

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

**LARL BOARD OF TRUSTEES
Executive Committee**

Thursday, December 18, 2025

5:30 p.m.

Meeting will take place via Zoom and in the lower level of the Moorhead Library, 118 5th 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/>

EXECUTIVE COMMITTEE MEMBERS: Ebinger (CHAIR), Jacobson, Nelson, Titera & Willhite

AGENDA

- 5:30 **1. CALL TO ORDER** – Ebinger
- 5:31 **2. APPROVAL OF AGENDA** - Ebinger
- 5:35 **3. PUBLIC INPUT** - Ebinger
- 5:40 **4. MINUTES OF THE OCTOBER 16, 2025 EXECUTIVE COMMITTEE MEETING** – Ebinger (Enclosed)
 Recommended Motion: Move to approve the October 16, 2025 Executive Committee Meeting Minutes as presented.
- 5:45 **5. FINANCIAL REPORT** – Sprynczynatyk - Enclosed
- 5:50 **6. DIRECTOR'S REPORT** – Lynch
- 5:55 **7. MEAL and REST BREAK POLICY** – Lynch and Sprynczynatyk (Enclosed)
 Recommended Motion: Move to approve the Meal and Rest Break Policy as recommended by LARL Administration.
- 6:10 **8. PRESIDENT'S REPORT** – President Ebinger
- 6:20 **9. OTHER**
- 6:30 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – November 2025 (Enclosed)

UPCOMING LARL BOARD MEETINGS:

LARL Finance Committee Meeting: January 15 at 5:00 p.m.

LARL Full Board Meeting: January 15 at 5:30 p.m.

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

**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MINUTES
DRAFT**

A meeting of the Lake Agassiz Regional Library Executive Board was held on Thursday, October 16, 2025. President Ebinger called the meeting to order at 5:30pm.

Executive Committee Members Present: Ebinger (*Chair*), Jacobson, Nelson, Titera, Willhite.

Executive Committee Members Absent: None

Others Present: Lynch, Sprynczynatyk, Moore

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Willhite/Jacobson) Move to approve the Agenda of the October 16 Executive Committee Meeting with the addition of the Suspension of Services for Health and Safety Reasons Policy. MCU.

MINUTES OF THE APRIL 17, 2025 EXECUTIVE FINANCE COMMITTEE.

(Titera/Jacobson) Move to approve the April 17, 2025 Executive Finance Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through September, we are 75% of the way through the year and have spent 72.28% of the budget. The Staff Development is currently at 18.51% of budget, but LARL's staff day is held in October and that is when most of the budget is spent.

DIRECTOR'S REPORT

Lynch discussed that LARL's Staff Day took place on Monday, October 13. Approximately 75 employees attended the day.

On October 27th Lynch will be meeting with the Dilworth City Council to discuss LARL services and answer questions about a potential future library in Dilworth.

(over)

Minutes of the October 16, 2025 Executive/Finance Committee Meeting – Page 2

DIRECTOR'S REPORT - continued

(Nelson/Jacobson) Move to approve the adoption of the Suspension of Services for Health and Safety Reasons Policy as presented. MCU.

FORMULA DISCUSSION

Nelson discussed that Becker County Commissioners would like LARL to review the funding formula and consider adding a cost of service element to the funding calculation.

Sprynczynatyk handed out the current 2026 funding increase calculation. It was also explained that the current funding formula only considers borrower transactions, population, and property values which distribute the increased costs. The current formula was put into place in 1995, before 1995 the funding was calculated on cost of service in each Signatory's area. City Signatory libraries were evaluated as to how many customers that used the library were City vs County residents and based on that percent, an amount was allocated to the Counties for the cost. The starting balance for each Signatory in 1995 factored in the cost to operate library service in each Signatory. After 30 years of using the used based formula, the increases have gone proportionately higher to areas that have higher use of LARL service and not necessarily where there have been higher costs.

Sprynczynatyk recalculated the 2026 budget based on methodology similar to how the calculation was done in 1994 and before. The calculations were provided to the Executive Committee for review. The calculation charged direct costs to each signatory and allocated the remaining costs to each based on the use-based formula. In Detroit Lakes, Moorhead, Breckenridge and Crookston a calculation was done based on library checkouts either by City residents or County residents, this resulted in 60.44% of the direct costs of the Detroit Lakes library being charged to Becker County, 12.44% of the Moorhead Library costs being charged to Clay County, 68.44% of the Mahnomen Library being charged to Mahnomen County, 25.11% of the Crookston Library cost being charged to Polk County, and 22.4% of the Breckenridge Library cost being charged to Wilkin County. The calculations show that Becker County and a few other Signatories are likely paying a bigger share than the cost of services for their residents while some Signatories are paying less than the cost of service in their area for their residents.

The Committee agreed that LARL will look at possibly changing the funding formula over the next few months. Transactions and library hours of non-Signatory City libraries will also be evaluated.

The meeting adjourned at 6:15 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 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	\$ 0	\$ 437,050	\$ 437,050	0	100.00
Detroit Lakes	0	252,130	252,130	0	100.00
Clay County	0	332,580	332,580	0	100.00
Moorhead	0	837,210	837,210	0	100.00
Clearwater County	0	117,750	117,750	0	100.00
Mahnomen County	0	48,890	48,890	0	100.00
Mahnomen	0	24,140	24,140	0	100.00
Norman County	0	113,830	113,830	0	100.00
Polk County	0	305,640	305,640	0	100.00
Crookston	0	241,640	241,640	0	100.00
Wilkin County	0	60,690	60,690	0	100.00
Breckenridge	0	98,580	98,580	0	100.00
Total Signatory Funding	0	2,870,130	2,870,130	0	100.00
Grants					
Basic Support - MN (RLBSS)	0	925,287	879,663	(45,624)	105.19
Reg Library Telecom Aid (RLTA)	0	157,906	161,188	3,282	97.96
Total Grants	0	1,083,193	1,040,851	(42,342)	104.07
Miscellaneous Revenue					
Service Charge Revenue	320	5,237	6,500	1,263	80.57
Printing Revenue	1,710	21,197	21,000	(197)	100.94
Fax Revenue	361	4,763	4,500	(263)	105.84
Microfilm Revenue	5	73	100	27	73.00
Photocopy Revenue	356	9,501	9,100	(401)	104.41
Book/Furniture Sale Revenue	738	5,426	0	(5,426)	0.00
Interest/Dividend Income	8,382	91,278	73,000	(18,278)	125.04
Investment Value Change	22,320	16,502	0	(16,502)	0.00
Lost/Damaged Property	544	6,290	6,000	(290)	104.83
Other Income	0	400	0	(400)	0.00
Total Miscellaneous Revenue	34,736	160,667	120,200	(40,467)	133.67
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0	60,000	60,000	0	100.00
MNLink Server Site Payments	0	0	0	0	0.00
Total Joint Automation Revenue	0	60,000	60,000	0	100.00
Fund Balance/Shortfall	0	0	100,007	100,007	0.00
Total General Fund Revenue	34,736	4,173,990	4,191,188	17,198	99.59
General Fund Expenditures					
Personnel Expenses					
Salaries	190,335	1,994,536	2,280,300	285,764	87.47
Payroll Taxes	14,295	151,241	176,300	25,059	85.79
Retirement - PERA	14,072	149,515	170,200	20,685	87.85
Health Insurance	34,423	369,818	414,050	44,232	89.32
Unemployment Taxes	0	59	0	(59)	0.00
Life Insurance	102	1,146	1,250	104	91.68
Workers Compensation Insurance	277	3,051	3,700	649	82.46
Other Employee Benefits	121	1,331	1,700	369	78.29
Total Personnel	253,625	2,670,697	3,047,500	376,803	87.64
Automation/Cataloging					
Automation	14,142	159,289	178,800	19,511	89.09
Remote Printing	282	3,107	3,400	293	91.38
Catalog Item Records	1,213	13,046	14,000	954	93.19
Supplies - Computer	465	5,883	5,000	(883)	117.66
Supplies - Technical Services	156	4,746	6,000	1,254	79.10
Total Automation/Cataloging	16,258	186,071	207,200	21,129	89.80

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 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	1,061	5,843	15,000	9,157	38.95
Programming - Adult	28	2,600	5,000	2,400	52.00
Total Library Programming	1,089	8,443	20,000	11,557	42.22
Staff Development					
Staff Training & Development	507	7,356	15,000	7,644	49.04
Total Staff Development	507	7,356	15,000	7,644	49.04
Mileage/Board Meeting Expense					
Mileage - Staff	1,535	25,827	27,100	1,273	95.30
Regional Board Meetings	802	6,546	5,800	(746)	112.86
Total Mileage/Board Meeting Expenses	2,337	32,373	32,900	527	98.40
Other Expenses					
Accounting/Bank Fees	700	17,449	18,600	1,151	93.81
Attorney Fees	0	0	1,500	1,500	0.00
Bus, Office Software/Supplies	0	2,116	2,000	(116)	105.80
Delivery Services	8,253	46,783	60,500	13,717	77.33
Director's Discretionary	0	70	2,000	1,930	3.50
Insurance - General/Property	1,656	22,650	25,200	2,550	89.88
Leases	0	25,872	26,050	178	99.32
Maintenance Contracts	216	15,482	15,202	(280)	101.84
Memberships	230	1,024	1,200	176	85.33
Minnesota Director's Fund	0	2,676	2,450	(226)	109.22
Miscellaneous Expense	0	677	2,000	1,323	33.85
PIO: Printing/Advertising	1,737	22,345	24,350	2,005	91.77
Postage	300	3,255	5,100	1,845	63.82
Recruitment	0	846	5,000	4,154	16.92
Repairs - Equipment	0	520	2,500	1,980	20.80
Supplies - Copier/Fax/Microfilm	400	570	750	180	76.00
Supplies - Office	924	7,595	8,498	903	89.37
Supplies - Public Services	71	5,854	6,000	146	97.57
Telephone/Telecom	1,554	16,221	18,000	1,779	90.12
Total Other Operating Expenses	16,041	192,005	226,900	34,895	84.62
Regional Library Telecom Aid (RLTA)	0	157,905	161,188	3,283	97.96
Transportation					
Vehicle Expenses	0	0	1,500	1,500	0.00
Total Transportation	0	0	1,500	1,500	0.00
Materials					
Audio Visual	1,152	21,267	25,000	3,733	85.07
Digital	15,048	159,145	140,000	(19,145)	113.68
Hoopla Service	0	0	0	0	0.00
Online Resources	316	3,379	3,700	321	91.32
Periodicals	502	20,087	23,300	3,213	86.21
Print	16,049	218,822	247,000	28,178	88.59
Total Materials	33,067	422,700	439,000	16,300	96.29
Capital Expenditures					
Furniture & Equipment	0	5,224	10,000	4,776	52.24
Software & Hardware Upgrades	0	3,604	30,000	26,396	12.01
Total Capital Expenditures	0	8,828	40,000	31,172	22.07
Capital Fund Accountx					
Regional Office FF&E	0	0	0	0	0.00
Total Capital Fund Accounts	0	0	0	0	0.00
Total General Fund Expenditures	322,924	3,686,378	4,191,188	504,810	87.96
General Fund Revenue Over Expenditures	\$ (288,188)	\$ 487,612	\$ 0	(487,612)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 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	\$ 3,017	\$ 45,381	\$ 0	(45,381)	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	12,077	25,109	0	(25,109)	0.00
Legacy Grant Revenue	4,993	144,580	0	(144,580)	0.00
Miscellaneous Local Grants	0	2,900	0	(2,900)	0.00
Total Special Projects Revenue	20,087	228,685	0	(228,685)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	0	6,638	0	(6,638)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	2,179	0	(2,179)	0.00
Donations - Miscellaneous	671	22,155	0	(22,155)	0.00
Legacy Grant Expense	4,993	144,580	0	(144,580)	0.00
Telecom/E-rate Expenses	12,077	25,109	0	(25,109)	0.00
Misc. Local Grant Expense	0	2,900	0	(2,900)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	17,741	203,561	0	(203,561)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0	4,699	0	(4,699)	0.00
Insurance Claim - Furn & Equip	0	9,959	0	(9,959)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	99,934	111,554	0	(111,554)	0.00
Total Special Projects Capital	99,934	126,212	0	(126,212)	0.00
Total Special Projects Expenditures	117,675	329,773	0	(329,773)	0.00
Special Proj Rev Over (Under) Expend	\$ (97,588)	\$ (101,088)	\$ 0	101,088	0.00
GRAND TOTAL REVENUE	54,823	4,402,675	4,191,188	(211,487)	105.05
GRAND TOTAL EXPENDITURES	440,599	4,016,151	4,191,188	175,037	95.82
CHANGE IN FUND BALANCE	\$ (385,776)	\$ 386,524	\$ 0	(386,524)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
November 30, 2025

7

	<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)	\$ 54,627	61,805	(7,178)	57,291	(2,664)
Cash - Payroll (Bell Bank)	7,347	3,195	4,152	7,443	(96)
Cash - Savings (Bell Bank)	1,245,542	1,419,534	(173,992)	1,165,013	80,529
Petty Cash	560	560	0	560	0
Investment Account	1,644,987	1,616,060	28,927	1,568,111	76,876
Accounts Receivable	10	244,567	(244,557)	0	10
Prepaid Expenses	31,169	34,088	(2,919)	30,986	183
Leased Assets	40,744	40,744	0	40,744	0
Accum Amort - Leased Assets	(6,759)	(6,759)	0	(3,229)	(3,530)
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	118,643	118,643	0	111,761	6,882
Amount Provided - LTD	325,348	325,348	0	333,084	(7,736)
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Total Assets	\$ 3,635,460	4,031,027	(395,567)	3,489,414	146,046
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LIABILITIES					
Accounts Payable	\$ 29,576	48,916	(19,340)	85,185	(55,609)
Credit Card Payable	6,101	14,904	(8,803)	109	5,992
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	(1,320)	(1,370)	50	0	(1,320)
Vision Insurance Payable	(232)	(232)	0	0	(232)
AFLAC Payable	223	237	(14)	0	223
Flexible Spending - Medical	(1,760)	(2,114)	354	300	(2,060)
Sales Tax Payable	613	380	233	695	(82)
Deferred Revenue	202,977	185,371	17,606	374,943	(171,966)
Lease Liability	34,150	34,150	0	37,597	(3,447)
Subscription Liability	37,082	37,082	0	41,372	(4,290)
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Total Liabilities	654,976	664,766	(9,790)	887,519	(232,543)
FUND BALANCES					
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	33,985	33,985	0	37,515	(3,530)
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	386,524	772,301	(385,777)	186,073	200,451
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Total Fund Balances	2,980,484	3,366,261	(385,777)	2,601,895	378,589
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Total Liabilities & Fund Bal.	\$ 3,635,460	4,031,027	(395,567)	3,489,414	146,046
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LARL Meal and Rest Break Policy - DRAFT

12/10/2025

It is the policy of Lake Agassiz Regional Library to comply with state and federal laws regarding meals and breaks.

Rest periods

All hourly employees are permitted a 15-minute paid rest break during each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

Meal periods

All hourly employees who work six or more hours in a day in Crookston, Detroit Lakes and Moorhead will be scheduled a minimum of 30 minutes for an unpaid meal break. It is up to the supervisor to schedule the meal break at a time that does not interfere with the library operations and service to the public. Hourly employees must punch in and out for meal breaks, which are not counted towards total hours worked. Meal breaks are not permitted at the beginning or end of the workday to offset arrival or departure times.

In the smaller locations that do not currently have a break period scheduled into the location hours, the employee(s) has the option to waive their right to an unpaid meal break. If the employee chooses to take the 30 minute unpaid meal break, the branch will be closed for a one-hour period, allowing the employee to take both two paid 15 minute breaks and one unpaid meal break during that time. Open hours will be subject to a permanent schedule change to accommodate the unpaid break.

Employees who do not waive their right to an unpaid 30 minute meal break are to be completely relieved from duty during their meal break. If an hourly employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Nursing Mothers

Nursing mothers will be provided reasonable paid break times each day to express breast milk for their infant child during the twelve months following the birth of the child. The break times must, if possible, run concurrently with the employee's morning and afternoon break time(s) provided under this policy. A location will be provided close to the employee's work location where the employee may express milk in private.

Enforcement

LARL Administration (supervisors) are responsible for determining the schedule of meal and rest periods. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action and docking of pay for time missed.

Adopted by the LARL Board, December 18, 2025

Meal Break Waiver Agreement - DRAFT

Employee Name: _____

Position: _____

Location: _____

1. Purpose:

Under Minnesota law, employees who work more than six (6) consecutive hours are allowed to take a meal break of at least thirty (30) minutes. In order to provide for public service and comply with Minnesota Statutes, LARL will begin to schedule a 30-minute unpaid meal break for all employees working six (6) or more consecutive hours. Employees working in locations where the open hours haven't been adjusted to accommodate the unpaid meal break, and who do not wish to take a 30-minute unpaid meal break, will need to sign a waiver. Waiving the meal break while working shifts in Crookston, Detroit Lakes, Moorhead, or any locations where the schedule has been adjusted to accommodate the meal break will not be allowed due to coverage and scheduling practices.

2. Voluntary Consent:

I understand that this waiver is entirely **voluntary** and that my decision to waive a meal break will not affect my employment status, pay rate, or job opportunities. I am entering into this waiver freely and without any form of coercion or pressure.

3. Applicability:

This waiver applies only to work shifts that are **six (6) hours or more in duration** and for individuals working outside of the Crookston, Detroit Lakes and Moorhead branches.

4. Unpaid Status:

I understand that the meal break I am waiving is **unpaid**. If I later take a meal break during a qualifying shift, that break period will be recorded as unpaid time on my timesheet.

5. Revocation of Waiver:

I may **revoke this waiver at any time** by providing written notice to my supervisor or Human Resources. Upon receipt of written notice, branch hours will be modified to accommodate the break period as soon as possible and the waiver will no longer apply to any future shifts.

6. Approval for Taking a Meal Break:

If I choose to take a meal break after previously waiving it, I must obtain **supervisor approval** before doing so. The time taken for the break will be **recorded as unpaid** on my timesheet.

7. Acknowledgment:

By signing below, I acknowledge that I have read, understand, and voluntarily agree to the terms of this Meal Break Waiver. I further acknowledge that I have been given the opportunity to ask questions about this waiver and Minnesota's meal break requirements.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Lake Agassiz Regional Library

Check Register

For the Period From Nov 1, 2025 to Nov 30, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-11/01/25-1	11/1/25	Lakes Country Service Cooperative	1000-000	33,711.88
	11/2/25	Apple Store	2010-000	0.99
eft-11/03/25-1	11/3/25	Arvig	1000-000	103.12
eft-11/03/25-2	11/3/25	Arvig	1000-000	95.67
eft-11/03/25-3	11/3/25	Arvig	1000-000	115.91
eft-11/03/25-4	11/3/25	Arvig	1000-000	99.54
eft-11/03/25-5	11/3/25	Arvig	1000-000	48.81
eft-11/3/25-1	11/3/25	Attendance On Demand	1000-000	258.00
cc-11/3/25-1	11/3/25	Walmart	2010-000	28.20
eft-11/03/35-1	11/3/25	TechSoup	2010-000	5.00
eft-11/04/25-1	11/4/25	Amazon Capital Services	1000-000	17,214.50
73108	11/5/25	Alliance Courier	1000-000	1,057.70
73109	11/5/25	Baker & Taylor	1000-000	100.04
73110	11/5/25	Black Stone Publishing	1000-000	830.82
73111	11/5/25	ByteSpeed, LLC	1000-000	4,210.20
73112	11/5/25	Meaghan Cronin	1000-000	5.60
73113	11/5/25	Ricky S Crume	1000-000	2,500.00
73114	11/5/25	Discount Paper Products, Inc.	1000-000	254.97
73115	11/5/25	Fertile Journal	1000-000	150.00
73116	11/5/25	Jodi Harrington	1000-000	134.40
73117	11/5/25	Lori Krause	1000-000	31.15
73118	11/5/25	Megan Krueger	1000-000	36.40
73119	11/5/25	Lorrie LaDuke	1000-000	241.15
73120	11/5/25	Christopher Lehman	1000-000	4,596.20
73121	11/5/25	Kathryn Nevala	1000-000	15.40
73122	11/5/25	Norman County Index	1000-000	90.00
73123	11/5/25	Janet Preus	1000-000	1,900.00
73124	11/5/25	Benjamin Michael Schierer	1000-000	955.60
73125	11/5/25	Philip Spooner	1000-000	98.00
73126	11/5/25	Tech Check LLC	1000-000	117.30
73127	11/5/25	ULINE	1000-000	178.44
73128	11/5/25	Christy Underlee	1000-000	95.55
73129	11/5/25	Wahpeton Daily News	1000-000	139.36

Lake Agassiz Regional Library

Check Register

For the Period From Nov 1, 2025 to Nov 30, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-11/5/25-1	11/5/25	Lake Agassiz Regional Library	1010-000	170,000.00
eft-11/5/25-2	11/5/25	Lake Agassiz Regional Library	1000-000	75,000.00
cc-11/5/25-1	11/5/25	SR Fax	2010-000	40.07
eft-11/6/25-1	11/6/25	Pitney Bowes Purchase Power	1000-000	300.00
eft-11/07/25-1	11/7/25	Cardmember Service	1000-000	11,206.99
cc-11/7/25-1	11/7/25	Sam's Club	2010-000	28.34
cc-11/9/25-1	11/9/25	Ting	2010-000	17.73
eft-11/10/25-1	11/10/25	BPAS (VEBA contributions)	1000-000	2,379.60
eft-11/10/25-2	11/10/25	WEX - HSA Contributions	1000-000	1,342.40
eft-11/10/25-3	11/10/25	WEX - HSA Contributions	1000-000	633.19
cc-11/10/25-1	11/10/25	Minnesota Library Association	2010-000	230.00
eft-11/11/25-1	11/11/25	Red River Communications	2010-000	46.40
73130	11/12/25	Lee Dean Media	1000-000	1,500.00
73131	11/12/25	Insight Public Sector, Inc.	1000-000	1,734.41
73132	11/12/25	Lori Krause	1000-000	31.15
73133	11/12/25	KROX-AM	1000-000	300.00
73134	11/12/25	Alyssa Manteufel	1000-000	101.85
73135	11/12/25	NCPERS Group Life Ins.	1000-000	224.00
73136	11/12/25	Shred Right	1000-000	42.53
73137	11/12/25	Emily Spieker	1000-000	74.90
73138	11/12/25	Christy Underlee	1000-000	130.55
eft-11/12/25-1	11/12/25	WEX - FSA payments	1000-000	28.16
eft-11/13/25-1	11/13/25	Allstream	1000-000	160.05
eft-11/14/25-1	11/14/25	AFLAC	1000-000	287.20
eft-11/14/25-4	11/14/25	Payroll Professionals, Inc.	1000-000	156.60
eft-11/14/25-2	11/14/25	Federal Income Tax deposit	1000-000	22,722.41
eft-11/14/25-3	11/14/25	Minnesota State Income Tax	1000-000	2,083.00
eft-11/14/25-5	11/14/25	ING (Deferred Compensation)	1000-000	1,980.14
eft-11/14/25-6	11/14/25	Public Employees Retirement Associa	1000-000	14,445.47
eft-11/14/25-7	11/14/25	LARL Payroll	1005-000	77,105.20
cc-11/14/25-1	11/14/25	Uprinting.com	2010-000	711.31
eft-11/15/25-1	11/15/25	Garden Valley Telephone Company	1000-000	48.08
cc-11/15/25-1	11/15/25	Halstad Telephone Company	2010-000	41.83

Lake Agassiz Regional Library

Check Register

For the Period From Nov 1, 2025 to Nov 30, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
cc-11/15/25-2	11/15/25	Halstad Telephone Company	2010-000	75.46
cc-11/15/25-3	11/15/25	Rothsay Telephone	2010-000	72.15
cc-11/17/25-1	11/17/25	Dottir Press	2010-000	199.80
eft-11/17/25-1	11/17/25	WEX - FSA payments	1000-000	26.31
cc-11/17/25-2	11/17/25	Walmart	2010-000	-25.01
eft-11/19/25-1	11/19/25	Mutual of Omaha	1000-000	106.40
73139	11/19/25	Alliance Courier	1000-000	2,115.40
73140	11/19/25	The Library Collective	1000-000	4,998.23
73141	11/19/25	Baker & Taylor	1000-000	122.45
73142	11/19/25	Black Stone Publishing	1000-000	451.81
73143	11/19/25	Christine Boike	1000-000	160.30
73144	11/19/25	DEMCO	1000-000	302.32
73145	11/19/25	Detroit Lakes Tribune	1000-000	173.89
73146	11/19/25	Forum Communications Company	1000-000	651.00
73147	11/19/25	Frazee-Vergas Forum	1000-000	42.00
73148	11/19/25	Roots and Rounds Inc	1000-000	1,500.00
73149	11/19/25	Greater MBA	1000-000	650.00
73150	11/19/25	Laura Gullickson	1000-000	916.20
73151	11/19/25	Jodi Harrington	1000-000	140.00
73152	11/19/25	Innovative Office Solutions, LLC	1000-000	901.43
73153	11/19/25	InterOffice - Fargo	1000-000	99,334.50
73154	11/19/25	Liz Lynch	1000-000	63.35
73155	11/19/25	Alyssa Manteufel	1000-000	29.40
73156	11/19/25	Minnesota Public Radio	1000-000	200.00
73157	11/19/25	Newman Signs, Inc.	1000-000	300.00
73158	11/19/25	ODP Business Solutions, LLC	1000-000	208.19
73159	11/19/25	Overdrive, Inc.	1000-000	8,149.96
73159a	11/19/25	VOID	1000-000	
73160	11/19/25	Jayde Proffitt	1000-000	493.95
73161	11/19/25	Roberta Schake	1000-000	15.40
73162	11/19/25	Tech Check LLC	1000-000	1,309.00
73163	11/19/25	The 13 Towns	1000-000	294.00
73164	11/19/25	Christy Underlee	1000-000	119.00

Lake Agassiz Regional Library

Check Register

For the Period From Nov 1, 2025 to Nov 30, 2025

Filter Criteria includes: Report order is by Date.

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73165	11/19/25	Wahpeton Daily News	1000-000	285.76
eft-11/19/25-1	11/19/25	Lake Agassiz Regional Library	1010-000	120,000.00
eft-11/19/25-2	11/19/25	Lake Agassiz Regional Library	1000-000	5,000.00
eft-11/19/25-3	11/19/25	WEX - FSA payments	1000-000	65.99
cc-11/20/25-1	11/20/25	Best Name Badges	2010-000	34.17
cc-11/20/25-2	11/20/25	Hornbacher's	2010-000	11.99
cc-11/21/25-1	11/21/25	American Library Association	2010-000	40.19
cc-11/21/25-2	11/21/25	The Chamber	2010-000	130.00
eft-11/21/25-1	11/21/25	WEX - FSA payments	1000-000	35.00
cc-11/21/25	11/21/25	Adobe	2010-000	517.67
cc-11/24/25	11/24/25	Adobe	2010-000	-2.64
eft-11/25/25-1	11/25/25	Arvig	1000-000	33.79
eft-11/25/25-2	11/25/25	Arvig	1000-000	195.36
eft-11/25/25-3	11/25/25	WEX Health, Inc.	1000-000	101.75
73167	11/25/25	AFSCME Council 65	1000-000	656.30
73168	11/25/25	AFSCME PEOPLE	1000-000	42.50
73169	11/25/25	Alliance Courier	1000-000	4,865.42
73170	11/25/25	Black Stone Publishing	1000-000	156.94
73171	11/25/25	Jon Braton	1000-000	37.80
73172	11/25/25	Communico	1000-000	8,750.00
73173	11/25/25	Linnea Dimich	1000-000	79.80
73174	11/25/25	LuAnn Durant	1000-000	157.65
73175	11/25/25	Ben Grimsley	1000-000	123.00
73176	11/25/25	Jodi Harrington	1000-000	23.45
73177	11/25/25	Linda Holecek	1000-000	123.00
73178	11/25/25	Innovative Office Solutions, LLC	1000-000	109.75
73179	11/25/25	Steve Jacobson	1000-000	44.80
73180	11/25/25	Megan Krueger	1000-000	59.85
73181	11/25/25	Mahnomen Pioneer	1000-000	350.00
73182	11/25/25	Krissa McGraw	1000-000	24.50
73183	11/25/25	Metropolitan Life Insurance Company	1000-000	1,520.27
73184	11/25/25	Amy Nelson	1000-000	46.20
73185	11/25/25	ODP Business Solutions, LLC	1000-000	40.46

Lake Agassiz Regional Library

Check Register

For the Period From Nov 1, 2025 to Nov 30, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
73186	11/25/25	Overdrive, Inc.	1000-000	5,125.28
73187	11/25/25	Debra Ann Johnson	1000-000	56.00
73188	11/25/25	ProQuest LLC	1000-000	3,786.56
73189	11/25/25	Roberta Schake	1000-000	78.75
73190	11/25/25	Chizuko Shastri	1000-000	60.00
73191	11/25/25	Mark Titera	1000-000	145.60
73192	11/25/25	Christy Underlee	1000-000	23.45
73193	11/25/25	Gary Willhite	1000-000	98.00
eft-11/25/25-1	11/25/25	Lake Agassiz Regional Library	1010-000	165,000.00
eft-11/25/25-4	11/25/25	Lake Agassiz Regional Library	1000-000	70,000.00
eft-11/26/25-2	11/26/25	WEX - HSA Contributions	1000-000	633.19
eft-11/28/25-1	11/28/25	Federal Income Tax deposit	1000-000	20,508.30
eft-11/28/25-2	11/28/25	Minnesota State Income Tax	1000-000	1,845.00
eft-11/28/25-3	11/28/25	Payroll Professionals, Inc.	1000-000	153.00
eft-11/28/25-4	11/28/25	ING (Deferred Compensation)	1000-000	1,936.63
eft-11/28/25-5	11/28/25	Public Employees Retirement Associa	1000-000	13,210.93
eft-11/28/25-6	11/28/25	LARL Payroll	1005-000	69,615.54
cc-11/28/25-1	11/28/25	Sangoma US	2010-000	164.51
	11/28/25	Adobe	2010-000	34.99
eft-11/30/25-1	11/30/25	Garden Valley Telephone Company	1000-000	43.40
eft-11/30/25-2	11/30/25	Garden Valley Telephone Company	1000-000	43.50
eft-11/30/25-3	11/30/25	Garden Valley Telephone Company	1000-000	81.95
eft-11/30/25-4	11/30/25	Garden Valley Telephone Company	1000-000	44.80
Total				<u>1,075,000.45</u>