

Library Board Meeting Agenda

Grand Rapids Area Library

March 11, 2020 5:00 P.M.

Call to order

Roll call

Approval of agenda

Public comment (if anyone wishes to address the Board)

Minutes – approval of February minutes

Communications

Arrowhead Library System Invoice for 2020 Automation Costs

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**

Susan and Kevin Hoolihan in memory of Beulah Rose Hutchens (\$50.00 – undesignated)

Regular Agenda

1. Approve submittal of 2019 Minnesota Public Library Annual Report
2. Discuss Equitable Funding Scenario

Adjourn

Grand Rapids Area Library Regular Board Meeting February 12, 2020

Call to Order: The monthly board meeting was called to order at 5:00 by Jean MacDonell.

Roll Call:

Members Present: Lisa Tabbert, Cyndy Martin, Susan Zeige, Richard Thouin, Jean MacDonell, Sheena Richards, Dennis Jerome.

Members Absent: Deborah Kee, Randy McCarty

Staff Present: Director William Richter

Public Comment:

Agenda: A motion was made by Dennis Jerome to approve the agenda as amended. A second was made by Cyndy Martin. The motion was passed unanimously.

Minutes: Dennis Jerome made a motion to approve minutes from the January board meeting. A second was made by Lisa Tabbert. The motion was passed unanimously.

Communications:

- a. Itasca County (apportionment letter – via Arrowhead Library System)
- b. Unique Management Services (statement with ROI date – highlighted)
- c. Minnesota Association of Library Friends newsletter honoring Nancy Alfuth
- d. Thank you card for Dion
- e. Thank you note for John

Financial Report: A motion was made to approve financial reports and payment of bills as listed by Richard Thouin. A second was made by Susan Zeige. On a roll call vote the motion was passed unanimously.

Staff Report: Summary of Director's report to the Board.

Old Business: (None)

New Business:

Consent Agenda: Dennis Jerome made a motion to approve the consent agenda, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills

a. (None)

2. Approve contracts and payment to presenters

a. (None)

3. Approve Resolution Accepting Donations

a. Susan Hawkinson \$125.00 (undesignated)

b. Friends of the Grand Rapids Area Library - 7 office chairs valued at \$2,674.00

c. Friends of the Grand Rapids Area Library - \$360.00 for Q4 2019 & Q1 2020 recycling

d. Friends of the Grand Rapids Area Library – Mobile Hanging Bag Rack valued at \$528.78

Regular Agenda:

a. Barnabas 22 exhibit

Cyndy Martin made the motion to approve the exhibit, a second was made by Richard Thouin. The motion was passed unanimously.

b. Review 2021 Budget Projections (total personnel)

c. Consider quotes for water heater replacement

1. Rapids Plumbing \$2,494.00

2. JK Mechanical \$2,511.50

Dennis Jerome made the motion to approve the water heater replacement quote from Rapids Plumbing, a second was made by Richard Thouin. The motion was passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:38 p.m. by Jean MacDonell.

DATE: 02/06/2020
 TIME: 09:16:51
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2020

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	652.32
0113233	AMERIPRIDE SERVICES INC	79.32
0118660	ARROWHEAD LIBRARY SYSTEM	95.60
0201428	BAKER & TAYLOR LLC	1,539.66
0215750	BOUNDARY WATERS JOURNAL	26.00
0315455	COLE HARDWARE INC	104.44
0401425	DAKOTA SUPPLY GROUP	379.20
0405223	DEER RIVER HIRED HANDS INC	180.00
0421455	DULUTH NEWS TRIBUNE	346.84
0609525	FINDAWAY WORLD LLC	351.45
0914800	INVEST EARLY PROJECT	3,760.00
1415377	NORTHERN BUSINESS PRODUCTS INC	570.09
1605665	PERSONNEL DYNAMICS LLC	960.09
1805150	RECORDED BOOKS INC	2,614.00
1821700	MICHAEL RUSSELL	750.00
1901535	SANDSTROM'S INC	241.07
1920065	STAR TRIBUNE	512.72
2114356	UNIQUE MANAGEMENT SERVICES	134.25
2209421	VIKING ELECTRIC SUPPLY INC	9.66

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,306.41

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	148.55
0113100	AMAZON.COM	129.15
0205640	LEAGUE OF MN CITIES INS TRUST	12,350.09
0605191	FIDELITY SECURITY LIFE INS CO	13.80
0718010	CITY OF GRAND RAPIDS	209.69
0718015	GRAND RAPIDS CITY PAYROLL	41,222.85
1015337	MICHELLE JOHNSON	24.38
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	248.96
1309199	MINNESOTA ENERGY RESOURCES	698.28
1309335	MINNESOTA REVENUE	59.56
1405850	NEXTERA COMMUNICATIONS LLC	70.54
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	245.04
1621130	P.U.C.	2,245.62
2114750	UNUM LIFE INSURANCE CO OF AMER	41.00
2209665	VISA	259.05
2301700	WM CORPORATE SERVICES, INC	117.00
2301728	AMANDA JEAN WATKINS	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$69,501.56

TOTAL ALL DEPARTMENTS

82,807.97

DATE: 02/06/2020
 TIME: 09:24:24
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2020
 INVOICES IN BATCH LBG212

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	3,604.09	148.55
0113100	AMAZON.COM	633.79	780.47
0113233	AMERIPRIDE SERVICES INC	711.80	79.02
0118660	ARROWHEAD LIBRARY SYSTEM	22.20	95.60
0201428	BAKER & TAYLOR LLC	1,908.61	1,539.66
0205640	LEAGUE OF MN CITIES INS TRUST	436,463.00	12,350.09
0215750	BOUNDARY WATERS JOURNAL	0.00	26.00
0315455	COLE HARDWARE INC	798.64	104.44
0401425	DAKOTA SUPPLY GROUP	191.00	379.20
0405223	DEER RIVER HIRED HANDS INC	300.00	180.00
0421455	DULUTH NEWS TRIBUNE	0.00	346.84
0605191	FIDELITY SECURITY LIFE INS CO	135.78	13.80
0609525	FINDAWAY WORLD LLC	0.00	351.45
0718010	CITY OF GRAND RAPIDS	2,612.06	209.69
0718015	GRAND RAPIDS CITY PAYROLL	779,651.91	41,222.85
0914800	INVEST EARLY PROJECT	0.00	3,760.00
1015337	MICHELLE JOHNSON	24.38	24.38
1209516	LINCOLN NATIONAL LIFE	3,018.46	78.00
1301146	MARCO TECHNOLOGIES, LLC	1,274.12	248.96
1309199	MINNESOTA ENERGY RESOURCES	202,156.42	698.28
1309335	MINNESOTA REVENUE	2,203.67	59.56
1405850	NEXTERA COMMUNICATIONS LLC	431.26	70.54
1415377	NORTHERN BUSINESS PRODUCTS INC	547.63	570.09
1516220	OPERATING ENGINEERS LOCAL #49	102,180.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	796.28	245.04
1605665	PERSONNEL DYNAMICS LLC	1,755.66	960.09
1621130	P.U.C.	47,094.29	2,245.62
1805150	RECORDED BOOKS INC	0.00	2,614.00
1821700	MICHAEL RUSSELL	0.00	750.00
1901535	SANDSTROM'S INC	9,809.62	241.07
1920065	STAR TRIBUNE	552.76	512.72
2114356	UNIQUE MANAGEMENT SERVICES	152.15	134.25
2114750	UNUM LIFE INSURANCE CO OF AMER	520.70	41.00
2209421	VIKING ELECTRIC SUPPLY INC	886.28	9.66
2209665	VISA	4,783.06	259.05
2301700	WM CORPORATE SERVICES, INC	1,843.60	117.00
2301728	AMANDA JEAN WATKINS	125.00	125.00

TOTAL ALL VENDORS: 82,807.97

INVOICE

Arrowhead Library System

5528 Emerald Avenue
Mountain Iron, MN 55768
Tel. 218-741-3840
Fax 218-748-2171

Billed To: GRAND RAPIDS PUBLIC LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Date: 1-Jan-20

Invoice #: 7263

<u>COA#</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
101-02-004-47070	12	Due For JAN-DEC 2020 Automation Costs Including Ongoing Software License for PAC, Circulation, and Serials	\$3,125.00	\$37,500.00
		<i>"These Automation Costs will be provided by the Arrowhead Library System budget in 2020."</i>		(\$37,500.00)
TOTAL Amount Of Invoice:				\$0.00

Please Detach And Return This Portion With Payment To ARROWHEAD LIBRARY SYSTEM

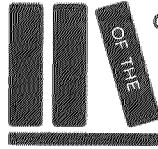
Account: GRAND RAPIDS PUBLIC LIBRARY

Invoice Date: 1-Jan-20

Invoice #: 7263

Invoice Amount Due: \$0.00

FRIENDS



GRAND
RAPIDS
AREA
LIBRARY

PRESENTS

BOOKS & BREWS & LUEGRASS

4.16.20 | 6-9PM

\$40

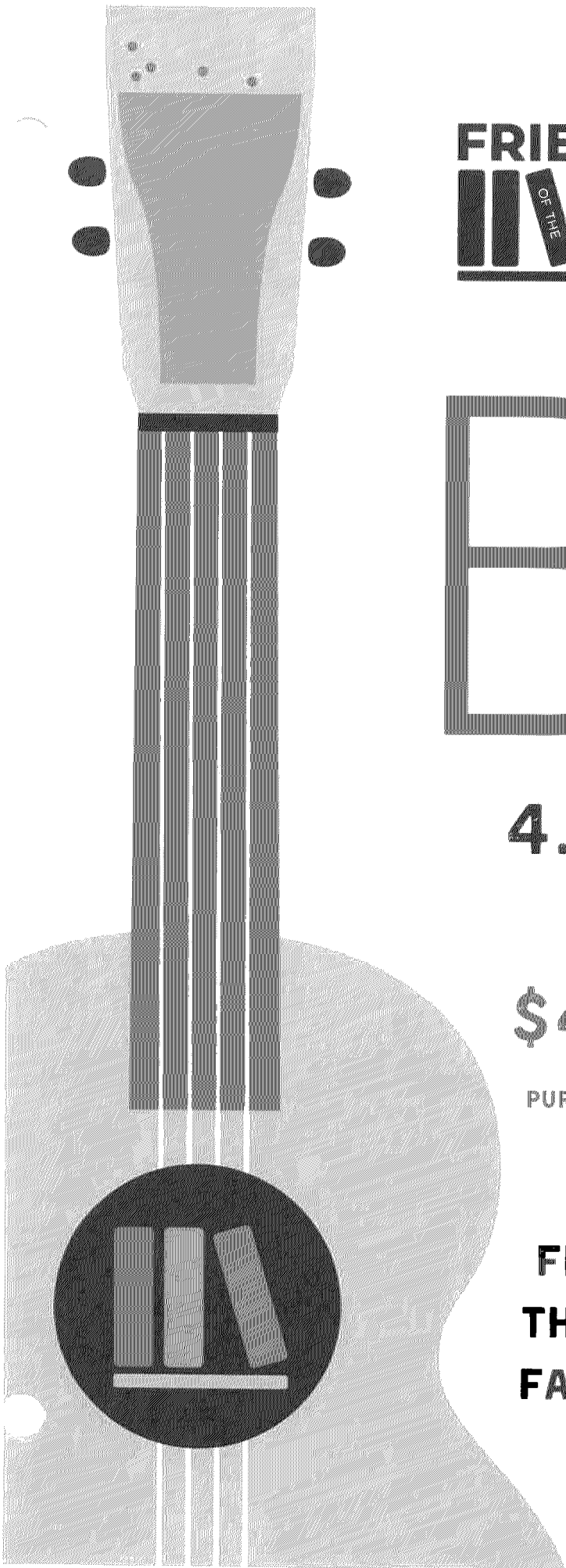
BOOK TRIVIA & PRIZES
FOOD | MUSIC | AUCTION

PURCHASE TICKETS AT GRAND RAPIDS AREA LIBRARY

**FEATURING
THE LAPLANT
FAMILY BAND**



**RAPIDS
BREWING CO**



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 TWO MONTHS ENDING FEBRUARY 29, 2020
With Comparative Totals for February 28, 2019

	2019 Actual	2020 Actual	2020 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	430,264	466,149	466,149	
Compensated Absences	41,263	41,263	41,263	
Emergency/Unanticipated Expenditures	47,641	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	519,168	555,053	555,053	
Revenues:				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	6,547	9,536	43,882	22%
Fines & Forfeits	1,673	1,443	12,000	12%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	8,000	0%
Miscellaneous	2,735	2,052	14,300	14%
Other Sources-Operating Transfer	-	-	6,241	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	10,955	13,031	915,110	1%
Expenditures:				
Personnel	94,208	101,740	696,884	15%
Supplies/Materials	19,275	19,492	82,476	24%
Other Services/Charges	23,746	15,707	135,750	12%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	137,229	136,939	915,110	15%
OPERATING SURPLUS (DEFICIT)	(126,274)	(123,907)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 2/29/XX				
Cash Flow	303,990	342,242	466,149	
Compensated Absences	41,263	41,263	41,263	
Emergency/unanticipated Expenditures	47,641	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 2/29/XX	\$ 392,894	\$ 431,146	\$ 555,053	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,151 as of 1/31/20. 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 **FEBRUARY 29, 2020**

Account Number	Account Description	2020 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	-	0%
211-00-34-00-7970	PHOTO COPIES	2,400	432	18%
211-00-34-00-7975	INTERNET	3,300	396	12%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	400	100	25%
211-00-34-00-7982	PASSPORT PROCESSING FEE	31,500	8,295	26%
211-00-34-00-7990	FAX MACHINE USE	1,000	313	31%
211-00-35-00-1030	LIBRARY FINES	12,000	1,443	12%
211-00-37-00-2310	DONATIONS	1,500	382	25%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	8,000	-	0%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	1,284	29%
211-00-37-00-2450	MISCELLANEOUS	2,000	386	19%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	6,241	-	0%
		915,110	13,031	1%
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	64,696	15%
211-00-75-10-1030	SALARY-PARTTIME	24,513	3,516	14%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	328	4%
211-00-75-10-1210	PERA	35,232	5,116	15%
211-00-75-10-1220	FICA	29,125	4,204	14%
211-00-75-10-1250	MEDICARE	6,812	983	14%
211-00-75-10-1310	HEALTH INSURANCE	144,592	22,432	16%
211-00-75-10-1330	LIFE INSURANCE	221	47	21%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	418	16%
211-00-75-20-2010	OFFICE SUPPLIES	7,500	2,942	39%
211-00-75-20-2020	COPY SUPPLIES	1,400	76	5%
211-00-75-20-2030	PRINTING/BINDING	1,000	24	2%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	684	23%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	4,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	576	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	100	5%
211-00-75-20-2110	BOOKS	39,000	10,982	28%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,283	36%
211-00-75-20-2130	NEWSPAPERS	1,500	860	57%
211-00-75-20-2140	PERIODICALS	7,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	515	21%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,200	-	0%
211-00-75-30-3070	LAUNDRY	750	137	18%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	2,322	11%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	250	4%
211-00-75-30-3210	TELEPHONE	6,000	834	14%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	347	12%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	-	20	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **FEBRUARY 29, 2020**

Account Number	Account Description	2020 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	251	13%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	1,640	18%
211-00-75-30-3810	ELECTRICITY	30,000	2,241	7%
211-00-75-30-3840	GARBAGE REMOVAL	4,000	297	7%
211-00-75-30-3860	HEAT-NATURAL GAS	4,700	535	11%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,328	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,242	15%
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	983	28%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	241	16%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	100	-	0%
	TOTAL EXPENDITURES	915,110	136,939	15%
	SURPLUS REVENUES/(EXPENDITURES)	-	(123,907)	

DATE: 03/05/2020
 TIME: 09:00:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2020

PAGE: 1
 F-YR: 20

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	0.00	0.00	5,282.00	0
211-00-34-00-7970	PHOTO COPIES	227.76	2,400.00	432.49	0.00	1,967.51	18
211-00-34-00-7975	INTERNET	181.37	3,300.00	396.20	0.00	2,903.80	12
211-00-34-00-7980	LIBRARY FEES-PROCTORING	60.00	400.00	100.00	0.00	300.00	25
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,395.00	31,500.00	8,295.00	0.00	23,205.00	26
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	166.55	1,000.00	312.54	0.00	687.46	31
TOTAL		4,030.68	43,882.00	9,536.23	0.00	34,345.77	22
TOTAL CHARGES FOR SERVICES		4,030.68	43,882.00	9,536.23	0.00	34,345.77	22

DATE: 03/05/2020
 TIME: 09:00:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2020

PAGE: 2
 F-YR: 20

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	509.31	12,000.00	1,443.39	0.00	10,556.61	12
TOTAL		509.31	12,000.00	1,443.39	0.00	10,556.61	12
TOTAL FINES & FORFEITS		509.31	12,000.00	1,443.39	0.00	10,556.61	12
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	77.00	1,500.00	382.00	0.00	1,118.00	25
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	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	1,126.25	4,500.00	1,283.75	0.00	3,216.25	29
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	114.94	2,000.00	385.86	0.00	1,614.14	19
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
TOTAL		1,318.19	22,300.00	2,051.61	0.00	20,248.39	9
TOTAL MISCELLANEOUS REVENUE		1,318.19	22,300.00	2,051.61	0.00	20,248.39	9
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	0.00	0.00	6,241.00	0
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	0.00	0.00	6,241.00	0
TOTAL OTHER SOURCES		0.00	6,241.00	0.00	0.00	6,241.00	0

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 FOR 2 PERIODS ENDING FEBRUARY 29, 2020

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		5,858.18	915,110.00	13,031.23	0.00	902,078.77	1
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	34,063.17	445,251.00	64,695.61	0.00	380,555.39	15
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	1,850.40	24,513.00	3,515.76	0.00	20,997.24	14
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	209.58	8,510.00	328.08	0.00	8,181.92	4
211-00-75-10-1210	PERA	2,693.50	35,232.00	5,115.83	0.00	30,116.17	15
211-00-75-10-1220	FICA	2,213.84	29,125.00	4,203.70	0.00	24,921.30	14
211-00-75-10-1250	MEDICARE	517.77	6,812.00	983.15	0.00	5,828.85	14
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	144,592.00	22,432.00	0.00	122,160.00	16
211-00-75-10-1330	LIFE INSURANCE	41.50	221.00	47.00	0.00	174.00	21
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	3.71	0.00	1.04	0.00	(1.04)	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	418.18	0.00	2,209.82	16
TOTAL PERSONNEL		53,018.56	696,884.00	101,740.35	0.00	595,143.65	15
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	2,851.54	7,500.00	2,942.26	0.00	4,557.74	39
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	75.98	0.00	1,324.02	5
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	24.36	0.00	975.64	2
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	182.18	3,000.00	683.94	0.00	2,316.06	23
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	0.00	0.00	576.00	0
211-00-75-20-2100	OPERATING SUPPLIES	83.92	2,000.00	100.07	0.00	1,899.93	5
211-00-75-20-2110	BOOKS	8,064.26	39,000.00	10,981.74	0.00	28,018.26	28
211-00-75-20-2120	AUDIO/VISUAL	139.60	9,000.00	3,282.98	0.00	5,717.02	36
211-00-75-20-2130	NEWSPAPERS	0.00	1,500.00	859.56	0.00	640.44	57
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	165.30	2,500.00	514.72	0.00	1,985.28	21
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		11,524.79	82,476.00	19,491.61	0.00	62,984.39	24
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	0.00	0.00	1,200.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	68.62	750.00	137.24	0.00	612.76	18
211-00-75-30-3090	JANITORIAL SERVICES	1,078.44	20,400.00	2,322.33	0.00	18,077.67	11
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	6,000.00	250.00	250.00	5,500.00	8
211-00-75-30-3210	TELEPHONE	302.18	6,000.00	834.18	0.00	5,165.82	14
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	347.10	0.00	2,652.90	12
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	20.00	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	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	116.35	2,000.00	250.60	0.00	1,749.40	13
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	1,640.00	0.00	7,360.00	18
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	2,241.26	0.00	27,758.74	7
211-00-75-30-3840	GARBAGE REMOVAL	0.00	4,000.00	297.00	0.00	3,703.00	7
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,700.00	535.31	0.00	4,164.69	11
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	2,328.38	0.00	7,171.62	25
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,112.66	15,000.00	2,241.86	0.00	12,758.14	15
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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:		68,307.03	915,110.00	136,938.61	250.00	777,921.39	15
TOTAL FUND REVENUES		5,858.18	915,110.00	13,031.23	0.00	902,078.77	1
TOTAL FUND EXPENSES		68,307.03	915,110.00	136,938.61	250.00	777,921.39	15
FUND SURPLUS (DEFICIT)		(62,448.85)	0.00	(123,907.38)			
TOTAL ALL FUND REVENUES		5,858.18	915,110.00	13,031.23	0.00	902,078.77	1
TOTAL ALL FUND EXPENSES		68,307.03	915,110.00	136,938.61	250.00	777,921.39	15
ALL FUND SURPLUS (DEFICIT)		(62,448.85)	0.00	(123,907.38)			

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 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2020

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	256.73
0113233	AMERIPRIDE SERVICES INC	79.02
0118660	ARROWHEAD LIBRARY SYSTEM	60.36
0201428	BAKER & TAYLOR LLC	3,808.58
0212124	BLACKSTONE PUBLISHING	0.75
0305485	CENGAGE LEARNING INC	4,917.00
0315455	COLE HARDWARE INC	24.98
0405500	DEMCO INC	1,795.96
1015325	JOHNSON CONTROLS FIRE	1,087.68
1415377	NORTHERN BUSINESS PRODUCTS INC	474.39
1605665	PERSONNEL DYNAMICS LLC	1,954.51
1901535	SANDSTROM'S INC	154.90
1908570	SHOWCASES	801.36
2008551	THOMSON REUTERS - WEST	260.00
2114356	UNIQUE MANAGEMENT SERVICES	116.35
2209421	VIKING ELECTRIC SUPPLY INC	83.92

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 15,876.49

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	57.14
0605191	FIDELITY SECURITY LIFE INS CO	6.90
0718015	GRAND RAPIDS CITY PAYROLL	61,996.50
1205090	LEAGUE OF MINNESOTA CITIES	20.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	535.31
1309335	MINNESOTA REVENUE	57.47
1405850	NEXTERA COMMUNICATIONS LLC	70.54
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	245.04
1621130	P.U.C.	2,241.26
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2209665	VISA	451.10
2301700	WM CORPORATE SERVICES, INC	117.00
2301728	AMANDA JEAN WATKINS	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$78,280.19

TOTAL ALL DEPARTMENTS \$ 94,156.68

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INVOICES DUE ON/BEFORE 03/11/2020
 INVOICES IN BATCH LB0311

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100	AMAZON.COM							
473789634546-L	02/03/20	01	1 BOOK/AUTH#000875	211-00-75-20-2110	20200649		03/11/20	15.97
			BOOKS					
555753548753-L	02/07/20	01	1 BOOK/AUTH#000874	211-00-75-20-2110	20200649		03/11/20	11.00
			BOOKS					
			INVOICE TOTAL:					15.97
683585857744-L	02/10/20	01	INVOICE 473789634546	** COMMENT **	20200649		03/11/20	11.00
683585857744-L	02/10/20	02	INVOICE 555753548753	** COMMENT **	20200649		03/11/20	11.00
683585857744-L	02/10/20	03	INVOICE 978333746976	** COMMENT **	20200649		03/11/20	11.00
683585857744-L	02/10/20	04	1 BOOK/AUTH#000899	211-00-75-20-2110	20200649		03/11/20	33.43
		05	INVOICE 683585857744	** COMMENT **	20200649			
			BOOKS					
			INVOICE TOTAL:					33.43
978333746976-L	02/10/20	01	7 BOOKS/AUTH#001062	211-00-75-20-2110	20200649		03/11/20	57.48
		02	16 DVDS	211-00-75-20-2120	20200649			138.85
			AUDIO/VISUAL					
			INVOICE TOTAL:					196.33
			VENDOR TOTAL:					256.73
0113233	AMERIPRIDE SERVICES INC							
3501476690-L	02/11/20	01	TOWELS	211-00-75-30-3070	20200479		03/11/20	3.42
		02	FLATS	211-00-75-30-3070	20200479			2.31
		03	MOPS	211-00-75-20-2150	20200479			5.20
			MAINTENANCE TOOLS/SUPPLIES					

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2035000769-L	12/14/19	01	10 BOOKS CUST#L025981	211-00-75-20-2110			03/11/20	137.01
				BOOKS				
2035012934-L	01/07/20	01	17 BOOKS/CUST#L411199	211-00-75-20-2110	20200453		03/11/20	211.63
				BOOKS				
							INVOICE TOTAL:	137.01
2035080420-L	01/29/20	01	20 BOOKS/CUST#L025981	211-00-75-20-2110	20200453		03/11/20	301.56
				BOOKS				
							INVOICE TOTAL:	211.63
2035085452-L	02/05/20	01	3 BOOKS ACCT L411199	211-00-75-20-2110	20200650		03/11/20	33.60
				BOOKS				
							INVOICE TOTAL:	33.60
2035088490-L	02/03/20	01	13 BOOKS ACCT L025981	211-00-75-20-2110	20200650		03/11/20	204.91
				BOOKS				
							INVOICE TOTAL:	204.91
2035094969-L	02/11/20	01	28 BOOKS ACCT L411199	211-00-75-20-2110	20200650		03/11/20	299.67
				BOOKS				
							INVOICE TOTAL:	299.67
2035096502-L	02/06/20	01	86 BOOKS ACCT L025981	211-00-75-20-2110	20200650		03/11/20	909.98
				BOOKS				
							INVOICE TOTAL:	909.98
2035098877-L	02/08/20	01	27 BOOKS ACCT L025981	211-00-75-20-2110	20200650		03/11/20	365.64
				BOOKS				
							INVOICE TOTAL:	365.64
2035099469-L	02/10/20	01	12 BOOKS ACCT 411199	211-00-75-20-2110	20200650		03/11/20	144.53
				BOOKS				
							INVOICE TOTAL:	144.53

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2035129539-L	02/25/20	12	INVOICE 2035129539	** COMMENT **	20200650		03/11/20	233.50
							INVOICE TOTAL:	
2035132841-L	02/24/20	01	6 BOOKS ACCT L025981		211-00-75-20-2110	20200650	03/11/20	89.34
			BOOKS				INVOICE TOTAL:	89.34
H42627920-L	01/07/20	01	1 DVD/CUST#75002097		211-00-75-20-2120	20200453	03/11/20	26.24
			AUDIO/VISUAL				INVOICE TOTAL:	26.24
							VENDOR TOTAL:	3,808.58
0212124	BLACKSTONE PUBLISHING							
1162630-L	02/04/20	01	1 CD CUST # 101678		211-00-75-20-2120	20200647	03/11/20	0.75
			AUDIO/VISUAL				INVOICE TOTAL:	0.75
							VENDOR TOTAL:	0.75
0305485	CENGAGE LEARNING INC							
69914810-L	02/13/20	01	LRG PRINT STDNG ODR ACT#154757		211-00-75-20-2110	20200646	03/11/20	4,917.00
			BOOKS				INVOICE TOTAL:	4,917.00
							VENDOR TOTAL:	4,917.00
0315455	COLE HARDWARE INC							
2333622-L	02/10/20	01	SLOTTED ANGLE 1-1/2X/#GRPUBLIC		211-00-75-30-4010	20200439	03/11/20	24.98
			BUILDING MAINT/REPAIRS				INVOICE TOTAL:	24.98
							VENDOR TOTAL:	24.98
0405500	DEMCO INC							

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1015325			JOHNSON CONTROLS FIRE					
86581616-L	02/24/20	02	BATTERY 10AH	211-00-75-30-4010	20200644		03/11/20	280.94
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 489.88
								VENDOR TOTAL: 1,087.68
1205090			LEAGUE OF MINNESOTA CITIES					
L	02/24/20	01	RICHTER & NALAN HARSSMNT PREV	999-99-00-00-1000			03/11/20	20.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 20.00
								VENDOR TOTAL: 20.00
1301146			MARCO TECHNOLOGIES, LLC					
L	02/10/20	01	L1B FEB COPIER LEASE	999-99-00-00-1000			03/11/20	120.43
				HOLDING ACCOUNT				
								INVOICE TOTAL: 120.43
								VENDOR TOTAL: 120.43
1309199			MINNESOTA ENERGY RESOURCES					
L	02/18/20	01	L1B JAN NTL GAS	999-99-00-00-1000			03/11/20	535.31
				HOLDING ACCOUNT				
								INVOICE TOTAL: 535.31
								VENDOR TOTAL: 535.31
1309335			MINNESOTA REVENUE					
L	02/20/20	01	L1B JAN SALES TAX PAYABLE	999-99-00-00-1000			03/11/20	57.47
				HOLDING ACCOUNT				
								INVOICE TOTAL: 57.47
								VENDOR TOTAL: 57.47
1405850			NEXTERA COMMUNICATIONS LLC					

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1405850	02/10/20	01	LIB FEB PHN SERVICES	999-99-00-00-1000 HOLDING ACCOUNT			03/11/20	70.54
							INVOICE TOTAL:	70.54
							VENDOR TOTAL:	70.54
1415377	02/03/20	01	TRODAT PROFESSIONAL STAMP	211-00-75-20-2010 OFFICE SUPPLIES	20200654		03/11/20	113.72
							INVOICE TOTAL:	113.72
481622-L	02/06/20	01	PEN, GEL, RTR, ENERGL DLX, MED	211-00-75-20-2010 OFFICE SUPPLIES	20200654		03/11/20	27.48
		02	TONER, LSR, LJ 305A, BLK/#7789	211-00-75-20-2060 COMPUTER SUPPLIES	20200654			91.99
							INVOICE TOTAL:	119.47
483391-L	02/12/20	01	PEN, BP, STK, RND, STIC, MED,	211-00-75-20-2010 OFFICE SUPPLIES	20200654		03/11/20	9.78
		02	PEN, GEL, RTR, ENERGL DLX, MED	211-00-75-20-2010 OFFICE SUPPLIES	20200654			29.88
		03	PENCIL, WD TICOND, #2, YEL	211-00-75-20-2010 OFFICE SUPPLIES	20200654			6.38
							INVOICE TOTAL:	46.04
485261-L	02/19/20	01	PAPER, COPY, 8.5 X 11, WE 20#	211-00-75-20-2020 COPY SUPPLIES	20200654		03/11/20	37.99
		02	TONER, HP, 410A LJ CART, BK	211-00-75-20-2060 COMPUTER SUPPLIES	20200654			90.19
							INVOICE TOTAL:	128.18
485610-L	02/20/20	01	CLEANER, DISINF WIPES #7789	211-00-75-20-2010 OFFICE SUPPLIES	20200654		03/11/20	66.98
							INVOICE TOTAL:	66.98
							VENDOR TOTAL:	474.39

DETAILED GRAND RAPIDS PUBLIC 'BRARY BILL LIST - MARCH 11, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/11/2020
 INVOICES IN BATCH LB0311

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220	02/10/20	01	LIBR MAR HEALTH INS PREM	999-99-00-00-1000			03/11/20	12,216.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 12,216.00
								VENDOR TOTAL: 12,216.00
1601750	02/10/20	01	LIB FEB SERVICES	999-99-00-00-1000			03/11/20	245.04
				HOLDING ACCOUNT				
								INVOICE TOTAL: 245.04
								VENDOR TOTAL: 245.04
1605665	01/31/20	01	DKORTEKAAS/15HRS@18.92 WK 2/1	211-00-75-30-3090	20200454		03/11/20	283.80
				JANITORIAL SERVICES				
		02	AWATKINS/6.5HRS@18.23 WK 2/1	211-00-75-10-1050	20200454			118.50
				CONTRACTED SERVICES				
								INVOICE TOTAL: 402.30
48890-L	02/08/20	01	D KORTEKAAS/15HRS@18.92 WK 2/8	211-00-75-30-3090	20200643		03/11/20	283.80
				JANITORIAL SERVICES				
		02	A WATKINS /4.5HRS@18.23 WK 2/8	211-00-75-10-1050	20200643			82.04
				CONTRACTED SERVICES				
								INVOICE TOTAL: 365.84
48915-L	02/15/20	01	DKORTEKAAS/15HRS@18.92 WK2/15	211-00-75-30-3090	20200643		03/11/20	283.80
				JANITORIAL SERVICES				
								INVOICE TOTAL: 283.80
48943-L	02/22/20	01	DKORTEKAAS/12HRS@18.92 WK2/22	211-00-75-30-3090	20200643		03/11/20	227.04
				JANITORIAL SERVICES				
								INVOICE TOTAL: 227.04

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/11/2020
 INVOICES IN BATCH LB0311

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1908570			SHOWCASES					
316062-L	02/24/20	01	VINYL 12 CD ALBUM, WHITE	211-00-75-20-2010	20200645		03/11/20	801.36
				OFFICE SUPPLIES				
							INVOICE TOTAL:	801.36
							VENDOR TOTAL:	801.36
2008551			THOMSON REUTERS - WEST					
841845271-L	01/30/20	01	WESTS FMYL LAW ACCT 1000644744	211-00-75-20-2110	20200648		03/11/20	260.00
				BOOKS				
							INVOICE TOTAL:	260.00
							VENDOR TOTAL:	260.00
2114356			UNIQUE MANAGEMENT SERVICES					
592488-L	02/29/20	01	FEB PLACEMENTS (19)/CUST#1634	211-00-75-30-3300	20200651		03/11/20	170.05
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	20200651			-53.70
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	116.35
							VENDOR TOTAL:	116.35
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	02/17/20	01	LIB MAR LIFE INS PREM	999-99-00-00-1000			03/11/20	20.50
				HOLDING ACCOUNT				
							INVOICE TOTAL:	20.50
							VENDOR TOTAL:	20.50
2209421			VIKING ELECTRIC SUPPLY INC					
S003327048.001-L	02/05/20	01	27W 3915 LUMEN/ACCT#V27287	211-00-75-20-2100	20200414		03/11/20	83.92
				OPERATING SUPPLIES				
							INVOICE TOTAL:	83.92
							VENDOR TOTAL:	83.92

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2020

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 03/11/2020
 INVOICES IN BATCH LB0311

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	02/10/20	01	USPS PRIO MAIL 1/6 & 1/13 LIB	999-99-00-00-1000 HOLDING ACCOUNT			03/11/20	347.10
		02	HELMER PRINTING BOOKS LIB	999-99-00-00-1000 HOLDING ACCOUNT				104.00
								INVOICE TOTAL: 451.10
								VENDOR TOTAL: 451.10
2301700			WM CORPORATE SERVICES, INC					
L	02/10/20	01	LIB JAN GARBAGE SERVICES	999-99-00-00-1000 HOLDING ACCOUNT			03/11/20	117.00
								INVOICE TOTAL: 117.00
								VENDOR TOTAL: 117.00
2301728			AMANDA JEAN WATKINS					
L	02/18/20	01	ARTASTIC PROGRAM 2/11/20	999-99-00-00-1000 HOLDING ACCOUNT			03/11/20	125.00
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 94,156.68

ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2020

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2020
 INVOICES IN BATCH LB0311

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	7,167.31	57.14
0113100	AMAZON.COM	1,286.11	256.73
0113233	AMERIPRIDE SERVICES INC	1,153.08	79.02
0118660	ARROWHEAD LIBRARY SYSTEM	117.80	60.36
0201428	BAKER & TAYLOR LLC	3,448.27	3,808.58
0212124	BLACKSTONE PUBLISHING	400.00	0.75
0305485	CENGAGE LEARNING INC	0.00	4,917.00
0315455	COLE HARDWARE INC	1,422.84	24.98
0405500	DEMCO INC	577.39	1,795.96
0605191	FIDELITY SECURITY LIFE INS CO	203.67	6.90
0718015	GRAND RAPIDS CITY PAYROLL	1,308,967.74	61,996.50
1015325	JOHNSON CONTROLS FIRE	0.00	1,087.68
1205090	LEAGUE OF MINNESOTA CITIES	11,620.00	20.00
1301146	MARCO TECHNOLOGIES, LLC	1,484.55	120.43
1309199	MINNESOTA ENERGY RESOURCES	207,122.02	535.31
1309335	MINNESOTA REVENUE	4,586.22	57.47
1405850	NEXTERA COMMUNICATIONS LLC	862.52	70.54
1415377	NORTHERN BUSINESS PRODUCTS INC	1,411.90	474.39
1516220	OPERATING ENGINEERS LOCAL #49	214,826.00	12,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,041.32	245.04
1605665	PERSONNEL DYNAMICS LLC	3,580.99	1,954.51
1621130	P.U.C.	91,826.13	2,241.26
1901535	SANDSTROM'S INC	18,914.39	154.90
1908570	SHOWCASES	0.00	801.36
2008551	THOMSON REUTERS - WEST	0.00	260.00
2114356	UNIQUE MANAGEMENT SERVICES	286.40	116.35
2114750	UNUM LIFE INSURANCE CO OF AMER	780.64	20.50
2209421	VIKING ELECTRIC SUPPLY INC	2,153.49	83.92
2209665	VISA	13,519.43	451.10
2301700	WM CORPORATE SERVICES, INC	4,366.97	117.00
2301728	AMANDA JEAN WATKINS	250.00	125.00
TOTAL ALL VENDORS:			94,156.68

2019 Detailed Balance Sheet

2019 Detailed Revenue & Expense Report

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 12/31/19
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	533,264.45	533,264.45	0.00
211-00-00-00-1010	CASH	458,694.25	937,064.56	909,208.05	486,550.76
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	16,342.00	0.00	0.00	16,342.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	54,247.08	63,207.65	54,247.08	63,207.65
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	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	32,280.00	3,113.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	10,080.50	0.00	0.00	35,393.00
211-00-00-00-1550	PREPAID ITEMS	0.00	0.00	10,080.50	0.00
211-00-00-00-1551	PREPAID INSURANCE	14,921.42	6,237.89	0.00	0.00
211-00-00-00-1620	BUILDINGS	0.03	22,548.20	16,180.74	4,978.57
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	11,332.23	11,216.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	19,823.16	19,823.16	0.00
TOTAL		586,675.28	1,585,258.91	1,554,136.21	617,797.98
TOTAL ASSETS					
		586,675.28	1,585,258.91	1,554,136.21	617,797.98
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,750.20	917,182.76	922,902.14	21,469.58
211-00-00-00-2030	SALES TAX PAYABLE	0.00	709.75	709.75	0.00
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	21,826.31	21,826.31	24,035.47	24,035.47
211-00-00-00-2200	DEFERRED REVENUES-TAXES	16,342.00	0.00	0.00	16,342.00
211-00-00-00-2220	DEFERRED REVENUES	13,588.47	13,588.47	633.75	633.75
TOTAL		67,506.98	953,307.29	948,281.11	62,480.80

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 12/31/19
TOTAL LIABILITIES					
		67,506.98	953,307.29	948,281.11	62,480.80
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	519,168.30	0.00	0.00	519,168.30
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	19,823.16	19,823.16	0.00
TOTAL		519,168.30	19,823.16	19,823.16	519,168.30
	FUND SURPLUS (DEFICIT)	0.00	0.00	36,148.88	36,148.88
TOTAL FUND EQUITY		519,168.30	19,823.16	55,972.04	555,317.18
TOTAL LIABILITIES AND FUND EQUITY					
		586,675.28	973,130.45	1,004,253.15	617,797.98

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	5,828.99	606,202.87	592,535.97	0.00	13,666.90	98
211-00-31-00-0200	DELINQUENT	208.90	0.00	4,966.06	0.00	(4,966.06)	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	608.99	62,321.75	62,930.74	0.00	(608.99)	101
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		6,646.88	668,524.62	660,432.77	0.00	8,091.85	99
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	17,081.19	34,162.38	34,162.38	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	206.09	0.00	(206.09)	100
211-00-33-00-6300	LIBRARY CONTRACTS	56,131.65	128,000.00	133,462.71	0.00	(5,462.71)	104
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		73,212.84	162,162.38	167,831.18	0.00	(5,668.80)	103
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	5,282.00	0.00	0.00	100
211-00-34-00-7970	PHOTO COPIES	425.95	2,200.00	3,675.61	0.00	(1,475.61)	167
211-00-34-00-7975	INTERNET	217.29	3,500.00	2,837.29	0.00	662.71	81
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	600.00	400.00	0.00	200.00	67
211-00-34-00-7982	PASSPORT PROCESSING FEE	4,620.00	38,500.00	34,755.00	0.00	3,745.00	90
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	132.87	800.00	1,775.75	0.00	(975.75)	222
TOTAL		5,396.11	50,882.00	48,725.65	0.00	2,156.35	96
TOTAL CHARGES FOR SERVICES							
		5,396.11	50,882.00	48,725.65	0.00	2,156.35	96

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL. BALANCE	% EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	740.04	12,000.00	11,134.95	0.00	865.05	93
TOTAL		740.04	12,000.00	11,134.95	0.00	865.05	93
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	1,272.90	1,500.00	18,647.44	0.00	(17,147.44)	1243
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	315.00	0.00	685.00	32
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	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	3,113.00	1,300.00	4,456.25	0.00	(3,156.25)	343
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	6,096.00	8,000.00	22,752.12	0.00	(14,752.12)	284
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	45.00	4,500.00	3,491.28	0.00	1,008.72	78
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	89.75	2,000.00	2,639.96	0.00	(639.96)	132
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	2,270.30	3,000.00	5,783.43	0.00	(2,783.43)	193
TOTAL		12,886.95	22,500.00	58,085.48	0.00	(35,585.48)	258
TOTAL MISCELLANEOUS REVENUE		12,886.95	22,500.00	58,085.48	0.00	(35,585.48)	258
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
TOTAL REVENUES:		98,882.82	916,069.00	946,210.03	0.00	(30,141.03)	103

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200 OPERATING TRANSFER OUT

TOTAL		0.00	0.00	0.00	0.00	0.00	0
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PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	53,336.04	442,059.00	436,189.56	0.00	5,869.44	99
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	2,926.30	22,803.00	23,022.74	0.00	(219.74)	101
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	244.04	7,000.00	7,803.14	0.00	(803.14)	111
211-00-75-10-1210	PERA	4,219.67	34,865.00	33,583.54	0.00	1,281.46	96
211-00-75-10-1220	FICA	3,468.89	28,821.00	27,621.11	0.00	1,199.89	96
211-00-75-10-1250	MEDICARE	811.31	6,740.00	6,460.06	0.00	279.94	96
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	142,668.00	131,788.00	0.00	10,880.00	92
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	241.90	0.00	(20.90)	109
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	0.63	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	218.75	2,255.00	2,460.23	0.00	(205.23)	109
TOTAL PERSONNEL		76,465.13	687,432.00	669,170.28	0.00	18,261.72	97

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	554.77	7,000.00	5,856.45	0.00	1,143.55	84
211-00-75-20-2020	COPY SUPPLIES	211.81	1,400.00	1,636.51	0.00	(236.51)	117
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	1,185.01	0.00	(285.01)	132
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	2,500.00	3,191.58	0.00	(591.58)	123
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	3,502.08	0.00	(1,002.08)	140
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,900.00	11,680.12	0.00	(5,780.12)	198
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	920.92	0.00	79.08	92

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2019

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	%
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	37.20	500.00	483.24	0.00	16.76	97
211-00-75-20-2100	OPERATING SUPPLIES	13.98	2,000.00	1,187.14	0.00	812.86	59
211-00-75-20-2110	BOOKS	2,008.19	44,000.00	38,621.73	0.00	5,378.27	88
211-00-75-20-2120	AUDIO/VISUAL	1,362.12	9,000.00	8,471.06	0.00	528.94	94
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	2,680.84	0.00	(1,280.84)	191
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	5,696.96	0.00	1,303.04	81
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	420.64	2,500.00	3,173.16	0.00	(673.16)	127
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		4,608.71	87,700.00	88,286.80	0.00	(586.80)	101
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	394.85	0.00	105.15	79
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	1,131.25	0.00	(231.25)	126
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	62.89	650.00	902.41	0.00	(252.41)	139
211-00-75-30-3090	JANITORIAL SERVICES	845.08	20,400.00	19,632.37	0.00	767.63	96
211-00-75-30-3100	OTHER CONTRACTED SERVICES	3,885.00	6,000.00	25,365.00	0.00	(19,365.00)	423
211-00-75-30-3210	TELEPHONE	462.46	6,000.00	5,515.33	0.00	484.67	92
211-00-75-30-3220	POSTAGE/FREIGHT	360.41	3,000.00	3,099.86	0.00	(99.86)	103
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	144.31	0.00	355.69	29
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	191.40	0.00	308.60	38
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	68
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	152.15	2,000.00	1,646.80	0.00	353.20	82
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	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	269.00	9,000.00	8,255.00	0.00	745.00	92
211-00-75-30-3810	ELECTRICITY	2,245.62	30,000.00	32,874.42	0.00	(2,874.42)	110
211-00-75-30-3840	GARAGE REMOVAL	117.00	3,600.00	3,695.46	0.00	(95.46)	103
211-00-75-30-3860	HEAT-NATURAL GAS	698.28	4,000.00	3,596.94	0.00	403.06	90
211-00-75-30-4000	MAINTENANCE CONTRACTS	3,705.53	8,000.00	10,224.10	0.00	(2,224.10)	128
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	6,238.77	0.00	8,761.23	42
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	33

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 FOR 12 PERIODS ENDING DECEMBER 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	7,600.00	9,000.00	9,203.85	0.00	(203.85)	102
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	3,000.00	2,564.00	0.00	436.00	85
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	4,240.00	9,000.00	6,861.44	0.00	2,138.56	76
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,440.00	1,445.16	0.00	(5.16)	100
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	300.00	30.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	100.00	80.28	0.00	270.00	10
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	19.72	80
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		24,643.42	6,447.00	0.00	0.00	6,447.00	0
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,708.07	0.00	(7,708.07)	100
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	812.50	0.00	(812.50)	100
TOTAL CAPITAL OUTLAY		0.00	0.00	8,520.57	0.00	(8,520.57)	100
TOTAL GENERAL ADMINISTRATION		105,717.26	916,069.00	910,061.15	0.00	6,007.85	99
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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ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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:		105,717.26	916,069.00	910,061.15	0.00	6,007.85	99
TOTAL FUND REVENUES		98,882.82	916,069.00	946,210.03	0.00	(30,141.03)	103
TOTAL FUND EXPENSES		105,717.26	916,069.00	910,061.15	0.00	6,007.85	99
FUND SURPLUS (DEFICIT)		(6,834.44)	0.00	36,148.88			
TOTAL ALL FUND REVENUES		98,882.82	916,069.00	946,210.03	0.00	(30,141.03)	103
TOTAL ALL FUND EXPENSES		105,717.26	916,069.00	910,061.15	0.00	6,007.85	99
ALL FUND SURPLUS (DEFICIT)		(6,834.44)	0.00	36,148.88			

GRAL Director's Report

MARCH 2020

ADVOCACY

-Equitable Library Funding

City Administrator Tom Pagel and I and met with the Itasca County Administrator on 3/3 to discuss library funding. We presented a model showing how an equitable funding scenario impacts City and County taxes, a Library value analysis that captures the value of services provided, and a data rich summary of how Library services boost economic development in our community. Please see included documents.

-Grow Grand Rapids 2040 Comprehensive Plan

Adopted by City Council 2/24/20

LIBRARY MANAGEMENT

-Minnesota Public Library Annual Report

Update: please see draft report (included).

-Presidential Primary

Grand Rapids Area Library was the District 1 polling place for the 3/3 Presidential Primary. Elections volunteers said the community room was a good fit and they appreciate being able to use the space.

-Library Foundation

Moving forward with new Mission and Vision statements.

FACILITIES MAINTAINANCE / SPACE

-The Facilities Maintenance Manager is working on a comprehensive list of Library Capital Improvement Plan (CIP) items for the next several years. Possible items are:

Caulking (already included)

Sealing brick (already included)

North wall project (waiting for spring)

LED lighting

Electrical upgrades in Community Room (issue since 2000)

Upgrade low voltage panels

Carpet in high traffic areas

Furniture for public space – tables and chairs

Re-circ pump for hot water system

- MDI Hired Hands has announced that it is discontinuing its recycling business with the last day of collection being March 31. Local non-profit - Itasca Life Options - is interested in taking discarded books and I am working with the Facilities Maintenance Manager to find an alternative for other recyclables.

FIRE RESPONSE

-GRFD responded to 9 calls in January. 4 of those impacted my work schedule for a total of 4 hours away from the Library. YTD calls/hours: 15/21.

END OF REPORT

Assistant Director Report March 2020

Teens

Teen Winter Reading ended February 28th. In February, 6 more teens participated bringing the total to 16 for the program.

The teen area drawing had 3 participants. Jesse O. won. The questions participants answered were about Valentine's Day.

Operations

On Thursday, March 5, I provided a tour for a group from the AEOA. They meet monthly and chose to spend their March meeting at the library! There were 2 group members on the tour. The leader took library card applications and brochures and will send to the other members of the group.

For many years the library had a bin where people could put their used toner cartridges. A local Boy Scout troop would collect the cartridges, send them away, and receive payment for them. Prices for recycled goods have gone down so the troop is no longer collecting the cartridges.

Maybe Spring is coming? That means syruping season is just about here, too. Nicole changed the display on the table near the front door to include books about tapping trees and making maple syrup.

The display of service dog pictures by Mary Corwin has been well received. Many patrons have asked about it and looked at the pictures.

The Friends of the Library is planning a Books, Brews, and Bluegrass event at Rapids Brewing Co. in April. The ticket includes a meal, music by the Laplant Family Band, trivia contest, and a live auction. Tickets are \$40.00 and available at the reference desk.

Will, Tracy, John, and I continue to write a monthly column in the Sunday Herald-Review. The column has been in the paper about 10 years now! We know (some) people are reading it because they stop in to ask about something they read in the column.

February in Children's

The beginning of February saw Dion and I road-tripping to Mountain Iron for our biannual CLAS (Children's Librarians of the Arrowhead System) meeting. I cannot overstate how important these meetings are for me, personally, and for our Children's Library. Having both Dion and I there together makes the experience that much richer for our program.

I am a person who thrives on new ideas, new thoughts, and new environments. CLAS meetings gives me all three in a day-long extravaganza of all things Children's. This meeting was our summer reading kick-off...WHAT? IN FEBRUARY?? Insanity, right? Yes, but in order to execute the 10-week shindig that is summer reading, we have to get our ducks lined up early. So we talked program ideas, book ideas, craft ideas, and storytime ideas. We discussed the pros and cons of tracking: books, minutes, library visits, or, perhaps, nothing at all. I am well pleased with the reading log we developed last year, so we'll be doing that one again this summer at GRAL. Our afternoon was spent discussing non-summer-reading library issues. We talked advocacy, Legacy programming, and topics of concern specific to individual libraries. There is nobody more suited to problem solving than a group of Children's Librarians!

I also met with the Friends of the GRA Library this month to ask if they would be willing and able to make an additional purchase for the Children's Library. Indeed, they readily agreed to pay the \$500 it would cost to purchase 12 "Wonderbooks." A Wonderbook is essentially a book and cd set, without the need for the cd or cd player, as the audio is built right in to the book! They are rechargeable, so we have no need to supply batteries. Look for the Wonderbooks to be ready for circulation after the Friends' fundraiser in April. In the meantime, they are in my office if you want to check them out! (Please do...they are fantastic!) In addition, our Friends group is looking to their successful Books, Brews, and Bluegrass fundraiser to add more manipulatives to the Children's Library, including magnetic blocks for the big kids, and a Duplo table for our littles. We are very lucky, indeed, to have the support of such a dynamic, and philanthropic, group.

Amidst a month full of meetings and details, we had our usual slate of visitors to the library. I shared the Newbery and Caldecott award winners with my Murphy third graders and Southwest fourth graders, along with a library lesson on the lives of famous authors. (Did you know that Roald Dahl was not only an ace pilot for England during WWII [and once took on six enemy planes alone,] but he was also a spy sent to the United States before the US joined the war effort? Then he went on to change children's lives through his books, including The BFG, Charlie and the Chocolate Factory, Matilda, James and the Giant Peach, and a slew of others. Or that Margaret and H. A. Rey escaped Paris, on bicycles that they built after scavenging the parts, on the very day that Paris fell to the Nazis? The only thing they carries out of France was the clothes on their backs, a bit of food, and five manuscripts...one of which was Curious George!)

Looking ahead, things will continue to get crazier as we approach summer, so hang on, and join us for the ride!

	THIS MONTH	YTD	YTD 2019
CIRCULATION			
Check-outs	11,011	22,234	21,375
Total Circulation	12,603	25,575	25,357
Returns	12,165	24,314	24,073
New cards	97	180	198

Door count 9191
YTD door count 17577

	THIS MONTH	YTD	YTD 2019
TECHNICAL PROCESSES			
Books cataloged and processed	685	1,178	1,053
Withdrawn copies	412	776	2,380

	THIS MONTH	YTD	YTD 2019
REFERENCE			
reference questions	1,040	1,456	1,931
tests proctored	7	10	10
computer help over 5 minutes	72	136	204
Passports	118	264	153
INTERNET			
Pharos sessions ***	795	555	1,543
HOURS			
		555	1,062
SESSIONS			
		555	1,543
YTD HOURS			
			1,732
YTD 2019 HOURS			
			1,296

	THIS MONTH	YTD	YTD 2019
Non-Pharos sessions VOLUNTEERS			
	111		217
HOURS			
		321.50	588.75

	THIS MONTH	YTD	YTD 2019
MEETING ROOM COMMUNITY ROOM/GSR			
GROUPS	48		102

	THIS MONTH	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2019 programs	YTD 2019 people
PROGRAMS & TOURS						
BOOK TIME	6	127	10	186	10	153
SATURDAY STORY TIME	10	277	16	380	16	366
CLASS VISITS	12	274	17	406	17	472
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	39	8	95	7	112
TEEN PROGRAMS	2	9	4	28	6	41
Total Youth Programs	33	726	55	1,095	86	1,144
Total Adult Programs	4	228	8	284	9	226

	THIS MONTH	HRS YTD	YTD 2019
BOOKINGS & ARRANGEMENTS			
TOTALS	8.5	18	16

Olson, Colleen	1.50	3.50																	5.00
Pederson, Alexandria	7.50	3.25																	10.75
Peters, Max																			0.00
Peterson, Biz		2.50																	2.50
Peterson, Judy		2.50																	2.50
Richards, Sheena	2.00	1.50																	3.50
Saxhaug, Thomas	3.50	1.50																	5.00
Squadroni, Aaron	0.00	2.50																	2.50
Steele, Carol																			0.00
Tabbert, Lisa	2.00	1.50																	3.50
Thouin, Richard	1.00	1.50																	2.50
Turner, Brittany																			0.00
Whirley, Betsy	4.50	1.50																	6.00
Wimmer, MaryJo	50.00	60.00																	110.00
Wollin, Valerie	10.50	8.50																	19.00
Ziege, Sue	1.00	1.50																	2.50
Volunteer Hours	162.5	200.75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	363.25
volunteers/mo	28	37																	
RSVP	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total						
Burt, Sharon	5.5	3.5												9					
Dashel, Joanna	26.5	28												54.5					
Erickson, Mary														0					
Hayes, David														0					
Hayes, Susan		6.5												6.5					
Jaster, Betsy	4.00	6.75												10.75					
Karls, Karen		2.50												2.50					
Pederson, Pat	9.25	8.75												18					

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2020-03
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:

Susan and Kevin Hoolihan in memory of Beulah Rose Hutchens - \$50.00 (undesignated)

Adopted this 11th day of March, 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.



2019 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

GENERAL INFORMATION

G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Regional Public Library System	ALS
G04) Street Address	140 NE 2nd Street
G05) Location is a change from previous year	No
G06) City	Grand Rapids
G07) ZIP Code	55744
G08) Mailing Address	140 NE 2nd Street
G09) City	Grand Rapids
G10) ZIP Code	55744
G11) County	Itasca
G12) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14) Director's Name	Will Richter
G15) Director's Phone	218-326-7643
G16) Director's Extension	0
G17) Director's E-mail Address	wrichter@ci.grand-rapids.mn.us

Report Filer

G18) Name of Person Who Prepared the Public Library Report	Will Richter
G19) Phone	218-326-7643
G20) E-mail	wrichter@ci.grand-rapids.mn.us

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code	Member of a Federation or Cooperative
G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	Municipal Government (city, town or village) (most nearly)
G26) Did the legal service area boundary change?	No

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,234	21,238
P02) Registered Users – Residents	10,245	11,086
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users – Automatic Tally	10,245	11,086
P05) Last year Registered User Records Were Purged	2019	2018
P06) Visits	121,546	128,006
P07) Reference Transactions	10,275	11,586
P08) Annual Public Internet Computer Sessions	14,323	14,772
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	0	-1
P11) ILL Provided to Other Libraries	12,042	11,803
P12) ILL Received from Other Libraries	16,636	16,650

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	70,931	65,415
P14) Adult Circulation	85,112	85,566
P15) Other Physical Media Circulation (No Audience Designation)	4,558	4,456
P16) Total Physical Media Circulation	160,601	155,437
P17) Downloadable E-books and E-serials Circulation	13,520	11,974
P18) Downloadable Audio and Video Circulation	17,755	14,026
P19) Total Downloadable Circulation	31,275	26,000
P20) Total Circulation	191,876	181,437

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	302	284
P22) Young Adult Programs	25	33
P23) Adult Programs	55	61
P24) Total Programs	382	378

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	9,918	9,343
P26) Young Adult Program Attendance	273	510
P27) Adult Program Attendance	1,170	1,390
P28) Total Program Attendance	11,361	11,243

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	1,275	244
P30) Electronic Content Use	32,550	26,244
P31) Total Collection Use	193,151	181,681

Website Visits

Data Element	Current Year	Previous Year
P32 Website Visits	39,951	44,091

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week	52	52
H09) Number of Public Service Hours in a Seasonal Week	0.0	0.0
H10) Seasonal Dates		
H12) Total Public Service Hours per Year	2,590	2,594

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	14	14
F13) Public Internet Stationary Computers	23	23
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	23	23
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	602	530

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	2.00	3.00
S02) Total Other Librarians	2.00	1.00
S03) Total Librarians	4.00	4.00
S04) Total Other Staff	4.50	4.50
S05) Total Paid Employees	8.50	8.50

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$31.72	\$40.31
S08) Assistant Director	\$27.70	\$35.21
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$23.54	\$26.15
S13) Technology Support		
S14) Library Support Staff	\$16.29	\$18.10
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		Yes

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	65,256	64,914
C02) Audio Materials, Physical	3,549	3,468
C03) Video Materials, Physical	5,101	4,645
C04) Multi-format Materials	140	135
C05) Other Physical Materials	37	70
C06) Total Physical Materials	74,083	73,232
C07) Print Serial Subscriptions	168	181

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	21,085	18,991
C13) Electronic Books Licensed Statewide	23,299	23,299
C14) Total Electronic Books	44,384	42,290
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	12,978	11,906
C17) Total Audio Downloadable Units	12,978	11,906
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	6	6
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	6	6
C25) Electronic Collections Licensed Statewide	50	50
C26) Total Licensed Electronic Collections	56	56

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2017	2017
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2015
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014

Community Engagement

Data Element	Current Year	Previous Year
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	No	No
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	No	No
Youth Development Organization	Yes	Yes
Arts Organization	Yes	Yes
Disability Organization	Yes	Yes
Homeschool Organization	Yes	Yes
Veterans Organization	Yes	Yes
Social Services Organizations	Yes	Yes
Other		

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?	Yes	
O13a) Communicative: O13b) Cooperative: O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	
O16m) Number of Teen Volunteers	8	
17m) Number of Adult Volunteers	76	
O18m) Number of Teen Volunteer Hours	251	
O19m) Number of Adult Volunteer Hours	4,028	
O20) Total Number of Volunteers	84	
O21) Total Number of Volunteer Hours	4,279	

Summer Learning Program

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	

DRAFT

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

Library Foundation

I04) Does This Library Have a Foundation?	Yes
I05) Foundation Name	Grand Rapids Area Library Foundation

Library Friends

I06) Does This Library Have a Friends Group?	Yes
I07) Friends Group Name	Friends of the Grand Rapids Area Library

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$694,595	\$687,815
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$694,595	\$687,815
County		
R04) County Direct	\$133,462	\$131,960
R05) County Indirect	\$0	\$0
R06) County Total	\$133,462	\$131,960
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$828,057	\$819,775
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$10,020
R15) Total State Government Operating Revenue	\$0	\$10,020
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,282	\$5,282
R21) Regional System Indirect	\$0	\$2,763
R22) Regional System Operating Revenue Total	\$5,282	\$8,045
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$112,664	\$99,993
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$112,664	\$99,993
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$117,946	\$108,038
R30) Total Operating Revenue	\$946,003	\$937,833

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$459,213	\$464,733
E02) Employee Benefits	\$131,788	\$133,602
E03) Total Personnel Costs	\$591,001	\$598,335

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$47,000	\$51,332
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$0	\$1,763
E06) Collection Expenditures Electronic Collections	\$0	\$1,000
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$0	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$8,471	\$8,173
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$8,471	\$8,173
Collection Expenditures Physical Materials Total	\$55,471	\$59,505
E12) Total Collection Expenditures	\$55,471	\$62,268

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$263,589	\$273,112
E14) Total Operating Expenditures	\$910,061	\$933,715
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$4,000
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$4,000
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$0	\$4,000
R58) Total Capital Revenue	\$0	\$4,000

Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures	\$0	\$20,041

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Wireless Sessions
-1--2020-02-18
Total Circulation
191,876--2020-01-30



2019 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this section reflects the online submission data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

GENERAL INFORMATION

G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Regional Public Library System	ALS
G04m) Street Address	140 NE 2nd Street
G05m) Location is a change from previous year	No
G06m) City	Grand Rapids
G07m) ZIP Code	55744
G08m) Mailing Address	140 NE 2nd Street
G09m) City	Grand Rapids
G10m) ZIP Code	55744
G11m) County	Itasca
G12m) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,234	21,238
P02m) Registered Users – Residents	10,245	11,086
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users – Automatic Tally	10,245	11,086
P06m) Visits	121,546	128,006
P07m) Reference Transactions	10,275	11,586
P08m) Annual Public Internet Computer Sessions	14,323	14,772
P09m) Public Internet Computer Sessions Other Uses	other computer usage in addition to library computer usage	other computer usage in addition to library computer usage
P10m) Wireless sessions	n.c.	n.c.

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	70,931	65,415
P14m) Adult Circulation	85,112	85,566
P15m) Other Physical Media Circulation (No Audience Designation)	4,558	4,456
P16m) Total Physical Media Circulation	160,601	155,437
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation	160,601	155,437

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	302	284
P22m) Young Adult Programs	25	33
P23m) Adult Programs	55	61
P24m) Total Programs	382	378

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	9,918	9,343
P26m) Young Adult Program Attendance	273	510
P27m) Adult Program Attendance	1,170	1,390
P28m) Total Program Attendance	11,361	11,243

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	10	10
H04m) Thursday Hours	10	10
H05m) Friday Hours	8	8
H06m) Saturday Hours	4	4
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	52	52
H09m) Number of Public Service Hours in a Seasonal Week	0.0	
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,590	2,594

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles (outlet)	0	0
F07m) Facility Type		
F08m) Square Feet	26,500	
F09m) Year Built	2000	

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled	na	
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	14	14
F13m) Public Internet Stationary Computers	23	23
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	23	23
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers	20.1 Mbps - 50.0 Mbps	0.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	602	530

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians	2.00	3.00
S02m) Total Other Librarians	2.00	1.00
S03m) Total Librarians	4.00	4.00
S04m) Total Other Staff	4.50	4.50
S05m) Total Paid Employees	8.50	8.50

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	65,256	64,914
C02m) Audio Materials, Physical	3,549	3,468
C03m) Video Materials, Physical	5,101	4,645
C04m) Multi-format Materials	140	135
C05m) Other Physical Materials	37	70
C06m) Total Physical Materials	74,083	73,232
C07m) Print Serial Subscriptions	168	181

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Grand Rapids Area Library



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Annotations

Visits

GRAL experienced people counter issues several times this year. Figure entered in an undercount.--2020-01-30

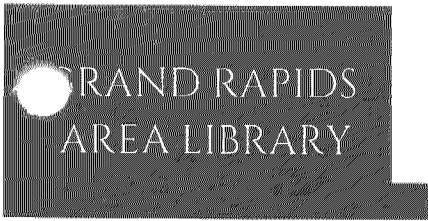
	2020 ACTUAL	2020 ACTUAL	2021 Projected	2021 Projected	2022 Projected
Total Library Budget	Grand Rapids \$915,110	Itasca County \$915,110	Grand Rapids \$960,866	Itasca County \$960,866	Grand Rapids \$1,008,909
Charges for Service	\$66,923		\$54,923		\$54,923
City/County Taxes	\$848,187		\$905,943		\$953,986
GR LIBRARY LEVY	702,687	145,500	679,457	226,486	667,790
Percent Participation	83%	17%	75%	25%	70%
2019 TAX CAPACITY	8,475,628	58,637,702	8,475,628	58,637,702	8,475,628
Levy	7,073,543	41,266,556	7,050,313	41,347,542	7,038,646
Tax Rate	83.457%	70.375%	83.183%	70.514%	83.046%
Inc./Dec per \$100k home			(\$2.74)	\$1.38	(\$1.38)

Notes:

1. This model assumes the same level of funding to ALS.
2. This model assumes no growth in tax capacity
3. This model reduces Charges for Services by eliminating library fines of \$12k

2022	2023	2023	2024	2024	2025	2025
Projected	Projected	Projected	Projected	Projected	Projected	Projected
Itasca County	Grand Rapids	Itasca County	Grand Rapids	Itasca County	Grand Rapids	Itasca County
	\$1,059,354		\$1,112,322		\$1,167,938	
	\$54,923		\$54,923		\$54,923	
	\$1,004,431		\$1,057,399		\$1,113,015	
286,196	652,880	351,551	634,439	422,960	612,158	500,857
30%	65%	35%	60%	40%	55%	45%
58,637,702	8,475,628	58,637,702	8,475,628	58,637,702	8,475,628	58,637,702
41,407,252	7,023,736	41,472,607	7,005,295	41,544,016	6,983,014	41,621,913
70.615%	82.870%	70.727%	82.652%	70.849%	82.389%	70.981%
\$1.02	(\$1.76)	\$1.11	(\$2.18)	\$1.22	(\$2.63)	\$1.33

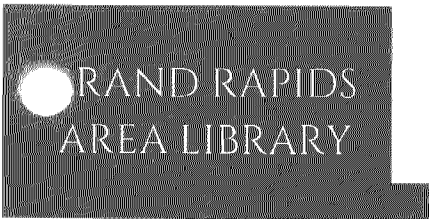
	2026	2026	2027	2027
	Projected	Projected	Projected	Projected
	Grand Rapids	Itasca County	Grand Rapids	Itasca County
	\$1,226,335		\$1,287,652	
	\$54,923		\$54,923	
	\$1,171,412		\$1,232,729	
	585,706	585,706	616,364	616,364
	50%	50%	50%	50%
	8,475,628	58,637,702	8,475,628	58,637,702
	6,956,562	41,706,762	6,987,220	41,737,420
	82.077%	71.126%	82.439%	71.178%
	(\$3.12)	\$1.45	\$3.62	\$0.52



2019 CHECK-OUTS

	2019	2018	% CHANGE
GRAND RAPIDS	61,576	61,194	2.30
ITASCA COUNTY*	81,947	81,072	1.08
REGIONAL INTER-LIBRARY LOAN	17,059	14,114	20.87
TOTAL CIRCULATION	160,582	155,380	3.35

*ITASCA COUNTY DETAIL	2019	2018	% CHANGE
Service Area	43,758	40,355	8.43
Arbo	2,987	2,386	25.19
Blackberry	1,921	2,440	-21.27
Cohasset	12,609	11,707	7.70
Feeley	2,058	2,143	-3.97
Harris	15,377	14,124	8.87
LaPrairie	3,334	2,703	23.34
Sago	157	154	1.95
Spang	1,778	1,146	55.15
Wabana	3,175	3,190	-0.47
Warba	352	362	-2.76
County At-Large	38,189	40,717	-6.21



VALUE ANALYSIS

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	70,931	1,205,827	\$17.00 Amazon.com average price
Other Circulation	4,558	18,232	\$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

BENEFIT TO THE COMMUNITY OF \$3,961,866 FROM \$916,069 SPENT | **\$4.32+ IN VALUE FOR EVERY \$1.00 SPENT AT THE LIBRARY**

BOOKS & BEYOND

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

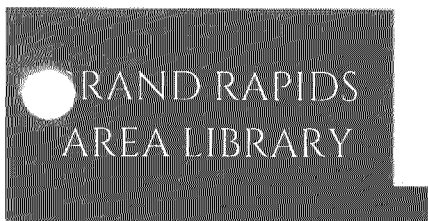
30,000+ EBOOKS AND AUDIOBOOKS READY TO DOWNLOAD ANYTIME, ANYWHERE

UP-TO-DATE TECHNOLOGY AND EXPERT ASSISTANCE

DIVERSE & CHARISMATIC PROGRAMS FOR PATRONS OF ALL AGES

ALL FREE AND OPEN TO THE PUBLIC





A TRUSTED COMMUNITY PARTNER

EARLY LITERACY SERVICES CONTRIBUTE TO LONG-TERM ECONOMIC SUCCESS

- 70,000+ Children's check-outs
- Largest Summer Reading program in out-state 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

LIBRARY EMPLOYMENT AND 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
- 130+ college and professional exams proctored free-of-charge
- Study and meeting space available
- Reliable Wi-Fi - capacity increased twice in past three years 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 1 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