

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
Thursday, June 18, 2026 at 5:30
The Loop: Moorhead Public Library, 450 Center Ave, Moorhead
Presentation Hall South**

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/>

Trustees, if you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on June 18th.

AGENDA

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

5:35 **2. MINUTES OF THE MAY 21, 2026 FULL BOARD MEETING** - Enclosed

Recommended Motion: Move to approve the May 21, 2026 Full Board Meeting Minutes as presented.

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

a. Application for State FY2027 Regional Basic System Support (RLBSS)

Recommended Motion: Move to approve the application for State FY2027 Regional Library Basic System Support (RLBSS)

5:50 **4. REPORT OF THE FINANCE COMMITTEE** – Jacobson

b. 2027 Preliminary Budget (Draft #3)

Recommended Motion: Move to approve the 2026 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

Agenda for the June 18, 2026 Full Board Meeting – Page 26:00 **5. DIRECTOR'S REPORT – Lynch**

- a. Registration and Circulation Policy - Enclosed

Recommended Motion: Move to approve the Registration and Circulation Policy as reviewed and recommended by the LARL Coordinating Committee.

- b. Student Card Policy – Enclosed

Recommended Motion: Move to revoke the Schools and Student Policy as recommended by the LARL Coordinating Team.

6:10 **6. PRESIDENT'S REPORT – President Ebinger**6:20 **7. BOARD MEMBER REPORTS:**

- Becker County** – Barry Nelson, Terry Kalil
- Breckenridge** – Linda Holecek
- Clay County** – David Ebinger
- Clearwater County** – Mark Titera
- Crookston** – Clayton Briggs
- Detroit Lakes** – Kate Campos
- Mahnomen** – Deb McArthur
- Mahnomen County** – David Geray
- Moorhead** – Charley Johnson, Emily Moore, Linda Schell
- Norman County** – Steve Jacobson
- Polk County** – Gary Willhite
- Wilkin County** – Jon Braton

6:30 **8. OTHER**6:35 **9. ADJOURNMENT****MISC. ITEMS ENCLOSED:**

- a. Check Register – May 2026

UPCOMING MEETINGS/EVENTS

- **2026 Youth Summer Reading Program**, June 1 through July 31, 2026
- **Juneteenth**: Friday, June 19, 2026: All LARL locations closed
- **Independence Day**: Saturday, July 4, 2026: All LARL locations closed
- **July 16 & August 20, 2026**: Executive Committee Meetings as needed
- **September 17, 2026**: Full Board Meeting at the Moorhead Library at 5:30 p.m.

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, May 21, 2026 at the Moorhead Library and online via Zoom. President Ebinger called the meeting to order at 5:30pm.

Board Members Present: Briggs, Campos, Ebinger (*President*), Holecek, Jacobson, Johnson, Kalil, Nelson, Reese (online starting at 6:12pm), Schell, Titera.

Board Members Absent: Braton, Geray, McArthur, Moore.

Others Present: Lynch, Sprynczynatyk

APPROVAL OF AGENDA

(Johnson/Jacobson) Move to approve the May 21, 2026 Full Board meeting agenda with the removal of item 4b Intergovernmental Data Sharing Agreement. MCU.

MINUTES OF THE MARCH 26, 2026 FULL BOARD MEETING

(Kalil/Holecek) Move to approve the March 26, 2026 Full Board Meeting Minutes as presented. MCU.

FINANCIAL REPORT

With 33.33% of 2026 complete, LARL spent 32.92% of budgeted expenses. Revenues are at 45.49% of budget due to LARL billing Signatories quarterly. Most expense categories are following closely to budget. Library Programming is currently at 4.45% of budget due to the majority of Summer Reading Program costs starting to be incurred May to August.

(Nelson/Briggs) Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Fertile and Moorhead distributions and \$825 of the Hawley distribution into the sub funds from which they were earned, and spend \$200 of the Hawley distribution and the full annual distribution for Crookston. MCU

FINANCIAL REPORT - continued

(over)

Minutes of the May 21, 2026 Full Board Meeting - Page 2

Sprynczynatyk discussed the LARL budget process and the second draft of the 2027 Preliminary Budget. Personnel is budgeted to increase 6.42%. This is due to the negotiated 6% Union pay increase and 4% non-union pay, and an estimated 10% increase to health insurance (actual increase will be known in August). Library Materials are budgeted for a 1% increase. Other Operating Expenses increased due to the first full year of rent for the Regional Office in The Loop. LARL will see a \$49,253 increase in Regional Library Basic System Support. Signatories will be asked for a 7% overall increase. The budget results in a \$111,573 shortfall which will be covered by LARL's reserves. The 10-year fund balance history and the effect of the 2026 and 2027 budget on reserves were also reviewed, showing LARL will use a significant amount of reserves from 2026 to 2027 with deficit budgets and using designated reserve funds in 2026 on furniture and fixtures.

Nelson suggested LARL look into the current high fuel prices and to consider adjusting the expense budget for draft number #3 of the budget.

Sprynczynatyk discussed LARL's funding methods that have been used over the years. From 1961 to 1995 LARL funding was based on a calculated cost of service to each Signatory. In 1996, a change was made in which cost of service to each Signatory was no longer considered, and rather the 1995 cost basis funding amounts were used as a starting point. If the system needed an increase in funding from Signatories, the LARL Use Based Formula (based on 80% borrower transactions, 10% population, and 10% property valuation) was used to determine the increase to each Signatory.

In March of 2026, the LARL Full Board passed a motion directing the LARL Finance Committee to review LARL's funding and look at a funding method that included a direct cost of service component. The LARL Executive and Finance Committees met in April and came up with a recommended new funding method, as well as suggesting a 4 year transition period before fully implementing the new funding method. Under the recommended funding method LARL will charge all direct costs of service to each individual Signatory. Signatory Cities will have transactions at the Library reviewed to arrive at a percentage of transactions that are from City residents compared to County residents. A 3 year average will be computed and used to charge a percentage of direct City Signatory costs to the County. All indirect costs will be allocated to each Signatory based on the LARL Use Based formula (80% borrower transactions, 10% property valuation, 10% population). The total direct cost and allocated indirect costs will be the amount requested from each Signatory.

The Executive and Finance Committees recommended a 4 year transition period before fully implementing the new funding method. During this transition period, LARL will compute the annual increase needed overall and apply it to each Signatory. Total Signatory funding will be compared to the calculated cost of service for each Signatory. Signatories contributing more than their calculated cost will have $\frac{1}{4}$ of their overage deducted from their 2027 request, Signatories contributing less than their calculated cost will have $\frac{1}{4}$ of their shortfall added to their 2027 request. In 2028 $\frac{1}{3}$ of the overages or shortfalls will be added or deducted from requests, in 2029 $\frac{1}{2}$ and the remaining balance in 2030.

FINANCIAL REPORT - continued

(continued on next page)

Minutes of the May 21, 2026 Full Board Meeting - Page 3

Sprynczynatyk reviewed the 2027 increases computed for each Signatory. A 7% increase was applied to each Signatory, then a 25% increase or decrease for the Signatory's shortfall or surplus was added or subtracted from their request. Applying the 25% adjustment resulted in \$28,000 more funding than the planned \$220,000 overall increase to Signatories, so the \$28,000 overage was then deducted proportionately from each Signatories request.

Ebinger asked if a Signatory facing large increases were to request cuts to service, in the case they are unable to fund needed increases, would reduced costs be carried forward? Sprynczynatyk indicated that these lower costs would continue for that Singatory.

Jacobson discussed that the Finance Committee thoroughly reviewed LARL's funding and believe this change to funding is the best move forward for LARL and the LARL Signatories.

Campos asked if the Polk County representative was informed of the discussed changes, since he wasn't at the March meeting when the Full Board last discussed the potential changes. Sprynczynatyk stated that shortly after the March meeting both he and Lynch had a Zoom meeting with Reese and discussed the changes that the Board had been discussing.

The Board thanked Nelson for asking the Board to review LARL Funding. The board also thanked Sprynczynatyk for the work put in to analyze costs as well as suggesting options for new funding methods to implement.

(Johnson/Nelson) Move to approve the Executive Finance Committee recommended funding formula change to include a direct cost element. With the implementation of the change, LARL will use a 4-year transition period (2027, 2028, 2029, 2030) to adjust each Signatory's contribution to LARL until the transition is fully complete and the new funding method is fully implemented for the 2031 budget. MCU.

DIRECTOR'S REPORT

Lynch discussed her written report. LARL will be receiving a \$25,000 grant from the Carnegie Foundation. With the grant, LARL employee Dominique Speer will be attending monthly online Adult Digital Literacy meetings in 2027 and will then travel around the region training LARL employees and from there LARL will offer training to the Community.

State Library Services has secured \$2M for library construction projects through the State's Bonding bill for 2027.

(over)

Minutes of the May 21, 2026 Full Board Meeting - Page 4**PRESIDENT'S REPORT**

Ebinger encouraged the other elected officials on the LARL Board to start working with their County and City Boards soon to help them see the importance of funding LARL and work on ways to fully fund the Library.

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

Kalil reported that the \$750,000 grant the Detroit Lakes Library received for roof repairs was matched by the City, for a total of \$1,500,000. The repair bid came in at \$1,571,000. The City asked the Library Foundation if they would contribute the extra funds. The Foundation wasn't interested in contributing. The City Council then approved the full funding.

Breckenridge (Holecek)

No report.

Clay County (Ebinger)

Budget planning has started for the County.

Clearwater County (Titera)

Titera decided to run for County Commission one more term.

Crookston (Briggs)

No report.

Detroit Lakes (Campos)

The local board is still looking to fill a few spots.

Mahnomen (McArthur - absent)

No report.

Mahnomen County (Geray - absent)

No report.

Moorhead (Johnson, Moore - absent, Schell)

Schell discussed meeting various people while walking at The Loop in the Moorhead Library. Lynch reported that Minnesota Live MPR show will take place at the Moorhead Library next week.

Norman County (Jacobson)

Jacobson doesn't intend to run for County Commission again after 22 years of service.

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Minutes of the May 21, 2026 Full Board Meeting - Page 5**Polk County** (Reese)

Things have been going well in Fertile. The County Board has started discussing LARL funding.

Wilkin County (Braton - absent)

No report.

MN Library Association/Library Trustees & Advocates Section (Kalil)

No report.

Northern Lights Library Network (Kalil, Shastri - absent)

No report.

The meeting adjourned at 6:20

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2026

41.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 238,920	\$ 477,840	238,920	50.00
Detroit Lakes	0	135,835	271,670	135,835	50.00
Clay County	0	181,345	362,690	181,345	50.00
Moorhead	0	454,150	908,300	454,150	50.00
Clearwater County	0	63,955	127,910	63,955	50.00
Mahnomen County	0	26,660	53,320	26,660	50.00
Mahnomen	0	12,735	25,470	12,735	50.00
Norman County	0	62,725	125,450	62,725	50.00
Polk County	0	167,115	334,230	167,115	50.00
Crookston	0	128,190	256,380	128,190	50.00
Wilkin County	0	32,635	65,270	32,635	50.00
Breckenridge	0	51,850	103,700	51,850	50.00
Total Signatory Funding	0	1,556,115	3,112,230	1,556,115	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	323,637	809,092	485,455	40.00
Reg Library Telecom Aid (RLTA)	0	69,730	147,687	77,957	47.21
Total Grants	0	393,367	956,779	563,412	41.11
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	804	3,065	6,000	2,935	51.08
Printing Revenue	3,096	9,810	24,000	14,190	40.88
Fax Revenue	493	2,109	5,000	2,891	42.18
Microfilm Revenue	11	29	100	71	29.00
Photocopy Revenue	865	2,932	10,500	7,568	27.92
Book/Furniture Sale Revenue	1,090	2,557	0	(2,557)	0.00
Interest/Dividend Income	4,511	30,297	80,000	49,703	37.87
Investment Value Change	(1,477)	(3,156)	0	3,156	0.00
Lost/Damaged Property	855	2,846	6,500	3,654	43.78
Other Income	29,906	29,906	0	(29,906)	0.00
Total Miscellaneous Revenue	40,154	80,395	132,100	51,705	60.86
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	31,000	62,000	31,000	50.00
Total Joint Automation Revenue	0	31,000	62,000	31,000	50.00
Fund Balance/Shortfall	0	0	149,818	149,818	0.00
Total General Fund Revenue	40,154	2,060,877	4,412,927	2,352,050	46.70
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	197,978	964,148	2,376,500	1,412,352	40.57
Payroll Taxes	14,875	72,938	183,650	110,712	39.72
MN Paid Leave	917	4,470	10,600	6,130	42.17
Retirement - PERA	14,560	71,754	177,650	105,896	40.39
Health Insurance	39,622	200,174	485,850	285,676	41.20
Life Insurance	105	492	1,300	808	37.85
Workers Compensation Insurance	338	1,691	3,850	2,159	43.92
Other Employee Benefits	121	635	1,700	1,065	37.35
Total Personnel	268,516	1,316,302	3,241,100	1,924,798	40.61
<i>Automation/Cataloging</i>					
Automation	14,441	73,950	183,950	110,000	40.20
Remote Printing	282	1,412	3,400	1,988	41.53
Catalog Item Records	1,213	6,065	14,550	8,485	41.68
Supplies - Computer	365	1,936	5,000	3,064	38.72
Supplies - Technical Services	186	4,347	6,500	2,153	66.88
Total Automation/Cataloging	16,487	87,710	213,400	125,690	41.10

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2026

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth/SRP	2,901	4,122	15,000	10,878	27.48
Programming - Adult	0	(330)	5,000	5,330	(6.60)
Total Library Programming	2,901	3,792	20,000	16,208	18.96
Staff Development					
Staff Training & Development	471	6,450	15,000	8,550	43.00
Total Staff Development	471	6,450	15,000	8,550	43.00
Mileage/Board Meeting Expense					
Mileage - Staff	2,193	9,920	28,000	18,080	35.43
Regional Board Meetings	963	2,426	5,800	3,374	41.83
Total Mileage/Board Meeting Expenses	3,156	12,346	33,800	21,454	36.53
Other Expenses					
Accounting/Bank Fees	743	15,618	21,350	5,732	73.15
Attorney Fees	0	0	1,000	1,000	0.00
Bus, Office Software/Supplies	0	369	2,200	1,831	16.77
Delivery Services	4,720	23,977	60,000	36,023	39.96
Director's Discretionary	0	0	2,000	2,000	0.00
Insurance - General/Property	2,015	10,174	26,500	16,326	38.39
Leases	0	25,207	51,350	26,143	49.09
Maintenance Contracts	216	5,284	16,952	11,668	31.17
Memberships	0	215	1,250	1,035	17.20
Minnesota Director's Fund	0	0	2,700	2,700	0.00
Miscellaneous Expense	0	163	2,000	1,837	8.15
PIO: Printing/Advertising	1,138	10,572	24,350	13,778	43.42
Postage	316	1,170	5,400	4,230	21.67
Recruitment	0	1,101	4,000	2,899	27.53
Repairs - Equipment	0	22	2,500	2,478	0.88
Supplies - Copier/Fax/Microfilm	510	930	700	(230)	132.86
Supplies - Office	46	4,405	8,498	4,093	51.84
Supplies - Public Services	299	761	6,000	5,239	12.68
Telephone/Telecom	1,602	7,737	18,300	10,563	42.28
Total Other Operating Expenses	11,605	107,705	257,050	149,345	41.90
Regional Library Telecom Aid (RLTA)	0	69,729	147,687	77,958	47.21
Transportation					
Vehicle Expenses	0	0	1,500	1,500	0.00
Total Transportation	0	0	1,500	1,500	0.00
Materials					
Audio Visual	2,636	8,459	25,000	16,541	33.84
Digital	18,650	59,076	143,403	84,327	41.20
Online Resources	316	1,578	3,787	2,209	41.67
Periodicals	119	4,651	21,200	16,549	21.94
Print	22,572	116,320	250,000	133,680	46.53
Total Materials	44,293	190,084	443,390	253,306	42.87
Capital Expenditures					
Furniture & Equipment	353	828	10,000	9,172	8.28
Software & Hardware Upgrades	0	5,645	30,000	24,355	18.82
Total Capital Expenditures	353	6,473	40,000	33,527	16.18
Capital Fund Accountx					
Total Capital Fund Accounts	0	0	0	0	0.00
Total General Fund Expenditures	347,782	1,800,591	4,412,927	2,612,336	40.80
General Fund Revenue Over Expenditures	\$ (307,628)	\$ 260,286	\$ 0	(260,286)	0.00

Lake Agassiz Regional Library
 Statement of Revenues & Expenditures
 Actual and Budget
 For the Five Months Ending May 31, 2026

	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	\$ 4,079	\$ 72,868	\$ 0	(72,868)	0.00
Endowment Revenue	1,110	1,110	0	(1,110)	0.00
Telecom/E-rate Funds	0	30,646	0	(30,646)	0.00
Legacy Grant Revenue	14,552	55,355	0	(55,355)	0.00
Miscellaneous Local Grants	0	2,500	0	(2,500)	0.00
Total Special Projects Revenue	19,741	162,479	0	(162,479)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	2,965	3,800	0	(3,800)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	7,530	0	(7,530)	0.00
Donations - Miscellaneous	2,115	27,637	0	(27,637)	0.00
Legacy Grant Expense	14,552	55,356	0	(55,356)	0.00
Telecom/E-rate Expenses	0	30,646	0	(30,646)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	19,632	124,969	0	(124,969)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	(1,827)	6,299	0	(6,299)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	0	112,982	0	(112,982)	0.00
Total Special Projects Capital	(1,827)	119,281	0	(119,281)	0.00
Total Special Projects Expenditures	17,805	244,250	0	(244,250)	0.00
Special Proj Rev Over (Under) Expend	\$ 1,936	\$ (81,771)	\$ 0	81,771	0.00
GRAND TOTAL REVENUE	59,895	2,223,356	4,412,927	2,189,571	50.38
GRAND TOTAL EXPENDITURES	365,587	2,044,841	4,412,927	2,368,086	46.34
CHANGE IN FUND BALANCE	\$ (305,692)	\$ 178,515	\$ 0	(178,515)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2026**

	<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)	\$ 61,552	63,841	(2,289)	65,402	(3,850)
Cash - Payroll (Bell Bank)	4,829	4,354	475	7,041	(2,212)
Cash - Savings (Bell Bank)	971,337	931,830	39,507	946,658	24,679
Petty Cash	580	580	0	560	20
Investment Account	1,672,884	1,671,468	1,416	1,647,950	24,934
Accounts Receivable	2,706	338,839	(336,133)	0	2,706
Other Miscellaneous Receivable	72	0	72	0	72
Prepaid Expenses	42,735	48,706	(5,971)	24,302	18,433
Leased Assets	40,744	40,744	0	40,744	0
Accum Amort - Leased Assets	(44,037)	(44,037)	0	(26,005)	(18,032)
Subscription Assets	83,002	83,002	0	83,002	0
Accum Amort - Subscription	(54,197)	(54,197)	0	(48,245)	(5,952)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(10,565)	(10,565)	0	(10,565)	0
Equipment and Fixtures	416,836	416,836	0	416,836	0
Accum Depr - Equip & Fixtures	(255,757)	(255,757)	0	(255,757)	0
Equipment & Fixtures - Donated	170,799	170,799	0	170,799	0
Accum Depr - Donated Equip	(153,109)	(153,109)	0	(153,109)	0
Endowment Funds	116,479	116,479	0	120,096	(3,617)
Amount Provided - LTD	303,947	303,947	0	328,102	(24,155)
Total Assets	\$ 3,384,704	3,687,627	(302,923)	3,371,678	13,026
LIABILITIES					
Accounts Payable	\$ 41,257	31,932	9,325	73,652	(32,395)
Credit Card Payable	4,456	5,566	(1,110)	0	4,456
Accrued Salaries Payable	105,126	105,126	0	105,126	0
Accrued Severance Payable	28,613	28,613	0	28,613	0
Accrued Sick/ESST Payable	214,582	214,582	0	214,582	0
Accrued Vacation Payable	48,718	48,718	0	48,718	0
Payroll Tax Payable - ND	256	128	128	0	256
MN Paid Leave Payable	3,698	7,195	(3,497)	0	3,698
Life Insurance Payable	(16)	(32)	16	0	(16)
Dental Insurance Payable	(1,206)	(1,206)	0	0	(1,206)
Vision Insurance Payable	(280)	(280)	0	0	(280)
AFLAC Payable	259	259	0	0	259
Flexible Spending - Medical	1,622	1,072	550	660	962
Sales Tax Payable	643	225	418	1,097	(454)
Deferred Revenue	206,666	209,725	(3,059)	299,294	(92,628)
Lease Liability	(5,543)	(5,543)	0	12,664	(18,207)
Subscription Liability	17,578	17,578	0	23,526	(5,948)
Total Liabilities	666,429	663,658	2,771	807,932	(141,503)
FUND BALANCES					
Fund Balance - Unreserved	131,586	131,586	0	186,141	(54,555)
Fund Bal - Operating Reserve	1,457,000	1,457,000	0	1,457,000	0
Fund Bal - Employee Severance	30,000	30,000	0	30,000	0
Fund Bal - Unemployment Comp.	59,500	59,500	0	59,500	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	63,446	63,446	0	63,446	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 - Health Insurance	13,500	13,500	0	13,500	0
Fund Bal - Joint Automation	77,500	77,500	0	77,500	0
Investment in Gen. Fixed Asset	182,072	182,072	0	182,072	0
Reserve for Leases	(3,293)	(3,293)	0	14,740	(18,033)
Reserve for Subscriptions	28,805	28,805	0	34,757	(5,952)
Reserve for Donations	99,552	99,552	0	99,552	0
Reserve for Endowments	120,095	120,095	0	120,095	0
Change in Fund Balance	178,512	484,206	(305,694)	(54,557)	233,069
Total Fund Balances	2,718,275	3,023,969	(305,694)	2,563,746	154,529
Total Liabilities & Fund Bal.	\$ 3,384,704	3,687,627	(302,923)	3,371,678	13,026

LARL's funding history and 2027 funding calculation change

1961-1995:

LARL was formed in 1961, from 1961 to 1995 LARL followed a cost basis funding method. Direct costs of each location were calculated (salaries, benefits, taxes, etc.) basically any cost that could be attributed to a specific Signatory. In Counties where there are City Signatories, those libraries surveyed customers coming into the library a few weeks each year, to ask customers if they were City or County residents. A 3-year average was then computed of the percentage of City residents compared to County residents who used the library. This computed percentage was then applied to the direct costs of the City Signatory library and the County percentage was allocated to the County's costs. The remaining costs of the system were then allocated to each Signatory based on a formula of 60% circulation, 30% population, and 10% property valuation. After the direct costs and allocation of other costs the total cost was arrived at for each Signatory and that was the amount the Signatory contributed to the system.

1996 to 2026:

In 1996 LARL changed to a consolidated budget approach. The 1995 cost basis funding was used as the starting point for Signatory funding, but rather than looking at the cost of each Signatory's service, a Use Based Formula was adopted and each time LARL needed an increase in funding, the prior year's funding plus an annual increase calculated with the Use Based Formula (80% Borrower Transactions, 10% population, and 10% property valuation) was used to arrive at the amount requested from each Signatory.

LARL newly adopted funding method – 2027 and after:

After 30 years of a Use Based Formula for annual increases to Signatories, doing a cost of service analysis of each Signatory revealed that some Signatories were paying more than the cost of service in their area, while some Signatories were paying less than the cost of service in their area. The LARL Board directed the Finance Committee to review the LARL Funding method and look at a funding method that includes a direct cost of service component.

After review and recommendation by the LARL Executive and Finance Committees in May of 2026 the LARL Board adopted a new funding method for the 2027 budget year that includes LARL charging all direct costs of locations located in a Signatory's area to that Signatory. For Signatories that are Cities, transactions at the City's Library are looked at to see if the transactions are from City residents or County residents. The percentage of County transactions at the City Library are then used to compute a 3-year average which is used to allocate a portion of the City Library direct costs to the County. All indirect costs are allocated to each Signatory based on the use-based formula: 80% borrower transactions, 10% property valuation, 10% population formula. The total direct costs and allocated indirect costs will be the amount requested from each Signatory.

The Executive and Finance Committees recognized that the adjustment to this new funding method will be a significant dollar change for some Signatories. The Executive and Finance Committee recommended a 4-year transition period which was also adopted by the LARL full board in May 2026. During these 4 years (2027, 2028, 2029, 2030) LARL will compute annual increase needed overall and apply it to each Signatory. Total Signatory funding (prior year funding plus current year increase) will be compared to the calculated cost of each Signatory. Those Signatories contributing more than their calculated costs will have $\frac{1}{4}$ of their overage deducted from their 2027 funding request, those Signatories that are paying less than their calculated costs will have $\frac{1}{4}$ of their short fall added to their 2027 funding request. In 2028 $\frac{1}{3}$ of a calculated overage or short fall will be adjusted from the needed request (and $\frac{1}{2}$ in 2029, and the remaining balance in 2030). In 2031 the new funding method will be fully implemented with each Signatory's any request from LARL will be based on the annual calculated cost of service to that Signatory.

LAKE AGASSIZ REGIONAL LIBRARY

2027

Preliminary Budget

Draft #3

CATEGORY	2025 Budget	2026 Budget	2027 Budget	\$ Change	% Change
Personnel	3,047,500	3,241,100	3,449,250	208,150	6.42%
Library Materials	439,000	443,390	447,840	4,450	1.00%
Automation/Cataloging	207,200	213,400	222,800	9,400	4.40%
Programming & Staff Development	35,000	35,000	35,000	-	0.00%
Mileage & Board Meetings	32,900	33,800	35,400	1,600	4.73%
Regional Library Telecom Aid	161,188	147,687	147,687	-	0.00%
Other Operating Expenses	226,900	257,050	266,658	9,608	3.74%
Vehicle Expenses	1,500	1,500	1,500	-	0.00%
Capital Expenses	40,000	40,000	40,000	-	0.00%
Total Budget	4,191,188	4,412,927	4,646,135	233,208	5.28%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2027 Preliminary Budget

Draft #3

	2025	2026	\$	2027
REVENUE	Budget	Budget	Change	Request
Becker County	437,050	477,840	16,830	494,670
Detroit Lakes	252,130	271,670	9,990	281,660
Clay County	332,580	362,690	19,530	382,220
Moorhead	837,210	908,300	56,840	965,140
Clearwater County	117,750	127,910	5,040	132,950
Mahnomen County	48,890	53,320	7,050	60,370
Mahnomen	24,140	25,470	570	26,040
Norman County	113,830	125,450	12,440	137,890
Polk County	305,640	334,230	49,120	383,350
Crookston	241,640	256,380	20,250	276,630
Wilkin County	60,690	65,270	4,720	69,990
Breckenridge	98,580	103,700	17,620	121,320
SUB-TOTAL	2,870,130	3,112,230	220,000	3,332,230
GRANTS				
State Basic Support	879,663	809,092	49,253	858,345
Regional Library Telecom Aid	161,188	147,687	-	147,687
TOTAL GRANTS	1,040,851	956,779	49,253	1,006,032
OTHER REVENUE				
Miscellaneous	120,200	132,100	-	132,100
Joint Automation	60,000	62,000	600	62,600
Fund Balance/Shortfall	100,007	149,818	(36,645)	113,173
TOTAL OTHER REVENUE	280,207	343,918	(36,045)	307,873
TOTAL REVENUE	4,191,188	4,412,927	233,208	4,646,135
EXPENDITURES				
Operating	4,151,188	4,372,927	233,208	4,606,135
Capital	40,000	40,000	-	40,000
TOTAL EXPENDITURES	4,191,188	4,412,927	233,208	4,646,135
				-

LARL Revenue/Costs by Signatory

LARL budget, allocated to each Signatory. Direct Costs of each library are computed. For Cities that are Signatories, a 3 year average of transactions of County vs City residents is computed and that % is allocated to the County. Board Expenses are charged to each Signatory based on number of representative on the LARL Board. The remaining costs are allocated to each Signatory with LARL's Used Based formula.

	2027 Budget	Becker County	Detroit Lakes	Clay County	Moorhead	Clearwater County	Mahnomen County	Mahnomen	Norman County	Polk County	Crookston	Wilkin County	Breckenridge
Library Use % City/County residents 3 year average		59.45%	40.55%	12.58%	87.42%		74.95%	34.56%		25.52%	76.09%	23.31%	80.74%
REVENUE													
Signatory Payment 2026	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
Increase 7%	3	33,780	19,200	25,640	64,210	9,040	3,770	1,800	8,870	23,630	18,120	4,610	7,330
Grants/Other Revenue	1,200,732	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	4,312,965	511,620	290,870	388,330	972,510	136,950	57,090	27,270	134,320	357,860	274,500	69,880	111,030
Personnel Expenses	3,449,250	36,732	455,559	146,483	861,759	83,574	-	69,957	99,498	279,315	310,854	12,365	175,474
Total Other Direct Costs	232,987	4,596	8,335	6,022	17,361	3,475	-	2,439	7,552	10,413	6,962	1,119	4,059
TOTAL DIRECT COSTS	3,682,237	41,329	463,894	152,505	879,120	87,048	-	72,396	107,050	289,728	317,816	13,483	179,534
Direct Costs allocated to Counties	-	275,780	(275,780)	110,587	(110,587)		54,263	(54,263)		81,100	(81,100)	41,845	(41,845)
TOTAL DIRECT AFTER ALLOCATION	3,682,237	317,109	188,115	263,092	768,533	87,048	54,263	18,133	107,050	370,828	236,717	55,328	137,689
Board Expenses	6,000	400	800	400	1,200	400	400	400	400	400	400	400	400
Expenses allocated by use based formula	957,898	143,694	74,996	113,599	206,344	38,123	17,466	4,748	45,727	100,759	55,211	16,940	17,892
Total Direct and Allocated costs	4,646,135	461,202	263,910	377,091	976,077	125,572	72,129	23,281	153,177	471,986	292,328	72,668	155,981
Balance Over (Under) calculated cost	(333,170)	50,418	26,960	11,239	(3,567)	11,378	(15,039)	3,989	(18,857)	(114,126)	(17,828)	(2,788)	(44,951)
Funding % of calculated costs		111%	110%	103%	100%	109%	79%	117%	88%	76%	94%	96%	71%

Adjustment to 7% increase based on 4 year transition period to a funding method based on cost of service

7% increase	7%	33,780	19,200	25,640	64,210	9,040	3,770	1,800	8,870	23,630	18,120	4,610	7,330
Adjustment for 2027	25%	(12,600)	(6,740)	(2,810)	890	(2,840)	3,760	(1,000)	4,710	28,530	4,460	700	11,240
Proportionate adjustment to get back to 7%		(4,350)	(2,470)	(3,300)	(8,260)	(1,160)	(480)	(230)	(1,140)	(3,040)	(2,330)	(590)	(950)
2027 Increase after adjustment		16,830	9,990	19,530	56,840	5,040	7,050	570	12,440	49,120	20,250	4,720	17,620
Total funding (after calculated increase and adjustment)		494,670	281,660	382,220	965,140	132,950	60,370	26,040	137,890	383,350	276,630	69,990	121,320
Total Costs		461,202	263,910	377,091	976,077	125,572	72,129	23,281	153,177	471,986	292,328	72,668	155,981
Balance Over (Under) calculated cost		33,468	17,750	5,129	(10,937)	7,378	(11,759)	2,759	(15,287)	(88,636)	(15,698)	(2,678)	(34,661)
Funding as a % of calculated cost		107%	107%	101%	99%	106%	84%	112%	90%	81%	95%	96%	78%
% increase from 2026 budget request		3.52%	3.68%	5.38%	6.26%	3.94%	13.22%	2.24%	9.92%	14.70%	7.90%	7.23%	16.99%



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2027 (July 1, 2026 – June 30, 2027) Application

A. Applicant Information

1. Regional public library system name and address:

Lake Agassiz Regional Library, 450 Center Ave, Moorhead, MN 56560

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Liz Lynch, Executive Director, phone: 218-233-3757, fax: 218-233-7556, lynchl@larl.org

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

Masters of Science in Library Science, 1999 – 2000, Clarion University of Pennsylvania, Clarion, PA.

Bachelor of Science, Anthropology/Archaeology, 1993-1998, Moorhead State University, Moorhead, MN.

Regional Library Director, Jan 2013 – present, Lake Agassiz Regional Library, Moorhead, MN.

Moorhead Hub Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Apr 2010 – 2012, Lake Agassiz Regional Library, Moorhead, MN.

Public Services Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Aug 2005 – Apr 2010, Lake Agassiz Regional Library, Moorhead, MN.

Electronic Resources & Staff Development Librarian, May 2001 – August 2005, Lake Agassiz Regional Library, Moorhead, MN.

Research Librarian, Sept 2000–Apr 2001, Government Reference Serv., Enoch Pratt Free Library, Baltimore, MD.

4. Number of FTE staff paid with RLBSS funds: 9.35

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

Organizational agreement(s) that are new or have been updated since the last application are attached.

There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide the most recent strategic plan.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2027 in a few sentences:

Briefly describe the programs that will take place during FY2027, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program. The goal of this funding is to provide salaries and benefits for the Executive Director, Director of Finance & HR, Collection Development Librarian, Business Office Associate, Marketing Director, Marketing & Program Coordinator, IT Director, Computer Technician, Inter Library Loan Associate, Technical Services Associate, Collection Development Library Assistant positions.
- How will this program contribute to your organization's mission and strategic plan goals? These positions play important roles in the development and carrying out of our current strategic plan. LARL could not actively practice the mission of enriching lives and strengthening communities without the positions providing a strong foundation for the organization. The positions funded with RLBS are specialized and provide vital services, expertise, and support to the frontline librarians around the region.
- Who will be served by this program? The support provided empowers the librarians to offer the best possible service to their community and community members, in addition to both local and regional board members.
- Please describe this program's proposed activities. The Executive Director oversees all areas of the organization, while providing leadership to the organization. The Director of Finance & HR is responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 100 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Inter Library Loan Associate, Technical Services Associate and the Collection Development Library Assistant work on purchasing and processing materials, getting requested materials for customers and routing materials around the LARL region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Director handles all publicity for the region. The Marketing

and Program Coordinator work with marketing as well as coordinating programs for the region. The IT Director handles computer networking/servers and oversees the Computer Technician. The Computer Technician maintains the over 125 public and staff computers in the region.

- **How will these activities help to achieve your program goal?** These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2026, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Local Governmental Unit	2025 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$437,050
Detroit Lakes	252,130
Clay County (excluding Moorhead)	332,580
Moorhead	837,210
Clearwater County	117,750
Mahnomen County (excluding Mahnomen)	48,890
Mahnomen	24,140
Norman County	113,830
Polk County (excluding Crookston & East Grand Forks)	305,640
Crookston	241,640
Wilkin County (excluding Breckenridge)	60,690
Breckenridge	98,580
Total:	2,870,130

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date: **N/A**

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

East Grand Forks (Polk County)

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

New Library and Regional Office in Moorhead

Lake Agassiz Regional Library
Moorhead Public Library
450 Center Ave
Moorhead, MN 56560
(218) 233-3757

12. Minnesota Statutes 2025 134.51 Subd. 5 requires that all public libraries must adopt a library materials policy. Please confirm that all libraries in the applicant system have adopted a library materials policy. If there is a library that has not adopted a library materials policy, please list them below and any relevant information about their efforts toward adopting a library materials policy.

LARL has a materials policy that covers all libraries.

B. Assurances

The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: David Ebinger
Chair, System Governing Board

Date: 06/18/2026

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/18/2026

D. Attachments and Due Date

- FY 2027 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)
- Previous year's completed audit (required)

Applications are due **Tuesday, June 30, 2026**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2027	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	\$625,404
Benefits	\$232,941
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$858,345
Total FTE Supported	9.35
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total Anticipated State Aid Expenditures	\$858,345

LARL Strategic Plan 2026–28 Phases			
Action	Purpose	Alignment	Status
Phase 1: Community Conversations			Spring 2025
Five (5) open community conversations	To collect public input about how LARL can sustain and improve the services, resources and programs offered at its 22 locations in order to inform the formation and implementation of the strategic plan	3A, 3B	Completed April-May 2025
Phase 2: Surveys			Fall 2025
Community Survey	Gather additional feedback from community members on the library, services, resources and programs to inform the formation and implementation of the strategic plan	1A, 1B, 2A, 2B, 2D, 3A, 3B	Completed September 2025
Staff Survey	Gather information from employees on the working environment and needs for ongoing success to inform the formation and implementation of the strategic plan	2A, 3A, 3B	Completed September 2025
Trustee Survey	Collect insights from key stakeholders and leaders on current challenges and opportunities to inform the formation and implementation of the strategic plan	1C, 2B, 3A, 3B	Completed September 2025
Strategic Plan Goals and Objectives Finalized			Late 2025
Phase 3: Planning and Implementation Start			Spring-Summer 2026
Current State Analysis and Priority Setting	Review current customer access and challenges, and identify first priorities in working toward strategic plan outcomes	3A, 3B	Completed April-May 2026
Internal Survey on Strategic Plan Priorities	Gather additional feedback on customer access and challenges to triangulate coordinating team findings before implementation	3A, 3B	Completed April-May 2026
Customer Service Planning	Identify key elements of customer service, initial focus areas, and set first steps for addressing highest need areas	2A, 3A	In progress (general framework set, next steps to be finalized)
Data Collection and Delivery Review	Review the data collection practice, identify missing elements and improvements to formatting of delivery so that future data is in a usable format	3A, 3B	In progress (initial review complete, deeper dive into needed improvements to collection and format for dissemination to be completed)
Create and implement an NPS survey	Implement an ongoing survey for feedback from a selection of customers on experience while at the location in order to support ongoing evaluation of efforts	1A, 2A, 2C, 3A, 3B	In progress (Survey drafted, review by Coordinating Team to be completed)
Continual improvement to outreach efforts	Explore and test outreach efforts through social media, local media, and continue Legacy Programming. Verify consistent paper advertising across locations.	1A, 1B, 2D	In progress (Ongoing)
Implement usage of online event and meeting room calendar	Provide clear and accessible meeting space and event information, and improve trackability of utilization	2C, 3B	In progress (Moorhead complete, and evaluation in process before continued implementation in fall 2026)
Update public website pages and documents to meet updated ADA standards	Improve website appearance, layout, and functionality through alignment with WCAG 2.1 standards in order to better serve customers with accessibility needs	2C, 3A, 3B	In progress (main website functionality completed, documentation and PDF remediation continued)
Community Outreach Collaboration	Build on previous successes to identify promising community partnerships and methods that can be expanded across the system - Step 1: Hub supervisors will bring success stories for a collaborative planning session in order to identify effective community outreach efforts - Step 2: Planning for future community collaboration, and how successful locations can support new efforts	1A, 1C, 2B, 2D, 3A	Planned (To be completed in upcoming Coordinating Team meetings)



Monthly Report to the Board
Submitted by Liz Lynch, Executive Director
June 18, 2026

Director's Meetings

May: Spark Center Updates, 14; MLA Leg. Committee, 21; LARL Full Board Meeting, 21; State Library Services, 22; Fertile Site Visit, 26; MN Now, 27; CRPLSA Online, 28; AI Training, 29

LARL Staffing

Welcome:

No new employees.

LARL Staff Openings: Crookston Library Associate, 40 hours

LARL News

Library Data Highlights:

Congratulations to the following LARL locations with increased physical circulation the first five months of the year: Ada (11%), Bagley (2%), Moorhead (3%), Twin Valley (7%) & Ulen (7%).

Overall Digital Circulation of OverDrive (Libby), is up by 14% higher than this same time last year, and computer use reached the highest numbers since May 2019!

New eLibraryMN Collection:

Thank you to Barb Davis, Moorhead Adult Services Librarian for serving on the Minitex Shared E-Resources Task Force, which was charged with analyzing and selecting a collection of resources that address emerging needs of students and community members across MN, ND and SD. The new collection will be available July 1, 2026 at elibrarymn.org.

Thanks to the MN Legislature, these resources are provided to & through school and academic libraries, public libraries and other institutions, providing academic resources, practice tests, consumer health information, craft and hobby resources, and newspaper and journal articles from across the globe.

This shared e-resources collection has played an important role in the lives of students and community members over the years, and continues to provide meaningful and vital information to support lifelong learning, career development, research, personal enrichment, and informed decision making. Thank you to the task force for their expertise in helping ensure that library users throughout the region have access to high quality, reliable resources that meet the evolving needs of our communities.

Continued to the next page...

LARL Spotlight #1: Community Partnership Award:

Congratulations to the Moorhead Public Library who was selected as the inaugural recipient of the ND and NW MN Chapter of the American Red Cross Community Partnership Award. This award recognizes an organization whose collaboration, commitment and shared service truly strengthen communities.

Over the past year, your partnership has been instrumental in advancing our mission. From supporting blood services and hosting disaster preparedness presentations to assisting with volunteer recruitment, your efforts have helped expand our reach and impact across the community. Your continued collaboration has made a meaningful difference in the work we do every day.

LARL Spotlight #2: Ada Public Library Report from Asha Osborn

I have certainly noticed an increase in the number of items being checked out over the past few months, which is mostly the result of new customers visiting the library and a focus on reaching out to homeschooling families and homebound customers.

The increase can primarily be attributed to families who are placing holds and checking out materials on a regular basis. For a while, there were at least 3 families requesting between 15-20 books each week. Between their holds and the items arriving for the rest of Ada's customers we were running out of space on the hold shelf.

The families that come to storytime also contributed to the increased circ. numbers. In the fall, we had a homeschooling group, consisting of half a dozen families, attend storytime each week. They used our event as an opportunity to socialize and made us part of their routine. They weren't able to attend as often over the winter, but they still found other opportunities to visit the library. Even in winter, we maintained a core group of 8-10 people that came to storytime each week and those families checked out several books each time they visited.

Ada offers homebound delivery and I visit the nursing home/assisted living center once a month as well. The number of people I visit at the nursing home has decreased over the years, but the number of homebound customers has been slowly increasing. It's not uncommon to have 5-7 stops on my route. Homebound customers typically have me bring several items each visit since we only offer it twice a month.

I've also been trying to do collection management more often, partly to keep up with demand for youth materials, but throughout the library in general. This includes sending in excess books and having Leigh send materials from Moorhead to refresh our shelves. I think keeping things fresh and making sure that there's something new on the shelves helps keep people interested and returning on a regular basis.

Continued to the next page...

I also promote the use of ILL services to my customers. I have customers who almost exclusively use ILL, as well as customers who heavily rely on it to watch their favorite old movies and TV shows because they can't afford streaming services. They are continually reaching their ILL borrowing limit in addition to ordering materials from LARL's collection. I believe that promoting the online catalog and encouraging people to request items (either through staff or on their own) has also helped. Some people who are new to the library assume they are limited to what's available on the shelf. It can be disappointing for them to walk into a location, especially a smaller branch or LINK site, and not find what they are looking for. When they realize how large our collection is, the process for requesting items and also learn about other options such as Libby and ILL their perspective usually shifts.

It's important to me that, whatever their needs may be, customers feel welcome and have a positive experience when they visit the library. Receiving personalized help and having meaningful interactions with staff can have a huge impact on a customer's experience. When a new customer applies for a card in Ada, I give them a welcome packet. This consists of a location and hours bookmark, the about LARL brochure, a Libby bookmark and any other information that may be of interest such as a 1,000 Books Before Kindergarten Brochure, Legacy or SRP information etc. I also use this as an opportunity to briefly tell them about our organization, services and get to know them.

REGISTRATION & CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library system region, with the exception of those residing within the city limits of East Grand Forks, who shows an acceptable proof of address, may register for a library card at any LARL location agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Youth ages 17 and younger are eligible for a library card with a parent or guardian's signature.
- Students 17 and younger who attend a school in the region are eligible for a LARL Youth Card with proof of attendance/registration from a teacher or school district, in addition to a parent or guardian's signature.
- Nursing homes, hospitals, schools, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for an institutional card for borrowing privileges. ~~for their library needs.~~
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use. Reciprocity includes library card holders from other MN regional public library systems and Fargo, Wahpeton and West Fargo Library card holders.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.
- Temporary cards providing limited access may be issued at the discretion of the Executive Director, or designated person(s).

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges is reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card.

Library cards can be renewed in person at any LARL location, or by phone or email. All information will be verified at the time of renewal.

LOAN PERIODS

In Library Use Only

Newspapers and reference materials. Loan will be considered on a case-by-case basis.

7 days (1 week)

DVDs

14 days (2 weeks)

Magazines

21 days (3 weeks)

Books

[Sound recordings](#) [Audiobooks](#)

Interlibrary Loan

42 days (6 weeks)

Book Club Kits

Digital library materials have a variety of loan periods based on the requirements of the subscription.

Electronic devices, such as Chromebooks and Hotspots have loan periods based on demand and availability.

RENEWALS

Most items may be renewed twice, unless there is an outstanding request for a particular item.

REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup in locations open 20 hours or less will be held for no more than 14 days.
- All items waiting for customer pickup in locations open for 21 hours or more will be held for no more than 10 days.

RIGHTS AND BORROWING LIMITATIONS

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Only parents have the right to restrict the materials or services available to children. The Library does not act "*in loco parentis*".
- [Minors have the right to request that their account be restricted to not allow parental review in certain situations \(MN statute 1205.0500\).](#)
- Limits on materials are set by the [Regional Library Executive](#) Director based on demand and availability.

FEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

1. Late Fee: After 14 days overdue, late fees will be assessed.
 - a. Youth, Homebound, ILL Institution, Branch or Staff do not incur late fees.

2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
 - a. If a LARL item is returned in good physical condition, within three months of the date of payment, the replacement charges will be refunded.

3. Damaged Materials: Charges will be assessed to replace damaged materials.
 - a. Full replacement charges will also be assessed if items are returned without cases, cover artwork and/or discs intact.

RETRIEVING OVERDUE MATERIALS

In accordance with MN Statute 609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

DELINQUENT FILE

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

(a) Except as provided in paragraph (b) the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Executive Director or designated person. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012; May 19, 2016; March 23, 2017; April 20, 2017; May 17, 2018; September 17, 2020; May 20, 2021; June 18, 2026

SCHOOLS AND STUDENTS POLICY

Lake Agassiz Regional Library seeks to support and enrich educational experiences for all its customers, including its student customers. LARL does not and cannot provide or replace materials primarily used in school curricula. LARL is also committed to protecting the privacy and confidentiality of customer records. With these principles in mind, the following policies are the guide for relationships between all LARL branch libraries and LINK Sites, and schools, school personnel and students.

1. All LARL customers, including students and school personnel, may request materials through use of the LARL web catalog for pickup at the nearest LINK Site or library.
2. The titles of materials checked out or requested by student customers, or the type of materials requested or checked out shall not be revealed to anyone but the customer.
3. The branch library or LINK Site may release reserved materials only to the customer it is reserved for, or a member of the customer's family or other person who resides with the customer, and who presents the customer's library card when picking up the materials. Reserved materials will not be released to anyone else, including school media specialists, teachers or aides.
4. LARL library cards that are issued to an individual customer should be held by the customer, a family member, or person residing with the customer.
5. A teacher or school media specialist may use her or his own library card or an institutional card to obtain materials for use by students while in school. Any materials intended for use by a student at home or outside the school should be checked out by the student on the student's card.
6. In issuing library cards to students, LARL staff may use a class list provided by a school within the LARL region if it verifies residency within LARL. Any student under the age of 12 applying for a LARL library card needs a parent's or guardian's signature on the application before the card may be issued.

Adopted, LARL Board of Trustees: May 19, 2005
 Revised May 19, 2016

**Lake Agassiz Regional Library
Check Register**

For the Period From May 1, 2026 to May 31, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-5/1/26-1	5/1/26	Lakes Country Service Cooperative	1000-000	39,903.78
eft-05/01/26-1	5/1/26	Minnesota Paid Leave	1005-000	5,331.25
cc-05/01/26-1	5/1/26	SR Fax	2010-000	31.19
eft-05/01/26	5/1/26	Payroll Professionals, Inc.	1005-000	7,655.98
eft-05/01/26-1	5/1/26	Lake Agassiz Regional Library	1010-000	12,000.00
	5/2/26	Apple Store	2010-000	0.99
eft-05/02/26-1	5/2/26	Attendance On Demand	1000-000	273.00
eft-05/03/26-1	5/3/26	Arvig	1000-000	46.25
eft-05/03/26-2	5/3/26	Arvig	1000-000	115.91
eft-05/03/26-3	5/3/26	Arvig	1000-000	102.87
eft-05/03/26-4	5/3/26	Arvig	1000-000	95.29
eft-05/03/26-5	5/3/26	Arvig	1000-000	99.66
eft-5/5/26-1	5/5/26	Amazon Capital Services	1000-000	17,145.40
73597	5/5/26	Alliance Courier	1000-000	2,115.40
73598	5/5/26	BADACE Martial Arts Academy	1000-000	130.00
73599	5/5/26	Joy L. Baker	1000-000	4,070.53
73600	5/5/26	Black Stone Publishing	1000-000	40.49
73601	5/5/26	Christine Boike	1000-000	88.45
73602	5/5/26	DEMCO	1000-000	537.56
73603	5/5/26	Innovative Office Solutions, LLC	1000-000	263.40
73604	5/5/26	Lakes Digital Sign Guys, LLC	1000-000	318.00
73605	5/5/26	Krissa McGraw	1000-000	20.32
73606	5/5/26	Chelsi Moe	1000-000	15.95
73607	5/5/26	Kent Nerburn	1000-000	5,000.00
73608	5/5/26	Newman Signs, Inc.	1000-000	150.00
73609	5/5/26	ODP Business Solutions, LLC	1000-000	277.18
73610	5/5/26	Roberta Schake	1000-000	53.29
73611	5/5/26	Shortprinter	1000-000	123.22
73612	5/5/26	Christy Underlee	1000-000	48.58
73613	5/5/26	Carol Van Brocklin	1000-000	75.40
eft-05/06/26-1	5/6/26	Cardmember Service	1000-000	3,012.27
eft-05/07/26-1	5/7/26	Pitney Bowes Purchase Power	1000-000	300.00
cc-05/07/26-1	5/7/26	Steven D Hargadon	2010-000	299.00

**Lake Agassiz Regional Library
Check Register**

For the Period From May 1, 2026 to May 31, 2026

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Check #	Date	Payee	Cash Account	Amount
cc-5/8/26-1	5/8/26	Uprinting.com	2010-000	578.60
cc-5/8/26-2	5/8/26	VistaPrint.com	2010-000	152.96
cc-5/11/26-1	5/11/26	Red River Communications	2010-000	43.08
cc-5/12/26-1	5/12/26	WDAY	2010-000	86.93
eft-5/13/26-1	5/13/26	BPAS (VEBA contributions)	1000-000	2,618.58
eft-5/13/26-2	5/13/26	WEX - HSA Contributions	1000-000	623.38
eft-5/13/26-3	5/13/26	WEX - HSA Contributions	1000-000	1,497.02
73614	5/13/26	Black Stone Publishing	1000-000	242.98
73615	5/13/26	Christine Boike	1000-000	121.08
73619	5/13/26	Forum Communications Company	1000-000	720.50
73620	5/13/26	Jodi Harrington	1000-000	69.60
73621	5/13/26	Innovative Office Solutions, LLC	1000-000	1,020.70
73622	5/13/26	KRJM	1000-000	700.00
73623	5/13/26	KROX-AM	1000-000	450.00
73624	5/13/26	Liz Lynch	1000-000	411.65
73625	5/13/26	NCPERS Group Life Ins.	1000-000	256.00
73626	5/13/26	Amy Nelson	1000-000	37.70
73627	5/13/26	LaRyssa Nelson	1000-000	49.79
73628	5/13/26	Norman County Index	1000-000	138.00
73629	5/13/26	Overdrive, Inc.	1000-000	3,198.27
73630	5/13/26	Cornelia LaVerne Triplett	1000-000	50.00
73631	5/13/26	Isaac Yantes	1000-000	60.00
73632	5/13/26	Roberta Schake	1000-000	106.58
73633	5/13/26	Shortprinter	1000-000	148.29
73634	5/13/26	Christy Underlee	1000-000	24.29
73616	5/13/26	Fertile Journal	1000-000	40.00
eft-05/13/26-1	5/13/26	Lake Agassiz Regional Library	1010-000	145,000.00
eft-05/13/26-2	5/13/26	Lake Agassiz Regional Library	1000-000	77,000.00
eft-05/14/26-1	5/14/26	Allstream	1000-000	229.11
cc-5/14/26-1	5/14/26	Ting	2010-000	17.71
cc-05/14/26-2	5/14/26	Ting	2010-000	35.38
eft-05/15/26	5/15/26	Garden Valley Telephone Company	1000-000	47.84
eft-05/15/26-2	5/15/26	AFLAC	1000-000	259.12

Lake Agassiz Regional Library
Check Register
For the Period From May 1, 2026 to May 31, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
cc-05/15/26-1	5/15/26	Rothsay Telephone	2010-000	63.96
cc-5/15/26-1	5/15/26	Halstad Telephone Company	2010-000	44.82
cc-5/15/26-2	5/15/26	Halstad Telephone Company	2010-000	74.78
eft-5/15/26-1	5/15/26	Federal Income Tax deposit	1000-000	22,318.11
eft-5/15/26-2	5/15/26	Minnesota State Income Tax	1000-000	1,991.00
eft-5/15/26-3	5/15/26	Payroll Professionals, Inc.	1000-000	171.00
eft-5/15/26-4	5/15/26	ING (Deferred Compensation)	1000-000	2,832.88
eft-5/15/26-5	5/15/26	Public Employees Retirement Association	1000-000	14,376.57
eft-5/15/26-6	5/15/26	LARL Payroll	1005-000	75,558.57
eft-5/19/26-1	5/19/26	Mutual of Omaha	1000-000	109.20
cc-5/19/26-1	5/19/26	Seiona	2010-000	65.89
73635	5/20/26	Alliance Courier	1000-000	2,115.40
73636	5/20/26	Barnesville Record-Review	1000-000	195.00
73637	5/20/26	Christine Boike	1000-000	190.68
73638	5/20/26	CBM LLC Cherry Lake/Sleeping Bear Press	1000-000	1,013.71
73639	5/20/26	The Child's World	1000-000	337.30
73640	5/20/26	Michelle Fjeld	1000-000	32.63
73641	5/20/26	Forum Communications Company	1000-000	499.50
73642	5/20/26	Caese Haroldson	1000-000	25.01
73643	5/20/26	Jodi Harrington	1000-000	135.58
73644	5/20/26	The Hawley Herald, Inc.	1000-000	44.00
73645	5/20/26	Innovative Office Solutions, LLC	1000-000	22.14
73646	5/20/26	Megan Krueger	1000-000	37.70
73647	5/20/26	Lerner Publishing Group	1000-000	197.90
73648	5/20/26	Cindy Lichtsinn	1000-000	29.00
73649	5/20/26	Midcontinent Communications	1000-000	650.00
73650	5/20/26	Newman Signs, Inc.	1000-000	150.00
73651	5/20/26	Asha Osborn	1000-000	28.96
73652	5/20/26	Overdrive, Inc.	1000-000	9,603.63
73652a	5/20/26	VOID	1000-000	
73653	5/20/26	Roberta Schake	1000-000	138.84
73654	5/20/26	Shortprinter	1000-000	617.22
73655	5/20/26	Josh Stompro	1000-000	251.58

**Lake Agassiz Regional Library
Check Register**

For the Period From May 1, 2026 to May 31, 2026

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
73656	5/20/26	Christy Underlee	1000-000	24.29
73657	5/20/26	Carol Van Brocklin	1000-000	23.56
eft-05/25/26-1	5/25/26	Arvig	1000-000	195.05
eft-05/25/26-2	5/25/26	Arvig	1000-000	33.69
eft-05/25/26-3	5/25/26	WEX Health, Inc.	1000-000	104.50
73658	5/27/26	Abdo-Spotlight-Magic Wagon	1000-000	3,023.75
73659	5/27/26	AFSCME Council 65	1000-000	937.62
73660	5/27/26	AFSCME PEOPLE	1000-000	42.50
73661	5/27/26	Black Stone Publishing	1000-000	279.20
73662	5/27/26	Christine Boike	1000-000	97.44
73663	5/27/26	Clayton Briggs	1000-000	167.30
73664	5/27/26	Kate Campos	1000-000	125.61
73665	5/27/26	Coast To Coast Computer Products	1000-000	509.92
73666	5/27/26	Farm & Home Publishers, LTD.	1000-000	65.00
73667	5/27/26	Patricia Garcia-Flores	1000-000	53.29
73668	5/27/26	Jodi Harrington	1000-000	145.00
73669	5/27/26	Linda Holecek	1000-000	125.25
73670	5/27/26	Steve Jacobson	1000-000	46.40
73671	5/27/26	Charles Johnson	1000-000	60.00
73672	5/27/26	Terry Kalil	1000-000	164.40
73673	5/27/26	Megan Krueger	1000-000	47.66
73674	5/27/26	Lerner Publishing Group	1000-000	43.98
73675	5/27/26	Liz Lynch	1000-000	99.33
73676	5/27/26	Alyssa Manteufel	1000-000	40.96
73677	5/27/26	Metropolitan Life Insurance Company	1000-000	1,497.31
73678	5/27/26	Amy Nelson	1000-000	43.50
73679	5/27/26	Barry Nelson	1000-000	63.00
73680	5/27/26	Overdrive, Inc.	1000-000	4,290.80
73681	5/27/26	Roberta Schake	1000-000	47.13
73682	5/27/26	Linda Schell	1000-000	60.00
73683	5/27/26	Scholastic Inc. Education	1000-000	2,706.10
73684	5/27/26	The 13 Towns	1000-000	35.00
73685	5/27/26	Mark Titera	1000-000	150.80

**Lake Agassiz Regional Library
Check Register**

For the Period From May 1, 2026 to May 31, 2026

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Check #	Date	Payee	Cash Account	Amount
73686	5/27/26	Christy Underlee	1000-000	48.58
73687	5/27/26	Carol Van Brocklin	1000-000	75.40
73688	5/27/26	We Count People LLC	1000-000	353.28
eft-5/27/26-1	5/27/26	Lake Agassiz Regional Library	1010-000	155,000.00
eft-5/27/26-2	5/27/26	Lake Agassiz Regional Library	1000-000	75,000.00
cc-5/27/26-1	5/27/26	Sangoma US	2010-000	164.72
cc-5/27/26-2	5/27/26	VistaPrint.com	2010-000	167.93
eft-5/28/26-1	5/28/26	WEX - HSA Contributions	1000-000	623.38
cc-5/28/26-1	5/28/26	Uprinting.com	2010-000	39.31
eft-5/28/26-2	5/28/26	WEX - FSA payments	1000-000	-65.99
eft-5/29/26-1	5/29/26	Federal Income Tax deposit	1000-000	21,956.65
eft-5/29/26-2	5/29/26	Minnesota State Income Tax	1000-000	1,876.00
eft-5/29/26-3	5/29/26	Payroll Professionals, Inc.	1000-000	162.00
eft-5/29/26-4	5/29/26	ING (Deferred Compensation)	1000-000	2,832.88
eft-5/29/26-5	5/29/26	Public Employees Retirement Association	1000-000	14,190.69
eft-5/29/26-6	5/29/26	LARL Payroll	1005-000	74,935.68
eft-05/30/26-1	5/30/26	Garden Valley Telephone Company	1000-000	43.00
eft-05/30/26-2	5/30/26	Garden Valley Telephone Company	1000-000	81.74
eft-05/30/26-3	5/30/26	Garden Valley Telephone Company	1000-000	44.76
eft-05/30/26-4	5/30/26	Garden Valley Telephone Company	1000-000	44.07
	5/31/26	Adobe	2010-000	34.99
Total				832,656.72