

# Library Board Meeting Agenda

City Council Chambers

October 14, 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 September minutes**

**Communications**

Thank you card from Jennifer Schroeder

**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**

**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**

Friends of the Grand Rapids Area Library \$1,741.02 and \$499.96 – summer reading  
Virginia Wickman \$100.00 – undesignated IRA distribution

**Regular Agenda**

- 1. Library Board 2021 vacancies – Application for City Boards and Commissions**
- 2. Borrower Privileges Resolution**
- 3. 2021 Calendar**
- 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.

**Adjourn**

# **Library Board Meeting Minutes – 9/9/20 regular meeting**

**City Council Chambers**

**September 9, 2020 5:00 P.M.**

## **Call to order**

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

## **Roll call**

Present: Kee, MacDonell, Martin, Tabbert, and Jerome via telephone.

Absent: McCarty, Richards, Thouin, and Zeige.

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

## **Approval of agenda**

Motion to: approve agenda as presented

Mover: Jerome

Seconder: Kee

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

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

No public comment received.

## **Minutes – approval of March minutes**

Motion to: approve March minutes as presented

Mover: Tabbert

Seconder: Martin

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

## **Communications**

The Board reviewed the following communications:

Certification of Minimum Local Support Requirement: 2021 (Grand Rapids)

Certification of Minimum Local Support Requirement: 2021 (Itasca County)

Thank you card from Georgia Bjerk

## **Friends & Foundation Update(s)**

Lisa Tabbert, President of the Grand Rapids Area Library Foundation, provided an update on Foundation activities.

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

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

Mover: Martin

Seconder: Kee

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

### **Staff Reports**

Library Director provided a summary of staff reports.

### **Old Business**

None.

### **New Business**

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

Motion to: approve Donation resolution 2020-04 - including the following donations:

Saint Paul & Minnesota Foundation \$1,354.53

Wabana Township \$1,000.00

Neal Nicolaus \$42.00 for *The Sun* magazine in memory of Joseph Gallant

ISD 318 \$200.00 refund for Children's First

Mover: Kee

Seconder: Martin

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

### **Regular Agenda**

#### **1. Discuss 2021 Library Budget**

Motion to: approve the 2021 budget as listed in the Board packet.

Mover: Kee

Seconder: Martin

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

Motion to: eliminate library fines effective 1/1/21. Patrons may not check out library materials if there are lost or damaged items outstanding on account.

Mover: Jerome

Seconder: Kee

Result: approved 5-0 on a roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

2. CARES Act Q & A  
Informational – no action taken

3. Fine Free @ your Library

Board directed Library staff to publicize the elimination of library fines.

**Adjourn**

Motion to: adjourn

Mover: Martin

Seconder: Tabbert

Result: Meeting adjourned at 5:54 pm by a unanimous roll call vote; ayes: Jerome, Kee, MacDonell, Martin, and Tabbert.

Respectfully submitted,

Lisa Tabbert

Library Board Secretary

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 9, 2020

DATE: 09/03/2020  
 TIME: 10:31:18  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/09/2020

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	2,198.24
0201428	BAKER & TAYLOR LLC	2,224.79
0405500	DEMCO INC	305.15
0609457	FILTHY CLEAN INC	675.00
0609525	FINDAWAY WORLD LLC	365.70
0701650	GARTNER REFRIGERATION CO	2,387.03
1015325	JOHNSON CONTROLS FIRE	825.57
1205099	LEARNING OPPORTUNITIES INC	195.99
1415377	NORTHERN BUSINESS PRODUCTS INC	13.96
1605665	PERSONNEL DYNAMICS LLC	723.69
1901535	SANDSTROM'S INC	35.77
1909450	SILVERTIP GRAPHICS SIGNS	126.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$10,076.89

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.47
0718015	GRAND RAPIDS CITY PAYROLL	33,136.32
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	7.50
1405850	NEXTERA COMMUNICATIONS LLC	72.90
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1621130	P.U.C.	2,971.19
2114750	UNUM LIFE INSURANCE CO OF AMER	14.35
2301700	WM CORPORATE SERVICES, INC	125.31

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$48,763.47

TOTAL ALL DEPARTMENTS \$58,840.36

DATE: 09/03/2020  
 TIME: 11:27:39  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/09/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	33,000.37	54.47
0113100	AMAZON.COM	3,460.93	2,198.24
0201428	BAKER & TAYLOR LLC	17,596.43	2,224.79
0405500	DEMCO INC	2,373.35	305.15
0609457	FILTHY CLEAN INC	0.00	675.00
0609525	FINDAWAY WORLD LLC	1,049.60	365.70
0701650	GARTNER REFRIGERATION CO	64,784.05	2,387.03
0718015	GRAND RAPIDS CITY PAYROLL	4,753,321.66	33,136.32
1015325	JOHNSON CONTROLS FIRE	1,508.79	825.57
1205099	LEARNING OPPORTUNITIES INC	0.00	195.99
1301146	MARCO TECHNOLOGIES, LLC	8,480.15	120.43
1309199	MINNESOTA ENERGY RESOURCES	218,381.90	45.00
1309335	MINNESOTA REVENUE	39,598.65	7.50
1405850	NEXTERA COMMUNICATIONS LLC	3,542.56	72.90
1415377	NORTHERN BUSINESS PRODUCTS INC	4,906.88	13.96
1516220	OPERATING ENGINEERS LOCAL #49	897,334.00	12,216.00
1605665	PERSONNEL DYNAMICS LLC	10,337.63	723.69
1621130	P.U.C.	257,413.72	2,971.19
1901535	SANDSTROM'S INC	24,914.34	35.77
1909450	SILVERTIP GRAPHICS SIGNS	254.00	126.00
2114750	UNUM LIFE INSURANCE CO OF AMER	2,280.83	14.35
2301700	WM CORPORATE SERVICES, INC	17,364.05	125.31
TOTAL ALL VENDORS:			58,840.36

To  
@  
Tampa  
FL  
@

Thank  
you  
all  
so  
much  
for  
everything  
you  
did  
for  
me  
and  
my  
family  
in  
2012



You're really  
something special!

When I moved back here  
in 2012 from  
Tampa FL, you guys  
made the culture  
shock so much  
more bearable!

From  
Jennifer  
Schroeder

## **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 NINE MONTHS ENDING SEPTEMBER 30, 2020**  
*With Comparative Totals for September 30, 2019*

	2019 Actual	2020 Actual	2020 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>519,168</b>	<b>555,080</b>	<b>555,080</b>	
<b>Revenues:</b>				
Taxes	395,946	388,471	702,687	55%
Intergovernmental	77,537	82,021	128,000	64%
Charges for Services	36,362	20,597	43,882	47%
Fines & Forfeits	8,721	2,236	12,000	19%
Blandin Grant	-	-	-	0%
GR Library Foundation	14,736	5,410	8,000	68%
Miscellaneous	25,484	9,670	14,300	68%
Other Sources-Operating Transfer	-	6,241	6,241	100%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>558,786</b>	<b>514,646</b>	<b>915,110</b>	<b>56%</b>
<b>Expenditures:</b>				
Personnel	489,349	488,510	696,884	70%
Supplies/Materials	65,851	47,634	82,476	58%
Other Services/Charges	105,642	68,888	135,750	51%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>660,841</b>	<b>605,032</b>	<b>915,110</b>	<b>66%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(102,055)</b>	<b>(90,386)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	8,521	5,536	-	
<b>Fund Balance 9/30/XX</b>				
Cash Flow	319,688	335,617	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	
<b>TOTAL FUND BALANCE 9/30/XX</b>	<b>\$ 408,592</b>	<b>\$ 459,158</b>	<b>\$ 555,080</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,989 as of 8/31/20. 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 SEPTEMBER 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%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,400	662	28%
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	505	51%
211-00-35-00-1030	LIBRARY FINES	12,000	2,236	19%
211-00-37-00-2310	DONATIONS	1,500	4,328	289%
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	5,410	68%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	1,225	27%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,253	63%
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	514,646	56%
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	311,295	70%
211-00-75-10-1030	SALARY-PARTTIME	24,513	17,679	72%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	490	6%
211-00-75-10-1210	PERA	35,232	24,238	69%
211-00-75-10-1220	FICA	29,125	20,198	69%
211-00-75-10-1250	MEDICARE	6,812	4,724	69%
211-00-75-10-1310	HEALTH INSURANCE	144,592	107,944	75%
211-00-75-10-1330	LIFE INSURANCE	221	128	58%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	1,816	69%
211-00-75-20-2010	OFFICE SUPPLIES	7,500	3,794	51%
211-00-75-20-2020	COPY SUPPLIES	1,400	226	16%
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	29,562	76%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,415	60%
211-00-75-20-2130	NEWSPAPERS	1,500	1,142	76%
211-00-75-20-2140	PERIODICALS	7,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,388	56%
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	9,313	46%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	2,135	36%
211-00-75-30-3210	TELEPHONE	6,000	3,444	57%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,159	39%

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

Account Number	Account Description	2020 Budget	Year to Date	Percent of Budget
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	7,380	82%
211-00-75-30-3810	ELECTRICITY	30,000	18,363	61%
211-00-75-30-3840	GARBAGE REMOVAL	4,000	1,162	29%
211-00-75-30-3860	HEAT-NATURAL GAS	4,700	1,984	42%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,319	67%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,863	52%
211-00-75-30-4015	GROUNDS 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	1,084	72%
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	610,568	67%
	SURPLUS REVENUES/(EXPENDITURES)	-	(95,922)	

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

DATE: 10/08/2020  
 TIME: 14:57:33  
 ID: GL470004.WOW

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
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
<b>TOTAL</b>							
TOTAL TAXES		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
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	82,021.48	0.00	45,978.52	64
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	82,021.48	0.00	45,978.52	64
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	82,021.48	0.00	45,978.52	64
<b>CHARGES FOR SERVICES</b>							
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	21.80	2,400.00	661.74	0.00	1,738.26	28
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	4.68	1,000.00	505.29	0.00	494.71	51
<b>TOTAL</b>							
TOTAL CHARGES FOR SERVICES		26.48	43,882.00	20,596.88	0.00	23,285.12	47
TOTAL CHARGES FOR SERVICES		26.48	43,882.00	20,596.88	0.00	23,285.12	47

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

DATE: 10/08/2020  
TIME: 14:57:33  
ID: GL470004.WOW

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL./ EXP.
FUND: PUBLIC LIBRARY							
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	3.00	12,000.00	2,235.99	0.00	9,764.01	19
TOTAL		3.00	12,000.00	2,235.99	0.00	9,764.01	19
TOTAL FINES & FORFEITS		3.00	12,000.00	2,235.99	0.00	9,764.01	19
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	2,340.98	1,500.00	4,327.98	0.00	(2,827.98)	289
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	5,409.72	0.00	2,590.28	68
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	101.98	2,000.00	1,253.10	0.00	746.90	63
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		2,442.96	22,300.00	15,079.29	0.00	7,220.71	68
TOTAL MISCELLANEOUS REVENUE		2,442.96	22,300.00	15,079.29	0.00	7,220.71	68
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

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

DATE: 10/08/2020  
TIME: 14:57:33  
ID: GL470004.WOW

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
FUND: PUBLIC LIBRARY							
TOTAL REVENUES:		2,472.44	915,110.00	514,646.08	0.00	400,463.92	56
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	26,892.74	445,251.00	311,294.76	0.00	133,956.24	70
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	17,679.32	0.00	6,833.68	72
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	24,238.20	0.00	10,993.80	69
211-00-75-10-1220	FICA	1,772.22	29,125.00	20,197.63	0.00	8,927.37	69
211-00-75-10-1250	MEDICARE	414.48	6,812.00	4,723.71	0.00	2,088.29	69
211-00-75-10-1310	HEALTH INSURANCE	12,216.00	144,592.00	107,944.00	0.00	36,648.00	75
211-00-75-10-1330	LIFE INSURANCE	17.35	221.00	128.35	0.00	92.65	58
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	(1.70)	0.00	1.70	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	1,815.81	0.00	812.19	69
TOTAL PERSONNEL		45,579.26	696,884.00	488,510.16	391.73	207,982.11	70
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	14.04	7,500.00	3,794.16	0.00	3,705.84	51
211-00-75-20-2020	COPY SUPPLIES	0.00	1,400.00	226.17	0.00	1,173.83	16
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	259.00	1,857.73	38
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: 10/08/2020  
 TIME: 14:57:33  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

PAGE: 4  
 F-YR: 20

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	576.00	175.20	0.00	400.80	30
211-00-75-20-2100	OPERATING SUPPLIES	463.06	2,000.00	1,391.79	0.00	608.21	70
211-00-75-20-2110	BOOKS	2,742.22	39,000.00	29,562.04	0.00	9,437.96	76
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	5,414.78	0.00	3,585.22	60
211-00-75-20-2130	NEWSPAPERS	0.00	1,500.00	1,142.32	0.00	357.68	76
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	26.00	0.00	6,974.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	152.95	2,500.00	1,387.96	0.00	1,112.04	56
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>3,372.27</b>	<b>82,476.00</b>	<b>47,633.58</b>	<b>259.00</b>	<b>34,583.42</b>	<b>58</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,200.00	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	227.04	20,400.00	9,313.03	283.80	10,803.17	47
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	373.85	6,000.00	3,443.52	0.00	2,556.48	57
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	7,380.00	0.00	1,620.00	82
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	18,362.62	0.00	11,637.38	61
211-00-75-30-3840	GARBAGE REMOVAL	0.00	4,000.00	1,161.85	0.00	2,838.15	29
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,700.00	1,984.01	0.00	2,715.99	42
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	6,318.60	0.00	3,181.40	67
211-00-75-30-4010	BUILDING MAINT/REPAIRS	250.00	15,000.00	7,863.11	0.00	7,136.89	52
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 10/08/2020  
 TIME: 14:57:33  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

PAGE: 5  
 F-YR: 20

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	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	1,083.87	0.00	416.13	72
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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		1,791.32	135,750.00	68,888.38	408.80	66,452.82	51
<b>CAPITAL OUTLAY</b>							
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
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	5,535.72	0.00	(5,535.72)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		50,742.85	915,110.00	610,567.84	1,059.53	303,482.63	67
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLND GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0



CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2020

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE		% COLL/ EXP.
						0.00	0.00	
TOTAL BLANDIN GRANT		50,742.85	915,110.00	610,567.84	1,059.53	303,482.63	0.00	67
TOTAL EXPENSES:								
TOTAL FUND REVENUES		2,472.44	915,110.00	514,646.08	0.00	400,463.92		56
TOTAL FUND EXPENSES		50,742.85	915,110.00	610,567.84	1,059.53	303,482.63		67
FUND SURPLUS (DEFICIT)		(48,270.41)	0.00	(95,921.76)				
TOTAL ALL FUND REVENUES		2,472.44	915,110.00	514,646.08	0.00	400,463.92		56
TOTAL ALL FUND EXPENSES		50,742.85	915,110.00	610,567.84	1,059.53	303,482.63		67
ALL FUND SURPLUS (DEFICIT)		(48,270.41)	0.00	(95,921.76)				

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

**DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020**

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053			AT&T MOBILITY					
L	09/21/20	01	LIB SEP CELL SERV	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	54.47
							INVOICE TOTAL:	54.47
							VENDOR TOTAL:	54.47
0113100			AMAZON.COM					
439479897649-L	09/02/20	01	VALERA EXPLORER 90 SCREEN	211-00-75-20-2100 OPERATING SUPPLIES	20202652		10/14/20	169.99
							INVOICE TOTAL:	169.99
545494753645-L	09/06/20	01	USB C TO 3.5MM DONGLE ADPTR	211-00-75-20-2100 OPERATING SUPPLIES	20202628		10/14/20	14.90
		02	ZUGU CASE ALPHA	211-00-75-20-2100 OPERATING SUPPLIES	20202628			74.99
		03	AMFILM GLASS SCREEN	211-00-75-20-2100 OPERATING SUPPLIES	20202628			14.99
		04	MOVVO WMX-1-DUO 2.4GHZ DUAL WIR	211-00-75-20-2100 OPERATING SUPPLIES	20202628			179.95
		05	APPLE USB-C TO 3.5 MM HEADPHON	211-00-75-20-2100 OPERATING SUPPLIES	20202628			8.99
		06	ALTERNATE TENDER	211-00-75-20-2100 OPERATING SUPPLIES	20202628			-0.75
							INVOICE TOTAL:	293.07
959536964556-L	09/22/20	01	8 BOOKS	211-00-75-20-2110 BOOKS	20202838		10/14/20	107.61
							INVOICE TOTAL:	107.61
							VENDOR TOTAL:	570.67
0118660			ARROWHEAD LIBRARY SYSTEM					
14743-L	08/31/20	01	STORY STROLL PRJ MATERIALS	211-00-75-20-2030 PRINTING/BINDING	20202586		10/14/20	50.76



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2035488760-L	09/16/20	01	8 BOOKS/209977 L025981	211-00-75-20-2110	20202705		10/14/20	115.87
				BOOKS				INVOICE TOTAL: 115.87
2035495117-L	09/17/20	01	72 BOOK/#209977 L025981	211-00-75-20-2110	20202759		10/14/20	757.91
				BOOKS				INVOICE TOTAL: 757.91
2035504413-L	09/24/20	01	3 BOOKS/#209977 L411199	211-00-75-20-2110	20202794		10/14/20	39.37
				BOOKS				INVOICE TOTAL: 39.37
2035508321-L	09/24/20	01	29 BOOKS	211-00-75-20-2110	20202794		10/14/20	293.04
				BOOKS				INVOICE TOTAL: 293.04
2035523646-L	09/30/20	01	22 BOOKS/209977 L025981	211-00-75-20-2110	20202895		10/14/20	237.25
				BOOKS				INVOICE TOTAL: 237.25
								VENDOR TOTAL: 2,634.61
0315455			COLE HARDWARE INC					
2370200-L	09/22/20	01	BATTERY ALK AAA 8PK/GRCITYHA	211-00-75-20-2150	20202757		10/14/20	9.99
				MAINTENANCE TOOLS/SUPPLIES				INVOICE TOTAL: 9.99
								VENDOR TOTAL: 9.99
0605191			FIDELITY SECURITY LIFE					
L	09/08/20	01	LIB VISION SEP	999-99-00-00-1000			10/14/20	6.90
				HOLDING ACCOUNT				INVOICE TOTAL: 13.80
		02	LIB VISION OCT	999-99-00-00-1000				13.80
				HOLDING ACCOUNT				VENDOR TOTAL: 13.80

**DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020**

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718015	09/11/20	01	LIB 9/11/20 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	16,568.15
		02	LIB 9/25/20 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT				16,568.15
						INVOICE TOTAL:		33,136.30
						VENDOR TOTAL:		33,136.30
0718060	10/01/20	01	RENEWAL ACCT GRH-134700	211-00-75-20-2130 NEWSPAPERS	20202634		10/14/20	68.95
						INVOICE TOTAL:		68.95
						VENDOR TOTAL:		68.95
1015325	10/01/20	01	FIRE ALARM MONITOR OCT-DEC20	211-00-75-30-4000 MAINTENANCE CONTRACTS	20202715		10/14/20	150.00
21840432-L		02	FIRE ALARM MONITOR JAN-SEP21	211-00-00-00-1550 PREPAID ITEMS	20202715			450.00
						INVOICE TOTAL:		600.00
						VENDOR TOTAL:		600.00
1209516	09/08/20	01	LIB SUPP LIFE INS SEP	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	39.00
		02	LIB SUPP LIFE INS OCT	999-99-00-00-1000 HOLDING ACCOUNT				39.00
						INVOICE TOTAL:		78.00
						VENDOR TOTAL:		78.00
1301146	09/14/20	01	LIB SEP LEASE COPIER	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	120.43
						INVOICE TOTAL:		120.43
						VENDOR TOTAL:		120.43

**DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020**

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199	09/14/20	01	LIB NTL GAS AUG	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	45.00
							INVOICE TOTAL:	45.00
							VENDOR TOTAL:	45.00
1309265	09/14/20	01	LIB PRESSURE VESSEL/BOILER	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	30.00
							INVOICE TOTAL:	30.00
							VENDOR TOTAL:	30.00
1309335	09/21/20	01	LIB AUG STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	3.79
							INVOICE TOTAL:	3.79
							VENDOR TOTAL:	3.79
1405850	09/14/20	01	LIB SEP LINE CHARGES	999-99-00-00-1000 HOLDING ACCOUNT			10/14/20	72.90
							INVOICE TOTAL:	72.90
							VENDOR TOTAL:	72.90
1415377	09/10/20	01	SOAP, FOAM, GRN	211-00-75-20-2150 20202839 MAINTENANCE TOOLS/SUPPLIES			10/14/20	4.45
							INVOICE TOTAL:	4.45
532613-0-L	09/16/20	01	WIPE, DISINFECTANT	211-00-75-20-2150 20202839 MAINTENANCE TOOLS/SUPPLIES			10/14/20	39.99
							INVOICE TOTAL:	39.99

**DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020**

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
532637-0-L	09/16/20	01	TOWEL, PPR, ROLL	211-00-75-20-2150	20202839		10/14/20	29.99
				MAINTENANCE TOOLS/SUPPLIES				29.99
				INVOICE TOTAL:				29.99
532643-0-L	09/16/20	01	PEN, GEL, RTR, MED, BLK	211-00-75-20-2010	20202839		10/14/20	5.05
				OFFICE SUPPLIES				5.05
				INVOICE TOTAL:				5.05
				VENDOR TOTAL:				8.99
				INVOICE TOTAL:				14.04
				VENDOR TOTAL:				88.47
1516220			OPERATING ENGINEERS LOCAL #49					
L	09/08/20	01	LIB OCT HEALTH INS PREMIUM	999-99-00-00-1000			10/14/20	12,216.00
				HOLDING ACCOUNT				12,216.00
				INVOICE TOTAL:				12,216.00
				VENDOR TOTAL:				12,216.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	09/08/20	01	LIB SEP SERVICE	999-99-00-00-1000			10/14/20	246.48
				HOLDING ACCOUNT				246.64
				INVOICE TOTAL:				493.12
				VENDOR TOTAL:				493.12
1605665			PERSONNEL DYNAMICS LLC					
49804-L	09/05/20	01	KORTEKAAS 6.25 HRS WE 9/5	211-00-75-30-3090	20202594		10/14/20	118.25
				JANITORIAL SERVICES				118.25
				INVOICE TOTAL:				118.25
49833-L	09/12/20	01	KORTEKAAS 1.75 HRS W/E 9/12/20	211-00-75-30-3090	20202660		10/14/20	33.11
				JANITORIAL SERVICES				33.11
				INVOICE TOTAL:				33.11



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1605665			PERSONNEL DYNAMICS LLC					
49882-L	09/23/20	01	KORTEKAAS 4 HRS W/E 9/19	211-00-75-30-3090	20202758		10/14/20	75.68
				JANITORIAL SERVICES				75.68
				INVOICE TOTAL:				227.04
				VENDOR TOTAL:				
1621130			P.U.C.					
L	09/21/20	01	LIB AUG UTILITIES	999-99-00-00-1000			10/14/20	2,752.96
				HOLDING ACCOUNT				
1901535			SANDSTROM'S INC					
323893-L	09/21/20	01	TOWEL ROLL WHT	211-00-75-20-2150	20202709		10/14/20	44.73
				MAINTENANCE TOOLS/SUPPLIES				
				211-00-75-20-2150 20202709				23.80
				MAINTENANCE TOOLS/SUPPLIES				
				INVOICE TOTAL:				68.53
				VENDOR TOTAL:				68.53
2018680			TRU NORTH ELECTRIC LLC					
1138-L	09/24/20	01	LABOR RPR CIRCUIT 13 PANEL LP1	211-00-75-30-4010	20202860		10/14/20	250.00
				BUILDING MAINT/REPAIRS				
				INVOICE TOTAL:				250.00
				VENDOR TOTAL:				250.00
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	09/21/20	01	LIB OCT LIFE INS	999-99-00-00-1000			10/14/20	18.45
				HOLDING ACCOUNT				
				INVOICE TOTAL:				18.45
				VENDOR TOTAL:				18.45

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020

DATE: 10/08/20  
 TIME: 14:15:23  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/14/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2301700	09/14/20	01	LIB AUG SERVICE	999-99-00-00-1000			10/14/20	129.61
				HOLDING ACCOUNT				
								INVOICE TOTAL: 129.61
								VENDOR TOTAL: 129.61
								TOTAL ALL INVOICES: 53,836.65

## ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2020

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

# GRAL Director's Report

OCTOBER 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 am scheduled give my annual report to City Council in early November. I plan to emphasize 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. A special mention to Tracy, Dion, and Nicole for making Online Story Time a hit!

We have had several-suspected COVID-19 cases among staff/families. We are following guidelines from the Minnesota Department of Health for return to work and, so far, all tests have been negative. Amy and I are making plans for continuing modified library operations in the event we have staff away from the building due to illness / quarantine. All staff have been diligent about screening, masking, and social distancing at work.

Library staff returned to work in May with the following requirements:

Symptom and temperature screening

Masks outside of personal work space or if social distancing is not practical (currently, work spaces are arranged to exceed social distancing guidelines by 4x)

2x daily cleaning of shared high touch surfaces

The Assistant Director and I constantly reviewing our procedures and keeping an open dialog with the staff. There is a staff consensus for:

Masks worn at all times

Only one employee in the lounge at a time

Maintain book quarantine procedure

We will continue to review our practices - making adjustments as needed.

-Primary election

Grand Rapids Area Library is a District 1 polling place for the 11/3 general election (Community Room).

-Friends of the Library

The 9/9 Pop-Up book sale at Itasca Life Options was a success.

-Library Foundation

Thank you to the Library Foundation for underwriting our partnership with Invest Early to produce online story time!

## **FACILITIES MAINTAINANCE / SPACE**

-CARES Act projects on the drive thru and children's door are in-progress. UPDATE: curb and paving on the drive thru are complete!

-WIFI access point upgrade. IT installed hardware that greatly improves speed of the WIFI network to the far side of the parking lot near KAXE.

-Based on the 2021 budget the Library Board passed at the 9/9 meeting, the Facilities Maintenance Manager is planning to address the critical building needs that we have been talking about the past two years. At the top of the list are:

Caulking – to fix leaking ceiling

Sealing brick – to prevent water intrusion

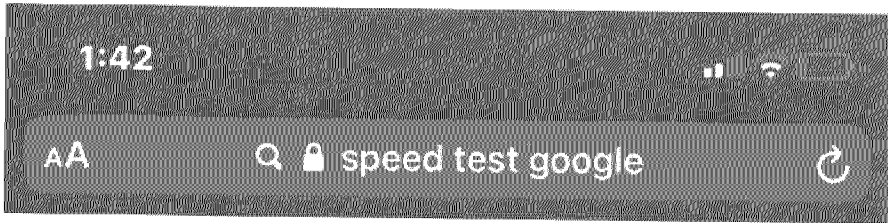
North wall project – to investigate and fix leaks in the Children's Library

Upgrade low voltage panels – many parts of the lighting system are obsolete and parts are not readily available. We recently have a circuit failure in the main panel (fixed) and the Facilities Maintenance Manager is investigating upgrading the panel and relays.

## **FIRE RESPONSE**

-166 calls as of 9/30; 48 responses from the Library. Thank you to the staff for pulling together when I need to be away.

**END OF REPORT**



Internet speed test X

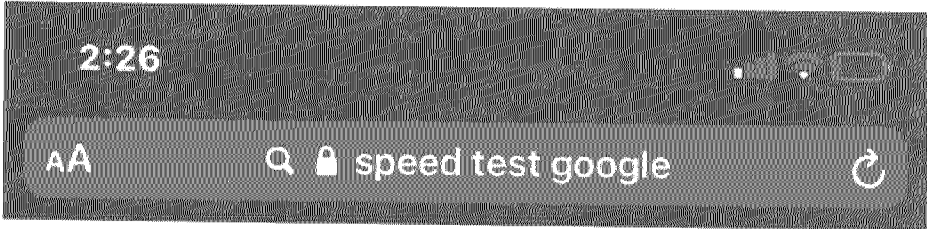
**4.37**  
Mbps download

**2.92**  
Mbps upload

Server: Chicago

**Your Internet connection is slow.**

Your Internet connection should be able to handle one device at a time streaming a video. If multiple devices are using this connection at the same time, you may run into some slowdowns.



Internet speed test X

**16.0**  
Mbps download

**11.9**  
Mbps upload

Latency: 15 ms

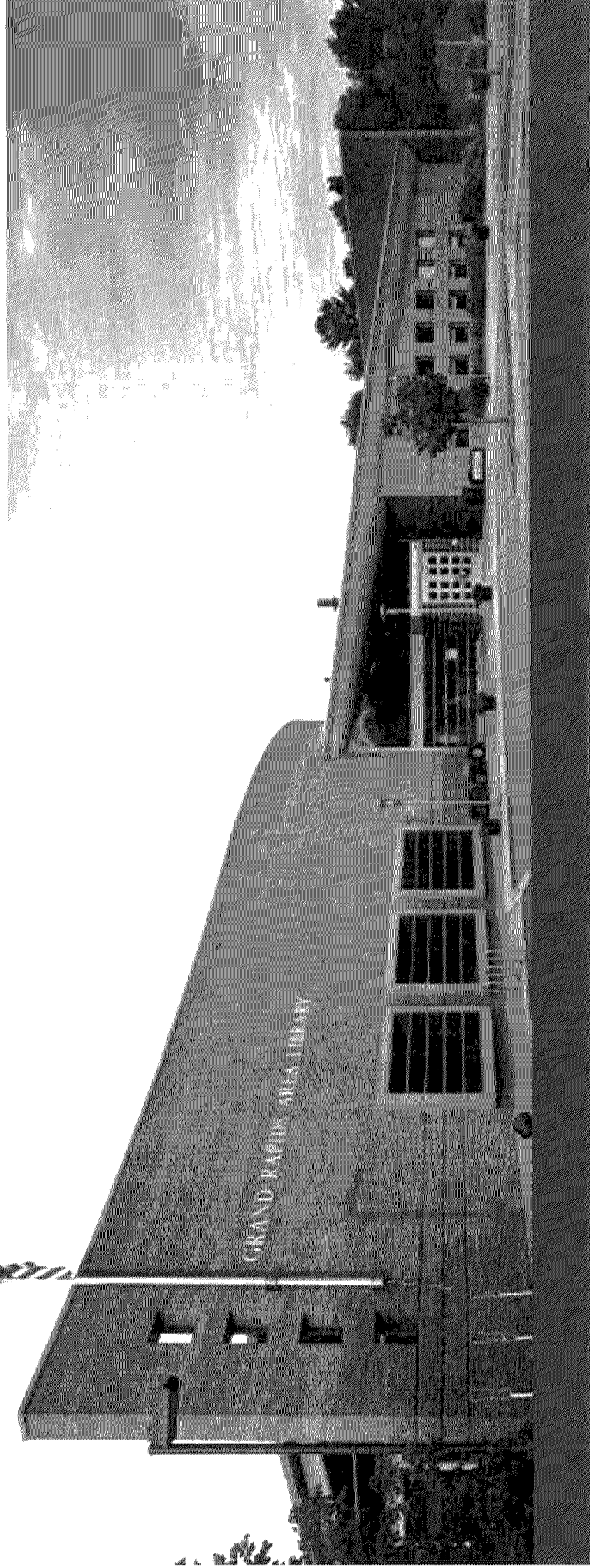
Server: Chicago

**Your Internet connection is fast.**

Your Internet connection should be able to handle multiple devices streaming HD videos at the same time.

GRAND RAPIDS  
AREA LIBRARY

# PRESENTATION TO CITY COUNCIL

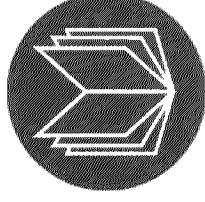




# WHERE WE'VE BEEN (2019)

## EARLY LITERACY SERVICES CONTRIBUTE TO LONG-TERM ECONOMIC SUCCESS

- 70,000+ Children's check-outs
- Largest Summer Reading program in outstate Minnesota with 1,100+ participants
- 9,900+ Children's program attendance
- Book Time and Saturday Story Time offered year-round
- High utilization from public and private agencies serving children and families - i.e. North Homes



## A TRUSTED COMMUNITY PARTNER

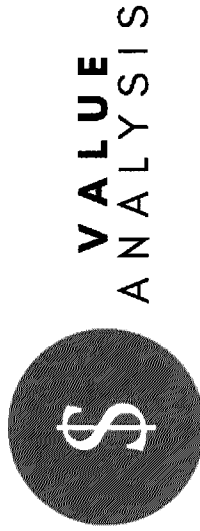
## LIBRARY EMPLOYMENT & CAREER RESOURCES ARE PREPARING WORKERS WITH NEW TECHNOLOGIES

- Up-to-date technology and expert assistance available 52 hours per week
- High utilization of resources with 8,500+ hours of computer use
- Coaching, resume, and job search help available via library research databases in-house or from home with a library card - 32,000+ database searches last year
- 150+ college and professional exams proctored free-of-charge
- Study and meeting space available
- Reliable WiFi - capacity increased to meet demand

## A TRUSTED PUBLIC SPACE

- Growing usage county-wide
- 75% of all circulation county-wide
- Busiest library in NE Minnesota outside Duluth
- Passport acceptance - 1,000+ new applications per year
- Precinct polling place
- 70+ volunteers contributing 4,000+ hours, per year
- Award-winning Friends of the Library group
- Program enhancements (Story Time, Rapids Reads, Summer Reading), courtesy of the Grand Rapids Area Library Foundation)

# WHERE WE'VE BEEN (2019)



## VALUE ANALYSIS

### BOOKS & BEYOND

SERVICE PROVIDED	2019 ACTUAL	REALIZED VALUE (\$)	BASIS FOR CALCULATION
Adult Circulation	85,112	1,446,904	\$17.00 Amazon.com average price
Children's Circulation	70,951	1,205,827	\$17.00 Amazon.com average price
Other Circulation	4,558	18,252	\$4.00 lowest value of possible categories
Audiobooks Downloaded	17,755	176,662	\$9.95 Audible.com download average
eBooks Downloaded	13,520	202,800	\$15.00 Estimate of B&N/Amazon average
Computer Use (per hour)	8,577	102,924	\$12.00 FedEx/Kinkos hourly rate
Database Searches	32,398	646,340	\$19.95 average cost for online article search
Reference Assistance	10,275	71,925	\$7.00 average cost [MA Library Assoc.]
Adult Program Attendance	1,170	17,550	\$15.00 Entertainment/admission fee - est. cost
YA Program Attendance	273	3,276	\$12.00 Entertainment/admission fee - est. cost
Children's Program Attendance	9,918	69,426	\$7.00 Entertainment/admission fee - est. cost

**MORE THAN 73,000 BOOKS & OTHER MATERIALS AVAILABLE INSIDE THE LIBRARY**

**30,000+ EBOOKS & AUDIOBOOKS**  
READY TO DOWNLOAD ANYTIME, ANYWHERE



**UP-TO-DATE TECHNOLOGY AND EXPERT ASSISTANCE**

**DIVERSE & CHARISMATIC PROGRAMS FOR PATRONS OF ALL AGES**

**\$4.32+ IN VALUE FOR EVERY \$1.00 SPENT AT THE LIBRARY**

**BENEFIT TO THE COMMUNITY OF \$3,961,866 FROM \$916,069 SPENT**

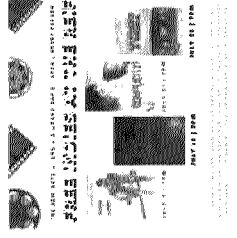
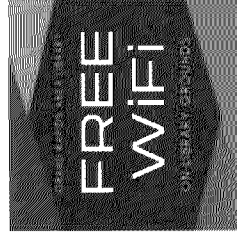
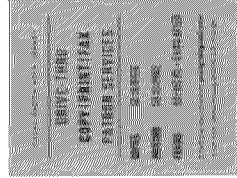
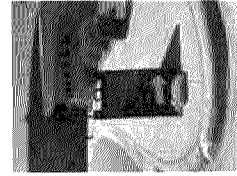
**ALL FREE AND OPEN TO THE PUBLIC**

**GRAND RAPIDS AREA LIBRARY**

# OPERATING DURING A PANDEMIC (2020)

Upon closure in March, Library staff were tasked with creating ways to provide the best possible service to our patrons, without in-person contact.

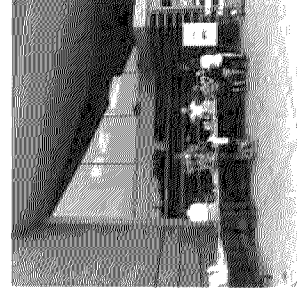
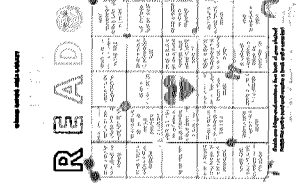
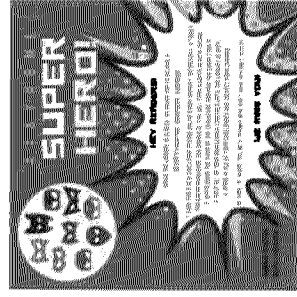
- **GRAB & GO SERVICES:** Construction of a drive-thru window was completed so that patrons may pick up items they place on hold online or by calling the Library and speaking with a staff member. This includes modified printing, copying, and faxing services.
- **INCREASED SOCIAL MEDIA PRESENCE:** Staff are dedicated to increasing our online presence to maintain connection with patrons. Through Facebook and Instagram, we announce and promote local, regional, and statewide library programs and services.
- **COMMUNITY PARTNERSHIP:** We make an effort to support and promote other community organizations whose information may be of importance to our patrons, using social media - or in some cases, creating promotional materials and online event notices. These include community news and events, as well as general public service announcements.
- **COMMUNITY ART:** The Library unveiled a new mural, in collaboration with Minnesota's Arts and Cultural Heritage Fund, Arrowhead Library System, the Grand Rapids Arts and Culture Commission, and artist Adam Swanson - to be enjoyed by the community.



# OPERATING DURING A PANDEMIC (2020)

Creating and adapting children's programming with virtual/remote engagement opportunities, or activities that may be enjoyed outside of the building: #gralchildrenslibrary

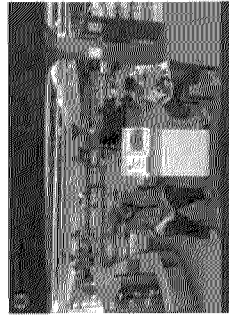
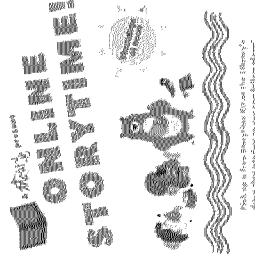
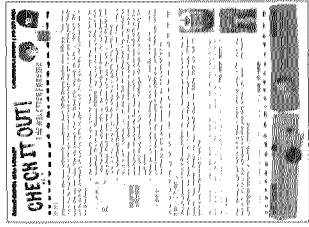
- **STAYHOME SUPER HERO:** Thirty-seven unique challenges, designed to get kids moving and using their imaginations while at home from school. Issued on Facebook and Instagram three times per week, via posters hung on Children's Library windows, and through a take-home checklist at the drive-thru. "StayHome" echoes the Governor's #StayHomeMN message. #gralstayhomesuperhero
- **SUMMER READO:** A BINGO-like card for readers of all ages. Patrons may pick-up at the drive-thru window and receive a free book at the end of summer. #gralsummerreado
- **CUSTOM BOOK-FINDING SERVICE:** Call the Children's Library and answer a few questions, and librarians will have a stack of up to ten books ready for young readers - typically within one hour.
- **ISPY:** A window in the Children's Library is decorated with a variety of fun items, with questions that inspire kids to hunt for the objects.



# OPERATING DURING A PANDEMIC (2020)

Creating and adapting children's programming with virtual/remote engagement opportunities, or activities that may be enjoyed outside of the building: #gralchildrenslibrary

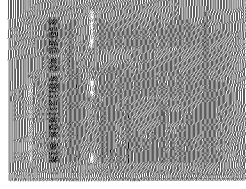
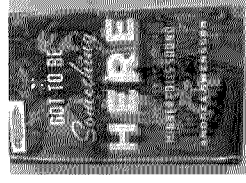
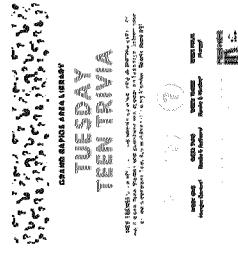
- **CHECK IT OUT NEWSLETTER:** A newsletter for our youngest patrons which includes news, an update on virtual programs and activities, book recommendations, a joke, and a fun fact. Newsletters are available for pickup at the drive-thru window.
- **STORY WALK®:** Read a storybook while walking along the Mississippi River. There are 18 panels that showcase a picture book from start to finish. Books change out every six weeks.
- **ONLINE STORYTIME!** In partnership with Invest Early, Tracy records a weekly virtual storytime for kids and families that is presented on the Grand Rapids Area Library Facebook Page.



# OPERATING DURING A PANDEMIC (2020)

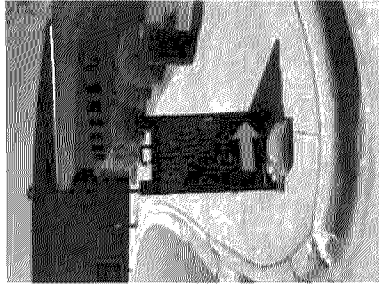
Creating features for discerning teens and adults, to encourage continued interest and engagement with our materials: #asthebookcartrolls

- **TUESDAY TEEN TRIVIA:** Four weeks of trivia during which teens answered questions about books, authors, Manga, and more. Winners received a prize, donated by Friends of the Grand Rapids Area Library.
- **YA ON DISPLAY:** A weekly feature for young adults, highlighting a group of books connected by a theme. #yaondisplay
- **FICTION PICK OF THE WEEK:** A featured novel, selected by a staff member. #fickickoftheweek
- **NONFICTION OF THE DAY:** For seven weeks, a staff member selected a book for the day in our nonfiction section, which highlighted a relevant or popular theme. #nonfictionbookoftheday
- **NEW NONFICTION ON ORDER:** A weekly list of upcoming nonfiction titles was released in June and July so that patrons may be the first to add the items to their holds list.
- **BARRY THE BOOKASAURUS:** A special feature for Instagram has a Library mascot going on adventures and doing different things around the building. The concept creates virtual engagement opportunities with patrons, and lets them see behind-the-scenes of the Library while our doors are closed to the public. #barrythebookasaurus

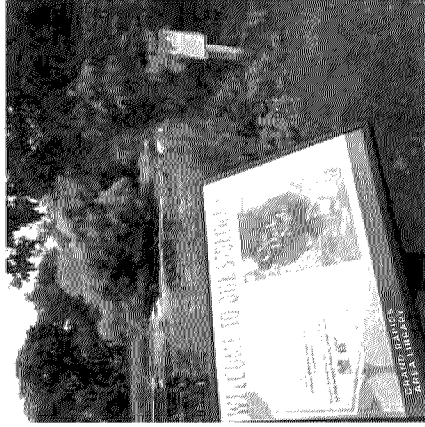


# ADAPTING, ENGAGING, & COLLABORATING

The drive-thru window allows us to maintain modified services and provide valuable resources to the community.



With support from our Foundation and Friends groups, we can offer a free and safe activity for families.



In collaboration with several organizations and artists, we are able to provide free art to the community.



## Children's Library September 2020

**Storytime:** Wow! This has been quite the journey already. Dion has become extremely skilled at editing and camera work, Nicole does set design, and she handles all cues during filming. Teacher Missy and I are merely the talent, doing something we love to do. Together, we are producing a program each week of which I am very proud. I have been the recipient of several pictures of kids enjoying their weekly Storytime. A recent message: "(Husband) walked in mid-Storytime and watched in amazement at how (child) was interacting with the program. "Wow!" he said, "they do a really nice job with that!" I am so grateful for the team that surrounds me every day. So far, our 4 Online Storytimes in September have been viewed 1,121 times. We have distributed over 80 Storytime kits to the community, and I will soon be seeking funding for more. In addition, Invest Early is seeking funding for their own Storytime kits to distribute to Day Care providers. (Several of our views are actually groups of children and adults watching together.) I am delighted with how well-received this endeavor has been.

**Artastic at Home:** While this program is technically an October program, we spent the last two weeks in September in preparation. Designed as an online answer to our monthly Artastic program, we are sending art supplies out the window, and we have videoed an instructional companion to the supplies. I was expecting, perhaps, 20-30 participants; I seriously underestimated the interest. As this program is a partnership with the library and Children First!, we are receiving a \$200 grant for expenses incurred. I blew through that last week, and am, again, phenomenally grateful for the support from our Friends group. Our first kit consists of a maple leaf printed on cardstock, a glue stick, and enough one-inch fabric squares to cover the leaf and then some. The amazing Nancy Mike-Johnson (Grandma Nancy for this series) made the video. At this time, we have had 146 people sign up for the kits. Final numbers to come in October.

**Storywalk:** Our third story has been in place for a couple of weeks, and it has been well-received by our community. This morning, Anna Johnson, Class Act director at Itasca Community College, had her class meet on the library grounds, to discuss the importance of literacy in this form. It was delightful to see a group of young adults enjoying the Storywalk. While this statistic is hard to quantify, I can say with great confidence that we have averaged over 10 people per day enjoying the Storywalk, for a total of 300 participants.

Dion and I continue to curate collections of books to send out the window for our patrons. Some days are quiet, but most are filled with the sound of the phone, reminding us that even though nothing is normal, nothing is alright, our community still needs us. And we answer.





# September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 51	2 43	3 61	4 57	5 Closed
6	7 HOLIDAY Closed	8 67	9 58	10 67	11 <del>65</del> 65	12
13	14 52	15 <del>54</del> 54	16 AD OFF 66	17 51	18 MJFTO Dion 56	19 MJFTO
20	21 56	22 42	23 45	24 VSD	25 60	26
27	28 <del>60</del> 60	29 61	30 AD OFF 45	AD OFF		

Monthly Report - Overview for Sep 2020

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
1st Time	3896	3832	1	11588	-67	44196	106424	-59
Phone Renewal	6	15	-60	405	-99	1229	3927	-69
Renewal	12	12	0	221	-95	645	2871	-78
Opac Renewal	148	166	-11	1115	-87	2838	10190	-73
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	4062	4025	0	13329	-70	48908	123412	-61

Checkout Stock Rotation

Description	Sep 2020	Aug 2020	%chg	Sep 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	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
Normal	3491	4026	-14	11871	-71	45907	107470	-58
Late	117	123	-5	1535	-93	4025	14475	-73
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	3608	4149	-14	13406	-74	49932	121945	-60

Requests Placed

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
Placed	3632	3785	-5	1693	114	20396	14958	36
Total	3632	3785	-5	1693	114	20396	14958	36

Requests Resolved

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
Cancelled	132	131	0	74	78	796	226	252
Filled	4936	4696	5	2663	85	27125	25350	7
Expired	16	0	100	0	100	24	18	33
Total	5084	4827	5	2737	85	27945	25594	9

Holds Resolved

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
Picked Up	3686	3465	6	1514	143	19057	14478	31
Cancelled	2	1	100	1	100	21	7	200
Expired	19	0	100	109	-83	383	1277	-71
Total	3707	3466	6	1624	128	19461	15762	23

Overdues

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
1st Notice	0	0	0	436	-100	1156	4049	-72
2nd Notice	1	0	100	0	100	1	0	100
3rd Notice	0	0	0	0	0	0	0	0
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	92	0	100	104	-12	345	919	-63
Total	93	0	100	540	-83	1502	4968	-70

### Borrower Delta

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	8	10	-20	138	-95	266	1010	-74
Deleted (Manual)	6	4	50	10	-40	50	82	-40
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	14	14	0	148	-91	316	1092	-72

### Bib Delta

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	84	116	-28	124	-33	1145	1179	-3
Deleted (Manual)	114	51	123	71	60	2443	1371	78
New (Batch)	22	41	-47	49	-56	427	874	-52
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	220	208	5	244	-10	4015	3424	17

### Auth Delta

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	0	0	3	2	50
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	3	2	50

### Item Delta

Description	Sep 2020	Aug 2020	%chg	Sep 2019	%chg	2020 YTD	2019 YTD	%chg
New (Manual)	340	458	-26	470	-28	4013	5047	-21
Deleted (Manual)	174	36	383	43	304	4490	3771	19
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	514	494	4	513	0	8503	8818	-4

### Acquisitions Activities

Description	Sep 2020	Aug 2020	%chg	Sep 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	244	248	-2	243	0	2085	2175	-5
Items Rcvd by Ven	248	267	-8	248	0	2124	2231	-5
Claims	0	0	0	0	0	0	0	0
Total	492	515	-5	491	0	4209	4406	-5

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2020-05  
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:

***Friends of the Grand Rapids Area Library \$1,741.02 and \$499.96 – Summer reading  
Virginia Wickman \$100.00 – undesignated IRA distribution***

Adopted this 14<sup>th</sup> day of October, 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.



## 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  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2020-06  
AMENDING GENERAL POLICIES

WHEREAS, THE Library Board is responsible for establishing policies for the Library.

NOW THEREFORE BE IT RESOLVED that Section 10.2 of the General Policies be revised to reflect the Board action of September 9, 2020 abolishing Library fines on materials:

10.2 Suspension of Borrowers Privileges

Borrower privileges may be suspended in the following cases and will remain suspended until the conditions calling for suspension have been cleared:

- Individual has unresolved missing or damaged items outstanding on their Library account.
- Individual has materials in lost status and subject to collections.

Item status can only be changed to lost if it is checked out to the patron.

Horizon will automatically change an item status to lost when an item is 40 days overdue. Patron will have received 2 automated notices in that time, an overdue notice and a billing notice.

When the billing notice is sent, Horizon will change the item status to lost, charge a fee for the cost of the item, and generate a \$5.00 lost processing fee.

Staff can manually change an item to lost if the item is damaged beyond repair.

- Individual's borrower's privileges have been suspended by another library in the Arrowhead System.

Adopted this 14th day of October 2020.

\_\_\_\_\_  
Jean MacDonell, President

Attest:

\_\_\_\_\_  
Lisa Tabbert, Secretary

Board member

seconded the foregoing resolution and the following

voted in favor thereof:

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2020-07  
SETTING 2021 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2021:

H	Fri January 1	New Year's Holiday	Closed
H	Mon January 18	Martin Luther King Day	Closed
H	Mon February 15	President's Day	Closed
H	Mon May 31	Memorial Day	Closed
H	Mon July 5	Independence Day	Closed
H	Mon September 6	Labor Day	Closed
H	Thur November 11	Veteran's Day	Closed
H	Thurs November 25	Thanksgiving	Closed
H	Fri November 26	Day after thanksgiving	Closed
H	Fri December 24	Christmas Holiday	Closed
H	Sat December 25	Christmas Holiday	Closed

The Library Board will meet the in City Council Chambers the second Wednesday of the month at 5 p.m.

Adopted this 14th day of October 2020.

\_\_\_\_\_  
Jean MacDonell, President

Attest:

\_\_\_\_\_  
Lisa Tabbert, Secretary

Board member  
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.