

LIBRARY FINANCIAL QUESTIONS

Commissioner Questions

1. What steps have you taken to reduce the budget?
 - a. From 2010 to 2025 we have reduced the number of full-time employees from 6 to 4 and part-time employees from 5 to 3. Starting 8/4 we will be down to 4 full-time employees.
 - b. In 2010 a heat plate exchanger was installed to utilize heat from UPM's waste stream. Prior to installation the natural gas expenditures were around \$23k annually. We have seen annual natural gas expenditures as low as \$2k after the installation of the heat plate exchanger.
 - c. Cut the book budget, eliminated staff training and mileage, reduced magazine subscriptions, reduced technology purchases, cut number of public computers, eliminated program budget.
2. What steps have you taken to increase revenue? IE: Go Fund me page, Grant request, more volunteers to reduce labor cost.
 - a. Took over passport acceptance from Itasca County - \$20k+ per year.
 - b. Revitalized the Grand Rapids Area Library Foundation - \$25k per year.
 - c. Rebuilt volunteer corps – 85 volunteers in 2024: contributing 3,100 hours.
3. Do you have the breakdown on the budget?
 - a. See attached 2026 preliminary budget.
4. What do each of the employees make?
 - a. Library employees are represented by AFSME. See attached labor agreement which expires at the end of this year.
5. What future repairs or renovations will be needed in the next 5-10 years? Appx cost of repairs/renovations?
 - a. We will likely need to replace the roofing membrane in accordance with the attached report.
6. What are you doing about scheduling staffing without having so many on at once and use more volunteers?
 - a. We are maximizing our use of volunteers. The Minnesota Data Privacy Act does not allow volunteers to access patron data – i.e. checking out books at a service desk.
 - b. We have had to reduce our hours due to lack of staffing. This is tied to the shift toward part-time employees.
7. Why is the budget going up so much? We have not heard a plan to try and keep the budget down.
 - a. On an annual basis the city has worked to keep the budget increases minimized. Revenues outside the city levy have stayed flat. The following table summarizes 2015 to proposed 2026 budgets:

Item	2015	2026	% Ann. Inc.
Personnel	548,925	716,924	2.6

Sup. & Mat.	90,499	90,500	0
Services	133,146	171,408	2.6
Capital	55,944	0	Na
Total	828,564	978,832	1.6

8. We would like to discuss your hours of operation. The smaller libraries do 11-5, have you considered that as right now you are 10-6 four days and close at 2 on Friday.
 - a. We have based our schedule on times when the library is busiest. Please see included activity report.
9. What plans are there to restructure staff scheduling?
 - a. The current trend is for greater reliance on part-time employees and reduced service levels (hours).
10. Why were 2 positions added with benefits and tuition assistance vs temp employees?
 - a. Effective August 4, Will Richter is transferring out of the library. We have internally filled the position with Amy Detmer who was the Assistant Director. Instead of filling the Assistant Director position, we have hire two part-time employees without benefits. This reduces the 2026 proposed budget by approximately \$31k.
11. What has been implemented over the last 3-4 years as cost saving measures?
 - a. Please see responses above.

GRAND RAPIDS AREA LIBRARY: 2024 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	22	141.75	8	101.75	7	27.00	8	43.25	1	8.00	30	243.50
February	31	159.75	7	101.25	7	27.00	11	77.50	9	20.00	38	261.00
March	24	146.25	7	65.00	7	27.00	8	50.25	2	11.00	31	211.25
April	35	187.75	8	87.25	9	29.00	11	65.25	8	17.00	43	275.00
May	28	177.50	7	108.50	7	26.00	8	95.50	2	6.00	35	286.00
June	29	157.00	6	101.50	6	26.00	10	84.25	1	6.00	35	258.50
July	36	206.25	8	111.00	7	17.00	18	137.25	1	9.00	44	317.25
August	44	244.00	5	104.25	7	43.00	7	74.00	1	5.00	49	348.25
September	33	146.75	4	81.00	7	27.00	10	64.50	10	19.00	37	227.75
October	29	176.00	4	79.25	6	26.00	9	71.00	1	4.00	33	255.25
November	42	181.00	4	94.50	8	28.00	10	96.00	9	17.00	46	275.50
December	24	154.00	4	77.25	8	28.00	7	64.75	1	20.00	28	231.25
Total		2078.00		1112.50		331.00		923.50		142.00	85	3,190.50

ACTUAL 2021-2023 EXPEI

	<u>2007 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>5/31/2007 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>
REVENUES							
Taxes							
Current	\$ 461,511	\$ 476,847	\$ 414,157	\$ 419,068		\$ 439,231	\$ 465,824
Delinquent	7,430	4,472	7,166	3,459		3,608	440
Fiscal Disparities	13,919	18,950	32,011	51,061		49,220	66,325
Total Taxes	<u>482,860</u>	<u>500,269</u>	<u>453,334</u>	<u>473,588</u>	-	<u>492,059</u>	<u>532,589</u>
Intergovernmental							
Supplemental Aid	43,297	41,477	38,008	37,378		38,071	37,808
State of Minnesota				200,000		250	-
Library Contracts	151,860	146,294	144,623	135,333		129,590	125,549
Total Intergovernmental	<u>233,006</u>	<u>221,887</u>	<u>192,697</u>	<u>382,127</u>	-	<u>167,911</u>	<u>163,357</u>
Charges for Services							
ALS Cross-overs	6,282	6,282	8,045	8,045		8,136	6,282
Photo Copies	2,063	2,021	2,356	1,863		1,589	1,604
Internet	2,922	3,132	3,244	3,382		3,050	2,976
Library Fees-Proctoring		-	-	-		-	20
Passport Processing Fee						-	-
Fax Machine Use	310	492	269	2		-	-
Total Charges for Services	<u>11,578</u>	<u>11,926</u>	<u>13,914</u>	<u>13,292</u>	-	<u>12,775</u>	<u>10,882</u>
Fines and Forfeits							
Library Fines	18,090	15,409	14,970	14,303		17,952	13,207
Total Fines and Forfeits	<u>18,090</u>	<u>15,409</u>	<u>14,970</u>	<u>14,303</u>	-	<u>17,952</u>	<u>13,207</u>
Miscellaneous Revenue							
Donations	6,217	3,700	3,625	2,983		13,288	4,678
Memorial Books	-	601	1,613	120		670	245
Donations-Children's Library				-		-	-
Donations-Library Programs	-	-	278	873		710	398
Endowment Fund Income	2,985	3,464	3,048	134		3,101	4,753
Donations-ADA Project							
Grand Rapids Lib Foundation	31,000	1,709	6,675	7,400		7,720	58,875
Meeting Room Receipts	8,429	4,834	3,310	4,024		3,394	3,922
Miscellaneous	51	1,757	2,534	1,905		2,224	2,709
Energy Rebates	22,057	-	-	-		26,250	-
Investment Income	22,461	10,580	6,548	6,206		2,295	1,353
Net (loss)/gain on net Investment							
Total Miscellaneous Revenue	<u>93,201</u>	<u>26,645</u>	<u>27,631</u>	<u>23,645</u>	-	<u>59,652</u>	<u>76,934</u>
Other Sources							
Insurance Recovery							
Operating Transfer - In	-	1,085		68,309	-	6,477	-
Fund Balance Usage	-	-	36,966	-		-	-
Total Revenues	<u>838,734</u>	<u>777,221</u>	<u>739,512</u>	<u>975,264</u>	-	<u>756,826</u>	<u>796,969</u>
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-

ACTUAL 2021-2023 EXPEI

	<u>2007 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>5/31/2007 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>
Personnel							
Salary-Full time	255,895	269,553	280,256	291,040		296,090	303,426
Salary-Full time overtime	-	-	-	-		-	-
Salary-Part Time	83,912	70,447	83,350	95,283		98,105	101,660
Salary-Part time overtime	-	-	-	-		-	-
Contracted Services	7,004	27,239	11,788	5,155		2,756	3,219
PERA	21,091	22,948	25,446	28,008		28,377	29,366
FICA	20,079	20,029	21,431	22,794		23,055	23,734
Medicare	4,696	4,684	5,012	5,331		5,392	5,550
Health Insurance	63,069	56,011	58,644	57,503		54,166	58,405
Life Insurance	909	862	168	282		246	246
Unemployment	-	-	-	-		-	-
Worker's Comp	1,799	2,117	2,050	2,757		2,118	2,160
Total Personnel	<u>458,453</u>	<u>473,890</u>	<u>488,146</u>	<u>508,153</u>	<u>-</u>	<u>510,305</u>	<u>527,767</u>
Supplies and materials							
Office Supplies	8121.24	7564.68	9848.09	7591.74		4,719	3,971
Copy Supplies	915	808	895	756		687	788
Printing/binding	1,530	135	823	570		515	596
Computer Supplies	4,018	4,350	4,226	4,032		3,320	2,639
Computer Inventory	1,589	2,054	1,595	10,737		4,357	1,642
Assets between 700 and 4999	4,488	5,687	7,108	18,520		8,442	9,720
Inventorial Supplies Equip<700	6,735	-	-	110		1,537	400
Volunteer Prgm Supplies & Mat	111	165	185	481		449	314
Operating Supplies	2,797	971	1,519	2,394		1,326	3,710
Books	35,125	46,326	46,049	47,290		41,122	36,327
Audio/Visual	2,491	9,936	10,908	10,158		8,458	10,074
Newspapers	2,328	1,153	1,787	1,565		1,665	1,397
Periodicals	7,085	7,629	7,510	7,289		7,073	6,282
Maintenance Tools/Supplies	2,480	3,238	4,071	2,869		2,663	2,137
Other Supplies/Materials	345	272	-	-		22	-
Equipment/Parts	9	-	-	-		-	-
Volunteer Coordinator Materials	-	-	-	-		-	-
Total supplies and materials	<u>80,168</u>	<u>90,289</u>	<u>96,523</u>	<u>114,363</u>	<u>-</u>	<u>86,355</u>	<u>79,997</u>
Services and Charges							
Professional Services	-	-	-	-		-	-
Accounting Services	700	833	586	586		586	668
Legal	250	65	-	1,203		-	-
Laundry	576	520	382	431		433	450
Janitorial Services	26,002	27,585	28,983	28,701		21,400	20,400
Other Contracted Services	563	6,078	5,881	7,966		5,633	7,969
Telephone	5,951	6,342	6,859	7,796		5,838	5,658
Postage/Freight	4,345	1,269	826	1,420		901	424
Seminar/Meetings/School	917	2,388	584	1,380		222	528
Staff Training	-	438	-	128		-	-
Community Ed/Promotion	188	25	68	75		264	25
Professional Service-Collections	1,059	1,073	486	565		1,654	2,753
Auto Mileage/travel	-	-	-	61		-	-
Publishing and Advertising	2,192	1,454	669	377		25	697
General Insurance	10,239	8,133	7,251	6,398		6,271	7,594

ACTUAL 2021-2023 EXPEI

	2007 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	5/31/2007 ACTUAL	2012 ACTUAL	2013 ACTUAL
Electricity	40,517	38,521	41,427	39,169		37,218	37,065
Garbage Removal	1,170	1,728	1,064	1,298		1,650	1,571
Heat-Natural Gas	22,005	17,286	12,985	13,102		4,706	1,827
Maintenance Contracts	4,069	3,032	2,971	3,246		4,895	8,375
Building Maintenance/Repairs	15,484	33,270	15,982	10,989		12,564	8,461
Grounds Maintenance	679	1,045	2,965	672		566	521
Computer Maintenance/Repairs	47,755	6,406	11,217	15,394		8,168	8,830
On-line Services	7,277	4,568	1,960	1,960		1,524	3,359
General Equip Maint/Repair	2,762	8,771	9,446	3,254		8,124	8,630
Equipment Leases	807	783	816	837		862	891
Miscellaneous	30	33	30	-		-	-
Dues & Subscriptions		-	-	30		30	181
Interlibrary Loan Charges	58	58	52	25		-	122
Fund Balance Payback	18,602	-	-	-		-	-
Total Other Services	<u>214,195</u>	<u>171,702</u>	<u>153,490</u>	<u>147,062</u>	<u>-</u>	<u>123,534</u>	<u>126,998</u>
Capital Outlay							
Equipment/Mach/Furn/Fixture	-	18,914	-	40,262	-	30,647	50,222
Building/Bldg Improvements				549,524		-	-
Total Capital Outlay	<u></u>	<u>18,914</u>	<u>-</u>	<u>589,786</u>	<u>-</u>	<u>30,647</u>	<u>50,222</u>
GRAND TOTAL	<u>770,921</u>	<u>756,765</u>	<u>748,130</u>	<u>1,361,985</u>	<u>6,803</u>	<u>758,580</u>	<u>787,246</u>
REVENUE/(EXPENDITURES)	<u>\$ 67,813</u>	<u>\$ 20,456</u>	<u>\$ (8,618)</u>	<u>\$ (386,721)</u>	<u>\$ (6,803)</u>	<u>\$ (1,754)</u>	<u>\$ 9,723</u>

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
NDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL
\$ 522,516	\$ 530,305	\$ 542,057	\$ 569,504	\$ 589,054	\$ 592,536	\$ 597,651	\$ 605,929	\$ 642,923
2,361	1,335	4,013	5,745	2,901	4,966	3,003	8,908	4,460
36,650	39,917	45,367	51,725	61,320	62,931	63,130	52,442	78,000
561,527	571,557	591,438	626,974	653,275	660,433	663,784	667,279	725,384
40,965	36,122	36,327	36,789	37,441	34,162	33,613	33,728	33,956
-	49	-	-	10,020	206	-	-	707
127,592	128,168	129,117	132,011	131,961	133,463	144,800	146,043	151,428
168,557	164,338	165,445	168,800	179,422	167,831	178,413	179,771	186,092
5,282	5,282	5,282	5,282	5,282	5,282	8,045	8,045	8,045
1,679	1,932	2,402	2,706	3,149	3,676	851	1,579	2,290
3,355	3,522	3,531	3,784	3,442	2,837	480	876	1,449
320	700	315	565	540	400	160	130	120
-	3,025	26,350	26,300	36,815	34,755	10,745	17,185	29,640
3	129	714	908	1,219	1,776	533	367	436
10,639	14,591	38,594	39,545	50,447	48,726	20,814	28,182	41,980
13,319	12,695	12,298	12,432	11,309	11,135	2,270	220	13
13,319	12,695	12,298	12,432	11,309	11,135	2,270	220	13
1,386	22,852	157,716	3,304	15,688	18,648	5,728	4,089	12,302
1,475	3,314	995	-	985	315	-	-	-
1,952	2,134	2,853	1,774	1,181	-	-	-	487
380	200	650	180	-	-	-	330	-
1,797	(414)	1,881	4,680	(1,915)	4,456	2,367	6,981	(4,130)
-	-	-	-	4,000	-	-	-	-
6,907	22,698	24,334	20,939	13,225	22,752	7,170	3,400	34,777
3,749	4,312	3,860	4,358	4,140	3,517	1,225	-	-
2,742	8,531	4,524	3,049	1,674	2,640	1,414	2,311	2,569
2,943	-	1,140	-	450	-	-	-	-
2,648	2,865	2,789	3,415	4,092	5,783	4,557	4,001	2,901
					-	-	-	(23,611)
25,979	66,492	200,743	41,698	43,520	58,111	22,461	21,112	25,295
-	-	-	3,057	-	-	-	-	-
-	-	4,142	-	-	-	6,241	-	-
-	-	-	-	-	-	-	-	-
780,021	829,674	1,012,660	892,505	937,973	946,236	893,983	896,564	978,765
-	-	-	-	-	-	-	-	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL
316,446	390,436	404,327	407,393	431,071	436,190	411,174	398,402	389,447
-	-	185	-	-	-	-	-	-
98,873	25,722	22,109	29,400	25,278	23,023	24,748	53,774	71,515
-	-	-	-	-	-	-	-	-
2,283	5,543	13,195	12,144	8,384	8,067	490	4,845	11,393
29,909	31,243	31,865	32,306	33,828	33,584	32,259	35,699	34,401
24,435	24,371	25,034	25,648	27,966	27,621	26,777	27,825	28,192
5,715	5,700	5,855	5,998	6,540	6,460	6,263	6,508	6,593
62,215	63,417	73,619	74,948	133,360	131,788	144,592	115,625	109,944
214	221	213	228	243	242	176	199	218
-	-	-	-	-	-	-	8,787	-
2,913	2,322	2,142	2,668	2,140	2,460	2,443	2,954	2,496
543,003	548,975	578,542	590,735	668,810	669,435	648,922	654,619	654,199
5,931	8,017	5,945	6,105	8,679	5,856	4,883	3,732	7,754
1,503	1,382	1,310	1,413	1,178	1,637	441	450	637
783	808	1,207	770	773	1,185	611	478	528
3,094	2,192	2,818	2,391	4,567	3,192	1,253	3,522	3,359
1,802	5,421	3,762	1,466	2,696	3,502	883	10,560	365
7,568	-	4,142	-	10,804	11,680	1,099	1,529	13,361
376	5,985	1,412	784	2,164	921	943	790	3,514
334	423	508	489	663	483	175	414	3,593
6,230	1,620	613	1,192	1,567	1,187	1,720	2,744	2,812
43,071	44,307	40,265	46,719	42,533	38,622	36,273	41,791	51,345
6,029	8,362	7,679	13,627	8,174	8,471	6,020	8,787	9,197
1,655	1,671	2,515	2,399	2,525	2,681	1,236	1,459	1,563
6,768	6,838	6,836	6,206	6,275	5,697	5,345	5,588	5,561
2,490	3,473	2,879	2,933	3,241	3,173	1,572	2,061	2,314
-	-	-	-	-	-	-	90	360
590	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
88,224	90,499	81,891	86,493	95,839	88,287	62,454	83,995	106,264
-	-	394	395	7,085	395	-	-	15,501
656	722	880	880	1,100	1,131	1,163	1,113	1,124
75	-	-	-	-	-	-	-	-
506	557	610	657	709	902	242	457	726
20,400	20,400	20,400	20,400	20,400	19,632	15,613	20,400	18,275
9,671	12,751	12,229	17,690	13,448	25,365	3,935	4,289	16,023
5,362	6,042	5,297	5,293	5,280	5,515	4,570	4,811	4,546
304	86	3,988	3,055	2,967	3,100	1,256	1,743	3,293
123	-	350	846	523	144	20	-	-
799	-	376	235	-	191	-	-	-
255	289	251	379	295	205	216	216	216
2,289	2,029	2,032	1,862	1,638	1,647	367	343	1,877
-	-	-	-	60	-	-	-	-
297	264	557	1,526	1,213	458	-	105	420
9,229	7,184	5,151	8,056	8,508	8,255	8,745	8,043	17,082

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET**

2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL
32,697	30,020	30,228	31,817	33,701	32,875	27,668	34,158	33,292
2,971	3,230	3,576	4,011	4,153	3,695	1,680	1,766	1,675
5,181	3,594	4,175	3,779	2,939	3,597	4,399	5,031	4,643
7,621	7,754	8,972	9,215	9,843	10,224	10,231	10,499	10,501
11,871	14,106	26,860	45,633	16,234	6,239	13,796	7,006	17,733
1,774	462	11,430	2,134	1,312	328	-	-	1,536
8,113	9,096	8,575	8,540	8,174	9,204	8,758	8,766	9,847
3,624	1,791	2,774	2,957	2,564	2,564	2,564	2,564	1,753
3,653	11,568	9,643	12,168	4,952	6,861	7,687	5,525	11,624
844	1,092	804	804	1,869	1,445	1,445	1,451	1,445
-	-	-	-	-	-	852	20	-
117	110	130	88	30	30	30	30	30
-	-	78	185	28	80	-	-	20
-	-	-	-	-	-	-	-	-
<u>128,432</u>	<u>133,146</u>	<u>159,759</u>	<u>182,605</u>	<u>149,025</u>	<u>144,082</u>	<u>115,237</u>	<u>118,335</u>	<u>173,180</u>
-	55,944	11,729	-	-	7,708	5,536	-	-
-	-	-	-	20,041	813	-	-	-
<u>-</u>	<u>55,944</u>	<u>11,729</u>	<u>-</u>	<u>20,041</u>	<u>8,521</u>	<u>5,536</u>	<u>-</u>	<u>-</u>
<u>759,659</u>	<u>828,564</u>	<u>831,921</u>	<u>859,832</u>	<u>933,715</u>	<u>910,325</u>	<u>832,149</u>	<u>856,949</u>	<u>933,644</u>
<u>\$ 20,362</u>	<u>\$ 1,110</u>	<u>\$ 180,739</u>	<u>\$ 32,673</u>	<u>\$ 4,258</u>	<u>\$ 35,911</u>	<u>\$ 61,834</u>	<u>\$ 39,615</u>	<u>\$ 45,121</u>

2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
\$ 661,419	825128	\$ 830,187	\$ -	\$ 743,151
1867.29				
53,080				55,000
716,366	825,128	830,187	-	798,151
35,268				
-				
143,384	128,000	145,000	-	145,000
178,652	128,000	145,000	-	145,000
8,045	5,281	5,281	-	5,281
2,898	2,000	2,000	-	2,000
1,338	2,000	2,000	-	2,000
125	100	100	-	100
42,105	18,200	18,200	-	20,000
693	500	500	-	500
55,204	28,081	28,081	-	29,881
86		-	-	-
86	-	-	-	-
17,529	1,500	1,500	-	1,500
60	-	-	-	-
-	-	-	-	-
-	-	-	-	-
2,586	1,300	1,300	-	1,300
-	-	-	-	-
24,486	-	-	-	-
-	-	-	-	-
2,809	-	-	-	-
-	-	-	-	-
5,200	3,000	3,000	-	3,000
7,028	-			
59,698	5,800	5,800	-	5,800
-				
4,452	-	-	-	-
-	-			
1,014,459	987,009	1,009,068	-	978,832
-	-			

2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
403,487	415,796	432,574	-	714,499
-	-	-	-	-
85,689	91,955	96,799	-	-
-	-	-	-	-
2,043	8,510	8,510	-	-
36,378	37,816	39,305	-	-
29,912	31,481	32,821	-	-
6,996	7,362	7,676	-	-
114,444	122,265	128,370	-	-
222	232	232	-	-
-	-	-	-	-
3,062	3,032	2,413	-	2,425
682,233	718,449	748,700	-	716,924

3,803	8,000	8,000	-	8,000
1,118	1,500	1,500	-	1,500
193	1,000	1,000	-	1,000
3,477	3,000	3,000	-	3,000
836	2,500	2,500	-	2,500
7,873	10,000	10,000	-	10,000
750	1,000	1,000	-	1,000
6,197	1,000	1,000	-	1,000
2,894	2,000	2,000	-	2,000
48,884	39,000	39,000	-	39,000
8,033	9,000	9,000	-	9,000
1,993	2,000	2,000	-	2,000
5,549	7,500	7,500	-	7,500
2,805	3,000	3,000	-	3,000
-				
-				
-				
94,404	90,500	90,500	-	90,500

-	500	500	-	500
1,203	1,500	1,600	-	1,600
-	-	-	-	-
820	1,000	1,000	-	1,000
20,400	20,960	20,960	-	21,000
6,325	12,000	12,000	-	12,000
4,378	6,000	6,000	-	6,000
4,506	3,500	3,500	-	4,500
10,229	16,000	3,000	-	-
-	-	-	-	-
216	-	-	-	-
1,922	2,000	2,000	-	2,000
254	-	500	-	1,000
-	600	600	-	1,000
24,295	22,000	26,208	-	26,208

2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
31,682	35,000	35,000	-	35,000
1,797	2,000	2,000	-	2,000
1,961	8,000	8,000	-	8,000
12,190	9,500	9,500	-	12,000
9,977	15,000	15,000	-	15,000
3,683	1,000	1,000	-	1,000
10,440	9,000	9,000	-	9,000
1,849	3,000	3,000	-	3,000
6,664	8,000	8,000	-	8,000
1,512	1,500	1,500	-	1,600
-	-	-	-	-
30	-	-	-	-
-	-	-	-	-
-	-	-	-	-
156,333	178,060	169,868	-	171,408
7,898	-	-	-	-
-	-	-	-	-
7,898	-	-	-	-
940,868	987,009	1,009,068	-	978,832
\$ 73,591	\$ -	\$ -	\$ -	\$ (0)

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 th anniversary	23	184	7.0769
After the 4 th anniversary through the 9 th	30	240	9.2320
After the 9 th anniversary through 14 th anniversary	35	280	10.7692
After the 14 th 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 th anniversary	<u>15</u>	<u>120</u>	<u>4.62</u>
After the 4 th anniversary through the 9 th	<u>20</u>	<u>160</u>	<u>6.15</u>
After the 9 th anniversary through the 14 th anniversary	<u>25</u>	<u>200</u>	<u>7.69</u>
After the 14 th 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 2023, 2024 and 2025, 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) calendars 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 31st 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

By: *Dale Christy*
Dale Christy (Nov 15, 2022 15:25 CST)
Dale Christy, Mayor

By: *Tom Pagel*
Tom Pagel (Nov 15, 2022 15:26 CST)
Tom Pagel, City Administrator

Date: Nov 15, 2022

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

By: *Troy Bauch Council 65*
Troy Bauch Council 65 (Dec 5, 2022 19:36 CST)
Troy Bauch, Labor Rep./Organizer
AFSCME Council 65

By: *Dion Holcomb-Card*
Dion Holcomb-Card (Dec 6, 2022 13:14 CST)
Dion Holcomb-Card, President

Date: Dec 5, 2022

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
Effective 1/1/2023 \$1.00	\$ 1.00							
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
Effective 1/1/2024 \$1.00	\$ 1.00							
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
Effective 1/1/2025 \$1.00	\$ 1.00							
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.								

2023 to 2025 Library Union labor agreement

Final Audit Report

2022-12-06

Created:	2022-11-15
By:	Kim Gibeau (kgibeau@ci.grand-rapids.mn.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMZ-YTpQ_qzh7qDVm7XKxVBmJRIwWkdC6

"2023 to 2025 Library Union labor agreement" History

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-  Email viewed by dchristy@ci.grand-rapids.mn.us
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2022-11-15 - 9:25:33 PM GMT- IP address: 205.149.151.22
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Adobe Acrobat Sign

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 Signer tbauch@afscme65.org entered name at signing as Troy Bauch Council 65
2022-12-06 - 1:36:40 AM GMT- IP address: 74.127.163.72

 Document e-signed by Troy Bauch Council 65 (tbauch@afscme65.org)
Signature Date: 2022-12-06 - 1:36:42 AM GMT - Time Source: server- IP address: 74.127.163.72

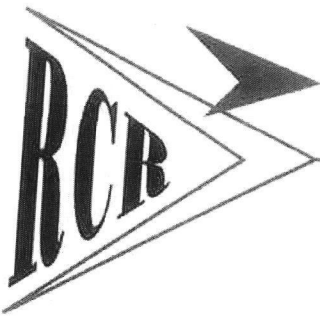
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 Signer dcard@ci.grand-rapids.mn.us entered name at signing as Dion Holcomb-CArd
2022-12-06 - 7:14:52 PM GMT- IP address: 162.254.65.69

 Document e-signed by Dion Holcomb-CArd (dcard@ci.grand-rapids.mn.us)
Signature Date: 2022-12-06 - 7:14:54 PM GMT - Time Source: server- IP address: 162.254.65.69

 Agreement completed.
2022-12-06 - 7:14:54 PM GMT



RANGE CORNICE & ROOFING COMPANY

ROOFING & ARCHITECTURAL SHEET METAL CONTRACTOR

PHONE: (218) 263-8812

Fax: (218) 263-8185

510 W. 41st Street

Hibbing, MN 55746

TO: City of Grand Rapids
ATTN: Jon Peterson
EMAIL: jpeterson@grandrapidsmn.gov

DATE: September 26, 2024

QUOTE NO.: 24-211

SUBJECT: Grand Rapids Library
Approximately 26,900 SF

BID PROPOSAL

We propose to furnish all labor, equipment, and material to install a fully adhered PVC roof system as follows:

1. Set up all necessary equipment and material to meet or exceed OSHA standards.
2. Remove and cut existing PVC décor strips, peel and remove existing PVC membrane from existing Densdeck, remove mechanical fasteners and existing densdeck down to the existing ISO Insulation and dispose of as per State and County Codes.
3. Install (1) layer of 1/2" Densdeck prime and mechanically fasten through existing ISO Insulation into wood deck; as per manufacturer's specifications; being careful to not penetrate conduit on top of wood deck.
4. Install new 60 mil Fleeceback PVC membrane and adhere to new Densdeck prime, as per manufacturer's specifications.
5. Flash all walls/penetrations watertight, as per manufacturer's specifications.
6. Weld new PVC Décor strips to the PVC membrane for the appearance of a standing seam metal roof.
7. Fabricate and install all new prefinished metal edge and counterflashing.
(Color to be selected by owner from standard color chart).
8. Clean up roof and grounds to pre-existing conditions or better.
9. Furnish 20 year manufacturer's roof system warranty.

For the sum of:

SIX HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED TWENTY-NINE DOLLARS (\$655,929.00)

*Pricing also includes a new Snow Rail System.

To Acknowledge acceptance of this proposal, please highlight which proposal option you require, sign below and email to Adminassistant@rangecornice.com.

ACKNOWLEDGEMENT SIGNATURE:



RANGE CORNICE & ROOFING COMPANY
Terrance E. Marty/President

EQUAL OPPORTUNITY EMPLOYER



Monthly Activity Report - By Day-of-week for Jun 2019

Locations on this report: Grand Rapids Area Library

Checkout

	SUN	MON	TUE	WED	THR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	29	6	35
01:00AM	0	6	1	0	1	0	0	8
02:00AM	0	0	0	0	24	1	0	25
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	2	2
05:00AM	2	2	0	0	0	0	1	5
06:00AM	0	2	4	0	0	5	8	19
07:00AM	0	11	10	7	2	1	0	31
08:00AM	0	23	16	4	3	3	17	66
09:00AM	8	155	175	136	160	130	23	787
10:00AM	2	344	358	347	347	260	294	1952
11:00AM	2	532	489	271	341	318	372	2325
12:00PM	5	323	382	262	179	252	418	1821
01:00PM	8	376	229	220	183	218	249	1483
02:00PM	6	330	280	193	252	218	9	1288
03:00PM	3	341	127	186	206	182	3	1048
04:00PM	3	315	281	257	156	223	1	1236
05:00PM	1	129	205	184	204	3	11	737
06:00PM	4	151	109	220	117	2	1	604
07:00PM	9	4	11	3	0	10	1	38
08:00PM	10	2	4	3	1	1	1	22
09:00PM	3	4	7	5	11	3	6	39
10:00PM	9	8	1	2	1	2	2	25
11:00PM	2	7	0	0	3	6	0	18
TOTAL	77	3065	2689	2300	2191	1867	1425	13614

Checkout Stock Rotation

	SUN	MON	TUE	WED	THR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0