

Library Board Meeting Agenda

Grand Rapids Area Library

January 8, 2020 5:00 P.M.

Call to order

Roll call

Introductions (Welcome to new Board member Sheena Richards!)

Approval of agenda

Election of 2020 President, Vice President, and Secretary

Public comment (if anyone wishes to address the Board)

Minutes – approval of December minutes

Communications

Financial Report (Roll Call Vote Required)

Approve financial reports and payment of bills as listed in Board packet.

Staff Reports

Summary of Library Director's report to the Board.

Old Business

New Business

Consent Agenda (Roll Call Vote Required)

Any item on the consent agenda shall be removed for consideration by request of any Board member or member of the public and put on the regular agenda for discussion and consideration.

1. Approve payment of late bills

Amazon for \$128.15

2. Approve contracts and payment to presenters

3. Approve Resolution Accepting Donations

Janie Carlson \$500.00 (undesignated)

Sally Hagman \$100.00 (undesignated)

Roger and Carol Morrill \$200.00 (undesignated)

Library Foundation \$6,096.00 for Literacy Go Tablets

Regular Agenda

1. ALS Legacy Art Grant

2. Letter to Macmillan CEO regarding eBook policy

Adjourn

Grand Rapids Area Library Regular Board Meeting December 11, 2019

Call to Order: The monthly board meeting was called to order at 5:00 by Dennis Jerome.

Roll Call:

Members Present: Lisa Tabbert, Dennis Jerome, Cyndy Martin, Deborah Kee, Max Peters, Susan Zeige, Richard Thouin.

Members Absent: Jean MacDonell, Randy McCarty.

Staff Present: Director William Richter, Michelle Toven (City Council).

Public Comment:

Agenda: A motion was made by Deborah Kee to approve the agenda as amended. A second was made by Cyndy Martin. The motion was passed unanimously.

Minutes: Max Peters made a motion to approve minutes from the November board meeting. A second was made by Lisa Tabbert made the motion was passed unanimously.

Communications:

- a. Email to Tracy Kampa from Amy Chung
- b. Christmas card to Library staff from Simon Gretton
- c. Thank you from Second Harvest North Central Food Bank

Financial Report: A motion was made to approve financial reports and payment of bills as listed by Cyndy Martin. A second was made by Susan Zeige. On a roll call vote the motion was passed unanimously.

Staff Report: Communications with ALS regarding frozen state maintenance of effort.

Finalizing the 2020 budget. Working on passport certification inspection. Library foundation has a new president – Lisa Tabbert. The new heat pump is in the process of being installed. The old pump is expected to be used as a spare. Library use up over the past year.

Old Business:

- a. 2020 Budget

New Business:

Consent Agenda: Deborah Kee made a motion to approve the consent agenda, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills

- a. City of Grand Rapids in the amount of \$7,600.00 (JAN-DEC IT FEES)

2. Approve contracts and payment to presenters

- a. (None)

3. Approve Resolution Accepting Donations

- a. Grand Rapids Area Library Foundation - \$1920.00 for Saturday Story Time (July-September)
- b. Friends of the Grand Rapids Area Library - \$180.00 for recycling (3rd quarter).
- c. Friends of the Grand Rapids Area Library - \$42.90 for paper towel rolls.
- d. Leah White - \$50.00 (undesignated)

Regular Agenda:

- a. **Resolution 2019-78 RE: 2020 County Levy**

b. Acknowledge departing Library Board member Max Peters

Adjourn: The monthly board meeting was adjourned at 5:38 p.m. by Dennis Jerome.

ALPHA PUBLIC LIBRARY BILL LIST - DECEMBER 11, 2019

DATE: 12/04/2019
 TIME: 15:58:59
 ID: AP442000.NOW

CITY OF GRAND RAPIDS VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/31/2019
 INVOICES IN MONTH END 2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100353	AT&T MOBILITY	10,102.15	141.88
0113100	AMAZON.COM	3,105.32	359.49
0113213	AMERIPRIDE SERVICES INC	6,344.41	5.16
0118345	ARIDAN BOOKS INC	0.00	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,967.83	91.01
0201428	BAKER & TAYLOR LLC	22,798.16	2,860.77
0221650	BURGGRAF'S ACE HARDWARE	17,259.01	198.66
0221700	BUSY BEES QUALITY CLNG SVC INC	15,068.02	1,100.00
0310455	COSH HARDWARE INC	8,430.26	8.99
0718015	GRAND RAPIDS CITY PAYROLL	6,188,401.10	40,056.92
1015337	MICHELLE JOHNSON	121.60	63.80
1301146	MARCO TECHNOLOGIES, LLC	12,201.81	120.43
1309199	MINNESOTA ENERGY RESOURCES	14,401.43	12.68
1309335	MINNESOTA REVENUE	50,396.14	11.40
1405850	NEXTERA COMMUNICATIONS LLC	4,873.33	70.54
1415177	NORTHERN BUSINESS PRODUCTS INC	68,342.68	531.86
1516220	OPERATING ENGINEERS LOCAL #49	1,152,882.00	11,216.00
1605665	PERSONNEL DYNAMICS LLC	20,889.43	406.33
1605735	PETERSONS LLC	0.00	103.73
1621130	P.J.C.	406,035.45	2,420.05
1901535	SANDSTROM'S INC	26,176.54	107.26
1903225	SCENIC RANGE NEWS FORUM	25.00	25.00
2005150	TECH LOGIC CORPORATION	0.00	408.00
2018680	TRC NORTH ELECTRIC LLC	23,604.85	200.00
2114356	UNIQUE MANAGEMENT SERVICES	1,551.30	80.55
2114750	UNUM LIFE INSURANCE CO OF AMER	2,838.43	20.50
2209421	VIKING ELECTRIC SUPPLY INC	7,411.93	280.80
2209665	VISA	66,804.94	511.83
2301700	WASTE MANAGEMENT OF MN INC	31,493.15	111.00
2301728	AMANDA JEAN WATKINS	815.00	250.00
TOTAL ALL VENDORS:			62,822.54

LIBRARY FINANCIALS

- 1. Schedule of Changes in Revenue, Expenditures, and Fund Balance**
- 2. Revenue and Expenditures YTD**
- 3. Detail Revenue and Expense Report**
- 4. Bill List Summary**
- 5. Detail Bill List**
- 6. Alphabetical Bill List**

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2019
With Comparative Totals for December 31, 2018

PRELIMINARY	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,619	430,264	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,910	519,168	519,168	
Revenues:				
Taxes	653,275	653,786	702,687	93%
Intergovernmental	179,422	94,618	128,000	74%
Charges for Services	50,447	48,726	50,882	96%
Fines & Forfeits	11,309	11,135	12,000	93%
Blandin Grant	-	-	-	0%
GR Library Foundation	13,225	16,656	8,000	208%
Miscellaneous	30,295	28,970	14,500	200%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources-Operating Transfers In	-	-	-	0%
TOTAL REVENUES	937,973	853,891	916,069	93%
Expenditures:				
Personnel	668,810	665,163	687,432	97%
Supplies/Materials	95,838	87,687	87,700	100%
Other Services/Charges	149,026	136,766	140,937	97%
Library Endowment Fund Expenditures	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	913,674	889,617	916,069	97%
OPERATING SURPLUS (DEFICIT)	24,299	(35,726)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	20,041	8,521	-	
Fund Balance 12/31/XX				
Cash Flow	433,877	386,018	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 12/31/XX	\$ 519,168	\$ 474,922	\$ 519,168	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,781 as of 11/30/19. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2019**

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 623,284	\$ 586,707	94%
211-00-31-00-0200	DELINQUENT	-	4,757	0%
211-00-31-00-4055	FISCAL DISPARITIES	62,322	62,322	100%
211-00-33-00-4060	SUPPLEMENTAL AID	17,081	17,081	100%
211-00-33-00-4250	STATE OF MINNESOTA	-	206	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	77,331	60%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	5,282	100%
211-00-34-00-7970	PHOTO COPIES	2,200	3,676	167%
211-00-34-00-7975	INTERNET	3,500	2,837	81%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	400	67%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	34,755	90%
211-00-34-00-7990	FAX MACHINE USE	800	1,776	222%
211-00-35-00-1030	LIBRARY FINES	12,000	11,135	93%
211-00-37-00-2310	DONATIONS	1,500	17,667	1178%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	315	32%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,343	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	8,000	16,656	208%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	3,491	78%
211-00-37-00-2450	MISCELLANEOUS	2,000	2,640	132%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,513	117%
		916,069	853,891	93%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	442,059	432,890	98%
211-00-75-10-1030	SALARY-PARTTIME	22,803	22,843	100%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	7,803	111%
211-00-75-10-1210	PERA	34,865	33,323	96%
211-00-75-10-1220	FICA	28,821	27,406	95%
211-00-75-10-1250	MEDICARE	6,740	6,410	95%
211-00-75-10-1310	HEALTH INSURANCE	142,668	131,788	92%
211-00-75-10-1330	LIFE INSURANCE	221	242	109%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	2,460	109%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,823	83%
211-00-75-20-2020	COPY SUPPLIES	1,400	1,501	107%
211-00-75-20-2030	PRINTING/BINDING	900	1,185	132%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	3,192	123%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,502	140%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	11,680	198%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	921	92%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	483	97%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,187	59%
211-00-75-20-2110	BOOKS	44,000	38,231	87%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,432	94%
211-00-75-20-2130	NEWSPAPERS	1,400	2,681	191%
211-00-75-20-2140	PERIODICALS	7,000	5,697	81%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	3,173	127%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	395	79%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,131	126%
211-00-75-30-3070	LAUNDRY	650	902	139%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	19,632	96%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	21,605	360%
211-00-75-30-3210	TELEPHONE	6,000	5,515	92%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2019**

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	2,739	91%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	144	29%
211-00-75-30-3255	STAFF TRAINING	500	191	38%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	205	68%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,495	75%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,255	92%
211-00-75-30-3810	ELECTRICITY	30,000	30,629	102%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,578	99%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,899	72%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	10,123	127%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,239	42%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	328	33%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	9,204	102%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	6,861	76%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	1,445	100%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	30	10%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	80	80%
211-00-75-30-4900	TRANSFER TO RESERVE	6,447	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,708	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	813	0%
	TOTAL EXPENDITURES	916,069	898,020	98%
	SURPLUS REVENUES/(EXPENDITURES)	-	(44,129)	

DATE: 01/06/2020
 TIME: 10:59:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

PAGE: 1
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	623,284.06	586,706.98	0.00	36,577.08	94
211-00-31-00-0200	DELINQUENT	0.00	0.00	4,757.16	0.00	(4,757.16)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	62,321.75	62,321.75	0.00	0.00	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0

TOTAL		0.00	685,605.81	653,785.89	0.00	31,819.92	95
TOTAL TAXES		0.00	685,605.81	653,785.89	0.00	31,819.92	95
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	17,081.19	17,081.19	0.00	0.00	100
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	206.09	0.00	(206.09)	100
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	77,331.06	0.00	50,668.94	60
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0

TOTAL		0.00	145,081.19	94,618.34	0.00	50,462.85	65
TOTAL INTERGOVERNMENTAL		0.00	145,081.19	94,618.34	0.00	50,462.85	65
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	5,282.00	0.00	0.00	100
211-00-34-00-7970	PHOTO COPIES	425.95	2,200.00	3,675.61	0.00	(1,475.61)	167
211-00-34-00-7975	INTERNET	217.29	3,500.00	2,837.29	0.00	662.71	81
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	600.00	400.00	0.00	200.00	67
211-00-34-00-7982	PASSPORT PROCESSING FEE	4,620.00	38,500.00	34,755.00	0.00	3,745.00	90
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	132.87	800.00	1,775.75	0.00	(975.75)	222

TOTAL		5,396.11	50,882.00	48,725.65	0.00	2,156.35	96
TOTAL CHARGES FOR SERVICES		5,396.11	50,882.00	48,725.65	0.00	2,156.35	96

DATE: 01/06/2020
 TIME: 10:59:00
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

PAGE: 2
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	740.04	12,000.00	11,134.95	0.00	865.05	93
TOTAL		740.04	12,000.00	11,134.95	0.00	865.05	93
TOTAL FINES & FORFEITS		740.04	12,000.00	11,134.95	0.00	865.05	93
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	292.90	1,500.00	17,667.44	0.00	(16,167.44)	1178
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	315.00	0.00	685.00	32
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,343.25	0.00	(43.25)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	16,656.12	0.00	(8,656.12)	208
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	45.00	4,500.00	3,491.28	0.00	1,008.72	78
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	89.75	2,000.00	2,639.96	0.00	(639.96)	132
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	3,513.13	0.00	(513.13)	117
TOTAL		427.65	22,500.00	45,626.18	0.00	(23,126.18)	203
TOTAL MISCELLANEOUS REVENUE		427.65	22,500.00	45,626.18	0.00	(23,126.18)	203
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

DATE: 01/06/2020
 TIME: 10:59:00
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

PAGE: 3
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL REVENUES:		6,563.80	916,069.00	853,891.01	0.00	62,177.99	93

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	50,036.08	442,059.00	432,889.60	0.00	9,169.40	98
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	2,746.22	22,803.00	22,842.66	0.00	(39.66)	100
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	244.04	7,000.00	7,803.14	0.00	(803.14)	111
211-00-75-10-1210	PERA	3,938.66	34,865.00	33,322.53	0.00	1,542.47	96
211-00-75-10-1220	FICA	3,253.33	28,821.00	27,405.55	0.00	1,415.45	95
211-00-75-10-1250	MEDICARE	760.89	6,740.00	6,409.64	0.00	330.36	95
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	142,668.00	131,788.00	0.00	10,880.00	92
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	241.90	0.00	(20.90)	109
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.63	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	218.75	2,255.00	2,460.23	0.00	(205.23)	109
TOTAL PERSONNEL		72,458.10	687,432.00	665,163.25	0.00	22,268.75	97

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	521.17	7,000.00	5,822.85	0.00	1,177.15	83
211-00-75-20-2020	COPY SUPPLIES	75.98	1,400.00	1,500.68	0.00	(100.68)	107
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	1,185.01	0.00	(285.01)	132
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,600.00	3,191.58	0.00	(591.58)	123
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	3,502.08	0.00	(1,002.08)	140
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,900.00	11,680.12	0.00	(5,780.12)	198
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	920.92	0.00	79.08	92

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CITY OF GRAND RAPIDS
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 FOR 12 PERIODS ENDING DECEMBER 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	37.20	500.00	483.24	0.00	16.76	97
211-00-75-20-2100	OPERATING SUPPLIES	13.98	2,000.00	1,187.14	0.00	812.86	59
211-00-75-20-2110	BOOKS	1,617.52	44,000.00	38,231.06	0.00	5,768.94	87
211-00-75-20-2120	AUDIO/VISUAL	1,322.87	9,000.00	8,431.81	0.00	568.19	94
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	2,680.84	0.00	(1,280.84)	191
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	5,696.96	0.00	1,303.04	81
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	420.64	2,500.00	3,173.16	0.00	(673.16)	127
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		4,009.36	87,700.00	87,687.45	0.00	12.55	100
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	394.85	0.00	105.15	79
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	1,131.25	0.00	(231.25)	126
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	62.89	650.00	902.41	0.00	(252.41)	139
211-00-75-30-3090	JANITORIAL SERVICES	845.08	20,400.00	19,632.37	0.00	767.63	96
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	6,000.00	21,605.00	0.00	(15,605.00)	360
211-00-75-30-3210	TELEPHONE	462.46	6,000.00	5,515.33	0.00	484.67	92
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	2,739.45	259.05	1.50	100
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	144.31	0.00	355.69	29
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	191.40	0.00	308.60	38
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	68
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	1,494.65	0.00	505.35	75
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	269.00	9,000.00	8,255.00	0.00	745.00	92
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	30,628.80	0.00	(628.80)	102
211-00-75-30-3840	GARBAGE REMOVAL	117.00	3,600.00	3,695.46	0.00	(95.46)	103
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,898.66	0.00	1,101.34	72
211-00-75-30-4000	MAINTENANCE CONTRACTS	3,604.50	8,000.00	10,123.07	0.00	(2,123.07)	127
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	6,238.77	0.00	8,761.23	42
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	33

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	7,600.00	9,000.00	9,203.85	0.00	(203.85)	102
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	2,564.00	0.00	436.00	85
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	4,240.00	9,000.00	6,861.44	0.00	2,138.56	76
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,440.00	1,445.16	0.00	(5.16)	100
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	30.00	0.00	270.00	10
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	80.28	0.00	19.72	80
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00	0
TOTAL OTHER SERVICES & CHARGES		17,325.93	140,937.00	136,766.01	259.05	3,911.94	97
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,708.07	0.00	(7,708.07)	100
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	812.50	0.00	(812.50)	100
TOTAL CAPITAL OUTLAY		0.00	0.00	8,520.57	0.00	(8,520.57)	100
TOTAL GENERAL ADMINISTRATION		93,793.39	916,069.00	898,137.28	259.05	17,672.67	98
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		93,793.39	916,069.00	898,137.28	259.05	17,672.67	98
TOTAL FUND REVENUES		6,563.80	916,069.00	853,891.01	0.00	62,177.99	93
TOTAL FUND EXPENSES		93,793.39	916,069.00	898,137.28	259.05	17,672.67	98
FUND SURPLUS (DEFICIT)		(87,229.59)	0.00	(44,246.27)			
TOTAL ALL FUND REVENUES		6,563.80	916,069.00	853,891.01	0.00	62,177.99	93
TOTAL ALL FUND EXPENSES		93,793.39	916,069.00	898,137.28	259.05	17,672.67	98
ALL FUND SURPLUS (DEFICIT)		(87,229.59)	0.00	(44,246.27)			

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100	AMAZON.COM								
655576577497-L		12/05/19	01	1 BOOK AUTH#001183	211-00-75-20-2110			01/08/20	18.95
					BOOKS			INVOICE TOTAL:	18.95
775349854464-L		12/19/19	01	1 DVD AUTH#001203	211-00-75-20-2120			01/08/20	26.44
					AUDIO/VISUAL			INVOICE TOTAL:	26.44
988433554483-L		12/12/19	01	1 BOOK AUTH#001210	211-00-75-20-2110			01/08/20	10.29
					BOOKS			INVOICE TOTAL:	10.29
			02	PASCO STRONGEST GLUE FOR ALL	211-00-75-20-2010				29.99
					OFFICE SUPPLIES			INVOICE TOTAL:	40.28
								VENDOR TOTAL:	505.64
0113233	AMERIPRIDE SERVICES INC								
3501454842-L		12/17/19	01	TOWELS	211-00-75-30-3070	19003935		01/08/20	3.42
					LAUNDRY			INVOICE TOTAL:	3.42
			02	FLATS	211-00-75-30-3070	19003935			2.31
					LAUNDRY			INVOICE TOTAL:	5.20
			03	MOPS	211-00-75-20-2150	19003935			5.20
					MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	28.58
			04	MATS CLASSIC CLTD/C#41-513	211-00-75-30-3070	19003935			28.58
					LAUNDRY			INVOICE TOTAL:	39.51
3501460264-L		12/31/19	01	TOWELS	211-00-75-20-2150	19004043		01/08/20	3.42
					MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	3.42
			02	FLATS	211-00-75-20-2150	19004043			2.31
					MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	5.20
			03	MOPS	211-00-75-20-2150	19004043			5.20
					MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	5.20

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113233			AMERIPRIDE SERVICES INC					
3501460264-L	12/31/19	04	MAT CLASSIC CLTD/#41-513	211-00-75-20-2150	19004043		01/08/20	28.58
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					39.51
			VENDOR TOTAL:					79.02
0118660			ARROWHEAD LIBRARY SYSTEM					
14655-L	11/30/19	01	OVERDUE NOTICES - NOV 2019	211-00-75-20-2010	19003925		01/08/20	22.20
			OFFICE SUPPLIES					
			INVOICE TOTAL:					22.20
			VENDOR TOTAL:					22.20
0100053			AT&T MOBILITY					
L	12/16/19	01	LIB DEC CELL PHN	999-99-00-00-1000			01/08/20	145.88
			HOLDING ACCOUNT					
			INVOICE TOTAL:					145.88
			VENDOR TOTAL:					145.88
0201428			BAKER & TAYLOR LLC					
2034968079-L	12/02/19	01	7 BOOKS ACCT L411199	211-00-75-20-2110	19003924		01/08/20	126.52
			BOOKS					
			INVOICE TOTAL:					126.52
2034973055-L	12/17/19	01	16 BOOKS CUST#L411199	211-00-75-20-2110			01/08/20	262.95
			BOOKS					
			INVOICE TOTAL:					262.95
2034987044-L	12/06/19	01	27 BOOKS ACCT L025981	211-00-75-20-2110	19003924		01/08/20	266.31
			BOOKS					
			INVOICE TOTAL:					266.31
2034987479-L	12/08/19	01	INVOICE 2034968079	** COMMENT **	19003924		01/08/20	266.31

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0201428			BAKER & TAYLOR LLC						
2034987479-L	12/08/19	02	INVOICE 2034987044	** COMMENT **	19003924		01/08/20		
2034987479-L	12/08/19	03	INVOICE H42066340	** COMMENT **	19003924		01/08/20		
2034987479-L	12/08/19	04	44 BOOKS ACCT L411199	211-00-75-20-2110	19003924		01/08/20	424.69	
		05	INVOICE 2034987479	** COMMENT **	19003924				
								INVOICE TOTAL:	424.69
2034997023-L	12/24/19	01	6 BOOKS CUST#L411199	211-00-75-20-2110			01/08/20	86.30	
								INVOICE TOTAL:	86.30
H42066340-L	12/06/19	01	INVOICE 2034987044	** COMMENT **	19003924		01/08/20		
H42066340-L	12/06/19	02	INVOICE 2034987044	** COMMENT **	19003924		01/08/20		
H42066340-L	12/06/19	03	34 DVDS CUST 75002097	211-00-75-20-2120	19003924		01/08/20	741.84	
		04	INVOICE H42066340	** COMMENT **	19003924				
		05	INVOICE 2034987479	** COMMENT **	19003924				
								INVOICE TOTAL:	741.84
								VENDOR TOTAL:	1,908.61
0212124			BLACKSTONE PUBLISHING						
1156657-L	12/27/19	01	8 BOOKS ON CD CUST#101678	211-00-75-20-2120			01/08/20	400.00	
								INVOICE TOTAL:	400.00
								VENDOR TOTAL:	400.00
0315455			COLE HARDWARE INC						
2327480-L	12/17/19	01	BULB FLOURESCENT 24" 17W T8	211-00-75-20-2100	19003931		01/08/20	13.98	
								OPERATING SUPPLIES	

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0315455			COLE HARDWARE INC					
2327480-L	12/17/19	02	HOSE REEL LEADER 6' /#GRPUBLC	211-00-75-20-2150	19003931		01/08/20	6.99
					MAINTENANCE TOOLS/SUPPLIES			
							INVOICE TOTAL:	20.97
							VENDOR TOTAL:	20.97
0405500			DEMCO INC					
6731324-L	11/27/19	01	BOOK REPAIR CUST 220165574	211-00-75-20-2010	19003926		01/08/20	577.39
					OFFICE SUPPLIES			
							INVOICE TOTAL:	577.39
							VENDOR TOTAL:	577.39
0605652			FERGUSON WOLSELEY IND GROUP					
7157777-L	12/11/19	01	LF SHORT CART HOT	211-00-75-20-2150	19003903		01/08/20	23.29
					MAINTENANCE TOOLS/SUPPLIES			
		02	LF SHORT CART COLD/C#87039	211-00-75-20-2150	19003903			23.29
					MAINTENANCE TOOLS/SUPPLIES			
							INVOICE TOTAL:	46.58
							VENDOR TOTAL:	46.58
0605191			FIDELITY SECURITY LIFE INS CO					
L	12/16/19	01	LIB DEC VISION INS	999-99-00-00-1000			01/08/20	6.57
					HOLDING ACCOUNT			
							INVOICE TOTAL:	6.57
							VENDOR TOTAL:	6.57
0701650			GARTNER REFRIGERATION CO					
79133-L	12/11/19	01	LABOR-CHILLER RESET SEQUENCE	211-00-75-30-4070	19003863		01/08/20	240.00
					GENERAL EQUIP MAINT/REPAIR			
		02	TRUCK CHARGE/C#C-0658	211-00-75-30-4070	19003863			10.00
					GENERAL EQUIP MAINT/REPAIR			
							INVOICE TOTAL:	250.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0701650			GARTNER REFRIGERATION CO					
79218-L	12/18/19	01	INSP HVAC LIBR/#C-0658	211-00-75-30-4000	19003937		01/08/20	2,317.50
				MAINTENANCE CONTRACTS				
						INVOICE TOTAL:		2,317.50
79325-L	12/19/19	01	B&G PUMP & MOTOR	211-00-75-30-4070	19003971		01/08/20	3,605.36
		02	FREIGHT	GENERAL EQUIP MAINT/REPAIR				
		03	2" GASKET	211-00-75-30-4070 19003971				318.91
		04	2.5" GASKET	GENERAL EQUIP MAINT/REPAIR				13.38
		05	FREIGHT/C#C-0658	211-00-75-30-4070 19003971				17.24
				GENERAL EQUIP MAINT/REPAIR				35.11
						INVOICE TOTAL:		3,990.00
						VENDOR TOTAL:		6,557.50
0718010			CITY OF GRAND RAPIDS					
19/402-L	12/30/19	01	BAKER & TAYLOR 2 BOOKS	211-00-75-20-2110	19004034		01/08/20	35.20
				BOOKS				
						INVOICE TOTAL:		35.20
L	12/16/19	01	JAN-DEC 2019 IT FEES	999-99-00-00-1000			01/08/20	7,600.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		7,600.00
						VENDOR TOTAL:		7,635.20
0718015			GRAND RAPIDS CITY PAYROLL					
L	12/20/19	01	LIB 12/20/19 PAYROLL	999-99-00-00-1000			01/08/20	20,028.47
		02	LIB 1/3/2020 PAYROLL	HOLDING ACCOUNT				
				999-99-00-00-1000				20,028.44
						INVOICE TOTAL:		40,056.91
						VENDOR TOTAL:		40,056.91

DETAILED GRAND RAPIDS PUBLIC

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1209516	12/16/19	01	LIB DEC SUPP LIFE INS PREMIUM	999-99-00-00-1000			01/08/20	39.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 39.00
								VENDOR TOTAL: 39.00
1301146	12/16/19	01	LIB DEC OPIER LEASE	999-99-00-00-1000			01/08/20	120.43
				HOLDING ACCOUNT				
								INVOICE TOTAL: 120.43
								VENDOR TOTAL: 120.43
1309199	12/16/19	01	LIB NOV NTL GAS SERV	999-99-00-00-1000			01/08/20	528.59
				HOLDING ACCOUNT				
								INVOICE TOTAL: 528.59
								VENDOR TOTAL: 528.59
1309335	12/20/19	01	LIB NOV STAX PAYABLE	999-99-00-00-1000			01/08/20	48.26
				HOLDING ACCOUNT				
								INVOICE TOTAL: 48.26
								VENDOR TOTAL: 48.26
1401650	12/03/19	01	INV IN00125825		** COMMENT **	19003928	01/08/20	
125824-L	12/03/19	02	INSPECT ABCFIRE 10# BILL #4427	211-00-75-30-4000		19003928	01/08/20	4.00
				MAINTENANCE CONTRACTS				
				211-00-75-30-4000		19003928		
				MAINTENANCE CONTRACTS				
								INVOICE TOTAL: 4.00
								VENDOR TOTAL: 4.00

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 INVOICES IN BATCH LB0108

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401650	NARDINI FIRE EQUIPMENT CO		INC						
125824-L		12/03/19	04	EMER EXIT LIGHT LOAD TEST	211-00-75-30-4000	19003928		01/08/20	140.00
					MAINTENANCE CONTRACTS				
			05	TRIP CHARGE	211-00-75-30-4000	19003928			40.00
					MAINTENANCE CONTRACTS				
			06	INVOICE IN00125824	** COMMENT **	19003928			212.00
					INVOICE TOTAL:				212.00
125825-L		12/03/19	01	INSPECT ALRM SYS BILL# 4427	211-00-75-30-4000	19003928		01/08/20	850.00
					MAINTENANCE CONTRACTS				
					INVOICE TOTAL:				850.00
126486-L		12/09/19	01	INSP SPRNKL R SYSTM C#4427	211-00-75-30-4000			01/08/20	225.00
					MAINTENANCE CONTRACTS				
					INVOICE TOTAL:				225.00
					VENDOR TOTAL:				1,287.00
1405850	NEXTERA COMMUNICATIONS LLC								
L		12/16/19	01	LIB DEC LINE CHARGES	999-99-00-00-1000			01/08/20	70.54
					HOLDING ACCOUNT				
					INVOICE TOTAL:				70.54
					VENDOR TOTAL:				70.54
1415377	NORTHERN BUSINESS PRODUCTS INC								
463305-L		12/04/19	01	WSTBSKT & BINDER CLIPS #7789	211-00-75-20-2010			01/08/20	10.58
					OFFICE SUPPLIES				
					INVOICE TOTAL:				10.58
465454-1-L		12/12/19	01	PLANNER SIGNATURE 9x11 GY	211-00-75-20-2010			01/08/20	35.30
					OFFICE SUPPLIES				
					INVOICE TOTAL:				35.30
465454-2-L		12/26/19	01	DUSTER180, REFILL	211-00-75-20-2010			01/08/20	45.83
					OFFICE SUPPLIES				
					INVOICE TOTAL:				45.83
					VENDOR TOTAL:				45.83

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
465454-L	12/11/19	01	DUSTPAN/LTX GLV XL/ANGL BROOM	211-00-75-20-2010			01/08/20	37.75
			OFFICE SUPPLIES					
			INVOICE TOTAL:					37.75
467654-1-L	12/19/19	01	GLOVES, PALM COAT SZ 11 C#7789	211-00-75-20-2010			01/08/20	16.71
		02	RECTCL STEP-ON BLK	OFFICE SUPPLIES				
			OFFICE SUPPLIES					
			INVOICE TOTAL:					97.00
467654-L	12/18/19	01	8 1/2x11 WE 20# COPIER PAPER	211-00-75-20-2020			01/08/20	113.71
		02	BINDER VIEW/WSTBSKT/NOTE PAPER	COPY SUPPLIES				
		03	WET FLR SIGN/BOX FILE W/LID	211-00-75-20-2010				
		04	PAPER NOTES ADH 3x3 CUST#7789	OFFICE SUPPLIES				
			OFFICE SUPPLIES					
			INVOICE TOTAL:					75.98
467692-L	12/18/19	01	TAPE,COR,DRYLINE GRP	211-00-75-20-2010			01/08/20	7.33
			OFFICE SUPPLIES					
			INVOICE TOTAL:					7.33
468502-1-L	12/23/19	01	PLANNER, SIG 8X11 GY/CUST#7789	211-00-75-20-2010			01/08/20	34.74
			OFFICE SUPPLIES					
			INVOICE TOTAL:					34.74
468502-2-L	12/30/19	01	SORBENT,GRNSORB,4#	211-00-75-20-2010			01/08/20	33.88
			OFFICE SUPPLIES					
			INVOICE TOTAL:					33.88
468502-L	12/20/19	01	SOAP FOAM GRN/SORBENT,GRNSORB	211-00-75-20-2010			01/08/20	39.76
			OFFICE SUPPLIES					
			INVOICE TOTAL:					39.76

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
C467654-1-L	12/31/19	01	CR RETURN GLOVES PALM COAT SZ11	211-00-75-20-2010			01/08/20	-16.71
			OFFICE SUPPLIES					
1516220			OPERATING ENGINEERS LOCAL #49					
L	12/16/19	01	LIB JAN HEALTH INS PREM	999-99-00-00-1000			01/08/20	11,216.00
			HOLDING ACCOUNT					
1601655			PARACLETE PRESS INC					
704479-L	12/16/19	01	3 BOOKS CUST#1512229	211-00-75-20-2110			01/08/20	50.22
			BOOKS					
		02	2 DVD'S CUST#151229	211-00-75-20-2120				106.23
			AUDIO/VISUAL					
1601750			PAUL BUNYAN COMMUNICATIONS					
L	12/09/19	01	LIB DEC SERVICES	999-99-00-00-1000			01/08/20	246.04
			HOLDING ACCOUNT					
1605665			PERSONNEL DYNAMICS LLC					
48632-L	12/07/19	01	KORTEKAAS WK OF 12/7 17.25HRS	211-00-75-30-3090			01/08/20	273.76
			JANITORIAL SERVICES					
		02	BAUMAN WK OF 9/11 & 11/13 8HRS	211-00-75-10-1050				108.00
			CONTRACTED SERVICES					
			INVOICE TOTAL:					381.76
			VENDOR TOTAL:					

DETAILED GRAND RAPIDS PUBLIC

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1605665			PERSONNEL DYNAMICS LLC					
486666-L	12/18/19	01	BAUMAN WK OF 12/14 4 HRS	211-00-75-10-1050			01/08/20	54.00
			CONTRACTED SERVICES					
		02	WATKINS WK OF 12/7 4.5 HRS	211-00-75-10-1050				82.04
			CONTRACTED SERVICES					
		03	KORTEKAAS WK OF 12/14 15 HRS	211-00-75-30-3090				238.05
			JANITORIAL SERVICES					
			INVOICE TOTAL:					374.09
48696-L	12/21/19	01	KORTEKAAS WK OF 12/21 15 HRS	211-00-75-30-3090			01/08/20	238.05
			JANITORIAL SERVICES					
			INVOICE TOTAL:					238.05
48725-L	12/28/19	01	KORTEKAAS WK OF 12/28 6 HRS	211-00-75-30-3090			01/08/20	95.22
			JANITORIAL SERVICES					
			INVOICE TOTAL:					95.22
			VENDOR TOTAL:					1,089.12
1621130			P.U.C.					
L								
	12/16/19	01	LIB NOV ELEC/WTR & SWR	999-99-00-00-1000			01/08/20	2,105.06
			HOLDING ACCOUNT					
		02	LIB NOV IRRIG WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIB PUMP HOUSE NOV WTR/SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
			INVOICE TOTAL:					2,139.60
			VENDOR TOTAL:					2,139.60
1901535			SANDSTROM'S INC					
286912-L	12/09/19	01	FOAM HAND SOAP ANTIBAC	211-00-75-20-2150	19003837		01/08/20	68.78
			MAINTENANCE TOOLS/SUPPLIES					
		02	CLING BWL CLNR	211-00-75-20-2150	19003837			23.80
			MAINTENANCE TOOLS/SUPPLIES					

DETAILED GRAND RAPIDS PUBLIC UTILITY BILL LIST - JANUARY 8, 2020

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535			SANDSTROM'S INC					
286912-L	12/09/19	03	ALL-PURP CLNR/C#320023	211-00-75-20-2150	19003837		01/08/20	30.59
				MAINTENANCE TOOLS/SUPPLIES				
288341-L	12/18/19	01	MISC ITEM NON-TAXABLE/C#320023	211-00-75-20-2150	19003953			123.17
				MAINTENANCE TOOLS/SUPPLIES				
				INVOICE TOTAL: 13.86				
289248-L	12/30/19	01	24X33 8MIC CLR 12-16 GAL	211-00-75-20-2150	19004038		01/08/20	40.44
		02	30X36 .65MIL CLR HVY 20-30 GAL	211-00-75-20-2150	19004038			22.11
		03	TOWEL ROLL WHT	211-00-75-20-2150	19004038			42.90
		04	FOAM HAND SOAP ANTIBAC	211-00-75-20-2150	19004038			68.78
		05	MOPHEAD WHITE COTTON/#3200023	211-00-75-20-2150	19004038			11.10
				MAINTENANCE TOOLS/SUPPLIES				
				INVOICE TOTAL: 185.33				
				VENDOR TOTAL: 322.36				
1920555			STOKES PRINTING & OFFICE					
116074-L	12/23/19	01	SHEET PROTECTORS	211-00-75-20-2095			01/08/20	10.80
		02	SUCTION CUPS	VOLUNTEER PRGM SUP & MATER				4.58
		03	X-ACTO KNIFE	211-00-75-20-2095				5.19
		04	LANYARDS	VOLUNTEER PRGM SUP & MATER				3.78
		05	2 PKS PAPER	211-00-75-20-2095				7.00

DETAILED GRAND RAPIDS PUBLIC

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1920555			STOKES PRINTING & OFFICE					
116074-L	12/23/19	06	1 RM CLR PAPER	211-00-75-20-2095			01/08/20	8.99
		07	LESS DISC GRLIBR	VOLUNTEER PRGM SUP & MATER 211-00-75-20-2095				-3.14
				VOLUNTEER PRGM SUP & MATER				INVOICE TOTAL: 37.20 VENDOR TOTAL: 37.20
2114356			UNIQUE MANAGEMENT SERVICES					
575541-L	12/31/19	01	DEC PLACEMENTS - 21	211-00-75-30-3300			01/08/20	187.95
		02	DEC CR'S FOR ACCTS CLOSED-4	PROFESSIONAL SERV-COLLECTI 211-00-75-30-3300				-35.80
				PROFESSIONAL SERV-COLLECTI				INVOICE TOTAL: 152.15 VENDOR TOTAL: 152.15
2209665			VISA					
L	12/16/19	01	LIB BOOK PURCH 10/13	999-99-00-00-1000			01/08/20	22.16
		02	LIB HOLIDAY GIFT VOLUNTEERS	HOLDING ACCOUNT 999-99-00-00-1000				314.10
				HOLDING ACCOUNT				INVOICE TOTAL: 336.26 VENDOR TOTAL: 336.26
2301700			WASTE MANAGEMENT OF MN INC					
L	12/09/19	01	LIBR NOV SERVICES	999-99-00-00-1000			01/08/20	117.00
				HOLDING ACCOUNT				INVOICE TOTAL: 117.00 VENDOR TOTAL: 117.00

2301728 AMANDA JEAN WATKINS

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2301728	12/16/19	01	ARTASTIC PROG 12/10/19	999-99-00-00-1000			01/08/20	125.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 76,541.10

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2020

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/08/2020

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	505.64
0113233	AMERIPRIDE SERVICES INC	79.02
0118660	ARROWHEAD LIBRARY SYSTEM	22.20
0201428	BAKER & TAYLOR LLC	1,908.61
0212124	BLACKSTONE PUBLISHING	400.00
0315455	COLE HARDWARE INC	20.97
0405500	DEMCO INC	577.39
0605652	FERGUSON WOLSELEY IND GROUP	46.58
0701650	GARTNER REFRIGERATION CO	6,557.50
0718010	CITY OF GRAND RAPIDS	35.20
1401650	NARDINI FIRE EQUIPMENT CO INC	1,287.00
1415377	NORTHERN BUSINESS PRODUCTS INC	547.63
1601655	PARACLETE PRESS INC	156.45
1605665	PERSONNEL DYNAMICS LLC	1,089.12
1901535	SANDSTROM'S INC	322.36
1920555	STOKES PRINTING & OFFICE	37.20
2114356	UNIQUE MANAGEMENT SERVICES	152.15

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,745.02

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	145.88
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718010	CITY OF GRAND RAPIDS	7,600.00
0718015	GRAND RAPIDS CITY PAYROLL	40,056.91
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	528.59
1309335	MINNESOTA REVENUE	48.26
1405850	NEXTERA COMMUNICATIONS LLC	70.54
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.04
1621130	P.U.C.	2,139.60
2209665	VISA	336.26
2301700	WASTE MANAGEMENT OF MN INC	117.00
2301728	AMANDA JEAN WATKINS	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 62,796.08

TOTAL ALL DEPARTMENTS 76,541.10

ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2020

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/08/2020
 INVOICES IN BATCH LB0108

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	0.00	145.88
0113100	AMAZON.COM	0.00	505.64
0113233	AMERIPRIDE SERVICES INC	0.00	79.02
0118660	ARROWHEAD LIBRARY SYSTEM	0.00	22.20
0201428	BAKER & TAYLOR LLC	0.00	1,908.61
0212124	BLACKSTONE PUBLISHING	0.00	400.00
0315455	COLE HARDWARE INC	0.00	20.97
0405500	DEMCO INC	0.00	577.39
0605191	FIDELITY SECURITY LIFE INS CO	0.00	6.57
0605652	FERGUSON WOLSELEY IND GROUP	0.00	46.58
0701650	GARTNER REFRIGERATION CO	0.00	6,557.50
0718010	CITY OF GRAND RAPIDS	0.00	7,635.20
0718015	GRAND RAPIDS CITY PAYROLL	255,469.32	40,056.91
1209516	LINCOLN NATIONAL LIFE	0.00	39.00
1301146	MARCO TECHNOLOGIES, LLC	0.00	120.43
1309199	MINNESOTA ENERGY RESOURCES	0.00	528.59
1309335	MINNESOTA REVENUE	0.00	48.26
1401650	NARDINI FIRE EQUIPMENT CO INC	0.00	1,287.00
1405850	NEXTERA COMMUNICATIONS LLC	0.00	70.54
1415377	NORTHERN BUSINESS PRODUCTS INC	0.00	547.63
1516220	OPERATING ENGINEERS LOCAL #49	0.00	11,216.00
1601655	PARACLETE PRESS INC	0.00	156.45
1601750	PAUL BUNYAN COMMUNICATIONS	520.66	246.04
1605665	PERSONNEL DYNAMICS LLC	0.00	1,089.12
1621130	P.U.C.	0.00	2,139.60
1901535	SANDSTROM'S INC	0.00	322.36
1920555	STOKES PRINTING & OFFICE	0.00	37.20
2114356	UNIQUE MANAGEMENT SERVICES	0.00	152.15
2209665	VISA	0.00	336.26
2301700	WASTE MANAGEMENT OF MN INC	1,843.60	117.00
2301728	AMANDA JEAN WATKINS	0.00	125.00
TOTAL ALL VENDORS:			76,541.10

GRAL Director's Report

JANUARY 2020

ADVOCACY

-Equitable Library Funding

City Administrator Tom Pagel and I will be meeting with the Itasca County Administrator on 1/22 to discuss Library funding (equitable funding scenario). Stay tuned for an update at our next Library Board meeting.

-Census 2020

Census Bureau staff have been using the Library to meet with members of the community and recruit census takers.

-Vote @ your Library

The City Council has designated Grand Rapids Area Library the precinct 1 (SE quadrant) polling place.

LIBRARY MANAGEMENT

-AFSCME 3456A have come to terms on a 3-year contract with the following wage increases:

2020 +2.75%

2021 +3.00%

2022 +2.50%

A copy of the contract is included at the end of this report.

-2021 Budget estimate

I have requested an estimate of Total Personnel costs for 2021 – this is Library's largest budget category. Stay tuned.

-Passport Application Acceptance Program 2020 Annual Certification

Paperwork submitted.

-GRFD Fire response

The Grand Rapids Fire Department is struggling with daytime response (number of firefighters available). This situation elevates the risk to public safety - and for firefighters responding to calls for assistance. At the request of Fire Chief Travis Cole

and the City Administrator, I am (again) a member of the Grand Rapids Fire Department effective 1/1/2020 – responding as needed from the Library. Thank you for your understanding as I balance two challenging roles.

FACILITIES MAINTAINANCE / SPACE

-New cleaner provided by Personnel Dynamics is doing a good job keeping the Library clean – a challenging task during the Winter months.

-The north facing masonry wall in the Children's department is leaking during heavy rains. Two masonry contractors (including the original builder) have made site visits. Facilities Maintenance Manager reports he is waiting for Spring to move forward.

-Playground update: City Engineer is studying the feasibility of locating the playground east of the building. At that point we may have a cost estimate for the project. NO UPDATE

END OF REPORT

Assistant Director Report

January 2020

Teens

In early December a 7th grade history teacher brought her 4 classes to the library. The students viewed the World War I exhibit John created on 2 kiosks with posters from the Smithsonian. John moved the kiosks into the meeting room for more room for the students. The students also used the Joyce Collection of World War I books. It seemed to go really well!

Teen Winter Reading has begun. I decided to change how winter reading works. In the past, teens kept track of the number of pages read and then earned prizes. This year teens pick up an activity card, complete 8 squares, and earn a free book.

The Teen Area Monthly Drawing had 4 participants. Nikolas M. won.

Operations

The Garden Club brought in a tree in early December for the lobby and then decorated it. They recently took the tree down. We had one woman come in and tell us the tree the library gets every year is her favorite tree in town!

Friends of the Library and Foundation provided Christmas treats for the staff before Christmas.

The puzzle competition this year featured an addition: Fox 21 News! Adam J. called in the morning and asked about the competition. When he showed up there were still 2 teams puzzling. The cool thing is one of the teams has participated in the contest every year. They come up from the Cities for the holidays. He got some great footage and interviewed John and I.

Staff

Dion made an awesome bulletin board in children's for winter reading. It's 3-D! If you get a chance take a walk down to children's and see it.

April is adding labels to the magazine shelves to help patrons find back issues.

December in Children's

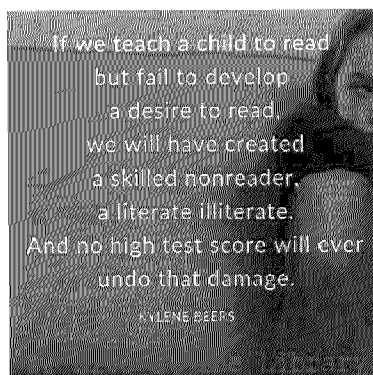
So...do we go big or go home? Or maintain the status quo? Is "going big" something we can maintain from one year to the next? Or does that really matter? As long as we do it this year, is that all that matters?

Welcome to my brain at 4:14 a.m. I woke up thinking about our Summer and Winter reading programs. While I do think we do a pretty good job of inclusion, and getting the word out about the importance of reading, I think we could do a better job of celebrating reading. Many libraries do no real "kick-off" or "final" event for their reading programs. Others throw a shin-dig that makes the papers. While we have always had a kick-off event of sorts, it has rarely been well-attended. I think I'd like to change that. I think that our kids need to know that reading is a whole lot of fun, and if a bounce house and cotton candy will help get us there, that may be a good investment. Just thinking right now, but obviously my brain thinks it's important! 😊

December was, well, December. It is a great month to check the state of our collection, as many, many, books find their way back to the shelves. Folks like to return library books before Christmas, and then they come back in January to check them back out again. We greet our books, wipes and tape dispenser in hand, and get them looking as spiffy as we can, so they can go out once again, and do their very important work.

We had good attendance at programs this month. Lego Club hosted 25 builders, and we had 5 Tiny Explorers. 8 people joined us for our Winter Reading Kick-Off (see thoughts above 😊 .) Artastic had 14 eager artists join Ms. Amanda to make Polar Bears. Her program is developing quite the following. We had a family come from Hibbing this month just to attend Artastic!

Our Murphy 3rd graders all came to visit on a single day (whew!) due to weather and bussing. Mr. Johnson's 4th Grade class from Southwest walked down just a few days before Christmas break. In all, we had 107 visitors this month. All of our classroom visitors left with a pep talk and a book log, so, hopefully, they continued to read over their break.



CIRCULATION	THIS MONTH	YTD	YTD 2018
Check-outs	8,589	138,416	133,663
Total Circulation	10,397	160,649	155,437
Returns	11,622	160,031	155,897
New cards	65	1,386	1,370

Door count	7900
	121546

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2018
Books cataloged and processed	400	6,603	7,360
Withdrawn copies	1,297	5,622	5,125

REFERENCE	THIS MONTH	YTD	YTD 2018	YTD 2018	2018 YTD HOURS
tests proctored	768	10,275	11,586		
computer help over 5 minutes	9	136	108		
Passports	49	1,073	945		
INTERNET	120	998	1,175		
Pharos sessions ***	722	490	12,351	8,577	13,010
					8,547

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	66	255.75	4027.25
			1,972

MEETING ROOM COMMUNITY ROOM/GSR	GROUPS	YTD GROUPS
	47	602

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
BOOK TIME	4	65	60	1,413	60	1,639
SATURDAY STORY TIME	8	71	88	1,565	82	1,856
CLASS VISITS	4	107	82	2,243	74	2,228
NON SCHOOL GROUPS	0	0	6	1,162	2	48
CHILDREN'S PROGRAMS	4	52	66	1,909	64	1,580
TEEN PROGRAMS	2	104	25	273	33	510
Total Youth Programs	22	399	327	8,565	315	7,861
Total Adult Programs	3	64	55	1,170	56	1,071

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2018
TOTALS	7.5	103	104.5

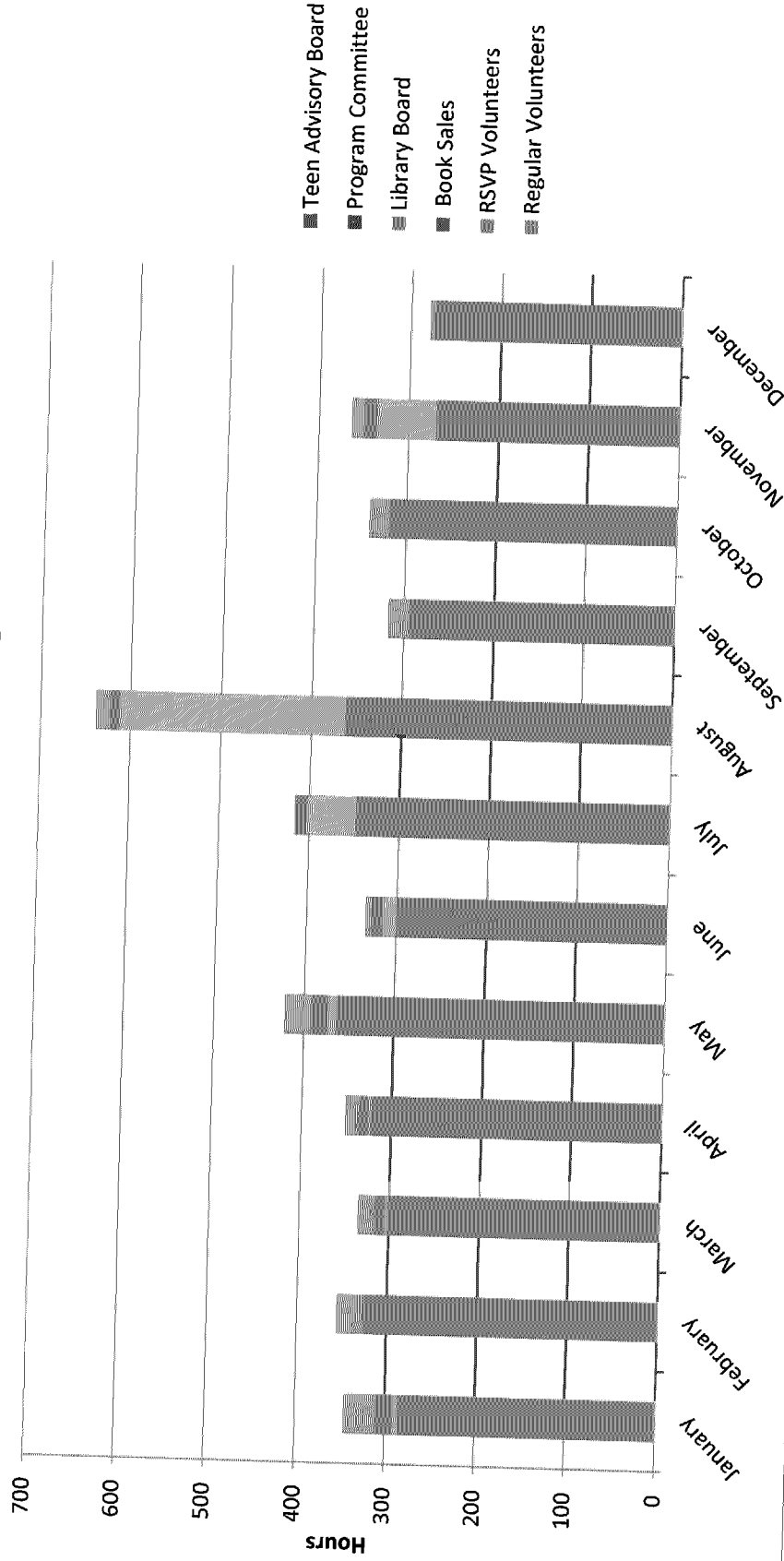
2019 Volunteer Report

Grand Rapids Area Library

Months	Regular Volunteers		RSVP Volunteers		Library Board		Book Sales		Program Committee		Teen Advisory Board		Friends of the Library		Total*	
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	32	167.25	13	118.5	7	19.5	5	5	10	33.5	3	3			3	288.75
February	37	174.25	13	137.25	8	14.5			9	29	2	2	8	25.5		313.5
March	30	152.75	12	148.75	6	11	3	3	7	19.5	0	0				301.5
April	38	192.75	13	129.75	6	9.5	3	3	7	16.5	0	0	9	26		322.5
May	41	226.5	14	137.5	7	18.5	6	6	7	30.5	0	0	6	17	81	364
June	35	184.5	12	115.75	6	12.5	5	5	3	7	0	0	9	18	70	300.25
July	31	223.25	14	124.75	7	14	6	6	0		0	0	0		58	348
August	34	220	13	141.75	8	10	75	249.75	7	17	0	0	0		137	611.5
September	33	176	12	105.75	7	12			7	24	0	0	7	10	66	281.75
October	36	172	14	132.25	6	14			7	23	0	0	8	22	71	304.25
November	33	149	14	120.5	6	13.5	17	66	6	15	0	0			76	335.5
December	32	150.5	13	105.25	8	18			3	5.5			10	19.5	66	255.75
Total	412	2188.75	157	1517.75	82	167	120	404.75	73	220.5	5	5	57	138	906	4027.25

* Regular and RSVP Volunteers who also serve on a committee will show in both columns but NOT double counted in total

2019 Grand Rapids Area Library Volunteer Hours



COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

THE CITY OF GRAND RAPIDS

AND

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
LOCAL NO. 3456A**

LIBRARY

January 1, 2020 – December 31, 2022

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PREAMBLE

This Agreement is made and entered into by and between THE CITY OF GRAND RAPIDS (hereafter the "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 3456A (hereafter the "Union").

ARTICLE 1 PURPOSE OF AGREEMENT

It is the intent and purpose of this Agreement to place in written form the parties' full and complete agreement upon the terms and conditions of employment for the duration of the Agreement; and to establish procedures for the resolution of disputes concerning the interpretation and application of the terms of this Agreement.

ARTICLE 2 DEFINITIONS

Section 2.1. "Union" means the American Federation of State, County & Municipal Employees ("AFSCME"), Council No. 65, Local No. 3456A, the exclusively recognized bargaining unit.

Section 2.2. "Employer" means the City of Grand Rapids, Minnesota.

Section 2.3. "Union Member" means a member of AFSCME Council No. 65, Local 3456A.

Section 2.4. "Employee" means an employee of the City of Grand Rapids Library Union as recognized herein.

Section 2.5. "Regular rate of pay" means an employee's straight-time hourly pay rate exclusive of any other allowances.

Section 2.6. "Call Out" means the return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned regular work shift.

Section 2.7. "Full time Employee" means a bargaining unit employee whose normal work week of regularly scheduled hours is forty (40) hours per week.

Section 2.8. "Regular part time employee" means an employee whose normal work week of regularly scheduled hours is less than forty (40) hours per week, but more than fourteen (14) hours per week or 35 percent of the normal work week in the employee's appropriate unit, and whose employment is not temporary, seasonal, or intermittent.

ARTICLE 3 RECOGNITION

Section 3.1 – Recognition. The Employer recognizes the Union as the sole and exclusive collective bargaining representative with respect to rates of pay, hours of work and other conditions of employment, in a bargaining unit defined by the State of Minnesota, Bureau of Mediation Services as follows:

All employees of the City of Grand Rapids Area Library, Grand Rapids, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14. All other employees of the City of Grand Rapids whose job classifications are not included in Appendix A to this Agreement are excluded from this Agreement, unless otherwise agreed to in writing by the Employer and union, or unless otherwise ordered by the Bureau of Mediation Services pursuant to a unit determination order made in accordance with Minnesota Statutes, Chapter 179A.

Section 3.2 – Individual Agreements. The Employer agrees that during the term of this Agreement it will not enter into any agreement regarding terms and conditions of employment for the employees in this bargaining unit with any other labor organization, nor will it enter into any individual agreement with employees in the bargaining unit regarding terms and conditions of employment which contradicts the terms of this Agreement.

ARTICLE 4 UNION DUES, CHECK OFF

Section 4.1 – Union Security. All employees covered by this Agreement who are or hereafter become members of the Union shall pay to the Union regular monthly Union membership dues. No employee is required to be, become or remain a member of the Union as a condition of employment. Each employee has the right to freely join or decline to join the Union, and each Union member may have the right to freely retain or discontinue his or her membership. No employee shall be discriminated against on account of her or his membership or non-membership in the Union.

Section 4.2 – Check off. The Employer shall deduct each pay period from the wages of each Employee who has signed an authorized payroll deduction card, a sum certified by the Union, which are regular Union dues; such deductions to be transmitted to the Union (address to be supplied by the Union). The Union will periodically keep the Employer advised in writing of the respective amounts of the dues, which shall be deducted. The Employer shall remit such deductions to the Union along with a list of the names of the employees from whose

wages deductions were made. It shall be the Union's sole responsibility to determine the amount of the actual dues deductions and to provide the information to the Employer in a timely manner.

Section 4.3 – Indemnity. The Union agrees to hold harmless, defend and indemnify the Employer from any and all actions, suits, claims, damages, judgments or any other form of liability, liquidated or unliquidated, which any person may have or claim to have now or in the

future arising out of or by reason of any action taken or not taken by the Employer related to Sections 4.1 or 4.2 of this Article.

Section 4.4 – Bulletin Board. A designated bulletin board shall be made available to the Union for the exclusive purpose of posting Union business notices. All notices posted on the bulletin board shall be initiated either by the Business Representative or a steward and a copy furnished by the Union to the Library Director at the time of posting. No material shall be posted on the bulletin board which is derogatory to the Employer, its management or facilities; derogatory to individuals either expressly or by implication, or disruptive. The Employer reserves the right to remove any material that is inconsistent with this paragraph and shall promptly advise the Business Representative or steward if the Employer has removed material.

Section 4.5 – Stewards. The Employer agrees to recognize stewards elected or selected by the Union as provided in this Section, subject to the following stipulations:

- 1) The Union agrees to notify the Employer in writing of all designated stewards and replacements.
- 2) Stewards shall not leave their work stations for Union business without prior permission of their designated supervisors and they shall notify their designated supervisors upon return to their work station. Such permission shall not be unreasonably withheld. Permission to leave a work station for Union business without loss of pay will be limited to grievance and disciplinary meetings with the Employer.

ARTICLE 5 MANAGEMENT RIGHTS

Section 5.1. The management of the Library and the direction of the working forces are vested exclusively in the Employer except as expressly modified or restricted by a specific provision of this Agreement. The Employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure, the selection, direction, and determination of number of personnel, the transfer, alteration, curtailment or discontinuance of any service, the establishment and enforcement of reasonable rules and regulations, the change of existing methods, equipment, or facilities, the contracting with vendors or others for goods or services, the hiring, recall, transfer, promotion, demotion, suspension, discipline, and discharge of employees for good and sufficient reason, and the laying off of employees because of lack of work or for other legitimate reasons.

Section 5.2. All management rights and management functions not expressly delegated in this Agreement are reserved to the Employer. Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

Section 5.3. Nothing in this Agreement shall prevent the Employer from utilizing or permitting volunteer assistance in the Library. In the event that the Union desires to meet and confer with the Employer regarding the use of volunteers at the Library, the Union shall make a written request to meet and confer and file the same with the City Administrator. Within sixty (60) days of receipt of the request from the Union, the Employer and Union shall schedule a mutually acceptable time and place to meet and confer.

ARTICLE 6 SCHEDULING, HOURS OF WORK, PAYROLL

Section 6.1 – Scheduling. The Employer's authority to determine the hours of work and to set work schedules is limited only to the extent stipulated to in this Agreement. The Employer shall designate the work schedule for each employee. The Employer reserves the right to change the existing work schedule if the Employer determines that the change is reasonably necessary to meet the needs of the Library. Employees will receive notice of changes in the work schedule as far in advance as is reasonably practicable. Employees may not switch scheduled hours unless approved by the supervisor and may not leave before the end of the employee's scheduled shift unless approved by the supervisor. Employees may not switch shifts with other employees if doing so will result in overtime payment.

Section 6.2 – Hours of Work. The normal work week for full-time employees shall be forty (40) hours, measured from Sunday through the following Saturday. The regular work day shall be eight (8) working hours, falling between 8:00 a.m. and the scheduled closing time of the Library. This Section shall not be construed as a guarantee that employees will be scheduled to work the regular work day or normal work week on a regular or permanent basis. It is agreed that no employee shall be vested with the right to any guaranteed number of work hours.

Section 6.3 – Breaks. Each employee shall be eligible for one (1) fifteen (15) minute paid rest period during each four (4) hour work period as scheduled by the employee's immediate supervisor. The lunch period shall be unpaid but in the event the supervisor is unable to permit the employee to take the lunch period, the scheduled duration of the lunch period shall be considered as time worked.

Section 6.4 – Attendance. Regular and punctual attendance at work shall be required of all employees. Employees shall submit verified time records on a form supplied by the Employer. The Employer reserves the right to implement the use of time clocks if deemed appropriate by the Employer in its discretion.

Section 6.5 – Payroll. The payroll work week shall begin at 12:01 a.m. Sunday and shall continue through 12:00 midnight Saturday. Payroll shall be bi-weekly and paychecks shall be distributed to employees on Fridays every other week. The Employer may maintain up to a two week hold-back for payroll purposes.

Section 6.6 – Call Off. 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 three (3) hours of work. If not work is available or if the

employee is excused from duty before completing three (3) hours of work, the employee shall be paid for three (3) hours at the employee's applicable regular hourly rate of pay.

Section 6.7 – Call Out. An Employee who is called out to return to work prior to the employee's next scheduled reporting time shall receive a minimum of three (3) hours of pay at the employee's regular hourly rate of pay. The Employer may require the employee to work a minimum of three (3) hours. The three-hour minimum does not apply to hours immediately preceding or following a scheduled shift.

Section 6.8 – Additional Saturdays – Sundays. Without waiving the Employer's authority to determine and modify employee work schedules pursuant to Section 6.1, the Employer will meet and confer with the Union before scheduling bargaining unit employees to work Sundays or summer Saturdays.

ARTICLE 7 OVERTIME

Section 7.1. Overtime at one and one-half (1-1/2) times the employee's regular rate of pay shall be approved by the employee's department head/supervisor and shall be paid for hours worked:

- 1) In excess of the scheduled shift length in any regular workday.
- 2) In excess of forty (40) hours in any normal workweek.
- 3) When an employee on a regular work-day completes his or her normal work-day and is required by the Employer to work additional consecutive hours during such day, the employee shall be paid overtime for such consecutive hours worked provided the hours worked exceed the scheduled shift length. For purposes of calculating overtime under this paragraph and except as otherwise provided herein, the scheduled shift length may not exceed ten (10) hours in a work-day without payment of overtime for the consecutive hours worked in excess of ten (10) hours.
- 4) On any day in any normal workweek after an employee shall have worked on five (5) previous days in such regular work week for a total of forty (40) regular hours.

Section 7.2. Notwithstanding the foregoing, the Employer and employee may agree in writing to an alternate scheduling arrangement, from time to time, allowing an employee to work for longer or shorter periods of time than the scheduled shift length on a given day or days within the same workweek for the purpose of accommodating a specific need of the employee or Employer (e.g., a request by an employee to make up hours on a given day or days during the same workweek for a scheduled out of work function) and still meet the employee's normal workweek. In this event, the additional hours worked by the employee in excess of the scheduled shift length will not be subject to payment of overtime, unless such hours exceed the employee's normal workweek.

Section 7.3. Overtime payment shall not be duplicated for the same hours worked under the terms of this Agreement, but the higher of the applicable premium(s) shall be used. To the extent that hours are compensated for at premium rates under one provision of this Agreement, they shall not be counted as hours worked in determining overtime under the same or any other provision of this Agreement.

ARTICLE 8 COMPENSATORY TIME

Section 8.1. Employees may choose to accumulate up to eighty (80) hours of overtime to be used as compensatory time off with pay. For each hour of overtime accumulated the employee shall be entitled to one and one-half (1-1/2) hours off work without loss of pay (pursuant to the Federal Fair Labor Standards Act). Compensatory time off may be taken, however, only with the consent of the employee's department head/supervisor.

Section 8.2. Any accumulated, unused compensatory time in excess of 80 hours shall be paid off in cash during the same payroll period in which it was earned or the payroll period immediately following the payroll period in which it was earned. Employee will have the option to have the entire balance of their accumulated, unused compensatory time paid out on first payroll of June and December of each year based on the balance as of the last date of the pay period for the applicable payroll. The Employer may require that any accumulated, unused compensatory time remaining as of November 30 of each year be paid off in cash.

Section 8.3. Any employee who voluntarily terminate employment shall be paid in cash for any accrued but unused compensatory time.

Section 8.4. If the department head/supervisor denies a request for compensatory time off, the overtime must be paid in cash if the compensatory time bank then exceeds the maximum amount permitted. If it is necessary to limit the number of employees in a department using compensatory time at the same time, conflict shall be resolved on the basis of the seniority roster. To exercise this seniority preference in the event time off requests conflict, a senior employee must submit a request to use compensatory time off to the employee's department head/supervisor at least 10 days prior to the approved date requested by the junior employee.

Section 8.5. An employee may designate overtime hours to be compensated as cash overtime or compensatory time or a combination of the two for any pay period in which overtime is worked. If the employee elects to be compensated in cash for compensatory time earned, such payment for compensatory time must be made during the same payroll period in which it was earned or the payroll period immediately following the payroll period in which it was earned.

ARTICLE 9 HOLIDAYS

Section 9.1 – Holidays. Eligible employees shall receive time off with pay at the employee's regular rate of pay for the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Christmas Eve	Christmas Day
Friday after Thanksgiving Day	Memorial Day
Independence Day	½ day holiday on the Saturday after Thanksgiving

Not later than the first meeting of each year the Library Board will establish the calendar of days when holidays will be celebrated during the year.

When an official holiday as specified above herein falls on a day of the week when the library would normally be closed (e.g., Sunday), the work day preceding or following the holiday shall be designated by the Library Board, or alternatively the Library Director if the Library Board does not make the designation, as the paid holiday. If an employee is not scheduled to work on an above official holiday and that holiday falls on a day of the week when the library would normally be open, the employee shall be given another day off, which shall be scheduled and taken by the employee at a later date with the supervisor's approval.

If the library is open and an employee works on the Saturday immediately prior to any of the following holidays: Martin Luther King Jr. Day, Presidents' Day, Memorial Day or Labor Day; the employee shall receive premium pay of \$.50/hour for all hours worked on that Saturday.

Section 9.2 – Part Time. Regular part time employees, as defined in Section 2.8, shall be eligible for pro-rated holiday pay.

Section 9.3 – Eligibility. To be eligible for holiday pay, an employee must be in pay status on the scheduled workday immediately preceding and following the holiday. Holidays that occur on a day on which the employee is using his or her flexible time off shall not be charged as flexible time off time.

Section 9.4 – Holidays Worked. When an employee is required to work on a designated holiday, the employee shall be paid premium pay at the time and one half rate in addition to the holiday pay for which the employee is eligible.

ARTICLE 10 FLEXIBLE TIME OFF

Section 10.1. As of the effective date of the Employer's Flexible Time Off Plan, as incorporated into the Employer's Personnel Policies, said Flexible Time Off Plan shall replace all previous sick leave, vacation and other paid time off, as well as severance pay, to which employees were previously entitled. All current and future employees of the City shall be subject to the Employer's Flexible Time Off Plan as it exists as of the effective date of the plan, or as it may thereafter be modified by the Employer.

Section 10.2. The interpretation and application of the Employer's Flexible Time Off Plan shall not be subject to any term of this Agreement or any past practices, prior agreements, resolutions,

policies, rules, or regulations that are inconsistent with the Flexible Time Off Plan adopted by the Employer.

Section 10.3 – Accrual of FTO. The amount of Flexible Time Off (FTO) available annually to regular full-time employees or limited-term employees, as defined in the Employer’s Flexible Time Off Plan, as incorporated into the Employer’s Personnel Policies, is based on the length of employment using the most recent date of regular or limited-term employment according to the following schedule:

Full-time and Limited Term Employees hired BEFORE January 1, 2018 will accrue as follows:

Completed Years of Employment Flexible Time Off Accrued

Completed Years of Employment	Days per year	Hours per year	Hours per 80 hour pay period
Hire date through 4th anniversary	23	184	7.0769
After the 4th anniversary through the 9th	30	240	9.2320
After the 9th anniversary through 14th anniversary	35	280	10.7692
After the 14th anniversary	39	312	12.

Full-time and Limited Term Employees hired AFTER January 1, 2018 will accrue as follows:

Completed Years of Employment Flexible Time Off Accrued

COMPLETED YEARS OF EMPLOYMENT	Days per year	Hours per year	Hours per 80 hour pay period
Hire date through 4th anniversary	<u>15</u>	<u>120</u>	<u>4.62</u>
After the 4th anniversary through the 9th	<u>20</u>	<u>160</u>	<u>6.15</u>
After the 9th anniversary through the 14th anniversary	<u>25</u>	<u>200</u>	<u>7.69</u>
After the 14th anniversary	<u>30</u>	<u>240</u>	<u>9.23</u>

Regular part-time employees will accrue FTO on a prorated basis pursuant to the above schedule, with such proration based on the actual hours worked by the regular part-time employee.

The City’s computerized payroll system is the official record for Flexible Time Off, Extended Medical Benefit, and Personal Conversion Account balances.

Employees may carry over accumulated FTO hours from one year to the next up to a maximum of 248 hours (31 days). Accumulated FTO may not exceed 248 hours (31 days) on the employee's anniversary date. On the anniversary date, any accumulated unused FTO in excess of 248 hours will be forfeited.

Section 10.4 – Extended Medical Benefit (EMB) Accrual. As provided and defined in the Employer's Flexible Time Off Plan, as incorporated into the Employer's Personnel Policies, Extended Medical Benefit (EMB) shall accrue according to the following schedule:

Days per Year	Hours Per Year	Hours Per 80 hour Pay Period
8	64	2.4616

January 1, 2020 employees currently employed by the City of Grand Rapids will receive a one-time deposit of 80 hours of EMB time placed into their EMB bank.

Any employee who is newly hired with the City of Grand Rapids after January 1, 2020 will receive 80 hours of EMB time placed into his/her EMB bank at the time of hire.

ARTICLE 11 LEAVES OF ABSENCE

Section 11.1 – Jury or Witness Duty. An employee subpoenaed as a witness in connection with the employee's official duties or called for jury duty shall turn into the Payroll Department any per diems received less mileage for such duty in order to receive their regular wages for the scheduled day missed. An employee may not use flexible time off time or compensation time in order to keep per diems. If an employee is excused early from jury duty, the employee must return to work promptly.

Section 11.2 – Workers' Compensation Leave. Employees shall be entitled to the benefits of the Minnesota Workers' Compensation Act for work-related injuries.

Section 11.3 – Military Leave. Employees shall be granted leave of absence for purposes of military service to the extent required by applicable law.

Section 11.4 – FMLA and Parenting Leave. Family and Medical Leave Act leave and parenting leave shall be available to eligible employees in accordance with existing law and policies adopted by the Employer.

Section 11.5 – Extended Medical Leave. In case of: (1) an extended illness, after an employee has used all accumulated Flexible Time Off and Extended Medical Benefit and any FMLA leave for which the employee is eligible, or (2) the birth or adoption of a child after the employee has used all accumulated Flexible Time Off and Extended Medical Benefit, parenting leave and FMLA leave for which the employee is eligible, the employee shall be granted a leave of absence of up to six (6) months without having the employee's name removed from the payroll.

An employee returning from an extended medical leave under this Section may be required to furnish to the Employer a physician's certification stating that the employee is fit to return to the duties of the employee's position. A leave of absence may be canceled by the Employer in the event that the employee uses the leave of absence to pursue other employment. Any further extension of the six (6) month leave will be granted or denied at the Employer's sole discretion.

In evaluating a request for extension of leave by an employee beyond six (6) months, the employee shall provide the Employer with a detailed Doctor's report by no later than ten (10) days prior to the last day of the six (6) month leave period. If the Employer decides to grant or deny an employee's request for extension of leave, the Employer shall notify the Union and employee of its decision in writing, and the Employer shall provide the Union and employee with an opportunity to meet to discuss the Employer's decision provided the Union and employee requests such a meeting within ten (10) days of the Union's receipt of notice from the Employer. An employee on extended medical leave must provide the Employer with at least one (1) week's notice prior to returning from leave.

Section 11.6 – Leave for Union Activities. Employees shall be allowed time off without pay for union activities, subject to advance notice to the Director and the Director's approval, both with respect to the requested leave and the specific employee selected to attend the activity, as follows:

- 1) Nine (9) days bi-annually to attend the International Convention (one (1) employee).
- 2) Five (5) days to attend State Federation of Labor Convention (one (1) employee).
- 3) Two (2) days to attend Minnesota State Council 65 Convention (two (2) employees).

ARTICLE 12 INSURANCE BENEFITS

Section 12.1. Health and Welfare. In 2020, 2021 and 2022, while the Local 49 Health and Welfare fund is the insurance provider for employees' health, medical, dental, vision and life insurance and employees are not able to opt out of coverage, the City will cover the full cost of the insurance premium. If during the term of this Agreement the City changes insurance providers in accordance with Section 12.6 below, the City and the Union agree to renegotiate the insurance contributions under this Article.

Existing level of benefits shall be continued for the duration of this Agreement subject to the application of Section 12.4 of this Article.

Section 12.2 – Life Insurance. The Employer will provide and pay the premium for eligible full time employees and part-time employees (as defined under Sections 2.7 and 2.8) for a policy of group life insurance in the minimum policy amount of \$10,000 per employee during the term of this Agreement.

Section 12.3 – Eligibility. Eligibility for insurance coverages under this Article shall commence on the first of the month immediately following one complete month of employment.

Section 12.4 – Employer’s Obligation. The Employer’s obligation under this Article is limited to the payment of the amount of the premiums specified. The Employer has no liability for the failure or the refusal of the insurance carrier to honor an employee’s claim or to pay benefits and no such action on the part of the insurance carrier shall be attributable to the Employer or constitute a breach of this Agreement by the Employer. Under no circumstances shall the Employer be responsible for paying any benefits under this Article. No dispute arising under or relating to this Article shall be subject to the grievance and arbitration procedures of the Agreement, except an allegation that the Employer has failed to pay the premium required by this Article.

Section 12.5. Life insurance and the Employer’s contribution to health and medical insurance coverage shall be provided to an employee while on Flexible Time Off or Extended Medical Benefit, or an employee who is unable to work due to a compensable injury.

Section 12.6. The designation of the insurance carrier in Section 12.1 is inserted for the purpose of defining benefits only, and the Employer reserves the right to provide the insurance coverage referred to in this Article through a carrier of the Employer’s choice so long as the level of benefits is substantially equivalent.

ARTICLE 13 SENIORITY

Section 13.1 – Definition. Seniority is defined based on the total number of hours of paid service during the employee’s continuous employment with the Employer since the employee’s most recent date of hire. There shall be bargaining unit seniority, based on the employee’s total number of hours of paid service in the bargaining unit, and classification seniority, based on the employee’s total number of hours of paid service in the employee’s current classification. Seniority is applicable only as expressly provided in this Agreement.

Section 13.2. – Probation. All newly appointed employees and all employees returning after a break in service shall be designated as “probationary” and must successfully complete a probationary period of service in the position to which appointed. The probationary period shall be 1,040 hours or six calendar months, whichever occurs first, such hours to include hours actually worked, excluding paid and unpaid leaves. The Director has discretion to extend the probationary period up to an additional 1,040 hours or six calendar months, whichever occurs first, upon notice to the Union. During the probationary period or extension thereof, a probationary employee may be suspended, demoted or discharged without recourse through the grievance procedure of this Agreement and such action by the Employer shall not be deemed a breach of this Agreement. Upon successful completion of the probationary period, the employee shall be placed on the seniority list and credited for hours worked retroactive to the date of hire.

Section 13.3 – Layoffs. In the event the Employer determines the need to reduce its workforce by reducing the number of employees, the Employer will determine the positions to be affected

by the layoff based on whatever reorganization of duties and functions the Employer determines to be necessary. The job responsibilities of the selected position shall be filled by the best qualified non-probationary employees within the Library, based on job-related factors such as experience, education, and demonstrated ability to perform the new set of duties assigned.

In the event that the Employer determines the need to reduce its work force by reducing the number of employees in a specific classification, where the layoff does not involve a reorganization of duties and functions, the Employer will lay off employees by classification by seniority. The following steps will be followed:

- 1) Layoffs shall be accomplished by inverse seniority in the classification affected.
- 2) Employees shall receive no less than seven (7) days notice of layoff when reasonably possible.
- 3) An employee who has received notice of layoff shall be entitled to exercise seniority rights to bump an employee in another classification who has less seniority in the classification, provided the bumping employee has previously served in and successfully complete the probationary period in the classification in which the employee seeks to bump.

Notwithstanding any of the provisions of this Agreement dealing with the order of layoff, employees whose services are, in the sole discretion of the Employer, necessary to ensure efficient operation may be retained irrespective of length of service.

Full time employees who are terminated due to position elimination shall receive up to \$2,000 of out-placement services. The Employer will continue its contribution towards the City's health insurance plan not to exceed six (6) months. If the employee obtains other employment during the six months period and is eligible to receive health insurance benefits from that employer, the Employer's health insurance premium payment benefit will cease.

Section 13.4 – Recall. Recall to employment will be made in the reverse order of layoff in a classification. An employee shall retain recall rights following layoff for either twenty-four (24) months or the length of the employee's continuous service since most recent date of hire, whichever is less. Failure of an employee to report as directed by the Employer will constitute voluntary resignation. Notice of recall shall be given in writing either personally delivered or sent by mail to the last address which the employee has on file with the Employer.

Section 13.5 – Loss of Seniority. Seniority will be broken and all employment rights terminated when any of the following conditions occur:

- 1) The employee voluntarily terminates employment;
- 2) The employee is discharged for cause;

- 3) The employee fails or refuses to return from a leave of absence at its stated dated of expiration;
- 4) The employee refuses to return to work from layoff on the date specified or on the date of recall;
- 5) The employee is laid off for either twenty-four (24) months or the length of the employee's continuous service since most recent date of hire, whichever is lesser;

Section 13.6 – Vacancies. The Employer is committed to hiring the most qualified candidate for any vacancy. When the Employer desires to fill a vacancy within the bargaining unit, the Employer shall post a notice on the bulletin board for a period of five (5) days announcing the vacancy. The Employer may fill vacancies by posting internally and externally for applicants. Preference shall be given to senior employees over junior employees and external applicants provide that the applicants' qualifications are equal in the Employer's judgment. In judging qualifications, the Employer will consider the following factors:

- 1) demonstrated work behavior
- 2) knowledge, skills and ability
- 3) ability to get along with co-workers
- 4) past and present job experience
- 5) past and present education and training
- 6) past and present work record
- 7) responses to interview questions

The vacancy will be awarded to the applicant who, in the exclusive judgment of the Employer, is best qualified for the position. Current qualified employees who apply for a vacancy shall be granted the opportunity to interview for the position. The successful applicant filling a vacant position shall be on probation for a period as provided in Section 13.2.

If a vacancy is awarded to a current employee, the employee shall have a maximum trial period of thirty (30) days to demonstrate proficiency at performing the new job. Within this period the Employer may remove the employee from the job if the employee's performance is not satisfactory in the Employer's judgment. The employee will then be returned to the employee's former position.

Section 13.7 – Transfers. Employees may voluntarily apply and compete for lateral transfer to a posted vacant position in accordance with the procedures set forth in Section 13.6 of this Article. The Library Director may transfer an employee from one position to another without posting if both positions are assigned to the same class and salary range.

ARTICLE 14 DISCIPLINE, RESIGNATION

Section 14.1 – Discipline. The Employer shall not discipline or discharge without just cause any employee who has completed the required probationary period. The parties recognize the

principles of progressive discipline, including the fact that the appropriate level of discipline is dependent on the facts of the particular disciplinary incident.

Section 14.2 – Resignation. An employee shall give the Employer at least two (2) weeks advance notice of intention to resign. Failure to give such notice shall result in forfeiture of any payment for accumulated, unused flexible time off. Accrued flexible time off may not be used during the minimum notice period.

Section 14.3 – Failure to Report. If an employee fails to report to work as scheduled, or to furnish the Employer with a justifiable excuse within twenty-four (24) hours thereof, such failure to report to work shall be conclusively presumed to be a resignation from employment; provided, however, that if the employee can thereafter furnish the Employer with reasonable proof that the employee could not report to work or could not notify the Employer of his/her absence because of illness or unforeseen emergency or other justifiable reason, then the absence shall not be considered a resignation.

ARTICLE 15 GRIEVANCE AND ARBITRATION PROCEDURE

Section 15.1 – Definition. A grievance is defined as a dispute or disagreement as raised by an employee covered by this Agreement against the Employer as to the interpretation or application of the specific terms or provisions contained in this Agreement. For disciplinary matters, only written warnings, suspensions, or discharges, which become part of the employee's personnel file, shall be grievable.

Section 15.2 – Union Representative. 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 such Union representatives and of their successors when so designated.

Section 15.3 – Processing Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during the normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and 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 department head/supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer, and provided further that the Employer shall be judge of what constitutes a "reasonable amount of time" as used in this Subsection 15.3.

Section 15.4 – Grievance Procedure. A grievance, as defined by Section 15.1, shall be resolved in conformance with the following procedure:

Step 1 – An employee claiming a violation concerning the interpretation or application of this Agreement shall, within ten (10) calendar days after the employee is or should have been aware of the alleged violation, present such grievance to the employee's immediate supervisor. The employee's immediate supervisor will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt of such grievance from the employee.

A grievance not resolved in Step 1 may be appealed to Step 2 by placing the grievance in writing and submitting it to the department head setting forth the nature of the employee's grievance, the facts on which it is based, the provision or provisions of this Agreement allegedly violated, and the remedy requested. A grievance not resolved in Step 1, must be appealed to Step 2 by the Union within ten (10) calendar days after receipt by the employee of the Employer's Step 1 answer, or such grievance shall be considered waived.

Step 2 – If appealed, the written grievance shall be presented by the Union and discussed with the department head and/or the Employer-designated Step 2 representative. The department head and/or the Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after the Step 2 grievance is discussed as provided herein. A grievance not resolved in Step 2 may be appealed to Step 3. An appeal to Step 3 by the Union must be made in writing and submitted to the Employer within ten (10) calendar days of receipt by the Union of the Employer's Step 2 answer, or such grievance shall be considered waived.

Step 3 – If appealed, the written grievance shall be presented by the Union and discussed with the city administrator and/or the Employer-designated Step 3 representative. The city administrator and/or the Employer-designated representative shall give the Union the Employer's Step 3 answer in writing within ten (10) calendar days after the Step 3 grievance is discussed as provided herein. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days of receipt by the Union of the Employer's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days after receipt of the Employer's Step 3 answer, and not otherwise submitted to mediation as provided in Step 3A below, shall be considered waived.

Step 3A – If the Employer and the Union mutually agree within ten (10) calendar days after receipt by the Union of the Employer's Step 3 final answer, a grievance unresolved in Step 3 may be submitted to the Minnesota Bureau of Mediation Services for mediation as opposed to appealed to Step 4. If the grievance is submitted to mediation and is not resolved, it may be appealed to Step 4 within ten (10) calendar days of the date of the mediation meeting. Any grievance not appealed in writing to Step 4 within said ten (10) calendar day period shall be considered waived.

Step 4 – A grievance unresolved in Step 3 or Step 3A and appealed to Step 4 by the Union shall be submitted to arbitration in accordance with the Minnesota Public Employment Labor Relations Act, Minnesota Statutes, Chapter 179A, and the rules and regulations of the Bureau of Mediation Services.

Section 15.6 – Arbitration. Unless a grievance is submitted to mediation in Step 3A, in order to submit the grievance to arbitration, the Union must submit to the Commissioner, Bureau of Mediation Services, State of Minnesota, within ten (10) days of the Step 3 answer, a request to furnish a list of seven (7) prospective arbitrators. From this list, each party shall in turn strike one name until only one name remains, and the last remaining individual shall be designated as the arbitrator. The grieving party shall strike first. A hearing on the grievance shall be held promptly by the arbitrator and a decision shall be rendered within thirty (30) days after the close of the hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties. Each party shall be responsible for compensating its own representatives and witnesses.

Section 15.7 – Arbitrator Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted. 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, rules or regulations having the force and effect of law. The arbitrator's decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the parties.

Section 15.8 – 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 and appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The Employer and Union may mutually agree in writing to extend a time requirement for each step of the above grievance procedure.

Section 15.9 – Union Authority. At any step in this grievance procedure the Executive Committee of the Union shall have the final authority in respect to any aggrieved employee covered by this Agreement, to decline to process a grievance if in the judgment of the Executive Committee such grievance or dispute lacks merit or lacks justification under the terms of this Agreement, or has been adjusted or justified under the term of this Agreement to the satisfaction of the Union Executive Committee.

Section 15.10 – Choice of Remedy. If, as a result of the written Employer response in Step 3 or mediation of Step 3A, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of this Article or another procedure such as, Veteran's Preference, or by the grievant instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted. If appealed to any procedure other than as provided in Step 4 of this Article, the grievance is not subject to the arbitration procedure as provided in Step 4 of this Article. The aggrieved grievant/employee

shall indicate in writing which procedure is to be utilized – Step 4 of this Article or another appeal procedure – and shall sign a statement to the effect that the choice of any other procedure precludes the aggrieved employee from making an additional appeal through Step 4 of this Article. A grievant instituting any action or proceeding, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum, as described herein, the employee shall waive his or her right to initiate a grievance to this Article, or if the grievance is pending in the grievance procedure, the right to pursue it further shall immediately be waived.

ARTICLE 16 MISCELLANEOUS

Section 16.1 – Training. Employees who are assigned by the Employer to attend a workshop, seminar or training session shall have their actual hours of attendance and reasonable and necessary travel time counted as “hours worked” under this Agreement.

Section 16.2 – Meal and Travel Allowances. Employees shall be reimbursed for meal and travel expenses necessarily incurred with the prior approval and at the direction of the Employer, in accordance with the then-current meal and travel allowance policies of the Employer.

ARTICLE 17 WAGES, CLASSIFICATIONS

Section 17.1 – Wages. The wage schedule set forth in Appendix A-1 attached shall be effective for classifications of employees within the bargaining unit during the term of this Agreement.

Section 17.2 – New Classifications. If a new classification is added to the staff, such classification will become subject to the terms and conditions of this Agreement upon mutual agreement between the Employer and the Union, or upon a unit clarification order promulgated by the Bureau of Mediation Services.

ARTICLE 18 NO STRIKE, NO LOCK-OUT

The Employer agrees not to engage in any lockout of employees and the Union agrees that it will not engage in any strike during the life of this Agreement. Participation in any strike, slowdown, sit-down or stoppage of work brought about either by action of the Union in violation of this Agreement or by action of an individual employee or individual groups of employees shall be just cause for dismissal or discipline by the Employer of any and all employees participating therein. Upon request from the Employer, the Union will advise employees in writing to cease activities which are in violation of this Article.

ARTICLE 19
COMPLETE AGREEMENT, SEPARABILITY

Section 19.1. This Agreement shall represent the complete Agreement between the Union and the Employer.

Section 19.2. 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 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 said right and opportunity to negotiate 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 other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by 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 they negotiated or signed this Agreement, unless they mutually agree to so bargain.

Section 19.3. Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding the terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

Section 19.4. Notwithstanding any other provision of this Article, in the event that the Employer during the term of this Agreement creates a new classification within the bargaining unit, the Employer agrees to enter into negotiation with the Union solely for the purpose of establishing a wage rate for such classification. This Agreement may be reopened before its expiration date only upon the express and mutual written agreement of the parties hereto.

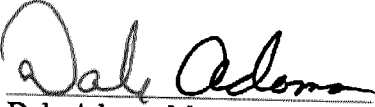
Section 19.5. If any provision of this Agreement is found by a court of competent jurisdiction and after the conclusion of all available appeals to be in conflict with any state or federal law, only that provision(s) shall be considered inapplicable, and the remaining provisions of this Agreement shall remain in full force and effect. The Employer and the Union agree that they will meet within a thirty (30) day period following the declaration of invalidity to begin negotiations upon a substitute clause to replace the provision(s) found to be invalid. This places no time limitation on the parties during which they may negotiate.


ARTICLE 20
TERM OF AGREEMENT

This Agreement shall take effect January 1, 2020 and continue in effect and in force through the 31st day of December, 2022 and thereafter from year to year unless written notice of desire to change, modify or terminate this Agreement is given by either party to the other party one hundred twenty (120) days prior to January 1, 2023.

IN WITNESS WHEREOF, the parties have set their hands to this Agreement the respective date and year written below.


CITY OF GRAND RAPIDS


By: 
Dale Adams, Mayor

By: 
Tom Pagel, City Administrator

Date: 12/2/19

**LOCAL 3456A, AMERICAN
FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES,
AFL-CIO**

By: 
Troy Batch, Labor Rep./Organizer
AFSCME Council 65

By: 
John Nalan, President

Date: 12/11/19

APPENDIX A
UNION RECOGNITION – JOB CLASSIFICATIONS REPRESENTED

In accordance with Article 3 of this Agreement, the Union shall be the exclusive representative for eligible employees of the Library Unit (as the unit is defined by the Employer) who have the following job classifications:

Library Public Services Clerk I
Library Public Services Clerk – Children’s
Library Public Services Clerk - Circulation
Library Volunteer Coordinator
Library Cataloging Technician
Children’s Librarian
Reference Librarian

All other positions, job classifications and employees of the City shall be excluded from the Union. No other employees shall become a member of the Union except by the written agreement of the Employer and Union or by a unit determination order from the Bureau of Mediation Services made in accordance with Minnesota Statutes, Chapter 179A.

LIBRARY UNION
APPENDIX A-1: CLASSIFICATION AND RATES OF PAY
CONTRACT 2020-2022

LONGEVITY PAY SCHEDULE

	STEP 1 0-6 Months	STEP 2 7-12 Months	STEP 3 13-18 Months	STEP 4 19-24 Months	STEP 5 24 + Months	\$0.25 15 YEARS	\$0.50 20 YEARS	\$0.75 25 YEARS
Effective 1/1/2020 2.75%	1.0275							
Public Svcs-Clerk I	16.74	17.20	17.66	18.13	18.60	18.85	19.10	19.35
Public Svcs Clerk-Children's	19.23	19.77	20.30	20.84	21.37	21.62	21.87	22.12
Public Svcs Clerk-Circulation	19.23	19.77	20.30	20.84	21.37	21.62	21.87	22.12
Volunteer Coordinator	21.35	21.94	22.53	23.13	23.72	23.97	24.22	24.47
Childrens Librarian	23.93	24.59	25.26	25.92	26.58	26.83	27.08	27.33
Cataloging Technician	24.04	24.71	25.38	26.05	26.72	26.97	27.22	27.47
Reference Librarian	24.19	24.82	25.52	26.20	26.87	27.12	27.37	27.62
Effective 1/1/2021 3.0%	1.0300							
Public Svcs-Clerk I	17.24	17.72	18.19	18.67	19.16	19.41	19.66	19.91
Public Svcs Clerk-Children's	19.81	20.36	20.91	21.47	22.01	22.26	22.51	22.76
Public Svcs Clerk-Circulation	19.81	20.36	20.91	21.47	22.01	22.26	22.51	22.76
Volunteer Coordinator	21.99	22.60	23.21	23.82	24.43	24.68	24.93	25.18
Childrens Librarian	24.65	25.33	26.02	26.70	27.38	27.63	27.88	28.13
Cataloging Technician	24.76	25.45	26.14	26.83	27.52	27.77	28.02	28.27
Reference Librarian	24.91	25.57	26.29	26.99	27.68	27.93	28.18	28.43
Effective 1/1/2022 2.5%	1.0250							
Public Svcs-Clerk I	17.67	18.16	18.64	19.14	19.64	19.89	20.14	20.39
Public Svcs Clerk-Children's	20.31	20.87	21.43	22.01	22.56	22.81	23.06	23.31
Public Svcs Clerk-Circulation	20.31	20.87	21.43	22.01	22.56	22.81	23.06	23.31
Volunteer Coordinator	22.54	23.17	23.79	24.42	25.04	25.29	25.54	25.79
Childrens Librarian	25.27	25.96	26.67	27.37	28.06	28.31	28.56	28.81
Cataloging Technician	25.38	26.09	26.79	27.50	28.21	28.46	28.71	28.96
Reference Librarian	25.54	26.21	26.95	27.66	28.37	28.62	28.87	29.12

The above rates of pay are based on dollars per hour.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2020-01
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Janie Carlson \$500.00 (undesignated)
Sally Hagman \$100.00 (undesignated)
Roger and Carol Morrill \$200.00 (undesignated)
Library Foundation \$6,096.00 for Literacy Go Tablets

Adopted this 8th day of January, 2020

, President

, Secretary

Board member
in favor thereof:

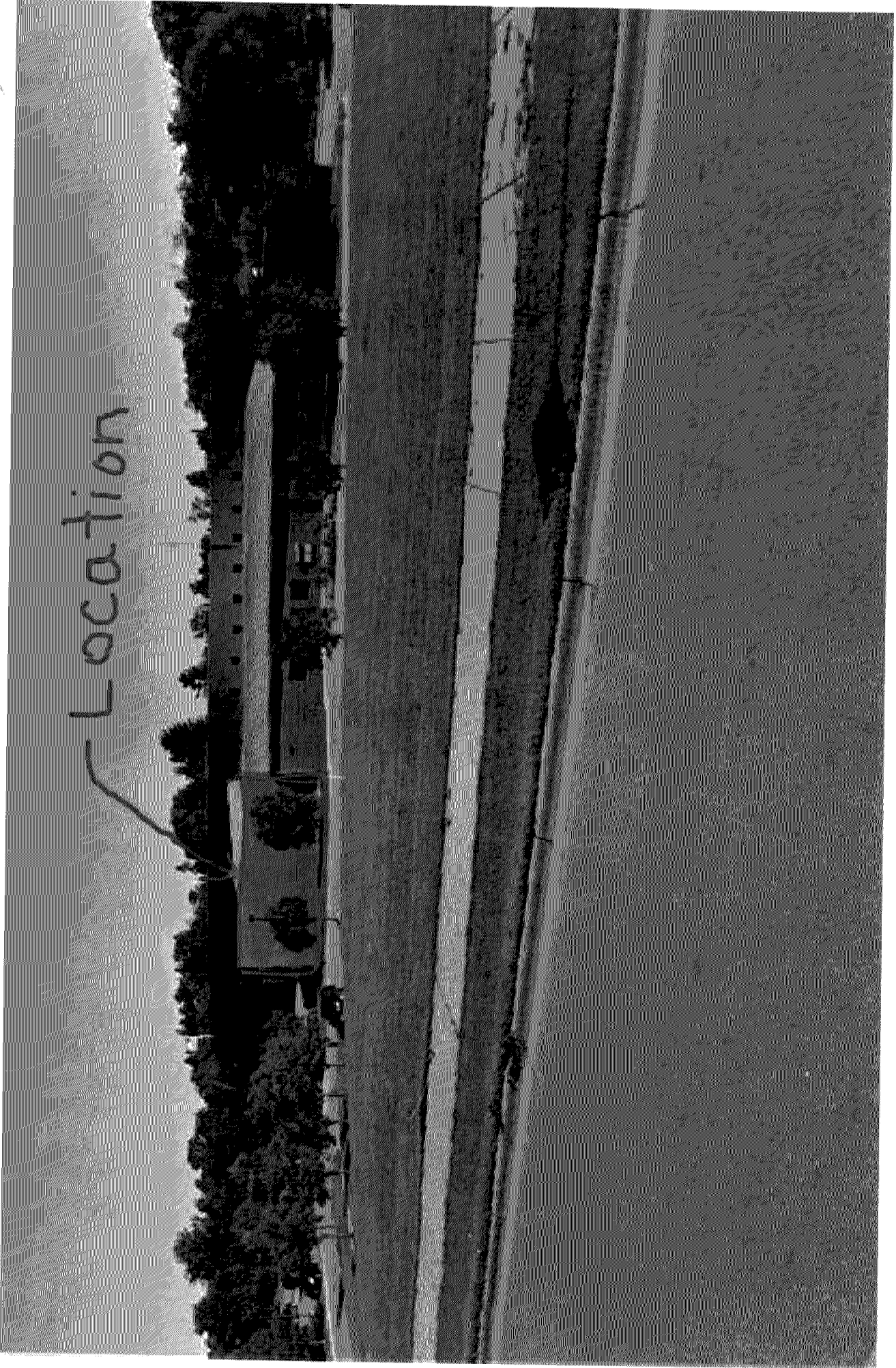
seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Location





Grand Rapids Library Mural

Adam Swanson
218-343-4304
adam@adamswanson.com

Cost Estimate
Mural 16ft x 32ft

\$3,500 Eck Designs materials (panels, stringers, anchors, etc.) and installation
\$800 Nova Color mural paints and varnish
\$400 Primer/ghesso
\$400 Brushes, colored pencils, scrapers
\$500 Travel, food, gas, possible hotel
\$400 Labor for extra help loading/prepping materials, Polymetal panels, etc.
\$300 Unexpected costs
\$13,500 Artist fee (me) 385 hours @ \$35/hr

Total \$19,800

January 8, 2020

John Sargent
Chief Executive Officer
Macmillan Publishing
75 Varick Street, New York, NY 10013

Mr. Sargent,

We are writing today to request that as CEO of Macmillan Publishers reverse course on your decision to place an eight-week embargo on new eBooks to libraries, beyond the first copy purchased. Your stated concern that eBooks being checked out from a library is a lost sale and that eBook lending hurts the bottom line is appreciated. However, libraries are not “cannibalizing” sales nor turning purchasers into solely borrowers. As you are certainly aware sales for eBooks have leveled off while sales to libraries have increased, there is also data that shows library borrowers are the same people who also purchase books. Our concern is that your decision to place a two-month embargo on eBooks to library comes at the expense of the public good and our ability to provide for our library patrons.

Library patrons will be affected by longer waits on new titles. Our library staff will be the ones to bear the brunt of patron’s frustrations while waiting for the newest Macmillan titles. This embargo policy also disproportionately impacts our library patrons with disabilities such as dyslexia and those with physical disabilities that rely on portable devices that are lighter and easier to hold. Lack of access to eBooks also impacts our senior patrons and those with declining or poor eyesight.

As individuals charged with providing for the public good this two-month embargo on eBooks hinders our library staff from meeting the needs of our library patrons. This embargo also prevents our library staff from fulfilling their mission of ensuring that their patrons have access to information for all regardless of format. Grand Rapids also operates a library of regional significance (75% of all circulation for Itasca County) as there are limited library services in surrounding municipalities.

It is our sincere hope that you will reverse your choice with the two-month embargo on eBooks as it places undue burden upon libraries across the country. We need more readers, not fewer.

Sincerely,

Grand Area Library Board

Grand Rapids City Council