	9,549.43	61.80
Digital	14,445.94	96,991.88	140,000.00	43,008.12	69.28
Hoopla Service	0.00	0.00	0.00	0.00	0.00
Online Resources	306.36	2,144.52	3,700.00	1,555.48	57.96
Periodicals	12,175.99	16,862.48	23,300.00	6,437.52	72.37
Print	14,028.92	158,118.66	247,000.00	88,881.34	64.02
<b>Total Materials</b>	<b>42,832.52</b>	<b>289,568.11</b>	<b>439,000.00</b>	<b>149,431.89</b>	<b>65.96</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	5,223.84	10,000.00	4,776.16	52.24
Software & Hardware Upgrades	504.36	2,971.35	30,000.00	27,028.65	9.90
<b>Total Capital Expenditures</b>	<b>504.36</b>	<b>8,195.19</b>	<b>40,000.00</b>	<b>31,804.81</b>	<b>20.49</b>
<b>Capital Fund Accounts</b>					
Regional Office FF&E	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Fund Accounts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>357,013.99</b>	<b>2,374,161.51</b>	<b>4,191,188.00</b>	<b>1,817,026.49</b>	<b>56.65</b>
General Fund Revenue Over Expenditures	\$ 485,205.09	\$ 441,944.19	\$ 0.00	(441,944.19)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Seven Months Ending July 31, 2025

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 2,498.06	\$ 28,600.99	\$ 0.00	(28,600.99)	0.00
Endowment Revenue	0.00	1,820.00	0.00	(1,820.00)	0.00
Gain From Insurance Claim	8,895.12	8,895.12	0.00	(8,895.12)	0.00
Telecom/E-rate Funds	75.00	75.00	0.00	(75.00)	0.00
Legacy Grant Revenue	20,931.40	78,196.35	0.00	(78,196.35)	0.00
Miscellaneous Local Grants	0.00	2,900.00	0.00	(2,900.00)	0.00
<b>Total Special Projects Revenue</b>	<b>32,399.58</b>	<b>120,487.46</b>	<b>0.00</b>	<b>(120,487.46)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	125.88	2,800.54	0.00	(2,800.54)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	200.00	1,919.13	0.00	(1,919.13)	0.00
Donations - Miscellaneous	821.32	15,980.57	0.00	(15,980.57)	0.00
Donations - Book Truck	0.00	0.00	0.00	0.00	0.00
Legacy Grant Expense	20,931.40	78,196.35	0.00	(78,196.35)	0.00
Telecom/E-rate Expenses	75.00	75.00	0.00	(75.00)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Miscellaneous</b>	<b>22,153.60</b>	<b>98,971.59</b>	<b>0.00</b>	<b>(98,971.59)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0.00	3,049.90	0.00	(3,049.90)	0.00
Insurance Claim - Furn & Equip	0.00	9,959.12	0.00	(9,959.12)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>0.00</b>	<b>13,009.02</b>	<b>0.00</b>	<b>(13,009.02)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>22,153.60</b>	<b>111,980.61</b>	<b>0.00</b>	<b>(111,980.61)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 10,245.98	\$ 8,506.85	\$ 0.00	(8,506.85)	0.00
GRAND TOTAL REVENUE	874,618.66	2,936,593.16	4,191,188.00	1,254,594.84	70.07
GRAND TOTAL EXPENDITURES	379,167.59	2,486,142.12	4,191,188.00	1,705,045.88	59.32
CHANGE IN FUND BALANCE	\$ 495,451.07	\$ 450,451.04	\$ 0.00	(450,451.04)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
July 31, 2025**

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		<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>						
Cash - Checking (Bell Bank)	\$	58,528.17	52,599.00	5,929.17	57,290.51	1,237.66
Cash - Payroll (Bell Bank)		4,514.26	7,257.17	(2,742.91)	7,443.15	(2,928.89)
Cash - Savings (Bell Bank)		1,189,851.84	1,002,035.17	187,816.67	1,165,012.85	24,838.99
Petty Cash		560.00	560.00	0.00	560.00	0.00
Investment Account		1,562,406.90	1,565,686.80	(3,279.90)	1,568,110.60	(5,703.70)
Accounts Receivable		251,596.90	1,050.00	250,546.90	0.00	251,596.90
Prepaid Expenses		47,093.65	30,005.47	17,088.18	30,986.40	16,107.25
Leased Assets		40,744.43	40,744.43	0.00	40,744.43	0.00
Accum Amort - Leased Assets		(5,846.04)	(5,846.04)	0.00	(3,229.17)	(2,616.87)
Subscription Assets		83,001.65	83,001.65	0.00	83,001.65	0.00
Accum Amort - Subscription		(27,570.94)	(23,163.10)	(4,407.84)	(23,163.10)	(4,407.84)
Vehicles		13,867.00	13,867.00	0.00	13,867.00	0.00
Accum Depr - Vehicles		(8,584.16)	(8,584.16)	0.00	(8,584.16)	0.00
Equipment and Fixtures		337,411.56	337,411.56	0.00	337,411.56	0.00
Accum Depr - Equip & Fixtures		(246,577.05)	(246,577.05)	0.00	(246,577.05)	0.00
Equipment & Fixtures - Donated		170,799.40	170,799.40	0.00	170,799.40	0.00
Accum Depr - Donated Equip		(149,106.04)	(149,106.04)	0.00	(149,106.04)	0.00
Endowment Funds		113,991.90	113,991.90	0.00	111,762.37	2,229.53
Amount Provided - LTD		326,258.21	330,547.92	(4,289.71)	333,084.34	(6,826.13)
Total Assets	\$	<u>3,762,941.64</u>	<u>3,316,281.08</u>	<u>446,660.56</u>	<u>3,489,414.74</u>	<u>273,526.90</u>
<b>LIABILITIES</b>						
Accounts Payable	\$	47,775.80	67,404.82	(19,629.02)	85,184.51	(37,408.71)
Credit Card Payable		21,659.79	2,853.62	18,806.17	109.00	21,550.79
Accrued Salaries Payable		93,201.96	93,201.96	0.00	93,201.96	0.00
Accrued Severance Payable		24,580.22	24,580.22	0.00	24,580.22	0.00
Accrued Sick/ESST Payable		185,469.11	185,469.11	0.00	185,469.11	0.00
Accrued Vacation Payable		44,066.67	44,066.67	0.00	44,066.67	0.00
Payroll Tax Payable - ND		124.00	0.00	124.00	0.00	124.00
Dental Insurance Payable		(1,812.26)	(1,149.54)	(662.72)	0.00	(1,812.26)
Vision Insurance Payable		12.60	12.60	0.00	0.00	12.60
AFLAC Payable		302.80	302.80	0.00	0.00	302.80
Flexible Spending - Medical		(209.11)	(645.18)	436.07	299.60	(508.71)
Sales Tax Payable		304.41	995.47	(691.06)	695.00	(390.59)
Deferred Revenue		229,999.43	268,475.83	(38,476.40)	374,942.65	(144,943.22)
Lease Liability		35,060.08	35,060.08	0.00	37,596.50	(2,536.42)
Subscription Liability		37,082.13	41,371.84	(4,289.71)	41,371.84	(4,289.71)
Total Liabilities		<u>717,617.63</u>	<u>762,000.30</u>	<u>(44,382.67)</u>	<u>887,517.06</u>	<u>(169,899.43)</u>
<b>FUND BALANCES</b>						
Fund Balance - Unreserved		193,026.67	193,026.67	0.00	6,950.84	186,075.83
Fund Bal - Operating Reserve		1,386,000.00	1,386,000.00	0.00	1,386,000.00	0.00
Fund Bal - Employee Severance		29,000.00	29,000.00	0.00	29,000.00	0.00
Fund Bal - Unemployment Comp.		57,000.00	57,000.00	0.00	57,000.00	0.00
Fund Bal - Vehicle Replacement		40,000.00	40,000.00	0.00	40,000.00	0.00
Fund Bal - Technology Upgrade		50,000.00	50,000.00	0.00	50,000.00	0.00
Fund Bal - Furn. & Equipment		175,000.00	175,000.00	0.00	175,000.00	0.00
Fund Bal - Special Projects		20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Copiers, Printers		10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Prof Recruitment		5,000.00	5,000.00	0.00	5,000.00	0.00
Fund Bal - Library Materials		30,000.00	30,000.00	0.00	30,000.00	0.00
Fund Bal - Consultant Study		10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Outreach Services		20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Brnch Improvement		75,000.00	75,000.00	0.00	75,000.00	0.00
Fund Bal - Staff Development		20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Joint Automation		72,000.00	72,000.00	0.00	72,000.00	0.00
Investment in Gen. Fixed Asset		117,810.71	117,810.71	0.00	117,810.71	0.00
Reserve for Leases		34,898.39	34,898.39	0.00	37,515.26	(2,616.87)
Reserve for Subscriptions		55,430.71	59,838.55	(4,407.84)	59,838.55	(4,407.84)
Reserve for Donations		82,944.12	82,944.12	0.00	82,944.12	0.00
Reserve for Endowments		111,762.37	111,762.37	0.00	111,762.37	0.00
Change in Fund Balance		<u>450,451.04</u>	<u>(45,000.03)</u>	<u>495,451.07</u>	<u>186,075.83</u>	<u>264,375.21</u>
Total Fund Balances		<u>3,045,324.01</u>	<u>2,554,280.78</u>	<u>491,043.23</u>	<u>2,601,897.68</u>	<u>443,426.33</u>
Total Liabilities & Fund Bal.	\$	<u>3,762,941.64</u>	<u>3,316,281.08</u>	<u>446,660.56</u>	<u>3,489,414.74</u>	<u>273,526.90</u>

## AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_ (hereinafter referred to as the "Effective Date") by and between the City of Moorhead, Minnesota, a municipal corporation and political subdivision of the State of Minnesota (the "City"), and the Lake Agassiz Regional Library, a political subdivision of the State of Minnesota ("LARL").

**WHEREAS**, the City owns the Moorhead Public Library located in the City of Moorhead, Clay County, Minnesota; and

**WHEREAS**, LARL desires to lease certain library premises located in the Moorhead Public Library from the City; and

**WHEREAS**, the City is willing to lease said property to LARL, pursuant to the terms and conditions in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained and the good and valuable consideration described herein, the parties agree as follows:

1. **Leased Premises.** The City agrees to lease to LARL and LARL agrees to lease from the City certain library premises located in the Moorhead Public Library in the City of Moorhead, Clay County, Minnesota, containing approximately 3098 square feet of space as depicted on **Exhibit A** attached (the "Leased Premises"). The legal description of the Moorhead Public Library, of which the leased premises are a part, is attached as **Exhibit B**. During the term of this Agreement, LARL will have the right in common with the Moorhead Public Library to use certain space depicted on **Exhibit A** as "Common Facilities," said space consisting of 821 square feet. In the event space needs of the City or LARL change during the term of this Agreement, the City and LARL will make every effort to accommodate said change without impact to the lease rate.

2. **Term.** The term of this Agreement will be for ten (10) years from the Effective Date of this Agreement.

3. **Rent.** LARL agrees to pay the City regular rent in 2026 based on an annual amount of \$55,764, prorated for 2026 based on the first day that LARL is granted occupancy in the new space, on or before the 15<sup>th</sup> day of January, April, July and October. The annual rent of \$55,764, will increase by one percent (1%) per annum for the duration of the contract until such time as the contract expires.

4. **Use of Leased Premises.** LARL may use the Leased Premises for the exclusive purpose of operating the headquarters of the Lake Agassiz Regional Library to provide administrative and support services for the Lake Agassiz Regional Library system. These premises will include, but not be limited to, housing the operations of the Director of the Lake Agassiz Regional Library, its Business Office, its Outreach Services, its Interloan Office, its Technical Services, IT Automation Services, and its Public Relations.

5. **Condition of Leased Premises.** LARL acknowledges that it has inspected the Leased Premises and, if fully satisfied with the physical condition of the property, agrees to accept the same in its present "as is" condition. The City, or any representative of the City, has not made any warranties or representations upon which LARL relies with respect to the physical condition of the Leased Premises.

6. **Parking.** The City and LARL agree that certain parking areas will be designated by the City for use of LARL's employees, and that the City and LARL will use reasonable diligence to cause all such employees to park their motor vehicle within such designated areas.

7. **Capital Expenditures.** The City will be responsible for capital expenditures for the Moorhead Public Library, including the Leased Premises. An expenditure will be considered a capital expenditure when the expenditure is necessary to extend the useful life of a particular asset within the Leased Premises. Capital expenditures, by way of example and not limitation, include capital expenditures for the following:

- a. Outside and inside walls, tuck points and foundation.
- b. Roof replacement and reroofing.
- c. Expansion or replacement of heating system, replacement of furnace and/or air conditioner, and re-tubing of furnace.
- d. Expansion or replacement of electrical, plumbing and mechanical systems.

The City will not be responsible for fit-up or retrofit of an area to accommodate LARL. After LARL's initial investment, the City will be responsible to maintain said fit-up.

8. **Capital Improvements and Alterations.** LARL will not make any capital improvements in or structural alteration of or changes in the Moorhead Public Library, including the Leased Premises, without the express written consent of the City. LARL further agrees to discuss any contemplated capital improvement projects with the City during the City's capital improvement budget cycle except for capital improvement projects necessitated by emergency circumstances. In the event the City contemplates capital expenditures for the construction of improvements or structural alterations of or changes in the Moorhead Public Library, including the Leased Premises, the City will provide LARL reasonable notice of its intention to make such improvements, structural alterations or changes not less than thirty (30) days prior to beginning such improvements, alterations or changes.

9. **Ordinary Repairs and Maintenance.** The City will be responsible for the performance of any and all ordinary repair and maintenance of the Moorhead Public Library, including the Leased Premises. Expenditures for ordinary repair and maintenance, by way of example and not limitation, include expenditures for the following:

- a. Provision of utilities, fuel, custodial service, cleaning supplies and snow removal on walkways and parking lots.
- b. Minor repairs to electrical system, including switches, outlets and circuit breakers.
- c. Minor repairs to mechanical system, including furnace, air conditioning, faucets and commodes.

- d. Minor repairs to structure, including door hardware, broken glass and roof patching.

10. **Indemnity.** LARL agrees to indemnify and save harmless the City from and against all liability, damage, penalties, judgments or claims of whatever nature arising from injury to person or property sustained by anyone in or about the Leased Premises and will, at its own cost and expense defend any and all suits or actions (just or unjust) which may be brought against the City or in which the City may be impleaded with others upon any such above-mentioned matter, claim or claims. This indemnification in no way limits LARL's obligation to maintain liability insurance for benefit of the City. This indemnity and hold harmless agreement will include indemnity against all costs, expenses and liabilities incurred in or in connection with any such claims or proceedings brought thereon in the defense thereof.

11. **Insurance.**

- a. LARL must, at its sole cost and expense, provide during the term of this Agreement, comprehensive and general public liability insurance against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Leased Premises by LARL. The limits of such insurance may not be less than TWO MILLION DOLLARS (\$2,000,000) per occurrence. The policy for such insurance must list the City as an additional insured. LARL must provide the City with a certificate of insurance evidencing public liability insurance coverage simultaneously with the signing of this Agreement.
- b. LARL will, at its sole cost and expense, provide property damage insurance during the term of this Agreement in an amount sufficient to cover all items of property owned, maintained, or controlled by LARL, on the property described on Exhibit B. The policy for such insurance must list the City as an additional insured. LARL must provide the City with a certificate of insurance evidencing property damage insurance simultaneously with the signing of this Agreement.
- c. The City will provide a standard casualty insurance policy (excluding contents) for the Moorhead Public Library, including the Leased Premises, as described in Section 1, covering fire, extended coverage, vandalism and malicious mischief in accordance with specifications recommended by the City's insurance advisor.

12. **Assignment and Subletting.** LARL will not, by operation of law or otherwise, assign, mortgage or encumber this Agreement, or sublet or permit the Leased Premises or any part thereof to be used by others without the City's prior written consent in each instance.

13. **Notices.** Any notice which is to be given to the City or LARL will be deemed sufficiently given if sent by certified or registered mail, postage prepaid, addressed as follows:

THE CITY: City of Moorhead  
P.O. Box 779  
Moorhead, MN 56561-0779

LARL: Lake Agassiz Regional Library  
118 5th Street South  
Moorhead, MN 56560-2756

The customary receipt will be conclusive evidence of service, and notices will be effective as of the date of mailing thereof. The City agrees to accept rent at the above-referenced address.

14. **Early Termination by the City.** The City may terminate this Agreement with a one hundred twenty (120) day written notice under the following limited conditions:

- a. If the City elects to no longer participate in the Lake Agassiz Regional Library system; or
- b. If mutually agreed to in writing by the City and LARL.

15. **Early Termination by LARL.** LARL may terminate this Agreement with a one hundred twenty (120) day written notice under the following conditions:

- a. If the Lake Agassiz Regional Library system merges with another library system; or
- b. If mutually agreed to in writing by the City and LARL.

16. **Default.** In the event of LARL's failure to pay rent when due, or any other monies agreed by it to be paid under the terms hereof, and such non-payment continues for thirty (30) days after the City has given LARL written notice by registered or certified mail specifying such default; or if LARL's failure to keep or perform any of the terms or conditions of this Lease for thirty (30) days after the City has given LARL written notice by registered or certified mail specifying such default; then this Agreement and the term thereof will upon the date specified in the notice of default, wholly cease and terminate with the same force and effect as though the date so specified was the date of expiration of the term of this Agreement as provided for in Section 2, and thereupon, or at any time thereafter, the City may re-enter said Leased Premises and take full possession of the Leased Premises free from any further right or claim by LARL.

17. **Cure of Default.** The failure of LARL to observe any term, covenant or condition of this Agreement, other than payment of rent, will not be deemed a default within Section 16 so long as LARL, upon receipt of notice of default, proceeds to cure the default as soon as reasonably possible and continues to take all steps necessary to complete the curing of such default within a period of time which, under all prevailing circumstances, is reasonable.

18. **Rent and Expenses of Default or Early Termination.** In the event of default by LARL under the terms of this Agreement, or early termination by either the City or LARL pursuant to Sections 14 or 15, the rent will be due and paid up to the time of the City's re-entry and dispossession of LARL from the Leased Premises and/or up until the time of the effective

date of the notice of early termination, together with any reasonable attorney's fees and legal expenses the City may incur in the event such fees and expenses should become necessary for the City to re-enter and recover possession of the Leased Premises.

19. **Waiver.** A waiver by the City of any default or breach herein will not be construed to be a continuing waiver of such default or breach, nor is a waiver or permission, express or implied, to be construed as a waiver of any other or subsequent default or breach.

20. **Governing Law.** It is agreed that this Agreement will be governed by, interpreted, construed, and enforced in accordance with the laws of the State of Minnesota.

21. **Entire Agreement.** This Agreement contains the entire and only agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement will not be binding upon either party except to the extent incorporated in this Agreement.

22. **Headings.** The heading to the paragraphs of this Agreement are solely for the convenience of the parties and will not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

23. **Modification of Agreement.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

24. **Severability.** The invalidity of any provision of this Agreement will not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions will be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

**IN WITNESS WHEREOF**, the parties hereto have signed this Agreement on the day and year specified above.

THE CITY:

LARL:

CITY OF MOORHEAD

BY: \_\_\_\_\_  
Shelly Carlson, Mayor

BY: \_\_\_\_\_

ATTEST:

BY: \_\_\_\_\_  
Dan Mahli, City Manager

[illegible]

On this \_\_\_\_ day of \_\_\_\_\_, 2026, before me, a Notary Public in and for said County and State, personally appeared Shelly Carlson and Dan Mahli, known to me to be the Mayor and City Manager, respectively, of the City of Moorhead, and who executed the within and foregoing instrument and acknowledged to me that they executed the same on behalf of the City of Moorhead.

Notary Public, Clay County, MN  
My Commission Expires:

(SEAL)

[illegible]

On this \_\_\_\_ day of \_\_\_\_\_ 2026, before me, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and \_\_\_\_\_ known to me to be the \_\_\_\_\_ and \_\_\_\_\_, respectively, of Lake Agassiz Regional Library, and who executed the within and foregoing instrument and acknowledged to me that they executed the same on behalf of Lake Agassiz Regional Library.

Notary Public, Clay County, MN  
My Commission Expires: \_\_\_\_\_

(SEAL)

Exhibit A  
Lower Level  
Blue Depicts Leased Areas  
Tan Depicts Common Areas

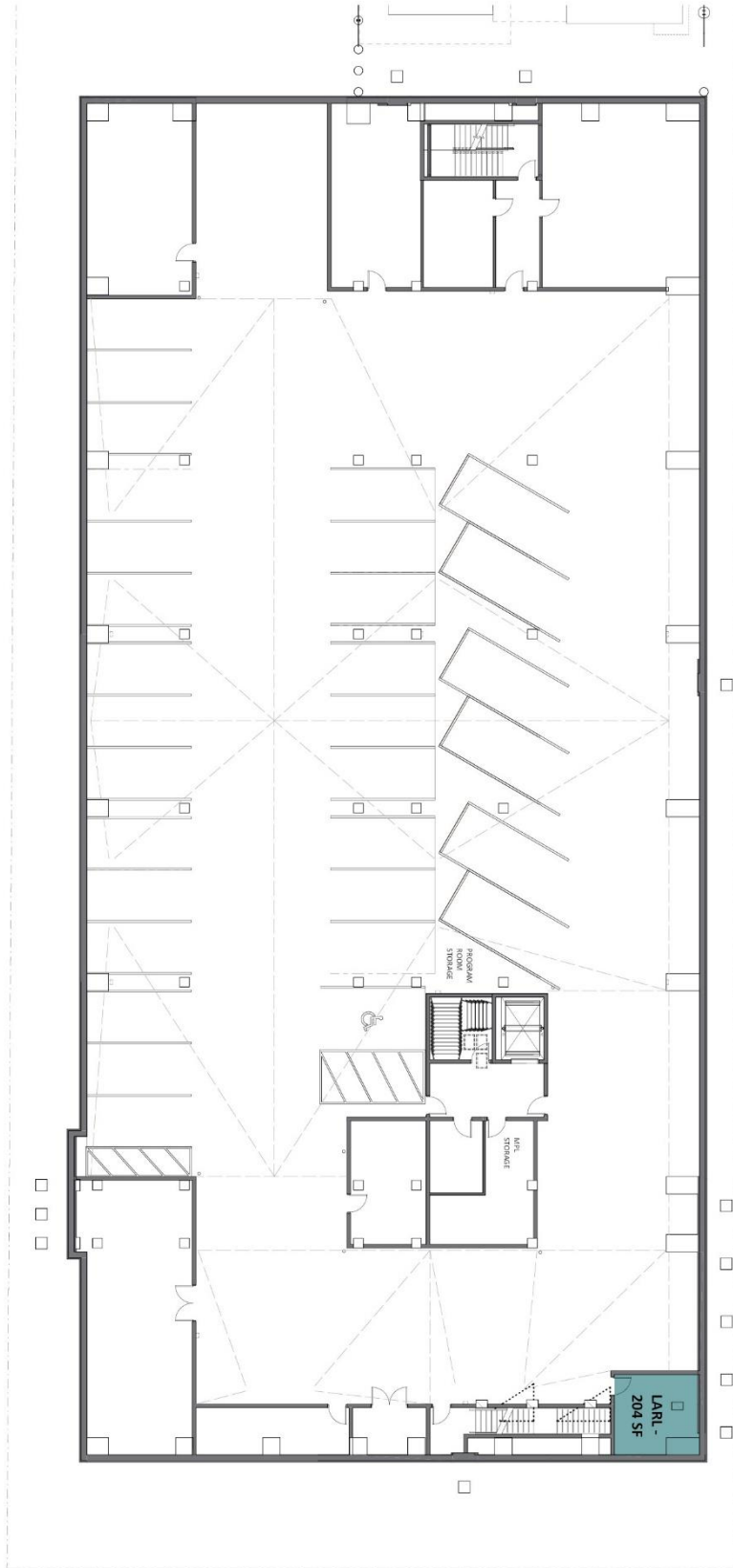


Exhibit A  
Upper Level  
Blue Depicts Leased Area  
Tan Depicts Common Areas



**EXHIBIT B**  
**LEGAL DESCRIPTION**  
**MOORHEAD PUBLIC LIBRARY**

LEGAL DESCRIPTION:

Lot 2, Block 3, Moorhead Downtown Addition

## **Monthly Report to the Board**

**Meeting Date: August 14, 2025**

**From: Liz Lynch, Executive Director**

### **Director's Meetings**

**June:** 702, 12; interview, 12; Lake Park and Cormorant, 16; rental property, 16; LARL Finance and Full Board, 18; Moorhead Mayor's Circle, 24; FM CVB Presentation, 25; Crookston site visit, 30

**July:** LARL Finance Committee, 1; The Loop Tour, 2; NWLINKS, 8; Frazee LINK Site Visit, 8; MLA Legislative Committee, 11; Detroit Lakes Site Visit (Collection Maintenance), 14; Coordinating Team, 16; LARL Finance, 17; MLA Legislative Committee, 22; Detroit Lakes Site Visit, 23; CRPLSA, 30-August 1

**August:** IT/Automation, 5; The Loop Meeting, 5; Moorhead Friends of the Library, 5; MNLINK Gateway, 7

### **LARL Staffing**

Welcome to Kathy Nevala, Frazee LINK Site Coordinator and Beth Renner, Detroit Lakes Library Assistant.

### **Open positions:**

LARL welcomes substitute applications at all locations anytime.

### **LARL News**

#### **New LARL Logo**

The development of the new LARL logo is complete and will be gradually implemented. The design was selected based on staff and community input, with seven sunrays reflecting the seven-county service area. See new logo at the top of the page.

#### **LARL Strategic Planning: Print and Online Surveys**

LARL is currently soliciting feedback from the public through print and online surveys. The online surveys will be available for a two-week period. As of 08/06, 266 surveys have been completed. The survey will be available through August 7. Next steps include a survey for staff and for the LARL Board. More information regarding survey results and feedback will be provided this fall.

### **Statewide News**

#### **Federal Funding**

Congress has decided to push back their discussions on library funding until the first week of September. This gives library supporters an opportunity to get in touch with their Congressmembers during August recess and urge them to defend federal library funding in every way possible. Without federal funding, MN's Interlibrary loan, statewide delivery and shared information resources provided through Minitex will be in jeopardy.

### **Upcoming Meetings & Events**

- Monday, September 1, all LARL locations will be closed in observance of Labor Day.
- LARL Full Board Meeting, September 18 at 5:30 in the lower level of the Moorhead Public Library.
- William Kent Krueger Fundraising Event for the new Moorhead Public Library, August 28<sup>th</sup> from 6-9:00 at Rustica Tavern in Moorhead. Tickets can be purchased at <https://larl.org/a-novel-evening-with-william-kent-krueger-fundraiser/>

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Jun 1, 2025 to Jun 30, 2025**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-06/01/2025-1	6/1/25	Lakes Country Service Cooperative	1000-000	34,604.16
eft-06/01/25-1	6/1/25	Fidelity Security Life	1000-000	315.12
cc-6/2/25-1	6/2/25	US Postal Service	2010-000	154.00
eft-6/2/25-1	6/2/25	Attendance On Demand	1000-000	276.00
	6/2/25	Apple Store	2010-000	0.99
cc-6/2/25-2	6/2/25	Meta - Facebook	2010-000	293.15
eft-06/03/25-1	6/3/25	Arvig	1000-000	102.84
eft-06/03/25-2	6/3/25	Arvig	1000-000	116.11
eft-06/03/25-3	6/3/25	Arvig	1000-000	95.26
eft-06/03/25-4	6/3/25	Arvig	1000-000	96.63
eft-06/03/25-5	6/3/25	Arvig	1000-000	51.46
cc-6/3/25-1	6/3/25	SR Fax	2010-000	41.27
eft-6/4/25-1	6/4/25	Amazon Capital Services	1000-000	7,317.24
72562	6/4/25	Alliance Courier	1000-000	1,903.86
72563	6/4/25	Baker & Taylor	1000-000	3,938.61
72563a	6/4/25	VOID	1000-000	
72564	6/4/25	Bert's Truck Equipment of Moorhead	1000-000	419.48
72565	6/4/25	Black Stone Publishing	1000-000	539.38
72566	6/4/25	John Borge	1000-000	450.00
72567	6/4/25	Custom Graphics, Inc.	1000-000	190.50
72568	6/4/25	Sandra Duval	1000-000	77.70
72569	6/4/25	Farm & Home Publishers, LTD.	1000-000	70.60
72570	6/4/25	Briea Freeman	1000-000	197.37
72571	6/4/25	Jodi Harrington	1000-000	140.00
72572	6/4/25	Information Systems Corp.	1000-000	1,290.00
72573	6/4/25	Norman County Index	1000-000	38.00
72574	6/4/25	Overdrive, Inc.	1000-000	5,408.03
72575	6/4/25	Polk County Fair	1000-000	200.00
72576	6/4/25	Jill Rose	1000-000	82.30
72577	6/4/25	Roberta Schake	1000-000	29.40
72578	6/4/25	Julia Simons	1000-000	100.00
72579	6/4/25	Philip Spooner	1000-000	203.70
72580	6/4/25	Hillary Stevens	1000-000	98.00

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Jun 1, 2025 to Jun 30, 2025**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
72581	6/4/25	Christy Underlee	1000-000	66.50
eft-6/4/25-1	6/4/25	Lake Agassiz Regional Library	1010-000	28,000.00
eft-06/06/25-1	6/6/25	Cardmember Service	1000-000	6,303.28
cc-06/06/25-1	6/6/25	North Dakota State Board of Accountancy	2010-000	85.00
cc-6/6/25-1	6/6/25	Amazon Capital Services	2010-000	75.00
eft-06/08/25-1	6/8/25	Pitney Bowes Purchase Power	1000-000	300.00
eft-6/9/25-1	6/9/25	Ting	2010-000	17.66
eft-6/11/25-1	6/11/25	Red River Communications	2010-000	46.15
eft-6/11/25-1	6/11/25	BPAS (VEBA contributions)	1000-000	2,429.60
eft-6/11/25-2	6/11/25	WEX - HSA Contributions	1000-000	823.19
eft-6/11/25-3	6/11/25	WEX - HSA Contributions	1000-000	1,342.40
72582	6/11/25	Baker & Taylor	1000-000	2,024.05
72582a	6/11/25	VOID	1000-000	
72583	6/11/25	Black Stone Publishing	1000-000	582.26
72584	6/11/25	Chahinkapa Zoo	1000-000	265.00
72585	6/11/25	Epic Tech	1000-000	80.00
72586	6/11/25	Jodi Harrington	1000-000	23.10
72587	6/11/25	KRJM	1000-000	450.00
72588	6/11/25	Liz Lynch	1000-000	98.00
72589	6/11/25	Krissa McGraw	1000-000	24.50
72590	6/11/25	Moorhead Business Association	1000-000	250.00
72591	6/11/25	Overdrive, Inc.	1000-000	8,388.12
72592	6/11/25	Roberta Schake	1000-000	60.90
72593	6/11/25	Shortprinter	1000-000	329.20
72594	6/11/25	Philip Spooner	1000-000	147.00
72595	6/11/25	The Ice Cream Truck	1000-000	120.00
72596	6/11/25	Carol Van Brocklin	1000-000	36.40
72597	6/11/25	Wahpeton Daily News	1000-000	139.36
eft-6/12/25-1	6/12/25	Lake Agassiz Regional Library	1010-000	130,000.0
eft-6/12/25-2	6/12/25	Lake Agassiz Regional Library	1000-000	72,000.00
cc-06/12/25-1	6/12/25	Barcode Discount	2010-000	98.84
eft-6/13/25-1	6/13/25	Allstream	1000-000	133.97
eft-6/13/25-5	6/13/25	Federal Income Tax deposit	1000-000	21,398.15

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Jun 1, 2025 to Jun 30, 2025**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-6/13/25-6	6/13/25	Minnesota State Income Tax	1000-000	1,988.00
eft-6/13/25-7	6/13/25	Payroll Professionals, Inc.	1000-000	156.60
eft-6/13/25-8	6/13/25	ING (Deferred Compensation)	1000-000	2,450.65
eft-6/13/25-9	6/13/25	Public Employees Retirement Association	1000-000	13,609.60
eft-6/13/25-10	6/13/25	LARL Payroll	1005-000	71,177.33
eft-6/15/25-1	6/15/25	Garden Valley Telephone Company	1000-000	46.27
eft-6/15/25-2	6/15/25	AFLAC	1000-000	353.44
cc-6/15/25-1	6/15/25	Halstad Telephone Company	2010-000	38.92
cc-6/15/25-2	6/15/25	Halstad Telephone Company	2010-000	74.76
cc-6/15/25-3	6/15/25	Rothsay Telephone	2010-000	71.98
72599	6/18/25	Alliance Courier	1000-000	2,115.40
72600	6/18/25	Baker & Taylor	1000-000	2,313.99
72600a	6/18/25	VOID	1000-000	
72601	6/18/25	Black Stone Publishing	1000-000	96.92
72602	6/18/25	Meaghan Cronin	1000-000	30.80
72603	6/18/25	Heather DeBoer	1000-000	32.90
72604	6/18/25	Jodi Harrington	1000-000	67.20
72605	6/18/25	Headwaters Science Center	1000-000	369.95
72606	6/18/25	Liz Lynch	1000-000	71.22
72607	6/18/25	Minnesota Public Radio	1000-000	350.00
72608	6/18/25	Amy Nelson	1000-000	36.40
72609	6/18/25	Overdrive, Inc.	1000-000	5,824.75
72610	6/18/25	Jayde Proffitt	1000-000	67.20
72611	6/18/25	Red River Zoo	1000-000	175.00
72612	6/18/25	Roberta Schake	1000-000	79.61
72613	6/18/25	ULINE	1000-000	33.00
72614	6/18/25	Christy Underlee	1000-000	182.00
72615	6/18/25	Fargo Spelemannslag	1000-000	900.00
cc-6/18/25-1	6/18/25	Mobile Beacon	2010-000	66.00
cc-6/18/25-2	6/18/25	Mobile Beacon	2010-000	132.00
cc-6/18/25-3	6/18/25	Mobile Beacon	2010-000	66.00
cc-6/18/25-4	6/18/25	Mobile Beacon	2010-000	66.00
cc-6/18/25-5	6/18/25	Mobile Beacon	2010-000	66.00

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Check #	Date	Payee	Cash Account	Amount
cc-6/18/25-6	6/18/25	Mobile Beacon	2010-000	66.00
cc-6/18/25-7	6/18/25	Mobile Beacon	2010-000	198.00
cc-6/18/25-8	6/18/25	Mobile Beacon	2010-000	198.00
eft-6/21/25-1	6/21/25	WEX - FSA payments	1000-000	337.34
eft-06/23/25-1	6/23/25	Pitney Bowes	1000-000	135.00
eft-6/24/25-1	6/24/25	Mutual of Omaha	1000-000	109.20
eft-6/25/25-1	6/25/25	Arvig	1000-000	33.69
eft-6/25/25-2	6/25/25	Arvig	1000-000	195.35
eft-6/25/25-3	6/25/25	WEX Health, Inc.	1000-000	104.50
72647	6/25/25	AFSCME Council 65	1000-000	550.08
72648	6/25/25	AFSCME PEOPLE	1000-000	34.00
72649	6/25/25	Altel - Alternative Telecom Inc	1000-000	154.95
72650	6/25/25	Baker & Taylor	1000-000	2,769.14
72650a	6/25/25	VOID	1000-000	
72651	6/25/25	Black Stone Publishing	1000-000	700.69
72652	6/25/25	Clayton Briggs	1000-000	158.00
72653	6/25/25	Heather DeBoer	1000-000	32.90
72654	6/25/25	LuAnn Durant	1000-000	157.65
72655	6/25/25	Stephanie Germain	1000-000	36.40
72656	6/25/25	Forum Communications Company	1000-000	759.98
72657	6/25/25	Jodi Harrington	1000-000	23.10
72658	6/25/25	Heritage Publications	1000-000	129.00
72659	6/25/25	Linda Holecek	1000-000	123.00
72660	6/25/25	Steve Jacobson	1000-000	44.80
72661	6/25/25	KDLM-AM/FM	1000-000	150.00
72662	6/25/25	KRCQ-FM	1000-000	105.00
72663	6/25/25	KROX-AM	1000-000	200.00
72664	6/25/25	Meat Rabbits, LLC	1000-000	1,500.00
72665	6/25/25	Metropolitan Life Insurance Company	1000-000	1,182.89
72666	6/25/25	NCPERS Group Life Ins.	1000-000	240.00
72667	6/25/25	Barry Nelson	1000-000	60.20
72668	6/25/25	Overdrive, Inc.	1000-000	6,645.64
72668a	6/25/25	VOID	1000-000	

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Check #	Date	Payee	Cash Account	Amount
72669	6/25/25	Lucas Michael Barnett	1000-000	5.00
72670	6/25/25	Roberta Schake	1000-000	65.10
72671	6/25/25	Chizuko Shastri	1000-000	60.00
72672	6/25/25	Shortprinter	1000-000	284.70
72673	6/25/25	Hillary Stevens	1000-000	119.70
72674	6/25/25	T-Squared Screen Printing & Embroidery	1000-000	28.60
72675	6/25/25	Christy Underlee	1000-000	46.20
72676	6/25/25	The Village Family Service Center	1000-000	1,500.00
72677	6/25/25	Gary Willhite	1000-000	98.00
eft-6/25/25-1	6/25/25	Lake Agassiz Regional Library	1010-000	160,000.0
eft-6/25/25-4	6/25/25	Lake Agassiz Regional Library	1000-000	70,000.00
eft-6/27/25-1	6/27/25	WEX - HSA Contributions	1000-000	823.19
eft-6/30/25-1	6/30/25	Garden Valley Telephone Company	1000-000	42.89
eft-6/30/25-2	6/30/25	Garden Valley Telephone Company	1000-000	44.01
eft-6/30/25-3	6/30/25	Garden Valley Telephone Company	1000-000	81.21
eft-6/30/25-4	6/30/25	Garden Valley Telephone Company	1000-000	44.32
eft-6/30/25-5	6/30/25	Federal Income Tax deposit	1000-000	20,155.64
eft-6/30/25-6	6/30/25	Minnesota State Income Tax	1000-000	1,805.00
eft-6/30/25-7	6/30/25	North Dakota SITW	1000-000	364.00
eft-6/30/25-8	6/30/25	Payroll Professionals, Inc.	1000-000	154.80
eft-6/30/25-9	6/30/25	ING (Deferred Compensation)	1000-000	2,432.23
eft-6/30/25-10	6/30/25	Public Employees Retirement Association	1000-000	12,894.07
eft-6/30/25-11	6/30/25	LARL Payroll	1005-000	67,913.06
cc-6/30/25-1	6/30/25	US Postal Service	2010-000	14.60
cc-6/30/25-2	6/30/25	Meta - Facebook	2010-000	79.84
<b>Total</b>				<b><u>794,279.3</u></b>

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Check #	Date	Payee	Cash Account	Amount
eft-7/1/25-1	7/1/25	Lakes Country Service Cooperative	1000-000	33,711.88
eft-07/01/25-1	7/1/25	Fidelity Security Life	1000-000	315.12
	7/2/25	Apple Store	2010-000	0.99
eft-7/2/25-1	7/2/25	Amazon Capital Services	1000-000	6,166.94
72678	7/2/25	Alliance Courier	1000-000	2,115.40
72679	7/2/25	Baker & Taylor	1000-000	1,508.94
72680	7/2/25	Clay County Fair	1000-000	25.00
72681	7/2/25	Farm & Home Publishers, LTD.	1000-000	141.20
72682	7/2/25	Jodi Harrington	1000-000	72.10
72683	7/2/25	Steve Jacobson	1000-000	44.80
72684	7/2/25	Marco Technologies LLC	1000-000	2,003.22
72685	7/2/25	Barry Nelson	1000-000	60.20
72686	7/2/25	Overdrive, Inc.	1000-000	4,564.54
72687	7/2/25	Premier Signs, LLC	1000-000	150.00
72688	7/2/25	Jayde Proffitt	1000-000	36.40
72689	7/2/25	Roberta Schake	1000-000	29.40
72690	7/2/25	Dave Schulte	1000-000	23.00
72691	7/2/25	Jamie Sprynczynatyk	1000-000	115.50
72692	7/2/25	Josh Stompro	1000-000	63.00
72693	7/2/25	The 13 Towns	1000-000	147.00
72694	7/2/25	Mark Titera	1000-000	145.60
72695	7/2/25	Christy Underlee	1000-000	72.10
72696	7/2/25	Washington County Library	1000-000	94.97
eft-7/2/25-2	7/2/25	Attendance On Demand	1000-000	261.00
eft-7/2/25-1	7/2/25	Lake Agassiz Regional Library	1010-000	15,000.00
cc-7/2/25-1	7/2/25	DNS Made Easy	2010-000	192.00
cc-7/2/25-2	7/2/25	Sangoma US	2010-000	163.17
eft-07/03/25-1	7/3/25	Arvig	1000-000	115.85
eft-07/03/25-2	7/3/25	Arvig	1000-000	95.26
eft-07/03/25-3	7/3/25	Arvig	1000-000	47.33
eft-07/03/25-4	7/3/25	Arvig	1000-000	102.94
eft-07/03/25-5	7/3/25	Pitney Bowes Purchase Power	1000-000	300.00
72697	7/3/25	United States Treasury	1000-000	132.14

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Check #	Date	Payee	Cash Account	Amount
cc-7/3/25-1	7/3/25	SR Fax	2010-000	29.75
eft-7/3/25-5	7/3/25	Arvig	1000-000	99.19
eft-07/07/25-1	7/7/25	Cardmember Service	1000-000	1,570.53
cc-07/07/25	7/7/25	Hawk Electronics, Inc.	2010-000	82.65
eft-7/7/25-1	7/7/25	WEX - FSA payments	1000-000	25.00
cc-7/9/25-1	7/9/25	Ting	2010-000	17.66
72698	7/9/25	Jeanne Anderson	1000-000	77.70
72699	7/9/25	Baker & Taylor	1000-000	4,921.65
72699a	7/9/25	VOID	1000-000	
72700	7/9/25	Black Stone Publishing	1000-000	532.90
72701	7/9/25	Clay County Connection	1000-000	195.00
72702	7/9/25	Meaghan Cronin	1000-000	5.60
72703	7/9/25	Custom Graphics, Inc.	1000-000	1,095.00
72704	7/9/25	Barb Davis	1000-000	36.40
72705	7/9/25	DEMCO	1000-000	330.03
72706	7/9/25	Forum Communications Company	1000-000	378.00
72707	7/9/25	Games To Go	1000-000	114.50
72708	7/9/25	Jodi Harrington	1000-000	126.00
72709	7/9/25	Krissa McGraw	1000-000	13.30
72710	7/9/25	City of Moorhead	1000-000	5,523.00
72711	7/9/25	New Century Press	1000-000	150.00
72712	7/9/25	NW-Links	1000-000	19,067.95
72713	7/9/25	Overdrive, Inc.	1000-000	3,528.30
72714	7/9/25	Pioneerland Library System	1000-000	20.00
72715	7/9/25	Post Traumatic Funk Syndrome LLC	1000-000	4,000.00
72716	7/9/25	Red River Zoo	1000-000	115.00
72717	7/9/25	Roberta Schake	1000-000	15.40
72718	7/9/25	Dave Schulte	1000-000	6,507.00
72719	7/9/25	Shortprinter	1000-000	497.31
72720	7/9/25	Steamatic of Grand Forks	1000-000	9,959.12
72721	7/9/25	Christy Underlee	1000-000	127.40
eft-7/9/25-1	7/9/25	WEX - FSA payments	1000-000	47.93
eft-07/10/25-1	7/10/25	Lake Agassiz Regional Library	1010-000	130,000.00

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Check #	Date	Payee	Cash Account	Amount
eft-07/10/25-2	7/10/25	Lake Agassiz Regional Library	1000-000	70,000.00
72747	7/10/25	Meat Rabbits, LLC	1000-000	2,000.00
cc-07/11/25-1	7/11/25	Red River Communications	2010-000	46.07
eft-7/11/25-1	7/11/25	Lake Agassiz Regional Library	1010-000	40,000.00
eft-7/13/25-1	7/13/25	BPAS (VEBA contributions)	1000-000	2,429.60
eft-7/13/25-2	7/13/25	WEX - HSA Contributions	1000-000	823.19
eft-7/13/25-3	7/13/25	WEX - HSA Contributions	1000-000	1,342.40
eft-07/14/25-1	7/14/25	Allstream	1000-000	133.97
eft-7/14/25-1	7/14/25	Pitney Bowes Purchase Power	1000-000	650.00
eft-7/15/25-1	7/15/25	Garden Valley Telephone Company	1000-000	46.23
eft-7/15/25-2	7/15/25	AFLAC	1000-000	353.44
eft-07/15/25-1	7/15/25	Halstad Telephone Company	2010-000	74.70
eft-07/15/25-2	7/15/25	Halstad Telephone Company	2010-000	34.20
cc-7/15/25-1	7/15/25	Rothsay Telephone	2010-000	71.93
eft-7/15/25-3	7/15/25	Federal Income Tax deposit	1000-000	21,208.21
eft-7/15/25-4	7/15/25	Minnesota State Income Tax	1000-000	1,985.00
eft-7/15/25-5	7/15/25	Payroll Professionals, Inc.	1000-000	151.20
eft-7/15/25-6	7/15/25	ING (Deferred Compensation)	1000-000	2,451.19
eft-7/15/25-7	7/15/25	Public Employees Retirement Association	1000-000	13,488.01
eft-7/15/25-8	7/15/25	LARL Payroll	1005-000	70,804.87
eft-7/15/25-8	7/15/25	Minnesota UI Fund	1000-000	7.24
Points202507	7/15/25	Cardmember Service	2010-000	-400.00
72722	7/16/25	Samantha Albers	1000-000	36.40
72723	7/16/25	Alliance Courier	1000-000	951.93
72724	7/16/25	Baker & Taylor	1000-000	4,503.59
72724a	7/16/25	VOID	1000-000	
72724b	7/16/25	VOID	1000-000	
72725	7/16/25	Black Stone Publishing	1000-000	202.34
72726	7/16/25	Joyce Christine Boike	1000-000	20.00
72727	7/16/25	Concordia College Library	1000-000	2,565.00
72728	7/16/25	Meaghan Cronin	1000-000	36.40
72729	7/16/25	Barb Davis	1000-000	36.40
72730	7/16/25	Forum Communications Company	1000-000	173.89

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72731	7/16/25	Farm & Home Publishers, LTD.	1000-000	70.60
72732	7/16/25	Anders Valley Publishing, LLC	1000-000	108.00
72733	7/16/25	Headwaters Science Center	1000-000	264.20
72734	7/16/25	KRJM	1000-000	1,050.00
72735	7/16/25	KROX-AM	1000-000	600.00
72736	7/16/25	Kim A Larson	1000-000	1,200.00
72737	7/16/25	Liz Lynch	1000-000	15.40
72738	7/16/25	Metro Sales, Inc	1000-000	3,182.45
72739	7/16/25	Amy Nelson	1000-000	53.20
72740	7/16/25	Newman Signs, Inc.	1000-000	150.00
72741	7/16/25	Overdrive, Inc.	1000-000	4,169.48
72742	7/16/25	Melissa Hund-Cerna	1000-000	30.00
72743	7/16/25	Jayde Proffitt	1000-000	36.40
72744	7/16/25	Josh Stompro	1000-000	147.00
72745	7/16/25	Thief River Falls Times	1000-000	90.00
72746	7/16/25	Christy Underlee	1000-000	46.20
eft-7/17/25-1	7/17/25	Lake Agassiz Regional Library	1010-000	35,000.00
eft-07/18/25-1	7/18/25	Minnesota Revenue	1000-000	995.00
cc-7/18/25-1	7/18/25	Imprint.com	2010-000	1,344.29
cc-07/21/25-1	7/21/25	NameBadge.com	2010-000	895.99
72748	7/23/25	AFSCME Council 65	1000-000	303.92
72749	7/23/25	AFSCME PEOPLE	1000-000	17.00
72750	7/23/25	Baker & Taylor	1000-000	3,488.86
72750a	7/23/25	VOID	1000-000	
72751	7/23/25	Joyce Christine Boike	1000-000	98.00
72752	7/23/25	Clayton Briggs	1000-000	158.00
72753	7/23/25	Meaghan Cronin	1000-000	36.40
72754	7/23/25	Heather DeBoer	1000-000	32.90
72755	7/23/25	East Central Regional Library	1000-000	29.00
72756	7/23/25	EBSCO Information Services	1000-000	11,361.01
72757	7/23/25	Forum Communications Company	1000-000	400.00
72758	7/23/25	Jodi Harrington	1000-000	235.90
72759	7/23/25	Marco Technologies, LLC NW7128	1000-000	661.02

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Check #	Date	Payee	Cash Account	Amount
72760	7/23/25	Minnesota Public Radio	1000-000	600.00
72761	7/23/25	NCPERS Group Life Ins.	1000-000	240.00
72762	7/23/25	Overdrive, Inc.	1000-000	2,017.35
72763	7/23/25	Melissa Hund-Cerna	1000-000	26.10
72764	7/23/25	Roberta Schake	1000-000	70.70
72765	7/23/25	Shortprinter	1000-000	188.74
72766	7/23/25	Thief River Falls Times	1000-000	55.00
72767	7/23/25	The 13 Towns	1000-000	35.00
72768	7/23/25	Mark Titera	1000-000	145.60
72769	7/23/25	Christy Underlee	1000-000	46.20
72770	7/23/25	Carol Van Brocklin	1000-000	36.40
cc-07/23/25-1	7/23/25	Uprinting.com	2010-000	473.67
cc-07/24/25-1	7/24/25	SmartyStreets.com	2010-000	460.00
cc-7/24/25-1	7/24/25	VistaPrint.com	2010-000	80.67
cc-7/24/25-2	7/24/25	Uprinting.com	2010-000	207.87
eft-07/25/25-1	7/25/25	Arvig	1000-000	196.52
eft-07/25/25-2	7/25/25	Arvig	1000-000	33.69
eft-7/25/25-1	7/25/25	WEX Health, Inc.	1000-000	104.50
eft-7/27/25-1	7/28/25	WEX - HSA Contributions	1000-000	833.19
cc-7/28/25-1	7/28/25	Sangoma US	2010-000	163.48
eft-7/29/25-1	7/29/25	Mutual of Omaha	1000-000	109.20
eft-07/30/25-1	7/30/25	Garden Valley Telephone Company	1000-000	42.43
eft-07/30/25-2	7/30/25	Garden Valley Telephone Company	1000-000	45.63
eft-07/30/25-3	7/30/25	Garden Valley Telephone Company	1000-000	81.28
eft-07/30/25-4	7/30/25	Garden Valley Telephone Company	1000-000	43.66
72771	7/30/25	AFSCME Council 65	1000-000	312.59
72772	7/30/25	AFSCME PEOPLE	1000-000	17.00
72773	7/30/25	Alliance Courier	1000-000	1,057.70
72774	7/30/25	Jeanne Anderson	1000-000	77.70
72775	7/30/25	Baker & Taylor	1000-000	3,486.15
72775a	7/30/25	VOID	1000-000	
72776	7/30/25	Best Business Strategies	1000-000	290.10
72777	7/30/25	Black Stone Publishing	1000-000	72.98

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Check #	Date	Payee	Cash Account	Amount
72778	7/30/25	Joyce Christine Boike	1000-000	23.80
72779	7/30/25	Barb Davis	1000-000	36.40
72780	7/30/25	Heather DeBoer	1000-000	32.90
72781	7/30/25	Frazee-Vergas Forum	1000-000	26.75
72782	7/30/25	Jodi Harrington	1000-000	207.20
72783	7/30/25	Darlene Harrison	1000-000	1,500.00
72784	7/30/25	Heritage Education Commission	1000-000	200.00
72785	7/30/25	Lorrie LaDuke	1000-000	200.90
72786	7/30/25	Metropolitan Life Insurance Company	1000-000	1,880.22
72787	7/30/25	Minnesota State University Moorhead	1000-000	100.00
72788	7/30/25	Amy Nelson	1000-000	44.80
72789	7/30/25	Overdrive, Inc.	1000-000	5,639.18
72790	7/30/25	Shelley Paxton	1000-000	750.00
72791	7/30/25	Jayde Proffitt	1000-000	36.40
72792	7/30/25	Roberta Schake	1000-000	58.80
72793	7/30/25	Christy Underlee	1000-000	66.50
eft-7/30/25-1	7/30/25	Lake Agassiz Regional Library	1010-000	100,000.00
eft-7/30/25-2	7/30/25	Lake Agassiz Regional Library	1000-000	70,000.00
cc-7/30/25-1	7/30/25	Mobile Beacon	2010-000	10,800.00
cc-7/30/25-2	7/30/25	Mobile Beacon	2010-000	5,400.00
cc-7/30/25-3	7/30/25	Los Bravos	2010-000	16.85
eft-7/31/25-1	7/31/25	Federal Income Tax deposit	1000-000	21,432.41
eft-7/31/25-2	7/31/25	Minnesota State Income Tax	1000-000	1,977.00
eft-7/31/25-3	7/31/25	Payroll Professionals, Inc.	1000-000	153.00
eft-7/31/25-4	7/31/25	ING (Deferred Compensation)	1000-000	2,453.81
eft-7/31/25-5	7/31/25	Public Employees Retirement Association	1000-000	13,653.02
cc-7/31/25-1	7/31/25	North Dakota Society of CPA's	2010-000	200.00
cc-7/31/25-2	7/31/25	The Bull Pen	2010-000	20.76
eft-7/31/25-6	7/31/25	LARL Payroll	1005-000	71,895.47
<b>Total</b>				<b>880,181.15</b>