

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, September 18, 2025**

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

**Meeting will take place in the lower level of the Moorhead Library, 118 5<sup>th</sup> St S.**

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/>

**AGENDA**

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

- 5:35    **2. MINUTES OF THE AUGUST 14, 2025 FULL BOARD MEETING**

***Recommended Motion: Move to approve the August 14, 2025 Full Board Meeting Minutes as presented.***

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

a. Final Report and Documentation of Actual Expenses for FY2025 (July 1, 2024-June 30, 2025) Regional Library Telecommunication Aid (RLTA).

***Recommended Motion: Move to approve the Final report and documentation of actual expenses for FY2025 Regional Library Telecommunications Aid.***

b. Application for State FY2026 Regional Library Telecommunications Aid (RLTA).

***Recommended Motion Move to approve the application for FY2026 Regional Library Telecommunications Aid (RLTA).***

c. Report of Results Accomplished for State FY2024 RLBSS Funds, for final additional payment.

***Recommended Motion: Move to approve the Report of Results Accomplished for the FY2024 Regional Library Basic System Support (RLBSS) Grant for the final addition payment.***

(over)

**Agenda for the September 18, 2025 Full Board Meeting – Page 2**

*d. Report of Results Accomplished for State FY2025 RLBSS Funds.*

***Recommended Motion: Move to approve the Report of Results Accomplished for the FY2025 Regional Library Basic System Support (RLBSS) Grant.***

*e. LARL Financial Audits 2025-2027.*

***Recommended Motion: Move to approve a three-year (2025-2027) agreement with Brady Martz & Associates to conduct the annual audit of LARL's financial statements.***

- 6:00    **4. DIRECTOR'S REPORT** - Lynch  
           a. **Director's Report** (Enclosed)
- 6:10    **5. MOORHEAD COMMUNITY CENTER AND LIBRARY REPORT** – Lynch & Moore
- 6:20    **6. PRESIDENT'S REPORT** – President Ebinger
- 6:25    **7. NOVEMBER LARL ELECTION REMINDER** – Wood
- 6:30    **8. BOARD MEMBER REPORTS:**  
           **Becker County** – Ben Grimsley & 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** – Emily Moore, Charley Johnson & 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** – Chizuko Shastri and Open
- 6:40    **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. Check Register – August 2025

**UPCOMING LARL BOARD MEETINGS:**

LARL Executive Committee: October 16 (As needed)  
 LARL Full Board Meeting: November 20 (Elections)  
 LARL Executive Committee: December 18 (As needed)

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING  
Wednesday, August 14, 2025  
MINUTES**

**Draft**

**A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Wednesday, August 14, 2025 in person and online via Zoom. President Ebinger called the meeting to order at 5:30pm.**

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

**Board Members Absent:** Braton

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

***(Jacobson/Briggs) Move to approve the Agenda of the August 14, 2025 Full Board Meeting. MCU.***

**MINUTES OF THE JUNE 18, 2025 FULL BOARD MEETING**

Shastri noted that the draft minutes reflect she attended the meeting via Zoom when she was at the meeting in person. The minutes also incorrectly reflect she seconded the approval the agenda. Sprynczynatyk said he would replay the meeting recording and correct the motion second.

***(Moore/Johnson) Move to approve the Minutes of the June 18, 2025 Full Board Meeting with noted corrections. MCU.***

**FINANCIAL REPORT**

With 58.33% of 2025 complete, LARL spent 56.65% of budgeted expenses. Revenues are at 67.19% of budget due to LARL billing Signatories quarterly. Staff Training and Development is at 9.56% of budget because the majority of the training budget is usually spent in the fall.

**REPORT OF THE FINANCE COMMITTEE**

Jacobson discussed that at the July 17<sup>th</sup> Finance Committee meeting the Committee proposed lease terms to the City of Moorhead at \$18 per square foot with an annual increase of 1% for 10 years, contingent on Full Board approval. The City's negotiating team tentatively accepted the offer contingent on City Council approval.

(over)

## **Minutes of the August 14, 2025 Full Board Meeting – Page 2**

### **REPORT OF THE FINANCE COMMITTEE - continued**

Nelson discussed that he felt the lease terms are probably a bit over priced for the LARL's office space needs, but that if a motion was going to be made to approve the \$18/sf 1% annual increase, there are some issues with the lease agreement that should be address:

- Item 5. Conditions of the Leased Premises: The wording should be changed to “upon inspection of the Leased Premises”
- Item 7. Capital Expenditures: Some additional examples of Capital Expenditures should be added to include Carpet, Flooring, and Lighting.
- Item 10. Indemnity: LARL should have an attorney review the wording.
- Item 11. Insurance:
  - o Part a: The \$2,000,000 Liability Insurance should be reviewed, as this level of coverage may come at a very high cost. Sprynczynatyk will contact MCIT to determine LARL's current coverage and check on pricing if current coverage is lower than \$2000,000.
  - o Part b: LARL should have a lawyer review.
  - o Part c: If the City is to be named additionally insured on Part a and b, should the City list LARL as additionally insured in part c.
  - o The address for LARL should be updated to the new address
- Items 14 and 15 Early Termination: It should be reiterated that the agreement is for 10 years.

***(Jacobson/Johnson) Move to 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 Finance Committee upon attorney review of the lease.***

***(Grimsley/Nelson) Move to amend the previously made motion to approve the LARL Regional Office Lease Agreement with the City of Moorhead at \$17 per square foot with a 1% annual increase for 10 years as recommended by the Finance Committee upon attorney review of the lease. A roll call vote was taken with 7 votes in favor of amending (Grimsley, Nelson, Holecek, Wood, Durant, Geray, Shastri) and 7 votes against (Ebinger, Titera, Briggs, Johnson, Moore, Jacobson, Willhite). Motion failed due to a lack of majority.***

***A roll call vote was taken on the original motion with 11 votes in favor of the motion (Holecek, Ebinger, Titera, Briggs, Wood, Durant, Johnson, Moore, Shastri, Jacobson, Willhite) and 3 votes against (Grimsley, Nelson, Geray). Motion passed.***

Lynch questioned the board regarding the \$250,000 previously approved for furnishing, since the money was approved pending an approved lease, upon the lease being signed by both parties LARL can go ahead and start spending the money on furnishing without further Board approval.

### **DIRECTOR'S REPORT**

Lynch had no report in addition to her written report.

### **PRESIDENT'S REPORT**

No report.

(continued on next page)

**Minutes of the August 14, 2025 Full Board Meeting – Page 3****BOARD MEMBER REPORTS:****Becker County** (Grimsley, Nelson)

No report.

**Breckenridge** (Holecek)

No report.

**Clay County** (Ebinger)

No report.

**Clearwater County** (Titera)

No report.

**Crookston** (Briggs)

Oxcart days is going on in Crookston.

**Detroit Lakes** (Wood)

The City is moving forward with Library roof repairs. Bids for an Architect went out in July.

**City of Mahanomen** (Durant)

No report.

**Mahanomen County** (Geray)

No report.

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

The Local Family Resource Center has added office hours at the Moorhead Library. There are a lot of Legacy programs scheduled. There will be a Red Cross blood drive on August 27. The Moorhead Library along with the Book Truck will be part of several events during Great Moorhead Days in September.

**Norman County** (Jacobsen)

Norman County had their first budget meeting for 2026 and it went better than expected.

**Polk County** (Willhite)

The Crookston Library is still waiting on repairs to their restroom after the arson fire in June.

**Wilkin County** (Braton-absent)

No report

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

No report.

(over)

**Minutes of the August 14, 2025 Full Board Meeting – Page 4****Northern Lights Library Network** (Holecek, Shastri)

Holecek has termed out on the NLLN board and will need to be replaced. Shastri reported that she asked NLLN about supporting the new Moorhead Library and Community Center, NLLN is considering contributing \$10,000 to the project but must be approved by the NLLN board at their September meeting.

Lynch reported that the appointment to NLLN usually takes place at the beginning of the year, but if anyone would like to fill the position vacated by Holecek for the remainder of 2025 they should let her know, otherwise Shastri will be LARL's lone representative until 2026.

The meeting adjourned at 6:17.

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

66.67%

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**General Fund Revenue**

**Signatory Funding**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Becker County	\$ 0	\$ 327,788	\$ 437,050	109,262	75.00
Detroit Lakes	0	189,098	252,130	63,032	75.00
Clay County	0	249,435	332,580	83,145	75.00
Moorhead	0	627,908	837,210	209,302	75.00
Clearwater County	0	88,313	117,750	29,437	75.00
Mahnomen County	0	36,668	48,890	12,222	75.00
Mahnomen	0	18,105	24,140	6,035	75.00
Norman County	0	85,373	113,830	28,457	75.00
Polk County	0	229,230	305,640	76,410	75.00
Crookston	0	181,230	241,640	60,410	75.00
Wilkin County	0	45,518	60,690	15,172	75.00
Breckenridge	0	73,935	98,580	24,645	75.00

<b>Total Signatory Funding</b>	<b>0</b>	<b>2,152,601</b>	<b>2,870,130</b>	<b>717,529</b>	<b>75.00</b>
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**Grants**

Basic Support - MN (RLBSS)	0	439,832	879,663	439,831	50.00
Reg Library Telecom Aid (RLTA)	2,394	134,302	161,188	26,886	83.32

<b>Total Grants</b>	<b>2,394</b>	<b>574,134</b>	<b>1,040,851</b>	<b>466,717</b>	<b>55.16</b>
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**Miscellaneous Revenue**

Service Charge Revenue	446	4,016	6,500	2,484	61.78
Printing Revenue	2,275	15,966	21,000	5,034	76.03
Fax Revenue	551	3,712	4,500	788	82.49
Microfilm Revenue	1	64	100	36	64.00
Photocopy Revenue	849	7,485	9,100	1,615	82.25
Book/Furniture Sale Revenue	710	3,295	0	(3,295)	0.00
Interest/Dividend Income	21,811	77,009	73,000	(4,009)	105.49
Investment Value Change	8,622	(34,033)	0	34,033	0.00
Lost/Damaged Property	395	4,515	6,000	1,485	75.25
Other Income	0	400	0	(400)	0.00

<b>Total Miscellaneous Revenue</b>	<b>35,660</b>	<b>82,429</b>	<b>120,200</b>	<b>37,771</b>	<b>68.58</b>
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**Joint Automation Revenue**

Northwest Reg. Lib. Contrib.	0	45,000	60,000	15,000	75.00
MNLink Server Site Payments	0	0	0	0	0.00

<b>Total Joint Automation Revenue</b>	<b>0</b>	<b>45,000</b>	<b>60,000</b>	<b>15,000</b>	<b>75.00</b>
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<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>100,007</b>	<b>100,007</b>	<b>0.00</b>
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<b>Total General Fund Revenue</b>	<b>38,054</b>	<b>2,854,164</b>	<b>4,191,188</b>	<b>1,337,024</b>	<b>68.10</b>
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**General Fund Expenditures**

**Personnel Expenses**

Salaries	190,619	1,434,342	2,280,300	845,958	62.90
Payroll Taxes	14,552	108,786	176,300	67,514	61.71
Retirement - PERA	14,237	107,780	170,200	62,420	63.33
Health Insurance	35,385	267,455	414,050	146,595	64.59
Unemployment Taxes	0	7	0	(7)	0.00
Life Insurance	105	830	1,250	420	66.40
Workers Compensation Insurance	277	2,219	3,700	1,481	59.97
Other Employee Benefits	121	968	1,700	732	56.94

<b>Total Personnel</b>	<b>255,296</b>	<b>1,922,387</b>	<b>3,047,500</b>	<b>1,125,113</b>	<b>63.08</b>
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**Automation/Cataloging**

Automation	14,221	116,630	178,800	62,170	65.23
Remote Printing	282	2,259	3,400	1,141	66.44
Catalog Item Records	1,213	9,407	14,000	4,593	67.19
Supplies - Computer	812	3,244	5,000	1,756	64.88
Supplies - Technical Services	156	3,218	6,000	2,782	53.63

<b>Total Automation/Cataloging</b>	<b>16,684</b>	<b>134,758</b>	<b>207,200</b>	<b>72,442</b>	<b>65.04</b>
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Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eight Months Ending August 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	538	4,511	15,000	10,489	30.07
Programming - Adult	172	322	5,000	4,678	6.44
<b>Total Library Programming</b>	<b>710</b>	<b>4,833</b>	<b>20,000</b>	<b>15,167</b>	<b>24.17</b>
<b>Staff Development</b>					
Staff Training & Development	1,302	2,750	15,000	12,250	18.33
<b>Total Staff Development</b>	<b>1,302</b>	<b>2,750</b>	<b>15,000</b>	<b>12,250</b>	<b>18.33</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	2,947	18,173	27,100	8,927	67.06
Regional Board Meetings	874	4,581	5,800	1,219	78.98
<b>Total Mileage/Board Meeting Expenses</b>	<b>3,821</b>	<b>22,754</b>	<b>32,900</b>	<b>10,146</b>	<b>69.16</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	710	15,404	18,600	3,196	82.82
Attorney Fees	0	0	1,500	1,500	0.00
Bus. Office Software/Supplies	0	650	2,000	1,350	32.50
Delivery Services	2,329	33,979	60,500	26,521	56.16
Director's Discretionary	0	70	2,000	1,930	3.50
Insurance - General/Property	2,099	16,795	25,200	8,405	66.65
Leases	0	19,370	26,050	6,680	74.36
Maintenance Contracts	204	10,583	15,202	4,619	69.62
Memberships	0	495	1,200	705	41.25
Minnesota Director's Fund	0	354	2,450	2,096	14.45
Miscellaneous Expense	0	462	2,000	1,538	23.10
PIO: Printing/Advertising	2,472	16,418	24,350	7,932	67.43
Postage	162	2,308	5,100	2,792	45.25
Recruitment	0	846	5,000	4,154	16.92
Repairs - Equipment	38	517	2,500	1,983	20.68
Supplies - Copier/Fax/Microfilm	0	170	750	580	22.67
Supplies - Office	27	4,903	8,498	3,595	57.70
Supplies - Public Services	0	4,688	6,000	1,312	78.13
Telephone/Telecom	1,534	11,521	18,000	6,479	64.01
<b>Total Other Operating Expenses</b>	<b>9,575</b>	<b>139,533</b>	<b>226,900</b>	<b>87,367</b>	<b>61.50</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>2,394</b>	<b>134,302</b>	<b>161,188</b>	<b>26,886</b>	<b>83.32</b>
<b>Transportation</b>					
Vehicle Expenses	0	0	1,500	1,500	0.00
<b>Total Transportation</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0.00</b>
<b>Materials</b>					
Audio Visual	1,377	16,828	25,000	8,172	67.31
Digital	15,917	112,910	140,000	27,090	80.65
Hoopla Service	0	0	0	0	0.00
Online Resources	306	2,451	3,700	1,249	66.24
Periodicals	1,057	17,919	23,300	5,381	76.91
Print	13,264	174,435	247,000	72,565	70.62
<b>Total Materials</b>	<b>31,921</b>	<b>324,543</b>	<b>439,000</b>	<b>114,457</b>	<b>73.93</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	5,224	10,000	4,776	52.24
Software & Hardware Upgrades	0	2,971	30,000	27,029	9.90
<b>Total Capital Expenditures</b>	<b>0</b>	<b>8,195</b>	<b>40,000</b>	<b>31,805</b>	<b>20.49</b>
<b>Capital Fund Accountx</b>					
Regional Office FF&E	0	0	0	0	0.00
<b>Total Capital Fund Accounts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>321,703</b>	<b>2,694,055</b>	<b>4,191,188</b>	<b>1,497,133</b>	<b>64.28</b>
General Fund Revenue Over Expenditures	\$ (283,649)	\$ 160,109	\$ 0	(160,109)	0.00



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eight Months Ending August 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	\$ 1,958	\$ 30,559	\$ 0	(30,559)	0.00
Endowment Revenue	0	1,820	0	(1,820)	0.00
Gain From Insurance Claim	0	8,895	0	(8,895)	0.00
Telecom/E-rate Funds	34	109	0	(109)	0.00
Legacy Grant Revenue	16,817	95,013	0	(95,013)	0.00
Miscellaneous Local Grants	0	2,900	0	(2,900)	0.00
<b>Total Special Projects Revenue</b>	<b>18,809</b>	<b>139,296</b>	<b>0</b>	<b>(139,296)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	691	3,492	0	(3,492)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	1,919	0	(1,919)	0.00
Donations - Miscellaneous	2,826	18,880	0	(18,880)	0.00
Legacy Grant Expense	16,817	95,013	0	(95,013)	0.00
Telecom/E-rate Expenses	34	109	0	(109)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Miscellaneous</b>	<b>20,368</b>	<b>119,413</b>	<b>0</b>	<b>(119,413)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	969	4,019	0	(4,019)	0.00
Insurance Claim - Furn & Equip	0	9,959	0	(9,959)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>969</b>	<b>13,978</b>	<b>0</b>	<b>(13,978)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>21,337</b>	<b>133,391</b>	<b>0</b>	<b>(133,391)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (2,528)	\$ 5,905	\$ 0	(5,905)	0.00
GRAND TOTAL REVENUE	56,863	2,993,460	4,191,188	1,197,728	71.42
GRAND TOTAL EXPENDITURES	343,040	2,827,446	4,191,188	1,363,742	67.46
CHANGE IN FUND BALANCE	\$ (286,177)	\$ 166,014	\$ 0	(166,014)	0.00

**Lake Agassiz Regional Library**  
**Statement of Financial Position**  
**August 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)	\$ 62,758	58,528	4,230	57,291	5,467
Cash - Payroll (Bell Bank)	11,469	4,514	6,955	7,443	4,026
Cash - Savings (Bell Bank)	1,073,764	1,189,852	(116,088)	1,165,013	(91,249)
Petty Cash	560	560	0	560	0
Investment Account	1,590,478	1,562,407	28,071	1,568,111	22,367
Accounts Receivable	0	251,597	(251,597)	0	0
Prepaid Expenses	44,894	52,094	(7,200)	30,986	13,908
Leased Assets	40,744	40,744	0	40,744	0
Accum Amort - Leased Assets	(5,846)	(5,846)	0	(3,229)	(2,617)
Subscription Assets	83,002	83,002	0	83,002	0
Accum Amort - Subscription	(27,571)	(27,571)	0	(23,163)	(4,408)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(8,584)	(8,584)	0	(8,584)	0
Equipment and Fixtures	337,412	337,412	0	337,412	0
Accum Depr - Equip & Fixtures	(246,577)	(246,577)	0	(246,577)	0
Equipment & Fixtures - Donated	170,799	170,799	0	170,799	0
Accum Depr - Donated Equip	(149,106)	(149,106)	0	(149,106)	0
Endowment Funds	113,992	113,992	0	111,761	2,231
Amount Provided - LTD	326,258	326,258	0	333,084	(6,826)
<b>Total Assets</b>	<b>\$ 3,432,313</b>	<b>3,767,942</b>	<b>(335,629)</b>	<b>3,489,414</b>	<b>(57,101)</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 22,922	51,060	(28,138)	85,185	(62,263)
Credit Card Payable	18,504	21,639	(3,135)	109	18,395
Amazon Charge Account	0	0	0	0	0
Accrued Salaries Payable	93,202	93,202	0	93,202	0
Accrued Severance Payable	24,580	24,580	0	24,580	0
Accrued Sick/ESST Payable	185,469	185,469	0	185,469	0
Accrued Vacation Payable	44,067	44,067	0	44,067	0
Payroll Tax Payable - ND	248	124	124	0	248
Dental Insurance Payable	(1,405)	(1,812)	407	0	(1,405)
Vision Insurance Payable	(242)	13	(255)	0	(242)
AFLAC Payable	303	303	0	0	303
Flexible Spending - Medical	241	(209)	450	300	(59)
Sales Tax Payable	640	304	336	695	(55)
Deferred Revenue	210,754	229,999	(19,245)	374,943	(164,189)
Lease Liability	35,060	35,060	0	37,597	(2,537)
Subscription Liability	37,082	37,082	0	41,372	(4,290)
<b>Total Liabilities</b>	<b>671,425</b>	<b>720,881</b>	<b>(49,456)</b>	<b>887,519</b>	<b>(216,094)</b>
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	193,027	193,027	0	6,951	186,076
Fund Bal - Operating Reserve	1,386,000	1,386,000	0	1,386,000	0
Fund Bal - Employee Severance	29,000	29,000	0	29,000	0
Fund Bal - Unemployment Comp.	57,000	57,000	0	57,000	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	175,000	175,000	0	175,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	10,000	10,000	0	10,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	75,000	75,000	0	75,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	72,000	72,000	0	72,000	0
Investment in Gen. Fixed Asset	117,811	117,811	0	117,811	0
Reserve for Leases	34,898	34,898	0	37,515	(2,617)
Reserve for Subscriptions	55,431	55,431	0	59,839	(4,408)
Reserve for Donations	82,944	82,944	0	82,944	0
Reserve for Endowments	111,762	111,762	0	111,762	0
Change in Fund Balance	166,015	452,188	(286,173)	186,073	(20,058)
<b>Total Fund Balances</b>	<b>2,760,888</b>	<b>3,047,061</b>	<b>(286,173)</b>	<b>2,601,895</b>	<b>158,993</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 3,432,313</b>	<b>3,767,942</b>	<b>(335,629)</b>	<b>3,489,414</b>	<b>(57,101)</b>



## Regional Library Telecommunications Aid Program FY 2025 (July 1, 2024 – June 30, 2025)

### Final Report Signature Page

A complete final report for the FY 2025 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

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

Priority 2 Costs:

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

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

Regional Public Library System Name: **Lake Agassiz Regional Library**

Signature:

Name: **David Ebinger**  
Chair, System Governing Board

Date: **9/18/25**

Signature:

Name: **Liz Lynch**  
Regional Public Library System Administrator

Date: **9/18/25**

Please email your report to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **September 15, 2025**.

## Regional Library Telecommunications Aid: Priority 2 Report

FY25 Priority 2 funds can support eligible expenses incurred from July 1, 2024 to June 30, 2025.

Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

	Category	Total Budgeted	Brief Description
Content	<b>Library Subscriptions</b> <i>annual Overdrive fees</i>	\$6,000.00	Overdrive annual fees
	<b>Library Resources</b> <i>Overdrive materials</i>	\$56,578.87	\$10,000 OverDrive e-Magazines, \$46,578.87 OverDrive e-Books and e-Audio
Non-E-Rate Equipment	<b>Individual Devices</b> <i>tablets, computers, hotspots without service</i>	\$2,909.64	61 Hotspots
	<b>Operational Devices</b> <i>copier, printer, self-check</i>		
	<b>Networking Equipment</b> <i>server, redundant lines</i>		
	<b>Tech Supplies</b> <i>hotspot cases, USB drives</i>		
Subscriptions	<b>Data Plans</b> <i>hotspot data plans, off-site internet service</i>	\$4,200.00	service for hotspots
	<b>Service Subscriptions</b> <i>Zoom, website hosting</i>		
	<b>Software Licenses</b> <i>MS Office, Deep Freeze</i>	\$7,883.10	Deep Freeze
Miscellany	<b>Professional Services</b> <i>web design, tech repair</i>		
	<b>Category 2</b> <i>see FCC eligible services list</i>		
		\$77,571.61	If the auto-sum function doesn't work, please enter the total here.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Regional Library Telecommunications Aid Report SFY 2025</b>										
2	Priority 1 Costs										
3	Regional Public Library System: Lake Agassiz Regional Library										
4	<b>Member Library Sites Included:</b>	<b>Open 20+ hours per week?*</b>	<b>Bandwidth Available 7/1/2024</b>	<b>Bandwidth Available 6/30/2025</b>	<b>E-Rate % Discount (2024)</b>	<b>Total Costs - Category One</b>	<b>E-Rate for Category One</b>	<b>RLTA for Category One</b>	<b>Participation Costs</b>	<b>RLTA Priority 1 Total</b>	<b>NOTES</b>
5	Ada Public Library	yes	1000	1000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
6	Bagley Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
7	Barnesville Public Library	yes	500	500	70%	\$21,600.00	\$15,120.00	\$6,480.00	\$565.00	\$7,045.00	
8	Breckenridge Public Library	yes	1000	1000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
9	Climax Public Library	yes	1000	1000	70%	\$17,545.44	\$12,281.81	\$5,263.63	\$565.00	\$5,828.63	
10	Crookston Public Library	yes	1000	1000	70%	\$26,400.00	\$18,480.00	\$7,920.00	\$565.00	\$8,485.00	
11	Detroit Lakes Public Library	yes	1000	1000	70%	\$26,415.84	\$18,491.09	\$7,924.75	\$565.00	\$8,489.75	
12	Fertile Public Library	yes	500	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
13	Fosston Public Library	yes	1000	1000	70%	\$21,000.00	\$14,700.00	\$6,300.00	\$565.00	\$6,865.00	
14	Hawley Public Library	yes	1000	1000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
15	Mahnomen Public Library	yes	1000	1000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$565.00	\$7,014.72	
16	McIntosh Public Library	yes	500	500	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$565.00	\$5,803.00	
17	Moorhead Public Library/LARL HQ	yes	1000	1000	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$565.00	\$5,155.00	
18						\$254,239.44	\$177,967.61	\$76,271.83	\$7,345.00	\$83,616.83	
19	*If any sites are under 20 hours per week, please explain.										
20											



## Connecting Schools and Libraries across Northwest

# FISCAL YEAR 2025

SITE	Bandwidth	Total Annual Undiscounted Cost	Specific Site E-Rate Discount Percent	Total Annual E-Rate Discount Amount	Non-Reimbursed Costs	NW Links Membership Fee	Total Annual Billing		Q1 billing	Q2 Billing	Q3 Billing	Q4 Billing
Ada Public Library	1000	17460.00	70%	12222.00	5238.00	565.00	5803.00		1,874.50	1,309.50	1,309.50	1309.50
Bagley Public Library	500	15300.00	70%	10710.00	4590.00	565.00	5155.00		1,712.50	1,147.50	1,147.50	1147.50
Barnesville Public Library	500	21600.00	70%	15120.00	6480.00	565.00	7045.00		2,185.00	1,620.00	1,620.00	1620.00
Breckenridge Public Library	1000	21499.08	70%	15049.36	6449.72	565.00	7014.72		2,177.43	1,612.43	1,612.43	1612.43
Climax Public Library	1000	17545.44	70%	12281.81	5263.63	565.00	5828.63		1,880.91	1,315.91	1,315.91	1315.91
Crookston Public Library	1000	26400.00	70%	18480.00	7920.00	565.00	8485.00		2,545.00	1,980.00	1,980.00	1980.00
Detroit Lakes Public Library	1000	26415.84	70%	18491.09	7924.75	565.00	8489.75		2,546.19	1,981.19	1,981.19	1981.19
Fertile Public Library	500	15300.00	70%	10710.00	4590.00	565.00	5155.00		1,712.50	1,147.50	1,147.50	1147.50
Fosston Public Library	1000	21000.00	70%	14700.00	6300.00	565.00	6865.00		2,140.00	1,575.00	1,575.00	1575.00
Hawley Public Library	1000	17460.00	70%	12222.00	5238.00	565.00	5803.00		1,874.50	1,309.50	1,309.50	1309.50
LARL Headquarters Public Library	1000	21499.08	70%	15049.36	6449.72	565.00	7014.72		2,177.43	1,612.43	1,612.43	1612.43
Mahnomen Public Library	1000	17460.00	70%	12222.00	5238.00	565.00	5803.00		1,874.50	1,309.50	1,309.50	1309.50
McIntosh Public Library	500	15300.00	70%	10710.00	4590.00	565.00	5155.00		1,712.50	1,147.50	1,147.50	1147.50
Lake Agassiz Regional Library System	11000	254239.44		177967.61	76271.83	7345.00	83616.83		26412.96	19067.96	19067.96	19067.96



## REGIONAL LIBRARY TELECOMMUNICATIONS AID

**FY 2026 (July 1, 2025 – June 30, 2026)**

### APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jamie Sprynczynatyk

Regional Public Library System: Lake Agassiz Regional Library

Street Address: 118 5th St S

City: Moorhead

State: MN

Zip Code: 56560

Telephone: 218-233-3757

Fax: 218-233-7556

E-mail: [spryj@gsuite.larl.org](mailto:spryj@gsuite.larl.org)

Minnesota Tax ID#: 4317846

#### Locations Open Fewer than 20 Hours per Week

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

None

#### Assurances:

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

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

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

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

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

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

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

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

### **Authorized Signatures**

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

Date: 9/18/25

Signature:

Name: David Ebinger

Chair, System Governing Board

Date: 9/18/25

Signature:

Name: Liz Lynch

Regional Public Library System Administrator



**The following forms comprise a complete application:**

- ☐ FY26 Applicant Information, Assurances and Authorized Signatures
- ☐ FY26 RLTA Priority 1 application spreadsheet
- ☐ E-rate FCDLs for 2025. Each entity included in the RLTA application must be included in FCDL(s).

If 2025 FCDLs are not available, submit 2025 form 471 and 2024 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2025 FCDL, please submit it along with an updated application spreadsheet.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY25 final report.

Please email the signed and completed application forms to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **Monday, October 20, 2025**. Completed forms can be sent as PDF documents or in original formats.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Regional Library Telecommunications Aid Application SFY 2026</b>										
2	Priority 1 Costs										
3	Regional Public Library System: Lake Agassiz Regional Library										
4	<b>Member Library Sites Included:</b>	<b>Open 20+ hours per week?*</b>	<b>Bandwidth Available 6/30/2025</b>	<b>Anticipated Bandwidth 6/30/2026</b>	<b>E-Rate % Discount (2025)</b>	<b>Total Costs - Category One</b>	<b>E-Rate for Category One</b>	<b>RLTA for Category One</b>	<b>Participation Costs</b>	<b>RLTA Priority 1 Total</b>	<b>NOTES</b>
5	Ada Public Library	Yes	1000	1000	70%	\$17,015.52	\$11,910.86	\$5,104.66	\$565.00	\$5,669.66	
6	Bagley Public Library	Yes	500	500	70%	\$11,329.92	\$7,930.94	\$3,398.98	\$565.00	\$3,963.98	
7	Barnesville Public Library	Yes	500	500	70%	\$21,404.28	\$14,983.00	\$6,421.28	\$565.00	\$6,986.28	
8	Breckenridge Public Library	Yes	1000	1000	70%	\$19,635.12	\$13,744.58	\$5,890.54	\$565.00	\$6,455.54	
9	Climax Public Library	Yes	1000	1000	70%	\$18,000.00	\$12,600.00	\$5,400.00	\$565.00	\$5,965.00	
10	Crookston Public Library	Yes	1000	1000	70%	\$25,923.12	\$18,146.18	\$7,776.94	\$565.00	\$8,341.94	
11	Detroit Lakes Public Library	Yes	1000	2000	70%	\$26,352.00	\$18,446.40	\$7,905.60	\$565.00	\$8,470.60	
12	Fertile Public Library	Yes	500	500	70%	\$13,933.92	\$9,753.74	\$4,180.18	\$565.00	\$4,745.18	
13	Fosston Public Library	Yes	1000	1000	70%	\$15,975.12	\$11,182.58	\$4,792.54	\$565.00	\$5,357.54	
14	Hawley Public Library	Yes	1000	1000	70%	\$14,754.12	\$10,327.88	\$4,426.24	\$565.00	\$4,991.24	
15	Mahnomen Public Library	Yes	1000	1000	70%	\$15,979.92	\$11,185.94	\$4,793.98	\$565.00	\$5,358.98	
16	McIntosh Public Library	Yes	500	500	70%	\$11,329.92	\$7,930.94	\$3,398.98	\$565.00	\$3,963.98	
17	Moorhead Public Library/LARL HQ	Yes	1000	2000	70%	\$21,480.00	\$15,036.00	\$6,444.00	\$565.00	\$7,009.00	
18						\$233,112.96	\$163,179.07	\$69,933.89	\$7,345.00	\$77,278.89	
19	*If any sites are under 20 hours										
20	per week, please explain.										



## Connecting Schools and Libraries across Northwest

August 11, 2025

TO: Liz Lynch, Director  
Lake Agassiz Regional Library System

FROM: Bob Wheeler  
NW-Links Coordinator

RE: Fiscal Year 2026 Bandwidth and Membership Costs

We are providing final estimated cost information for the wide area network costs for fiscal year 2026. This information is to be used on the Fiscal Year 2026 RLTA application.

NW-Links has submitted the FCC Form 471 #251015658 for Annual Total Pre-Discount Charge of \$233,112.96. Discount Rate for your system is expected to be 70% based on pre-calculation of the FCDL for your FRN #2599018421.

Member Entity Name	FY 2026 Member Finalized Bandwidth	FY 2026 Monthly Recurring Cost (MRC)	E-Rate Discount %	FY 2026 Monthly Cost After E- Rate Discount	FY 2026 Annual Cost After E-Rate Discount	FY 2026 Annual Membership Fee
Ada Public Library	1000	\$ 1,417.96	70%	\$ 425.39	\$ 5,104.66	\$ 565.00
Bagley Public Library	500	\$ 944.16	70%	\$ 283.25	\$ 3,398.98	\$ 565.00
Barnesville Public Library	500	\$ 1,783.69	70%	\$ 535.11	\$ 6,421.28	\$ 565.00
Breckenridge Public Library	1000	\$ 1,636.26	70%	\$ 490.88	\$ 5,890.54	\$ 565.00
Climax Public Library	1000	\$ 1,500.00	70%	\$ 450.00	\$ 5,400.00	\$ 565.00
Crookston Public Library	1000	\$ 2,160.26	70%	\$ 648.08	\$ 7,776.94	\$ 565.00
Detroit Lakes Public Library	2000	\$ 2,196.00	70%	\$ 658.80	\$ 7,905.60	\$ 565.00
Fertile Public Library	500	\$ 1,161.16	70%	\$ 348.35	\$ 4,180.18	\$ 565.00
Fosston Public Library	1000	\$ 1,331.26	70%	\$ 399.38	\$ 4,792.54	\$ 565.00
Hawley Public Library	1000	\$ 1,229.51	70%	\$ 368.85	\$ 4,426.24	\$ 565.00
Moorhead PL/LARL HQ	2000	\$ 1,790.00	70%	\$ 537.00	\$ 6,444.00	\$ 565.00
Mahnomen Public Library	1000	\$ 1,331.66	70%	\$ 399.50	\$ 4,793.98	\$ 565.00
McIntosh Public Library	500	\$ 944.16	70%	\$ 283.25	\$ 3,398.98	\$ 565.00
<b>Lake Agassiz Regional Library System</b>	<b>13000</b>	<b>\$ 19,426.08</b>		<b>\$ 5,827.82</b>	<b>\$ 69,933.89</b>	<b>\$ 7,345.00</b>



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT

### REPORT OF RESULTS AND EXPENDITURES

*FY24 (July 1, 2023 - December 31, 2025) – Final Payment Report*

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

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

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

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 51,074

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

Signature:

Name: David Ebinger  
Chair, Governing Board  
Date: 09/18/2025

Signature:

Name: Liz Lynch  
Regional Public Library System Administrator  
Date: 09/18/2025

Please send one PDF copy of the signed report to Emma De Vera at [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by October 1, 2025.

## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY24 results: LARL tracks most statistics on a calendar year, in calendar year 2023 Lake Agassiz Regional Library circulated 734,475 items, held 1,836 programs that were attended by 24,544 people, 15 virtual programs that were attended by 291 people, 1 online recorded event that were viewed 59 times, 533,182 customer uses of the library, computers were used 36,462 times and 24,869 reference transactions occurred.

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY24, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

#### Description of Program:

- Please describe what you did through this program: **The additional \$19,610.79 for FY2024 were used to pay for part of the Computer Technician as well as part of the Programming Coordinator's salary and benefits.**
- What was the goal of your program? **The goal of the program for FY2024 was to provide efficient, effective and safe services, while concentrating on the LARL Strategic Plan focus areas of workforce and economic development, education, equity and digital inclusion. In order for the plan to succeed, all personnel mentioned above were involved in the planning and implementation of these services.**
- Who was served by this program? **All LARL employees, LARL Board of Directors, and LARL Customers.**
- How did this program contribute to your organization's mission and strategic plan goals? **Lake Agassiz Regional Library is to enrich lives and strengthen communities. LARL locations played an important role in providing meaningful and purposeful programming, events and services for those who needed it most. LARL administrative positions were key to the success of researching and implementing virtual and online services, focusing on digital inclusion and helping LARL residents find the resources and tools needed to improve their quality of life and work towards their goals.**

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

Name of measure	FY2023 data	FY2024 data
Hotspots Checked Out (numbers include 4 hotspots in laptop kits for public check-out)	<b>July-December 2022:</b> 100 available, checked out 760 times  <b>January-July 2023:</b>  121 available, check out 824 times	<b>July-December 2023:</b> 112 available, checked out 772 times  <b>January-July 2024:</b>  135 available, check out 832 times

## Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY24 state aid application: [Click here to enter text.](#)

<b>Regional Library System Name: Lake Agassiz Regional Library</b>	
<b>State Fiscal Year 2024 - Final Payment Report</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$13,550
Benefits	\$6,061
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel Expenses</b>	<b>\$19,611</b>
<b>Total FTE Supported</b>	<b>0.30</b>
<b>Operating Expenses</b>	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	<b>\$19,611</b>



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT

### REPORT OF RESULTS AND EXPENDITURES

*FY25 (July 1, 2024 - June 30, 2025)*

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

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

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

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 54,536

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

Signature:

Name: David Ebinger  
Chair, Governing Board  
Date: 09/18/2025

Signature:

Name: Liz Lynch  
Regional Public Library System Administrator  
Date: 09/18/2025

Please send one PDF copy of the signed report to Emma De Vera at [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by October 1, 2025.



## Report of Accomplishments

### Overall Results

**At a Glance** – Please provide a few quick statistics that summarize your FY25 results: LARL tracks most statistics on a calendar year, in calendar year 2024 Lake Agassiz Regional Library circulated 768,242 items, held 1,991 programs that were attended by 33,060 people, 11 virtual programs that were attended by 362 people, 3 online recorded events that were viewed 357 times, 593,138 customer uses of the library, computers were used 36,218 times and 20,683 reference transactions occurred.

### Individual Programs

Briefly highlight the programs/services/activities that took place during FY25, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

#### Description of Program:

- Please describe what you did through this program: **The salaries and benefits for the Regional Library Director, Director of Finance & Human Resources, Collection Development Librarian, Business Office Associate, Marketing Director, Automation Coordinator, Marketing and Programming Coordinator, ILL Associate, Technical Services Associate, Collection Development Assistant and part of the IT Director and Computer Technician were paid with funds from the Regional Library Basic System Support.**
- What was the goal of your program? **The goal of the program for FY2025 was to provide efficient, effective and safe services, while concentrating on the LARL Strategic Plan focus areas of workforce and economic development, education, equity and digital inclusion. In order for the plan to succeed, all personnel mentioned above were involved in the planning and implementation of these services.**
- Who was served by this program? **All LARL employees, LARL Board of Directors, and LARL Customers.**
- How did this program contribute to your organization's mission and strategic plan goals? **Lake Agassiz Regional Library is to enrich lives and strengthen communities. LARL locations played an important role in providing meaningful and purposeful programming, events and services for those who needed it most. LARL administrative positions were key to the success of researching and implementing virtual and online services, focusing on digital inclusion and helping LARL residents find the resources and tools needed to improve their quality of life and work towards their goals**

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

Name of measure	FY2024 data	FY2025 data
Hotspots Circulated	<b>July-December 2023:</b> 112 available with 772 check outs  <b>January-July 2024:</b> 135 available with 832 check outs	<b>July-December 2024:</b> 117 available with 652 check outs  <b>January-July 2025:</b> 136 available with 846 check outs

## Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY25 state aid application: [Click here to enter text.](#)

<b>Regional Library System Name: Lake Agassiz Regional Library</b>	
<b>State Fiscal Year 2025</b>	
<b>Summary of Expenditures</b>	
	<b>Amount</b>
<b>Personnel Expenses</b>	
Salaries and Wages	\$660,171
Benefits	\$219,493
Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel Expenses</b>	<b>\$879,664</b>
<b>Total FTE Supported</b>	<b>10.27</b>
<b>Operating Expenses</b>	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
<b>Total Operating Expenses</b>	<b>\$0</b>
<b>Program Expenses</b>	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
<b>Total Program Expenses</b>	<b>\$0</b>
<b>Total State Aid Expenditures</b>	<b>\$879,664</b>

**Monthly Report to the Board**

**Meeting Date: September 18, 2025**

**From: Liz Lynch, Executive Director**

**Director's Meetings**

**August:** Clay County Presentation, 12; LARL Full Board, 14; Potential Donor Presentation, 20; Representative Keeler, 21; Coordinating Team, 25; Mayor's Circle, 26; The Loop fundraising event, 28

**September:** Potential Donor Follow-up, 3; Becker County Administrator, 4; MLA Legislative Committee, 5; Health Insurance Meeting, 8; CRPLSA Consultant Interview, 8; Crookston Interviews and Site Visit, 11

**LARL Staffing**

**Open positions:**

LARL welcomes substitute applications at all locations anytime. Additional openings include the following:

- Barnesville Branch Librarian, 8-10 hours
- Crookston Librarian, 40 hours

**LARL News**

**LARL Strategic Planning:**

**Customer Surveys** – Over 330 print and online surveys were completed by LARL customers representing all 22 locations. Survey results indicate the following: LARL is serving customers of ALL ages; while the majority of customers have Internet access, many do not; while the majority of customer have confidence in their technology skills, many do not; 83% strongly agree that their local library/LINK adds value to their community – and additional 11% agree; & 66% strongly agree that service meets or exceeds their expectations – 26% agree.

In addition, approximately 250 comments were shared. Most were in appreciation of LARL, their local library/LINK Site with special praise for the staff. Comments for improvement were shared in the survey. Many of the improvements can be easily be made, while several comments were made regarding more hours for both branches and LINKs which may prove to be more challenging.

**Staff Survey** - An online staff survey will be sent out during the week of September 8, 2025.

**Staff Day** - The LARL Staff Day will be held on Monday, October 13 in Moorhead. Based on the survey feedback from customers and staff, employees will discuss three focus areas and establish goals and objectives to move the region forward over the next three years.

**MLA** - The Minnesota Library Association annual meeting will be held on October 9<sup>th</sup> and 10<sup>th</sup>. LARL attendees will include Barb Davis, Moorhead Adult Services Supervisor and Emily Spieker, Crookston Librarian.

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**(Director's Report Continued, page 2)**

**LARL Lease Agreement** - LARL's attorney approved of the LARL Lease Agreement with LARL suggested changes. The Agreement was then sent back to the City of Moorhead and was approved. The Lease will be signed by LARL and the City of Moorhead will bring it to the Council for final approval.

**Statewide News****Brownstone Donation to LARL**

The Brownstone Book Fund, a private foundation in NYC, has chosen Minnesota Public Libraries to be the 2025 recipients of free books for the children's collection of materials. LARL will receive three copies of 100 titles to add to the collection. Upon arrival, book plates will be added to the inside covers of the books and a press release will be shared thanking the Fund.

**Council of Regional Public Library System Administrators (CRPLSA)**

CRPLSA has contracted with a consultant to conduct a study to determine whether statewide standards for public libraries should be provided to help create benchmarks for facilities, services, collections, training, etc. The consultants have surveyed public library staff from around the state and are currently holding one on one conversations to acquire additional information.

**Upcoming Meetings & Events**

- Executive Meeting, October 16 at 5:30 p.m. as needed
- Full Board Meeting, November 20 at 5:30 p.m. - Nominations and Elections for 2026
- Executive Meeting, December 18 at 5:30 p.m. as needed

All LARL Locations will be closed on Monday, October 13<sup>th</sup> for LARL's Annual Staff Day Retreat which will take place at the Moorhead Public Library.

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Aug 1, 2025 to Aug 31, 2025**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-8/1/25-1	8/1/25	Lakes Country Service Cooperative	1000-000	33,711.88
cc-08/01/25-1	8/1/25	SR Fax	2010-000	32.55
cc-08/01/25-2	8/1/25	GrandStay Hotel & Suites	2010-000	371.38
	8/2/25	Apple Store	2010-000	0.99
eft-8/2/25-1	8/2/25	Attendance On Demand	1000-000	264.00
eft-08/03/25-1	8/3/25	Arvig	1000-000	116.01
eft-08/03/25-2	8/3/25	Arvig	1000-000	103.04
eft-08/03/25-3	8/3/25	Arvig	1000-000	98.38
eft-08/03/25-4	8/3/25	Arvig	1000-000	95.57
eft-08/03/25-5	8/3/25	Arvig	1000-000	45.94
cc-8/4/25-1	8/4/25	US Postal Service	2010-000	162.00
eft-8/6/25-1	8/6/25	Amazon Capital Services	1000-000	6,946.91
72794	8/6/25	Samantha Albers	1000-000	36.40
72795	8/6/25	Baker & Taylor	1000-000	2,297.44
72795a	8/6/25	VOID	1000-000	
72796	8/6/25	Black Stone Publishing	1000-000	750.00
72797	8/6/25	Barb Davis	1000-000	250.00
72798	8/6/25	DEMCO	1000-000	688.02
72799	8/6/25	Equinox Open Library Initiative	1000-000	5,000.00
72800	8/6/25	North of Boston Library Exchange Inc.	1000-000	5,685.00
72801	8/6/25	FM All-Stars LLP	1000-000	2,000.00
72802	8/6/25	Stephanie Germain	1000-000	12.60
72803	8/6/25	Eliza Gores	1000-000	47.90
72804	8/6/25	Jodi Harrington	1000-000	215.60
72805	8/6/25	Innovative Office Solutions, LLC	1000-000	664.06
72806	8/6/25	Information Systems Corp.	1000-000	1,290.00
72807	8/6/25	Julie Martin Design	1000-000	1,150.00
72808	8/6/25	Lakes Digital Sign Guys, LLC	1000-000	159.00
72809	8/6/25	Cindy Lichtsinn	1000-000	28.00
72810	8/6/25	Liz Lynch	1000-000	375.20
72811	8/6/25	Krissa McGraw	1000-000	19.60
72812	8/6/25	Minnesota Secretary of State	1000-000	120.00
72813	8/6/25	OCLC, Inc.	1000-000	14,555.79
72814	8/6/25	ODP Business Solutions, LLC	1000-000	424.77

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Check #	Date	Payee	Cash Account	Amount
72815	8/6/25	Overdrive, Inc.	1000-000	2,237.80
72816	8/6/25	Melissa Hund-Cerna	1000-000	100.00
72817	8/6/25	Pirate Radio Productions	1000-000	185.00
72818	8/6/25	Roberta Schake	1000-000	51.10
72819	8/6/25	Philip Spooner	1000-000	147.00
72820	8/6/25	Christy Underlee	1000-000	46.20
eft-8/6/25-1	8/6/25	Lake Agassiz Regional Library	1010-000	45,000.00
eft-8/7/25-1	8/7/25	Cardmember Service	1000-000	1,415.38
eft-08/07/25-1	8/7/25	WEX - FSA payments	1000-000	98.50
eft-8/8/25	8/8/25	WEX - FSA payments	1000-000	-14.82
cc-8/9/25-1	8/9/25	Ting	2010-000	17.66
eft-8/9/25-1	8/9/25	WEX - FSA payments	1000-000	-25.00
cc-8/11/25-1	8/11/25	Red River Communications	2010-000	46.07
cc-8/11/25-2	8/11/25	VistaPrint.com	2010-000	263.87
cc-8/12/25-1	8/12/25	MN Counties Intergovernmental Trust	2010-000	75.00
eft-8/12/25-1	8/12/25	Cardmember Service	1000-000	5,000.00
cc-08/12/25-1	8/12/25	Uprinting.com	2010-000	2,067.02
eft-8/13/25-1	8/13/25	Allstream	1000-000	159.64
eft-8/13/25-2	8/13/25	BPAS (VEBA contributions)	1000-000	2,429.60
eft-8/13/25-3	8/13/25	WEX - HSA Contributions	1000-000	833.19
eft-8/13/25-4	8/13/25	WEX - HSA Contributions	1000-000	1,342.40
72790V	8/13/25	Shelley Paxton	1000-000	-750.00
72821	8/13/25	Alliance Courier	1000-000	1,057.70
72822	8/13/25	Jeanne Anderson	1000-000	119.70
72823	8/13/25	Baker & Taylor	1000-000	5,679.66
72823a	8/13/25	VOID	1000-000	
72823b	8/13/25	VOID	1000-000	
72823c	8/13/25	VOID	1000-000	
72839a	8/13/25	VOID	1000-000	
72824	8/13/25	Black Stone Publishing	1000-000	368.02
72825	8/13/25	ByteSpeed, LLC	1000-000	75.00
72826	8/13/25	Coast To Coast Computer Products	1000-000	169.96
72827	8/13/25	Meaghan Cronin	1000-000	5.60

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Check #	Date	Payee	Cash Account	Amount
72828	8/13/25	Curt's Lock & Key Service, Inc.	1000-000	75.00
72829	8/13/25	Barb Davis	1000-000	36.40
72830	8/13/25	Fargo Spelemannslag	1000-000	1,200.00
72831	8/13/25	Michelle Fjeld	1000-000	113.40
72832	8/13/25	Jodi Harrington	1000-000	134.40
72833	8/13/25	The Hawley Herald, Inc.	1000-000	44.00
72834	8/13/25	Innovative Office Solutions, LLC	1000-000	412.31
72835	8/13/25	Lucas Holdings, LLC	1000-000	1,093.00
72836	8/13/25	Liz Lynch	1000-000	166.21
72837	8/13/25	NCPERS Group Life Ins.	1000-000	240.00
72838	8/13/25	Amy Nelson	1000-000	36.40
72839	8/13/25	Overdrive, Inc.	1000-000	6,545.84
72840	8/13/25	Shelley Paxton	1000-000	750.00
72841	8/13/25	Plum Creek Library System	1000-000	12.87
72842	8/13/25	Jayde Proffitt	1000-000	361.20
72843	8/13/25	Roberta Schake	1000-000	35.70
72844	8/13/25	Shortprinter	1000-000	606.95
72845	8/13/25	Shred Right	1000-000	117.93
72846	8/13/25	Emily Spieker	1000-000	200.00
72847	8/13/25	Christy Underlee	1000-000	190.40
72848	8/13/25	Carol Van Brocklin	1000-000	36.40
eft-8/13/25-1	8/13/25	Lake Agassiz Regional Library	1010-000	145,000.00
eft-8/13/25-5	8/13/25	Lake Agassiz Regional Library	1000-000	80,000.00
cc-8/13/25-1	8/13/25	TechSoup	2010-000	198.00
cc-8/13/25-2	8/13/25	TechSoup	2010-000	18.00
eft-8/13/25-6	8/13/25	Bell State Bank	1000-000	18.00
eft-8/15/25-1	8/15/25	AFLAC	1000-000	353.44
eft-8/15/25-2	8/15/25	Garden Valley Telephone Company	1000-000	46.82
cc-8/15/25-1	8/15/25	Rothsay Telephone	2010-000	71.93
eft-8/15/25-3	8/15/25	Federal Income Tax deposit	1000-000	22,891.71
eft-8/15/25-4	8/15/25	Minnesota State Income Tax	1000-000	2,171.00
eft-8/15/25-5	8/15/25	Payroll Professionals, Inc.	1000-000	158.40
eft-8/15/25-6	8/15/25	ING (Deferred Compensation)	1000-000	2,482.27
eft-8/15/25-7	8/15/25	Public Employees Retirement Association	1000-000	14,388.79



# Lake Agassiz Regional Library

## Check Register

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### For the Period From Aug 1, 2025 to Aug 31, 2025

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Check #	Date	Payee	Cash Account	Amount
eft-8/15/25-8	8/15/25	LARL Payroll	1005-000	76,461.14
cc-8/15/25-2	8/15/25	AppSatori	2010-000	94.86
cc-8/15/25-3	8/15/25	Halstad Telephone Company	2010-000	35.23
eft-8/15/25-4	8/15/25	Halstad Telephone Company	2010-000	74.71
eft-8/19/25-1	8/19/25	Mutual of Omaha	1000-000	109.20
cc-8/20/25-1	8/20/25	Star Tribune	2010-000	731.64
72849	8/21/25	Clayton Briggs	1000-000	158.00
72850	8/21/25	LuAnn Durant	1000-000	157.65
72851	8/21/25	Sandra Duval	1000-000	25.20
72852	8/21/25	Farm & Home Publishers, LTD.	1000-000	328.00
72853	8/21/25	Forum Communications Company	1000-000	379.09
72854	8/21/25	Jodi Harrington	1000-000	230.30
72855	8/21/25	Linda Holecek	1000-000	123.00
72856	8/21/25	Steve Jacobson	1000-000	44.80
72857	8/21/25	Brenda Labine	1000-000	79.10
72858	8/21/25	Chelsi Moe	1000-000	48.30
72859	8/21/25	Barry Nelson	1000-000	60.20
72860	8/21/25	Overdrive, Inc.	1000-000	5,066.48
72861	8/21/25	Jayde Proffitt	1000-000	60.20
72862	8/21/25	Theresa Sandness	1000-000	32.90
72863	8/21/25	Chizuko Shastri	1000-000	60.00
72864	8/21/25	Philip Spooner	1000-000	98.00
72865	8/21/25	Mark Titera	1000-000	145.60
72866	8/21/25	Christy Underlee	1000-000	69.30
72867	8/21/25	Connie Wood	1000-000	124.40
cc-8/21/25-1	8/21/25	Mobile Beacon	2010-000	129.00
cc-8/21/25-2	8/21/25	Mobile Beacon	2010-000	1,375.00
eft-8/25/25-1	8/25/25	Arvig	1000-000	195.16
eft-8/25/25-2	8/25/25	Arvig	1000-000	33.66
eft-8/25/25-3	8/25/25	WEX Health, Inc.	1000-000	104.50
eft-8/25/25-1	8/25/25	Lake Agassiz Regional Library	1010-000	180,000.00
eft-8/25/25-2	8/25/25	Lake Agassiz Regional Library	1000-000	75,000.00
eft-8/25/25-4	8/25/25	Cardmember Service	1000-000	5,000.00

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Check #	Date	Payee	Cash Account	Amount
cc-08/25/25-1	8/25/25	Mobile Edge Team	2010-000	2,352.00
eft-8/26/25-1	8/26/25	WEX - HSA Contributions	1000-000	633.19
cc-8/27/25-1	8/27/25	Sangoma US	2010-000	163.78
72868	8/28/25	AFSCME Council 65	1000-000	640.62
72869	8/28/25	AFSCME PEOPLE	1000-000	34.00
72870	8/28/25	Alliance Courier	1000-000	1,057.70
72871	8/28/25	Baker & Taylor	1000-000	1,725.30
72871a	8/28/25	VOID	1000-000	
72872	8/28/25	Black Stone Publishing	1000-000	330.85
72873	8/28/25	Christine Boike	1000-000	187.04
72874	8/28/25	Leigh Cameron	1000-000	132.30
72875	8/28/25	Clay County Recorder	1000-000	20.00
72876	8/28/25	Fargo Public Library	1000-000	300.00
72877	8/28/25	Stephanie Germain	1000-000	36.40
72878	8/28/25	Pam Goebel	1000-000	25.55
72879	8/28/25	Jodi Harrington	1000-000	23.45
72880	8/28/25	Metropolitan Life Insurance Company	1000-000	1,379.36
72881	8/28/25	Moorhead Community Education	1000-000	225.00
72882	8/28/25	Amy Nelson	1000-000	16.80
72883	8/28/25	Overdrive, Inc.	1000-000	5,610.43
72883a	8/28/25	VOID	1000-000	
72884	8/28/25	Pelican Rapids Press	1000-000	67.00
72885	8/28/25	Red Lake Falls Gazette	1000-000	45.00
72886	8/28/25	Kathleen Ryan	1000-000	36.40
72887	8/28/25	Roberta Schake	1000-000	32.20
72888	8/28/25	Jamie Sprynczynatyk	1000-000	501.62
72889	8/28/25	St. Paul Public Library	1000-000	14.99
72890	8/28/25	Thief River Falls Times	1000-000	90.00
72891	8/28/25	ULINE	1000-000	70.86
72892	8/28/25	Marlys Winkels	1000-000	45.50
eft-8/29/25-1	8/29/25	Federal Income Tax deposit	1000-000	21,250.33
eft-8/29/25-2	8/29/25	Minnesota State Income Tax	1000-000	2,001.00
eft-8/29/25-3	8/29/25	Payroll Professionals, Inc.	1000-000	153.00
eft-8/29/25-4	8/29/25	ING (Deferred Compensation)	1000-000	2,460.77

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Check #	Date	Payee	Cash Account	Amount
eft-8/29/25-5	8/29/25	Public Employees Retirement Association	1000-000	13,576.18
eft-8/29/25-6	8/29/25	LARL Payroll	1005-000	71,541.53
eft-8/30/25-1	8/30/25	Garden Valley Telephone Company	1000-000	48.00
eft-8/30/25-2	8/30/25	Garden Valley Telephone Company	1000-000	81.20
eft-8/30/25-3	8/30/25	Garden Valley Telephone Company	1000-000	42.18
eft-8/30/25-4	8/30/25	Garden Valley Telephone Company	1000-000	43.66
Total				<u><u>899,755.86</u></u>