

Library Board Meeting Agenda

Grand Rapids Area Library

November 13, 2019 5:00 P.M.

Call to order

Roll call

Public comment (if anyone wishes to address the Board)

Approval of agenda

Minutes – approval of October minutes

Communications

Thank you note to Tracy Kampa

Monthly Recovery Statistics from Unique Management Services

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

2020 Budget

Legacy Art Grant

New Business

Consent Agenda (Roll Call Vote Required)

Any item on the consent agenda shall be removed for consideration by request of any Board member or member of the public and put on the regular agenda for discussion and consideration.

- 1. Approve payment of late bills**
- 2. Approve contracts and payment to presenters**
- 3. Approve Resolution Accepting Donations**

Regular Agenda

1. Pollinators exhibit from State Library Services
2. Library Board recruitment
3. Truth in Taxation

Adjourn

Grand Rapids Area Library Regular Board Meeting October 9, 2019

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

Roll Call:

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

Members Absent: Deborah Kee, Max Peters, Randy McCarty.

Staff Present: Director William Richter.

Public Comment:

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

Minutes: Susan Zeige made a motion to approve minutes from the September board meeting. A second was made by Richard Thouin. The motion was passed unanimously.

Communications:

- a. Thank you from AAUW
- b. Email from State Library Services inviting Tracy to Indigenous Representations workshop
- c. Email from Arrowhead Library system announcing 2019 Summer Reading Stats
- d. Thank you from Matthew Knealing

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

Staff Report: Library advocacy highlighted, 3 main focuses of the library established. Waiting on county to finalize budget. Discussions with city council to approach the county about a joint powers agreement. Meeting with State Legislators next week to discuss Maintainane of effort state law.

Old Business:

- a. 2020 Budget
- b. Library Advocacy

New Business:

Consent Agenda: Susan Zeige made a motion to approve the consent agenda, a second was made by Lisa Tabbert. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills

- a. Amanda Watkins, Artastic programs (7) - \$875.00

2. Approve contracts and payment to presenters

- a. (None)

3. Approve Resolution Accepting Donations

- a. (None)

Regular Agenda:

a. 2020 Library Calendar

Jean MacDonnell moved to approve the quote. A second was made by Lisa Tabbert. On a roll call vote the motion was passed unanimously.

b. Fine Free Fridays (November)

Richard Thouin moved to approve the initiative. A second was made by Cyndy Martin. On a roll call vote the motion was passed unanimously.

c. Legacy Art Project

Adjourn: The monthly board meeting was adjourned at 5:44 p.m. by Dennis Jerome.

PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

DATE: 10/02/2019
 TIME: 16:00:47
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/09/2019

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	149.17
0113233	AMERIPRIDE SERVICES INC	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	77.46
0201428	BAKER & TAYLOR LLC	2,738.95
0212124	BLACKSTONE PUBLISHING	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	115.79
0502705	EBSCO SUBSCRIPTION SERVICE	34.75
1015325	JOHNSON CONTROLS FIRE	600.00
1415377	NORTHERN BUSINESS PRODUCTS INC	223.61
1605665	PERSONNEL DYNAMICS LLC	919.96
1901535	SANDSTROM'S INC	104.76
2018680	TRU NORTH ELECTRIC LLC	90.00
2114356	UNIQUE MANAGEMENT SERVICES	205.85

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 7,067.46

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	123.34
0718015	GRAND RAPIDS CITY PAYROLL	19,953.86
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	67.31
1405850	NEXTERA COMMUNICATIONS LLC	77.83
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BONYAN COMMUNICATIONS	245.92
1621130	P.U.C.	3,210.46
1901535	SANDSTROM'S INC	137.56
1903340	SVL SERVICE CORPORATION	2,656.00
2114356	UNIQUE MANAGEMENT SERVICES	143.20
2209665	VISA	52.86
2301700	WASTE MANAGEMENT OF MN INC	117.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 38,151.77

TOTAL ALL DEPARTMENTS 45,219.23

ALPHA PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

DATE: 10/02/2019
 TIME: 16:04:19
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/09/2019
 INVOICES IN BATCH LB1009

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	22,891.22	123.34
0113100	AMAZON.COM	2,537.60	149.17
0113233	AMERIPRIDE SERVICES INC	5,199.35	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	1,866.97	77.46
0201428	BAKER & TAYLOR LLC	16,279.00	2,738.95
0212124	BLACKSTONE PUBLISHING	1,157.76	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	28,068.00	1,700.00
0315455	COLE HARDWARE INC	6,712.13	115.79
0502705	EBSCO SUBSCRIPTION SERVICE	0.00	34.75
0718015	GRAND RAPIDS CITY PAYROLL	5,191,778.61	19,953.86
1015325	JOHNSON CONTROLS FIRE	1,425.57	600.00
1301146	MARCO TECHNOLOGIES, LLC	10,454.52	120.43
1309265	MN DEPT OF LABOR & INDUSTRY	200.00	30.00
1309335	MINNESOTA REVENUE	45,194.70	67.31
1405850	NEXTERA COMMUNICATIONS LLC	4,011.32	77.83
1415377	NORTHERN BUSINESS PRODUCTS INC	9,183.70	223.61
1516220	OPERATING ENGINEERS LOCAL #49	940,584.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	4,668.97	245.92
1605665	PERSONNEL DYNAMICS LLC	15,019.02	919.96
1621130	P.U.C.	333,025.57	3,210.46
1901535	SANDSTROM'S INC	15,362.84	242.32
1903340	SVL SERVICE CORPORATION	2,656.00	2,656.00
2018680	TRU NORTH ELECTRIC LLC	17,687.13	90.00
2114356	UNIQUE MANAGEMENT SERVICES	1,217.20	349.05
2209665	VISA	55,365.44	52.86
2301700	WASTE MANAGEMENT OF MN INC	26,787.19	117.00
TOTAL ALL VENDORS:			45,219.23

George

Tracy-

I just wanted to let you know that we appreciate you! Not only do you know your books, you know the kids that read them!! You always have a smile and we truly look forward to coming to the library... especially when you are behind the Children's Desk!!

We love you!

Thank you,
Abigail

The Haddix
family
Cristina
Abelle

Paul & Heidi
Love Tracy
Calvin



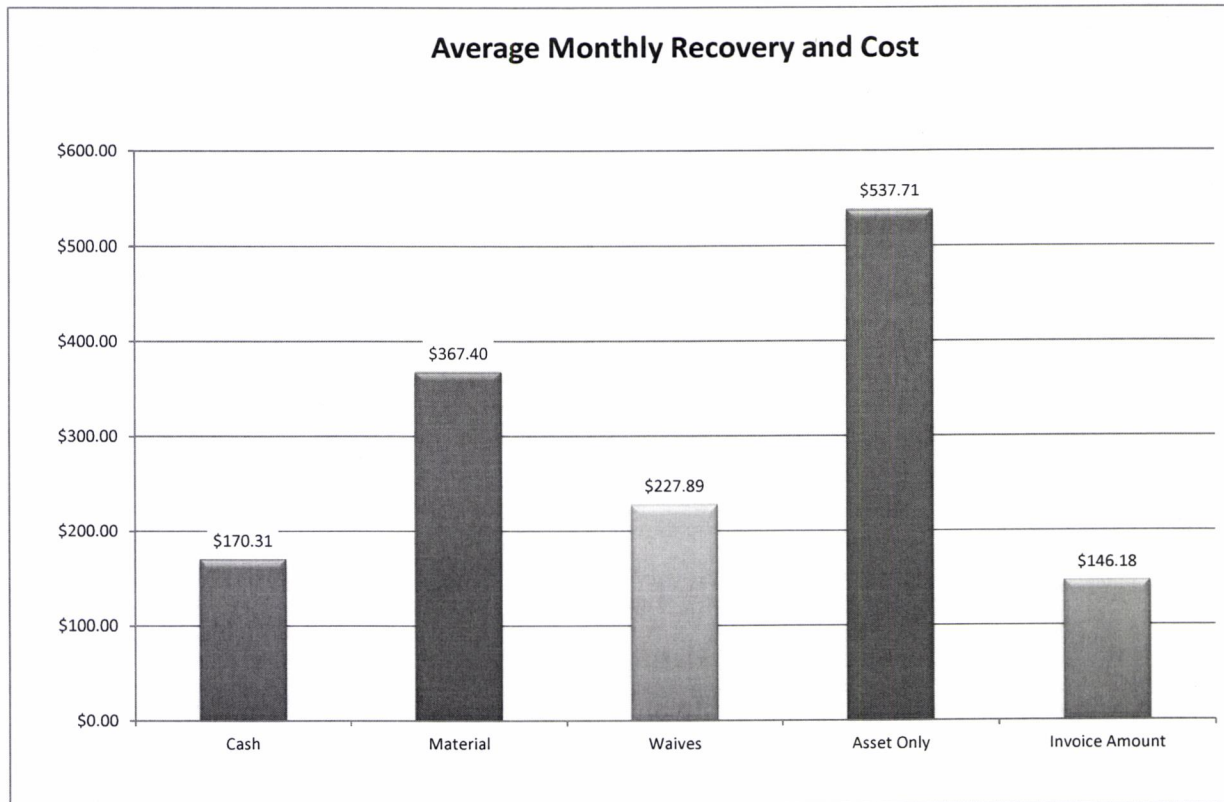


Monthly Recovery Statistics: Grand Rapids Area Library

10/2018 Through 9/2019

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-19	\$53.70	\$321.92	\$175.89	\$551.51	\$375.62	\$205.85
August-19	\$74.83	\$420.59	\$182.50	\$677.92	\$495.42	\$143.20
July-19	\$98.10	\$136.94	\$112.75	\$347.79	\$235.04	\$143.20
June-19	\$342.85	\$638.23	\$269.70	\$1,250.78	\$981.08	\$134.25
May-19	\$246.58	\$376.54	\$243.50	\$866.62	\$623.12	\$62.65
April-19	\$49.80	\$269.90	\$103.70	\$423.40	\$319.70	\$170.05
March-19	\$276.75	\$551.01	\$210.75	\$1,038.51	\$827.76	\$98.45
February-19	\$362.60	\$425.87	\$143.40	\$931.87	\$788.47	\$143.20
January-19	\$219.97	\$191.81	\$189.53	\$601.31	\$411.78	\$143.20
December-18	\$10.00	\$408.36	\$254.24	\$672.60	\$418.36	\$0.00
November-18	\$75.00	\$453.75	\$535.38	\$1,064.13	\$528.75	\$349.05
October-18	\$233.50	\$213.87	\$313.38	\$760.75	\$447.37	\$161.10

Total	\$2,043.68	\$4,408.79	\$2,734.72	\$9,187.19	\$6,452.47	\$1,754.20
Average	\$170.31	\$367.40	\$227.89	\$765.60	\$537.71	\$146.18
Asset ROI: \$4:\$1						





Cumulative Recovery:

Grand Rapids Area Library

July 2012 through September 2019

Accounts Submitted:	1,712
Dollars Submitted:	\$172,400.32
Cash Recovery:	\$16,986.28
Material Recovery:	\$32,393.61
Waives:	\$17,757.53
Recovery Total:	\$67,137.42

Total Invoice Amount: \$15,080.75

Total ROI: 4:1
Asset ROI: 3:1

Please note, for the purposes of these reports, the term 'Asset' will refer to the recovery of Materials and Cash.

LIBRARY FINANCIALS

- 1. Schedule of Changes in Revenue, Expenditures, and Fund Balance**
- 2. Revenue and Expenditures YTD**
- 3. Detail Revenue and Expense Report**
- 4. Bill List Summary**
- 5. Detail Bill List**
- 6. Alphabetical Bill List**

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2019
With Comparative Totals for October 31, 2018

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,619	430,264	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,910	519,168	519,168	
Revenues:				
Taxes	401,315	395,946	702,687	56%
Intergovernmental	77,714	77,537	128,000	61%
Charges for Services	42,324	40,064	50,882	79%
Fines & Forfeits	10,153	9,676	12,000	81%
Blandin Grant	-	-	-	0%
GR Library Foundation	9,276	14,736	8,000	184%
Miscellaneous	41,520	27,947	14,500	193%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	582,300	565,906	916,069	62%
Expenditures:				
Personnel	542,404	540,871	687,432	79%
Supplies/Materials	78,631	78,110	87,700	89%
Other Services/Charges	120,717	109,371	140,937	78%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	741,752	728,351	916,069	80%
OPERATING SURPLUS (DEFICIT)	(159,451)	(162,445)	-	
Blandin Foundation Capital Grant	-	-	-	
Capital Outlay	19,641	8,521	-	
Fund Balance 10/31/XX				
Cash Flow	250,527	259,298	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 10/31/XX	\$ 335,818	\$ 348,202	\$ 519,168	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,018 as of 9/30/19. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 2019**

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ 338,426	48%
211-00-31-00-0200	DELINQUENT	-	938	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	56,582	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	206	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	77,331	60%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	5,282	100%
211-00-34-00-7970	PHOTO COPIES	2,200	3,071	140%
211-00-34-00-7975	INTERNET	3,500	2,436	70%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	360	60%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	27,405	71%
211-00-34-00-7990	FAX MACHINE USE	800	1,510	189%
211-00-35-00-1030	LIBRARY FINES	12,000	9,676	81%
211-00-37-00-2310	DONATIONS	1,500	17,125	1142%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	295	30%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,343	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	14,736	184%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	3,328	74%
211-00-37-00-2450	MISCELLANEOUS	2,000	2,343	117%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,513	117%
		916,069	565,906	62%
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	442,059	349,854	79%
211-00-75-10-1030	SALARY-PARTTIME	22,803	18,296	80%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	7,240	103%
211-00-75-10-1210	PERA	34,865	26,754	77%
211-00-75-10-1220	FICA	28,821	22,007	76%
211-00-75-10-1250	MEDICARE	6,740	5,147	76%
211-00-75-10-1310	HEALTH INSURANCE	142,668	109,356	77%
211-00-75-10-1330	LIFE INSURANCE	221	195	88%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	2,023	90%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	4,655	67%
211-00-75-20-2020	COPY SUPPLIES	1,400	899	64%
211-00-75-20-2030	PRINTING/BINDING	900	1,133	126%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	3,192	123%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,502	140%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	11,680	198%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	921	92%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	132	26%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	892	45%
211-00-75-20-2110	BOOKS	44,000	33,071	75%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,105	79%
211-00-75-20-2130	NEWSPAPERS	1,400	2,656	190%
211-00-75-20-2140	PERIODICALS	7,000	5,697	81%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,575	103%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	395	79%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,131	126%
211-00-75-30-3070	LAUNDRY	650	782	120%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	21,230	354%
211-00-75-30-3210	TELEPHONE	6,000	4,590	77%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 2019**

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	2,348	78%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	144	29%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	205	68%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,414	71%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,260	81%
211-00-75-30-3810	ELECTRICITY	30,000	26,069	87%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,146	87%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,297	57%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	6,519	81%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,942	40%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	328	33%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,484	16%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	2,621	29%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	1,204	84%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	30	10%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	80	80%
211-00-75-30-4900	TRANSFER TO RESERVE	6,447	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,708	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	813	0%
	TOTAL EXPENDITURES	916,069	736,872	80%
	SURPLUS REVENUES/(EXPENDITURES)	-	(170,966)	

DATE: 11/07/2019
 TIME: 15:19:39
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2019

PAGE: 1
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	338,425.76	0.00	364,261.24	48
211-00-31-00-0200	DELINQUENT	0.00	0.00	937.83	0.00	(937.83)	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	0.00	56,581.91	0.00	(56,581.91)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	395,945.50	0.00	306,741.50	56
TOTAL TAXES		0.00	702,687.00	395,945.50	0.00	306,741.50	56
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	206.09	0.00	(206.09)	100
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	77,331.06	0.00	50,668.94	60
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	77,537.15	0.00	50,462.85	61
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	77,537.15	0.00	50,462.85	61
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	345.49	2,200.00	3,071.35	0.00	(871.35)	140
211-00-34-00-7975	INTERNET	222.19	3,500.00	2,435.99	0.00	1,064.01	70
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	360.00	0.00	240.00	60
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,010.00	38,500.00	27,405.00	0.00	11,095.00	71
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	104.79	800.00	1,510.01	0.00	(710.01)	189
TOTAL		3,702.47	50,882.00	40,064.35	0.00	10,817.65	79
TOTAL CHARGES FOR SERVICES		3,702.47	50,882.00	40,064.35	0.00	10,817.65	79

DATE: 11/07/2019
 TIME: 15:19:39
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP. %
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	954.77	12,000.00	9,676.14	0.00	2,323.86	81
TOTAL		954.77	12,000.00	9,676.14	0.00	2,323.86	81
TOTAL FINES & FORFEITS		954.77	12,000.00	9,676.14	0.00	2,323.86	81
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	180.00	1,500.00	17,124.54	0.00	(15,624.54)	1142
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	295.00	0.00	705.00	30
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	0.00	1,300.00	1,343.25	0.00	(43.25)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	14,736.12	0.00	(6,736.12)	184
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	150.00	4,500.00	3,327.78	0.00	1,172.22	74
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	365.86	2,000.00	2,342.99	0.00	(342.99)	117
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	1,766.97	3,000.00	3,513.13	0.00	(513.13)	117
TOTAL		2,462.83	22,500.00	42,682.81	0.00	(20,182.81)	190
TOTAL MISCELLANEOUS REVENUE		2,462.83	22,500.00	42,682.81	0.00	(20,182.81)	190
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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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		7,120.07	916,069.00	565,905.95	0.00	350,163.05	62

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	32,974.63	442,059.00	349,853.93	0.00	92,205.07	79
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	1,784.28	22,803.00	18,295.64	0.00	4,507.36	80
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	54.00	7,000.00	7,240.06	0.00	(240.06)	103
211-00-75-10-1210	PERA	2,606.92	34,865.00	26,753.84	0.00	8,111.16	77
211-00-75-10-1250	MEDICARE	2,142.27	28,821.00	22,007.38	0.00	6,813.62	76
211-00-75-10-1310	HEALTH INSURANCE	501.06	6,740.00	5,147.09	0.00	1,592.91	76
211-00-75-10-1330	LIFE INSURANCE	11,216.00	142,668.00	109,356.00	0.00	33,312.00	77
211-00-75-10-1335	DENTAL INSURANCE	23.50	221.00	194.90	0.00	26.10	88
211-00-75-10-1347	VISION INSURANCE	0.49	0.00	(1.12)	0.00	1.12	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	218.68	2,255.00	2,022.80	0.00	232.20	90
TOTAL PERSONNEL		51,521.83	687,432.00	540,870.52	0.00	146,561.48	79

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	145.11	7,000.00	4,655.38	0.00	2,344.62	67
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	898.75	0.00	501.25	64
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	1,132.55	0.00	(232.55)	126
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	251.97	2,600.00	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	94.99	1,000.00	920.92	0.00	79.08	92

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL./ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	131.94	0.00	368.06	26
211-00-75-20-2100	OPERATING SUPPLIES	72.73	2,000.00	892.36	0.00	1,107.64	45
211-00-75-20-2110	BOOKS	3,685.68	44,000.00	33,070.87	0.00	10,929.13	75
211-00-75-20-2120	AUDIO/VISUAL	351.44	9,000.00	7,105.19	0.00	1,894.81	79
211-00-75-20-2130	NEWSPAPERS	1,535.88	1,400.00	2,655.84	0.00	(1,255.84)	190
211-00-75-20-2140	PERIODICALS	5,584.21	7,000.00	5,696.96	0.00	1,303.04	81
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	499.11	2,500.00	2,575.26	0.00	(75.26)	103
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		12,259.11	87,700.00	78,109.80	0.00	9,590.20	89
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	57.16	650.00	782.36	0.00	(132.36)	120
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	1,700.00	1,700.00	92
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	21,230.00	0.00	(15,230.00)	354
211-00-75-30-3210	TELEPHONE	467.48	6,000.00	4,590.41	0.00	1,409.59	77
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	2,348.15	0.00	651.85	78
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	64.15	500.00	144.31	0.00	355.69	29
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	127.60	0.00	372.40	26
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	134.25	2,000.00	1,414.10	0.00	585.90	71
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	726.00	9,000.00	7,260.00	0.00	1,740.00	81
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	26,069.15	0.00	3,930.85	87
211-00-75-30-3840	GARAGE REMOVAL	180.00	3,600.00	3,145.80	0.00	454.20	87
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,297.39	0.00	1,702.61	57
211-00-75-30-4000	MAINTENANCE CONTRACTS	150.00	8,000.00	6,518.57	0.00	1,481.43	81
211-00-75-30-4010	BUILDING MAINT/REPAIRS	250.00	15,000.00	5,942.34	0.00	9,057.66	40
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	33

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	1,483.85	0.00	7,516.15	16
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	0.00	9,000.00	2,621.44	0.00	6,378.56	29
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,440.00	1,204.30	0.00	235.70	84
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	300.00	30.00	0.00	270.00	10
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	80.28	0.00	19.72	80
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	6,447.00	0.00	0.00	6,447.00	0
TOTAL OTHER SERVICES & CHARGES		3,729.04	140,937.00	109,370.65	1,700.00	29,866.35	79
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		67,509.98	916,069.00	736,871.54	1,700.00	177,497.46	81
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-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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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		67,509.98	916,069.00	736,871.54	1,700.00	177,497.46	81
TOTAL FUND REVENUES		7,120.07	916,069.00	565,905.95	0.00	350,163.05	62
TOTAL FUND EXPENSES		67,509.98	916,069.00	736,871.54	1,700.00	177,497.46	81
FUND SURPLUS (DEFICIT)		(60,389.91)	0.00	(170,965.59)			
TOTAL ALL FUND REVENUES		7,120.07	916,069.00	565,905.95	0.00	350,163.05	62
TOTAL ALL FUND EXPENSES		67,509.98	916,069.00	736,871.54	1,700.00	177,497.46	81
ALL FUND SURPLUS (DEFICIT)		(60,389.91)	0.00	(170,965.59)			

PUBLIC LIBRARY BILL LIST - NOVEMBER 13, 2019

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/13/2019

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	418.55
0113233	AMERIPRIDE SERVICES INC	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	23.40
0201428	BAKER & TAYLOR LLC	3,780.61
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	41.48
0405223	DEER RIVER HIRED HANDS INC	180.00
0502705	EBSCO SUBSCRIPTION SERVICE	7,120.09
0609457	FILTHY CLEAN INC	675.00
0718060	GRAND RAPIDS HERALD REVIEW	65.00
0805107	HEARTLAND PAPER COMPANY	57.67
0914800	INVEST EARLY PROJECT	1,920.00
1201730	LATVALA LUMBER COMPANY INC.	45.96
1205850	LEXIS NEXIS	237.10
1415377	NORTHERN BUSINESS PRODUCTS INC	435.07
1605665	PERSONNEL DYNAMICS LLC	54.00
1901535	SANDSTROM'S INC	441.44
2018680	TRU NORTH ELECTRIC LLC	250.00
2114356	UNIQUE MANAGEMENT SERVICES	134.25
2209421	VIKING ELECTRIC SUPPLY INC	72.73

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 17,738.09

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	143.61
0605191	FIDELITY SECURITY LIFE INS CO	13.14
0718015	GRAND RAPIDS CITY PAYROLL	59,963.02
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	268.65
1309199	MINNESOTA ENERGY RESOURCES	3.68
1309335	MINNESOTA REVENUE	52.26
1405850	NEXTERA COMMUNICATIONS LLC	77.83
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	492.08
1621130	P.U.C.	3,145.39
1809158	WILLIAM RICHTER	64.15
2114750	UNUM LIFE INSURANCE CO OF AMER	41.00
2209665	VISA	399.20
2301700	WASTE MANAGEMENT OF MN INC	117.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 76,075.01

TOTAL ALL DEPARTMENTS

93,813.10

DETAILED ALPHA PUBLIC LIBRARY BILL LIST - NOVEMBER 13, 2019

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INVOICES DUE ON/BEFORE 11/13/2019
 INVOICES IN BATCH LB1113

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
436458734346-L	10/25/19	01	HON VALUTASK LOW BACK TASK CHA	211-00-75-20-2090	19003436		11/13/19	94.99
			INVENTORIAL SUPPLIES					
5766976433368-L	10/15/19	01	1 BOOK/AUTH#001377	211-00-75-20-2110	19003436		11/13/19	21.97
			BOOKS					
648884897475-L	10/22/19	01	10 DVDS	211-00-75-20-2120	19003436		11/13/19	128.47
			AUDIO/VISUAL					
		02	8 BOOKS/AUTH#001362	211-00-75-20-2110	19003436			113.57
			BOOKS					
843764869788-L	10/27/19	01	3 BOOKS/AUTH#001168	211-00-75-20-2110	19003436		11/13/19	42.78
			BOOKS					
939776478937-L	10/21/19	01	1 DVD/AUTH#001136	211-00-75-20-2120	19003436		11/13/19	16.77
			AUDIO/VISUAL					
0113233			AMERIPRIDE SERVICES INC					
3501427681-L	10/08/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19003169		11/13/19	28.58
			LAUNDRY					
3501433204-L	10/22/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19003289		11/13/19	28.58
			LAUNDRY					
3501438679-L	11/05/19	01	MAT CLASSIC CLTD/#350041513	211-00-75-30-3070	19003454		11/13/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					94.99
			INVOICE TOTAL:					21.97
			INVOICE TOTAL:					21.97
			INVOICE TOTAL:					128.47
			INVOICE TOTAL:					113.57
			INVOICE TOTAL:					242.04
			INVOICE TOTAL:					42.78
			INVOICE TOTAL:					42.78
			INVOICE TOTAL:					16.77
			VENDOR TOTAL:					16.77
			VENDOR TOTAL:					418.55
			INVOICE TOTAL:					28.58
			INVOICE TOTAL:					28.58
			INVOICE TOTAL:					28.58
			INVOICE TOTAL:					28.58
			VENDOR TOTAL:					28.58
			VENDOR TOTAL:					85.74

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 11/13/2019
 INVOICES IN BATCH LB1113

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660			ARROWHEAD LIBRARY SYSTEM					
14624-L	09/30/19	01	OVERDUE NOTICES - SEPT 2019	211-00-75-20-2010	19003411		11/13/19	23.40
				OFFICE SUPPLIES				INVOICE TOTAL: 23.40
								VENDOR TOTAL: 23.40
0100053			AT&T MOBILITY					
L	10/14/19	01	LIB OCT CELL PHN SERVICES	999-99-00-00-1000			11/13/19	143.61
				HOLDING ACCOUNT				INVOICE TOTAL: 143.61
								VENDOR TOTAL: 143.61
0201428			BAKER & TAYLOR LLC					
2034827927-L	09/27/19	01	20 BOOKS ACCT L025981	211-00-75-20-2110	19003409		11/13/19	304.15
				BOOKS				INVOICE TOTAL: 304.15
2034828816-L	10/07/19	01	11 BOOKS ACCT L411199	211-00-75-20-2110	19003413		11/13/19	149.98
				BOOKS				INVOICE TOTAL: 149.98
2034842265-L	10/02/19	01	26 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	369.95
				BOOKS				INVOICE TOTAL: 369.95
2034843454-L	10/03/19	01	7 BOOKS ACCT L411199	211-00-75-20-2110	19003413		11/13/19	81.41
				BOOKS				INVOICE TOTAL: 81.41
2034845529-L	10/03/19	01	82 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	541.10
				BOOKS				INVOICE TOTAL: 541.10

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0201428			BAKER & TAYLOR LLC					
2034862452-L	10/10/19	01	30 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	425.30
				BOOKS				
						INVOICE TOTAL:		425.30
2034864379-L	10/15/19	01	9 BOOKS ACCT L411199	211-00-75-20-2110	19003413		11/13/19	123.97
				BOOKS				
						INVOICE TOTAL:		123.97
2034868822-L	10/11/19	01	28 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	191.82
				BOOKS				
						INVOICE TOTAL:		191.82
2034869785-L	10/15/19	01	15 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	251.02
				BOOKS				
						INVOICE TOTAL:		251.02
2034888610-L	10/22/19	01	1 BOOK ACCT L411199	211-00-75-20-2110	19003413		11/13/19	8.38
				BOOKS				
						INVOICE TOTAL:		8.38
2034888655-L	10/22/19	01	22 BOOKS ACCT L025981	211-00-75-20-2110	19003413		11/13/19	328.22
				BOOKS				
						INVOICE TOTAL:		328.22
2034906513-L	10/29/19	01	CREDIT MEMO 0003186639	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	02	INVOICE 2034842265	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	03	INVOICE 2034845529	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	04	INVOICE 2034843454	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	05	INVOICE 2034828816	** COMMENT **	19003413		11/13/19	

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0201428			BAKER & TAYLOR LLC					
2034906513-L	10/29/19	06	INVOICE 2034862452	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	07	INVOICE 2034868822	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	08	INVOICE H40534200	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	09	INVOICE 2034869785	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	10	INVOICE 2034864379	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	11	INVOICE 2034888655	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	12	INVOICE 2034888610	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	13	INVOICE H40829450	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	14	INVOICE 2034906728	** COMMENT **	19003413		11/13/19	
2034906513-L	10/29/19	15	25 BOOKS ACCT L025981		211-00-75-20-2110		11/13/19	364.11
		16	INVOICE 2034906513	** COMMENT **	19003413			
								INVOICE TOTAL: 364.11
2034906728-L	10/29/19	01	46 BOOKS ACCT L025981		211-00-75-20-2110		11/13/19	427.70
								INVOICE TOTAL: 427.70
2034907497-L	10/31/19	01	2 BOOKS ACCT L411199		211-00-75-20-2110		11/13/19	23.92
								INVOICE TOTAL: 23.92
3186639-L	10/02/19	01	1 BOOK RETURNED ACCT L025981		211-00-75-20-2110		11/13/19	-16.62
								INVOICE TOTAL: -16.62

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0201428			BAKER & TAYLOR LLC					
H40534200-L	10/14/19	01 4	DVDS CUST # 75009723	211-00-75-20-2120	19003413		11/13/19	131.21
			AUDIO/VISUAL					131.21
H40829450-L	10/24/19	01 1	DVD CUST # 75002097	211-00-75-20-2120	19003413		11/13/19	74.99
			AUDIO/VISUAL					74.99
0221700			BUSY BEES QUALITY CLNG SVC INC					3,780.61
6257-L	10/24/19	01	LIBR OCT CLEANING SERVICE	211-00-75-30-3090	19003316		11/13/19	1,700.00
			JANITORIAL SERVICES					1,700.00
0315455			COLE HARDWARE INC					1,700.00
2321845-L	11/01/19	01	CONCRETE MIX 60LB BAG	211-00-75-30-4010	19003395		11/13/19	4.49
		02	TOGGLES/#GRCITYOF	BUILDING MAINT/REPAIRS				9.52
				BUILDING MAINT/REPAIRS				14.01
2322676-L	11/07/19	01	LTX ENAMEL SATIN BLACK QT	211-00-75-30-4010	19003480		11/13/19	13.99
		02	PNT BRSH POLY ANGL 2"	BUILDING MAINT/REPAIRS				8.49
		03	FELT PAD 2 RND BROWN/#GRPUBLC	BUILDING MAINT/REPAIRS				4.99
				BUILDING MAINT/REPAIRS				27.47
0502705			EBSCO SUBSCRIPTION SERVICE					41.48

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0502705	EBS CO	SUBSCRIPTION SERVICE						
1587160-L	01	10/31/19	NEWS RENEWAL ACCT CGF2936700	211-00-75-20-2130	19003439		11/13/19	1,535.88
	02		MAGAZINE RENEWAL	211-00-75-20-2140	19003439			5,583.61
				PERIODICALS				
								INVOICE TOTAL: 7,119.49
1903559-L/BAL	01	12/13/18	UNPAID BAL INV#1903559	211-00-75-20-2140	19003439		11/13/19	0.60
				PERIODICALS				
								INVOICE TOTAL: 0.60
								VENDOR TOTAL: 7,120.09
0605191	FIDELITY SECURITY LIFE INS CO							
L	01	11/04/19	LIB NOV VISION INS	999-99-00-00-1000			11/13/19	6.57
	02		LIB OCT VISION INS	999-99-00-00-1000				6.57
				HOLDING ACCOUNT				
								INVOICE TOTAL: 13.14
								VENDOR TOTAL: 13.14
0609457	FILTHY CLEAN INC							
16315-L	01	09/30/19	LIBR EXTERIOR WINDOW WASHING	211-00-75-30-4010	19003233		11/13/19	675.00
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 675.00
								VENDOR TOTAL: 675.00
0718015	GRAND RAPIDS CITY PAYROLL							
L	01	10/25/19	LIB PAYROLL	999-99-00-00-1000			11/13/19	20,028.47
	02	10/11/19	LIB PAYROLL	999-99-00-00-1000				19,980.69
				HOLDING ACCOUNT				

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0718015	10/25/19	03	9/27/19 LIB PAYROLL	999-99-00-00-1000			11/13/19	19,953.86
				HOLDING ACCOUNT				
							INVOICE TOTAL:	59,963.02
							VENDOR TOTAL:	59,963.02
0718060	09/26/19	01	RENEWAL ACCT GRH-134700	211-00-75-20-2130	19003412		11/13/19	65.00
				NEWSPAPERS				
							INVOICE TOTAL:	65.00
							VENDOR TOTAL:	65.00
0805107	10/01/19	01	NAT 10 MIC 20 GAL	211-00-75-20-2150	19003122		11/13/19	20.47
				MAINTENANCE TOOLS/SUPPLIES				
561960-L		02	FOAMING DISF AERO/C#7895-4	211-00-75-20-2150	19003122			37.20
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	57.67
							VENDOR TOTAL:	57.67
0914800	09/30/19	01	JULY STORY TIME	211-00-75-30-3100	19003410		11/13/19	640.00
				OTHER CONTRACTED SERVICES				
3047-L		02	AUGUST STORY TIME	211-00-75-30-3100	19003410			640.00
				OTHER CONTRACTED SERVICES				
		03	SEPTEMBER STORY TIME	211-00-75-30-3100	19003410			640.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	1,920.00
							VENDOR TOTAL:	1,920.00
1201730			LATVALA LUMBER COMPANY INC.					

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1415377			NORTHERN BUSINESS PRODUCTS INC					
446050-L	10/02/19	01	ROLL THERMAL 3 1/8 X 230'	211-00-75-20-2060	19003408		11/13/19	38.99
				COMPUTER SUPPLIES			INVOICE TOTAL:	38.99
447961-L	10/09/19	01	MARKER, PAINT, UNI PX20,MED,SL	211-00-75-20-2010	19003408		11/13/19	6.16
		02	TONER, HP 410A LJ CART,BK	OFFICE SUPPLIES				91.99
				211-00-75-20-2060	19003408		INVOICE TOTAL:	98.15
447968-1-L	10/21/19	01	CALENDAR,WALL,CNTMPRY,WH	211-00-75-20-2010	19003408		11/13/19	21.99
				OFFICE SUPPLIES			INVOICE TOTAL:	21.99
447968-L	10/09/19	01	BOOK,APPT,MO,6.9X8.75,BLK	211-00-75-20-2010	19003408		11/13/19	10.99
		02	DESKPAD,MTH,BLK	OFFICE SUPPLIES				15.96
				211-00-75-20-2010	19003408		INVOICE TOTAL:	26.95
448178-L	10/24/19	01	IDEAL REPLACEMENT PAD BLACK	211-00-75-20-2010	19003408		11/13/19	2.80
		02	TRODAT PROFESSIONAL STAMP BLAC	OFFICE SUPPLIES				56.86
				211-00-75-20-2010	19003408		INVOICE TOTAL:	59.66
450088-1-L	10/17/19	01	MARKER,PAINT,SHARPIE,XF,SLV	211-00-75-20-2010	19003408		11/13/19	4.82
				OFFICE SUPPLIES			INVOICE TOTAL:	4.82
450088-L	10/16/19	01	BINDER,VIEW,3RG,3",N/STK,WHT	211-00-75-20-2010	19003408		11/13/19	27.98
		02	INDEX,BINDER,LTR,MONTH	OFFICE SUPPLIES				3.71
				211-00-75-20-2010	19003408		INVOICE TOTAL:	31.69

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
452009-L	10/23/19	01	INVOICE 445786-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	02	INVOICE 446050-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	03	INVOICE 447961-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	04	INVOICE C 447961-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	05	INVOICE 447968-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	06	INVOICE 447968-1	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	07	INVOICE 448178-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	08	INVOICE 450088-0	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	09	INVOCIE 450088-1	** COMMENT **	19003408		11/13/19	
452009-L	10/23/19	10	TONER,HP410A,LJ CART,CYN	211-00-75-20-2060	19003408		11/13/19	120.99
		11	INVOICE 452009-0	** COMMENT **	19003408			
							INVOICE TOTAL:	120.99
C447961-L	10/21/19	01	MARKER,PAINT,UNI PX20,MED,SLV	211-00-75-20-2010	19003408		11/13/19	-6.16
			OFFICE SUPPLIES				INVOICE TOTAL:	-6.16
							VENDOR TOTAL:	435.07
1516220			OPERATING ENGINEERS LOCAL #49					
L	10/07/19	01	NOV HEALTH INS PREMIUM	999-99-00-00-1000			11/13/19	11,216.00
			HOLDING ACCOUNT				INVOICE TOTAL:	11,216.00
							VENDOR TOTAL:	11,216.00

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1601750	PAUL BUNYAN COMMUNICATIONS							
L	11/04/19	01	LIB NOV SERVICES	999-99-00-00-1000 HOLDING ACCOUNT			11/13/19	246.04
		02	LIB OCT SERVICES	999-99-00-00-1000 HOLDING ACCOUNT				246.04
								INVOICE TOTAL: 492.08
								VENDOR TOTAL: 492.08
1605665	PERSONNEL DYNAMICS LLC							
48447-L	10/09/19	01	A BAUMAN/ 4 HR@13.50 WK 10/12	211-00-75-10-1050 CONTRACTED SERVICES	19003468		11/13/19	54.00
								INVOICE TOTAL: 54.00
								VENDOR TOTAL: 54.00
1621130	P.U.C.							
L	10/21/19	01	LIB SEP ELEC WTR & SWR	999-99-00-00-1000 HOLDING ACCOUNT			11/13/19	3,110.85
		02	LIB SEP IRRIG WTR	999-99-00-00-1000 HOLDING ACCOUNT				15.24
		03	LIB PUMP HOUSE SEPT WTR/SWR	999-99-00-00-1000 HOLDING ACCOUNT				19.30
								INVOICE TOTAL: 3,145.39
								VENDOR TOTAL: 3,145.39
1809158	WILLIAM RICHTER							
L	10/28/19	01	COMPASS MTG MT IRON 110.6@.58	999-99-00-00-1000 HOLDING ACCOUNT			11/13/19	64.15
								INVOICE TOTAL: 64.15
								VENDOR TOTAL: 64.15
1901535	SANDSTROM'S INC							

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1901535			SANDSTROM'S INC						
1	10/07/19	01	INST PAPER/C#320023	211-00-75-20-2150			11/13/19	68.88	
				MAINTENANCE TOOLS/SUPPLIES					68.88
				INVOICE TOTAL:					
277267-L	10/01/19	01	LYSOL TOILET BOWL CLEANER	211-00-75-20-2150	19003116		11/13/19	20.79	
		02	CLOROX DISINFECT BTHRM/#320023	211-00-75-20-2150	19003116			51.13	
				MAINTENANCE TOOLS/SUPPLIES					71.92
				INVOICE TOTAL:					
277745-L	10/04/19	01	TOIL TISSUE	211-00-75-20-2150	19003168		11/13/19	34.44	
		02	GLASS CLEANER	211-00-75-20-2150	19003168			23.55	
		03	URINAL SCREENS/C#320023	211-00-75-20-2150	19003168			13.95	
				MAINTENANCE TOOLS/SUPPLIES					71.94
				INVOICE TOTAL:					
281166-L	10/28/19	01	INST PAPER	211-00-75-20-2150	19003352		11/13/19	194.31	
		02	INST CHEMICALS/C#320023	211-00-75-20-2150	19003352			34.39	
				MAINTENANCE TOOLS/SUPPLIES					228.70
				VENDOR TOTAL:					441.44
2018680			TRU NORTH ELECTRIC LLC						
1047-L	10/25/19	01	LABOR-REPAIR MEETING RM LIGHT	211-00-75-30-4010	19003397		11/13/19	120.00	
		02	3 BULB DIMMABLE BALLAST	211-00-75-30-4010	19003397			130.00	
				BUILDING MAINT/REPAIRS					250.00
				VENDOR TOTAL:					250.00

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2114356			UNIQUE MANAGEMENT SERVICES					
560755-L	10/31/19	01	OCT PLACEMENTS	211-00-75-30-3300	19003425		11/13/19	152.15
		02	CREDIT FOR ACCTS CLOSED	PROFESSIONAL SERV-COLLECTI				-17.90
				211-00-75-30-3300	19003425			
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	134.25
							VENDOR TOTAL:	134.25
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	10/21/19	01	NOV LIFE INS PREMIUM LIB	999-99-00-00-1000			11/13/19	20.50
		02	OCT LIFE INS PREMIUM LIB	HOLDING ACCOUNT				20.50
				999-99-00-00-1000				
				HOLDING ACCOUNT			INVOICE TOTAL:	41.00
							VENDOR TOTAL:	41.00
2209421			VIKING ELECTRIC SUPPLY INC					
S003088252.001-L	10/28/19	01	26W D/E QUAD TUBE/#V27287	211-00-75-20-2100	19003342		11/13/19	72.73
				OPERATING SUPPLIES				
							INVOICE TOTAL:	72.73
							VENDOR TOTAL:	72.73
2209665			VISA					
L	10/14/19	01	UPSP PRIORITY MAIL & PSTG	999-99-00-00-1000			11/13/19	399.20
				HOLDING ACCOUNT				
							INVOICE TOTAL:	399.20
							VENDOR TOTAL:	399.20
2301700			WASTE MANAGEMENT OF MN INC					
L	10/07/19	01	LIB SEP GARBAGE SERV	999-99-00-00-1000			11/13/19	117.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	117.00
							VENDOR TOTAL:	117.00
							TOTAL ALL INVOICES:	93,813.10

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	26,470.33	143.61
0113100	AMAZON.COM	2,686.77	418.55
0113233	AMERIPRIDE SERVICES INC	5,805.63	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	1,944.43	23.40
0201428	BAKER & TAYLOR LLC	19,017.95	3,780.61
0221700	BUSY BEES QUALITY CLNG SVC INC	30,968.00	1,700.00
0315455	COLE HARDWARE INC	7,265.48	41.48
0405223	DEER RIVER HIRED HANDS INC	1,590.00	180.00
0502705	EBSCO SUBSCRIPTION SERVICE	34.75	7,120.09
0605191	FIDELITY SECURITY LIFE INS CO	816.27	13.14
0609457	FILTHY CLEAN INC	604.94	675.00
0718015	GRAND RAPIDS CITY PAYROLL	5,693,130.78	59,963.02
0718060	GRAND RAPIDS HERALD REVIEW	14,081.97	65.00
0805107	HEARTLAND PAPER COMPANY	1,118.56	57.67
0914800	INVEST EARLY PROJECT	8,800.00	1,920.00
1201730	LATVALA LUMBER COMPANY INC.	374.41	45.96
1205850	LEXIS NEXIS	237.10	237.10
1209516	LINCOLN NATIONAL LIFE	15,842.54	78.00
1301146	MARCO TECHNOLOGIES, LLC	11,937.34	268.65
1309199	MINNESOTA ENERGY RESOURCES	31,975.52	3.68
1309335	MINNESOTA REVENUE	49,148.78	52.26
1405850	NEXTERA COMMUNICATIONS LLC	4,441.93	77.83
1415377	NORTHERN BUSINESS PRODUCTS INC	64,872.91	435.07
1516220	OPERATING ENGINEERS LOCAL #49	1,046,008.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	6,404.89	492.08
1605665	PERSONNEL DYNAMICS LLC	19,450.33	54.00
1621130	P.U.C.	368,090.00	3,145.39
1809158	WILLIAM RICHTER	127.95	64.15
1901535	SANDSTROM'S INC	17,555.13	441.44
2018680	TRU NORTH ELECTRIC LLC	21,359.85	250.00
2114356	UNIQUE MANAGEMENT SERVICES	1,423.05	134.25
2114750	UNUM LIFE INSURANCE CO OF AMER	2,575.62	41.00
2209421	VIKING ELECTRIC SUPPLY INC	6,832.51	72.73
2209665	VISA	59,863.79	399.20
2301700	WASTE MANAGEMENT OF MN INC	29,093.06	117.00

TOTAL ALL VENDORS:

93,813.10

GRAL Director's Report

NOVEMBER 2019

ADVOCACY

-Chamber of Commerce 10/14

The City Administrator highlighted Library accomplishments and discussed continued efforts to find an equitable funding scenario.

-Representative Stauber visit 10/14

Congressman Pete Stauber stopped by the Library to make a donation of materials from the Library of Congress. Mayor Adams and I shared information about the Library, economic development, and happenings in Grand Rapids.

-Meeting with Sandy Laymen and Justin Eichorn 10/15

ALS Executive Director Jim Weikum, the City Administrator, and I met with our local delegation to St. Paul to discuss the maintenance of effort levels and support to the 12 regional library systems across Minnesota.

-State Librarian Jen Nelson and I are studying various Library funding models.

-Itasca County Township Association 11/4 at the Blandin Foundation.

-Arts and Culture 11/5.

LIBRARY MANAGEMENT

-2020 Budget. Status Quo: no update to report.

-On 9/23, the Grand Rapids City Council passed a preliminary 2020 budget including a Library Levy of \$702,687 – the same as 2018 and 2019. The library can expect ~\$19,500 of additional funding from the \$50,000 Itasca County increase (payable to Arrowhead Library System with split determined by the distribution formula outlined in our membership agreement). Based on these figures and estimates from the proposed 2020 library budget we can reasonably project total revenues of approximately \$928,000. Two crucial pieces of Expense(s) information remain unanswered: 1. the result of negotiations with AFSCME 3456A (Salary is our largest line item) and 2. a repair estimate for the North wall. I will keep you updated. NO UPDATE

-Union negotiations with our represented employees (everyone except Amy and I) are taking place this fall. The City Administrator is in charge of representing the City in this matter.

-Theft report. From the 11/7 Grand Rapids Herald Review

At 12:17 p.m., GRPD received a report of items stolen from the Grand Rapids Area Library. Taken were gift cards valued at \$5 and two flip cameras used for library functions. There is a suspect and the case is under investigation.

-Friends Book Boutique is 11/9 in the GRAL Community Room. Please spread the word! GRAL's award winning Friends group is doing a wonderful job raising money and supporting programs that make our Library a great place to visit.

FACILITIES MAINTAINANCE / SPACE

-New Facilities Maintenance employee

The City has a new facilities employee. This benefits the Library as we are getting daily check-in visits and projects addressed in a timely manner.

-The north facing masonry wall in the Children's department is leaking during heavy rains. Two masonry contractors (including the original builder) have made site visits. Estimates forthcoming. NO UPDATE

-Playground update: City Engineer is studying the feasibility of locating the playground east of the building. At that point we may have a cost estimate for the project.

END OF REPORT

Assistant Director Report November 2019

Teens

October was a big month in teen land!

On October 14 the library hosted a Create Your Own Comic Character workshop with Trisha Speed Shaskan and Stephen Shaskan. There were 8 participants!!! The artists showed attendees how to draw from different angles and create a character. The presenters did a great job and the feedback was quite positive. This was a Legacy program with funding from the Arrowhead Library System.

Friday, October 25, I had a movie doubleheader. I held anime club and there were 4 participants. We watched 3 episodes of *Alderamin on the Sky*. After anime club I showed the 1991 film *Addams Family*. There were 15 teens that attended! I borrowed Dion's popcorn machine to make popcorn and we had a lot of other snacks, too.

I will have anime club in November on the 15th.

Operations

In October the display in the lobby case was airline sickness bags. Jerry Snustad, a retired pilot, collected the bags from many airlines including Emirates and Finnair.

October 20-26 was National Friends of the Library Week. To celebrate, the group had cake and cider in the lobby. On Wednesday, October 23, the Friends presented a Stand Up for Stand Out Friends state award to Nancy Alfuth, who was the group's treasurer for 21 years. During the presentation, a reporter from the Herald-Review was in attendance and wrote a nice article about the award which made the front page of the Sunday paper.

The Friends Board met on Monday, October 28. They received a Community Foundation Grant for \$2,500.00 for children's state and country books. In the past, the Friends have generously purchased reusable bags for circulation staff to give out. They decided on a new logo at the meeting and will use that on the new bags they order.

The Friends will host a Book Boutique on Saturday, November 9, from 8:30am-2:00pm in the Community Room.

November is National Novel Writing Month, or NaNoWriMo, for short. The idea is for people who participate to write 50,000 words during the month. This is the beginning of a novel. The display in the lobby case for November promotes NaNoWriMo.

October in Children's

The flurry of new-ness that is September is long gone, and, by October, routines are becoming fixed. We always see new families in the fall, and I often wonder where do they come from? Where have these people been all summer? Or last year? These are not new families to the community, rather, new to the library. So, this year, I've been striking up conversations with this thought in mind. When and how do library families get hooked up with the library?

The results of my completely unscientific and random research tell me that casual library users become library people when their schedule demands it. When they drop their child off at preschool and need a place for their little one to explore until pick-up time, or when they have a few minutes after grocery shopping, or when they need a place before a doctor's appointment. And, often, they come back: for storytime, for books, or just to play. Our job, of course, is to provide quality materials and a welcoming space. My curiosity though, lies in this: how do we encourage families to come to the library before they "need" us in their schedule? How do we help families see their library as a valuable space in their lives from the time their children are tiny? Or is need the only compelling factor, in which case, how do we get them to need us earlier? Really none of this is earth-shifting stuff, but it is what has been on my mind as of late.

Programming in October was hit and miss, as is often the case for fall days. Beautiful days demand playing outside, rainy, cold days require a trip to the library. We had 2 participants for our first Artastic program of the year, and 6 here for Tiny Explorers. Those were the beautiful days. We had 26 builders for Lego Club, and 28 here for our Make Your Own Wand workshop, which was a timely program just before Halloween. Those wands were personalized things of beauty!

We had 7 school groups visit during October, with 167 people. For the first time, the Nashwauk-Keewatin Special Ed kids came for a visit. We very much enjoyed meeting them!

I, Tracy, was an invited guest at Stepping Stones preschool, and I had such fun! Their class includes many Library Kids, and they were delighted to share their environment with me. We had a story, a flannel board activity, and did a couple of scarf songs. And, not to sound like a 1940's social columnist, but a good time was had by all.

	THIS MONTH	YTD	YTD 2018
CIRCULATION			
Check-outs	12,918	119,342	114,878
Total Circulation	14,732	138,144	132,490
Returns	14,433	136,378	131,793
New cards	115	1,125	1,113

Door count

11624
YTD 105170

	THIS MONTH	YTD	YTD 2018
TECHNICAL PROCESSES			
Books cataloged and processed	742	5,789	6,345
Withdrawn copies	322	4,093	3,421

	THIS MONTH	YTD	YTD 2018
REFERENCE			
478+			10,150
tests proctored	12	115	80
computer help over 5 minutes	82	963	791
Passports	80	790	1,008

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2018 YTD HOURS
INTERNET					
Pharos sessions ***	1,002	762	10,776	7,539	11,185
Non-Pharos sessions	162	1,790			7,373

	PEOPLE	HOURS	YTD HOURS
VOLUNTEERS			
Non-Pharos sessions	71	286.75	3411.25

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	50	504

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
PROGRAMS & TOURS						
BOOK TIME	6	132	50	1,220	51	1,494
SATURDAY STORY TIME	8	134	8	1,396	74	1,633
CLASS VISITS	7	167	71	1,966	56	1,787
NON SCHOOL GROUPS	0	0	2	45	2	48
CHILDREN'S PROGRAMS	4	62	57	1,799	51	1,375
TEEN PROGRAMS	3	27	22	167	27	457
Total Youth Programs	28	522	210	6,593	261	6,794
Total Adult Programs	5	83	49	1,076	47	915

	HRS THIS MONTH	HRS YTD	YTD 2018
BOOKINGS & ARRANGEMENTS			
TOTALS	9.5	87	88.5

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
RSVP													
Burt, Sharon	3	5.5	6	2.5	4	4	6.50	5	5	5.5			47
Dashel, Joanna	8.75	26.5	26.75	20.5	20.75	16.25	20.00	21.25	15.25	16.25			192.25
Erickson, Mary					4	4.5	2.00	3	5	5			23.5
Hayes, David	4	4	4	4	4	11	4.00	11		3.5			34.5
Hayes, Susan	1	5.5	1	7.5	19	12	11.50	26	1.5	2			87
Jaster, Betsy	5.25	8.75	7.50	7.00	6.50	7.00	5.25	6.50	3.75	9.50			67.00
Karls, Karen	1.00	4.50	1.00	2.50	2.00	3.00	3.00	5.00	1.50	9.00			32.50
Pederson, Pat	11.5	9	12.75	10	6.75	7.75	8.50	9.5	7.5	9			92.25
Randall, Molly	1.5	1.5	4.75	5.75	3	2.25	3.75	2	4.25	1			29.75
Simonson, Toni	9.75	15	5.75	7.75	9.75	6	12.00	9	6.5	7.75			89.25
Teigland, Ellen	29.75	23	18.75	21.75	13.25	22.75	13.00	21	17.5	8.5			189.25
Wilson, Elaine	20.5	11	33.5	20	15.5	14.25	18.50	4.5	17	21.75			176.5
Zimmer, Barbara	4.5	7	15	2.5	11		0.75			5.5			46.25
RSVP Hours	100.5	121.25	132.75	111.75	119.5	99.75	108.75	123.75	84.75	104.25	0	0	1107
TAB Teen Advisor Board	3	2	0	0	0	0	0	0	0	0			5
Program Committee	33.5	29	19.5	16.5	30.5	7		17	24	23			
Library Board	19.5	14.5	11	9.5	18.5	12.5	14	10	12	14			
Friends of the Library		25.5		26	17	0	0	10		22			
Book Sale	5		3	3	16	15	104	249.75					
Grand Total Hours	288.75	313.50	301.50	322.50	364.00	300.25	348.00	363.25	279.25	286.75	0.00	0.00	3417.50

Portable Interactive Exhibits (PIE)

The Eco Experience at Your Library

*Presented by the Minnesota Pollution Control Agency and
Minnesota Department of Education, State Library Services, with support
from the Institute of Museum and Library Services*

Exhibit: Pollinators



A. Exhibit topic

The Pollinators exhibit explores insect pollinators, their importance to the production of many of the foods we eat and the challenges to survival they face. It emphasizes how we can help pollinators.

B. Exhibit description

The exhibit consists of six panels with the topics of "What is pollination", "Bees, bugs, butterflies", "Help the pollinators", "Our plates without pollinators", "The plight of the pollinators" and "Thank you, pollinators". There are several interactive parts including an LED-lit magnifying glass to look closely at a variety of insects. Photos of plates of food may be flipped to show what would be missing without pollinators. There is even a bookstand!

The sturdy cases measure in inches 15.5 x 23.5 x 24.5; 36.5 x 25.5 x 6.5; 37 x 25.5 x 7; and 74 x 7 x 7.

C. Bring the exhibit to your library.

Loan period: 4-6 weeks/library

Contact: Hannah Buckland at hannah.buckland@state.mn.us or 651-582-8792

Visit www.ecoexperience.org to learn more about the popular Eco Experience at the Minnesota State Fair.

Will Richter

From: Buckland, Hannah (MDE) <Hannah.Buckland@state.mn.us>
Sent: Wednesday, November 6, 2019 9:15 AM
To: Will Richter
Subject: RE: pollinator display

Hi Will,

The display is officially yours from April 6 – 22. It will arrive via ALS delivery the week prior, and you'll need to have it shipped back out no later than April 24. I'll be in touch closer to these dates with more information about setup. Please let me know if you have any other questions.

Thanks,
Hannah

Hannah Buckland
State Library Program Specialist
651-582-8792 | hannah.buckland@state.mn.us

Minnesota Department of Education
1500 Highway 36 West, Roseville, MN 55113
education.mn.gov



From: Will Richter <wrichter@ci.grand-rapids.mn.us>
Sent: Monday, November 4, 2019 12:52 PM
To: Buckland, Hannah (MDE) <Hannah.Buckland@state.mn.us>
Subject: RE: pollinator display

Hannah;

April, July, October.

Thank you,

Will Richter
Director of Library Services
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids, MN 55744-2662
Office: 218-326-7643
Mobile: 218-398-2172
Fax: 218-326-7644

From: Buckland, Hannah (MDE) [mailto:Hannah.Buckland@state.mn.us]

Sent: Monday, November 4, 2019 12:02 PM

To: Will Richter <wrichter@ci.grand-rapids.mn.us>

Subject: pollinator display

Hi Will,

I received an email from Jim Weikum about your interest in reserving the pollinator exhibit for Grand Rapids. I'm coordinating the display's travel schedule. Here are the date ranges during which the display is available:

- December 30, 2019 - January 22, 2020
- April 6 - 22
- July 6 - 29
- October 5 - 28
- November 9, 2020 - December 2, 2020

There is one library ahead of you in line to choose dates. Want to let me know your top three choices for date ranges, and I'll plug you into the schedule when I can? Please also let me know if you have any questions.

Thanks!

Hannah

Hannah Buckland

State Library Program Specialist

651-582-8792 | hannah.buckland@state.mn.us

Minnesota Department of Education

1500 Highway 36 West, Roseville, MN 55113

education.mn.gov



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