

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 20, 2025**

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

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

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 September 18, 2025 FULL BOARD MEETING (Enclosed)**

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

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

- a. Final Report for Legacy Funds FY2024 fund year (Enclosed)

Recommended Motion: Move to approve the Final Report for State Regional Public Library System Arts and Cultural Heritage Program for FY2024 funding year.

- b. Minnesota Paid Leave Policy (Enclosed)

Recommended Motion: Move to adopt the Minnesota Paid Leave Policy.

- c. LARL Formula Discussion – Sprynczynatyk/Executive Committee (Enclosed)

(over)

Agenda for the November 20, 2025 Full Board Meeting – Page 2

6:00 4. DIRECTOR’S REPORT – Lynch

- a. Director’s Report (Enclosed)
- b. Strategic Plan (Enclosed)
Recommended Motion: Move to approve the LARL Strategic Planning Framework for 2026-2028 as presented.
- c. Food for Fines (See Director’s Report)
Recommended Motion: Move to approve Food for Fines, December 1-31, 2025.

6:10 5. MOORHEAD COMMUNITY CENTER AND LIBRARY REPORT – Lynch & Moore

6:15 6. NOMINATIONS COMMITTEE - Moore

6:20 7. PRESIDENT’S REPORT – President Ebinger

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 – October 2025

UPCOMING LARL BOARD MEETINGS:

LARL Executive Committee: December 18, 2025 (As needed)

LARL Finance Committee at 5:00 and Full Board at 5:30: January 15, 2026

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

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 18, 2025 in person and online via Zoom. President Ebinger called the meeting to order at 5:33pm.

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

Board Members Absent: Briggs, Grimsley, Holecek

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Durant/Geray) Move to approve the Agenda of the September 18, 2025 Full Board Meeting as presented. MCU.

MINUTES OF THE AUGUST 14, 2025 FULL BOARD MEETING

(Titera/Johnson) Move to approve the Minutes of August 14, 2025 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk reported that LARL's Health Insurance increase for 2026 will be 18.37%.

With 66.67% of 2025 complete, LARL spent 64.28% of budgeted expenses. Revenues are at 68.1% of budget due to LARL billing Signatories quarterly. Staff Training and Development is at 18.33% of budget because the majority of the training budget is usually spent in the fall.

(Johnson/Moore) Move to approve the Final Report and documentation of actual expenses for FY2025 Regional Telecom Aid (RLTA). MCU.

(Johnson/Titera) Move to approve the application for FY2026 Regional Telecom Aid (RLTA). MCU.

(Jacobson/Wood) Move to approve the Report of Results Accomplished for the FY2024 Regional Library Basic System Support (RLBSS) Grant, for final additional payment. MCU.

(over)

Minutes of the September 18, 2025 Full Board Meeting – Page 2

FINANCIAL REPORT – continued

(Jacobson/Willhite) Move to approve the Report of Results Accomplished for the FY2025 Regional Library Basic System Support (RLBSS) Grant. MCU.

(Geray/Johnson) Move to approve a three-year (2025-2027) agreement with Brady Martz & Associates to conduct the annual audit of LARL's financial statements. MCU.

DIRECTOR'S REPORT

The Crookston Librarian position as well as a Fosston Substitute position have been filled.

Lynch discussed with the new MN break laws going into effect in 2026 LARL will be looking at how to handle the required 30-minute unpaid break that must be provided for all shifts 6 hours or longer.

PRESIDENT'S REPORT

Ebinger discussed the Moorhead Library fund raiser with William Kent Krueger.

NOVEMBER LARL ELECTION REMINDER

Wood discussed that Executive Committee elections will be in November. Ebinger said he is willing to continue as President, Moore is willing to serve as Vice President, Jacobson is willing to continue as Treasurer, Johnson and Geray are willing to serve as At-Large members.

BOARD MEMBER REPORTS:

Becker County (Grimsley-absent, Nelson)
Becker County's preliminary levy is 9%

Breckenridge (Holecek-absent)
No report.

Clay County (Ebinger)
No report.

Clearwater County (Titera)
Clearwater County preliminary levy is at 12%

Crookston (Briggs-absent)
No report.

(continued on next page)

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

Detroit Lakes (Wood-absent)

The Detroit Lakes Friends of the Library has been dissolved. The Library Club is being more active. The Library Board is being more formal about posting minutes with the city.

City of Mahanomen (Durant)

No report.

Mahanomen County (Geray)

Street repairs around the library have been complete. The levy is at 8.89%.

Moorhead (Johnson, Moore, Shastri)

The Moorhead Library board and the Moorhead Friends were able to tour the new library construction. The building should be complete around February with potential to move in March or soon after. The Summer Reading Program went really well.

Norman County (Jacobsen)

The County Coordinator hire didn't work out and the County has an Interim County Coordinator at the moment. The preliminary levy for the County hasn't been set yet as the work of the previous Coordinator is being reviewed.

Polk County (Willhite)

Lynch presented to the County Commissioners. Three Polk County libraries are providing space for Family Resource Centers. The County preliminary levy will be set next week.

Wilkin County (Braton)

The County levy is currently at 11.4%. The County Attorney submitted his resignation and Ottertail County will be helping Wilkin County while the position is vacant.

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

No report.

Northern Lights Library Network (Shastri)

NLLN donated \$1,000 to the Moorhead Library Friends Giving Hearts Day campaign. Next year they plan to give \$1,500. \$10,000 of support for the new Moorhead Library/Community Center will be discussed at the next Board meeting.

The meeting adjourned at 6:17.

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 109,262.50	\$ 437,050.00	\$ 437,050.00	0.00	100.00
Detroit Lakes	63,032.50	252,130.00	252,130.00	0.00	100.00
Clay County	83,145.00	332,580.00	332,580.00	0.00	100.00
Moorhead	209,302.50	837,210.00	837,210.00	0.00	100.00
Clearwater County	29,437.50	117,750.00	117,750.00	0.00	100.00
Mahnomen County	12,222.50	48,890.00	48,890.00	0.00	100.00
Mahnomen	6,035.00	24,140.00	24,140.00	0.00	100.00
Norman County	28,457.50	113,830.00	113,830.00	0.00	100.00
Polk County	76,410.00	305,640.00	305,640.00	0.00	100.00
Crookston	60,410.00	241,640.00	241,640.00	0.00	100.00
Wilkin County	15,172.50	60,690.00	60,690.00	0.00	100.00
Breckenridge	24,645.00	98,580.00	98,580.00	0.00	100.00
Total Signatory Funding	717,532.50	2,870,130.00	2,870,130.00	0.00	100.00
Grants					
Basic Support - MN (RLBSS)	242,727.52	925,286.76	879,663.00	(45,623.76)	105.19
Reg Library Telecom Aid (RLTA)	0.00	157,905.74	161,188.00	3,282.26	97.96
Total Grants	242,727.52	1,083,192.50	1,040,851.00	(42,341.50)	104.07
Miscellaneous Revenue					
Service Charge Revenue	598.65	4,917.13	6,500.00	1,582.87	75.65
Printing Revenue	1,852.91	19,487.84	21,000.00	1,512.16	92.80
Fax Revenue	504.68	4,401.62	4,500.00	98.38	97.81
Microfilm Revenue	1.86	67.97	100.00	32.03	67.97
Photocopy Revenue	1,460.54	9,145.36	9,100.00	(45.36)	100.50
Book/Furniture Sale Revenue	1,196.78	4,688.21	0.00	(4,688.21)	0.00
Interest/Dividend Income	1,914.99	82,895.36	73,000.00	(9,895.36)	113.56
Investment Value Change	0.00	(5,817.26)	0.00	5,817.26	0.00
Lost/Damaged Property	743.99	5,745.84	6,000.00	254.16	95.76
Other Income	0.00	400.00	0.00	(400.00)	0.00
Total Miscellaneous Revenue	8,274.40	125,932.07	120,200.00	(5,732.07)	104.77
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	15,000.00	60,000.00	60,000.00	0.00	100.00
MNLink Server Site Payments	0.00	0.00	0.00	0.00	0.00
Total Joint Automation Revenue	15,000.00	60,000.00	60,000.00	0.00	100.00
Fund Balance/Shortfall	0.00	0.00	100,007.00	100,007.00	0.00
Total General Fund Revenue	983,534.42	4,139,254.57	4,191,188.00	51,933.43	98.76
General Fund Expenditures					
Personnel Expenses					
Salaries	188,814.94	1,804,201.40	2,280,300.00	476,098.60	79.12
Payroll Taxes	14,398.36	136,946.02	176,300.00	39,353.98	77.68
Retirement - PERA	14,178.01	135,442.98	170,200.00	34,757.02	79.58
Health Insurance	34,425.29	335,395.56	414,050.00	78,654.44	81.00
Unemployment Taxes	51.52	58.76	0.00	(58.76)	0.00
Life Insurance	110.80	1,043.54	1,250.00	206.46	83.48
Workers Compensation Insurance	277.33	2,773.34	3,700.00	926.66	74.96
Other Employee Benefits	121.00	1,210.00	1,700.00	490.00	71.18
Total Personnel	252,377.25	2,417,071.60	3,047,500.00	630,428.40	79.31
Automation/Cataloging					
Automation	14,327.89	145,148.52	178,800.00	33,651.48	81.18
Remote Printing	282.41	2,824.10	3,400.00	575.90	83.06
Catalog Item Records	1,212.98	11,833.13	14,000.00	2,166.87	84.52
Supplies - Computer	1,507.89	5,417.86	5,000.00	(417.86)	108.36
Supplies - Technical Services	550.03	4,589.17	6,000.00	1,410.83	76.49
Total Automation/Cataloging	17,881.20	169,812.78	207,200.00	37,387.22	81.96

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth/SLE	241.98	4,772.00	15,000.00	10,228.00	31.81
Programming - Adult	0.00	2,571.17	5,000.00	2,428.83	51.42
Total Library Programming	241.98	7,343.17	20,000.00	12,656.83	36.72
Staff Development					
Staff Training & Development	4,074.21	6,850.01	15,000.00	8,149.99	45.67
Total Staff Development	4,074.21	6,850.01	15,000.00	8,149.99	45.67
Mileage/Board Meeting Expense					
Mileage - Staff	2,942.10	24,193.40	27,100.00	2,906.60	89.27
Regional Board Meetings	288.40	5,744.71	5,800.00	55.29	99.05
Total Mileage/Board Meeting Expenses	3,230.50	29,938.11	32,900.00	2,961.89	91.00
Other Expenses					
Accounting/Bank Fees	673.50	16,749.74	18,600.00	1,850.26	90.05
Attorney Fees	0.00	0.00	1,500.00	1,500.00	0.00
Bus, Office Software/Supplies	0.00	2,406.10	2,000.00	(406.10)	120.31
Delivery Services	2,329.15	38,531.30	60,500.00	21,968.70	63.69
Director's Discretionary	0.00	69.60	2,000.00	1,930.40	3.48
Insurance - General/Property	2,099.33	20,993.34	25,200.00	4,206.66	83.31
Leases	5,523.00	25,871.64	26,050.00	178.36	99.32
Maintenance Contracts	(92.41)	15,266.75	15,200.00	(66.75)	100.44
Memberships	299.00	794.00	1,200.00	406.00	66.17
Minnesota Director's Fund	0.00	2,675.78	2,450.00	(225.78)	109.22
Miscellaneous Expense	130.00	677.38	2,000.00	1,322.62	33.87
PIO: Printing/Advertising	1,253.64	20,607.84	24,350.00	3,742.16	84.63
Postage	300.00	2,954.99	5,100.00	2,145.01	57.94
Recruitment	0.00	846.09	5,000.00	4,153.91	16.92
Repairs - Equipment	0.00	519.69	2,500.00	1,980.31	20.79
Supplies - Copier/Fax/Microfilm	0.00	169.96	750.00	580.04	22.66
Supplies - Office	977.63	6,378.22	8,500.00	2,121.78	75.04
Supplies - Public Services	873.98	5,783.34	6,000.00	216.66	96.39
Telephone/Telecom	1,588.25	14,666.47	18,000.00	3,333.53	81.48
Total Other Operating Expenses	15,955.07	175,962.23	226,900.00	50,937.77	77.55
Regional Library Telecom Aid (RLTA)	0.00	157,905.74	161,188.00	3,282.26	97.96
Transportation					
Vehicle Expenses	0.00	0.00	1,500.00	1,500.00	0.00
Total Transportation	0.00	0.00	1,500.00	1,500.00	0.00
Materials					
Audio Visual	1,392.39	19,567.53	25,000.00	5,432.47	78.27
Digital	11,699.38	140,727.26	140,000.00	(727.26)	100.52
Hoopla Service	0.00	0.00	0.00	0.00	0.00
Online Resources	306.36	3,063.60	3,700.00	636.40	82.80
Periodicals	1,112.53	19,585.63	23,300.00	3,714.37	84.06
Print	15,659.71	197,688.26	247,000.00	49,311.74	80.04
Total Materials	30,170.37	380,632.28	439,000.00	58,367.72	86.70
Capital Expenditures					
Furniture & Equipment	0.00	5,223.84	10,000.00	4,776.16	52.24
Software & Hardware Upgrades	633.04	3,604.39	30,000.00	26,395.61	12.01
Total Capital Expenditures	633.04	8,828.23	40,000.00	31,171.77	22.07
Capital Fund Accounts					
Regional Office FF&E	0.00	0.00	0.00	0.00	0.00
Total Capital Fund Accounts	0.00	0.00	0.00	0.00	0.00
Total General Fund Expenditures	324,563.62	3,354,344.15	4,191,188.00	836,843.85	80.03
General Fund Revenue Over Expenditures	\$ 658,970.80	\$ 784,910.42	\$ 0.00	(784,910.42)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 2,165.13	\$ 42,363.98	\$ 0.00	(42,363.98)	0.00
Endowment Revenue	0.00	1,820.00	0.00	(1,820.00)	0.00
Gain From Insurance Claim	0.00	8,895.12	0.00	(8,895.12)	0.00
Telecom/E-rate Funds	12,922.30	13,031.28	0.00	(13,031.28)	0.00
Legacy Grant Revenue	21,589.23	139,586.60	0.00	(139,586.60)	0.00
Miscellaneous Local Grants	0.00	2,900.00	0.00	(2,900.00)	0.00
Total Special Projects Revenue	36,676.66	208,596.98	0.00	(208,596.98)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	2,523.94	6,637.84	0.00	(6,637.84)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	25.00	2,179.13	0.00	(2,179.13)	0.00
Donations - Miscellaneous	1,088.07	20,833.75	0.00	(20,833.75)	0.00
Donations - Book Truck	0.00	0.00	0.00	0.00	0.00
Legacy Grant Expense	21,589.23	139,586.60	0.00	(139,586.60)	0.00
Telecom/E-rate Expenses	12,922.30	13,031.28	0.00	(13,031.28)	0.00
Misc. Local Grant Expense	0.00	2,900.00	0.00	(2,900.00)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	38,148.54	185,168.60	0.00	(185,168.60)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	4,698.81	0.00	(4,698.81)	0.00
Insurance Claim - Furn & Equip	0.00	9,959.12	0.00	(9,959.12)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	11,619.16	11,619.16	0.00	(11,619.16)	0.00
Total Special Projects Capital	11,619.16	26,277.09	0.00	(26,277.09)	0.00
Total Special Projects Expenditures	49,767.70	211,445.69	0.00	(211,445.69)	0.00
Special Proj Rev Over (Under) Expend	\$ (13,091.04)	\$ (2,848.71)	\$ 0.00	2,848.71	0.00
GRAND TOTAL REVENUE	1,020,211.08	4,347,851.55	4,191,188.00	(156,663.55)	103.74
GRAND TOTAL EXPENDITURES	374,331.32	3,565,789.84	4,191,188.00	625,398.16	85.08
CHANGE IN FUND BALANCE	\$ 645,879.76	\$ 782,061.71	\$ 0.00	(782,061.71)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
October 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>
ASSETS						
Cash - Checking (Bell Bank)	\$	61,804.08	52,542.01	9,262.07	57,290.51	4,513.57
Cash - Payroll (Bell Bank)		3,195.10	6,206.73	(3,011.63)	7,443.15	(4,248.05)
Cash - Savings (Bell Bank)		1,419,533.94	1,057,548.66	361,985.28	1,165,012.85	254,521.09
Petty Cash		560.00	560.00	0.00	560.00	0.00
Investment Account		1,616,059.94	1,616,059.94	0.00	1,568,110.60	47,949.34
Accounts Receivable		244,566.50	0.00	244,566.50	0.00	244,566.50
Prepaid Expenses		34,088.07	40,028.69	(5,940.62)	30,986.40	3,101.67
Leased Assets		40,744.43	40,744.43	0.00	40,744.43	0.00
Accum Amort - Leased Assets		(6,759.15)	(6,759.15)	0.00	(3,229.17)	(3,529.98)
Subscription Assets		83,001.65	83,001.65	0.00	83,001.65	0.00
Accum Amort - Subscription		(27,570.94)	(27,570.94)	0.00	(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		118,643.47	118,643.47	0.00	111,762.37	6,881.10
Amount Provided - LTD		325,348.25	325,348.25	0.00	333,084.34	(7,736.09)
Total Assets	\$	<u>4,031,026.05</u>	<u>3,424,164.45</u>	<u>606,861.60</u>	<u>3,489,414.74</u>	<u>541,611.31</u>
LIABILITIES						
Accounts Payable	\$	39,153.55	58,563.23	(19,409.68)	85,184.51	(46,030.96)
Credit Card Payable		14,904.45	11,485.68	3,418.77	109.00	14,795.45
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		(1,370.20)	(1,278.55)	(91.65)	0.00	(1,370.20)
Vision Insurance Payable		(231.52)	(231.52)	0.00	0.00	(231.52)
AFLAC Payable		236.56	302.80	(66.24)	0.00	236.56
Flexible Spending - Medical		(2,113.80)	(2,568.80)	455.00	299.60	(2,413.40)
Sales Tax Payable		379.91	808.87	(428.96)	695.00	(315.09)
Deferred Revenue		185,371.32	208,390.72	(23,019.40)	374,942.65	(189,571.33)
Lease Liability		34,150.12	34,150.12	0.00	37,596.50	(3,446.38)
Subscription Liability		37,082.13	37,082.13	0.00	41,371.84	(4,289.71)
Total Liabilities		<u>655,004.48</u>	<u>694,022.64</u>	<u>(39,018.16)</u>	<u>887,517.06</u>	<u>(232,512.58)</u>
FUND BALANCES						
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		33,985.28	33,985.28	0.00	37,515.26	(3,529.98)
Reserve for Subscriptions		55,430.71	55,430.71	0.00	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>782,061.71</u>	<u>136,181.95</u>	<u>645,879.76</u>	<u>186,075.83</u>	<u>595,985.88</u>
Total Fund Balances		<u>3,376,021.57</u>	<u>2,730,141.81</u>	<u>645,879.76</u>	<u>2,601,897.68</u>	<u>774,123.89</u>
Total Liabilities & Fund Bal.	\$	<u>4,031,026.05</u>	<u>3,424,164.45</u>	<u>606,861.60</u>	<u>3,489,414.74</u>	<u>541,611.31</u>



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2024

Completion Report

A report on projects paid for with SFY24 (July 1, 2023–June 30, 2024) ACHF funds

A completed Completion Form includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY24
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Completion Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Lake Agassiz Regional Library

Summary Data:

Total number of projects: **20**
 Total number of programs and/or events (if different than total number of projects): **93**
 Total attendance/participation: **3,446**
 Total number of partnerships: **12**
 Total value of in-kind contributions: **\$4,097.76**
 Total administrative costs: **\$8,162.00**
 Total FTE hours: **.39**

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2024 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

Minnesota author, William Kent Krueger provided an author talk at Concordia College on October 29, in partnership with Moorhead's One Book One Community annual event. This event proved to be very popular, attracting over 800 audience members from all over the region. WKK discussed his book, discussed his love and appreciation for his Minnesota home and answered audience questions regarding his life, his writing, his success and more. One participant shared, "This was a truly a successful community event."

Signatures:

Signature _____

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **11/20/2025**

Signature _____

Printed Name **Jamie Sprynczynatyk**

Report preparer (if not Regional Library System Administrator)

Date **11/20/2025**

Minnesota Paid Leave Act Policy

Effective January 1, 2026, the State of Minnesota will be requiring Lake Agassiz Regional Library to participate in the Minnesota Paid Leave program, which is a mandatory paid leave insurance program that is managed by the State of Minnesota. Alternatively, employers may participate in an equivalent private plan that has been approved by the State of Minnesota. The Minnesota Paid Leave program is governed by Chapter 268B of the Minnesota Statutes.

The purpose of the Minnesota Paid Leave program is to provide employees with long-term extended leave and requires the State's approval based on necessity and eligibility. It is intended to cover more extreme accidents or illnesses, maternity/paternity leave, qualified exigency leave, safety leave, or for providing care to a family member.

ELIGIBILITY FOR MINNESOTA PAID LEAVE

To be eligible for the paid leave insurance program benefits, an employee must have wage credits of at least 5.3% of the State's Average Annual Wage (SAW) (rounded down to the next lower \$100) that is computed on an annual basis by the State of Minnesota. This program will be administered by the Minnesota Department of Employment and Economic Development (DEED), unless the Lake Agassiz Regional Library chooses to participate in an equivalent private plan.

The maximum length of benefits will depend on whether an employee uses Minnesota Paid Leave for multiple reasons in one year and the qualifying reasons for which the employee seeks to use the leave. The maximum amount of leave available to an employee for any combination of qualifying reasons within a year is 20 weeks. The total number of weeks that an employee may take benefits in a single benefit year for the employee's serious health condition is the lesser of 12 weeks, or 12 weeks minus the number of weeks within the same benefit year that the applicant received benefits for bonding, safety leave, family care, and qualifying exigency plus eight weeks. The total number of weeks that an applicant may take benefits in a single benefit year for bonding, safety leave, family care, and qualifying exigency is the lesser of 12 weeks, or 12 weeks minus the number of weeks within the same benefit year that the applicant received benefits for the employee's serious health condition plus eight weeks. For example, an employee may use up to a total of 12 weeks of Minnesota Paid Leave in a year for the employee's own serious health condition plus an additional eight weeks of Minnesota Paid Leave in the same year for leave to care for a family member with a serious health condition.

MINNESOTA PAID LEAVE COST

Effective January 1, 2026, Lake Agassiz Regional Library and its employees will split the premiums for Minnesota Paid Leave on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. § 268B.14.

QUALIFICATIONS FOR MINNESOTA PAID LEAVE

All permanent full-time, part-time, and temporary/seasonal Lake Agassiz Regional Library employees are eligible to participate in the paid leave program. The types of leaves that qualify

for the State of Minnesota Paid Leave program include the following:

- A serious health condition of self or family member.
- Bonding after birth, adoption, or foster parenting.
- A “qualifying exigency,” such as a need associated with a military member’s active-duty service.
- Safety leave, which is leave from work because of domestic abuse, sexual assault, or stalking when the leave is associated with seeking medical, victim services, psychological, or legal assistance, as well as relocation due to the event.

The following is the definition of an eligible family member that paid leave may be utilized for under the State of Minnesota Paid Leave law:

- A spouse or domestic partner.
- A child, including a biological, adopted, or foster child, a stepchild, a child of a domestic partner, is a legal guardian, a child to whom the applicant stands in loco parentis, or is a de facto custodian.
- A parent or legal guardian of the applicant.
- A sibling.
- A grandchild.
- A grandparent or spouse’s grandparent.
- A son-in-law or daughter-in-law.
- An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant cares for the individual without compensation, whether or not the applicant and the individual reside together.

Except for benefits associated with bonding leave, the law will limit the paid leave benefits to those with a single qualifying event of at least seven days duration, which must be consecutive unless the leave is intermittent. This seven-day waiting period will not be deemed an unpaid period for eligible employees that are requesting participation in this program due to family care, medical care related to pregnancy, serious health condition, qualifying exigency, or safety leave.

For intermittent leave, the initial paid week means seven consecutive, non-consecutive, or a combination of consecutive and non-consecutive calendar days from the effective date of leave to be paid retroactively after the applicant has met the seven-day qualifying event in the first benefits payment to the applicant. The maximum amount of intermittent leave that an employee is eligible for is 480 hours in any 12-month period. Employees will track their intermittent leave time on their LARL issued time sheet in ten (10) minute increments.

Bonding leave must end within 12 months of the birth, adoption, or placement of a foster child. The new law sets out circumstances that allow for exceptions to this rule.

Employees that apply to receive compensation through the Minnesota Paid Leave program are required to provide the Human Resources Department (or designee) with a copy of all certifications and supplemental information that is being provided to the State or the equivalent private plan administrator, if the Lake Agassiz Regional Library selects a private plan. The information provided by the employee must substantiate the need for the leave and duration and timing of the leave.

For employees that have a foreseeable leave, Lake Agassiz Regional Library requires the employee to provide a 30 days' notice to the employee's immediate supervisor and the Human Resources Department.

For employees that have an unforeseeable leave, Lake Agassiz Regional Library requires the employee to provide notice as soon as practicable to the employee's supervisor and the Human Resources Department.

Employees can notify their immediate supervisor and the Human Resources Department in-person, email, or by telephone as long as the notice is sufficient for Lake Agassiz Regional Library to understand the employee's need for the leave, leave time, and leave duration. Employees using Minnesota Paid Leave are still subject to all of Lake Agassiz Regional Library's customary requirements for requesting and using leave, absent unusual circumstances or other circumstances caused by the reason for the employee's need for leave.

Employees that are currently receiving social security disability benefits are generally ineligible to participate in the Minnesota Paid Leave program. An employee who receives disability insurance benefits is currently eligible for both benefits, but disability insurance benefits may be offset by family and medical leave benefits paid to the employee pursuant to the terms of a disability insurance policy.

Employees that are currently receiving workers compensation benefits will be eligible to receive a reduced benefit amount when claiming paid under this program.

EMPLOYEE UTILIZATION OF ACCRUED PAID LEAVE

Lake Agassiz Regional Library will allow employees to supplement their Minnesota Paid Leave benefits with Lake Agassiz Regional Library provided leave, such as vacation, sick leave, ESST, and floating holiday time provided that the combination of benefits does not exceed the employee's weekly wage or salary. Employees will not be eligible to accrue additional sick leave or vacation through Lake Agassiz Regional Library while they are using Minnesota Paid Leave benefits. Employees who receive an overpayment of benefits will be required to repay overpaid benefit amounts.

Lake Agassiz Regional Library employees using Minnesota Paid Leave benefits will be required to

use their leave concurrently with leave taken for the same purposes under Minnesota's Pregnancy and Parental Leave statute (Minn. Stat. § 181.941) and the federal Family and Medical Leave Act (FMLA).

PAID LEAVE BENEFIT AMOUNTS

The benefit amount of Minnesota Paid Leave is progressive and will vary based on an employee's weekly wages, such that lower-income employees will receive a higher percentage of income with a sliding scale of lower percentages as employees earn more. Generally, employees will receive:

- 90% of the portion of their weekly wages that is less than or equal to 50% of the state's average weekly wage.
- 66% of the portion of their weekly wages that is more than 50% of the state average weekly wage but not 100% weekly wage.
- 55% of the portion of their weekly wages that exceed 100% of the state average weekly wage.

Benefits will be capped at 100% of the state average weekly wage. (Please note-DEED reports will include a benefits calculator on its Minnesota Paid Leave webpage so applicants can better estimate their benefits. See <https://info.paidleave.mn.gov/employers/premiums/index.jsp>.)

If the Internal Revenue Service (IRS) finds benefits under this program to be taxable under federal law, and an employee may elect to have federal income tax deducted and withheld from the employee's benefits. Minnesota Paid Leave benefits are subject to state income tax. An employee may elect to have Minnesota state income tax withheld from benefits if the employee elects to have federal income tax withheld. .

Benefits will begin the Sunday of the calendar week in which a benefit application is filed.

Payments made through the State of Minnesota Paid Leave program are not considered eligible salary for PERA contributions or service credit. Lake Agassiz Regional Library paid vacation, floating holiday time, sick leave, ESST, or other paid time provided by Lake Agassiz Regional Library that is used to supplement Paid Leave is not eligible salary for PERA contributions unless the employee is on a medical leave and the employer paid leave represents at least 50% of the average earnings that would have been received if the employee was not on a leave. If desired, employees may purchase back salary and service credit lost during a period of authorized leave through PERA.

EMPLOYMENT JOB PROTECTIONS

Pursuant to Minn. Stat. § 268B.09, employees that are participating in the State of Minnesota Paid Leave program will continue to receive Lake Agassiz Regional Library's monthly contribution towards their health insurance premium. Employees will remain responsible for paying their share of insurance premium contributions.

An employee that is approved for the Minnesota Paid Leave program must be returned to the same position they held prior to when their leave started or equivalent position with equivalent benefits, pay, and other terms and conditions of employment if he/she has been employed by Lake Agassiz Regional Library for 90 days. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the period of Minnesota Paid Leave. Lake Agassiz Regional Library will not retaliate or discriminate against an employee for requesting or obtaining Minnesota Paid Leave, nor can it obstruct or interfere with an employee applying for the paid leave.

LAKE AGASSIZ REGIONAL LIBRARY ADMINISTRATIVE RESPONSIBILITIES

Lake Agassiz Regional Library's responsibilities under the Minnesota Paid Leave program include the following: (1) notification requirements, including educating and informing employees of this program (2) reporting wages and paying premiums to fund the program and (3) coordinating benefits and leaves during an employee absence.

CONFORMANCE WITH THE LAW

This policy is intended to conform to applicable state and federal law. In the event of any changes to the law or conflicts between this policy and the law, the law will govern.

**Lake Agassiz Regional Library
Use Based Formula
2026**

Signatory	Borrower Transactions		Population		Property Valuation		Use Based Formula 80-10-10
	3 Year Average	%	Estimate	%	3 Year Average	%	
Becker County	73,898	17.47%	25,285	16.88%	67,270,495	20.99%	17.77%
Detroit Lakes	38,085	9.01%	10,003	6.68%	20,465,910	6.39%	8.51%
Clay County	53,572	12.67%	21,030	14.04%	50,517,778	15.76%	13.11%
Moorhead	111,761	26.43%	45,228	30.19%	43,505,966	13.57%	25.52%
Clearwater County	16,761	3.96%	8,644	5.77%	21,713,364	6.77%	4.43%
Mahnomen County	7,303	1.73%	4,071	2.72%	8,913,500	2.78%	1.93%
Mahnomen	2,526	0.60%	1,210	0.81%	634,414	0.20%	0.58%
Norman County	20,869	4.93%	6,328	4.22%	22,161,217	6.91%	5.06%
Polk County	51,869	12.26%	14,202	9.48%	54,191,309	16.91%	12.45%
Crookston	30,585	7.23%	7,272	4.85%	4,807,802	1.50%	6.42%
Wilkin County	5,471	1.29%	3,167	2.11%	23,938,180	7.47%	1.99%
Breckenridge	10,210	2.41%	3,365	2.25%	2,388,875	0.75%	2.23%
Total	422,910	100.00%	149,805	100.00%	320,508,809	100.00%	100.00%

This use based formula reflects the following weight per category:

Borrower Transactions	=	80%
Population	=	10%
Property Valuation	=	10%

	Borrower Transactions				Property Valuation				
	2022	2023	2023	Average	2023	2021	2022	2023	Average
Becker County	78,868	75,365	67,460	73,898	25,285	54,932,218	67,744,203	79,135,064	67,270,495
Detroit Lakes	35,150	39,641	39,464	38,085	10,003	17,714,759	20,828,696	22,854,276	20,465,910
Clay County	47,292	54,399	59,025	53,572	21,030	38,489,538	50,619,525	62,444,270	50,517,778
Moorhead	113,906	113,639	107,738	111,761	45,228	38,487,320	44,793,585	47,236,992	43,505,966
Clearwater County	16,201	16,814	17,268	16,761	8,644	15,002,337	23,087,975	27,049,781	21,713,364
Mahnomen County	5,512	8,567	7,829	7,303	4,071	7,050,956	7,949,073	11,740,471	8,913,500
Mahnomen	2,593	2,855	2,129	2,526	1,210	517,193	604,911	781,138	634,414
Norman County	18,816	21,713	22,079	20,869	6,328	16,518,354	22,333,078	27,632,220	22,161,217
Polk County	53,236	51,898	50,474	51,869	14,202	44,274,625	51,928,240	66,371,061	54,191,309
Crookston	28,050	32,981	30,725	30,585	7,272	4,298,647	4,766,644	5,358,114	4,807,802
Wilkin County	5,292	5,836	5,285	5,471	3,167	17,200,542	21,836,173	32,777,824	23,938,180
Breckenridge	10,438	10,559	9,634	10,210	3,365	2,061,343	2,433,351	2,671,931	2,388,875
Total	415,354	434,267	419,110	422,910	149,805	256,547,832	318,925,454	386,053,142	320,508,809

LAKE AGASSIZ REGIONAL LIBRARY
2026
INCREASE CALCULATION BASED ON THE FORMULA

Signatory	Borrower Transactions		Estimated Population		Property Valuation		Use Based Formula 80-10-10	Increase
	80%	%	10%	%	10%	%		
Becker County	32,097	17.47%	3,875	16.88%	4,819	20.99%	17.77%	40,790
Detroit Lakes	16,542	9.01%	1,533	6.68%	1,466	6.39%	8.51%	19,540
Clay County	23,269	12.67%	3,223	14.04%	3,619	15.76%	13.11%	30,110
Moorhead	48,543	26.43%	6,932	30.19%	3,117	13.57%	25.52%	58,590
Clearwater County	7,280	3.96%	1,325	5.77%	1,556	6.77%	4.43%	10,160
Mahnomen County	3,172	1.73%	624	2.72%	639	2.78%	1.93%	4,430
Mahnomen	1,097	0.60%	185	0.81%	45	0.20%	0.58%	1,330
Norman County	9,064	4.93%	970	4.22%	1,588	6.91%	5.06%	11,620
Polk County	22,529	12.26%	2,177	9.48%	3,882	16.91%	12.45%	28,590
Crookston	13,285	7.23%	1,115	4.85%	344	1.50%	6.42%	14,740
Wilkin County	2,376	1.29%	485	2.11%	1,715	7.47%	1.99%	4,580
Breckenridge	4,435	2.41%	516	2.25%	171	0.75%	2.23%	5,120
Totals:	183,688	100.00%	22,961	100.00%	22,961	100.00%	100.00%	229,610

This use based formula reflects the following weight per category:

Borrower Transactions = 80%

Population = 10%

Property Valuation = 10%

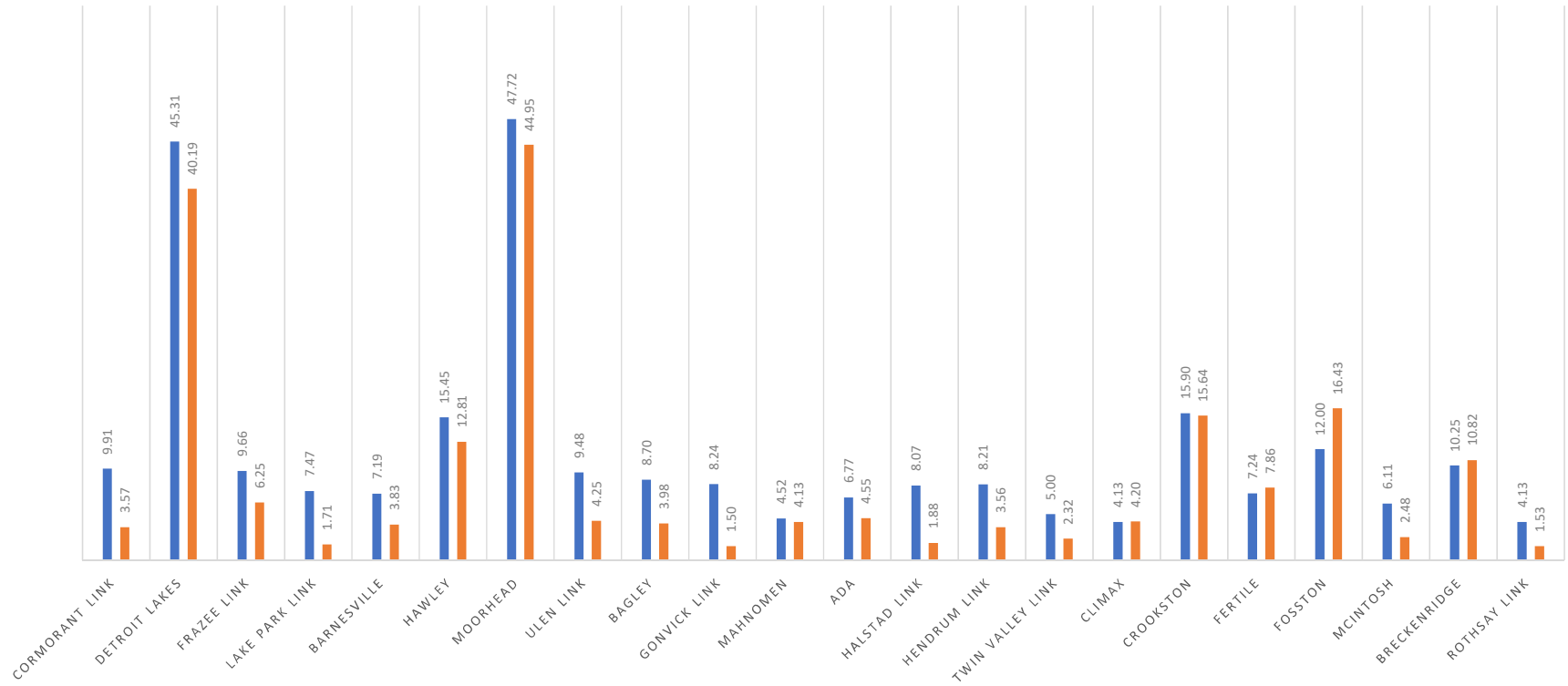
LARL Revenue/Costs by Signatory

2026		LARL Revenue/Costs by Signatory												
	Budget	Becker County	Detroit Lakes	Clay County	Moorhead	Clearwater County	Mahnomen County	Mahnomen	Norman County	Polk County	Crookston	Wilkin County	Breckenridge	Regional Office
Library Use % City/County residents allocation		60.44%	39.56%	12.44%	87.56%		68.44%	31.56%				22.40%	77.60%	
REVENUE														
SIGNATORY CONTRIBUTIONS														
Subtotal	3,112,230	477,840	271,670	362,690	908,300	127,910	53,320	25,470	125,450	334,230	256,380	65,270	103,700	-
GRANTS														
Subtotal	970,279	-	-	-	-	-	-	-	-	-	-	-	-	970,279
MISC. REVENUE														
Subtotal	121,900	-	-	-	-	-	-	-	-	-	-	-	-	121,900
JOINT AUTOMATION														
Subtotal	63,190	-	-	-	-	-	-	-	-	-	-	-	-	63,190
TOTAL REVENUE	4,267,599	477,840	271,670	362,690	908,300	127,910	53,320	25,470	125,450	334,230	256,380	65,270	103,700	1,155,369
EXPENSES														
PERSONNEL EXPENSES														
Salaries & Wages	2,387,800	23,582	329,025	92,154	615,112	43,569	-	36,549	58,715	165,320	259,191	7,904	98,064	627,239
Payroll Taxes	184,500	1,804	25,170	7,050	47,056	3,333	-	2,796	4,492	12,647	19,828	605	7,502	49,811
MN Paid Leave	10,650	104	1,448	405	2,706	192	-	161	258	727	1,140	35	431	2,865
Retirement - PERA employer	178,550	1,769	24,677	6,912	46,133	3,268	-	2,741	4,404	12,399	19,439	593	7,355	48,834
Health Insurance	472,550	-	79,862	13,310	106,483	13,310	-	13,310	13,310	26,621	39,931	-	26,621	139,759
Life Insurance	1,250	-	202	34	269	34	-	34	34	67	134	-	67	353
Other Employee Benefits	1,750	25	238	73	443	36	-	28	50	117	173	8	74	438
Workers' Compensation Insurance	3,900	38	526	147	984	70	-	58	94	265	415	13	157	1,042
Hub Supervisor	-	-	(101,616)	-	(114,679)	-	-	-	-	-	(106,403)	-	-	-
Hub Supervisor - Allocate	-	7,392	61,107	16,013	87,679	13,034	-	8,378	10,987	42,300	51,069	2,464	22,275	-
Substitutes	-	666	6,391	1,979	11,725	976	-	754	1,358	3,169	4,713	222	2,006	-
Subtotal	3,240,950	35,379	427,030	138,079	803,913	77,822	-	64,810	93,702	263,632	289,631	11,843	164,552	870,341
Direct Cost Allocate		258,080	(258,080)	100,033	(100,033)		44,357	(44,357)		72,739	(72,739)	36,861	(36,861)	
Personnel Costs after allocation		293,458	168,950	238,112	703,880	77,822	44,357	20,453	93,702	336,371	216,893	48,704	127,691	870,341
AUTOMATION/CATALOGING														
Automation System	188,850	22,324	10,694	16,479	32,066	5,561	2,427	727	6,360	15,646	8,069	2,505	2,803	63,190
Remote Printing Service	3,400	-	262	523	262	262	-	262	262	1,046	262	-	262	-
allocation		158	(158)	33	(33)		179	(179)		66	(66)	59	(59)	
Supplies - Computer	5,000	888	426	656	1,276	221	97	29	253	623	321	100	112	
Supplies - Technical Services	6,000	1,066	511	787	1,531	266	116	35	304	747	385	120	134	
OCLC/Minitex	14,550	2,585	1,238	1,908	3,713	644	281	84	736	1,812	934	290	325	
Subtotal	217,800	27,021	12,972	20,385	38,815	6,953	3,099	957	7,915	19,939	9,905	3,073	3,576	63,190
PROGRAMMING/STAFF DEVELOPMENT														
Programming - Adult	5,000	888	426	656	1,276	221	97	29	253	623	321	100	112	
Programming - Youth & SLE	15,000	2,665	1,277	1,967	3,828	664	290	87	759	1,868	963	299	335	
Staff Development/Training	15,000	2,665	1,277	1,967	3,828	664	290	87	759	1,868	963	299	335	
Subtotal	35,000	6,218	2,979	4,590	8,931	1,549	676	202	1,772	4,358	2,247	698	781	-
MILEAGE/BOARD MTG EXPENSE														
Mileage - Staff	27,100	406	3,902	1,208	7,158	596		461	829	1,935	2,877	135	1,225	6,367
Mileage - Trustee	3,900	260	520	260	780	260	260	260	260	260	260	260	260	
Board Expenses (per diem)	1,900	127	253	127	380	127	127	127	127	127	127	127	127	
Subtotal	32,900	793	4,675	1,595	8,318	983	387	847	1,216	2,321	3,264	522	1,611	6,367
RLTA Expenses	161,188													161,188
OTHER OPERATING														
Attorney Fees	1,000	178	85	131	255	44	19	6	51	125	64	20	22	
Audit	11,550	2,052	983	1,515	2,947	511	223	67	585	1,438	742	230	258	
Bank Fees	1,100	195	94	144	281	49	21	6	56	137	71	22	25	
Credit Card Fees	400	71	34	52	102	18	8	2	20	50	26	8	9	
Business Office Software/Supplies	2,000													2,000
Delivery: Courier	54,500	9,682	4,638	7,147	13,907	2,412	1,053	315	2,759	6,786	3,500	1,086	1,216	
Delivery: TriCollege/Minitex	6,000	1,066	511	787	1,531	266	116	35	304	747	385	120	134	
Director's Discretionary	2,000													2,000
Insurance - General Liability	26,500	4,708	2,255	3,475	6,762	1,173	512	153	1,341	3,299	1,702	528	591	
Lease: Regional Office Rent	39,100													39,100
Lease: Copiers	3,400	-	378	378	756	-	-	-	378	378	378	-	378	378
allocation		228	(228)	94	(94)	-	-	-		95	(95)	85	(85)	
Lease: Postage Machine	550													550
Maintenance Contract: Copiers	5,000	-	556	556	1,111	-	-	-	556	556	556	-	556	556
allocation		336	(336)	138	(138)	-	-	-		140	(140)	124	(124)	
Maintenance Contract: Printers	7,750	-	554	1,107	1,107	554	-	554	554	2,214	554	-	554	-
allocation		335	(335)	138	(138)		379	(379)		139	(139)	124	(124)	
Maintenance Contract: Microfilm	2,450	-	-	-	613	-	-	-	613	613	613	-	-	-
allocation		-	-	76	(76)	-	-	-		154	(154)	-	-	
Memberships - LARL Directors	1,250	222	106	164	319	55	24	7	63	156	80	25	28	
Miscellaneous Expense	2,000	355	170	262	510	89	39	12	101	249	128	40	45	
Postage	4,700	835	400	616	1,199	208	91	27	238	585	302	94	105	
PO Box Rental	900	90		260				160	80	310				
allocation		-	-	-	-	110	(110)	-	-	-	-	-	-	
MN Director's Fund - CRPLSA	2,500													2,500
Payroll Processing/Timesheet	7,950	119	1,145	354	2,100	175		135	243	568	844	40	359	1,868
allocation		692	(692)	261	(261)		92	(92)		212	(212)	80	(80)	
Marketing	15,000	2,665	1,277	1,967	3,828	664	290	87	759	1,868	963	299	335	
Marketing - Software Subscriptions	9,350	1,661	796	1,226	2,386	414	181	54	473	1,164	600	186	209	
Recruitment	4,500	67	648	201	1,189	99		76	138	321	478	22	203	1,057
allocation		392	(392)	148	(148)		52	(52)		120	(120)	46	(46)	
Supplies - Copier/Fax/Microfilm	700	124	60	92	179	31	14	4	35	87	45	14	16	
Supplies - Office	8,500	1,510	723	1,115	2,169	376	164	49	430	1,058	546	169	190	
Supplies - Public Services	6,000	1,066	511	787	1,531	266	116	35	304	747	385	120	134	
Equipment Repairs	2,500	444	213	328	638	111	48	14	127	311	161	50	56	
Telephone/Telecom	18,300	3,758	759	1,571	2,025	1,573		355	3,959	2,129	355	885	576	355
allocation		459	(459)	252	(252)		243	(243)		89	(89)	129	(129)	
Subtotal	247,450	33,311	14,453	25,342	46,337	9,084	3,793	1,278	14,165	26,843	12,527	4,547	5,406	50,364
VEHICLES														
Subtotal	1,500	-	-	-	1,500	-	-	-	-	-	-	-	-	-
MATERIALS														
Subtotal	443,390	78,771	37,735	58,146	113,144	19,620	8,563	2,564	22,443	55,205	28,471	8,838	9,890	-
CAPITAL EXPENDITURES														
Subtotal	40,000	7,106	3,404	5,246	10,207	1,770	773	231	2,025	4,980	2,568	797	892	-
TOTAL EXPENSES	4,420,178	446,679	245,169	353,416	931,132	117,780	61,647	26,533	143,237	450,016	275,876	67,178	149,847	1,151,450
REV. (UNDER)/OVER EXP.	(152,579)	31,161	26,501	9,274	(22,832)	10,130	(8,327)	(1,063)	(17,787)	(115,786)	(19,496)	(1,908)	(46,147)	3,919
Allocate RO Rev/Exp	3,919	696	334	514	1,000	173	76	23	198	488	252	78	87	-
Balance		31,858	26,834	9,788	(21,831)	10,303	(8,252)	(1,040)	(17,588)	(115,298)	(19,244)	(1,830)	(46,060)	

	Weekly Hours	Circulation				Customer Visits			
		2024		2025		2024		2025	
		Circulation		Circulation		Annual	Customers	Projected	Customers
		Annual	Per Open	through	Per Open	Customer	Per Open	Customer	Per Open
		Circulation	Hour	9/30	Hour	Visits	Hour	Visits	Hour
Becker County									
Cormorant LINK	7	2,934	8.06	2,706	9.91	1,508	4.14	1,300	3.57
Detroit Lakes	55	121,106	42.34	97,190	45.31	74,945	26.20	114,946	40.19
Frazee LINK	7	2,825	7.76	2,637	9.66	1,547	4.25	2,275	6.25
Lake Park LINK	6	2,365	7.58	1,747	7.47	273	0.88	533	1.71
County Total	75	129,230	33.14	104,280	35.65	78,273	20.07	119,054	30.53
Clay County									
Barnesville	36	11,936	6.38	10,089	7.19	9,750	5.21	7,176	3.83
Hawley	32	26,802	16.11	19,287	15.45	22,503	13.52	21,320	12.81
Moorhead	64	161,185	48.43	119,118	47.72	158,080	47.50	149,604	44.95
Ulen LINK	6	3,272	10.49	2,218	9.48	1,196	3.83	1,326	4.25
County Total	138	203,195	28.32	150,712	28.00	191,529	26.69	179,426	25.00
Clearwater County									
Bagley	32	13,339	8.02	10,855	8.70	7,046	4.23	6,617	3.98
Gonvick LINK	7	3,163	8.69	2,250	8.24	637	1.75	546	1.50
County Total	39	16,502	8.14	13,105	8.62	7,683	3.79	7,163	3.53
Mahnomen County									
Mahnomen	32	8,852	5.32	5,639	4.52	5,798	3.48	6,877	4.13
County Total	32	8,852	5.32	5,639	4.52	5,798	3.48	6,877	4.13
Norman County									
Ada	32	11,195	6.73	8,451	6.77	7,059	4.24	7,566	4.55
Halstad LINK	6	1,763	5.65	1,889	8.07	559	1.79	585	1.88
Hendrum LINK	9	2,611	5.58	2,883	8.21	1,482	3.17	1,664	3.56
Twin Valley LINK	7	2,109	5.79	1,364	5.00	728	2.00	845	2.32
County Total	54	17,678	6.30	14,587	6.93	9,828	3.50	10,660	3.80
Polk County									
Climax	20	4,647	4.47	3,222	4.13	4,342	4.18	4,368	4.20
Crookston	57	45,846	15.47	35,353	15.90	42,003	14.17	46,345	15.64
Fertile	32	12,651	7.60	9,033	7.24	11,856	7.13	13,078	7.86
Fosston	41	27,551	12.92	19,194	12.00	24,414	11.45	35,035	16.43
McIntosh	21	5,907	5.41	5,007	6.11	3,666	3.36	2,704	2.48
County Total	171	96,602	10.86	71,809	10.77	86,281	9.70	101,530	11.42
Wilkin County									
Breckenridge	44	26,216	11.46	17,585	10.25	21,567	9.43	24,765	10.82
Rothsay LINK	9	1,819	3.89	1,449	4.13	650	1.39	715	1.53
County Total	53	28,035	10.17	19,034	9.21	22,217	8.06	25,480	9.25
Total	562	500,094	17.11	379,166	17.30	401,609	13.74	450,190	15.40

LARL LOCATIONS CIRCULATION AND CUSTOMERS PER OPEN HOUR 2025

■ Circulation Per Open Hour ■ Customers Per Open Hour



Monthly Report to the Board

Meeting Date: November 20, 2025

From: Liz Lynch, Executive Director

Director's Meetings

September: Spark Center, 12; Polk County, 16; Interviews, 16; Coordinating Team, 17; Youth Services, 18; LARL Full Board, 18; Interviews, 22; The Loop (furnishings), 22; Joint Hub Meeting, 23; CRPLSA, 25; The Loop (Meeting Room Software), 30; Mayor's Circle, 30

October: Youth Services, 1; Orientation, 1; System Directors, 2; Interviews, 2; Tour of The Loop, 2; MLA Legislative Committee, 3; LINK Site Meeting, 3; Interviews, 3; Becker County, 7; Staff Day, 13; NWLINKS, 14; Coordinating Team, 15; The Loop Essentia Announcement, 16; LARL Executive Committee, 16; Fundraising Visits, 21; CRPLSA, 22-24; Hub Supervisors, 27; Dilworth City Council, 27

November: Automation/IT, 4; Area Library Directors, 4; Cormorant Site Visit, 6; Detroit Lakes Library Board, 6; MLA Legislative Committee, 7; CPR/AED Training, 12

LARL Staffing

Open positions:

LARL Systems Technician, Regional Office

New Employees:

Welcome to the following new LARL employees: Aleah Philion, Crookston Librarian; Lisa Manteufel, Fosston Substitute; Becky Andres, Barnesville Librarian; Ryan West, Routing and Rotation; and Lori Krause, Hawley Substitute.

Thank you and Congratulations:

Thank you to Sharon Douglas, LARL Automation Coordinator for her 22 years of service to LARL. We wish her a happy retirement, which will occur at the end of 2025. Congratulations Sharon!

LARL News

Carnegie Corporation of NY Announcement:

The Carnegie Corporation of New York recently announced \$20M in new funding to support libraries. Commemorating the 250th anniversary of the signing of the Declaration of Independence, the Carnegie Corporation will be providing \$10,000 to 1,280 Carnegie libraries across the US that are still standing and to others that have moved into new locations. The LARL recipients include the Detroit Lakes Public Library, which is still located in a Carnegie library, the Crookston Public Library, which is situated next to the original Carnegie library (which is still standing) and the Moorhead Public Library, which is situated within a block of the old Carnegie library which was demolished years ago. We are grateful for the generosity of the Carnegie Foundation to remember LARL locations after all of these years!"

(Over)

(Director's Report Continued, page 2)**LARL Staff Day:**

LARL's Staff Day was held on October 13 at the Moorhead Public Library with approximately 75 employees in attendance. The day included strategic planning exercises, in addition to training and discussion on G Suite and programming to serve the community. The following employees were recognized for their years of service:

- Asha Osborn, Ada Librarian – 5 Years
- Sharyl Ogard, Frazee LINK Site Substitute – 10 Years
- Christy Underlee, Halstad LINK Site Substitute – 10 Years
- Jodi Harrington, Hendrum LINK Site Coordinator – 10 Years
- Hillary Stevens, Regional Office Marketing Director – 10 Years
- Laura Pierson, Fertile Substitute – 10 Years
- Sandra Duval, Substitute – 10 Years
- Marlys Winkels, Rothsay LINK Site Coordinator – 10 Years
- Carol VanBrocklin, Barnesville Substitute – 10 Years
- Paula Jones, Detroit Lakes Assistant – 10 Years
- Michelle Fjeld, Substitute – 15 Years
- Linnea Dimich, Regional Office Business Office Associate – 15 Years

Baker and Taylor:

Baker and Taylor, one of libraries' leading book vendors, and LARL's primary vendor, has gone out of business, creating a disturbance in the acquiring and processing of library materials. Thank you to LARL's Collection Development and IT Departments for their ability to pivot, problem-solve, and work through the issues/additional tasks required in order to order, receive and process materials during this time.

The Loop:

Congratulations to the City of Moorhead on their \$1M donation from Essentia Health for the walking track located in The Loop.

The Loop should be ready for occupancy in mid-February. We are currently working on moving logistics for both the Regional Office and the Moorhead Public Library.

A celebration is currently being planned by the Friends of the Moorhead Library to say good-bye to the current Moorhead Public Library on February 12, 2026.

Food for Fines:

LARL is seeking approval from the LARL Board to offer a Food for Fines program, December 1-31. Food for Fines is a program in which library customers have an option to bring in a nonperishable food item to the library in exchange for a waived \$2 late fee. This program is a benefit to both the customer who may have an opportunity to reduce the number of late fees on their account and is also opportunity for LARL and community members to provide food for local food banks. The last time this program was offered by LARL was in March 2017, providing over 2,278 items to the residents of the LARL region.

CONTINUE TO PAGE 3 of report...

(Director's Report Continued, page 3)Statewide News**Minnesota Library Association's 2026 Legislative Priorities**

Capital Investment for Public Libraries: \$10M in state bonding support for public library construction and renovation grants distributed through the Department of Education's \$1:\$1 matching grant program, an increase in the grant cap from \$1M to \$2M, an increased flexibility in the matching dollars to be "nonstate", and an improved, less complex B3 process.

Ebook Legislation – More to come...

Upcoming Meetings & Events

- Executive Meeting, December 18 at 5:30 p.m. as needed
- Finance Meeting, January 15, 2026 at 5:00 p.m. followed by the LARL Full Board meeting at 5:30 in the lower level of the Moorhead Public Library (Adopt the 2026 final budget).

THANK YOU

*THANK YOU to **LuAnn Durant** and **Gary Wilhite** for their 9 years and to **Chizuko Shastri** for her 6 years of service and dedication to LARL! And, thank you to **Ben Grimsley** for participating as the Becker County representative this past year!*

Happy Thanksgiving to all of you!

Strategic Plan 2026–2028



Lake Agassiz
Regional Library

Goal 1

Increase Visibility and Public Awareness

Objectives

Increase awareness of
all locations and the
value of LARL

Promote LARL's cost saving
resources for the community

Increase collaboration with
community partners to
cross-promote resources

Goal 2

Establish the Library as an Anchor of the Community

Objectives

Continue to grow
excellent customer
service practices

Establish
relationships and
partnerships to
better serve the
community

Provide equal
access to a diverse
collection of
resources

Promote the Library
as a place for
community and
connections

Goal 3

Evaluate and Evolve for a Strong, Sustainable Organization

Objectives

Evaluate LARL programs, services and
operations to better meet the needs of
the community

Evaluate LARL operations to create
consistent and sustainable experiences
across the region

Lake Agassiz Regional Library's mission is to enrich lives and strengthen communities.

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-10/01/25-1	10/1/25	Lakes Country Service Cooperative	1000-000	33,711.88
cc-10/01/25-1	10/1/25	NameBadge.com	2010-000	21.42
72978	10/1/25	AFSCME Council 65	1000-000	604.82
72979	10/1/25	AFSCME PEOPLE	1000-000	34.00
72980	10/1/25	Jeanne Anderson	1000-000	108.50
72981	10/1/25	Baker & Taylor	1000-000	1,063.89
72982	10/1/25	Crookston Building & Rent-it-Center	1000-000	147.75
72983	10/1/25	Custom Graphics, Inc.	1000-000	1,885.00
72984	10/1/25	LuAnn Durant	1000-000	60.00
72985	10/1/25	Forum Communications Company	1000-000	380.89
72986	10/1/25	Jodi Harrington	1000-000	46.90
72987	10/1/25	Lisa Holzgrove	1000-000	63.35
72988	10/1/25	Callie King	1000-000	74.20
72989	10/1/25	Megan Krueger	1000-000	36.40
72990	10/1/25	Chris La Tray	1000-000	700.00
72991	10/1/25	Julie Malmanger	1000-000	147.00
72992	10/1/25	Heidi Moore	1000-000	24.15
72993	10/1/25	Jerome Ness	1000-000	1,500.00
72994	10/1/25	New Century Press	1000-000	180.00
72995	10/1/25	Overdrive, Inc.	1000-000	4,854.45
72996	10/1/25	Pelican Rapids Press	1000-000	65.00
72997	10/1/25	Roberta Schake	1000-000	7.70
72998	10/1/25	Ashley Slininger	1000-000	36.40
72999	10/1/25	Emily Spieker	1000-000	98.00
73000	10/1/25	Hillary Stevens	1000-000	127.40
73001	10/1/25	Christy Underlee	1000-000	67.55
cc-10/1/25-1	10/1/25	SHRM	2010-000	299.00
	10/2/25	Apple Store	2010-000	0.99
eft-10/2/25-1	10/2/25	Attendance On Demand	1000-000	252.00
eft-10/2/25-1	10/2/25	Lake Agassiz Regional Library	1010-000	15,000.00
cc-10/2/25-1	10/2/25	TechSoup	2010-000	5.00
cc-10/2/25-2	10/2/25	Encore Data Products, Inc.	2010-000	525.00
cc-10/2/25-1	10/2/25	Aldi	2010-000	12.82

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-10/3/25-1	10/3/25	Arvig	1000-000	95.31
eft-10/3/25-2	10/3/25	Arvig	1000-000	115.55
eft-10/3/25-3	10/3/25	Arvig	1000-000	96.40
eft-10/3/25-4	10/3/25	Arvig	1000-000	47.94
eft-10/3/25-5	10/3/25	Arvig	1000-000	103.36
cc-10/3/25-1	10/3/25	SR Fax	2010-000	33.11
eft-10/06/25-1	10/6/25	Cardmember Service	1000-000	7,729.89
eft-10/7/25-1	10/7/25	Pitney Bowes Purchase Power	1000-000	300.00
eft-10/07/25-1	10/7/25	Amazon Capital Services	1000-000	5,198.48
73002	10/8/25	Alliance Courier	1000-000	1,057.70
73003	10/8/25	Jeanne Anderson	1000-000	59.85
73004	10/8/25	Becky Andres	1000-000	109.20
73005	10/8/25	Baker & Taylor	1000-000	1,018.39
73005a	10/8/25	VOID	1000-000	
73006	10/8/25	Black Stone Publishing	1000-000	462.99
73007	10/8/25	Christine Boike	1000-000	196.00
73008	10/8/25	Meaghan Cronin	1000-000	11.90
73009	10/8/25	Pam Goebel	1000-000	172.20
73010	10/8/25	Jodi Harrington	1000-000	107.80
73011	10/8/25	Cindy Lichtsinn	1000-000	88.20
73012	10/8/25	Marco Technologies LLC	1000-000	2,003.22
73013	10/8/25	Krissa McGraw	1000-000	19.60
73014	10/8/25	City of Moorhead	1000-000	5,523.00
73015	10/8/25	Amy Nelson	1000-000	46.20
73016	10/8/25	NW-Links	1000-000	24,828.47
73017	10/8/25	Asha Osborn	1000-000	20.97
73018	10/8/25	Overdrive, Inc.	1000-000	2,883.61
73019	10/8/25	Oliver Michael Anderson	1000-000	10.00
73020	10/8/25	Roberta Schake	1000-000	106.75
73021	10/8/25	SELCO	1000-000	4,570.78
73022	10/8/25	Hillary Stevens	1000-000	258.30
73023	10/8/25	Christy Underlee	1000-000	55.65
73024	10/8/25	Carol Van Brocklin	1000-000	36.40

Lake Agassiz Regional Library
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Check #	Date	Payee	Cash Account	Amount
eft-10/08/25-1	10/8/25	Lake Agassiz Regional Library	1010-000	50,000.00
cc-10/09/25-1	10/9/25	Ting	2010-000	17.73
cc-10/09/25-2	10/9/25	Netgate	2010-000	6,542.00
cc-10/09/25-3	10/9/25	Panera Bread	2010-000	689.07
cc-10/11/25-1	10/11/25	Red River Communications	2010-000	46.40
eft-10/12/25-1	10/12/25	BPAS (VEBA contributions)	1000-000	2,523.20
eft-10/12/25-2	10/12/25	WEX - HSA Contributions	1000-000	633.19
eft-10/12/25-3	10/12/25	WEX - HSA Contributions	1000-000	1,198.80
eft-10/13/25-1	10/13/25	Lake Agassiz Regional Library	1010-000	120,000.00
eft-10/13/25-2	10/13/25	Lake Agassiz Regional Library	1000-000	70,000.00
eft-10/14/25-1	10/14/25	Allstream	1000-000	159.84
eft-10/14/25-2	10/14/25	Minnesota UI Fund	1000-000	51.52
eft-10/15/25-1	10/15/25	Garden Valley Telephone Company	1000-000	47.24
eft-10/15/25-2	10/15/25	AFLAC	1000-000	353.44
cc-10/15/25-1	10/15/25	Halstad Telephone Company	2010-000	35.72
cc-10/15/25-2	10/15/25	Halstad Telephone Company	2010-000	74.91
eft-10/15/25-1	10/15/25	Rothsay Telephone	2010-000	72.83
eft-10/15/25-3	10/15/25	Federal Income Tax deposit	1000-000	21,416.10
eft-10/15/25-4	10/15/25	Minnesota State Income Tax	1000-000	1,973.00
eft-10/15/25-5	10/15/25	Payroll Professionals, Inc.	1000-000	147.60
eft-10/15/25-6	10/15/25	ING (Deferred Compensation)	1000-000	1,956.51
eft-10/15/25-7	10/15/25	Public Employees Retirement Associati	1000-000	13,717.04
eft-10/15/25-8	10/15/25	LARL Payroll	1005-000	72,602.11
73025	10/15/25	Becky Andres	1000-000	36.40
73026	10/15/25	Baker & Taylor	1000-000	63.21
73028	10/15/25	Black Stone Publishing	1000-000	40.46
73029	10/15/25	Sheila Capistran	1000-000	72.80
73030	10/15/25	Barb Davis	1000-000	605.32
73031	10/15/25	DEMCO	1000-000	664.79
73032	10/15/25	Farm & Home Publishers, LTD.	1000-000	70.60
73033	10/15/25	Pam Goebel	1000-000	172.20
73034	10/15/25	Laura Gullickson	1000-000	95.90
73035	10/15/25	Jodi Harrington	1000-000	95.90

Lake Agassiz Regional Library
Check Register
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Check #	Date	Payee	Cash Account	Amount
73036	10/15/25	Dorothy Hoover	1000-000	3,718.80
73037	10/15/25	Innovative Office Solutions, LLC	1000-000	439.00
73038	10/15/25	Michelle Johnson	1000-000	147.00
73039	10/15/25	Callie King	1000-000	95.90
73040	10/15/25	Julie Malmanger	1000-000	138.95
73041	10/15/25	Alyssa Manteufel	1000-000	79.10
73042	10/15/25	Emily McMillan	1000-000	63.00
73043	10/15/25	Metro Sales, Inc	1000-000	3,409.06
73044	10/15/25	Amy Nelson	1000-000	46.20
73045	10/15/25	Kathryn Nevala	1000-000	14.70
73046	10/15/25	Newman Signs, Inc.	1000-000	300.00
73047	10/15/25	Asha Osborn	1000-000	59.85
73048	10/15/25	Overdrive, Inc.	1000-000	3,919.14
73049	10/15/25	Roberta Schake	1000-000	63.35
73050	10/15/25	Kelsey Solberg	1000-000	63.00
73051	10/15/25	Rosella Sparrow	1000-000	46.20
73052	10/15/25	Emily Spieker	1000-000	315.00
73053	10/15/25	Christy Underlee	1000-000	32.20
73054	10/15/25	Carol Van Brocklin	1000-000	36.40
cc-10/15/25-3	10/15/25	Pizza Patrol	2010-000	23.86
eft-10/17/25-1	10/17/25	Minnesota Revenue	1000-000	810.00
cc-10/20/25-1	10/20/25	Sticker Mule, LLC	2010-000	405.00
cc-10/21/25-1	10/21/25	Star Tribune	2010-000	731.64
cc-10/21/25-2	10/21/25	PsPrint	2010-000	80.34
eft-10/22/25-1	10/22/25	Mutual of Omaha	1000-000	224.00
73055	10/22/25	Alliance Courier	1000-000	1,057.70
73056	10/22/25	Baker & Taylor	1000-000	291.34
73057	10/22/25	Black Stone Publishing	1000-000	72.98
73058	10/22/25	The Child's World	1000-000	337.30
73059	10/22/25	Kathy Dewey	1000-000	97.65
73060	10/22/25	Darrell Dodge	1000-000	170.00
73061	10/22/25	Caese Haroldson	1000-000	147.00
73062	10/22/25	Jodi Harrington	1000-000	90.65

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73063	10/22/25	The Hawley Herald, Inc.	1000-000	180.00
73064	10/22/25	Steve Jacobson	1000-000	44.80
73065	10/22/25	Megan Krueger	1000-000	72.80
73066	10/22/25	Cindy Lichtsinn	1000-000	63.00
73067	10/22/25	Liz Lynch	1000-000	207.16
73068	10/22/25	Marco Technologies, LLC NW7128	1000-000	134.64
73069	10/22/25	Minnesota Public Radio	1000-000	260.00
73070	10/22/25	Darla Moen	1000-000	49.00
73071	10/22/25	NCPERS Group Life Ins.	1000-000	224.00
73072	10/22/25	Kathryn Nevala	1000-000	15.40
73073	10/22/25	Overdrive, Inc.	1000-000	3,446.83
73074	10/22/25	Prairie Pest Control	1000-000	130.00
73075	10/22/25	Project : Constellation	1000-000	1,500.00
73076	10/22/25	Roberta Schake	1000-000	103.95
73077	10/22/25	Ashley Slininger	1000-000	36.40
73078	10/22/25	Emily Spieker	1000-000	379.05
73079	10/22/25	Mark Titera	1000-000	145.60
73080	10/22/25	Christy Underlee	1000-000	191.10
73081	10/22/25	Viking Library System	1000-000	40.00
73082	10/22/25	Gary Willhite	1000-000	98.00
cc-10/22/25-1	10/22/25	Best Name Badges	2010-000	100.09
cc-10/22/25-2	10/22/25	PsPrint	2010-000	-5.87
cc-10/23/25-1	10/23/25	Imprint.com	2010-000	238.00
eft-10/25/25-1	10/25/25	Arvig	1000-000	197.46
eft-10/25/25-2	10/25/25	Arvig	1000-000	33.66
eft-10/25/25-3	10/25/25	WEX Health, Inc.	1000-000	104.50
eft-10/28/25-1	10/28/25	Sangoma US	2010-000	163.55
cc-10/25/25-1	10/28/25	Adobe	2010-000	37.75
eft-10/28/25-1	10/28/25	WEX - FSA payments	1000-000	54.00
eft-10/29/25-1	10/29/25	WEX - HSA Contributions	1000-000	633.19
73085	10/29/25	AFSCME PEOPLE	1000-000	34.00
73086	10/29/25	Baker & Taylor	1000-000	67.29
73087	10/29/25	Christine Boike	1000-000	294.00

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73088	10/29/25	CBM LLC Cherry Lake/Sleeping Bear	1000-000	504.20
73089	10/29/25	Connect Interiors	1000-000	11,619.16
73090	10/29/25	Jodi Harrington	1000-000	46.90
73091	10/29/25	Lori Krause	1000-000	31.15
73092	10/29/25	Megan Krueger	1000-000	36.40
73093	10/29/25	Brenda Labine	1000-000	82.60
73094	10/29/25	Cindy Lichtsinn	1000-000	63.00
73095	10/29/25	Liz Lynch	1000-000	744.06
73096	10/29/25	Alyssa Manteufel	1000-000	103.25
73097	10/29/25	Metropolitan Life Insurance Company	1000-000	1,678.83
73098	10/29/25	Amy Nelson	1000-000	16.80
73099	10/29/25	Newman Signs, Inc.	1000-000	300.00
73100	10/29/25	Overdrive, Inc.	1000-000	4,882.18
73100a	10/29/25	VOID	1000-000	
73101	10/29/25	Pioneerland Library System	1000-000	26.00
73102	10/29/25	Roberta Schake	1000-000	46.20
73103	10/29/25	Christy Underlee	1000-000	23.45
73104	10/29/25	Carol Van Brocklin	1000-000	36.40
73106	10/29/25	Abdo-Spotlight-Magic Wagon	1000-000	3,004.65
73107	10/29/25	AFSCME Council 65	1000-000	639.79
eft-10/29/25-1	10/29/25	Lake Agassiz Regional Library	1010-000	135,000.00
eft-10/29/25-2	10/29/25	Lake Agassiz Regional Library	1000-000	75,000.00
cc-10/29/25-1	10/29/25	FS.com	2010-000	743.80
eft-10/30/25-1	10/30/25	Garden Valley Telephone Company	1000-000	43.74
eft-10/30/25-2	10/30/25	Garden Valley Telephone Company	1000-000	42.55
eft-10/30/25-3	10/30/25	Garden Valley Telephone Company	1000-000	81.40
eft-10/30/25-4	10/30/25	Garden Valley Telephone Company	1000-000	97.28
eft-10/31/25-1	10/31/25	Federal Income Tax deposit	1000-000	21,900.97
eft-10/31/25-2	10/31/25	Minnesota State Income Tax	1000-000	1,985.00
eft-10/31/25-3	10/31/25	Payroll Professionals, Inc.	1000-000	153.00
eft-10/31/25-4	10/31/25	ING (Deferred Compensation)	1000-000	1,964.02
eft-10/31/25-5	10/31/25	Public Employees Retirement Associati	1000-000	14,137.37
eft-10/31/25-6	10/31/25	LARL Payroll	1005-000	75,369.46

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cc-10/31/25-1	10/31/25	Meta - Facebook	2010-000	254.50
Total				863,142.28