

Library Board Meeting Agenda

City Council Chambers

November 10, 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 October 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 Library Board Applications

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**

Janet W. Coy in memory of Larry Werner - \$50.00 (undesignated)

Grand Rapids Area Library Foundation - \$1,760.00 (Jan-Mar Story Time)

Marie C Werner in memory of Larry Werner - \$100.00 (undesignated)

Regular Agenda

- 1. Randy McCarty Obituary**
- 2. 2021 Legacy Art**

Adjourn

Library Board Meeting Minutes

City Council Chambers

October 14, 2020 5:00 P.M.

Call to Order

Board Chair MacDonell called meeting to order at 5:03pm.

Roll Call

Present: MacDonell, Richards, Tabbert

Present via telephone: Jerome, Kee, Zeige

Absent: Martin, McCarty, Thouin

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

Approval of Agenda

Motion to: approve agenda as presented

Mover: Jerome

Seconder: Richards

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

Public Comment

No public comment received.

Minutes – Approval of September Minutes

Motion to: approve September minutes as presented

Mover: Jerome

Seconder: Richards

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

Communications

The Board reviewed the following communications:

Thank you card from Jennifer Schroeder

Friends & Foundation Updates

Lisa Tabbert, President of the Grand Rapids Area Library Foundation, provided an update on Foundation activities including an upcoming zoom meeting and possible pavilion project with the Friends.

Jerome led a discussion about having a playground on the Library grounds. The Board wants the City to know we are still very interested in keeping the opportunity for a playground at the Library alive.

Financial Report (Roll Call Vote Required)

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

Mover: Jerome

Secunder: Richards

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

Staff Reports

Library Director provided a summary of staff reports highlighting the success of online story time, safety procedures for library staff, and the WIFI upgrade.

Old Business

None

New Business

Consent Agenda (Roll Call Vote Required)

Motion to: approve resolution accepting donations from:

Friends of the Grand Rapids Area Library \$1741.02 and \$499.96 – summer reading
Virginia Wickman \$100 – undesignated IRA distribution

Mover: Richards

Secunder: Kee

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

Regular Agenda

1. Discuss Library Board 2021 Vacancies

The Library Board is a nine member board with Jerome, McCarty, and Zeige terms set to expire.

Informational – no action taken

2. Borrower Privileges Resolution

Motion to: approve borrowers privileges resolution as presented

Mover: Zeige

Second: Kee

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

3. 2021 Calendar

Motion to: approve 2021 calendar as presented

Mover: Kee

Second: Jerome

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

4. Authorize the Facilities Maintenance Manager to solicit quotes for the following projects:

North wall masonry project, building caulking, exterior brick sealing, and electrical repair / upgrades

Motion to: approve Facilities Maintenance Manager to solicit quotes for the above listed projects

Mover: Tabbert

Second: Richards

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

Adjourn

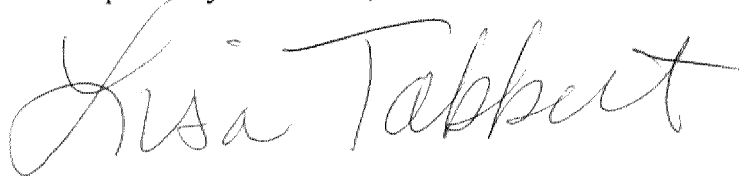
Motion to: adjourn

Mover: Jerome

Secunder: Kee

Result: Meeting adjourned at 5:30pm by unanimous roll call vote; ayes: Jerome,
Kee, MacDonell, 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 text "Respectfully submitted,".

Lisa Tabbert

Library Board Secretary

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020

DATE: 10/08/2020
 TIME: 14:02:35
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/14/2020

| VENDOR # | NAME | AMOUNT DUE |
|--|--------------------------------|------------|
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 570.67 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 153.56 |
| 0201428 | BAKER & TAYLOR LLC | 2,634.61 |
| 0315455 | COLE HARDWARE INC | 9.99 |
| 0718060 | GRAND RAPIDS HERALD REVIEW | 68.95 |
| 1015325 | JOHNSON CONTROLS FIRE | 600.00 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 88.47 |
| 1605665 | PERSONNEL DYNAMICS LLC | 227.04 |
| 1901535 | SANDSTROM'S INC | 68.53 |
| 2018680 | TRU NORTH ELECTRIC LLC | 250.00 |
| TOTAL UNPAID TO BE APPROVED IN THE SUM OF: | | \$4,671.82 |

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

| | | |
|---|--------------------------------|-------------|
| 0100053 | AT&T MOBILITY | 54.47 |
| 0605191 | FIDELITY SECURITY LIFE | 13.80 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 33,136.30 |
| 1209516 | LINCOLN NATIONAL LIFE | 78.00 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 120.43 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 45.00 |
| 1309265 | MN DEPT OF LABOR & INDUSTRY | 30.00 |
| 1309335 | MINNESOTA REVENUE | 3.79 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 72.90 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 12,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 493.12 |
| 1621130 | P.U.C. | 2,752.96 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 18.45 |
| 2301700 | WM CORPORATE SERVICES, INC | 129.61 |
| TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: | | \$49,164.83 |

TOTAL ALL DEPARTMENT \$53,836.65

DATE: 10/08/2020
 TIME: 14:11:05
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/14/2020

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------|--------------------------------|--------------------------|------------|
| 0100053 | AT&T MOBILITY | 37,999.59 | 54.47 |
| 0113100 | AMAZON.COM | 5,659.17 | 570.67 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 454.79 | 153.56 |
| 0201428 | BAKER & TAYLOR LLC | 19,821.22 | 2,634.61 |
| 0315455 | COLE HARDWARE INC | 7,528.39 | 9.99 |
| 0605191 | FIDELITY SECURITY LIFE | 678.90 | 13.80 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 5,259,530.29 | 33,136.30 |
| 0718060 | GRAND RAPIDS HERALD REVIEW | 9,046.61 | 68.95 |
| 1015325 | JOHNSON CONTROLS FIRE | 2,334.36 | 600.00 |
| 1209516 | LINCOLN NATIONAL LIFE | 15,224.23 | 78.00 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 10,533.92 | 120.43 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 220,122.89 | 45.00 |
| 1309265 | MN DEPT OF LABOR & INDUSTRY | 200.00 | 30.00 |
| 1309335 | MINNESOTA REVENUE | 47,685.70 | 3.79 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 3,986.61 | 72.90 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 6,868.08 | 88.47 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 1,010,242.00 | 12,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 6,543.48 | 493.12 |
| 1605665 | PERSONNEL DYNAMICS LLC | 12,092.46 | 227.04 |
| 1621130 | P.U.C. | 295,852.34 | 2,752.96 |
| 1901535 | SANDSTROM'S INC | 25,701.68 | 68.53 |
| 2018680 | TRU NORTH ELECTRIC LLC | 6,445.00 | 250.00 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 2,540.77 | 18.45 |
| 2301700 | WM CORPORATE SERVICES, INC | 20,188.59 | 129.61 |
| TOTAL ALL VENDORS: | | | 53,836.65 |

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 TEN MONTHS ENDING OCTOBER 31, 2020
With Comparative Totals for October 31, 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 | 395,946 | 388,471 | 702,687 | 55% |
| Intergovernmental | 77,537 | 82,671 | 128,000 | 65% |
| Charges for Services | 40,064 | 20,647 | 43,882 | 47% |
| Fines & Forfeits | 9,676 | 2,238 | 12,000 | 19% |
| Blandin Grant | - | - | - | 0% |
| GR Library Foundation | 14,736 | 7,170 | 8,000 | 90% |
| Miscellaneous | 27,947 | 9,781 | 14,300 | 68% |
| Other Sources-Operating Transfer | - | 6,241 | 6,241 | 0% |
| Other Sources (Fund Balance Usage) | - | - | - | 0% |
| TOTAL REVENUES | 565,906 | 517,219 | 915,110 | 57% |
| Expenditures: | | | | |
| Personnel | 540,871 | 534,094 | 696,884 | 77% |
| Supplies/Materials | 78,407 | 51,103 | 82,476 | 62% |
| Other Services/Charges | 112,617 | 77,366 | 135,750 | 57% |
| GRACF Library Foundation | - | - | - | 0% |
| Blandin Grant | - | - | - | 0% |
| TOTAL EXPENDITURES | 731,894 | 662,552 | 915,110 | 72% |
| OPERATING SURPLUS (DEFICIT) | (165,988) | (145,333) | - | |
| Blandin Foundation Capital Grant | - | - | - | |
| Capital Outlay | 8,521 | 5,536 | - | |
| Fund Balance 10/31/XX | | | | |
| Cash Flow | 255,755 | 280,670 | 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 10/31/XX | \$ 344,659 | \$ 404,211 | \$ 555,080 | |

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,910 as of 9/30/20. 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 OCTOBER 31, 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 | 709 | 30% |
| 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 | 508 | 51% |
| 211-00-35-00-1030 | LIBRARY FINES | 12,000 | 2,238 | 19% |
| 211-00-37-00-2310 | DONATIONS | 1,500 | 4,378 | 292% |
| 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 FOUNDATIN | 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 | 1,315 | 66% |
| 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 | 517,219 | 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 | 338,188 | 76% |
| 211-00-75-10-1030 | SALARY-PARTTIME | 24,513 | 19,577 | 80% |
| 211-00-75-10-1050 | CONTRACTED SERVICES | 8,510 | 490 | 6% |
| 211-00-75-10-1210 | PERA | 35,232 | 26,397 | 75% |
| 211-00-75-10-1220 | FICA | 29,125 | 21,970 | 75% |
| 211-00-75-10-1250 | MEDICARE | 6,812 | 5,138 | 75% |
| 211-00-75-10-1310 | HEALTH INSURANCE | 144,592 | 120,160 | 83% |
| 211-00-75-10-1330 | LIFE INSURANCE | 221 | 150 | 68% |
| 211-00-75-10-1347 | VISION INSURANCE | - | (1) | 0% |
| 211-00-75-10-1510 | WORKERS COMPENSATION | 2,628 | 2,025 | 77% |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 7,500 | 3,886 | 52% |
| 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 | 1,073 | 36% |
| 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 | 32,286 | 83% |
| 211-00-75-20-2120 | AUDIO/VISUAL | 9,000 | 5,953 | 66% |
| 211-00-75-20-2130 | NEWSPAPERS | 1,500 | 1,211 | 81% |
| 211-00-75-20-2140 | PERIODICALS | 7,000 | 26 | 0% |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 2,500 | 1,426 | 57% |
| 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 | 212 | 28% |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 20,400 | 11,413 | 56% |
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 6,000 | 2,135 | 36% |
| 211-00-75-30-3210 | TELEPHONE | 6,000 | 3,818 | 64% |

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH OCTOBER 31, 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 | 8,200 | 91% |
| 211-00-75-30-3810 | ELECTRICITY | 30,000 | 20,939 | 70% |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 4,000 | 1,291 | 32% |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 4,700 | 2,039 | 43% |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 9,500 | 6,469 | 68% |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 15,000 | 10,006 | 67% |
| 211-00-75-30-4015 | GROUPS MAINTENANCE | 1,000 | - | 0% |
| 211-00-75-30-4020 | COMPUTER MAINT/REPAIR | 9,000 | 1,038 | 12% |
| 211-00-75-30-4030 | ONLINE SERVICES | 3,500 | 2,564 | 73% |
| 211-00-75-30-4070 | GENERAL EQUIP MAINT/REPAIR | 8,000 | 2,625 | 33% |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 1,500 | 1,204 | 80% |
| 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 | 915,110 | 668,088 | 73% |
| | SURPLUS REVENUES/(EXPENDITURES) | - | (150,869) | |

DATE: 11/05/2020
 TIME: 09:50:24
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

PAGE: 1
 F-YR: 20

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 649.70 | 0.00 | 649.70 | 0.00 | (649.70) | 100 |
| TOTAL | | 649.70 | 128,000.00 | 82,671.18 | 0.00 | 45,328.82 | 65 |
| TOTAL INTERGOVERNMENTAL | | 649.70 | 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 | 46.97 | 2,400.00 | 708.71 | 0.00 | 1,691.29 | 30 |
| 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 | 2.81 | 1,000.00 | 508.10 | 0.00 | 491.90 | 51 |
| TOTAL | | 49.78 | 43,882.00 | 20,646.66 | 0.00 | 23,235.34 | 47 |
| TOTAL CHARGES FOR SERVICES | | 49.78 | 43,882.00 | 20,646.66 | 0.00 | 23,235.34 | 47 |

DATE: 11/05/2020
 TIME: 09:50:25
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

PAGE: 2
 F-YR: 20

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 1.75 | 12,000.00 | 2,237.74 | 0.00 | 9,762.26 | 19 |
| TOTAL | | 1.75 | 12,000.00 | 2,237.74 | 0.00 | 9,762.26 | 19 |
| TOTAL FINES & FORFEITS | | 1.75 | 12,000.00 | 2,237.74 | 0.00 | 9,762.26 | 19 |
| MISCELLANEOUS REVENUE | | | | | | | |
| 211-00-37-00-2310 | DONATIONS | 50.00 | 1,500.00 | 4,377.98 | 0.00 | (2,877.98) | 292 |
| 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 | 1,760.00 | 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 | MEETING 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 | 61.73 | 2,000.00 | 1,314.83 | 0.00 | 685.17 | 66 |
| 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 | | 1,871.73 | 22,300.00 | 16,951.02 | 0.00 | 5,348.98 | 76 |
| TOTAL MISCELLANEOUS REVENUE | | 1,871.73 | 22,300.00 | 16,951.02 | 0.00 | 5,348.98 | 76 |
| 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 |

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL. EXP. |
|-----------------|-------------|----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| TOTAL REVENUES: | | 2,572.96 | 915,110.00 | 517,219.04 | 0.00 | 397,890.96 | 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 | 26,892.76 | 445,251.00 | 338,187.52 | 0.00 | 107,063.48 | 76 |
| 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 | 19,576.92 | 0.00 | 4,936.08 | 80 |
| 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 | 26,397.46 | 0.00 | 8,834.54 | 75 |
| 211-00-75-10-1220 | FICA | 1,772.22 | 29,125.00 | 21,969.85 | 0.00 | 7,155.15 | 75 |
| 211-00-75-10-1250 | MEDICARE | 414.48 | 6,812.00 | 5,138.19 | 0.00 | 1,673.81 | 75 |
| 211-00-75-10-1310 | HEALTH INSURANCE | 12,216.00 | 144,592.00 | 120,160.00 | 0.00 | 24,432.00 | 83 |
| 211-00-75-10-1330 | LIFE INSURANCE | 21.45 | 221.00 | 149.80 | 0.00 | 71.20 | 68 |
| 211-00-75-10-1335 | DENTAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-10-1347 | VISION INSURANCE | 0.52 | 0.00 | (1.18) | 0.00 | 1.18 | 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 | 209.09 | 2,628.00 | 2,024.90 | 0.00 | 603.10 | 77 |
| TOTAL PERSONNEL | | 45,583.38 | 696,884.00 | 534,093.54 | 391.73 | 162,398.73 | 77 |

SUPPLIES & MATERIALS

| | | | | | | | |
|-------------------|-----------------------------|-------|----------|----------|-------|----------|----|
| 211-00-75-20-2010 | OFFICE SUPPLIES | 92.03 | 7,500.00 | 3,886.19 | 63.05 | 3,550.76 | 53 |
| 211-00-75-20-2020 | COPY SUPPLIES | 8.22 | 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 | 0.00 | 3,000.00 | 1,073.10 | 0.00 | 1,926.90 | 36 |
| 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 |

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

PAGE: 4
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FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 2,621.97 | 2,000.00 | 1,391.79 | 0.00 | 608.21 | 70 |
| 211-00-75-20-2110 | BOOKS | 538.41 | 39,000.00 | 32,285.74 | 2,026.48 | 4,687.78 | 88 |
| 211-00-75-20-2120 | AUDIO/VISUAL | 68.95 | 9,000.00 | 5,953.19 | 458.78 | 2,388.03 | 71 |
| 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 | 38.00 | 7,000.00 | 26.00 | 0.00 | 6,974.00 | 0 |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 0.00 | 2,500.00 | 1,425.96 | 38.00 | 1,036.04 | 59 |
| 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 | | 3,367.58 | 82,476.00 | 51,102.89 | 2,586.31 | 28,786.80 | 65 |
| 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 | 0.00 | 750.00 | 211.70 | 0.00 | 538.30 | 28 |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 2,100.00 | 20,400.00 | 11,413.03 | 2,383.80 | 6,603.17 | 68 |
| 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 | 374.01 | 6,000.00 | 3,817.53 | 0.00 | 2,182.47 | 64 |
| 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 | 8,200.00 | 0.00 | 800.00 | 91 |
| 211-00-75-30-3810 | ELECTRICITY | 0.00 | 30,000.00 | 20,938.98 | 0.00 | 9,061.02 | 70 |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 0.00 | 4,000.00 | 1,291.46 | 0.00 | 2,708.54 | 32 |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 0.00 | 4,700.00 | 2,038.50 | 0.00 | 2,661.50 | 43 |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 150.00 | 9,500.00 | 6,468.60 | 0.00 | 3,031.40 | 68 |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 869.02 | 15,000.00 | 10,005.73 | 869.02 | 4,125.25 | 72 |
| 211-00-75-30-4015 | GROUNDS MAINTENANCE | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0 |

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 10 PERIODS ENDING OCTOBER 31, 2020

PAGE: 5
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FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 1,037.66 | 0.00 | 7,962.34 | 12 |
| 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 | 2,625.35 | 0.00 | 5,374.65 | 33 |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 120.43 | 1,500.00 | 1,204.30 | 0.00 | 295.70 | 80 |
| 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 | | 4,433.46 | 135,750.00 | 77,355.90 | 3,377.82 | 55,016.28 | 59 |
| 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 | | 53,384.42 | 915,110.00 | 668,088.05 | 6,355.86 | 240,666.09 | 74 |
| 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 | BLNDIN GRNT-#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 | BLNDIN GRNT-#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 |

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CITY OF GRAND RAPIDS
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 FOR 10 PERIODS ENDING OCTOBER 31, 2020

PAGE: 6
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FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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: | | 53,384.42 | 915,110.00 | 668,088.05 | 6,355.86 | 240,666.09 | 74 |
| TOTAL FUND REVENUES | | 2,572.96 | 915,110.00 | 517,219.04 | 0.00 | 397,890.96 | 57 |
| TOTAL FUND EXPENSES | | 53,384.42 | 915,110.00 | 668,088.05 | 6,355.86 | 240,666.09 | 74 |
| FUND SURPLUS (DEFICIT) | | (50,811.46) | 0.00 | (150,869.01) | | | |
| TOTAL ALL FUND REVENUES | | 2,572.96 | 915,110.00 | 517,219.04 | 0.00 | 397,890.96 | 57 |
| TOTAL ALL FUND EXPENSES | | 53,384.42 | 915,110.00 | 668,088.05 | 6,355.86 | 240,666.09 | 74 |
| ALL FUND SURPLUS (DEFICIT) | | (50,811.46) | 0.00 | (150,869.01) | | | |

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/20 | NET DEBITS | NET CREDITS | BALANCE 10/31/20 |
|------------------------------------|-----------------------------|---------------------|---------------|----------------|---------------------|
| ASSETS | | | | | |
| 211-00-00-00-0100 | DUE FROM OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-0110 | DUE TO OTHER FUNDS | 0.00 | 434,055.41 | 434,055.41 | 0.00 |
| 211-00-00-00-1010 | CASH | 486,550.76 | 582,419.27 | 710,861.96 | 358,108.07 |
| 211-00-00-00-1019 | PETTY CASH FUND | 20.00 | 0.00 | 0.00 | 20.00 |
| 211-00-00-00-1020 | CHANGE FUND | 90.00 | 0.00 | 0.00 | 90.00 |
| 211-00-00-00-1050 | TAXES RECEIVABLE-CURRENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1070 | TAXES RECEIVABLE-DELINQUENT | 21,126.00 | 0.00 | 0.00 | 21,126.00 |
| 211-00-00-00-1150 | ACCOUNTS RECEIVABLE | 63,207.65 | 0.00 | 63,207.65 | 0.00 |
| 211-00-00-00-1310 | DUE FROM OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1313 | DUE FROM ALS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1314 | GR AREA LIB FND ENDOWMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1315 | DUE FROM MN FOUNDATION | 35,393.00 | 0.00 | 0.00 | 35,393.00 |
| 211-00-00-00-1320 | DUE FROM OTHER GOVERNMENTS | 26.25 | 0.00 | 26.25 | 0.00 |
| 211-00-00-00-1321 | DUE FROM US GOV'T | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1550 | PREPAID ITEMS | 4,978.57 | 3,311.30 | 4,348.91 | 3,940.96 |
| 211-00-00-00-1551 | PREPAID INSURANCE | 11,216.00 | 12,350.09 | 21,506.90 | 2,059.19 |
| 211-00-00-00-1620 | BUILDINGS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1621 | ACCUMULATED DEPRECIATION | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1630 | IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1800 | ENCUMBRANCES | 0.00 | 19,774.28 | 13,418.42 | 6,355.86 |
| TOTAL | | 622,608.23 | 1,051,910.35 | 1,247,425.50 | 427,093.08 |
| TOTAL ASSETS | | | | | |
| | | 622,608.23 | 1,051,910.35 | 1,247,425.50 | 427,093.08 |
| LIABILITIES AND FUND EQUITY | | | | | |
| LIABILITIES | | | | | |
| 211-00-00-00-2020 | ACCOUNTS PAYABLE | 21,733.77 | 712,887.27 | 686,546.81 | (4,606.69) |
| 211-00-00-00-2030 | SALES TAX PAYABLE | 0.00 | 165.13 | 172.81 | 7.68 |
| 211-00-00-00-2040 | USE TAX PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-2060 | CONTRACTS PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-2070 | DUE TO OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-2080 | DUE TO OTHER GOVERNMENTS | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-2120 | DUE TO COMPONENT UNIT-PUC | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-2170 | ACCRUED WAGES PAYABLE | 24,035.47 | 24,035.47 | 0.00 | 0.00 |
| 211-00-00-00-2200 | DEFERRED REVENUES-TAXES | 21,126.00 | 0.00 | 0.00 | 21,126.00 |
| 211-00-00-00-2220 | DEFERRED REVENUES | 633.75 | 633.75 | 0.00 | 0.00 |
| TOTAL | | 67,528.99 | 737,721.62 | 686,719.62 | 16,526.99 |

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2020

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/20 | NET DEBITS | NET CREDITS | BALANCE 10/31/20 |
|-----------------------------------|------------------------------|---------------------|---------------|----------------|---------------------|
| TOTAL LIABILITIES | | 67,528.99 | 737,721.62 | 686,719.62 | 16,526.99 |
| FUND EQUITY | | | | | |
| 211-00-00-00-2530 | FUND BALANCE-UNRESV & UNDESG | 555,079.24 | 0.00 | 0.00 | 555,079.24 |
| 211-00-00-00-2950 | RESERVE FOR ENCUMBRANCE | 0.00 | 13,418.42 | 19,774.28 | 6,355.86 |
| TOTAL | FUND SURPLUS (DEFICIT) | 555,079.24 | 13,418.42 | 19,774.28 | 561,435.10 |
| | | 0.00 | 150,869.01 | 0.00 | (150,869.01) |
| TOTAL FUND EQUITY | | 555,079.24 | 164,287.43 | 19,774.28 | 410,566.09 |
| TOTAL LIABILITIES AND FUND EQUITY | | 622,608.23 | 902,009.05 | 706,493.90 | 427,093.08 |

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

DATE: 11/05/2020
 TIME: 09:19:41
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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 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

DATE: 11/05/20
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2020

| INVOICE # | INVOICE DATE | INVOICE ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|----------------|--------------|----------------|-----------------------------|---|----------|---------|----------|-----------------------|
| 0100053 | | | AT&T MOBILITY | | | | | |
| L | 10/12/20 | 01 | LIB OCT CELL SERV | 999-99-00-00-1000 HOLDING ACCOUNT | | | 11/10/20 | 54.47 |
| | | | | | | | | INVOICE TOTAL: 54.47 |
| | | | | | | | | VENDOR TOTAL: 54.47 |
| 0113100 | | | AMAZON.COM | | | | | |
| | 10/19/20 | 01 | 1 BOOK | 211-00-75-20-2110 BOOKS | 20203154 | | 11/10/20 | 12.99 |
| | | | | | | | | INVOICE TOTAL: 12.99 |
| 686987596649-L | 10/22/20 | 01 | 5 BOOKS | 211-00-75-20-2110 BOOKS | 20203099 | | 11/10/20 | 62.35 |
| | | | | | | | | INVOICE TOTAL: 62.35 |
| | | | | | | | | VENDOR TOTAL: 75.34 |
| 0118100 | | | ARAMARK UNIFORM & CAREER | | | | | |
| | 11/03/20 | 01 | TOWELS CLEANING | 211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES | 20203168 | | 11/10/20 | 9.09 |
| | | 02 | MOPS | 211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES | 20203168 | | | 5.43 |
| | | 03 | MAT CLASSIC CLTD/#350041513 | 211-00-75-30-3070 LAUNDRY | 20203168 | | | 29.88 |
| | | | | | | | | INVOICE TOTAL: 44.40 |
| | | | | | | | | VENDOR TOTAL: 44.40 |
| 0201428 | | | BAKER & TAYLOR LLC | | | | | |
| | 10/03/20 | 01 | 34 BOOKS/#209977 L025981 | 211-00-75-20-2110 BOOKS | 20202948 | | 11/10/20 | 433.61 |
| | | | | | | | | INVOICE TOTAL: 433.61 |
| 2035531918-L | 10/12/20 | 01 | 21 BOOKS/209977 L025981 | 211-00-75-20-2110 BOOKS | 20202989 | | 11/10/20 | 287.93 |
| | | | | | | | | INVOICE TOTAL: 287.93 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 11/10/2020

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-----------------------|-----------------------|--------|-----------------------------|------------------------|----------|---------|----------------|----------|
| 0201428 | BAKER & TAYLOR LLC | | | | | | | |
| 2035570630-L | 10/21/20 | 01 | 80 BOOKS | 211-00-75-20-2110 | 20203090 | | 11/10/20 | 954.39 |
| | | | | BOOKS | | | INVOICE TOTAL: | 954.39 |
| 2035572570-L | 10/22/20 | 01 | 15 BOOKS/209977 L025981 | 211-00-75-20-2110 | 20203090 | | 11/10/20 | 268.50 |
| | | | | BOOKS | | | INVOICE TOTAL: | 268.50 |
| 2035580511-L | 10/27/20 | 01 | 13 BOOKS | 211-00-75-20-2110 | 20203156 | | 11/10/20 | 191.32 |
| | | | | BOOKS | | | INVOICE TOTAL: | 191.32 |
| 2035585609-L | 10/28/20 | 01 | 25 BOOKS/209977 L025981 | 211-00-75-20-2110 | 20203156 | | 11/10/20 | 349.76 |
| | | | | BOOKS | | | INVOICE TOTAL: | 349.76 |
| H51331960-L | 10/10/20 | 01 | 48 AUDIO BOOKS | 211-00-75-20-2120 | 20202988 | | 11/10/20 | 458.78 |
| | | | | AUDIO/VISUAL | | | INVOICE TOTAL: | 458.78 |
| H51408500-L | 10/29/20 | 01 | 3 DVDS/#75002097 | 211-00-75-20-2120 | 20203156 | | 11/10/20 | 48.68 |
| | | | | AUDIO/VISUAL | | | INVOICE TOTAL: | 48.68 |
| | | | | | | | VENDOR TOTAL: | 2,992.97 |
| 0212124 | BLACKSTONE PUBLISHING | | | | | | | |
| 1187101-L | 10/27/20 | 01 | TROUBLES IN PARADISE | 211-00-75-20-2120 | 20203164 | | 11/10/20 | 30.95 |
| | | | | AUDIO/VISUAL | | | INVOICE TOTAL: | 30.95 |
| | | | | | | | VENDOR TOTAL: | 30.95 |
| 0401425 | DAKOTA SUPPLY GROUP | | | | | | | |
| S100506034.001-L | 10/20/20 | 01 | ANTI-FREEZE 5 GAL BKT/#6357 | 211-00-75-30-4010 | 20203052 | | 11/10/20 | 569.02 |
| | | | | BUILDING MAINT/REPAIRS | | | INVOICE TOTAL: | 569.02 |
| | | | | | | | VENDOR TOTAL: | 569.02 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2020

| INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------|--------------|--------|------------------------------|------------------------|----------|---------|----------------|-----------|
| 0718010 | 10/12/20 | 01 | OCT JANITORIAL SERVICE | 211-00-75-30-3090 | 20203041 | | 11/10/20 | 2,100.00 |
| 20/441-L | | | | JANITORIAL SERVICES | | | | |
| | | | | | | | INVOICE TOTAL: | 2,100.00 |
| | | | | | | | VENDOR TOTAL: | 2,100.00 |
| 0718015 | 10/09/20 | 01 | LIB 10/09/20 PAYROLL | 999-99-00-00-1000 | | | 11/10/20 | 16,568.16 |
| L | | | | HOLDING ACCOUNT | | | | |
| | | 02 | LIB 10/23/20 PAYROLL | 999-99-00-00-1000 | | | | 16,568.16 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 33,136.32 |
| | | | | | | | VENDOR TOTAL: | 33,136.32 |
| 1015325 | 09/09/20 | 01 | PRGM ACCESS CODES SEC SYSTEM | 211-00-75-30-4010 | 20203152 | | 11/10/20 | 1,273.60 |
| 87069382-L | | | | BUILDING MAINT/REPAIRS | | | | |
| | | | | | | | INVOICE TOTAL: | 1,273.60 |
| | | | | | | | VENDOR TOTAL: | 1,273.60 |
| 1301146 | 10/12/20 | 01 | LIB OCT LEASE COPIER | 999-99-00-00-1000 | | | 11/10/20 | 128.65 |
| L | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 128.65 |
| | | | | | | | VENDOR TOTAL: | 128.65 |
| 1309199 | 10/12/20 | 01 | LIB NTL GAS SEP | 999-99-00-00-1000 | | | 11/10/20 | 54.49 |
| L | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 54.49 |
| | | | | | | | VENDOR TOTAL: | 54.49 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 11/10/2020

| INVOICE # | INVOICE DATE | INVOICE ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------|--------------|----------------|--------------------------------|-------------------|----------|---------|----------|--------------------------|
| 1309335 | | | MINNESOTA REVENUE | | | | | |
| L | 10/20/20 | 01 | LIB SEP STAX PAYABLE | 999-99-00-00-1000 | | | 11/10/20 | 8.83 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | | INVOICE TOTAL: 8.83 |
| | | | | | | | | VENDOR TOTAL: 8.83 |
| 1405850 | | | NEXTERA COMMUNICATIONS LLC | | | | | |
| L | 10/12/20 | 01 | LIB OCT LINE CHARGES | 999-99-00-00-1000 | | | 11/10/20 | 72.90 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | | INVOICE TOTAL: 72.90 |
| | | | | | | | | VENDOR TOTAL: 72.90 |
| 1415377 | | | NORTHERN BUSINESS PRODUCTS INC | | | | | |
| 537856-0-L | 10/07/20 | 01 | BOOK APPT MO 6 9X8.75 BLK | 211-00-75-20-2010 | 20202951 | | 11/10/20 | 10.99 |
| | | 02 | DESKPAD MTH BLK | 211-00-75-20-2010 | 20202951 | | | 15.96 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | | INVOICE TOTAL: 26.95 |
| 537856-1-L | 10/08/20 | 01 | PLANNER SIGNAURE 8X11 | 211-00-75-20-2010 | 20202951 | | 11/10/20 | 36.10 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | | INVOICE TOTAL: 36.10 |
| 538999-0-L | 10/12/20 | 01 | CALENDAR WALL MO | 211-00-75-20-2010 | 20203148 | | 11/10/20 | 17.99 |
| | | 02 | BOOK APPT MO/C#7789 | 211-00-75-20-2010 | 20203148 | | | 10.99 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | | INVOICE TOTAL: 28.98 |
| | | | | | | | | VENDOR TOTAL: 92.03 |
| 1516220 | | | OPERATING ENGINEERS LOCAL #49 | | | | | |
| L | 10/12/20 | 01 | LIB NOV HEALTH INS PREMIUM | 999-99-00-00-1000 | | | 11/10/20 | 12,216.00 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | | INVOICE TOTAL: 12,216.00 |
| | | | | | | | | VENDOR TOTAL: 12,216.00 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2020

DATE: 11/05/20
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 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2020

| INVOICE # | INVOICE DATE | INVOICE ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|--------------|--------------|----------------|----------------------------|----------------------------|----------|---------|----------|-------------------------|
| 1601750 | | | PAUL BUNYAN COMMUNICATIONS | | | | | |
| L | 11/02/20 | 01 | LIB NOV SERVICE | 999-99-00-00-1000 | | | 11/10/20 | 246.64 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | | INVOICE TOTAL: 246.64 |
| | | | | | | | | VENDOR TOTAL: 246.64 |
| 1605735 | | | PETERSONS LLC | | | | | |
| 2251339-L | 09/03/20 | 01 | BASIC GUIDANCE SET 2021 | 211-00-75-20-2110 | 20203131 | | 11/10/20 | 88.76 |
| | | | | BOOKS | | | | |
| | | 02 | SHIPPING | 211-00-75-20-2110 | 20203131 | | | 12.97 |
| | | | | BOOKS | | | | |
| | | | | | | | | INVOICE TOTAL: 101.73 |
| | | | | | | | | VENDOR TOTAL: 101.73 |
| 1621130 | | | P.U.C. | | | | | |
| L | 10/19/20 | 01 | LIB SEP UTILITIES | 999-99-00-00-1000 | | | 11/10/20 | 2,576.36 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | | INVOICE TOTAL: 2,576.36 |
| | | | | | | | | VENDOR TOTAL: 2,576.36 |
| 1815702 | | | ROSEN PUBLISHING | | | | | |
| RSL151968I-L | 10/07/20 | 01 | 1 BOOK/#1000146249 | 211-00-75-20-2110 | 20203002 | | 11/10/20 | 19.70 |
| | | | | BOOKS | | | | |
| | | | | | | | | INVOICE TOTAL: 19.70 |
| RSL152274I-L | 10/20/20 | 01 | 1 BOOK/#1000146249 | 211-00-75-20-2110 | 20203149 | | 11/10/20 | 41.42 |
| | | | | BOOKS | | | | |
| | | | | | | | | INVOICE TOTAL: 41.42 |
| | | | | | | | | VENDOR TOTAL: 61.12 |
| 1901535 | | | SANDSTROM'S INC | | | | | |
| S327725-L | 10/19/20 | 01 | FOAMING CLEANER/C#320023 | 211-00-75-20-2150 | 20203029 | | 11/10/20 | 38.00 |
| | | | | MAINTENANCE TOOLS/SUPPLIES | | | | |
| | | | | | | | | INVOICE TOTAL: 38.00 |
| | | | | | | | | VENDOR TOTAL: 38.00 |

DATE: 11/05/2020
 TIME: 09:17:47
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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2020
 INVOICES IN BATCH LB1110

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------|--------------------------------|--------------------------|------------|
| 0100053 | AT&T MOBILITY | 42,494.49 | 54.47 |
| 0113100 | AMAZON.COM | 6,229.84 | 75.34 |
| 0118100 | ARAMARK UNIFORM & CAREER | 0.00 | 44.40 |
| 0201428 | BAKER & TAYLOR LLC | 22,455.83 | 2,992.97 |
| 0212124 | BLACKSTONE PUBLISHING | 1,468.70 | 30.95 |
| 0401425 | DAKOTA SUPPLY GROUP | 8,002.88 | 569.02 |
| 0718010 | CITY OF GRAND RAPIDS | 60,443.24 | 2,100.00 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 5,765,402.78 | 33,136.32 |
| 1015325 | JOHNSON CONTROLS FIRE | 2,934.36 | 1,273.60 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 11,471.32 | 128.65 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 221,474.26 | 54.49 |
| 1309335 | MINNESOTA REVENUE | 53,725.64 | 8.83 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 4,430.27 | 72.90 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 7,079.10 | 92.03 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 1,123,150.00 | 12,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 7,007.48 | 246.64 |
| 1605735 | PETERSONS LLC | 0.00 | 101.73 |
| 1621130 | P.U.C. | 330,921.55 | 2,576.36 |
| 1815702 | ROSEN PUBLISHING | 328.88 | 61.12 |
| 1901535 | SANDSTROM'S INC | 26,294.34 | 38.00 |
| 2018680 | TRU NORTH ELECTRIC LLC | 8,085.67 | 300.00 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 2,800.71 | 18.45 |
| 2301700 | WM CORPORATE SERVICES, INC | 22,761.79 | 129.61 |
| TOTAL ALL VENDORS: | | | 56,321.88 |

GRAL Director's Report

NOVEMBER 2020

ADVOCACY

-2021 Budget Process

City of Grand Rapids

The City Council adopted a preliminary 2021 levy 9/28 to include the Library budget discussed and voted on at the September Library Board meeting.

Itasca County

The County Board adopted a proposed 2021 levy 9/22 with the same funding level for Arrowhead Library System as 2020 - \$50,000 above the mandated State minimum. Approximately \$19,500 will come back to GRAL per the membership agreement with ALS. Our share is approximately \$19,500. I continue to monitoring the County budget process.

-Department Head Report to Council

I presented my annual report to City Council in early November. I emphasized how Library staff have responded to the pandemic with modified Library services that adapt, engage, and collaborate.

LIBRARY MANAGEMENT

-Modified Library Services

Modified services continue with staff providing exceptional customer service. Thank you to everyone for working safe. We have had several staff quarantine at home pending COVID-19 test results, but thankfully no positive cases.

-ALS updates

Chilton's Database

From Shari at ALS:

Two years ago, we began monitoring usage of the Chilton Database. Gale gave us a reduced rate for the Chilton Database over that two-year period. We shared marketing materials and training links with libraries to try bring the usage up over that time period. Unfortunately, we did not experience an increase. The current

2021 renewal rate that has been quoted in the amount of \$11,341 would bring us to approximately \$7.31 per circ.

At the ALS Compass Users Group meeting this morning, we discussed how patrons are using YouTube to find car repair information. Additionally, vehicles with computerized components are difficult to repair on a DIY basis. Ultimately, the ALS Compass Users Group voted to discontinue the Chilton Database beginning January 1, 2021.

RBdigital merged into OverDrive/Libby

Thursday November 12th is the day for the RBdigital migration to OverDrive/Libby. The RBdigital app will be inaccessible from around 8am CST to 12pm the date of migration but there is no interruption in service to OverDrive/Libby. We are going to place an in-app message in the Rbdigital app to inform patrons of the switch to OverDrive/Libby.

-Update from the State Librarian regarding handling library materials

Many of you are watching the REALM project closely for guidance on how to manage returned materials, and we aware that the lack of recommendations coming from the project has been frustrating to libraries.

The Minnesota Department of Education recommends that quarantining materials for at least as 24 hours, together with recommended sanitation protocols (frequent handwashing, wearing gloves), is likely to be sufficient for mitigating the risk of COVID 19 transmission from library materials. Minnesota is a state of local decision-making and local control, so it is up to libraries and local governments to determine their material quarantining practices. At the same time, we recommend that you listen to staff working directly with returned library materials and respond appropriately to any concerns about the risk of exposure that are expressed.

FACILITIES MAINTAINANCE / SPACE

-Polling place

The Library was a polling place for the 11/3 general election.

FIRE RESPONSE

-187 calls as of 10/31; 52 responses from the Library. Thank you to the staff for pulling together when I need to be away.

END OF REPORT

Assistant Director Report

November 2020

In August, September and October, the Teens Top Ten (TTT) was promoted. Teens Top Ten is a teens choice reading list of 25 nominated titles. Teens can then vote for their favorite and the Top Ten is announced in October. If anyone asked at the window about TTT they would receive a prize. There were 2 teens that asked about it!

Dion attended a book repair workshop virtually. The workshop taught how to make repairs to problems like tipping in loose pages, broken spines, torn headers, loose or broken hinges, and ripped pages.

In October, Arrowhead Library System held customer service workshops on 4 Tuesdays. Of course they were all virtual with the trainer based out of Colorado. Topics included: an introduction to customer service, ethics of library customer service, dealing with hostile and potentially dangerous patrons, and when the library makes a mistake. All were recorded and posted on the ALS website.

October 2020 in Children's

October saw our first "Artastic at Home" virtual program, and, wow, we had a response! Flyers promoting the program went out on our social media platforms, and were sent home to district families through Peachjar. When the dust settled we had around 165 kids signed up, and had sent more than 170 kits out the drive-thru window. We are currently getting ready for our November event, with kit distribution slated for the 16th and 17th of November, and our video going up on our Facebook page on November 18th. For a variety of reasons, I don't expect this one to be as well-attended, but time will tell. A huge thanks to Nancy Mike-Johnson for not only filming our lessons, but for refusing payment, as well. 😊 (As of this writing, the first tutorial has been viewed 193 times.)

Online Storytime continues, as does our education on how to make a great program for kids. We tweak every week, and, hopefully, are improving a bit each time. While my face is all over the program, it is the behind the scenes work of Nicole and Dion that really bring the program to life. They decorate the set, they discuss filming angles, they put up with suggestions from the peanut gallery, they edit, they post, they make the program an inviting virtual space for kids and their families. I so appreciate all of their work on Storytime!

This month saw my first in-person visit to a group in many, many months. Usually, the Class Act students from ICC come to the library in the fall, and I do a talk about "What Your Librarian Wants You to Know" as they become teachers with their own classrooms. This year, I went to them. It was a good experience, and it was fun to visit with them in their environment.

I had another great opportunity this month to attend School Library Journal's (virtual) Day of Dialogue. This is their response to their normal events, held in-person, usually on the east coast. The day was filled with authors and panels talking all things kids and books. This has been one very nice perk to Covid – there's no way our library could afford to send me to a conference such as this one in-person. While participation via computer is not ideal, I still get to see everything!

Another virtual meeting was our bi-annual CLAS meeting. (Children's Librarians of the Arrowhead System.) This meeting is exceedingly important to me, because it is when we can collaborate with other librarians in our region, who face many similar hurdles. While I'd much rather attend in-person, I am very grateful that we can meet in any fashion. This group gives me energy, and I appreciate them, very much.

I have been in contact with a couple of teachers who are doing distance learning, and I think our collaborative efforts to promote the library to their students will kick-off in November. I don't quite know what that yet looks like, but stay tuned! It'll be an adventure!

Monthly Report - Overview for Oct 2020

Locations on this report: Grand Rapids Area Library

Checkout

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|-------------------|----------|----------|------|----------|------|----------|----------|------|
| 1st Time | 4117 | 3896 | 5 | 12918 | -69 | 48313 | 119342 | -60 |
| Phone Renewal | 123 | 6 | 1950 | 476 | -75 | 1352 | 4403 | -70 |
| Renewal | 93 | 12 | 675 | 264 | -65 | 738 | 3135 | -77 |
| Opac Renewal | 745 | 149 | 400 | 1074 | -31 | 3584 | 11264 | -69 |
| 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 | 5078 | 4063 | 24 | 14732 | -66 | 53987 | 138144 | -61 |

Checkout Stock Rotation

| Description | Oct 2020 | Sep 2020 | %chg | Oct 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 | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|----------------|----------|----------|------|----------|------|----------|----------|------|
| Normal | 5276 | 3492 | 51 | 12775 | -59 | 51184 | 120245 | -58 |
| Late | 605 | 117 | 417 | 1658 | -64 | 4630 | 16133 | -72 |
| Offline Normal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Offline Late | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 5881 | 3609 | 62 | 14433 | -60 | 55814 | 136378 | -60 |

Requests Placed

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Placed | 3843 | 3632 | 5 | 1782 | 115 | 24239 | 16740 | 44 |
| Total | 3843 | 3632 | 5 | 1782 | 115 | 24239 | 16740 | 44 |

Requests Resolved

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Cancelled | 187 | 132 | 41 | 83 | 125 | 983 | 309 | 218 |
| Filled | 5010 | 4936 | 1 | 3151 | 58 | 32135 | 28501 | 12 |
| Expired | 6 | 16 | -63 | 1 | 500 | 30 | 19 | 57 |
| Total | 5203 | 5084 | 2 | 3235 | 60 | 33148 | 28829 | 14 |

Holds Resolved

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Picked Up | 3850 | 3686 | 4 | 1864 | 106 | 22907 | 16342 | 40 |
| Cancelled | 3 | 2 | 50 | 3 | 0 | 24 | 10 | 140 |
| Expired | 262 | 19 | 1278 | 164 | 59 | 645 | 1441 | -56 |
| Total | 4115 | 3707 | 11 | 2031 | 102 | 23576 | 17793 | 32 |

Overdues

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|--------------|----------|----------|------|----------|------|----------|----------|------|
| 1st Notice | 580 | 0 | 100 | 448 | 29 | 1736 | 4497 | -62 |
| 2nd Notice | 3 | 1 | 200 | 0 | 100 | 4 | 0 | 100 |
| 3rd Notice | 2 | 0 | 100 | 0 | 100 | 2 | 0 | 100 |
| 4th Notice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 5 | 92 | -95 | 102 | -96 | 350 | 1021 | -66 |
| Total | 590 | 93 | 534 | 550 | 7 | 2092 | 5518 | -63 |

Borrower Delta

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|------------------|----------|----------|------|----------|------|----------|----------|------|
| New (Manual) | 23 | 8 | 187 | 115 | -80 | 289 | 1125 | -75 |
| Deleted (Manual) | 5 | 6 | -17 | 3 | 66 | 55 | 85 | -36 |
| New (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 28 | 14 | 100 | 118 | -77 | 344 | 1210 | -72 |

Bib Delta

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|------------------|----------|----------|------|----------|------|----------|----------|------|
| New (Manual) | 182 | 84 | 116 | 152 | 19 | 1327 | 1331 | -1 |
| Deleted (Manual) | 104 | 114 | -9 | 170 | -39 | 2547 | 1541 | 65 |
| New (Batch) | 47 | 22 | 113 | 137 | -66 | 474 | 1011 | -54 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 333 | 220 | 51 | 459 | -28 | 4348 | 3883 | 11 |

Auth Delta

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

Item Delta

| Description | Oct 2020 | Sep 2020 | %chg | Oct 2019 | %chg | 2020 YTD | 2019 YTD | %chg |
|------------------|----------|----------|------|----------|------|----------|----------|------|
| New (Manual) | 489 | 340 | 43 | 742 | -35 | 4502 | 5789 | -23 |
| Deleted (Manual) | 172 | 174 | -2 | 322 | -47 | 4662 | 4093 | 13 |
| New (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 661 | 514 | 28 | 1064 | -38 | 9164 | 9882 | -8 |

Acquisitions Activities

| Description | Oct 2020 | Sep 2020 | %chg | Oct 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 | 238 | 244 | -3 | 363 | -35 | 2323 | 2538 | -9 |
| Items Rcvd by Ven | 243 | 248 | -3 | 380 | -37 | 2367 | 2611 | -10 |
| Claims | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 481 | 492 | -3 | 743 | -36 | 4690 | 5149 | -9 |

October 2020

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------|----------|-----------|----------|----------|----------|
| | | | | 1 56 | 2 63 | 3 |
| 4 | 5 69 | 6 74 | 7 82 | 8 57 | 9 51 | 10 |
| 11 | 12 55 | 13 48 | 14 67 | 15 54 | 16 60 | 17 |
| 18 | 19 53 | 20 57 | 21 47 | 22 30 | 23 62 | 24 |
| 25 | 26 65 | 27 54 | 28 72 | 29 59 | 30 50 | 31 |



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
 City Administration Office
 420 N. Pokegama Avenue
 Grand Rapids, MN 55744
 218-326-7600

Personal Information:

| | |
|-------------|----------------|
| Name: | Date: |
| Address: | Day Phone: |
| Employer: | Evening Phone: |
| Occupation: | E-Mail |

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

| | |
|---|--|
| <input type="checkbox"/> Golf Course Board <input type="checkbox"/> Library Board <input type="checkbox"/> Public Utilities Commission <input type="checkbox"/> Planning Commission <input type="checkbox"/> Arts & Cultural Commission | <input type="checkbox"/> Police Community Advisory Board <input type="checkbox"/> Economic Development Authority <input type="checkbox"/> Housing & Redevelopment Auth. <input type="checkbox"/> Human Rights Commission <input type="checkbox"/> Parks, Recreation & Civic Center Board |
|---|--|

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?)

How did you become interested in serving on a Board or Commission?

Date Authorization:

If appointed, I, _____, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # _____ Home email _____

Work address _____ Work Phone# _____

Work email _____ Cell Phone # _____

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

Date

Signature

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2020-08
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:

Janet W. Coy in memory of Larry Werner - \$50.00 (undesignated)
Grand Rapids Area Library Foundation - \$1,760.00 (Jan-Mar Story Time)
Marie C Werner in memory of Larry Werner - \$100.00 (undesignated)

Adopted this 10th day of November, 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:

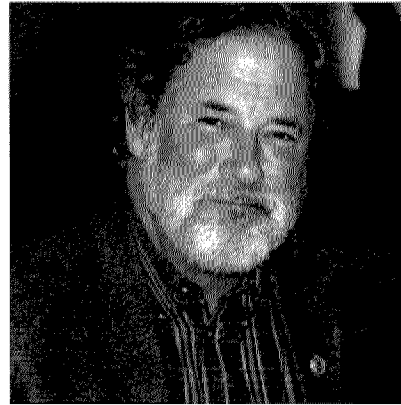
Whereby the resolution was declared duly passed and adopted.

Rowe Funeral Home and Crematory

Randy L. McCarty

(October 29, 2020)

Randy L. McCarty, age 67, of Grand Rapids, MN passed away peacefully on Thursday, October 29, 2020.



Randy enjoyed his free time hunting, fishing, woodworking, and being with his family. Randy was heavily involved in community activities focusing on literacy, environmental concerns, and mentoring programs. He was past President of both Grand Rapids Rotary Clubs, the Pokegama Lake Association, Bridges Kinship Mentoring, Grand Rapids Men's Reading Group, Grand Rapids Library Board, and the Library Foundation. He was also the site steward for Chisholm Point Island Scientific and Natural Area, member of the Grand Rapids Library Program Committee, Cohasset Planning Commission, Cohasset EDA, Cohasset Public Utilities Commission, KAXE Reading Group, along with many other community endeavors.

Randy was preceded in death by his parents, Ronald and Joyce McCarty; brother, Scott McCarty; aunt, Suzanne McCarty; and in-laws, Bob and Jere Urista.

Randy is survived by his loving wife, Kathy McCarty; two sons, Sean (Wynn) McCarty, Michael (Betsy) McCarty; three grandchildren; sister, Robin Mady; sisters-in-law, Deb McCarty, Robin Mollick; uncle, Pat McCarty; and many nieces, nephews, and cousins.

A memorial service will be held at a later date. In lieu of flowers, memorials are preferred to the Grand Rapids Area Library Foundation or to Donor's Choice.

Will Richter

From: Mollie Stanford <mollie.stanford@alslib.info>
Sent: Friday, October 30, 2020 10:54 AM
To: Library Directors; Legacy Events
Cc: Mollie Stanford; Shari Fisher; Nikki Erickson; ALS Legacy Committee; Jim Weikum
Subject: [Library Directors] FY2021 Legacy Public Library Art Projects -- November 1, 2020-June 30, 2021

Greetings!

Great news! We received our FY2021 Legacy Official Grant Award Notification and our FY2021 application has been accepted, meaning we can now move forward with our large-scale Legacy Public Library Art Project that is open to all ALS member public libraries!

The long-standing ALS Public Library Art Project provides public artwork opportunities to ALS member public libraries. Library staff have a chance to connect with city officials and community members to create a celebrated piece of artwork that celebrates community-specific, artistic, cultural and/or historical attribute(s) and the artwork is placed in high traffic locations inside or outside the library for all to enjoy. This program brings regional awareness to local artists' talents and provides a permanent artistic reflection of each community's attributes to inspire and provide enjoyment for all. Completed works include, but are not limited to, indoor/outdoor murals, sculptures, bike racks, fabric art, paintings, and glasswork.

Currently, there are nine public libraries in the ALS region that have not had Legacy art projects -- the following public libraries qualify for up to \$12,000 in FY2021: Aurora PL, Bovey PL, Buhl PL, Carlton Area PL, Ely PL, Eveleth PL, Gilbert PL, Keewatin PL, and Marble PL. The 18 public libraries that have had Legacy art projects at their locations qualify for up to \$3,000 in FY2021. The timeline for projects is November 1, 2020-June 30, 2021.

With the help of the ALS Legacy Committee, we have put together a Request for Qualifications (RFQ) template for library use and official project guidelines for ALS member public libraries. These documents, along with a folder of completed ALS Legacy Public Library Art Projects, can be found in the shared FY2021 Legacy Public Library Art Projects Google folder here: https://drive.google.com/drive/folders/1o9_2HBwekviPOW6n7NDGoeLZwdTuTAuB?usp=sharing. Although there is no official application process for ALS member public libraries, I'd love a heads up via phone or email to let us know you are interested in moving forward with an art project and will be sending out the RFQ in your community.

Once art projects have been completed, ALS staff will work with a NE Minnesota photographer to capture professional pictures of the public library art around the region, including artwork that has already been created with Legacy funding. Legacy plaques with the language and logo will be created for every public library with an ALS Public Library Art Project.

We are very excited about this Legacy project because it will support the diverse artistic talent in NE Minnesota and it will also be safe for library staff, artists, and communities.

If you have any questions at all about the process, please let me know!

Take care and happy planning,
Mollie

Mollie M. Stanford, MLIS
Regional Librarian -- Youth Services & Training
Arrowhead Library System
5528 Emerald Avenue, Mountain Iron, MN 55768
(218) 741-3840
Pronouns: she, her, hers