

# Library Board Meeting Agenda

Grand Rapids City Council Chambers

February 10, 2021 5:00 P.M.

**BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all Board members may appear via GoToMeeting (video conferencing).**

**Call to order**

**Roll call**

**Approval of the agenda**

**Public comment (if anyone wishes to address the Board)**

Please call 218-327-8833

**Minutes – approval of January minutes**

**Communications**

FAX from Itasca County Auditor via Arrowhead Library System

**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**

2021 Legacy Art opportunity (update)

**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. Community Room Update
2. Annual Report Introduction
3. Initial 2020 data

**Adjourn**

# Library Board Meeting Minutes

City Council Chambers

January 13, 2021 5:00 P.M.

## **Call to Order**

Board Chair MacDonell called meeting to order at 5:01pm.

## **Roll Call**

Present: Blocker, Martin, Richards, Tabbert

Present via telephone: Kee, Lassen, MacDonell, Teigland

Absent: Thouin

Staff present: Will Richter, Library Director; Amy Dettmer, Assistant Library Director

## **Introductions (Welcome new Board members!)**

Elias Blocker

Lisa Lassen

Ellen Teigland

## **Approval of Agenda**

Motion to: approve agenda as presented

Mover: Martin

Secunder: Richards

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

## **Election of 2021 President, Vice President, and Secretary**

President: MacDonell

Vice President: Martin

Secretary: Tabbert

Motion to: approve election of MacDonell to President, Martin to Vice President, and Tabbert to Secretary

Mover: Richards

Seconder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Public Comment**

No public comment received.

### **Minutes – Approval of December Minutes**

Motion to: approve December minutes as presented

Mover: Martin

Seconder: Kee

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Communications**

Library staff has received numerous thank you notes and calls from patrons that appreciate GRAL services.

### **Friends & Foundation Updates**

Foundation update by Tabbert:

1. Met via Zoom in Dec
2. Received \$2175 donations in honor of Randy McCarty
3. Library pavilion project moving forward

Friends update by Teigland:

1. Met via Zoom in Jan
2. 40 packets of fundraiser cards still for sale at Library

### **Financial Report (Roll Call Vote Required)**

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

Mover: Teigland

Secunder: Kee

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Staff Reports**

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

1. State Librarian Jen Nelson resigns
2. Drive up window seeing approximately 1300 patrons a month
3. Checkout statistics for 2020 were down approximately 100,000 from 2019
4. Broken windows repair process has started

### **Old Business**

2021 Legacy Art Opportunity

Board would prefer functional, kid friendly artwork. Richter to email Board artist website for review and ideas.

### **New Business**

#### **Consent Agenda (Roll Call Vote Required)**

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

1. John and Gina Hawkinson by way of the Grand Rapids Area Community Foundation  
(undesignated)

Mover: Kee

Secunder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Regular Agenda**

1. Fine Free Announcement  
Positive feedback from staff and community.
2. Library Board Roster  
Contact Richter with updates.

3. Room Use & Fee Revision

Staff provided a room use and fee policy revision for the Board to consider.

Motion to: approve and adopt GRAL new room use fees and reservation policy as stated in the Board packet.

Mover: Richards

Secunder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

**Adjourn**

Motion to: adjourn

Mover: Martin

Secunder: Richards

Result: Meeting adjourned at 5:46pm by unanimous roll call vote; ayes: Blocker, 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 to the right from the end of the name.

Lisa Tabbert

Library Board Secretary

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 13, 2021

DATE: 01/07/2021  
 TIME: 16:32:28  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/13/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	624.75
0201428	BAKER & TAYLOR LLC	728.54
0201651	BARKING DOG EXHIBITS	328.00
0212124	BLACKSTONE PUBLISHING	515.87
0221650	BURGGRAF'S ACE HARDWARE	9.98
0305485	CENGAGE LEARNING INC	4,719.00
0315455	COLE HARDWARE INC	131.94
0405500	DEMCO INC	449.10
0421455	DULUTH NEWS TRIBUNE	346.84
0609525	FINDAWAY WORLD LLC	276.21
0701650	GARTNER REFRIGERATION CO	2,968.82
0718010	CITY OF GRAND RAPIDS	11,800.00
0914325	INGRAM ENTERTAINMENT INC.	170.85
1401650	NARDINI FIRE EQUIPMENT CO INC	225.00
1415377	NORTHERN BUSINESS PRODUCTS INC	489.37
2000522	TNT CONSTRUCTION GROUP, LLC	3,202.00
2018680	TRU NORTH ELECTRIC LLC	588.26

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$27,574.53

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.53
0718015	GRAND RAPIDS CITY PAYROLL	33,623.98
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	791.09
1309335	MINNESOTA REVENUE	7.68
1405850	NEXTERA COMMUNICATIONS LLC	75.23
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.64
2114750	UNUM LIFE INSURANCE CO OF AMER	2.05
2301700	WM CORPORATE SERVICES, INC	129.61

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$47,306.24

TOTAL ALL DEPARTMENTS \$74,880.77

*Grand Rapids Area Library*

Arrowhead Regional Library	Payments	Date	Amount	Percentage
2020 Levy		6/17/2020	\$ 223,451.85	57%
		11/30/2020	\$ 150,914.33	38%
			\$ 374,366.18	
1st Half MV & FD				
2020 Calculate Total Settlement - County Regional Library				
Real Estate Gross Tax	Unmined Taconite Gross	Severed Mineral Gross Tax	Total	Nov-20
Arbo \$ 8,733.30	\$ 0.97	\$ 9.78	\$ 8,744.05	\$ 4,975.37
Blackberry \$ 8,263.74	-	\$ 0.36	\$ 8,264.10	\$ 4,702.28
Feeley \$ 4,839.54	-	\$ 0.55	\$ 4,840.09	\$ 2,754.02
Harris \$ 30,290.99	-	\$ 0.12	\$ 30,291.11	\$ 17,235.67
Sago \$ 2,541.01	-	\$ 2.11	\$ 2,543.12	\$ 1,447.04
Spang \$ 2,038.46	-	\$ 3.59	\$ 2,042.05	\$ 1,161.93
Wabana \$ 9,344.38	-	\$ 5.95	\$ 9,350.33	\$ 5,320.35
Cohasset \$ 71,791.16	\$ 3.05	\$ 3.35	\$ 71,797.56	\$ 40,852.89
G.R 316 \$ -	\$ -	\$ -	\$ -	\$ -
G.R 318 \$ -	\$ -	\$ -	\$ -	\$ -
Laprairie 316 \$ 4,515.39	\$ -	\$ -	\$ 4,515.39	\$ 2,569.26
Laprairie 318 \$ 919.83	\$ -	\$ -	\$ 919.83	\$ 523.38
Warba \$ 842.33	\$ -	\$ -	\$ 842.33	\$ 479.29
\$ 144,120.13	\$ -	\$ 25.81	\$ 144,149.96	\$ 82,021.48
				\$ 62,128.48





## **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 ONE MONTH ENDING JANUARY 31, 2021**  
*With Comparative Totals for January 31, 2020*

	2020 Actual	2021 Actual	2021 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	431,538	431,538	431,538	
Compensated Absences	34,953	34,953	34,953	
Emergency/unanticipated Expenditures	64,058	64,058	64,058	
Major Equipment Replacement	24,530	24,530	24,530	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>555,079</b>	<b>555,079</b>	<b>555,079</b>	
<b>Revenues:</b>				
Taxes	-	-	711,010	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	5,506	27	25,732	0%
Fines & Forfeits	934	1	-	0%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	8,000	0%
Miscellaneous	733	167	8,800	2%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>7,173</b>	<b>194</b>	<b>881,542</b>	<b>0%</b>
<b>Expenditures:</b>				
Personnel	48,722	27,589	571,706	5%
Supplies/Materials	7,967	8,797	92,000	10%
Other Services/Charges	11,943	2,906	217,836	1%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>68,632</b>	<b>39,293</b>	<b>881,542</b>	<b>4%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(61,459)</b>	<b>(39,098)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 1/31/XX</b>				
Cash Flow	370,079	392,440	431,538	
Compensated Absences	34,953	34,953	34,953	
Emergency/unanticipated Expenditures	64,058	64,058	64,058	
Major Equipment Replacement	24,530	24,530	24,530	
<b>TOTAL FUND BALANCE 1/31/XX</b>	<b>\$ 493,620</b>	<b>\$ 515,981</b>	<b>\$ 555,079</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,405 as of 12/31/20. 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 JANUARY 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	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	24	1%
211-00-34-00-7975	INTERNET	2,000	-	0%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	15,750	-	0%
211-00-34-00-7990	FAX MACHINE USE	500	3	1%
211-00-35-00-1030	LIBRARY FINES	-	1	0%
211-00-37-00-2310	DONATIONS	1,500	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,000	167	17%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		881,542	194	
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	22,157	6%
211-00-75-10-1030	SALARY-PARTTIME	25,407	1,564	6%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	-	0%
211-00-75-10-1210	PERA	28,909	1,779	6%
211-00-75-10-1220	FICA	23,898	1,464	6%
211-00-75-10-1250	MEDICARE	5,589	342	6%
211-00-75-10-1310	HEALTH INSURANCE	116,541	-	0%
211-00-75-10-1330	LIFE INSURANCE	172	28	16%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	252	10%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	37	0%
211-00-75-20-2020	COPY SUPPLIES	1,500	-	0%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	184	6%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	281	14%
211-00-75-20-2110	BOOKS	39,000	7,105	18%
211-00-75-20-2120	AUDIO/VISUAL	9,000	210	2%
211-00-75-20-2130	NEWSPAPERS	1,500	900	60%
211-00-75-20-2140	PERIODICALS	7,500	-	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	82	3%
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	30	3%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	2,100	10%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	77,836	-	0%
211-00-75-30-3210	TELEPHONE	6,000	378	6%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	34,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	187	9%

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

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-75-30-3860	HEAT-NATURAL GAS	12,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	212	1%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,500	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	-	0%
	TOTAL EXPENDITURES	<u>881,542</u>	<u>39,293</u>	4%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(39,098)</u>	

DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	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
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	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
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	0.00	0.00	5,282.00	0
211-00-34-00-7970	PHOTO COPIES	23.72	2,000.00	23.72	0.00	1,976.28	1
211-00-34-00-7975	INTERNET	0.00	2,000.00	0.00	0.00	2,000.00	0
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	0.00	15,750.00	0.00	0.00	15,750.00	0
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	2.81	500.00	2.81	0.00	497.19	1
TOTAL		26.53	25,732.00	26.53	0.00	25,705.47	0
TOTAL CHARGES FOR SERVICES		26.53	25,732.00	26.53	0.00	25,705.47	0

DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: 6L470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

PAGE: 2  
 F-YR: 21

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1.00	0.00	1.00	0.00	(1.00)	100
TOTAL		1.00	0.00	1.00	0.00	(1.00)	100
TOTAL FINES & FORFEITS		1.00	0.00	1.00	0.00	(1.00)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	0.00	0.00	1,500.00	0
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	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00	0
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	166.83	1,000.00	166.83	0.00	833.17	17
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	0.00	0.00	3,000.00	0
TOTAL		166.83	16,800.00	166.83	0.00	16,633.17	1
TOTAL MISCELLANEOUS REVENUE		166.83	16,800.00	166.83	0.00	16,633.17	1
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

PAGE: 3  
 F-YR: 21

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		194.36	881,542.00	194.36	0.00	881,347.64	0

EXPENSES

GENERAL ADMINISTRATION

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

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	22,156.98	360,052.00	22,156.98	0.00	337,895.02	6
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	1,563.52	25,407.00	1,563.52	0.00	23,843.48	6
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	0.00	8,510.00	0.00	0.00	8,510.00	0
211-00-75-10-1210	PRA	1,779.04	28,909.00	1,779.04	0.00	27,129.96	6
211-00-75-10-1220	FICA	1,464.27	23,898.00	1,464.27	0.00	22,433.73	6
211-00-75-10-1250	MEDICARE	342.46	5,589.00	342.46	0.00	5,246.54	6
211-00-75-10-1310	HEALTH INSURANCE	0.00	116,541.00	0.00	0.00	116,541.00	0
211-00-75-10-1330	LIFE INSURANCE	27.60	172.00	27.60	0.00	144.40	16
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	3.71	0.00	3.71	0.00	(3.71)	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	251.53	0.00	2,376.47	10
TOTAL PERSONNEL		27,589.11	571,706.00	27,589.11	0.00	544,116.89	5

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	37.04	8,000.00	37.04	0.00	7,962.96	0
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	184.28	3,000.00	184.28	0.00	2,815.72	6
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	0.00	0.00	3,000.00	0
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	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

PAGE: 4  
 F-YR: 21

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	0.00	0.00	500.00	0
211-00-75-20-2100	OPERATING SUPPLIES	280.80	2,000.00	280.80	0.00	1,719.20	14
211-00-75-20-2110	BOOKS	7,104.58	39,000.00	7,104.58	940.24	30,855.18	21
211-00-75-20-2120	AUDIO/VISUAL	209.51	9,000.00	209.51	0.00	8,790.49	2
211-00-75-20-2130	NEWSPAPERS	899.60	1,500.00	899.60	0.00	600.40	60
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	0.00	0.00	7,500.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	81.50	3,000.00	81.50	0.00	2,918.50	3
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
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>8,797.31</b>	<b>92,000.00</b>	<b>8,797.31</b>	<b>940.24</b>	<b>82,262.45</b>	<b>11</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
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	29.88	1,000.00	29.88	0.00	970.12	3
211-00-75-30-3090	JANITORIAL SERVICES	2,100.00	20,400.00	2,100.00	0.00	18,300.00	10
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	77,836.00	0.00	0.00	77,836.00	0
211-00-75-30-3210	TELEPHONE	377.68	6,000.00	377.68	0.00	5,622.32	6
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	34,000.00	0.00	0.00	34,000.00	0
211-00-75-30-3840	GARBAGE REMOVAL	187.05	2,000.00	187.05	0.00	1,812.95	9
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	12,000.00	0.00	0.00	12,000.00	0
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	0.00	0.00	9,500.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	211.52	15,000.00	211.52	0.00	14,788.48	1
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0



DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

PAGE: 5  
 F-YR: 21

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		2,906.13	217,836.00	2,906.13	0.00	214,929.87	1
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/PLX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL GENERAL ADMINISTRATION</b>		39,292.55	881,542.00	39,292.55	940.24	841,309.21	5
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0

DATE: 02/04/2021  
 TIME: 09:55:21  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2021

PAGE: 6  
 F-YR: 21

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		39,292.55	881,542.00	39,292.55	940.24	841,309.21	5
TOTAL FUND REVENUES		194.36	881,542.00	194.36	0.00	881,347.64	0
TOTAL FUND EXPENSES		39,292.55	881,542.00	39,292.55	940.24	841,309.21	5
FUND SURPLUS (DEFICIT)		(39,098.19)	0.00	(39,098.19)			
TOTAL ALL FUND REVENUES		194.36	881,542.00	194.36	0.00	881,347.64	0
TOTAL ALL FUND EXPENSES		39,292.55	881,542.00	39,292.55	940.24	841,309.21	5
ALL FUND SURPLUS (DEFICIT)		(39,098.19)	0.00	(39,098.19)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/2021  
 TIME: 13:12:49  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/10/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	116.32
0118100	ARAMARK UNIFORM & CAREER	44.40
0118660	ARROWHEAD LIBRARY SYSTEM	198.62
0201428	BAKER & TAYLOR LLC	2,405.53
0212124	BLACKSTONE PUBLISHING	34.95
0221650	BURGGRAF'S ACE HARDWARE	187.05
0914325	INGRAM ENTERTAINMENT INC.	174.56
1415377	NORTHERN BUSINESS PRODUCTS INC	288.30
1903225	SCENIC RANGE NEWS FORUM	25.00
1903322	SCHECK MECHANICAL CORPORATION	2,782.68
1908248	SHERWIN-WILLIAMS	62.34
1920065	STAR TRIBUNE	552.76
2018680	TRU NORTH ELECTRIC LLC	139.20
2209421	VIKING ELECTRIC SUPPLY INC	280.80

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$7,292.51

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.53
0718015	GRAND RAPIDS CITY PAYROLL	50,001.89
1309199	MINNESOTA ENERGY RESOURCES	967.30
1309335	MINNESOTA REVENUE	18.33
1405850	NEXTERA COMMUNICATIONS LLC	75.23
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.92
1621130	P.U.C.	4,201.61
2114750	UNUM LIFE INSURANCE CO OF AMER	15.05
2301700	WM CORPORATE SERVICES, INC	129.61

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$64,873.47

TOTAL ALL DEPARTMENTS \$72,165.98

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053			AT&T MOBILITY					
L	01/19/21	01	LIB JAN CELL SERV	999-99-00-00-1000 HOLDING ACCOUNT			02/10/21	54.53
							INVOICE TOTAL:	54.53
							VENDOR TOTAL:	54.53
0113100			AMAZON.COM					
	01/15/21	01	8 BOOKS	211-00-75-20-2110 BOOKS	20210192		02/10/21	116.32
							INVOICE TOTAL:	116.32
							VENDOR TOTAL:	116.32
0118100			ARAMARK UNIFORM & CAREER					
	01/26/21	01	TOWELS CLEANING	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20210188		02/10/21	9.09
		02	MOPS	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20210188			5.43
		03	MATS CLASSIC CLTD/#350041513	211-00-75-30-3070 LAUNDRY	20210188			29.88
							INVOICE TOTAL:	44.40
							VENDOR TOTAL:	44.40
0118660			ARROWHEAD LIBRARY SYSTEM					
14776-L	12/31/20	01	OVERDUE NOTICES NOV 2020	211-00-75-20-2010 OFFICE SUPPLIES			02/10/21	65.65
		02	OVERDUE NOTICES DEC 2020	211-00-75-20-2010 OFFICE SUPPLIES				14.95
		03	WINTER READING CHALLENGE SHEET	211-00-75-20-2030 PRINTING/BINDING				96.67
		04	LOST ILL-HOW TO CREATE JEWELRY	211-00-75-20-2110 BOOKS				21.35
							INVOICE TOTAL:	198.62
							VENDOR TOTAL:	198.62

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2035602998-L	12/21/20	01 9	BOOKS	211-00-75-20-2110			02/10/21	90.86
				BOOKS			INVOICE TOTAL:	90.86
2035658133-L	01/13/21	01 9	BOOKS	211-00-75-20-2110	20210155		02/10/21	115.57
				BOOKS			INVOICE TOTAL:	115.57
2035664770-L	01/14/21	01 15	BOOKS/#209977 L411199	211-00-75-20-2110	20210151		02/10/21	154.06
				BOOKS			INVOICE TOTAL:	154.06
2035693505-L	12/29/20	01 4	BOOKS/#209977 L025981	211-00-75-20-2110			02/10/21	45.41
				BOOKS			INVOICE TOTAL:	45.41
2035703202-L	01/14/21	01 11	BOOKS	211-00-75-20-2110	20210155		02/10/21	113.88
				BOOKS			INVOICE TOTAL:	113.88
2035704111-L	01/05/21	01 4	BOOKS/#209977 L025981	211-00-75-20-2110	20210092		02/10/21	55.37
				BOOKS			INVOICE TOTAL:	55.37
2035716967-L	01/12/21	01 13	BOOKS/209977 L025981	211-00-75-20-2110	20210107		02/10/21	212.20
				BOOKS			INVOICE TOTAL:	212.20
2035721126-L	01/18/21	01 1	BOOK/#209977 L411199	211-00-75-20-2110	20210185		02/10/21	19.63
				BOOKS			INVOICE TOTAL:	19.63
2035729835-L	01/18/21	01 11	BOOKS/209977 L025981	211-00-75-20-2110	20210155		02/10/21	162.05
				BOOKS			INVOICE TOTAL:	162.05



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914325			INGRAM ENTERTAINMENT INC.					
6470950-L	01/20/21	01	LET HIM GO DVD	211-00-75-20-2120	20210229		02/10/21	20.57
				AUDIO/VISUAL			INVOICE TOTAL:	20.57
6470951-L	01/27/21	01	AMERICAN P-GIRLS RUL./INFIDEL	211-00-75-20-2120	20210229		02/10/21	28.49
				AUDIO/VISUAL			INVOICE TOTAL:	28.49
6470952-L	01/27/21	01	CRAFT-LEGACY/WAR WITH GRANDPA	211-00-75-20-2120	20210229		02/10/21	41.72
				AUDIO/VISUAL			INVOICE TOTAL:	41.72
6470954-L	01/27/21	01	LOVE AND MONSTERS	211-00-75-20-2120	20210229		02/10/21	21.15
				AUDIO/VISUAL			INVOICE TOTAL:	21.15
6470955-L	01/27/21	01	SPELL DVD	211-00-75-20-2120	20210229		02/10/21	21.15
				AUDIO/VISUAL			INVOICE TOTAL:	21.15
6470956-L	01/27/21	01	DREAMLAND/WANDER DVDS	211-00-75-20-2120	20210229		02/10/21	24.36
				AUDIO/VISUAL			INVOICE TOTAL:	24.36
6470957-L	01/27/21	01	COME PLAY DVD/#3206981	211-00-75-20-2120	20210229		02/10/21	17.12
				AUDIO/VISUAL			INVOICE TOTAL:	17.12
							VENDOR TOTAL:	174.56
1309199			MINNESOTA ENERGY RESOURCES					
L	01/19/21	01	LIB DEC NTL GAS	999-99-00-00-1000			02/10/21	967.30
			HOLDING ACCOUNT				INVOICE TOTAL:	967.30
							VENDOR TOTAL:	967.30

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335			MINNESOTA REVENUE					
L	12/21/20	01	LIB NOV STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			02/10/21	9.07
		02	LIB DEC STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT				9.26
								INVOICE TOTAL: 18.33
								VENDOR TOTAL: 18.33
1405850			NEXTERA COMMUNICATIONS LLC					
L	01/19/21	01	LIB JAN LINE CHARGES	999-99-00-00-1000 HOLDING ACCOUNT			02/10/21	75.23
								INVOICE TOTAL: 75.23
								VENDOR TOTAL: 75.23
1415377			NORTHERN BUSINESS PRODUCTS INC					
511096-0-L	01/21/21	01	WIPE, DISINFECT	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20210223		02/10/21	66.98
								INVOICE TOTAL: 66.98
558126-0-L	01/06/21	01	RUBBERBAND	211-00-75-20-2010 OFFICE SUPPLIES	20210223		02/10/21	37.04
								INVOICE TOTAL: 37.04
558126-1-L	01/08/21	01	TONER HP 410A LJ CART YL	211-00-75-20-2060 COMPUTER SUPPLIES	20210223		02/10/21	118.59
								INVOICE TOTAL: 118.59
558410-0-L	01/08/21	01	TONER HP30A BK/#7789	211-00-75-20-2060 COMPUTER SUPPLIES	20210223		02/10/21	65.69
								INVOICE TOTAL: 65.69
								VENDOR TOTAL: 288.30
1516220			OPERATING ENGINEERS LOCAL #49					



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220			OPERATING ENGINEERS LOCAL #49					
L	01/11/21	02	LIB FEB HEALTH INS PREMIUM	999-99-00-00-1000			02/10/21	9,162.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 9,162.00
								VENDOR TOTAL: 9,162.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	01/04/21	01	LIB JAN SERVICE	999-99-00-00-1000			02/10/21	247.92
				HOLDING ACCOUNT				
								INVOICE TOTAL: 247.92
								VENDOR TOTAL: 247.92
1621130			P.U.C.					
L	12/21/20	01	LIB NOV UTILITIES	999-99-00-00-1000			02/10/21	2,112.70
				HOLDING ACCOUNT				
								INVOICE TOTAL: 2,112.70
								VENDOR TOTAL: 2,112.70
1903225			SCENIC RANGE NEWS FORUM					
254-L	12/01/20	01	SUBSCRIPTION RENEWAL-LIBRARY	211-00-75-20-2130			02/10/21	25.00
				NEWSPAPERS				
								INVOICE TOTAL: 25.00
								VENDOR TOTAL: 25.00
1903322			SCHECK MECHANICAL CORPORATION					
81198-L	12/31/20	01	CLN HEAT EXCHGR/RPR LEAK SCR	211-00-75-30-4070			02/10/21	2,782.68
				GENERAL EQUIP MAINT/REPAIR				
								INVOICE TOTAL: 2,782.68
								VENDOR TOTAL: 2,782.68

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1908248	SHERWIN-WILLIAMS							
0049-8-L	01/08/21	01	1 GALLON PAINT	211-00-75-30-4010	20210075		02/10/21	36.07
			BUILDING MAINT/REPAIRS					
		02	PAINT RECYCLING FEE	211-00-75-30-4010	20210075			0.99
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					37.06
0050-6-L	01/08/21	01	9" MARARTHON 3/8 CVR	211-00-75-30-4010	20210075		02/10/21	10.35
			BUILDING MAINT/REPAIRS					
		02	1 1/2" XL-DALE	211-00-75-30-4010	20210075			8.99
			BUILDING MAINT/REPAIRS					
		03	5PK TRAY LNRS/A#4221-7577-8	211-00-75-30-4010	20210075			5.94
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					25.28
			VENDOR TOTAL:					62.34
1920065	STAR TRIBUNE							
9277061/2021-L	01/03/21	01	9277061/2021 RENEWAL	211-00-75-20-2130	20210070		02/10/21	552.76
			NEWSPAPERS					
			INVOICE TOTAL:					552.76
			VENDOR TOTAL:					552.76
2018680	TRU NORTH ELECTRIC LLC							
1166-L	01/18/21	01	LABOR TO REPAIR LIGHT	211-00-75-30-4010	20210160		02/10/21	100.00
			BUILDING MAINT/REPAIRS					
		02	LED LIGHT BULBS	211-00-75-30-4010	20210160			39.20
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					139.20
			VENDOR TOTAL:					139.20
2114750	UNUM LIFE INSURANCE CO OF AMER							
L	12/28/20	01	LIB JAN LIFE INS	999-99-00-00-1000			02/10/21	15.05
			HOLDING ACCOUNT					
			INVOICE TOTAL:					15.05
			VENDOR TOTAL:					15.05

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 10, 2021

DATE: 02/03/21  
 TIME: 13:19:28  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 02/10/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209421			VIKING ELECTRIC SUPPLY INC					
S004328112.001-L	01/11/21	01	32W-48IN T8 BIPIN 41K/#V27287	211-00-75-20-2100	20210079		02/10/21	280.80
			OPERATING SUPPLIES					
								INVOICE TOTAL: 280.80
								VENDOR TOTAL: 280.80
2301700			WM CORPORATE SERVICES, INC					
L	01/11/21	01	LIB DEC SERVICE	999-99-00-00-1000			02/10/21	129.61
				HOLDING ACCOUNT				
								INVOICE TOTAL: 129.61
								VENDOR TOTAL: 129.61
								TOTAL ALL INVOICES: 72,165.98



DATE: 02/03/2021  
 TIME: 13:07:39  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/10/2021  
 INVOICES IN BATCH LB0210

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	3,790.93	54.53
0113100	AMAZON.COM	624.75	116.32
0118100	ARAMARK UNIFORM & CAREER	430.52	44.40
0118660	ARROWHEAD LIBRARY SYSTEM	0.00	198.62
0201428	BAKER & TAYLOR LLC	728.54	2,405.53
0212124	BLACKSTONE PUBLISHING	515.87	34.95
0221650	BURGGRAF'S ACE HARDWARE	503.46	187.05
0718015	GRAND RAPIDS CITY PAYROLL	500,981.70	50,001.89
0914325	INGRAM ENTERTAINMENT INC.	170.85	174.56
1309199	MINNESOTA ENERGY RESOURCES	5,044.76	967.30
1309335	MINNESOTA REVENUE	348.23	18.33
1405850	NEXTERA COMMUNICATIONS LLC	457.54	75.23
1415377	NORTHERN BUSINESS PRODUCTS INC	540.32	288.30
1516220	OPERATING ENGINEERS LOCAL #49	109,854.00	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	669.60	247.92
1621130	P.U.C.	36,310.05	4,201.61
1903225	SCENIC RANGE NEWS FORUM	0.00	25.00
1903322	SCHECK MECHANICAL CORPORATION	0.00	2,782.68
1908248	SHERWIN-WILLIAMS	0.00	62.34
1920065	STAR TRIBUNE	595.92	552.76
2018680	TRU NORTH ELECTRIC LLC	3,812.86	139.20
2114750	UNUM LIFE INSURANCE CO OF AMER	272.62	15.05
2209421	VIKING ELECTRIC SUPPLY INC	285.50	280.80
2301700	WM CORPORATE SERVICES, INC	1,936.47	129.61
TOTAL ALL VENDORS:			72,165.98

# GRAL Director's Report

JANUARY 2021

---

## ADVOCACY

### -Meeting with Mayor Christy

I met with Dale Christy to discuss how we can work together toward an equitable funding scenario.

### -Public Meeting Live Stream

In an effort to maintain accessibility to government meetings during the COVID-19 pandemic, we are live streaming audio of meetings from a link on the city website. The meeting audio will be streamed live during the meeting and will not be retained for future listening. Meetings broadcast on ICTV will not be streamed. For ICTV streaming, the public may visit [www.watchictv.org](http://www.watchictv.org).

This access will be provided as "listen-only". If you have input for the meeting body, please contact the City Clerk at 218-326-7600 ahead of the meeting or follow the instructions provided during the meeting.

These streams require the newest version of Chrome, Firefox (or the PodBean app if using a mobile device).

## LIBRARY MANAGEMENT

### -Modified Library Services

Modified services continue with staff providing exceptional customer service. Thank you to everyone for working safe.

### -Annual Report

Minnesota's public libraries are required by law (Minnesota Statutes, section 134.13) to submit annual reports to the Minnesota Department of Education. The data is submitted to the Institute of Museum and Library Services for its Public Libraries in the United States Survey.

The Minnesota Public Library Annual Report (MPLAR) includes input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities.

I will provide a draft copy of the report for Board approval at a future meeting.

#### -2020 Library Use Stats

I will have some preliminary stats at the 2/10 meeting.

### **FACILITIES MAINTAINANCE / SPACE**

#### -Drive thru challenges

The location of the drive thru window on the north side makes keeping it clear of snow and ice difficult. Public Works staff have been making extra trips to plow, sand, and salt.

#### -Broken windows

Anderson Glass replaced both windows 2/2. UPDATE: I communicated Board concerns regarding finding a possible underlying cause to the window issue(s) to the Facilities Maintenance Manager. Nathan is working on the issue and I will keep us in the loop.

#### -Project list

After Board action at the October meeting, the Facilities Maintenance Manager is moving forward with seeking quotes for the North wall masonry project, building caulking, exterior brick sealing, and electrical repair / upgrade. (Ongoing).

### **FIRE RESPONSE**

-I responded to 11 fire calls in January with 2 responses from the Library (including a structure fire 1/25).

END OF REPORT

## January in Children's

In all honesty, I'm feeling a little panicky, but we'll get back to that in a minute.

Highlights in January included a Zoom call with a 3<sup>rd</sup> grade class, and another Artastic at Home event. I really enjoy spending time face-to-face with kids over Zoom. We talked about what they were reading, what I was reading, and the upcoming (now past) Newbery and Caldecott awards. I look forward to visiting with them again soon, and I can share the award winners announced last Monday. (Wasn't that exciting?)

Our Artastic at Home event for January was, once again, presided over by the multi-talented Nancy Mike-Johnson. Grandma Nancy volunteers her time and talent, and, for that, we are very grateful. We had 108 people sign up for art kits, and the video has been viewed, at this moment, 162 times. We have three more Artastic events planned for the year: Feb-April.

Online Storytime continues to provide us a weekly chance to make contact with our young patrons. Our January Storytimes have been well-received, with anywhere from 63 to 480 views. The 480 views were from our Storytime with guests Mr. Kenn, Ms. Mary, and Finn the dog. That was a fun day! Our Storytimes will see more guests over the next several weeks, as Teacher Missy is dealing with some health problems.

Now, back to panicking. Usually, by this time of the year, I have most of our Summer Reading Program mapped out, and even some contracts have been written. I have spent several hours over the past two weeks trying to figure out what this summer can possibly look like. Mostly, I have no idea. But, I think I've come up with a focus for this summer, and a few guidelines. First, I will plan no in-person programming. If things look promising in mid to late summer, I will reevaluate that decision. Second, our main focus is to encourage kids to connect with their library. Towards that end we will have several games or activities over the summer that are passive in nature. That is, kids can "do" whatever is being offered (scavenger hunt, poetry game, etc.) in the library, and they can receive a token prize for that week. (Small prizes such as bookmarks and pencils.) All of that will occur in-house. We will also host a standard Summer Reading Program, but what that looks like is yet to be determined. So, while I'm still a bit panicky about this summer, I'm growing more confident in the plan.

Plan? What's that? I guess it's nice to be able to see the end of the tunnel, even though the light may not be bright. As always, I'm so grateful for the support of our Board, as we all navigate the unknown.



Monthly Report - Overview for Jan 2021

-----  
 Locations on this report: Grand Rapids Area Library

Checkout

Description	Jan 2021	Dec 2020	%chg	Jan 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	3871	3968	-3	11223	-66	3871	11223	-66
Phone Renewal	93	138	-33	513	-82	93	513	-82
Renewal	141	102	38	302	-54	141	302	-54
Opac Renewal	432	442	-3	934	-54	432	934	-54
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	4537	4650	-3	12972	-66	4537	12972	-66

Checkout Stock Rotation

Description	Jan 2021	Dec 2020	%chg	Jan 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	Jan 2021	Dec 2020	%chg	Jan 2020	%chg	2021 YTD	2020 YTD	%chg
Normal	3657	4959	-27	10548	-66	3657	10548	-66
Late	633	468	35	1601	-61	633	1601	-61
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	4290	5427	-21	12149	-65	4290	12149	-65

Requests Placed



-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	12	22	-46	93	-88	12	93	-88

Bib Delta

Description	Jan 2021	Dec 2020	%chg	Jan 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	118	92	28	115	2	118	115	2
Deleted (Manual)	81	72	12	175	-54	81	175	-54
New (Batch)	54	59	-9	47	14	54	47	14
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	253	223	13	337	-25	253	337	-25

Auth Delta

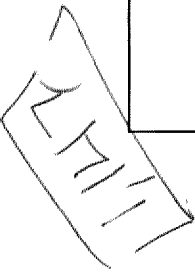
Description	Jan 2021	Dec 2020	%chg	Jan 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	1	-100	0	1	-100
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	1	-100	0	1	-100

Item Delta

Description	Jan 2021	Dec 2020	%chg	Jan 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	408	255	60	493	-18	408	493	-18
Deleted (Manual)	418	458	-9	364	14	418	364	14
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	826	713	15	857	-4	826	857	-4

Acquisitions Activities

Description	Jan 2021	Dec 2020	%chg	Jan 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	186	145	28	195	-5	186	195	-5
Items Rcvd by Ven	186	149	24	195	-5	186	195	-5
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	372	294	26	390	-5	372	390	-5



# JANUARY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
					1 New Year's Day <i>closed</i>	2
3	4 <i>84</i>	5 <i>67</i>	6 <i>69</i>	7 <i>47</i>	8 <i>60</i>	9
10	11 <i>56</i>	12 <i>51</i>	13 <i>56</i>	14 <i>43</i>	15 <i>53</i>	16
17	18 Martin Luther King Jr. Day <i>closed</i>	19 <i>68</i>	20 <i>46</i>	21 <i>63</i>	22 <i>64</i>	23
24	25 <i>84</i>	26 <i>70</i>	27 <i>79</i>	28 <i>58</i>	29 <i>67</i>	30
31						



## Minnesota Public Library Report Key Statistics

The following are statewide totals for public library resource and service measures during 2019.

### In 2019...

Minnesota had twelve regional library systems, 140 public libraries, 356 library locations, and eight bookmobiles.

There were almost 3.8 million registered public library customers. 2,952,328 registered customers lived within the legal service areas of the libraries, and 829,363 people took advantage of reciprocal borrowing privileges at other libraries.

Public libraries employed 2,323 full-time equivalent (FTE) staff members, including 890 FTE in librarian roles, and 1,433 FTE in other staff positions.

### Minnesotans Came to the Library

In any given week in 2019, the average public library in Minnesota was open over 40 hours. During those hours, people visited libraries almost 22 million times in 2019.

Librarians engaged with customers 2.8 million times to provide information, readers' advice, technology help and referrals in-person, by phone and online.

Customers went online during 10.5 million computer and wireless sessions. Ninety-nine percent of public libraries offer wireless internet service, and in 2019, libraries across the state offered 6,732 internet devices—5,663 desktop computers and over 1,000 mobile devices—for public use.

Libraries offered 72,594 programs such as author visits, book clubs, storytimes, and arts and culture events as well as training on digital literacy, starting a business, basic job skills, and STEM (Science, Technology, Engineering and Math) programs for kids.

- Nearly 42,000 children's programs, attended by an average of 24 children and caregivers
- 24,000 adult programs, attended by an average of 14 people
- 6,717 young adult programs, attended by an average of 12 teens

Library programs attracted almost 1.6 million diverse individuals of all ages.

Libraries had 240 meeting rooms available for public use, and the public used those rooms to hold 114,443 meetings in public libraries across Minnesota in 2019.

## Minnesotans Brought the Library Home

Minnesota libraries owned 15.7 million items to lend (not including magazines to browse):

- 13.4 million print materials, mostly books
- Over 1 million videos, mostly DVDs
- 862,533 ebooks
- 785,983 physical audio materials, mostly audiobooks and music CDs
- 247,150 downloadable audiobooks
- 116,130 other materials like tools, cookware, sports equipment, mobile devices and mobile hotspots
- 21,919 magazine subscriptions
- 33,754 downloadable videos
- 33,627 multi-format materials, such as kits

In addition, libraries subscribed to 435 licensed information databases.

Customers borrowed or downloaded public library materials 51 million times in 2019.

- 43,470,319 physical materials, mostly books, magazines, DVDs and CDs
- 7,765,650 electronic materials, mostly ebooks and downloadable audiobooks and videos

Minnesota public libraries provided 1,280,186 interlibrary loans to other libraries and received 1,285,592 interlibrary loans from other libraries nationwide.

Public libraries received \$254,794,981 in operating revenues mostly from local government.

- \$150,776,462 from counties
- \$64,741,787 from cities
- \$757,631 from other local government agencies
- \$17,862,962 from the state
- \$253,779 from the federal government
- \$20,402,360 from other sources

Public libraries spent \$246,463,754 in operating expenditures.

- \$154,708,035 for staff salaries and benefits
- \$26,323,421 for library collection materials
- \$65,432,298 for other operating expenses

Public libraries received \$25,165,120 in capital revenues.

- \$22,296,716 from counties
- \$1,897,435 from cities
- \$150,509 from other sources

Public libraries spent \$33,434,416 for capital expenditures.



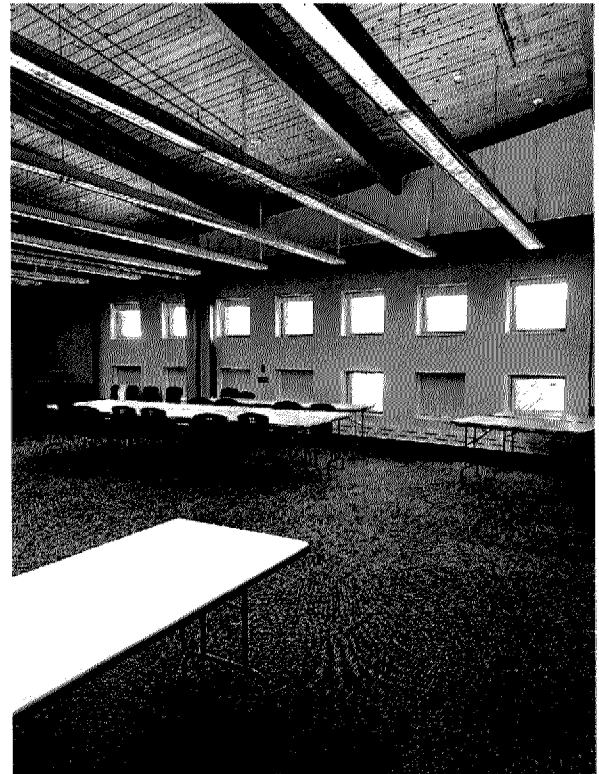
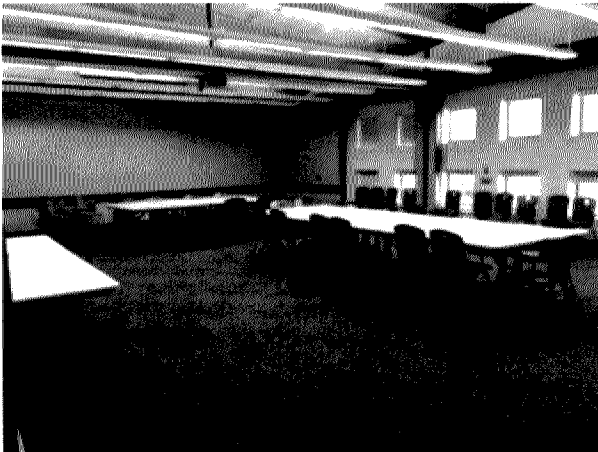
# COMMUNITY ROOM DESIGN PROPOSAL

## PURPOSE

TO ENHANCE THE LOOK AND FEEL OF OUR COMMUNITY ROOM BY CREATING A CLEAN, COMFORTABLE, MODERN, VISUALLY INTERESTING, AND USER-FRIENDLY SPACE.

## RATIONALE

THE ROOM IS WELL-USED, DOES NOT PHOTOGRAPH OR FILM WELL, AND OFTEN HAS TECHNOLOGY ISSUES (WIRELESS CONNECTIVITY OR EQUIPMENT GLITCHES). UPON REOPENING TO THE PUBLIC IN 2021, WE WILL BE INCREASING OUR ROOM RENTAL RATE AND WANT A SPACE FITTING OF THAT INCREASE.





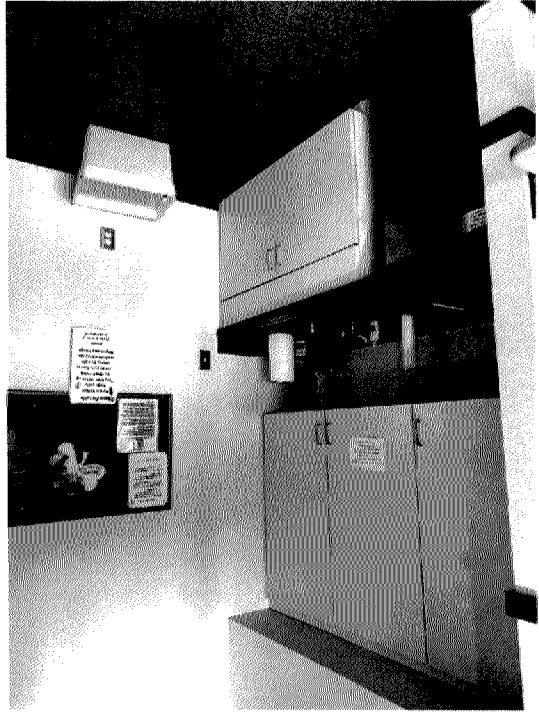
# FUNDING

ALTS MINI-GRANT = \$250  
OTHER = \$

- TECHNOLOGY:
  - UPDATE WIRELESS: \$---
  - UPDATE AV SYSTEM/CART [WIRELESS]: \$---

- CREATE ART GALLERY:
  - ENGAGE IN PARTNERSHIP WITH MACROSTIE ART CENTER, OR WITH LOCAL ARTIST TO PURCHASE OR OTHERWISE DEVELOP A ROTATING GALLERY.
  - PURCHASE APPROPRIATE HANGING EQUIPMENT: \$---

## PROJECT PHASE TWO:



## PROJECT PHASE ONE:

- REPLACE STAINED CARPET TILES: \$---
- CLEAN FABRIC WALLS: \$---
- PAINT WALLS: \$---
- DEEP CLEAN KITCHENETTE/REMOVE SMALL APPLIANCES: FREE
- ADD REMOVABLE WALLPAPER/TILES IN KITCHENETTE: \$---
- FIX/REPLACE BROKEN ROLLER SHADES ON WINDOWS: \$---
- REMOVE TELEPRESENCE MACHINE: FREE

## **Source: Minnesota Public Library Report, 2019**

Minnesota public libraries submit annual reports to the Minnesota Department of Education as required by [Minnesota Statutes, section 134.13](#). Data is also submitted to the Institute of Museum and Library Services for its Public Libraries in the United States Survey.

Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities.

Data for 2019 was submitted February through April 2020 using an online survey. All regional library systems and 99 percent of public library administrative entities in Minnesota completed the survey. (Blue Earth Community Library and Kinney Public Library did not report.)

For information about the 2019 Minnesota Public Library Report or historical data, please contact:

Minnesota Department of Education  
State Library Services  
1500 Highway 36 West  
Roseville, MN 55113-4266  
651-582-8640