



AGENDA

Blackduck City Council Meeting

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

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a. Roll Call	
b. Pledge of Allegiance	
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4. **BLACKDUCK FORUM**

Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the

Council. No action will be taken at the time.

5. REPORTS OF COMMITTEES AND CITY STAFF

- 5.1. Public Works Report - Mike Schwanke, Public Works Director
- a. Widseth Updates on City Projects
 - b. Approval Needed - Widseth Professional Services Proposal TH's 71 & 72 MnDOT Improvement Project City Utility Impacts Assessment 204 - 210
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- 5.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations
- 5.3. Library Report - Kelly Hanks, Head Librarian
- a. June 18, 2026 - KRLS Board Meeting
 - b. Approval Needed - Concrete Quote for Library - Pierce Concrete, Inc. 211 - 212
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6. ADMINISTRATOR'S REPORT

- a. Council Update - Blackduck Boys & Girls Club - Andrea Kent
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- c. Council Approval Needed - Resolution 2026-12 - Resolution supporting the appointment of the City Administrator as the Deputy Registrar for the City of Blackduck 216 - 217
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- f. Approval Needed - Ordinance 2026-01 - An Ordinance amending Section 1180 of the City Code relating to Local Option Sales Tax 225
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[Section 350](#)
- h. Thursday, June 18, 2026 - City Offices Closed in Observance of Juneteenth

- i. Friday, July 3, 2026 - City Offices Closed in Observance of Independence Day
 - j. Public Notification - Blackduck City Hall & DMV Closing @ Noon Fridays through July 3, 2026 - 228 - 229
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[CITY HALL HOURS OF OPERATION JUNE JULY \(2\)](#)
 - k. July 6, 2026 - Updated 2025 Financial Audit Presentation - CLA
 - l. July 6, 2026 @ 6pm - Blackduck City Council Regular Meeting
- 7. MAYOR AND/OR COUNCIL MEMBER REPORTS
 - 8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - 9. ADJOURNMENT

Blackduck Community Library Board Meeting Minutes

Date: Tuesday, October 7th

Time: 6:06 PM

Location: Blackduck Community Library

Present: Cameron Koenen, Don Johnson, Kelly Hanks, Mary Salmonson, Miriam Osborn, Paula Erickson

Arrived Late: Amy Granlund

1. **Call to Order:**

The meeting was called to order at 6:06 PM.

2. **Approval of Previous Minutes:**

- The minutes from the previous meeting were reviewed.
- Motion to approve by Mary Salmonson, seconded by Miriam Osborn.
- All in favor. Motion carried.

3. **Correspondence Secretary Report:**

- Appreciation cards were sent for donations received:
 - Hornet Township (\$250 in July)
 - Hines Township (\$3,075 in September)

4. **City Report:**

- A new ordinance was passed to allow a grow facility in the old Anderson building, expected to boost business and tax revenue, benefiting the library.

5. **Manager's Report:**

- 68 children completed the Summer Reading Program (3 teenagers included).
- Discussion on budget cuts due to county reductions, resulting in a potential reduction of library hours starting January 2026. Tuesday hours may change from 1-6 PM to 1-5 PM.
- Concerns about corruption at HQ affecting library operations.
- Trunk or Treat event details:
 - Date: Friday, October 31
 - Location: Wayside Rest
 - Setup: 4 PM, Treats: 4-6 PM
 - Meal: Chili dogs at Holy Trinity
 - Trunks at Saint Anne's Church parking lot
 - Trophies purchased for trunk contest
 - Amy and Paula donated \$10 each for candy purchases.

6. **Adjournment:**

- Meeting adjourned at 6:46 PM.
-

Friends of the Library Meeting Minutes

Date: Tuesday, October 7th

Time: 6:47 PM

Present: All members from the board meeting, including Amy Granlund

1. **Call to Order:**

The Friends meeting was called to order at 6:47 PM.

2. **Approval of Previous Minutes:**

- Previous meeting minutes were read.
- Motion to approve by Miriam Osborn, seconded by Cameron Koenen.
- All in favor. Motion carried.

3. **Treasurer's Report:**

- Miriam presented the report on income from fundraisers/membership dues and disbursements through July.
- Motion to approve by Kelly Hanks, seconded by Mary Salmonson.

- All in favor. Motion carried.

4. Fundraisers:

- Discussed the need for fundraising, with suggestions including a GoFundMe and a bank account for donations.
- Endowment funds were mentioned.
- Plans for a benefit basket to be sold at the annual pie sale on November 8th, from 9 AM to 3 PM at the school.
 - Members to donate items for the basket by the weekend of the 1st.
 - Paula will assist with setup and stay until noon.
 - Members to find pie donations; Kelly will organize a sign-up sheet.
 - Miriam will arrange petty cash for the pie sale.

5. Requests for Funds:

- Kelly and Jackie requested mileage funds for the MLA event.
- Motion to provide \$100 each for mileage by Mary Salmonson, seconded by Cameron Koenen.
- Motion carried.

6. Adjournment:

- Meeting adjourned at 7:38 PM.

Next Meeting: January 20th, 2026.



MINUTES

Council Meeting

6:00 PM - Monday, May 4, 2026

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, May 4, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Mayor Maxwell Gulette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gulette, Public Works Director Mike Schwanke, and Director of Liquor Operations Shawnda Lahr

OTHERS PRESENT: Adam Ziegler, Blackduck Fire Relief Association; Tim Ramerth & Steve Emery Widseth

1. CALL TO ORDER

- a. Roll Call
Regas took roll call of those present to the meeting.
- b. Pledge of Allegiance
Mayor Gulette led the meeting with the pledge of allegiance.

1.1. MAYORAL PROCLAMATION

- 1.1.1. 100% Graduation Rate
Mayor Gulette read the proclamation into the record.

2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

3. CONSENT AGENDA

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

- a. April 6, 2026 Blackduck City Council Meeting Minutes
- b. April 15, 2026 Blackduck Planning Commission Meeting Minutes
- c. April 20, 2026 Blackduck City Council Public Hearing Minutes
- d. April 20, 2026 Blackduck City Council Work Session Minutes
- e. April 2026 Fund Balance Report
- f. April 2026 Bill Report
- g. April 2026 Liquor Fund Vendor ACH Payments - CashWise
- h. April 2026 Sewer Income Statement
- i. April 2026 Water Income Statement
- j. April 2026 Pine Tree Park Income Statement
- k. April 2026 Lakeview Cemetery Income Statement
- l. April 2026 Golf Course Income Statement
- m. April 2026 Liquor Store Income Statement
- n. April 2026 Blackduck DMV Income Statement
- o. March 2026 LF216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- p. Final Approval - April 2026 Business Credit Card Paymnet
- q. Final Approval - April 2026 EFT Disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)
- r. Final Approval - March 2026 Supplemental Bills
- s. Final Approval - Local Option Sales Tax Report - February 2026
- t. Final Approval - May 2026 New & Returning Seasonal Employees
- u. Final Approval - 2026 Annual Continue Disclosure - Ehlers
- v. Final Approval - Beltrami Electric Cooperative Quote #17277 for additional off peak services - City Hall Facility
- w. Final Approval - Utility Customer Adjustment Request - 56 Morris Ave NW - Approved Utility Billing Committee
- x. Final Approval - Q1 2026 Minnesota Paid Leave - City of Blackduck
- y. Final Approval - The Library Store - Quote #959729 - Kingsley Outdoor Book Return - Blackduck Library
- z. Final Approval - Q1 2026 No-Fee Transactions Blackduck DMV Office
- aa. Final Approval - Letter of Support - Blackduck Pickle Ball Club - City of Blackduck to Sanford Board of Directors
- ab. Final Approval - 2026 Workers Compensation Program Changes: Coverage Changes & Rates
- ac. Final Approval - Blackduck Library Grant Reimbursement #3 - Board of Education Grant
- ad. Final Approval - MN Department of Education Site Visit Checklist - CPF MP Facilities - Blackduck Community Library
- ae. Final Approval - City of Blackduck Analytics Report - blackduckmn.com
- af. Final Approval - LMCIT 2026-2027 Workers Compensation - City of Blackduck
- ag.

Laurie Hamilton moved to approve the consent agenda as presented Nicholas Seitz seconded the motion.

Carried 4 to 0

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

4. BLACKDUCK FORUM

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

- a. There was no one to speak for the Forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

- 5.1.1. Council Approval Needed - American Engineering Testing Proposal Blackduck Sanitary Sewer Lift Station Replacement - Geotechnical Exploration & review
Ramerth and Emery report a soil boring will be needed for the lift station renovation project for the upgrades to the Drake Lift Station and recommends contracting services with American Engineering Testing.

Ronald Fredrickson moved to approve the services proposal from American Engineering for boring services Laurie Hamilton seconded the motion.

Carried 4 to 0

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

5.1.2. Report

Schwanke reports staff is preparing for summer season by opening the campground and parks. Schwanke further states receiving information that comments from the public on social media are dissatisfied with the state of Oscar Ave this Spring. Schwanke states his department has blocked the road off to thru traffic due to the nature of the issues. Schwanke further states the blocked road should not impede on traffic from north or south. Schwanke states frost is still coming out and the resolution to the road issues are only temporary. Schwanke states that this is the first year after the bituminous was removed and a big reason why the road did not hold was there is peat underneath and no material to hold the road together. Schwanke states the road was not built for the amount of traffic it now has on it. Schwanke states after a couple of winter cycles, the rural road will hold and be better but it will take time.

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

5.2.1. Report -

Lahr reports traffic has been on and off in April and slowly getting busier as summer gets closer. Lahr reports the parking lot will need help this summer as the deteriorate is getting worse and the siding of the building near the peaks on the southside need replacement.

Widseth recommends having boring completed on the parking lot prior to any updates and requests approval of services with American Engineering while in town for the Drake Lift Station.

Ronald Fredrickson moved to approve services not to exceed \$2500 with American Engineering for boring on the parking lot of the Pond Laurie Hamilton seconded the motion.

Carried 4 to 0

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

5.3. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.3.1. Council Approval Needed - Gutter Quotes for Blackduck Library Facility - 72 1st St. SW

Nicholas Seitz moved to approve quote for new gutters at the Blackduck Library Facility from DL Seamless Laurie Hamilton seconded the motion.

Carried 4 to 0

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

5.3.2. Report -

Regas reports the on-site visit for the DOE Grant went well; book shelves could be delivered by May 14th as well as the book return. Regas states the grant could pay for the facility to be re-sided if approved by council and services can be completed by end of year. City Council members were in favor of gaining quotes to consider moving ahead. Regas will connect with contractors and report back.

6. ADMINISTRATOR'S REPORT

a. Approval Needed - Resolution 2026-11 - Resolution approving a gambling license for the Blackduck Firemens Relief Association located at Svn One Bar

Council member Fredrickson asked for clarification on the ownership of the building noting the application states the Fire Relief owns Svn One Bar. Ziegler states that has been corrected and updated application will be submitted to the state after approval.

Nicholas Seitz moved to approve Resolution 2026-11 with corrections to the gambling application Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- b. Approval Needed - Arbitrage Consulting Services Contract for City of Blackduck - Ehlers Public Finance

Nicholas Seitz moved to approve the services contract from Ehlers not to exceed \$2500 Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- c. Blackduck City Wide Clean Up Event - May 14, 2026 - Registration Closes May 8, 2026
- d. May 18, 2026 @ 6pm - Blackduck City Council Work Session
- e. May 20, 2026 @ 2pm - Blackduck Planning Commission Meeting
- f. May 21, 2026 @ 6pm - KRLS Board Meeting
- g. May 25, 2026 - Memorial Day Observed - City Hall & Blackduck DMV Closed
- h. June 8, 2026 @ 6pm - Blackduck City Council Regular Meeting
- i. Report -
Regas requests the City Council not hold a work session in June due her absence. Council member Fredrickson also states he will not be present. Board members agreed to not hold the regular work session.

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. 2026 Chamber Scramble - June 19, 2026
- b. Council member Fredrickson states the Memorial Day Event is coming up and is top notch.

9. ADJOURNMENT

- a.

Laurie Hamilton moved to adjourn the meeting at 6:48pm Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

City Administrator, Christina Regas

Maxwell Gulette, Mayor



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, May 18, 2026

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, May 18, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas and Public Works Director Mike Schwanke

OTHERS PRESENT: Tim Ramerth, Widseth

1 CALL TO ORDER

- a) Roll Call
Administrator Regas took roll call of those present to the meeting.
- b) Pledge of Allegiance
Mayor Gullette dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

- a)

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

Carried 4 to 0

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

3 OLD BUSINESS

- a) Blackduck Lift Station Renovation Project & Other Items to Report
Ramerth reports Widseth completed the site investigation and the property survey is complete for the lift station design, the boring is three weeks out for the vendor to complete. Ramerth further reported on needing to assist with an update on the Lead Service Line for the City before the end of June. Ramerth states Widseth is revising their proposal for the storm water for SWCD at the Wayside Park so their board will have a decision later in the week.

Regas and Ramerth discuss with the board the need to address the front entrance to

City Hall. Regas states several patrons exit the building and miss the last step and then fall on the sidewalk. Regas states a solution to the entrance seems urgent because of the increased traffic to the building. Schwanke suggests if the building allows to move the main entrance back into the old entryway and then slope the stepped entrance or add a ramp instead. Regas states the League would look to compliance to the facility if the City were to be sued. Ramerth states he will work with Schwanke to see if the entrance relocate is feasible and to measure the steps for compliance. Regas further states ordering signage for the rear entrance will be added as it is missed by many patrons. Councilor Fredrickson suggests having Wideseth work with Public Works and report back.

Schwanke reports the main control panel for several downtown street lights was taken out and Bessler's will repair the damage. Regas will report the incident to LMCIT once an estimate is received.

Schwanke states Oscar is still blocked off and drying nicely. Schwanke will wait a few more days to pull the blockades.

Schwanke reports there has been someone leaving large amount of trash bags at the beach all spring including when the beach road was closed. Schwanke further states the same person has thrown trash into the woods behind the beach dumpster after the public works staff has cleaned up their mess. Schwanke states it happens with other trash bins at the Pond and Campground and was happening before the county updated their recycling bins.

b) Blackduck Police Department & Beltrami County Sheriff Partnership

Regas recommends the Council make a motion for or against the police department consideration, then administration will draft the correct ordinance documents to formally approve in July if the decision to cease the department.

c) Blackduck Library Renovation Project

Regas reports an estimate from Pierce Concrete has been received for a new patio, sidewalk and front patio for the library. Regas states the quote does not include styrofoam underneath the concrete. Regas will ask for approval of the quote on June 8th.

Regas has not received bids for siding the building yet.

Regas reports the gutters are done and the book return is in. Regas reports all the shelving has arrived and is stored in the Police garage until the logistics to assemble the shelving is confirmed. Regas states manpower and availability of volunteers will play into the completion.

d) Lions Duck & Historic Duck Project

Mayor Gullette asked if the Lions Club wishes to restore the Lions Duck how do they access the funding for the project. Regas states the Lions Club cannot access the funding that was provided to the City for the project. Regas states the payment for work provided will need to be invoiced to the City. Regas further explains the grant funding from Blandin will need to be spent as agreed to on the old duck, and other funds donated by local community members can go to the Lions Duck restoration. Schwanke states he can take care of the Lions Duck if the board allows him. Mayor Gullette states he is fine with that decision.

e) Blackduck City Hall Facility Plans

Regas reports the discussion on the front entry was discussed earlier and has no new information to share.

f) MDH Grant - SWP Implementation - Project(s) Authorization to Move Forward - Well #8 Fence Quotes

Regas provides two quote for fences for Well #8 and states the costs are much higher than the amount of the grant provided. Regas states the council should decide if the City will make up the difference of the cost of the fence less the grant. Regas states the City has an obligation to the Wellhead Protection Plan to use the funding for the grant prior to end of 2026. Ramerth suggests shrinking the size of the fence and confirm prevailing wage should be factored into the grant. Schwanke reports any state of Minnesota grant must have prevailing wage in the quotes. Council member Hamilton recommends a second bid. Ramerth suggests Sentry Fence or Kelliher Fence as other fencing options.

g) MnDot Hwy 71 Project - update from Ethan Anstine

Regas reports Anstine has provided communication that has concerns from public works on the project that could include relocating infrastructure. Schwanke states the City can't just move a manhole. Ramerth states the state is portraying this the city owns the utilities under their road and the city has to put plans and specs into the state's plans and specs and the city is going to be responsible for the cost of that. Ramerth asks if the city is aware of that. Regas and Schwanke both state there should be no reason to change any of the utilities. Regas states from the knowledge of the City the project was all surface no underground. Ramerth recommends the City get clarification. Regas recommends facilitating a Teams meeting with all parties to have questions answered.

h) Pickle Ball Club Project

Regas reports the project is still moving ahead and now has more need for the city to take interest in owning the property if it moves forward. Regas reports there are parties working to assist the club to gain ownership of the property and to perhaps assist in the construction of the courts. Regas states their are stakeholders that may meet to gain interest in the project including funding the project. Regas states much of the project is not ready to move ahead as there are no plans or designs for the development of property. Regas states there are several conversations that need to take place prior to the project moving ahead.

4 NEW BUSINESS

a) Councilor Seat - vacancy

Regas requests the board discuss how to move ahead with the current absence of Council member Johnson. Board members agree a letter is to be drafted and mailed to Councilor Johnson requesting feedback on his intentions on returning due to the remaining length of the term of the seat. Regas states a vacancy can be declared and then the seat can be added to the General election in November. Regas further states the importance of Councilor Johnson's committee assignments and the urgency of filling those seats. Board members agree to draft a letter and request feedback on or before June 4th to Mayor Gullette or Regas.

5 ADJOURNMENT

a)

Nicholas Seitz moved to adjourn the work session at 7:15pm Laurie Hamilton seconded the motion.

Carried 4 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor

Blackduck Friends of the Library Meeting Minutes

Date: May 19, 2026

Time: 5:30 PM

Location: Blackduck Community Library

Call to Order

- The meeting commenced with welcoming remarks and introductions.
- A special welcome was extended to Christina from Community Resource Connections.

Approval of Minutes

- The minutes from the previous meeting were reviewed and approved.
- Motion to approve made by Kelly; seconded by Mary.

Treasurer's Report

- The financial status and updates were presented.
- Current Balance: \$15,493.30. CDs renewed on January 20, 2026, totaling \$20,000 plus interest.

Correspondent's Report

- An overview of correspondence was provided.
- Thank you notes were sent to Tri Sigma, Cormant Township, Quiring Township, and Hornet Township.

City Representative Report

- The city representative provided an update:
 - The City Council will vote on whether to contract with the Beltrami County Sheriff's Office for a patrol officer or continue seeking their own hire.
 - City Hall will remain in its current location and will allocate funds for necessary repairs.

Appointment of New President

- A discussion was held regarding the appointment of a new president.
- Darlinda volunteered for the position, and the vote passed unanimously. Thank you, Darlinda!

Fundraising Discussion

- Strategies and upcoming fundraising events were discussed.
- Several options were considered, and members were encouraged to brainstorm and present ideas at the next meeting scheduled for June 17, 2026, at 5:30 PM.

Reports

- **Miriam's Update:** Insights from other Friends groups
 - Miriam reported findings from libraries in Florida and distributed documentation from two libraries she visited, explaining their fundraising strategies through book sales.

- **Kelly's Report:** Request for summer reading funds
 - Kelly plans to implement passive programming this summer due to the installation of new shelving. She requested \$500 for summer reading program prizes and materials. Darlinda motioned to approve the expenditure, and Miriam seconded. The motion passed.
 - Kelly also provided an update on developments at KRLS Headquarters, noting that further information will be available after Laurie reports on the Regional Meeting on May 21.

Other Business

- Tri Sigma will assist with moving books for the new shelving installation.
- Miriam proposed that we recognize volunteers with an appreciation reward, specifically for the Tri Sigma group. Darlinda will research options for bookmarks and send them to Kelly. Kelly motioned to allocate \$100 for Darlinda to select appreciation gifts, and Miriam seconded. The motion passed.
- Kelly will investigate the creation of membership cards for the Friends group, noting that memberships are annual (January 1 to December 31).

Adjournment

- Closing remarks were made, and the meeting was adjourned.
- The meeting will now be held on the third Wednesday of each month to accommodate the new president.
- Darlinda motioned to close the meeting, with Miriam seconding. The motion passed, and the meeting concluded at 8:00 PM.

Next Meeting: June 17, 2026, at 5:30 PM

Location: Blackduck Community Library

Attendance: Mary Salmonson, Cameron Koenen, Paula Erickson, Miriam Osborn, Darlinda Coe, Kelly Hanks, Laurie Hamilton, Christina Adams-Bullington

Closed Session: The Kitchigami Regional Library Board will go into closed session during the meeting on May 21, 2026, scheduled to begin at 6:00 p.m. at KRLS Headquarters located at 310 - 2nd St. N., Pine River, MN, as permitted by Minnesota Statute § 13D.05, subd.(2) (b) to consider preliminary allegations or charges against an individual subject to the Board's authority.

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

AGENDA

1. Call to order and Pledge of Allegiance
2. KRLS Oath of Office (as needed), pg. 4
3. Approval of Agenda
4. Public Input
5. Consent Agenda
 - a. Minutes: March 19, 2026, pg. 5
 - b. Bills: March - April 2026, pg. 10
 - c. Financial Statements: YTD 2026, pg. 22
 - d. Interim Director's Report, pg. 28
6. Closed Session: Personnel
7. Closed Session: Personnel
8. Old Business
 - a. AFSCME Union Contract 2026 – 2028, pg. 33
 - b. Step Approval for Non-Union Staff, pg. 63
9. New Business
 - a. Pine River Library Hours Increase, pg. 65
 - b. Wadena Library Hours Change, pg. 66
 - c. Bredenberg Family Trust/Bemidji Library, pg. 67
 - d. Renewal of CDs, pg. 72
 - e. 2027 Regional Budget Draft Discussion, pg. 73
 - f. Minnesota Paid Leave Act, pg. 90
 - g. Other
10. Chair's Report
11. Adjournment

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

FUTURE BOARD MEETINGS

June 18, 2026	July 16, 2026	September 17, 2026
November 19, 2026	January 21, 2027	March 18, 2027

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

Kitchigami Director Melissa Whatley (whatleym@krls.org)

BELTRAMI COUNTY

Joe Gould (County Commissioner)

Ph: 218-259-4342; E: joe.gould@co.beltrami.mn.us

Alternate: Vacant

CASS COUNTY

Scott Bruns (County Commissioner)

Ph: 218-820-6545; E: scott.bruns@casscountymn.gov

Alternate: Neal Gaalswyk (County Commissioner)

Ph: 218-839-1841; E: neal.gaalswyk@casscountymn.gov

CROW WING COUNTY

Jamie Lee (County Commissioner)

Ph: 218-866-9040; E: jamie.lee@crowwing.gov

Alternate: Steve Barrows (County Commissioner)

Ph: 218-820-8199; E: steve.barrows@crowwing.us

HUBBARD COUNTY

Tom Krueger (County Commissioner)

Ph: 218-616-4069; E: tom.krueger@co.hubbard.mn.us

Alternate: Charlene Christenson (Cty Commissioner)

Ph: 218-616-2181; E: christenson@co.hubbard.mn.us

WADENA COUNTY

Murlyn Kreklau (County Commissioner)

Ph: 218-837-5352; Cell: 218-639-2011

E: murlyn.kreklau@co.wadena.mn.us

Alternate: Ron Noon

Ph: 218-639-0797; E: ron.noon@wcmn.us

CITY OF BEMIDJI

Lynn Eaton

Ph: 218-766-4722; E: lynn.eaton@ci.bemidji.mn.us

Alternate: Mark Dickinson

Ph: 218-766-9887; E: mark.dickinson@ci.bemidji.mn.us

CITY OF BLACKDUCK

Laurie Hamilton

Ph: 218-760-3920

E: laurie.hamilton@blackduckmn.com

Alternate: Donald Johnson

Ph: 651-280-9694; E: donald.johnson@blackduckmn.com

CITY OF BRAINERD

Mary Koep

Ph: 218-829-9793; E: marywalkt@icloud.com

Alternate: Vacant

CITY OF CASS LAKE

Cecil Reams

Ph: 218-335-6654; E: cgriii@msn.com

Alternate: Vacant

CITY OF LONGVILLE

Neil Tobiason

C: 763-442-5066; E: neil.tobiason@gmail.com

Alternate: Phyllis Eck

Ph: 218-539-0354; E: 1849pe@gmail.com

CITY OF PARK RAPIDS

Jeremy Engholm

Ph: 218-616-2280

E: jeremy.engholm@ci.park-rapids.mn.us

Alternate: Vacant

CITY OF PINE RIVER

Brent Norman

Ph: 218-536-0668; E: nscleaners@gmail.com

Alternate: Tamara Hansen

Ph: 218-587-2440; E: mayor@cityofpineriver.org

CITY OF WADENA

Mark Lunde

Ph: 218-639-5662; E: mlunde@wadena.org

Alternate: Duke Harrison

Ph: 218-639-9077; E: dharrison@wadena.org

CITY OF WALKER

Gene Granberg

Ph: 320-469-3454; E: ggranberg@ci.walker.mn.us

Alternate: Jerecho Worth

Ph: 218-209-5899; E: jworth@ci.walker.mn.us

2026 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 01/15/2026)

Board Officers

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

BUDGET COMMITTEE

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

STRATEGIC PLANNING / POLICY COMMITTEE

Tom Krueger, Chair
Lynn Eaton
Brent Norman
Jeremy Engholm

PERSONNEL / UNION NEGOTIATION COMMITTEE

Tom Krueger, Chair
Murlyn Kreklau
Jeremy Engholm

INTERNET / ELECTRONIC RESOURCES COMMITTEE

Tom Krueger, Chair
Brent Norman
Joe Gould

AUDIT COMMITTEE

Tom Krueger, Chair
Lynn Eaton

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members:

Delegates: Joe Gould
Jamie Lee

OUTREACH COMMITTEE

Committee of the Whole

NWLinks

Delegate: Director Melissa Whatley

Kitchigami Regional Library

Oath of Office Policy

Policy

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

Oath

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

Administration

1. The Oath of Office will be administered by the KRLS Director to all members of the board of trustees at the first meeting of the board in each new calendar year, following the election of the board's officers.
2. The Oath of Office will be administered to each member of the board whose term of office begins during the calendar year at the first regular board meeting following the member's appointment.

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

**Kitchigami Regional Library System
Board Meeting, March 19, 2026, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Jeremy Engholm (Park Rapids), Lynn Eaton (Bemidji), Tom Krueger (Hubbard Co.), Brent Norman (Pine River), Scott Bruns (Cass Co.), Mary Koep (Brainerd), Jamie Lee (Crow Wing Co.), Neil Tobiason (Longville)

Board members present by interactive technology: Joe Gould (Beltrami Co.), Cecil Reams (Cass Lake), Gene Granberg (Walker), Mark Lunde (Wadena)

Board members absent: Donald Johnson (Blackduck, alt.), Murlyn Kreklau (Wadena Cty.)

Others present, non-voting: In-person: KRLS Interim Director Melissa Brechon, Admin Asst. Svetlana Lang, Valerie Squires, Charles Squires, Amanda Mikota, Mary Beth Durham

Interactive Technology: Carrie Huston, Adrienn Nelson, Christian Balko, Valerie McCormic, Sue Oliver, Dyan Ebert, Tami Beto, Wadena Library, Rhoda Jackson, Jim Mayne (Deerwood), Patricia Miller, M. Erickson, Mary

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

KRLS Oath of Office None.

Approval of Agenda Interim Director Brechon requested several changes to the agenda:
-- Item 7c Beltrami County Libraries Reduction Plan Vac-Sick Pay;
-- Item 7d Union Grievances – Retroactive Pay;
-- Item 7e KRLS Petition of No Confidence.

Motion by Joe Gould, seconded by Jeremy Engholm, to approve the agenda as amended. Roll call vote was taken.

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Joe Gould, Gene Granberg, Mark Lunde, Cecil Reams. **Motion carried unanimously.**

Public Input There was no public input at this time.

Consent Agenda

Motion by Mary Koep, seconded by Lynn Eaton, to approve the consent agenda Items A-E, as presented.

- a. Minutes: Jan. 15 and Feb. 13, 2026
- b. Bills: January – February 2026
- c. Financial Statements: YTD 2026
- d. Legacy / ACHF FY25 Financial Reporting Form (FRF)
- e. Interim Director's Report

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Closed Session

Motion by Jamie Lee, seconded by Jeremy Engholm, to close the open session of the meeting at 6:08 p.m. Roll call vote was taken.

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Motion by Jamie Lee, seconded by Jeremy Engholm, to begin the closed session of the meeting at 6:09 p.m. Roll call vote was taken.

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Motion by Lynn Eaton, seconded by Jamie Lee, to end the closed session of the meeting at 6:53 p.m. Roll call vote was taken.

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Point Of Order: At the end of the closed session, Mark Lunde noted that he had not been included in the roll call votes for the Consent Agenda or for the Closed Session. The motions had carried unanimously, however, so the meeting continued.

Motion by Jeremy Engholm, seconded by Lynn Eaton, to re-open the public session of the meeting at 6:55 p.m. Roll call vote was taken.

Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Old Business

Approve AFSCME Union
Contract 2026 – 2028

Motion by Lynn Eaton, seconded by Jamie Lee, to Approve AFSCME Union Contract 2026-2028. Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Approve Pine River State Bank Authorization

Motion by Scott Bruns, seconded by Mark Lunde, to Approve Pine River State Bank authorization changes for the following KLRS Board members and KRLS staff.

Add to Checking 4216, Savings 3469, Savings Plus 2620, Carefree Public 1821:

- Lynn Eaton, KRLS Board Treasurer
- Valerie Squires, KRLS Bookkeeper
- Adrienna Nelson, KRLS Bookkeeper, payroll
- Melissa Brechon, KRLS Interim Director

Remove the following names:

- Brent Norman, KRLS Board Secretary
- George Deiss, former KRLS Board Treasurer

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Beltrami Libraries Reduction Plan – update

Interim Director Brechon explained changes the Beltrami County libraries in Bemidji and Blackduck will be making to meet the cuts in their budget. She also requested that the two employees to be laid off at the Bemidji Library be allowed to have any remaining sick and vacation pay upon separation. (Contractually, they are entitled to vacation pay; sick leave pay would also be given.)

Motion by Murlyn Kreklau, seconded by Jamie Lee, to give vacation and sick pay to both Bemidji employees being laid off.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Union Grievances – update

Interim Director Brechon asked the Board to approve retroactive pay, 06/17/2024 to the present, for an employee who had not received their step increase after it had been approved.

Motion by Jamie Lee, seconded by Lynn Eaton, to approve retroactive pay from 06/17/2024 to the present.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Other

Interim Director Brechon let the board know that she had received from the AFSCME 65 union a signed petition of no confidence in the leadership of the Kitchigami Library System with 544 signatures and let the board know copies were available, if needed.

New Business --

Approve individuals' paid leave

Motion by Jamie Lee, seconded by Jeremy Engholm, to approve extended administrative leave for two employees until results of the investigation are received.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Approve contract with Pemberton Law Firm

Motion by Lynn Eaton, seconded by Jamie Lee, to approve a contract with Pemberton Law Firm to do an investigation of two employees.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. No: In-person -- Mary Koep. **Motion carried.**

Approve contract with Abdo Solutions

Motion by Jamie Lee, seconded by Jeremy Engholm, to approve and authorize the Personnel Committee to review the contract with Abdo Solutions to do a forensic audit and for the chair to sign.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. No: In-person -- Mary Koep. **Motion carried.**

Approve contract extension with Interim Director

Motion by Brent Norman, seconded by Scott Bruns, to extend the contract with Melissa Brechon until the investigation by Pemberton Law Firm is completed.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Approve replacement of staff and patron computers

Motion by Lynn Eaton, seconded by Neil Tobiason, to approve the release of funds for computer upgrades to 64 catalog computers in the amount of \$140,000.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Approve 2025 MN Public Library Annual Report

Motion by Lynn Eaton, seconded by Mary Koep, to approve the Minnesota Public Library Annual Report for 2025.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Chair's Report

It was suggested that the meeting document packet be emailed to the board members the week before the meeting, as usual, and hard copies of the packet would then be available to the members on the day of the meeting. The board members agreed to try this for the May 2026 meeting.

Motion by Lynn Eaton, seconded by Neil Tobiason, to adjourn at 7:28 p.m.

Roll call vote was taken. Yes: In-person – Scott Bruns, Lynn Eaton, Jeremy Engholm, Mary Koep, Tom Krueger, Jamie Lee, Brent Norman, Neil Tobiason; via Zoom: Mark Lunde, Joe Gould, Gene Granberg, Cecil Reams. **Motion carried unanimously.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
March 10, 2026**

Check Number	Name	Description	Amount
26753	ABM TECH/OFFICE SHOP	COPIER CONTRACTS	845.32
26754	AFSCME CO 65	AFSCME COUNIL 65 UNION DUES: FEB.2026	1,024.72
26755	AFSCME PEOPLE	VOLUNTARY PAYROLL DEDUCTION	8.50
26756	AMAZON	Remittance Stub	
26757	AMAZON	Remittance Stub	
26758	AMAZON	Remittance Stub	
26759	AMAZON	Remittance Stub	
26760	AMAZON	BOOKS	8,769.25
26761	AMAZON OFFICE	OFFICE SUPPLIES: HQ	845.51
26762	ANOKA COUNTY LIBRARY	ILL EXPENSES	69.24
26763	ARVIG	PHONE: CL, LV, WD, WK & PK	379.91
26764	BLUE CROSS BLUE SHIELD	VISION INSURANCE	134.61
26765	BRODART	BOOK COVERS	102.83
26766	CASANOVA, MARY	LEGACY BOOKS	396.72
26767	CENTURY LINK	BR & BJ TELEPHONES	350.46
26768	COVER ONE	PROCESSING BOOKS SUPPLIES	62.00
26769	CROSSING ARTS	LEGACY ARTIST	2,520.00
26770	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT	27,815.00
26771	DEMCO	PROCESSING BOOKS SUPPLIES	501.11
26772	DURHAM, MARY	MILEAGE REIMB 2026	260.06
26773	EAST CENTRAL REGIONAL LIBRARY	ILL EXPENSES	25.00
26774	EBSCO	2026 SUBSCRIPTIONS	13,039.18
26775	FRETHEM, RENEE	MILEAGE REIMB 2026	76.85
26776	GALE/CENGAGE LEARNING	Remittance Stub	
26777	GALE/CENGAGE LEARNING	BOOKS	716.02
26778	HOOPLA/MIDWEST TAPE	E RESOURCES	14,999.67
26779	KIMBER CREEK FORD	OIL/GENERATOR MAINT: MOBILE	60.29
26780	LIBERTY BUSINESS SYSTEMS	COPIER LEASE/INSURANCE WADENA	413.00
26781	MARCO-BEMIDJI	COPIER LEASE	114.98
26782	MARCO-WALKER	COPIER LEASE	18.30
26783	MIDWEST TAPE	Remittance Stub	-
26784	MIDWEST TAPE	Remittance Stub	-
26785	MIDWEST TAPE	Remittance Stub	-
26786	MIDWEST TAPE	BOOKS	4,086.93
26787	MINNESOTA POWER	HQ ELECTRICITY	467.04
26788	MPR	RADIO ADS IN BJ & BR	500.00
26789	NORTH WOOD LAND WORK	CONTRACTED SNOW REMOVAL	575.00
26790	OCLC, INC.	E-RESOURCES	22,296.71
26791	OFFICE SHOP	OFFICE SUPPLIES: HQ	3,000.74
26792	PAUL BUNYAN COMMUNICATIONS	TELEPHONES: BJ & BK	200.77
26793	PINE CONE PRESS-CITIZEN	LEGACY ADVERTISING	132.75
26794	POSTMASTER/USPS	PO BOX 2026 RENTAL FOR HQ	106.00
26795	SCHULTZ, JODI	MILEAGE REIMB 2026	65.25
26796	SPRINGSHARE	BJ E-RESOURCES/ANNUAL	802.00
26797	SQUIRES, VALERIE	MILEAGE REIMB 2026	26.68
26798	WASTE PARTNERS	HQ GARBAGE	75.32
TOTAL A/P CHECK RUN			105,883.72

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS**

Payroll for March 10th (February 16th through 28th)

Pay Day	Check Numbers	Account	Amount
3/10/2026	52253-52324	Direct Deposits	56,571.98
		Minnesota Withholding Tax paid	2,384.28
		Federal Withholding Tax paid	15,004.05
		PERA-Public Employee Retirement Association paid	9,517.49
		Union Dues Withholding	515.13
		Total Payroll Expense	\$ 83,992.93

KITCHIGAMI REGIONAL LIBRARY SYSTEM

CHECK REGISTER

March 25, 2026

Check Number	Name	Description	Amount
26799	ABDO SOLUTIONS	RETAINER	\$ 15,000.00
26800	AMAZON BOOKS	Remittance Stub	-
26801	AMAZON BOOKS	Remittance Stub	-
26802	AMAZON BOOKS	Remittance Stub	-
26803	AMAZON BOOKS	BOOKS	5,009.07
26804	AMAZON OFFICE	CUSTODIAL SUPPLIES, LIBRARY SUPPLIES	901.42
26805	ARVIG	TELEPHONE: PK	56.00
26806	BALKO, CHRISTIAN	MILEAGE REIMB	20.88
26807	BRANDT-LOER, AUDREY ELISSA	LEGACY: LET'S CREATE KITS 4 OF 12	480.00
26808	BRECHON, MELISSA	REIMB INTERIM DIRECTOR	3,861.58
26809	CANON	COPIER LEASE/INSURANCE WK & PR	157.88
26810	CITY OF PEQUOT LAKES	SERVICE AGREEMENT	5,000.00
26811	CITY OF PINE RIVER	HQ WATER	31.00
26812	COMMUNITY RESOURCE CONNECTIONS	SUBSCRIPTION RENEWAL	100.00
26813	COSUGI	REGISTRATION FOR 5 AT CONFERENCE	1,125.00
26814	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, DATA STORAGE	10,041.75
26815	DURHAM, MARY	MILEAGE REIMB	22.98
26816	EATON, LYNN	MILEAGE REIMB	82.65
26817	EBSO	SUBSCRIPTIONS AT LIBRARY BRANCHES	125.28
26818	ENGHOLM, JEREMY	MILEAGE REIMB	130.50
26819	GALE/CENGAGE LEARNING	Remittance Stub	-
26820	GALE/CENGAGE LEARNING	Remittance Stub	-
26821	GALE/CENGAGE LEARNING	BOOKS	1,527.41
26822	KOEP, MARY	MILEAGE REIMB	46.40
26823	KRUEGER, THOMAS	MILEAGE REIMB	87.00
26824	LAKES AREA LOCK & DOOR	HQ MAINT	699.88
26825	LEE, JAMIE	MILEAGE REIMB	52.20
26826	MIDWEST TAPE	BOOKS	429.82
26827	MN CLEANING SOLUTIONS	BRAINERD BRANCH CLEANING	340.00
26828	MN PEIP	HEALTH INSURANCE	26,806.77
26829	NCPERS	GROUP LIFE INSURANCE	208.00
26830	THE OFFICE SHOP	OFFICE SUPPLIES	619.00
26831	PITNEY BOWES	HQ QTRLY MACHINE LEASE	240.00
26832	PLAYAWAY PRODUCTS LLC	BOOKS	83.28
26833	PROQUEST	ANCESTRY SUBSCRIPTION	9,639.11
26834	PR SANITARY DIST	HQ SEWER	48.40
26835	PUBLISHER WEEKLY	BEMIDJI SUBSCRIPTION	219.99
26836	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL SERVICES	1,593.00
26837	TDS TELECOM	PHONES, ADMINISTRATION	94.05
26838	TDS TELECOM	PHONES, ADMINISTRATION	24.23
26839	TDS TELECOM	PHONES, PINE RIVER LIBRARY	27.44
26840	TOBIASON, NEIL	MILEAGE REIMB	36.25
26841	VERIZON WIRELESS	ADMIN, HOTSPOTS	1,696.77
26842	VERIZON WIRELESS	MOBILE HOTSPOTS	95.02
26843	VISA	SEE ATTACHMENT	1,212.09
26844	XCEL ENERGY	HQ NATURAL GAS SVC	243.66
TOTAL A/P CHECK RUN			88,215.76

KITCHIGAMI REGIONAL LIBRARY SYSTEM

PAYROLL CHECKS

Payroll for March 25th (March 1st through the 15th)

Pay Day	Check Numbers	Account	Amount
3/25/2026	52325 -52399	Direct Deposits	70,190.01
		Minnesota Withholding Tax paid	3,581.13
		Federal Withholding Tax paid	20,941.01
		PERA-Public Employee Retirement Association paid	10,184.74
		Union Dues Withholding	517.76
		Total Payroll Expense	\$ 105,414.65



Got OnLine RECEIVED
BY: [Signature] DATE 3/18/26

March 2026 Statement

Open Date: 02/13/2026 Closing Date: 03/12/2026

Page 1 of 3

Account Ending in: ##### 1056

Visa® Community Card

Elan Financial Services

1-866-552-8855

KITCHIGAMI LIBRARY (CPN 002227443)

BUS 30 ELN 13

9

New Balance	\$1,212.09
Minimum Payment Due	\$1,212.09
Payment Due Date	04/10/2026
Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.	

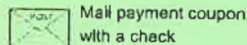
Activity Summary	
Previous Balance	+ \$1,277.60
Payments	- \$1,277.60 ^{CR}
Other Credits	\$0.00
Purchases	+ \$1,212.09
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$1,212.09
Past Due	\$0.00
Minimum Payment Due	\$1,212.09
Credit Line	\$15,000.00
Available Credit	\$13,787.91
Days in Billing Period	28

INVOICE:
3/12/26 Descr.

POSTED
BY: [Signature] DATE 3/18/26

AUTHORIZED
BMB 3/19/24

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 002227443



212090

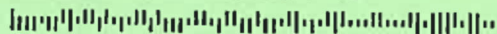
24-Hour Elan Financial Services: 1-866-552-8855

☎ to pay by phone
☎ to change your address

Account Ending in	##### 1056
Payment Due Date	4/10/2026
New Balance	\$1,212.09
Minimum Payment Due	\$1,212.09

Amount Enclosed \$ _____

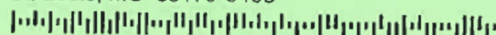
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KITCHIGAMI LIBRARY
ACCOUNTS PAYABLE
PO BOX 84
210 2ND ST N
PINE RIVER MN 56474-0084

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408





March 2026 Statement 02/13/2026 - 03/12/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

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Elan Financial Services (1-866-552-8855

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

Transactions		WHATLEY,MELISSA G				Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
03/02	03/01	2845	ZOOM.COM 888-799-9666 ZOOM.US CA			\$182.43	<u>182.43</u>
Total for Account ##### 0733						\$182.43	

Transactions		MCCORMIC,VALERIE J				Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
02/17	02/14	2158	CENEX-STATION 371 INC PINE RIVER MN			\$104.40	<u>2158</u>
02/25	02/24	9769	CENEX-STATION 371 INC PINE RIVER MN			\$121.69	<u>9769</u>
03/04	03/03	6678	CENEX-STATION 371 INC PINE RIVER MN			\$108.25	<u>6678</u>
03/11	03/10	3993	CENEX-STATION 371 INC PINE RIVER MN			\$105.84	<u>3993</u>
Total for Account ##### 3728						\$440.18	

Transactions		DANIELSEN,RICHARD				Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description			Amount	Notation
Purchases and Other Debits							
02/13	02/11	3821	GODFREY'S GAS BACKUS MN			\$50.72	<u>3821</u>
02/17	02/13	4212	GODFREY'S GAS BACKUS MN			\$47.68	<u>4212</u>
02/19	02/17	3558	GODFREY'S GAS BACKUS MN			\$43.92	<u>3558</u>
02/23	02/20	2548	GODFREY'S GAS BACKUS MN			\$50.43	<u>2548</u>
02/25	02/23	5585	GODFREY'S GAS BACKUS MN			\$51.14	<u>5585</u>
02/27	02/25	1451	GODFREY'S GAS BACKUS MN			\$51.82	<u>1451</u>
03/02	02/27	1584	GODFREY'S GAS BACKUS MN			\$51.62	<u>1584</u>
03/04	03/02	6660	GODFREY'S GAS BACKUS MN			\$50.12	<u>6660</u>
03/06	03/04	5659	GODFREY'S GAS BACKUS MN			\$51.69	<u>5659</u>
03/09	03/06	6671	GODFREY'S GAS BACKUS MN			\$67.45	<u>6671</u>
03/11	03/09	4105	GODFREY'S GAS BACKUS MN			\$56.63	<u>4105</u>

Continued on Next Page



March 2026 Statement 02/13/2026 - 03/12/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

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Elan Financial Services (1-866-552-8855

Transactions DANIELSEN,RICHARD Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account ##### 8002				\$573.22	

Transactions ROYCE,ALLISON Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/05	03/03	8898	MARATHON 266411 PINE RIVER MN	\$16.26	<u>17</u>
Total for Account ##### 8746				\$16.26	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/03	02/28	0137	PAYMENT THANK YOU	\$1,277.60CR	<i>Payment</i>
Total for Account ##### 1056				\$1,277.60CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$1,212.09	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

Contact Us

Phone

Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

Questions

Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check

Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online

myaccountaccess.com

End of Statement

VISA

VISA PINE RIVER STATE BANK

FEB.13 - MAR.12, 2026

Val M: 3728

Whatley: 0773

DATE	VAL M.	DATE	MELISSA	PO#	Vendor	Description	Acct
2/14/26	\$104.40						
2/24/26	\$121.69	3/1/26	\$182.43		Zoom Workplace Pro	Admin Software	5655.000
3/3/26	\$108.25						
3/10/26	\$105.84						
VAL M.	\$440.18	MELISSA	\$182.43				

POSTED
M 3/12/26

Richard: 8002

Tami: 4889

DATE	RICHARD	DATE	TAMI	PO#	Vendor	Description	Acct
2/11/26	\$50.72						
2/13/26	\$47.68						
2/17/26	\$43.92	TAMI	\$0.00				
2/20/26	\$50.43						
2/23/26	\$51.14						
		Svetlana: 2568					
2/25/26	\$51.82	DATE	SVETLANA	PO#	Vendor	Description	Acct
2/27/26	\$51.62						
3/2/26	\$50.12						
3/4/26	\$51.69	SVETLANA	\$0.00				
3/6/26	\$67.45						
3/9/26	\$56.63						
		Allison: 8746					
		DATE	ALLISON	PO#	Vendor	Description	Acct
		3/3/26	\$16.26		Cenex 371 Pine River	6.024GAL KITS-P/U & DELVRY	6222.010
RICHARD	\$573.22	ALLISON	\$16.26				

CARD	ACCT	DESCRIPTION	AMOUNT
VAL M.	5410.040	MOBILE GAS	\$440.18
RICHARD	5310.020	DELIVERY GAS	\$573.22
MELISSA	5655.000	SOFTWARE FEES	\$182.43
ALLISON	6222.010	GAS IN EXPLORER	\$16.26
TAMI B	5655.000	ACCESS TO WEBSITE	\$0.00
		TOTAL	1,212.09

"STMT DUE BY 3/12/26"

STMT AMT DUE: 4/10/26
1212.09
VALIDATE DOLLARS:
\$0.00

KITCHIGAMI REGIONAL LIBRARY SYSTEM

CHECK REGISTER

April 10, 2026

Check Number	Name	Description	Amount
26845	AFSCME CO 65	AFSCME COUNIL 65 UNION DUES: MAR.2026	1,144.08
26846	AFSCME PEOPLE	VOLUNTARY PAYROLL DEDUCTION	8.50
26847	ALLEGRA	BUSINESS CARDS: M.BRECHON	89.95
26848	AMAZON	Remittance Stub	-
26849	AMAZON	BOOKS	2,333.45
26850	AMAZON OFFICE	OFFICE SUPPLIES: HQ	3,259.72
26851	ARVIG	PHONE: CL, LV, WD & WK	385.18
26852	BLUE CROSS BLUE SHIELD	VISION INSURANCE	134.61
26853	BRECHON, MELISSA	REIMB INTERIM DIRECTOR	3,008.96
26854	CASS COUNTY TREASURER	2026 TAXES PIF	86.00
26855	CENTURY LINK	BR & BJ TELEPHONES	350.46
26856	CITY OF CROSSLAKE	SERVICE AGREEMENT	5,000.00
26857	CROSSING ARTS	LEGACY ARTIST	2,730.00
26858	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT	133,065.51
26859	FRETHEM, RENEE	MILEAGE REIMB 2026	76.85
26860	GALE/CENGAGE LEARNING	BOOKS	26.39
26861	HOOPLA/MIDWEST TAPE	E RESOURCES	14,997.01
26862	HUSTON, CARRIE	MILEAGE REIMB 2026	43.50
26863	IRS	FWT PENALTY: Q4CY25	2,366.58
26864	KIMBER CREEK FORD	OIL CHG: 2023 DELIVERY VAN	78.39
26865	LAKES AREA LOCK & DOOR	HQ MAINT	327.55
26866	LIBERTY BUSINESS SYSTEMS	COPIER LEASE/INSURANCE WADENA	413.00
26867	MARCO-BEMIDJI	COPIER LEASE	114.98
26868	MARCO-WALKER	COPIER LEASE	18.30
26869	MIDWEST TAPE	BOOKS	939.18
26870	MINNESOTA POWER	HQ ELECTRICITY	466.76
26871	MPR	RADIO ADS IN BJ & BR	500.00
26872	NCPERS	GROUP LIFE INSURANCE	240.00
26873	NORENBERG	MILEAGE REIMB 2026	75.40
26874	NW-LINKS	Q3FY26 NETWORK	7,526.87
26875	OCLC, INC.	E-RESOURCES	8,777.22
26876	OFFICE SHOP	OFFICE SUPPLIES: HQ	2,001.47
26877	PAUL BUNYAN COMMUNICATIONS	TELEPHONES: BJ & BK	107.27
26878	PENWORTHY	BOOKS	1,085.18
26879	POSTMASTER	PO BOX IN CL	106.00
26880	PR SANITARY DISTRICT	HQ SEWER	48.40
26881	REGENTS OF THE U OF MN	BOOKS SUPPLIES	1,288.98
26882	RESOLUTE LAW, LLC	LEGAL EXPENSES	5,012.00
26883	RITEWAY BUSINESS FORMS	A/P CHECK FORMS	203.52
26884	SCHULTZ, JODI	MILEAGE REIMB 2026	65.25
26885	SEBCO	BOOKS	2,771.87
26886	SHELL PRAIRIE AG ASSOC	LEGACY POP-UP AT HUBBARD CO FAIR	250.00
26887	WASTE PARTNERS	HQ GARBAGE	545.03

TOTAL A/P CHECK RUN

202,069.37

KITCHIGAMI REGIONAL LIBRARY SYSTEM

PAYROLL CHECKS

Payroll for April 10th (March 16th through 31st)

Pay Day	Check Numbers	Account	Amount
4/10/2026	52400 - 52477	Direct Deposits	75,575.89
		Minnesota Withholding Tax paid	3,758.26
		Federal Withholding Tax paid	22,155.70
		PERA-Public Employee Retirement Association paid	11,764.34
		Union Dues Withholding	626.32
		Total Payroll Expense	\$ 113,880.51

AMOUNT EXPENSED PAGE 1

315,949.88

KITCHIGAMI REGIONAL LIBRARY SYSTEM

CHECK REGISTER

April 24, 2026

Check Number	Name	Description	Amount
26888	ABM TECH/OFFICE SHOP	COPIER CONTRACTS	348.01
26889	ALLEGRA	BUSINESS CARDS: A.RISTAU	119.95
26890	AMAZON BOOKS	Remittance Stub	-
26891	AMAZON BOOKS	Remittance Stub	-
26892	AMAZON BOOKS	Remittance Stub	-
26893	AMAZON BOOKS	BOOKS	2,236.99
26894	AMAZON OFFICE	CUSTODIAL SUPPLIES, LIBRARY SUPPLIES	5,813.60
26895	BRANDT-LOER, AUDREY ELISSA	LEGACY: LET'S CREATE KITS 8 OF 12	480.00
26896	BRODART	BOOK JACKETS	444.12
26897	CANON	COPIER LEASE/INSURANCE WK & PR	157.88
26898	CANVA	REGIONAL SUBSRIPTION	1,000.00
26899	CHRISTENSEN, CAROL	REIMB FOR AI TRAINING	249.00
	CITY OF PINE RIVER	HQ WATER: VS called City who said HQ is paid in full	
26900	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, DATA STORAGE	6,191.25
26901	DINGMAN, MELISSA	4/6/26 MLD REIMB MILEAGE	133.70
26902	FARONICS TECHNOLOGIES	REGIONAL SUBSRIPTION	519.75
26903	FOLLETT CONTENT SOLUTIONS	BOOKS	109.71
26904	GALE/CENGAGE LEARNING	Remittance Stub	-
26905	GALE/CENGAGE LEARNING	Remittance Stub	-
26906	GALE/CENGAGE LEARNING	BOOKS	3,065.60
26907	HUSTON, CARRIE	MILEAGE REIMB	43.50
26908	MIDWEST TAPE	Remittance Stub	-
26909	MIDWEST TAPE	Remittance Stub	-
26910	MIDWEST TAPE	BOOKS	3,882.87
26911	MN PEIP	HEALTH INSURANCE	22,361.33
26912	PENWORTHY	BOOKS	584.27
26913	POSTMASTER	PO BOX 14: PINE RIVER LIBRARY	106.00
26914	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL SERVICES	783.00
26915	RENDON, MARCIE	LEGACY ARTIST	6,000.00
26916	SCHULTZ, JODI	MILEAGE REIMB	65.25
26917	SEBCO BOOKS	BOOKS	346.92
26918	SENSOURCE, INC.	BEMIDJI PEOPLE COUNTING SYSTEM	300.00
26919	SWANK MOVIE LICENSING	BEMIDJI ANNUAL SUBSCRIPTION	640.00
26920	TDS TELECOM	PHONES, ADMINISTRATION	93.72
26921	TDS TELECOM	PHONES, ADMINISTRATION	24.14
26922	TDS TELECOM	PHONES, PINE RIVER LIBRARY	27.36
26923	VERIZON WIRELESS	ADMIN, HOTSPOTS	1,723.04
26924	VERIZON WIRELESS	MOBILE HOTSPOTS	65.02
26925	VISA	SEE ATTACHMENT	2,300.70
26926	WADENA CITY	HVAC CAPITAL 11/20/25 APPROVAL	58,274.00
26927	XCEL ENERGY	HQ NATURAL GAS SVC	136.29

TOTAL A/P CHECK RUN

118,626.97

KITCHIGAMI REGIONAL LIBRARY SYSTEM

PAYROLL CHECKS

Payroll for April 25th (April 1st through the 15th)

Pay Day	Check Numbers	Account	Amount
4/24/2026	52478 - 52548	Direct Deposits	66,952.02
		Minnesota Withholding Tax paid	3,197.68
		Federal Withholding Tax paid	18,920.70
		PERA-Public Employee Retirement Association paid	10,847.44
		Union Dues Withholding	549.56
		Total Payroll Expense	\$ 100,467.40

TOTAL AMOUNT EXPENSED

219,094.37



April 2026 Statement

Page 1 of 4

Open Date: 03/13/2026 Closing Date: 04/13/2026

Account Ending in: ##### 1056

Visa® Community Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

1

9

KITCHIGAMI LIBRARY (CPN 002227443)

New Balance	\$2,300.70
Minimum Payment Due	\$2,300.70
Payment Due Date	05/10/2026

Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.

Activity Summary		
Previous Balance	+	\$1,212.09
Payments	-	\$1,212.09 ^{CR}
Other Credits		\$0.00
Purchases	+	\$2,300.70
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,300.70
Past Due		\$0.00
Minimum Payment Due		\$2,300.70
Credit Line		\$15,000.00
Available Credit		\$12,699.30
Days in Billing Period		32

online
RECEIVED
 BY *VS* DATE APR 14 2026

POSTED
 BY *[Signature]* DATE APR 14 2026

AUTHORIZED
 BY *[Signature]* DATE 4/14/26

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

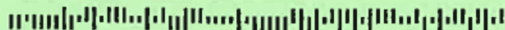
Please detach and send coupon with check payable to: Elan Financial Services CPN 002227443



24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

00000034661 000638160068269 P 1



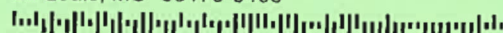
KITCHIGAMI LIBRARY
 ACCOUNTS PAYABLE
 PO BOX 84
 210 2ND ST N
 PINE RIVER MN 56474-0084

Account Ending in	##### 1056
Payment Due Date	5/10/2026
New Balance	\$2,300.70
Minimum Payment Due	\$2,300.70

Amount Enclosed \$ _____

Elan Financial Services

P.O. Box 790408
 St. Louis, MO 63179-0408





April 2026 Statement 03/13/2026 - 04/13/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

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Elan Financial Services 1-866-552-8855

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions		WHATLEY, MELISSA G		Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/02	04/01	6598	ZOOM.COM 888-799-9666 ZOOM.US CA	\$182.43	1 ✓✓
Total for Account #### #### #### 0733				\$182.43	

Transactions		MCCORMIC, VALERIE J		Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/18	03/17	3436	CENEX-STATION 371 INC PINE RIVER MN	\$136.60	2 ✓
03/27	03/26	0750	CENEX-STATION 371 INC PINE RIVER MN	\$142.40	3 ✓
04/03	04/02	2182	CENEX-STATION 371 INC PINE RIVER MN	\$118.40	4 ✓
04/13	04/11	2660	CENEX-STATION 371 INC PINE RIVER MN	\$138.25	5 ✓
Total for Account #### #### #### 3728				\$535.65	✓

Transactions		DANIELSEN, RICHARD		Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/13	03/11	0069	GODFREY'S GAS BACKUS MN	\$59.42	6 ✓
03/16	03/13	0957	GODFREY'S GAS BACKUS MN	\$57.50	7 ✓
03/18	03/16	1096	GODFREY'S GAS BACKUS MN	\$60.00	8 ✓
03/18	03/17	3139	CENEX-STATION 371 INC PINE RIVER MN	\$21.00	9 ✓
03/20	03/18	9321	GODFREY'S GAS BACKUS MN	\$59.13	10 ✓
03/23	03/20	0147	GODFREY'S GAS BACKUS MN	\$60.95	11 ✓
03/25	03/23	4434	GODFREY'S GAS BACKUS MN	\$63.89	12 ✓
03/27	03/25	8790	GODFREY'S GAS BACKUS MN	\$60.84	13 ✓
03/30	03/27	8334	GODFREY'S BACKUS MN	\$70.01	14 ✓
04/01	03/30	6694	GODFREY'S GAS BACKUS MN	\$59.15	15 ✓
04/03	04/01	4079	GODFREY'S GAS BACKUS MN	\$64.33	16 ✓
04/08	04/06	7169	GODFREY'S GAS BACKUS MN	\$72.21	17 ✓
04/08	04/07	3986	CIRCLEK#2746164 PINE RIVER MN	\$23.00	18 ✓

Continued on Next Page



April 2026 Statement 03/13/2026 - 04/13/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

Page 3 of 4

Elan Financial Services (1-866-552-8855

Transactions DANIELSEN,RICHARD Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/10	04/08	5579	GODFREY'S GAS BACKUS MN	\$65.31	<u>19</u> ✓
04/13	04/10	0611	GODFREY'S GAS BACKUS MN	\$67.20	<u>20</u> ✓
Total for Account ##### 8002				\$863.94 ✓	

Transactions LANG,SVETLANA Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/23	03/20	7183	USPS PO 2674806474 PINE RIVER MN Po# 12375	\$23.20	<u>21</u> ✓✓
03/25	03/24	4940	SECRETARY OF STATE 651-2011368 MN	\$90.00	<u>22</u> ✓✓
03/26	03/25	9424	USPS PO 2674806474 PINE RIVER MN	\$12.65	<u>23</u> ✓
04/06	04/04	0180	EMBASSY SUITES AIRPORT 952-8541000 MN FOLIO: 97879284	\$534.88	<u>24</u> ✓✓
04/09	04/08	0624	USPS PO 2674806474 PINE RIVER MN	\$11.60	<u>25</u> ✓
Total for Account ##### 2568				\$672.33	

Transactions ROYCE,ALLISON Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
03/18	03/17	3527	CENEX-STATION 371 INC PINE RIVER MN	\$11.89	<u>26</u> ✓
03/20	03/19	7224	CENEX-STATION 371 INC PINE RIVER MN	\$8.04	<u>27</u> ✓
04/10	04/09	8803	CENEX-STATION 371 INC PINE RIVER MN	\$26.42	<u>28</u> ✓
Total for Account ##### 8746				\$46.35	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/31	03/28	0080	PAYMENT THANK YOU	\$1,212.09CR	_____
Total for Account ##### 1056				\$1,212.09CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Continued on Next Page

VISA

VISA PINE RIVER STATE BANK

MAR.13 - APR.13, 2026

Val M: **3728**

Whatley: **0773**

DATE	VAL M.	DATE	MELISSA	PO#	Vendor	Description	Acct
3/17/26	\$136.60						
3/26/26	\$142.40	4/1/26	\$182.43		Zoom Workplace Pro	Admin Software	5655.000
4/2/26	\$118.40						
4/11/26	\$138.25						
VAL M.	\$535.65	WHATLEY	\$182.43				

Richard: **8002**

Tami: **4889**

DATE	RICHARD	DATE	TAMI	PO#	Vendor	Description	Acct
3/11/26	\$59.42						
3/13/26	\$57.50						
3/16/26	\$60.00	TAMI	\$0.00				
3/17/26	\$21.00						

Svetlana: **2568**

DATE	RICHARD	DATE	SVETLANA	PO#	Vendor	Description	Acct
3/18/26	\$59.13						
3/20/26	\$60.95	3/20/26	\$23.20	12375	US Postmaster	Cert.Mailed to PL & CrossLK	5214.010
3/23/26	\$63.89	3/24/26	\$90.00		MN Secretary of State	Register KRLS name	5645.000
3/25/26	\$60.84	3/25/26	\$12.65		US Postmaster	Cert.Mailed: ABDO retainer	5214.010
3/27/26	\$70.01	4/4/26	\$534.88	12372	Embassy Suites	PLA conference 4/1-4/2026	6222.190
3/30/26	\$59.15	4/8/26	\$11.60		US Postmaster	Cert.Mailed: Q1CY26 Form 941	5214.010
4/1/26	\$64.33	SVETLANA	\$672.33				
4/6/26	\$72.21						
4/7/26	\$23.00						

Allison: **8746**

DATE	RICHARD	DATE	ALLISON	PO#	Vendor	Description	Acct
4/8/26	\$65.31						
4/10/26	\$67.20	3/17/26	\$11.89		Cenex 371 Pine River	3.838GAL. Menahga/Sebeka	6222.010
		3/19/26	\$8.04		Cenex 371 Pine River	2.595GAL KITS-P/U & DELVRY	6222.010
		4/9/26	\$26.42		Cenex 371 Pine River	8.008GAL: MB@BJ & AR@BXTR	6222.010
RICHARD	\$863.94	ALLISON	\$46.35				

CARD	ACCT	DESCRIPTION	AMOUNT
VAL M.	5410.040	MOBILE GAS	\$535.65
RICHARD	5310.020	DELIVERY GAS	\$863.94
WHATLEY	5655.000	SOFTWARE FEES	\$182.43
ALLISON	5310.010	GAS IN EXPLORER	\$46.35
SVETLANA	5214.010	POSTAGE	\$47.45
SVETLANA	6340.000	FEE TO REGISTER KRLS NAME	\$90.00
SVETLANA	6222.190	S.WARREN HOTEL FOR PLA	\$534.88
		TOTAL	\$2,300.70

STMT AMT DUE: 5/10/26
 2300.70
 VALIDATE DOLLARS:
 #0.00

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
March 31, 2026

ASSETS		
Current Assets		
Petty Cash Checking PRSB	3,129.75	
Main Checking PRSB	323,734.35	
Money Market PRSB	2,693,750.88	
Special Money Market PRSB	719,881.48	
Kitchigami Endowment Fund	141,516.90	
Accounts Receivable	654.00	
Interest Receivable	19,842.48	
Prepaid Insurance	10,573.03	
Prepaid Health Insurance	27,859.28	
Prepaid Materials	44,392.35	
Investment - Certificates of Deposit	584,491.08	
TOTAL Current Assets	4,569,825.58	
Fixed Assets		
Land	30,000.00	
Buildings	587,168.00	
A/D Buildings	(288,671.36)	
Vehicles	217,279.21	
A/D Vehicles	(104,287.32)	
Furniture, Fixtures, and Equipment	329,889.16	
A/D Furniture, Fixtures, and Equipment	(301,608.73)	
Legacy Equipment	1,269.00	
A/D Legacy Equipment	(1,269.00)	
Shared Collections	169,143.56	
Book/Contents-HQ	648.07	
Book, Mobile Library	275,871.46	
A/D Books	(266,352.82)	
Intangible Assets	19,916.00	
Accumulated Amortization	(3,319.33)	
Sound, Mobile Library	26,214.55	
Video, Mobile Library	86,925.98	
TOTAL Fixed Assets	778,816.43	
TOTAL ASSETS	5,348,642.01	
Current Liabilities		
Accounts Payable	218,483.29	
A/P - Special Revenue Fund	2,163.00	
Accounts Payable Salaries	86,680.57	
Health & Dental W/H Payable	(238.94)	
PERA Payable	(306.18)	
PERA Life Insurance Withholding Payable	(88.00)	
Union Dues W/H Payable	313.12	
Misc Withheld Payable	83.34	
AFSCME People Payable	4.25	
Deferred Revenue	236,902.30	
TOTAL Current Liabilities	543,996.75	
TOTAL LIABILITIES	543,996.75	
CAPITAL		
Investment in Fixed Assets	672,414.15	Expense YTD that auditor will adjust at year end.
C/F Building Repair & Maintenance Reserve	79,767.53	
C/F Automation, HQ Reserve	405,575.90	\$(236,138.48)
R/F ARR Branch Reserves	255,457.89	\$(54,023.29)
C/F Capital Appropriation Fund	701,683.13	
C/F Building Reserve	(1,883.00)	
C/F Accounting Software Reserve	26,625.60	
C/F Summer Reading Program Reserve	7,130.45	
C/F Sue Tricker Memorial Outreach Reserve	208,447.94	
C/F Outreach Reserve	0.15	
C/F Vehicle Reserve	80,311.38	
C/F Gates Grants Reserve	19,819.47	
C/F County Levy Buydown Reserve	257,384.00	
C/F Crow Wing County Reserve	124,581.85	
R/F Donations Reserve	109,342.29	
C/F Endowment MN Community Fund	141,517.27	
FUND BALANCE, General Funds	2,607,072.59	
Year-to-Date Earnings	(890,603.33)	
TOTAL CAPITAL	4,804,645.26	
TOTAL LIABILITIES & CAPITAL	5,348,642.01	

KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2026

	<u>January</u>	<u>February</u>	<u>March</u>
STATE AND FEDERAL FUNDS			
State RLBSS		284,923.54	
State RLTA Priority 1		34,111.24	
State MN LINKS			
State RLTA Priority 2		46,768.05	
NW-LINKS Library System Funds			
Misc. State Funds			
Legacy Funds	11,625.77	11,625.78	11,625.78
TOTAL STATE AND FEDERAL FUNDS	<u>11,625.77</u>	<u>377,428.61</u>	<u>11,625.78</u>
COUNTY GOVERNMENTS			
Beltrami County			
Cass County			
Crow Wing County			
Hubbard County			
Wadena County			
TOTAL COUNTY GOVERNEMENTS	<u>-</u>	<u>-</u>	<u>-</u>
CITY GOVERNMENTS			
Bemidji			
Blackduck			
Brainerd			
Cass Lake			
Longville			
Park Rapids			
Pine River			
Wadena			
Walker			
TOTAL CITY GOVERNMENTS	<u>-</u>	<u>-</u>	<u>-</u>
AUTOMATION RR			
Bemidji			
Blackduck			
Brainerd			
Cass Lake			
Longville			
Park Rapids			
Pine River			
Wadena			
Walker			
TOTAL AUTOMATION RR	<u>-</u>	<u>-</u>	<u>-</u>
OTHER INCOME			
Interest	7,017.12	6,017.21	6,933.55
Endowment Income			5,671.48
NLLN Grants			
Donations Region Wide	1,600.00	3,890.57	1,100.00
Branch Sales & Fees	1,627.00	2,077.03	2,471.19
Branch Other Income		-	-
Inter Library Loan	15.00	22.00	15.00
Miscellaneous		-	
Over/Short	3.37	(289.92)	298.23
TOTAL OTHER INCOME	<u>10,262.49</u>	<u>11,716.89</u>	<u>16,489.45</u>
TOTAL INCOME	<u>21,888.26</u>	<u>389,145.50</u>	<u>28,115.23</u>

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
2026**

	<i>January</i>	<i>February</i>	<i>March</i>
PERSONNEL			
Wages and Benefits	199,489.29	175,109.73	188,809.34
Health Plan + Supplement	28,061.12	28,154.65	28,020.04
Training & Development	281.68	1,776.89	1,327.22
Hiring Ads & Interviews			
TOTAL PERSONNEL	<u>227,832.09</u>	<u>205,041.27</u>	<u>218,156.60</u>
LIBRARY MATERIALS			
Books, Collections & Processing	22,215.23	7,560.83	17,026.12
Video/DVD/Sound	-	-	-
Periodicals	82.48	-	13,384.45
Hot Spots	1,187.79	1,144.35	1,382.88
E-Resources	26,488.48	29,999.61	6,785.07
Data Based Platforms	15,415.41	9,639.11	25,150.75
TOTAL LIBRARY MATERIALS	<u>65,389.39</u>	<u>48,343.90</u>	<u>63,729.27</u>
LIBRARY OPERATIONS			
Postage/Meter Rental	10.47	1,015.60	363.68
Telecommunications/ML Remote	1,005.90	1,713.75	1,113.64
Supplies	946.71	4,635.65	5,762.43
Copier Contracts/Leases	925.38	1,962.48	309.46
Sales Tax on Copies: CY2025		812.00	
Data Lines NW Links	-	-	7,526.87
ARR Reserve Expenses	141,171.92	-	109,143.85
Capital Grant Expense			
Contracted Network Support & Software	46,421.00	15,572.69	42,240.15
Network Infrastructure	39,846.00		
Technical Equipment & Supplies			
ILS Maintenance			
Summer Reading Program	114.75	-	2,229.96
Winter Reading Program	4,807.61	-	
Promotion			
Inter Library Loans			94.24
TOTAL LIBRARY OPERATIONS	<u>235,249.74</u>	<u>25,712.17</u>	<u>168,784.28</u>
DELIVERY & STAFF VAN			
Mileage/Route Expense	650.52	678.93	651.61
Insurance			
Repairs and Maintenance/Rentals	1,625.46		
Capital Van Replacement Transfer			
TOTAL DELIVERY & STAFF VAN	<u>2,275.98</u>	<u>678.93</u>	<u>651.61</u>
MOBILE VEHICLE, Reginal Outreach			
Mileage/Route Expense	258.37	250.70	500.47
Insurance			
Repairs and Maintenance	20.25	-	
TOTAL MOBIL LIBRARY VEHICLE	<u>278.62</u>	<u>250.70</u>	<u>500.47</u>
HEADQUARTERS FACILITY			
Utilities	967.41	1,000.20	865.42
Insurance-Contents & Liability			
Building Repair & Maintenance	1,541.48	1,705.70	1,602.43
TOTAL HEADQUARTERS FACILITY	<u>2,508.89</u>	<u>2,705.90</u>	<u>2,467.85</u>
KRL BOARD & ADMINISTRATION			
Board Meetings	279.85		487.44
Special Projects		245.05	
Legacy Fund Expenses	9,154.28	1,660.75	3,173.16
Membership Dues			
Professional Fees	7,468.79	4,280.00	16,593.00
Board Insurance			
Software/Fees	1,403.97	323.29	182.43
TOTAL KRL BOARD	<u>18,306.89</u>	<u>6,509.09</u>	<u>20,436.03</u>
OTHER			
Administration Travel	12.07	-	3,855.50
Associate Service Crosslake			5,000.00
Associate Service Pequot Lakes			5,000.00
Banking Fees	50.00	5.00	5.00
Miscellaneous, (Income) or Expense			15.08
Late Fees & (Discounts Saved)			
TOTAL OTHER	<u>62.07</u>	<u>5.00</u>	<u>13,875.58</u>
TOTAL EXPENSES	<u>551,903.67</u>	<u>289,246.96</u>	<u>488,601.69</u>
TOTAL INCOME	<u>21,888.26</u>	<u>389,145.50</u>	<u>28,115.23</u>
EXCESS (DEFICIT) OVER EXP.	<u>(530,015.41)</u>	<u>99,898.54</u>	<u>(460,486.46)</u>

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
April 30, 2026

ASSETS		
Current Assets		
Petty Cash Checking PRSB	3,124.75	
Main Checking PRSB	200,080.61	
Money Market PRSB	2,303,767.00	
Special Money Market PRSB	720,769.01	
Kitchigami Endowment Fund	141,516.90	
Accounts Receivable	654.00	
Interest Receivable	21,317.42	
Prepaid Insurance	10,573.03	
Prepaid Health Insurance	27,859.28	
Prepaid Materials	44,392.35	
Investment - Certificates of Deposit	584,491.08	
TOTAL Current Assets	4,058,545.43	
Fixed Assets		
Land	30,000.00	
Buildings	587,168.00	
A/D Buildings	(288,671.36)	
Vehicles	217,279.21	
A/D Vehicles	(104,287.32)	
Furniture, Fixtures, and Equipment	329,889.16	
A/D Furniture, Fixtures, and Equipment	(301,608.73)	
Legacy Equipment	1,269.00	
A/D Legacy Equipment	(1,269.00)	
Shared Collections	169,942.75	
Book/Contents-HQ	648.07	
Book, Mobile Library	277,018.40	
A/D Books	(266,352.82)	
Intangible Assets	19,916.00	
Accumulated Amortization	(3,319.33)	
Sound, Mobile Library	26,214.55	
Video, Mobile Library	87,890.12	
TOTAL Fixed Assets	781,726.70	
TOTAL ASSETS	4,840,272.13	
Current Liabilities		
Accounts Payable	101,220.07	
A/P - Special Revenue Fund	2,163.00	
Accounts Payable Salaries	86,680.57	
Direct Deposit Holding Account	(1,254.92)	
Health & Dental W/H Payable	(158.94)	
PERA Payable	(306.18)	
PERA Life Insurance Withholding Payable	(104.00)	
Union Dues W/H Payable	344.92	
Misc Withheld Payable	-	
AFSCME People Payable	4.25	
Deferred Revenue	236,902.30	
TOTAL Current Liabilities	425,491.07	
TOTAL LIABILITIES	425,491.07	
CAPITAL		
Investment in Fixed Assets	672,414.15	Expense YTD that auditor will adjust at year end.
C/F Building Repair & Maintenance Reserve	79,767.53	
C/F Automation, HQ Reserve	405,575.90	\$(238,219.14)
R/F ARR Branch Reserves	255,457.89	\$(112,297.29)
C/F Capital Appropriation Fund	701,683.13	
C/F Building Reserve	(1,883.00)	
C/F Accounting Software Reserve	26,625.60	
C/F Summer Reading Program Reserve	7,130.45	
C/F Sue Tricker Memorial Outreach Reserve	208,447.94	
C/F Outreach Reserve	0.15	
C/F Vehicle Reserve	80,311.38	
C/F Gates Grants Reserve	19,819.47	
C/F County Levy Buydown Reserve	257,384.00	
C/F Crow Wing County Reserve	124,581.85	
R/F Donations Reserve	109,342.29	
C/F Endowment MN Community Fund	141,517.27	
FUND BALANCE, General Funds	2,607,072.59	
Year-to-Date Earnings	(1,280,467.53)	
TOTAL CAPITAL	4,414,781.06	
TOTAL LIABILITIES & CAPITAL	4,840,272.13	

KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2026

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
STATE AND FEDERAL FUNDS				
State RBSS		284,923.54		
State RLTA Priority 1		34,111.24		
State MN LINKS				
State RLTA Priority 2		46,768.05		
NW-LINKS Library System Funds				
Misc. State Funds				
Legacy Funds	11,625.77	11,625.78	11,625.78	11,625.77
TOTAL STATE AND FEDERAL FUNDS	<u>11,625.77</u>	<u>377,428.61</u>	<u>11,625.78</u>	<u>11,625.77</u>
COUNTY GOVERNMENTS				
Beltrami County				
Cass County				
Crow Wing County				
Hubbard County				
Wadena County				
TOTAL COUNTY GOVERNEMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CITY GOVERNMENTS				
Bemidji				
Blackduck				
Brainerd				
Cass Lake				
Longville				
Park Rapids				
Pine River				
Wadena				
Walker				
TOTAL CITY GOVERNMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
AUTOMATION RR				
Bemidji				
Blackduck				
Brainerd				
Cass Lake				
Longville				
Park Rapids				
Pine River				
Wadena				
Walker				
TOTAL AUTOMATION RR	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
OTHER INCOME				
Interest	7,017.12	6,017.21	6,933.55	5,375.43
Endowment Income			5,671.48	
NLLN Grants				
Donations Region Wide	1,600.00	3,890.57	1,100.00	4,563.55
Branch Sales & Fees	1,627.00	2,077.03	2,471.19	2,446.45
Branch Other Income				
Inter Library Loan	15.00	22.00	15.00	30.00
Miscellaneous				13.00
Over/Short	3.37	(289.92)	298.23	13.17
TOTAL OTHER INCOME	<u>10,262.49</u>	<u>11,716.89</u>	<u>16,489.45</u>	<u>12,441.60</u>
TOTAL INCOME	<u>21,888.26</u>	<u>389,145.50</u>	<u>28,115.23</u>	<u>24,067.37</u>

**KITCHIGAMI REGIONAL LIBRARY
EXPENSE STATEMENT
2026**

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

5d. Interim Director Report

The City of Cass Lake approved a library construction project starting on May 5 to add an accessible ramp into the library as well as an upstairs restroom. KRLS staff worked with the city and senior center to establish a “link” site as the library will be closed for the three months needed to complete this project. The shift to the “link site” happened on Friday, May 1st with shelving from Pine River and Library Administration, staff desk from Brainerd and collection from the Cass Lake Library. Thank you to KRLS staff, KRLS Board Member, Senior Center Director and Deerwood staff for helping to make the new space welcoming and inviting for the community. This site continues with current open hours, provides 2 public access computers, offers a smaller collection and a place to pick up reserves. If you are in the area, please stop by and say hello to staff.

This week the job description for the Director of Finance and Human Resources was posted both locally and on a statewide library job site. This position will remain open until filled. See attached.

Regional Programing, Cass County Fair, & Outreach Services Summer 2026

Regional Outreach is entering a busy season as branches, the Outreach Committee, and Regional Programs Coordinator Allison Royce prepare to launch the Children’s Summer Reading Program, “Plant a Seed, Read,” running June 1 through July 25. This year’s program will feature themed incentives and prizes, along with expanded outreach at the Pine River Cass County Fair, where Legacy programming and Headquarters staff will support activities tied to the fair’s dinosaur theme. Planned events include giant balloon art, Jurassic-themed Storytimes, teen trivia, a summer safety presentation by law enforcement, and hands-on activities such as dinosaur masks, fossil clay art, and passive kits.

Outreach efforts also promote KRLS Bookmobile services at the fair, including freewill donations and educational materials about routes and schedules. In addition, the Bookmobile will soon add a new Hubbard County stop at the request of the Akeley community.

Demand for outreach services continues to grow, with Bookmobile staff and assistants supporting busy stops like Menahga, where nearly 1,000 items were checked out in April during just four hours of service. -Submitted by Allison Royce

I am back in South Carolina this week for my grandsons graduation and will be at this meeting as a remote attendee, which is not my favorite way to attend but could not make the graduation on Friday with current flight connections. My best wishes to each of you as you deliberate the future of KRLS.



KITCHIGAMI REGIONAL LIBRARY SYSTEM JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Director of Finance and Human Resources	Department: Business Office
Immediate Supervisor's Position Title: KRLS Director	FLSA Status: Exempt
Job Summary: <p>The Director of Finance & Human Resources provides strategic and operational leadership for all financial and human resource functions of the Kitchigami Regional Library System. This position is responsible for ensuring sound fiscal management, regulatory compliance and effective personnel administration across a multi-branch system. The Director serves as a key advisor to the Executive Director and Management Team, supporting organizational planning, budgeting and workforce development.</p> <p>The Director of Human Resources supervises staff including the Bookkeeper (finance) and Administrative Assistant.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources Leadership:

- Lead all aspects of employee lifecycle management including recruitment, onboarding, performance management and separation.
- Administer and maintain HRIS systems ensuring data accuracy and confidentiality.
- Ensure compliance with federal and Minnesota employment laws and Union agreements.
- Serve as primary resource for employee relations, benefits and policy interpretation
- Develop and maintain HR policies, job descriptions and performance review systems.
- Coordinate with union representatives as required.

Lifecycle Management:

- Oversee the onboarding process (contracts, background checks, system set up) and conduct exit interviews for departing staff. Manages the employee severance process, including final distribution of benefits, COBRA coordination, and the internal process of removing staff members from the ongoing payroll/accounting system.
- Ensures documentation and procedures for the Business Office and Administration are regularly reviewed and updated.
- HRIS Maintenance: Serve as the administrator for the Human Resources Information System (HRIS), ensuring all data is current and secure.
- Stay current and compliant with state and federal laws and regulations as related to employment rules, regulations, and labor laws and administers accordingly.
- Employee Relations: Act as a first-tier resource for the employee inquiries regarding pay stubs, benefits, union and library policies.
- Recruit and facilitate the hiring of qualified job applicants for open positions. Collaborate with department supervisors to understand skills and competencies required for openings.
- Implement human resources initiatives, policies and procedures in coordination with the Executive Director.
- Interviews candidates for all positions supervised to make hiring recommendations to the Executive Director. Also attends interviews for all KRLS positions not supervised upon request.
- Coordinates and communicates with union representation as appropriate.
- Oversees and ensures efficient use of HR budgets. Manages the budgets for recruitment, advertising, wellness/safety, staff recognition and training.
- Develops and manages all employee performance reviews and coordinates review schedules and compliance with

policies and procedures.

- Participate in system-wide planning and decision making as a member of the Management Team.
- Keeps abreast of human resource issues, accounting changes/methods, insurance programs and other issues by attending seminars/workshops/conferences.
- Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training sessions and visiting other sites.

Financial & Payroll Management:

- End-to-end payroll: process bi-weekly/monthly/quarterly payroll for all employees ensuring compliance with tax regulations, withholdings and benefit reductions.
- Lead development and administration of the annual operating budget.
- Monitor financial performance and provide variance analysis.
- Prepare and present financial reports to the Executive Director and Governing Board.
- Oversee payroll processing and compliance with all regulatory requirements.
- Ensure internal controls and financial procedures are maintained.
- Coordinate annual audit and financial reporting process
- Administers the employee benefit program (including group health, dental, vision, long-term disability, workers compensation, life insurance, ESST, MN Paid Leave Act, etc.), ensures employee status/benefit change requests are properly completed and investigates new benefits programs and ways to improve existing programs.
- Regularly reports to the KRLS Governing Board on financial and other issues.
- Financial Reporting: assists in the preparation of monthly budget reports, variance analysis and yearly audits.
- Compliance: maintains accurate records for tax filing (W-2s,1099s) and ensures adherence to FLSA to state-specific labor laws. Prepares year-end accounting and payroll documents.

Leadership & Administration:

- Participate as a member of the Management Team in system-wide planning
- Advise Executive Director on financial and Personnel matters
- Supervise Business office staff
- Support long-range financial and workforce planning.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position ... can be reasonably attained only by completing the following:	
Minimum Education & Work Experience Requirements: Completion of a four-year degree in business, accounting, or a related field from a college or university of recognized standing. Three-plus years of experience of progressive accounting responsibility and demonstrated knowledge of human resources areas such as Health Insurance, Benefit plans, Union collaboration, recruitment and hiring, with at least one year of related supervisory experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification required: MN Class D Driver's License or evidence of equivalent mobility. Technical Skills: Proficiency in payroll software (e.g. ADP, Gusto, Sage Business Works, Paylocity) Strong command of accounting software (Sage Business Works, QuickBooks, Xero or NetSuite) Advanced Microsoft Excel skills Soft Skills: Exceptional discretion when handling confidential data, high emotional intelligence and proactive approach to problem solving.

<p>ESSENTIAL KNOWLEDGE REQUIRED TO PERFORM THE WORK</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Strong working knowledge of general, cost and governmental accounting principles and practices as they relate to a regional library system. • Strong working knowledge of the information systems function as it relates to internal and external financial reporting including operating expertise in Microsoft Office Suite applications and/or similar integrated general ledger software. • Relevant laws, statutes, regulations, rules, and/or guidelines pertaining to payroll, benefit administration, HR practices and procedures. • Fundamentals of general office and administrative procedures and requirements. • KRLS policies, procedures and practices. • Advanced accounting and payroll procedures and operations involved in the processing and generation of payroll. • Business productivity software and financial accounting software utilized by KRLS. • Data privacy requirements and provisions applicable to the job.
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to exercise independent judgment and initiative in planning and providing business and financial services, the development and use of business tools and procedures and in interpreting and applying library policies. • Networking and interpersonal skills to establish and maintain effective working relationships with staff members, vendors, technicians, library directors, board members and contacts and/or customers. • Works without direct supervision, but follows established policies and procedures, referring unusual problems to the Executive Director for suggestion. • Utilizing applications and software in the generation and processing of HR, payroll, benefit, and accounting related reports, information, and/or statements. • Preparation of various local, state, and federal reports relevant to HR, accounting, or fiscal reports. • Ability to work effectively in and foster a participative team-oriented environment. • Implements and administers payroll and benefit operations and activities. • Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately. • Ability to perform work assignments requiring attention to precision, detail, and accuracy and within established deadlines. • Identifying and recommending changes in operational procedures to address solutions, issues, and/or enhancements. • Interprets benefit and payroll provisions.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Soeot				Lifting::/Forcingly Exerting"	Amount of Time Soent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear			X						
Taste or smell	X								

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 10 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**HAZARDOUS WORKING
CONDITIONS**

**Unusual or hazardous working conditions related to performance of
duties:**

This is an administrative position performing job duties and assignments in a typical office environment where there is a minimum of environmental hazards and risks associated with performance of the work.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared by DDA 5/5/2026

Kitchigami Regional Library Board meeting, May 21, 2026

8a. Approval of AFSCME Union Contract 2026-2028

Action Requested: Approval of AFSCME Union Contract based on language previously used which articulated separate vacation and sick leave accrual rates.

Background Information: Due to a lack of accurate employee accrual and balance information and the transition to paid time off reflected in the previous contract that contract was unanimously rejected by the employees. Due to this rejection, it was recommended to maintain the current separate vacation and sick leave accrual rates as articulated in the previous contract and with no change from current practice. Additionally, both the wage scales and the employee placement on the wage scales were found to be modified and inconsistent with the contract. Corrections were made to ensure consistent wage increases (3% annually) and vacation and sick leave were articulated. This contract reflects current practice without any changes to employee benefits or terms of employment other than the agreed upon 3% annual general wage increase.

Troy Bauch, ASFCME Field Director, will be present at this meeting to answer any questions from members of the Board.

Motion Made by: _____

Second by: _____

Roll Call Vote: _____ **Yes** _____ **No**

AGREEMENT BETWEEN
KITCHIGAMI REGIONAL LIBRARY
AND
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO COUNCIL NO.
65

Local Union 210-13

January 1, 2026 through December 31, 2028

PREAMBLE

This Agreement is entered into by Kitchigami Regional Library System, hereinafter referred to as the Employer, and the American Federation of State, County and Municipal Employees, Minnesota Council No. 65, Local Union No. 210-13, AFL-CIO, hereinafter referred to as the Union. It is the intent and purpose of this Agreement to:

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

ARTICLE 1. RECOGNITION

1.1 Recognition. The Employer recognizes the Union as the sole exclusive bargaining agent for "All employees of the Kitchigami Regional Library System who are public employees as defined in Minn. Stat. § 179A.03, subd. 14, including Admin Assistants, Acquisitions Assistants, Library Assistants (I, II, III, and IV), HR Generalist, Outreach Assistants, Custodians (I and II), Interlibrary Loan Assistants/Collections Development, Delivery Clerks, Delivery Drivers, and Processors, Regional Programs Coordinator, and excluding Branch Managers (I, II, III, and IV), supervisors, and confidential employees."

The Union recognizes the Kitchigami Regional Library Board as the Employer. The designated representative(s) of the Employer shall meet and negotiate exclusively with Union representatives, except as may be otherwise specifically provided for in this Agreement. The Employer shall not enter into any agreement with the employees within the bargaining unit, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement. The parties to this Agreement agree that there shall be no discrimination against any employee because of Union membership, age, race, sex (including gender, pregnancy, sexual orientation, and gender identity), color, disability, national origin, veteran status, citizenship, religious belief, or political belief.

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.

1.2 Bargaining Unit. The Bargaining Unit shall consist of Full-Time and Part-Time Employees as defined below:

Fulltime Employee: A bargaining unit employee who is regularly scheduled to work thirty-two (32) hours per week. Full-time employees are entitled to full insurance benefits and benefits for sick leave, holidays, vacation, and longevity as detailed in this

Agreement.

Part-time Employee: A bargaining unit employee who is regularly scheduled to work more than fourteen (14) hours per week or thirty-five percent (35%), of the normal work week, and less than 32 hours per week of the normal work week, and more than sixty-seven (67) shifts per calendar year. Part-time employees that regularly work at least twenty (20) hours per week are entitled to pro-rated benefits as detailed in this Agreement, except that Part-time employees that regularly work more than fourteen (14) hours per week and less than 32 hours per week shall be entitled to pro-rated sick leave benefits.

An employee who works less than fourteen (14) hours per week, less than 35% of the normal work week, or less than sixty-seven (67) shifts per calendar year is not a member of the bargaining unit and is not entitled to any benefits under this Agreement.

1.3 Probationary Period: The first 6 months of employment of an Employee in any position with the Employer shall be regarded as a probationary period. The Employer reserves the right to terminate an employee's employment at any time during the probationary period and such action shall not be grievable under the grievance procedure of this Agreement.

ARTICLE 2. UNION SECURITY

2.1 Deduction of Dues and Fair Share Fee. All bargaining unit employees may elect to become members in good standing of the Union or alternatively pay that portion of the dues, initiation fees, and/or assessments that are used for the Union's representational functions. Members in good standing are designated as those members who pay their full monthly dues and are entitled to the full participation in all Union activities. A bargaining unit employee shall inform the Union of the employee's decision to join the union, or alternatively agree in writing to pay the above-mentioned representational fee no later than 30 days after hire or at any other time in which the employee makes a choice to join the Union or pay representational fees, at which time the Employer will cooperatively deduct such dues and fees. Pursuant to the U.S. Supreme Court decision in *Janus v. American Federation of State, County, and Municipal Employees, Council 31*, bargaining unit employees, as a condition of obtaining or continuing employment, shall not be required to become or remain a member of the Union or to pay dues. Notwithstanding the foregoing, if the *Janus* decision is overturned by the Supreme Court, bargaining unit employees who chose not to be members of the Union shall be required to pay fair share fees to pay for the cost of representation by the Union to the extent permitted by applicable law.

In recognition of the Union as the exclusive representative the Employer shall:

Upon receipt of notification from the Union and in the next regularly scheduled payroll, deduct Union dues from the pay of those employees who authorize in writing that such deduction be made.

Deduct all other fees from the pay of those employees who authorize in writing that such deduction be made. Electronically remit monthly such deductions to the designated office of the Union a list of the names of the employees from whose wage deductions were made. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.

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.

2.2 Indemnification. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, judgments or cost to the Employer including Employer attorney fees for actions brought or issues against the Employer as a result of any action taken or not taken by the Employer under the provisions of Section 2.1 of this article.

2.3 Employee Notification. The Union may notify employees at work of Union notices and announcements via the Employer's email system.

2.4 Union Stewards. The Union may designate employees from the bargaining unit including officers of the Union as stewards, and shall inform the Employer, in writing, the names of the designated stewards and replacements.

2.5 Investigation of Grievances. Stewards and other employee union officers shall not leave their workstations without prior permission from their designated supervisor and they shall notify their designated supervisor upon return to their work stations. Permission to leave a workstation for Union business will be limited to the investigation of grievances and shall not result in loss of pay. Permission may be withheld if the Employer in its discretion does not receive sufficient notice from the employee to provide coverage.

2.6 Time Off for Union Activities. Employees elected or appointed by their peers shall be allowed time off without pay for Union activities as follows:

1. Nine (9) days biannually to attend the International Convention.
2. Five (5) days to attend State Federation of Labor Convention.
3. Two (2) days to attend Minnesota State Council 65 Convention.

2.7 Union Notification for Bargaining Unit Employees. Within 20 calendar days after a bargaining unit employee is hired the employer shall provide the Union with the following information on the employee: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer. In addition, the employer shall provide the Union with the information noted above every 120 days for all bargaining unit employees.

If a bargaining unit employee separates from employment, is laid off, or transfers out of the bargaining unit, the employer shall notify the Union within 20 calendar days after the separation or transfer, including whether the unit departure was due to a transfer, promotion, demotion, discharge, resignation, or retirement.

2.8 New Employee Access. Employer shall allow the Union to meet in person with newly

hired AFSCME-represented employees within 30 days from the date of hire during the employer's new employee orientation program. If the employer does not conduct new employee orientations, the employer and Union shall coordinate with each other to allow the Union to meet in person with newly hired AFSCME-represented employees, either individually or in a group meeting, during the newly hired employees' regular working hours.

2.9 Contract Negotiation Pay. Employer shall allow up to two (2) employees as designated by the Union to participate in formal contract negotiations without loss of pay or benefits when negotiations occur during the employee's scheduled working hours.

ARTICLE 3. EMPLOYER AUTHORITY

3.1 Management Rights/Employer Authority: The Union recognizes and agrees that the Employer has the right to govern all aspects of operating the KRLS and to direct its workforce at all times in its sole discretion except to the extent specifically limited by the terms of this Agreement. The Employer's management rights, except as limited by this Agreement, include the right to:

- Hire, schedule, discipline, suspend, discharge, transfer, layoff, recall or assigned employees;
- Evaluate employees and determine by interview, performance, written test, seniority or other procedures, the qualifications, aptitude or ability of employees for assignment to, employment in, or promotion to the various positions and job assignments (unless otherwise limited by state or federal statutes such as the ADA, drug and alcohol testing laws, FMLA, workers compensation, etc.);
- Determine the number of employees needed to perform work;
- Establish work schedules, hours of work and schedule of employees, as it deems necessary and appropriate;
- Establish the qualifications for the various positions and job assignments;
- Establish policies and procedures of general or specific application governing employees that do not affect a term or condition of employment covered by the Agreement;
- Respond to changes in operation or practice as mandated by federal, state, and/or local statute, rule, or regulation, or as may otherwise be required by any entity having regulatory or other governing authority over the Employer;
- Conclusively determine methods of compliance with and correct interpretation of federal, state, and local statutes and regulations affecting the Employer's operations;
- Maintain and improve efficiency;
- Direct the work force;
- Assign and delegate work;
- Determine the methods, supplies, and equipment to be utilized;
- Discontinue work because of valid management and economic issues;
- Promulgate, post, and enforce reasonable rules, regulations, policies and procedures regarding attendance, conduct, and acts of employees during work

- hours;
- Select supervisory employees;
- Make decisions regarding the training to be provided to employees, with the understanding that all mandatory training will be paid for by the Employer.

Nothing in this section is intended to limit any other rights of the Employer specifically or expressly covered, provided that in the exercise of any of the above rights, the Employer shall not violate any provision of this Agreement.

ARTICLE 4. HOURS OF WORK

4.1 Normal Work Week. The normal work week shall consist of forty (40) hours any five (5) days Monday through Saturday. When an Employee is requested and/or authorized to work additional hours beyond 40 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. All requests to work additional hours must be approved in advance by the employee's immediate supervisor.

4.2 Overtime. Overtime will be equalized within the position classifications and within the same library branch for employees in the bargaining unit. Whenever overtime is refused for any reason whatsoever, that amount of overtime so refused shall be counted as hours worked for the purpose of equalization of overtime. A record shall be kept of overtime and overtime refusals, and shall be provided upon request.

4.3 Flexible Scheduling/Changes in Schedule. Employees will, by approval of their immediate Supervisor, be allowed to work a flexible schedule to complete a workweek, so long as such hours do not conflict with the needs of the Library System and do not result in more than 40 hours in any given workweek. For purposes of this Article, a calendar week and the time when an employee may not exceed 40 hours begins with Sunday and ends with Saturday.

Except in urgent circumstances, the Employer will provide at least a two (2) week written notice to any changes in regular hours.

Unless notified otherwise, at least one (1) hour in advance of the scheduled starting time, any employee who is scheduled to report for work and who reports as scheduled shall be assigned to at least two (2) hours of work. If no work is available or if the employee is excused from duty before completing two hours of work, the employee shall be paid for two (2) hours at time and one half.

4.4 Meal Breaks. All employees are eligible for a one-half (1/2) hour unpaid duty-free meal break. Employees may choose to take a one (1) hour unpaid duty-free meal break with the supervisor's approval.

4.5 Rest Breaks. Employees are provided two (2) fifteen (15) minute paid rest breaks. Rest breaks will be taken based on public service needs. Employees shall remain on the employer's premises during rest breaks.

4.6 Mandatory Meeting. Employees called in to attend mandatory meetings on their off time shall be paid a minimum of one (1) hour of regular pay. Employer shall provide employees with 10-days notice of any mandatory meeting.

4.7 Reporting Absences. Illness and personal situations must be reported to the employee's immediate supervisor as early as possible in the workday but at a minimum of one hour prior to the beginning of a scheduled shift except in an emergency circumstance which would preclude the individual from reporting the absence within one (1) hour. Forms of reporting include call-in/voice message, email, or text.

4.8 Out of Class Pay. Work performed in a higher classification shall be compensated for at the rate of pay for the job and placed on the step equal to the employee's current step placement. When work is performed by a full-time or part-time employee as directed by the Employer, and the work to be performed is in a lower classification, the employee shall be paid at their regular hourly rate of pay.

ARTICLE 5. VACATION

5.1 ELIGIBILITY

- a. Vacation pay is earned by regular employees working 20 hours a week or more.

5.2 ACCRUAL

- a. During the first six months of employment, vacation is accrued but may not be taken.
- b. If an employee's status changes from full-time to part-time, accrual will be prorated upon the date of change.
- c. If an employee's status changes from part-time to full-time, accrual will increase upon the date of change.
- d. Vacation is not accrued during an unpaid leave of absence.
- e. During a paid leave of absence vacation is accrued at the normal rate.
- f. Schedule on which vacation is accrued:

<u>Length of Employment</u>	<u>Full-time</u>	<u>Part-time</u>
0 – 5.99 years	96 hours per year	Pro-rated
6.0 – 7.99 years	120 hours per year	According to hours worked.
8.0 – 9.99 years	144 hours per year	
10.0 – over	160 hours per year	

5.3 AVAILABILITY

- a. Accrued vacation shall be available for the employee's use upon completion of six months of continuous employment.
- b. Vacation is accrued monthly and cannot be used in the month accrued.

- c. An employee may accrue and have available at any time no more than one- and one-half times the amount of vacation they are eligible to earn in the current year. Any vacation earned which places the total vacation available for an employee over this maximum will be lost. (**Example:** A full-time employee earns 144 hours of earned vacation at any given time).
- d. Vacation may be taken at any time except when the demand of the workload and the library service schedule may have priority over the employee's preference.
- e. Unless special circumstances prevail, vacation is to be taken yearly.

5.4 AUTHORIZATION OF VACATION

- a. When an employee wishes to use vacation, the employee's supervisor must be notified as early as possible in writing.
- b. When the vacation is approved, a copy of the approved vacation form is to be sent to the KRLS bookkeeper.

5.5 COMPENSATION

- a. One hour of vacation pay shall be equal to the employee's current regular hourly straight time earnings.
- b. No cash payment shall be made in lieu of taking vacation time off, except as provided for terminating employees.
- c. While on a scheduled vacation, an employee shall claim sick leave only if the employee provides a written statement pursuant to the Sick Leave Policy.
- d. When a library holiday occurs during a scheduled vacation, the time shall be considered a holiday, if the employee is eligible for paid holidays.
- e. Vacation shall not be counted toward the calculation of overtime unless the employee is recalled from vacation.

5.6 LONGEVITY

This policy provides four (4) additional vacation hours each year for a full-time employee and prorated for part-time employees. This benefit begins with the 11th year, up to and including 20 years of consecutive employment with KRLS.

5.7 PROVISIONS FOR EMPLOYEES TERMINATING EMPLOYMENT

- a. When an employee resigns with proper notice,¹ the employee shall be paid for accrued vacation if they have worked six continuous months or more.
- b. When an employee resigns without proper notice the employee should not be eligible for vacation pay.
- c. Employees shall not be paid for accrued vacation until they have worked six (6) months.
- d. When an employee is laid off, they shall be paid for accrued unused vacation.
- e. When an employee retires, they shall be paid for all accrued unused vacation.

- f. In the event of the death of an employee, accrued vacation shall be paid to the employee's estate.
- g. Terminal vacation pay does not extend the employee's effective date of termination beyond their last actual work day.
- h. Terminal vacation pay will be at the employee's current regular hourly straight time earnings.

5.8 Additional Accruals

The parties to this Agreement acknowledge and agree that the four (4) additional vacation hours earned each year for full-time employees and prorated for part-time employees which begins in the 11th year and extends, up to and including, 20 years of consecutive employment with KRLS, as outlined in the Vacation Leave Policy in Appendix A ((Article VI. Longevity), is accrued and earned in accordance with the following schedule:

Full-time Employees per year

11 years = 4 hours
 12 years = 8 hours
 13 years = 12 hours
 14 years = 16 hours
 15 years = 20 hours
 16 years = 24 hours

17 years = 28 hours
 18 years = 32 hours
 19 years = 36 hours
 20 years = 40 hours

Part-time Employees per year

20 hours worked = 2 hours
 21 hours worked = 2 hours 6 minutes
 22 hours worked = 2 hours 12 minutes
 25 hours worked = 2 hours 30 minutes
 30 hours worked = 3 hours
 35 hours worked = 3 hours and 30 minutes

1 hour worked = 6 minutes
 5 hours worked = 30 minutes
 10 hours worked = 60 minutes
 15 hours worked = 1 hour 30 minutes

ARTICLE 6. SICK LEAVE

1. ELIGIBILITY

Sick leave is earned by regular employees, part-time and full-time, as stated in their position descriptions and in accordance with this policy. Only regular employees who work a minimum of 14 hours per week year-round are eligible for paid sick leave.

6.2 ACCRUAL

- a. Employees eligible to earn sick leave with pay do so beginning on the date of employment with KRLS.
- b. Employees earn sick leave according to the following schedule:

For each one (1) hour worked = .0462 hours of sick leave is earned.

Example: 40 hours per week worked equals 96 hours sick leave earned per year.

26 hours per week equals 62 hours sick leave earned per year.

- c. Employees may accumulate sick leave up to the equivalent of 5 years earned sick leave.

Example: Full-time employee: 480 hours maximum.
Part-time employee: equivalent of 5 years of earned sick leave based upon hours worked.

6.3 AVAILABILITY

An employee shall be allowed to use accumulated sick leave according to the provisions of this policy upon completion of twelve (12) continuous calendar weeks of employment.

6.4 AUTHORIZATION

- a. Approved uses for sick leave:
 - Personal illness or injury, including pregnancy, pregnancy-related and post-pregnancy related conditions;
 - The employee's care of his/her spouse, children (natural, adopted, step and foster), parents (natural, adoptive, step and foster), and parents-in-law;
 - Exposure to contagious disease which may endanger the health of others; and
 - Medical and dental appointments – employees are encouraged to arrange these appointments during their time off whenever possible.
- b. When an employee needs to use sick leave, the employee's supervisor must be notified as early as possible.
- c. The employee must keep the supervisor advised of the reason for sick leave.
- d. KRLS reserves the right to request, at any time during an extended period of sick leave, a written statement from a medical doctor or practitioner performing treatment authorized by a medical doctor; a dentist or practitioner performing treatment authorized by a dentist; a psychologist or generally recognized mental health counselor; or a chiropractor, citing the nature of the illness and a projected date of return to work. This statement shall be provided to the employee's supervisor and subsequently to the Regional Library Director.

6.5 COMPENSATION

- a. While on a scheduled vacation an employee shall claim sick leave only if the employee provided a written statement from one of the medical people listed above, that the employee was ill.

- b. An employee on leave without pay does not earn or accrue sick leave.
- c. During an unpaid leave of absence, an employee shall not claim sick leave.
- e. Sick leave shall not count toward the calculation of overtime.
- f. After all accrued sick leave is used, vacation may be used while an employee is sick.
- g. There shall be no sick leave payment by KRLS to any employee injured in the course of outside employment where the employee is eligible for Workers' Compensation or other compensation from the secondary employer as a result of such injury.
- h. An employee who is receiving Workers' Compensation may, at the employee's option, use sufficient sick leave to make up the difference between the Workers' Compensation payment and the employee's regular wage.

6.6 Earned Safe & Sick Time (ESST)

- a. ESST is available to all employees working a minimum of 80 hours or more a year and can be taken from the employee's earned, accumulated sick leave. Eligible employees shall earn one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year.
- b. Sick and safe time must be paid at the same base rate an employee earns when they are working.
- c. Employees can use their earned sick and safe time for the following reasons:
- d. An employees or family members mental or physical illness, treatment or preventative care, domestic abuse, sexual assault, or stalking. Closure of the employee's workplace due to weather or public emergency or closure of a family members school or care facility due to weather or public emergency. 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; and to make funeral arrangements, attend a a funeral service or memorial or address financial or legal matters that arise after the death of a family member.
- e. Qualified family members include:
The employees child, including foster child, adult child, legal ward, child for whom the employee stands or stood in loco (in place of a parent); their spouse or registered domestic partner; sibling, step sibling, or foster sibling; their biological, adoptive, or foster parent, step parent 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 listed family members 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.

- f. The employer shall provide employees with the total number of earned safe and sick hours available for use, as well as the total number of earned sick and safe time hours used at the end of each pay period.

Documentation and Confidentiality: When an employee uses sick leave for more than two consecutive scheduled work days, Employer may require reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, sick leave for a qualifying purpose.

Employer will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

An employee who has been unable to work for a period of time under this policy may be required before being permitted to return to work, to provide medical evidence that the employee is again able to perform all essential duties of the position. In accordance with state law, Employer will not require an employee using leave to find a replacement worker to cover the hours the employee will be absent.

Employer must maintain the confidentiality of leave records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per Minnesota law, employees may request that Employer destroy or return records relating to ESST leave use that are older than three years prior to the current calendar year.

6.7 Retaliation Prohibited: Employer and Union agree it is the intent of this Article 5 to provided sick leave that complies with Minnesota's Earned Safe and Sick Time Statute ("ESST"). Employees shall not be discharged, disciplined, penalized, interfered with, or otherwise retaliated or discriminated against for using sick leave consistent with asserting rights under Minnesota's Earned Safe and Sick Time Statute ("ESST"), requesting sick leave for an ESST qualifying reason, or pursuing remedies regarding ESST use. Employer and Union agree it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under the ESST Statute.

ARTICLE 7. HOLIDAYS

7.1 The following days shall be paid holidays:

New Year's Day, January 1
Martin Luther King, Jr Day, 3rd Monday in January
President's Day, third Monday in February
Memorial Day, last Monday in May
Juneteenth, June 19
Independence Day, July 4
Labor Day, first Monday in September
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
Day after Thanksgiving
Christmas Eve, December 24
Christmas Day December 25

When New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on Sunday, the following day will be the recognized holiday.

7.2 Early Closings. In addition to the above provisions for "holidays," the following shall be observed:

Headquarters and all branches observing open hours shall close at:5:00 p.m. on December 31; 5:00 p.m. on the evening before July 4 if July 3 falls on Monday, Tuesday, Wednesday, Thursday or Friday; and 5:00 p.m. on the evening before Thanksgiving.

Employees scheduled to work hours beyond 5:00 p.m. shall be compensated for any time lost due to the closure.

7.3 Part-Time Employees. Part-time employees will receive pro-rated pay for the holiday based on scheduled hours. If this results in a loss of hours during a particular week, part-time employees may elect to take vacation for those hours instead of a schedule change, time off without pay, or upon prior approval by the Employer, work those hours lost within the same pay period.

7.4 All employees who are required to work on one of the above mentioned paid holidays shall receive holiday pay and be compensated at one and one-half times their regular rate of pay for all hours worked on the holiday or by mutual consent between the Employer and the employee may be granted compensatory time at the same rate. This compensatory time shall be taken at a time mutually agreeable between the Employer and the employee, but in no case shall the earned compensatory time be taken later than sixty (60) calendar days from the end of the pay period in which it was earned.

7.5 When a paid holiday falls on an employee's scheduled day off, the employee shall receive eight (8) hours of pay at regular straight time hourly rates or if regularly scheduled part-time, shall receive prorated pay at regular straight time hourly rates. When a holiday falls during an employee's vacation period, the employee shall receive an additional day of vacation. To qualify for a paid holiday, employees must work their last scheduled work day before the holiday and the

first scheduled work day following the holiday. Employees on paid status as provided by the Agreement shall be considered to have worked the day before or after a holiday.

7.6 Floating Holiday. One paid (1) personal leave day/floating holiday per year shall be provided by the Employer and shall be taken by an employee upon approval of the employee's supervisor. (This personal leave day/floating holiday is in addition to the two (2) accrued unused sick leave days that can be taken as personal leave days pursuant to the Sick Leave provisions of this Agreement.) The personal leave/floating holiday may be taken in conjunction with another holiday or with other paid leave. Should an employee be separated from employment, the employee shall not be reimbursed for the personal leave days not taken. Personal leave days are granted for the period of each fiscal year and must be taken during that same period. Personal leave days do not accumulate. Personal leave may be taken in one-half (1/2) hour increments. Part-time employees will receive prorated personal leave days.

ARTICLE 8. PERSONNEL POLICY MANUAL

8.1 The Employer agrees to provide all employees with a copy of the Personnel Policy Manual as approved by the KRLS Board. The Employer will use a tracking system to confirm receipt of when provided/received that includes dates and signatures of the employees. For all subsequent proposed changes/additions/deletions the Employer will notify the Union via email at least seven (7) days prior to adoption by the KRLS Board.

ARTICLE 9. LEAVES OF ABSENCE

9.1 All employees shall be eligible for leaves of absence in accordance with Employer policy and state and federal law as outlined below.

- Bone Marrow/Organ Donor Leave
- Jury Duty Leave
- Educational Leave
- Family Medical Leave of Absence
- MN Paid Family Leave
- Military Leave
- MN Parental Leave
- MN School Conference and Activities Leave
- MN Sick Child Care Leave
- Personal Leave
- Voting Leave

9.2 Funeral Leave. Funeral leave will be granted to an employee when a death in their family occurs according to the following schedule:

Up to 40 hours (one week) of funeral leave, 24 hours of which will be paid leave for the death of a spouse/domestic partner, parent (step), child (step), son/daughter-in law or legal ward. The employee may elect to substitute accrued vacation or sick leave for the 16 hours of unpaid leave under this provision.

Up to 24 hours (three days) of funeral leave, 16 hours of which will be paid leave for the death of siblings (step), brother/sister-in-law, parent-in-law, grandparent (step) or grandchild (step) of either the Employee or his/her spouse/domestic partner. The employee may elect to substitute accrued vacation or sick leave for the 8 hours of unpaid leave under this provision.

Up to 8 hours (one day) of paid funeral leave for the death of an aunt, uncle, niece, nephew of the Employee or spouse/domestic partner or other relative living in the Employee's home.

In the event the employee needs additional time off or to attend the funeral of a friend, the Employee shall have the option of using sick leave, compensatory time and vacation time. Leave without pay may also be authorized by the Employer. Part-time employees shall receive pro-rated funeral leave based upon the number of hours they work and is available for scheduled work days.

9.3 Jury Duty Leave. Any employee shall be granted a leave of absence with pay for service on a jury. If excused, the employee should immediately return to work for the balance of the day.

9.4 Parenting Leave. A maternity/paternity leave of absence without pay may be granted an employee for a period of up to six (6) months. Scheduling of time off will be done on a mutually agreeable basis between the employee and KRLS. Any employee may substitute use of accrued paid leave for Parenting Leave. Upon returning from such leave, the employee shall be returned to her/his previous classification, schedule of hours and rate of pay. The six-month period includes any period of disability leave as provided in the following provision.

9.5 Disability Leave. A disability leave of absence without pay may be granted to any regular full-time employee having one or more years seniority, at such time as the employee has exhausted all accumulated paid leave time, and in the event his/her illness or disability continues after such time. Such disability leave shall not exceed six (6) months from the date the employee became ill or otherwise disabled. During such disability leave, the employee shall continue to accumulate seniority but only for the purpose of layoff and rehire. During the disability leave and as a condition of its continuance, the employee when requested by KRLS shall furnish KRLS with a physician's certificate at intervals of three months or more certifying as to the employee's inability to return to work because of such illness or disability during the entire interval covered by such certificate. Upon returning from such leave, the employee shall be returned to his/her previous classification, rate of pay and hours unless light duty is needed to ease the employee's return to work. Light duty may temporarily be for fewer hours as recommended by the employee's health care provider but there will be no reduction in hourly rate of pay during this time.

9.6 Pandemic Leave: In the event that the CDC declares a pandemic, employees shall be given the number of days (per CDC/MN Dept of Health guidelines) of pandemic leave to be used and applied to any quarantine events either taken or required by the employer. This leave shall not accumulate or be allowed to be carried over from year to year.

9.7 MN Paid Family Leave: Effective January 1, 2026, Employer will offer paid family and medical leave required by, and consistent with, Minn. Stat. §268B. This benefit will be

administered by the State of Minnesota through the Minnesota Department of Employment and Economic Development. Employer will pay 50% of the total premiums and employees will pay 50% of the total premiums associated with the family and medical benefits required by the statute. Employees' 50% payment of the total premium will be made by payroll deduction. Employees will be allowed to use accrued paid time off to supplement the paid family and medical benefits received under the statute to make the employee whole.

ARTICLE 10. INSURANCE

10.1 Wellness Encouragement: KRLS encourages employee's wellness by providing opportunities for health insurance coverage. Health, vision, and dental insurance options are available to eligible employees through KRLS' membership in the Public Employees Insurance Program (PEIP); eligible employees can alternately participate in the KRLS Wellness Incentive Program.

10.2 Eligibility for the Employees Insurance Program: Regular employees hired for 30 or more hours per week are eligible for PEIP health, vision, and dental insurance coverage paid by KRLS for the employee only. This coverage will start the 1st of the month following a satisfactory 60-day probation period. Dental insurance coverage is only available at initial signup with the health insurance. Dependent coverage for both dental and health insurance can be purchased with all cost paid by the employee.

10.3 Eligibility for Employees Wellness and Incentive Program: Employees hired for 20 or more hours a week are eligible for the KRLS Wellness Incentive Program. This program provides an employer contribution to the employee health insurance after proof of such insurance has been received and approved by KRLS. This coverage will start the 1st of the month following a satisfactory 60-day probation period and approved proof of coverage is received.

10.4 Ineligible Employees: Employees hired for less than 20 hours a week are not eligible for either the employee insurance program or the wellness incentive program.

10.5 Verification and renewal: The verification of valid health insurance coverage will occur annually in January. Failure to renew validity of a policy will cause contribution to stop. Employees may not participate in both programs at the same time. The KRLS Wellness Incentive contribution amount can be up to a maximum of \$200.00; is decided by the KRLS Board of Directors each year during budgeting process; and is paid through payroll as additional, taxable pay. The employer shall provide a 90-day written notice to the effected employees prior to terminating the Wellness Incentive.

10.6 Plan Documents: Except as recognized under Minn. Stat. 471.6161, all benefits are subject to the terms set forth in the applicable plan documents. In the event of any conflict between the plan documents and this Agreement, the plan documents control. A copy of the current PIEP plan documents are also incorporated by reference. In the event an employee eligible to participate in the insurance plan elects family health and dental coverage, the employee will be obligated to pay the difference in premium between the cost of employee health and dental coverage and the family health and dental coverage.

ARTICLE 11. REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

11.1 Employees who use their personal vehicles for approved library business (to attend authorized meetings or perform required job functions) will receive mileage reimbursement equal to the IRS mileage rate. Payment shall apply to all travel between the starting point and the destination.

ARTICLE 12. SENIORITY

12.1 Seniority shall be granted to all full-time regular and part-time regular employees based on their date of hire and will be used for purposes of overtime application, work assignments, and choice of vacation. Seniority is to be determined on the basis of total length of continuous employment with the Library. Classification seniority shall be determined based on the employee's date of hire into a classification. At no time shall part-time regular employees have priority over full-time regular employees when bidding on new/vacant bargaining unit positions. Casual and substitute workers do not have preference over part-time and full-time employees.

An employee shall lose his/her seniority standing if:

- (1) The employee voluntarily resigns from employment;
- (2) The employee is discharged for cause;
- (3) The employee fails to return from a granted leave of absence;
- (4) The employee fails to report for work after a layoff within five days after receipt of notice by registered mail. The Executive Director shall send this notice to return to work to the employee at his/her last-known address; or,
- (5) The employee is laid off for a period of two years.

12.2 Transfers. In case of transfer from one classification of work to another or from one work area unit to another, the employee involved in the transfer shall not lose seniority standing.

12.3 Temporary Vacancies. Temporary vacancies shall be governed by the following rules. If a vacancy lasts less than thirty (30) working days, any available employee may be assigned to fill the job. Should the vacancy be expected to last thirty (30) working days or more, then the posting provisions of the contract will be followed in filling the vacancy. An employee filling a temporary vacancy under this clause shall have the right to return to their previous position when the temporary vacancy is over. If said vacancy is paid at a higher rate of pay, the employee filling such vacancy shall receive the higher rate of pay.

12.4 Vacancies and Newly Created Positions. Notice of all Union vacancies and newly-created positions shall be posted for five days on the employee bulletin boards before they are posted externally or on the KRLS website. Filling of vacancies shall be at the sole discretion of the Employer and such decisions shall not be subject to the grievance procedure of this Agreement. During the five day internal posting time period, KRLS employees will be given first consideration based upon qualifications. If a current employee is selected to fill a vacant or newly-created position and the movement results in a promotion for the employee, the employee shall move to the new grade and be placed on the lowest step of the grade that results in an increase in pay from their previous position, plus one additional step.

12.5 Notice. Employer shall provide notice and a hard or electronic copy to the AFSCME Chapter Chair of all vacancies and newly created positions including temporary vacancies.

12.6 Seniority Lists. Seniority lists shall be brought up-to-date on January 1 of each calendar year and copies will be provided upon request. A copy of the seniority list shall also be sent to the President of the Union. The Union shall have until January 31 to report errors in the list. The employer shall make all necessary corrections and re-post once completed.

ARTICLE 13. LAYOFF AND RECALL

13.1 The Employer may lay off an employee by reason of abolishing a position, shortage of funds, or shortage of work.

In the event of a layoff or reduction in force, the Employer will provide written notice to the Union of the effective date and the number of employees affected by the anticipated layoff. This notice will be given at least 60 days in advance, or as soon as practicable and, if known, shall include the estimated length of the layoff period. The notice period will begin to run from the date the notice is sent. Employer and Union agree that any notice provided in calendar year 2025 will suffice for potential layoffs in January, February, or March of 2026.

13.2 Layoff. In the event of a layoff, the least senior employee shall be laid off. In the event of the elimination of a senior employee's job, that senior employee may bump any employee with less seniority within their branch location, provided that the more senior employee is qualified for the position. The bumped employee may then bump any employee with less seniority within the branch location provided he/she is qualified for the position. This procedure shall continue until an employee does not have seniority or the qualifications to take a position and then that person shall be laid off. Employees choosing this option will provide written notice to the employer stating their intent to bump.

In following this procedure, a full-time employee shall not be required to bump a part time position. Each employee displaced by another in the event of elimination of a position shall not exercise his/her seniority and qualifications to take another position until the bumping employee is trained to the satisfaction of the administrator or his/her designee.

13.3 Recall Rights. Employees shall be recalled to work in reverse order of their lay off provided that they are qualified to perform the available work. Notice of recall shall be by certified mail to the last mailing address which the employee has furnished to the Employer. A recalled employee must respond and report to work within fourteen (14) calendar days of notice of recall. An offer of recall returned by the post office will constitute a refusal of the recall offer. Failure to respond on time to a recall shall constitute refusal of the offer and forfeiture of all rights of recall. Recall rights shall cease twenty-four (24) months after the employee is laid off. No new hires will fill vacancies and/or new positions when there is a qualified employee in lay off status available to be recalled.

ARTICLE 14. DISCIPLINE AND DISCHARGE

14.1 Initial minor infractions, irregularities, or deficiencies in an Employee's performance shall first be privately brought to the attention of the Employee. The Employer shall discipline employees only for just cause.

14.2 Progressive Discipline: Discipline may take the following forms in no particular order, as warranted by the circumstances:

- Oral Reprimand
- Written Reprimand
- Suspension (without pay)
- Demotion
- Discharge

14.3 Grievance Procedure. An employee may appeal discipline through the grievance procedure.

14.4 Union Representation. The Employer shall not question an Employee during an investigation that may lead to disciplinary action unless the Employee has been given an opportunity to have a Union representative present at such questioning.

When any disciplinary action more severe than an oral reprimand is intended, the Employer shall, before or at the time such action is taken, notify the Employee, in writing, of the specific reason(s) for such action.

14.5 Copies of Discipline. Employees shall receive copies of any disciplinary action and a copy of such shall be forwarded to the Union Representative unless the employee objects to sending the Union the copy.

14.6 Personnel Files. Personnel files shall be maintained in accordance with the Minnesota Government Data Practices Act, section 13.43, and other applicable law.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

15.2 Union Representatives. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this article. The Union shall notify the Employer, in writing, of the names of the Union representatives and of their successors.

15.3 Processing a Grievance. It is recognized and accepted by the Union and the Employer that the processing of a grievance as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time, without loss

in pay (during their normal working hours), when a grievance is presented to the Employer during normal working hours provided that the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer. All grievances must follow the steps designated herein.

15.4 Grievance Procedure. Grievances, as defined by this article shall be resolved in conformance with the following procedure:

Step 1 - Informal. An employee claiming a violation concerning the interpretation or application of this Agreement, shall within fourteen (14) calendar days after such alleged violation has occurred, or such time as the employee reasonably should be aware of the event giving rise to the grievance, present such grievance to the employee's immediate supervisor as designated by the Employer. The supervisor will discuss and give an answer to such Step I grievance within seven (7) calendar days after receipt. A grievance not resolved in Step I and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of this Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the supervisor's final answer in Step I. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2 - Formal. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. Such meeting shall be held within seven (7) calendar days. The Employer designee shall give the Union the Employer's Step 2 answer, in writing, within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer designee's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3 - Executive Director. If appealed, the written grievance shall be presented by the Union and discussed with the Executive Director or designee. Such meeting may be waived by agreement of the parties. The Employer-designated representative shall give the Union the Employer's answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Executive Director or designee's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4 – Personnel Committee. If appealed, the written grievance shall be presented by the Union and discussed with the Personnel Committee or designee(s). Such meeting may be waived by agreement of the parties. The Employer-designated representative shall give the Union the Employer's answer in writing within seven (7) calendar days after receipt of such Step 4 grievance. A grievance not resolved in Step 4 may be appealed to Step 5 within ten (10) calendar days following the Personnel Committee's or designee's final answer in Step 4. Any grievance not appealed in writing to Step 5 by the Union within ten

(10) calendar days shall be considered waived.

Step 5 - Mediation. If the grievance is not resolved in Step 4 of the grievance procedure, the grievance may be submitted by mutual agreement to the State of Minnesota, Bureau of Mediation Services (BMS) for mediation within ten (10) calendar days after the Employer's answer in Step 4. It is recognized by the parties that the intervention of BMS does not preclude either party from proceeding to arbitration. The use of the BMS is for a possible mediated resolution only.

Step 6 - Arbitration. If the grievance is not resolved at Step 4 or Step 5, it may be appealed to binding arbitration upon the filing of a "Notice of Intent to Arbitrate" with the BMS and Employer within ten (10) calendar days after the mailing of the Employer's written answer at Step 4 or within ten (10) calendar days after the conclusion of a mediation meeting under Step 5 of the grievance procedure, whichever is later. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

15.5 Arbitrator's Authority. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The Arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and regulations having the force and effect of law. The decision shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and on the facts of the grievance presented. The parties may, by mutual written agreement agree to submit more than one grievance to the Arbitrator provided that each grievance will be considered as a separate issue and each on its own merits. The fees and expenses for Arbitrator's services and proceedings shall be borne equally by the Employer and the Union. Each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings it may cause such a record to be made, provided it pays for such record. If both parties desire a verbatim record of the proceedings, the cost shall be borne equally.

15.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

15.7 Election of Remedies. Employees who are covered under the provisions of the Minnesota Veterans Preference Act ("VPA") must choose between the Grievance Procedure in this Agreement or the statutory process outlined in the VPA to challenge a termination or removal

decision by the employer. If a Veteran employee elects to appeal a termination or removal decision under the VPA, the Veteran employee is precluded from filing a grievance under this Agreement.

ARTICLE 16. WAGES

16.1 Employees shall be paid in accordance with the attached wage scales hereto and made part of this Agreement.

16.2 Step advancement shall occur annually on the first day of the first pay period of each year for those employees having completed 12 months continuous service.

ARTICLE 17. GENERAL PROVISIONS

17.1 Job Description. In the event an employee's job description is changed, the affected employee and the Union shall be notified of such change and shall receive a copy of the new job description.

17.2 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 Employee at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned.

17.3 The Employer shall notify the union when a Union member's position changes, including departmental duties and pay level changes after the employee and Supervisor are notified.

17.4 The Employer shall notify the union monthly with a status report of the following: new hires (with date of hire); separations/terminations from employment (with date of separation); employees on leave of absence (with dates).

17.5 Inclement Weather. In the event of hazardous weather which necessitates closing the Employer's work site, employees shall receive their regularly scheduled shift pay for any hours they were scheduled to work.

17.6 A member of this bargaining unit will participate on certain standing committees including the Safety and Wellness Team, Internet/Electronic Resources committee, Winter/Summer Reading committee, and the Outreach committee.

17.7 Educational Development. The Employer shall reimburse employees in an amount equal to 100% of required tuition and registration fees for all approved educational courses, seminars, workshops, and conventions that employees choose to attend to advance their knowledge and education or is required by the employer to attend. Advance approval must be received by the employee and it must be directly related to requesting employee's job function.

17.8 Subcontracting. During this Agreement, the Library will not subcontract work of current employees.

17.9 There shall be no replacement of regularly scheduled employees by casual workers.

17.10 Two (2) weeks of written notice of the employee's desire to terminate employment shall be given to the Employer by the employee.

ARTICLE 18. MEET AND CONFER

18.1 Meet and Confer. During the duration of this Agreement the Employer and Union may mutually agree to meet and confer regarding non-negotiable matters and issues of mutual concern.

ARTICLE 19. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

19.1 This Agreement shall represent the complete Agreement between the Union and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the others shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 20. SAVINGS CLAUSE

20.1 This Agreement is subject to the laws of the United States and the State of Minnesota. To the extent a provision of this Agreement is declared to be contrary to law by a court of final jurisdiction or administrative ruling or is in violation of legislation or administrative regulations, said provision shall be void and of no effect. All other provisions of this Agreement shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

ARTICLE 21. NO STRIKE/NO LOCKOUT

21.1 The Union agrees that during the life of this Agreement neither the Union, its officers or agents, nor any of the employees covered by this Agreement will cause, encourage, participate in, or support any strike, sympathy strike, slowdown, mass absenteeism, mass resignation, or other interruption of or interference with the operation of the Employer, except as specifically allowed by the Public Employment Labor Relations Act of 1971, as amended. In the event that an employee violates this article, the Union, including officers and stewards, shall immediately notify any such employees in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.

21.2 The Employer agrees that, during the life of this agreement, it will not engage in an illegal lockout.

ARTICLE 22. SEVERABILITY

22.1 The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any other provision thereof. The parties hereto shall meet and negotiate a replacement provision for any such provision held invalid.

ARTICLE 23. SUCCESSORS & ASSIGNS

23.1 This collective bargaining agreement/contract will be fully and completely binding upon any successor or assigns, subsequent purchaser or management group or company, whether temporarily in place or permanently, and KRLS will convey this legal necessity to any subsequent successor or assigns, purchaser or management prior to any conveyance or any kind and no term, obligation or provision herein will be modified, altered or changed in any respect whatsoever by any successor or assign, subsequent purchaser or management. Prior to any consolidation, merger, affiliation, sale, transfer or assignment of any part of the KRLS, the acquiring entity will agree, in writing, to recognize AFSCME Council 65 (or its successor) and agree to be bound by the terms of this Agreement/contract.

ARTICLE 24. TERMINATION AND MODIFICATION

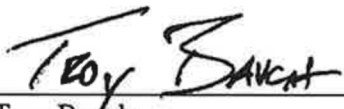
24.1 This Agreement shall be effective as of the date of its ratification and shall remain in full force and effect through December 31, 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other party in writing at least sixty (60) days prior to the expiration date set forth above that it desires to change or modify this Agreement.

IN WITNESS THEREOF, the parties have signed the AGREEMENT on the dates indicated:

KITCHIGAMI REGIONAL LIBRARY
SYSTEM

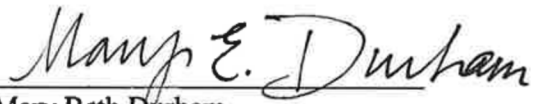
AFSCME, AFL-CIO
COUNCIL NO. 65,
LOCAL UNION 210-13

Tom Krueger
Chair, KRLS Board



Troy Baych
AFSCME C65 Field Director

Melissa Brechon
Interim Executive Director



Mary Beth Durham
Chapter Chair

Dated: _____

Dated: 5/14/2006

**Kitchigami Regional Library System
Pay Range**

Pay Grade	Classification
17	Regional Programs Coordinator
16	Library Assistant IV
15	HR Generalist
14	Admin Assistant
13	Acquisitions Assistant Library Assistant III ILL/Collection Development
10	Outreach Assistant II
9	Custodian II
8	Library Assistant II Outreach Assistant I
7	Delivery Driver
5	Processor Library Assistant I
2	Custodian I Delivery Clerk

2026 Wage Scale 3% COLA

Job Title	Grades	Step 1/ Start	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$24.26	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$29.57	\$30.16	\$30.77
Library Assistant IV	16	\$23.10	\$23.56	\$24.03	\$24.51	\$25.00	\$25.50	\$26.01	\$26.53	\$27.07	\$27.61	\$28.16	\$28.72	\$29.30
HR Generalist	15	\$22.34	\$22.79	\$23.24	\$23.71	\$24.18	\$24.66	\$25.16	\$25.66	\$26.17	\$26.70	\$27.23	\$27.78	\$28.33
Admin Assistant	14	\$21.28	\$21.70	\$22.13	\$22.58	\$23.03	\$23.49	\$23.96	\$24.44	\$24.93	\$25.43	\$25.93	\$26.45	\$26.98
ILY/Collection Development	13	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70
Acquisitions Assistant	13	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70
Library Assistant III	13	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70
Outreach Assistant	10	\$17.99	\$18.35	\$18.72	\$19.09	\$19.48	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82
Custodian II	9	\$17.33	\$17.68	\$18.03	\$18.40	\$18.76	\$19.14	\$19.52	\$19.91	\$20.31	\$20.72	\$21.13	\$21.55	\$21.98
Outreach Assistant I	8	\$16.75	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.24	\$19.62	\$20.01	\$20.41	\$20.82	\$21.24
Library Assistant II	8	\$16.75	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.24	\$19.62	\$20.01	\$20.41	\$20.82	\$21.24
Delivery Driver	7	\$16.19	\$16.52	\$16.85	\$17.18	\$17.53	\$17.88	\$18.24	\$18.60	\$18.97	\$19.35	\$19.74	\$20.13	\$20.54
Processor	5	\$15.20	\$15.51	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.47	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28
Library Assistant I	5	\$15.20	\$15.51	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.47	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28
Custodian I	2	\$13.98	\$14.26	\$14.55	\$14.84	\$15.13	\$15.44	\$15.74	\$16.06	\$16.38	\$16.71	\$17.04	\$17.38	\$17.73
Delivery Clerk	2	\$13.98	\$14.26	\$14.55	\$14.84	\$15.13	\$15.44	\$15.74	\$16.06	\$16.38	\$16.71	\$17.04	\$17.38	\$17.73

2027 Wage Scale 3% COLA

Job Title	Grades	Step 1/ Start	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$24.99	\$25.49	\$26.00	\$26.52	\$27.05	\$27.59	\$28.14	\$28.70	\$29.28	\$29.86	\$30.46	\$31.07	\$31.69
Library Assistant IV	16	\$23.79	\$24.27	\$24.75	\$25.25	\$25.75	\$26.27	\$26.79	\$27.33	\$27.88	\$28.44	\$29.00	\$29.58	\$30.18
HR Generalist	15	\$23.01	\$23.47	\$23.94	\$24.42	\$24.91	\$25.40	\$25.91	\$26.43	\$26.96	\$27.50	\$28.05	\$28.61	\$29.18
Admin Assistant	14	\$21.91	\$22.35	\$22.80	\$23.25	\$23.72	\$24.19	\$24.68	\$25.17	\$25.68	\$26.19	\$26.71	\$27.25	\$27.79
ILL/Collection Development	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Acquisitions Assistant	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Library Assistant III	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Outreach Assistant	10	\$18.53	\$18.90	\$19.28	\$19.67	\$20.06	\$20.46	\$20.87	\$21.29	\$21.71	\$22.15	\$22.59	\$23.04	\$23.50
Custodian II	9	\$17.85	\$18.21	\$18.58	\$18.95	\$19.33	\$19.71	\$20.11	\$20.51	\$20.92	\$21.34	\$21.76	\$22.20	\$22.64
Outreach Assistant I	8	\$17.25	\$17.59	\$17.95	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45	\$21.87
Library Assistant II	8	\$17.25	\$17.59	\$17.95	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45	\$21.87
Delivery Driver	7	\$16.68	\$17.01	\$17.35	\$17.70	\$18.05	\$18.41	\$18.78	\$19.16	\$19.54	\$19.93	\$20.33	\$20.74	\$21.15
Processor	5	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86
Library Assistant I	5	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86
Custodian I	2	\$14.40	\$14.69	\$14.98	\$15.28	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26
Delivery Clerk	2	\$14.40	\$14.69	\$14.98	\$15.28	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26

2028 Wage Scale 3% COLA

Job Title	Grades	Step 1/ Start	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$25.74	\$26.25	\$26.78	\$27.31	\$27.86	\$28.41	\$28.98	\$29.56	\$30.15	\$30.76	\$31.37	\$32.00	\$32.64
Library Assistant IV	16	\$24.51	\$25.00	\$25.50	\$26.01	\$26.53	\$27.06	\$27.60	\$28.15	\$28.71	\$29.29	\$29.87	\$30.47	\$31.08
HR Generalist	15	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.17	\$26.69	\$27.22	\$27.77	\$28.32	\$28.89	\$29.47	\$30.06
Admin Assistant	14	\$22.57	\$23.02	\$23.48	\$23.95	\$24.43	\$24.92	\$25.42	\$25.93	\$26.45	\$26.97	\$27.51	\$28.06	\$28.63
ILL/Collection Development	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Acquisitions Assistant	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Library Assistant III	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Outreach Assistant	10	\$19.09	\$19.47	\$19.86	\$20.26	\$20.66	\$21.08	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.73	\$24.21
Custodian II	9	\$18.39	\$18.76	\$19.13	\$19.52	\$19.91	\$20.30	\$20.71	\$21.12	\$21.55	\$21.98	\$22.42	\$22.87	\$23.32
Outreach Assistant I	8	\$17.77	\$18.12	\$18.48	\$18.85	\$19.23	\$19.61	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53
Library Assistant II	8	\$17.77	\$18.12	\$18.48	\$18.85	\$19.23	\$19.61	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53
Delivery Driver	7	\$17.18	\$17.52	\$17.87	\$18.23	\$18.60	\$18.97	\$19.35	\$19.73	\$20.13	\$20.53	\$20.94	\$21.36	\$21.79
Processor	5	\$16.13	\$16.45	\$16.78	\$17.12	\$17.46	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	\$19.66	\$20.06	\$20.46
Library Assistant I	5	\$16.13	\$16.45	\$16.78	\$17.12	\$17.46	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	\$19.66	\$20.06	\$20.46
Custodian I	2	\$14.83	\$15.13	\$15.43	\$15.74	\$16.05	\$16.38	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81
Delivery Clerk	2	\$14.83	\$15.13	\$15.43	\$15.74	\$16.05	\$16.38	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81

Kitchigami Regional Library Board meeting, May 21, 2026

8b. Approval of increase for non-union KRLS employees to match AFSCME Union Contract of 3%.

Action Requested: Approve increase for KRLS non-union staff.

Background Information: It is KRLS Board policy to match union negotiated wage scale for non-union employees. With approval of the 2026-2028 contract non-union employees will receive the negotiated increase for 2026. (see attached).

Motion Made by: _____

Second by: _____

Roll Call Vote: _____ Yes _____ No

2026 WAGES (2025 RATE+3%)(2% BETWEEN STEPS)

Job Title	Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Branch Manager	25	35.51	36.22	36.95	37.69	38.44	39.21	39.99	40.79	41.61	42.44	43.29	44.16	45.04
Tech Services Manager	23	32.29	32.94	33.60	34.27	34.95	35.65	36.36	37.09	37.83	38.59	39.36	40.15	40.95
Branch Manager III	19	26.69	27.22	27.77	28.32	28.89	29.46	30.05	30.66	31.27	31.89	32.53	33.18	33.85
Branch Manager II	17	24.26	24.74	25.24	25.74	26.26	26.78	27.32	27.86	28.42	28.99	29.57	30.16	30.76
Regional Program Coordinator	17	24.26	24.74	25.24	25.74	26.26	26.78	27.32	27.86	28.42	28.99	29.57	30.16	30.76
Library Assistant IV	16	23.10	23.56	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61	28.16	28.73	29.30
Bookkeeper/Payroll	16	23.10	23.56	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61	28.16	28.73	29.30
HR Generalist	15	22.34	22.79	23.24	23.71	24.18	24.67	25.16	25.66	26.18	26.70	27.23	27.78	28.33
Branch Manager I	14	21.28	21.71	22.14	22.58	23.03	23.49	23.96	24.44	24.93	25.43	25.94	26.46	26.99
Admin Asst	14	21.28	21.71	22.14	22.58	23.03	23.49	23.96	24.44	24.93	25.43	25.94	26.46	26.99
ILL Asst/Collection Devel	13	20.26	20.67	21.08	21.50	21.93	22.37	22.82	23.27	23.74	24.21	24.70	25.19	25.69
Acquisitions Assistant	13	20.26	20.67	21.08	21.50	21.93	22.37	22.82	23.27	23.74	24.21	24.70	25.19	25.69
Library Assistant III	13	20.26	20.67	21.08	21.50	21.93	22.37	22.82	23.27	23.74	24.21	24.70	25.19	25.69
Outreach Assistant	10	17.99	18.35	18.72	19.10	19.48	19.87	20.26	20.67	21.08	21.50	21.93	22.37	22.82
Custodian II	9	17.33	17.68	18.04	18.40	18.76	19.14	19.52	19.91	20.31	20.72	21.13	21.55	21.98
Library Assistant II	8	16.75	17.08	17.42	17.77	18.13	18.49	18.86	19.24	19.62	20.02	20.42	20.82	21.24
Delivery Driver	7	16.19	16.52	16.85	17.18	17.53	17.88	18.23	18.60	18.97	19.35	19.74	20.13	20.53
Processor	5	15.20	15.51	15.82	16.13	16.46	16.79	17.12	17.46	17.81	18.17	18.53	18.90	19.28
Library Assistant I	5	15.20	15.51	15.82	16.13	16.46	16.79	17.12	17.46	17.81	18.17	18.53	18.90	19.28
Custodian I	2	13.98	14.26	14.54	14.83	15.13	15.43	15.74	16.06	16.38	16.70	17.04	17.38	17.73
Delivery Clerk	2	13.98	14.26	14.54	14.83	15.13	15.43	15.74	16.06	16.38	16.70	17.04	17.38	17.73

Kitchigami Regional Library Board meeting, May 21, 2026

9a. Approval of Pine River Library hours adjustment, starting June 2026.

Action Requested: Approval of Pine River Library hours adjustment.

Background Information: Branch Manager Carol Christensen has requested an increase in open hours by 3 to allow open hours consistency of open hours and longer hours on Thursday evening. This increase would match the open hours of the other Level II Branch (Walker) and Pine River has the visits and circulation numbers to support the increase. Staff hours would not need to be increased so there would be no increase in funding, and the city would not have any additional funding needed.

Current hours:	Hours Adjustment
Monday :11-6	10-6 (1 hr.)
Tuesday: 10-4	10-4
Wednesday: 10-4	10-4
Thursday 10-4	10-6 (2 hr.)
Friday: 10-3	10-3
Saturday: 10-1	10-1

Motion Made by: _____

Second by: _____

Roll Call Vote: _____ **Yes** _____ **No**

Kitchigami Regional Library Board meeting, May 21, 2026

9b. Approval of Wadena Library hours change starting June 1, 2026

Action Requested: Approval of Wadena Library hours adjustment.

Background information: Branch Manager, Renee Frethem, staff and Wadena Library Board is requesting a shift in open hours. This library has had the same hours for the last 25 years with one small change in the early 2000's. Since moving to the new location there have been numerous requests from patrons to open earlier. In reviewing statistics there has been little foot traffic on Thursday evening. (Wadena's downtown business district is now closed on Thursday evenings). Wednesday mornings are Story Time, and most patrons arrive in the morning and afternoon (and not in the evening, "Church night). Wadena has no lake resorts and as a result the community leaves on Fridays to gravitate to those places. There will be no budget increase with the change in hours:

Current Hours:	Proposed hours:
Monday: 10-6	9-6
Tuesday: 10-3	9-3
Wednesday: 10-5	9-3
Thursday: 10-7	9-6
Friday: 10-5	9-3
Saturday: 10-2	9-1

Motion Made by: _____

Second by: _____

Roll Call Vote: _____ **Yes** _____ **No**

Kitchigami Regional Library Board meeting, May 21, 2026

9c. Approval to move Bredenberg Family Trust Donation for the Bemidji Library from the current money market account to a Certificate of Deposit (CD).

Action Requested: Approval to transfer \$300,000 in funds from the Pine River State Bank Money Market account to a CD account currently paying the highest interest.

Background Information: On April 25, 2025, the Kitchigami Regional Library was notified by an attorney for the Bredenberg Family Trust of a \$300,000 donation to be used exclusively for the Bemidji Library. When the check arrived, it was placed in the Pine River State Bank money market account pending future action. Based on a current review of CD rates & terms in the KRLS region, putting this fund into a high interest CD based on rates on the day this request is approved is appropriate.

Motion Made by: _____

Second by: _____

Roll Call Vote: _____ **Yes** _____ **No**

9c. Kitchigami Regional Library Board Meeting May 21, 2026

CD Rates & Terms around the KRLS Region quoted on 4/30/26:

	3 Mo.	4 Mo.	5 Mo.	6 Mo.	7 Mo.	9 Mo.	11 Mo.	12 Mo.	13 Mo.	2 Year	5 Year
Citizens National - Park Rapids			3.60%			3.25%		3.00%			
First National Bank North - Walker (currently holds 2 CDs)	3.00%			3.25%	3.80%			3.50%			
Old National Bank - Brainerd	0.40%	3.69%		0.65%	0.05%	3.34%	3.50%	0.80%			
Pine River State Bank - Pine River				1.76%				1.60%	3.75%	3.50%	
Security Bank USA - Bemidji (currently holds 2 CDs)				3.45%				3.50%			3.60%
Wadena State Bank - Wadena	3.75%			3.65%						3.55%	

Highlighted boxes depict the best rate at each bank.

Bank rates will be revised on May 21, 2026.

Martha L. Goodloe

Attorney at Law

1603 Jackson St.
Missoula, MT 59802

marthagoodloe@gmail.com
(406) 360-7155
www.marthagoodloe.com

Ms. Melissa Whatley
Kitchigami Regional Library
P.O. Box 84
Pine River, MN 56474

Re: Bonnie and Donald Bredenberg

April 25, 2025

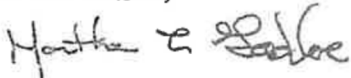
Dear Ms. Whatley:

Enclosed please find a donation from the Bredenberg Family Trust to the Kitchigami Regional Library in the amount of three hundred thousand dollars (\$300,000) for the benefit of the Bemidji branch library.

Bonnie Bredenberg and her husband Donald Bredenberg lived in Bemidji. They created the Bredenberg Family Trust on December 19, 2007. Bonnie survived her husband Donald and upon Bonnie's death in 2024 Willis L. Stebleton, Bonnie's brother, became the successor Trustee. One of the provisions in the Bredenberg Family Trust is direction from Bonnie to donate funds to the Kitchigami Regional Library to be used exclusively for the Bemidji Public Library.

Bonnie believed that the library was a vital resource for Bemidji both in the traditional sense and in today's age of technology and it is with great happiness that I send this \$300,000 check to the Kitchigami Regional Library to support the Bemidji Library general fund.

With best wishes,



Martha L. Goodloe
Attorney for the Bredenberg Family Trust

cc: Willis L. Stebleton, Trustee

DEPOSIT TICKET
KITCHIGAMI REG LIBRARY
 P.O. BOX 84
 PINE RIVER, MN 56474
 DATE 5-5-2025
 DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
 SIGN HERE FOR CASH RECEIVED (IF REQUIRED)

CASH →
 # 1007 → 3 0 0,0 0 0 0 0
 →
 →
 ON TOTAL FROM OTHER SIDE →
 SUB TOTAL →
 LESS CASH RECEIVED →
 3 0 0,0 0 0 0 0



⑆091914121⑆ 020⑈262⑈0⑈ 042

BJ Donation

BREDEBERG FAMILY TRUST PH# (218) 556-8745
 WILLIS L. STEBLETON
 463 WHITETAIL DR
 PO BOX 942
 SEELEY LAKE, MT 59868-0942
 Date April 20, 2025
 Pay to the order of Kitchigami Regional Library \$ 300,000.00
Three Hundred Thousand and 00/100
CITIZENS ALLIANCE BANK
 SEELEY LAKE, MT
 For Bredenberq Trust Donation Willis L. Stebleton, Jr.
 ⑆091904856⑆ 1815 9761⑈ 01007

AUTHORIZED
 BY W DATE 5-15-25

POSTED
 BY KS DATE 5/15/25

3821.110

2814



Pine River State Bank
 103 Hill Street
 Pine River MN 56474
 218-567-4463

XXX59761 \$300,000.00
 Reinit Check
 XXX620 \$300,000.00
 DDA Credits

Deana
 05-06-25

12/4 CC: Rev

COPY

KITCHIGAMI REGIONAL LIBRARY
 LIBRARY CONTRIBUTORS
 FOR THE YEAR ENDED, DECEMBER 31, 2025
 ACCOUNT 3821.01 - 3821.19

All Library Donations are entered into Sirsi for book purchases except OTHER

DATE REC	INDIVIDUAL/ORGANIZATION	Address	AMOUNT	BRANCH	Acct #	DEP #
	HQ					
6/30/25	R.W.Baird Co.Inc./Daniel Yavner	PO Box 636, Pequot Lakes, MN 56472	500.00	HQ	3821.01	2849
		Total HQ Donations for Collections	\$ 500.00			
	Bemidji					
1/11/25	FRIENDS OF BEMIDJI LIBRARY	PO BOX 1151 BEMIDJI, MN 56619-1151	2,980.17	BEMIDJI	3821.11	2731
1/16/25	FRIENDS OF BEMIDJI LIBRARY	PO BOX 1151 BEMIDJI, MN 56619-1151	150.00	BEMIDJI	3821.11	2734
2/25/25	BEMIDJI LIONS CLUB FOUNDATION	PO BOX 3045 BEMIDJI MN 56619	600.00	BEMIDJI	3821.11	2760
3/21/25	MEMORIAL FOR KAY SWANSON	MULTIPLE DONORS	555.00	BEMIDJI	3821.11	2781
4/28/25	PAUL BUNYAN COMMUNICATIONS-BEMGANY	1831 ANNE ST NW, BEMIDJI, MN 56601 (GLE 5/29/25)	3,125.08	BEMIDJI	3821.11	2809
4/28/25	OTHER DONATION: BEMIDJI	BEMIDJI, MN 56601 (GLE 5/29/25)	200.00	BEMIDJI	3821.11	2809
5/6/25	BREDENBERG FAMILY TRUST	PO BOX 942, SEELEY LAKE, MY 59868-0942	300,000.00	BEMIDJI	3821.11	2814
6/16/25	Ameriprise Financial		250.00	BEMIDJI	3821.11	2845
6/16/25	Robert Chance/Kathleen McKinstra	4002 Polk Ave SE, Bemidji, MN 56601	50.00	BEMIDJI	3821.11	2845
8/8/25	FRIENDS OF BEMIDJI LIBRARY	PO BOX 1151 BEMIDJI, MN 56619-1151	3,258.67	BEMIDJI	3821.11	2878
11/3/25	FRIENDS OF BEMIDJI LIBRARY	PO BOX 1151 BEMIDJI, MN 56619-1151	2,813.21	BEMIDJI	3821.11	2921
11/3/25	Kary Moltzan (OTHER)	48245 Co 45, LaPorte, MN	100.00	BEMIDJI	3821.11	2921
11/24/25	Eric Schieferdecker	2614 Arrowwood Cir NW, Bemidji, MN 56601	200.00	BEMIDJI	3821.11	2937
		Total Bemidji Donations for Collections	\$ 314,282.13			
	BLACKDUCK					
10/10/25	BLACKDUCK FRIENDS OF THE LIBRARY	PO BOX 397, BLACKDUCK, MN 56630	2,500.00	BLACKDUCK	3821.12	2914
		Total Blackduck Donations for Collections	\$ 2,500.00			
	BRAINERD					
2/10/25	JON STRAND	2195 COTTAGEWOOD DR NISSWA MN 56468	1,000.00	BRAINERD	3821.13	2753
2/18/25	FRIENDS OF BRAINERD LIBRARY	416 S 5TH ST BRAINERD MN 56401	4,000.00	BRAINERD	3821.13	2757
2/27/25	NANCY D SMITH	3820 COUNTY ROAD 121 FORT RIPLEY, MN 56449	3,000.00	BRAINERD	3821.13	2764
5/9/25	DIANE VIEHAUSER	12382 LOWER SYLVAN RD SW, PILLAGER, MN 56473	100.00	BRAINERD	3821.13	2830
5/19/25	BRAINERD LAKES ROTARY	PO BOX 219, BRAINERD, MN 56401	500.00	BRAINERD	3821.13	2830
6/12/25	TAMMY MAGILKE	9927 STATE HWY 25, BRAINERD, MN 56401	13.00	BRAINERD	3821.13	2841
8/5/25	Donald A or Christine M Rasmussen	2103 Crestview Lane, Brainerd, MN 56401	500.00	BRAINERD	3821.13	2874
		Total Brainerd Donations for Collections	\$ 9,113.00			
				LONGVILLE	3821.15	
		Total Longville Donations for Collections	\$ -			
	Mobile Library					
4/3/25	TOWNSHIP OF LAKE HATTIE-HUBBARD CTY	42894 CTY 3, BECIDA, MN 56678	250.00	MOBILE LIB	3821.04	2797
		Total Mobile Library Donatons for Collections	\$ 250.00			
	PARK RAPIDS					
				PARK RAPIDS	3821.16	
				PARK RAPIDS	3821.16	
		Total Park Rapids Donations for Collections	\$ -			
	PINE RIVER					
1/1/25	DAVID E EDGERTON	2009 HOGANS ISLAND DR NW, BACKUS, MN 56435	100.00	PINE RIVER	3821.17	2727
		Total Pine River Donations for Collections	\$ 100.00			
	WADENA					
4/25/25	WADENA FRIENDS OF THE LIBRARY	WADENA, MN 56482	1,600.00	WADENA	3821.18	2808
9/4/25	CITY OF WADEDA	PO BOX 30, WADENA, MN 56482	1,000.00	WADENA	3821.18	2890
10/10/25	WADENA FRIENDS OF THE LIBRARY	WADENA, MN 56482	72.00	WADENA	3821.18	2915
		Total Wadena Donations for Collections	\$ 2,672.00			
				WALKER	3821.19	
		Total Walker Donations for Collections	\$ -			

TRANSFER UNUSED DONATIONS INTO RESERVE AT YEAR END \$ 329,417.13
 Get Information on Gift Funds Balances from Katherine.