

Library Board Meeting Agenda

City Council Chambers

December 9, 2020 5:00 P.M.

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone.

Call to order

Roll call

Approval of agenda

Public comment (if anyone wishes to address the Board)

Please call 218-327-8833

Minutes – approval of November 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

2021 Legacy Art opportunity

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**
Nick and Nancy Eltgroth Fund by way of the Grand Rapids Area Community Foundation
(undesignated)

Regular Agenda

1. COVID-19 update – Board Chair
2. Thank you Library Board volunteers!

Adjourn

Library Board Meeting Minutes

City Council Chambers

November 10, 2020 5:00 P.M.

Call to Order

Board Chair MacDonell called meeting to order at 5:00pm.

Roll Call

Present: Richards, Tabbert

Present via telephone: Jerome, MacDonell, Martin, Zeige

Absent: Kee, Thouin (joined meeting late via telephone with observer status)

Staff present: Will Richter, Library Director; Erik Scott, IT Director

Approval of Agenda

Motion to: approve agenda as presented

Mover: Jerome

Secunder: Richards

Result: approved 6-0 on a roll call vote; ayes: Jerome, MacDonell, Martin, Richards, Tabbert, Zeige

Public Comment

No public comment received.

Minutes – Approval of October Minutes

Motion to: approve October minutes as presented

Mover: Jerome

Secunder: Martin

Result: approved 6-0 on a roll call vote; ayes: Jerome, MacDonell, Martin, Richards, Tabbert, Zeige

Communications

None

Friends & Foundation Updates

Lisa Tabbert, President of the Grand Rapids Area Library Foundation, provided an update on Foundation and Friends activities including:

1. Joint pavilion project zoom meeting late Nov or Dec
2. Foundation receiving donations in honor of Randy McCarty
3. Friends doing a greeting card fundraiser with cards by artist Adam Swanson

Financial Report (Roll Call Vote Required)

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

Mover: Richards

Secunder: Jerome

Result: approved 6-0 on a roll call vote; ayes: Jerome, MacDonell, Martin, Richards, Tabbert, Zeige

Staff Reports

Library Director provided a summary of staff reports highlighting the success of:

1. Story Time
2. Drive up window service
3. Continual adaptations by staff

Old Business

2021 Library Board Applications

Informational – no action taken

New Business

Consent Agenda (Roll Call Vote Required)

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

1. Janet W. Coy in memory of Larry Werner – \$50.00 (undesignated)
2. Grand Rapids Area Library Foundation – \$1760.00 (Jan-Mar Story Time)
3. Marie C. Werner in memory of Larry Werner – \$100.00 (undesignated)

Mover: Zeige

Secunder: Martin

Result: approved 6-0 on a roll call vote; ayes: Jerome, MacDonell, Martin, Richards, Tabbert, Zeige

Regular Agenda

1. Randy McCarty Obituary

Informational – no action taken

2. 2021 Legacy Art

Martin and Thouin to help Library Director start the process of allocating \$3000 for public art inside or outside the Library building with an installation date prior to June 30, 2021.

Adjourn

Motion to: adjourn

Mover: Jerome

Secunder: Richards

Result: Meeting adjourned at 5:21pm by unanimous roll call vote; ayes: Jerome, MacDonell, Martin, Richards, Tabbert, Zeige

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Tabbert". The signature is written in black ink and is positioned below the typed name.

Lisa Tabbert

Library Board Secretary

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

DATE: 11/05/2020
 TIME: 09:19:41
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2020

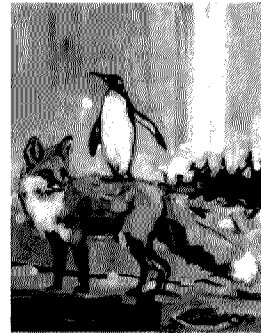
VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	75.34
0118100	ARAMARK UNIFORM & CAREER	44.40
0201428	BAKER & TAYLOR LLC	2,992.97
0212124	BLACKSTONE PUBLISHING	30.95
0401425	DAKOTA SUPPLY GROUP	569.02
0718010	CITY OF GRAND RAPIDS	2,100.00
1015325	JOHNSON CONTROLS FIRE	1,273.60
1415377	NORTHERN BUSINESS PRODUCTS INC	92.03
1605735	PETERSONS LLC	101.73
1815702	ROSEN PUBLISHING	61.12
1901535	SANDSTROM'S INC	38.00
2018680	TRU NORTH ELECTRIC LLC	300.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$7,679.16
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.47
0718015	GRAND RAPIDS CITY PAYROLL	33,136.32
1301146	MARCO TECHNOLOGIES, LLC	128.65
1309199	MINNESOTA ENERGY RESOURCES	54.49
1309335	MINNESOTA REVENUE	8.83
1405850	NEXTERA COMMUNICATIONS LLC	72.90
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.64
1621130	P.U.C.	2,576.36
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2301700	WM CORPORATE SERVICES, INC	129.61
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$48,642.72
TOTAL ALL DEPARTMENTS		\$56,321.88

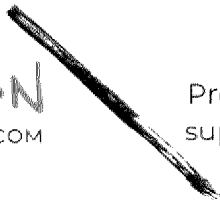
Eight blank notecards featuring the beautiful designs of MN artist & muralist, ADAM SWANSON

Sold exclusively at GRAND RAPIDS AREA LIBRARY

\$20
PACK



ADAM SWANSON
WWW.ADAMSWANSON.COM



Proceeds of this partnership provide direct support to GRAND RAPIDS AREA LIBRARY

140 NE 2nd Street | Grand Rapids | 218-326-7640

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 ELEVEN MONTHS ENDING NOVEMBER 30, 2020
With Comparative Totals for November 30, 2019

	2019 Actual	2020 Actual	2020 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	430,264	431,539	431,539	
Compensated Absences	41,263	34,953	34,953	
Emergency/unanticipated Expenditures	47,641	64,058	64,058	
Major Equipment Replacement	-	24,530	24,530	
TOTAL FUND BALANCE 1/1/XX	519,168	555,080	555,080	
Revenues:				
Taxes	653,786	388,471	702,687	55%
Intergovernmental	94,618	82,671	128,000	65%
Charges for Services	43,330	20,739	43,882	47%
Fines & Forfeits	10,395	2,263	12,000	19%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	16,656	7,170	8,000	90%
Miscellaneous	28,542	10,171	14,300	71%
Other Sources-Operating Transfer	-	6,241	6,241	100%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	847,327	517,727	915,110	57%
Expenditures:				
Personnel	592,705	579,677	696,884	83%
Supplies/Materials	83,678	58,364	82,476	71%
Other Services/Charges	119,440	86,940	135,750	64%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	795,823	724,981	915,110	79%
OPERATING SURPLUS (DEFICIT)	51,504	(207,255)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	8,521	5,536	-	
Fund Balance 11/30/XX				
Cash Flow	473,247	218,748	431,539	
Compensated Absences	41,263	34,953	34,953	
Emergency/unanticipated Expenditures	47,641	64,058	64,058	
Major Equipment Replacement	-	24,530	24,530	
TOTAL FUND BALANCE 11/30/XX	\$ 562,151	\$ 342,289	\$ 555,080	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,652 as of 10/31/20. 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 NOVEMBER 30, 2020

Account Number	Account Description	2020 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 649,662	\$ 334,633	52%
211-00-31-00-0200	DELINQUENT	-	814	0%
211-00-31-00-4055	FISCAL DISPARITIES	53,025	53,025	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	82,021	64%
211-00-33-00-6310	ALS REIMBURSEMENT	-	650	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,400	783	33%
211-00-34-00-7975	INTERNET	3,300	480	15%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	400	160	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	31,500	10,745	34%
211-00-34-00-7990	FAX MACHINE USE	1,000	526	53%
211-00-35-00-1030	LIBRARY FINES	12,000	2,263	19%
211-00-37-00-2310	DONATIONS	1,500	4,728	315%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,355	104%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	7,170	90%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	1,225	27%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,354	68%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,509	50%
211-00-39-00-5030	OPERATING TRANSFERS IN	6,241	6,241	100%
		915,110	517,727	57%
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	445,251	365,080	82%
211-00-75-10-1030	SALARY-PARTTIME	24,513	21,475	88%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	490	6%
211-00-75-10-1210	PERA	35,232	28,557	81%
211-00-75-10-1220	FICA	29,125	23,742	82%
211-00-75-10-1250	MEDICARE	6,812	5,553	82%
211-00-75-10-1310	HEALTH INSURANCE	144,592	132,376	92%
211-00-75-10-1330	LIFE INSURANCE	221	171	77%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	2,234	85%
211-00-75-20-2010	OFFICE SUPPLIES	7,500	4,053	54%
211-00-75-20-2020	COPY SUPPLIES	1,400	234	17%
211-00-75-20-2030	PRINTING/BINDING	1,000	515	51%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,253	42%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	883	29%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	4,000	1,099	27%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	943	94%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	576	175	30%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,392	70%
211-00-75-20-2110	BOOKS	39,000	34,762	89%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,057	56%
211-00-75-20-2130	NEWSPAPERS	1,500	1,211	81%
211-00-75-20-2140	PERIODICALS	7,000	5,345	76%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,440	58%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,200	1,163	97%
211-00-75-30-3070	LAUNDRY	750	242	32%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,513	66%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	2,135	36%
211-00-75-30-3210	TELEPHONE	6,000	4,194	70%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH NOVEMBER 30, 2020

Account Number	Account Description	2020 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,159	39%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	-	20	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	367	18%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	9,020	100%
211-00-75-30-3810	ELECTRICITY	30,000	23,466	78%
211-00-75-30-3840	GARBAGE REMOVAL	4,000	1,421	36%
211-00-75-30-3860	HEAT-NATURAL GAS	4,700	2,641	56%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	7,531	79%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	10,006	67%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,158	13%
211-00-75-30-4030	ONLINE SERVICES	3,500	2,564	73%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	4,322	54%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,325	88%
211-00-75-30-4300	MISCELLANEOUS	-	450	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	100	30	30%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	5,536	0%
	TOTAL EXPENDITURES	<u>915,110</u>	<u>730,517</u>	80%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(212,791)</u>	

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	649,662.35	334,632.62	0.00	315,029.73	52
211-00-31-00-0200	DELINQUENT	0.00	0.00	814.17	0.00	(814.17)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	53,024.65	53,024.65	0.00	0.00	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	388,471.44	0.00	314,215.56	55
TOTAL TAXES		0.00	702,687.00	388,471.44	0.00	314,215.56	55
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	82,021.48	0.00	45,978.52	64
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	649.70	0.00	(649.70)	100
TOTAL		0.00	128,000.00	82,671.18	0.00	45,328.82	65
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	82,671.18	0.00	45,328.82	65
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	74.71	2,400.00	783.42	0.00	1,616.58	33
211-00-34-00-7975	INTERNET	0.00	3,300.00	479.85	0.00	2,820.15	15
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	400.00	160.00	0.00	240.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	0.00	31,500.00	10,745.00	0.00	20,755.00	34
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	17.78	1,000.00	525.88	0.00	474.12	53
TOTAL		92.49	43,882.00	20,739.15	0.00	23,142.85	47
TOTAL CHARGES FOR SERVICES		92.49	43,882.00	20,739.15	0.00	23,142.85	47

DATE: 12/03/2020
 TIME: 13:40:26
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	25.65	12,000.00	2,263.39	0.00	9,736.61	19
TOTAL		25.65	12,000.00	2,263.39	0.00	9,736.61	19
TOTAL FINES & FORFEITS		25.65	12,000.00	2,263.39	0.00	9,736.61	19
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	350.00	1,500.00	4,727.98	0.00	(3,227.98)	315
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,354.53	0.00	(54.53)	104
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	7,169.72	0.00	830.28	90
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	DONATING ROOM RECEIPTS	0.00	4,500.00	1,225.00	0.00	3,275.00	27
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	39.45	2,000.00	1,354.28	0.00	645.72	68
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	1,508.96	0.00	1,491.04	50
TOTAL		389.45	22,300.00	17,340.47	0.00	4,959.53	78
TOTAL MISCELLANEOUS REVENUE		389.45	22,300.00	17,340.47	0.00	4,959.53	78
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	6,241.00	6,241.00	0.00	0.00	100
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	6,241.00	6,241.00	0.00	0.00	100
TOTAL OTHER SOURCES		0.00	6,241.00	6,241.00	0.00	0.00	100

DATE: 12/03/2020
 TIME: 13:40:26
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		507.59	915,110.00	517,726.63	0.00	397,383.37	57
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	26,892.77	445,251.00	365,080.29	0.00	80,170.71	82
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	1,897.60	24,513.00	21,474.52	0.00	3,038.48	88
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	490.08	391.73	7,628.19	10
211-00-75-10-1210	PERA	2,159.26	35,232.00	28,556.72	0.00	6,675.28	81
211-00-75-10-1250	MEDICARE	1,772.22	29,125.00	23,742.07	0.00	5,382.93	82
211-00-75-10-1310	HEALTH INSURANCE	414.48	6,812.00	5,552.67	0.00	1,259.33	82
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	132,376.00	0.00	12,216.00	92
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	171.25	0.00	49.75	77
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	(0.66)	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	209.09	2,628.00	2,233.99	0.00	394.01	85
TOTAL PERSONNEL		45,583.39	696,884.00	579,676.93	391.73	116,815.34	83
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	73.94	7,500.00	4,053.36	93.23	3,353.41	55
211-00-75-20-2020	COPY SUPPLIES	0.00	1,400.00	234.39	0.00	1,165.61	17
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	514.65	0.00	485.35	51
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	180.38	3,000.00	1,253.48	0.00	1,746.52	42
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	883.27	0.00	2,116.73	29
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	4,000.00	1,099.00	0.00	2,901.00	27
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	943.14	0.00	56.86	94

DATE: 12/03/2020
 TIME: 13:40:26
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	576.00	175.20	0.00	400.80	30
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,391.79	0.00	608.21	70
211-00-75-20-2110	BOOKS	2,371.23	39,000.00	34,761.75	803.44	3,434.81	91
211-00-75-20-2120	AUDIO/VISUAL	(895.92)	9,000.00	5,057.27	423.65	3,519.08	61
211-00-75-20-2130	NEWSPAPERS	0.00	1,500.00	1,211.27	0.00	288.73	81
211-00-75-20-2140	PERIODICALS	5,319.01	7,000.00	5,345.01	0.00	1,654.99	76
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	14.52	2,500.00	1,440.48	0.00	1,059.52	58
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		7,063.16	82,476.00	58,364.06	1,320.32	22,791.62	72
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	1,200.00	1,162.50	0.00	37.50	97
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	750.00	241.58	0.00	508.42	32
211-00-75-30-3090	JANITORIAL SERVICES	2,100.00	20,400.00	13,513.03	2,383.80	4,503.17	78
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	2,135.00	125.00	3,740.00	38
211-00-75-30-3210	TELEPHONE	376.40	6,000.00	4,193.93	0.00	1,806.07	70
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	1,158.70	0.00	1,841.30	39
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	20.00	0.00	(20.00)	100
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	366.95	0.00	1,633.05	18
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	820.00	9,000.00	9,020.00	0.00	(20.00)	100
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	23,466.46	0.00	6,533.54	78
211-00-75-30-3840	GARBAGE REMOVAL	0.00	4,000.00	1,421.07	0.00	2,578.93	36
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,700.00	2,640.54	0.00	2,059.46	56
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,062.00	9,500.00	7,530.60	1,062.00	907.40	90
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	10,005.73	0.00	4,994.27	67
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 12/03/2020
 TIME: 13:40:26
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	1,157.66	120.00	7,722.34	14
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	2,563.95	0.00	936.05	73
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	4,322.10	1,696.75	1,981.15	75
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,324.73	0.00	175.27	88
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	449.96	0.00	(449.96)	100
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	100.00	30.00	0.00	70.00	30
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
TOTAL OTHER SERVICES & CHARGES		4,508.71	135,750.00	86,940.49	5,387.55	43,421.96	68
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	5,535.72	0.00	(5,535.72)	100
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	5,535.72	0.00	(5,535.72)	100
TOTAL GENERAL ADMINISTRATION		57,155.26	915,110.00	730,517.20	7,099.60	177,493.20	81
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	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
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 12/03/2020
 TIME: 13:40:26
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2020

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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:		57,155.26	915,110.00	730,517.20	7,099.60	177,493.20	81
TOTAL FUND REVENUES		507.59	915,110.00	517,726.63	0.00	397,383.37	57
TOTAL FUND EXPENSES		57,155.26	915,110.00	730,517.20	7,099.60	177,493.20	81
FUND SURPLUS (DEFICIT)		(56,647.67)	0.00	(212,790.57)			
TOTAL ALL FUND REVENUES		507.59	915,110.00	517,726.63	0.00	397,383.37	57
TOTAL ALL FUND EXPENSES		57,155.26	915,110.00	730,517.20	7,099.60	177,493.20	81
ALL FUND SURPLUS (DEFICIT)		(56,647.67)	0.00	(212,790.57)			

DATE: 12/03/2020
 TIME: 12:01:58
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/09/2020

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	428.33
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	29.25
0201428	BAKER & TAYLOR LLC	1,856.56
0212124	BLACKSTONE PUBLISHING	38.95
0502705	EBSCO SUBSCRIPTION SERVICE	5,319.01
0609525	FINDAWAY WORLD LLC	33.25
0701650	GARTNER REFRIGERATION CO	1,696.75
0718010	CITY OF GRAND RAPIDS	2,502.23
1205850	LEXIS NEXIS	255.10
1401650	NARDINI FIRE EQUIPMENT CO INC	1,062.00
1415377	NORTHERN BUSINESS PRODUCTS INC	254.32
2005150	TECH LOGIC CORPORATION	416.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$14,011.75
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.53
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	16,568.16
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	602.04
1405850	NEXTERA COMMUNICATIONS LLC	75.23
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1621130	P.U.C.	2,527.48
2301700	WM CORPORATE SERVICES, INC	129.61
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$32,339.38
TOTAL ALL DEPARTMENTS		\$46,351.13

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053	11/16/20	01	LIB NOV CELL SERV	999-99-00-00-1000			12/09/20	54.53
				HOLDING ACCOUNT				
								INVOICE TOTAL: 54.53
								VENDOR TOTAL: 54.53
0113100	11/17/20	01	7 BOOKS	211-00-75-20-2110	20203386		12/09/20	78.20
				BOOKS				
								INVOICE TOTAL: 78.20
493339686764-L	11/25/20	01	15 BOOKS	211-00-75-20-2110	20203397		12/09/20	181.37
				BOOKS				
								INVOICE TOTAL: 181.37
744853739383-L	10/29/20	01	4 BOOKS	211-00-75-20-2110	20203199		12/09/20	104.78
				BOOKS				
								INVOICE TOTAL: 104.78
773999498776-L	10/15/20	01	IPAD MONITORING & SUPPORT	211-00-75-30-4020	20203220		12/09/20	120.00
		02	30 PACK POLY BINDER POCK	COMPUTER MAINT/REPAIR				
		03	POP-UP TAPE REFILLS					
								INVOICE TOTAL: 120.00
								VENDOR TOTAL: 120.00
0118345	10/31/20	01	OVERDUE NOTICES-OCT 2020	211-00-75-20-2010	20203219		12/09/20	29.25
				OFFICE SUPPLIES				
								INVOICE TOTAL: 29.25
								VENDOR TOTAL: 29.25

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2035531175-L	11/03/20	01	9 BOOKS/#209977 L411199	211-00-75-20-2110	20203256		12/09/20	110.67
				BOOKS				
						INVOICE TOTAL:		110.67
2035566401-L	11/02/20	01	1 BOOK	211-00-75-20-2110	20203317		12/09/20	11.83
				BOOKS				
						INVOICE TOTAL:		11.83
2035601195-L	11/04/20	01	25 BOOKS/#209977 L025981	211-00-75-20-2110	20203259		12/09/20	327.92
				BOOKS				
						INVOICE TOTAL:		327.92
2035615798-L	11/12/20	01	16 BOOKS/#209977 L025981	211-00-75-20-2110	20203317		12/09/20	248.24
				BOOKS				
						INVOICE TOTAL:		248.24
2035622191-L	11/17/20	01	2 BOOKS	211-00-75-20-2110	20203371		12/09/20	23.01
				BOOKS				
						INVOICE TOTAL:		23.01
2035634787-L	11/20/20	01	78 BOOKS/#209977 L025981	211-00-75-20-2110	20203371		12/09/20	903.89
				BOOKS				
						INVOICE TOTAL:		903.89
2035643472-L	11/30/20	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20203422		12/09/20	231.00
				BOOKS				
						INVOICE TOTAL:		231.00
						VENDOR TOTAL:		1,856.56
0212124			BLACKSTONE PUBLISHING					
1188423-L	11/02/20	01	A TIME FOR MERCY	211-00-75-20-2120	20203247		12/09/20	38.95
				AUDIO/VISUAL				
						INVOICE TOTAL:		38.95
						VENDOR TOTAL:		38.95

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0502705			EBS CO SUBSCRIPTION SERVICE					
1613172-L	11/11/20	01	MAGAZINE RENEWAL/#CGF2936700	211-00-75-20-2140	20203424		12/09/20	5,333.15
				PERIODICALS				
						INVOICE TOTAL:		5,333.15
2004228-L	11/11/20	01	ADJ INCR RATES INV 1557160	211-00-75-20-2140	20203424		12/09/20	26.40
				PERIODICALS				
						INVOICE TOTAL:		26.40
2004744-L	11/11/20	01	ADJ PUBL DISCONT/DELAYED 3 INV	211-00-75-20-2140	20203424		12/09/20	-65.43
				PERIODICALS				
						INVOICE TOTAL:		-65.43
2005708-L	11/11/20	01	ADJ PUBL DISCONT INV 1570418	211-00-75-20-2140	20203424		12/09/20	-13.47
				PERIODICALS				
						INVOICE TOTAL:		-13.47
2006890-L	11/11/20	01	ADJ RATE INCR INV 1587160	211-00-75-20-2140	20203424		12/09/20	37.46
				PERIODICALS				
						INVOICE TOTAL:		37.46
2008326-L	11/11/20	01	ADJ INCR RATES INV 1587160	211-00-75-20-2140	20203424		12/09/20	-9.00
				PERIODICALS				
						INVOICE TOTAL:		-9.00
2100563-L	11/11/20	01	ADJ RATE INCR INV 1587160	211-00-75-20-2140	20203424		12/09/20	9.90
				PERIODICALS				
						INVOICE TOTAL:		9.90
						VENDOR TOTAL:		5,319.01
0605191			FIDELITY SECURITY LIFE					
L	11/09/20	01	LIB VISION NOV	999-99-00-00-1000			12/09/20	6.90
				HOLDING ACCOUNT				
						INVOICE TOTAL:		6.90
						VENDOR TOTAL:		6.90

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0609525			FINDAWAY WORLD LLC					
334231-L	11/20/20	01	5 PLAYAWAYS	211-00-75-20-2120	20203336		12/09/20	384.70
				AUDIO/VISUAL				
				INVOICE TOTAL:				384.70
CM RA56499-L	11/20/20	01	CREDIT MEMO	211-00-75-20-2120			12/09/20	-351.45
				AUDIO/VISUAL				
				INVOICE TOTAL:				-351.45
				VENDOR TOTAL:				33.25
0701650			GARTNER REFRIGERATION CO					
83066-L	10/19/20	01	LABOR TO RPL GASKET ON PUMP	211-00-75-30-4070	20203179		12/09/20	1,422.50
				GENERAL EQUIP MAINT/REPAIR				
		02	TRUCK CHARGE	211-00-75-30-4070	20203179			10.00
				GENERAL EQUIP MAINT/REPAIR				
		03	FLANGE GASKET	211-00-75-30-4070	20203179			264.25
				GENERAL EQUIP MAINT/REPAIR				
				INVOICE TOTAL:				1,696.75
				VENDOR TOTAL:				1,696.75
0718010			CITY OF GRAND RAPIDS					
20/462-L	11/01/20	01	NOV JANITORIAL SERVICE	211-00-75-30-3090	20203227		12/09/20	2,100.00
				JANITORIAL SERVICES				
				INVOICE TOTAL:				2,100.00
B20-493-L	12/01/20	01	PERMIT INSTL DOOR/DRIVEUP WNDW	211-00-75-30-4300	20203405		12/09/20	402.23
				MISCELLANEOUS				
				INVOICE TOTAL:				402.23
				VENDOR TOTAL:				2,502.23
0718015			GRAND RAPIDS CITY PAYROLL					
L	11/06/20	01	LIB 11/06/20 PAYROLL	999-99-00-00-1000			12/09/20	16,568.16
				HOLDING ACCOUNT				
				INVOICE TOTAL:				16,568.16
				VENDOR TOTAL:				16,568.16

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401650			NARDINI FIRE EQUIPMENT CO INC					
155813-L	11/19/20	02	INSPECT ABC FIRE EXT 10#	211-00-75-30-4000	20203346		12/09/20	4.00
				MAINTENANCE CONTRACTS				
		03	EMERG EXIT LIGHT QUICK TEST	211-00-75-30-4000	20203346			140.00
				MAINTENANCE CONTRACTS				
		04	TRIP CHARGE/#4427	211-00-75-30-4000	20203346			40.00
				MAINTENANCE CONTRACTS				
				INVOICE TOTAL:				212.00
				VENDOR TOTAL:				1,062.00
1405850			NEXTERA COMMUNICATIONS LLC					
L	11/16/20	01	LIB NOV LINE CHARGES	999-99-00-00-1000			12/09/20	75.23
				HOLDING ACCOUNT				
				INVOICE TOTAL:				75.23
				VENDOR TOTAL:				75.23
1415377			NORTHERN BUSINESS PRODUCTS INC					
549342-0-L	11/25/20	01	LABEL C/C .5"D RMV FLGN	211-00-75-20-2010	20203416		12/09/20	20.76
				OFFICE SUPPLIES				
		02	BINDER D-RG 4" WHT	211-00-75-20-2010	20203416			10.20
				OFFICE SUPPLIES				
		03	TONER LSR LJ 305A BLK	211-00-75-20-2060	20203416			90.19
				COMPUTER SUPPLIES				
		04	TONER HP 410A LJ CART BK	211-00-75-20-2060	20203416			90.19
				COMPUTER SUPPLIES				
		05	ROLL THERMAL 3 1/8 X 230'	211-00-75-20-2010	20203416			38.99
				OFFICE SUPPLIES				
		06	MOISTENER FINGERTIP/#7789	211-00-75-20-2010	20203416			3.99
				OFFICE SUPPLIES				
				INVOICE TOTAL:				254.32
				VENDOR TOTAL:				254.32
1516220			OPERATING ENGINEERS LOCAL #49					

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2020

DATE: 12/03/20
 TIME: 11:56:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 12/09/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220	11/09/20	01	LIB DEC HEALTH INS PREMIUM	999-99-00-00-1000			12/09/20	12,216.00
			OPERATING ENGINEERS LOCAL #49	HOLDING ACCOUNT				
1621130	11/16/20	01	LIB OCT UTILITIES	999-99-00-00-1000			12/09/20	2,527.48
			P.U.C.	HOLDING ACCOUNT				
2005150	11/02/20	01	CIRCIT RNWL 2021/#GRA002C	211-00-00-00-1550	20203251		12/09/20	416.00
			TECH LOGIC CORPORATION	PREPAID ITEMS				
RC003643-L								416.00
								416.00
2301700	11/09/20	01	LIB OCT SERVICE	999-99-00-00-1000			12/09/20	129.61
			WM CORPORATE SERVICES, INC	HOLDING ACCOUNT				
								129.61
								129.61
								46,351.13
			TOTAL ALL INVOICES:					

DATE: 12/03/2020
 TIME: 12:00:07
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/09/2020
 INVOICES IN BATCH LB1209

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	46,422.57	54.53
0113100	AMAZON.COM	6,305.18	428.33
0118345	ARIDAN BOOKS INC	0.00	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	608.35	29.25
0201428	BAKER & TAYLOR LLC	25,448.80	1,856.56
0212124	BLACKSTONE PUBLISHING	1,499.65	38.95
0502705	EBSCO SUBSCRIPTION SERVICE	0.00	5,319.01
0605191	FIDELITY SECURITY LIFE	746.79	6.90
0609525	FINDAWAY WORLD LLC	1,415.30	33.25
0701650	GARTNER REFRIGERATION CO	74,190.84	1,696.75
0718010	CITY OF GRAND RAPIDS	67,043.24	2,502.23
0718015	GRAND RAPIDS CITY PAYROLL	6,267,775.97	16,568.16
1205850	LEXIS NEXIS	249.10	255.10
1209516	LINCOLN NATIONAL LIFE	16,748.25	39.00
1301146	MARCO TECHNOLOGIES, LLC	11,677.19	120.43
1309199	MINNESOTA ENERGY RESOURCES	223,923.02	602.04
1401650	NARDINI FIRE EQUIPMENT CO INC	1,512.00	1,062.00
1405850	NEXTERA COMMUNICATIONS LLC	4,887.71	75.23
1415377	NORTHERN BUSINESS PRODUCTS INC	7,190.72	254.32
1516220	OPERATING ENGINEERS LOCAL #49	1,236,058.00	12,216.00
1621130	P.U.C.	372,332.04	2,527.48
2005150	TECH LOGIC CORPORATION	0.00	416.00
2301700	WM CORPORATE SERVICES, INC	25,438.77	129.61
TOTAL ALL VENDORS:			46,351.13

GRAL Director's Report

DECEMBER 2020

ADVOCACY

-2021 Budget Process

City of Grand Rapids

The City Council will hold a public meeting and adopt a 2021 Levy 12/7. This includes the Library budget discussed and voted on at the September Library Board meeting.

Itasca County – 2021 Levy Public Meeting & Adoption 12/1

UPDATE from the County Clerk:

Due to miscommunication, the Public Meeting & Adoption of the 2021 Levy and Budget item on today's County Board Work Session Agenda will be pulled and referred to the December 8, 2020 County Board Regular Session. This meeting begins at 2:30 p.m. for other items and actions and will be recessed until 6 p.m. when the Public Meeting & Adoption of the 2021 Levy and Budget item will be held. Please feel free to contact me or County Administrator Brett Skyles if you have any questions or concerns regarding this communication.

-Phone call with State Librarian

I spoke with the Jen Nelson 11/30 about library advocacy and the forecast for the upcoming legislative session.

-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.

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. Again, this month we have had several staff quarantine at home pending COVID-19 test results, but thankfully no positive cases.

FACILITIES MAINTAINANCE / SPACE

-New Drive Thru Window

The new drive thru window was installed the week of November 16th. Drive thru pick-up has been a key aspect of Modified Library Services – and this upgrade (funded with CARES Act monies) is just in time for winter.

-Fire Systems Inspection

Nardini Fire completed a check of all sprinkler and alarm systems in mid-November. The Facilities Maintenance Manager is bringing in an electrician to fix several faulty emergency lights.

-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.

FIRE RESPONSE

-197 calls as of 11/30; 53 responses from the Library. Thank you to the staff for pulling together when I need to be away.

END OF REPORT

Assistant Director Report

December 2020

The Friends of the Library have started a note card fundraiser. The artist Aaron Swanson, who created the mural on the north wall of the library allowed the Friends to choose artwork from his archive. They chose 8 designs and then had Minuteman Press print the note cards. The cards come in a pack of 8 and sell for \$20.00. It has been a little over a week and over 45 packs have been sold! The cards are only available for purchase at the library.

Will Richter

From: Dion Card
Sent: Thursday, December 3, 2020 10:22 AM
To: Will Richter
Subject: Children's Stats

Facebook Online Storytime video views for November: 11/5 288 people reached and 90 views
11/12 451 reached 175 views
11/19 463 reached 213 views
11/26 426 reached 146 views

Storytime reaches 1,627 Facebook accounts: some are preschools, families, homeschoolers, and even nursing homes so our patrons reached is even higher.

Facebook Artastic video view: 1,016 people reached
583 views
161 ARTASTIC KITS sent out

Our Story Walk reached 2,863 accounts! Over 25 people shared it.
There are an average of 6 groups per week (25+ people) per week depending on the weather.

Dion Card

Library Public Services Clerk
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids, MN 55744-2662

Office: 218-327-8823

Fax: 218-326-7644

Monthly Report - Overview for Nov 2020

Locations on this report: Grand Rapids Area Library

Checkout

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
1st Time	3522	4117	-15	10485	-67	51835	129827	-61
Phone Renewal	169	123	37	490	-66	1521	4893	-69
Renewal	87	93	-7	162	-47	825	3297	-75
Opac Renewal	406	745	-46	971	-59	3990	12235	-68
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	4184	5078	-18	12108	-66	58171	150252	-62

Checkout Stock Rotation

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Checkin

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
Normal	4487	5276	-15	11080	-60	55671	131325	-58
Late	631	605	4	1551	-60	5261	17684	-71
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	5118	5881	-13	12631	-60	60932	149009	-60

Requests Placed

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
Placed	3474	3843	-10	1598	117	27713	18338	51
Total	3474	3843	-10	1598	117	27713	18338	51

Requests Resolved

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
Cancelled	173	187	-8	76	127	1156	385	200
Filled	4207	5010	-17	2373	77	36342	30874	17
Expired	0	6	-100	5	-100	30	24	25
Total	4380	5203	-16	2454	78	37528	31283	19

Holdings Resolved

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
Picked Up	2959	3850	-24	1465	101	25866	17807	45
Cancelled	1	3	-67	2	-50	25	12	108
Expired	140	262	-47	123	13	785	1564	-50
Total	3100	4115	-25	1590	94	26676	19383	37

Overdues

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
1st Notice	223	580	-62	471	-53	1959	4968	-61
2nd Notice	4	3	33	0	100	8	0	100
3rd Notice	5	2	150	0	100	7	0	100
4th Notice	3	0	100	0	100	3	0	100
5th Notice	0	0	0	0	0	0	0	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	209	5	4080	91	129	559	1112	-50
Total	444	590	-25	562	-21	2536	6080	-59

Borrower Delta

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	16	23	-31	101	-85	305	1226	-76
Deleted (Manual)	2	5	-60	6	-67	57	91	-38
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	18	28	-36	107	-84	362	1317	-73

Bib Delta

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	111	182	-40	109	1	1438	1440	-1
Deleted (Manual)	19	104	-82	168	-89	2566	1709	50
New (Batch)	8	47	-83	79	-90	482	1090	-56
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	138	333	-59	356	-62	4486	4239	5

Auth Delta

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	2	-100	0	0	5	2	150
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	0	2	-100	0	0	5	2	150

Item Delta

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	317	489	-36	414	-24	4819	6203	-23
Deleted (Manual)	365	172	112	232	57	5027	4325	16
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	682	661	3	646	5	9846	10528	-7

Acquisitions Activities

Description	Nov 2020	Oct 2020	%chg	Nov 2019	%chg	2020 YTD	2019 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	232	238	-3	239	-3	2555	2777	-8
Items Rcvd by Ven	236	243	-3	242	-3	2603	2853	-9
Claims	0	0	0	0	0	0	0	0
Total	468	481	-3	481	-3	5158	5630	-9



November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 67	3 44	4 55	5 48	6 68	7
8	9 51	10 54	11 closed	12 53	13 69	14
15	16 78	17 79	18 65	19 52	20 62	21
22	23 56	24 62	25 52	26 closed	27 closed	28
29	30 83					

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2020-09
A RESOLUTION ACCEPTING DONATIONS

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

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

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

Nick and Nancy Eltgroth Fund by way of the Grand Rapids Area Community Foundation (undesignated)

Adopted this 9th day of December, 2020

Jean MacDonell, President

Lisa Tabbert, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.