

**LARL BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING**

**Thursday, December 20, 2018**

**5:30 p.m.**

**Moorhead Public Library**

**EXECUTIVE COMMITTEE MEMBERS: Dailey, Grimsley, Ingersoll, Kalil (Chair) & Whillhite**

**NOTE:** If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext 127, or locally at (218) 233-3757, ext 127. Or, send Liz an email at [lynchl@larl.org](mailto:lynchl@larl.org) by 1:00 the day of the meeting.

**AGENDA**

5:30 **1. CALL TO ORDER** – President Kalil

**PUBLIC INPUT**

**APPROVAL OF AGENDA**

5:40 **2. NO MINUTES TO APPROVE**

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

Enclosed (page 3)

5:50 **4. DIRECTOR'S REPORT** - Lynch

6:00 **5. UNION CONTRACT**

Enclosed (page 7)

***Recommended Motion: Move to approve the Agreement between Lake Agassiz Regional Library and American Federation of State, County and Municipal Employees, AFL-CIO for 2019-2021.***

6:20 **6. PRESIDENT'S REPORT** – President Kalil

6:30 **7. OTHER**

6:40 **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. List of Bills – November 2018 (page 25 – digital packet only, print copy available for review at meeting)

**UPCOMING MEETINGS/EVENTS**

LARL locations will be closed on the following dates:

- December 24 & 25
- By 5:00 on December 31<sup>st</sup> and all day on January 1<sup>st</sup>

January 17<sup>th</sup> LARL Board of Trustees Meeting:

- Finance Committee Meeting from 4:30-5:15 p.m.
- Full Board Meeting at 5:30 p.m.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2018

91.67%

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**3**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 371,810.00	\$ 371,810.00	0.00	100.00
Detroit Lakes	0.00	223,750.00	223,750.00	0.00	100.00
Clay County	0.00	287,490.00	287,490.00	0.00	100.00
Moorhead	0.00	743,520.00	743,520.00	0.00	100.00
Clearwater County	0.00	99,970.00	99,970.00	0.00	100.00
Mahnomen County	0.00	42,190.00	42,190.00	0.00	100.00
Mahnomen	0.00	20,130.00	20,130.00	0.00	100.00
Norman County	0.00	96,760.00	96,760.00	0.00	100.00
Polk County	0.00	259,205.00	259,205.00	0.00	100.00
Crookston	0.00	220,570.00	220,570.00	0.00	100.00
Wilkin County	0.00	53,610.00	53,610.00	0.00	100.00
Breckenridge	0.00	88,960.00	88,960.00	0.00	100.00
<i>Total Signatory Funding</i>	<i>0.00</i>	<i>2,507,965.00</i>	<i>2,507,965.00</i>	<i>0.00</i>	<i>100.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	509,849.54	500,551.00	(9,298.54)	101.86
Reg Library Telecom Aid (RLTA)	0.00	77,355.17	101,000.00	23,644.83	76.59
<i>Total Grants</i>	<i>0.00</i>	<i>587,204.71</i>	<i>601,551.00</i>	<i>14,346.29</i>	<i>97.62</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	629.00	10,502.35	12,500.00	1,997.65	84.02
Printing Revenue	1,284.96	15,949.28	18,000.00	2,050.72	88.61
Fax Revenue	543.00	6,137.20	7,500.00	1,362.80	81.83
Microfilm Revenue	10.76	176.27	100.00	(76.27)	176.27
Photocopy Revenue	686.64	6,948.36	7,000.00	51.64	99.26
Book/Furniture Sale Revenue	19.85	6,671.81	0.00	(6,671.81)	0.00
Interest/Dividend Income	3,244.54	53,955.36	38,500.00	(15,455.36)	140.14
Investment Value Change	7,489.88	(48,939.65)	0.00	48,939.65	0.00
Lost/Damaged Property	421.00	6,235.26	6,000.00	(235.26)	103.92
Other Income	375.00	575.00	0.00	(575.00)	0.00
<i>Total Miscellaneous Revenue</i>	<i>14,704.63</i>	<i>58,211.24</i>	<i>89,600.00</i>	<i>31,388.76</i>	<i>64.97</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	45,300.00	45,300.00	0.00	100.00
MNLink Server Site Payments	282.11	2,983.31	3,250.00	266.69	91.79
<i>Total Joint Automation Revenue</i>	<i>282.11</i>	<i>48,283.31</i>	<i>48,550.00</i>	<i>266.69</i>	<i>99.45</i>
<i>Fund Balance/Shortfall</i>	<i>0.00</i>	<i>0.00</i>	<i>27,044.00</i>	<i>27,044.00</i>	<i>0.00</i>
<b>Total General Fund Revenue</b>	<b>14,986.74</b>	<b>3,201,664.26</b>	<b>3,274,710.00</b>	<b>73,045.74</b>	<b>97.77</b>
<b>General Fund Expenditures</b>					
<i>Personnel Expenses</i>					
Salaries	145,733.64	1,559,132.68	1,729,550.00	170,417.32	90.15
Payroll Taxes	10,996.95	117,676.60	133,700.00	16,023.40	88.02
Retirement - PERA	10,684.67	111,402.14	129,150.00	17,747.86	86.26
Health Insurance	21,105.65	246,499.81	280,600.00	34,100.19	87.85
Life Insurance	157.74	1,862.44	2,100.00	237.56	88.69
Workers Compensation Insurance	303.41	3,337.59	3,900.00	562.41	85.58
Other Employee Benefits	116.00	1,485.00	1,650.00	165.00	90.00
<i>Total Personnel</i>	<i>189,098.06</i>	<i>2,041,396.26</i>	<i>2,280,650.00</i>	<i>239,253.74</i>	<i>89.51</i>
<i>Automation/Cataloging</i>					
Automation	11,501.07	126,568.58	146,550.00	19,981.42	86.37
Support - App	291.25	3,203.75	3,500.00	296.25	91.54
Catalog Item Records	965.79	10,414.23	11,000.00	585.77	94.67
Supplies - Computer	77.54	5,135.98	5,000.00	(135.98)	102.72
Supplies - Technical Services	140.41	2,520.22	7,000.00	4,479.78	36.00
<i>Total Automation/Cataloging</i>	<i>12,976.06</i>	<i>147,842.76</i>	<i>173,050.00</i>	<i>25,207.24</i>	<i>85.43</i>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	40.74	898.90	3,400.00	2,501.10	26.44
Programming - Summer Reading	0.00	7,640.04	8,000.00	359.96	95.50
Programming - Adult	0.00	1,530.08	2,500.00	969.92	61.20
<b>Total Library Programming</b>	<b>40.74</b>	<b>10,069.02</b>	<b>13,900.00</b>	<b>3,830.98</b>	<b>72.44</b>
<b>Staff Development</b>					
Staff Training & Development	534.10	10,000.00	10,000.00	0.00	100.00
<b>Total Staff Development</b>	<b>534.10</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,687.12	21,381.27	21,000.00	(381.27)	101.82
Regional Board Meetings	737.67	4,161.23	6,000.00	1,838.77	69.35
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,424.79</b>	<b>25,542.50</b>	<b>27,000.00</b>	<b>1,457.50</b>	<b>94.60</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	348.37	12,691.95	15,250.00	2,558.05	83.23
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	1,137.51	2,000.00	862.49	56.88
Delivery Services	3,990.20	61,847.96	73,000.00	11,152.04	84.72
Director's Discretionary	0.00	1,844.33	2,500.00	655.67	73.77
Insurance - General/Property	1,399.74	15,764.51	17,700.00	1,935.49	89.07
Lease - Regional Office Rent	1,717.16	18,888.82	20,610.00	1,721.18	91.65
Leases - Equipment	606.86	7,062.46	8,300.00	1,237.54	85.09
Maintenance Contracts	2,021.23	13,230.86	15,050.00	1,819.14	87.91
Memberships	0.00	673.00	1,000.00	327.00	67.30
Minnesota Director's Fund	0.00	1,903.16	2,300.00	396.84	82.75
Miscellaneous Expense	0.00	274.91	2,500.00	2,225.09	11.00
PIO: Printing/Advertising	402.55	12,920.90	16,000.00	3,079.10	80.76
Postage	9.29	2,493.37	4,200.00	1,706.63	59.37
Recruitment	1,289.40	2,641.42	8,000.00	5,358.58	33.02
Repairs - Equipment	0.00	1,013.82	2,500.00	1,486.18	40.55
Supplies - Copier/Fax/Microfilm	0.00	360.49	800.00	439.51	45.06
Supplies - Office	376.91	8,450.90	8,500.00	49.10	99.42
Supplies - Public Services	310.73	3,057.08	6,000.00	2,942.92	50.95
Telephone/Telecom	1,903.79	18,796.93	15,100.00	(3,696.93)	124.48
<b>Total Other Operating Expenses</b>	<b>14,376.23</b>	<b>185,054.38</b>	<b>224,310.00</b>	<b>39,255.62</b>	<b>82.50</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0.00</b>	<b>77,355.17</b>	<b>101,000.00</b>	<b>23,644.83</b>	<b>76.59</b>
<b>Transportation</b>					
Van Expenses	174.98	2,559.06	3,800.00	1,240.94	67.34
<b>Total Transportation</b>	<b>174.98</b>	<b>2,559.06</b>	<b>3,800.00</b>	<b>1,240.94</b>	<b>67.34</b>
<b>Materials</b>					
Audio Visual	5,540.76	63,438.60	73,000.00	9,561.40	86.90
Digital	4,900.56	92,011.88	89,000.00	(3,011.88)	103.38
Online Resources	588.07	7,775.40	13,000.00	5,224.60	59.81
Periodicals	38.00	19,930.27	23,000.00	3,069.73	86.65
Print	15,443.71	171,924.99	192,000.00	20,075.01	89.54
<b>Total Materials</b>	<b>26,511.10</b>	<b>355,081.14</b>	<b>390,000.00</b>	<b>34,918.86</b>	<b>91.05</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	8,165.44	10,000.00	1,834.56	81.65
Software & Hardware Upgrades	7,427.82	29,777.90	30,000.00	222.10	99.26
<b>Total Capital Expenditures</b>	<b>7,427.82</b>	<b>37,943.34</b>	<b>40,000.00</b>	<b>2,056.66</b>	<b>94.86</b>
<b>Capital Fund Accounts</b>					
Automation System - Shared NWRL	250.00	2,750.00	3,000.00	250.00	91.67
Technology Upgrades	416.74	4,584.14	5,000.00	415.86	91.68
Van Replacement	250.00	2,750.00	3,000.00	250.00	91.67
<b>Total Capital Fund Accounts</b>	<b>916.74</b>	<b>10,084.14</b>	<b>11,000.00</b>	<b>915.86</b>	<b>91.67</b>
<b>Total General Fund Expenditures</b>	<b>254,480.62</b>	<b>2,902,927.77</b>	<b>3,274,710.00</b>	<b>371,782.23</b>	<b>88.65</b>
General Fund Revenue Over Expenditures	\$ (239,493.88)	\$ 298,736.49	\$ 0.00	(298,736.49)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 6,855.63	\$ 45,487.84	\$ 0.00	(45,487.84)	0.00
Endowment Revenue	0.00	675.00	0.00	(675.00)	0.00
Telecom/E-rate Funds	0.00	6,609.63	0.00	(6,609.63)	0.00
Legacy Grant Revenue	15,001.20	84,465.16	0.00	(84,465.16)	0.00
Miscellaneous Grants	0.00	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN Funds	1,829.04	5,679.83	0.00	(5,679.83)	0.00
<b>Total Special Projects Revenue</b>	<b>23,685.87</b>	<b>292,917.46</b>	<b>0.00</b>	<b>(292,917.46)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	184.34	4,931.31	0.00	(4,931.31)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	2,443.00	6,281.86	0.00	(6,281.86)	0.00
Donations - Miscellaneous	1,956.60	37,131.82	0.00	(37,131.82)	0.00
Legacy Grant Expense	15,001.20	84,465.16	0.00	(84,465.16)	0.00
Telecom/E-rate Expenses	0.00	6,609.63	0.00	(6,609.63)	0.00
Miscellaneous Grant Expense	0.00	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN e-Books	1,829.04	5,679.83	0.00	(5,679.83)	0.00
<b>Projects from Designated Funds:</b>					
Desig Funds - Staff Developmnt	663.59	4,823.43	0.00	(4,823.43)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>22,077.77</b>	<b>299,923.04</b>	<b>0.00</b>	<b>(299,923.04)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	1,930.37	4,062.38	0.00	(4,062.38)	0.00
<b>Projects from Designated Funds:</b>					
Desig Funds - Technology Upgrd	4,189.08	4,189.08	0.00	(4,189.08)	0.00
<b>Total Special Projects Capital</b>	<b>6,119.45</b>	<b>8,251.46</b>	<b>0.00</b>	<b>(8,251.46)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>28,197.22</b>	<b>308,174.50</b>	<b>0.00</b>	<b>(308,174.50)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (4,511.35)	\$ (15,257.04)	\$ 0.00	15,257.04	0.00
GRAND TOTAL REVENUE	38,672.61	3,494,581.72	3,274,710.00	(219,871.72)	106.71
GRAND TOTAL EXPENDITURES	282,677.84	3,211,102.27	3,274,710.00	63,607.73	98.06
CHANGE IN FUND BALANCE	\$ (244,005.23)	\$ 283,479.45	\$ 0.00	(283,479.45)	0.00

**Lake Agassiz Regional Library**  
**Statement of Financial Position**  
**November 30, 2018**

**6**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank)	\$ 22,627.49	18,198.61	4,428.88
Cash - Payroll (State Bank)	6,896.76	8,930.62	(2,033.86)
Cash - PayPal	0.00	328.05	(328.05)
Cash - Savings (State Bank)	1,023,572.64	1,024,687.38	(1,114.74)
Petty Cash	460.00	460.00	0.00
Investment Account	1,255,532.00	1,245,937.47	9,594.53
Accounts Receivable	185,880.00	410,985.00	(225,105.00)
Other Miscellaneous Receivable	0.00	399.00	(399.00)
Prepaid Expenses	51,029.29	55,240.45	(4,211.16)
Deposit Account - OCLC	1,102.21	2,064.61	(962.40)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(7,213.45)	(7,213.45)	0.00
Equipment and Fixtures	317,606.19	317,606.19	0.00
Accum Depr - Equip & Fixtures	(303,282.72)	(303,282.72)	0.00
Equipment & Fixtures - Donated	204,258.91	204,258.91	0.00
Accum Depr - Donated Equip	(204,258.91)	(204,258.91)	0.00
Endowment Funds	69,598.12	69,598.12	0.00
Amount Provided - LTD	20,325.02	20,325.02	0.00
Total Assets	\$ 2,656,499.48	2,876,630.28	(220,130.80)
<b>LIABILITIES</b>			
Accounts Payable	\$ 92,058.23	100,498.00	(8,439.77)
Credit Card Payable	6,057.24	8,924.52	(2,867.28)
Amazon Charge Account	3,322.57	4,054.97	(732.40)
Accrued Salaries Payable	70,971.97	70,971.97	0.00
Accrued Sick Leave Payable	20,325.02	20,325.02	0.00
Accrued Vacation Payable	32,191.28	32,191.28	0.00
Payroll Tax Payable - ND	765.00	372.00	393.00
Dental Insurance Payable	(22.62)	32.82	(55.44)
Vision Insurance Payable	(48.82)	(48.88)	0.06
AFLAC Payable	60.25	60.25	0.00
Flexible Spending - Medical	2,405.65	2,180.12	225.53
Sales Tax Payable	547.03	409.38	137.65
Deferred Revenue	504,897.43	470,601.09	34,296.34
Total Liabilities	733,530.23	710,572.54	22,957.69
<b>FUND BALANCES</b>			
Fund Balance - Unreserved	136,331.59	136,331.59	0.00
Fund Bal. - Operating Reserve	1,015,000.00	1,015,000.00	0.00
Fund Bal. - Employee Severance	20,000.00	20,000.00	0.00
Fund Bal. - Unemployment Comp.	43,000.00	43,000.00	0.00
Fund Bal. - Van Replacement	30,750.00	30,500.00	250.00
Fund Bal. - Technology Upgrade	44,584.14	44,167.40	416.74
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	30,000.00	30,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	20,000.00	20,000.00	0.00
Fund Bal. - Joint Automation	120,000.00	120,000.00	0.00
Fund Bal. - III Software Upgrd	2,750.00	2,500.00	250.00
Investment in Gen. Fixed Asset	19,475.95	19,475.95	0.00
Reserve for Endowments	69,598.12	69,598.12	0.00
Change in Fund Balance	283,479.45	527,484.68	(244,005.23)
Total Fund Balances	1,922,969.25	2,166,057.74	(243,088.49)
Total Liabilities & Fund Balanc	\$ 2,656,499.48	2,876,630.28	(220,130.80)

# AGREEMENT

BETWEEN

LAKE AGASSIZ REGIONAL LIBRARY

AND

AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO

LOCAL UNION 3262

JANUARY 1, 2019 to DECEMBER 31, 2021

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## ARTICLE I PURPOSE OF AGREEMENT

This Agreement is entered into as of the 1st day of January 2019, between the Lake Agassiz Regional Library, hereinafter called the Employer, and the American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 3262, hereinafter called the Union. It is the intent and purpose of this Agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;
- 1.2 Establish procedures for the resolution of disputes concerning Agreement's interpretation and/or application; and
- 1.3 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union through this Agreement shall continue their dedication to the highest quality public service to the citizens and residents of the region. Both parties recognize this Agreement as a pledge of this dedication.

## ARTICLE II RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative under the Minnesota Public Employment Labor Relations Act of 1971 and amendments thereto, more particularly referred to as Minnesota Statutes 179A.03, Subd. 14, inclusive, for all Employees of the Lake Agassiz Regional Library who are employed for more than 14 hours per week or more than 67 working days per year, excluding supervisory and confidential Employees.
- 2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.
- 2.3 No discrimination shall be exercised against any employee because of Union membership nor because of race, creed, sex, sexual orientation, age, color, religious belief or political belief.

ARTICLE III  
DEFINITIONS

- 3.1 UNION: The American Federation of State, County and Municipal Employees, AFL-CIO, Local Union, No. 3262.
- 3.2 UNION MEMBER: A member of the American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 3262.
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 EMPLOYER: The Lake Agassiz Regional Library.
- 3.5 STEWARDS: Employees elected or appointed by the Union to represent the Employees. One of the Stewards shall be designated Chief Steward.
- 3.6 REGIONAL LIBRARY DIRECTOR: Executive Officer of Employer.
- 3.7 OVERTIME: Work performed in excess of 40 hours per week.

ARTICLE IV  
EMPLOYER SECURITY

- 4.1 The Union agrees that during the life of this Agreement, it will not cause, encourage, participate in or support any strike, slow down or other interruption of or interference with the normal functions of the Employer.
- 4.2 Any Employee who engages in an unlawful strike may have his/her employment terminated by the Employer effective the date the violation first occurs. Such termination shall be effective upon written notice served upon the Employee.
- 4.3 Any Employee who is absent from any portion of his/her work assignment without permission, or who abstains wholly or in part from the full performance of his/her duties without permission from his/her Employer on the date or dates when a strike occurs is prima facie presumed to have engaged in a strike on such date or dates.
- 4.4 An Employee who knowingly strikes and whose employment has been terminated for such action may, subsequent to such violation, be appointed or reappointed or employed or reemployed, but the Employee shall be on probation for two years.

ARTICLE V  
EMPLOYER AUTHORITY

- 5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the number of personnel; to establish work schedules; to establish and modify the organization structure and to perform any inherent managerial function not specifically limited by this Agreement.
- 5.2 Any term and condition of employment not specifically established and modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate. The Employer agrees to notify the Union of any policy change affecting terms and conditions of employment not specifically established by this Agreement.

ARTICLE VI  
UNION SECURITY

- 6.1 The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues and/or other Union approved deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and
- (a) The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and
  - (b) The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues along with any set amount for local assessments, in an electronic Excel format or via U.S. mail.
  - (c) Fair Share/ Agency Fee. The Union may collect an Agency fee or Fair Share Fee, in an amount determined by the Union, from bargaining unit members who choose not to become members of the Union. However, any such fees so collected by the Union shall be accomplished in accordance with the applicable terms of Minn. Stat. Sect. 179A.06, Subd. 3.
- 6.2 The Union may designate four (4) Employees from the Bargaining Unit to act as Stewards (one of whom shall be Chief Steward) and the Union Secretary/Treasurer shall inform the Employer in writing within 10 work days of such choices and changes in the position of Stewards. Said Stewards shall constitute the grievance committee. Stewards and Officers are one and the same with the President being the Chief Steward.

- 6.3 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- 6.4 The employer will notify the Union Secretary/Treasurer of the names and work locations of any newly hired, promoted, transferred, retired or terminated Union employees. The employer will provide this information in a timely manner.
- The Union shall use its best efforts to acquaint all Employees with the contents of this Agreement.
- 6.5 Upon formal written request to the Regional Library Director, a union steward shall be permitted reasonable time off to attend an arbitration proceeding without loss of time or pay during regular working hours.
- 6.6 The Union shall be allowed to enclose a single notice, per branch, capable of being inserted into a letter size envelope with payroll checks, for posting, copying, or distribution as required.

## ARTICLE VII

### EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 7.1 When an Employee feels that there has been a violation concerning the interpretation or application of this Union Contract, s/he shall notify the immediate supervisor of the specifics of the grievance in writing within 14 calendar days, citing the chapter and verse of the agreement that is violated. The supervisor must then respond by meeting with the employee within 14 calendar days and issuing a written decision to the employee thereafter within 5 calendar days.
- 7.2 If dissatisfied with the decision, the employee may appeal in writing to the Director within 14 calendar days, enclosing the complaint and supervisory decision and setting forth the reasons for the appeal and the relief requested. The employee may request a meeting with the Director and be accompanied by a union representative. That meeting must take place within 14 calendar days following the Director's receipt of the appeal. The Director must respond in writing within 14 calendar days to the employee and the union representative with a decision addressing each item of the complaint.
- 7.3 If further dissatisfied, then mediation/arbitration as usual applies subject to the provisions of the Public Employment Labor Relations Act of 1971, and amendments thereto. Selection of an arbitrator shall be subject to the Rules set forth in the foregoing Act.
- 7.4 Any failure to advance a grievance within the time schedule set forth shall be a waiver of the grievance. Time limits set forth in this section shall be extended by mutual agreement by both parties.

- 7.5 An aggrieved Employee may have a union steward or designee present at any step of the grievance procedure. It is agreed that the union steward or designee shall not be compensated by the Employer for travel or travel time for this purpose.

## ARTICLE VIII SENIORITY

- 8.1 Seniority shall commence on the date on which an Employee is employed on a permanent basis. If two or more employees have the same seniority date, seniority will be determined by lot.
- 8.2 During the probationary period of six months a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the probationary period a promoted or reassigned Employee may be replaced in his/her previous position at the sole discretion of the Employer.
- 8.3 A reduction of work force will be accomplished on the basis of seniority and qualifications. Seniority will be considered on a system-wide basis. If the Employer determines, however, that staff reductions or layoffs are required because of inadequate financial support from a governmental unit(s) which is a participating party within the Lake Agassiz Regional Library, the Employer shall be allowed to reduce the work force or lay off Employees in those library agencies whose level of local financial support the Employer determines has made the reductions or layoffs necessary or in those departments which provide services to the same areas. Such reductions or layoffs shall be accomplished on the basis of qualifications and the inverse order of seniority within the affected library agencies or departments based on each Employee's total length of continuous service with the Employer. Casuals and temporary employees, where feasible, will be laid off first assuming Union staff of the same qualifications agree to cover the hours or days or duties normally covered by such staff.
- 8.4 Employees shall be recalled from layoff on the basis of seniority and qualifications. An employee on layoff shall have an opportunity to return to work within one (1) year of his/her layoff before any new Employee is hired, except if the Employee's total length of continuous service is less than one (1) year Employee shall have the period of his/her length of service in which to return. Any individual on leave of absence when laid off shall not be considered for an opening if such opening occurs during the continuation of the leave of absence. Any Employee on layoff who is notified by registered mail to return to work and fails to do so within twelve (12) work days shall be considered to have voluntarily terminated employment with Employer.
- 8.5 An Employee shall lose his/her seniority standing upon voluntary resignation from employment or upon discharge for any cause.
- 8.6 The existence of new Union positions or vacancies will be posted on the Employment page of the LARL website, [www.larl.org](http://www.larl.org). An e-mail message will be sent to each branch and/or branch supervisor notifying that a new vacancy has been added. Such postings shall be for the purpose of providing Employees notice of opportunities for promotions or transfers. However, contents of the LARL website are public documents and it is the

Employer's policy to publicly advertise all new positions or vacancies, which policy is not changed by this provision. Applications of the interested parties should be sent to the Director of Finance & Human Resources. Any employee who meets or exceeds the posted qualifications for a position opening shall be granted an interview when applying for a LARL position.

- 8.7 Where qualifications for a description, including but not limited to ability, skill, merit and efficiency are substantially equal, preference in regard to promotions or vacancies shall be given to the most senior qualified Employee.
- 8.8 Notice of vacancies or newly created positions shall state the type of work, place of work, rate of pay, hours to be worked, job classification and a summary of the qualification or eligibility requirements for the position.

## ARTICLE IX DISCIPLINE

The Employer shall discipline Employees for just cause only.

## ARTICLE X CONSTITUTIONAL PROTECTION

Employees shall have the rights granted to all citizens by the United States and Minnesota State Constitutions.

## ARTICLE XI HOURS OF WORK

- 11.1 Any five days, Monday through Saturday, shall constitute a normal workweek. When an Employee is requested and/or authorized to work additional hours the employee will be compensated, at the employee's option, at the rate of one and one-half times his/her regular rate of pay or in compensatory time at the rate of one and one-half hours for each hour worked in excess of 40 hours in a workweek. All requests to work additional hours must be approved in advance by the Regional Library Director and shall be taken off within the following two pay periods by mutual agreement with the immediate supervisor.
- 11.2 Employees will by mutual agreement with their immediate Supervisor be allowed to request flexible scheduling to complete a workweek, so long as such hours do not conflict with the needs of the Library System, nor exceed 40 hours in any given workweek. For the purposes of this article, a calendar week, the time an employee may request flexible scheduling and not exceed 40 hours, begins with Sunday and ends with Saturday.
- 11.3 No full time employee shall be required to work on Sunday by adjusting their normal workweek. Should any employee choose to work on a Sunday, such employees shall be given such opportunity without adjustment of his/her regular workweek. Full time em-

ployees shall be defined as in Article 16.7 of this agreement. It is further understood by the parties that \$2.00 per hour shift differential shall be paid in addition to their regular wage to all employees.

- 11.4 Part-time employees may be asked to temporarily increase their regularly scheduled hours. Benefits for these additional hours worked will start accruing at the beginning of the third pay period in which the schedule change has been in effect. Health and life insurance benefits will apply when the adjusted schedule of 30 hours or more per week will be in effect for at least 60 days.

## ARTICLE XII HOLIDAYS

- 12.1 All Employees shall earn regular holiday pay prorated on the average of regularly scheduled hours. Holiday leave hours shall be applied for the employee's regularly scheduled hours on the day the holiday falls. Vacation hours shall be applied in the event that all holiday leave is used prior to year-end. Employees who do not use the full allocation for holidays listed below will be allowed to request time off within the calendar year with the approval of their supervisor. Holiday hours must be used by December 31 of each year. If an employee quits mid-year, holiday leave will be prorated based upon the number of holidays which occur prior to termination.

Examples of how LARL will pro-rate holiday hours based on the average of regularly scheduled hours are:

Full-time (40 hours) equals 11.5 holidays x 8 hours per holiday = 92 annual hours.

Part-time (25 hours) equals 11.5 holidays x 8 hours per holiday x 62.5% proration = 57.5 annual hours.

### List of Holidays

New Year's Day, January 1  
 Martin Luther King, Jr. Day, third Monday in January  
 President's Day, third Monday in February  
 Memorial Day, last Monday in May  
 Independence Day, July 4  
 Labor Day, first Monday in September  
 Veteran's Day, November 11  
 Thanksgiving Day, fourth Thursday in November  
 Christmas Eve, December 24 (one-half day)  
 Christmas Day, December 25  
 Two Floating Holidays

- 12.2 Whenever a holiday falls on a Sunday, the following Monday shall be considered the holiday.
- 12.3 If Christmas Eve falls on a Saturday, Sunday or Monday, all LARL agencies shall be closed all day. Employees may be excused to attend church services on Good Friday and to vote during the forenoon on election days.

- 12.4 On New Year's Eve and Thanksgiving Eve no libraries will be open after 5:00 p.m. Supervisors and Branch Librarians will schedule all staff hours prior to 5:00 p.m. This is not an additional holiday.

### ARTICLE XIII VACATIONS

- 13.1 All Employees shall earn vacation pursuant to the following schedule:

1. 1 through 3 years:	12 working days
2. 4 through 6 years:	15 working days
3. 7 through 9 years:	18 working days
4. 10 through 14 years:	20 working days
5. 15 years +:	24 working days

Permanent part-time employees shall be eligible for prorated vacation pay based upon the average number of regularly scheduled hours.

Employees shall be eligible for vacation increases provided above upon the anniversary date of their employment as provided in Article 13.4.

- 13.2 Employees shall be entitled to take earned vacation commencing January 1 in which year the vacation is to be earned. Employees may accumulate fifty percent of their earned vacation provided that the accumulated leave is taken by December 31 of the following year. Any vacation not so taken shall be forfeited. Additional leave without pay to be taken in connection with the vacation may be granted at the discretion of the Regional Library Director in accordance with the Leave of Absence (Leave Without Pay) Policy and the needs of the Employer.
- 13.3 In determining vacation periods, the wishes of the Employee will be respected as to the time of taking vacation insofar as the needs of the service will permit. It being understood that when an agreement cannot be reached between Employees, vacation periods will be determined on a first come, first serve basis.
- 13.4 Vacation time shall start to accrue from the first day of the calendar month that is nearest to the starting date of employment. Any staff member leaving the service of the library in good standing shall be compensated for vacation time accrued to the day of separation. Any Employee terminating his/her service at the library or who has taken unearned vacation in advance shall be required to compensate the library at termination for the actual value of the unearned vacation so taken.
- 13.5 Legal holidays falling in the vacation period are not counted as part of the vacation period.



ARTICLE XIV  
SICK LEAVE

- 14.1 Such leave shall be earned on the basis of one (1) day of leave for each month of service. Unused sick leave as of December 31 of each year shall be allowed to accumulate to a total of one hundred and twenty (120) days. Permanent part-time employees shall be eligible for pro-rated sick leave pay based on the average number of regularly scheduled hours.
- 14.2 Whenever Employees have the maximum one hundred twenty (120) days accumulation, additional sick leave shall be earned on the basis of one-half (1/2) day for each month of service. This additional sick leave shall be allowed to accumulate to a total of twelve (12) days in a deferred sick leave bank. It shall not be counted toward severance pay provided in Article 14.4.
- 14.3 No advance shall be given on sick leave.
- 14.4 Upon death or retirement from employment one-half of the unused portion of sick leave shall be granted as severance pay to the Employee or be paid to the Employee's estate. An employee with 10 or more years of service who terminates his or her employment voluntarily, and while in good standing, shall be compensated for 10 % of accumulated sick leave as severance pay.
- 14.5 Employees, as of the effective date of this Agreement, shall be credited with the amount of accrued leave time they have credited to their account.
- 14.6 Sick leave with full pay is allowed all permanent Employees unable to work because of illness or injury, including disabilities caused by pregnancy, or because the Employee has a contagious illness. With prior approval of the Employee's supervisor, sick leave may be used for necessary medical, optical and dental attention, including treatments by chiropractors and psychological counseling, for an Employee if it cannot be arranged outside of working time. Sick leave may be used in case of illness or injury in the Employee's immediate family requiring his/her attention and shall be for the time required. The term "immediate family" shall be limited to child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Pursuant to Minn. Stat. 181.9413 sick leave may be used for safety leave. When applicable, the Minnesota Parenting Leave Act, Minn. Stat. §§ 181.941-181.944 will be followed.
- 14.7 The Employer may require a medical examination and report from a physician, to be selected by the Employer to justify continued sick leave. The examination and report shall be at the Employer's expense.
- 14.8 Should an Employee become ill or disabled while on vacation, to the point that s/he must visit a doctor or become hospitalized, vacation leave shall be changed to sick leave, effective the date of the illness, upon notice to the Regional Library Director. When the Employee returns to work s/he must bring a statement from a medical practitioner describing the nature of the Employee's illness.

ARTICLE XV  
TIME OFF FOR UNION ACTIVITY

- 15.1 Any Employee elected by the Union to represent such Union at International, State or District meetings, and which requires his/her absence from duty, shall be granted reasonable time off to attend such meetings without pay and without discrimination and without loss of seniority rights or any other rights granted by the Employer.
- 15.2 Up to 4 employees elected by the Local to perform as negotiators shall be paid their regular hourly pay for all hours of joint negotiations as well as travel time to such meetings. Employees elected by the Local will not be paid for pre-negotiating sessions. The Union will provide LARL management with the names of the members of its negotiating team two weeks prior to the initial joint meeting and give as much advance notice as possible of any changes during negotiations.

ARTICLE XVI  
WAGE ADMINISTRATION

- 16.1 The Wage and Salary Schedule shall be incorporated as a part of this Agreement as Appendix "A".
- 16.2 It is agreed that in the event of termination of employment of any Employee within the Bargaining Unit, that the Employer shall have the right to set replacement Employee salaries at a level, entry or above, to be determined solely by Employer. A new Employee shall not be offered a higher salary than a similarly qualified current Employee. An employee who leaves his or her employment in good standing and is rehired within one year shall receive credit for prior employment on a prorata basis at 50% of the previous time worked.
- 16.3 There will be 24 pay periods per year for all Employees. Paydays shall be on the 15th and the last day of the month. Whenever a payday falls on a Saturday, Sunday, or holiday, the preceding day (Monday-Friday) shall be considered the payday. Paychecks will be issued by direct deposit only unless the employee sends a signed written objection to the Business Office. Employees are responsible for providing the Business Office with accurate direct deposit information in a timely manner.
- 16.4 The Employer agrees to provide to all permanent full-time Employees comprehensive group health insurance including major medical and hospitalization. In the event the Employer changes insurance carrier, coverage and premiums shall be comparable, if possible, to the existing insurance program. In the event of any change, the Employer shall notify the Union. The Employer shall pay the full cost of this insurance for these Employees.

- 16.5 In addition to the single coverage for comprehensive health insurance provided in Article 16.4, the Employer shall provide dependent coverage to all permanent full-time Employees who desire such coverage and shall contribute the cost of the single coverage toward the total premium per month per Employee. Employees who receive dependent coverage shall contribute a sum which is the difference between single and dependent coverage per month per Employee.
- 16.6 Establishment of VEBA: Effective January 1, 2004, the Employer shall adopt the Minnesota Service Cooperatives VEBA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employee's beneficiary association under Section 501 (c) (9) of the Internal Revenue Code.
- a.) Benefits provided through the VEBA: The Employer shall provide the following welfare benefit arrangement through the VEBA Plan: The Health Reimbursement Arrangement for Active Employees.
  - b.) Payment of Administrative Fee: Administrative fees allocable to the individual accounts of active employees shall be paid by the Employer. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from the individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA plan is terminated.
  - c.) Employer Contributions to the Health Reimbursement Arrangement for Active Employees:  
  
Subdivision 1c - Contributions to the Active Employee's Plan: The Employer will make a monthly contribution to the individual accounts under the Health Reimbursement Arrangement for Active Employees for qualifying employees who are members of the Collective Bargaining Agreement in accordance with the following schedule:  
  
 \$50.00 for each qualified employee who elects single coverage under the group health plan described in Subdivision 2c.  
  
 \$50.00 for each qualified employee who elects family coverage under the group health plan described in Subdivision 2c.
  - d.) Employer Contribution at Retirement. At retirement, as defined in Article 18.4, employee may elect to have all or a portion of sick leave payout, vacation pay and severance pay, if applicable, deposited into their VEBA account. Contributions will not be included in gross income.

Subdivision 2c - Group Health Plan: In coordination with the VEBA plan, effective January 1, 2004 the Employer will make available a high deductible health plan. The Employer shall pay the full cost of single coverage for this insurance for all permanent full-time employees. The Employer also shall provide dependent coverage, under the same high deductible plan, to all permanent full-time Employees who desire such coverage and shall contribute the cost of the single coverage toward the total family premium per month per Employee. Employees who receive dependent coverage shall contribute a sum which is the difference between single and dependent coverage per month per Employee. As of the effective date, the coverage and conditions provided for in this Subdivision replaces any previous group health insurance and provisions provided for under sections 16.4 and 16.5 and will remain in effect for the duration of this agreement.

- 16.7 Employer shall provide and pay for term life insurance in the amount of \$20,000 for each permanent full-time Employee. Employees shall have such options to purchase additional insurance as are offered by the existing insurance program. In the event Employer changes insurance carrier, coverage and premiums shall be comparable, if possible, to the existing insurance program. In the event of any change, the Employer shall notify the Union.
- 16.8 Permanent Employees who work a minimum of 30 hours per week shall be considered full-time Employees in determining eligibility for the insurance programs provided in Articles 16.4, 16.5, 16.6, & 16.7.
- 16.9 Employees will be eligible for pro-rated longevity incentives based on regular hours worked according to the following table. Longevity payments will not be paid on overtime hours. Employees will begin earning pro-rated longevity benefits on the first day of the 7th year of employment and move through the table based on their anniversary date. (Example: If an employee is hired on July 1, 2012, the employee completes 6 years of service, and leaves the grid on June 30, 2018. The employee is eligible to begin receiving longevity pay credit on July 1, 2018 and eligible for pro-rated longevity pay on December 15, 2018.) Longevity payments shall be by separate check on December 15th for Employees on the Employer's payroll at that time. Longevity schedule:

<u>Years of Service</u>	<u>Cents Per Hour</u>
at the beginning of year 7 - through the end of year 10	.09
at the beginning of year 11 - through the end of year 15	.15
at the beginning of year 16 - through the end of year 20	.21
at the beginning of year 21 and thereafter	.27

ARTICLE XVII  
BEREAVEMENT LEAVE

- 17.1 An Employee shall be allowed up to five (5) working days with pay as bereavement leave, not to be deducted from sick leave, for a death in the immediate family. For the purpose of the Article, immediate family is to be defined as: mother, father, sister, brother, spouse, child, son-in-law, daughter-in-law, grandparent, or grandchild of the employee or the employee's spouse. This section applies to both natural and step relatives.

ARTICLE XVIII  
GENERAL PROVISIONS

- 18.1 The Union shall be permitted the use of the bulletin boards located on the premises of the Employer for posting of matters of interest to its members. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Employer at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned.
- 18.2 In the event that any provision, phrase or clause of this Agreement shall at any time be declared invalid by a court of jurisdiction, the decision shall not invalidate the entire Agreement, it being the expressed intention of the parties that all other provisions remain in full force and effect.
- 18.3 Any Employee shall be granted a leave of absence with pay for service on a jury. If excused, he/she should immediately return to work for the balance of the day.
- 18.4 Employees may retire with full LARL benefits at age 62 or after 30 years of service. LARL's retirement benefits include receiving 50% of the Employees accumulated sick leave at their rate of pay at the time of retirement. Retirement benefits shall not be paid to Employees who fail to meet the minimum age or longevity requirements set forth above.
- 18.5 There shall be one fifteen (15) minute coffee break per each four (4) hours worked.
- 18.6 No Employee shall be required to use his/her private car to carry more than 35 pounds of library material except by mutual consent or on an occasional basis.
- 18.7 Any Employee desiring to terminate their employment shall, whenever possible, present three (3) weeks prior written notification of their intent.
- 18.8 The Director of Finance & Human Resources shall notify the union Steward when a Union member's position changes, including departmental duties and pay level changes after the employee and Supervisor are notified.

- 18.9 In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty or fine, the Union and the Employer will meet immediately to bargain over insurance coverage and related contributions so as to comply with the Act and avoid any penalties or fines for the Employer.

ARTICLE XIX  
TERM OF AGREEMENT

The Agreement shall be in full force and effect from January 1, 2019 until December 31, 2021 and from year to year thereafter unless either party hereto shall give notice ninety (90) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

There shall be an insurance re-opener each of the last two years of this Agreement. Re-openers shall be filed by May 31, 2020 and May 31, 2021. The only items for discussion will be insurance plans as provided by the Employer and financial concerns, including the amount of the Employer's contribution to each Employee's plan.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the 20th day of December, 2018.

LAKE AGASSIZ REGIONAL LIBRARY  
BOARD OF TRUSTEES, MOORHEAD,  
MINNESOTA

By \_\_\_\_\_  
Terry Kalil, President

By \_\_\_\_\_  
Gary Willhite, Vice-President

By \_\_\_\_\_  
Liz Lynch, Director

LOCAL UNION #3262, AMERICAN  
FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES AFL-CIO

By \_\_\_\_\_  
Jane Vigness, President

By \_\_\_\_\_  
Danell Haspel, Member

By \_\_\_\_\_  
Ginger Thrasher, Staff Rep.

APPENDIX "A"  
WAGES OR SALARIES IN EFFECT  
DURING THIS CONTRACT

NAME OF EMPLOYEE	2019	2020	2021
Albers	14.15/14.50	14.89/15.24	15.66/16.01
Boewood	14.86/15.21	15.59	16.01
Cameron	14.50/14.86	15.24/15.59	16.01
Eaves	11.56/11.87	12.19/12.50	12.81/13.12
Edevold	17.83	18.36	18.91
Gores	10.93/11.24	11.57/11.88	12.20/12.51
Green	14.78	15.22	15.68
Guck	13.79/14.15	14.54/14.89	15.31/15.66
Gullickson	14.86/15.21	15.59	16.01
Haspel	16.04	16.52	17.02
Herold	11.24/11.56	11.88/12.19	12.51/12.81
Jones	11.87/12.19	12.50/12.81	13.12
Junkert	11.24/11.56	11.88/12.19	12.51/12.81
Larson	13.79/14.15	14.54/14.89	15.31/15.66
Lennander	13.44/13.79	14.19/14.54	14.96/15.31
Malmanger	17.83	18.36	18.91
Moan	13.79/14.15	14.54/14.89	15.31/15.66
Murphy	12.50	12.81	13.12
Osborn	15.21	15.59	16.01
Ous	13.44/13.79	14.19/14.54	14.96/15.31
Perry	15.21	15.59	16.01
Phipps	14.15/14.50	14.89/15.24	15.66/16.01
Rutkowski	12.19/12.50	12.81	13.12
Schaedler	17.83	18.36	18.91
Slater	14.15/14.50	14.89/15.24	15.66/16.01
Thorstad	11.56/11.87	12.19/12.50	12.81/13.12
Trana	11.24/11.56	11.88/12.19	12.51/12.81
VanBrocklin	14.50/14.86	15.24/15.59	16.01
VanderMeulen	12.50	12.81	13.12
Vigness	17.83	18.36	18.91
West	11.56/11.87	12.19/12.50	12.81/13.12

Employees on the Union Grid shall receive a step increase beginning the pay period immediately following their anniversary date.

APPENDIX “B”  
LAKE AGASSIZ REGIONAL LIBRARY

UNION GRID 2019

<b>Job Category</b>	<b>Classification</b>	<b>YR 1 A</b>	<b>YR 2 B</b>	<b>YR 3 C</b>	<b>YR 4 D</b>	<b>YR 5 E</b>	<b>YR 6 F</b>
Union Job 1	Library Assistant	10.93	11.24	11.56	11.87	12.19	12.50
Union Job 2	Library Associate I	13.44	13.79	14.15	14.50	14.86	15.21

UNION GRID 2020

<b>Job Category</b>	<b>Classification</b>	<b>YR 1 A</b>	<b>YR 2 B</b>	<b>YR 3 C</b>	<b>YR 4 D</b>	<b>YR 5 E</b>	<b>YR 6 F</b>
Union Job 1	Library Assistant	11.26	11.57	11.88	12.19	12.50	12.81
Union Job 2	Library Associate I	13.84	14.19	14.54	14.89	15.24	15.59

UNION GRID 2021

<b>Job Category</b>	<b>Classification</b>	<b>YR 1 A</b>	<b>YR 2 B</b>	<b>YR 3 C</b>	<b>YR 4 D</b>	<b>YR 5 E</b>	<b>YR 6 F</b>
Union Job 1	Library Assistant	11.59	11.90	12.20	12.51	12.81	13.12
Union Job 2	Library Associate I	14.26	14.61	14.96	15.31	15.66	16.01

Off-grid employees: 2019 – 3.0% increase, 2020 – 3.0% increase, 2021 – 3.0% increase.



**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	11/5/18	Ace Hardware	16.17	
6000-000	Supplies - Office	11/5/18	Office Depot	37.79	
6000-000	Supplies - Office	11/8/18 11/19/1	Rapid Refill	256.00	90.00
6000-000	Supplies - Office	11/19/1	Office Depot	95.07	
6000-000	Supplies - Office			405.03	90.00
6020-000	Supplies - Public Services	11/2/18	Signarama	65.00	
6020-000	Supplies - Public Services			65.00	
6240-000	Maint Contr - Copiers	11/6/18	Metro Sales, Inc	1,791.59	
6240-000	Maint Contr - Copiers			1,791.59	
6300-000	Payroll/Time Tracking	11/13/1 11/27/1	Payroll Professionals, Inc.	131.75 134.85	
6300-000	Payroll/Time Tracking			266.60	
6350-000	Delivery Service - Courier	11/12/1 11/26/1	Alliance Courier	2,115.30 1,692.24	
6350-000	Delivery Service - Courier			3,807.54	
6362-000	Lease - Copiers	11/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	11/30/1	JobsHQ	1,289.40	
6380-000	Recruitment			1,289.40	
6400-000	Telephone	11/1/18 11/1/18	Halstad Telephone Company	74.15 32.74	
6400-000	Telephone	11/1/18	Rothsay Telephone	75.31	
6400-000	Telephone	11/1/18	CenturyLink	48.00	
6400-000	Telephone	11/22/1	Rochester Telecom Systems Inc.	107.91	
6400-000	Telephone			338.11	
6410-000	PIO - Marketing/Printing/Etc	11/9/18 11/9/18	Hillary Stevens	18.67 23.98	
6410-000	PIO - Marketing/Printing/Etc			42.65	
6450-000	Mileage - Trustee	11/15/1	Arlen Syverson	120.99	
6450-000	Mileage - Trustee	11/15/1	Terry Kalil	78.48	
6450-000	Mileage - Trustee	11/15/1	Linda Schell	54.50	
6450-000	Mileage - Trustee	11/15/1	Ben Grimsley	49.05	
6450-000	Mileage - Trustee	11/15/1	Gary Willhite	76.30	
6450-000	Mileage - Trustee	11/15/1	Dennis Larson	49.08	
6450-000	Mileage - Trustee	11/28/1	Linda Schell	54.50	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	11/28/1	Terry Kalil	78.48	
6450-000	Mileage - Trustee			561.38	
6455-000	Mileage - Staff	11/1/18	Carol Ricke	47.96	
6455-000	Mileage - Staff	11/1/18	Christy Underlee	6.54	
6455-000	Mileage - Staff	11/1/18	Laura Gullickson	25.62	
6455-000	Mileage - Staff	11/1/18	Jill Rose	23.98	
6455-000	Mileage - Staff	11/1/18	Julie Malmanger	39.79	
6455-000	Mileage - Staff	11/1/18	Jane Vigness	42.51	
6455-000	Mileage - Staff	11/5/18	Marilyn Eaves	28.34	
6455-000	Mileage - Staff	11/6/18	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	11/6/18	Cheryl Melkert	43.60	
6455-000	Mileage - Staff	11/6/18	Alyssa Lennander	75.21	
6455-000	Mileage - Staff	11/6/18	Jodi Harrington	31.07	
6455-000	Mileage - Staff	11/8/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	11/8/18	Marilyn Stordahl	37.61	
6455-000	Mileage - Staff	11/8/18	Karen Stormo	66.49	
6455-000	Mileage - Staff	11/9/18	Jodi Harrington	52.32	
6455-000	Mileage - Staff	11/13/1	Megan Krueger	45.78	
6455-000	Mileage - Staff	11/14/1	Christy Underlee	31.07	
6455-000	Mileage - Staff	11/15/1	Lois Schaedler	39.79	
6455-000	Mileage - Staff	11/15/1	Christy Underlee	79.57	
6455-000	Mileage - Staff	11/15/1	Laurel Wanke	16.35	
6455-000	Mileage - Staff	11/15/1	Jill Rose	100.28	
6455-000	Mileage - Staff	11/15/1	Patty Nunn	11.45	
6455-000	Mileage - Staff	11/15/1	Candace Perry	55.05	
6455-000	Mileage - Staff	11/15/1	Joyce Christine Boike	18.53	
6455-000	Mileage - Staff	11/15/1	Amy Nelson	34.88	
6455-000	Mileage - Staff	11/15/1	Candace Osborn	67.58	
6455-000	Mileage - Staff	11/16/1	Jodi Harrington	17.99	
6455-000	Mileage - Staff	11/16/1	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	11/17/1	Jodi Harrington	52.32	
6455-000	Mileage - Staff	11/17/1	Julie Malmanger	31.88	
6455-000	Mileage - Staff	11/19/1	Joyce Christine Boike	47.96	
6455-000	Mileage - Staff	11/19/1	Amy Nelson	34.88	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	11/20/1	Joyce Christine Boike	37.61	
6455-000	Mileage - Staff	11/21/1	Jill Rose	23.98	
6455-000	Mileage - Staff	11/21/1	Joyce Christine Boike	25.62	
6455-000	Mileage - Staff	11/21/1	Amy Nelson	39.79	
6455-000	Mileage - Staff	11/21/1	Candace Perry	55.05	
6455-000	Mileage - Staff	11/23/1	Jodi Harrington	17.99	
6455-000	Mileage - Staff	11/23/1	Jill Rose	23.98	
		11/27/1		23.98	
6455-000	Mileage - Staff	11/27/1	Jodi Harrington	17.99	
6455-000	Mileage - Staff	11/27/1	Amy Nelson	43.60	
6455-000	Mileage - Staff	11/29/1	Jill Rose	23.98	
6455-000	Mileage - Staff			1,687.12	
6470-000	Board Expenses	11/15/1	Linda Holecek	48.51	
6470-000	Board Expenses			48.51	
6484-000	Conf/Meeting - System Directo	11/1/18	Liz Lynch	348.80	
		11/1/18		185.30	
6484-000	Conf/Meeting - System Directo			534.10	
6500-000	Van - Gasoline	11/6/18	Cenex Fleetcard	45.15	
6500-000	Van - Gasoline			45.15	
6600-000	Materials - Print	11/1/18	Farm & Home Publishers, LTD.	53.90	
6600-000	Materials - Print	11/1/18	Baker & Taylor	68.59	
		11/1/18		88.58	
		11/1/18		30.18	
		11/1/18		51.12	
		11/2/18		22.42	
		11/2/18		16.88	
		11/2/18		29.46	
		11/2/18		58.23	
		11/2/18		77.82	
		11/2/18		94.53	
		11/2/18		44.12	
		11/2/18		31.18	
		11/2/18		36.07	
		11/2/18		20.20	
		11/2/18		102.12	
		11/2/18		351.51	
		11/2/18		291.89	
		11/2/18		283.73	
		11/2/18		248.44	
		11/3/18		20.98	
		11/3/18		20.98	
		11/3/18		123.82	
		11/3/18		154.68	
		11/5/18		59.26	
		11/5/18		198.77	
		11/5/18		230.07	
		11/5/18		382.85	
		11/5/18		94.47	
		11/5/18		131.76	
		11/6/18		30.12	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/6/18		392.09	
		11/7/18		34.30	
		11/7/18		51.15	
		11/7/18		45.90	
		11/7/18		104.56	
		11/7/18		534.04	
		11/7/18		107.78	
		11/7/18		236.46	
		11/7/18		139.07	
		11/7/18		164.74	
		11/7/18		15.70	
		11/8/18		98.40	
		11/8/18		31.72	
		11/8/18		266.96	
		11/8/18		251.38	
		11/9/18		50.22	
		11/9/18		21.32	
		11/9/18		209.86	
		11/9/18		32.06	
		11/9/18		50.76	
		11/9/18		58.12	
		11/9/18		42.64	
		11/9/18		53.40	
		11/9/18		487.37	
		11/9/18		19.98	
		11/9/18		162.53	
		11/9/18		209.90	
		11/9/18		123.49	
		11/9/18		240.64	
		11/11/1		14.40	
		11/12/1		27.84	
		11/12/1		51.24	
		11/12/1		61.64	
		11/12/1		43.74	
		11/12/1		328.83	
		11/12/1		190.69	
		11/14/1		30.06	
		11/14/1		13.18	
		11/14/1		121.74	
		11/14/1		152.08	
		11/15/1		55.07	
		11/15/1		46.46	
		11/15/1		125.16	
		11/15/1		136.74	
		11/15/1		7.74	
		11/15/1		28.86	
		11/15/1		449.40	
		11/16/1		67.54	
		11/16/1		8.86	
		11/16/1		30.16	
		11/16/1		497.28	
		11/18/1		17.08	
		11/18/1		195.59	
		11/18/1		150.75	
		11/18/1		92.46	
		11/19/1		94.90	
		11/19/1		66.93	
		11/19/1		102.23	
		11/19/1		60.30	
		11/19/1		54.64	
		11/20/1		64.80	
		11/20/1		178.22	
		11/20/1		27.66	
		11/20/1		129.40	
		11/20/1		65.96	
		11/21/1		10.02	
		11/21/1		119.44	
		11/21/1		156.50	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/21/1		341.86	
		11/21/1		66.14	
		11/23/1		24.50	
		11/23/1		252.76	
		11/23/1		20.08	
		11/23/1		173.89	
		11/23/1		100.50	
		11/23/1		17.08	
		11/23/1		52.85	
		11/23/1		8.97	
		11/23/1		90.30	
		11/23/1		63.70	
		11/23/1		37.28	
		11/23/1		30.18	
		11/24/1		79.32	
		11/24/1		74.21	
		11/24/1		53.28	
		11/25/1		261.42	
		11/25/1		37.02	
		11/25/1		36.88	
		11/25/1		78.33	
		11/25/1		31.30	
		11/25/1		28.52	
		11/26/1		89.38	
		11/27/1		19.68	
		11/27/1		53.56	
		11/28/1		68.28	
		11/28/1		61.72	
		11/28/1		29.06	
		11/28/1		58.27	
		11/28/1		45.82	
		11/29/1		155.00	
		11/29/1		97.88	
		11/29/1		102.00	
		11/30/1		36.03	
		11/30/1		89.52	
		11/30/1		256.32	
		11/30/1		73.43	
		11/30/1		55.14	
6600-000	Materials - Print			15,012.32	
6601-000	Materials - A/V	11/1/18	Baker & Taylor	144.72	
		11/1/18		67.98	
		11/2/18		232.83	
		11/2/18		226.60	
6601-000	Materials - A/V	11/6/18	Recorded Books, LLC.	99.91	
6601-000	Materials - A/V	11/7/18	Baker & Taylor	110.78	
6601-000	Materials - A/V	11/9/18	Penguin Random House, LLC.	48.00	
6601-000	Materials - A/V	11/9/18	Recorded Books, LLC.	95.58	
		11/9/18		65.80	
6601-000	Materials - A/V	11/12/1	Baker & Taylor	102.64	
		11/12/1		108.83	
		11/13/1		148.39	
6601-000	Materials - A/V	11/13/1	Recorded Books, LLC.	118.50	
6601-000	Materials - A/V	11/15/1	Baker & Taylor	18.62	
		11/18/1		248.21	
		11/19/1		25.78	
		11/19/1		121.28	
6601-000	Materials - A/V	11/20/1	Recorded Books, LLC.	200.96	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	11/23/1	Baker & Taylor	164.59	
6601-000	Materials - A/V	11/26/1	Recorded Books, LLC.	119.00	
		11/26/1		127.96	
6601-000	Materials - A/V	11/26/1	Baker & Taylor	156.44	
		11/27/1		76.22	
6601-000	Materials - A/V	11/28/1	Recorded Books, LLC.	583.90	
		11/28/1		330.96	
		11/28/1		70.98	
6601-000	Materials - A/V	11/29/1	Baker & Taylor	47.80	
		11/29/1		94.21	
		11/29/1		67.00	
		11/30/1		45.32	
6601-000	Materials - A/V			4,069.79	
6670-000	Materials - Digital - e-Books	11/19/1	Overdrive, Inc.	82.80	
		11/19/1		39.97	
		11/19/1		644.42	
		11/19/1		87.00	
		11/19/1		55.00	
		11/19/1		184.99	
		11/20/1		196.93	
		11/21/1		173.96	
		11/26/1		164.76	
		11/26/1		238.98	
		11/26/1		29.97	
		11/27/1		267.94	
		11/30/1		1,000.67	
6670-000	Materials - Digital - e-Books			3,167.39	
6675-000	Materials - Digital - e-Audio	11/19/1	Overdrive, Inc.	47.99	
		11/19/1		95.00	
		11/19/1		74.99	
		11/20/1		95.00	
		11/27/1		59.99	
		11/30/1		363.58	
6675-000	Materials - Digital - e-Audio			736.55	
6690-000	Materials - Periodicals	11/1/18	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals			38.00	
7200-000	Legacy - Expense (1099)	11/1/18	David L Leonhardt	1,050.00	
7200-000	Legacy - Expense (1099)	11/1/18	Minnesota Public Radio	156.00	
		11/1/18		12.00	
		11/1/18		75.00	
		11/1/18		75.00	
		11/1/18		75.00	
		11/1/18		51.00	
7200-000	Legacy - Expense (1099)	11/7/18	Keepers of Sacred Tradi. of Pi	3,465.00	
7200-000	Legacy - Expense (1099)	11/8/18	Jodi Harrington	17.99	
7200-000	Legacy - Expense (1099)	11/9/18	Hillary Stevens	27.25	
7200-000	Legacy - Expense (1099)	11/15/1	Lise Lunge-Larsen	3,500.00	
7200-000	Legacy - Expense (1099)	11/19/1	Absolute Marketing Group	277.86	
		11/19/1		329.70	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/19/1		236.40	
		11/19/1		656.36	
		11/19/1		132.36	
		11/19/1		214.70	
7200-000	Legacy - Expense (1099)	11/25/1	Minnesota Public Radio	75.00	
		11/25/1		24.00	
		11/25/1		75.06	
		11/25/1		248.00	
		11/25/1		72.00	
7200-000	Legacy - Expense (1099)			10,845.68	
7205-000	Legacy - Exp Reimbursement	11/1/18	David L Leonhardt	645.88	
7205-000	Legacy - Exp Reimbursement	11/7/18	Keepers of Sacred Tradi. of Pi	1,539.04	
7205-000	Legacy - Exp Reimbursement	11/15/1	Lise Lunge-Larsen	907.30	
7205-000	Legacy - Exp Reimbursement			3,092.22	
7300-000	Miscellaneous Grant Expense	11/30/1	DEMCO		58,928.79
		11/30/1		58,928.79	
7300-000	Miscellaneous Grant Expense			58,928.79	58,928.79
7410-000	Northern Lights LN e-Books	11/5/18	Overdrive, Inc.	38.97	
		11/5/18		60.95	
		11/6/18		57.00	
		11/6/18		60.00	
		11/13/1		5.99	
		11/13/1		13.99	
		11/13/1		48.96	
		11/16/1		38.97	
		11/19/1		6.99	
		11/21/1		786.93	
		11/27/1		121.76	
		11/30/1		588.53	
7410-000	Northern Lights LN e-Books			1,829.04	
8000-011	Donation - Misc Exp - LM	11/26/1	Clay County Recorder	20.00	
8000-011	Donation - Misc Exp - LM			20.00	
8000-051	Donation - Misc Exp - LC	11/1/18	Northern Lumber, Inc.	985.00	
8000-051	Donation - Misc Exp - LC	11/13/1	Glen Finkenbinder	20.53	
8000-051	Donation - Misc Exp - LC	11/15/1	Joyce Christine Boike	72.07	
8000-051	Donation - Misc Exp - LC	11/15/1	Lynn Willhite	154.60	
8000-051	Donation - Misc Exp - LC	11/19/1	Norby's Work Perks	425.00	
8000-051	Donation - Misc Exp - LC			1,657.20	
8107-000	Donation - Material Other - RO	11/5/18	Overdrive, Inc.	567.98	
		11/5/18		55.00	
		11/5/18		95.00	
		11/5/18		46.95	
		11/5/18		84.94	
		11/6/18		215.96	
		11/6/18		165.95	
		11/12/1		14.97	
		11/13/1		23.99	
		11/13/1		55.00	
		11/13/1		313.99	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/13/1		544.96	
		11/13/1		42.97	
		11/13/1		73.61	
		11/19/1		4.20	
		11/19/1		57.54	
		11/19/1		79.99	
8107-000	Donation - Material Other - RO			2,443.00	
8600-000	Software & Hardware Upgrade	11/17/1	Dell Marketing LP	7,205.72	
8600-000	Software & Hardware Upgrade			7,205.72	
9025-000	Desig Funds - Technology Up	11/17/1	Dell Marketing LP	4,189.08	
9025-000	Desig Funds - Technology Up			4,189.08	
9080-000	Desig Funds - Staff Developm	11/2/18	Jamie Sprynczynatyk	467.38	
9080-000	Desig Funds - Staff Developm	11/6/18	Debra Wahl	48.51	
9080-000	Desig Funds - Staff Developm	11/8/18	Julie Malmanger	47.96	
9080-000	Desig Funds - Staff Developm	11/8/18	Debra Wahl	99.74	
9080-000	Desig Funds - Staff Developm			663.59	
9620-200	Travel/Meetings - Joint Autom	11/20/1	Sharon Douglas	173.86	
9620-200	Travel/Meetings - Joint Autom			173.86	



**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	11/15/1 11/15/1 11/28/1 11/28/1	Federal Income Tax deposit	1,136.46 4,859.34 4,528.96 1,059.19	
5100-000	Payroll Taxes - Employer			11,583.95	
5110-000	Retirement - PERA - Employer	11/15/1 11/28/1	Public Employees Retirement As	5,813.21 5,447.46	
5110-000	Retirement - PERA - Employer			11,260.67	
5120-000	Health Insurance	11/15/1 11/15/1	Further - VEBA/HSA	1,383.75 1,634.00	
5120-000	Health Insurance	11/15/1 11/15/1	LARL Payroll		247.75 372.25
5120-000	Health Insurance	11/22/1	Further (SelectAccount)	109.15	
5120-000	Health Insurance	11/30/1	Lakes Country Service Cooperat	19,906.00	
5120-000	Health Insurance	11/30/1	Further (SelectAccount)	247.75	
5120-000	Health Insurance	11/30/1 11/30/1	LARL Payroll		372.25 247.75
5120-000	Health Insurance			23,280.65	1,240.00
5140-000	Life Insurance - Employer Paid	11/1/18	The Hartford - Priority Accoun	173.60	
5140-000	Life Insurance - Employer Paid			173.60	
6000-000	Supplies - Office	11/3/18 11/15/1 11/19/1	Amazon (charges on account)	21.46 20.39 20.03	
6000-000	Supplies - Office			61.88	
6020-000	Supplies - Public Services	11/1/18 11/7/18	Best Name Badges	8.35 8.35	
6020-000	Supplies - Public Services	11/13/1	Happy Joe's Pizza	46.04	
6020-000	Supplies - Public Services			62.74	
6040-000	Supplies - Computer	11/2/18	Amazon (charges on account)	18.92	
6040-000	Supplies - Computer			18.92	
6400-000	Telephone	11/3/18 11/3/18 11/3/18 11/3/18 11/3/18	Arvig	98.77 100.42 92.04 92.04 41.32	
6400-000	Telephone	11/13/1	Allstream	715.63	
6400-000	Telephone	11/15/1	Garden Valley Telephone Comp	37.43	
6400-000	Telephone	11/25/1	Arvig	182.10	
6400-000	Telephone	11/30/1 11/30/1 11/30/1 11/30/1	Garden Valley Telephone Comp	37.43 86.64 37.43 37.43	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone			1,558.68	
6405-000	Cell Phone	11/9/18	Ting	7.00	
6405-000	Cell Phone			7.00	
6410-000	PIO - Marketing/Printing/Etc	11/15/1	VistaPrint.com	76.48	
6410-000	PIO - Marketing/Printing/Etc	11/21/1	Envato Market	17.00	
6410-000	PIO - Marketing/Printing/Etc	11/30/1	Facebook Ad Manager	31.42	
6410-000	PIO - Marketing/Printing/Etc			124.90	
6470-000	Board Expenses	11/15/1	Noodles & Company	127.78	
6470-000	Board Expenses			127.78	
6490-000	Programming - Youth	11/3/18	Amazon (charges on account)	40.74	
6490-000	Programming - Youth			40.74	
6600-000	Materials - Print	11/4/18	Amazon (charges on account)	17.10	
		11/6/18		5.61	
		11/9/18		21.08	
		11/11/1		18.09	
		11/11/1		4.92	
		11/12/1		31.80	
		11/14/1		10.85	
		11/15/1		172.67	
		11/18/1		4.14	
		11/19/1		57.63	
		11/25/1		17.10	
		11/25/1		6.47	
		11/28/1		30.96	
		11/29/1		32.97	
6600-000	Materials - Print			431.39	
6601-000	Materials - A/V	11/1/18	Amazon (charges on account)	14.96	
		11/4/18		13.99	
		11/4/18		41.97	
		11/4/18		17.19	
		11/4/18		45.78	
		11/4/18		131.77	
		11/5/18		88.42	
		11/5/18		19.99	
		11/5/18		31.96	
		11/8/18		29.97	
		11/10/1		55.98	
		11/11/1		101.82	
		11/11/1		27.99	
		11/12/1		27.99	
		11/12/1		12.96	
		11/12/1		17.99	
		11/12/1		19.98	
		11/13/1		39.08	
		11/14/1		93.89	
		11/15/1		33.50	
		11/15/1		57.46	
		11/17/1		7.99	
		11/18/1		76.69	
		11/19/1		69.89	
		11/20/1		16.63	
		11/20/1		226.06	
		11/25/1		13.77	
		11/26/1		59.92	
		11/27/1		19.94	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Nov 1, 2018 to Nov 30, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/28/1		71.45	
		11/28/1		9.97	
6601-000	Materials - A/V			1,496.95	
7200-000	Legacy - Expense (1099)	11/30/1	Facebook Ad Manager	6.27	
7200-000	Legacy - Expense (1099)			6.27	
8000-011	Donation - Misc Exp - LM	11/26/1	Amazon (charges on account)	15.02	
		11/28/1		6.85	
8000-011	Donation - Misc Exp - LM			21.87	
8000-051	Donation - Misc Exp - LC	11/1/18	Sam's Club	44.86	
8000-051	Donation - Misc Exp - LC	11/15/1	Amazon (charges on account)	112.88	
		11/15/1		40.97	
8000-051	Donation - Misc Exp - LC	11/16/1	Culinex	24.56	
		11/16/1		34.26	
8000-051	Donation - Misc Exp - LC			257.53	
8100-000	Donation - Material Print - RO	11/5/18	Amazon (charges on account)	34.80	
		11/11/1		33.01	
		11/11/1		10.00	
		11/17/1		16.37	
		11/18/1		41.02	
8100-000	Donation - Material Print - RO			135.20	
8100-002	Donation - Material Print - LD	11/12/1	Amazon (charges on account)	16.48	
8100-002	Donation - Material Print - LD			16.48	
8100-011	Donation - Material Print - LM	11/3/18	Amazon (charges on account)	12.58	
		11/6/18		7.90	
		11/11/1		12.18	
8100-011	Donation - Material Print - LM			32.66	
8200-051	Donation - Furn & Equip - LC	11/7/18	Sam's Club	699.00	
8200-051	Donation - Furn & Equip - LC	11/7/18	Lowe's	386.08	
8200-051	Donation - Furn & Equip - LC	11/8/18	Great Big Canvas	567.64	
8200-051	Donation - Furn & Equip - LC	11/15/1	Hayneedle	277.65	
8200-051	Donation - Furn & Equip - LC			1,930.37	
9630-200	Cell Phone - Joint Automation	11/9/18	Ting	25.69	
9630-200	Cell Phone - Joint Automation			25.69	