



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, December 14, 2022

5:00 PM

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, December 14, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF AGENDA:**

**PUBLIC COMMENT** (if anyone wishes to address the Board):

**APPROVAL OF MINUTES:**

1. Consider approval of Library Board Meeting Minutes from 11-09-2022

**COMMUNICATIONS:**

2. Contact us form: Ron Lichtle

**FINANCIAL REPORT & CLAIMS** (Roll Call Vote Required):

3. Consider approval of financial reports and payment of bills as presented.

**CONSENT AGENDA** (Roll Call Vote Required):

4. Late bill: City of Grand Rapids - December janitorial
5. Late bill: City of Grand Rapids - IT fees
6. Approve payment of late bill: Demco
7. Consider accepting donations listed in Resolution 2022-12

**REGULAR AGENDA:**

8. Department Head Report to Council
9. Labor Agreement between City of Grand Rapids and AFSCME Local 3456A

10. Farwell to Jean MacDonell (3 terms) and Lisa Tabbert (2 terms) after a combined 16 years of service.

UPDATES:

Friends

Foundation

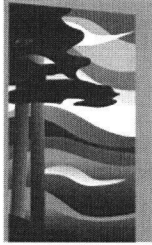
STAFF REPORTS:

[11.](#) Staff Reports and Library Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 11, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, November 09, 2022**

**5:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, November 9, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Chair MacDonell called the meeting to order at 5:00 pm

## CALL OF ROLL:

All Library Board members present

Staff: Will Richter, Director of Library Services

## APPROVAL OF AGENDA:

Motion to approve agenda as presented

Mover: Richards

Seconder: Blocker

Result: Passed

## PUBLIC COMMENT (if anyone wishes to address the Board):

None

## APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 10-12-2022

Motion to approve minutes as presented

Mover: Martin

Seconder: Teigland

Result: Passed

## COMMUNICATIONS:

none

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider a motion to approve financial reports and payment of bills as presented.

Motion to approve financial reports and payment of bills as presented

Mover: Kee

Seconded: Blocker

Result: Passed 9-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approval of contract(s) for Children's Library Lego programs.

4. Consider approval of Donation Resolution 2022-11

Motion to approve Consent Agenda as presented

Mover: Richards

Seconded: Martin

Result: Passed 9-0 via roll-call

REGULAR AGENDA:

5. City Email Migration Project

Informational

6. ALS Bookmobile Stop in Warba

Informational

UPDATES:

Friends update

By Teigland: waiting on numbers for 11-5 book sale. Next meeting is 11/14 at Library.

Foundation update

By Tabbert: next meeting is 11/17 at CPC.

STAFF REPORTS:

7. Library Reports and Statistics

Informational

ADJOURNMENT:

Chair MacDonell adjourned the meeting at 5:30.

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 14, 2022, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744

A handwritten signature in black ink, reading "Lisa Tabbert". The signature is written in a cursive style with a long horizontal stroke extending to the right.

ATTEST: Lisa Tabbert, Library Board Secretary

DATE: 11/02/2022  
 TIME: 13:19:21  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/09/2022

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	640.75
0118100	ARAMARK UNIFORM SERVICES	132.66
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	34.30
0201428	BAKER & TAYLOR LLC	5,199.07
0212124	BLACKSTONE PUBLISHING	1,251.72
0305485	CENGAGE LEARNING INC	107.95
0514145	ENCOMPASS	4,452.50
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	112.17
0914800	INVEST EARLY PROJECT	800.00
1605665	PERSONNEL DYNAMICS LLC	137.70
1901535	SANDSTROM'S INC	169.24
1915248	SHI INTERNATIONAL CORP	192.00
2114356	UNIQUE MANAGEMENT SERVICES	104.85

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$15,154.91

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.45
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,045.55
1015337	MICHELLE JOHNSON	71.14
1301146	MARCO TECHNOLOGIES, LLC	200.35
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	46.20
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	320.11
1621130	P.U.C.	2,901.93
1901795	AMY M SAVELA	125.00
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$54,196.39

TOTAL ALL DEPARTMENTS \$69,351.30

RESOLUTION NO. 2022-11  
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:

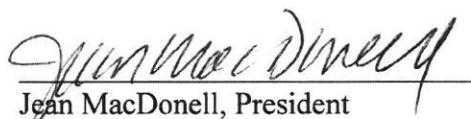
**Kona Ice of Itasca County \$150.00 (Children's Library – Level Up books)**

**Nick & Nancy Eltgroth \$250.00 (no designation)**

**Grand Rapids Area Library Foundation \$507.62 (Non-fiction collection development)**

Adopted this 9th day of November, 2022

  
\_\_\_\_\_  
Lisa Tabbert, Secretary

  
\_\_\_\_\_  
Jean MacDonell, President



November 9, 2022

Andreas Barnett  
202 East Hawk St.  
Audubon, MN 56511

Dear Mr. Barnett:

I am pleased that you will be leading a series of six monthly Lego programs developed for school age children. These programs will be held 11/14/2022, 12/12/2022, 1/9/2023, 2/13/2023, 3/13/2023, and 4/10/2023.

The Library will pay you \$40 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract, and a completed W-9 form, to the library.

My e-mail is: wrichter@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

*Andreas Barnett*  
Signature

11/09/2022  
Date

Approved for the Board of Directors:

*Janice Bell*

11/9/2022





November 9, 2022

Gavin Platt  
30565 East Shore Drive  
PO Box 38  
Pengilly, MN 55775

Dear Mr. Platt:

I am pleased that you will be leading a series of six monthly Lego programs developed for school age children. These programs will be held 11/14/2022, 12/12/2022, 1/9/2023, 2/13/2023, 3/13/2023, and 4/10/2023.

The Library will pay you \$40 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract, and a completed W-9 form, to the library.

My e-mail is: wrichter@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

Gavin Platt  
Signature

11/9/2022  
Date

Approved for the Board of Directors:

[Handwritten Signature]  
\_\_\_\_\_

11/9/2022  
\_\_\_\_\_

**Will Richter**

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**From:** grandrapids-mn@municodeweb.com  
**Sent:** Monday, November 28, 2022 10:35 AM  
**To:** Will Richter  
**Subject:** [Will Richter] Request

Ron Lichtle ([rapidsrev@gmail.com](mailto:rapidsrev@gmail.com)) sent a message using the contact form at <https://cityofgrandrapidsmn.com/>.

Hi.

I have lived in Grand Rapids for over 25 years, raised my family here and am a community leader (pastor of River of Life church). It was a thrill to see the new library built and watch its construction many years ago. Many hours have been spent there and our 4 children were raised with an appreciation for our great local library. Our public library is a wonderful gift to our community and greatly appreciated!

I'm reaching out to gather information as well as make a request. As such a community asset and the need for more community health, the library needs more access and more hours of operation. I'm requesting that the library open back up to pre-pandemic hours and consider more than that. I believe the present hours are around 32 per week which is far too little for such a great facility (especially with winter/cold weather coming with its limitations). With area taxes rising in so many different ways (local sales tax, property taxes) our local library should be one of the benefits and have the capacity for greater usage.

- Who is the leader of the library and who do they report to?
- Who makes the decisions regarding library hours?

I look forward to hearing back from you.

Thank you!

DATE: 12/06/2022  
 TIME: 16:24:55  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/14/2022

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	297.90
0114200	ANDERSON GLASS	3,500.00
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	90.25
0201428	BAKER & TAYLOR LLC	4,220.96
0212124	BLACKSTONE PUBLISHING	235.00
0221650	BURGGRAF'S ACE HARDWARE	79.99
0502705	EBSCO SUBSCRIPTION SERVICE	5,523.75
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	116.83
0914540	INNOVATIVE OFFICE SOLUTIONS LL	766.00
1209120	LIBRARY STORE INC	1,452.51
1401650	NARDINI FIRE EQUIPMENT CO INC	1,408.00
1901435	SALEM PRESS	845.50
1901535	SANDSTROM'S INC	204.94
1908570	SHOWCASES	1,021.68
2005150	TECH LOGIC CORPORATION	433.00
2114356	UNIQUE MANAGEMENT SERVICES	186.40
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$22,171.15

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.32
0201675	ANDREAS BARNETT	40.00
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,135.97
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	130.29
1309335	MINNESOTA REVENUE	39.24
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.61
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,589.69
1901795	AMY M SAVELA	125.00
2301700	WM CORPORATE SERVICES, INC	141.62
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$53,986.21

TOTAL ALL DEPARTMENTS \$76,157.36

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 14, 2022

Item 3.

DATE: 12/06/22  
 TIME: 16:19:46  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0100053	AT&T MOBILITY							
L	11/14/22	01	LIB NOV CELL SVC	999-99-00-00-1000			12/14/22	54.32
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.32
							VENDOR TOTAL:	54.32
0113100	AMAZON.COM							
455968375843-L	10/24/22	01	GETTING COMFORTABLE WITH UNCER	211-00-75-20-2110	20223320		12/14/22	13.83
				BOOKS				
							INVOICE TOTAL:	13.83
456449498444	11/22/22	01	12 BOOKS	211-00-75-20-2110	20223570		12/14/22	101.94
				BOOKS				
							INVOICE TOTAL:	101.94
476364838856-L	11/11/22	01	9 BOOKS	211-00-75-20-2110	20223488		12/14/22	150.54
				BOOKS				
							INVOICE TOTAL:	150.54
549338675973-L	10/17/22	01	SNOW WHITE W/ THE RED HAIR	211-00-75-20-2110	20223543		12/14/22	17.46
				BOOKS				
							INVOICE TOTAL:	17.46
899436964349-L	10/24/22	01	DRAW LIKE AN ARTIST: 100 REALL	211-00-75-20-2110	20223321		12/14/22	14.13
				BOOKS				
							INVOICE TOTAL:	14.13
							VENDOR TOTAL:	297.90
0114200	ANDERSON GLASS							
I054051-L	11/11/22	01	INSTL NEW AUTO OPERATOR MAIN	211-00-75-30-4070	20223507		12/14/22	3,500.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	3,500.00
							VENDOR TOTAL:	3,500.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100 ARAMARK UNIFORM SERVICES								
2630075800-L	11/15/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20223461		12/14/22	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20223461			14.34
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		44.22
2630081009-L	11/29/22	01	MATS NYLON RUBBER	211-00-75-30-4070	20223587		12/14/22	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20223587			14.34
				GENERAL EQUIP MAINT/REPAIR				
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		44.22
						VENDOR TOTAL:		88.44
0118660 ARROWHEAD LIBRARY SYSTEM								
14994-L	10/31/22	01	OVERDUE NOTICES-OCT	211-00-75-20-2010	20223392		12/14/22	48.30
		02	LOST ILL-THE 48 LAWS OF POWER	211-00-75-20-2110	20223392			25.00
		03	LOST ILL-THE TIBETAN YOGAS OF	211-00-75-20-2110	20223392			16.95
				BOOKS				
				BOOKS				
						INVOICE TOTAL:		90.25
						VENDOR TOTAL:		90.25
0201428 BAKER & TAYLOR LLC								
2037115782-L	10/31/22	01	10 BOOKS/#209977 L411199	211-00-75-20-2110	20223322		12/14/22	190.00
				BOOKS				
						INVOICE TOTAL:		190.00
2037130750-L	11/02/22	01	30 BOOKS/#209977 L025981	211-00-75-20-2110	20223348		12/14/22	435.67
				BOOKS				
						INVOICE TOTAL:		435.67
2037130878-L	11/03/22	01	3 BOOKS/C#209977 L411199	211-00-75-20-2110	20223393		12/14/22	64.66
				BOOKS				
						INVOICE TOTAL:		64.66

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2037144906-L	11/09/22	01	81 BOOKS/#209977 L025981	211-00-75-20-2110	20223433		12/14/22	1,081.09
				BOOKS				
							INVOICE TOTAL:	1,081.09
2037155502-L	11/17/22	01	6 BOOKS/#209977 L411199	211-00-75-20-2110	20223518		12/14/22	93.77
				BOOKS				
							INVOICE TOTAL:	93.77
2037159799-L	11/17/22	01	28 BOOKS/#209977 L025981	211-00-75-20-2110	20223519		12/14/22	370.92
				BOOKS				
							INVOICE TOTAL:	370.92
2037165114-L	11/18/22	01	31 BOOKS/#209977 L025981	211-00-75-20-2110	20223544		12/14/22	307.82
				BOOKS				
							INVOICE TOTAL:	307.82
2037174430-L	11/30/22	01	14 BOOKS/#209977 L025981	211-00-75-20-2110	20223629		12/14/22	145.40
				BOOKS				
							INVOICE TOTAL:	145.40
2037176718-L	11/30/22	01	97 BOOKS/#209977 L025981	211-00-75-20-2110	20223630		12/14/22	1,032.65
				BOOKS				
							INVOICE TOTAL:	1,032.65
2037181153-L	12/01/22	01	33 BOOKS/#209977 L025981	211-00-75-20-2110	20223643		12/14/22	394.10
				BOOKS				
							INVOICE TOTAL:	394.10
H63146260-L	11/16/22	01	9 DVDS/C#75002097	211-00-75-20-2120	20223508		12/14/22	104.88
				AUDIO/VISUAL				
							INVOICE TOTAL:	104.88
							VENDOR TOTAL:	4,220.96

0201675 ANDREAS BARNETT

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 14, 2022

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201675 ANDREAS BARNETT								
L	11/14/22	01	LEGO PROGRAM 11/14/22	999-99-00-00-1000			12/14/22	40.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
0212124 BLACKSTONE PUBLISHING								
2071835-L	11/02/22	01	4 CDS/C#101678	211-00-75-20-2120	20223418		12/14/22	188.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	188.00
2074231-L	11/15/22	01	THE LIGHT WE CARRY CD	211-00-75-20-2120	20223567		12/14/22	47.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	47.00
							VENDOR TOTAL:	235.00
0221650 BURGGRAF'S ACE HARDWARE								
372092-L	11/15/22	01	SNOW PUSHER 36"/#134387-7	211-00-75-20-2150	20223458		12/14/22	79.99
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	79.99
							VENDOR TOTAL:	79.99
0502705 EBSCO SUBSCRIPTION SERVICE								
1664569-L	11/02/22	01	MAGAZINE RENEWAL/#CGF2936700	211-00-75-20-2140	20223341		12/14/22	5,523.75
				PERIODICALS				
							INVOICE TOTAL:	5,523.75
							VENDOR TOTAL:	5,523.75
0605191 FIDELITY SECURITY LIFE								
L	11/07/22	01	LIB VISION NOV	999-99-00-00-1000			12/14/22	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
22/514-L	11/15/22	01	NOVEMBER JANITORIAL SERVICE	211-00-75-30-3090	20223465		12/14/22	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	11/04/22	01	LIB 11/04 PAYROLL	999-99-00-00-1000			12/14/22	20,522.75
				HOLDING ACCOUNT				
		02	LIB 11/18 PAYROLL	999-99-00-00-1000				20,613.22
				HOLDING ACCOUNT				
							INVOICE TOTAL:	41,135.97
							VENDOR TOTAL:	41,135.97
0914325 INGRAM ENTERTAINMENT INC.								
5751766-L	11/18/22	01	6 DVDS/#3206981	211-00-75-20-2120	20223550		12/14/22	116.83
				AUDIO/VISUAL				
							INVOICE TOTAL:	116.83
							VENDOR TOTAL:	116.83
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4000605-L	11/10/22	01	TONER 414A BK	211-00-75-20-2060	20223420		12/14/22	92.70
				COMPUTER SUPPLIES				
		02	TONER 414A YL	211-00-75-20-2060	20223420			119.97
				COMPUTER SUPPLIES				
		03	TONER 414A CN	211-00-75-20-2060	20223420			119.97
				COMPUTER SUPPLIES				
		04	NOTE SLFST 3X3 12PD PK AST	211-00-75-20-2010	20223420			10.68
				OFFICE SUPPLIES				
		05	MARKER SHARPIE FINE PT BK	211-00-75-20-2010	20223420			11.50
				OFFICE SUPPLIES				
		06	PENCIL GOLF AND PEW	211-00-75-20-2010	20223420			20.01
				OFFICE SUPPLIES				



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INVOICES DUE ON/BEFORE 12/14/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4000605-L	11/10/22	07	CLIP JUMBO SMOOTH	211-00-75-20-2010	20223420		12/14/22	5.62
				OFFICE SUPPLIES				
		08	CLIP NONSKID	211-00-75-20-2010	20223420			9.83
				OFFICE SUPPLIES				
		09	FUEL SURCHARGE/C#NB07789	211-00-75-20-2010	20223420			4.50
				OFFICE SUPPLIES				
							INVOICE TOTAL:	394.78
IN4006408-L 11/16/22 01 PAD LGL RULED PERF LTR WHT 211-00-75-20-2010 20223464 12/14/22 15.90								
				OFFICE SUPPLIES				
		02	LABEL ADRS 1X2 625 30/SH	211-00-75-20-2010	20223464			69.52
				OFFICE SUPPLIES				
		03	WIPES CLX DISF	211-00-75-20-2150	20223464			118.18
				MAINTENANCE TOOLS/SUPPLIES				
		04	DUSTER REFIL UNSCNT	211-00-75-20-2150	20223464			126.72
				MAINTENANCE TOOLS/SUPPLIES				
		05	BASKET SUPPLY	211-00-75-20-2010	20223464			36.40
				OFFICE SUPPLIES				
		06	FUEL SURCHARGE/C#NB07789	211-00-75-20-2010	20223464			4.50
				OFFICE SUPPLIES				
							INVOICE TOTAL:	371.22
							VENDOR TOTAL:	766.00
1209120 LIBRARY STORE INC								
600288-L	10/27/22	01	BOOK RETURN MEDIA DROP & CHUTE	211-00-75-30-4010	20223334		12/14/22	1,300.95
				BUILDING MAINT/REPAIRS				
		02	SHIPPING/C#161328	211-00-75-30-4010	20223334			151.56
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	1,452.51
							VENDOR TOTAL:	1,452.51
1301146 MARCO TECHNOLOGIES, LLC								
L	11/21/22	01	LIB NOV COPIER LEASE	999-99-00-00-1000			12/14/22	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1305725 METROPOLITAN LIFE INSURANCE CO								
L	12/05/22	01	LIB DEC SUPP/LIFE PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	76.14
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199 MINNESOTA ENERGY RESOURCES								
L	11/21/22	01	LIB OCT NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	130.29
							INVOICE TOTAL:	130.29
							VENDOR TOTAL:	130.29
1309335 MINNESOTA REVENUE								
L	11/18/22	01	LIB OCT SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	39.24
							INVOICE TOTAL:	39.24
							VENDOR TOTAL:	39.24
1401650 NARDINI FIRE EQUIPMENT CO INC								
IV00223840-L	11/15/22	01	INSPECTION ALARM SYSTEM/#4427	211-00-75-30-4000 MAINTENANCE CONTRACTS	20223460		12/14/22	1,027.00
							INVOICE TOTAL:	1,027.00
IV00224591-L	11/23/22	01	INSPECT FIRE EXT	211-00-75-30-4000 MAINTENANCE CONTRACTS	20223545		12/14/22	48.00
		02	EMERG EXIT LIGHT QUICK TEST	211-00-75-30-4000 MAINTENANCE CONTRACTS	20223545			182.00
		03	ON SITE LABOR/#4427	211-00-75-30-4000 MAINTENANCE CONTRACTS	20223545			151.00
							INVOICE TOTAL:	381.00
							VENDOR TOTAL:	1,408.00
1516220 OPERATING ENGINEERS LOCAL #49								

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220	OPERATING ENGINEERS LOCAL #49							
L	11/07/22	01	LIB DEC HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	9,162.00
							INVOICE TOTAL:	9,162.00
							VENDOR TOTAL:	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	11/07/22	01	LIB NOV SERV & LINE CHARGES	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	324.61
							INVOICE TOTAL:	324.61
							VENDOR TOTAL:	324.61
1612200	GAVIN WILLIAM PLATT							
L	11/14/22	01	LEGO PROGRAM 11/14/22	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
1621130	P.U.C.							
L	11/14/22	01	LIB OCT UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			12/14/22	2,589.69
							INVOICE TOTAL:	2,589.69
							VENDOR TOTAL:	2,589.69
1901435	SALEM PRESS							
183071-L	10/28/22	01	2 BOOKS/#LMN129	211-00-75-20-2110 BOOKS	20223391		12/14/22	845.50
							INVOICE TOTAL:	845.50
							VENDOR TOTAL:	845.50
1901535	SANDSTROM'S INC							

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535 SANDSTROM'S INC								
433460-L	11/07/22	01	TOWEL ROLL WHT	211-00-75-20-2150	20223380		12/14/22	51.70
		02	TOIL TISS/C#320023	211-00-75-20-2150	20223380			80.20
							INVOICE TOTAL:	131.90
435312-L	11/21/22	01	BATTERIES D 2PK/C#320023	211-00-75-20-2150	20223516		12/14/22	73.04
							INVOICE TOTAL:	73.04
							VENDOR TOTAL:	204.94
1901795 AMY M SAVELA								
L	11/14/22	01	AFTERSCHOOL PROGRAM 11/16/22	999-99-00-00-1000			12/14/22	125.00
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
1908570 SHOWCASES								
324750-L	10/18/22	01	VINYL 12 CD ALBUM	211-00-75-20-2010	20223661		12/14/22	946.00
		02	SHIPPING	211-00-75-20-2010	20223661			75.68
							INVOICE TOTAL:	1,021.68
							VENDOR TOTAL:	1,021.68
2005150 TECH LOGIC CORPORATION								
RC004824-L	11/02/22	01	CIRCIT RNWL 2023/C#GRA002C	211-00-00-00-1550	20223459		12/14/22	433.00
							INVOICE TOTAL:	433.00
							VENDOR TOTAL:	433.00
2114356 UNIQUE MANAGEMENT SERVICES								

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356 UNIQUE MANAGEMENT SERVICES								
6106288-L	10/30/22	01	OCT PLACEMENTS	211-00-75-30-3300	20223395		12/14/22	233.00
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20223395			-46.60
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	186.40
							VENDOR TOTAL:	186.40
2301700 WM CORPORATE SERVICES, INC								
L	11/07/22	01	LIB OCT SERVICE	999-99-00-00-1000			12/14/22	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
							TOTAL ALL INVOICES:	76,157.36

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH NOVEMBER 30, 2022

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DisplayAccountNum	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 697,008	\$ 370,503	53%
211-00-31-00-0200	DELINQUENT	-	2,398	0%
211-00-31-00-4055	FISCAL DISPARITIES	62,323	62,323	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	91,773	72%
211-00-33-00-6310	ALS REIMBURSEMENT	-	707	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	2,174	109%
211-00-34-00-7975	INTERNET	2,000	1,327	66%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	120	120%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	26,035	143%
211-00-34-00-7990	FAX MACHINE USE	500	427	85%
211-00-35-00-1030	LIBRARY FINES	-	13	0%
211-00-37-00-2310	DONATIONS	1,500	11,672	778%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	487	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,423	109%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	33,877	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	2,344	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	2,454	82%
		923,212	618,102	67%
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	387,168	337,329	87%
211-00-75-10-1030	SALARY-PARTTIME	80,820	61,164	76%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	11,267	132%
211-00-75-10-1210	PERA	35,099	29,716	85%
211-00-75-10-1220	FICA	29,015	24,357	84%
211-00-75-10-1250	MEDICARE	6,786	5,696	84%
211-00-75-10-1310	HEALTH INSURANCE	116,541	100,782	86%
211-00-75-10-1330	LIFE INSURANCE	232	211	91%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,018	2,284	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	6,526	77%
211-00-75-20-2020	COPY SUPPLIES	1,500	574	38%
211-00-75-20-2030	PRINTING/BINDING	1,000	439	44%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,359	112%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	365	15%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	13,361	111%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,981	298%
211-00-75-20-2095	PRGM SUP & MATERIALS	500	3,593	719%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,812	141%
211-00-75-20-2110	BOOKS	39,000	48,705	125%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,485	94%
211-00-75-20-2130	NEWSPAPERS	2,000	1,455	73%
211-00-75-20-2140	PERIODICALS	7,500	5,576	74%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,083	69%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	-	360	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	11,128	2226%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,124	75%
211-00-75-30-3070	LAUNDRY	1,000	667	67%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	16,575	81%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	26,323	15,083	57%
211-00-75-30-3210	TELEPHONE	6,000	4,171	70%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	2,295	66%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH NOVEMBER 30, 2022

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DisplayAccountNum	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,399	70%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	420	70%
211-00-75-30-3610	GENERAL INSURANCE	9,000	18,887	210%
211-00-75-30-3810	ELECTRICITY	35,000	28,062	80%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,391	70%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	2,750	34%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	7,956	84%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	17,733	118%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,536	154%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,247	25%
211-00-75-30-4030	ONLINE SERVICES	3,500	1,753	50%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	11,229	140%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,325	88%
211-00-75-30-4330	DUES & SUBCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	-	0%
	TOTAL EXPENDITURES	923,212	821,457	89%
	SURPLUS REVENUES/(EXPENDITURES)	-	(203,355)	

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	697,007.57	370,502.79	0.00	326,504.78	53
211-00-31-00-0200	DELINQUENT	0.00	0.00	2,398.48	0.00	(2,398.48)	100
211-00-31-00-4055	FISCAL DISPARITIES	0.00	62,323.43	62,323.43	0.00	0.00	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>759,331.00</b>	<b>435,224.70</b>	<b>0.00</b>	<b>324,106.30</b>	<b>57</b>
<b>TOTAL TAXES</b>		<b>0.00</b>	<b>759,331.00</b>	<b>435,224.70</b>	<b>0.00</b>	<b>324,106.30</b>	<b>57</b>
<b>INTERGOVERNMENTAL</b>							
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	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	91,772.54	0.00	36,227.46	72
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	707.22	0.00	(707.22)	100
<b>TOTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>92,479.76</b>	<b>0.00</b>	<b>35,520.24</b>	<b>72</b>
<b>TOTAL INTERGOVERNMENTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>92,479.76</b>	<b>0.00</b>	<b>35,520.24</b>	<b>72</b>
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	152.38	2,000.00	2,174.00	0.00	(174.00)	109
211-00-34-00-7975	INTERNET	135.45	2,000.00	1,327.48	0.00	672.52	66
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	120.00	0.00	(20.00)	120
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,975.00	18,200.00	26,035.00	0.00	(7,835.00)	143
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	27.12	500.00	426.62	0.00	73.38	85
<b>TOTAL</b>		<b>3,289.95</b>	<b>28,081.00</b>	<b>38,128.10</b>	<b>0.00</b>	<b>(10,047.10)</b>	<b>136</b>
<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,289.95</b>	<b>28,081.00</b>	<b>38,128.10</b>	<b>0.00</b>	<b>(10,047.10)</b>	<b>136</b>
<b>FINES &amp; FORFEITS</b>							



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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	13.20	0.00	(13.20)	100
<b>TOTAL</b>		0.00	0.00	13.20	0.00	(13.20)	100
<b>TOTAL FINES &amp; FORFEITS</b>		0.00	0.00	13.20	0.00	(13.20)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	3,393.07	1,500.00	11,671.72	0.00	(10,171.72)	778
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	486.66	0.00	486.66	0.00	(486.66)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,422.64	0.00	(122.64)	109
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	800.00	0.00	33,877.30	0.00	(33,877.30)	100
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	0.00	2,000.00	0.00	0.00	2,000.00	0
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	137.89	0.00	2,344.16	0.00	(2,344.16)	100
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	2,453.88	0.00	546.12	82
<b>TOTAL</b>		4,817.62	7,800.00	52,256.36	0.00	(44,456.36)	670
<b>TOTAL MISCELLANEOUS REVENUE</b>		4,817.62	7,800.00	52,256.36	0.00	(44,456.36)	670
<b>OTHER SOURCES</b>							
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
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SOURCES</b>		0.00	0.00	0.00	0.00	0.00	0

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DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		8,107.57	923,212.00	618,102.12	0.00	305,109.88	67
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	29,782.15	387,168.00	337,328.57	0.00	49,839.43	87
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	5,962.00	80,820.00	61,164.34	0.00	19,655.66	76
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	0.00	8,510.00	11,266.77	137.70	(2,894.47)	134
211-00-75-10-1210	PERA	2,680.81	35,099.00	29,715.99	0.00	5,383.01	85
211-00-75-10-1220	FICA	2,197.17	29,015.00	24,356.57	0.00	4,658.43	84
211-00-75-10-1250	MEDICARE	513.84	6,786.00	5,696.18	0.00	1,089.82	84
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	100,782.00	0.00	15,759.00	86
211-00-75-10-1330	LIFE INSURANCE	30.08	232.00	210.93	76.14	(55.07)	124
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.53	0.00	(2.53)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	212.34	3,018.00	2,283.74	0.00	734.26	76
TOTAL PERSONNEL		50,540.91	667,189.00	572,807.62	213.84	94,167.54	86
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	188.46	8,500.00	6,525.73	34.30	1,939.97	77
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	573.76	0.00	926.24	38
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	438.68	0.00	561.32	44
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	332.64	3,000.00	3,359.16	192.00	(551.16)	118
211-00-75-20-2070	COMPUTER INVENTORY	69.22	2,500.00	365.36	0.00	2,134.64	15
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	13,360.60	0.00	(1,360.60)	111
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	2,980.62	0.00	(1,980.62)	298
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	500.00	3,593.06	0.00	(3,093.06)	719

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	2,812.32	32.97	(845.29)	142
211-00-75-20-2110	BOOKS	3,784.46	39,000.00	48,704.75	3,596.63	(13,301.38)	134
211-00-75-20-2120	AUDIO/VISUAL	456.71	9,000.00	8,484.53	1,396.81	(881.34)	110
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	1,455.07	0.00	544.93	73
211-00-75-20-2140	PERIODICALS	5,523.75	7,500.00	5,575.55	0.00	1,924.45	74
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	572.85	3,000.00	2,083.48	197.92	718.60	76
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	359.98	0.00	(359.98)	100
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		10,928.09	92,500.00	100,672.65	5,450.63	(13,623.28)	115
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	11,128.28	0.00	(10,628.28)	2226
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,123.63	0.00	376.37	75
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	59.76	1,000.00	666.50	59.76	273.74	73
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	16,575.00	1,700.00	2,125.00	90
211-00-75-30-3100	OTHER CONTRACTED SERVICES	205.00	26,323.00	15,083.26	0.00	11,239.74	57
211-00-75-30-3210	TELEPHONE	374.43	6,000.00	4,171.19	0.00	1,828.81	70
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	2,294.93	0.00	1,205.07	66
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	1,399.10	128.15	472.75	76
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	600.00	420.00	0.00	180.00	70
211-00-75-30-3610	GENERAL INSURANCE	1,717.00	9,000.00	18,887.00	0.00	(9,887.00)	210
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	28,062.03	0.00	6,937.97	80
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,391.30	0.00	608.70	70
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	2,749.82	0.00	5,250.18	34
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,408.00	9,500.00	7,955.60	0.00	1,544.40	84
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	17,732.78	0.00	(2,732.78)	118
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,536.23	0.00	(536.23)	154
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	2,246.74	120.00	6,633.26	26

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TIME: 11:29:57  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,500.00	1,753.34	0.00	1,746.66	50
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,529.88	8,000.00	11,229.23	0.00	(3,229.23)	140
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,324.73	0.00	175.27	88
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	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	200.00	0.00	0.00	200.00	0
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	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		9,114.50	163,523.00	147,976.69	2,007.91	13,538.40	92
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		70,583.50	923,212.00	821,456.96	7,672.38	94,082.66	90
TOTAL EXPENSES:		70,583.50	923,212.00	821,456.96	7,672.38	94,082.66	90
TOTAL FUND REVENUES		8,107.57	923,212.00	618,102.12	0.00	305,109.88	67
TOTAL FUND EXPENSES		70,583.50	923,212.00	821,456.96	7,672.38	94,082.66	90
FUND SURPLUS (DEFICIT)		(62,475.93)	0.00	(203,354.84)			
TOTAL ALL FUND REVENUES		8,107.57	923,212.00	618,102.12	0.00	305,109.88	67
TOTAL ALL FUND EXPENSES		70,583.50	923,212.00	821,456.96	7,672.38	94,082.66	90
ALL FUND SURPLUS (DEFICIT)		(62,475.93)	0.00	(203,354.84)			

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2022**  
*With Comparative Totals for November 30, 2021*

	2021 Actual	2022 Actual	2022 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	436,094	455,970	455,970	
Compensated Absences	39,408	46,367	46,367	
Emergency/unanticipated Expenditures	61,708	64,625	64,625	
Major Equipment Replacement	79,702	89,566	89,566	
<b>TOTAL FUND BALANCE 1/1/XX</b>	616,912	656,528	656,528	
<b>Revenues:</b>				
Taxes	650,213	435,225	759,331	57%
Intergovernmental	102,691	92,480	128,000	72%
Charges for Services	25,550	38,128	28,082	136%
Fines & Forfeits	220	13	-	0%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	3,400	33,877	-	0%
Miscellaneous	10,132	18,379	7,800	236%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	792,207	618,102	923,213	67%
<b>Expenditures:</b>				
Personnel	565,024	572,808	667,190	86%
Supplies/Materials	78,649	100,673	92,500	109%
Other Services/Charges	104,295	147,977	163,523	90%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	747,968	821,457	923,213	89%
<b>OPERATING SURPLUS (DEFICIT)</b>	44,239	(203,355)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	-	-	
<b>Fund Balance 11/30/XX</b>				
Cash Flow	480,333	252,615	455,970	
Compensated Absences	39,408	46,367	46,367	
Emergency/unanticipated Expenditures	61,708	64,625	64,625	
Major Equipment Replacement	79,702	89,566	89,566	
<b>TOTAL FUND BALANCE 11/30/XX</b>	\$ 661,151	\$ 453,173	\$ 656,528	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,001 as of 10/31/22. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

Item 3.

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 11/30/22
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	466,087.90	466,087.90	0.00
211-00-00-00-1010	CASH	644,391.81	628,577.20	854,853.22	418,115.79
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	70.00	0.00	0.00	70.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	30,777.00	0.00	0.00	30,777.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	42,033.00	0.00	0.00	42,033.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	3,122.88	3,651.54	3,122.88	3,651.54
211-00-00-00-1551	PREPAID INSURANCE	9,181.35	23,151.00	30,404.09	1,928.26
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	57,113.13	49,464.05	7,649.08
<b>TOTAL</b>		<b>729,596.04</b>	<b>1,178,580.77</b>	<b>1,403,932.14</b>	<b>504,244.67</b>
<b>TOTAL ASSETS</b>		<b>729,596.04</b>	<b>1,178,580.77</b>	<b>1,403,932.14</b>	<b>504,244.67</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	32,186.33	855,402.32	835,831.04	12,615.05
211-00-00-00-2030	SALES TAX PAYABLE	0.00	390.50	421.63	31.13
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	10,105.46	10,105.46	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	30,777.00	0.00	0.00	30,777.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>73,068.79</b>	<b>865,898.28</b>	<b>836,252.67</b>	<b>43,423.18</b>

DATE: 12/07/2022  
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CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
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Item 3.

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 11/30/22
-----					
TOTAL LIABILITIES		73,068.79	865,898.28	836,252.67	43,423.18
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	656,527.25	0.00	0.00	656,527.25
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	49,464.05	57,113.13	7,649.08
-----					
TOTAL		656,527.25	49,464.05	57,113.13	664,176.33
	FUND SURPLUS (DEFICIT)	0.00	203,354.84	0.00	(203,354.84)
-----					
TOTAL FUND EQUITY		656,527.25	252,818.89	57,113.13	460,821.49
-----					
TOTAL LIABILITIES AND FUND EQUITY		729,596.04	1,118,717.17	893,365.80	504,244.67
-----					

**CITY OF GRAND RAPIDS  
420 N POKEGAMA AVE  
GRAND RAPIDS MN 55744**

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I N V O I C E

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Invoice Date:12/7/22 Invoice #: 22/540 Invoice Amount: \$1,700.00

Due Date: 30 DAYS

GRAND RAPIDS PUBLIC LIBRARY  
ATTN: WILL RICHTER

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
DECEMBER JANITORIAL	1	1,700.00	1,700.00

Amount Due: \$1,700.00

Accounts are due thirty (30) days from the date of the invoice. A FINANCE CHARGE at a periodic rate of 1.5% per month, equaling an annual percentage rate of 18%, will be imposed upon any unpaid balance after the due date

**PLEASE REMIT PAYMENT WITH SECOND COPY OF INVOICE**



**CITY OF GRAND RAPIDS  
420 N POKEGAMA AVE  
GRAND RAPIDS MN 55744**

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I N V O I C E

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Invoice Date:12/8/22 Invoice #: 22/547 Invoice Amount: \$7,600.00

Due Date: 30 Days

GRAND RAPIDS PUBLIC LIBRARY  
ATTN: WILL RICHTER

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
IT FEES JANUARY - DECEMBER 2022			7,600.00

Amount Due: \$7,600.00

Accounts are due thirty (30) days from the date of the invoice. A FINANCE CHARGE at a periodic rate of 1.5% per month, equaling an annual percentage rate of 18%, will be imposed upon any unpaid balance after the due date

**PLEASE REMIT PAYMENT WITH SECOND COPY OF INVOICE**



\*\*INVOICE \*\*

P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice Number: 72  
Invoice Date: 11/10/22 Item 6.  
Reference Number: 23130271  
Bid/Contract: C8C011

Page 1 of 2

Billing Customer: 220165574

Shipping Customer: 810256351

GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

MICHELLE JOHNSON  
GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST

GRAND RAPIDS MN 55744-2826

Ordered By: Johnson, Michelle  
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Disc%	Extended
The following products are shipped:						
12201280	10	ROL	Demco CircExtender3X Laminate Vinyl Matte 10" x 400" 4-Mil	27.49	15.00	233.67
12201290	10	ROL	Demco CircExtender3X Laminate Vinyl Matte 12" x 400" 4-Mil	31.89	15.00	271.07
12221400	1	CTN	Paperfold 14"H 28" Jacket Length 50/Ctn	31.19	15.00	26.52
12221600	1	CTN	Paperfold 16"H 30" Jacket Length 50/Ctn	38.49	15.00	32.72
12221220	2	CTN	Paperfold 12"H x 32" Extra Long Book Jacket Covers 50/Ctn	34.79	15.00	59.15
12221030	1	CTN	Paperfold 10"H x 21"W Jacket Length Bulk Pack 500/Ctn	199.99	15.00	170.00
12220930	1	CTN	Paperfold 9" 19" Jacket Length Bulk Pack 500/Ctn	155.54	15.00	132.21
20001150	1	ROL	Labels Removable 14 Day Book 1"H x 3/4"W 500/Roll	10.99	15.00	9.35
20512040	2	ROL	Fantasy Classification Label 1"H x 3/4"W 500/Roll	10.99	15.00	18.69
20001910	1	ROL	Labels Spine Permanent Mystery 1"H x 3/4"W 500/Roll	10.99	15.00	9.35
12196100	2	BOX	Subject Class Labels Graphic Novels Yellow 1"x 3/4" 500/Rol	10.99	15.00	18.69

Terms: Net 30 days, Freight Prepaid and Added  
Invoice Number: 7217798  
Invoice Date: 11/10/22  
Reference Number: 23130271  
Purchase Order:  
Billing Customer: 220165574

Federal I.D. number: 39-1311089  
Payment due on or before 12/10/22  
Total 981.42  
Customer Service Phone: 1-800-962-4463  
Questions on Billing: 1-800-752-7614  
email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,  
Milwaukee, WI 53288-8623



\*\*INVOICE \*\*



P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice Number: 71  
Invoice Date: 11/11/17 Item 6.  
Reference Number: 23130271  
Bid/Contract: C8C011

Page 2 of 2

Billing Customer: 220165574

Shipping Customer: 810256351

GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

MICHELLE JOHNSON  
GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST

GRAND RAPIDS MN 55744-2826

Ordered By: Johnson, Michelle  
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Disc%	Extended
Subtotal						981.42
Total						981.42



Ph 800.962.4463  
Fax 800.245.1329  
demco.com  
Return: Demco, Inc.  
500 East North Street  
DeForest, WI 53532

DATE 11/10/22 PG 001

REFERENCE 2313027100 001  
Please refer to this number on all correspondence

FedEx Ground Item 6.

SHIP TO  
P.O. #  
Account # 810256351  
MICHELLE JOHNSON  
GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

BILL TO  
Account # 220165574 BID# C8C011  
GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

001  
**PACKING LIST**  
Thank you for your order. See reverse side for return instructions. Separate invoice will be sent.

LINE	BIN	QTY.	U/M	SHIPPED	PRODUCT NO.	DESCRIPTION/TITLE	WEIGHT	ORDER STATUS
The following products are included in this shipment:								
3	MA121A	1	CTN		12221400	Paperfold 14"H 28" Jacket Length 50/Ctn	5.000	
4	MA171A	1	CTN		12221600	Band 1 units Paperfold 16"H 30" Jacket Length 50/Ctn	5.500	
5	MA221A	2	CTN		12221220	Band 1 units Paperfold 12"H x 32" Extra Long Book Jacket Covers 50/Ctn	4.725	
						Band 2 units		

Thank you for your order. Customer service hours are Monday - Friday, 7:30 am to 5:00 pm, CST.



3 SHIPPED  
BO - BACKORDERED  
CAN - CANCELED

DIS - DISCONTINUED

19.950Lbs.

Parcel 001 of 004

\*\*\*\*\*

23130271 00 001 001



A07974030  
Grand Rapids MN

Parcel 001 of 004  
??? INSPECT  
???????????

## **We're here to help!**

Contact an experienced customer service representative to return or exchange a qualifying item within six months of your invoice date.

### **RETURNS:**

Before you return any products, please contact our Customer Service Department for a Return Authorization at **1-800-962-4463**, or **custserv@demco.com**.

After contacting the Customer Service Department, please include a copy of this packing list or invoice with the merchandise and note the reason for the return, along with your Return Authorization number.

Please return carefully packaged items with this information to:

**Returns  
500 E. North Street  
Deforest, WI 53532**

For additional information on returns, please visit our website at:  
<https://www.demco.com/help/return-or-exchange-an-item>

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A07938512

SHPALN 7:53:42

1



Ph 800.962.4463  
Fax 800.245.1329  
demco.com  
Return: Demco, Inc.  
500 East North Street  
DeForest, WI 53532

DATE 11/10/22 PG 001

REFERENCE 2313027100 001

Please refer to this number on all correspondence

FedEx Ground

Item 6.

SHIP TO	BILL TO
P.O.# Account # MICHELLE JOHNSON GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST GRAND RAPIDS MN 55744-2826	Account #220165574 BID# C8C011 GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST GRAND RAPIDS MN 55744-2826

003  
**PACKING LIST**  
Thank you for your order. See reverse side for return instructions. Separate invoice will be sent.

LINE	BIN	QTY	UM	SHIPPED	PRODUCT NO.	DESCRIPTION/TITLE	WEIGHT	ORDER STATUS
6	HBS0505	1	CIN		12221030	The following products are included in this shipment: Paperfold 10"H x 21"W Jacket Length Bulk Pack 500/Ctn	26.500	

Thank you for your order. Customer service hours are Monday – Friday, 7:30 am to 5:00 pm, CST.

26.500Lbs.

ORDER STATUS → 1 SHIPPED  
BO - BACKORDERED  
CAN - CANCELED  
DIS - DISCONTINUED

Parcel 003 of 004

23130271 00 001 003



Parcel 003 of 004  
SHIP ALONE

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Before you return any products, please contact our Customer Service Department for a Return Authorization at **1-800-962-4463**, or **custserv@demco.com**.

After contacting the Customer Service Department, please include a copy of this packing list or invoice with the merchandise and note the reason for the return, along with your Return Authorization number.

Please return carefully packaged items with this information to:

**Returns**  
**500 E. North Street**  
**Deforest, WI 53532**

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A07938473

SHPALN 7:46:24

1



Ph 800.962.4463  
Fax 800.245.1329  
demco.com  
Return: Demco, Inc.  
500 East North Street  
DeForest, WI 53532

DATE 11/10/22 PG 001

REFERENCE 2313027100 001

Please refer to this number on all correspondence

FedEx Ground

Item 6.

SHIP TO		BILL TO	
P.O. # Account #	810256351	Account #	220165574 BID# C8C011
MICHELLE JOHNSON GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST		GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST	
GRAND RAPIDS	MN 55744-2826	GRAND RAPIDS	MN 55744-2826

002  
**PACKING LIST**  
Thank you for your order. See reverse side for return instructions.  
Separate invoice will be sent.

LINE	BIN	QTY.	U/M	SHIPPED	PRODUCT NO.	DESCRIPTION/TITLE	WEIGHT	ORDER STATUS
7	HBB0601	1	CTN	✓	12220930	The following products are included in this shipment: Paperfold 9" 19" Jacket Length Bulk Pack 500/Ctn	19.100	

Thank you for your order. Customer service hours are Monday – Friday, 7:30 am to 5:00 pm, CST.

19.100Lbs.

ORDER STATUS → 1 SHIPPED  
BO - BACKORDERED  
CAN - CANCELED  
DIS - DISCONTINUED

Parcel 002 of 004

23130271 00 001 002



A07938473  
Grand Rapids

MN

Parcel 002 of 004

SHIP ALONE

40



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After contacting the Customer Service Department, please include a copy of this packing list or invoice with the merchandise and note the reason for the return, along with your Return Authorization number.

Please return carefully packaged items with this information to:

**Returns**  
**500 E. North Street**  
**Deforest, WI 53532**

For additional information on returns, please visit our website at:  
<https://www.demco.com/help/return-or-exchange-an-item>

---

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A07967756

13:31:13 1



Ph 800.962.4463  
Fax 800.245.1329  
demco.com  
Return: Demco, Inc.  
500 East North Street  
DeForest, WI 53532

DATE 11/10/22 PG 001

FedEx Ground

Item 6.

REFERENCE 2313027100 001

Please refer to this number on all correspondence

SHIP TO	BILL TO
P.O. # Account # MICHELLE JOHNSON GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST GRAND RAPIDS MN 55744-2826	Account #220165574 BID# C8C011 GRAND RAPIDS AREA LIBRARY 140 NE 2ND ST GRAND RAPIDS MN 55744-2826

004  
**PACKING LIST**  
Thank you for your order. See reverse side for return instructions.  
Separate invoice will be sent.

LINE	BIN	QTY.	U/M	SHIPPED	PRODUCT NO.	DESCRIPTION/TITLE	WEIGHT	ORDER STATUS
The following products are included in this shipment:								
9	CA083B	2	ROL	✓	20512040	Fantasy Classification Label 1"H x 3/4"W 500/Roll	.200	
10	CA094A	1	ROL	✓	20001910	Labels Spine Permanent Mystery 1"H x 3/4"W 500/Roll	.150	
8	CA094C	1	ROL	✓	20001150	Labels Removable 14 Day Book 1"H x 3/4"W 500/Roll	.145	
11	CF083A	2	BOX	✓	12196100	Subject Class Labels Graphic Novels Yellow 1"x 3/4" 500/Rol	.150	
2	GH084A	10	ROL	✓	12201290	Demco CircExtender3X Laminate Vinyl Matte 12" x 400" 4-Mil	1.392	
1	GI083C	10	ROL	✓	12201280	Demco CircExtender3X Laminate Vinyl Matte 10" x 400" 4-Mil	1.300	

Thank you for your order. Customer service hours are Monday - Friday, 7:30 am to 5:00 pm, CST.

27.915Lbs.

ORDER STATUS → 6 SHIPPED  
BO - BACKORDERED  
CAN - CANCELED

DIS - DISCONTINUED

\*\*\*\*\*

Parcel 004 of 004

23130271 00 001 004



A07967756  
Grand Rapids

MN

Parcel 004 of 004  
D12  
11.4 X 8.8 X 12.2

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Please return carefully packaged items with this information to:

Returns  
500 E. North Street  
Deforest, WI 53532

For additional information on returns, please visit our website at:  
<https://www.demco.com/help/return-or-exchange-an-item>

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RESOLUTION NO. 2022-12  
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:

**Susan Hawkinson \$100.00 (no designation)**

**Grand Rapids Area Library Friends \$3,293.07**

**Library Book Drop Bins \$1,435.56**

**Library Media Drop Chute \$1,452.51**

**Book Page subscription \$405.00**

**Grand Rapids Area Library Foundation \$800.00**

**Storytime – September and October**

**ISD 318 \$486.66**

**Safe Routes to School Program**

Adopted this 14th day of December, 2022

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Jean MacDonell, President

---

Lisa Tabbert, Secretary

# REPORT TO CITY COUNCIL

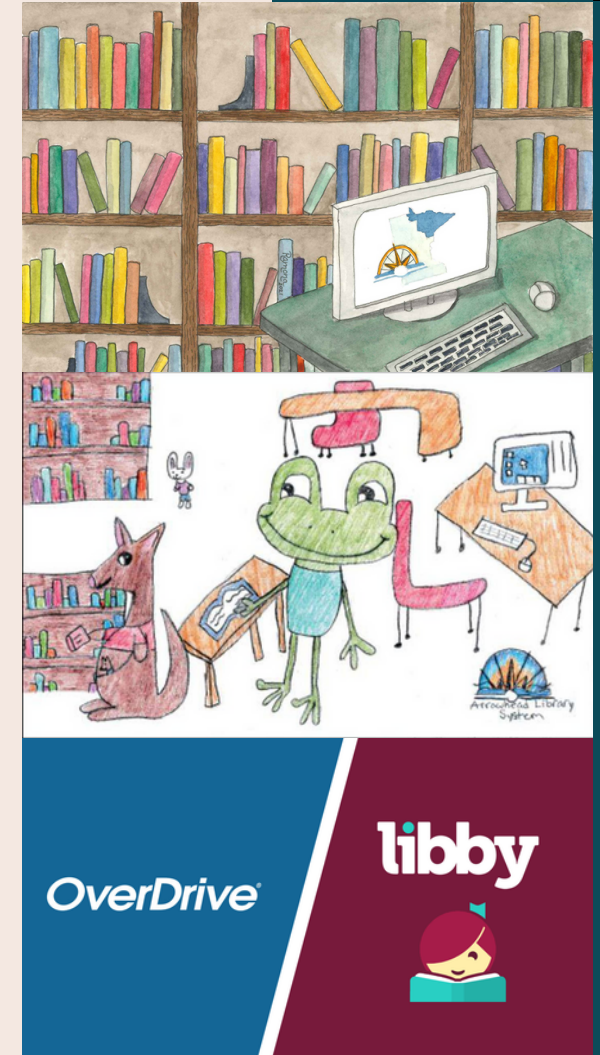
- Grand Rapids Area Library (GRAL) is a free community resource supported by property taxes.
- GRAL is the busiest library in NE Minnesota outside of Duluth .
- Six libraries in Itasca County circulate nearly 250,000 items annually, but 75% of library transactions in Itasca County occur at GRAL.
- GRAL is used by all of Itasca County. There are approximately 20,000 library cardholders in Itasca County - most who live outside the City of Grand Rapids. This is a long-term pattern going back decades.
- Thank you, City Council, for funding 85% of GRAL's annual operations.



# FINDING A NEW NORMAL

Library use and circulation are rebounding, post-pandemic.

- Check-outs of Library materials +42% over 2021
- OverDrive use (eBooks & audiobooks) continues to grow
- Library visits +68% over 2021



# EXPANDING OUR REACH

Meeting community needs with unique online programming and a return to in-person events.



Active Social Media



Artastic at Home



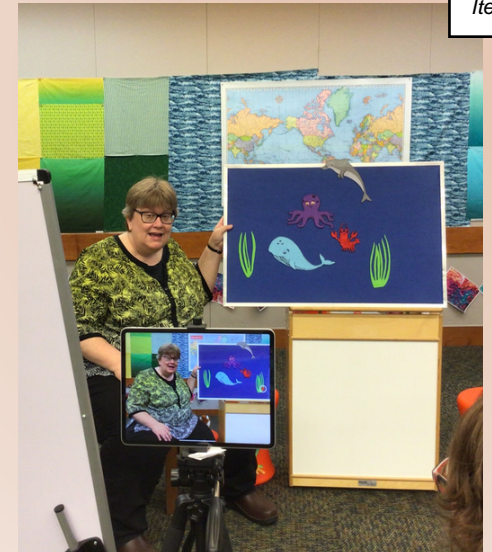
Summer Celebration



Riverfest



Road Tripping Writers



Online Storytime



Taiko Arts Midwest

# AN EFFECTIVE COMMUNITY PARTNER



Riverfest



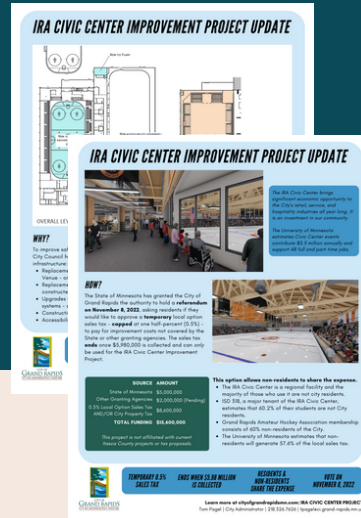
Summer Celebration



McCarty Park



Public Art



Civic Center

## Partnerships:





# CHALLENGES

## 1 Maintaining Service Levels

The balance between public expectations and available funding.

## 2 Building Maintenance

Taking care of an aging building. Fixing what needs fixing.

## 3 Equitable Funding

Despite accounting for more than 50% of use, the County pays only 15% of our budget. We need to work together to change this structure.



# THANK YOU

Providing essential day-to-day & emergency operational support:

- Public Works
- IT
- Facilities

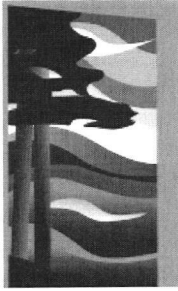
Additional funding\* for programs & projects:

- Grand Rapids Area Library Friends
- Grand Rapids Area Library Foundation

\*This was a record year for giving, which is not sustainable.

Other community supporters:

- Catholic Community Foundation: new book drop
- Arrowhead Library System:
  - \$50,000 in-kind IT
  - Monthly take-and-create programming
  - Quality in-person programming and promotions



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 11-14-2022  
**AGENDA ITEM:** Consider a labor agreement with the Library Union  
**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

Attached is a three year labor agreement between the City and Library Union (Local 3456A). This agreement is equitable to the Clerical agreement but different. With the Library Union, each member will get a \$1/hour increase in pay for each of the three years. In addition, they will receive a lump sum payment of \$300, \$600, and \$900, in each respective year.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the labor agreement between the City and the Library Union (Local 3456A).

# **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, 2023 – December 31, 2025**

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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.

Section 9.5 – If the State of Minnesota adopts Juneteenth as an official holiday, it shall be added to Section 9.1 above.

## **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 4 <sup>th</sup> anniversary	23	184	7.0769
After the 4 <sup>th</sup> anniversary through the 9 <sup>th</sup>	30	240	9.2320
After the 9 <sup>th</sup> anniversary through 14 <sup>th</sup> anniversary	35	280	10.7692
After the 14 <sup>th</sup> 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 4 <sup>th</sup> anniversary	<u>15</u>	<u>120</u>	<u>4.62</u>
After the 4 <sup>th</sup> anniversary through the 9 <sup>th</sup>	<u>20</u>	<u>160</u>	<u>6.15</u>
After the 9 <sup>th</sup> anniversary through the 14 <sup>th</sup> anniversary	<u>25</u>	<u>200</u>	<u>7.69</u>
After the 14 <sup>th</sup> 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.

Section 17.3 – Employees shall receive a lump sum payment on the second full payroll of the year in the following amounts: 2023 - \$300.00, 2024 - \$600.00, 2025 - \$900.00.

**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, 2023 and continue in effect and in force through the 31<sup>st</sup> day of December, 2025 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, 2026.

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

**CITY OF GRAND RAPIDS**

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

By: \_\_\_\_\_  
Dale Christy, Mayor

By: \_\_\_\_\_  
Troy Bauch, Labor Rep./Organizer  
AFSCME Council 65

By: \_\_\_\_\_  
Tom Pagel, City Administrator

By: \_\_\_\_\_  
Dion Holcomb-Card, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**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 2023-2025						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
<b>Effective 1/1/2023 \$1.00</b>	<b>\$ 1.00</b>							
Public Svcs-Clerk I	18.67	19.16	19.64	20.14	20.64	20.89	21.14	21.39
Public Svcs Clerk-Children's	21.31	21.87	22.43	23.01	23.56	23.81	24.06	24.31
Public Svcs Clerk-Circulation	21.31	21.87	22.43	23.01	23.56	23.81	24.06	24.31
Volunteer Coordinator	23.54	24.17	24.79	25.42	26.04	26.29	26.54	26.79
Childrens Librarian	26.27	26.96	27.67	28.37	29.06	29.31	29.56	29.81
Cataloging Technician	26.38	27.09	27.79	28.50	29.21	29.46	29.71	29.96
Reference Librarian	26.54	27.21	27.95	28.66	29.37	29.62	29.87	30.12
<b>Effective 1/1/2024 \$1.00</b>	<b>\$ 1.00</b>							
Public Svcs-Clerk I	19.67	20.16	20.64	21.14	21.64	21.89	22.14	22.39
Public Svcs Clerk-Children's	22.31	22.87	23.43	24.01	24.56	24.81	25.06	25.31
Public Svcs Clerk-Circulation	22.31	22.87	23.43	24.01	24.56	24.81	25.06	25.31
Volunteer Coordinator	24.54	25.17	25.79	26.42	27.04	27.29	27.54	27.79
Childrens Librarian	27.27	27.96	28.67	29.37	30.06	30.31	30.56	30.81
Cataloging Technician	27.38	28.09	28.79	29.50	30.21	30.46	30.71	30.96
Reference Librarian	27.54	28.21	28.95	29.66	30.37	30.62	30.87	31.12
<b>Effective 1/1/2025 \$1.00</b>	<b>\$ 1.00</b>							
Public Svcs-Clerk I	20.67	21.16	21.64	22.14	22.64	22.89	23.14	23.39
Public Svcs Clerk-Children's	23.31	23.87	24.43	25.01	25.56	25.81	26.06	26.31
Public Svcs Clerk-Circulation	23.31	23.87	24.43	25.01	25.56	25.81	26.06	26.31
Volunteer Coordinator	25.54	26.17	26.79	27.42	28.04	28.29	28.54	28.79
Childrens Librarian	28.27	28.96	29.67	30.37	31.06	31.31	31.56	31.81
Cataloging Technician	28.38	29.09	29.79	30.50	31.21	31.46	31.71	31.96
Reference Librarian	28.54	29.21	29.95	30.66	31.37	31.62	31.87	32.12

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

# GRAL Director's Report

DECEMBER 2022

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## ADVOCACY

### -City of Grand Rapids Preliminary Levy

The Grand Rapids City Council adopted a preliminary levy 9/26 for FY 2023 that includes \$759,331 for the Library (the same as FY 2022). There is a 0% increase in the City Levy. (Grand Rapids City Council will adopt a final levy and budget 12/19.)

### -Arrowhead Library System Request to Itasca County

The ALS funding request to Itasca County seeking a 2.5% increase over the FY 2022 support amount to \$402,526 was not included in the Preliminary Levy for 2023 adopted 9/27. The Regional Library line item remains at \$392,709. There is a 0% increase in the County Levy. (Itasca County Board will adopt a final levy and budget 12/13).

### -Minnesota Library Association Legislative Update

The 11-14-2022 update is included with this report.

## LIBRARY MANAGEMENT

### -Christa

Christa Roerick completed the introductory period 12/6/2022 – she is doing a great job at the CIRC desk!

### -New Bookmobile Stop

The Arrowhead Library System Board is considering approval of a new Bookmobile stop in Warba. UPDATE: ALS is also considering Marcell.

### -Book Recycling

Beginning 1/1/23, Itasca Life Options will no longer take discard books for in-house shredding. However, paperback books may be recycled at the Waste Management Bass Lake Road transfer station. ILO has agreed to haul books for recycling in exchange for a consideration from the Friends. We will continue to look for a solution for recycling hardcover books.

## **FACILITIES MAINTAINANCE / SPACE**

### **-Front Door Operator**

Anderson Glass replaced the automatic door operator the second week of November.

### **-Heating System PMs**

Gardener has completed the preventative maintenance inspection on the library heating system.

### **-Bid Specs**

The City Council approved an agreement with Encompass Engineering Inc. for design and bid phases to repair the Library exterior. The Facilities Maintenance Manager is in contact with Encompass regarding the next steps. We hope to have information for Council in time for the start of 2024 budget planning.

## **FIRE RESPONSE**

I responded to one fire call from the Library in November.

END OF REPORT

**Will Richter**

**From:** Minnesota Library Association Office <office@mnlibraryassociation.org>  
**Sent:** Friday, November 18, 2022 1:15 PM  
**To:** Will Richter  
**Subject:** Minnesota Election Results



Advocating for Minnesota's  
libraries, librarians and  
library staff

## **Legislative Update: Minnesota 2022 Elections Results and Analysis from MLA Lobbyist, Sam Walseth CHA**

11.14.2022

In 2018, 1.393 million people voted for Tim Walz. Last Tuesday night, 1.312 million Minnesotans turned out for Walz, putting him squarely in the victory circle early on election night. In 2018, GOP Gubernatorial nominee Jeff Johnson attained 1.097 million voters and Scott Jensen pulled in 1.120 million this year. The GOP maintained strong message discipline on crime and inflation, highlighting failed attempts to defund the police. While this resonated with their traditional voters, those messages were trumped by higher concerns over threats to reproductive rights and our democracy among independent voters, who upon post-election analysis, appear to have tilted slightly to the Democrats. While Trump's visibility in Minnesota was low this cycle, offering late endorsements for Jensen, perhaps his presence nationally, and the continued rhetoric about re-litigating the 2020 election, didn't play well here. Of note, GOP Secretary of State candidate, Kim Crockett, who, joking or not, talked 2020 election fraud, had the poorest showing among GOP statewide candidates.

Furthermore, attempts by GOP candidates in MN to distance themselves from the Dobb's decision and claim that abortion wasn't on the ballot don't appear to have worked with women and independents. Add a strong youth vote (18-29 year-olds) that broke by huge margins for DFLers and the red wave was just a mirage in Minnesota. Republicans last won a statewide race in Minnesota in 2006, a year where Tim Pawlenty won re-election to the Governor's office in a three-way race. Also note Amy Klobuchar's 1.566 million votes in 2018. She's up for re-election in 2024.

Once again, Democrats hung on to all statewide constitutional officers. For Congress, the incumbents return as Angie Craig (CD 2 south metro) secured a win in one of the most

competitive congressional races in the country. Dean Phillips (CD 3, west metro) won handily, moving a congressional seat that in 2014 was a GOP +24 to a now DFL +20 district. Secretary of State Steve Simon was the largest vote-getter on election night, collecting 1.345 million votes. House Speaker Melissa Hortman defied the odds and is keeping her majority intact with what looks to be a 70-64 split. Most stunning of all is that the Senate DFL found a pathway to 34 members, attaining the slimmest of majority status, 34-33, and giving the DFL a governing “trifecta” - the first since the 2012 election. The DFL’s pathway is through the suburbs, which have solidified for them, along with the larger Greater MN communities of Duluth, Rochester, St. Cloud, Mankato and Moorhead.

The rural DFL juggernaut that, with the Iron Range, held control of Minnesota’s political landscape through the 1980s until Obama’s second term is gone, as is the GOP control of the suburbs. Both elements still exist, but the dominant political identities of the regions have flipped the script and a new Minnesota majority has emerged. Minnesota is one of 18 states, including Michigan, which have joined the Democrat trifecta club. Of course, many states are in the Republican trifecta club, but Minnesota had been one of two hold-out states for divided state government and throughout the midterm cycle it felt like it could go the other way.

**DFL Priorities**

Another factor, perhaps benefiting the DFL, is the fading of left-leaning third parties, like the “Legal Marijuana Now” party, which will lose major party status after failing to secure a minimum 5% voter threshold in the last two general elections. After seeing votes hemorrhaged to the marijuana parties in recent elections, the DFL has taken an aggressive stance toward pro-legalization. We should expect to see a marijuana legalization bill advance and likely become law during the 2023 session. Labor groups, of course, are a mainstay presence for Minnesota’s DFL and Paid Family Medical Leave will be another top priority issue for the new trifecta to advance. Last, but not least, is the impact of the Dobb’s Supreme Court Case, overturning Roe vs Wade. There will be serious consideration by the new DFL majorities to place a constitutional question on the ballot for 2024 voters to consider. A state Supreme Court decision is currently protecting a woman’s right to choose in Minnesota.

As for Education: vouchers and “education savings accounts” are dead on arrival. Instead, we should expect a significant, if not a truly historic, education package to emerge from the Walz budget plan, released by January 24. In recent years, teacher union pressure has been to allocate state aid to categories of staff groups, like school counselors, in addition to state dollars in student-based formulas (general education, special education, English Language Learners). In his press conference last Wednesday, Governor Walz talked about potentially fully funding special education. Support for regional library systems has been in the mix in recent DFL (and the 2021 GOP) education plans.

**New Leaders**

Last Thursday the Senate DFL decided on Sen. Kari Dziedzic (Minneapolis) to be the Senate Majority Leader. They selected Bobby Joe Champion (Minneapolis) to be the President of the Senate. They selected Ann Rest (New Hope) to be the Tax Chair, and they picked John Marty (Roseville) as the Finance Chair. SML Dziedzic said they are still deciding on assistant leadership posts. She stated their caucus will spend more time

together and hearing from their very large incoming class of new Senators about what policy issues they heard at the doors as they work to coalesce around their 2023 agenda. A committee structure and chairs remain to be seen and is probably a couple of weeks out.

The Senate GOP also regrouped and chose a new leadership team. Sen. Mark Johnson (East Grand Forks) will be the new Senate Minority Leader. His leadership team includes Sens. Justin Eichorn (Grand Rapids), Julia Coleman (Chanhassen), Karin Housley (Stillwater) and Bill Weber (Luverne).

The House DFL will continue under the leadership of Speaker Melissa Hortman (Brooklyn Park). They have selected Jamie Long (Minneapolis) as their new Majority Leader and House Whip Athena Hollins (St. Paul) to work with Speaker Hortman on organizing the House for 2023. Last Friday, the House GOP decided to move in a new direction with the selection of Lisa Demuth (Cold Spring) as the incoming House Minority Leader.

**Education Leaders**

Last February’s redistricting results led to many retirements, including key educational leaders. Tuesday’s election resulted in another key retirement as Senate GOP Education Chair Roger Chamberlain lost his election to Heather Gustafson. Chamberlain’s race was highly targeted by the DFL, in particular by Education Minnesota, who sought to unseat Chamberlain. Both the House and Senate DFL majorities need to select new Education chairs, but we likely won’t know who they’ll be for a few weeks.

**Library Leaders**

**THE Rep. Mary Murphy (DFL Hermantown)**

Library supporters lost their key ally in the election. Longtime House DFLer Mary Murphy (DFL Hermantown) lost by a narrow, 35 vote margin, ending a long and storied career. Her unwavering support for library programs will be missed and we’ll need to rally up new supporters to fill her historic shoes, especially on Library Legacy and Bonding requests.

**Rep. Dan Wolgamott (St. Cloud)**

Rep. Dan Wolgamott, the latest House chief author for regional public library system support, won re-election to his third term. He stays in the majority, and we’ll look to him for continued support of the MLA agenda.

**Sen. Mary Kunesh (DFL New Brighton)**

Filling the library advocacy gap in the Senate has been Sen. Mary Kunesh, a former licensed school media specialist in her own right. She now gets a chance to legislate from the Senate majority and we can be excited about her prospects for helping advance the MLA agenda.

**Sen. Mark Johnson (GOP East Grand Forks)**

Sen. Mark Johnson, the latest Senate chief author for library system support, won re-election to his third term. While the GOP lost majority status, Sen. Johnson has been



selected as their new leader. He is the Senate Minority Leader for the 2023 session and beyond. We'll still look to Sen. Johnson for his continued support of the MLA agenda.

**Sen. Karin Housley (GOP Stillwater)**

Sen. Karin Housley, the latest Senate chief author for library construction and renovation grants (Bonding bill) won re-election to her fourth term. We'll still look to Sen. Housley for her continued support of the MLA agenda.

**New Members**

Overall, we expect 68 new members in the Legislature to be sworn in on January 3, 47 in the House and 21 in the Senate, about 1/3 of each body. The Senate DFL caucus has 20 current members and 14 new Senators joining their ranks. The Senate GOP caucus has 24 returning members and 9 new Senators. The House DFL has 51 returning members and 19 new members. The House GOP has 40 returning members and 24 new members.

In addition to the committee structure for the House and Senate, and their committee staff, the actual committee rosters are the final piece of the organizational jigsaw puzzle as the new legislative chessboard is set. We likely won't see committee rosters until very close to the start of session, somewhat by design to keep the lobbyist crew at bay, but it's also a monumental task for leadership to balance out many interests, many personalities, and ensure that key legislation won't hit accidental roadblocks during committee hearings.

**One Minnesota**

A significant consensus for policy and legislative solutions around a core set of issues seems elusive in Minnesota, as it appears to be for the rest of the nation. Our voting blocs appear to be hardening, especially along generational lines. While a political trifecta certainly greases the skids for Tim Walz's second term, perhaps relief from the pandemic and serious civil unrest will allow him to refocus our energies on the many problems that all our communities are facing. Housing shortages, workforce shortages, childcare shortages, rebuilding respect for our educational professionals, property tax stability, layering in the federal infrastructure money, and yes, persistent economic and educational disparities that all too often fall on racial lines. These might not be the hot issues that trigger extreme voter bases, but they're the bread-looking-for-butter issues that cross the rural metro divide. A sustained focus on these complex challenges over the fresh four years of Walz's next term, and the Senate's four-year term, could get us back on track for the good life we expect in Minnesota.

Minnesota Library Association  
1611 County Road B W, Ste. 315  
Saint Paul, MN 55113

If you would like to

unsubscribe: <http://www.mnlibraryassociation.org/members/EmailOptPreferences.aspx?id=56415247&e=wrichter@ci.grand-rapids.mn.us&h=7077bc9257044f32a74fea894482ed45655450d2>

## November in Children's

Holy Cow! What a month! (And where, do you suppose, the expression "Holy Cow" came from? Hang on...Well! This was not what I was expecting! Straight from Wikipedia:

The phrase "Holy cow!" was used by baseball players at least as early as 1913 and probably much earlier. It became associated with several American baseball broadcasters. **The phrase may have originated with reporter and broadcaster Halsey Hall who worked in Minneapolis, Minnesota from 1919 until his death in 1977.**

There you go! Your trivia for the day.

We had a great month in Children's! Our first foray into the return of Lego Club was much better than I anticipated, with 35 builders joining us. We are experimenting with a partnership with the Class Act program from Minnesota North College, and have hired two Class Act students to help run the Lego program. It went well, and I look forward to working with these gentlemen in the future. (We discovered, long ago, that Lego club afternoons are insanely busy with the families of the builders in the library, and with the builders themselves trickling in after their projects are done. We need at least two staff in the library, and two more in the Lego room, to make things work on those busy, busy afternoons.)

Our second program of "Afterschool with Ms. Amy" again saw 16 participants. The group is trending younger than I had hoped, but it does confirm a thought I had: school-age kids need to know what the project will be before they, and their parents, commit time to it. I am very content with the participation numbers, but I'm imagining a program that will connect better with my target audience.

Online we are continuing Storytime, of course, and also Artastic. (Regarding storytime: I've had more than a few people mention that they saw me on TV. I often forget that ICTV broadcasts our Storytime as well as it being posted on Facebook and YouTube. I think because it is a statistic that is unavailable to us, I don't even think about it.)

We will begin monthly classroom visits with the Cohasset 1<sup>st</sup> graders (both sections) in December, and have had queries from three other teachers. While I'm excited for class visits to begin again, I am beginning to feel stretched in ways I haven't been. Our online presence combined with significant in-person demand is something to which I need to adjust. I am actively looking for ways to streamline my processes to free up some time. (And, in a way, aren't we all?) If I have a flash of brilliance on how to do this, I'll certainly share! 😊 (I also need to put in a plug for Dion here. She picks up slack wherever I drop it, and not only films and edits our online programs, but she also has started completely cataloging many of our books. That's a big deal. You know, during all that extra time

when she's not helping patrons, shelving, keeping and gathering stats, and doing all the things that I don't do. She is a wonder, and our library, especially the Children's Department, would be in a sad, sad, state without her.)

Thank you, Board, for all that you do for us. I am grateful. Happy Reading!

Monthly Report - Overview for Nov 2022

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Locations on this report: Grand Rapids Area Library

Checkout

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	9235	8982	2	8339	10	105176	77445	35
Phone Renewal	272	265	2	345	-22	3191	2026	57
Renewal	156	154	1	257	-40	1893	1929	-2
Opac Renewal	571	789	-28	746	-24	7239	6424	12
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	10234	10190	0	9687	5	117499	87824	33

Checkout Stock Rotation

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0

Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Checkin

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
Normal	8263	8631	-5	8527	-4	96264	72195	33
Late	1825	1587	14	1948	-7	20482	13620	50
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	10088	10218	-2	10475	-4	116746	85815	36

Requests Placed

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
Placed	1806	2162	-17	1804	0	20431	24791	-18
Total	1806	2162	-17	1804	0	20431	24791	-18

Requests Resolved

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
Cancelled	82	119	-32	84	-3	968	1286	-25
Filled	3087	2710	13	2828	9	30693	36308	-16
Expired	1	2	-50	12	-92	27	64	-58
Total	3170	2831	11	2924	8	31688	37658	-16

Holdes Resolved

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
Picked Up	1868	1654	12	1689	10	18466	24262	-24
Cancelled	7	2	250	7	0	38	45	-16
Expired	105	146	-29	162	-36	1400	1542	-10
Total	1980	1802	9	1858	6	19904	25849	-23

Overdues

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
1st Notice	423	510	-18	469	-10	5379	3074	74
2nd Notice	0	0	0	0	0	20	11	81
3rd Notice	0	1	-100	1	-100	6	8	-25
4th Notice	0	1	-100	1	-100	4	3	33
5th Notice	0	1	-100	0	0	1	0	100
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	105	256	-59	94	11	1691	802	110
Total	528	769	-32	565	-7	7101	3898	82

Borrower Delta

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	70	98	-29	65	7	975	587	66

Deleted (Manual)	10	7	42	171	-95	96	240	-60
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	80	105	-24	236	-67	1071	827	29

Bib Delta

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	138	353	-61	202	-32	2025	1634	23
Deleted (Manual)	185	434	-58	444	-59	3763	1796	109
New (Batch)	179	114	57	46	289	887	531	67
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	502	901	-45	692	-28	6675	3961	68

Auth Delta

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	2	-100	3	-100	8	6	33
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	2	-100	3	-100	8	6	33

Item Delta

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	603	854	-30	465	29	5767	4864	18
Deleted (Manual)	171	832	-80	731	-77	7371	4668	57
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	774	1686	-55	1196	-36	13138	9532	37

Acquisitions Activities

Description	Nov 2022	Oct 2022	%chg	Nov 2021	%chg	2022 YTD	2021 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	253	578	-57	301	-16	3404	2863	18
Items Rcvd by Ven	256	598	-58	308	-17	3466	2916	18
Claims	0	0	0	0	0	0	0	0
Total	509	1176	-57	609	-17	6870	5779	18



**Grand Rapids Area Library**  
**Reference Statistics**  
**November 2022**

	<b>November 2022</b>	<b>YTD 2022</b>
<b>Door Count</b>	<b>2565</b>	<b>43564</b>
<b>Reference Questions</b>	<b>194</b>	<b>2964</b>
<b>Computer Help Over 5 Minutes</b>	<b>23</b>	<b>343</b>
<b>Tests Proctored</b>	<b>0</b>	<b>13</b>
<b>Public Computer Use: Sessions</b>	<b>210</b>	<b>3206</b>
<b>Public Computer Use: Hours Used</b>	<b>143</b>	<b>2187</b>
<b>Special Computer Sessions</b>	<b>108</b>	<b>1264</b>
<b>Passports Accepted</b>	<b>86</b>	<b>754</b>

# November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 12,456	2 13203	3 13,455	4 13,603	5
		<b>2</b>	7			(15)
6	7 14056 * Volume →	8 15050	9 15317	10 15549	11 CLOSED	12
	5	3	3	8		(19)
13	14 15784	15 16017	16 16241	17 16507	18 16,679	19
	2	1	8	5	8	(24)
20	21 16876	22 17103	23 17328	24 CLOSED	25 CLOSED	26
	2	5	2			(9)
27	28 17581	29 17,798	30 18008			
	6	7	6			(19)

# November 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 5 NP c <del>    </del>	2 4 NP c 	3 4 NP c <del>    </del>	4 2 NP c <del>    </del>	5 
6	7 5+11 NP     c <del>    </del>	8 3+12 NP c 	9 5+9 NP c <del>    </del>	10 2+8 NP c <del>    </del>	11	12
13	14 2+7 NP c <del>    </del>	15 1+8 NP c <del>    </del>	16 3+8 NP c 	17 1+6 NP c 	18 3+9 NP c 	19
20	21 6+5 NP c <del>    </del>	22 12 NP c <del>    </del>	23 3+8 NP c 	24	25	26
27	28 4+10 NP c <del>    </del>	29 5+9 NP c <del>    </del>	30 3+11 NP c <del>    </del>			

## Children's Stats

Month November  
20 22

### Online Storytime

Programs: 4

Facebook views: 254

YouTube views: 258

Total views: 512

### Artastic

Programs: 1

Facebook views: 77

YouTube views: 20

Total views: 97

Kits handed out: 150

### Book Time

Programs: 3

People: 46

### Class visits

Groups/People: 1/15

### Children's Programs

Programs: 2

People: 51

### Reference Questions:

359

Reference Questions

2021: 205

November 22

3  
7/10

10 1

4

228  
228  
213

2  
10

1

17  
20  
19  
120

328

202

# November 2022

Item 11.

SUN	MON	TUE	WED	THU	FRI	SAT
		1 16	2 36	3 22	4 6	5 80
6	7 19	8 23 Cindy in pm	9 18	10 12	11 closed	12 72
13	14 23	15 13	16 17	17 21	18 19	19 93
20	21 16	22 24	23 19	24 25 CLOSED		26 61
27	28 13	29 21	30 19			53

### GRAND RAPIDS AREA LIBRARY: 2022 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	26	124.75	5	125.25	8	8.00	0	0.00	0	0.00	3	39.00	9	27.00	31	250.00
February	23	94.00	7	109.00	9	9.00	0	0.00	0	0.00	8	46.00	2	10.00	30	203.00
March	18	112.50	9	128.00	7	7.00	0	0.00	0	0.00	8	60.50	1	4.00	27	240.50
April	31	160.00	7	85.25	6	6.00	0	0.00	0	0.00	13	72.50	9	29.00	38	245.25
May	25	131.25	8	101.50	8	8.00	0	0.00	0	0.00	12	69.00	2	6.50	33	232.75
June	35	224.75	10	112.25	7	7.00	0	0.00	0	0.00	25	156.50	1	5.00	45	337.00
July	22	138.50	9	91.00	6	6.00	0	0.00	0	0.00	11	73.00	1	6.00	31	229.50
August	33	283.50	9	139.75	8	8.00	0	0.00	0	0.00	11	95.50	1	5.00	42	423.25
September	34	195.50	10	101.50	8	8.00	1	3.00	0	0.00	14	114.50	6	20.00	44	297.00
October	27	163.00	10	103.00	8	8.00	0	0.00	0	0.00	11	74.50	1	7.00	37	266.00
November	41	226.25	10	119.50	9	9.00	0	0.00	0	0.00	18	136.00	7	18.00	51	345.75
December																
<b>Total</b>		<b>1854.00</b>		<b>1216.00</b>		<b>84.00</b>		<b>3.00</b>		<b>0.00</b>		<b>937.00</b>		<b>137.50</b>	*	<b>3,070.00</b>

**Grand Rapids Area Library**  
**Reference Statistics**  
**October 2022**

	<b>October 2022</b>	<b>YTD 2022</b>
<b>Door Count</b>	<b>2291</b>	<b>40999</b>
<b>Reference Questions</b>	<b>252</b>	<b>2770</b>
<b>Computer Help Over 5 Minutes</b>	<b>32</b>	<b>320</b>
<b>Tests Proctored</b>	<b>1</b>	<b>13</b>
<b>Public Computer Use: Sessions</b>	<b>247</b>	<b>2996</b>
<b>Public Computer Use: Hours Used</b>	<b>165</b>	<b>2044</b>
<b>Special Computer Sessions</b>	<b>142</b>	<b>1156</b>
<b>Passports Accepted</b>	<b>99</b>	<b>668</b>



# October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 8156 4	4 8317 7	5 8735 *COVID Booster Clinic 9	<del>8976</del> 8976 <del>8976</del> 5	<del>9080</del> 9080 <del>9080</del> 5	8 30
9	10 9294 <del>9294</del> 3	11 9591 5	12 9850 7	13 10087 3	14 10213 <del>10213</del> 3	15 21
16	17 10494 3	18 10720 1	19 10901 5	20 11235 5	21 11403 2	22 20
23	24 11659 5	25 11932 6	26 12147 4	27 12371 7	28 12541 8	29 24
30	31 12739 4					4

# October 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 2+12 NP C <del>    </del>	4 5+6 NP C <del>  </del>	5 4+12 NP C <del>    </del>	6 3+9 NP C <del>    </del>	7    NP C <del>  </del>	8
9	10 1+8 NP C 	11 13 NP C <del>    </del>	12 1+12 NP C 	13 4+7 NP C <del>    </del>	14 4+8 NP C <del>    </del>	15
16	17 3+10 NP C <del>    </del>	18 2+10 NP C 	19 4+9 NP C <del>    </del>	20 12 NP C <del>    </del>	21 3 NP C 	22
23	24 4+12 NP C <del>    </del>	25 8+4 NP C <del>    </del>	26 2+8 NP C 	27 2+10 NP C <del>    </del>	28 7 NP C <del>  </del>	29
30	31 8+12 NP C <del>  </del>					

**Children's Stats**

Month October  
 20 22

**Online Storytime**

Programs: 4

Facebook views: 248

YouTube views: 493

Total views: 741

**Artastic**

Programs: 1

Facebook views: 81

YouTube views: 24

Total views: 105

Kits handed out: 150

**Book Time**

Programs: 1

People: 19

**Class visits**

Groups/People: 2 / 46

**Children's Programs**

Programs: 1

People: 17

**Reference Questions:**

343

Reference Questions

2021: 310

# October 2022

343

Item 11.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 15	4 12	5 25	6 15	7 6	8 23
9	10 8	11 28	12 13	13 12	14 9	15 10
16	17 12	18 11	19 15	20 20	21 16	22 88
23	24 30	25 10	26 22	27 17	28 8	29 102
30	31 10					