# AGENDA

## Blackduck City Council Meeting

**6:00 PM - Monday, July 6, 2026**

City Hall, 8 Summit Drive, Blackduck MN

Page

1. CALL TO ORDER
   - a. Roll Call
   - b. Pledge of Allegiance
2. APPROVAL OF AGENDA
3. CONSENT AGENDA

*All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*


| | | |
|---|---|---|
| a. | June 8, 2026 Blackduck City Council Meeting Minutes<br>Council - Jun 08 2026 - Minutes - Pdf | 4 - 9 |
| b. | JUne 18, 2026 - Kitchigami Regional Library Board Meeting packet including May 21, 2026 minutes<br>PACKET - 2026-06-18 KRLS Board Meeting | 10 - 55 |
| c. | June 2026 Fund Balance Report<br>JUne 2026 Fund Balance Report | 56 |
| d. | June 2026 Bill Report<br>June 2026 Bill Report - 1 | 57 - 58 |
| e. | June 2026 Liquor Fund Vendor ACH payments - CashWise<br>Cash Wise June 2026 | 59 - 60 |
| f. | June 2026 Sewer Income Statement<br>June 2026 Sewer Income Statement | 61 |
| g. | June 2026 Water Income Statement<br>June 2026 Water Income Statement | 62 |
| h. | June 2026 Pine Tree Park Income Statement<br>June 2026 Pine Tree Park Income Statement | 63 |
| i. | June 2026 Lakeview Cemetery Income Statement<br>June 2026 Cemetery Income Statement | 64 |
| j. | June 2026 Golf Course Income Statement<br>JUne 2026 Golf Course Income Statement | 65 |
| k. | June 2026 Liquor Store Income Statement<br>June 2026 Liquor Store income statements | 66 |
| l. | June 2026 Blackduck DMV Income Statement<br>June 2026 DMV Office Income Statement | 67 |
| m. | Q2 2026 Blackduck General Fund Income Statement | 68 |

Q2 2026 General Fund Income Statement

n. May 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association — 69
LG216 Blackduck Fire Relief Gambling Rent 062026

o. Final Approval - June 2026 Business Credit Card Payment — 70 - 71
Credit Card payment June

p. Final Approval - June 2026 EFT Disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a) — 72 - 74
June EFT

q. Final Approval - May 2026 Supplemental Bills — 75 - 77
Supplemental batch May bills
Leevers Supplemental batch

r. Final Approval - Local Option Sales Tax Report - April 2026 — 78
June 2026

s. Final Approval - Delay of Issuance City of Blackduck 2025 Financial Audit letter to OSA - CLA Troy Gabler — 79 - 80
Delay of Issuance Letter 2025 Audit

4. BLACKDUCK FORUM

*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*

5. REPORTS OF COMMITTEES AND CITY STAFF

5.1. Public Works Report - Mike Schwanke, Public Works Director

5.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations

5.3. Golf Course Report - Misty Frenzel, Golf Course Director

5.4. Library Report - Kelly Hanks, Head Librarian

a. July 16, 2026 - KRLS Board Meeting

6. ADMINISTRATOR'S REPORT

a. Donation Request - Blackduck GFWC Tri Sigma - Blackduck Area Walk to End Alzheimers -Connie Moen — 81 - 82
Tri Sigma Donation request

b. Council Information - City of Blackduck 2025 Financial Audit Deadline Extension Request to State Auditor — 83 - 88
2025 Extension Request to OSA
Re_ Delay of Issuance - City of Blackduck

c. Council Information - City of Blackduck Notice of Filing - 2026 General Election for City of Blackduck Council seats — 89
Notice of Filing 2026

d. July 7, 2026 - August 10, 2026 - Minnesota Primary Absentee Balloting Open

e. July 14, 2026 - July 28, 2026 - City of Blackduck Candidate Filing for General Election

f. July 15, 2026 @ 2pm - Blackduck Planning Commission Meeting

g. July 16, 2026 - Blackduck City Hall Closed Early @ Noon - Election Judge Training

h. July 27, 2026 @ 6pm - City Council Work Session

i. August 10, 2026 @ 6pm - Blackduck City Council Meeting

j. August 11, 2026 - Minnesota State Primary Election - Polls Open 7am - 8pm

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

9. ADJOURNMENT

# MINUTES
# Council Meeting

**6:00 PM - Monday, June 8, 2026**
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, June 8, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

| | |
|---|---|
| **COUNCILORS PRESENT:** | Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson |
| **COUNCILORS EXCUSED:** | Councilor Donald Johnson |
| **STAFF PRESENT:** | City Administrator Christina Regas, Public Works Director Mike Schwanke, and Director of Liquor Operations Shawnda Lahr |
| **OTHERS PRESENT:** | Paige Sheldrup, Woodcarvers Festival; John Winnett, Joseph Pelawa and Tim Ramerth, Widseth, Kim Hyatt Start Tribune, Andrew Kent Boys & Girls Club |

## 1. CALL TO ORDER

a. Roll Call
City Administrator Regas took roll call of those present to the meeting.

b. Pledge of Allegiance
Mayor Gullette led the meeting in the pledge of allegiance.

## 2. APPROVAL OF AGENDA

a.

Ronald Fredrickson moved to approve the agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

## 3. CONSENT AGENDA

*All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.*

a. October 7, 2025 Blackduck Community Library Board Meeting Minutes & Friends of the Library Meeting Minutes

b. May 4, 2026 Blackduck City Council Meeting Minutes

c. May 18, 2026 Backduck City Council Work Session MInutes

d. May 19, 2026 Friends of the Library Meeting Minutes

e. June 18, 2026 KRLS Board Packet including minutes from Marhc 19, 2026

f. May 2026 Fund Balance Report

g. May 2026 Bill Report

h. May 2026 Liquor Fund Vendor ACH Payments - CashWise

i. May 2026 Sewer Income Statement

j. May 2026 Water Income Statement

k. May 2026 Pine Tree Park Income Statement

l. May 2026 Lakeview Cemetery Income Statement

m. May 2026 Golf Course Income Statement

n. May 2026 LIquor Store Income Statement

o. May 2026 Blackduck DMV Income Statement

p. April 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association

q. ~~Final Approval - May 2026 Business Credit Card Payment~~

r. Final Approval - May 2026 EFT Disbursments for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)

s. Final Approval - April 2026 Supplemental Bills

t. Final Approval - Local Option Sales Tax Report - March 2026

u. Final Approval - New and Re-hired Seasonal Employees Report - June 2026

v. Final Approval - American Engineering Testing Proposal - revised to include services to The Pond

w. Final Approval - LMCIT 2026-2027 Property / Casualty Insurance Renewal - City of Blackduck

x. Final Approval - May 2025 Supplemental Batch - Township & Range LLC

y. Final Approval - City of Blackduck Analytics Report - blackduckmn.com

z. Final Approval - The Library Store Invoice #789304 - Balance Due on Shelving Order

aa. Final Approval - Delta Dental Contract Renewal 2026-2027 - City of Blackduck, Client #702900

ab. Final Approval - LOST June 2026

ac.

Ronald Fredrickson moved to approve the consent agenda removing item 'q.' for further discussion Laurie Hamilton seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

ad. Removed consent agenda items for further discussion.
q. Final Approval - May 2026 Business Credit Card Payment

Council member Fredrickson request clarification on the $2,000 charge to the credit card of Christina Regas. Regas reports payment was made for the purchase of replacement seats and backs for the bar stools at the Liquor Store.

Ronald Fredrickson moved to approve removed consent agenda items for further discussion - item 'q' May 2026 Business Credit Card Payment Nicholas Seitz seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

**4. BLACKDUCK FORUM**

*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*

a. there was no one to speak for the Blackduck Forum.

**5. REPORTS OF COMMITTEES AND CITY STAFF**

**5.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS DIRECTOR**

5.1.1. Widseth Updates on City Projects

Ramerth introduced Pelawa to the board and reported on SWCD process; lift station rehab project noting Borings to begin June 9th. Ramerth states MnDot Project clarity requires the City to report on location of city utilities in Summit Ave so the new culvert MnDot is installing does not interfere with city manhole. Ramerth further reports during the MnDot project the state is correcting deficiencies in the culvert that runs under Frontage Road and TH71. Ramerth recommends the City correct any deficiencies on the Frontage Road section and Widseth will inspect the culvert in the professional services proposal needing council approval tonight.

5.1.2. Approval Needed - Widseth Professional Services Proposal TH's 71 & 72 MnDOT Improvement Project City Utility Impacts Assessment

Nicholas Seitz moved to approve a services proposal with Widseth Laurie Hamilton seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

5.1.3. Report -

Schwanke reports his staff are flushing hydrants this week; Oscar Ave. is

open to the public, the Irrigators have started up and the panel for the Street lighting has no ETA on a repair date.

**5.2. LIQUOR STORE REPORT - SHAWNDA LAHR, DIRECTOR OF LIQUOR OPERATIONS**

5.2.1. Report -

Lahr reports updating the seats on 10 bar stools; Naylors has been in to inspect and service one of the two AC units and requested a quote for a third unit which should be installed to keep up with the recent heat and how much heat is put in from the kitchen. Lahr reports the bar has been busy and breakfast has been slower but the traffic from the recent road detour has not affected the bar yet.

**5.3. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN**

5.3.1. June 18, 2026 - KRLS Board Meeting

5.3.2. Approval Needed - Concrete Quote for Library - Pierce Concrete, Inc.

Nicholas Seitz moved to approve a quote for concrete work at Blackduck Library from Pierce Concrete Laurie Hamilton seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

**6. ADMINISTRATOR'S REPORT**

a. Council Update - Blackduck Boys & Girls Club - Andrea Kent

Kent was present to provide an update on the Blackduck Boys and Girls Club including the summer program starting with 52 kids registered. Kent states there are two positions open a summer director and full-time benefited position for the school year. Kent provided information on upcoming promotions to raise funding for the boys and girls club.

b. Council Approval Needed - Donation Request - 2026 Blackduck Woodcarvers - Paige Scheldrup

Scheldrup presented the need for funding the rental of the event tent for Woodcarver's Festival

Nicholas Seitz moved to approve a donation of $1,000 to Blackduck Woodcarvers Festival for a tent rental Laurie Hamilton seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

c. Council Approval Needed - Resolution 2026-12 - Resolution supporting the

appointment of the City Administrator as the Deputy Registrar for the City of Blackduck

Laurie Hamilton moved to approve Resolution 2026-12 Ronald Fredrickson seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

d. Council Approval Needed - Resolution 2026-13 - Resolution in support of declaring a vacancy for the seat of councilor and approve a special election during the 2026 General Election

Laurie Hamilton moved to approve Resolution 2026-13 Ronald Fredrickson seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

e. Council Approval Needed - Resolution 2026-01 revision 1 - Resolution of annual appointments and designations for 2026

Nicholas Seitz moved to approve Resolution 2026-01 revision 01 with updates to committee assignments for the Personnel, Liquor, and Golf Commitees Laurie Hamilton seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

f. Approval Needed - Ordinance 2026-01 - An Ordinance amending Section 1180 of the City Code relating to Local Option Sales Tax

Laurie Hamilton moved to approve Ordinance 2026-01 amending Section 1180 of the City Code terminating the Local Option Sales tax on September 30, 2026 Nicholas Seitz seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

g. Council Consideration - Blackduck Police Department Elimination & Contractual Agreement with Beltrami County Sheriff's Office - Rescinding Section 350 of the City Code of the City of Blackduck

Laurie Hamilton moved to approve the elimination of the Blackduck Police Department and contract with the Beltrami Sheriffs Office and to move ahead with processes to rescind Ordinance Section 350 establishing a Police Department in the City of Blackduck Maxwell Gullette seconded the motion.

Discussion among the City Council included needing a plan for the current squad purchased in 2024; having 40 hours of law enforcement presence in the city; and respecting the use of the tax payer dollars for the service.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

h. Thursday, June ~~18~~ 19, 2026 - City Offices Closed in Observance of Juneteenth

i. Friday, July 3, 2026 - City Offices Closed in Observance of Independence Day

j. Public Notification - Blackduck City Hall & DMV Closing @ Noon Fridays through July 3, 2026 -

k. July 6, 2026 - Updated 2025 Financial Audit Presentation - CLA

l. July 6, 2026 @ 6pm - Blackduck City Council Regular Meeting

**7. MAYOR AND/OR COUNCIL MEMBER REPORTS**

**8. COMMUNITY EVENTS/GOOD THINGS HAPPENING**

**9. ADJOURNMENT**

a.

Laurie Hamilton moved to adjourn the council meeting at 7:03pm Nicholas Seitz seconded the motion.

Carried 4 to 0

| | |
|---|---|
| Maxwell Gullette | For |
| Nicholas Seitz | For |
| Laurie Hamilton | For |
| Ronald Fredrickson | For |

City Administrator, Christina Regas

Maxwell Gullette, Mayor

Kitchigami Regional Library

**Board Meeting June 18, 2026, 6:00 p.m.**

Kitchigami Regional Headquarters Building, Pine River, MN

# A G E N D A

1. Call to order and Pledge of Allegiance
2. KRLS Oath of Office (as needed)
3. Approval of Agenda
4. Public Input
5. Consent Agenda
    a. Minutes: May 21, 2026, pg. 5
    b. Bills: May 2026, pg. 9
    c. Financial Statements: YTD 2026, pg. 12
    d. Interim Director's Report, p. 15
6. Old Business
    a. Pine River Library Foundation Discussion, pg. 20
    b. 2027 KRLS City/County Operating Budgets, pg. 22
    c. Administration Building Security, pg. 37
    d. Other
7. New Business
    a. Pine River State Bank Authorization, pg. 38
    b. 2027 Regional Library Basic System Support (RLBSS) Application, pg. 39
    c. Outsourcing Bookkeeping/Payroll, pg. 46
    d. Other
8. Chair's Report
9. Adjournment

**Please contact Svetlana Lang at 218-587-2171 x 224 or langs@krls.org with your attendance preference, or if you are unable to attend.**

**FUTURE BOARD MEETINGS**

| | | |
|---|---|---|
| July 16, 2026 | September 17, 2026 | November 19, 2026 |
| January 21, 2027 | March 18, 2027 | May 20, 2027 |

# 2025 Kitchigami Regional Library Board Members (revised 01/26/2026)

Kitchigami Director Melissa Whatley (whatleym@krls.org)

**BELTRAMI COUNTY**
Joe Gould (County Commissioner)
Ph: 218-259-4342; E: joe.gould@co.beltrami.mn.us
**Alternate:** Vacant

**CASS COUNTY**
Scott Bruns (County Commissioner)
Ph: 218-820-6545; E : scott.bruns@casscountymn.gov
**Alternate:** Neal Gaalswyk (County Commissioner)
Ph: 218-839-1841; E: neal.gaalswyk@casscountymn.gov

**CROW WING COUNTY**
Jamie Lee (County Commissioner)
Ph: 218-866-9040; E: jamie.lee@crowwing.gov
**Alternate:** Steve Barrows (County Commissioner)
Ph: 218-820-8199; E: steve.barrows@crowwing.us

**HUBBARD COUNTY**
Tom Krueger (County Commissioner)
Ph: 218-616-4069; E: tom.krueger@co.hubbard.mn.us
**Alternate:** Charlene Christenson (Cty Commissioner)
Ph: 218-616-2181; E: cchristenson@co.hubbard.mn.us

**WADENA COUNTY**
Murlyn Kreklau (County Commissioner)
Ph: 218-837-5352; Cell: 218-639-2011
E: murlyn.kreklau@co.wadena.mn.us
**Alternate:** Ron Noon
Ph: 218-639-0797; E: ron.noon@wcmn.us

**CITY OF BEMIDJI**
Lynn Eaton
Ph: 218-766-4722; E: lynn.eaton@ci.bemidji.mn.us
**Alternate:** Mark Dickinson
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**CITY OF BLACKDUCK**
Laurie Hamilton
Ph: 218-760-3920
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**Alternate:** Donald Johnson
Ph: 651-280-9694; E: donald.johnson@blackduckmn.com

**CITY OF BRAINERD**
Mary Koep
Ph: 218-829-9793; E: marywaltk@icloud.com
**Alternate:** Vacant

**CITY OF CASS LAKE**
Cecil Reams
Ph: 218-335-6654; E: cgriii@msn.com
**Alternate:** Vacant

**CITY OF LONGVILLE**
Neil Tobiason
C: 763-442-5066; E: neil.tobiason@gmail.com
**Alternate:** Phyllis Eck
Ph: 218-539-0354; E: 1849pe@gmail.com

**CITY OF PARK RAPIDS**
Jeremy Engholm
Ph: 218-616-2280
E: jeremy.engholm@ci.park-rapids.mn.us
**Alternate:** Vacant

**CITY OF PINE RIVER**
Brent Norman
Ph: 218-536-0668; E: nscleaners@gmail.com
**Alternate:** Tamara Hansen
Ph: 218-587-2440; E: mayor@cityofpineriver.org

**CITY OF WADENA**
Mark Lunde
Ph: 218-639-5662; E: mlunde@wadena.org
**Alternate:** Duke Harrison
Ph: 218-639-9077; E: dharrison@wadena.org

**CITY OF WALKER**
Gene Granberg
Ph: 320-469-3454; E: ggranberg@ci.walker.mn.us
**Alternate:** Jerecho Worth
Ph: 218-209-5899; E: jworth@ci.walker.mn.us

# 2026 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

**(Revised 01/15/2026)**

## Board Officers

| | |
|---|---|
| Chair | Tom Krueger |
| Vice-Chair | Murlyn Kreklau |
| Treasurer | Lynn Eaton |
| Secretary | Brent Norman |

**BUDGET COMMITTEE**
Tom Krueger, Chair
Joe Gould
Murlyn Kreklau
Jamie Lee
Scott Bruns

**PERSONNEL / UNION NEGOTIATION COMMITTEE**
Tom Krueger, Chair
Murlyn Kreklau
Jeremy Engholm

**AUDIT COMMITTEE**
Tom Krueger, Chair
Lynn Eaton

**OUTREACH COMMITTEE**
Committee of the Whole

**STRATEGIC PLANNING / POLICY COMMITTEE**
Tom Krueger, Chair
Lynn Eaton
Brent Norman
Jeremy Engholm

**INTERNET / ELECTRONIC RESOURCES COMMITTEE**
Tom Krueger, Chair
Brent Norman
Joe Gould

**EXTERNAL BOARDS**

**NORTHERN LIGHTS LIBRARY NETWORK**
Governing Board Members:
Delegates: Joe Gould
Jamie Lee

**NWLinks**
Delegate: Director Melissa Whatley

**Kitchigami Regional Library**

# Oath of Office Policy

## Policy

This policy establishes the text of the oath of office that must be taken by all members of the Kitchigami Regional Library board of trustees and the administration of that oath.

## Oath

"I do swear to support the constitutions of the United States and of this state; to discharge faithfully the duties of this office to the best of my judgment and ability; to represent the library both to the people and to the governing officials; to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served."

## Administration

1. The Oath of Office will be administered by the KRLS Director to all members of the board of trustees at the first meeting of the board in each new calendar year, following the election of the board's officers.

2. The Oath of Office will be administered to each member of the board whose term of office begins during the calendar year at the first regular board meeting following the member's appointment.

(adopted by KRLS Board 5/20/04; first administered at that meeting)

**Kitchigami Regional Library System**
**Board Meeting, May 21, 2026, 6:00 p.m.**
**Kitchigami Headquarters Building, Pine River, MN**

| | |
|---|---|
| Board members present: | Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Mary Koep, Gene Granberg, Jamie Lee, Murlyn Kreklau |
| Board members present by interactive technology: | Laurie Hamilton (Blackduck), Cecil Reams (Cass Lake) |
| Board members absent: | Joe Gould (Beltrami Cty.), Mark Lunde (City of Wadena) |
| Others present, non-voting: | In Person: Carol Christensen, Troy Bauch, Abby Pearson, Terria Rohloff, Melissa Dingman, Judy Schrupp, Mary Beth Durham, Amanda Mikota, Rhoda Jackson<br><br>Interactive Technology: Melissa Brechon, Sheri Warren, Dan Touchette, Mary, Tami Beto, Melissa Whatley, Dyan Ebert, Cyn, Kristi Hastings, Leann Willinbring, BD, Megan Lysford, Hallie Pond, Christian BRN, Amy B |

Chair Tom Krueger called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

| | |
|---|---|
| KRLS Oath of Office | None. |
| Approval of Agenda | Chair Krueger requested to add Item 9g -- Approve Director of Finance and HR Position.<br>**Motion by Lynn Eaton, seconded by Gene Granberg, to approve the amended agenda.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams. **Motion carried.** |
| Public Input | There was no public input at this meeting. |
| Consent Agenda | **Motion by Jeremy Engholm, seconded by Jamie Lee, to approve the consent agenda Items A-D.**<br>**a. Minutes: March 19, 2026**<br>**b. Bills: March – April 2026**<br>**c. Financial Statements: YTD 2026**<br>**d. Interim Director's Report**<br>Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams. **Motion carried.** |

| | |
|---|---|
| Closed session | **Motion by Murlyn Kreklau, seconded by Lynn Eaton, to move the meeting into closed session to discuss personnel under the board's authority at 6:14 p.m.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams. **Motion carried.**<br><br>**Motion by Brent Norman, seconded by Gene Granberg, to end the closed session and re-open the public session of the meeting at 6:57 p.m.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Old Business | |
| AFSCME Union Contract 2026 – 2028 | **Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve AFSCME Union Contract 2026- 2028.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Step Approval for Non-Union Staff | **Motion by Lynn Eaton, seconded by Jeremy Engholm, to approve a wage increase for non-union KRL employees to match the AFSCME union contract of three percent.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| New Business -- | |
| Pine River Library Hours Increase | Carol Christenson requested to increase the hours of the Pine River Library to match patrons' needs, with the change to take effect June 1, 2026.<br>**Motion by Brent Norman, seconded by Neil Tobiason, to increase the branch hours as requested.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Wadena Library Hours Change | Director Melissa Brechon presented the request for Wadena City Library to change the library's open hours to better fit the community's needs, with the change to take effect immediately.<br>**Motion by Brent Norman, seconded by Neil Tobiason, to change the branch hours as requested.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |

| | |
|---|---|
| Bredenberg Family Trust / Bemidji Library | **Motion by Lynn Eaton, seconded by Jamie Lee, to approve moving the Bredenberg Family Trust donation for the Bemidji Library from the current money market account to a Certificate of Deposit with Wadena State Bank at 3.8% APY for a three-month period.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Renewal of CDs | **Motion by Lynn Eaton, seconded by Mary Koep, to approve the CDs matured on 4/15 and 6/2026 as presented in the Director's Report.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| 2027 Regional Budget Draft Discussion | **Motion by Murlyn Kreklau, seconded by Lynn Eaton, to approve the preliminary draft budgets presented.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Minnesota Paid Leave Act | **Motion by Lynn Eaton, seconded by Jamie Lee, to approve the payment of R2994.89, toward KRLS deductions to the Minnesota paid leave program January 1, 2026, to April 30th, 2026.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Approval of Combined Director of Finance & HR | **Motion by Brent Norman, seconded by Jeremy Engholm, to create the Director of Finance & HR position and post the job opening.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| DDA approval | **Motion by Lynn Eaton, seconded by Gene Granberg, to approve hiring David Drown & Associates to assist KRLS in a search for a Regional Director.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |

| | |
|---|---|
| | **Motion by Brent Norman, seconded by Lynn Eaton, to approve extending Melissa Brechon's Interim Director contract at current terms until and for a short term after the hiring of a Regional Director.** Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.** |
| Chair's Report | Stated that he hopes KRLS is now on the path to make KRLS a great Library System for the communities that the board serves. |

**Motion by Lynn Eaton, seconded by Jeremy Engholm, to adjourn at 7:52 p.m.**
Roll call vote was taken. Yes: In-person – Brent Norman, Jeremy Engholm, Lynn Eaton, Tom Krueger, Neil Tobiason, Scott Bruns, Gene Granberg, Mary Koep, Jamie Lee, Murlyn Kreklau; via Zoom: Cecil Reams, Laurie Hamilton. **Motion carried.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**
**CHECK REGISTER**
**May 8, 2026**

| Check Number | Name | Description | Amount |
|---|---|---|---|
| 26928 | ABM TECH/OFFICE SHOP | COPIER CONTRACTS | 268.16 |
| 26929 | AFSCME CO 65 | AFSCME COUNIL 65 UNION DUES: APR.2026 | 1,082.01 |
| 26930 | AFSCME PEOPLE | VOLUNTARY PAYROLL DEDUCTION | 8.50 |
| 26931 | AMAZON | Remittance Stub | - |
| 26932 | AMAZON | Remittance Stub | - |
| 26933 | AMAZON | Remittance Stub | - |
| 26934 | AMAZON | Remittance Stub | - |
| 26935 | AMAZON | BOOKS | 4,386.41 |
| 26936 | AMAZON OFFICE | OFFICE SUPPLIES | 482.41 |
| 26937 | ARVIG | PHONE: CL, LV, WD & WK | 326.79 |
| 26938 | BLUE CROSS BLUE SHIELD | VISION INSURANCE | 134.61 |
| 26939 | BRECHON, MELISSA | REIMB INTERIM DIRECTOR | 2,805.62 |
| 26940 | CALEIGH, INC. | LEGACY ARTIST | 11,220.00 |
| 26941 | CASANOVA, MARY | LEGACY ARTIST | 8,775.00 |
| 26942 | CENTURY LINK | BR & BJ TELEPHONES | 347.05 |
| 26943 | CITY OF PINE RIVER | HQ WATER | 31.00 |
| 26944 | DEERWOOD TECHNOLOGIES | NETWORK SUPPORT | 51,402.63 |
| 26945 | DINGMAN, MELISSA | MILEAGE REIMB 2026 | 26.54 |
| 26946 | FRETHEM, RENNEE | MILEAGE REIMB 2026 | 76.85 |
| 26947 | GALE/CENGAGE LEARNING | Remittance Stub | - |
| 26948 | GALE/CENGAGE LEARNING | Remittance Stub | - |
| 26949 | GALE/CENGAGE LEARNING | BOOKS | 1,356.44 |
| 26950 | HANKS, KELLY | MILEAGE REIMB 2026 | 140.65 |
| 26951 | HOOPLA/MIDWEST TAPE | E RESOURCES | 14,999.83 |
| 26952 | LAKES AREA LOCK & DOOR | HQ MAINT | 25.77 |
| 26953 | LIBERTY BUSINESS SYSTEMS | COPIER LEASE/INSURANCE WADENA | 413.00 |
| 26954 | MARCO-BEMIDJI | COPIER LEASE | 114.98 |
| 26955 | MARCO-WALKER | COPIER LEASE | 18.30 |
| 26956 | MARTIN, CHERYL | MILEAGE REIMB 2026 | 37.70 |
| 26957 | MIDWEST TAPE | Remittance Stub | - |
| 26958 | MIDWEST TAPE | Remittance Stub | - |
| 26959 | MIDWEST TAPE | BOOKS | 4,184.14 |
| 26960 | MINNESOTA POWER | HQ ELECTRICITY | 400.73 |
| 26961 | MPR | RADIO ADS IN BJ & BR | 500.00 |
| 26962 | NORTHLAND FIRE PROTECTION | HQ MAINT/ANNUAL | 928.60 |
| 26963 | NORTH WOOD LAND WORKS | SNOW REMOVAL | 115.00 |
| 26964 | OCLC, INC. | E-RESOURCES | 228.57 |
| 26965 | PAUL BUNYAN COMMUNICATIONS | TELEPHONES: BJ & BK | 104.42 |
| 26966 | PLAYAWAY | BOOKS | 1,766.83 |
| 26967 | RENDON, MARCIE | LEGACY ARTIST | 5,000.00 |
| 26968 | RITEWAY BUSINESS FORMS | P/R CHECK FORMS | 202.54 |
| 26969 | ROHLOFF, TERRIA | LODGING & MILEAGE REIMB 2026 | 634.93 |
| 26970 | ROOSOLUTIONS | PERSONEL PROFESSIONAL FEES | 1,932.00 |
| 26971 | SCHULTZ, JODI | MILEAGE REIMB 2026 | 65.25 |
| 26972 | SFM | WORK COMP QUARTERLY | 1,837.00 |
| 26973 | TODAY'S BUSINESS SOLUTIONS | ILS MAINTENANCE SERVICE | 3,575.00 |
| 26974 | WASTE PARTNERS | HQ GARBAGE | 80.43 |
| | | TOTAL A/P CHECK RUN | **120,035.69** |

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**
**PAYROLL CHECKS**
**Payroll for May 8th (April 16th through 30th)**

| Pay Day | Check Numbers | Account | Amount |
|---|---|---|---|
| 5/8/2026 | 52549 - 52624 | Direct Deposits | 66,218.88 |
| | | Minnesota Withholding Tax paid | 3,081.68 |
| | | Federal Withholding Tax paid | 18,244.59 |
| | | PERA-Public Employee Retirement Association paid | 10,661.26 |
| | | Union Dues Withholding | 532.45 |
| | | MN Paid Leave | 765.24 |
| | | Total Payroll Expense | **$ 99,504.10** |

| | |
|---|---|
| **AMOUNT EXPENSED** | **219,539.79** |

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**
**CHECK REGISTER**
**May 22, 2026**

| Check Number | Name | Description | Amount |
|---|---|---|---|
| 26975 | AMAZON BOOKS | Remittance Stub | |
| 26976 | AMAZON BOOKS | Remittance Stub | |
| 26977 | AMAZON BOOKS | Remittance Stub | |
| 26978 | AMAZON BOOKS | Remittance Stub | |
| 26979 | AMAZON BOOKS | BOOKS | 4,013.54 |
| 26980 | AMAZON OFFICE | CUSTODIAL SUPPLIES, LIBRARY SUPPLIES | 1,536.72 |
| 26981 | ARVIG | PHONE: PK | 56.40 |
| 26982 | AWE LEARNING | WORKSTATION AT PK | 11,630.00 |
| 26983 | BRANDT-LOER, AUDREY ELISSA | LEGACY: LET'S CREATE KITS 9 OF 12 | 480.00 |
| 26984 | CANON | COPIER LEASE/INSURANCE WK & PR | 157.88 |
| 26985 | CROSSING ARTS | LEGACY ARTIST | 2,520.00 |
| 26986 | DEERWOOD TECHNOLOGIES | NETWORK SUPPORT, DATA STORAGE | 11,234.50 |
| 26987 | DEMCO INC | BOOK PREPARATION | 207.98 |
| 26988 | EBSCO INFORMATION | PERIODICALS | 183.67 |
| 26989 | FORUM COMMUNICATIONS | ADVERTISE JOB IN WK | 398.98 |
| 26990 | GALE/CENGAGE LEARNING | Remittance Stub | |
| 26991 | GALE/CENGAGE LEARNING | BOOKS | 888.09 |
| 26992 | HUGO'S FAMILY MARKET | HQ SUPPLIES | 16.67 |
| 26993 | KNOTTS, BETH LEY | LEGACY ARTIST | 437.50 |
| 26994 | LAKES AREA MOVING | MOVED CL OUT FOR REMODEL | 1,350.00 |
| 26995 | MADISON PUBLIC LIBRARY | ILL EXPENSE | 8.99 |
| 26996 | MIDWEST TAPE | BOOKS | 822.59 |
| 26997 | MN PEIP | HEALTH INSURANCE | 24,584.05 |
| 26998 | NCPERS | GROUP LIFE INSURANCE | 208.00 |
| 26999 | OFFICE SHOP | OFFICE SUPPLIES | 362.23 |
| 27000 | PAPER STORM | DESTROYED SENSITIVE PAPERS | 33.60 |
| 27001 | PINE RIVER ELECTRIC | HQ MAINT. | 845.00 |
| 27002 | PINE RIVER SANITARY | HQ SEWER | 48.40 |
| 27003 | ROHLOFF, TERRIA | LODGING & MILEAGE REIMB 2026 | 522.10 |
| 27004 | ROO SOLUTIONS | JOB DESCRIPTION ASSISTANCE | 218.75 |
| 27005 | SEBCO BOOKS | BOOKS | 2,661.03 |
| 27006 | TDS TELECOM | PHONES, ADMINISTRATION | 93.72 |
| 27007 | TDS TELECOM | PHONES, ADMINISTRATION | 24.14 |
| 27008 | TDS TELECOM | PHONES, PINE RIVER LIBRARY | 27.36 |
| 27009 | VERIZON WIRELESS | ADMIN, HOTSPOTS | 1,605.31 |
| 27010 | VERIZON WIRELESS | MOBILE HOTSPOTS | 80.02 |
| 27011 | VISA | SEE ATTACHMENT | 3,714.34 |
| 27012 | WORTHINGTON DIRECT | LEGACY CABINET AT PINE RIVER LIBRARY | 2,848.48 |
| 27013 | XCEL ENERGY | HQ NATURAL GAS SVC | 55.82 |
| | | TOTAL A/P CHECK RUN | **73,875.86** |

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**
**PAYROLL CHECKS**
**Payroll for May 22nd (May 1st through the 15th)**

| Pay Day | Check Numbers | Account | Amount |
|---|---|---|---|
| 5/22/2026 | 52625 - 52697 | Direct Deposits | 66,100.08 |
| | | Minnesota Withholding Tax paid | 3,127.15 |
| | | Federal Withholding Tax paid | 18,402.07 |
| | | PERA-Public Employee Retirement Association paid | 10,573.22 |
| | | Union Dues Withholding | 534.28 |
| | | Total Payroll Expense | **$ 98,736.80** |

**Special Payroll for May 29th (May 15th through the 28th)**

| | | | |
|---|---|---|---|
| 5/29/2026 | 52698 - *52699* | Paper Check & *Direct Deposits* | 15,912.42 |
| | | Minnesota Withholding Tax paid | 962.03 |
| | | Federal Withholding Tax paid | 5,003.35 |
| | | PERA-Public Employee Retirement Association paid | 1,001.71 |
| | | Total Payroll Expense | **$ 22,879.51** |

| | |
|---|---|
| **TOTAL AMOUNT EXPENSED** | **195,492.17** |

VISA

# VISA PINE RIVER STATE BANK

APR.14 - MAY 14, 2026

Val M: 3728

| DATE | VAL M. |
|---|---|
| 4/16/26 | $104.40 |
| 4/25/26 | $144.45 |
| 5/5/26 | $117.65 |
| 5/9/26 | $138.10 |
| | |
| **VAL M.** | **$504.60** |

Whatley: 0773

| DATE | MELISSA | PO# | Vendor | Description | G/L Acct |
|---|---|---|---|---|---|
| | | | | | |
| 5/1/26 | $182.43 | | Zoom Workplace Pro | Admin Software | 5655.000 |
| | | | | | |
| | | | | | |
| | | | | | |
| **WHATLEY** | **$182.43** | | | | |

Richard: 8002

| DATE | RICHARD |
|---|---|
| 4/13/26 | $65.09 |
| 4/15/26 | $59.21 |
| 4/17/26 | $79.91 |
| 4/20/26 | $66.06 |
| 4/21/26 | $19.75 |
| 4/22/26 | $61.32 |
| 4/24/26 | $62.01 |
| 4/27/26 | $71.87 |
| 4/29/26 | $70.37 |
| 4/30/26 | $62.50 |
| 5/1/26 | $75.59 |
| 5/4/26 | $82.31 |
| 5/5/26 | $21.00 |
| 5/6/26 | $76.92 |
| 5/8/26 | $76.09 |
| 5/11/26 | $72.92 |
| 5/12/26 | $53.30 |
| | |
| **RICHARD** | **$1,076.22** |

Tami: 4889

| DATE | TAMI | PO# | Vendor | Description | G/L Acct |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| **TAMI** | **$0.00** | | | | |

Svetlana: 2568

| DATE | SVETLANA | PO# | Vendor | Description | G/L Acct |
|---|---|---|---|---|---|
| 4/29/26 | $13.44 | | US Postmaster | Postage Due | 5214.010 |
| 5/6/26 | $150.79 | | Costco.com | HQ Shelving | 5237.000 |
| 5/7/26 | $238.35 | | Costco.com | HQ 4' Adjustable Tables (2) | 5237.000 |
| 5/8/26 | $1,460.21 | 12404 | Costco.com | HQ Shelving & folding table | 5237.000 |
| | | | | | |
| **SVETLANA** | **$1,862.79** | | | | |

Allison: 8746

| DATE | ALLISON | PO# | Vendor | Description | G/L Acct |
|---|---|---|---|---|---|
| 4/14/26 | $9.86 | | Cenex 371 Pine River | 2.99GAL KITS-P/U & DELVRY | 6222.010 |
| 4/15/26 | $13.44 | | Cenex 371 Pine River | 4.075GAL Meet w/CL city | 6222.010 |
| 4/18/26 | $65.00 | | Costco Wholesale | Membership renewal/Svetlana | 5640.000 |
| **ALLISON** | **$88.30** | | | | |

| CARD | ACCT | DESCRIPTION | AMOUNT |
|---|---|---|---|
| VAL M. | 5410.040 | MOBILE GAS | $504.60 |
| RICHARD | 5310.020 | DELIVERY GAS | $1,076.22 |
| WHATLEY | 5655.000 | SOFTWARE FEES | $182.43 |
| ALLISON | 5310.010 | GAS IN EXPLORER | $23.30 |
| SVETLANA | 5214.010 | POSTAGE | $13.44 |
| ALLISON | 5640.000 | COSTCO MBRSHP RENEWED | $65.00 |
| SVETLANA | 5237.000 | COSTCO SHELVES & TABLES | $1,849.35 |
| | | **TOTAL** | **$3,714.34** |

"5/14/26 *brief description*"

STMT AMT DUE: 6/10/26

3714.34

VALIDATE DOLLARS:

$0.00

# KITCHIGAMI REGIONAL LIBRARY
## INCOME STATEMENT
## 2026

| | January | February | March | April | May |
|---|---|---|---|---|---|
| STATE AND FEDERAL FUNDS | | | | | |
| State RLBSS | | 284,923.54 | | | |
| State RLTA Priority 1 | | 34,111.24 | | | |
| State MN LINKS | | | | | |
| State RLTA Priority 2 | | 46,768.05 | | | |
| NW-LINKS Library System Funds | | | | | |
| Misc. State Funds | | | | | |
| Legacy Funds | 11,625.77 | 11,625.78 | 11625.78 | 11,625.77 | 11,625.78 |
| TOTAL STATE AND FEDERAL FUNDS | 11,625.77 | 377,428.61 | 11,625.78 | 11,625.77 | 11,625.78 |
| | | | | | |
| COUNTY GOVERNMENTS | | | | | |
| Beltrami County | | | | | 132,581.00 |
| Cass County | | | | | |
| Crow Wing County | | | | | |
| Hubbard County | | | | | |
| Wadena County | | | | | 73,959.00 |
| TOTAL COUNTY GOVERNEMENTS | - | - | - | - | 206,540.00 |
| | | | | | |
| CITY GOVERNMENTS | | | | | |
| Bemidji | | | | | 77,125.00 |
| Blackduck | | | | | 10,497.50 |
| Brainerd | | | | | |
| Cass Lake | | | | | 10,335.00 |
| Longville | | | | | 6,312.50 |
| Park Rapids | | | | | |
| Pine River | | | | | 15,725.00 |
| Wadena | | | | | 47,500.00 |
| Walker | | | | | 9,650.00 |
| TOTAL CITY GOVERNMENTS | - | - | - | - | 177,145.00 |
| | | | | | |
| AUTOMATION RR | | | | | |
| Bemidji | | | | | 5,647.00 |
| Blackduck | | | | | 350.00 |
| Brainerd | | | | | |
| Cass Lake | | | | | |
| Longville | | | | | 289.00 |
| Park Rapids | | | | | |
| Pine River | | | | | 255.00 |
| Wadena | | | | | 1,374.00 |
| Walker | | | | | 406.00 |
| TOTAL AUTOMATION RR | - | - | - | - | 8,321.00 |
| | | | | | |
| OTHER INCOME | | | | | |
| Interest | 7,017.12 | 6,017.21 | 6,933.55 | 5,375.43 | 5,671.61 |
| Endowment Income | | | 5,671.48 | | |
| NLLN Grants | | | | | |
| Donations Region Wide | 1,600.00 | 3,890.57 | 1,100.00 | 4,563.55 | 4,000.00 |
| Branch Sales & Fees | 1,627.00 | 2,077.03 | 2,471.19 | 2,446.45 | 1,823.98 |
| Branch Other Income | | - | - | | |
| Inter Library Loan | 15.00 | 22.00 | 15.00 | 30.00 | 34.99 |
| Miscellaneous | | - | | 13.00 | |
| Over/Short | 3.37 | (289.92) | 298.23 | 13.17 | (0.02) |
| TOTAL OTHER INCOME | 10,262.49 | 11,716.89 | 16,489.45 | 12,441.60 | 11,530.56 |
| | | | | | |
| TOTAL INCOME | 21,888.26 | 389,145.50 | 28,115.23 | 24,067.37 | 415,162.34 |

# KITCHIGAMI REIONAL LIBRARY
## EXPENSE STATEMENT
## 2026

| | January | February | March | April | May |
|---|---|---|---|---|---|
| PERSONNEL | | | | | |
| Wages and Benefits | 199,489.29 | 175,109.73 | 188,809.34 | 215,406.84 | 216,105.53 |
| Health Plan + Supplement | 28,061.12 | 28,154.65 | 28,020.04 | 23,709.21 | 25,931.93 |
| Training & Development | 281.68 | 1,776.89 | 1,327.22 | 1,313.87 | 320.45 |
| Hiring Ads & Interviews | | | | - | 617.73 |
| TOTAL PERSONNEL | 227,832.09 | 205,041.27 | 218,156.60 | 240,429.92 | 242,975.64 |
| | | | | | |
| LIBRARY MATERIALS | | | | | |
| Books, Collections & Processing | 22,215.23 | 7,560.83 | 17,026.12 | 10,332.24 | (338.66) |
| Video/DVD/Sound | - | - | | 640.00 | 26,619.53 |
| Periodicals | 82.48 | - | 13,384.45 | | 183.67 |
| Hot Spots | 1,187.79 | 1,144.35 | 1,382.88 | 1,409.29 | 1,291.49 |
| E-Resources | 26,488.48 | 29,999.61 | 6,785.07 | 23,870.46 | 15,228.40 |
| Data Based Platforms | 15,415.41 | 9,639.11 | 25,150.75 | (96.23) | (15,415.41) |
| TOTAL LIBRARY MATERIALS | 65,389.39 | 48,343.90 | 63,729.27 | 36,155.76 | 27,569.02 |
| | | | | | |
| LIBRARY OPERATIONS | | | | | |
| Postage/Meter Rental | 10.47 | 1,015.60 | 363.68 | 259.45 | 1,013.44 |
| Telecommunications/ML Remote | 1,005.90 | 1,713.75 | 1,113.64 | 1,366.90 | 1,373.72 |
| Supplies | 946.71 | 4,635.65 | 5,762.43 | 6,518.38 | 3,952.56 |
| Copier Contracts/Leases | 925.38 | 1,962.48 | 309.46 | 1,167.15 | 1,835.24 |
| Sales Tax on Copies: CY2025 | | 812.00 | | | |
| Data Lines NW Links | - | | 7,526.87 | | |
| ARR Reserve Expenses | 141,171.92 | - | 109,143.85 | 2,080.66 | 28,337.63 |
| Capital Grant Expense | | | | 58,274.00 | 1,350.00 |
| Contracted Network Support & Software | 46,421.00 | 15,572.69 | 42,240.15 | 29,256.25 | 30,723.30 |
| Network Infrastructure | 39,846.00 | | | | 4,216.20 |
| Technical Equipment & Supplies | | | | | |
| ILS Maintenance | | - | | | |
| Summer Reading Program | 114.75 | - | 2,229.96 | 6,063.90 | |
| Winter Reading Program | 4,807.61 | - | | | |
| Promotion | | | | 1,000.00 | 500.00 |
| Inter Library Loans | | | 94.24 | | 28.99 |
| TOTAL LIBRARY OPERATIONS | 235,249.74 | 25,712.17 | 168,784.28 | 105,986.69 | 73,331.08 |
| | | | | | |
| DELIVERY & STAFF VAN | | | | | |
| Mileage/Route Expense | 650.52 | 678.93 | 651.61 | 910.29 | 1,099.52 |
| Insurance | | | | - | |
| Repairs and Maintenance/Rentals | 1,625.46 | | | | 497.99 |
| Capital Van Replacement Transfer | | | | | |
| TOTAL DELIVERY & STAFF VAN | 2,275.98 | 678.93 | 651.61 | 910.29 | 1,597.51 |
| | | | | | |
| MOBILE VEHICLE, Reginal Outreach | | | | | |
| Mileage/Route Expense | 258.37 | 250.70 | 500.47 | 535.65 | 504.60 |
| Insurance | | | | | |
| Repairs and Maintenance | 20.25 | - | | | |
| | | | | | |
| TOTAL MOBIL LIBRARY VEHICLE | 278.62 | 250.70 | 500.47 | 535.65 | 504.60 |
| | | | | | |
| HEADQUARTERS FACILITY | | | | | |
| Utilities | 967.41 | 1,000.20 | 865.42 | 1,196.48 | 680.98 |
| Insurance-Contents & Liability | | | | | |
| Building Repair & Maintenance | 1,541.48 | 1,705.70 | 1,602.43 | 140.77 | 1,773.60 |
| TOTAL HEADQUARTERS FACILITY | 2,508.89 | 2,705.90 | 2,467.85 | 1,337.25 | 2,454.58 |
| | | | | | |
| KRL BOARD & ADMINISTRATION | | | | | |
| Board Meetings | 279.85 | | 487.44 | 1,235.13 | 426.30 |
| Special Projects | | 245.05 | | | 108.75 |
| Legacy Fund Expenses | 9,154.28 | 1,660.75 | 3,173.16 | 14,773.97 | 28,692.94 |
| Membership Dues | | | | | 65.00 |
| Professional Fees | 7,468.79 | 4,280.00 | 16,593.00 | 5,295.00 | 5,927.50 |
| Board Insurance | | | | | |
| Software/Fees | 1,403.97 | 323.29 | 182.43 | 1,702.18 | 182.43 |
| TOTAL KRL BOARD | 18,306.89 | 6,509.09 | 20,436.03 | 23,006.28 | 35,402.92 |
| | | | | | |
| OTHER | | | | | |
| Administration Travel | 12.07 | - | 3,855.50 | 3,008.96 | 2,805.62 |
| Associate Service Crosslake | | | 5,000.00 | | |
| Associate Service Pequot Lakes | | | 5,000.00 | | |
| Banking Fees | 50.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Miscellaneous, (Income) or Expense | | | 15.08 | 176.00 | 1,897.38 |
| Late Fees & (Discounts Saved) | | | | 2,379.77 | |
| TOTAL OTHER | 62.07 | 5.00 | 13,875.58 | 5,569.73 | 4,708.00 |
| | | | | | |
| TOTAL EXPENSES | 551,903.67 | 289,246.96 | 488,601.69 | 413,931.57 | 388,543.35 |
| TOTAL INCOME | 21,888.26 | 389,145.50 | 28,115.23 | 24,067.37 | 415,162.34 |
| EXCESS (DEFICIT) OVER EXP. | (530,015.41) | 99,898.54 | (460,486.46) | (389,864.20) | 26,618.99 |

# KITCHIGAMI REGIONAL LIBRARY
## BALANCE SHEET
## May 31, 2026

ASSETS

| | | |
|---|---|---|
| **Current Assets** | | |
| Petty Cash Checking PRSB | 3,119.75 | |
| Main Checking PRSB | 284,616.11 | |
| Money Market PRSB | 2,245,850.87 | |
| Special Money Market PRSB | 721,687.25 | |
| Kitchigami Endowment Fund | 141,516.90 | |
| Accounts Receivable | 654.00 | |
| Interest Receivable | 23,252.11 | |
| Prepaid Insurance | 10,573.03 | |
| Prepaid Health Insurance | 27,859.28 | |
| Prepaid Materials | 44,392.35 | |
| Investment - Certificates of Deposit | 584,491.08 | |
| TOTAL Current Assets | | 4,088,012.73 |
| **Fixed Assets** | | |
| Land | 30,000.00 | |
| Buildings | 587,168.00 | |
| A/D Buildings | (288,671.36) | |
| Vehicles | 217,279.21 | |
| A/D Vehicles | (104,287.32) | |
| Furniture, Fixtures, and Equipment | 329,889.16 | |
| A/D Furniture, Fixtures, and Equipment | (301,608.73) | |
| Legacy Equipment | 1,269.00 | |
| A/D Legacy Equipment | (1,269.00) | |
| Shared Collections | 169,942.75 | |
| Book/Contents-HQ | 648.07 | |
| Book, Mobile Library | 279,798.04 | |
| A/D Books | (266,352.82) | |
| Intangible Assets | 19,916.00 | |
| Accumulated Amortization | (3,319.33) | |
| Sound, Mobile Library | 26,214.55 | |
| Video, Mobile Library | 89,566.68 | |
| TOTAL Fixed Assets | | 786,182.90 |
| **TOTAL ASSETS** | | **4,874,195.63** |
| **Current Liabilities** | | |
| Accounts Payable | 98,698.19 | |
| A/P - Special Revenue Fund | 2,163.00 | |
| Accounts Payable Salaries | 86,680.57 | |
| Direct Deposit Holding Account | (1,254.92) | |
| Federal & FICA W/H Payable | 5,003.35 | |
| State W/H Payable | 962.03 | |
| Health & Dental W/H Payable | (129.49) | |
| PERA Payable | 1,846.76 | |
| PERA Life Insurance Withholding Payable | (80.00) | |
| Union Dues W/H Payable | 329.64 | |
| AFSCME People Payable | 4.25 | |
| MN Paid Leave Payable | 1,669.90 | |
| Deferred Revenue | 236,902.30 | |
| TOTAL Current Liabilities | | 432,795.58 |
| TOTAL LIABILITIES | | 432,795.58 |

CAPITAL

| | | Expense YTD that auditor will adjust at year end. |
|---|---|---|
| Investment in Fixed Assets | 672,414.15 | |
| C/F Building Repair & Maintenance Reserve | 79,767.53 | |
| C/F Automation, HQ Reserve | 405,575.90 | $(288,886.77) |
| R/F ARR Branch Reserves | 255,457.89 | $(117,883.49) |
| C/F Capital Appropriation Fund | 701,683.13 | |
| C/F Building Reserve | (1,883.00) | |
| C/F Accounting Software Reserve | 26,625.60 | |
| C/F Summer Reading Program Reserve | 7,130.45 | |
| C/F Sue Tricker Memorial Outreach Reserve | 208,447.94 | |
| C/F Outreach Reserve | 0.15 | |
| C/F Vehicle Reserve | 80,311.38 | |
| C/F Gates Grants Reserve | 19,819.47 | |
| C/F County Levy Buydown Reserve | 257,384.00 | |
| C/F Crow Wing County Reserve | 124,581.85 | |
| R/F Donations Reserve | 409,342.29 | |
| C/F Endowment MN Community Fund | 141,517.27 | |
| FUND BALANCE, General Funds | 2,307,072.59 | |
| Year-to-Date Earnings | (1,253,848.54) | |
| TOTAL CAPITAL | | 4,441,400.05 |
| **TOTAL LIABILITIES & CAPITAL** | | **4,874,195.63** |

## 5d Interim Director Report

On Wednesday, June 10, Pat Melvin from David Drown met with 13 staff members and a representative of the Union to discuss what attributes they would like to see in the next Kitchigami Regional Library Director. I will enclose a copy of the Director Discussion Guide that he asked all staff to review (and in some cases fill out). Pat will be using this information along with the previous job description to provide a draft to the Personnel Committee and then to the full Board for approval at the July 16th meeting. If you would like to reach out to Pat with any comments on this position, let me know and I will send you his contact information.

KRLS checkouts (January-May) along with a branch activity report will be enclosed. Summer Reading Program started on June 1st with well over 900 student readers logging in over 8,000 hours of reading completed in the first week in our branches. We like to keep these kids reading.

2027 Budget meetings are starting, and I have been able to attend three meetings in Crow Wing County (beautiful historic building), and I would be pleased to join any of you in meetings with your county employees for a discussion on the library budget. In preparing these draft budgets, I reflected only an overall 3% increase with slight increases in collection and delivery. The drafts will be part of this packet.

Payroll updates have been completed with letters sent to employees outlining increases and adjustments based on the Union contract. MN Paid Leave payment has been completed, and she will be working on longevity records. Former bookkeeper (CPA) has been working part time to assist in bringing all payroll records up to date as well as reviewing Pine River Library Building Foundation records. Payroll in KRLS is a lengthy, complicated process due in part to the fact that we continue to have paper timecards. (I hope to have a solution in place soon).

Next week, a consultant will be on site one day to work with staff on SIRSI updates, and he will continue to work remotely until a new Technology person is hired. An updated job description is currently in draft form and will be sent to David Drown for step review and posted by the end of June.

Susan Herreid, organizational assistance specialist, will return to work with administrative staff on June 29th. She has made herself available to staff remotely during this trying time.

The 2025 audit team will be on site June 15/16 to start the yearly audit. We will work to keep the price of this year's audit within reason.

**YEARLY ACTIVITY REPORT** revised 04-1 revised 08-18-20

BRANCH_____Regional Totals_____

YEAR __Jan- May 2026_____

| | Bemidji | Blackduck | Brainerd | Cass Lake | Longville | Park Rapids | Pine River | Wadena | Walker | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| **HOURS OPEN:** | 984 | 400 | 1062 | | 428 | 899 | 672 | 827 | 745 | **6017** |
| **CUSTOMERS:** | 44018 | 1630 | 33711 | | 4860 | 14141 | 6973 | 6779 | 5694 | **117806** |
| **CIRCULATION:** CHECKOUTS | 34123 | 3034 | 64827 | | 3657 | 19486 | 9218 | 12833 | 8328 | **155506** |
| **CHILDREN'S ACTIVITIES** | | | | | | | | | | |
| # PROGRAMS | 19 | 5 | 66 | | 0 | 34 | 27 | 27 | 31 | **209** |
| # ATTENDEES | 139 | 70 | 1415 | | 0 | 747 | 285 | 881 | 782 | **4319** |
| VIRTUAL | | | 0 | | | | | | | |
| VIEWS | | | 0 | | | | | | | |
| **ADULT ACTIVITES** | | | | | | | | | | |
| # PROGRAMS | 5 | 2 | 16 | | 0 | 7 | 11 | | 6 | **47** |
| # ATTENDEES | 73 | 9 | 316 | | 0 | 93 | 90 | | 54 | **635** |
| **SPECIAL LIBRARY EVENTS SPECIFY:** | | | | | | | | | | |
| # EVENTS | 0 | 0 | 18 | | 5 | 23 | 9 | 7 | 6 | **68** |
| # ATTENDEES | 0 | 0 | 403 | | 69 | 147 | 278 | 270 | 156 | **1323** |
| **LIBRARY MEETING ROOM USE:** | | | | | 0 | | 60 | | | |
| **LIBRARY MEETINGS:** | | | | | 0 | | | | | |
| # MEETINGS | 0 | 0 | 19 | | 0 | 7 | 6 | 4 | 3 | **39** |
| # ATTENDEES | 0 | 0 | 257 | | 0 | 81 | 30 | 38 | 20 | **426** |
| **COMMUNITY MEETINGS** | | | | | | | | | | |
| # MEETINGS | 187 | 27 | 335 | | 2 | 118 | 0 | 67 | 17 | **753** |
| # ATTENDEES | 880 | 110 | 1530 | | 9 | 1130 | 0 | 397 | 6 | **4062** |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **INTERNET USE:** # USERS | 0 | 165 | 2504 | | 119 | 1343 | 1248 | 869 | 799 | **7047** |
| **volunteer hours** | | | | | | | | | | |
| **FOTL booksorter hours** | | | | | | | | | | |
| **curbside hours** | | | | | | | | | | |
| **curbside pick ups** | | | | | | | | | | |
| **curbside no shows** | | | | | | | | | | **0** |

***** Brainerd's May door counter did not work

*** Cass was not able to get their stats

## KRLS Checkouts

January – May 2025 & 2026

| Location | 2025 | 2026 | Percent Change |
|---|---|---|---|
| Bemidji | 39,088 | 36,076 | -7.71% |
| Blackduck | 3,016 | 3,076 | 1.99% |
| Brainerd | 69,037 | 41,794 | -39.46% |
| Cass Lake | 2,125 | 1,531 | -27.95% |
| Longville | 3,927 | 3,931 | .10% |
| Park Rapids | 19,681 | 21,022 | 6.81% |
| Pine River | 9,639 | 10,303 | 6.89% |
| Wadena | 15,619 | 13,839 | -11.40% |
| Walker | 8,909 | 8,445 | -5.21% |

**Mobile Locations**

| | | | |
|---|---|---|---|
| Backus | 334 | 140 | -58.08% |
| Bay Lake | 140 | 144 | 2.86% |
| Becida | 67 | 44 | -34.33% |
| Garrison | 500 | 532 | 6.4% |
| Hackensack | 123 | 63 | -48.78% |
| Laporte | 75 | 50 | 33.33% |
| Leader | 392 | 388 | -1.02% |
| Menahga | 3,432 | 4,307 | 25.50% |
| Nevis | 235 | 346 | 47.23% |
| Nimrod | 303 | 309 | 1.98% |
| Nisswa | 180 | 331 | 83.89% |
| Remer | 400 | 399 | -.25% |
| Sebeka | 1,042 | 1,147 | 10.08% |

**Associate Locations**

| | | | |
|---|---|---|---|
| Crosslake | 497 | 502 | 1.01% |
| Pequot Lakes | 1,237 | 1,147 | -7.28% |

| | | | |
|---|---|---|---|
| **Total** | 179,998 | 149,866 | -16.74% |

**DDA**
**Human Resources, Inc.**
*a David Drown Associates Company*

Wayzata Office:
3620 Northome Avenue
Wayzata, MN 55391
(612) 920-3320x116 | fax: (612) 605-2375
pat@daviddrown.com
www.ddahumanresources.com

# Director Discussion Guide

The Library Director position continues to evolve and change to meet growing demands and more challenging public policy realities. Challenging budgetary issues, legislative directives, and economic conditions have intensified the need for high-quality public-sector leadership. This document is designed to assist in the discussion about the current vacancy and help shape an overall direction prior to advertising the position.

## Library Director Attributes

The list of attributes for a leadership position can be grouped into four broad categories: Cognitive, Social, Business and Strategic. They are listed below with some attributes in each category. Please review and contemplate the attributes that are most important for the Director.

| | |
|---|---|
| Cognitive<br>• Intelligence<br>• Critical thinking<br>• Creative thinking<br>• Ability to learn<br>• Simple problem-solving skills | Social<br>• Communication skills<br>• Persuasion/negotiation skills<br>• Collaboration skills<br>• Team building skills<br>• Approachable<br>• Sense of humor |
| Business<br>• Financial management skills<br>• Organizational management skills<br>• Personnel management skills | Strategic<br>• Systems level awareness<br>• Visioning skills<br>• Complex problem-solving skills<br>• Organizational change skills<br>• Innovation skills<br>• Decision making<br>• Delegation skills |

## Workplace Climate Assessment:

1. What are the current challenges in the organization?
2. What are the current strengths of the organization?
3. What is the morale within the organization?
4. How do elected officials and management collaborate?
5. What can be done to improve the organization?

**Executive Director:**

6. What is your vision for the organization?
7. What do you dislike about what is happening in the organization?
8. What do you like about what is happening in the organization?
9. What are the priorities for the new Director?
10. What background and experience is considered ideal for the preferred candidate?
11. How important is it for the Director to have a significant community presence?
12. What qualities would an ideal Director have?
13. What is needed to excel in the organization?
14. What organizational goals do you see for the short and long term?
15. What are the most important community and organizational assets that should be highlighted in the profile and advertisement?

## 6a Pine River Library Building Foundation

**Action Requested:** Approve a letter from the KRLS Board Chair to the Pine River Library Building Foundation with an explanation of investigative findings.

**Background Information:** The Pine River Library Building Foundation (PRLBF) is a non-profit organization that has a fiduciary responsibility to the donors and community to ensure that funds raised and donated are used as intended. The Foundation funding for the Pine River Library is separate from KRLS funding.

**Following is the timeline of a financial inquiry:**

**October 21, 2024:** Letter to the Pine River Library Branch Manager and KRLS Director asking for receipts for purchases starting on 4/12/2023 (timeline coinciding with staff member's employment at PRL).

**October 23, 2024:** Response from staff member explaining purchases were made on a Convenient Card (a type of payment card used as a debit card).

**November 5, 2024:** Letter from KRLS Director to Foundation Board disagreeing with claims of misuse of CC by staff member. (Receipts for transactions were enclosed.)

**November 13, 2024:** Members of the Foundation Board sent a certified letter to the KRLS employee asking for receipts.

**January 7, 2025:** The PRLBF reported a fraud case to the Pine River Police Department, narrative by Andrew Rooney about a reported fraud case.

**April 21, 2025:** Assistant Cass County Attorney Chelsea Langton sent a letter to the PRLBF Board Chair regarding an incident occurring on February 4, 2025, discussing the context of criminal prosecution.

**February 17, 2026:** Certified Letter sent from the PRLBF Board to members of the KRLS Regional Library Board asking for reimbursement of the unverified funds at issue.

**March 12, 2026:** A letter was sent to PRLBF Board by the Chair of KRLS Board saying that KRLS would research this issue in conjunction with a current investigation and report back to their Board.

**Result:** The investigation that followed the March 12 letter included a forensic audit by ABDO Solutions which found no evidence of any misuse of funds as it related to PRLBF.

The Interim Director requested files from the Pine River Library Branch Manager covering the dates involved (2023-2024). The box of files was reviewed by a former KRLS Bookkeeper (CPA), and the records and receipts regarding the Foundation activity were found to be incomplete

and disorganized. During the review, the bookkeeper placed bank/city and receipts in labeled files so that they may be reviewed by the Foundation Board (the files have been returned to the library).

When asked about current financial policies the Foundation had in place, it was discovered that there is verbal agreement in place between the Branch Manager and the Foundation Board that approved distribution of funds in the following format:

- 25% to be passed on to the library for programming supplies, etc.
- 25% remains in the Foundation account
- 50% goes to the goals account.
- There are no formal financial policies/procedures in written form.

A good faith review of the available materials has been completed. No additional action is recommended at this time. With Board approval, a letter will be sent to the Pine River Library Building Foundation Board providing the following information.

**MOTION MADE BY: _____**

**SECOND BY: _____**

**ROLL CALL VOTE: _____YES _____ NO**

## 6b 2027 City/County Draft Operating Budgets

**Action Requested**: Approval of sending operating budgets to cities and counties.

**Background Information**: The May Board packet contained a draft of the city/county operating budgets for 2027. At that meeting and later there was no discussion from board members on the budget requests (except for Crow Wing County where a draft budget was presented by library staff 6/11/26). All budget requests were held to 3% increases in most areas with 3% COLA 2% increase for personnel, 3.5% increase for materials, 3.5% increase for delivery. If these slight increases are agreeable, then approval is needed to send them on to cities and counties.

MOTION MADE BY:_____

SECONDED BY:_____

ROLL CALL VOTE:_____YES_____NO

# 2027 Operating Budget Beltrami County

**Highlights:** Residents of the county can receive library services through the Bemidji Public Library and Blackduck Community Library.

| | 2025 Approved | 2026 Approved | 2027 DRAFT | Using 2025 approved budget |
|---|---|---|---|---|
| **Expense** | | | | |
| **KRLS Board** | $ 850 | $850 | $850 | |
| **Outreach** | | | | |
| Operating | $ - | $ - | $ - | |
| Capital | $ - | $ - | $ - | |
| **Total:** | $ - | $ - | $ - | |
| **Branch Libraries (Bemidji and Blackduck)** | | | | |
| Personnel | 522,200.00 | 384,750.00 | 548,623.00 | 3%Cola, 2% Step |
| Communications | 9,630.00 | 9,730.00 | 9,870.00 | 2.5% increase |
| Materials | 73,401.00 | 43,303.00 | 75,970.00 | 3.5 % increase |
| Technical Services | 27,868.00 | 27,868.00 | 28,564.00 | 2.5% increase |
| Delivery | 1,440.00 | 1,440.00 | 1,490.00 | 3.5% gas price increase |
| City KRL Board | 1,700.00 | 1,700.00 | 1,700.00 | |
| **County Total:** | 636,239.00 | 468,791.00 | 666,217.00 | |
| **Revenue** | | | | |
| **City Levy Requests** | | | | |
| Bemidji | (146,750.00) | (154,250.00) | (159,889.00) | 3% increase |
| Blackduck | (20,380.00) | (20,995.00) | (21,974.00) | |
| **City Levy Request Total** | (167,130.00) | (175,245.00) | (181,863.00) | |
| **County Levy Request:** | 469,959.00 | 265,162.00 | $462,351 | Total using $7608 RLTA bydown |
| **Additional Contributina Revenue** | ($ 6,410) | ($ 6,410) | ($ 7,608) | From RLTA reserve |
| | ($ 22,824) | ($ 15,216) | | From County Levy Buydown Reserve |

## 2027 Operating Budget Cass County

**Highlights:** Cass County residents receive 108 hours each week of library service from branch libraries in Cass Lake, Longville, Pine River and Walker. Outreach services will be delivered via bookmobile
to Backus, Remer, Leader and Hackensack.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **Expense** | | | | |
| **KRL Board** | $ 850 | $ 850 | $850 | |
| **Outreach** | | | | |
| Operating | 26,036.00 | 26,036.00 | 26,817.00 | 3% increase |
| Capital | | | | |
| **OutreachTotal:** | **26,036.00** | **26,036.00** | **26,817.00** | |
| **Branch Libraries (Cass Lake, Longville, Pine River, Walker)** | | | | |
| Personnel | 407,780 | 413,780 | 434,717 | 3% COLA, 2%step |
| Communications | 17,270 | 16,470 | 16,882 | 2.5% increase costs |
| Materials | 109,568 | 107,979 | 111,758 | 3.5% increase in collection costs |
| Technical Services | 19,453 | 19,453 | 19,939 | 2.5% increase contracts |
| Delivery | 2,880 | 2,880 | 2,981 | 3.5% gas price increase |
| City KRL Board | 3,400 | 3,400 | 3,400 | |
| **Total:** | **560,351.00** | **563,962.00** | 589,677.00 | |
| **Cass County Total:** | **587,237.00** | **590,848.00** | **617,344.00** | |
| **Revenue** | | | | |
| **City Levy Requests** | | | | |
| Cass Lake | (10,030.00) | (10,335.00) | (10,520.00) | 2% increase |
| Longville | (12,255.00) | (12,625.00) | (12,878.00) | 2% increase |
| Pine River | (15,260.00) | (15,725.00) | (16,040.00) | 2% increase |
| Walker | (18,725.00) | (19,300.00) | (19,686.00) | 2% increase |
| **City Levy Request Total** | **(56,270.00)** | **(57,985.00)** | (59,124.00) | |
| **County Levy Request:** | **530,967.00** | **532,863.00** | **$552,050** | RLTA bydown total |
| **Additional Contributing Revenue** | | | | |
| From RLTA Reserve | (13,960.00) | (13,960.00) | | |
| From County Levy buydown Reserve | (18,511.00) | (12,340.00) | (6,170.00) | |
| From Outreach Reserve | (6,465.00) | (12,496.00) | | |

## 2027 Operating Budget Crow Wing County

**Highlights:** County residents can access public library services 51 hours/week at Brainerd Public Library. Outreach services provided at stops in Nisswa, Garrison and Bay Lake.

KRLS also provides funding and services to associate libraries in Crosslake and Pequot Lakes for the benefit of KRLS cardholders.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **Expense** | | | | |
| **KRL Board** | | | | |
| | $ 850 | $850 | $850 | |
| **Outreach** | | | | |
| Operating | $ 26,088 | $ 26,088 | $ 33,914 | 3% increase |
| Capital | $ - | $ - | $ - | |
| **Total:** | $ 26,088 | $ 26,088 | $ 33,914 | |
| **Branch Library: Brainerd** | | | | |
| Personnel | $ 553,900 | $ 504,900 | $ 559,444 | 3% COLA, 2% step |
| Communications | $ 7,043 | $ 7,043 | $ 7,219 | 2.50% |
| Materials | $ 98,275 | $ 88,245 | $ 98,314 | 3.5% increase in collecton costs |
| Technical Services | $ 28,105 | $ 28,105 | $ 28,807 | 2.50% |
| Delivery | $ 720 | $ 720 | $ 745 | 3.5% gas increase |
| City KRL Board | $ 850 | $ 850 | $ 850 | |
| **Total:** | $ 688,893 | $ 629,863 | $ 695,379 | |
| **County Total:** | $ 715,831 | $ 656,801 | | |
| **County Levy Request:** | $ 509,127 | $ 524,400 | $ 609,349 | |
| **Addidtional Contributed Revenue** | | | | |
| **City Levy Requests** | | | | |
| Brainerd | ($ 81,090) | ($ 83,525) | $ 86,030 | 3% levy increase |
| **City Levy Request Total** | ($ 81,090) | ($ 83,525) | ($ 86,030) | |
| **Transfers from reserves** | -10000 | -10000 | | From CWC Reserve for Asst. Library |
| | -37644 | -10648 | | From County Levy Buydown reserve for CWC |
| | -26996 | 0 | | From County Levy Buydown reserve for BPL |
| | **-4943** | **-4943** | | From RLTA reserve |
| | **-4795** | **-12520** | | From Outreach reserve |
| | **-41236** | **0** | | From KRLS General Fund |
| | | **-11578** | | *Gates grant attributable to BR |

# 2027 Operating Budget Hubbard County

**Highlights:** Hubbard County residents receive access to library service through the Park Rapids Area Library and outreach services from bookmobile stops in Nevis, Laporte and Becida.

| | | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|---|
| **Expense** | | | | | |
| **KRL Board** | | | | | |
| | | $ 850 | $ 850 | $ 850 | |
| **Outreach** | | | | | |
| | Operating | $ 17,168 | $ 17,168 | $ 17,683 | 3% increase |
| | Capital | $ - | $ - | $ - | |
| | **Total:** | $ 17,168 | $ 17,168 | $ 17,683 | |
| **Branch Library: Park Rapids** | | | | | |
| | Personnel | $ 253,880 | $ 271,980 | $ 285,742 | 3% COLA, 2% Step |
| | Communications | $ 4,505 | $ 4,505 | $ 4,617 | 2.5% increase costs |
| | Materials | $ 57,337 | $ 50,639 | $ 52,411 | 3.5% increase in collection costs |
| | Technical Services | $ 11,146 | $ 11,146 | $ 11,424 | 2.5% increase costs |
| | Delivery | $ 720 | $ 720 | $ 745 | 3.5% gas price increase |
| | City KRL Board | $ 850 | $ 850 | $ 850 | |
| | **Total:** | $ 328,438 | $ 339,840 | $ 355,789 | |
| | **County Total:** | $ 346,456 | $ 339,840 | $ 355,789 | |
| **Revenue** | | | | | |
| **City Levy Requests** | | | | | |
| | Park Rapids | ($ 54,000) | ($ 55,625) | ($ 56,737) | |
| **City Levy Request Total** | | ($ 54,000) | ($ 55,625) | $ 56,737 | |
| **County Levy Request:** | | $ 262,668 | $ 271,412 | $ 291,817 | RLTA buy down total |
| | | | | | |
| **Additional Contributing Revenue** | | | | | |
| | | $ - | $ - | $ - | |
| | | ($ 21,706) | ($ 14,470) | | From County Levy Buydown reserve |
| | | -3805 | -3805 | -7235 | From RLTA Reserve |
| | | -4277 | -4277 | | From Outreach Reserve |
| | | | -4301 | | Hubbard County 2024 Levy Overpayment |

## 2027 Operating Budget Wadena County

**Highlights:** Wadena County residents receive library service through the Wadena City Library and outreach services through bookmobile stops in Nimrod, Sebeka and Menahga.

| | 2025 Approved | 2026 Approved | 2027 Draft | | |
|---|---|---|---|---|---|
| **Expense** | | | | | |
| **KRL Board** | | | | | |
| | $ 850 | $850 | $850 | | |
| **Outreach** | | | | | |
| Operating | $ 37,561 | $ 37,561 | $ 38,687 | 3% | |
| Capital | $ - | $ - | | | |
| **Total:** | $ 37,561 | $ 37,561 | $ 38,687 | | |
| **Branch Library: Wadena** | | | | | |
| Personnel | $ 192,080 | $ 199,580 | $ 217,138 | 3% COLA | 2% step |
| Communications | $ 4,622 | $ 4,697 | $ 5,871 | 2.50% | increase costs |
| Materials | $ 28,392 | $ 27,636 | $ 35,926 | 3.50% | increase in collection |
| Technical Services | $ 8,893 | $ 8,893 | $ 11,116 | 2.50% | increase contracts |
| Delivery | $ 720 | $ 720 | $ 972 | 3.50% | gas price increase |
| City KRL Board | $ 850 | $ 850 | $ 850 | same | |
| **Total:** | $ 235,557 | $ 243,132 | $ 271,873 | | |
| **County Total:** | $ 281,390 | $ 281,543 | $ 310,550 | | |
| **Revenue** | | | | | |
| **City Levy Requests** | | | | | |
| Wadena | ($ 89,400) | ($ 92,265) | ($ 94,110) | 2% | |
| **City Levy Request Total** | (89,400 | ($ 92,265) | ($ 94,110) | | |
| **County Levy Request:** | -$ 148,585 | -$ 147,918 | $ 145,120 | | |
| **Additional Contributing Revenue** | | | | | |
| **Transfers from reserves** | | | | | |
| | $ - | $ - | | | |
| | -3222 | -3222 | | | From RLTA reserve |
| | -28008 | -18672 | -7235 | | From County Levy Buydown reserve |
| | -9463 | -17993 | | | From Outreach reserve |

# 2027 Operating Budget Bemidji

**Highlights:** The Bemidji branch library will continue to be open to the public 56 hours per week. KRLS will support regional branch manager salary.

| | 2025 Approved | 2026 Approved | 2027 Draft | Using 2025 budget numbers with requests for full staffing and restored hours. |
|---|---|---|---|---|
| **Expense** | | | | |
| **KRL Board** | | | | |
| $850 | $ 850 | $ 850 | $ 850 | $ 850 |
| **Personnel** | | | | |
| Wages | $ 387,500 | $ 247,972 | $ 407,107 | 3% Cola, 2% step |
| Health Plan and Supplement | $ 71,400 | $ 43,320 | $ 73,542 | 3% |
| Training and Development | $ 2,400 | $ 2,000 | $ 2,000 | |
| **Personnel Total:** | $ 461,300 | $ 293,292 | $ 482,649 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | Covered by HQ |
| Telecommunications | $ 2,600 | $ 2,700 | $ 2,767 | |
| Data Lines | $ 3,205 | $ 3,205 | $ 3,205 | |
| **Communications Total:** | $ 5,805 | $ 5,905 | $ 5,972 | |
| **Materials** | | | | |
| Books | $ 35,000 | $ 35,000 | $ 45,500 | 3.5% increase |
| Audiovisual | $ 5,000 | $ 5,000 | $ 5,000 | |
| Periodicals | $ 2,449 | $ 2,449 | $ 2,522 | 3% increase |
| Database platforms | $ - | $ - | | |
| Shared Collections | $ 4,809 | $ 4,809 | $ 4,809 | |
| E-materials | $ 12,024 | $ 9,620 | $ 12,444 | 3.5% increase |
| Supplemental processing | $ 1,000 | $ 1,000 | $ 1,000 | |
| Supplies | $ 3,000 | $ 3,000 | $ 3,060 | 2% increase |
| **Total Materials** | $ 63,282 | $ 60,878 | $ 74,335 | |
| **Technical Services** | | | | |
| Technical Support | $ 23,382 | $ 23,382 | $ 23,382 | |
| **Technical Services Total:** | $ 23,382 | $ 23,382 | $ 23,382 | |
| **Delivery** | | | | |
| Thursday delivery route | | | | |
| Operating | $ 320 | $ 320 | $ 320 | |
| Captial (van replacement) | $ 400 | $ 400 | | |
| **Total Delivery:** | $ 720 | $ 720 | $ 320 | |
| **Branch TOTAL** | $ 555,339 | $ 385,027 | $ 586,987 | |
| | **Total with City COVID19 Fund Balance Offset** | | | |
| **City Levy Request** | $ 149,750 | $ 154,250 | $ 154,242 | |
| **City ARR Reserve** | $ 5,647 | $ 5,647 | $ 5,647 | **Automation Reserve and Replacement** |
| **County Levy Requirement** | $ 402,384 | $ 227,572 | $ 427,089 | |
| **Additional Contributing Revenue** | | | | |
| | | | | |
| | ($ 3,205) | ($ 3,205) | | **From RLTA Reserve** |
| | | | | |

## 2027 Operating Budget Blackduck

**Highlights:** The Blackduck Community Library will continue with the same weekly hours as 2024.

| | 2025 Approved | 2026 Approved | 2027 Draft | Using 2025 approved<br>Increase Branch Manager hours from 20-24, restore healthcare |
|---|---|---|---|---|
| **City KRL Board** | 850.00 | 850.00 | 850.00 | |
| **Personnel** | | | | |
| Wages | 59,500.00 | 55,500.00 | 62,510.00 | 3% Cola, 2% step |
| Health Plan and Supplement | | | | |
| Training and Development | 1,400.00 | 900.00 | 1,400.00 | |
| **Personnel Total:** | 60,900.00 | 56,400.00 | 63,910.00 | |
| **Communications** | | | | |
| Postage | | | | Covered by HQ |
| Telecommunications | 620.00 | 620.00 | 620.00 | |
| Data Lines | 3,205.00 | 3,205.00 | 3,205.00 | |
| **Communications Total:** | 3,825.00 | 3,825.00 | 3,825.00 | |
| **Materials** | | | | |
| Books | 6,250.00 | 6,250.00 | 6,468.00 | 3.5% increase cost |
| Audiovisual | 1,100.00 | 1,100.00 | 1,100.00 | DVD/CD/Audiobook |
| Periodicals | 60.00 | 60.00 | 68.00 | Newspapers/Magazine |
| Database platforms | | | | Currently covered by HQ |
| Shared Collections | 488.00 | 488.00 | 488.00 | Rotating large print |
| E-materials | 1,221.00 | 977.00 | 1,263.00 | 3.5% increase cost |
| Supplemental processing | 500.00 | 500.00 | 500.00 | To catalog and process donated and |
| Supplies | 500.00 | 500.00 | 500.00 | Library supplies |
| Software and licenses | | 9,875.00 | | |
| **Total Materials** | 10,119.00 | | 10,387.00 | |
| Technical Support | 4,486.00 | 4,486.00 | 4,486.00 | |
| **Technical Services Total:** | 4,486.00 | 4,486.00 | 4,486.00 | |
| **Delivery** | | | | |
| Operating | 320.00 | 320.00 | 320.00 | |
| Capital | 400.00 | 400.00 | 400.00 | |
| **Delivery Total:** | 720.00 | 720.00 | 720.00 | |
| **Branch TOTAL** | 80,900.00 | 81,406.00 | 83,328.00 | |
| **City Levy Request** | 20,380.00 | 20,995.00 | 21,624.00 | 3% increase |
| **City ARR Reserve** | 350.00 | | 350.00 | Automation Reserve and Replacement |
| **County Levy Requirement** | 56,829.00 | 57,315.00 | $ 58,499 | applied |
| **Additional Contributing Revenue** | (3,205.00) | (3,205.00) | (3,205.00) | From RLTA Reserve |

# 2027 Operating Budget Brainerd

Highlights: The Brainerd Public Library will provide public library services for 51 hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **Expense** | | | | |
| KRL Board | $ 850 | $ 850 | $ 850 | |
| **Personnel** | | | | |
| Wages | $ 480,500 | $ 431,500 | $ 506,735 | 3% COLA, 2% step |
| Health Plan and Supplement | $ 71,400 | $ 71,400 | $ 73,542 | 3% increase |
| Training and Development | $ 2,000 | $ 2,000 | $ 2,000 | |
| Personnel Total: | $ 553,900 | $ 504,900 | $ 582,277 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | |
| Telecommunications | $ 2,100 | $ 2,100 | $ 2,100 | |
| Data Lines | $ 4,943 | $ 4,943 | $ 4,943 | |
| Communications Total: | $ 7,043 | $ 7,043 | $ 7,043 | |
| **Materials** | | | | |
| Books | $ 53,465 | $ 49,410 | $ 51,139 | 3.5% increase |
| Audiovisual | $ 13,000 | $ 11,310 | $ 13,000 | DVD/CD/Audiobook |
| Periodicals | $ 4,000 | $ 3,000 | $ 4,000 | Newspapers/Magazine |
| Database platforms | $ - | $ - | | Currently covered by HQ |
| Shared Collections | $ 6,970 | $ 6,970 | $ 6,970 | Rotating large print |
| E-materials | $ 16,425 | $ 13,140 | $ 13,399 | 3.50% |
| Supplemental processing | $ 1,000 | $ 1,000 | $ 1,000 | To catalog and process donated and misc. materials. |
| Supplies | $ 3,415 | $ 3,415 | $ 3,415 | Library supplies |
| Software and licences | $ - | $ - | | |
| Total Materials | $ 98,275 | $ 88,245 | $ 92,923 | |
| **Technical Services** | | | | |
| Technical Support | $ 28,105 | $ 28,105 | $ 28,105 | |
| Technical Services Total: | $ 28,105 | $ 28,105 | $ 28,105 | |
| **Delivery** | | | | |
| Thursday delivery route | | | | |
| Operating | $ 320 | $ 320 | $ 320 | |
| Captial (van replacement) | $ 400 | $ 400 | $ 400 | |
| Total Delivery: | $ 720 | $ 720 | $ 720 | |
| Branch TOTAL | $ 688,893 | $ 629,863 | $ 711,738 | |
| City Levy Request | $ 81,090 | $ 82,712 | $ 85,193 | 3% |
| City ARR Reserve | $ 4,659 | $ 4,659 | $ 4,659 | Automation Reserve and Replacement |
| Branch Costs not Paid by City Levy | $ 534,628 | $ 530,630 | $ 540,132 | |
| **Revenue** | | | | |
| | ($ 4,943) | -4943 | | Transfer from RLTA reserve |
| | ($ 41,236) | -41236 | | Regional Funding of Branch Manager position |
| | -26996 | -26996 | | Support of BPL budget from CWC Levy Buydown |

# 2027 Operating Budget Cass Lake

**Highlights:** The Cass Lake library will continue to be open 20 hours per week

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **Expen** | | | | |
| **KRL Board** | $ 850 | $ 850 | $ 850 | |
| **Personnel** | | | | |
| Wages | $ 55,000 | $ 52,000 | $ 53,560 | 3% Cola, 2% step |
| Health Plan and Supplement | $ 2,400 | $ 2,400 | $ 2,472 | 1 PT health supplement |
| Training and Development | $ 750 | $ 900 | $ 900 | adjusted to match other level 1 branches |
| **Personnel Total:** | $ 58,150 | $ 55,300 | $ 56,932 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | Covered by HQ |
| Telecommunications | $ 700 | $ 770 | $ 770 | caller ID added |
| Data Lines | $ 2,809 | $ 2,809 | $ 2,809 | NW Links -Paid from RLTA Funds |
| **Communications Total:** | $ 3,579 | $ 3,579 | $ 3,579 | |
| **Materials** | | | | 3.50% |
| Books | $ 14,236 | $ 14,236 | $ 14,734 | DVD/CD/Audiobook |
| Audiovisual | $ 4,978 | $ 4,978 | $ 4,978 | Newspapers/Magazine |
| Periodicals | $ 300 | $ 300 | $ 300 | |
| Database platforms | $ - | $ - | | Currently covered by HQ |
| Shared Collections | $ 455 | $ 455 | $ 455 | Rotating large print |
| Shared eMaterials | $ 1,138 | $ 910 | $ 910 | |
| Supplemental processing | $ 50 | $ 50 | $ 50 | To catalog and process donated and misc. materials. |
| Supplies | $ 650 | $ 650 | $ 663 | Library supplies |
| **Total Materials** | $ 21,807 | $ 21,579 | $ 22,090 | |
| **Technical Services** | | | | |
| Technical Support | $ 2,851 | $ 2,851 | $ 2,851 | |
| **Technical Services Total:** | $ 2,851 | $ 2,851 | $ 2,851 | |
| **Delivery** | | | | |
| Thursday delivery route | | | | |
| Operating | $ 320 | $ 320 | $ 320 | |
| Captial (van replacement) | $ 400 | $ 400 | | |
| **Total Delivery:** | $ 720 | $ 720 | $ 320 | |
| **Branch TOTAL** | $ 87,957 | $ 84,879 | $ 85,772 | |
| **City Levy Request** | $ 10,030 | $ 10,335 | $ 10,520 | 2% |
| **City ARR Reserve** | $ 300 | $ 300 | $ 300 | |
| **County Levy Requirement** | $ 75,118 | $ 71,735 | $ 74,952 | |
| **Additonal Contributing Revenue** | | | | |
| | ($ 2,809) | ($ 2,809) | | rlta |

## 2027 Operating Budget Longville

**Highlights:** The Margaret Welch Memorial Library will continue to be open to the public 20 hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **City KRL Board** | $ 850 | $ 850 | $ 850 | |
| **Personnel** | | | | |
| Wages | $ 64,000 | $ 66,000 | $ 69,339 | |
| Health Plan and Supplement | $ 2,400 | $ 2,400 | $ 2,400 | 1 stipend; 1 held in reserve from 2024 funds |
| Training and Development | $ 750 | $ 900 | $ 900 | adjusted to match other level 1 branches |
| **Personnel Total:** | $ 67,150 | $ 69,300 | $ 72,639 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | |
| Telecommunications | $ 570 | $ 570 | $ 750 | |
| Data Lines | $ 2,809 | $ 2,809 | $ 2,809 | Budgeted to be paid from RLTA P1 State Aid |
| **Communications Total:** | $ 3,379 | $ 3,379 | $ 3,559 | |
| **Materials** | | | | |
| Books | $ 16,440 | $ 16,440 | $ 17,016 | |
| Audiovisual | $ 6,650 | $ 6,650 | $ 6,650 | Increased need for audiobooks with removal of rotating collection |
| Periodicals | $ 600 | $ 600 | $ 600 | |
| Database platforms | $ - | $ - | | |
| Shared Collections | $ 573 | $ 573 | | Audio collection dropped, funding put into ematerials |
| Shared eMaterials | $ 1,433 | $ 1,146 | $ 1,186 | |
| Supplemental processing | $ 200 | $ 200 | $ 200 | |
| Supplies | $ 1,000 | $ 1,000 | $ 1,020 | |
| **Total Materials** | $ 26,896 | $ 26,609 | $ 26,672 | |
| Technical Support | $ 4,814 | $ 4,814 | $ 4,814 | |
| **Technical Services Total:** | $ 4,814 | $ 4,814 | $ 4,814 | |
| **Delivery** | | | | |
| Operating | 320 | 320 | 320 | |
| Capital | 400 | 400 | 400 | |
| **Delivery Total:** | 720 | 720 | 720 | |
| **Branch TOTAL** | $ 103,809 | $ 105,672 | $ 106,404 | |
| **Total with City COVID19 Fund Balance Offset** | | | | |
| **City Levy Request** | $ 12,255 | $ 12,625 | $ 13,003 | 3% |
| **City ARR Reserve** | $ 289 | $ 289 | $ 289 | |
| **County Levy Requirement** | $ 88,745 | $ 90,238 | $ 92,945 | |
| **Additional Contributing Revenue** | | | | |
| | -2809 | -2809 | | Budgeted from RLTA |

# 2027 Operating Budget Park Rapids

**Highlights:** The Park Rapids Area Library will continue to have 44 open public hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **Expense** | | | | |
| | $ 850 | $850 | $850 | |
| **KRL Board** | | | | |
| **Personnel** | | | | |
| Wages | $ 218,500 | $ 237,000 | $ 248,992 | 3% COLA 2% step |
| Health Plan and Supplement | $ 32,880 | $ 32,880 | $ 3,374 | 2 FT health plan 2 PT health supplements |
| Training and Development | $ 2,500 | $ 2,100 | $ 2,100 | possible reduction - reduced to match similar branch |
| **Personnel Total:** | $ 253,880 | $ 271,980 | \ | |
| **Communications** | | | $ 254,466 | |
| Postage | $ - | $ - | $ - | Covered by HQ |
| Telecommunications | $ 700 | $ 700 | $ 700 | |
| Data Lines | $ 3,805 | $ 3,805 | $ 3,805 | Budgeted from RLTA P1 Funds |
| **Communications Total:** | $ 4,505 | $ 4,505 | $ 4,505 | |
| **Materials** | | | | |
| Books | $ 35,431 | $ 29,991 | $ 30,890 | 3.5% increase |
| Audiovisual | $ 10,000 | $ 10,000 | $ 10,000 | DVD/CD/Audiobook |
| Periodicals | $ 1,500 | $ 1,500 | $ 1,500 | Newspapers/Magazine |
| Database platforms | $ - | $ - | | Currently covered by HQ |
| Shared Collections | $ 2,516 | $ 2,516 | $ 2,516 | Rotating large print |
| E-materials | $ 6,290 | $ 5,032 | $ 5,208 | 3.5% increase |
| Supplemental processing | $ 453 | $ 500 | $ 500 | |
| Supplies | $ 1,100 | $ 1,100 | $ 1,122 | 2% increase |
| **Total Materials** | $ 57,337 | $ 50,639 | $ 51,736 | |
| **Technical Services** | | | | |
| Technical Support | $ 11,146 | $ 11,146 | $ 11,146 | |
| **Technical Services Total:** | $ 11,146 | $ 11,146 | $ 11,146 | |
| **Delivery** | | | | |
| Thursday delivery route | | | | |
| Operating | $ 320 | $ 320 | $ 320 | |
| Captial (van replacement) | $ 400 | $ 400 | $ 400 | |
| **Total Delivery:** | $ 720 | $ 720 | $ 720 | |
| **Branch TOTAL** | $ 328,438 | $ 339,840 | $ 322,293 | |
| **City Levy Request** | $ 54,000 | $ 55,625 | $ 57,293 | |
| **City ARR Reserve** | $ 3,601 | $ 3,601 | $ 3,601 | Automation Reserve and Replacement |
| **County Levy Requirement** | $ 270,633 | $ 280,410 | $ 299,052 | |

## 2027 Operating Budget Pine River

**Highlights:** The Pine River library will continue to be open to the public 33 hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **City KRL Board** | $ 850 | $ 850 | | |
| **Personnel** | | | | |
| Wages | $ 121,500 | $ 119,500 | $ 123,085 | |
| Health Plan and Supplement | $ 17,640 | $ 15,240 | $ 15,697 | |
| Training and Development | $ 1,500 | $ 1,600 | $1,600 | increased to match similar branches |
| **Personnel Total:** | $ 140,640 | $ 136,340 | $ 140,382 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | Covered by HQ |
| Telecommunications | $ 1,300 | $ 500 | $ 500 | reduced phone costs |
| Data Lines | $ 5,545 | $ 5,545 | $ 5,545 | Budgeted to be paid from RLTA P1 State Aid |
| **Communications Total:** | $ 6,845 | $ 6,045 | $ 6,045 | |
| **Materials** | | | | |
| Books | $ 15,708 | $ 15,708 | $ 16,267 | |
| Audiovisual | $ 6,206 | $ 6,206 | $ 6,206 | |
| Periodicals | $ 1,250 | $ 1,250 | $ 1,250 | |
| Database platforms | $ - | $ - | | Currently covered by HQ |
| Shared Collections | $ 1,141 | $ 1,141 | $ 1,141 | removing audio collection and putting towards ematerials |
| Shared eMaterials | $ 2,852 | $ 2,282 | $ 2,361 | |
| Supplemental processing | $ 450 | $ 450 | $ 450 | |
| Supplies | $ 1,000 | $ 1,000 | $ 1,020 | |
| **Total Materials** | $ 28,607 | $ 28,037 | $ 28,695 | |
| Technical Support | $ 6,277 | $ 6,277 | $ 6,277 | |
| **Technical Services Total:** | $ 6,277 | $ 6,277 | $ 6,277 | |
| **Delivery** | | | | |
| Operating | 320 | 320 | 320 | |
| Capital | 400 | 400 | 400 | |
| **Delivery Total:** | 720 | 720 | 720 | |
| **Branch TOTAL** | $ 183,939 | $ 178,399 | $ 182,839 | |
| **Total with City COVID19 Fund Balance Offset** | | | | |
| **City Levy Request** | $ 15,260 | $ 15,725 | $ 16,696 | held to 3% levy |
| **City ARR Reserve** | $ 255 | $ 255 | $ 255 | **Automation Reserve and Replacement** |
| **County Levy Requirement** | $ 163,134 | $ 153,841 | $ 158,456 | |
| **Revenue** | 0 | 0 | 0 | |
| | -5545 | -5545 | -6170 | **From RLTA reserve** |

# 2027 Operating Budget Wadena

**Highlights:** The City of Wadena Library will continue to provide 40 open hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| | | | | Increase BM hours from 37-40 |
| **Expense** | | | | |
| **KRL Board** | $ 850 | $ 850 | $ 850 | |
| **Personnel** | | | | |
| Wages | $ 167,000 | $ 174,100 | $ 179,323 | |
| Health Plan and Supplement | $ 30,480 | $ 30,480 | $ 31,394 | 2 FT staff and 2 PT Insurance stipend |
| Training and Development | $ 2,100 | $ 2,100 | $ 2,100 | Increasing cost of conference attendance |
| **Personnel Total:** | $ 199,580 | $ 206,680 | $ 212,817 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | Covered by HQ |
| Telecommunications | $ 1,475 | $ 1,475 | | adding caller ID |
| Data Lines | $ 3,222 | $ 3,222 | $ 3,222 | NW Links - Paid from RLTA P1 funds |
| **Communications Total:** | $ 4,697 | $ 4,697 | | |
| **Materials** | | | | |
| Books | $ 16,500 | $ 16,500 | $ 17,077 | 3.5% increase |
| Audiovisual | $ 5,000 | $ 5,000 | $ 5,000 | DVD/CD/Audiobook |
| Periodicals | $ 850 | $ 850 | $ 850 | Newspapers/Magazine |
| Database platforms | $ - | $ - | | Currently covered by HQ |
| Shared Collections | $ 1,512 | $ 1,512 | $ 1,512 | Rotating large print |
| E-materials | $ 3,780 | $ 3,024 | $ 3,129 | 3.5% increase |
| Supplemental processing | $ 150 | $ 150 | $ 150 | To catalog and process donated and misc. |
| Supplies | $ 600 | $ 600 | $ 612 | Library supplies |
| **Total Materials** | $ 28,392 | $ 27,636 | $ 28,330 | |
| **Technical Services** | | | | |
| Technical Support | $ 8,893 | $ 8,893 | $ 8,893 | |
| **Technical Services Total:** | $ 8,893 | $ 8,893 | $ 8,893 | |
| **Delivery** | | | | |
| Thursday delivery route | | | | |
| Operating | $ 320 | $ 320 | $ 320 | |
| Captial (van replacement) | $ 400 | $ 400 | $ 400 | |
| **Total Delivery:** | $ 720 | $ 720 | $ 720 | |
| **Branch TOTAL** | $ 243,132 | $ 249,476 | $ 251,480 | |
| **City Levy** | $ 92,265 | $ 95,000 | $ 97,850 | 3% |
| **County ARR** | $ 1,374 | $ 1,374 | $ 1,374 | **Automation Reserve and Replacement** |
| **County Levy Requirement** | $ 142,563 | $ 146,172 | $ 145,120 | **Total with RLTA reserve paydown** |
| **Additional Contributing Revenue** | $ - | $ - | $ - | |
| | -3222 | -3222 | -7235 | from RLTA reserve |

## 2027 Operating Budget Walker

**Highlights:** The Walker library will continue to be open to the public 35 hours per week.

| | 2025 Approved | 2026 Approved | 2027 Draft | |
|---|---|---|---|---|
| **City KRL Board** | $ 850 | $ 850 | $ 850 | |
| **Personnel** | | | | |
| Wages | $ 125,000 | $ 136,000 | $ 140,080 | |
| Health Plan and Supplement | $ 15,240 | $ 15,240 | $ 15,697 | |
| Training and Development | $ 1,600 | $ 1,600 | $ 1,600 | |
| **Personnel Total:** | $ 141,840 | $ 152,840 | $ 157,377 | |
| **Communications** | | | | |
| Postage | $ - | $ - | $ - | |
| Telecommunications | $ 670 | $ 670 | $ 670 | |
| Data Lines | $ 2,797 | $ 2,797 | $ 2,797 | Budgeted to be paid from RLTA P1 State Aid |
| **Communications Total:** | $ 3,467 | $ 3,467 | $ 3,467 | |
| **Materials** | | | | |
| Books | $ 19,133 | $ 19,133 | $ 19,802 | 3.5% increase |
| Audiovisual | $ 7,247 | $ 7,247 | $ 7,247 | |
| Periodicals | $ 1,000 | $ 1,000 | $ 1,000 | |
| Database platforms | | | | |
| Shared Collections | $ 1,008 | $ 1,008 | $ 1,008 | Rotating large print and ematerials |
| Shared eMaterials | $ 2,520 | $ 2,016 | $ 2,520 | |
| Supplemental processing | $ 350 | $ 350 | $ 350 | |
| Supplies | $ 1,000 | $ 1,000 | $ 1,020 | |
| Software and licences | $ - | $ - | | |
| **Total Materials** | $ 32,258 | $ 31,754 | $ 32,947 | |
| Technical Support | $ 5,511 | $ 5,511 | $ 5,511 | |
| **Technical Services Total:** | $ 5,511 | $ 5,511 | $ 5,511 | |
| **Delivery** | | | | |
| Operating | 320 | 320 | 320 | |
| Capital | 400 | 400 | 400 | |
| **Delivery Total:** | 720 | 720 | 720 | |
| **Branch TOTAL** | $ 184,646 | $ 195,142 | $ 197,945 | |
| **Total with City COVID19 Fund Balance Offset** | | | | |
| **City Levy Request** | $ 18,725 | $ 19,300 | $ 19,879 | held to 3% levy |
| **City ARR Reserve** | $ 406 | $ 406 | $ 406 | |
| **County Levy Requirement** | $ 163,124 | $ 173,045 | $ 178,236 | |
| **Additional Contributing Revenue** | | | | |
| | 0 | 0 | 0 | |
| | ($ 2,797) | ($ 2,797) | | **From RLTA reserve** |

## 6c Administration Building Security

**Action Requested**: Approval of CCTV camera system and key card entry security system.

**Background Information**: At a fall Board meeting, the Director brought forward a proposal from People's Security (they currently handle security in administration using keys and keypad access) for a CCTV security system. At that time, the director was asked by the Board to bring in a second proposal, which did not happen. Since that time there have been security concerns coming from administrative staff and therefore the need for the administration building to utilize current technology which would secure the building.

As People's Security Company (Honeywell security dealer) is our current vendor, I contacted Trevor Wangsness, Technical Supervisor, to give us a quote to electronically secure this building with key cards and cameras, which would eliminate the need for keys (which can be duplicated) and provide a more secure environment.

A hard copy of the proposal will be in the binders for the meeting and will be sent electronically when received.

MOTION MADE BY:_____

SECONDED BY:_____

ROLL CALL VOTE:_____YES_____NO

## 7a Pine River State Bank Authorization

**Action Request:** Approve Pine River State Bank authorization changes for the following KRLS Board members and KRLS staff (bank requires individual names, signatures, and photo ID).

**Background Information:** Bank Authorization was approved at the March 19, 2026, meeting, but personnel changes have made an update necessary. This updated name list, along with Board approval, will be delivered promptly to the bank.

**Accounts: Checking 4216, Savings 3469, Savings Plus 2620, Carefree Public 1821**

**Board members with current approval:** Tom Krueger, Murlyn Kreklau

**Staff members with current approval:** Svetlana Lang

| | |
|---|---|
| **Add the following names:** | Lynn Eaton, KRLS Board Treasurer<br>Valerie Squires, Bookkeeper<br>Melissa Brechon, Interim Regional Director |
| **Remove the following names:** | Brent Norman<br>Melissa Whatley<br>George Deiss |

**MOTION MADE BY: _____**

**SECOND BY: _____**

**ROLL CALL VOTE: _____YES _____ NO**

## 7b 2027 Regional Library Basic System Support Application (RLBSS)

**Action Request:** Approval of 2027 RLBSS Application

**Background Information:** The Regional Library Basic System Support program is a Minnesota state funding initiative designed to support regional public library systems-multicounty service agencies that provide free, equitable library services to all residents of their region. These systems are organized under State Statute sections 134.317 or 471.59 and operate through joint powers agreements between cities and counties.

KRLS allocation for 2027 is $44,861, less than in 2026.

**MOTION MADE BY: _____**

**SECOND BY: _____**

**ROLL CALL VOTE: _____YES _____ NO**

# 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:**

Kitchigami Regional Library System
310 2nd Street North
Pine River, MN 56474

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

Melissa Brechon, Interim Director
Phone: 218-587-2171 x 222
Fax: 218-587-4855
brechonm@krls.org

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

College of St. Catherine, BA 1977, Rosary College (Dominican University & University of St. Catherine), MLIS 1996; 47 years of experience working in public libraries in MN, 21 years' experience as public library consultant.

**4. Number of FTE staff paid with RLBSS funds:** 9.125

**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.

KRLS Strategic Plan (2021-2025) is included.

**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.
- How will this program contribute to your organization's mission and strategic plan goals?
- Who will be served by this program?
- Please describe this program's proposed activities.
- How will these activities help to achieve your program goal?

1. KRLS will continue to provide centralized services and support activities necessary to the operations of a consolidated regional public library system. These include critical administrative tasks of human resources management and reporting, bookkeeping, operational necessities of delivery, interlibrary and intraregional lending, acquisitions, cataloging and maintenance of the region's integrated library system.
2. KRLS will continue to assess and improve the technology hardware structure in the region for continued security and accessibility of essential systems. Implementing updates and upgrading current technology equipment and internal security procedures will enable the region, its staff, and patrons to access and utilize the technology necessary for our region more effectively.
3. KRLS will continue to assess outreach services for the region including within branch communities and bookmobile/outreach communities to ensure the best access to library service in our expansive region. KRLS will continue to expand the offerings at rural locations through community partnerships (food banks, businesses, city and county) and maintain a presence at public events (community and county fairs, etc.)
4. KRLS will move forward with hiring an Executive Director, Technology Manager and HR/Finance director in order stabilize and strengthen this region. This will include conducting ongoing staff development and training programs, restoring public resources to the branches and reviewing/rewriting (as needed) all personnel/Board/System policies and procedures to strengthen KRLS's standing within the region.

**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*).

| | |
|---|---|
| **Beltrami County** | **$265,162** |
| **City of Bemidji** | **154,250** |
| **City of Blackduck** | **20,995** |
| **Cass County** | **490,909** |
| **City of Cass Lake** | **10,335** |
| **City of Longville** | **12,625** |
| **City of Pine River** | **15,725** |
| **City of Walker** | **19,300** |
| **Crow Wing County** | **524,400** |
| **City of Brainerd** | **82,712** |
| **Hubbard County** | **271,412** |
| **City of Park Rapids** | **55,625** |
| **Wadena County** | **146,172** |
| **City of Wadena** | **95,000** |

**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:

Beltrami County reduced its 2026 levy to MOE amount which cut $185,598 in funding, laying off 2 staff members and closing Bemidji Library on Monday and Saturday.

The Blackduck Community Library had a one-hour reduction in open hours and reduction of FTE to .975.

Bemidji and Blackduck Libraries in Beltrami County had cuts in materials, training, and sub budgets.

Effective January 2026.

**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:

**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.**

**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.

**See Attachment**

## 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: **Tom Krueger**
Chair, System Governing Board

Date: 6-18-2026

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: **Melissa Brechon**
Regional Public Library System Administrator

Date: 6-18-2026

## 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

## 7c Bookkeeping/Payroll Outsourcing Quotes -handed out at meeting

**Action Requested**: Approval of a contract with a payroll outsourcing company to take over our Bookkeeping/Payroll for one year.

**Background Information**: The posting for the HR/Financial Manager was posted in early May in both the local newspapers and on a statewide library hiring site. During that time, no applications have been received in administration. For this reason and due to a timing issue with the interim bookkeeper (leaving at the end of July) it is necessary to investigate outsourcing payroll services (HR outsourcing is less time sensitive). A year contract with oversite would help our payroll system move to electronic timecards and eliminate a personnel problem issue for the new director.

Two companies will respond to this request:

1. Your Financial Solutions
2. ABDO Solutions - This company offers both HR and payroll services

Due to the timing, the quotes will not be available until the Board meeting. (If they arrive before the meeting day, they will be sent electronically.

MOTION MADE BY:_____

SECONDED BY:_____

ROLL CALL VOTE:_____YES_____NO

## July 6, 2026

| FUND | Deerwood Checking BEGINNING BALANCE | Bill Report through 7/6/2026 | Deerwood Checking ENDING BALANCE | Deerwood First Preferred Savings BEGINNING BALANCE | Deerwood First Preferred Savings Bill Report through 7/6/2026 | Deerwood First Preferred Savings ENDING BALANCE | Total Balance of all Accounts |
|---|---|---|---|---|---|---|---|
| GENERAL (101) | $144,293.79 | $14,608.40 | $129,685.39 | $112,004.47 | $0.00 | $112,004.47 | |
| POLICE RESTRICTED CASH (101) | $23,308.21 | $0.00 | $23,308.21 | $0.00 | $0.00 | $0.00 | |
| CEMETERY (201) | ($2,064.74) | $0.00 | ($2,064.74) | $10,151.43 | $0.00 | $10,151.43 | |
| PERPETUAL CARE (202) | $2,966.23 | $0.00 | $2,966.23 | $53,418.01 | $0.00 | $53,418.01 | |
| SEWER MAINTENANCE (204) | $0.00 | $0.00 | $0.00 | $68,299.00 | $0.00 | $68,299.00 | |
| SEWER REPLACEMENT (205) | $0.00 | $0.00 | $0.00 | $286,834.25 | $0.00 | $286,834.25 | |
| SCDP REVOLVING LOAN FUND (207) | $0.00 | $0.00 | $0.00 | $40,611.04 | $0.00 | $40,611.04 | |
| FIRE DEPT RESERVE (TruckFund) (208) | $0.00 | $0.00 | $0.00 | $63,509.08 | $0.00 | $63,509.08 | |
| PINE TREE PARK (209) | $25,353.33 | $637.14 | $24,716.19 | $15,615.34 | $0.00 | $15,615.34 | |
| WATER SINKING FUND (212) | $0.00 | $0.00 | $0.00 | $229,646.24 | $0.00 | $229,646.24 | |
| PUBLIC WORKS RESERVE FUND (215) | $0.00 | $0.00 | $0.00 | $41,686.46 | $0.00 | $41,686.46 | |
| Fire Dept Special Equip Fund (216) | $152,587.01 | $0.00 | $152,587.01 | $5,315.47 | $0.00 | $5,315.47 | |
| 2018 Revolving Loan Fund (250) | ($195.00) | $0.00 | ($195.00) | $350,628.88 | $0.00 | $350,628.88 | |
| 1989 Go Bond (301) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 2006 GO BOND (307) | ($277.60) | $0.00 | ($277.60) | $0.00 | $0.00 | $0.00 | |
| 2009A Refunding Bond (309) | $384.96 | $0.00 | $384.96 | $0.00 | $0.00 | $0.00 | |
| 2014A Disposal System Debt Service Fund (314) | $26,540.74 | $0.00 | $26,540.74 | $0.00 | $0.00 | $0.00 | |
| 2017A Disposal System Debt Service Fund (317) | $6,768.61 | $0.00 | $6,768.61 | $0.00 | $0.00 | $0.00 | |
| USDA Skid Steer Debt Service Fund (318) | ($3,406.00) | $0.00 | ($3,406.00) | $0.00 | $0.00 | $0.00 | |
| 2017 PFA Debt System Debt Service Fund (320) | $86,877.40 | $0.00 | $86,877.40 | $0.00 | $0.00 | $0.00 | |
| 2018 Frontage/Pine Ave Internal Loan (325) | $8,130.12 | $0.00 | $8,130.12 | $0.00 | $0.00 | $0.00 | |
| 2024A Gen. Obligation Equipment Project fund (330) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 2024A Gen. Obligation Equipment Debt Fund Public Works(331) | ($22,277.09) | $3,912.33 | ($26,189.42) | $0.00 | $0.00 | $0.00 | |
| 2025A Gen. Obligation Equipment Project Fund (340) Fire | $14,948.72 | $0.00 | $14,948.72 | $0.00 | $0.00 | $0.00 | |
| 2025A Gen. Obligation Equipment Debt Fund (341) Fire | $8,353.53 | $8,167.50 | $186.03 | $0.00 | $0.00 | $0.00 | |
| TAX INCREMENT FINANCING (376) | $40,130.57 | $0.00 | $40,130.57 | $133,267.20 | $0.00 | $133,267.20 | |
| Blackduck HRA Fund (210) | $34,315.83 | $0.00 | $34,315.83 | $0.00 | $0.00 | $0.00 | |
| 2023A Gen. Obligation Debt fund PW/PS Facility (381) | $2,684.38 | $0.00 | $2,684.38 | $0.00 | $0.00 | $0.00 | |
| 2023B Gen. Obligation Debt Fund PW/PS Facility (382) | $499.32 | $0.00 | $499.32 | $0.00 | $0.00 | $0.00 | |
| Capital Project Fund (401) | $14,697.25 | $0.00 | $14,697.25 | $0.00 | $0.00 | $0.00 | |
| KRLS Library Renovation Project (550) - *new* | $53,704.36 | $255.70 | $53,448.66 | $0.00 | $0.00 | $0.00 | |
| WATER FUND (601) | ($35,783.85) | $7,578.28 | ($43,362.13) | $0.00 | $0.00 | $0.00 | |
| SEWER FUND (602) | $43,016.07 | $16,136.90 | $26,879.17 | $0.00 | $0.00 | $0.00 | |
| LIQUOR FUND (609) | $154,880.38 | $90,022.61 | $64,857.77 | $0.00 | $0.00 | $0.00 | |
| LIQUOR RENT RESTRICTED FUND (609) | $39,138.77 | $0.00 | $39,138.77 | $0.00 | $0.00 | $0.00 | |
| GOLF COURSE FUND (613) | $31,054.76 | $17,471.25 | $13,583.51 | $0.00 | $0.00 | $0.00 | |
| **Total:** | **$850,630.06** | **$158,790.11** | **$691,839.95** | **$1,410,986.87** | **$0.00** | **$1,410,986.87** | **$2,102,826.82** |

| Fund Transfer from: | Fund transfer to: | Reason: | Amount of Transfer: | YTD Total |
|---|---|---|---|---|
| Liquor Fund Checking (609) | General Fund Checking (101) | Budgeted Transfer | $10,000.00 | $40,000.00 |

| 2026 Bond Payments: | Principal: | Interest: | Fees: | Total: |
|---|---|---|---|---|
| 2024 Go Equipment Certificate Public Works (331) | $0.00 | $3,912.33 | $0.00 | $3,912.33 |
| 2021 General Obligation Abatement Bond Liquor Store (609) | $0.00 | $4,760.00 | $0.00 | $4,760.00 |
| 2012 General Obligation Bond Water Tower (601) | $0.00 | $6,018.75 | $475.00 | $6,493.75 |
| 2025 Go Equipment Certificate Fire Truck (341) | $0.00 | $8,167.50 | $0.00 | $8,167.50 |

# CITY OF BLACKDUCK

## Monthly Bills

**June 2026**

| Check Name | Amount |
|---|---|
| **101 GENERAL FUND** | |
| Marco Technologies LLC | $537.02 |
| BELTRAMI ELECTRIC COOP | $2,828.49 |
| BESSLER BROTHERS ELECTRIC, LLC | $2,141.76 |
| BLACKDUCK AUTO PARTS, INC | $2,204.18 |
| BRIAN LARSON | $144.55 |
| FRONTIER REPAIR | $470.09 |
| Great Plains Fire | $1,443.31 |
| PAUL BUNYAN COMMUNICATIONS | $1,097.05 |
| PINNACLE MARKETING GROUP | $79.00 |
| QUILL CORPERATION | $542.91 |
| RATWIK, ROSZAK & MALONEY, P.A. | $820.00 |
| TIMBERLINE SPORTS, INC | $117.92 |
| UNITED STATES POST OFFICE | $162.00 |
| VESTIS | $50.42 |
| WIDSETH | $1,969.70 |
| **101 GENERAL FUND** | $14,608.40 |
| **209 PINE TREE PARK FUND** | |
| BELTRAMI ELECTRIC COOP | $350.92 |
| JONS REFUSE SOLUTIONS INC | $286.22 |
| **209 PINE TREE PARK FUND** | $637.14 |
| **331 2024A GENERAL OBLIG EQUIP DEBT** | |
| HUNTINGTON NATIONAL BANK | $3,912.33 |
| **331 2024A GENERAL OBLIG EQUIP** | $3,912.33 |
| **341 2025A GEN OBLIG FIRE EQUP DEBT** | |
| CITIZENS STATE BANK OF ROSEAU | $8,167.50 |
| **341 2025A GEN OBLIG FIRE EQUP** | $8,167.50 |
| **550 KRLS LIBRARY RENOV PROJECT** | |
| BESSLER BROTHERS ELECTRIC, LLC | $255.70 |
| **550 KRLS LIBRARY RENOV PROJEC** | $255.70 |
| **601 WATER FUND** | |
| BELTRAMI ELECTRIC COOP | $997.34 |
| EHLERS AND ASSOCIATES | $6,493.75 |
| Gopher State One Call | $9.45 |
| PAUL BUNYAN COMMUNICATIONS | $77.74 |
| **601 WATER FUND** | $7,578.28 |
| **602 SEWER FUND** | |
| BELTRAMI ELECTRIC COOP | $4,586.90 |
| WIDSETH | $11,550.00 |
| **602 SEWER FUND** | $16,136.90 |
| **609 MUNICIPAL LIQUOR FUND** | |
| Marco Technologies LLC | $98.25 |
| ABSOLUTE ICE | $1,138.50 |
| Artisan Beer Company | $578.00 |
| BELTRAMI ELECTRIC COOP | $2,035.97 |
| BEMIDJI COCA-COLA | $673.40 |
| BEMIDJI PAPER | $210.95 |
| BERNATELLOS | $336.00 |
| Bernick Companies | $13,955.38 |
| BOBS ECONO PUMP INC | $240.00 |
| Breakthru Beverage | $2,746.35 |
| CHARLIE WARD | $120.00 |
| D-S BEVERAGES, INC. | $17,765.42 |
| EHLERS AND ASSOCIATES | $4,760.00 |
| FORESTEDGE WINERY | $276.00 |
| GUARDIAN PEST CONTROL | $92.11 |
| HEGGIES PIZZA LLC | $191.90 |
| JOHNSON BROTHERS LIQUOR CO. | $2,660.92 |
| JONS REFUSE SOLUTIONS INC | $444.22 |
| LAKE OF THE WOODS PIZZA COMPANY | $780.00 |
| MELISSAS CLEANING | $1,419.00 |
| MIKINNON CO., INC | $14,342.35 |
| NEI BOTTLING INC | $1,412.49 |
| OLD DUTCH | $549.72 |
| PAUL BUNYAN COMMUNICATIONS | $414.72 |
| PERFORMANCE FOOD SERVICE | $8,299.88 |
| Phillips Wine and Spirits | $5,991.96 |
| PINNACLE MARKETING GROUP | $79.00 |
| QUILL CORPERATION | $320.98 |
| Southern Glazer's of MN | $4,418.02 |
| TOTAL TAP SERVICES | $85.00 |
| US FOODs | $3,586.12 |
| **609 MUNICIPAL LIQUOR FUND** | $90,022.61 |
| **613 GOLF COURSE** | |
| ABSOLUTE ICE | $179.20 |
| BELTRAMI ELECTRIC COOP | $571.76 |
| BEMIDJI COCA-COLA | $753.00 |
| Bernick Companies | $365.90 |
| BLACKDUCK AUTO PARTS, INC | $170.30 |
| D-S BEVERAGES, INC. | $2,006.20 |
| FRONTIER ELECTRIC OF BEMIDJI | $2,874.60 |
| FRONTIER REPAIR | $1,707.54 |
| GIOVANNIS FROZEN PIZZA | $588.80 |
| HUNTINGTON NATIONAL BANK | $2,445.00 |

| Check Name | Amount |
|---|---|
| JONS REFUSE SOLUTIONS INC | $136.75 |
| LAKESHIRTS ZEPHYR LLC | $877.32 |
| LOSSING EXCAVATING | $1,980.00 |
| MIKINNON CO., INC | $597.20 |
| NEI BOTTLING INC | $825.44 |
| PAUL BUNYAN COMMUNICATIONS | $132.64 |
| PERFORMANCE FOOD SERVICE | $682.81 |
| PINNACLE MARKETING GROUP | $79.00 |
| TRUE NORTH EQUIPMENT | $177.05 |
| VERSATILE VEHICLES, INC | $294.32 |
| VON HANSON'S SNACKS INC. | $26.42 |
| **613 GOLF COURSE** | $17,471.25 |
| | $158,790.11 |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

**Payments Batch CASHWA060426** $6,792.66

| | | | | | | |
|---|---|---|---|---|---|---|
| Refer | 63 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005102E 6/4/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF:430135701 | | | | $1,042.96 |
| Invoice 4606066 | 5/26/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF:430135701 | | | | $11.30 |
| Invoice 4606066 | 5/26/2026 | | | | | |
| Transaction Date | 6/4/2026 | DW Checking | 10100 | **Total** | | $1,054.26 |
| Refer | 64 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005126E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF:429552239 | | | | $729.90 |
| Invoice 4605346 | 5/22/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF:429552239 | | | | $11.30 |
| Invoice 4605346 | 5/22/2026 | | | | | |
| Transaction Date | 6/4/2026 | DW Checking | 10100 | **Total** | | $741.20 |
| Refer | 109 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005127E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF:430706102 | | | | $737.83 |
| Invoice 4607549 | 5/29/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF:430706102 | | | | $11.30 |
| Invoice 4607549 | 5/29/2026 | | | | | |
| Transaction Date | 6/5/2026 | DW Checking | 10100 | **Total** | | $749.13 |
| Refer | 144 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005128E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF # 431180608 | | | | $734.74 |
| Invoice 4608410 | 6/8/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF # 431180608 | | | | $13.10 |
| Invoice 4608410 | 6/8/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | **Total** | | $747.84 |
| Refer | 29 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005129E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND | | | | $872.50 |
| Invoice 4609855 | 6/12/2026 | | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND | | | | -$20.93 |
| Invoice 4609855 | 6/12/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND | | | | $13.10 |
| Invoice 4609855 | 6/12/2026 | | | | | |
| Transaction Date | 6/12/2026 | DW Checking | 10100 | **Total** | | $864.67 |
| Refer | 122 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005130E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF# 433116795 | | | | $1,027.71 |
| Invoice 4614449 | 6/26/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF# 433116795 | | | | $13.10 |
| Invoice 4614449 | 6/26/2026 | | | | | |
| Transaction Date | 6/29/2026 | DW Checking | 10100 | **Total** | | $1,040.81 |
| Refer | 123 *CASH-WA DISTRIBUTING CO OF F* | Ck# 005131E 7/1/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND REF# 432405823 | | | | $1,581.65 |
| Invoice 4612043 | 6/19/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND REF# 432405823 | | | | $13.10 |
| Invoice 4612043 | 6/19/2026 | | | | | |
| Transaction Date | 6/29/2026 | DW Checking | 10100 | **Total** | | $1,594.75 |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

### Fund Summary

| | 10100 DW Checking |
|---|---|
| 609 MUNICIPAL LIQUOR FUND | $6,792.66 |
| | $6,792.66 |

| | |
|---|---|
| Pre-Written Checks | $6,792.66 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $6,792.66 |

**Sewer Fund**
**Year to Date Income Statement thru 06/30/2026**

| Sewer Operating Revenue: | | Budget |
|---|---|---|
| Reimbursements | $0.00 | $0.00 |
| Interest Earnings | $504.51 | $750.00 |
| Sewer Sales | $100,922.76 | $262,172.36 |
| Farm Lease Agreement Revenue | $3,079.00 | $6,098.00 |
| Swr Penalty | $729.05 | $1,500.00 |
| Transfer from Money Market - ARPA Funds | $0.00 | $0.00 |
| Sewer Connet/Reconnect | $0.00 | $0.00 |
| Charges for Service | $4,425.00 | $5,000.00 |
| **Total Sewer Revenues** | **$109,660.32** | **$275,520.36** |

| Sewer Operating Expenditures: | | | Budget | Remaining |
|---|---|---|---|---|
| | Full-Time Employees Regular | $40,908.77 | $79,090.68 | $38,181.91 |
| | Full-time Employee overtime | $3,399.46 | $6,000.00 | $2,600.54 |
| | Part-Time Employees | $305.22 | $1,373.10 | $1,067.88 |
| | Employer CPF Contribution - Union Contract | $1,208.06 | $2,100.80 | $892.74 |
| | PERA | $3,323.13 | $6,034.78 | $2,711.65 |
| | FICA | $3,311.03 | $6,155.48 | $2,844.45 |
| | Employer Paid Health | $7,282.71 | $14,433.16 | $7,150.45 |
| | MN Paid Leave | $392.49 | $708.08 | $315.59 |
| | Office Supplies (GENERAL) | $0.00 | $400.00 | $400.00 |
| | Heating Fuel | $0.00 | $1,000.00 | $1,000.00 |
| | Electricity | $14,593.69 | $21,000.00 | $6,406.31 |
| | Training and Instruction | $0.00 | $1,000.00 | $1,000.00 |
| | Operating Supplies (GENERAL) | $89.51 | $1,000.00 | $910.49 |
| | Motor Fuels | $0.00 | $2,000.00 | $2,000.00 |
| | Lubricants and Additives | $0.00 | $500.00 | $500.00 |
| | Repairs/Maint Supply | $391.87 | $1,500.00 | $1,108.13 |
| | Equipment Parts | $0.00 | $0.00 | $0.00 |
| | Computer Supplies | $0.00 | $0.00 | $0.00 |
| | Merchandise Resale | $0.00 | $0.00 | $0.00 |
| | Building Repair Supply | $0.00 | $0.00 | $0.00 |
| | Tires | $0.00 | $1,500.00 | $1,500.00 |
| | Small Tools | $0.00 | $600.00 | $600.00 |
| | Auditing and Acc't | $3,500.00 | $3,500.00 | $0.00 |
| | Architect Fees | $0.00 | $0.00 | $0.00 |
| | Legal Fees - for project | $0.00 | $100.00 | $100.00 |
| | Testing/Analysis | $618.41 | $1,700.00 | $1,081.59 |
| | Other Professional Services | $750.00 | $4,000.00 | $3,250.00 |
| | Engineering Services - | $21,500.00 | $0.00 | ($21,500.00) |
| | Telephone | $0.00 | $0.00 | $0.00 |
| | Postage | $214.87 | $700.00 | $485.13 |
| | Travel Expense | $0.00 | $1,000.00 | $1,000.00 |
| | Other Printing/Binding | $0.00 | $0.00 | $0.00 |
| | Freight and Express | $0.00 | $0.00 | $0.00 |
| | Legal Notices/Publications | $0.00 | $0.00 | $0.00 |
| | General Liability Insurance | $1,185.36 | $2,452.74 | $1,267.38 |
| | Property Insurance | $2,598.00 | $5,834.22 | $3,236.22 |
| | Other Insurance | $0.00 | $0.00 | $0.00 |
| | Automotive Insurance | $0.00 | $0.00 | $0.00 |
| | Workers Compensation | $1,127.68 | $2,555.30 | $1,427.62 |
| | Unemployment Paid | $0.00 | $0.00 | $0.00 |
| | State Connection Fee | $0.00 | $0.00 | $0.00 |
| | Repairs/Maint Building | $0.00 | $125.00 | $125.00 |
| | Repairs/Maintenance Structure | $992.09 | $10,000.00 | $9,007.91 |
| | Repairs/Main Machinery/Equip | $0.00 | $4,500.00 | $4,500.00 |
| | Dues and Subscriptions | $2,445.08 | $8,735.00 | $6,289.92 |
| | Buildings & Structures -*Liftstations* | $0.00 | $0.00 | $0.00 |
| | Improvements other | $0.00 | $0.00 | $0.00 |
| | Refuse/Garbage Dispsal - | $150.00 | $0.00 | ($150.00) |
| | Medical Fees | $0.00 | $0.00 | $0.00 |
| | Miscellaneous - | $0.00 | $0.00 | $0.00 |
| | Other Equipment *marco printer* | $0.00 | $0.00 | $0.00 |
| **Total Sewer Expenditures** | | **$110,287.43** | **$191,598.34** | **$81,310.91** |

| | | | Budget | Remaining |
|---|---|---|---|---|
| 2023A Go Bond Principal | | $0.00 | $16,056.93 | $16,056.93 |
| 2023A Go Bond Interest | | $0.00 | $9,723.83 | $9,723.83 |
| 2023B Go Bond Principal | | $0.00 | $3,176.31 | $3,176.31 |
| 2023B Go Bond Interest | | $0.00 | $1,713.04 | $1,713.04 |
| Depreciation/Capital Outlay | | $0.00 | $20,000.00 | $20,000.00 |
| | **Total** | **$0.00** | **$50,670.11** | **$50,670.11** |
| | **Net Total** | **($627.11)** | **$242,268.45** | **$131,981.02** |

## Water Fund

**Year to Date Income Statement thru 06/30/2026**

| Water Operating Revenue: | | Budget: | |
|---|---|---|---|
| Water Meter Sales | $1,261.91 | $0.00 | |
| Health Dept Charges | $41.77 | $4,687.76 | |
| Penalties and Interest | $0.00 | $0.00 | |
| Water Sales | $110,566.06 | $271,411.24 | |
| Water Connect/Reconnect Fee | $25.00 | $800.00 | |
| Water Penalty | $797.65 | $1,300.00 | |
| Interest Earnings | $0.00 | $500.00 | |
| Reimbursements | $9.46 | $0.00 | |
| **Total Water Revenues** | **$112,701.85** | **$278,699.00** | |

| Water Operating Expenditures: | | Year to Date | Budget | Remaining |
|---|---|---|---|---|
| | Full-Time Employees Regular | $39,257.79 | $75,986.12 | $36,728.33 |
| | Full-Time Employees OT | $3,190.71 | $6,000.00 | $2,809.29 |
| | Part-Time Employees | $305.22 | $1,373.10 | $1,067.88 |
| | Employer CPF Contribution - Union Contract | $1,168.17 | $2,038.40 | $870.23 |
| | PERA | $3,183.53 | $5,801.94 | $2,618.41 |
| | FICA | $3,171.76 | $5,917.98 | $2,746.22 |
| | Employer Paid Health | $7,039.60 | $13,996.96 | $6,957.36 |
| | MN Paid Leave | $378.29 | $680.76 | $302.47 |
| | Office Supplies (GENERAL) | $0.00 | $400.00 | $400.00 |
| | Printed Forms | $0.00 | $0.00 | $0.00 |
| | Heating | $0.00 | $1,000.00 | $1,000.00 |
| | Electricity | $5,547.65 | $10,000.00 | $4,452.35 |
| | Computer Supplies | $0.00 | $0.00 | $0.00 |
| | Training and Instruction | $0.00 | $1,000.00 | $1,000.00 |
| | Operating Supplies (GENERAL) | $16.54 | $2,600.00 | $2,583.46 |
| | Cleaning Supplies | $0.00 | $0.00 | $0.00 |
| | Motor Fuels | $0.00 | $1,500.00 | $1,500.00 |
| | Lubricants and Additives | $0.00 | $0.00 | $0.00 |
| | Chemicals | $0.00 | $0.00 | $0.00 |
| | Chlorine | $3,518.42 | $7,000.00 | $3,481.58 |
| | Fluoride | $0.00 | $1,300.00 | $1,300.00 |
| | Repairs/Maint Supply | $1,261.91 | $1,100.00 | ($161.91) |
| | Equipment Parts | $0.00 | $0.00 | $0.00 |
| | Building Repair Supply | $0.00 | $0.00 | $0.00 |
| | Utility Maint Supply | $0.00 | $0.00 | $0.00 |
| | Small Tools | $0.00 | $500.00 | $500.00 |
| | Merchandise for Resale | $0.00 | $750.00 | $750.00 |
| | Auditing and Acc't | $3,500.00 | $3,500.00 | $0.00 |
| | Legal Notices/Publications | $0.00 | $0.00 | $0.00 |
| | Legal fees - | $0.00 | $200.00 | $200.00 |
| | Testing/Analysis | $20.00 | $0.00 | ($20.00) |
| | Professional Services | $0.00 | $0.00 | $0.00 |
| | Other Professional Services | $0.00 | $1,000.00 | $1,000.00 |
| | Engineering Services - *PER/ER* | $0.00 | $0.00 | $0.00 |
| | Telephone | $213.80 | $917.00 | $703.20 |
| | Radio/communications Expense | $219.80 | $480.00 | $260.20 |
| | Internet | $252.00 | $504.00 | $252.00 |
| | Postage | $214.88 | $900.00 | $685.12 |
| | Travel Expense | $0.00 | $1,000.00 | $1,000.00 |
| | Other Equipment Rentals | $0.00 | $0.00 | $0.00 |
| | Legal Notices/Publications | $0.00 | $0.00 | $0.00 |
| | General Liability Insurance | $278.18 | $792.53 | $514.35 |
| | Property Insurance | $2,703.00 | $7,013.91 | $4,310.91 |
| | Workers Compensation | $1,227.07 | $3,453.92 | $2,226.85 |
| | Unemployment Paid | $0.00 | $0.00 | $0.00 |
| | Refuse/Garbage Disposal | $320.00 | $350.00 | $30.00 |
| | State Connection Fee | $2,366.00 | $4,688.00 | $2,322.00 |
| | Repairs/Maint Building - | $0.00 | $0.00 | $0.00 |
| | Repairs/Maintenance Structure | $59.13 | $12,000.00 | $11,940.87 |
| | Repairs/Maintenance Machinery | $782.73 | $2,500.00 | $1,717.27 |
| | Dues and Subscriptions | $1,582.13 | $4,000.00 | $2,417.87 |
| | Uncolletable Checks/Bad Debt | $1,054.70 | $150.00 | ($904.70) |
| | Medical Fees | $0.00 | $0.00 | $0.00 |
| | Office Equipment and furniture | $0.00 | $0.00 | $0.00 |
| | Other Equipment | $0.00 | $0.00 | $0.00 |
| | Miscellaneous - | $0.00 | $0.00 | $0.00 |
| | Cash Short | $0.00 | $0.00 | $0.00 |
| | Bank Service Charges | $0.00 | $150.00 | $150.00 |
| | **Total Water Expenditures** | **$82,833.01** | **$182,544.62** | **$99,711.61** |

| Other Water Expenditures: | | | Budget | Remaining |
|---|---|---|---|---|
| Transfer Fr Other Fund | | $0.00 | $0.00 | $0.00 |
| 2023A Go bond principal | | $0.00 | $3,211.39 | $0.00 |
| 2023A Go Bond Interet | | $0.00 | $1,944.70 | $0.00 |
| 2023B Go Bond Principal | | $0.00 | $635.26 | $635.26 |
| 2023B Go Bond Interest | | $0.00 | $342.61 | $342.61 |
| Debt Service Bond Principal | | $50,000.00 | $50,000.00 | $0.00 |
| Debt Service Bond Interest | | $12,562.50 | $12,562.50 | $0.00 |
| Depreciation/Capital Outlay | | $0.00 | $13,000.00 | $13,000.00 |
| | **Total** | **$62,562.50** | **$81,696.46** | **$13,977.87** |
| | **Net Total** | **($32,693.66)** | **$264,241.08** | **$113,689.48** |

**Pine Tree Park**
**Year to Date Income Statement thru 06/30/2026**

| PTP Revenues - | 2026 | 2025 | 2026 budget |
|---|---|---|---|
| Reservation Fees | $355.00 | $314.00 | $750.00 |
| Grants | $0.00 | $11,000.00 | $11,000.00 |
| Camping Fees | $14,350.20 | $12,665.75 | $24,000.00 |
| Other Revenue | $0.00 | $0.00 | $0.00 |
| Transfer from Golf Course - mower | $0.00 | $0.00 | $0.00 |
| Interest Earnings | $497.02 | $440.98 | $300.00 |
| **Total PTP Revenues** | **$15,202.22** | **$24,420.73** | **$36,050.00** |

| PTP Expenditures | | 2026 YTD | 2025 YTD | 2026 Budget | Remaining |
|---|---|---|---|---|---|
| Full-Time Employees Regular | | $2,399.95 | $2,322.90 | $5,609.69 | $3,209.74 |
| Full-time Employee Overtine | | $18.00 | $283.82 | $500.00 | $482.00 |
| Part-Time Employees Regular | | $1,910.54 | $1,106.15 | $3,432.75 | $1,522.21 |
| Employer CPF Contribution | | $80.22 | $76.69 | $145.60 | $65.38 |
| PERA | | $280.06 | $190.14 | $678.18 | $398.12 |
| FICA | | $338.64 | $279.53 | $691.75 | $353.11 |
| Employer Paid Health | | $510.28 | $451.59 | $997.35 | $487.07 |
| MN Paid Leave | | $39.60 | $0.00 | $79.57 | $39.97 |
| Office Supplies | | $0.00 | $0.00 | $0.00 | $0.00 |
| Electricity | | $1,206.80 | $756.61 | $3,000.00 | $1,793.20 |
| Operating Supplies (GENERAL) | | $453.07 | $235.70 | $700.00 | $246.93 |
| Cleaning Supplies | | $4.79 | $11.99 | $200.00 | $195.21 |
| Motor Fuels | | $0.00 | $0.00 | $1,400.00 | $1,400.00 |
| Repairs/Maint Supply | | $136.62 | $0.00 | $850.00 | $713.38 |
| Equipment Parts | | $307.54 | $0.00 | $300.00 | ($7.54) |
| Other Professional Services | | $300.00 | $300.00 | $1,750.00 | $1,450.00 |
| Postage | | $0.00 | $0.00 | $0.00 | $0.00 |
| Advertising | | $0.00 | $0.00 | $0.00 | $0.00 |
| Other Printing/Binding | | $0.00 | $0.00 | $250.00 | $250.00 |
| General Liability Insurance | | $556.36 | $548.64 | $1,174.09 | $617.73 |
| Property Insurance | | $1,067.50 | $1,141.50 | $2,397.15 | $1,329.65 |
| Workers Compensation Insurance | | $0.00 | $0.00 | $0.00 | $0.00 |
| Garbage | | $1,045.26 | $701.55 | $2,500.00 | $1,454.74 |
| Repairs/Maint Building | | $555.99 | $60.42 | $2,500.00 | $1,944.01 |
| Repairs/Maintenance Structure | | $0.00 | $0.00 | $0.00 | $0.00 |
| Improvements Other | *Gutters Beach Pav* | $2,207.00 | $0.00 | $0.00 | ($2,207.00) |
| Repairs/Maintenance Machinery | | $273.14 | $328.06 | $1,500.00 | $1,226.86 |
| Other Equipment - | *new mower* | $0.00 | $0.00 | $0.00 | $0.00 |
| Depreciation | | $0.00 | $0.00 | $5,000.00 | $5,000.00 |
| Miscellaneous - | | $0.00 | $0.00 | $0.00 | $0.00 |
| Portable Restrooms | | $0.00 | $0.00 | $0.00 | $0.00 |
| Dues and Subscriptions - includes refunds | | $490.00 | $125.00 | $375.00 | ($115.00) |
| **Total PTP Expenditures** | | **$14,181.36** | **$8,920.29** | **$36,031.13** | **$21,849.77** |
| | **Net Profit** | **$1,020.86** | **$15,500.44** | | |

## Lakeview Cemetery
## Year to Date Income Statement thru 06/30/2026

| Cemetery Revenue | 2026 | 2025 | 2026 Budget |
|---|---|---|---|
| Cemetery Lot Revenues | $1,000.00 | $0.00 | $0.00 |
| Other Revenue | $0.00 | $0.00 | $0.00 |
| Interest Earnings | $1,034.69 | $1,126.00 | $400.00 |
| Transfer from General Fund | $0.00 | $0.00 | $2,000.00 |
| Transfer from Perpetual Fund | $0.00 | $0.00 | $0.00 |
| Transfer from Liquor Fund | $0.00 | $0.00 | $500.00 |
| **Total PTP Revenues** | **$2,034.69** | **$1,126.00** | **$2,900.00** |

| Cemetery Expenditures | | 2026 YTD | 2025 YTD | 2026 Budget | Remaining |
|---|---|---|---|---|---|
| | Operating Supplies (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 |
| | *Prior Payroll Liability* | $59.44 | $3,915.51 | $0.00 | ($59.44) |
| | Motor Fuels | $0.00 | $0.00 | $1,000.00 | $1,000.00 |
| | Other Professional Services | $550.00 | $375.00 | $500.00 | ($50.00) |
| | Postage | $0.00 | $0.00 | $0.00 | $0.00 |
| | General Liability Insurance | $69.51 | $68.58 | $146.76 | $77.25 |
| | Property Insurance | $76.50 | $82.50 | $173.25 | $96.75 |
| | Workers Compensation Insurance | $0.00 | $368.31 | $405.14 | $405.14 |
| | **Total Cemetery Expenditures** | **$755.45** | **$4,809.90** | **$2,225.15** | **$1,469.70** |
| | **Net Profit** | **$1,279.24** | **($3,683.90)** | | |

**Blackduck Municipal Golf Course**
**Year-To-Date Income Statement - 06/30/2026**

| | Actual 2026 Sales | 2026 Revenue Budget | 2026 Cost of Goods | 2026 Gross Profit | 2026 Gross Margin | 2026 Expense Budget | Remaining Expense Budget |
|---|---|---|---|---|---|---|---|
| Beer | $6,292.40 | $18,000.00 | $6,410.05 | ($117.65) | -1.87% | $10,000.00 | $3,589.95 |
| Liquor | $4,576.32 | $5,000.00 | $772.35 | $3,803.97 | 83.12% | $1,000.00 | $227.65 |
| Soft Drinks | $5,251.40 | $10,000.00 | $4,122.34 | $1,129.06 | 21.50% | $8,000.00 | $3,877.66 |
| Food | $4,783.82 | $10,000.00 | $3,974.85 | $808.97 | 16.91% | $8,000.00 | $4,025.15 |
| Golf Merchandise & Clubs for Sale | $2,508.56 | $5,000.00 | $4,358.96 | ($1,850.40) | -73.76% | $3,600.00 | ($758.96) |
| Clothing | $4,472.30 | $4,000.00 | $4,486.60 | ($14.30) | -0.32% | $4,000.00 | ($486.60) |
| **Total** | **$27,884.80** | **$52,000.00** | **$24,125.15** | **$3,759.65** | **13.48%** | **$34,600.00** | **$10,474.85** |

| **Charges for Services** | *Actual 2026 Revenue* | **Revenue Budget** |
|---|---|---|
| Green Fees | $41,768.61 | $100,000.00 |
| Membership Fees | $44,995.68 | $40,000.00 |
| Trail Fees | $913.74 | $1,000.00 |
| Cart Storage | $2,700.00 | $1,251.00 |
| Rentals (Clubs, Carts) | $1,481.23 | $1,750.00 |
| Power Carts | $36,819.76 | $55,000.00 |
| Clubhouse Rental | $600.00 | $1,500.00 |
| Kayak Rental | $18.52 | $0.00 |
| Golf Tournament Revenue | $6,442.75 | $10,000.00 |
| **Total Charges for Services** | **$135,740.29** | **$210,501.00** |

**Total Income $163,625.09**

| **Less Operating Expense** | | **2026 Budget** | **Remaining** |
|---|---|---|---|
| FT Wages | $17,222.06 | $34,855.97 | $17,633.91 |
| PT Wages | $21,034.79 | $76,436.23 | $55,401.44 |
| PERA | $1,866.47 | $8,301.25 | $6,434.78 |
| FICA | $2,934.25 | $8,513.85 | $5,579.60 |
| Employer Paid Health | $7,054.20 | $14,108.40 | $7,054.20 |
| MN Paid Leave | $338.37 | $979.37 | $641.00 |
| Office Supplies | $0.00 | $0.00 | $0.00 |
| Heating Fuel | $0.00 | $0.00 | $0.00 |
| Electricity | $3,007.18 | $7,000.00 | $3,992.82 |
| Computer Supplies | $0.00 | $0.00 | $0.00 |
| Training & Instructions | $0.00 | $0.00 | $0.00 |
| Operating Supplies | $2,327.92 | $6,500.00 | $4,172.08 |
| Cleaning Supplies | $0.00 | $0.00 | $0.00 |
| Motor Fuels | $2,404.48 | $4,000.00 | $1,595.52 |
| Lubricants/Additives | $0.00 | $0.00 | $0.00 |
| Chemicals | $488.00 | $8,000.00 | $7,512.00 |
| Repair/Maint/Supplies | $0.00 | $0.00 | $0.00 |
| Equipment parts | $0.00 | $0.00 | $0.00 |
| Building Repair supply | $0.00 | $0.00 | $0.00 |
| Small Tools/Equipment | $0.00 | $1,000.00 | $1,000.00 |
| Tires | $0.00 | $0.00 | $0.00 |
| Auditing/Accounting | $0.00 | $0.00 | $0.00 |
| Mix Expense | $0.00 | $0.00 | $0.00 |
| Other for Resale - ice | $0.00 | $0.00 | $0.00 |
| Medical Fees | $0.00 | $0.00 | $0.00 |
| Legal Fees | $0.00 | $0.00 | $0.00 |
| Telephone | $574.87 | $1,200.00 | $625.13 |
| Internet | $420.00 | $600.00 | $180.00 |
| Travel Expense | $0.00 | $0.00 | $0.00 |
| Other Equipment | $0.00 | $0.00 | $0.00 |
| Other Professional services | $0.00 | $0.00 | $0.00 |
| Website Development & Maintenance | $474.00 | $948.00 | $474.00 |
| Sponsorship Expense | $47.41 | $1,000.00 | $952.59 |
| Postage | $0.00 | $0.00 | $0.00 |
| Advertising | $0.00 | $1,000.00 | $1,000.00 |
| Promotional Expenses | $4,627.56 | $2,500.00 | ($2,127.56) |
| Liability Insurance | $2,016.81 | $4,256.07 | $2,239.26 |
| Property Insurance | $1,097.50 | $2,454.90 | $1,357.40 |
| Work Comp | $1,216.36 | $2,800.37 | $1,584.01 |
| Unemployment | $0.00 | $6,000.00 | $6,000.00 |
| Dram Insurance | $0.00 | $1,250.00 | $1,250.00 |
| Garbage Disposal | $545.30 | $1,300.00 | $754.70 |
| Repair/Maint Building | $0.00 | $1,500.00 | $1,500.00 |
| Improvements other than Bldgs - | $214.38 | $2,000.00 | $1,785.62 |
| Repairs/Maint Machinery | $7,415.41 | $11,000.00 | $3,584.59 |
| Maintenance Course | $2,113.56 | $5,000.00 | $2,886.44 |
| Golf Cart Maintenance - ONLY | $5,072.02 | $5,000.00 | ($72.02) |
| Furniture & Fixtures | $0.00 | $0.00 | $0.00 |
| Motor Vehicles - *golf cart purchase* | $0.00 | $0.00 | $0.00 |
| Club House renovations | $0.00 | $0.00 | $0.00 |
| Other Equipment | $5,000.00 | $0.00 | ($5,000.00) |
| Uncollectable Checks | $0.00 | $0.00 | $0.00 |
| Dues and Subscriptions | $1,648.23 | $2,500.00 | $851.77 |
| Bank Service Charges | $2,454.59 | $6,500.00 | $4,045.41 |
| Cart Shed Internal Loan 2020 | $6,118.00 | $6,118.00 | $0.00 |
| 2021 Golf Cart Lease | $7,335.00 | $7,335.00 | $0.00 |
| Golf Rough Mower Internal Loan - 2022 | $1,825.37 | $3,650.74 | $1,825.37 |
| **Total Expense** | **$108,894.09** | **$245,608.15** | **$136,714.06** |

**OPERATING INCOME OR LOSS** **$30,605.85**

| **Other Expenses** | |
|---|---|
| Misc. Expenses | $0.00 |
| Equipment - Gator | $0.00 |
| Gift Certificates / Discounts *discounts for punch cards & savings cards* | $3,732.26 |
| Cash Short - | $102.16 |
| **Total Other Expenses** | **$3,834.42** |

| **Other Income** | |
|---|---|
| General Property taxes | $0.00 |
| Transfer Fr Liq Str | $0.00 |
| Reimbursements | $94.00 |
| Donations and Contributions | $0.00 |
| Promotional Event Revenue | $0.00 |
| Interest | $150.70 |
| Cash Over | $89.48 |
| Bank Card Charges for Service | $1,481.82 |
| Sponsorship Revenue *(cart / tee box)* | $7,500.00 |
| **Total Other Income** | **$9,316.00** |

**NET INCOME OR LOSS YEAR TO DATE** **$36,087.43**

| **Sales Comparison YTD** | **2023** | **2024** | **2025** | **2026** | **+/- over prior year** |
|---|---|---|---|---|---|
| Green Fees | $28,167.57 | $30,525.79 | $37,453.57 | $41,768.61 | 10.33% |
| Cart Rental | $14,691.66 | $21,987.07 | $26,854.21 | $36,819.76 | 27.07% |

| **YTD Comparisons:** | **2023** | **2024** | **2025** | **2026** | **+/- over prior year** |
|---|---|---|---|---|---|
| Operating Revenue | $119,778.68 | $134,443.49 | $140,285.49 | $172,941.09 | 18.88% |
| Operating Expense | $126,824.64 | $177,236.16 | $149,085.14 | $136,853.66 | -8.94% |
| | ($7,045.96) | ($42,792.67) | ($8,799.65) | $36,087.43 | |

# Blackduck Municipal Liquor Store Income Statement
## Year to Date Ending 6/30/2026

$485,753.18 *How much we paid for our inventory (expenses)*

| | YTD Sales | Cost of Goods | Gross Profit | Gross Profit Margin | 2026 Liquor Expense Budget | 2026 Liquor Revenue Budget | Percent of sales +/- to budget |
|---|---|---|---|---|---|---|---|
| THC Edibles - Off-Sale | $8,717.92 | $5,081.80 | $3,636.12 | 41.71% | $18,696.00 | $28,572.00 | -227.74% |
| THC Beverages - Off-Sale | $8,798.27 | $5,490.43 | $3,307.84 | 37.60% | $16,110.00 | $23,000.00 | -161.42% |
| Liquor Sales Off-Sale | $163,164.80 | $115,704.74 | $47,460.06 | 29.09% | $246,275.00 | $339,306.00 | -107.95% |
| Beer Sales Off-Sale | $227,969.38 | $174,939.86 | $53,029.52 | 23.26% | $437,350.00 | $537,700.00 | -135.87% |
| Wine Sales Off-Sale | $23,942.46 | $13,790.90 | $10,151.56 | 42.40% | $28,300.00 | $47,047.00 | -96.50% |
| Other Sales On/Off-Sale | $7,705.08 | $7,553.06 | $152.02 | 1.97% | $7,300.00 | $23,662.00 | -207.10% |
| Liquor Sales On-Sale | $61,224.08 | $11,915.32 | $49,308.76 | 80.54% | $0.00 | $125,172.00 | -104.45% |
| Beer Sales On-Sale | $91,241.70 | $16,486.04 | $74,755.66 | 81.93% | $0.00 | $173,851.00 | -90.54% |
| Wine Sales On-Sale | $1,095.03 | $410.84 | $684.19 | 62.48% | $0.00 | $2,350.00 | -114.61% |
| Clothing | $1,586.29 | $1,129.12 | $457.17 | 28.82% | $5,000.00 | $5,600.00 | -253.02% |
| Soft Drinks On Sale | $19,288.91 | $5,383.60 | $13,905.31 | 72.09% | $15,831.00 | $33,876.00 | -75.62% |
| Food Sales | $233,660.48 | $115,075.10 | $117,985.38 | 50.49% | $243,584.00 | $448,290.00 | -91.86% |
| **Total** | **$848,394.40** | **$473,560.81** | **$374,833.59** | **44.18%** | **$1,018,446.00** | **$1,788,426.00** | **-52.56%** |
| | | *cost of our inventory* | | | | | |

| **Less Operating Expense** | **2026 YTD** | **Budget** | **Remaining** |
|---|---|---|---|
| Wages FT | $114,097.13 | $249,820.90 | $135,723.77 |
| FT Overtime | $1,463.10 | $1,500.00 | $36.90 |
| Wages PT | $73,365.94 | $117,733.24 | $44,367.30 |
| PERA | $14,920.38 | $27,200.96 | $12,280.58 |
| FICA | $17,214.19 | $28,117.89 | $10,903.70 |
| Health Insurance | $28,448.34 | $56,916.96 | $28,468.62 |
| MN Paid Leave | $1,982.81 | $3,234.48 | $1,251.67 |
| Office Supplies | $0.00 | $0.00 | $0.00 |
| Electricity | $9,938.42 | $22,000.00 | $12,061.58 |
| Heating Fuel | $136.04 | $10,000.00 | $9,863.96 |
| Computer Supplies | $0.00 | $750.00 | $750.00 |
| Training and Instruction | $0.00 | $200.00 | $200.00 |
| Operating & Bar Supplies | $6,383.62 | $12,000.00 | $5,616.38 |
| Cleaning Supplies | $0.00 | $0.00 | $0.00 |
| Bar Supply | $0.00 | $0.00 | $0.00 |
| Building Repair Supplies | $0.00 | $0.00 | $0.00 |
| Mix Expense | $8,586.21 | $14,577.00 | $5,990.79 |
| Auditing /Acct'g Services | $6,500.00 | $6,500.00 | $0.00 |
| Other Professional Services- *Cleaning & Vestis Services* | $13,717.80 | $22,800.00 | $9,082.20 |
| Website Development | $474.00 | $948.00 | $474.00 |
| Telephone | $1,175.93 | $2,400.00 | $1,224.07 |
| Postage | $624.00 | $1,000.00 | $376.00 |
| Cable Television | $1,432.90 | $2,400.00 | $967.10 |
| Internet Access | $510.00 | $1,020.00 | $510.00 |
| Advertising | $28.00 | $0.00 | ($28.00) |
| Travel Expense | $237.80 | $300.00 | $62.20 |
| Freight | $3,637.15 | $7,100.00 | $3,462.85 |
| Legal Fees | $0.00 | $0.00 | $0.00 |
| Promotions/Entertainment | $5,019.80 | $8,000.00 | $2,980.20 |
| Legal Notices | $0.00 | $0.00 | $0.00 |
| Liability Insurance | $2,016.81 | $4,256.07 | $2,239.26 |
| Property Insurance | $3,520.00 | $7,936.95 | $4,416.95 |
| Dram Shop/Liquor Liability | $3,564.00 | $3,500.00 | ($64.00) |
| Other Insurance | $0.00 | $0.00 | $0.00 |
| Work Comp | $4,399.10 | $9,439.23 | $5,040.13 |
| Unemployment | $0.00 | $500.00 | $500.00 |
| Water Utility | $1,497.46 | $2,800.00 | $1,302.54 |
| Garbage Disposal | $2,922.58 | $9,000.00 | $6,077.42 |
| Catering Expense | $0.00 | $0.00 | $0.00 |
| Repairs & Maintenance | $0.00 | $0.00 | $0.00 |
| Repairs/Maintenance Building | $5,327.55 | $12,000.00 | $6,672.45 |
| Uncollectable Checks | $12.00 | $200.00 | $188.00 |
| Dues and Subscriptions | $1,859.34 | $4,500.00 | $2,640.66 |
| Bank Service Charges | $24,015.57 | $48,000.00 | $23,984.43 |
| Furniture & Fixtures | $0.00 | $0.00 | $0.00 |
| Office Equip & Furnishings - | $8,032.21 | $0.00 | ($8,032.21) |
| Improvements Other than Buildings - remodel | $0.00 | $10,000.00 | $10,000.00 |
| Building & Structures | $0.00 | $0.00 | $0.00 |
| Capital Outlay | $0.00 | $10,000.00 | $10,000.00 |
| Assessment | $974.78 | $1,050.00 | $75.22 |
| Obligation Debt - Remodel/Addition - Principal | $30,000.00 | $30,000.00 | $0.00 |
| Obligation Debt - Remodel/Addition - Interest | $9,685.00 | $9,685.00 | $0.00 |
| Other Equipment - Message board debt & copier lease | $3,626.00 | $3,600.00 | ($26.00) |
| **Total Operating Expense** | **$411,345.96** | **$762,986.68** | **$351,640.72** |

**Inventory Expense** **$12,192.37**

**NET INCOME OR LOSS** **($48,704.74)** *(gross profit - expenses)*

| **Other Expenses** | | |
|---|---|---|
| ***Donations*** | ***$6,810.63*** | *2026 Budget - $6,000.00* |
| Capital Outlay | $0.00 | |
| Unemployment Paid | $0.00 | |
| Cash Short | ($71.91) | |
| Misc. Expense | $0.00 | |
| **Total Other Expenses** | **$6,738.72** | |

| **Other Income** | | |
|---|---|---|
| Reimbursements (NSF) | $868.52 | |
| ***Rent Income*** | ***$10,921.47*** | |
| Vending Income | $1,423.95 | |
| Interest | $2,139.73 | |
| Catering Revenue | $500.00 | |
| Bank Service Fees Charged to customers | $5,321.07 | |
| ***Transfer from Liquor Rent Fund*** | ***$0.00*** | |
| Cash Over | $58.83 | |
| **Total Other Income** | **$21,233.57** | |

| | | |
|---|---|---|
| **Gross Profit Before Transfers** | **($34,209.89)** | |
| **Transfer to General Fund & Other Funds** | **$40,000.00** | *2026 Transfer total budget City wide = $70,500* |
| **Net Profit After Inventory Exp & Transfers** | **($74,209.89)** | |

| | |
|---|---|
| Inventory On-Hand at 1/1/2026 after inventory total | $88,616.22 |
| Inventory On-Hand at 6/30/2026 | $115,217.61 |
| Difference | $26,601.39 |

## YTD 4-year Sales Comparison Ending 6/30/2026

| | 2023 | 2024 | 2025 | 2026 | % of Increase from 2025-2026 |
|---|---|---|---|---|---|
| Off-Sale THC Edibles | $0.00 | $2,351.65 | $13,587.48 | $8,717.92 | -0.36 |
| Off-Sale THC Beverages | $0.00 | $8,595.00 | $10,605.07 | $8,798.27 | -17.04% |
| Off -Sale Liquor | $154,115.79 | $152,237.57 | $156,016.44 | $163,164.80 | 4.58% |
| Off-Sale Beer | $256,779.38 | $241,230.58 | $247,022.14 | $227,969.38 | -7.71% |
| Off -Sale Wine | $22,273.12 | $23,878.58 | $22,596.85 | $23,942.46 | 5.95% |
| Total Off-Sale | $433,168.29 | $428,293.38 | $449,827.98 | $432,592.83 | -3.83% |
| On-Sale Liquor | $69,944.43 | $67,169.83 | $59,677.68 | $61,224.08 | 2.59% |
| On-Sale Beer | $81,408.20 | $81,841.97 | $81,090.18 | $91,241.70 | 12.52% |
| On-Sale Wine | $837.02 | $981.30 | $972.91 | $1,095.03 | 12.55% |
| Total On-Sale | $152,189.65 | $149,993.10 | $141,740.77 | $153,560.81 | 8.34% |
| **Total On and Off Sale** | **$585,357.94** | **$578,286.48** | **$591,568.75** | **$586,153.64** | **-0.92%** |
| Total Food Sales | $158,233.34 | $197,118.06 | $209,567.89 | $233,660.48 | 11.50% |
| Gross Liquor Store Sales Comparison | $792,547.32 | $838,743.53 | $871,830.34 | $869,627.97 | -0.25% |

# 2026 Blackduck DMV Office Income Statement

*Year to date Revenue thru 6/30/2026*

| | 2026 DMV Sales | 2026 DNR Sales | 2026 Total Office Sales | Previous Year Total Office Sales | Percentage to Previous Year | DMV Office Retain | DNR Office Retain | Remit to DMV State | Remit to DNR State | 2026 Net Office Revenue | 2026 YTD DMV Expenses | 2026 YTD Net Profit | Previous Year Net Profit | Comparative +/-% |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| January | $74,045.89 | $9,891.50 | $83,937.39 | $69,955.92 | 16.66% | $3,853.44 | $641.00 | $70,192.45 | $9,250.50 | $4,494.44 | $5,109.59 | -$615.15 | $2,057.80 | 434.52% |
| February | $85,893.54 | $4,646.25 | $90,539.79 | $97,708.20 | -7.92% | $4,887.59 | $316.75 | $81,005.95 | $4,329.50 | $5,204.34 | $5,265.45 | -$61.11 | $3,276.72 | 5462.00% |
| March | $135,003.80 | $5,661.50 | $140,665.30 | $103,745.43 | 26.25% | $6,440.91 | $441.00 | $128,562.89 | $5,220.50 | $6,881.91 | $4,336.77 | $2,545.14 | $3,591.45 | -41.11% |
| April | $86,984.94 | $4,738.00 | $91,722.94 | $79,672.94 | 13.14% | $5,214.51 | $379.00 | $81,770.43 | $4,359.00 | $5,593.51 | $6,692.56 | -$1,099.05 | $2,942.43 | 367.72% |
| May | $73,447.44 | $12,144.13 | $85,591.57 | $97,770.70 | -14.23% | $5,041.01 | $781.00 | $68,406.43 | $11,363.13 | $5,822.01 | $5,544.71 | $277.30 | $4,264.32 | -1437.80% |
| June | $64,950.89 | $5,456.50 | $70,407.39 | $54,471.51 | 22.63% | $3,896.00 | $422.00 | $61,054.89 | $5,034.50 | $4,318.00 | $4,987.96 | -$669.96 | $1,871.67 | 379.37% |
| July | | | $0.00 | $58,593.18 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $1,228.43 | #DIV/0! |
| August | | | $0.00 | $52,971.60 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $1,014.02 | #DIV/0! |
| September | | | $0.00 | $38,981.37 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $2,111.72 | #DIV/0! |
| October | | | $0.00 | $52,765.44 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $1,578.08 | #DIV/0! |
| November | | | $0.00 | $42,907.31 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $646.78 | #DIV/0! |
| December | | | $0.00 | $74,893.10 | #DIV/0! | | | $0.00 | $0.00 | $0.00 | | $0.00 | $2,135.27 | #DIV/0! |
| Year To Date: | $520,326.50 | $42,537.88 | $562,864.38 | $824,436.70 | -46.47% | $29,333.46 | $2,980.75 | $490,993.04 | $39,557.13 | $32,314.21 | $31,937.04 | $377.17 | $26,718.69 | -6983.99% |

# General Fund
## Year to Date Income Statement thru 6/30/2026

| General Fund Revenues - *thru 6/30/2026* | | 2026 YTD | 2026 Budget | Remaining |
|---|---|---|---|---|
| | Property Taxs | $7,986.94 | $382,193.00 | $374,206.06 |
| | LGA | $0.00 | $324,587.00 | $324,587.00 |
| | State, County, Federal Aid - | $0.00 | $70,786.00 | $70,786.00 |
| | Fire Protection | $106,139.81 | $105,943.34 | ($196.47) |
| | Other - fines, interest, licenses, insurance proceeds,interfund transfers, etc. | $20,575.51 | $41,425.00 | $20,849.49 |
| | Charges for Service - *includes DMV & DNR* | $43,928.79 | $60,000.00 | $16,071.21 |
| | Transfers in | $30,000.00 | $60,000.00 | $30,000.00 |
| **Total General Fund Revenues** | | **$208,631.05** | **$1,044,934.34** | **$836,303.29** |

| General Fund Expenditures - By Department - *through 6/30/2026* | 2026 YTD | 2026 Budget | Remaining |
|---|---|---|---|
| City Council | $1,255.00 | $13,998.00 | $12,743.00 |
| Admininstration- | $150,586.59 | $241,642.00 | $91,055.41 |
| Planning & Zoning | $14,839.65 | $10,000.00 | ($4,839.65) |
| Government Bldgs | $9,939.45 | $16,603.61 | $6,664.16 |
| Police Department | $34,772.19 | $218,289.61 | $183,517.42 |
| Fire Department | $48,614.42 | $124,100.34 | $75,485.92 |
| Street Department | $93,273.68 | $255,030.86 | $161,757.18 |
| Street Lighting | $8,322.84 | $24,000.00 | $15,677.16 |
| License Center - DMV | $31,937.04 | $63,233.69 | $31,296.65 |
| Parks - Wayside Rest | $16,962.93 | $45,934.66 | $28,971.73 |
| Library | $14,989.73 | $32,101.81 | $17,112.08 |
| **Total General Fund Expenditures** | **$425,493.52** | **$1,044,934.58** | **$619,441.06** |

**Net Difference** **($216,862.47)**

MINNESOTA Lawful Gambling

# LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name: **Blackduck Fire Relief**

Licence Number: **01944**

Site Name: **POND**

Site Number: **001**

(Use one worksheet for each site. If lease changes, use new worksheet)

**Booth Operation Rent**

1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees — 1

**Bar Operation Rent**

2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees — 2 **20.00%**

3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees — 3 **15.00%**

| A | B1 | B2 | C1 | C2 | D | E1 | E2 | F | G | H |
|---|---|---|---|---|---|---|---|---|---|---|
| | Booth Operation | | Bar Operation | | Rent Limit | Bar Operation Electronic Games | | Total Rent | Bar Operation | |
| Month and Year | Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1. | | Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2. | | If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of $1750. If Col B is blank, enter Col C. | Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3. | | Add Columns D and E. Report amount on Schedule A, line 22h | Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m, in month the Col H is paid. | Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A. |
| 5/2026 | | | 6914.00 | 1382.80 | 1382.80 | 5326.00 | 798.90 | 2181.70 | 0.00 | 2181.70 |

1 This amount may not exceed 10%
2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other then paddlewheel without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.
3 This amount may not exceed 15%.
4 Electronic pull-tab rent is based on the receipts incurred during the month, and not on when each pull-tab deal is closed.
5 If the amount in Column H is negative, contact your compliance specialist.

City of Blackduck
JUN 22 2026

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

**Payment Batch COBCCPMT061226** $2,195.66

| | | | | | | |
|---|---|---|---|---|---|---|
| Refer | 170 *CARDMEMBER SERVICE -DEERW* | Ck# 016023 6/23/2026 | | | | |
| Cash Payment | E 550-45500-570 Office Equip and Furnishi | Business Card Holder - Christina Regas | | | | $33.96 |
| Invoice | | | | | | |
| Cash Payment | E 101-41400-433 Dues and Subscriptions | Business Card Holder - Christina Regas | | | | $9.39 |
| Invoice | | | | | | |
| Cash Payment | E 101-41400-433 Dues and Subscriptions | Business Card Holder - Christina Regas | | | | $50.00 |
| Invoice | | | | | | |
| Transaction Date | 6/12/2026 | DW Checking | 10100 | **Total** | | $93.35 |
| Refer | 171 *CARDMEMBER SERVICE -DEERW* | Ck# 016023 6/23/2026 | | | | |
| Cash Payment | E 601-43200-404 Repairs/Maint Machinery/ | Business Credit Card Holder - Mike Schwanke | | | | $701.97 |
| Invoice | | | | | | |
| Cash Payment | E 601-43200-404 Repairs/Maint Machinery/ | Business Credit Card Holder - Mike Schwanke | | | | $80.76 |
| Invoice | | | | | | |
| Cash Payment | E 101-43100-321 Telephone | Business Credit Card Holder - Mike Schwanke | | | | $1.99 |
| Invoice | | | | | | |
| Cash Payment | E 101-44444-322 Postage | Business Credit Card Holder - Mike Schwanke | | | | $6.31 |
| Invoice | | | | | | |
| Cash Payment | E 101-44444-322 Postage | Business Credit Card Holder - Mike Schwanke | | | | $4.07 |
| Invoice | | | | | | |
| Cash Payment | E 209-45183-401 Repairs/Maint Buildings | Business Credit Card Holder - Mike Schwanke | | | | $555.99 |
| Invoice | | | | | | |
| Transaction Date | 6/12/2026 | DW Checking | 10100 | **Total** | | $1,351.09 |
| Refer | 173 *CARDMEMBER SERVICE -DEERW* | Ck# 016023 6/23/2026 | | | | |
| Cash Payment | E 609-49750-401 Repairs/Maint Buildings | Business Card Holder - Shawnda Lahr | | | | $54.95 |
| Invoice | | | | | | |
| Transaction Date | 6/12/2026 | DW Checking | 10100 | **Total** | | $54.95 |
| Refer | 175 *CARDMEMBER SERVICE -DEERW* | Ck# 016023 6/23/2026 | | | | |
| Cash Payment | E 613-49830-210 Operating Supplies (GEN | Business Credit Card Holder - Misty Frenzel | | | | $39.22 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-271 Golf Accessories for Res | Business Credit Card Holder - Misty Frenzel | | | | $76.36 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-271 Golf Accessories for Res | Business Credit Card Holder - Misty Frenzel | | | | $49.45 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-343 Promotions/Entertainmen | Business Credit Card Holder - Misty Frenzel | | | | $108.95 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-270 Golf Clubs for Resale | Business Credit Card Holder - Misty Frenzel | | | | $65.09 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-343 Promotions/Entertainmen | Business Credit Card Holder - Misty Frenzel | | | | $201.47 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-210 Operating Supplies (GEN | Business Credit Card Holder - Misty Frenzel | | | | $49.99 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-210 Operating Supplies (GEN | Business Credit Card Holder - Misty Frenzel | | | | $48.25 |
| Invoice | | | | | | |
| Cash Payment | E 613-49830-271 Golf Accessories for Res | Business Credit Card Holder - Misty Frenzel | | | | $57.49 |
| Invoice | | | | | | |
| Transaction Date | 6/12/2026 | DW Checking | 10100 | **Total** | | $696.27 |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

### Fund Summary

| | 10100 DW Checking |
|---|---|
| 101 GENERAL FUND | $71.76 |
| 209 PINE TREE PARK FUND | $555.99 |
| 550 KRLS LIBRARY RENOV PROJECT | $33.96 |
| 601 WATER FUND | $782.73 |
| 609 MUNICIPAL LIQUOR FUND | $54.95 |
| 613 GOLF COURSE | $696.27 |
| | $2,195.66 |

| | |
|---|---|
| Pre-Written Checks | $2,195.66 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $2,195.66 |

# CITY OF BLACKDUCK

## Transaction Activity COB Payrolls - June 2026

| | Search Name | Amount | Check Nbr | EFT | Tran Name | Check/Receipt Date | Period Name | Batch Name |
|---|---|---|---|---|---|---|---|---|
| 2026 | | | | | | | | |
| | DELTA DENTAL | $375.18 | 005107 | Yes | Cash Payment | 06/12/26 | June | DeltaD 062026 |
| 2026 | | $375.18 | | | | | | |
| | | $375.18 | | | | | | |

# CITY OF BLACKDUCK

## Transaction Activity COB Payrolls - June 2026

| | Search Name | Amount | Check Nbr | EFT | Tran Name | Check/Receipt Date | Period Name | Batch Name |
|---|---|---|---|---|---|---|---|---|
| 2026 | | | | | | | | |
| | LINCOLN NATIONAL LIFE | $351.44 | 005123 | Yes | Cash Payment | 07/01/26 | June | LinLIfe 0626 |
| 2026 | | $351.44 | | | | | | |
| | | $351.44 | | | | | | |

# CITY OF BLACKDUCK

## Transaction Activity COB Payrolls - June 2026

| | Search Name | Amount | Check Nbr | EFT | Tran Name | Check/Receipt Date | Period Name | Batch Name |
|---|---|---|---|---|---|---|---|---|
| 2026 | | | | | | | | |
| | CENTRAL PENSION FUND | $700.50 | 015920 | No | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | INTERNAL REVENUE SERVICE | $2,333.44 | 005087 | Yes | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | MN DEPT OF REVENUE | $1,440.90 | 005088 | Yes | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | MN CHILD SUPPORT PAY CTR | $25.00 | 015922 | No | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | IUOE LOCAL #49 | $140.00 | 015921 | No | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | PERA | $4,850.00 | 005089 | Yes | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | NATIONWIDE | $353.79 | 005090 | Yes | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | INTERNAL REVENUE SERVICE | $6,608.86 | 005087 | Yes | Cash Payment | 06/02/26 | June | PR12LIABS060426 |
| | NORTHWEST SERVICE COOP | $8,437.20 | 005106 | Yes | Cash Payment | 06/12/26 | June | NWSCoop 061226 |
| | INTERNAL REVENUE SERVICE | $6,942.90 | 005110 | Yes | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | INTERNAL REVENUE SERVICE | $2,493.48 | 005110 | Yes | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | MN DEPT OF REVENUE | $1,621.73 | 005111 | Yes | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | NATIONWIDE | $351.79 | 005112 | Yes | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | DEERWOOD BANK | $2,750.03 | 016017 | No | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | MN CHILD SUPPORT PAY CTR | $25.00 | 016018 | No | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | CENTRAL PENSION FUND | $686.00 | 016016 | No | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| | PERA | $4,987.92 | 005109 | Yes | Cash Payment | 06/16/26 | June | PR13LIABS061526 |
| 2026 | | $44,748.54 | | | | | | |
| | | $44,748.54 | | | | | | |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

**Payment Batch maybillsupp06092026** $13,552.10

| | | | | | | |
|---|---|---|---|---|---|---|
| Refer | 148 *BERNICK COMPANIES* | Ck# 015996 6/9/2026 | | | | |
| Cash Payment | E 609-49750-261 THC Beverage Expense | THE POND | | | | $173.00 |
| Invoice 20136015 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $173.00 |
| Refer | 149 *BERNICK COMPANIES* | Ck# 015996 6/9/2026 | | | | |
| Cash Payment | E 609-49750-252 Beer Expense | THE POND | | | | $3,944.55 |
| Invoice 20136016 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $3,944.55 |
| Refer | 150 *BERNICK COMPANIES* | Ck# 015996 6/9/2026 | | | | |
| Cash Payment | E 609-49750-254 Pop Expense | THE POND | | | | $30.00 |
| Invoice 20136017 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $30.00 |
| Refer | 151 *BERNICK COMPANIES* | Ck# 015996 6/9/2026 | | | | |
| Cash Payment | E 609-49750-252 Beer Expense | THE POND-CREDIT | | | | -$60.00 |
| Invoice 7653340 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | -$60.00 |
| Refer | 152 *ABSOLUTE ICE* | Ck# 015993 6/9/2026 | | | | |
| Cash Payment | E 609-49750-257 Ice For Resale | THE POND | | | | $108.00 |
| Invoice 32445 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $108.00 |
| Refer | 153 *HEGGIES PIZZA LLC* | Ck# 015997 6/9/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND | | | | $171.70 |
| Invoice 1152712004 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $171.70 |
| Refer | 154 *US FOODS* | Ck# 016002 6/9/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND | | | | $744.60 |
| Invoice 5013974 | 6/4/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND | | | | $11.00 |
| Invoice 5013974 | 6/4/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $755.60 |
| Refer | 155 *PERFORMANCE FOOD SERVICE* | Ck# 016000 6/9/2026 | | | | |
| Cash Payment | E 609-49750-260 Food for Resale | THE POND | | | | $771.62 |
| Invoice 114842 | 6/5/2026 | | | | | |
| Cash Payment | E 609-49750-210 Operating Supplies (GEN | THE POND | | | | $214.22 |
| Invoice 114842 | 6/5/2026 | | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND | | | | $9.50 |
| Invoice 114842 | 6/5/2026 | | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | | **Total** | $995.34 |
| Refer | 156 *MCKINNON CO., INC* | Ck# 015998 6/9/2026 | | | | |
| Cash Payment | E 609-49750-251 Liquor Expense | THE POND | | | | $1,766.60 |
| Invoice 921111 | 6/5/2026 | | | | | |
| Cash Payment | E 609-49750-252 Beer Expense | THE POND | | | | $4,488.75 |
| Invoice 921111 | 6/5/2026 | | | | | |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | E 609-49750-252 Beer Expense | THE POND | | | $65.00 |
| Invoice 921111 | 6/5/2026 | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | **Total** | $6,320.35 |
| Refer | 157 *MCKINNON CO., INC* | Ck# 015998 6/9/2026 | | | |
| Cash Payment | E 609-49750-252 Beer Expense | THE POND | | | $34.00 |
| Invoice 921110 | 6/5/2026 | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | **Total** | $34.00 |
| Refer | 158 *NEI BOTTLING* | Ck# 015999 6/9/2026 | | | |
| Cash Payment | E 609-49750-254 Pop Expense | THE POND | | | $22.49 |
| Invoice 2008839 | 6/4/2026 | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | **Total** | $22.49 |
| Refer | 159 *SOUTHERN GLAZERS OF MN* | Ck# 016001 6/9/2026 | | | |
| Cash Payment | E 609-49750-251 Liquor Expense | THE POND | | | $858.28 |
| Invoice 2765980 | 6/4/2026 | | | | |
| Cash Payment | E 609-49750-253 Wine Expense | THE POND | | | $179.52 |
| Invoice 2765980 | 6/4/2026 | | | | |
| Cash Payment | E 609-49750-333 Freight and Express | THE POND | | | $19.27 |
| Invoice 2765980 | 6/4/2026 | | | | |
| Transaction Date | 6/9/2026 | DW Checking | 10100 | **Total** | $1,057.07 |

### Fund Summary

| | 10100 DW Checking |
|---|---|
| 609 MUNICIPAL LIQUOR FUND | $13,552.10 |
| | $13,552.10 |

| | |
|---|---|
| Pre-Written Checks | $13,552.10 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $13,552.10 |

# CITY OF BLACKDUCK

## Payments

**Current Period: June 2026**

**Payment Batch LEEVERSSUPP061126** $5,191.76

| | | | | | |
|---|---|---|---|---|---|
| Refer | 163 *BLACKDUCK LEEVERS FOODS* | Ck# 016004 6/11/2026 | | | |
| Cash Payment | E 609-49750-260 Food for Resale | | | | $5,177.30 |
| Invoice | | | | | |
| Cash Payment | E 613-49830-407 Golf Cart Maintenance/R | | | | $14.46 |
| Invoice | | | | | |
| Transaction Date | 6/11/2026 | DW Checking | 10100 | **Total** | $5,191.76 |

### Fund Summary

| | 10100 DW Checking |
|---|---|
| 609 MUNICIPAL LIQUOR FUND | $5,177.30 |
| 613 GOLF COURSE | $14.46 |
| | $5,191.76 |

| | |
|---|---|
| Pre-Written Checks | $5,191.76 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $5,191.76 |

| City of Blackduck | | | | | | |
|---|---|---|---|---|---|---|
| **Payment Date** | **Revenue Month** | **Gross Revenue Amount** | **Start-up Costs (One-time only)** | **Miscellaneous Deduction or Addition (See notes below)** | **Administrative Cost** | **Net Amount Paid** |
| 9/10/2025 | July | 9,644.67 | | | (86.80) | 9,557.87 |
| 10/10/2025 | August | 10,952.38 | | | (98.57) | 10,853.81 |
| 11/10/2025 | September | 9,940.22 | | | (89.46) | 9,850.76 |
| 12/10/2025 | October | 8,487.34 | | | (76.39) | 8,410.95 |
| 1/9/2026 | November | 8,264.39 | | | (74.38) | 8,190.01 |
| 2/10/2026 | December | 8,003.61 | | | (72.03) | 7,931.58 |
| 3/10/2026 | January | 9,884.31 | | | (88.96) | 9,795.35 |
| 4/10/2026 | February | 8,523.55 | | | (76.71) | 8,446.84 |
| 5/8/2026 | March | 7,298.10 | | | (65.68) | 7,232.42 |
| 6/10/2026 | April | 8,272.24 | | | (74.45) | 8,197.79 |
| 7/10/2026 | May | | | | | - |
| 8/10/2026 | June | | | | | - |
| **TOTAL** | | 89,270.81 | - | - | (803.43) | 88,467.38 |
| | | | | | | |
| **Please note: This report contains current fiscal year information only.** | | | | | | |

City Council
City of Blackduck
Blackduck, Minnesota

This communication is to inform you that we will be unable to issue our audit report by June 30, 2026, the Minnesota Office of the State Auditor reporting deadline, due to difficulties encountered in performing the audit. We consider this a serious matter because stakeholders need to receive information timely for it to be useful in decision making.

This communication documents the matters we discussed with Christina Regas, City Administrator, on June 24, 2026. We are available to meet with City Council to further discuss these matters and answer your questions since two-way communication between those charged with governance and our firm can provide valuable information to the audit process.

**Difficulties encountered in performing the audit**

During the course of the audit, we encountered certain matters that resulted in additional audit procedures and review requirements beyond those initially anticipated. These matters included the determination that single audit procedures were required for both the 2024 and 2025 fiscal years related to the USDA Rural Development Community Facilities Loan, as well as an item identified near the conclusion of the audit for which additional follow-up was required before the audit report could be finalized. This was due to a testing oversight by an individual on our team which has since been addressed. Additional details have been discussed with Mayor Max Gullette, on June 26, 2026 and he is welcome to share the additional details with the council.

As a result, we were unable to complete the remaining audit procedures and review process in time to issue the audit report by the Minnesota Office of the State Auditor reporting deadline. This delay was not the result of the City's actions or inaction. The City provided information and assistance throughout the audit process, and we were able to substantially complete audit procedures for the financial statement audit and single audit, except for the remaining item requiring additional follow-up.

We anticipate that the audit should be completed by July 31, 2026. We have discussed the above items with management, and we remain committed to working with management to complete the audit.

**Interim communication**

This interim communication is provided pursuant to auditing standards generally accepted in the United States of America (U.S. GAAS), which requires auditors to communicate on a timely basis significant findings or issues identified during the audit. Accordingly, this communication is based on our audit procedures performed through June, an interim period. Because we have not completed our audit, additional findings and material weaknesses may be identified and communicated in a written communication at the conclusion of our engagement. We are providing this early communication to those charged with governance because of the significance of the matters identified and the urgency for taking appropriate timely remedial action to minimize the effects of such matters. The above matters are significant and relevant to your responsibility to oversee the financial reporting process, the strategic direction of the entity, and the obligations related to the accountability of the entity.

We were engaged to audit the financial statements of City of Blackduck as of and for the year ended December 31, 2025.

* * *

This interim communication is intended solely for the information and use of the City Council and management of City of Blackduck and is not intended to be, and should not be, used by anyone other than these specified parties.

6/26/2026

X 

Troy Gabler
Principal
Signed by: Troy.Gabler

**CliftonLarsonAllen LLP**

Minneapolis, MN
June 30, 2026

JUN 25 2026

# CITY OF BLACKDUCK

## PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:
Blackduck CFWC Tri Sigma
Treasurer Connie Mead - 218-553-0539.

What type of project will the Public Funds used for:
Blackduck Area Walk to end Alzheimer.
5-K

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck: Exposure to Blackduck, Community participation, revenue for businesses, Community Services for our Community. Good deed for a cause well needed.

Outline specifically WHAT PORTION of the project these funds will be used for:
Advertising - T-Shirts - booth at the Woodcarvers Festival - Supplies

What other Organization has your group contacted for funding? Please list names of other organizations and the dollar amounts requested and or grants requested:
Thrivent #250
Blackduck Fire Dept. #500

Date Funds are being requested: June 22 2026

Date the project starts and completes: April - Sept 19 2026 Walk

See opposite side of form for Conditions for Requesting Public Funds

Dear Area Businesses,

We are reaching out on behalf of Blackduck Tri Sigma. We are a local service organization that celebrates our 100th anniversary this year.

This year we are holding a Blackduck area walk to end Alzheimer's, which will take place on September 19 at the Blackduck Wayside Rest. This event supports the important work of the Alzheimer's Association and helps raise awareness, provide care resources and fund research toward a cure for Alzheimer's disease and other forms of dementia.

We are asking local businesses like yours to consider supporting our efforts through a donation, sponsorship, raffle item, or contribution of any kind.

Please participate in "Paint The Town Purple" by decorating windows and sidewalks to show your support to all the walkers! Starting September 1st.

Thank you for considering supporting this important cause. Together we can help bring hope to families affected by Alzheimer's and move closer to a future without this disease.

We invite you to join our event, Blackduck Area Walk To End Alzheimer's on Facebook.

If you have any questions or would like additional information, please feel free to contact

Julie Juelson 218-766-7416

Connie Moen 218-553-0539

Sincerely,

Blackduck Tri Sigma GFWC

Blackduck®
A GREAT PLACE FOR FAMILIES
8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

July 6, 2026

Office of the Minnesota State Auditor, OSA
MN State Auditor Blaha
525 Park Street, Suite 500
St. Paul, MN 55103

RE: City of Blackduck 2025 Financial Audit Deadline Extension Request

Dear Auditor Blaha,

On behalf of the City Council of the City of Blackduck, this letter is to formally request an extension on the deadline for the 2025 Financial Audit for the City of Blackduck. The City formally requests this extension due to the following unforeseen reasons:

- The Audit Company, Clifton Larson Allen LLP, encountered certain matters that resulted in additional audit procedures and review requirements beyond those initially anticipated. These matters included the determination that single audit procedures were required for both the 2024 and 2025 fiscal years related to the USDA Rural Development Community Facilities Loan, as well as an item identified near the conclusion of the audit for which additional follow-up was required before the audit report could be finalized. This was due to a testing oversight by an individual on the audit team. The delay was not the result of the City's actions or inaction.
- The City of Blackduck has been advised by their independent auditors the estimated time frame for completion will be July 31, 2026 or sooner.

Please consider this request as the City of Blackduck has historically had a timely submission of the financial audits in previous years. Please provide feedback to City Administrator Christina Regas at christina.regas@blackduckmn.com and Mayor Maxwell Gullette at Maxwell.gullette@blackduckmn.com or call City Hall at 218-835-4803.

Best Regards,

Christina Regas
City Administrator
City of Blackduck

CC: City Council of the City of Blackduck, Troy Gabler, CPA CLA

**From:** OSA GID
**To:** Christina Regas; Gabler, Troy
**Cc:** Kelly, Siona
**Subject:** Re: Delay of Issuance - City of Blackduck
**Date:** Monday, July 6, 2026 2:17:07 PM
**Attachments:** image002.png
image003.png
image004.png
image005.png
image006.png
image007.png
image008.png
image009.png
Outlook-medoOcpy.png

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[EXTERNAL]
Good afternoon Christina,

Thank you for your email and providing an explanation as to why the extension is requested. We can provide a 45-day extension. Therefore, the 2025 Audit, Financial Reporting Form, and related documents are due August 14, 2026. We hope this helps. If the information is completed before August 14, 2026, we ask that you please submit it at that time.

Thank you!

Office of the State Auditor

**Cassidy Adamson**
Government Information Division

**Phone:** (651) 297-3682
**Email:** GID@osa.state.mn.us
**Website:** www.osa.state.mn.us

525 Park Street, Suite 500
Saint Paul, MN 55103

*The Office of the State Auditor does not provide legal or investment advice.*
*If you need legal or investment advice, consult with your attorney or investment advisor.*

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**From:** Christina Regas <Christina.Regas@blackduckmn.com>
**Sent:** Monday, July 6, 2026 11:44 AM
**To:** OSA GID <gid@osa.state.mn.us>; Gabler, Troy <Troy.Gabler@claconnect.com>
**Cc:** Kelly, Siona <Siona.Kelly@claconnect.com>
**Subject:** Re: Delay of Issuance - City of Blackduck

Good morning Cassidy,

On behalf of the City of Blackduck please see formal extension request for the 2025 Financial Audit.

*Christina Regas*

City Administrator




City of Blackduck, Minnesota
Christina.regas@blackduckmn.com
218-835-4810

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**From:** OSA GID <gid@osa.state.mn.us>
**Sent:** Tuesday, June 30, 2026 4:11 PM
**To:** Gabler, Troy <Troy.Gabler@claconnect.com>
**Cc:** Christina Regas <Christina.Regas@blackduckmn.com>; Kelly, Siona <Siona.Kelly@claconnect.com>
**Subject:** Re: [External] Re: Delay of Issuance - City of Blackduck

[EXTERNAL]

Hi Troy,

Yes, we will accept the extension request next week.

Thank you!




**Cassidy Adamson**
Government Information Division

**Phone:** (651) 297-3682
**Email:** GID@osa.state.mn.us
**Website:** www.osa.state.mn.us

525 Park Street, Suite 500
Saint Paul, MN 55103

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*If you need legal or investment advice, consult with your attorney or investment advisor.*

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**From:** Gabler, Troy <Troy.Gabler@claconnect.com>
**Sent:** Tuesday, June 30, 2026 4:02 PM
**To:** OSA GID <gid@osa.state.mn.us>
**Cc:** Regas, Christina <christina.regas@blackduckmn.com>; Kelly, Siona <Siona.Kelly@claconnect.com>
**Subject:** Re: [External] Re: Delay of Issuance - City of Blackduck

Hey Cassidy,

Christina is out on medical leave until next Monday so hoping the state can take that request next week.

Thanks,

**Troy Gabler, CPA**

Principal

State and Local Government

**Direct 763-516-7742** Mobile 763-516-7742

CLA (CliftonLarsonAllen LLP)

troy.gabler@claconnect.com

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**From:** OSA GID <gid@osa.state.mn.us>
**Sent:** Tuesday, June 30, 2026 4:00 PM
**To:** Gabler, Troy <Troy.Gabler@claconnect.com>
**Cc:** Regas, Christina <christina.regas@blackduckmn.com>; Kelly, Siona <Siona.Kelly@claconnect.com>
**Subject:** [External] Re: Delay of Issuance - City of Blackduck

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Good afternoon,

Thank you for your email and providing this information. Please have the City send an email to GID@osa.state.mn.us requesting an extension so we can update our records accordingly.

We are asking that any extension requests come directly from the local government, rather

than the audit firm, as it is the responsibility of the City to ensure that the year-end reporting requirements are met.

Thank you!


Office of the State Auditor

**Cassidy Adamson**

Government Information Division

**Phone:** (651) 297-3682
**Email:** GID@osa.state.mn.us
**Website:** www.osa.state.mn.us

525 Park Street, Suite 500
Saint Paul, MN 55103



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**From:** Gabler, Troy <Troy.Gabler@claconnect.com>
**Sent:** Tuesday, June 30, 2026 10:51 AM
**To:** OSA GID <gid@osa.state.mn.us>
**Cc:** Regas, Christina <christina.regas@blackduckmn.com>; Kelly, Siona <Siona.Kelly@claconnect.com>
**Subject:** Delay of Issuance - City of Blackduck

Hello!

The City of Blackduck will have a delay of issuance caused by an issue on our end at CLA, we should be able to remedy this and have the report issued in July of 2026 .

Just wanted to give the OSA a heads up and provide the official letter we provided to the City regarding the issue.

Thanks,


**Troy Gabler, CPA**

Principal

State and Local Government

**Direct 763-516-7742** Mobile 763-516-7742

CLA (CliftonLarsonAllen LLP)

troy.gabler@claconnect.com

*We'll get you there*

CPAs | Consultants | Wealth Advisors

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**CliftonLarsonAllen LLP**

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# CITY OF BLACKDUCK
# NOTICE OF FILING

**Notice is hereby given**, that filings for the office of two Councilors for a (4) year term for the City of Blackduck, one Councilor for a (2) year term for the City of Blackduck, and Mayor for a term of (2) years, will be open Tuesday, July 14, 2026 through Tuesday, July 28th, 2026 @ 5:00pm.

Councilors whose terms expire include Councilor Ronald Fredrickson and Councilor Laurie Hamilton; vacated Councilor seat of Donald Johnson; and the Mayor's term expiring is that of Mayor Maxwell Gullette.

Any person desiring to file as a candidate for these offices, who is eligible to vote in the City of Blackduck, who will be 21 years old on assuming office, is a citizen and has been a resident of the city for at least 30 days and has not been convicted of a felony under State or Federal law unless his or her Civil Rights have been restored, may do so by filing an affidavit of candidacy at the office of the City Clerk at Blackduck City Hall. A filing fee of $2.00 is required. The election for these City Offices will be held on Tuesday, November 3rd, 2026 in the City of Blackduck, County of Beltrami, and State of Minnesota between 7:00am and 8:00pm.

Christina Regas
City Administrator