

# Library Board Meeting Agenda

Grand Rapids Area Library

October 9, 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 September minutes**

**Communications**

Thank you from AAUW

Email from State Library Services inviting Tracy to Indigenous Representations workshop

Email from Arrowhead Library system announcing 2019 Summer Reading Stats

Thank you from Matthew Knealing

**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

Library Board Advocacy

**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**  
Amanda Watkins, Artastic programs (7) - \$875.00
- 3. Approve Resolution Accepting Donations**

**Regular Agenda**

- 1. 2020 Library calendar**
- 2. Fine Free Fridays (November)**
- 3. Legacy Art Project**

**Adjourn**

## **Grand Rapids Area Library Regular Board Meeting**

**September 11, 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, Deborah Kee, Jean MacDonell, Richard Thouin, Susan Zeige, Max Peters.

**Members Absent:** Randy McCarty.

**Staff Present:** Director William Richter.

### **Public Comment:**

**Minutes:** Lisa Tabbert made a motion to approve minutes from the August board meeting. A second was made by Richard Thouin. The motion was passed unanimously.

### **Communications:**

- a. Certification of Minimum Local Support Requirements: 2020 (City of Grand Rapids)
- b. Certification of Minimum Local Support Requirements: 2020 (Itasca County)
- c. Billing notice from Accounts Payable, Re: Waste Management

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

**Staff Report:** Itasca County adopting a preliminary levy in mid-September. Working with the city council to start talking with the county board. Also looking at approaching elected representatives. Attended the city council work session –Library levy the same for 2020.

Working with the city to fix the leak in the wall. Outreach: Visited with the Owl's. Visiting with AAUW next week.

Switched janitorial supply vendor – city wide. The roof has started leaking near Will's office. Waiting on technical information for the playground to start advancing in the project. Replacing heat pump soon per Library Board approval.

**Old Business:**

Discussion of Board role in strategic planning and new Board member recruitment.

**New Business:**

**Consent Agenda:** Susan Zeige 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. \$143.20 Unique Management Services
- b. \$137.56 Sandstrom's Inc.
- c. \$2,565.00 SVL Service Corporation

**2. Approve contracts and payment to presenters**

- a. (None)

**3. Approve Resolution 2019-11nAccepting Donations**

- a. *\$42.00 for a 1-year subscription to THE SUN magazine from Neal Nicolaus and Susan Johnston*
- b. *\$100.00 from Class of 1969 (undesignated)*
- c. *\$100.00 from Bob and Ginny Wickman (undesignated)*

**Regular Agenda:**

- a. Discuss 2020 Budget

b. Discuss 2020 Calendar

**Adjourn:** The monthly board meeting was adjourned at 5:47 p.m. by Dennis Jerome.

ALPHA PUBLIC LIBRARY BILL LIST - SEPTEMBER 11, 2019

DATE: 09/05/2019  
 TIME: 13:06:32  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2019  
 INVOICES IN BATCH LB0911

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	19,533.97	87.80
0113100	AMAZON.COM	2,460.05	77.55
0113233	AMERIPRIDE SERVICES INC	4,727.73	57.16
0114725	LAURIE ANTONSON	75.00	75.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,400.79	466.18
0201428	BAKER & TAYLOR LLC	13,273.38	3,005.62
0221700	BUSY BEES QUALITY CLNG SVC INC	25,168.00	1,700.00
0605191	FIDELITY SECURITY LIFE INS CO	673.83	6.57
0609525	FINDAWAY WORLD LLC	721.90	859.95
0701650	GARTNER REFRIGERATION CO	20,274.00	850.00
0718015	GRAND RAPIDS CITY PAYROLL	4,697,676.68	59,630.53
1015325	JOHNSON CONTROLS FIRE PROTECT	600.00	825.57
1209516	LINCOLN NATIONAL LIFE	12,980.38	39.00
1301146	MARCO TECHNOLOGIES, LLC	8,485.94	120.43
1309199	MINNESOTA ENERGY RESOURCES	29,763.10	102.75
1309335	MINNESOTA REVENUE	38,151.59	69.42
1405850	NEXTERA COMMUNICATIONS LLC	3,582.13	77.50
1415377	NORTHERN BUSINESS PRODUCTS INC	7,440.82	1,080.93
1516220	OPERATING ENGINEERS LOCAL #49	835,160.00	11,216.00
1605665	PERSONNEL DYNAMICS LLC	14,408.46	610.56
1621130	P.U.C.	296,952.66	3,403.79
1805150	RECORDED BOOKS INC	3,867.40	19.37
1901535	SANDSTROM'S INC	14,007.77	232.04
1915248	SHI INTERNATIONAL CORP	41,257.54	1,889.00
2018680	TRU NORTH ELECTRIC LLC	15,191.26	80.00
2114750	UNUM LIFE INSURANCE CO OF AMER	2,054.10	20.50
2209665	VISA	44,524.60	369.30
2301700	WASTE MANAGEMENT OF MN INC	24,385.90	117.00
TOTAL ALL VENDORS:			87,089.52

PUBLIC LIBRARY BILL LIST - SEPTEMBER 11, 2019

DATE: 09/05/2019  
 TIME: 12:49:03  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2019

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	77.55
0113233	AMERIPRIDE SERVICES INC	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	466.18
0201428	BAKER & TAYLOR LLC	3,005.62
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0609525	FINDAWAY WORLD LLC	859.95
0701650	GARTNER REFRIGERATION CO	850.00
1015325	JOHNSON CONTROLS FIRE PROTECT	825.57
1415377	NORTHERN BUSINESS PRODUCTS INC	1,080.93
1605665	PERSONNEL DYNAMICS LLC	610.56
1805150	RECORDED BOOKS INC	19.37
1901535	SANDSTROM'S INC	232.04
1915248	SHI INTERNATIONAL CORP	1,889.00
2018680	TRU NORTH ELECTRIC LLC	80.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 11,753.93

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	87.80
0114725	LAURIE ANTONSON	75.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	59,630.53
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	102.75
1309335	MINNESOTA REVENUE	69.42
1405850	NEXTERA COMMUNICATIONS LLC	77.50
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1621130	P.U.C.	3,403.79
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2209665	VISA	369.30
2301700	WASTE MANAGEMENT OF MN INC	117.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 75,335.59

TOTAL ALL DEPARTMENTS 87,089.52

4/17/19

Will

Thank you for speaking to the AAUW group last night. I was told you did a great job and generated lots of questions.

I am sorry I missed it due to illness but I did contact my county commissioner regarding funding.

Thank you again  
Julie Skallman

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

Sent: Wednesday, September 18, 2019 4:50 PM

To: Tracy Kampa <tkampa@ci.grand-rapids.mn.us>

Subject: Accepted -- Indigenous Representations workshop

Dear Tracy,

Your application to register for the Indigenous Representations workshop has been accepted! To confirm your attendance, please finish registering using this registration form no later than Monday, September 30. This deadline is firm; if we have not received your registration by the end of the day on Monday, September 30, your seat will be given to a waitlisted applicant.

If you are unable to attend the workshop, or if you become unable to attend at any point following registration, please notify me promptly so a waitlisted applicant can have your seat.

In addition, I am delighted to inform you that you have received a travel grant of \$500. A check for this amount will be mailed to you after the workshop; you will not need to provide any receipts. You are responsible for making all your own travel arrangements. On the registration form, you'll find a space to include your preferred mailing address where we can send your check.

Additional information about the workshop, including parking directions and an agenda, will be emailed to you the week prior to the workshop. Please be in touch if you have questions about any of this.

See you in November!

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



## Will Richter

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**From:** Mollie Stanford <mollie.stanford@alslib.info>  
**Sent:** Monday, September 23, 2019 2:53 PM  
**To:** Children's Librarians; Chris Carlson; Sophia Anderson  
**Cc:** Mollie Stanford; Dena Johnson; Jim Weikum; Shari Fisher; Library Directors  
**Subject:** [Library Directors] 2019 ALS Regional Summer Reading Program Statistics

Good afternoon!

The statistics have been tallied and I want to thank everyone for doing such an amazing job this summer! Here's the scoop for the ALS region in 2019:

- Public library staff and volunteers made **76** visits to schools/community organizations and hosted **89** library tours, reaching **7,745** youth in the region!
- **6,194** early learners, school-age kids, and teens participated in local summer reading/learning programs!
- Public libraries offered **289** storytimes and **7,115** people attended!!

Make sure to use your statistics to advocate for summer reading and youth programming at the local level! What a success for 2019, keep up the fantastic work! :)

Best,  
Mollie

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

To the City of Grand Rapids,

I want to convey a sincere thank you for your library and library services. I currently live in Hibbing where I do a good portion of my clinical rotations for physician assistant school. Although not from the area originally, I was fortunate enough to spend a great deal of my childhood weekends in the area as well as a portion of my career as a paramedic. As most are aware there is an extensive amount of studying in any graduate healthcare profession and after numerous days at coffee shops and other public libraries, I finally checked out the Grand Rapids library earlier this spring.

With a balance of studying and clinical rotations I typically spend my entire Friday and Saturday in one of your quiet study rooms. Ironically there are eight libraries closer to where I live than Grand Rapids but the hours along with a quiet study room along the Mississippi is hard to match. I have gotten to know many of the staff members at the library and they often see me heavily caffeinated, tired and worn out, but they are always encouraging as they know my ambitions as well as my hope to one day permanently live in the area and serve its citizens.

Nearing the end of my schooling I have spent what feels like an eternity of time in public libraries in various parts of Minnesota for my current endeavors in education as well as my undergraduate degree and paramedic degree. I have yet to find a public library with staff as friendly as yours and such a nice and quiet place to study with a fantastic view. It truly is a gem and I am thankful for your library and library staff. As much as I am dreading the long weeks ahead in the spring of studying day in and day out for my board certification I know that it will seem a little less stressful and a little less daunting when I look out and watch the river flow by.

Sincerely,

Matthew A Knealing

## **LIBRARY FINANCIALS**

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

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2019**  
*With Comparative Totals for September 30, 2018*

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>514,910</b>	<b>519,168</b>	<b>519,168</b>	
<b>Revenues:</b>				
Taxes	401,315	395,946	702,687	56%
Intergovernmental	77,714	77,537	128,000	61%
Charges for Services	38,621	35,858	50,882	70%
Fines & Forfeits	9,224	8,632	12,000	72%
Blandin Grant	-	-	-	0%
GR Library Foundation	9,242	14,736	8,000	184%
Miscellaneous	39,709	25,484	14,500	176%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>575,824</b>	<b>558,193</b>	<b>916,069</b>	<b>61%</b>
<b>Expenditures:</b>				
Personnel	490,636	489,349	687,432	71%
Supplies/Materials	73,088	65,310	87,700	74%
Other Services/Charges	104,515	99,261	140,937	70%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>668,239</b>	<b>653,920</b>	<b>916,069</b>	<b>71%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(92,415)</b>	<b>(95,727)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	19,641	8,521	-	
<b>Fund Balance 9/30/XX</b>				
Cash Flow	317,564	326,017	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 9/30/XX</b>	<b>\$ 402,855</b>	<b>\$ 414,921</b>	<b>\$ 519,168</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,622 as of 8/30/19. 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 **SEPTEMBER 30, 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	2,699	123%
211-00-34-00-7975	INTERNET	3,500	2,203	63%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	340	57%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	23,940	62%
211-00-34-00-7990	FAX MACHINE USE	800	1,394	174%
211-00-35-00-1030	LIBRARY FINES	12,000	8,632	72%
211-00-37-00-2310	DONATIONS	1,500	16,945	1130%
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	3,178	71%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,977	99%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,746	58%
		<u>916,069</u>	<u>558,193</u>	<u>61%</u>
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	316,879	72%
211-00-75-10-1030	SALARY-PARTTIME	22,803	16,511	72%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	7,186	103%
211-00-75-10-1210	PERA	34,865	24,147	69%
211-00-75-10-1220	FICA	28,821	19,865	69%
211-00-75-10-1250	MEDICARE	6,740	4,646	69%
211-00-75-10-1310	HEALTH INSURANCE	142,668	98,140	69%
211-00-75-10-1330	LIFE INSURANCE	221	171	78%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	1,804	80%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	4,487	64%
211-00-75-20-2020	COPY SUPPLIES	1,400	713	51%
211-00-75-20-2030	PRINTING/BINDING	900	1,133	126%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,940	113%
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	826	83%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	132	26%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	820	41%
211-00-75-20-2110	BOOKS	44,000	29,081	66%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,754	75%
211-00-75-20-2130	NEWSPAPERS	1,400	1,055	75%
211-00-75-20-2140	PERIODICALS	7,000	113	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,076	83%
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	725	112%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	19,310	322%
211-00-75-30-3210	TELEPHONE	6,000	4,123	69%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2019**

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,949	65%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
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	1,280	64%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,534	73%
211-00-75-30-3810	ELECTRICITY	30,000	22,924	76%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,849	79%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,294	57%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	6,369	80%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,017	33%
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	1,084	75%
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	662,440	72%
	SURPLUS REVENUES/(EXPENDITURES)	-	(104,247)	

DATE: 10/02/2019  
 TIME: 16:13:57  
 ID: GL470004.WOW

PAGE: 1  
 F-YR: 19

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
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-DELINQUEN	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
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	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
<b>CHARGES FOR SERVICES</b>							
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	335.48	2,200.00	2,698.68	0.00	(498.68)	123
211-00-34-00-7975	INTERNET	177.03	3,500.00	2,203.36	0.00	1,296.64	63
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	340.00	0.00	260.00	57
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,765.00	38,500.00	23,940.00	0.00	14,560.00	62
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	115.10	800.00	1,393.99	0.00	(593.99)	174
TOTAL		3,412.61	50,882.00	35,858.03	0.00	15,023.97	70
TOTAL CHARGES FOR SERVICES		3,412.61	50,882.00	35,858.03	0.00	15,023.97	70

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	880.63	12,000.00	8,632.17	0.00	3,367.83	72
TOTAL		880.63	12,000.00	8,632.17	0.00	3,367.83	72
TOTAL FINES & FORFEITS		880.63	12,000.00	8,632.17	0.00	3,367.83	72
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	16,944.54	0.00	(15,444.54)	1130
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	388.13	4,500.00	3,177.78	0.00	1,322.22	71
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	83.75	2,000.00	1,977.13	0.00	22.87	99
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	1,746.16	0.00	1,253.84	58
TOTAL		671.88	22,500.00	40,219.98	0.00	(17,719.98)	179
TOTAL MISCELLANEOUS REVENUE		671.88	22,500.00	40,219.98	0.00	(17,719.98)	179
<b>OTHER SOURCES</b>							
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



CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
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ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61

EXPENSES	GENERAL ADMINISTRATION	211-00-75-00-7200	OPERATING TRANSFER OUT	TOTAL	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.	
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	32,916.40	442,059.00	316,879.30	0.00	125,179.70	72
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	1,754.40	22,803.00	16,511.36	0.00	6,291.64	72
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	865.96	7,000.00	7,186.06	0.00	(186.06)	103
211-00-75-10-1210	PERA	2,600.32	34,865.00	24,146.92	0.00	10,718.08	69
211-00-75-10-1220	FICA	2,136.82	28,821.00	19,865.11	0.00	8,955.89	69
211-00-75-10-1250	MEDICARE	499.78	6,740.00	4,646.03	0.00	2,093.97	69
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	142,668.00	98,140.00	0.00	44,528.00	69
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	171.40	0.00	49.60	78
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	0.49	0.00	(1.61)	0.00	1.61	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	1,804.12	0.00	450.88	80
TOTAL PERSONNEL		52,232.35	687,432.00	489,348.69	0.00	198,083.31	71

SUPPLIES & MATERIALS	211-00-75-20-2010	OFFICE SUPPLIES	211-00-75-20-2020	COPY SUPPLIES	211-00-75-20-2030	PRINTING/BINDING	211-00-75-20-2043	BINDINGS	211-00-75-20-2060	COMPUTER SUPPLIES	211-00-75-20-2070	COMPUTER INVENTORY	211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	211-00-75-20-2090	INVENTORIAL SUPPLIES
211-00-75-20-2010	OFFICE SUPPLIES	185.62	7,000.00	4,486.87	30.55	2,482.58	65									
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	712.54	0.00	687.46	51									
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	1,132.55	46.91	(279.46)	131									
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	2,600.00	2,939.61	0.00	(339.61)	113									
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	825.93	0.00	174.07	83									

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLLECTED/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
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	0.00	2,000.00	819.63	0.00	1,180.37	41
211-00-75-20-2110	BOOKS	2,794.56	44,000.00	29,081.04	0.00	14,918.96	66
211-00-75-20-2120	AUDIO/VISUAL	50.00	9,000.00	6,753.75	0.00	2,246.25	75
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	1,054.96	0.00	345.04	75
211-00-75-20-2140	PERIODICALS	34.75	7,000.00	112.75	0.00	6,887.25	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	104.76	2,500.00	2,076.15	0.00	423.85	83
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>3,207.68</b>	<b>87,700.00</b>	<b>65,309.92</b>	<b>77.46</b>	<b>22,312.62</b>	<b>75</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
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	725.20	28.58	(103.78)	116
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000.00	6,000.00	19,310.00	0.00	(13,310.00)	322
211-00-75-30-3210	TELEPHONE	447.09	6,000.00	4,122.93	0.00	1,877.07	69
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	1,948.95	0.00	1,051.05	65
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	16
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	205.85	2,000.00	1,279.85	0.00	720.15	64
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	6,534.00	0.00	2,466.00	73
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	22,923.76	0.00	7,076.24	76
211-00-75-30-3840	GARAGE REMOVAL	0.00	3,600.00	2,848.80	0.00	751.20	79
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,293.71	0.00	1,706.29	57
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	6,368.57	182.99	1,448.44	82
211-00-75-30-4010	BUILDING MAINT/REPAIRS	205.79	15,000.00	5,017.34	82.80	9,899.86	34
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	33

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CITY OF GRAND RAPIDS  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
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	120.43	1,440.00	1,083.87	0.00	356.13	75
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	30.00	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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		5,492.32	140,937.00	99,260.91	294.37	41,381.72	71
<b>CAPITAL OUTLAY</b>							
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
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	8,520.57	0.00	(8,520.57)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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:		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
TOTAL FUND REVENUES		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61
TOTAL FUND EXPENSES		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
FUND SURPLUS (DEFICIT)		(55,967.23)	0.00	(104,247.26)			
TOTAL ALL FUND REVENUES		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61
TOTAL ALL FUND EXPENSES		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
ALL FUND SURPLUS (DEFICIT)		(55,967.23)	0.00	(104,247.26)			

PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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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 BUNYAN 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

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
433977344568-L	09/05/19	01	9 BOOKS/AUTH#001198	211-00-75-20-2110	19003020		10/09/19	124.61
				BOOKS				
						INVOICE TOTAL:		124.61
467768596936-L	09/05/19	01	1 BOOK/AUTH#001086	211-00-75-20-2110	19003020		10/09/19	12.91
				BOOKS				
						INVOICE TOTAL:		12.91
489368663369-L	09/05/19	01	1 BOOK/AUTH#001085	211-00-75-20-2110	19003020		10/09/19	11.65
				BOOKS				
						INVOICE TOTAL:		11.65
						VENDOR TOTAL:		149.17
0113233			AMERIPRIDE SERVICES INC					
3501416395-L	09/10/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19002845		10/09/19	28.58
				LAUNDRY				
						INVOICE TOTAL:		28.58
3501422094-L	09/24/19	01	MATS CLASSIC/CUST#41-513	211-00-75-30-3070	19002982		10/09/19	28.58
				LAUNDRY				
						INVOICE TOTAL:		28.58
						VENDOR TOTAL:		57.16
0118660			ARROWHEAD LIBRARY SYSTEM					
14613-L	08/31/19	01	OVERDUE NOTICES - AUGUST 2019	211-00-75-20-2010	19002959		10/09/19	30.55
				OFFICE SUPPLIES				
		02	LIBRARY CARD APPLICATIONS	211-00-75-20-2030	19002959			27.03
				PRINTING/BINDING				
		03	BOOK SALE THANK YOU CARDS	211-00-75-20-2030	19002959			19.88
				PRINTING/BINDING				
						INVOICE TOTAL:		77.46
						VENDOR TOTAL:		77.46

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053			AT&T MOBILITY					
L	09/16/19	01	LIBR SEP CELL PHN SERVICES	999-99-00-00-1000			10/09/19	123.34
				HOLDING ACCOUNT				
0201428			BAKER & TAYLOR LLC					
2034714261-L	08/07/19	01	5 BOOKS/CUST#L411199	211-00-75-20-2110	19003050		10/09/19	93.56
				BOOKS				
								INVOICE TOTAL: 123.34
								VENDOR TOTAL: 123.34
2034766277-L	09/04/19	01	11 BOOKS CUST ACCT#L411199	211-00-75-20-2110	19003021		10/09/19	129.85
				BOOKS				
								INVOICE TOTAL: 129.85
2034769228-L	09/04/19	01	10 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	134.21
				BOOKS				
								INVOICE TOTAL: 134.21
2034784896-L	09/09/19	01	22 BOOKS/CUST#L025981	211-00-75-20-2110	19003051		10/09/19	298.75
				BOOKS				
								INVOICE TOTAL: 298.75
2034789515-L	09/11/19	01	28 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	396.59
				BOOKS				
								INVOICE TOTAL: 396.59
2034790672-L	09/11/19	01	4 BOOKS/CUST#L411199	211-00-75-20-2110	19003021		10/09/19	54.96
				BOOKS				
								INVOICE TOTAL: 54.96
2034803177-L	09/16/19	01	26 BOOKS/CUST# L025981	211-00-75-20-2110	19003021		10/09/19	350.26
				BOOKS				
								INVOICE TOTAL: 350.26

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	09/19/19	01	9 BOOKS/CUST#L411199	211-00-75-20-2110	19003021		10/09/19	95.61
				BOOKS		INVOICE TOTAL:		95.61
2034804481-L	09/18/19	01	78 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	914.46
				BOOKS		INVOICE TOTAL:		914.46
2034820975-L	09/23/19	01	18 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	270.70
				BOOKS		INVOICE TOTAL:		270.70
						VENDOR TOTAL:		2,738.95
0212124	09/11/19	01	1 AUDIO BOOK CUST#101678	211-00-75-20-2120	19003023		10/09/19	50.00
				AUDIO/VISUAL		INVOICE TOTAL:		50.00
						VENDOR TOTAL:		50.00
0221700	09/24/19	01	LIBR SEPT CLEANING SERVICES	211-00-75-30-3090	19002981		10/09/19	1,700.00
				JANITORIAL SERVICES		INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00
0315455	09/23/19	01	TUBING CUTTER MINI RIGID	211-00-75-30-4010	19002962		10/09/19	29.99
				BUILDING MAINT/REPAIRS		INVOICE TOTAL:		29.99
2316108-L	09/23/19	02	T AND P VALVE	211-00-75-30-4010	19002962		10/09/19	15.99
				BUILDING MAINT/REPAIRS		VENDOR TOTAL:		15.99



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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315455			COLE HARDWARE INC					
2316108-L	09/23/19	03	COUPLING 3/4 COPPER/#GRPUBLC	211-00-75-30-4010	19002962		10/09/19	0.69
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		46.67
2316178-L	09/24/19	01	CLOSET REPAIR KIT	211-00-75-30-4010	19002965		10/09/19	26.99
				BUILDING MAINT/REPAIRS				
		02	HOSE 6 FT WASHING MACHINE	211-00-75-30-4010	19002965			5.15
				BUILDING MAINT/REPAIRS				
		03	FLUX PASTE W/BRUSH NO5	211-00-75-30-4010	19002965			3.99
				BUILDING MAINT/REPAIRS				
		04	SOLDER LEAD FREE 95/5/GRPUBLC	211-00-75-30-4000	19002965			32.99
				MAINTENANCE CONTRACTS				
		05	REV ENTRY WRONG EXP ACCT #	211-00-75-30-4000				-32.99
				MAINTENANCE CONTRACTS				
		06	SOLDER LEAD FREE 95/5/GRPUBLC	211-00-75-30-4010				32.99
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		69.12
						VENDOR TOTAL:		115.79
0502705			EBSCO SUBSCRIPTION SERVICE					
1903559-L	09/05/19	01	CREDIT REMAINING DEC 2018	211-00-75-20-2140	19003022		10/09/19	-5.95
				PERIODICALS				
						INVOICE TOTAL:		-5.95
2001293-L	09/13/19	01	RATE ADJ ACCT CG-F-29367-00	211-00-75-20-2140	19003022		10/09/19	40.70
				PERIODICALS				
						INVOICE TOTAL:		40.70
						VENDOR TOTAL:		34.75
0718015			GRAND RAPIDS CITY PAYROLL					
L	09/13/19	01	LIBRARY 9/13/19 PAYROLL	999-99-00-00-1000			10/09/19	19,953.86
				HOLDING ACCOUNT				
						INVOICE TOTAL:		19,953.86
						VENDOR TOTAL:		19,953.86

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 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1015325			JOHNSON CONTROLS FIRE					
21176212-L	10/01/19	01	FIRE ALARM MONITOR OCT-DEC 2019	211-00-75-30-4000	19002925		10/09/19	150.00
		02	FIRE MONTR PREPAY JAN-SEP 2020	211-00-00-00-1550	19002925			450.00
			PREPAID ITEMS					600.00
								600.00
1301146			MARCO TECHNOLOGIES, LLC					
L	09/16/19	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/09/19	120.43
			HOLDING ACCOUNT					120.43
1309265			MN DEPT OF LABOR & INDUSTRY					
L	09/16/19	01	LIB BOILER LICENSE	999-99-00-00-1000			10/09/19	30.00
			HOLDING ACCOUNT					30.00
1309335			MINNESOTA REVENUE					
L	09/20/19	01	LIB FUND AUG STAX PAYABLE	999-99-00-00-1000			10/09/19	67.31
			HOLDING ACCOUNT					67.31
1405850			NEXTERA COMMUNICATIONS LLC					
L	09/16/19	01	LIB SEP PHN SERVICES	999-99-00-00-1000			10/09/19	77.83
			HOLDING ACCOUNT					77.83



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 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1605665			PERSONNEL DYNAMICS LLC					
48121/AUG19-L	08/14/19	01	A BAUMAN/4HRS@13.50 WK 8/17	211-00-75-10-1050	19003036		10/09/19	54.00
				CONTRACTED SERVICES				54.00
48121/SEP19-L	09/03/19	01	R LOOMIS/6.5HRS@18.23 WK 9/7	211-00-75-10-1050	19003037		10/09/19	118.50
				CONTRACTED SERVICES				118.50
48165/SEP19-L	09/14/19	01	J BEHM/30HRS@18.23 WK 9/14	211-00-75-10-1050	19003037		10/09/19	546.92
				CONTRACTED SERVICES				546.92
		02	AWATKINS/4.5HRS@18.23 WK 9/7	211-00-75-10-1050	19003037			82.04
				CONTRACTED SERVICES				82.04
				INVOICE TOTAL:				628.96
48245-L	09/27/19	01	A WATKINS/6.5HRS@18.23 WK 9/28	211-00-75-10-1050	19003090		10/09/19	118.50
				CONTRACTED SERVICES				118.50
		02	CUST#GRLIB	** COMMENT **	19003090			919.96
				INVOICE TOTAL:				118.50
				VENDOR TOTAL:				919.96
1621130			P.U.C.					
L	09/16/19	01	LIB AUG UTILITIES	999-99-00-00-1000			10/09/19	3,175.92
				HOLDING ACCOUNT				3,175.92
		02	LIB AUG IRRIG WTR	999-99-00-00-1000				15.24
				HOLDING ACCOUNT				15.24
		03	LIB PUMP HOUSE AUG WTR/SWR	999-99-00-00-1000				19.30
				HOLDING ACCOUNT				19.30
				INVOICE TOTAL:				3,210.46
				VENDOR TOTAL:				3,210.46
1901535			SANDSTROM'S INC					
274348-L	09/12/19	01	T-TISSUE MINI TWIN 2PLY 12/CS	211-00-75-20-2150	19003000		10/09/19	34.44
				MAINTENANCE TOOLS/SUPPLIES				34.44

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535			SANDSTROM'S INC					
274348-L	09/12/19	02	CLR X DISINF WIPES 6/CS #320023	211-00-75-20-2150	19003000		10/09/19	70.32
				MAINTENANCE TOOLS/SUPPLIES				104.76
				INVOICE TOTAL:				104.76
L	09/16/19	01	HAND SOAP SPEC MOTION 9/11	999-99-00-00-1000			10/09/19	137.56
				HOLDING ACCOUNT				
				INVOICE TOTAL:				137.56
				VENDOR TOTAL:				242.32
1903340			SVL SERVICE CORPORATION					
L	09/16/19	01	ANNL CONT HVAC SPEC MOTION 9/11	999-99-00-00-1000			10/09/19	2,656.00
				HOLDING ACCOUNT				
				INVOICE TOTAL:				2,656.00
				VENDOR TOTAL:				2,656.00
2018680			TRU NORTH ELECTRIC LLC					
1034-L	09/21/19	01	RPR INSIDE LIGHT/CHANGE TO LED	211-00-75-30-4010	19003058		10/09/19	90.00
				BUILDING MAINT/REPAIRS				
				INVOICE TOTAL:				90.00
				VENDOR TOTAL:				90.00
2114356			UNIQUE MANAGEMENT SERVICES					
559361-L	09/30/19	01	SEPT PLACEMENTS	211-00-75-30-3300	19003083		10/09/19	214.80
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19003083			-8.95
				PROFESSIONAL SERV-COLLECTI				
				INVOICE TOTAL:				205.85
L	09/16/19	01	AUG PLCMNTS SPEC MOTION 9/11	999-99-00-00-1000			10/09/19	143.20
				HOLDING ACCOUNT				
				INVOICE TOTAL:				143.20
				VENDOR TOTAL:				349.05

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665	09/10/19	01	HELMER PRINTING BOOKS	999-99-00-00-1000			10/09/19	52.86
				HOLDING ACCOUNT				
								52.86
								52.86
2301700	09/09/19	01	LIB AUG SERVICES	999-99-00-00-1000			10/09/19	117.00
				HOLDING ACCOUNT				
								117.00
								117.00
								45,219.23

INVOICE TOTAL: 52.86  
 VENDOR TOTAL: 52.86

INVOICE TOTAL: 117.00  
 VENDOR TOTAL: 117.00

TOTAL ALL INVOICES: 45,219.23

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CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

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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

# GRAL Director's Report

OCTOBER 2019

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## ADVOCACY

-Library Board

Per our discussion at the last meeting, our message to the community is:

1. Grand Rapids Area Library is 'Itasca County's Library' - a vibrant community institution with use from across the County.

GRAL is the busiest Library in NE Minnesota outside of Duluth (CIRC 181,437) a free community resource supported by property taxes

6 Libraries in Itasca County, but 3/4 of Library transactions in Itasca County occur at GRAL

Most use is from Itasca County residents who live outside Grand Rapids – only 39% of check-outs are by City residents

GRAL is used by all of Itasca County – there are about 20,000 library card holders in Itasca County – most from outside Grand Rapids (6,160)

2. Grand Rapids Area Library features a mix of programs and services that engage the community.

### Materials

65,000+ books and magazines

4,700+ DVDs

3,400+ audio materials

180+ print magazine and newspaper subscriptions

19,000+ eBooks (Overdrive)

12,000+ audio books (Overdrive)

100+ downloadable magazines (RB Digital)

50+ databases via electronic library for Minnesota.

### Programs

Children, teens, and adults

#1 summer reading program in ALS



Three wildly popular afterschool programs: Artastic, Full STEAM Ahead, and LEGO Club

Tiny Explorers, infant/toddler

Teen programming – i.e. Anime Club

Rapids Reads

Legacy Programs

Yoga on the Lawn

Services (50 visitors per hour)

2,500+ open hours

Computers with Internet and printing capability

Wi-Fi

Meeting space (500+ reservations last year)

New Teen space

Study lounge concept

Expanded river views – a comfortable space

Bike Share

Passport Acceptance

3. The Library Board is seeking an equitable funding scenario to maintain library hours and services at current levels.

Use (2018)

City 39%

'Service Area' 26%

Greater Itasca County 25%

Other ALS Libraries 10%

GRAL is drawing more than half of its circulation from outside the municipality where it is located.

Support (2018)

City of Grand Rapids \$702,687 – **80%**

Itasca County \$131,960 -**15%**

Donations & grants – **5%**

-Trustee Handbook

At the 10/9 Library Board Meeting each member will receive an updated copy of the *Minnesota Public Library Trustee Handbook*. The handbook is meant to be a useful resource for library trustees; it informs trustees about Minnesota's public library environment and governance structures, and helps trustees understand their roles and responsibilities as library stewards. Its purpose is to give trustees a broad view of their duties and responsibilities.

-Itasca County

Preliminary levy adopted with \$50,000 increase payable to Arrowhead Library System. GRAL will receive ~\$19,500.

-City / County Coop Committee Meeting

9/11 meeting was cancelled. I am scheduled to attend the 10/9 prior to the Library Board meeting.

-Guest speaker at AAUW 9/16.

Upcoming

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

## **LIBRARY MANAGEMENT**

-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.

-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.

-Congratulations to the Friends of the Grand Rapids Area Library

From the Minnesota Association of Library Friends:

Grand Rapids Wins 2019 Evy Nordley Award!

Friends of the Grand Rapids Area Library had a grand day indeed last Thursday, October 19. During the long-awaited MLA Conference in Prior Lake, representative Mary Jo Wimmer came away with the top prize in MALF's annual Evy Nordley contest.

It was no mean feat, either; MALF fielded a higher than average number of project entries from across Minnesota in the 2019 cycle.

Grand Rapids' show-stopping project, "Pop-Up Book Sales," stood a cut above the rest due to its innovative nature and great promise as both a sustainable and replicable fundraising model.

The reasoning behind organizers' departure from the tried-and-true book sale model is simple yet profound. Over the past decade, reading habits have changed for a significant slice of bibliophiles. In this era of e-readers, trekking to the library or book store is no requirement – you can find materials from the comfort of your couch. With grassroots initiatives like Little Free Libraries, physical books and serendipitous discovery are attainable close to home, as well.

Pop up sales, held in a nontraditional (read "non-library") location, seemed like a logical enough extension on the trends.

### **FACILITIES MAINTAINANCE / SPACE**

-Legacy Art Grant

Arrowhead Library System has selected Grand Rapids Area Library for a \$12,000 Legacy Art Grant! A rough sketch of the details:

\$12,000 – can be used in conjunction with other funds (must be at Library)

Grantee has wide latitude in selecting project artist(s) – 'please pick someone from NE Minnesota'

ALS administers the contract and payment for the \$12,000 of Legacy funds

Project must be done and invoiced by 6/30/2020

After consultation with the City Administrator, I plan to attend a future Grand Rapids Arts and Culture Commission meeting to explore partnership opportunities.

-The ceiling near my office is leaking during heavy rains. The Facilities Maintenance Manager is aware of the issue.

-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.

-Playground update: waiting on technical information from the equipment manufacturer.

END OF REPORT

## Assistant Director Report

October 2019

### Teens

Teens Top Ten-The TTT is a list of 25 books nominated by teen book groups throughout the country. Teens can read as many of the books as they want and then go online and vote for their favorite. If teens (or parents) ask me about the list, I give them the book titles and they can choose a prize from the prize bin. 9 teens asked about the TTT in September.

I held anime club in September. There were 2 participants. We watched Rising of the Shield Hero. October anime club will be held Friday, October 25.

There will be a comic character workshop on October 14<sup>th</sup> for 5<sup>th</sup> graders and older. It is a Legacy program.

### Operations

**The Friends group won a state award!!!!!!!!!!!!!!** Friends of the Grand Rapids Area Library had a grand day Thursday, October 19. During the long-awaited MLA Conference in Prior Lake, representative Mary Jo Wimmer came away with the top prize in MALF's annual Evy Nordley contest. It was no mean feat, either; MALF fielded a higher than average number of project entries from across Minnesota in the 2019 cycle. Grand Rapids' show-stopping project, "Pop-Up Book Sales," stood a cut above the rest due to its innovative nature and great promise as both a sustainable and replicable fundraising model.

The last week in September Michelle and Nicole made a display for Banned Books Week. In October the display case will showcase a local gentleman's collection of airline bags.

Starting October 1, 2020, to fly domestically Minnesotans have to have a REAL ID, Enhanced ID or passport book or card. We have definitely seen an uptick in the number of people inquiring about the passport book and card.

I sent Janelle, who works in the P.D. and is in charge of reader board (on 169) content, pictures of the teen area. She created a slide using the photos and some text. It looks really cool! The idea is to have the slide up for a couple weeks.

## September 2019 in Children's

Well, that was a great bit of excitement, wasn't it? With the final word coming down that, indeed, Itasca County was including additional support in its budget for next year, I could breathe a wee bit deeper. Thank you to Will Richter, for without his extensive digging for pertinent statistics, and determination to present those statistics in an organized and logical manner, this would never have happened. Thank you, too, Grand Rapids Area Library Board, for your efforts. Every word written in support, every conversation you turned towards the needs of the library, each of those efforts helped effect this change.

Library funding, for me, is not merely about books on my shelves. It is, more importantly, about the hands who will slide those books out, tentatively, curiously. It is about the hands, still slightly sweaty from the mad-dash across the parking lot, that grab the book off the shelf, lifts it in the air in triumph, the interminable wait finally over. It is about the hands, sticky from milk, that find the board books and start to make piles, stopping periodically to open the covers and point out the pictures. Library funding is about having the books and materials that our littles need to launch from here, a small northern Minnesota town, to the waiting world. Thank you for helping assure that our young people are ready for that journey.

But, back to the month just completed. September, far more than January, is the beginning of our year. Our programming schedule is intentionally light, as families are adjusting to their new schedules. This month we held three programs, with 12 little humans at Tiny Explorers, 22 builders at Lego Club, and 15 people enjoying the African music of Siama's Congo Roots. We had 139 people here for Saturday Story Time, and 208 over our first 4 weeks of Book Time.

Library visits have started with a bang. In September we hosted 9 groups totaling 197 people. In a normal year, my friends from the Murphy 3<sup>rd</sup> grades and the Southwest 4<sup>th</sup> grades hear the same lessons at the beginning of the year. Last year, however, the Southwest 3<sup>rd</sup> graders came for a series of five visits, resulting in my having to develop 5 new lessons for this group of new 4<sup>th</sup> graders. I enjoy this challenge, as it encourages me to look at the other lessons as well. A little tweak here and there offers a fresh look at old lessons. And, in these days before the snow falls, a fresh look is welcomed.

**CIRCULATION**  
 Check-outs 11,588 YTD 106,424 YTD 2018 102,474  
 Total Circulation 13,329 123,412 118,096  
 Returns 13,406 121,945 117,154  
 New cards 138 1,010 985

Door count 9746  
 YTD 93546

**TECHNICAL PROCESSES**  
 Books cataloged and processed 470 YTD 5,047 YTD 2018 5,671  
 Withdrawn copies 43 3,771 3,325

**REFERENCE**  
 reference transaction 998 YTD 8,079 YTD 2018 9,063  
 tests proctored 6 103 57  
 computer help over 5 minutes 128 881 712  
 Passports 88 710 908

**INTERNET**  
 Pharos sessions \*\*\* 935 613 9,774 YTD HOURS 6,777 YTD 2018 10,049 2018 YTD HOURS 6,668

**Non-Pharos sessions**  
**VOLUNTEERS** 142 HOURS 1,628 YTD HOURS 3124.50  
 66 279.25

**MEETING ROOM**  
 COMMUNITY ROOM/GSR 43 YTD GROUPS 454

**PROGRAMS & TOURS**  
**BOOK TIME** 8 PEOPLE 208 YTD PROGRAMS 44 YTD PEOPLE 1,088 YTD 2018 programs 43 YTD 2018 people 1,251  
**SATURDAY STORY TIME** 8 139 66 1,262 66 1,397  
**CLASS VISITS** 9 197 64 1,799 43 1,443  
**NON SCHOOL GROUPS** 0 0 2 45 2 48  
**CHILDREN'S PROGRAMS** 3 49 53 1,737 53 1,278  
**TEEN PROGRAMS** 2 11 19 145 24 442  
**Total Youth Programs** 30 604 248 6,076 231 5,859  
**Total Adult Programs** 3 37 44 993 43 858

**BOOKINGS & ARRANGEMENTS** 8.5 HRS THIS MONTH 77.5 HRS YTD 80 YTD 2018  
**TOTALS**

### Grand Rapids Area Library - 2019 RSVP Hours

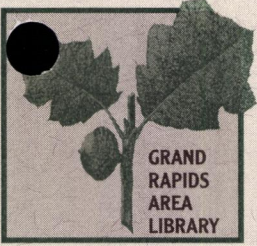
RSVP	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
Burt, Sharon	3	5.5	6	2.5	4	4	6.50	5	5				41.5
Dashel, Joanna	8.75	26.5	26.75	20.5	20.75	16.25	20.00	21.25	15.25				176
Erickson, Mary					4	4.5	2.00	3	5				18.5
Hayes, David	4	4		4	4		4.00	11					31
Hayes, Susan	1	5.5	1	7.5	19	12	11.50	26	1.5				85
Jaster, Betsy	5.25	8.75	7.50	7.00	6.50	7.00	5.25	6.50	3.75				57.50
Karls, Karen	1.00	4.50	1.00	2.50	2.00	3.00	3.00	5.00	1.50				23.50
Pederson, Pat	11.5	9	12.75	10	6.75	7.75	8.50	9.5	7.5				83.25
Randall, Molly	1.5	1.5	4.75	5.75	3	2.25	3.75	2	4.25				28.75
Simonson, Toni	9.75	15	5.75	7.75	9.75	6	12.00	9	6.5				81.5
Teigland, Ellen	29.75	23	18.75	21.75	13.25	22.75	13.00	21	17.5				180.75
Wilson, Elaine	20.5	11	33.5	20	15.5	14.25	18.50	4.5	17				154.75
Zimmer, Barbara	4.5	7	15	2.5	11		0.75						40.75
<b>RSVP Hours</b>	<b>100.5</b>	<b>121.25</b>	<b>132.75</b>	<b>111.75</b>	<b>119.5</b>	<b>99.75</b>	<b>108.75</b>	<b>123.75</b>	<b>84.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1002.75</b>







	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
<b>RSVP</b>													
Burt, Sharon	3	5.5	6	2.5	4	4	6.50	5	5				41.5
Dashel, Joanna	8.75	26.5	26.75	20.5	20.75	16.25	20.00	21.25	15.25				176
Erickson, Mary					4	4.5	2.00	3	5				18.5
Hayes, David	4	4	4	4	4	4	4.00	11					31
Hayes, Susan	1	5.5	1	7.5	19	12	11.50	26	1.5				85
Jaster, Betsy	5.25	8.75	7.50	7.00	6.50	7.00	5.25	6.50	3.75				57.50
Karls, Karen	1.00	4.50	1.00	2.50	2.00	3.00	3.00	5.00	1.50				23.50
Pederson, Pat	11.5	9	12.75	10	6.75	7.75	8.50	9.5	7.5				83.25
Randall, Molly	1.5	1.5	4.75	5.75	3	2.25	3.75	2	4.25				28.75
Simonson, Toni	9.75	15	5.75	7.75	9.75	6	12.00	9	6.5				81.5
Teigland, Ellen	29.75	23	18.75	21.75	13.25	22.75	13.00	21	17.5				180.75
Wilson, Elaine	20.5	11	33.5	20	15.5	14.25	18.50	4.5	17				154.75
Zimmer, Barbara	4.5	7	15	2.5	11		0.75						40.75
<b>RSVP Hours</b>	<b>100.5</b>	<b>121.25</b>	<b>132.75</b>	<b>111.75</b>	<b>119.5</b>	<b>99.75</b>	<b>108.75</b>	<b>123.75</b>	<b>84.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1002.75</b>
<b>TAB Teen Advisor Board</b>	3	2	0	0	0	0	0	0	0				5
<b>Program Committee</b>	33.5	29	19.5	16.5	30.5	7		17	24				
<b>Library Board</b>	19.5	14.5	11	9.5	18.5	12.5	14	10	12				
<b>Friends of the Library</b>		25.5		26	17	0	0		10				
<b>Book Sale</b>	5		3	3	16	15	104	249.75					
<b>Grand Total Hours</b>	<b>288.75</b>	<b>313.50</b>	<b>301.50</b>	<b>322.50</b>	<b>364.00</b>	<b>300.25</b>	<b>348.00</b>	<b>363.25</b>	<b>279.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3130.75</b>



October 9, 2019

Amanda Watkins  
11997 County Road 450  
Hill City, MN 55748

GRAND RAPIDS AREA LIBRARY  
140 NE Second Street  
Grand Rapids, MN 55744

Director: (218) 326-7643  
Reference: (218) 327-8820  
Children (218) 327-8823  
Office: (218) 326-7640  
Fax: (218) 326-7644  
TTY: (218) 327-8831

Dear Ms. Watkins:

I am pleased that you will be leading a series of seven Artastic programs at your Grand Rapids Area Library. These programs will be held on October 8, November 12, and December 10, 2019 and January 14, February 11, March 10, and April 14, 2020.

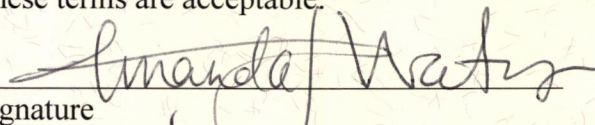
The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. (For a total of \$125) Payments will be made after the program is complete. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: [wrichter@ci.grand-rapids.mn.us](mailto:wrichter@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

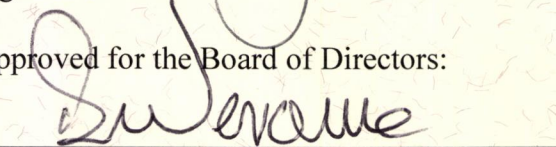
Will Richter  
Library Director

These terms are acceptable:

  
Signature

10/9/19  
Date

Approved for the Board of Directors:

  
Board President

9 Oct 19  
Date

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-13  
SETTING 2020 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2020:

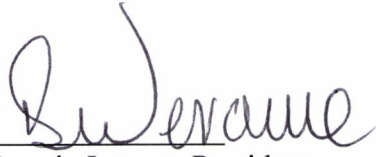
H	Wed January 1	New Year's Day	Closed
H	Mon January 20	Martin Luther King Day	Closed
H	Mon February 17	President's Day	Closed
	Sat May 23	Holiday weekend	Closed
H	Mon May 25	Memorial Day	Closed
H	Fri July 3 (observed)	Independence Day	Closed
	Sat July 4	Holiday weekend	Closed
	Sat September 5	Holiday weekend	Closed
H	Mon September 7	Labor Day	Closed
H	Wed November 11	Veteran's Day	Closed
	Wed November 25	Pre-Thanksgiving	Close at 5 pm
H	Thurs November 26	Thanksgiving	Closed
H	Fri November 27	Day after thanksgiving	Closed
	Sat November 28	Holiday weekend	Closed
H	Thu December 24	Christmas Holiday	Closed
H	Fri December 25	Christmas Holiday	Closed
	Sat December 26	Holiday weekend	Closed
	Tues December 31	New Year's eve	Close at 5 pm

Although the library will close early on November 25 and December 31, no holiday pay is involved.

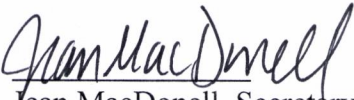
The summer schedule will be determined no later than the April Library Board meeting.

**Monthly Board Meeting Date and Time: 2<sup>nd</sup> Wednesday of each month, beginning 5 p.m. at the Library. The November 2020 Library Board meeting date is 11/10 (Tuesday) due to Veteran's Day holiday.**

Adopted this 9th day of October 2019.

  
Dennis Jerome, President

Attest:

  
Jean MacDonell, Secretary

Board member  
thereof:

seconded the foregoing resolution and the following voted in favor

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

# THE SEASON TO SHARE

Grand Rapids Area Library is excited to offer

## FINE FREE FRIDAYS

Each Friday in November, bring a non-perishable food item to receive **up to \$5** off your Library fines.

At the Circulation Desk through November 30.

All items collected will be donated to



MEMBER OF  
**FEEDING  
AMERICA**





# Library Board Meeting Agenda

Grand Rapids Area Library

October 9, 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 September minutes**

**Communications**

Thank you from AAUW

Email from State Library Services inviting Tracy to Indigenous Representations workshop

Email from Arrowhead Library system announcing 2019 Summer Reading Stats

Thank you from Matthew Knealing

**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

Library Board Advocacy

**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**  
Amanda Watkins, Artastic programs (7) - \$875.00
- 3. Approve Resolution Accepting Donations**

**Regular Agenda**

- 1. 2020 Library calendar**
- 2. Fine Free Fridays (November)**
- 3. Legacy Art Project**

**Adjourn**



## **Grand Rapids Area Library Regular Board Meeting**

**September 11, 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, Deborah Kee, Jean MacDonell, Richard Thouin, Susan Zeige, Max Peters.

**Members Absent:** Randy McCarty.

**Staff Present:** Director William Richter.

### **Public Comment:**

**Minutes:** Lisa Tabbert made a motion to approve minutes from the August board meeting. A second was made by Richard Thouin. The motion was passed unanimously.

### **Communications:**

- a. Certification of Minimum Local Support Requirements: 2020 (City of Grand Rapids)
- b. Certification of Minimum Local Support Requirements: 2020 (Itasca County)
- c. Billing notice from Accounts Payable, Re: Waste Management

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

**Staff Report:** Itasca County adopting a preliminary levy in mid-September. Working with the city council to start talking with the county board. Also looking at approaching elected representatives. Attended the city council work session –Library levy the same for 2020.

Working with the city to fix the leak in the wall. Outreach: Visited with the Owl's. Visiting with AAUW next week.

Switched janitorial supply vendor – city wide. The roof has started leaking near Will's office. Waiting on technical information for the playground to start advancing in the project. Replacing heat pump soon per Library Board approval.

**Old Business:**

Discussion of Board role in strategic planning and new Board member recruitment.

**New Business:**

**Consent Agenda:** Susan Zeige 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. \$143.20 Unique Management Services
- b. \$137.56 Sandstrom's Inc.
- c. \$2,565.00 SVL Service Corporation

**2. Approve contracts and payment to presenters**

- a. (None)

**3. Approve Resolution 2019-11nAccepting Donations**

- a. *\$42.00 for a 1-year subscription to THE SUN magazine from Neal Nicolaus and Susan Johnston*
- b. *\$100.00 from Class of 1969 (undesignated)*
- c. *\$100.00 from Bob and Ginny Wickman (undesignated)*

**Regular Agenda:**

- a. Discuss 2020 Budget

b. Discuss 2020 Calendar

**Adjourn:** The monthly board meeting was adjourned at 5:47 p.m. by Dennis Jerome.

ALPHA PUBLIC LIBRARY BILL LIST - SEPTEMBER 11, 2019

DATE: 09/05/2019  
 TIME: 13:06:34  
 IL: AP442C00.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2019  
 INVOICES IN BATCH LB0411

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	29,711.97	87.81
0113100	AMAZON.COM	7,460.05	77.84
0113733	AMERITRADE SERVICES INC	4,027.71	57.16
0114775	LAURIE ANTONSON	75.00	75.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,400.00	466.14
0201428	BAKER & TAYLOR LLC	13,274.38	1,035.67
0221700	BUSY BEES QUALITY CHILD SVCS IN	25,168.01	1,000.00
0605191	FIDELITY SECURITY LIFE INSURANCE	677.82	677.82
0609528	FINDAWAY WORLD LTD	221.97	819.45
0701650	GARDNER REFRIGERATION CO	23,774.00	850.00
0718315	GRAND RAPIDS CITY PAYROLL	4,697,676.68	59,640.53
1015325	JOHNSON CONTROLS FIRE PROTECT	600.00	825.57
1203516	LINCOLN NATIONAL LIFE	12,983.48	38.00
1301146	MARCO TECHNOLOGIES, LLC	8,485.94	120.41
1309199	MINNESOTA ENERGY RESOURCES	29,763.10	102.71
1309335	MINNESOTA REVENUE	76,151.59	69.42
1405050	NEXTERA COMMUNICATIONS LLC	3,782.23	77.61
1415377	NORTHERN BUSINESS PRODUCTS INC	1,440.82	1,080.97
1516220	OPERATING ENTERPRISES LOCAL #49	615,160.00	11,216.00
1605665	PERSONNEL DYNAMICS, INC	14,408.46	610.56
1671130	P.U.C.	296,452.66	3,403.29
1805150	RECORDED BOOKS INC	3,967.40	19.37
1901535	SANDSTROM'S, INC	14,001.00	232.04
1915248	SRI INTERNATIONAL CORP	51,257.54	1,889.00
2018680	TRU NORTH ELECTRIC LTD	1,191.26	40.00
2114750	UNUM LIFE INSURANCE CO OF AMER	1,054.70	20.59
2209665	VISA	44,024.00	369.00
2301700	WASTE MANAGEMENT OF MN TR	24,381.91	117.07
TOTAL ALL VENDORS:			67,049.51

PUBLIC LIBRARY BILL LIST - SEPTEMBER 11, 2019

DATE: 09/05/2019  
 TIME: 12:49:03  
 ID: AF443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2019

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	
0113233	AMERTPRIDE SERVICES INC	77.55
0118660	ARROWHEAD LIBRARY SYSTEM	57.16
0201428	BAKER & TAYLOR LLC	466.18
0221700	BUSY BEES QUALITY CLUNG SVC INC	3,005.62
0609521	FINDAWAY WORLD LLC	1,700.00
0701650	GARTNER REFRIGERATION CO	859.95
1015325	JOHNSON CONTROL FIRE PROTECT	850.00
1415377	NORTHERN BUSINESS PRODUCTS INC	825.57
1605665	PERSONNEL DYNAMICS LLC	1,080.94
1805150	RECORDED BOOKS INC	610.56
1901535	SANDSTROM'S INC	19.77
1912248	SHI INTERNATIONAL CORP	232.04
2018680	TRU NORTH ELECTRIC LLC	1,889.00
		80.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 11,753.93

CHECKS ISSUED-PRIOR APPROVAL

PRIOR APPROVAL	APPROVAL	
0100053	AT&T MOBILITY	
0114725	LAURIE ANTONSON	87.80
0605191	FIDELITY SECURITY LIFE INC CO	75.00
0718015	GRAND RAPIDS CITY PAYROLL	6.57
1209516	LINCOLN NATIONAL LIFE	59,630.93
1301146	MARCO TECHNOLOGIES LLC	39.00
1309199	MINNESOTA ENERGY RESOURCES	120.43
1309335	MINNESOTA REVENUE	82.75
1405050	NEXTEA COMMUNICATIONS LLC	69.42
1516220	OPERATING ENGINEERS LOCAL #49	77.50
1621130	P.U.C.	11,216.00
2114750	UNUM LIFE INSURANCE CO OF AMER	3,403.79
2209665	VISA	20.50
2301700	WASTE MANAGEMENT OF MN INC	369.70
		117.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 75,335.59

TOTAL ALL DEPARTMENTS

87,089.52

9/17/19

Will

Thank you for speaking to the AAMU group last night. I was told you did a great job and generated lots of questions.

I am sorry I missed it due to illness but I did contact my county commissioner regarding funding.

Thank you again  
Julie Skallman

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

Sent: Wednesday, September 18, 2019 4:50 PM

To: Tracy Kampa <tkampa@ci.grand-rapids.mn.us>

Subject: Accepted -- Indigenous Representations workshop

Dear Tracy,

Your application to register for the Indigenous Representations workshop has been accepted! To confirm your attendance, please finish registering using this registration form no later than Monday, September 30. This deadline is firm; if we have not received your registration by the end of the day on Monday, September 30, your seat will be given to a waitlisted applicant.

If you are unable to attend the workshop, or if you become unable to attend at any point following registration, please notify me promptly so a waitlisted applicant can have your seat.

In addition, I am delighted to inform you that you have received a travel grant of \$500. A check for this amount will be mailed to you after the workshop; you will not need to provide any receipts. You are responsible for making all your own travel arrangements. On the registration form, you'll find a space to include your preferred mailing address where we can send your check.

Additional information about the workshop, including parking directions and an agenda, will be emailed to you the week prior to the workshop. Please be in touch if you have questions about any of this.

See you in November!

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

## Will Richter

---

**From:** Mollie Stanford <mollie.stanford@alslib.info>  
**Sent:** Monday, September 23, 2019 2:53 PM  
**To:** Children's Librarians; Chris Carlson; Sophia Anderson  
**Cc:** Mollie Stanford; Dena Johnson; Jim Weikum; Shari Fisher; Library Directors  
**Subject:** [Library Directors] 2019 ALS Regional Summer Reading Program Statistics

Good afternoon!

The statistics have been tallied and I want to thank everyone for doing such an amazing job this summer! Here's the scoop for the ALS region in 2019:

- Public library staff and volunteers made **76** visits to schools/community organizations and hosted **89** library tours, reaching **7,745** youth in the region!
- **6,194** early learners, school-age kids, and teens participated in local summer reading/learning programs!
- Public libraries offered **289** storytimes and **7,115** people attended!!

Make sure to use your statistics to advocate for summer reading and youth programming at the local level! What a success for 2019, keep up the fantastic work! :)

Best,  
Mollie

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



To the City of Grand Rapids,

I want to convey a sincere thank you for your library and library services. I currently live in Hibbing where I do a good portion of my clinical rotations for physician assistant school. Although not from the area originally, I was fortunate enough to spend a great deal of my childhood weekends in the area as well as a portion of my career as a paramedic. As most are aware there is an extensive amount of studying in any graduate healthcare profession and after numerous days at coffee shops and other public libraries, I finally checked out the Grand Rapids library earlier this spring.

With a balance of studying and clinical rotations I typically spend my entire Friday and Saturday in one of your quiet study rooms. Ironically there are eight libraries closer to where I live than Grand Rapids but the hours along with a quiet study room along the Mississippi is hard to match. I have gotten to know many of the staff members at the library and they often see me heavily caffeinated, tired and worn out, but they are always encouraging as they know my ambitions as well as my hope to one day permanently live in the area and serve its citizens.

Nearing the end of my schooling I have spent what feels like an eternity of time in public libraries in various parts of Minnesota for my current endeavors in education as well as my undergraduate degree and paramedic degree. I have yet to find a public library with staff as friendly as yours and such a nice and quiet place to study with a fantastic view. It truly is a gem and I am thankful for your library and library staff. As much as I am dreading the long weeks ahead in the spring of studying day in and day out for my board certification I know that it will seem a little less stressful and a little less daunting when I look out and watch the river flow by.

Sincerely,

Matthew A Knealing

## **LIBRARY FINANCIALS**

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

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2019**  
*With Comparative Totals for September 30, 2018*

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>514,910</b>	<b>519,168</b>	<b>519,168</b>	
<b>Revenues:</b>				
Taxes	401,315	395,946	702,687	56%
Intergovernmental	77,714	77,537	128,000	61%
Charges for Services	38,621	35,858	50,882	70%
Fines & Forfeits	9,224	8,632	12,000	72%
Blandin Grant	-	-	-	0%
GR Library Foundation	9,242	14,736	8,000	184%
Miscellaneous	39,709	25,484	14,500	176%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>575,824</b>	<b>558,193</b>	<b>916,069</b>	<b>61%</b>
<b>Expenditures:</b>				
Personnel	490,636	489,349	687,432	71%
Supplies/Materials	73,088	65,310	87,700	74%
Other Services/Charges	104,515	99,261	140,937	70%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>668,239</b>	<b>653,920</b>	<b>916,069</b>	<b>71%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(92,415)</b>	<b>(95,727)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	19,641	8,521	-	
<b>Fund Balance 9/30/XX</b>				
Cash Flow	317,564	326,017	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 9/30/XX</b>	<b>\$ 402,855</b>	<b>\$ 414,921</b>	<b>\$ 519,168</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,622 as of 8/30/19. 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 **SEPTEMBER 30, 2019**

<b>Account Number</b>	<b>Account Description</b>	<b>2019 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
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	2,699	123%
211-00-34-00-7975	INTERNET	3,500	2,203	63%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	340	57%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	23,940	62%
211-00-34-00-7990	FAX MACHINE USE	800	1,394	174%
211-00-35-00-1030	LIBRARY FINES	12,000	8,632	72%
211-00-37-00-2310	DONATIONS	1,500	16,945	1130%
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 FOUNDATIN	8,000	14,736	184%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	3,178	71%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,977	99%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,746	58%
		<b>916,069</b>	<b>558,193</b>	<b>61%</b>
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	316,879	72%
211-00-75-10-1030	SALARY-PARTTIME	22,803	16,511	72%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	7,186	103%
211-00-75-10-1210	PERA	34,865	24,147	69%
211-00-75-10-1220	FICA	28,821	19,865	69%
211-00-75-10-1250	MEDICARE	6,740	4,646	69%
211-00-75-10-1310	HEALTH INSURANCE	142,668	98,140	69%
211-00-75-10-1330	LIFE INSURANCE	221	171	78%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	1,804	80%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	4,487	64%
211-00-75-20-2020	COPY SUPPLIES	1,400	713	51%
211-00-75-20-2030	PRINTING/BINDING	900	1,133	126%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,940	113%
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	826	83%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	132	26%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	820	41%
211-00-75-20-2110	BOOKS	44,000	29,081	66%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,754	75%
211-00-75-20-2130	NEWSPAPERS	1,400	1,055	75%
211-00-75-20-2140	PERIODICALS	7,000	113	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,076	83%
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	725	112%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	19,310	322%
211-00-75-30-3210	TELEPHONE	6,000	4,123	69%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2019**

<b>Account Number</b>	<b>Account Description</b>	<b>2019 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,949	65%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
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	1,280	64%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,534	73%
211-00-75-30-3810	ELECTRICITY	30,000	22,924	76%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,849	79%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,294	57%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	6,369	80%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,017	33%
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	1,084	75%
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%
	<b>TOTAL EXPENDITURES</b>	<b>916,069</b>	<b>662,440</b>	<b>72%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(104,247)</b>	

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

PAGE: 1  
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
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-DELINQUEN	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
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	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
<b>CHARGES FOR SERVICES</b>							
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	335.48	2,200.00	2,698.68	0.00	(498.68)	123
211-00-34-00-7975	INTERNET	177.03	3,500.00	2,203.36	0.00	1,296.64	63
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	340.00	0.00	260.00	57
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,765.00	38,500.00	23,940.00	0.00	14,560.00	62
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	115.10	800.00	1,393.99	0.00	(593.99)	174
TOTAL		3,412.61	50,882.00	35,858.03	0.00	15,023.97	70
TOTAL CHARGES FOR SERVICES		3,412.61	50,882.00	35,858.03	0.00	15,023.97	70

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

PAGE: 2  
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	880.63	12,000.00	8,632.17	0.00	3,367.83	72
TOTAL		880.63	12,000.00	8,632.17	0.00	3,367.83	72
TOTAL FINES & FORFEITS		880.63	12,000.00	8,632.17	0.00	3,367.83	72
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	16,944.54	0.00	(15,444.54)	1130
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	388.13	4,500.00	3,177.78	0.00	1,322.22	71
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	83.75	2,000.00	1,977.13	0.00	22.87	99
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	1,746.16	0.00	1,253.84	58
TOTAL		671.88	22,500.00	40,219.98	0.00	(17,719.98)	179
TOTAL MISCELLANEOUS REVENUE		671.88	22,500.00	40,219.98	0.00	(17,719.98)	179
<b>OTHER SOURCES</b>							
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 9 PERIODS ENDING SEPTEMBER 30, 2019

PAGE: 3  
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED COLL/ BALANCE	% EXP.
<b>TOTAL REVENUES:</b>							
		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
		0.00	0.00	0.00	0.00	0.00	0
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	32,916.40	442,059.00	316,879.30	0.00	125,179.70	72
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	1,754.40	22,803.00	16,511.36	0.00	6,291.64	72
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	865.96	7,000.00	7,186.06	0.00	(186.06)	103
211-00-75-10-1210	PERA	2,600.32	34,865.00	24,146.92	0.00	10,718.08	69
211-00-75-10-1220	FICA	2,136.82	28,821.00	19,865.11	0.00	8,955.89	69
211-00-75-10-1310	MEDICARE	499.78	6,740.00	4,646.03	0.00	2,093.97	69
211-00-75-10-1330	LIFE INSURANCE	11,216.00	142,668.00	98,140.00	0.00	44,528.00	69
211-00-75-10-1335	DENTAL INSURANCE	23.50	221.00	171.40	0.00	49.60	78
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.49	0.00	(1.61)	0.00	1.61	100
211-00-75-10-1510	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL PERSONNEL</b>							
		52,232.35	687,432.00	489,348.69	0.00	198,083.31	71
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	185.62	7,000.00	4,486.87	30.55	2,482.58	65
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	712.54	0.00	687.46	51
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	1,132.55	46.91	(279.46)	131
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	2,600.00	2,939.61	0.00	(339.61)	113
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	825.93	0.00	174.07	83



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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

PAGE: 4  
 P-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED & UNENCUMBERED COLL. BALANCE	% EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
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	0.00	2,000.00	819.63	0.00	1,180.37	41
211-00-75-20-2110	BOOKS	2,794.56	44,000.00	29,081.04	0.00	14,918.96	66
211-00-75-20-2120	AUDIO/VISUAL	50.00	9,000.00	6,753.75	0.00	2,246.25	75
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	1,054.96	0.00	345.04	75
211-00-75-20-2140	PERIODICALS	34.75	7,000.00	112.75	0.00	6,887.25	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	104.76	2,500.00	2,076.15	0.00	423.85	83
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>3,207.68</b>	<b>87,700.00</b>	<b>65,309.92</b>	<b>77.46</b>	<b>22,312.62</b>	<b>75</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
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	725.20	28.58	(103.78)	116
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000.00	6,000.00	19,310.00	0.00	(13,310.00)	322
211-00-75-30-3210	TELEPHONE	447.09	6,000.00	4,122.93	0.00	1,877.07	69
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	1,948.95	0.00	1,051.05	65
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	16
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	205.85	2,000.00	1,279.85	0.00	720.15	64
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	6,534.00	0.00	2,466.00	73
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	22,923.76	0.00	7,076.24	76
211-00-75-30-3840	GARBAGE REMOVAL	0.00	3,600.00	2,848.80	0.00	751.20	79
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,293.71	0.00	1,706.29	57
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	6,368.57	182.99	1,448.44	82
211-00-75-30-4010	BUILDING MAINT/REPAIRS	205.79	15,000.00	5,017.34	82.80	9,899.86	34
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	33

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
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	120.43	1,440.00	1,083.87	0.00	356.13	75
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	30.00	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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		5,492.32	140,937.00	99,260.91	294.37	41,381.72	71
<b>CAPITAL OUTLAY</b>							
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
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	8,520.57	0.00	(8,520.57)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN 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
<b>TOTAL</b>		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 9 PERIODS ENDING SEPTEMBER 30, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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:		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
TOTAL FUND REVENUES		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61
TOTAL FUND EXPENSES		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
FUND SURPLUS (DEFICIT)		(55,967.23)	0.00	(104,247.26)			
TOTAL ALL FUND REVENUES		4,965.12	916,069.00	558,192.83	0.00	357,876.17	61
TOTAL ALL FUND EXPENSES		60,932.35	916,069.00	662,440.09	371.83	253,257.08	72
ALL FUND SURPLUS (DEFICIT)		(55,967.23)	0.00	(104,247.26)			

PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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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 BUNYAN 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

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
433977344568-L	09/05/19	01	9 BOOKS/AUTH#001198	211-00-75-20-2110	19003020		10/09/19	124.61
				BOOKS			INVOICE TOTAL:	124.61
467768596936-L	09/05/19	01	1 BOOK/AUTH#001086	211-00-75-20-2110	19003020		10/09/19	12.91
				BOOKS			INVOICE TOTAL:	12.91
489368663369-L	09/05/19	01	1 BOOK/AUTH#001085	211-00-75-20-2110	19003020		10/09/19	11.65
				BOOKS			INVOICE TOTAL:	11.65
							VENDOR TOTAL:	149.17
0113233			AMERIPRIDE SERVICES INC					
3501416395-L	09/10/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19002845		10/09/19	28.58
				LAUNDRY			INVOICE TOTAL:	28.58
3501422094-L	09/24/19	01	MATS CLASSIC/CUST#41-513	211-00-75-30-3070	19002982		10/09/19	28.58
				LAUNDRY			INVOICE TOTAL:	28.58
0118660			ARROWHEAD LIBRARY SYSTEM					
14613-L	08/31/19	01	OVERDUE NOTICES - AUGUST 2019	211-00-75-20-2010	19002959		10/09/19	30.55
				OFFICE SUPPLIES				
		02	LIBRARY CARD APPLICATIONS	211-00-75-20-2030	19002959			27.03
				PRINTING/BINDING				
		03	BOOK SALE THANK YOU CARDS	211-00-75-20-2030	19002959			19.88
				PRINTING/BINDING				
							INVOICE TOTAL:	77.46
							VENDOR TOTAL:	77.46

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053			AT&T MOBILITY					
L	09/16/19	01	LIBR SEP CELL PHN SERVICES	999-99-00-00-1000 HOLDING ACCOUNT	19003050		10/09/19	123.34
								INVOICE TOTAL: 123.34
								VENDOR TOTAL: 123.34
0201428			BAKER & TAYLOR LLC					
2034714261-L	08/07/19	01	5 BOOKS/CUST#L411199	211-00-75-20-2110 BOOKS	19003050		10/09/19	93.56
								INVOICE TOTAL: 93.56
2034766277-L	09/04/19	01	11 BOOKS CUST ACCT#L411199	211-00-75-20-2110 BOOKS	19003021		10/09/19	129.85
								INVOICE TOTAL: 129.85
2034769228-L	09/04/19	01	10 BOOKS/CUST#L025981	211-00-75-20-2110 BOOKS	19003021		10/09/19	134.21
								INVOICE TOTAL: 134.21
2034784896-L	09/09/19	01	22 BOOKS/CUST#L025981	211-00-75-20-2110 BOOKS	19003051		10/09/19	298.75
								INVOICE TOTAL: 298.75
2034789515-L	09/11/19	01	28 BOOKS/CUST#L025981	211-00-75-20-2110 BOOKS	19003021		10/09/19	396.59
								INVOICE TOTAL: 396.59
2034790672-L	09/11/19	01	4 BOOKS/CUST#L411199	211-00-75-20-2110 BOOKS	19003021		10/09/19	54.96
								INVOICE TOTAL: 54.96
2034803177-L	09/16/19	01	26 BOOKS/CUST# L025981	211-00-75-20-2110 BOOKS	19003021		10/09/19	350.26
								INVOICE TOTAL: 350.26

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2034804481-L	09/19/19	01	9 BOOKS/CUST#L411199	211-00-75-20-2110	19003021		10/09/19	95.61
				BOOKS		INVOICE TOTAL:		95.61
2034807554-L	09/18/19	01	78 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	914.46
				BOOKS		INVOICE TOTAL:		914.46
2034820975-L	09/23/19	01	18 BOOKS/CUST#L025981	211-00-75-20-2110	19003021		10/09/19	270.70
				BOOKS		INVOICE TOTAL:		270.70
						VENDOR TOTAL:		2,738.95
0212124	BLACKSTONE PUBLISHING							
1137812-L	09/11/19	01	1 AUDIO BOOK CUST#101678	211-00-75-20-2120	19003023		10/09/19	50.00
				AUDIO/VISUAL		INVOICE TOTAL:		50.00
						VENDOR TOTAL:		50.00
0221700	BUSY BEES QUALITY CLNG SVC INC							
6219-L	09/24/19	01	LIBR SEPT CLEANING SERVICES	211-00-75-30-3090	19002981		10/09/19	1,700.00
				JANITORIAL SERVICES		INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00
0315455	COLE HARDWARE INC							
2316108-L	09/23/19	01	TUBING CUTTER MINI RIGID	211-00-75-30-4010	19002962		10/09/19	29.99
				BUILDING MAINT/REPAIRS		INVOICE TOTAL:		1,700.00
		02	T AND P VALVE	211-00-75-30-4010	19002962			15.99
				BUILDING MAINT/REPAIRS		VENDOR TOTAL:		1,700.00





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CITY OF GRAND RAPIDS  
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INVOICES DUE ON/BEFORE 10/09/2019  
 INVOICES IN BATCH LB1009

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1015325			JOHNSON CONTROLS FIRE					
21176212-L	10/01/19	01	FIRE ALARM MONTOR OCT-DEC 2019	211-00-75-30-4000	19002925		10/09/19	150.00
		02	FIRE MONTR PREPAY JAN-SEP 2020	211-00-00-00-1550	19002925			450.00
			PREPAID ITEMS					600.00
								600.00
1301146			MARCO TECHNOLOGIES, LLC					
L	09/16/19	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/09/19	120.43
			HOLDING ACCOUNT					120.43
1309265			MN DEPT OF LABOR & INDUSTRY					
L	09/16/19	01	LIB BOILER LICENSE	999-99-00-00-1000			10/09/19	30.00
			HOLDING ACCOUNT					30.00
1309335			MINNESOTA REVENUE					
L	09/20/19	01	LIB FUND AUG STAX PAYABLE	999-99-00-00-1000			10/09/19	67.31
			HOLDING ACCOUNT					67.31
1405850			NEXTERA COMMUNICATIONS LLC					
L	09/16/19	01	LIB SEP PHN SERVICES	999-99-00-00-1000			10/09/19	77.83
			HOLDING ACCOUNT					77.83

DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
439479-1-L	09/19/19	01	DUSTER, 180, REFIL, 10BX, UNS	211-00-75-20-2010	19003049		10/09/19	13.99
				OFFICE SUPPLIES				
439479-L	09/11/19	01	CLEANER, DISINFECT,WIPES,LEMON	211-00-75-20-2010	19003049		10/09/19	37.49
		02	CLEANER, DISINFECT,WIPES,FRESH	211-00-75-20-2010	19003049			37.49
		03	PAPER, COPY, 8.5X11,WE 20#	211-00-75-20-2020	19003049			37.99
		04	STAPLES, STD,SPDPT,SF4/C#7789	211-00-75-20-2010	19003049			4.98
				OFFICE SUPPLIES				
						INVOICE TOTAL:		117.95
440584-L	09/13/19	01	DUSTER, 180, REFILL, UNSCNT	211-00-75-20-2010	19003049		10/09/19	91.67
				OFFICE SUPPLIES				
						INVOICE TOTAL:		91.67
						VENDOR TOTAL:		223.61
1516220			OPERATING ENGINEERS LOCAL #49					
L	09/09/19	01	LIB OCT HEALTH INS PREMIUM	999-99-00-00-1000			10/09/19	11,216.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		11,216.00
						VENDOR TOTAL:		11,216.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	09/09/19	01	LIB SEP SERVICES	999-99-00-00-1000			10/09/19	245.92
				HOLDING ACCOUNT				
						INVOICE TOTAL:		245.92
						VENDOR TOTAL:		245.92
1605665			PERSONNEL DYNAMICS LLC					



DETAILED PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535			SANDSTROM'S INC					
274348-L	09/12/19	02	CLRX DISINF WIPES 6/CS #320023	211-00-75-20-2150	19003000		10/09/19	70.32
				MAINTENANCE TOOLS/SUPPLIES				
				INVOICE TOTAL:				104.76
L	09/16/19	01	HAND SOAP SPEC MOTION 9/11	999-99-00-00-1000			10/09/19	137.56
				HOLDING ACCOUNT				
				INVOICE TOTAL:				137.56
				VENDOR TOTAL:				242.32
1903340			SVL SERVICE CORPORATION					
L	09/16/19	01	ANNL CONT HVAC SPC MOTION 9/11	999-99-00-00-1000			10/09/19	2,656.00
				HOLDING ACCOUNT				
				INVOICE TOTAL:				2,656.00
				VENDOR TOTAL:				2,656.00
2018680			TRU NORTH ELECTRIC LLC					
1034-L	09/21/19	01	RPR INSIDE LIGHT/CHANGE TO LED	211-00-75-30-4010	19003058		10/09/19	90.00
				BUILDING MAINT/REPAIRS				
				INVOICE TOTAL:				90.00
				VENDOR TOTAL:				90.00
2114356			UNIQUE MANAGEMENT SERVICES					
559361-L	09/30/19	01	SEPT PLACEMENTS	211-00-75-30-3300	19003083		10/09/19	214.80
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19003083			-8.95
				PROFESSIONAL SERV-COLLECTI				
				INVOICE TOTAL:				205.85
L	09/16/19	01	AUG PLCMNTS SPEC MOTION 9/11	999-99-00-00-1000			10/09/19	143.20
				HOLDING ACCOUNT				
				INVOICE TOTAL:				143.20
				VENDOR TOTAL:				349.05

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/09/2019  
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	09/10/19	01	HELMER PRINTING BOOKS	999-99-00-00-1000			10/09/19	52.86
				HOLDING ACCOUNT				
								52.86
								52.86
2301700			WASTE MANAGEMENT OF MN INC					
L	09/09/19	01	LIB AUG SERVICES	999-99-00-00-1000			10/09/19	117.00
				HOLDING ACCOUNT				
								117.00
								117.00
								45,219.23
								TOTAL ALL INVOICES:

ALPHA PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2019

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CITY OF GRAND RAPIDS  
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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

# GRAL Director's Report

OCTOBER 2019

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## ADVOCACY

-Library Board

Per our discussion at the last meeting, our message to the community is:

1. Grand Rapids Area Library is 'Itasca County's Library' - a vibrant community institution with use from across the County.

GRAL is the busiest Library in NE Minnesota outside of Duluth (CIRC 181,437) a free community resource supported by property taxes

6 Libraries in Itasca County, but 3/4 of Library transactions in Itasca County occur at GRAL

Most use is from Itasca County residents who live outside Grand Rapids – only 39% of check-outs are by City residents

GRAL is used by all of Itasca County – there are about 20,000 library card holders in Itasca County – most from outside Grand Rapids (6,160)

2. Grand Rapids Area Library features a mix of programs and services that engage the community.

### Materials

65,000+ books and magazines

4,700+ DVDs

3,400+ audio materials

180+ print magazine and newspaper subscriptions

19,000+ eBooks (Overdrive)

12,000+ audio books (Overdrive)

100+ downloadable magazines (RB Digital)

50+ databases via electronic library for Minnesota.

### Programs

Children, teens, and adults

#1 summer reading program in ALS

Three wildly popular afterschool programs: Artastic, Full STEAM Ahead, and LEGO Club  
Tiny Explorers, infant/toddler  
Teen programming – i.e. Anime Club  
Rapids Reads  
Legacy Programs  
Yoga on the Lawn

Services (50 visitors per hour)  
2,500+ open hours  
Computers with Internet and printing capability  
Wi-Fi  
Meeting space (500+ reservations last year)  
New Teen space  
Study lounge concept  
Expanded river views – a comfortable space  
Bike Share  
Passport Acceptance

3. The Library Board is seeking an equitable funding scenario to maintain library hours and services at current levels.

Use (2018)

City	39%
'Service Area'	26%
Greater Itasca County	25%
Other ALS Libraries	10%

GRAL is drawing more than half of its circulation from outside the municipality where it is located.

Support (2018)

City of Grand Rapids \$702,687 – **80%**  
Itasca County \$131,960 -**15%**  
Donations & grants – **5%**



-Trustee Handbook

At the 10/9 Library Board Meeting each member will receive an updated copy of the *Minnesota Public Library Trustee Handbook*. The handbook is meant to be a useful resource for library trustees; it informs trustees about Minnesota's public library environment and governance structures, and helps trustees understand their roles and responsibilities as library stewards. Its purpose is to give trustees a broad view of their duties and responsibilities.

-Itasca County

Preliminary levy adopted with \$50,000 increase payable to Arrowhead Library System. GRAL will receive ~\$19,500.

-City / County Coop Committee Meeting

9/11 meeting was cancelled. I am scheduled to attend the 10/9 prior to the Library Board meeting.

-Guest speaker at AAUW 9/16.

Upcoming

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

## **LIBRARY MANAGEMENT**

-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.

-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.

-Congratulations to the Friends of the Grand Rapids Area Library

From the Minnesota Association of Library Friends:

Grand Rapids Wins 2019 Evy Nordley Award!

Friends of the Grand Rapids Area Library had a grand day indeed last Thursday, October 19. During the long-awaited MLA Conference in Prior Lake, representative Mary Jo Wimmer came away with the top prize in MALF's annual Evy Nordley contest.

It was no mean feat, either; MALF fielded a higher than average number of project entries from across Minnesota in the 2019 cycle.

Grand Rapids' show-stopping project, "Pop-Up Book Sales," stood a cut above the rest due to its innovative nature and great promise as both a sustainable and replicable fundraising model.

The reasoning behind organizers' departure from the tried-and-true book sale model is simple yet profound. Over the past decade, reading habits have changed for a significant slice of bibliophiles. In this era of e-readers, trekking to the library or book store is no requirement – you can find materials from the comfort of your couch. With grassroots initiatives like Little Free Libraries, physical books and serendipitous discovery are attainable close to home, as well.

Pop up sales, held in a nontraditional (read "non-library") location, seemed like a logical enough extension on the trends.

## **FACILITIES MAINTAINANCE / SPACE**

-Legacy Art Grant

Arrowhead Library System has selected Grand Rapids Area Library for a \$12,000 Legacy Art Grant! A rough sketch of the details:

\$12,000 – can be used in conjunction with other funds (must be at Library)

Grantee has wide latitude in selecting project artist(s) – 'please pick someone from NE Minnesota'

ALS administers the contract and payment for the \$12,000 of Legacy funds

Project must be done and invoiced by 6/30/2020

After consultation with the City Administrator, I plan to attend a future Grand Rapids Arts and Culture Commission meeting to explore partnership opportunities.

-The ceiling near my office is leaking during heavy rains. The Facilities Maintenance Manager is aware of the issue.

-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.

-Playground update: waiting on technical information from the equipment manufacturer.

END OF REPORT

## Assistant Director Report

October 2019

### Teens

Teens Top Ten-The TTT is a list of 25 books nominated by teen book groups throughout the country. Teens can read as many of the books as they want and then go online and vote for their favorite. If teens (or parents) ask me about the list, I give them the book titles and they can choose a prize from the prize bin. 9 teens asked about the TTT in September.

I held anime club in September. There were 2 participants. We watched Rising of the Shield Hero. October anime club will be held Friday, October 25.

There will be a comic character workshop on October 14<sup>th</sup> for 5<sup>th</sup> graders and older. It is a Legacy program.

### Operations

**The Friends group won a state award!!!!!!!!!!!!!!** Friends of the Grand Rapids Area Library had a grand day Thursday, October 19. During the long-awaited MLA Conference in Prior Lake, representative Mary Jo Wimmer came away with the top prize in MALF's annual Evy Nordley contest. It was no mean feat, either; MALF fielded a higher than average number of project entries from across Minnesota in the 2019 cycle. Grand Rapids' show-stopping project, "Pop-Up Book Sales," stood a cut above the rest due to its innovative nature and great promise as both a sustainable and replicable fundraising model.

The last week in September Michelle and Nicole made a display for Banned Books Week. In October the display case will showcase a local gentleman's collection of airline bags.

Starting October 1, 2020, to fly domestically Minnesotans have to have a REAL ID, Enhanced ID or passport book or card. We have definitely seen an uptick in the number of people inquiring about the passport book and card.

I sent Janelle, who works in the P.D. and is in charge of reader board (on 169) content, pictures of the teen area. She created a slide using the photos and some text. It looks really cool! The idea is to have the slide up for a couple weeks.

## September 2019 in Children's

Well, that was a great bit of excitement, wasn't it? With the final word coming down that, indeed, Itasca County was including additional support in its budget for next year, I could breathe a wee bit deeper. Thank you to Will Richter, for without his extensive digging for pertinent statistics, and determination to present those statistics in an organized and logical manner, this would never have happened. Thank you, too, Grand Rapids Area Library Board, for your efforts. Every word written in support, every conversation you turned towards the needs of the library, each of those efforts helped effect this change.

Library funding, for me, is not merely about books on my shelves. It is, more importantly, about the hands who will slide those books out, tentatively, curiously. It is about the hands, still slightly sweaty from the mad-dash across the parking lot, that grab the book off the shelf, lifts it in the air in triumph, the interminable wait finally over. It is about the hands, sticky from milk, that find the board books and start to make piles, stopping periodically to open the covers and point out the pictures. Library funding is about having the books and materials that our littles need to launch from here, a small northern Minnesota town, to the waiting world. Thank you for helping assure that our young people are ready for that journey.

But, back to the month just completed. September, far more than January, is the beginning of our year. Our programming schedule is intentionally light, as families are adjusting to their new schedules. This month we held three programs, with 12 little humans at Tiny Explorers, 22 builders at Lego Club, and 15 people enjoying the African music of Siama's Congo Roots. We had 139 people here for Saturday Story Time, and 208 over our first 4 weeks of Book Time.

Library visits have started with a bang. In September we hosted 9 groups totaling 197 people. In a normal year, my friends from the Murphy 3<sup>rd</sup> grades and the Southwest 4<sup>th</sup> grades hear the same lessons at the beginning of the year. Last year, however, the Southwest 3<sup>rd</sup> graders came for a series of five visits, resulting in my having to develop 5 new lessons for this group of new 4<sup>th</sup> graders. I enjoy this challenge, as it encourages me to look at the other lessons as well. A little tweak here and there offers a fresh look at old lessons. And, in these days before the snow falls, a fresh look is welcomed.

	THIS MONTH	YTD	YTD 2018
<b>CIRCULATION</b>			
Check-outs	11,588	106,424	102,474
Total Circulation	13,329	123,412	118,096
Returns	13,406	121,945	117,154
New cards	138	1,010	985
<b>TECHNICAL PROCESSES</b>			
Books cataloged and processed	470	5,047	5,671
Withdrawn copies	43	3,771	3,325

Door count 9746  
YTD 93546

	THIS MONTH	YTD	YTD 2018
<b>REFERENCE</b>			
reference transaction	998	8,079	9,063
tests proctored	6	103	57
computer help over 5 minutes	128	881	712
Passports	88	710	908
<b>INTERNET</b>			
Pharos sessions ***	935	613	9,774
			6,777
			10,049
			6,668

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2018 YTD HOURS
Non-Pharos sessions	142		1,628		
<b>VOLUNTEERS</b>					
	66	279.25		3124.50	

	PEOPLE	HOURS	YTD HOURS
<b>MEETING ROOM</b>			
COMMUNITY ROOM/GSR	43		454

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
<b>PROGRAMS &amp; TOURS</b>						
BOOK TIME	8	208	44	1,088	43	1,251
SATURDAY STORY TIME	8	139	66	1,262	66	1,397
CLASS VISITS	9	197	64	1,799	43	1,443
NON SCHOOL GROUPS	0	0	2	45	2	48
CHILDREN'S PROGRAMS	3	49	53	1,737	53	1,278
TEEN PROGRAMS	2	11	19	145	24	442
Total Youth Programs	30	604	248	6,076	231	5,859
Total Adult Programs	3	37	44	993	43	858

	HRS THIS MONTH	HRS YTD	YTD 2018
<b>BOOKINGS &amp; ARRANGEMENTS</b>			
TOTALS	8.5	77.5	80

### Grand Rapids Area Library - 2019 RSVP Hours

	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
<b>RSVP</b>	<b>3</b>	<b>5.5</b>	<b>6</b>	<b>2.5</b>	<b>4</b>	<b>4</b>	<b>6.50</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>41.5</b>
Burt, Sharon												
Dashel, Joanna	8.75	26.5	26.75	20.5	20.75	16.25	20.00	21.25	15.25			176
Erickson, Mary					4	4.5	2.00	3	5			18.5
Hayes, David	4	4		4	4		4.00	11				31
Hayes, Susan	1	5.5	1	7.5	19	12	11.50	26	1.5			85
Jaster, Betsy	5.25	8.75	7.50	7.00	6.50	7.00	5.25	6.50	3.75			57.50
Karls, Karen	1.00	4.50	1.00	2.50	2.00	3.00	3.00	5.00	1.50			23.50
Pederson, Pat	11.5	9	12.75	10	6.75	7.75	8.50	9.5	7.5			83.25
Randall, Molly	1.5	1.5	4.75	5.75	3	2.25	3.75	2	4.25			28.75
Simonson, Toni	9.75	15	5.75	7.75	9.75	6	12.00	9	6.5			81.5
Teigland, Ellen	29.75	23	18.75	21.75	13.25	22.75	13.00	21	17.5			180.75
Wilson, Elaine	20.5	11	33.5	20	15.5	14.25	18.50	4.5	17			154.75
Zimmer, Barbara	4.5	7	15	2.5	11		0.75					40.75
<b>RSVP Hours</b>	<b>100.5</b>	<b>121.25</b>	<b>132.75</b>	<b>111.75</b>	<b>119.5</b>	<b>99.75</b>	<b>108.75</b>	<b>123.75</b>	<b>84.75</b>	<b>0</b>	<b>0</b>	<b>1002.75</b>

**GRAND RAPIDS AREA LIBRARY**

**Volunteer Hours**

Name	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
Alto, Theresa	4.5	4.5	3.5	3	5.5	1		2.5	3			27.50
Barten, Cindy				2								2.00
Bengtson, Cathleen							5.00		1.50			6.50
Berard, Lucas	4.00	6.00	2.00	5.25	3.00	10.00		6.00	4.00			40.25
Byrd, Yvonne	10.00	6.00	8.00	6.75	8.50	6.00	6.50	7.50	1.25			60.50
Card, Evan	1.25	1.75	1.50	1.25	1.00	3.00	8.50					18.25
Carlson, Janie	6.00	6.00	6.00	2.25	9.00	7.50	11.25	7.50	8.00			57.50
Carrigan, Marta	1.50	1.50			3.50							6.50
Ersley, Deanna		5.00		3.00	3.50	2.00	1.00	8.50	1.50			24.50
Fideldy, Pat		4.50		3.00	1.50	8.00	10.00	2.50				29.50
Francisco, Anna	2.50	4.50	1.00	3.00	3.50			2.50				14.00
Gaalaas, Sara	3.00	5.00	3.00									11.00
Hansen, Summer		4.00	6.00	6.00	6.00	4.00	2.00	6.00	4.00			38.00
Havercamp, Kay				8.75	14.25	13.50	8.50	16.50	14.25			75.75
Henriksen, Bonnie		2.25	1.25									3.50
Hilligoss, Cindy	4.50	6.25	4.00	5.50	4.25	4.00	3.00	4.75	4.00			40.25
Hodgson, Vicki	4.00	4.00	7.75	10.00	4.50	3.50	7.00	6.00	6.75			53.50
Jacobs, Theo						22.25						22.25
Jerome, Dennis	8.50				8.50	5.00	5.00					27.00
Johnson, Penny						2.50	7.25					9.75
Johnson, Sam					3.50							3.50
Jones, Dakota		1.50		1.25								2.75
Jones, Juliet				3.50	3.50	2.00			1.00			10.00
Kackman, Judy				5.00	7.50	6.00	18.00	11.75	6.25			49.50
Kampa, John				5.00	4.00							9.00
Kampa, Kate				5.00								5.00
Kangas, Eva	6.00	6.00	8.00	10.00	4.25	10.00	10.50	8.25	6.00			69.00
Kee, Deb	1.50	1.50	1.50	1.50	1.50	1.50	1.50	2.00	1.50			14.00
Kent, Mary Ann	8.00	8.00	2.00	4.00	6.00		4.00					32.00
Knee, Sandra		2.00										2.00
Kuntz, Daniel		1.50		1.50	1.50	2.00						6.50





	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
<b>RSVP</b>												
Burt, Sharon	3	5.5	6	2.5	4	4	6.50	5	5			41.5
Dashel, Joanna	8.75	26.5	26.75	20.5	20.75	16.25	20.00	21.25	15.25			176
Erickson, Mary					4	4.5	2.00	3	5			18.5
Hayes, David	4	4	4	4	4	4.00	4.00	11				31
Hayes, Susan	1	5.5	1	7.5	19	12	11.50	26	1.5			85
Jaster, Betsy	5.25	8.75	7.50	7.00	6.50	7.00	5.25	6.50	3.75			57.50
Karls, Karen	1.00	4.50	1.00	2.50	2.00	3.00	3.00	5.00	1.50			23.50
Pederson, Pat	11.5	9	12.75	10	6.75	7.75	8.50	9.5	7.5			83.25
Randall, Molly	1.5	1.5	4.75	5.75	3	2.25	3.75	2	4.25			28.75
Simonson, Toni	9.75	15	5.75	7.75	9.75	6	12.00	9	6.5			81.5
Teigland, Ellen	29.75	23	18.75	21.75	13.25	22.75	13.00	21	17.5			180.75
Wilson, Elaine	20.5	11	33.5	20	15.5	14.25	18.50	4.5	17			154.75
Zimmer, Barbara	4.5	7	15	2.5	11		0.75					40.75
<b>RSVP Hours</b>	<b>100.5</b>	<b>121.25</b>	<b>132.75</b>	<b>111.75</b>	<b>119.5</b>	<b>99.75</b>	<b>108.75</b>	<b>123.75</b>	<b>84.75</b>	<b>0</b>	<b>0</b>	<b>1002.75</b>
<b>TAB Teen Advisor Board</b>												
Program Committee	3	2	0	0	0	0	0	0	0			5
Library Board	33.5	29	19.5	16.5	30.5	7		17	24			
Friends of the Library	19.5	14.5	11	9.5	18.5	12.5	14	10	12			
Book Sale	5	25.5		26	17	0	0		10			
<b>Grand Total Hours</b>	<b>288.75</b>	<b>313.50</b>	<b>301.50</b>	<b>322.50</b>	<b>364.00</b>	<b>300.25</b>	<b>348.00</b>	<b>363.25</b>	<b>279.25</b>	<b>0.00</b>	<b>0.00</b>	<b>3130.75</b>

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-13  
SETTING 2020 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2020:

H	Wed January 1	New Year's Day	Closed
H	Mon January 20	Martin Luther King Day	Closed
H	Mon February 17	President's Day	Closed
	Sat May 23	Holiday weekend	Closed
H	Mon May 25	Memorial Day	Closed
H	Fri July 3 (observed)	Independence Day	Closed
	Sat July 4	Holiday weekend	Closed
	Sat September 5	Holiday weekend	Closed
H	Mon September 7	Labor Day	Closed
H	Wed November 11	Veteran's Day	Closed
	Wed November 25	Pre-Thanksgiving	Close at 5 pm
H	Thurs November 26	Thanksgiving	Closed
H	Fri November 27	Day after thanksgiving	Closed
	Sat November 28	Holiday weekend	Closed
H	Thu December 24	Christmas Holiday	Closed
H	Fri December 25	Christmas Holiday	Closed
	Sat December 26	Holiday weekend	Closed
	Tues December 31	New Year's eve	Close at 5 pm

Although the library will close early on November 25 and December 31, no holiday pay is involved.

The summer schedule will be determined no later than the April Library Board meeting.

**Monthly Board Meeting Date and Time: 2<sup>nd</sup> Wednesday of each month, beginning 5 p.m. at the Library. The November 2020 Library Board meeting date is 11/10 (Tuesday) due to Veteran's Day holiday.**

Adopted this 9th day of October 2019.

\_\_\_\_\_  
Dennis Jerome, President

Attest:

\_\_\_\_\_  
Jean MacDonell, Secretary

Board member                      seconded the foregoing resolution and the following voted in favor thereof:

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

# THE SEASON TO SHARE

Grand Rapids Area Library is excited to offer

## FINE FREE FRIDAYS

Each Friday in November, bring a non-perishable food item to receive up to \$5 off your Library fines.

At the Circulation Desk through November 30.

All items collected will be donated to



MEMBER OF  
FEEDING  
AMERICA



