

**LARL BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
Thursday, December 21, 2023  
Time: 5:30 p.m.**

**Location: Lower Level of the Moorhead Public Library**

**EXECUTIVE COMMITTEE MEMBERS: Briggs, Caroon, Ebinger, Jacobson, & Kalil (Chair)**

Committee Members, if you're unable to attend this meeting, please contact Liz Lynch at [lynchl@larl.org](mailto:lynchl@larl.org) or 218-233-3757 ext. 123 by noon on December 21<sup>st</sup>.

Public Open Forum – Total time: 10 minutes, each person limited to three minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up). The Open Forum Policy and Registration Form can be found <https://larl.org/policies/>

**AGENDA**

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

**PUBLIC INPUT**

**APPROVAL OF AGENDA**

**MINUTES – None to approve**

**5:35 2. FINANCIAL REPORT - Sprynczynatyk**

Enclosed (page 2)

- a. Earned Sick and Safe Time (ESST) Policy (employees who are scheduled 14 hours per week or less); Enclosed (page 6)

***RECOMMENDED MOTION: Move to adopt the Earned Sick and Safe Time Policy.***

- b. Working Guidelines for Supervisory and Confidential Employees

Enclosed (page 8)

***RECOMMENDED MOTION: Move to adopt the updated Working Guidelines for Supervisory and Confidential Employees Policy.***

- c. Facility Closing Policy – Enclosed (page 16 and 18)

***RECOMMENDED MOTION: Move to rescind the LARL Emergency and Non-Emergency Policy and adopt the proposed Facility Closing Policy.***

**5:55 3. DIRECTOR'S REPORT – Lynch**

Enclosed (page 19)

**6:10 4. PRESIDENT'S REPORT – President Kalil**

**6:20 5. OTHER**

**6:25 6. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. Check Register – November 2023 (page 20)

**UPCOMING MEETINGS/EVENTS:**

- Finance Committee Meeting, Thursday, January 18 at 5:00 p.m. via Zoom
- Full Board Meeting, Thursday, January 18 at 5:30 p.m. via Zoom

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2023

91.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<b>Signatory Funding</b>					
Becker County	\$ 0.00	\$ 415,295.00	\$ 415,295.00	0.00	100.00
Detroit Lakes	0.00	242,785.00	242,785.00	0.00	100.00
Clay County	0.00	318,265.00	318,265.00	0.00	100.00
Moorhead	0.00	807,550.00	807,550.00	0.00	100.00
Clearwater County	0.00	112,775.00	112,775.00	0.00	100.00
Mahnomen County	0.00	46,995.00	46,995.00	0.00	100.00
Mahnomen	0.00	23,285.00	23,285.00	0.00	100.00
Norman County	0.00	108,300.00	108,300.00	0.00	100.00
Polk County	0.00	290,870.00	290,870.00	0.00	100.00
Crookston	0.00	234,745.00	234,745.00	0.00	100.00
Wilkin County	0.00	58,390.00	58,390.00	0.00	100.00
Breckenridge	0.00	95,875.00	95,875.00	0.00	100.00
<b>Total Signatory Funding</b>	<b>0.00</b>	<b>2,755,130.00</b>	<b>2,755,130.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	0.00	722,805.20	599,105.00	(123,700.20)	120.65
Reg Library Telecom Aid (RLTA)	0.00	143,111.49	162,180.00	19,068.51	88.24
<b>Total Grants</b>	<b>0.00</b>	<b>865,916.69</b>	<b>761,285.00</b>	<b>(104,631.69)</b>	<b>113.74</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	453.01	5,789.22	8,000.00	2,210.78	72.37
Printing Revenue	1,732.69	17,183.83	16,100.00	(1,083.83)	106.73
Fax Revenue	374.09	3,770.18	5,000.00	1,229.82	75.40
Microfilm Revenue	6.90	96.49	200.00	103.51	48.25
Photocopy Revenue	662.62	6,591.08	7,500.00	908.92	87.88
Book/Furniture Sale Revenue	86.57	6,061.56	0.00	(6,061.56)	0.00
Interest/Dividend Income	8,250.98	75,491.38	50,000.00	(25,491.38)	150.98
Investment Value Change	35,300.70	(20,663.28)	0.00	20,663.28	0.00
Lost/Damaged Property	295.03	4,272.54	5,500.00	1,227.46	77.68
Other Income	0.00	550.00	0.00	(550.00)	0.00
<b>Total Miscellaneous Revenue</b>	<b>47,162.59</b>	<b>99,143.00</b>	<b>92,300.00</b>	<b>(6,843.00)</b>	<b>107.41</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0.00	48,700.00	48,700.00	0.00	100.00
MNLink Server Site Payments	251.33	2,764.67	3,000.00	235.33	92.16
<b>Total Joint Automation Revenue</b>	<b>251.33</b>	<b>51,464.67</b>	<b>51,700.00</b>	<b>235.33</b>	<b>99.54</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>38,165.00</b>	<b>38,165.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>47,413.92</b>	<b>3,771,654.36</b>	<b>3,698,580.00</b>	<b>(73,074.36)</b>	<b>101.98</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	160,851.05	1,717,053.60	1,956,250.00	239,196.40	87.77
Payroll Taxes	12,056.57	128,737.05	151,350.00	22,612.95	85.06
Retirement - PERA	11,827.37	126,167.74	146,050.00	19,882.26	86.39
Health Insurance	30,839.25	323,771.91	362,550.00	38,778.09	89.30
Unemployment Taxes	0.00	3,797.89	0.00	(3,797.89)	0.00
Life Insurance	99.60	1,100.60	1,300.00	199.40	84.66
Workers Compensation Insurance	218.33	2,711.67	3,200.00	488.33	84.74
Other Employee Benefits	121.00	1,331.00	1,650.00	319.00	80.67
<b>Total Personnel</b>	<b>216,013.17</b>	<b>2,304,671.46</b>	<b>2,622,350.00</b>	<b>317,678.54</b>	<b>87.89</b>
<b>Automation/Cataloging</b>					
Automation	12,874.22	154,268.16	159,650.00	5,381.84	96.63
Support - App	0.00	2,889.90	3,900.00	1,010.10	74.10
Remote Printing	282.41	3,106.60	3,450.00	343.40	90.05
Catalog Item Records	1,116.10	12,004.08	12,600.00	595.92	95.27
Supplies - Computer	587.33	5,085.97	5,000.00	(85.97)	101.72
Supplies - Technical Services	151.25	3,487.13	6,000.00	2,512.87	58.12
<b>Total Automation/Cataloging</b>	<b>15,011.31</b>	<b>180,841.84</b>	<b>190,600.00</b>	<b>9,758.16</b>	<b>94.88</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2023

	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/SLB	0.00	10,377.72	12,400.00	2,022.28	83.69
Programming - Adult	629.18	3,448.70	2,500.00	(948.70)	137.95
<b>Total Library Programming</b>	<b>629.18</b>	<b>13,826.42</b>	<b>14,900.00</b>	<b>1,073.58</b>	<b>92.79</b>
<b>Staff Development</b>					
Staff Training & Development	1,646.36	12,493.52	10,000.00	(2,493.52)	124.94
<b>Total Staff Development</b>	<b>1,646.36</b>	<b>12,493.52</b>	<b>10,000.00</b>	<b>(2,493.52)</b>	<b>124.94</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	2,666.68	22,545.46	20,500.00	(2,045.46)	109.98
Regional Board Meetings	944.26	5,184.38	5,400.00	215.62	96.01
<b>Total Mileage/Board Meeting Expenses</b>	<b>3,610.94</b>	<b>27,729.84</b>	<b>25,900.00</b>	<b>(1,829.84)</b>	<b>107.07</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	552.87	16,521.77	17,400.00	878.23	94.95
Attorney Fees	0.00	0.00	1,000.00	1,000.00	0.00
Bus. Office Software/Supplies	0.00	1,835.00	2,000.00	165.00	91.75
Delivery Services	4,587.28	47,317.38	59,500.00	12,182.62	79.53
Director's Discretionary	0.00	174.54	2,500.00	2,325.46	6.98
Insurance - General/Property	1,686.33	20,149.67	22,200.00	2,050.33	90.76
Leases	0.00	27,534.00	27,700.00	166.00	99.40
Maintenance Contracts	196.68	9,897.39	11,400.00	1,502.61	86.82
Memberships	0.00	1,111.00	1,050.00	(61.00)	105.81
Minnesota Director's Fund	0.00	2,275.00	2,250.00	(25.00)	101.11
Miscellaneous Expense	0.00	0.00	2,500.00	2,500.00	0.00
PIO: Printing/Advertising	1,313.40	15,444.81	16,500.00	1,055.19	93.60
Postage	301.50	3,022.34	3,800.00	777.66	79.54
Recruitment	994.00	2,833.40	7,000.00	4,166.60	40.48
Repairs - Equipment	0.00	400.00	2,500.00	2,100.00	16.00
Supplies - Copier/Fax/Microfilm	0.00	660.15	750.00	89.85	88.02
Supplies - Office	0.00	6,958.20	8,000.00	1,041.80	86.98
Supplies - Public Services	643.38	3,989.98	6,000.00	2,010.02	66.50
Telephone/Telecom	1,501.38	15,057.32	22,000.00	6,942.68	68.44
<b>Total Other Operating Expenses</b>	<b>11,776.82</b>	<b>175,181.95</b>	<b>216,050.00</b>	<b>40,868.05</b>	<b>81.08</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0.00</b>	<b>143,111.48</b>	<b>162,180.00</b>	<b>19,068.52</b>	<b>88.24</b>
<b>Transportation</b>					
Vehicle Expenses	0.00	0.00	1,600.00	1,600.00	0.00
<b>Total Transportation</b>	<b>0.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>0.00</b>
<b>Materials</b>					
Audio Visual	2,622.73	32,594.62	50,000.00	17,405.38	65.19
Digital	11,367.40	124,085.69	120,000.00	(4,085.69)	103.40
Online Resources	649.39	7,070.81	8,000.00	929.19	88.39
Periodicals	196.00	18,171.29	21,000.00	2,828.71	86.53
Print	11,389.23	207,639.49	216,000.00	8,360.51	96.13
<b>Total Materials</b>	<b>26,224.75</b>	<b>389,561.90</b>	<b>415,000.00</b>	<b>25,438.10</b>	<b>93.87</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	15,209.36	10,000.00	(5,209.36)	152.09
Software & Hardware Upgrades	(10.98)	3,166.29	30,000.00	26,833.71	10.55
<b>Total Capital Expenditures</b>	<b>(10.98)</b>	<b>18,375.65</b>	<b>40,000.00</b>	<b>21,624.35</b>	<b>45.94</b>
<b>Total General Fund Expenditures</b>	<b>274,901.55</b>	<b>3,265,794.06</b>	<b>3,698,580.00</b>	<b>432,785.94</b>	<b>88.30</b>
General Fund Revenue Over Expenditures \$	<u>(227,487.63)</u>	<u>\$ 505,860.30</u>	<u>\$ 0.00</u>	<u>(505,860.30)</u>	<u>0.00</u>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Eleven Months Ending November 30, 2023

	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	\$ 1,597.15	\$ 70,341.28	\$ 0.00	(70,341.28)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	0.00	7,900.15	0.00	(7,900.15)	0.00
Legacy Grant Revenue	5,818.49	140,020.84	0.00	(140,020.84)	0.00
Miscellaneous Local Grants	1,076.09	23,633.41	0.00	(23,633.41)	0.00
Northern Lights LN Funds	0.00	2,678.75	0.00	(2,678.75)	0.00
<b>Total Special Projects Revenue</b>	<b>8,491.73</b>	<b>244,574.43</b>	<b>0.00</b>	<b>(244,574.43)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	215.11	4,779.96	0.00	(4,779.96)	0.00
Donations - Materials: A/V	0.00	10.00	0.00	(10.00)	0.00
Donations - Materials: Other	0.00	2,439.82	0.00	(2,439.82)	0.00
Donations - Miscellaneous	1,965.51	13,494.15	0.00	(13,494.15)	0.00
Donations - Book Truck	0.00	0.00	0.00	0.00	0.00
Legacy Grant Expense	5,818.49	140,020.84	0.00	(140,020.84)	0.00
Telecom/E-rate Expenses	0.00	7,900.15	0.00	(7,900.15)	0.00
Misc. Local Grant Expense	1,076.09	23,633.41	0.00	(23,633.41)	0.00
Northern Lights LN e-Books	0.00	2,678.75	0.00	(2,678.75)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Miscellaneous</b>	<b>9,075.20</b>	<b>194,957.08</b>	<b>0.00</b>	<b>(194,957.08)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	(2,364.98)	15,755.66	0.00	(15,755.66)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>(2,364.98)</b>	<b>15,755.66</b>	<b>0.00</b>	<b>(15,755.66)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>6,710.22</b>	<b>210,712.74</b>	<b>0.00</b>	<b>(210,712.74)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 1,781.51	\$ 33,861.69	\$ 0.00	(33,861.69)	0.00
GRAND TOTAL REVENUE	55,905.65	4,016,228.79	3,698,580.00	(317,648.79)	108.59
GRAND TOTAL EXPENDITURES	281,611.77	3,476,506.80	3,698,580.00	222,073.20	94.00
CHANGE IN FUND BALANCE	\$ (225,706.12)	\$ 539,721.99	\$ 0.00	(539,721.99)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
November 30, 2023**

**5**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 54,812.35	59,919.44	(5,107.09)	59,053.45	(4,241.10)
Cash - Payroll (Bell Bank)	7,897.97	4,174.37	3,723.60	4,858.05	3,039.92
Cash - Savings (Bell Bank)	1,321,920.73	1,241,855.63	80,065.10	877,038.95	444,881.78
Petty Cash	560.00	560.00	0.00	560.00	0.00
Investment Account	1,487,166.72	1,446,835.80	40,330.92	1,461,500.84	25,665.88
Accounts Receivable	0.00	355,651.26	(355,651.26)	1,309.00	(1,309.00)
Prepaid Expenses	37,547.19	41,196.15	(3,648.96)	38,665.60	(1,118.41)
Leased Assets	79,331.15	79,331.15	0.00	77,387.29	1,943.86
Accum Amort - Leased Assets	(52,303.96)	(52,303.96)	0.00	(26,531.84)	(25,772.12)
Subscription Assets	39,839.84	39,839.84	0.00	39,839.84	0.00
Vehicles	13,867.00	13,867.00	0.00	13,867.00	0.00
Accum Depr - Vehicles	(4,622.24)	(4,622.24)	0.00	(4,622.24)	0.00
Equipment and Fixtures	365,500.33	365,500.33	0.00	365,500.33	0.00
Accum Depr - Equip & Fixtures	(228,633.29)	(228,633.29)	0.00	(228,633.29)	0.00
Equipment & Fixtures - Donated	177,371.25	177,371.25	0.00	177,371.25	0.00
Accum Depr - Donated Equip	(156,337.81)	(156,337.81)	0.00	(156,337.81)	0.00
Endowment Funds	84,976.95	84,976.95	0.00	79,658.56	5,318.39
Amount Provided - LTD	92,995.15	92,995.15	0.00	116,631.00	(23,635.85)
<b>Total Assets</b>	<b>\$ 3,321,889.33</b>	<b>3,562,177.02</b>	<b>(240,287.69)</b>	<b>2,897,115.98</b>	<b>424,773.35</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 16,629.55	44,875.88	(28,246.33)	64,891.41	(48,261.86)
Credit Card Payable	5,391.79	22,089.18	(16,697.39)	0.00	5,391.79
Accrued Salaries Payable	80,031.02	80,031.02	0.00	80,031.02	0.00
Accrued Sick Leave Payable	18,412.21	18,412.21	0.00	18,412.21	0.00
Accrued Vacation Payable	45,252.97	45,252.97	0.00	45,252.97	0.00
Payroll Tax Payable - ND	240.00	120.00	120.00	0.00	240.00
Dental Insurance Payable	(1,077.87)	(1,105.80)	27.93	0.00	(1,077.87)
Vision Insurance Payable	(33.75)	(33.75)	0.00	0.00	(33.75)
AFLAC Payable	112.04	112.04	0.00	112.04	0.00
Flexible Spending - Medical	2,343.22	1,939.06	404.16	1,173.65	1,169.57
Sales Tax Payable	503.73	293.35	210.38	586.00	(82.27)
Deferred Revenue	438,223.17	408,623.49	29,599.68	463,053.31	(24,830.14)
Lease Liability	27,819.52	27,819.52	0.00	51,455.37	(23,635.85)
Subscription Liability	7,894.48	7,894.48	0.00	7,894.48	0.00
<b>Total Liabilities</b>	<b>641,742.08</b>	<b>656,323.65</b>	<b>(14,581.57)</b>	<b>732,862.46</b>	<b>(91,120.38)</b>
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	124,065.71	124,065.71	0.00	257,948.88	(133,883.17)
Fund Bal - Operating Reserve	1,221,000.00	1,221,000.00	0.00	1,221,000.00	0.00
Fund Bal - Employee Severance	21,000.00	21,000.00	0.00	21,000.00	0.00
Fund Bal - Unemployment Comp.	49,000.00	49,000.00	0.00	49,000.00	0.00
Fund Bal - Vehicle Replacement	40,000.00	40,000.00	0.00	40,000.00	0.00
Fund Bal - Technology Upgrade	46,000.00	46,000.00	0.00	46,000.00	0.00
Fund Bal - Furn. & Equipment	15,000.00	15,000.00	0.00	15,000.00	0.00
Fund Bal - Special Projects	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Copiers, Printers	10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Prof Recruitment	5,000.00	5,000.00	0.00	5,000.00	0.00
Fund Bal - Library Materials	30,000.00	30,000.00	0.00	30,000.00	0.00
Fund Bal - Consultant Study	10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Outreach Services	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Brnch Improvement	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Staff Development	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Health Insurance	21,000.00	21,000.00	0.00	21,000.00	0.00
Fund Bal - Joint Automation	101,000.00	101,000.00	0.00	101,000.00	0.00
Investment in Gen. Fixed Asset	167,145.24	167,145.24	0.00	167,145.24	0.00
Reserve for Leases	27,027.19	27,027.19	0.00	50,855.45	(23,828.26)
Reserve for Subscriptions	31,945.36	31,945.36	0.00	31,945.36	0.00
Reserve for Donations	56,264.81	56,264.81	0.00	56,264.81	0.00
Reserve for Endowments	84,976.95	84,976.95	0.00	79,658.56	5,318.39
Change in Fund Balance	539,721.99	765,428.11	(225,706.12)	(128,564.78)	668,286.77
<b>Total Fund Balances</b>	<b>2,680,147.25</b>	<b>2,905,853.37</b>	<b>(225,706.12)</b>	<b>2,164,253.52</b>	<b>515,893.73</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 3,321,889.33</b>	<b>3,562,177.02</b>	<b>(240,287.69)</b>	<b>2,897,115.98</b>	<b>424,773.35</b>

**Earned Sick and Safe Time Policy (ESST)**  
**(employees who are scheduled 14 hours per week or less)**

Pursuant to Minnesota's Earned Sick and Safe Time (ESST) law (effective 01/01/2024), employees are entitled to ESST at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1 and ends on December 31. The terms under which employees are permitted to use this leave are set forth below.

Employees will not be paid for any unused ESST upon termination of employment. If an employee separates from employment and is rehired within 180 days, any earned and unused ESST that the employee had at the time of separation will be reinstated.

ESST will be calculated each semimonthly payroll and is available for use after the earned hours appear on the employee pay stub. Employees will earn .0333 hours of ESST for each hour worked. No advance ESST will be granted.

Employees can use their ESST for reasons such as:

1. the employee's mental or physical illness, treatment or preventive care;
2. a family member's mental or physical illness, treatment or preventive care;
3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
5. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Employees may use ESST for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;

11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Retaliation by management against an employee's legitimate use of ESST is strictly prohibited by law.

No medical or other documentation will be required from the employee unless more than three consecutive absences occur. Employees who use sick or safe time leave for more than 3 consecutive absences may be required to provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.

ESST hours will be compensated at the employee's hourly rate of pay for the shift in which the hours are being used.

ESST hours will not count as hours worked for the purposes of any overtime calculation.

**Notifying Lake Agassiz Regional Library:**

If an employee plans to use ESST for an appointment, preventive care or another permissible reason they know of in advance, they should inform their supervisor by phone, email or in person, as far in advance as possible, but at least seven days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor by phone, email or in person as soon as they know they will be unable to work.

## **WORKING GUIDELINES FOR SUPERVISORY AND CONFIDENTIAL EMPLOYEES (Exempt and Nonexempt)**

The following guidelines have been adopted by the LARL Board of Trustees as working guidelines for supervisory and confidential personnel (herein referred to as "Employee(s)" unless otherwise specified). All Employees are considered to be at-will and this document is for informational purposes only. This document is not to be considered or interpreted as a contract for employment between LARL and any current, past, or future Employee.

### **Working Hours**

Because supervisory and confidential personnel may at times need to attend meetings essential to their jobs or carry on their work-related activities outside of their scheduled working hours, these Employees may at times deviate from their scheduled working hours, provided they obtain the consent of their immediate supervisor and exercise care so that an adjustment in hours does not seriously interfere with the various operations of the library.

Supervisory and Confidential personnel are professionally trained employees, who perform a specific professional or administrative responsibility. Sometimes the necessary work cannot be accomplished within a normal forty-hour (40) work week. For nonexempt (hourly) Supervisory and Confidential personnel, when work schedules cannot be adjusted to accommodate maintaining a 40 hour work week, overtime pay will be provided at one and one-half times the Employee's normal hourly rate. All overtime must be approved in advance by the Regional Library Director. Exempt (salaried) Supervisory personnel work an average of not less than 40 hours a week. At times it will be more than 40 hours a week, but not as an on-going schedule. Exempt Supervisory personnel will communicate schedule adjustments to the ~~Regional Library Director~~Executive Director.

All schedule adjustments and overtime or use of compensatory time by nonexempt Supervisory and Confidential employees must be recorded on the appropriate time sheets to be marked for approval by the appropriate supervisor. Compensatory time must be used within the following 2 pay periods.

### **Wage Administration**

#### **1. Paycheck Distribution**

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.



## 2. Paycheck Deduction Options

### A. Deferred Compensation Plan

The Lake Agassiz Regional Library offers a Deferred Compensation Plan administered by the State of Minnesota to all Employees who meet the Public Employee Retirement Association (PERA) eligibility guidelines.

### B. Flexible Spending Plan and/or Health Saving Account (HSA)

The Lake Agassiz Regional Library offers a Flexible Spending Plan to all eligible employees as outlined in the plan document. Employees who choose the high deductible health insurance plan, can choose to utilize an HSA account.

### C. Insurance Premiums

#### 1. Health Insurance premium for family/dependent coverage.

Employees who meet health insurance eligibility requirements and elect to purchase family/dependent coverage shall have one-half the difference between the single premium and family premium deducted from each paycheck.

#### 2. Supplemental Life Insurance

Employees who meet life insurance eligibility requirements may purchase supplemental life insurance through the Public Employee Retirement Association. The premium for this coverage shall be deducted from an Employee's paycheck once a month.

#### 3. Dental Insurance

Employees who meet dental insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

#### 4. Vision Insurance

Employees who meet vision insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

#### 5. AFLAC Insurance

Employees who meet AFLAC insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

### D. United Way Contribution

An Employee may request that a payroll deduction be designated for a United Way contribution.

3. Longevity

A longevity incentive schedule will be as follows:

<u>Years of Service</u>	<u>An Additional:</u>
Start of 5 <sup>th</sup> year through end of 9 <sup>th</sup> year	1%
Start of 10 <sup>th</sup> year through end of 14 <sup>th</sup> year	2%
Start of 15 <sup>th</sup> year through end of 19 <sup>th</sup> year	3%
Start of 20 <sup>th</sup> year and each year thereafter	4%

Employees will be eligible for longevity incentives on the anniversary of their employment. Longevity payments will be issued as separate checks on December 15 of each year. Employees, who have terminated employment prior to December 15, will receive their longevity payment on a prorated basis at the time of termination.

Insurance Benefits

1. Health Insurance

The Employer agrees to provide to all ongoing Employees working 30 hours or more per week, comprehensive group health insurance including major medical and hospitalization. The Employer shall pay the full cost of the single premium for these Employees. The Employer shall also contribute the cost of the single coverage toward the family premium per month for those Employees who elect family coverage.

A. VEBA – LARL offers Health Reimbursement Arrangement for Active Employees available through the Minnesota Service Cooperatives VEBA Plan and Trust. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c)(9) of the Internal Revenue Code.

a. Eligibility

All ongoing Employees whose customary weekly employment is 30 hours or more are eligible to receive contributions to their individual accounts.

Excluded from eligibility under this section are members of the collective bargaining unit and employees whose customary weekly employment is less than 30 hours per week.

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. Source of Funding & Contributions

The Health Reimbursement Arrangement for Active Employees is funded entirely with employer contributions.

Subdivision c1: For participating eligible Employees, LARL will make monthly contributions to individual accounts under the Health Reimbursement Arrangement for Active Employees in accordance with the following schedule:

\$50.00 for each eligible Employee who elects single coverage under the group health plan described in Subdivision c2.

\$50.00 for each eligible Employee who elects family coverage under the group health plan described in Subdivision c2.

Subdivision c2: In coordination with the VEBA plan, effective January 1, 2004 LARL will make available a high deductible health plan offered through the Minnesota Service Cooperatives. LARL shall pay the full cost of single coverage for this insurance for all permanent full-time employees. LARL also shall provide dependent coverage, under the same high deductible plan, to all permanent eligible 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 Subdivision c1 and c2 replaces any previous group health insurance.

2. Life Insurance

The Employer shall provide and pay for term life insurance in the amount of \$20,000 for each ongoing Employee working 30 hours or more per week. Employees shall have such options to purchase additional insurance as are offered by the existing insurance programs.

**Leave Benefits**

1. Bereavement Leave

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. The term "immediate family" shall 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.

## 2. Holiday Leave

Supervisory and Confidential Employees shall receive their regular pay, up to eight hours per day, if they do not work on the holidays listed below. Whenever an Employee works on a holiday or a holiday falls on an Employee's normal day off, the Employee shall be granted prorated compensatory time off within the calendar year. Employees shall receive two additional days of their choice as floating holidays. All holiday hours must be used by December 31 of each year.

New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	first Monday in September
Veterans' Day	November 11
Thanksgiving Day	fourth Thursday in November
Christmas Eve	December 24 (one-half day)
Christmas Day	December 25

Whenever a holiday falls on a Sunday, the following Monday shall be considered the holiday.

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 on election days.

On Thanksgiving Eve no libraries will be open after 5:00 p.m. Supervisors will schedule all staff hours prior to 5:00 p.m. This is not an additional holiday.

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

## 3. Sick Leave

A. Sick Leave will be used to satisfy the requirements of Minnesota's Earned Sick and Safe Time (ESST). All LARL employees that are scheduled 15 hours per week or more will use Sick Leave for ESST needs.

A.B. Sick leave shall be earned on the basis of one (1) prorated 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) prorated days.



~~B.C.~~ Whenever an Employee has the maximum one hundred and twenty (120) pro-rated days accumulation, additional sick leave shall be earned on the basis of one-half (½) day for each month of service. This additional sick leave shall be allowed to accumulate to a total of twelve (12) pro-rated days in a deferred sick leave bank. It shall not be counted toward severance pay.

~~C.D.~~ No advance shall be given on sick leave.

~~D.E.~~ 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% accumulated sick leave as severance pay.

~~E.F.~~ LARL may require a medical examination and report from a physician to justify sick leave, if required by the Regional Library Director. The examination and report shall be at LARL's expense. Employees must provide at least seven days advance notice when possible before using sick leave for an appointment, preventative care or another permissible reason they know of in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work. After an employee has been out of work on sick leave for 3 consecutive days employees may be required to provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.

~~F.G.~~ Sick leave may be used for necessary medical, optical, and dental attention, including treatments by chiropractors and psychological counseling, for the Employee. Sick leave may be used for the employee's mental or physical illness, treatment or preventative care; a family member's mental or physical illness, treatment or preventative care; absence due to domestic abuse, sexual assault or stalking of the employee or a family member; closure of the employee's workplace due to weather or public emergency or closure due to weather or public emergency; and when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

~~G.~~

~~H.~~ 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 spouse, children, siblings, parents, grandparents, and stepparents. Employees may use sick leave for their following

family members: their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); their spouse or registered domestic partner; their sibling, stepsibling or foster sibling; the biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; their grandchild, foster grandchild or step-grandchild; their grandparent or step-grandparent; a child of a sibling of the employee; a sibling of the parents of the employee; a child-in-law or sibling-in-law; any of the family members listed above of an employee's spouse or registered domestic partner; -any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and up to one individual annually designated by the employee.

- I. 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~~Executive 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.

#### 4. Vacation Leave

- A. The ~~Regional Library Director~~Executive Director and Supervisor II Employees will earn vacation at the rate of twenty six (26) working days per year.
- B. Supervisor I, Library Associate II and all Confidential Employees will earn vacation at the following rates: 1-3 years = 15 days; 4-6 years = 18 days; 7-9 years = 20 days; 10 + years = 24 days. Vacation amounts will be prorated for Confidential Employees working less than 40 hours per week.
- C. Employees are entitled to take earned vacation commencing January 1 in which year the vacation is earned. Employees may accumulate fifty percent of their earned annual vacation provided 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~~Executive Director, pursuant to the Leave of Absence Policy.
- D. Any staff member leaving 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.



- E. Legal holidays falling in the vacation period are not counted as vacation.

### **Retirement**

Employees may retire with full benefits at age 62 or after 30 years of service or in accordance with the Rule of 90. LARL's retirement benefits include receiving 50% of the Employee's 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. It is the Employee's responsibility to contact the Social Security and Public Employee Retirement Association offices for information on their respective retirement benefits.

### **Membership Dues**

LARL encourages supervisory and confidential Employees to be active in professional library associations and civic groups. Membership dues for such groups are the responsibility of the Employee.

### **Continuing Education**

Refer to the Continuing Education Policy.

Adopted, Lake Agassiz Regional Library Board of Trustees: February 19, 1977  
 Amended, Lake Agassiz Regional Library Board of Trustees: December 16, 1977;  
 November 18, 1977; March 15, 1980; December 14, 1981; May 14, 1985;  
 December 14, 1994; March 21, 1998, November 20, 2003, February 16, 2006;  
 April 19, 2012, December 18, 2014, September 15, 2016

## **Emergency and Non-Emergency Closing Policy**

### **~~CLOSING FOR EMERGENCY REASONS:~~**

~~Weather conditions which prevent the majority of staff and customers from reaching a specific library location, and/or present considerable danger to persons traveling to/from a specific library location due to heavy snow, flood, tornado warnings, extreme temperatures or other such natural disasters may constitute a reason for closing. Official weather reports, requests by city, county, or state officials for limitations on travel, will be taken into account. Other reasons for closing can include power failure, furnace or plumbing failure, fire or other such disasters.~~

~~Employees are expected to use good judgment regarding travel. Employees unable to make it to work should contact a sub to fill in for them and notify their Supervisor as to who will work the shift.~~

~~If weather conditions are too dangerous to open or remain open, the Branch Librarian or LINK Site Coordinator should contact their Hub Supervisor or designated person in charge to discuss closing options. The Hub Supervisor/designee will then contact the Regional Office to activate the process for notifying the media of the closure.~~

~~When a branch, LINK Site, or the Regional Office is to be closed or opened on a delayed basis, every effort will be made to announce the closing or postponement through the local news media\*\* by the LARL Marketing Coordinator. A one to two hour notice of the closure is required if possible. Locations which have their own Facebook page should post about any early closures or modifications to the schedule.~~

- ~~● \*\*The LARL Marketing Coordinator, the Regional Library Director or the Director's designee will notify local media of the closing.~~
- ~~● In all cases, the Regional Director's Designee or Hub Supervisor will notify the Regional Library Director of closings.~~

~~The message on the telephone answering machine at the site should be changed to reflect the closing of the location. This can be done from home if possible.~~

- ~~1. In the event that a branch, LINK Site or the Regional Office closes early due to emergency conditions, scheduled staff on duty at the time of the closing will be excused and paid for their full scheduled time. If a location opens late due to emergency conditions, staff scheduled to work at that location during the emergency closed hours and who report to work when the location does open, finishing their regularly scheduled hours, will be paid for their full scheduled time for the day. If a branch or the Regional Office is closed for an entire day due to emergency conditions, staff scheduled to work at the closed location that day will be paid for their scheduled time for that day.~~



2. ~~Employees who were not scheduled to work or who were absent because of sick leave, vacation, etc. are not affected by the closing and their time is reported as though the emergency were not in effect.~~
3. ~~In the event that an employee is late or cannot report to work because of problems related to weather, car trouble, road conditions, etc. when their home location is open, time not worked may be exchanged for vacation or made up within the same calendar week (Sunday-Saturday), subject to written approval of the employee's immediate supervisor. No employee can exceed 40 hours in a week (Sunday-Saturday).~~
4. ~~When a branch or the Regional Office remains open, but an employee at that location leaves early with their Supervisor's permission because of impending hazardous road conditions or other emergency conditions, time not worked may be exchanged for vacation time or made up within the same calendar week (Sunday-Saturday), if work schedules and conditions permit.~~
5. ~~Employees excused from work because of an emergency closing should indicate that amount of time on their timesheet as "other" time with an accompanying explanation, such as "storm closing."~~

#### **~~CLOSING FOR NON-EMERGENCY REASONS:~~**

~~The Regional Library Director will determine if a LARL branch, LINK Site, or the Regional Office will close for non-emergency reasons. For the non-emergency closing of a branch library or LINK Site, the supervisor in charge will present the request to the Regional Library Director giving reasons why the library should close well in advance of the requested date(s).~~

~~Adopted, LARL Board of Trustees, November 15, 1986.~~

~~Amended, LARL Board of Trustees, November 23, 1996; March 21, 1998; November 11, 1998; May 19, 2005; November 20, 2008; November 19, 2009; March 17, 2016; June 20, 2019~~

**Facility Closing Policy**

Occasionally because of local emergency circumstances, including severe weather conditions, Lake Agassiz Regional Library locations or services (including delivery, Outreach, and Headquarters) may be closed or canceled. The supervisor, branch librarian or LINK Site Coordinator of the branch or service may recommend closing because of local conditions. However, staff must pursue all possible options before recommending closure. The Executive Director must approve any closing(s).

In situations where a notice of closing is not issued, it is the responsibility of the employee to use good judgment in deciding whether or not to attempt to come to work. In one-person locations, employees unable to make it to work should contact a sub to fill in for them and notify their Supervisor as to who will work the shift.

Employees must keep their supervisors informed. If a location is to remain open, but the employee does not report to work, employees scheduled to work may utilize vacation time if available. In the event the employee does not have leave available, the employee may take the time unpaid or, if authorized by their supervisor, make up the time within the same pay period.

**Monthly Report to the Board****Meeting Date: December 21, 2023****From: Liz Lynch, Executive Director****Director's Meetings**

**November:** Bibliotheca, 9; Moorhead Community Center/Public Library (MCCPL), 14; OrangeBoy, 16; LARL Finance, 16; LARL Full Board, 16; Legislative Meeting, 17; Interviews, 20; T-Mobile, 20; MLA Board Meeting, 20; MCCPL, 21; MN DHS, 22; Barnesville, 27 & 28; Crookston Interviews and Climax Visit, 30

**December:** MN DHS, 1; MCCPL, 1; Interviews, 4 & 5; Leg Committee, Update, and Interviews, 6; MCCPL, 7; Interview, 8

**LARL Staffing**

**New employees:** Welcome to Elizabeth (Liz) Koskiniemi, Regional Office Routing and Rotation Assistant and JoRelle Grover, Moorhead Library Associate.

**Congratulations** to Jenna Holmer, moving from Moorhead Library Assistant to Associate; Pamela Goebel, moving from LINK Site Substitute to LINK Site Coordinator, Cindy Lichtsinn, moving from Detroit Lakes Assistant to Cormorant LINK Site Coordinator; and Patti Perry, moving from part time Library Associate to Full Time Associate.

**Thank you** to Julia Miller and Karen Nelson for their willingness to stay with LARL as Substitutes.

**Open positions:**

Youth Services Supervisor in Moorhead (40 hours)

Adult Services Supervisor in Moorhead (40 hours)

Librarians (Associates) in Crookston (14 hours) & Moorhead (25 hours)

Library Assistants in Detroit Lakes (14 hours)

LINK Site Coordinators in Frazee (7-10 hours)

Substitutes in Ada and Hawley

**Upcoming Board Meeting Dates**

Finance Committee Meeting, January 18<sup>th</sup> at 5:00 p.m., online via Zoom

Full Board, January 18<sup>th</sup> at 5:30 p.m., online via Zoom

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Nov 1, 2023 to Nov 30, 2023**

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	11/1/23	Apple Store	2010-000	2.99
eft-11/1/23-1	11/1/23	Fidelity Security Life	1000-000	370.02
eft-11/01/23-2	11/1/23	Lakes Country Service Cooperative	1000-000	29,264.82
70746	11/1/23	Hennepin County Library	1000-000	25.00
70747	11/1/23	AFSCME Council 65	1000-000	487.08
70748	11/1/23	AFSCME PEOPLE	1000-000	34.00
70749	11/1/23	ASP of Moorhead, Inc.	1000-000	1,864.32
70750	11/1/23	Baker & Taylor	1000-000	3,224.97
70750a	11/1/23	VOID	1000-000	
70751	11/1/23	Black Stone Publishing	1000-000	1,111.27
70752	11/1/23	Custom Graphics, Inc.	1000-000	210.00
70753	11/1/23	Heather DeBoer	1000-000	92.37
70754	11/1/23	Sandra Duval	1000-000	23.58
70755	11/1/23	Erickson's Smokehouse	1000-000	88.00
70756	11/1/23	Ira Clark Everett III	1000-000	500.00
70757	11/1/23	Pam Goebel	1000-000	23.58
70758	11/1/23	Jodi Harrington	1000-000	84.50
70759	11/1/23	Hennepin County Library	1000-000	20.00
70760	11/1/23	Emily Henry	1000-000	28.82
70761	11/1/23	Innovative Office Solutions, LLC	1000-000	454.80
70762	11/1/23	Chelsi Johnson	1000-000	46.51
70763	11/1/23	Megan Krueger	1000-000	34.06
70764	11/1/23	Lakes Country Service Cooperative	1000-000	244.00
70765	11/1/23	Liz Lynch	1000-000	110.04
70766	11/1/23	Julia Miller	1000-000	13.76
70767	11/1/23	Overdrive, Inc.	1000-000	6,889.06
70767a	11/1/23	VOID	1000-000	
70768	11/1/23	Rapid Refill	1000-000	45.00
70769	11/1/23	Shortprinter	1000-000	192.70
70770	11/1/23	Kaitlin Thouvenell-Crowley	1000-000	16.38
70771	11/1/23	Christy Underlee	1000-000	21.62
70772	11/1/23	Fergus Fall Public Library	1000-000	15.10
eft-11/1/23-1	11/1/23	Lake Agassiz Regional Library	1010-000	25,000.00
cc-11/1/23-1	11/1/23	American Library Association	2010-000	71.10

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Nov 1, 2023 to Nov 30, 2023**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
cc-11/1/23-2	11/1/23	SR Fax	2010-000	27.80
eft-11/2/23-1	11/2/23	Amazon Capital Services	1000-000	2,800.26
eft-11/2/23-2	11/2/23	Attendance On Demand	1000-000	234.00
eft-11/3/23-1	11/3/23	Arvig	1000-000	39.89
eft-11/3/23-2	11/3/23	Arvig	1000-000	89.54
eft-11/3/23-3	11/3/23	Arvig	1000-000	89.54
eft-11/3/23-4	11/3/23	Arvig	1000-000	97.92
eft-11/3/23-5	11/3/23	Arvig	1000-000	97.12
eft-11/06/23-1	11/6/23	Pitney Bowes Purchase Power	1000-000	301.50
eft-11/06/23-2	11/6/23	Cardmember Service	1000-000	18,836.82
70773	11/8/23	Alliance Courier	1000-000	2,115.40
70774	11/8/23	Apple Books	1000-000	59.13
70775	11/8/23	Baker & Taylor	1000-000	3,267.59
70775a	11/8/23	VOID	1000-000	
70776	11/8/23	Christianson's Business Furniture	1000-000	7,230.83
70777	11/8/23	Coast To Coast Computer Products	1000-000	539.90
70778	11/8/23	Heather DeBoer	1000-000	30.79
70779	11/8/23	Caese Haroldson	1000-000	22.27
70780	11/8/23	Jodi Harrington	1000-000	62.88
70781	11/8/23	Chelsi Johnson	1000-000	46.51
70782	11/8/23	Genevieve Junkert	1000-000	9.18
70783	11/8/23	Kitchigami Regional Library	1000-000	15.00
70784	11/8/23	Julia Miller	1000-000	33.41
70785	11/8/23	Minnesota UI Fund	1000-000	141.64
70786	11/8/23	Amy Nelson	1000-000	17.03
70787	11/8/23	Courtney Marie Garrison	1000-000	20.00
70788	11/8/23	Rochester Telecom Systems Inc.	1000-000	28.94
70788a	11/8/23	VOID	1000-000	
70789	11/8/23	Shortprinter	1000-000	23.00
70790	11/8/23	Marilyn Stordahl	1000-000	13.10
70791	11/8/23	Christy Underlee	1000-000	43.24
70792	11/8/23	Wahpeton Daily News	1000-000	126.40
70793	11/8/23	Frank F. Weber	1000-000	1,250.00

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Nov 1, 2023 to Nov 30, 2023**

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Check #	Date	Payee	Cash Account	Amount
70794	11/8/23	Pamela Westby	1000-000	184.72
cc-11/9/23-1	11/9/23	ULINE	2010-000	145.34
cc-11/9/23-2	11/9/23	Ting	2010-000	24.13
eft-11/13/23-1	11/13/23	Allstream	1000-000	236.85
eft-11/13/23-1	11/13/23	Lake Agassiz Regional Library	1010-000	125,000.0
eft-11/13/23-2	11/13/23	Lake Agassiz Regional Library	1000-000	65,000.00
eft-11/14/23-1	11/14/23	WEX - HSA Contributions	1000-000	556.78
eft-11/14/23-2	11/14/23	WEX - HSA Contributions	1000-000	1,052.75
eft-11/14/23-3	11/14/23	BPA (VEBA contributions)	1000-000	2,153.85
eft-11/15/23-1	11/15/23	AFLAC	1000-000	224.08
eft-11/15/23-2	11/15/23	Garden Valley Telephone Company	1000-000	41.53
cc-11/15/23-1	11/15/23	Halstad Telephone Company	2010-000	33.95
cc-11/15/23-2	11/15/23	Halstad Telephone Company	2010-000	74.35
cc-11/15/23-3	11/15/23	Rothsay Telephone	2010-000	71.66
eft-11/15/23-3	11/15/23	Federal Income Tax deposit	1000-000	18,413.93
eft-11/15/23-4	11/15/23	Minnesota State Income Tax	1000-000	1,539.00
eft-11/15/23-5	11/15/23	Payroll Professionals, Inc.	1000-000	128.70
eft-11/15/23-6	11/15/23	ING (Deferred Compensation)	1000-000	1,264.67
eft-11/15/23-7	11/15/23	Public Employees Retirement Association	1000-000	12,008.73
eft-11/15/23-8	11/15/23	LARL Payroll	1005-000	64,556.05
70795	11/15/23	Baker & Taylor	1000-000	5,137.13
70795a	11/15/23	VOID	1000-000	
70795b	11/15/23	VOID	1000-000	
70796	11/15/23	Black Stone Publishing	1000-000	132.30
70797	11/15/23	Joyce Christine Boike	1000-000	110.70
70798	11/15/23	Heather DeBoer	1000-000	30.79
70799	11/15/23	Innovative Office Solutions, LLC	1000-000	1,160.43
70800	11/15/23	Chelsi Johnson	1000-000	32.10
70801	11/15/23	KROX-AM	1000-000	100.00
70802	11/15/23	Megan Krueger	1000-000	93.67
70803	11/15/23	Brenda Labine	1000-000	14.41
70804	11/15/23	Julia Miller	1000-000	13.76
70805	11/15/23	James Robert Norton	1000-000	675.00
70806	11/15/23	ODP Business Solutions, LLC	1000-000	177.38

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Nov 1, 2023 to Nov 30, 2023**

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Check #	Date	Payee	Cash Account	Amount
70807	11/15/23	Overdrive, Inc.	1000-000	4,799.85
70807a	11/15/23	VOID	1000-000	
70808	11/15/23	Courtney Marie Garrison	1000-000	30.00
70809	11/15/23	Shortprinter	1000-000	37.40
70810	11/15/23	Jamie Sprynczynatyk	1000-000	538.79
70811	11/15/23	Hillary Stevens	1000-000	144.76
70812	11/15/23	Christy Underlee	1000-000	51.10
70813	11/15/23	Wahpeton Daily News	1000-000	158.00
CR-11/15/23-1	11/15/23	ULINE	2010-000	-145.34
eft-11/16/23-1	11/16/23	American Library Association	2010-000	108.50
cc-11/20/23-1	11/20/23	Sticker Mule, LLC	2010-000	228.00
eft-11/21/23-1	11/21/23	Mutual of Omaha	1000-000	103.60
cc-11/21/23-1	11/21/23	Google	2010-000	-10.98
70814	11/22/23	The 13 Towns	1000-000	70.00
70815	11/22/23	Alliance Courier	1000-000	2,115.40
70816	11/22/23	Baker & Taylor	1000-000	6,692.15
70816a	11/22/23	VOID	1000-000	
70816b	11/22/23	VOID	1000-000	
70817	11/22/23	Black Stone Publishing	1000-000	801.20
70818	11/22/23	Joyce Christine Bolke	1000-000	108.08
70819	11/22/23	Clayton Briggs	1000-000	151.70
70820	11/22/23	Coast To Coast Computer Products	1000-000	299.96
70821	11/22/23	Daily News / News Monitor	1000-000	196.00
70822	11/22/23	LuAnn Durant	1000-000	151.37
70823	11/22/23	Farmers Independent	1000-000	91.00
70824	11/22/23	Michelle Fjeld	1000-000	29.48
70825	11/22/23	Forum Communications Company	1000-000	95.25
70826	11/22/23	Jodi Harrington	1000-000	84.50
70827	11/22/23	The Hawley Herald, Inc.	1000-000	144.00
70828	11/22/23	Linda Holecek	1000-000	118.95
70829	11/22/23	Steve Jacobson	1000-000	41.92
70830	11/22/23	Chelsi Johnson	1000-000	35.38
70831	11/22/23	Megan Krueger	1000-000	34.06

# Lake Agassiz Regional Library Check Register

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Check #	Date	Payee	Cash Account	Amount
70832	11/22/23	Brenda Labine	1000-000	47.82
70833	11/22/23	Julia Miller	1000-000	14.41
70834	11/22/23	Minnesota Public Radio	1000-000	360.00
70835	11/22/23	NCPERS Group Life Ins.	1000-000	192.00
70836	11/22/23	Barry Nelson	1000-000	65.50
70837	11/22/23	ODP Business Solutions, LLC	1000-000	357.30
70838	11/22/23	Overdrive, Inc.	1000-000	4,517.15
70839	11/22/23	Chizuko Shastri	1000-000	60.00
70840	11/22/23	Mark Titera	1000-000	135.00
70841	11/22/23	Christy Underlee	1000-000	67.47
70842	11/22/23	Pamela Westby	1000-000	106.77
70843	11/22/23	Gary Willhite	1000-000	91.70
70844	11/22/23	Connie Wood	1000-000	128.12
eft-11/22/23-1	11/22/23	Lake Agassiz Regional Library	1010-000	160,000.0
eft-11/22/23-2	11/22/23	Lake Agassiz Regional Library	1000-000	65,000.00
cc11/22/23-1	11/22/23	Uprinting.com	2010-000	629.18
cc-11/23/23-1	11/23/23	LinkedIn	2010-000	378.52
cc11/24/23-1	11/24/23	American Library Association	1000-000	108.49
eft-11/25/23-1	11/25/23	Arvig	1000-000	32.73
eft-11/25/23-2	11/25/23	Arvig	1000-000	183.10
eft-11/25/23-3	11/25/23	WEX Health, Inc.	1000-000	101.75
cc-11/26/23-1	11/26/23	Sangoma US	2010-000	157.75
cc-11/27/23-1	11/27/23	Purple Goose Eatery	2010-000	42.00
eft-11/28/23-1	11/28/23	WEX - HSA Contributions	1000-000	556.78
cc-11/28/23-1	11/28/23	UPS Store	2010-000	17.44
70845	11/29/23	AFSCME Council 65	1000-000	536.40
70846	11/29/23	AFSCME PEOPLE	1000-000	34.00
70847	11/29/23	Baker & Taylor	1000-000	2,754.26
70848	11/29/23	Black Stone Publishing	1000-000	78.90
70849	11/29/23	Farm & Home Publishers, LTD.	1000-000	243.00
70850	11/29/23	Laura Gullickson	1000-000	14.41
70851	11/29/23	Lynne Gullickson	1000-000	176.86
70852	11/29/23	Jodi Harrington	1000-000	62.88
70853	11/29/23	Chelsi Johnson	1000-000	70.09



**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
70854	11/29/23	Megan Krueger	1000-000	102.18
70855	11/29/23	Kurt Mueller Design	1000-000	100.00
70856	11/29/23	Metropolitan Life Insurance Company	1000-000	1,066.51
70857	11/29/23	Overdrive, Inc.	1000-000	2,606.92
70858	11/29/23	ProQuest LLC	1000-000	3,569.20
70859	11/29/23	Rochester Public Library	1000-000	19.97
70860	11/29/23	Philip Spooner	1000-000	68.12
eft-11/30/23-1	11/30/23	Garden Valley Telephone Company	1000-000	41.53
eft-11/30/23-2	11/30/23	Garden Valley Telephone Company	1000-000	41.53
11/30/23-3	11/30/23	Garden Valley Telephone Company	1000-000	41.53
11/30/23-4	11/30/23	Garden Valley Telephone Company	1000-000	76.85
eft-11/30/23-3	11/30/23	Federal Income Tax deposit	1000-000	17,479.92
eft-11/30/23-4	11/30/23	Minnesota State Income Tax	1000-000	1,440.00
eft-11/30/23-5	11/30/23	ING (Deferred Compensation)	1000-000	1,261.09
eft-11/30/23-6	11/30/23	Payroll Professionals, Inc.	1000-000	132.00
eft-11/30/23-7	11/30/23	Public Employees Retirement Association	1000-000	11,334.59
eft-11/30/23-8	11/30/23	LARL Payroll	1005-000	61,679.43
cc-11/30/23-1	11/30/23	FedEx Office	2010-000	212.60
	11/30/23	Rise Vision Digital Signage	2010-000	48.45
cc-11/30/23-2	11/30/23	Facebook Ad Manager	2010-000	21.99
<b>Total</b>				<b><u>764,679.0</u></b>