

Library Board Meeting Agenda

Grand Rapids City Council Chambers

June 9, 2021 5:00 P.M.

Call to order

Roll call

Approval of the agenda

Public comment (if anyone wishes to address the Board)

Minutes – approval of May minutes

Communications

Friends & Foundation Update(s)

Financial Report (Roll Call Vote Required)

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

Staff Reports

Summary of Library Director's report to the Board.

Old Business

City email required for Boards and Commissions

New Business

Consent Agenda (Roll Call Vote Required)

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

- 1. Approve payment of late bills**
- 2. Approve contracts and payment to presenters**
- 3. Approve Resolution Accepting Donations**

Regular Agenda

1. Approve Deb Moebakken, Public Services Clerk I, change to part time status (20-28 hours per week) retroactive to June 1, 2021. (City Council has approved)
2. Approve appointing Amanda Watkins to the position of Public Services Clerk I (part time 20-28 hours per week) at a rate of \$17.24 per hour effective June 15, 2021. (Pending City Council approval 6/14/2021)
3. Bike rack progress update

Adjourn

Library Board Meeting Minutes

City Council Chambers

May 12, 2021 5:00 P.M.

Call to Order

Vice President Martin called meeting to order at 5:01pm.

Roll Call

Present: Lassen, Martin, Richards, Tabbert

Present via telephone: Kee, MacDonell, Teigland

Absent: Blocker, Thouin

Staff present: Will Richter, Library Director

Approval of Agenda

Motion to: approve agenda as presented

Mover: Richards

Secunder: Kee

Result: approved 7-0 on a roll call vote; ayes: Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Public Comment

No public comment received.

Minutes – Approval of April Minutes

Motion to: approve April minutes as presented

Mover: Kee

Secunder: Richards

Result: approved 7-0 on a roll call vote; ayes: Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Communications

1. Thank you from Ron Niemala
2. Thank you from Brenda Carlson

Friends & Foundation Updates

Friends update by Teigland:

1. Book donations coming in
2. Made over \$600 at book sale
3. Possible summer pop up book sale

Foundation update by Tabbert:

1. Meeting next week at CPC
2. Recruiting two new Foundation members

Financial Report (Roll Call Vote Required)

Motion to: approve financial reports and payment of bills as listed in Board packet

Mover: Richards

Seconder: Teigland

Result: approved 7-0 on a roll call vote; ayes: Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Staff Reports

Library Director provided a summary of staff reports highlighting the following areas:

1. Going forward Library Board meetings will be in person at Grand Rapids City Council Chambers
2. Library Community Room is now being used as the set and recording space for Online Storytime
3. Library continues to discourage large group gatherings

Old Business

City E-mail Addresses

New Business

Consent Agenda (Roll Call Vote Required)

Motion to: approve consent agenda that includes approving resolution accepting donations from:

1. Grand Rapids Area Library Foundation, \$1800.00 for Online Storytime Sep – Dec 2020.
2. Grand Rapids Area Library Friends, \$375.00 for Bookpage subscription.
3. Sue Pulkrabek, \$75.00 in memory of Clair Pete (undesignated).
4. Nick and Nancy Eltgroth, \$250.00 (undesignated).

Mover: Richards

Secunder: Lassen

Result: approved 7-0 on a roll call vote; ayes: Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Regular Agenda

1. City resuming normal operations
2. Library operations update
3. Staffing update

Adjourn

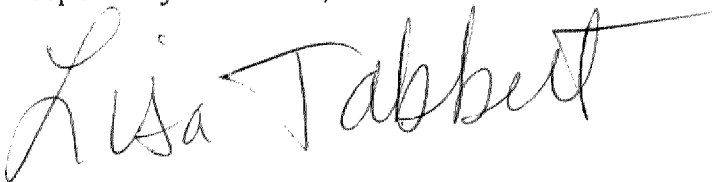
Motion to: adjourn

Mover: Teigland

Secunder: Richards

Result: Meeting adjourned at 5:26pm by unanimous roll call vote; ayes: Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Tabbert". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Lisa Tabbert

Library Board Secretary

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 12, 2021

DATE: 05/05/2021
 TIME: 13:11:41
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/12/2021

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	476.17
0118100	ARAMARK UNIFORM & CAREER	44.40
0118660	ARROWHEAD LIBRARY SYSTEM	13.65
0201428	BAKER & TAYLOR LLC	2,381.72
0212124	BLACKSTONE PUBLISHING	1,584.28
0609457	FILTHY CLEAN INC	645.00
0718010	CITY OF GRAND RAPIDS	1,663.64
0914690	INSIGHT PUBLIC SECTOR SLED	501.76
1309495	MINUTEMAN PRESS	277.36
1605665	PERSONNEL DYNAMICS LLC	145.84
1901535	SANDSTROM'S INC	20.61
2018680	TRU NORTH ELECTRIC LLC	100.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$7,854.43

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.63
0718015	GRAND RAPIDS CITY PAYROLL	17,063.46
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	124.06
1309199	MINNESOTA ENERGY RESOURCES	341.12
1309335	MINNESOTA REVENUE	14.31
1405850	NEXTERA COMMUNICATIONS LLC	75.10
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1621130	P.U.C.	2,695.21
2114750	UNUM LIFE INSURANCE CO OF AMER	15.05
2301700	WM CORPORATE SERVICES, INC	129.61

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$29,720.15

TOTAL ALL DEPARTMENTS \$37,574.58

LIBRARY FINANCIALS

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

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2021
With Comparative Totals for May 31, 2020

	2020 Actual	2021 Actual	2021 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	431,538	436,095	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
TOTAL FUND BALANCE 1/1/XX	555,079	616,913	616,913	
Revenues:				
Taxes	-	-	711,010	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	20,527	9,719	25,732	38%
Fines & Forfeits	2,169	81	-	0%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	1,800	8,000	23%
Miscellaneous	5,548	3,396	8,800	39%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	28,245	14,996	881,542	2%
Expenditures:				
Personnel	263,752	215,960	571,706	38%
Supplies/Materials	31,334	29,039	92,000	32%
Other Services/Charges	42,373	41,677	217,836	19%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	337,460	286,676	881,542	33%
OPERATING SURPLUS (DEFICIT)	(309,215)	(271,681)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 5/31/XX				
Cash Flow	122,323	164,414	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
TOTAL FUND BALANCE 5/31/XX	\$ 245,864	\$ 345,232	\$ 616,913	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,818 as of 4/30/21. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MAY 31, 2021**

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 711,010	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	367	18%
211-00-34-00-7975	INTERNET	2,000	38	2%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	15,750	1,190	8%
211-00-34-00-7990	FAX MACHINE USE	500	80	16%
211-00-35-00-1030	LIBRARY FINES	-	81	0%
211-00-37-00-2310	DONATIONS	1,500	700	47%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	330	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,353	104%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	1,800	23%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,000	583	58%
211-00-37-00-5100	INVESTMENT INCOME	3,000	430	14%
		881,542	14,996	2%
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	360,052	132,942	37%
211-00-75-10-1030	SALARY-PARTTIME	25,407	9,381	37%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	1,932	23%
211-00-75-10-1210	PERA	28,909	10,674	37%
211-00-75-10-1220	FICA	23,898	8,766	37%
211-00-75-10-1250	MEDICARE	5,589	2,050	37%
211-00-75-10-1310	HEALTH INSURANCE	116,541	48,864	42%
211-00-75-10-1330	LIFE INSURANCE	172	90	52%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	1,258	48%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	1,444	18%
211-00-75-20-2020	COPY SUPPLIES	1,500	4	0%
211-00-75-20-2030	PRINTING/BINDING	1,000	48	5%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,299	43%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	745	25%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	236	24%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	80	16%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,001	50%
211-00-75-20-2110	BOOKS	39,000	19,408	50%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,192	35%
211-00-75-20-2130	NEWSPAPERS	1,500	1,184	79%
211-00-75-20-2140	PERIODICALS	7,500	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	372	12%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	120	12%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,755	43%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	77,836	-	0%
211-00-75-30-3210	TELEPHONE	6,000	1,970	33%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	243	7%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	105	18%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,625	51%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MAY 31, 2021**

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-75-30-3810	ELECTRICITY	34,000	9,404	28%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	705	35%
211-00-75-30-3860	HEAT-NATURAL GAS	12,000	2,499	21%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,328	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,492	37%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,046	12%
211-00-75-30-4030	ONLINE SERVICES	3,500	1,862	53%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	1,700	21%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	608	41%
	TOTAL EXPENDITURES	881,542	286,676	33%
	SURPLUS REVENUES/(EXPENDITURES)	-	(271,681)	

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 5 PERIODS ENDING MAY 31, 2021

DATE: 06/03/2021
TIME: 10:32:28
ID: GL470004.WOW

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	711,010.00	0.00	0.00	711,010.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	711,010.00	0.00	0.00	711,010.00	0
TOTAL TAXES		0.00	711,010.00	0.00	0.00	711,010.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	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	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	8,045.00	0.00	(2,763.00)	152
211-00-34-00-7970	PHOTO COPIES	180.73	2,000.00	367.16	0.00	1,632.84	18
211-00-34-00-7975	INTERNET	37.61	2,000.00	37.61	0.00	1,962.39	2
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	200.00	0.00	0.00	200.00	0
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,155.00	15,750.00	1,190.00	0.00	14,560.00	8
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	16.84	500.00	79.54	0.00	420.46	16
TOTAL		1,390.18	25,732.00	9,719.31	0.00	16,012.69	38
TOTAL CHARGES FOR SERVICES		1,390.18	25,732.00	9,719.31	0.00	16,012.69	38

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	22.50	0.00	80.64	0.00	(80.64)	100
TOTAL		22.50	0.00	80.64	0.00	(80.64)	100
TOTAL FINES & FORFEITS		22.50	0.00	80.64	0.00	(80.64)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	700.00	0.00	800.00	47
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	125.00	0.00	329.77	0.00	(329.77)	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	1,352.89	0.00	(52.89)	104
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	1,800.00	0.00	6,200.00	23
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	111.35	1,000.00	583.35	0.00	416.65	58
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	429.66	0.00	2,570.34	14
TOTAL		236.35	16,800.00	5,195.67	0.00	11,604.33	31
TOTAL MISCELLANEOUS REVENUE		236.35	16,800.00	5,195.67	0.00	11,604.33	31
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31 2021

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
FUND: PUBLIC LIBRARY							
		1,649.03	881,542.00	14,995.62	0.00	866,546.38	2
TOTAL REVENUES:							
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL							
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	27,696.24	360,052.00	132,941.93	0.00	227,110.07	37
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	1,954.40	25,407.00	9,381.12	0.00	16,025.88	37
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	1,349.02	8,510.00	1,932.38	510.44	6,067.18	29
211-00-75-10-1210	PERA	2,223.80	28,909.00	10,674.22	0.00	18,234.78	37
211-00-75-10-1220	FICA	1,825.54	23,898.00	8,766.43	0.00	15,131.57	37
211-00-75-10-1250	MEDICARE	426.96	5,589.00	2,050.30	0.00	3,538.70	37
211-00-75-10-1310	HEALTH INSURANCE	9,152.00	116,541.00	48,864.00	0.00	67,677.00	42
211-00-75-10-1330	LIFE INSURANCE	18.05	172.00	89.75	0.00	82.25	52
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.60	6.90	(9.50)	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	251.53	2,628.00	1,257.65	0.00	1,370.35	48
TOTAL PERSONNEL							
		44,908.06	571,706.00	215,960.38	517.34	355,228.28	38
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	89.61	8,000.00	1,444.14	61.74	6,494.12	19
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	3.63	0.00	1,496.37	0
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	48.00	0.00	952.00	5
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	90.19	3,000.00	1,299.28	662.98	1,037.74	65
211-00-75-20-2070	COMPUTER INVENTORY	51.92	3,000.00	744.92	443.00	1,812.08	40
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	0.00	0.00	12,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	235.88	1,000.00	235.88	0.00	764.12	24

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 5 PERIODS ENDING MAY 31, 2021

DATE: 06/03/2021
TIME: 10:32:28
ID: GL470004.WOW

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	79.85	0.00	420.15	16
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,000.95	0.00	999.05	50
211-00-75-20-2110	BOOKS	2,050.67	39,000.00	19,408.00	3,371.91	16,220.09	58
211-00-75-20-2120	AUDIO/VISUAL	267.63	9,000.00	3,192.06	157.44	5,650.50	37
211-00-75-20-2130	NEWSPAPERS	54.00	1,500.00	1,184.36	0.00	315.64	79
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	26.00	16.50	7,457.50	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	111.20	3,000.00	371.71	96.68	2,531.61	16
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		2,951.10	92,000.00	29,038.78	4,810.25	58,150.97	37
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	0.00	0.00	1,500.00	0
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	119.52	29.88	850.60	15
211-00-75-30-3090	JANITORIAL SERVICES	1,663.64	20,400.00	8,754.56	1,663.64	9,981.80	51
211-00-75-30-3100	OTHER CONTRACTED SERVICES	458.45	77,836.00	0.00	0.00	77,836.00	0
211-00-75-30-3210	TELEPHONE	0.00	6,000.00	1,969.62	0.00	4,030.38	33
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	242.51	0.00	3,257.49	7
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	2,000.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	0.00	0.00	0.00	2,000.00	0
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	105.00	600.00	105.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	925.00	9,000.00	4,625.00	0.00	4,375.00	18
211-00-75-30-3610	GENERAL INSURANCE	0.00	34,000.00	9,404.01	0.00	24,595.99	28
211-00-75-30-3810	ELECTRICITY	0.00	2,000.00	705.49	0.00	1,294.51	35
211-00-75-30-3840	GARBAGE REMOVAL	0.00	12,000.00	2,499.44	0.00	9,500.56	21
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	12,000.00	2,328.38	0.00	7,171.62	25
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	5,491.76	0.00	9,508.24	37
211-00-75-30-4010	BUILDING MAINT/REPAIRS	485.00	15,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	0.00	0

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		51,676.44	881,542.00	286,676.20	7,021.11	587,844.69	33
TOTAL FUND REVENUES		1,649.03	881,542.00	14,995.62	0.00	866,546.38	2
TOTAL FUND EXPENSES		51,676.44	881,542.00	286,676.20	7,021.11	587,844.69	33
FUND SURPLUS (DEFICIT)		(50,027.41)	0.00	(271,680.58)			
TOTAL ALL FUND REVENUES		1,649.03	881,542.00	14,995.62	0.00	866,546.38	2
TOTAL ALL FUND EXPENSES		51,676.44	881,542.00	286,676.20	7,021.11	587,844.69	33
ALL FUND SURPLUS (DEFICIT)		(50,027.41)	0.00	(271,680.58)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/09/2021

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	259.02
0118100	ARAMARK UNIFORM & CAREER	88.80
0118660	ARROWHEAD LIBRARY SYSTEM	3.90
0201428	BAKER & TAYLOR LLC	1,960.83
0212124	BLACKSTONE PUBLISHING	2.25
0718010	CITY OF GRAND RAPIDS	1,663.64
0718060	GRAND RAPIDS HERALD REVIEW	105.00
0914325	INGRAM ENTERTAINMENT INC.	110.19
1205850	LEXIS NEXIS	299.31
1415377	NORTHERN BUSINESS PRODUCTS INC	330.74
1605665	PERSONNEL DYNAMICS LLC	1,349.02
1901535	SANDSTROM'S INC	82.16
2008551	THOMSON REUTERS - WEST	1,057.00
2209421	VIKING ELECTRIC SUPPLY INC	107.28
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$7,904.14
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	135.15
0605191	FIDELITY SECURITY LIFE	13.80
0718015	GRAND RAPIDS CITY PAYROLL	34,126.94
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	461.78
1309335	MINNESOTA REVENUE	3.91
1405850	NEXTERA COMMUNICATIONS LLC	150.33
1516220	OPERATING ENGINEERS LOCAL #49	7,635.00
1601750	PAUL BUNYAN COMMUNICATIONS	248.20
1621130	P.U.C.	2,355.52
2114750	UNUM LIFE INSURANCE CO OF AMER	12.90
2209665	VISA	242.51
2301700	WM CORPORATE SERVICES, INC	129.61
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$45,681.68
TOTAL ALL DEPARTMENTS		\$53,585.82

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100010	05/24/21	01	SPIDER SPRAY LIBRARY	211-00-75-30-4010	20211405		06/09/21	485.00
14555-L			BUILDING MAINT/REPAIRS					485.00
								485.00
0100053	05/17/21	01	LIB MAY CELL SVC + ACCESSORIES	999-99-00-00-1000			06/09/21	135.15
L			HOLDING ACCOUNT					135.15
0113100	05/27/21	01	3 BOOKS	211-00-75-20-2110	20211438		06/09/21	35.07
434588873347-L			BOOKS					13.99
		02	30 PK POLY BINDER POCK	211-00-75-20-2010	20211438			49.06
			OFFICE SUPPLIES					20.98
468439655774-L		01	1 BOOK	211-00-75-20-2110	20211230		06/09/21	20.98
			BOOKS					20.98
666487737895-L	05/14/21	01	14 BOOKS	211-00-75-20-2110	20211365		06/09/21	188.98
			BOOKS					188.98
0118100	05/18/21	01	TOWELS/FLATS/MOPS	211-00-75-20-2150	20211353		06/09/21	14.52
3501641988-L			MANTENANCE TOOLS/SUPPLIES					29.88
		02	MAT CLASSIC CLTD/#350041513	211-00-75-30-3070	20211353			44.40
			LAUNDRY					44.40

INVOICE TOTAL:

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100			ARAMARK UNIFORM & CAREER					
3501647281-L	06/01/21	01	TOWELS/FLATS/MOPS	211-00-75-20-2150	20211439		06/09/21	14.52
				MAINTENANCE TOOLS/SUPPLIES				
		02	MAT CLASSIC CLTD/#350041513	211-00-75-30-3070	20211439			29.88
				LAUNDRY				
						INVOICE TOTAL:		44.40
						VENDOR TOTAL:		88.80
0118660			ARROWHEAD LIBRARY SYSTEM					
14819-L	04/30/21	01	OVERDUE NOTICES-APR 2021	211-00-75-20-2010	20211266		06/09/21	3.90
				OFFICE SUPPLIES				
						INVOICE TOTAL:		3.90
						VENDOR TOTAL:		3.90
0201428			BAKER & TAYLOR LLC					
2035858691-L	05/17/21	01	13 BOOKS/#209977 L111199	211-00-75-20-2110	20211390		06/09/21	126.50
				BOOKS				
						INVOICE TOTAL:		126.50
2035913803-L	05/06/21	01	3 BOOKS/209977 L411199	211-00-75-20-2110	20211268		06/09/21	25.74
				BOOKS				
						INVOICE TOTAL:		25.74
2035939587-L	05/12/21	01	6 BOOKS/209977 L411199	211-00-75-20-2110	20211350		06/09/21	52.13
				BOOKS				
						INVOICE TOTAL:		52.13
2035953939-L	05/05/21	01	24 BOOKS/209977 L025981	211-00-75-20-2110	20211238		06/09/21	285.74
				BOOKS				
						INVOICE TOTAL:		285.74
2035961943-L	05/10/21	01	13 BOOKS/209977 L025981	211-00-75-20-2110	20211283		06/09/21	196.61
				BOOKS				
						INVOICE TOTAL:		196.61

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2035967258-L	05/12/21	01	20 BOOKS/209977 L025981	211-00-75-20-2110	20211341		06/09/21	279.32
				BOOKS		INVOICE TOTAL:		279.32
2035972373-L	05/14/21	01	43 BOOKS/209977 L025981	211-00-75-20-2110	20211352		06/09/21	516.62
				BOOKS		INVOICE TOTAL:		516.62
2035982996-L	05/19/21	01	23 BOOKS/209977 L025981	211-00-75-20-2110	20211380		06/09/21	322.98
				BOOKS		INVOICE TOTAL:		322.98
H55287920-L	05/07/21	01	5 DVDS/#75002097	211-00-75-20-2120	20211269		06/09/21	155.19
				AUDIO/VISUAL		INVOICE TOTAL:		155.19
						VENDOR TOTAL:		1,960.83
0212124			BLACKSTONE PUBLISHING					
1221645-L	05/06/21	01	ART A GREAT REC	211-00-75-20-2120	20211303		06/09/21	0.75
				AUDIO/VISUAL		INVOICE TOTAL:		1.50
		02	ART SHADOWS IN	211-00-75-20-2120	20211303			2.25
				AUDIO/VISUAL		VENDOR TOTAL:		2.25
0605191			FIDELITY SECURITY LIFE					
L	04/06/21	01	LIB VISION APR	999-99-00-00-1000			06/09/21	6.90
				HOLDING ACCOUNT		INVOICE TOTAL:		13.80
		02	LIB VISION MAY	999-99-00-00-1000		VENDOR TOTAL:		13.80
				HOLDING ACCOUNT		INVOICE TOTAL:		13.80

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010	CITY OF GRAND RAPIDS							
21/308-L	05/10/21	01	MAY JANITORIAL SERVICE	211-00-75-30-3090	20211306		06/09/21	1,663.64
			JANITORIAL SERVICES					
							INVOICE TOTAL:	1,663.64
							VENDOR TOTAL:	1,663.64
0718015	GRAND RAPIDS CITY PAYROLL							
L	04/23/21	01	LIB 4/23/21 PAYROLL	999-99-00-00-1000			06/09/21	17,063.47
			HOLDING ACCOUNT					
		02	LIB 5/7/21 PAYROLL	999-99-00-00-1000				17,063.47
			HOLDING ACCOUNT					
							INVOICE TOTAL:	34,126.94
							VENDOR TOTAL:	34,126.94
0718060	GRAND RAPIDS HERALD REVIEW							
413214-L	05/31/21	01	LIB PUBLIC SERVICE CLERK	211-00-75-30-3510	20211441		06/09/21	105.00
			PUBLISHING & ADVERTISING					
							INVOICE TOTAL:	105.00
							VENDOR TOTAL:	105.00
0914325	INGRAM ENTERTAINMENT INC.							
7674197-L	05/24/21	01	5 DVDS/#3206981	211-00-75-20-2120	20211418		06/09/21	110.19
			AUDIO/VISUAL					
							INVOICE TOTAL:	110.19
							VENDOR TOTAL:	110.19
1205850	LEXIS NEXIS							
25020420-L	04/30/21	01	MN EMPLOYMENT REL	211-00-75-20-2110	20211304		06/09/21	263.00
			BOOKS					
		02	S & H/#2837262001	211-00-75-20-2110	20211304			36.31
			BOOKS					
							INVOICE TOTAL:	299.31
							VENDOR TOTAL:	299.31

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1209516	03/15/21	01	LIB SUPP LIFE INS MAR	999-99-00-00-1000			06/09/21	45.60
				HOLDING ACCOUNT				
								INVOICE TOTAL: 45.60
								VENDOR TOTAL: 45.60
1301146	05/17/21	01	LIB MAY COPIER LEASE	999-99-00-00-1000			06/09/21	120.43
				HOLDING ACCOUNT				
								INVOICE TOTAL: 120.43
								VENDOR TOTAL: 120.43
1309199	05/17/21	01	LIB APR NTL GAS	999-99-00-00-1000			06/09/21	461.78
				HOLDING ACCOUNT				
								INVOICE TOTAL: 461.78
								VENDOR TOTAL: 461.78
1309335	05/20/21	01	LIB APR STAX PAYABLE	999-99-00-00-1000			06/09/21	3.91
				HOLDING ACCOUNT				
								INVOICE TOTAL: 3.91
								VENDOR TOTAL: 3.91
1405850	03/15/21	01	LIB MAR LINE CHARGES	999-99-00-00-1000			06/09/21	75.23
		02	LIB MAY LINE CHARGES	999-99-00-00-1000				75.10
				HOLDING ACCOUNT				
								INVOICE TOTAL: 150.33
								VENDOR TOTAL: 150.33

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
578082-0-L	04/19/21	01	TONER 414A HY YL	211-00-75-20-2060	20211162		06/09/21	129.99
				COMPUTER SUPPLIES				
				INVOICE TOTAL:				129.99
581576-0-L	04/22/21	01	ROLL THERMAL 3 1/8 X 230'	211-00-75-20-2010	20211162		06/09/21	38.99
				OFFICE SUPPLIES				
				INVOICE TOTAL:				38.99
582296-0-L	04/14/21	01	TAPE COR, DRYLINE GRP	211-00-75-20-2010	20211162		06/09/21	7.33
				OFFICE SUPPLIES				
				INVOICE TOTAL:				7.33
582296-1-L	04/15/21	01	LEAD .5MM HB/BLACK 12CT	211-00-75-20-2010	20211162		06/09/21	11.52
				OFFICE SUPPLIES				
				INVOICE TOTAL:				11.52
588869-0-L	05/12/21	01	SHREDDER 14SHT CROSCUT	211-00-75-20-2090	20211428		06/09/21	165.89
				INVENTORIAL SUPPLIES				
		02	TAPE MAGIC 3/4"X36YD	211-00-75-20-2010	20211428			29.88
				OFFICE SUPPLIES				
				INVOICE TOTAL:				195.77
590310-0-L	05/19/21	01	TONER HP 410A LJ CART BK	211-00-75-20-2060	20211428		06/09/21	90.19
				COMPUTER SUPPLIES				
		02	PUSHPIN ALUM 5/8"	211-00-75-20-2010	20211428			6.75
				OFFICE SUPPLIES				
		03	CHAIRMAT 46X60 NO LIP BVL	211-00-75-20-2090	20211428			69.99
				INVENTORIAL SUPPLIES				
				INVOICE TOTAL:				166.93
591933-0-L	05/26/21	01	ROLL THERMAL 3 1/8X230'/#7789	211-00-75-20-2010	20211428		06/09/21	38.99
				OFFICE SUPPLIES				
				INVOICE TOTAL:				38.99
C 574204-0-L	04/27/21	01	RETURN TONER LSR 30TA CYA	211-00-75-20-2060	20211162		06/09/21	-129.39
				COMPUTER SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
C 574204-0-L	04/27/21	02	RETURN TONER LSR 305A MAG	211-00-75-20-2060	20211162		06/09/21	-129.39
			COMPUTER SUPPLIES					
			INVOICE TOTAL:					-258.78
			VENDOR TOTAL:					330.74
1516220			OPERATING ENGINEERS LOCAL #49					
L	05/10/21	01	JUN HEALTH INS PREMIUM	999-99-00-00-1000			06/09/21	7,635.00
			HOLDING ACCOUNT					
			INVOICE TOTAL:					7,635.00
			VENDOR TOTAL:					7,635.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	05/10/21	01	LIB MAY SERVICE	999-99-00-00-1000			06/09/21	248.20
			HOLDING ACCOUNT					
			INVOICE TOTAL:					248.20
			VENDOR TOTAL:					248.20
1605665			PERSONNEL DYNAMICS LLC					
50719-L	05/12/21	01	A WATKINS 28 HRS WE 5/8	211-00-75-10-1050	20211275		06/09/21	510.44
			CONTRACTED SERVICES					
			INVOICE TOTAL:					510.44
50774-L	05/26/21	01	A WATKINS 46 HRS WE 5/15 & 22	211-00-75-10-1050	20211404		06/09/21	838.58
			CONTRACTED SERVICES					
			INVOICE TOTAL:					838.58
			VENDOR TOTAL:					1,349.02
1621130			P.U.C.					
L	05/17/21	01	LIB APR UTILITIES	999-99-00-00-1000			06/09/21	2,355.52
			HOLDING ACCOUNT					
			INVOICE TOTAL:					2,355.52
			VENDOR TOTAL:					2,355.52

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535			SANDSTROM'S INC					
354030-L	05/17/21	01	TOWEL ROLL	211-00-75-20-2150	202111342		06/09/21	45.97
			MAINTENANCE TOOLS/SUPPLIES					
		02	TOIL TISS/C#320023	211-00-75-20-2150	202111342			36.19
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					82.16
			VENDOR TOTAL:					82.16
2008551			THOMSON REUTERS - WEST					
844014816-L	03/04/21	01	MN RULES OF COURT	211-00-75-20-2110	202111366		06/09/21	372.00
			BOOKS					
		02	WEST'S MN FMLY LAW/#1000644744	211-00-75-20-2110	202111366			284.00
			BOOKS					
			INVOICE TOTAL:					656.00
844185879-L	04/04/21	01	ROTHSTEIN OCC SFTY/#1000644744	211-00-75-20-2110	20211367		06/09/21	401.00
			BOOKS					
			INVOICE TOTAL:					401.00
			VENDOR TOTAL:					1,057.00
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	05/24/21	01	LIB JUN LIFE INS	999-99-00-00-1000			06/09/21	12.90
			HOLDING ACCOUNT					
			INVOICE TOTAL:					12.90
			VENDOR TOTAL:					12.90
2209421			VIKING ELECTRIC SUPPLY INC					
S004434568.002-L	02/17/21	01	26W D/E QUAD TUBE 4100K/#27287	211-00-75-20-2100	20211453		06/09/21	107.28
			OPERATING SUPPLIES					
			INVOICE TOTAL:					107.28
			VENDOR TOTAL:					107.28
2209665			VISA					

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

DATE: 06/02/21
 TIME: 13:19:36
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 06/09/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	05/17/21	01	USPS POSTAGE LIB	999-99-00-00-1000 HOLDING ACCOUNT			06/09/21	4.01
		02	USPS PRIORITY MAIL ENV LIB	999-99-00-00-1000 HOLDING ACCOUNT				238.50
								INVOICE TOTAL: 242.51
								VENDOR TOTAL: 242.51
2301700			WM CORPORATE SERVICES, INC					
L	05/10/21	01	LIB APR SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			06/09/21	129.61
								INVOICE TOTAL: 129.61
								VENDOR TOTAL: 129.61
								TOTAL ALL INVOICES: 53,585.82

ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 9, 2021

DATE: 06/02/2021
 TIME: 13:25:44
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/09/2021
 INVOICES IN BATCH LB0609

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100010	5 STAR PEST CONTROL &	0.00	485.00
0100053	AT&T MOBILITY	23,723.59	135.15
0113100	AMAZON.COM	1,975.32	259.02
0118100	ARAMARK UNIFORM & CAREER	1,511.83	88.80
0118660	ARROWHEAD LIBRARY SYSTEM	447.12	3.90
0201428	BAKER & TAYLOR LLC	10,667.50	1,960.83
0212124	BLACKSTONE PUBLISHING	2,654.08	2.25
0605191	FIDELITY SECURITY LIFE	365.94	13.80
0718010	CITY OF GRAND RAPIDS	60,336.13	1,663.64
0718015	GRAND RAPIDS CITY PAYROLL	2,524,134.99	34,126.94
0718060	GRAND RAPIDS HERALD REVIEW	4,388.49	105.00
0914325	INGRAM ENTERTAINMENT INC.	591.62	110.19
1205850	LEXIS NEXIS	0.00	299.31
1209516	LINCOLN NATIONAL LIFE	9,493.49	45.60
1301146	MARCO TECHNOLOGIES, LLC	4,834.12	120.43
1309199	MINNESOTA ENERGY RESOURCES	20,822.12	461.78
1309335	MINNESOTA REVENUE	15,139.86	3.91
1405850	NEXTERA COMMUNICATIONS LLC	2,290.21	150.33
1415377	NORTHERN BUSINESS PRODUCTS INC	1,922.22	330.74
1516220	OPERATING ENGINEERS LOCAL #49	550,623.00	7,635.00
1601750	PAUL BUNYAN COMMUNICATIONS	3,349.12	248.20
1605665	PERSONNEL DYNAMICS LLC	583.36	1,349.02
1621130	P.U.C.	207,486.74	2,355.52
1901535	SANDSTROM'S INC	3,284.05	82.16
2008551	THOMSON REUTERS - WEST	0.00	1,057.00
2114750	UNUM LIFE INSURANCE CO OF AMER	1,350.20	12.90
2209421	VIKING ELECTRIC SUPPLY INC	1,715.23	107.28
2209665	VISA	24,474.15	242.51
2301700	WM CORPORATE SERVICES, INC	9,891.88	129.61
TOTAL ALL VENDORS:			53,585.82

GRAL Director's Report

JUNE 2021

ADVOCACY

-Itasca County Public Health provided a vaccination clinic at the Library on Monday, June 7. This clinic accommodated pre-registration and walk-ins. J&J doses were distributed.

-City of Grand Rapids return to normal operations

City operations are returning to normal. All meetings are in-person: Council, Boards and Commissions, etc.

-Rotary presentation

I presented an update on Library operations and advocacy to the Monday evening Rotary group 5/17. Past Library Director Marcia Anderson is active with this club.

LIBRARY MANAGEMENT

-Volunteers @ your Library

Metric for volunteers returning to work.

-Early Retirement Incentive for City of Grand Rapids Employees

On May 24, the Grand Rapids City Council approved an early retirement incentive program for qualifying employees. Three Library staff qualify for this voluntary program. We will know more in later this summer.

-Summer Reading

Summer Reading: Reading Colors Your World is underway for ALL readers. Handouts are available at the Library and may be returned August 18-31. Mark your calendar for extra special Library fun on August 18!

FACILITIES MAINTAINANCE / SPACE

-Staff work spaces

The staff work area is reorganized with more storage for cataloging/materials processing. There is also additional room for book mending (Dion). Amy's desk has moved to the old volunteer cubicle where she can spread out and work on serials while

also seeing if the Reference desk needs back up. A big thank you to Ellen T. (volunteer and Board member) for helping!

-Friends of the Library Bookstore

The donations processing area has relocated as part of the staff work area makeover. The Friends now have 16' of countertop with shelves above and a 4'x16' table for sorting.

-Bike rack art project

I met with the City Engineer / Public Works Director regarding installation of the bike rack art project. PW staff will be clearing brush / cleaning up in preparation for the 8'x20' concrete pad needed for the bike rack. Final installation expected by late August. Please see progress pictures included with this report.

- Jim Columbus retirement

Public Works staff planted a tree on the Library grounds in recognize Jim Columbus' retirement from the City. Jim has kept the library looking good with beautiful flowers for many years.

-Fishing poles available

A big thank you to Richard Thouin for getting fishing poles ready!

FIRE RESPONSE

I responded to 21 calls during May with 5 responses from the Library (including a structure fire in Hill City).

END OF REPORT

May in the Children's Library

Such an interesting month! Opening our doors at the beginning of May was a daunting idea, fraught with potential missteps. Did we put enough away? Are the remaining chairs far enough apart? But, all seems to be well. Our patrons are thrilled to be back in the library, and we are happy to be moving forward once again.

Patrons have, of course, been asking about a return to in-person programming, and I continue to give it thought and evaluation. At this point, I don't believe we can ethically offer programming to children until they have the opportunity to receive a Covid vaccination. I am moving forward with the assumption that both Online Storytime and Artastic at Home will continue as they have been over the past many months.

May saw my last Zoom visit with Leta Brey's class, which made me sad to sever that connection, but grateful that we could have it in the first place. My "Zoom"-ing also included a meeting with the Children First! committee, which allowed me to apply for some program funds for their next fiscal year, which starts July 1. In celebration of our opening, I was invited to tape a radio segment with Michael Goldberg from KAXE, which aired on his "Stay Human" program. I was also invited to the Library Foundation meeting, where I met their new members, and filled them in on the Children's Library.

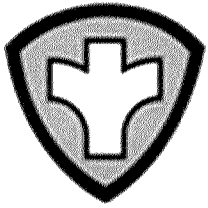
May also brought several educational opportunities, and I took advantage of as much of this free material as I could. I attended an "Intentional Program Design" workshop, hosted by Itasca Networks for Youth. It was an excellent reminder of the importance of quality programming for our young people. In addition, School Library Journal hosted another "Day of Dialogue." This is the third DOD I've attended, over the course of the last year. I am going to miss this day, when they revert to in-person programming, but I am reveling in the opportunity to listen to authors, and their experiences, across a wide swath of society. Finally, I virtually attended a fabulous two-day seminar (six total hours) concerning Indigenous Voices in Young People's literature. I am very proud of our American Indian Collection, and am always looking for more education to ensure the collection stays relevant.

We had no Artastic at Home this month, having learned years ago that programming aimed at school-age kids isn't well-attended in May, September, or December. Online Storytime marches on, however, with 335 total views as of this writing.

We also started Summer Reading in May! Again we are including all readers of every age under the umbrella. If you haven't yet picked up your card, it's waiting for you at the library!

GRAND RAPIDS AREA LIBRARY: 2021 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teens		Friends of the Library		Library Foundation		Total	
	#Vol	Hours	#Vol	Hours	#Vol	Hours	#Vol	Hours	#Vol	Hours	#Vol	Hours	#Vol	Hours	#Vol	Hours
January	15	44.50	4	77.25	8	8.00	0	0.00	0	0.00	9	44.50	4	13.00	19	121.75
February	20	55.50	4	67.75	8	8.00	0	0.00	0	0.00	9	31.50	6	15.00	24	123.25
March	18	38.00	5	79.25	8	8.00	0	0.00	0	0.00	9	27.00	7	15.00	23	117.25
April	16	56.00	7	155.25	8	8.00	0	0.00	0	0.00	11	54.00	2	4.00	23	211.25
May	22	68.00	8	154.00	7	7.00	0	0.00	0	0.00	8	38.00	8	16.50	30	222.00
June																
July																
August																
September																
October																
November																
December																
Total		262.00		533.50		39.00		0.00		0.00		195.00		63.50	*	795.50



Public Health
Prevent. Promote. Protect.

Community COVID-19 Vaccine Clinic

When: Monday, June 7, from 12:30 – 2:00 pm

Where: Grand Rapids Area Library

(140 NE 2nd Street, Grand Rapids, MN)

Who: Anyone **18 years of age** and older

- Offering the Johnson & Johnson Vaccine - only 1 dose needed.
- Walk-ins Welcome.

Questions? Need help registering? Contact the Itasca County Public Health COVID-19 information line at (218) 327-6784.



Monthly Report - Overview for May 2021

 Locations on this report: Grand Rapids Area Library

Checkout

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	6783	4104	65	1372	394	22930	29649	-23
Phone Renewal	96	114	-16	2	4700	605	1204	-50
Renewal	57	92	-39	0	100	472	621	-24
Opac Renewal	485	443	9	8	5962	2338	2442	-5
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	7421	4753	56	1382	436	26345	33916	-23

Checkout Stock Rotation

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 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	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
Normal	4913	3999	22	2142	129	21432	32804	-35
Late	669	623	7	38	1660	3265	3709	-12
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	5582	4622	20	2180	156	24697	36513	-33

Requests Placed

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Total	51	10	410	9	466	108	252	-58

Bib Delta

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	101	141	-29	130	-23	632	607	4
Deleted (Manual)	260	81	220	328	-21	643	1447	-56
New (Batch)	48	59	-19	41	17	204	218	-7
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	409	281	45	499	-19	1479	2272	-35

Auth Delta

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	1	-100	0	0	2	2	0
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	1	-100	0	0	2	2	0

Item Delta

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	300	376	-21	484	-39	1945	2273	-15
Deleted (Manual)	287	287	0	597	-52	2501	2425	3
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	587	663	-12	1081	-46	4446	4698	-6

Acquisitions Activities

Description	May 2021	Apr 2021	%chg	May 2020	%chg	2021 YTD	2020 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	172	330	-48	207	-17	1223	1048	16
Items Rcvd by Ven	185	334	-45	209	-12	1253	1061	18
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	357	664	-47	416	-15	2476	2109	17

REFERENCE STATISTICS – MAY 2021

Door count 2,666

Reference questions 297

Passports 36

Computer help over 5 minutes 26

Computer use 194 sessions; 95.2 hours

Special use computer sessions 35

Tests proctored 0

Children's Stats

Month May 2021

Online Storytime

Programs: 4

Facebook views: 330

Artastic

Programs: 0

Facebook views: 0

Kits handed out: 0

Reference Questions: 226

Reference Questions 2020: 0

Reference Questions 2019: 718

Will Richter

From: Kim Gibeau
Sent: Tuesday, June 1, 2021 10:15 AM
To: Kim Gibeau
Cc: Aurimy Groom; Eric Trast; Jacqueline Heinrich; Scott A Johnson; Steve Schaar; Bob Cahill; Will Richter; Rob Mattei; Erik Scott; Lasha Karels; Tom Pagel
Subject: City Email Requirement
Attachments: City of Grand Rapids Email Web App.pdf

Good Morning all,

Members of City Boards and Commissions are required to have a City email account for conducting all official City business. Moving forward, all meeting notifications, agendas, etc. will be distributed through City emails and no longer be sent to private emails. Please complete the process of setting up your City email as soon as possible to avoid missing any important communications. Please see the message below from our IT and Legal departments.

The IT Department is ready to roll out your new City email accounts. Once you have completed the steps and gained access to your email account, you should immediately start using this account for all communication related to your Board or Commission. Also, this is the account that City staff will use for all communication with you including the distribution of any meeting notifications and documentation.

Here are the steps to follow in order to be granted access to your new account.

1. *Navigate to <https://lfdmzforms.ci.grand-rapids.mn.us/forms/techpolicy> Read, sign and submit. (When asked on the form, you will NOT be needing VPN access)*
2. *Contact Lasha Karels at 218-326-7620 or Erik Scott at 218-326-7618 Monday – Friday 8:00 - 4:30 to be issued a temporary password for your account.*
3. *Access to your account will be at the following address: <https://mail.ci.grand-rapids.mn.us/owa>*
 - a. *This account can be accessed from any internet connected device with a browser.*
 - b. *You will be required to change your password every 90 days. The system will prompt you when your old password has expired. You cannot re-use any of the previously used 10 passwords when choosing a new password.*
 - c. *You will be required to choose your own password on first login. Passwords must meet the following requirements:*
 1. *At least 7 characters long*
 2. *At least one of each of the following: small letter, capital letter, number, special character (Ex. ! @ # \$ % & *)*
 3. *Password cannot contain First Name, Last Name or Username.*
 4. *In order to help keep our systems and accounts secure, please choose a passphrase that does not contain a single dictionary word. Passphrases containing more than one word are far more secure.*

Attached to this message is a brief overview of the webmail application including the address to access your account. Please retain this for future reference.

The reasoning for this requirement is to ensure that we maintain transparency in government and to recognize the fact that Minnesota law makes most communications and information shared between board members, and other governmental officials, available for public inspection. This is known as Minnesota Data Practices information.

The reason we maintain city email addresses is to make sure that if a person requests Data Practices information from the board or commission members, the City has easy access to that email communication so that we can provide such information to a requesting party pursuant to Minnesota law.

For example, if a member of the public requests data practices information from one of our board or commission members, and if that board or committee member said that they would not provide the information, the City of Grand Rapids could be held liable and would have no ability to provide such information over the objection of the board or commission member. This would be a dangerous position for the City to find itself in.

We hope this information is helpful. If you have any other questions or require any further clarification please do not hesitate to contact me.

If you have any questions regarding this email, please feel free to contact me!

Thank you and have a great week!

Kim Gibeau

City Clerk

City of Grand Rapids

420 North Pokegama Avenue

Grand Rapids, MN 55744-2662

Office: 218-326-7611

Fax: 218-326-7608

AMANDA WATKINS

watkinswild@gmail.com | 11997 CO RD 450 Hill City, MN, 55748 | (218) 256-8590

MAY 17, 2021

To:

CITY OF GRAND RAPIDS
420 N. POKEGAMA AVENUE
GRAND RAPIDS, MN 55744

Dear City and Library Directors and Board Members,

I'm writing to apply for the Library Public Services Clerk position at the Grand Rapids Area Library. I've been filling in as support staff in both Children's and Circulation at our library for approximately four years, currently subbing at the Circulation desk five days a week. Along with significant training and experience with the library's operational procedures, my years of subbing experience have given me a unique opportunity to "see if the job fits." I love the work, our library, and its people, having formed positive acquaintanceship with staff, patrons, and volunteers. I consider it a privilege to represent the City of Grand Rapids and our beautiful library, and strive to do it well with honest work ethic, willing attitude, and kindness. A smile can go a long way in someone's day.

I feel very much a part of the library's team already, and that my experience learning from everyone there has prepared me effectively for the position posted. I respect the energy and professionalism both the director and assistant director bring to the library and aim to match it. I feel my skills and personality are a strong fit for the job, as I hope you'll find either in-person at our library or in the application attached. I'd be happy to discuss any questions about my background experience, and look forward to the bright things returning to our community and library this summer. Thank you for your consideration.

Best regards,

AMANDA WATKINS

Will Richter

From: Greg Mueller <glmuellerstudio@gmail.com>
Sent: Tuesday, May 18, 2021 9:40 AM
To: Will Richter
Subject: Process images



