

Library Board Meeting Agenda

Grand Rapids Area Library

July 10, 2019 5:00 P.M.

Call to order

Roll call

Public comment (if anyone wished to address the Board)

Approval of agenda

Minutes – approval of May minutes

Communications

Financial Report (Roll Call Vote Required)

Approve financial reports and payment of bills as listed in Board packet.

Staff Reports

Summary of Library Director's report to the Board.

Old Business

New Business

Consent Agenda (Roll Call Vote Required)

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

- 1. Approve payment of late bills**
- 2. Approve contracts and payment to presenters**
Heidi Amouta - \$75.00 for Yoga on the Lawn 8/3/19
Laurie Antonson - \$75.00 for Yoga on the Lawn 8/17/19
- 3. Approve Resolution 2019-10 Accepting Donations**
\$9,768.46 from Grand Rapids Area Library Foundation – Teen Space Project

Regular Agenda

- 1. Set annual non-resident library card fee per section 10.1 (Borrower Criteria) of the General Policies as adopted by the Library Board.**
- 2. Discuss 2020 Library budget.**
- 3. Discuss ALS/GRAL request to Itasca County.**

Adjourn

Grand Rapids Area Library Regular Board Meeting June 12, 2019

Call to Order: The monthly board meeting was called to order at 4:58 by Dennis Jerome.

Roll Call:

Members Present: Lisa Tabbert, Dennis Jerome, Cyndy Martin, Deborah Kee, Jean MacDonell, Max Peters.

Members Absent: Susan Zeige, Richard Thouin, Randy McCarty.

Staff Present: Director William Richter.

Public Comment:

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

Minutes: Deborah Kee made a motion to approve minutes from the May board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications:

- a. Letter from Aaron J. Brown

Financial Report: A motion was made to approve financial reports and payment of bills as listed by Max Peters. A second was made by Lisa Tabbert. On a roll call vote the motion was passed unanimously.

Staff Report: Report to city council recap, planning to have them visit the library in the future to have them see the changes being made. GIS maps in packet. Meeting with rotary 6/13 and Sago Township 6/17 to discuss Library advocacy. Looking at temporary cards, and automatic renewal. The Northland grant is wrapped up. Looking at building a playground on library grounds.

Old Business:

New Business:

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

1. Approve payment of late bills

a. (None)

2. Approve contracts and payment to presenters

a. Katie Thies, Summer Yoga on the Lawn - \$75.00

b. Jenna Hass, Summer Yoga on the Lawn - \$75.00

3. Approve Resolution 2019-08 Accepting Donations

a. \$1510.31 from Mary Femrite for two armless chairs

b. \$348.00 from Friends of the Library for BookPage

c. \$250.00 from Friends of the Library for Garbage Removal

d. \$100.00 from Breanna Church- (undesignated)

Regular Agenda:

a. Authorize Facilities Maintenance Manager to solicit quotes for heating system pump replacement and accept low quote.

Lisa Tabbert made a motion to approve the quote as stated, a second was made by Cyndy Martin. On a roll call vote the motion was passed unanimously.

b. Discuss Library schedule for 11/30/19 – Saturday after Thanksgiving.

Cyndy Martin made a motion to keep the library closed on 11/30/19, a second was made by Max Peters. On a roll call vote the motion was passed unanimously.

c. Discuss Show Your Library Card proposal from Friends of the Library.

(Tabled)

d. Discuss possible playground installation on Library grounds.

Cyndy Martin made a motion to approve the playground as acceptable use of Library ground, a second was made by Jean MacDonnell. On a roll call vote the motion was passed unanimously.

e. Discuss the role of the Library Board in support of the Arrowhead Library System request to Itasca County for increased funding.

Adjourn: The monthly board meeting was adjourned at 5:41 p.m. by Dennis Jerome.

DATE: 06/05/2019
 TIME: 13:39:11
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/12/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0100825	AWE INC	6,096.00
0113100	AMAZON.COM	428.59
0113233	AMERIPRIDE SERVICES INC	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	696.16
0201428	BAKER & TAYLOR LLC	3,254.97
0212124	BLACKSTONE PUBLISHING	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	27.65
0405500	DEMCO INC	1,510.31
0609525	FINDAWAY WORLD LLC	360.95
0701650	GARTNER REFRIGERATION CO	2,317.50
1015325	JOHNSON CONTROLS FIRE PROTECT	600.00
1201730	LATVALA LUMBER COMPANY INC.	229.56
1309398	MINNESOTA WOMEN'S PRESS LLC	28.00
1405725	NETWORK SERVICE COMPANY	322.95
1415377	NORTHERN BUSINESS PRODUCTS INC	673.65
1605665	PERSONNEL DYNAMICS LLC	600.06
1608100	PHAROS SYSTEMS INT'L INC	879.00
1915248	SOFTWARE HARDWARE INTEGRATION	407.00
2018680	TRU NORTH ELECTRIC LLC	202.50
2023352	TWIN CITIES PIONEER PRESS	230.76
2114356	UNIQUE MANAGEMENT SERVICES	62.65
T001242	NORTHLAND FOUNDATION	2,459.73

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 23,689.35

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,583.55
1015337	MICHELLE JOHNSON	63.80
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	153.08
1309335	MINNESOTA REVENUE	53.62
1405850	NEXTERA COMMUNICATIONS LLC	87.06
1516220	OPERATING ENGINEERS LOCAL #49	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.04
1621130	P.U.C.	2,800.24
1809158	WILLIAM RICHTER	63.80
2018680	TRU NORTH ELECTRIC LLC	581.25
2114356	UNIQUE MANAGEMENT SERVICES	170.05
2114750	UNUM LIFE INSURANCE CO OF AMER	22.55
2209665	VISA	74.00

DATE: 06/05/2019
TIME: 13:39:11
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/12/2019

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT OF MN INC	291.67
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 54,168.71
TOTAL ALL DEPARTMENTS		77,858.06

DATE: 06/05/2019
 TIME: 13:41:26
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/12/2019
 INVOICES IN BATCH LB0612

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100010	5 STAR PEST CONTROL &	0.00	485.00
0100825	AWE INC	0.00	6,096.00
0113100	AMAZON.COM	1,649.06	428.59
0113233	AMERIPRIDE SERVICES INC	2,771.95	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	494.46	686.16
0201428	BAKER & TAYLOR LLC	5,585.48	3,254.97
0212124	BLACKSTONE PUBLISHING	831.95	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	16,468.00	1,700.00
0315455	COLE HARDWARE INC	3,615.62	27.65
0405500	DEMCO INC	11,819.47	1,510.31
0605191	FIDELITY SECURITY LIFE INS CO	460.17	6.57
0609525	FINDAWAY WORLD LLC	360.95	360.95
0701650	GARTNER REFRIGERATION CO	6,913.47	2,317.50
0718015	GRAND RAPIDS CITY PAYROLL	2,771,832.71	39,583.55
1015325	JOHNSON CONTROLS FIRE PROTECT	0.00	600.00
1015337	MICHELLE JOHNSON	63.80	63.80
1201730	LATVALA LUMBER COMPANY INC.	94.88	229.56
1209516	LINCOLN NATIONAL LIFE	8,440.82	39.00
1301146	MARCO TECHNOLOGIES, LLC	4,828.17	120.43
1309199	MINNESOTA ENERGY RESOURCES	25,239.27	153.08
1309335	MINNESOTA REVENUE	17,165.50	53.62
1309398	MINNESOTA WOMEN'S PRESS LLC	0.00	28.00
1405725	NETWORK SERVICE COMPANY	7,302.87	322.95
1405850	NEXTERA COMMUNICATIONS LLC	2,228.81	87.06
1415377	NORTHERN BUSINESS PRODUCTS INC	4,250.64	673.65
1516220	OPERATING ENGINEERS LOCAL #49	521,512.00	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	3,125.55	244.04
1605665	PERSONNEL DYNAMICS LLC	11,935.33	600.06
1608100	PHAROS SYSTEMS INT'L INC	0.00	879.00
1621130	P.U.C.	210,128.56	2,800.24
1809158	WILLIAM RICHTER	63.80	63.80
1915248	SOFTWARE HARDWARE INTEGRATION	36,231.00	407.00
2018680	TRU NORTH ELECTRIC LLC	10,514.07	783.75
2023352	TWIN CITIES PIONEER PRESS	0.00	230.76
2114356	UNIQUE MANAGEMENT SERVICES	733.90	232.70
2114750	UNUM LIFE INSURANCE CO OF AMER	1,288.22	22.55
2209665	VISA	31,538.29	74.00
2301700	WASTE MANAGEMENT OF MN INC	15,122.04	291.67
T001242	NORTHLAND FOUNDATION	0.00	2,459.73

TOTAL ALL VENDORS:

77,858.06

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 SIX MONTHS ENDING JUNE 30, 2019
With Comparative Totals for June 30, 2018

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,619	430,264	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,910	519,168	519,168	
Revenues:				
Taxes	401,315	-	702,687	0%
Intergovernmental	-	206	133,282	0%
Charges for Services	28,394	24,100	45,600	53%
Fines & Forfeits	5,879	5,780	12,000	48%
Blandin Grant	-	-	-	0%
GR Library Foundation	5,100	9,768	8,000	122%
Miscellaneous	15,646	20,818	14,500	144%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	456,334	60,673	916,069	7%
Expenditures:				
Personnel	315,068	310,327	687,432	45%
Supplies/Materials	45,600	49,725	87,700	57%
Other Services/Charges	71,696	69,045	140,937	49%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	432,364	429,097	916,069	47%
OPERATING SURPLUS (DEFICIT)	23,969	(368,424)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	1,228	8,521	-	0%
Fund Balance 6/30/XX				
Cash Flow	452,361	53,319	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 6/30/XX	\$ 537,652	\$ 142,223	\$ 519,168	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,280 as of 12/31/18. 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 JUNE 30, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	206	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	2,200	1,747	79%
211-00-34-00-7975	INTERNET	3,500	1,421	41%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	180	30%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	14,665	38%
211-00-34-00-7990	FAX MACHINE USE	800	806	101%
211-00-35-00-1030	LIBRARY FINES	12,000	5,780	48%
211-00-37-00-2310	DONATIONS	1,500	15,273	1018%
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	9,768	122%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	2,177	48%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,501	75%
211-00-37-00-5100	INVESTMENT INCOME	3,000	229	8%
		916,069	60,673	7%
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	201,441	46%
211-00-75-10-1030	SALARY-PARTTIME	22,803	10,371	45%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	5,009	72%
211-00-75-10-1210	PERA	34,865	15,075	43%
211-00-75-10-1220	FICA	28,821	12,410	43%
211-00-75-10-1250	MEDICARE	6,740	2,902	43%
211-00-75-10-1310	HEALTH INSURANCE	142,668	61,688	43%
211-00-75-10-1330	LIFE INSURANCE	221	119	54%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	1,312	58%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,965	57%
211-00-75-20-2020	COPY SUPPLIES	1,400	389	28%
211-00-75-20-2030	PRINTING/BINDING	900	811	90%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,018	78%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,502	140%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	10,850	184%
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	530	26%
211-00-75-20-2110	BOOKS	44,000	18,899	43%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,528	61%
211-00-75-20-2130	NEWSPAPERS	1,400	1,055	75%
211-00-75-20-2140	PERIODICALS	7,000	78	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,141	46%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	395	79%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	525	81%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	15,545	259%
211-00-75-30-3210	TELEPHONE	6,000	2,696	45%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,146	38%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%

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

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
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	788	39%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,356	48%
211-00-75-30-3810	ELECTRICITY	30,000	13,308	44%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,435	68%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,052	51%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	4,765	60%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,633	31%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	328	33%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	854	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,862	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	1,524	17%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	723	50%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	40	40%
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	437,618	48%
	SURPLUS REVENUES/(EXPENDITURES)	-	(376,945)	

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL. BALANCE	% EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	(
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	(

TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	(
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	(
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	206.09	0.00	(206.09)	10(
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	(
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	(

TOTAL		0.00	133,282.00	206.09	0.00	133,075.91	(
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	206.09	0.00	133,075.91	(
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	10(
211-00-34-00-7970	PHOTO COPIES	354.20	2,200.00	1,746.71	0.00	453.29	7(
211-00-34-00-7975	INTERNET	220.67	3,500.00	1,420.99	0.00	2,079.01	4(
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	180.00	0.00	420.00	3(
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,590.00	38,500.00	14,665.00	0.00	23,835.00	3(
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	(
211-00-34-00-7990	FAX MACHINE USE	136.60	800.00	805.65	0.00	(5.65)	10(

TOTAL		3,321.47	45,600.00	24,100.35	0.00	21,499.65	5(
TOTAL CHARGES FOR SERVICES		3,321.47	45,600.00	24,100.35	0.00	21,499.65	5(

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL./ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,070.83	12,000.00	5,779.79	0.00	6,220.21	4%
TOTAL		1,070.83	12,000.00	5,779.79	0.00	6,220.21	4%
TOTAL FINES & FORFEITS		1,070.83	12,000.00	5,779.79	0.00	6,220.21	4%
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	(2,289.50)	1,500.00	15,272.54	0.00	(13,772.54)	101%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	295.00	0.00	705.00	3%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	()
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	()
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,343.25	0.00	(43.25)	10%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	9,768.46	8,000.00	9,768.46	0.00	(1,768.46)	12%
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	()
211-00-37-00-2375	MEETING ROOM RECEIPTS	107.50	4,500.00	2,177.10	0.00	2,322.90	4%
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	()
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	()
211-00-37-00-2450	MISCELLANEOUS	361.05	2,000.00	1,500.78	0.00	499.22	7%
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	()
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	()
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	229.37	0.00	2,770.63	()
TOTAL		7,947.51	22,500.00	30,586.50	0.00	(8,086.50)	13%
TOTAL MISCELLANEOUS REVENUE		7,947.51	22,500.00	30,586.50	0.00	(8,086.50)	13%
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	()
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	()
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	()
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	()
TOTAL		0.00	0.00	0.00	0.00	0.00	()
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	()

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL REVENUES:		12,339.81	916,069.00	60,672.73	0.00	855,396.27	

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	
TOTAL		0.00	0.00	0.00	0.00	0.00	

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	32,657.21	442,059.00	201,441.38	0.00	240,617.62	46
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1030	SALARY-PARTTIME	1,754.40	22,803.00	10,370.96	0.00	12,432.04	45
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1050	CONTRACTED SERVICES	400.38	7,000.00	5,009.05	0.00	1,990.95	72
211-00-75-10-1210	PERA	2,580.88	34,865.00	15,074.55	0.00	19,790.45	43
211-00-75-10-1220	FICA	2,120.75	28,821.00	12,409.97	0.00	16,411.03	43
211-00-75-10-1250	MEDICARE	496.01	6,740.00	2,902.39	0.00	3,837.61	43
211-00-75-10-1310	HEALTH INSURANCE	9,814.00	142,668.00	61,688.00	0.00	80,980.00	43
211-00-75-10-1330	LIFE INSURANCE	25.55	221.00	118.90	0.00	102.10	57
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1347	VISION INSURANCE	0.49	0.00	(0.04)	6.57	(6.53)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1510	WORKERS COMPENSATION	218.68	2,255.00	1,312.08	0.00	942.92	58
TOTAL PERSONNEL		50,068.35	687,432.00	310,327.24	6.57	377,098.19	45

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	264.79	7,000.00	3,965.46	0.00	3,034.54	57
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	388.98	0.00	1,011.02	28
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	811.41	0.00	88.59	90
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	
211-00-75-20-2060	COMPUTER SUPPLIES	91.99	2,600.00	2,017.84	0.00	582.16	78
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	10,850.16	0.00	(4,950.16)	184
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
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	13.69	500.00	131.94	0.00	368.06	20
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	529.85	0.00	1,470.15	20
211-00-75-20-2110	BOOKS	691.59	44,000.00	18,899.46	0.00	25,100.54	40
211-00-75-20-2120	AUDIO/VISUAL	596.07	9,000.00	5,527.68	0.00	3,472.32	60
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	1,054.96	0.00	345.04	70
211-00-75-20-2140	PERIODICALS	24.00	7,000.00	78.00	0.00	6,922.00	10
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	117.83	2,500.00	1,141.14	0.00	1,358.86	40
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	(
TOTAL SUPPLIES & MATERIALS		1,837.95	87,700.00	49,724.89	0.00	37,975.11	50
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	394.85	0.00	105.15	70
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00	(
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-3070	LAUNDRY	57.16	650.00	525.14	0.00	124.86	80
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	10,200.00	0.00	10,200.00	50
211-00-75-30-3100	OTHER CONTRACTED SERVICES	725.00	6,000.00	15,545.00	1,025.00	(10,570.00)	270
211-00-75-30-3210	TELEPHONE	253.72	6,000.00	2,696.41	369.05	2,934.54	50
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	1,146.35	0.00	1,853.65	30
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	10
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	127.60	0.00	372.40	20
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	60
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	134.25	2,000.00	787.60	0.00	1,212.40	30
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	458.00	0.00	(158.00)	150
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	4,356.00	0.00	4,644.00	40
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	13,308.38	0.00	16,691.62	40
211-00-75-30-3840	GARBAGE REMOVAL	289.56	3,600.00	2,434.80	0.00	1,165.20	60
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,051.73	0.00	1,948.27	50
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	4,765.38	0.00	3,234.62	60
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,067.76	15,000.00	4,632.70	0.00	10,367.30	30
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	30

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	854.17	0.00	8,145.83	(
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,861.87	0.00	1,138.13	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	375.00	9,000.00	1,523.58	0.00	7,476.42	17
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	722.58	0.00	717.42	50
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	(
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	40.28	0.00	59.72	40
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00	(
TOTAL OTHER SERVICES & CHARGES		6,448.88	140,937.00	69,045.08	1,394.05	70,497.87	50
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,708.07	0.00	(7,708.07)	100
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	812.50	0.00	(812.50)	100
TOTAL CAPITAL OUTLAY		0.00	0.00	8,520.57	0.00	(8,520.57)	100
TOTAL GENERAL ADMINISTRATION		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5745	BLND GRANT-#G2006-01140 YOUTH	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5755	BLND GRANT-#G2006-01140 ADULT	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	(
TOTAL		0.00	0.00	0.00	0.00	0.00	(

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	(
TOTAL EXPENSES:		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
TOTAL FUND REVENUES		12,339.81	916,069.00	60,672.73	0.00	855,396.27	-
TOTAL FUND EXPENSES		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
FUND SURPLUS (DEFICIT)		(46,015.37)	0.00	(376,945.05)			
TOTAL ALL FUND REVENUES		12,339.81	916,069.00	60,672.73	0.00	855,396.27	-
TOTAL ALL FUND EXPENSES		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
ALL FUND SURPLUS (DEFICIT)		(46,015.37)	0.00	(376,945.05)			

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 06/30/19
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ASSETS

211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	253,207.27	253,207.27	0.00
211-00-00-00-1010	CASH	458,694.25	115,955.04	474,515.95	100,133.34
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	16,342.00	0.00	0.00	16,342.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	54,247.08	0.00	54,247.08	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	32,280.00	0.00	0.00	32,280.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	10,080.50	0.00	10,080.50	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	14,921.42	0.00	14,921.42	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.03	11,332.20	5,668.08	5,664.15
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	10,541.70	9,141.08	1,400.62
TOTAL		586,675.28	391,036.21	821,781.38	155,930.11
TOTAL ASSETS		586,675.28	391,036.21	821,781.38	155,930.11

LIABILITIES AND FUND EQUITY

211-00-00-00-2020	ACCOUNTS PAYABLE	15,750.20	479,684.06	459,824.34	(4,109.52)
211-00-00-00-2030	SALES TAX PAYABLE	0.00	267.08	340.84	73.76
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	21,826.31	21,826.31	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	16,342.00	0.00	0.00	16,342.00
211-00-00-00-2220	DEFERRED REVENUES	13,588.47	13,588.47	0.00	0.00
TOTAL		67,506.98	515,365.92	460,165.18	12,306.24

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 06/30/19
TOTAL LIABILITIES		67,506.98	515,365.92	460,165.18	12,306.24
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	519,168.30	0.00	0.00	519,168.30
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	9,141.08	10,541.70	1,400.62
TOTAL		519,168.30	9,141.08	10,541.70	520,568.92
	FUND SURPLUS (DEFICIT)	0.00	376,945.05	0.00	(376,945.05)
TOTAL FUND EQUITY		519,168.30	386,086.13	10,541.70	143,623.87
TOTAL LIABILITIES AND FUND EQUITY		586,675.28	901,452.05	470,706.88	155,930.11

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/10/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	197.55
0113233	AMERIPRIDE SERVICES INC	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	150.92
0201428	BAKER & TAYLOR LLC	494.04
0212124	BLACKSTONE PUBLISHING	35.82
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	1.70
0405500	DEMCO INC	70.23
0701650	GARTNER REFRIGERATION CO	247.86
0914800	INVEST EARLY PROJECT	4,800.00
1309525	MINITEX	1,685.00
1405725	NETWORK SERVICES COMPANY	117.83
1415377	NORTHERN BUSINESS PRODUCTS INC	338.23
1605665	PERSONNEL DYNAMICS LLC	400.38
1805150	RECORDED BOOKS INC	560.25
1821700	MICHAEL RUSSELL	1,987.76
1903341	SCHWARTZ REDI-MIX INC	375.00
2018680	TRU NORTH ELECTRIC LLC	80.00
2114356	UNIQUE MANAGEMENT SERVICES	134.25
2315630	WOODS READER	24.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,486.56

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0100053	AT&T MOBILITY	395.38
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,609.25
0815553	NICOLE WICKMAN HOOPS	75.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1301300	DIANA RAE MAGNER	125.00
1309199	MINNESOTA ENERGY RESOURCES	220.98
1309335	MINNESOTA REVENUE	54.81
1321650	DEIRDRE HOWARD MURNANE	75.00
1405850	NEXTERA COMMUNICATIONS LLC	86.52
1415032	JODI R NORLUND	75.00
1516220	OPERATING ENGINEERS LOCAL #49	14,020.00
1621130	P.U.C.	2,951.61
1913347	KATIE ELIZABETH SMITH	125.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2209665	VISA	72.00
2301700	WASTE MANAGEMENT OF MN INC	289.50
2301728	AMANDA JEAN WATKINS	250.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 58,572.6

TOTAL ALL DEPARTMENTS

72,059.17

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
435434849454-L	06/05/19	01	1 BOOK/AUTH#000991	211-00-75-20-2110	19001946		07/10/19	10.28
			BOOKS					
			INVOICE TOTAL:					10.28
439965857938-L	06/18/19	01	1 BOOK/AUTH#001005	211-00-75-20-2110	19001946		07/10/19	10.97
			BOOKS					
			INVOICE TOTAL:					10.97
466754357938-L	06/05/19	01	7 BOOKS/AUTH#001157	211-00-75-20-2110	19001946		07/10/19	73.05
			BOOKS					
			INVOICE TOTAL:					73.05
865658957996-L	06/17/19	01	9 BOOKS/AUTH#001096	211-00-75-20-2110	19001946		07/10/19	103.25
			BOOKS					
			INVOICE TOTAL:					103.25
			VENDOR TOTAL:					197.58
0113233			AMERIPRIDE SERVICES INC					
3501377064-L	06/04/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19001688		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
3501382828-L	06/18/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19001855		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
3501388345-L	07/02/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19002014		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
			VENDOR TOTAL:					85.74

0118660 ARROWHEAD LIBRARY SYSTEM

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
201428			BAKER & TAYLOR LLC					
2034602011-L	06/10/19	01	11 BOOKS ACCT L025981	211-00-75-20-2110	19002004		07/10/19	159.02
				BOOKS			INVOICE TOTAL:	159.02
2034617131-L	06/19/19	01	1 BOOK ACCT L411199	211-00-75-20-2110	19002004		07/10/19	14.86
				BOOKS			INVOICE TOTAL:	14.86
2034627137-L	06/21/19	01	12 BOOKS ACCT L025981	211-00-75-20-2110	19002004		07/10/19	182.52
				BOOKS			INVOICE TOTAL:	182.52
							VENDOR TOTAL:	494.02
212124			BLACKSTONE PUBLISHING					
1121670-L	06/12/19	01	9 DISCS CUST ID 101678	211-00-75-20-2120	19001947		07/10/19	35.82
				AUDIO/VISUAL			INVOICE TOTAL:	35.82
							VENDOR TOTAL:	35.82
221700			BUSY BEES QUALITY CLNG SVC INC					
6100-L	06/24/19	01	LIBRARY JUNE CLEANING SERVICE	211-00-75-30-3090	19001833		07/10/19	1,700.00
				JANITORIAL SERVICES			INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
315455			COLE HARDWARE INC					
2303381-L	07/01/19	01	SCREW	211-00-75-20-2150	19001968		07/10/19	1.04
		02	LAG BOLTS/#GRPUBLIC	211-00-75-20-2150	19001968			0.66
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	1.70
							VENDOR TOTAL:	1.70

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CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0405500	06/10/19	01	MOVABLE SHELF LABEL HOLDERS	211-00-75-20-2010	19001944		07/10/19	70.23
6629746-L				OFFICE SUPPLIES				
							INVOICE TOTAL:	70.23
							VENDOR TOTAL:	70.23
0605191	07/01/19	01	JUL VISION INS PREM	999-99-00-00-1000			07/10/19	6.57
L				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.57
							VENDOR TOTAL:	6.57
0701650	07/02/19	01	FREIGHT	211-00-75-30-4070	19002021		07/10/19	16.32
76755-L				GENERAL EQUIP MAINT/REPAIR				
				211-00-75-30-4070	19002021			231.54
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	247.86
							VENDOR TOTAL:	247.86
0718015	06/21/19	01	LIBRARY 6/21/19 PAYROLL	999-99-00-00-1000			07/10/19	19,819.37
L				HOLDING ACCOUNT				
				999-99-00-00-1000				19,789.88
				HOLDING ACCOUNT				
							INVOICE TOTAL:	39,609.25
							VENDOR TOTAL:	39,609.25
0815553	06/08/19	01	YOGA PROGRAM 6/8/19	999-99-00-00-1000			07/10/19	75.00
L				HOLDING ACCOUNT				
							INVOICE TOTAL:	75.00
							VENDOR TOTAL:	75.00

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CITY OF GRAND RAPIDS
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 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914800			INVEST EARLY PROJECT					
2967/JAN-MAY19-L	05/31/19	01	ECFE MONDAYS JAN-MAY 2019	211-00-75-30-3100	19002012		07/10/19	2,000.00
				OTHER CONTRACTED SERVICES				2,000.00
2967/SEPT-DEC19-L	09/01/19	01	ECFE MONDAYS SEPT-DEC 2019	211-00-75-30-3100	19002012		07/10/19	2,000.00
				OTHER CONTRACTED SERVICES				2,000.00
2968-L	05/31/19	01	SAT STORY TIME APR CUST 1-1020	211-00-75-30-3100	19002012		07/10/19	320.00
		02	SAT STORY TIME MAY CUST 1-1020	211-00-75-30-3100	19002012			480.00
				OTHER CONTRACTED SERVICES				800.00
								4,800.00
301300			DIANA RAE MAGNER					
1	06/24/19	01	CREEPY CRALIE PROGRAM 6/21/19	999-99-00-00-1000			07/10/19	125.00
				HOLDING ACCOUNT				125.00
301146			MARCO TECHNOLOGIES, LLC					
L	06/10/19	01	LIBR JUNE COPIER LEASE	999-99-00-00-1000			07/10/19	120.43
				HOLDING ACCOUNT				120.43
309525			MINITEX					
98209-L	08/01/19	01	AUG-DEC 2019 B&T ONLINE	211-00-75-30-4030	19001973		07/10/19	702.13
				ONLINE SERVICES				

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 07/10/2019
INVOICES IN BATCH LB0710

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.309525			MINITEX					
98209-L	08/01/19	02	JAN-JUL 2020 B&T ONLINE	211-00-00-00-1550	19001973		07/10/19	982.87
				PREPAID ITEMS			INVOICE TOTAL:	1,685.00
							VENDOR TOTAL:	1,685.00
.309199			MINNESOTA ENERGY RESOURCES					
L	06/17/19	01	LIBRARY MAY NTL GAS SERV	999-99-00-00-1000			07/10/19	220.98
				HOLDING ACCOUNT			INVOICE TOTAL:	220.98
							VENDOR TOTAL:	220.98
.309335			MINNESOTA REVENUE					
L	06/20/19	01	LIBRARY MAY SALES TAX PAYABLE	999-99-00-00-1000			07/10/19	54.81
				HOLDING ACCOUNT			INVOICE TOTAL:	54.81
							VENDOR TOTAL:	54.81
.321650			DEIRDRE HOWARD MURNANE					
L	06/24/19	01	YOGA PROGRAM 6/22/19	999-99-00-00-1000			07/10/19	75.00
				HOLDING ACCOUNT			INVOICE TOTAL:	75.00
							VENDOR TOTAL:	75.00
.405725			NETWORK SERVICES COMPANY					
595738-L	06/24/19	01	WHT 2 PLY/CUST#7895-4	211-00-75-20-2150	19001953		07/10/19	29.04
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	29.04
		02	SMARTSCREEN W/BIO ENZYMES	211-00-75-20-2150	19001953		INVOICE TOTAL:	59.75
				MAINTENANCE TOOLS/SUPPLIES			VENDOR TOTAL:	88.79

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CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.405725			NETWORK SERVICES COMPANY					
597555-L	06/24/19	01	WHT 2 PLY/C#7895-4	211-00-75-20-2150	19001953		07/10/19	29.04
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	29.04
							VENDOR TOTAL:	117.80
.405850			NEXTERA COMMUNICATIONS LLC					
L	06/10/19	01	LIBRARY JUN PHN SERVICES	999-99-00-00-1000			07/10/19	86.52
				HOLDING ACCOUNT				
							INVOICE TOTAL:	86.52
							VENDOR TOTAL:	86.52
.415032			JODI R NORLUND					
L	06/24/19	01	COOKING GREENS PROGRAM 6/20/19	999-99-00-00-1000			07/10/19	75.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	75.00
							VENDOR TOTAL:	75.00
.415377			NORTHERN BUSINESS PRODUCTS INC					
412901-L	06/05/19	01	LABEL, MAIL, LSR, 1X2-5/8, WHT	211-00-75-20-2010	19001982		07/10/19	29.99
				OFFICE SUPPLIES				
							INVOICE TOTAL:	29.99
415025-L	06/12/19	01	DUSTER, 180, REFILL, UNSCNT	211-00-75-20-2010	19001982		07/10/19	91.67
				OFFICE SUPPLIES				
							INVOICE TOTAL:	91.67
		02	PEN, BP, STK, RND STIC, MED, BLK	211-00-75-20-2010	19001982			5.99
				OFFICE SUPPLIES				
							INVOICE TOTAL:	97.66
417011-1-L	06/20/19	01	HIGHLIGHTER, ACCNT RTR, FL AST	211-00-75-20-2010	19001982		07/10/19	7.39
				OFFICE SUPPLIES				
							INVOICE TOTAL:	7.39

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377			NORTHERN BUSINESS PRODUCTS INC					
417011-L	06/19/19	01	PAPER, VELBRSTL, 67#, IVY	211-00-75-20-2095	19001982		07/10/19	13.69
			VOLUNTEER PRGM SUP & MATER					
		02	TAB, FOLDER, HANG, 1/3CT, CLR	211-00-75-20-2010	19001982			2.25
			OFFICE SUPPLIES					
		03	TONER, LSR, LJ 305A, BLK	211-00-75-20-2060	19001982			91.99
			COMPUTER SUPPLIES					
			INVOICE TOTAL:					107.93
417023-L	06/19/19	01	SHARPENER, PCL, ELEC, H/D, BLK	211-00-75-20-2010	19001982		07/10/19	27.39
			OFFICE SUPPLIES					
			INVOICE TOTAL:					27.39
417730-L	06/21/19	01	PAPER, COPY, 8.5X11, WE 20#	211-00-75-20-2020	19001982		07/10/19	37.99
			COPY SUPPLIES					
			INVOICE TOTAL:					37.99
418981-L	06/26/19	01	TAPE, MAGIC, 3/4"X36YD, BXD/#7789	211-00-75-20-2010	19001982		07/10/19	29.88
			OFFICE SUPPLIES					
			INVOICE TOTAL:					29.88
			VENDOR TOTAL:					338.21
.516220			OPERATING ENGINEERS LOCAL #49					
L	06/10/19	01	LIBRARY HEALTH INS PREMIUM	999-99-00-00-1000			07/10/19	14,020.00
			HOLDING ACCOUNT					
			INVOICE TOTAL:					14,020.00
			VENDOR TOTAL:					14,020.00
.605665			PERSONNEL DYNAMICS LLC					
47563-L	06/01/19	01	A WATKINS/4.5HRS@18.23 WK 6/12	211-00-75-10-1050	19001945		07/10/19	82.04
			CONTRACTED SERVICES					
			INVOICE TOTAL:					82.04

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
805150	RECORDED BOOKS INC							
76370761-L	06/21/19	01	6 B OCD ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	110.72
				AUDIO/VISUAL				
								INVOICE TOTAL: 110.72
								VENDOR TOTAL: 560.21
821700	MICHAEL RUSSELL							
317567-L	06/28/19	01	CARPET INSTALL	211-00-75-30-4010	19002013		07/10/19	1,037.76
		02	CARPET CLEAN	BUILDING MAINT/REPAIRS				670.00
		03	CARPET WORK	211-00-75-30-4010	19002013			280.00
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 1,987.76
								VENDOR TOTAL: 1,987.76
903341	SCHWARTZ REDI-MIX INC							
31103-L	06/12/19	01	HOT WTR FLUSH WASTE HEAT PIPES	211-00-75-30-4070	19001857		07/10/19	375.00
				GENERAL EQUIP MAINT/REPAIR				
								INVOICE TOTAL: 375.00
								VENDOR TOTAL: 375.00
913347	KATIE ELIZABETH SMITH							
L	06/17/19	01	STORYBOOK THEATER PROGRAM 6/12	999-99-00-00-1000			07/10/19	125.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
018680	TRU NORTH ELECTRIC LLC							
1009-L	06/11/19	01	RPL BALLAST CHILDRENS SECTION	211-00-75-30-4010	19001797		07/10/19	80.00
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 80.00
								VENDOR TOTAL: 80.00

CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 07/10/2019
INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
301728	07/01/19	02	ART PROGRAM SERIES 6/20/19	999-99-00-00-1000			07/10/19	125.00
				HOLDING ACCOUNT				
								250.00
								250.00
315630	06/10/19	01	SUBSCRIPTION GR AREA LIBRARY	211-00-75-20-2140	19002006		07/10/19	24.00
			PERIODICALS					
								24.00
								24.00
								72,059.11

TOTAL ALL INVOICES:

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CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/10/2019
INVOICES IN BATCH LB0710

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	17,739.84	395.38
0113100	AMAZON.COM	2,077.65	197.55
0113233	AMERIPRIDE SERVICES INC	3,269.61	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	1,180.62	150.92
0201428	BAKER & TAYLOR LLC	8,840.45	494.04
0212124	BLACKSTONE PUBLISHING	881.95	35.82
0221700	BUSY BEES QUALITY CLNG SVC INC	19,368.00	1,700.00
0315455	COLE HARDWARE INC	4,370.21	1.70
0405500	DEMCO INC	13,329.78	70.23
0605191	FIDELITY SECURITY LIFE INS CO	531.39	6.57
0701650	GARTNER REFRIGERATION CO	15,848.47	247.86
0718015	GRAND RAPIDS CITY PAYROLL	3,381,183.15	39,609.25
0815553	NICOLE WICKMAN HOOPS	75.00	75.00
0914800	INVEST EARLY PROJECT	3,360.00	4,800.00
1301146	MARCO TECHNOLOGIES, LLC	6,796.75	120.43
1301300	DIANA RAE MAGNER	125.00	125.00
1309199	MINNESOTA ENERGY RESOURCES	26,597.74	220.98
1309335	MINNESOTA REVENUE	24,495.68	54.81
1309525	MINITEX	0.00	1,685.00
1321650	DEIRDRE HOWARD MURNANE	75.00	75.00
1405725	NETWORK SERVICES COMPANY	7,995.04	117.83
1405850	NEXTERA COMMUNICATIONS LLC	2,706.66	86.52
1415032	JODI R NORLUND	75.00	75.00
1415377	NORTHERN BUSINESS PRODUCTS INC	6,139.44	338.23
1516220	OPERATING ENGINEERS LOCAL #49	628,614.00	14,020.00
1605665	PERSONNEL DYNAMICS LLC	12,851.29	400.38
1621130	P.U.C.	236,765.78	2,951.61
1805150	RECORDED BOOKS INC	3,299.20	560.25
1821700	MICHAEL RUSSELL	405.00	1,987.76
1903341	SCHWARTZ REDI-MIX INC	0.00	375.00
1913347	KATIE ELIZABETH SMITH	125.00	125.00
2018680	TRU NORTH ELECTRIC LLC	11,156.57	80.00
2114356	UNIQUE MANAGEMENT SERVICES	796.55	134.25
2114750	UNUM LIFE INSURANCE CO OF AMER	1,536.68	20.50
2209665	VISA	34,832.93	72.00
2301700	WASTE MANAGEMENT OF MN INC	18,617.32	289.56
2301728	AMANDA JEAN WATKINS	250.00	250.00
315630	WOODS READER	0.00	24.00

TOTAL ALL VENDORS:

72,059.17

June 2019 in Children's

Each year, while I'm envisioning what the Summer Reading Program will look like for this next summer, I'm a little desperate to find the perfect equation: a program that will entice my young patrons + perfect weather + availability of both library space AND patron time = a well-attended program. Obviously, only one of those pieces of the equation is, even remotely, within my power to control. (Interestingly enough, the "perfect weather" piece is program-dependent. For an outdoor program I'll take blue skies and perfect temps, for an inside program in the summer, I'd prefer thunderstorms to drive people indoors. ☺) I'm currently knocking on all wooden things within my reach, and salt is flying over my shoulder, and I don't want to say this too loudly, but, heavens to Betsy, we've had a busy June!!!

I know that you have access to the total numbers of programs and the attendance, but let me throw a few highlights your way. In June, Lego club met three times, for a total attendance of 211 builders! (If you want to see busy fun, stop by and see 70 people crammed into the Community Room, all building and creating. And smiling...lots of smiling. We even have one eager 4-year-old who created his own Lego Club at home, clearing off the top of his dresser for display space. "You be Tracy," he instructed his Mom, "You say 'Good Job!'" Monday Book Time has been a scarf-waving, egg-shaking, extravaganza with an average of 42 people per program in June. (When I win the lottery, I have plans to add on a bigger story time space and messy play area to the children's department. Stay tuned, you'll be the first to know when I win.) Artastic Animals, programmed by Ms. Amanda Watkins, has seen 58 people, over two sessions, learn about backyard animals and complete an art project about those animals. Ms. Diana Magner had 25 eager participants for her Creepy Crawly program. They not only talked bugs, but they held giant cockroaches and went outside to search for, and identify, their own critters. Ms. Katie Smith held the first of her three Storybook Theater programs, and 30 people were involved in creating, performing, and watching a super performance of Peter Pan.

We are partnering with KAXE on four big shows this summer, held in their tent. The first two of those were amazingly popular. 147 people enjoyed the magic of Brodini, and 150 people danced along to the songs of the Dollypops.

I don't know what July will bring for us, as far as weather OR attendance, but for today, my kinda-exhausted brain is saying that all the work that goes into Summer Reading programming has been worth it. Oh! And speaking of the reading portion of summer reading, we just went over our 1,000 participant mark! I am grateful for this community, and especially my co-workers at this library, who are so eager to support our young readers. And now, let the fun of July begin!

GRAL Director's Report

JULY 2019

ADVOCACY

-Thursday Rotary

I presented 'All Roads Lead to Grand Rapids Area Library' at Rotary June 13th.

-Sago Township

I spoke at the Sago Township Board Meeting June 17th.

-Library Foundation

I tested out some of the County Commissioner talking points at the June Library Foundation meeting.

-Blackberry Township

Meeting with Town Board 7/15.

LIBRARY MANAGEMENT

-New Comp Plan

I am working with SRF Consulting Group to make sure the Library is an active participant in the process of crafting a New Comp Plan for the City of Grand Rapids.

-Step Tracking

We are up to date on step increases for Union employees. Cindy (City Payroll) and I have instituted a tracking system to keep on track.

-East Central Regional Library Cards

Grand Rapids and Moose Lake are pilots for testing issuance of ECRL Library Cards to eligible residents. This helps use follow adopted policy and provide great customer service.

FACILITIES MAINTAINANCE / SPACE

-Reading bar behind the Reference desk is complete!

-Nathan is soliciting quotes for the heating pump.

-Carpet replacement completed in the entryway. I pushed Mike Russell to keep costs down by using remnants as this is a severe duty area.

-Playground update: I asked the city engineer Matt Wegworth to explore the feasibility of locating the playground east of the Library closer to the parking lot. I want to have all our options before making a final decision. I reached out to the Foundation and they've expressed interest in helping with part of the cost.

END OF REPORT

Assistant Director Report
July 2019

Teens

For 3 weeks in June we had an Upward Bound student. Theo J. is going to be a senior at McGregor High School and was at the library as part of the job shadowing portion of Upward Bound. During his time here he shelved the YA materials, helped me with ordering Young Adult materials and spent time with staff learning about different functions of the library. Feedback from his advisor was he enjoyed his time at the library.

In June I provided a tour of the library for a North Homes summer program. I have been doing the tour for several years now. It's fun because some of the students are regular library users and may not always interact with staff while they are here and this way they get to meet staff. Others are new to the library. They also ask a lot of good questions. There were 7 students and 2 adults.

The Teen Photo Contest will take place in July.

Operations

Friends and Foundation are working together to produce the Tall Timber Days book sale during the first weekend in August. The sale will again be at the Central Square Mall. Book donations are needed.

Staff

Tracy will attend *A Joyous Way to Learn: Music Play to Promote Readiness, Literacy, Math Development and Inclusion Workshop* on Monday, July 29, at the Duluth Public Library. The presenter is Jim Gill. Award-winning author and musician Jim Gill will share examples of his work -- both books and songs -- that teachers, library staff, and care providers can bring back to their classrooms, playrooms, and family rooms. Most importantly, Jim will discuss how his unique creations in music play inspire young children not only to move, but to regulate their movements and not only to sing, but to make connections between the words they sing and the printed word and the world of numbers.

	THIS MONTH	YTD	YTD 2018
CIRCULATION			
Check-outs	12,162	68,012	66,951
Total Circulation	13,614	79,408	77,322
Returns	12,616	77,388	76,161
New cards	104	635	620

Door count	10888	43617
	60213	YTD

	THIS MONTH	YTD	YTD 2018
TECHNICAL PROCESSES			
Books cataloged and processed	515	3,330	3,533
Withdrawn copies	863	3,503	2,650

	THIS MONTH	YTD	YTD 2018
REFERENCE			
transactions	1,034	5,310	6,772
tests proctored	23	72	40
computer help over 5 minutes	92	565	507
Passports	74	432	666
INTERNET			
Pharos sessions ***	1,179	790	6,368
			4,501
			6,377
			4,231

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2018 YTD HOURS
Non-Pharos sessions	193	1,181			988
VOLUNTEERS					
	68	298.75		1889.00	

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	43	309

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
PROGRAMS & TOURS						
BOOK TIME	3	125	31	306	32	820
SATURDAY STORY TIME	10	112	42	899	46	1,039
CLASS VISITS	2	108	53	1,557	38	1,347
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	12	685	32	1,018	31	690
TEEN PROGRAMS	1	9	12	100	14	340
Total Youth Programs	24	1,039	166	3,880	161	4,236
Total Adult Programs	4	56	29	674	26	520

	HRS THIS MONTH	HRS YTD	YTD 2018
BOOKINGS & ARRANGEMENTS			
TOTALS	9.5	51	53

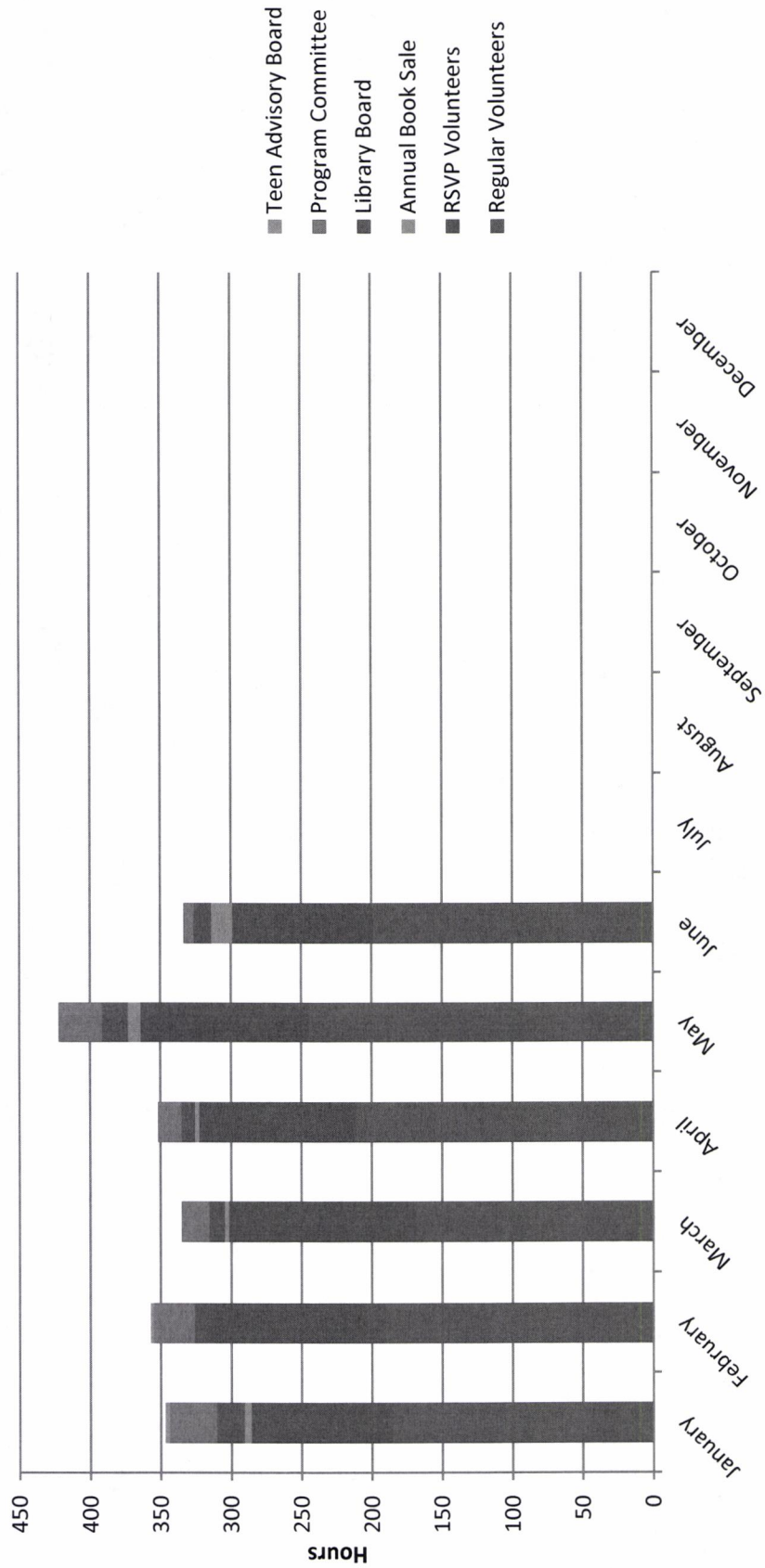
2019 Volunteer Report

Grand Rapids Area Library

Months	Regular Volunteers		RSVP Volunteers		Library Board		Annual Book Sale		Program Committee		Teen Advisory Board		Friends of the Library		Total*	
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	33	185.25	12	100.5	7	19.5	5	5	10	33.5	3	3			70	288.75
February	38	190.25	12	121.25	8	14.5			9	29	2	2	8	25.5	77	313.5
March	32	168.75	11	132.75	6	11	3	3	7	19.5	0				59	301.5
April	39	210.75	12	111.75	6	9.5	3	3	7	16.5	0		9	26	76	322.5
May	42	244.5	13	119.5	7	18.5	6	9	7	30.5	0		6	17	81	364
June	34	199	11	99.75	6	12.5	5	15	3	7	0		9	18	68	298.75
July															0	0
August															0	0
September															0	0
October															0	0
November															0	0
December															0	0
Total	218	1198.5	71	685.5	40	85.5	22	35	43	136	5	5	32	86.5	431	1889

* Regular and RSVP Volunteers who also serve on a committee will show in both columns but NOT double counted in total

2019 Grand Rapids Area Library Volunteer Hours





July 10, 2019

Heidi Amouta
5048 Newton AVE S.
Minneapolis, MN 55419

Dear Ms. Amouta:

I am pleased that you will be leading a yoga program for the Library to be held on Saturday August 3, 2019!

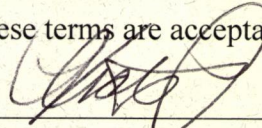
The Library will pay you \$75 for the program. Payment will be made after the program. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

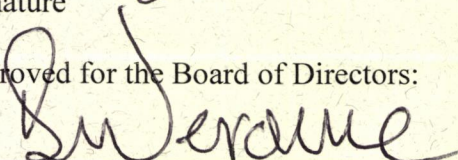
Will Richter
Library Director

These terms are acceptable:

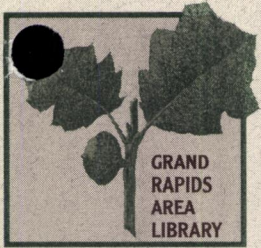


Signature

7/23/19
Date

Approved for the Board of Directors:


10 Jul 19



July 10, 2019

Laurie Antonson
2001 SW 3rd AVE
Grand Rapids, MN 55744

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. Antonson:

I am pleased that you will be leading a yoga program for the Library to be held on Saturday August 17, 2019!

The Library will pay you \$75 for the program. Payment will be made after the program. 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. 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

7/17/19
Date

Approved for the Board of Directors:

10 21 19

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-10
A RESOLUTION ACCEPTING DONATIONS

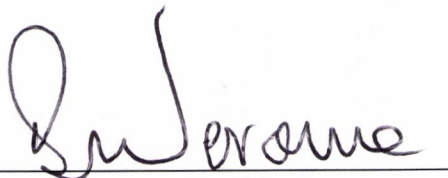
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$9,768.46 from Grand Rapids Area Library Foundation for Teen Space Project

Adopted this 10th day of July, 2019



Dennis Jerome, President



Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Library Board Meeting Agenda

Grand Rapids Area Library

July 10, 2019 5:00 P.M.

Call to order

Roll call

Public comment (if anyone wished to address the Board)

Approval of agenda

Minutes – approval of May minutes

Communications

Financial Report (Roll Call Vote Required)

Approve financial reports and payment of bills as listed in Board packet.

Staff Reports

Summary of Library Director's report to the Board.

Old Business

New Business

Consent Agenda (Roll Call Vote Required)

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

- 1. Approve payment of late bills**
- 2. Approve contracts and payment to presenters**
Heidi Amouta - \$75.00 for Yoga on the Lawn 8/3/19
Laurie Antonson - \$75.00 for Yoga on the Lawn 8/17/19
- 3. Approve Resolution 2019-10 Accepting Donations**
\$9,768.46 from Grand Rapids Area Library Foundation – Teen Space Project

Regular Agenda

- 1. Set annual non-resident library card fee per section 10.1 (Borrower Criteria) of the General Policies as adopted by the Library Board.**
- 2. Discuss 2020 Library budget.**
- 3. Discuss ALS/GRAL request to Itasca County.**

Adjourn

Grand Rapids Area Library Regular Board Meeting June 12, 2019

Call to Order: The monthly board meeting was called to order at 4:58 by Dennis Jerome.

Roll Call:

Members Present: Lisa Tabbert, Dennis Jerome, Cyndy Martin, Deborah Kee, Jean MacDonell, Max Peters.

Members Absent: Susan Zeige, Richard Thouin, Randy McCarty.

Staff Present: Director William Richter.

Public Comment:

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

Minutes: Deborah Kee made a motion to approve minutes from the May board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications:

- a. Letter from Aaron J. Brown

Financial Report: A motion was made to approve financial reports and payment of bills as listed by Max Peters. A second was made by Lisa Tabbert. On a roll call vote the motion was passed unanimously.

Staff Report: Report to city council recap, planning to have them visit the library in the future to have them see the changes being made. GIS maps in packet. Meeting with rotary 6/13 and Sago Township 6/17 to discuss Library advocacy. Looking at temporary cards, and automatic renewal. The Northland grant is wrapped up. Looking at building a playground on library grounds.

Old Business:

New Business:

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

1. Approve payment of late bills

a. (None)

2. Approve contracts and payment to presenters

a. Katie Thies, Summer Yoga on the Lawn - \$75.00

b. Jenna Hass, Summer Yoga on the Lawn - \$75.00

3. Approve Resolution 2019-08 Accepting Donations

a. \$1510.31 from Mary Femrite for two armless chairs

b. \$348.00 from Friends of the Library for BookPage

c. \$250.00 from Friends of the Library for Garbage Removal

d. \$100.00 from Breanna Church- (undesignated)

Regular Agenda:

a. Authorize Facilities Maintenance Manager to solicit quotes for heating system pump replacement and accept low quote.

Lisa Tabbert made a motion to approve the quote as stated, a second was made by Cyndy Martin. On a roll call vote the motion was passed unanimously.

b. Discuss Library schedule for 11/30/19 – Saturday after Thanksgiving.

Cyndy Martin made a motion to keep the library closed on 11/30/19, a second was made by Max Peters. On a roll call vote the motion was passed unanimously.

c. Discuss Show Your Library Card proposal from Friends of the Library.

(Tabled)

d. Discuss possible playground installation on Library grounds.

Cyndy Martin made a motion to approve the playground as acceptable use of Library ground, a second was made by Jean MacDonnell. On a roll call vote the motion was passed unanimously.

e. Discuss the role of the Library Board in support of the Arrowhead Library System request to Itasca County for increased funding.

Adjourn: The monthly board meeting was adjourned at 5:41 p.m. by Dennis Jerome.

DATE: 06/12/2019
 TIME: 10:19:11
 ID: A041000014

CITY OF GRAND RAPIDS
 PUBLIC LIBRARY SUMMARY REPORT

PAGE 0001

INVESTMENT WITHDRAWALS FOR 2019

VENUE #	NAME	AMOUNT
PUBLIC LIBRARY		
011011	1 STAR BEST CONTROL &	400.00
011022	AWF IN	6,116.00
011030	AMAZON.COM	421.00
011033	AMERICAN LIBRARY INC	10,116.00
011036	ARK WFLA LIBRARY SYSTEM	1,496.26
011424	BAKER & BAYNE LLC	1,114.00
011424	BLACKSTONE PUBLISHING	100.00
022121	BOSS BROS CLASSY INC/AMIN	1,700.00
011542	CDL LIBRARY INC	1,200.00
040550	DEMCO INC	1,510.00
040925	ENDAWAY WORLD LLC	160.00
061020	GARNER PERIODICATIONS	1,170.00
061425	LEARN CENTER LLC/LEARN	10,000.00
020130	LAVALA LUMBER COMPANY INC	1,200.00
110926	MINNESOTA MEMBER PRESS INC	1,000.00
140925	NETWORK SERVICE COMPANY	1,200.00
141523	NORTHERN BUSINESS PRODU	6,200.00
140560	PERSONNEL DYNAMICS	600.00
160813	PARAS SYSTEMS INTL INC	400.00
011240	SOFTWARE HARDWARE INTEGRATION	400.00
011820	THE NORTH SLEEP CO LLC	1,100.00
022120	TRIM LITHO PIONEER PRESS	1,000.00
011425	TRUCK MANAGEMENT SERVICES	600.00
011040	NORTHLAND FOUNDATION	2,100.00

TOTAL EXPENDITURE AVAILABLE IN THE BUDGET 2,210,000.00

ONE-ON-ONE SUPPORT & APPROVAL

000190	ALICE J. NEUBERGER/STEFAN	1,000.00
000200	GRAND RAPIDS CITY AUDIT	10,000.00
011030	MICHELLE JOHNSON	1,000.00
120910	LINCOLN NATIONAL LIFE	1,000.00
130114	MARKET TECHNOLOGIES, LLC	1,000.00
130919	MINNESOTA ENERGY RESOURCES	1,000.00
130935	MINNESOTA REVENUE	1,000.00
140500	NEXTERA COMMUNICATIONS LLC	1,000.00
150620	OPERATING ENGINEERS LOCAL 400	1,000.00
160125	PAUL BRYAN COMMUNICATIONS	1,000.00
162120	PLUZZ	1,000.00
180258	WILLIAM RICHIE	1,000.00
200800	TRU NORTH ELECTRIC CO	1,000.00
211425	TRUCK MANAGEMENT SERVICES	1,000.00
211425	TRUCK MGT INSURANCE CO OF AMER	1,000.00
220900	VISA	400.00

PUBLIC LIBRARY BILL LIST - JUNE 12, 2019

DATE: 6/12/19
TIME: 10:30:11
ID: AP443001109

111 E RAND KATON
DEPARTMENT CHYKAR FEB 19

DATE: 6/12/19

INVOICE FOR ON-BEHALF OF 6/12/2019

LIB #	NAME	AMOUNT
111 E RAND KATON	DEPARTMENT CHYKAR FEB 19	
111 E RAND KATON	DEPARTMENT CHYKAR FEB 19	
111 E RAND KATON	DEPARTMENT CHYKAR FEB 19	
111 E RAND KATON	DEPARTMENT CHYKAR FEB 19	

TOTAL FOR ALL DEPARTMENTS ALL MONTHS 2019

TOTAL FOR ALL DEPARTMENTS

DATE: 06/05/2019
 TIME: 13:41:26
 ID: AF442500.WOM

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/05/2019
 INVOICES IN BATCH 2019-10

VENDOR #	NAME	FISCAL YEAR	AMOUNT
0100010	5 STAR PAPER MOUNTING	2019	493.00
0100825	AWS INC	2019	2,094.00
0113100	AMAZON.COM	2019	1,249.77
0113233	AMERIPRIDE SERVICES INC	2019	7,711.45
0125660	ARPOWHEAD LIBRARY SYSTEM	2019	494.68
0201428	BAKER & TAYLOR LLC	2019	3,983.48
0212124	BLACKSTONE PUBLISHING	2019	631.94
0221700	BUSY BEES QUALITY CLNG SVC INC	2019	16,469.77
0315455	COLE HARDWARE INC	2019	4,813.62
0405500	D2MCO INC	2019	11,819.47
0605191	FIDELITY SECURITY OFF INC	2019	461.27
0609525	FINDAWAY WORLD LLC	2019	980.95
0701650	GARTNER REFRIGERATION CO	2019	6,411.47
0718015	GRAND RAPIDS CITY PAYROLL	2019	2,171,542.71
1015325	JOHNSON CONTROLS FIRE PROTECT	2019	601.00
1015331	MICHELLE JOHNSON	2019	731.81
1201930	LATVIA LUMBER COMPANY INC	2019	441.88
1208516	LINCOLN NATIONAL LIFE	2019	1,441.80
1301146	MARCO TECHNOLOGIES, LLC	2019	4,308.77
1309199	MINNESOTA ENERGY RESOURCES	2019	25,239.27
1309335	MINNESOTA REVENUE	2019	1,716,110
1309398	MINNESOTA WOMEN'S PRESS LLC	2019	1,000.00
1405725	NETWORK SERVICE COMPANY	2019	7,301.87
1405850	NEXTERA COMMUNICATIONS LLC	2019	1,829.80
1415377	NORTHERN BUSINESS PRODUCTS INC	2019	4,251.64
1515221	OPERATING ENGINEERS LOCAL #49	2019	121,512.00
1601750	PAUL BUNYAN COMMUNICATIONS	2019	3,125.55
1605665	PERSONNEL DYNAMICS LLC	2019	11,935.33
1609100	PHAROS SYSTEMS INT'L INC	2019	60.00
1621130	P.L.C.	2019	110,128.16
1809158	WILLIAM RICHTER	2019	431.91
1925248	SOFTWARE HARDWARE INTEGRATION	2019	16,211.00
2015680	TRU NORTH ELECTRIC LLC	2019	10,514.11
2023352	TWIN CITIES PIONEER PRESS	2019	1,000.00
2014356	UNIQUE MANAGEMENT SERVICES	2019	331.97
2114750	UNUM LIFE INSURANCE CO OF AME	2019	1,288.22
2209665	VISA	2019	2,108.27
2301300	WASTE MANAGEMENT OF MI INC	2019	15,072.16
2301242	NORTHLAND FOUNDATION	2019	1,418.73
TOTAL ALL VENDORS:			27,558.16

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 SIX MONTHS ENDING JUNE 30, 2019
With Comparative Totals for June 30, 2018

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,619	430,264	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,910	519,168	519,168	
Revenues:				
Taxes	401,315	-	702,687	0%
Intergovernmental	-	206	133,282	0%
Charges for Services	28,394	24,100	45,600	53%
Fines & Forfeits	5,879	5,780	12,000	48%
Blandin Grant	-	-	-	0%
GR Library Foundation	5,100	9,768	8,000	122%
Miscellaneous	15,646	20,818	14,500	144%
Other Sources-Insurance Recovery	-	-	-	0%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	456,334	60,673	916,069	7%
Expenditures:				
Personnel	315,068	310,327	687,432	45%
Supplies/Materials	45,600	49,725	87,700	57%
Other Services/Charges	71,696	69,045	140,937	49%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	432,364	429,097	916,069	47%
OPERATING SURPLUS (DEFICIT)	23,969	(368,424)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	1,228	8,521	-	0%
Fund Balance 6/30/XX				
Cash Flow	452,361	53,319	430,264	
Compensated Absences	40,717	41,263	41,263	
Emergency/unanticipated Expenditures	44,574	47,641	47,641	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 6/30/XX	<u>\$ 537,652</u>	<u>\$ 142,223</u>	<u>\$ 519,168</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,280 as of 12/31/18. 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 JUNE 30, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	206	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	2,200	1,747	79%
211-00-34-00-7975	INTERNET	3,500	1,421	41%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	180	30%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	14,665	38%
211-00-34-00-7990	FAX MACHINE USE	800	806	101%
211-00-35-00-1030	LIBRARY FINES	12,000	5,780	48%
211-00-37-00-2310	DONATIONS	1,500	15,273	1018%
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	9,768	122%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	2,177	48%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,501	75%
211-00-37-00-5100	INVESTMENT INCOME	3,000	229	8%
		916,069	60,673	7%
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	201,441	46%
211-00-75-10-1030	SALARY-PARTTIME	22,803	10,371	45%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	5,009	72%
211-00-75-10-1210	PERA	34,865	15,075	43%
211-00-75-10-1220	FICA	28,821	12,410	43%
211-00-75-10-1250	MEDICARE	6,740	2,902	43%
211-00-75-10-1310	HEALTH INSURANCE	142,668	61,688	43%
211-00-75-10-1330	LIFE INSURANCE	221	119	54%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	1,312	58%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,965	57%
211-00-75-20-2020	COPY SUPPLIES	1,400	389	28%
211-00-75-20-2030	PRINTING/BINDING	900	811	90%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,018	78%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,502	140%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	10,850	184%
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	530	26%
211-00-75-20-2110	BOOKS	44,000	18,899	43%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,528	61%
211-00-75-20-2130	NEWSPAPERS	1,400	1,055	75%
211-00-75-20-2140	PERIODICALS	7,000	78	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,141	46%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	395	79%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	525	81%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	15,545	259%
211-00-75-30-3210	TELEPHONE	6,000	2,696	45%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	1,146	38%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%

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

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
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	788	39%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,356	48%
211-00-75-30-3810	ELECTRICITY	30,000	13,308	44%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,435	68%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,052	51%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	4,765	60%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,633	31%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	328	33%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	854	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,862	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	1,524	17%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	723	50%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	40	40%
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	437,618	48%
	SURPLUS REVENUES/(EXPENDITURES)	-	(376,945)	

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	(
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	(
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	(
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	(
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	206.09	0.00	(206.09)	10(
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	(
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	(
TOTAL		0.00	133,282.00	206.09	0.00	133,075.91	(
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	206.09	0.00	133,075.91	(
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	10(
211-00-34-00-7970	PHOTO COPIES	354.20	2,200.00	1,746.71	0.00	453.29	7(
211-00-34-00-7975	INTERNET	220.67	3,500.00	1,420.99	0.00	2,079.01	4(
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	180.00	0.00	420.00	3(
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,590.00	38,500.00	14,665.00	0.00	23,835.00	3(
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	(
211-00-34-00-7990	FAX MACHINE USE	136.60	800.00	805.65	0.00	(5.65)	10(
TOTAL		3,321.47	45,600.00	24,100.35	0.00	21,499.65	5(
TOTAL CHARGES FOR SERVICES		3,321.47	45,600.00	24,100.35	0.00	21,499.65	5(

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ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL. EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,070.83	12,000.00	5,779.79	0.00	6,220.21	48
TOTAL		1,070.83	12,000.00	5,779.79	0.00	6,220.21	48
TOTAL FINES & FORFEITS		1,070.83	12,000.00	5,779.79	0.00	6,220.21	48
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	(2,289.50)	1,500.00	15,272.54	0.00	(13,772.54)	1018
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	9,768.46	8,000.00	9,768.46	0.00	(1,768.46)	122
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	107.50	4,500.00	2,177.10	0.00	2,322.90	48
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	361.05	2,000.00	1,500.78	0.00	499.22	71
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	229.37	0.00	2,770.63	0
TOTAL		7,947.51	22,500.00	30,586.50	0.00	(8,086.50)	136
TOTAL MISCELLANEOUS REVENUE		7,947.51	22,500.00	30,586.50	0.00	(8,086.50)	136
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL. BALANCE	% COLL. EXP.
TOTAL REVENUES:		12,339.81	916,069.00	60,672.73	0.00	855,396.27	
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	
TOTAL		0.00	0.00	0.00	0.00	0.00	
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	32,657.21	442,059.00	201,441.38	0.00	240,617.62	46
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1030	SALARY-PARTTIME	1,754.40	22,803.00	10,370.96	0.00	12,432.04	48
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1050	CONTRACTED SERVICES	400.38	7,000.00	5,009.05	0.00	1,990.95	72
211-00-75-10-1210	PERA	2,580.88	34,865.00	15,074.55	0.00	19,790.45	42
211-00-75-10-1220	FICA	2,120.75	28,821.00	12,409.97	0.00	16,411.03	42
211-00-75-10-1250	MEDICARE	496.01	6,740.00	2,902.39	0.00	3,837.61	42
211-00-75-10-1310	HEALTH INSURANCE	9,814.00	142,668.00	61,688.00	0.00	80,980.00	42
211-00-75-10-1330	LIFE INSURANCE	25.55	221.00	118.90	0.00	102.10	52
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1347	VISION INSURANCE	0.49	0.00	(0.04)	6.57	(6.53)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1510	WORKERS COMPENSATION	218.68	2,255.00	1,312.08	0.00	942.92	58
TOTAL PERSONNEL		50,068.35	687,432.00	310,327.24	6.57	377,098.19	48
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	264.79	7,000.00	3,965.46	0.00	3,034.54	57
211-00-75-20-2020	COPY SUPPLIES	37.99	1,400.00	388.98	0.00	1,011.02	28
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	811.41	0.00	88.59	90
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	
211-00-75-20-2060	COMPUTER SUPPLIES	91.99	2,600.00	2,017.84	0.00	582.16	78
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	10,850.16	0.00	(4,950.16)	182
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	825.93	0.00	174.07	85

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EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	13.69	500.00	131.94	0.00	368.06	2%
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	529.85	0.00	1,470.15	2%
211-00-75-20-2110	BOOKS	691.59	44,000.00	18,899.46	0.00	25,100.54	4%
211-00-75-20-2120	AUDIO/VISUAL	596.07	9,000.00	5,527.68	0.00	3,472.32	6%
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	1,054.96	0.00	345.04	7%
211-00-75-20-2140	PERIODICALS	24.00	7,000.00	78.00	0.00	6,922.00	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	117.83	2,500.00	1,141.14	0.00	1,358.86	4%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0%
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0%
TOTAL SUPPLIES & MATERIALS		1,837.95	87,700.00	49,724.89	0.00	37,975.11	5%
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	394.85	0.00	105.15	7%
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00	0%
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0%
211-00-75-30-3070	LAUNDRY	57.16	650.00	525.14	0.00	124.86	8%
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	10,200.00	0.00	10,200.00	5%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	725.00	6,000.00	15,545.00	1,025.00	(10,570.00)	27%
211-00-75-30-3210	TELEPHONE	253.72	6,000.00	2,696.41	369.05	2,934.54	5%
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	1,146.35	0.00	1,853.65	3%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	1%
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	127.60	0.00	372.40	2%
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	6%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	134.25	2,000.00	787.60	0.00	1,212.40	3%
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)	15%
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	4,356.00	0.00	4,644.00	4%
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	13,308.38	0.00	16,691.62	4%
211-00-75-30-3840	GARBAGE REMOVAL	289.56	3,600.00	2,434.80	0.00	1,165.20	6%
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,051.73	0.00	1,948.27	5%
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	4,765.38	0.00	3,234.62	6%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,067.76	15,000.00	4,632.70	0.00	10,367.30	3%
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	327.50	0.00	672.50	3%

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ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL./ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	854.17	0.00	8,145.83	(
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,861.87	0.00	1,138.13	6
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	375.00	9,000.00	1,523.58	0.00	7,476.42	1
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	722.58	0.00	717.42	5
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	(
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	40.28	0.00	59.72	4
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00	(
TOTAL OTHER SERVICES & CHARGES		6,448.88	140,937.00	69,045.08	1,394.05	70,497.87	5
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,708.07	0.00	(7,708.07)	10
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	812.50	0.00	(812.50)	10
TOTAL CAPITAL OUTLAY		0.00	0.00	8,520.57	0.00	(8,520.57)	10
TOTAL GENERAL ADMINISTRATION		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	4
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	(
TOTAL		0.00	0.00	0.00	0.00	0.00	(

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES:		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
TOTAL FUND REVENUES		12,339.81	916,069.00	60,672.73	0.00	855,396.27	
TOTAL FUND EXPENSES		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
FUND SURPLUS (DEFICIT)		(46,015.37)	0.00	(376,945.05)			
TOTAL ALL FUND REVENUES		12,339.81	916,069.00	60,672.73	0.00	855,396.27	
TOTAL ALL FUND EXPENSES		58,355.18	916,069.00	437,617.78	1,400.62	477,050.60	48
ALL FUND SURPLUS (DEFICIT)		(46,015.37)	0.00	(376,945.05)			

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ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 06/30/19
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	253,207.27	253,207.27	0.00
211-00-00-00-1010	CASH	458,694.25	115,955.04	474,515.95	100,133.34
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	16,342.00	0.00	0.00	16,342.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	54,247.08	0.00	54,247.08	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	32,280.00	0.00	0.00	32,280.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	10,080.50	0.00	10,080.50	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	14,921.42	0.00	14,921.42	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.03	11,332.20	5,668.08	5,664.15
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	10,541.70	9,141.08	1,400.62
TOTAL		586,675.28	391,036.21	821,781.38	155,930.11
TOTAL ASSETS		586,675.28	391,036.21	821,781.38	155,930.11

LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,750.20	479,684.06	459,824.34	(4,109.52)
211-00-00-00-2030	SALES TAX PAYABLE	0.00	267.08	340.84	73.76
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	21,826.31	21,826.31	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	16,342.00	0.00	0.00	16,342.00
211-00-00-00-2220	DEFERRED REVENUES	13,588.47	13,588.47	0.00	0.00
TOTAL		67,506.98	515,365.92	460,165.18	12,306.24

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 06/30/19
TOTAL LIABILITIES					
		67,506.98	515,365.92	460,165.18	12,306.24
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	519,168.30	0.00	0.00	519,168.30
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	9,141.08	10,541.70	1,400.62
TOTAL	FUND SURPLUS (DEFICIT)	519,168.30	9,141.08	10,541.70	520,568.92
		0.00	376,945.05	0.00	(376,945.05)
TOTAL FUND EQUITY		519,168.30	386,086.13	10,541.70	143,623.87
TOTAL LIABILITIES AND FUND EQUITY		586,675.28	901,452.05	470,706.88	155,930.11

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/10/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	197.55
0113233	AMERIPRIDE SERVICES INC	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	150.92
0201428	BAKER & TAYLOR LLC	494.04
0212124	BLACKSTONE PUBLISHING	35.82
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	1.70
0405500	DEMCO INC	70.23
0701650	GARTNER REFRIGERATION CO	247.86
0914800	INVEST EARLY PROJECT	4,800.00
1309525	MINITEX	1,685.00
1405725	NETWORK SERVICES COMPANY	117.83
1415377	NORTHERN BUSINESS PRODUCTS INC	338.23
1605665	PERSONNEL DYNAMICS LLC	400.38
1805150	RECORDED BOOKS INC	560.25
1821700	MICHAEL RUSSELL	1,987.76
1903341	SCHWARTZ REDI-MIX INC	375.00
2018680	TRU NORTH ELECTRIC LLC	80.00
2114356	UNIQUE MANAGEMENT SERVICES	134.25
2315630	WOODS READER	24.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,486.56

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0100053	AT&T MOBILITY	395.38
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,609.25
0815553	NICOLE WICKMAN HOOPS	75.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1301300	DIANA RAE MAGNER	125.00
1309199	MINNESOTA ENERGY RESOURCES	220.98
1309335	MINNESOTA REVENUE	54.81
1321650	DEIRDRE HOWARD MURNANE	75.00
1405850	NEXTERA COMMUNICATIONS LLC	86.52
1415032	JODI R NORLUND	75.00
1516220	OPERATING ENGINEERS LOCAL #49	14,020.00
1621130	P.U.C.	2,951.61
1913347	KATIE ELIZABETH SMITH	125.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2209665	VISA	72.00
2301700	WASTE MANAGEMENT OF MN INC	289.50
2301728	AMANDA JEAN WATKINS	250.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 58,572.6

TOTAL ALL DEPARTMENTS 72,059.17

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
435434849454-L	06/05/19	01	1 BOOK/AUTH#000991	211-00-75-20-2110	19001946		07/10/19	10.28
			BOOKS					
			INVOICE TOTAL:					10.28
439965857938-L	06/18/19	01	1 BOOK/AUTH#001005	211-00-75-20-2110	19001946		07/10/19	10.97
			BOOKS					
			INVOICE TOTAL:					10.97
466754357938-L	06/05/19	01	7 BOOKS/AUTH#001157	211-00-75-20-2110	19001946		07/10/19	73.05
			BOOKS					
			INVOICE TOTAL:					73.05
865658957996-L	06/17/19	01	9 BOOKS/AUTH#001096	211-00-75-20-2110	19001946		07/10/19	103.25
			BOOKS					
			INVOICE TOTAL:					103.25
			VENDOR TOTAL:					197.58
0113233			AMERIPRIDE SERVICES INC					
3501377064-L	06/04/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19001688		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
3501382828-L	06/18/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19001855		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
3501388345-L	07/02/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19002014		07/10/19	28.58
			LAUNDRY					
			INVOICE TOTAL:					28.58
			VENDOR TOTAL:					85.74

0118660 ARROWHEAD LIBRARY SYSTEM

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CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
118660			ARROWHEAD LIBRARY SYSTEM					
14550-L	05/31/19	01	OVERDUE NOTICES - MAY 2019	211-00-75-20-2010	19002008		07/10/19	32.40
		02	DAMAGED BOOK	OFFICE SUPPLIES				24.99
		03	EVENT CALENDARS	INTERLIBRARY LOAN CHARGES	19002008			27.54
		04	SUMMER READ BOOKLOG	PRINTING/BINDING	19002008			32.68
		05	BORROWER CARD APPLICATIONS	PRINTING/BINDING	19002008			16.03
		06	LIBRARY BROUCHERES	PRINTING/BINDING	19002008			17.28
								INVOICE TOTAL: 150.92
								VENDOR TOTAL: 150.92
100053			AT&T MOBILITY					
L	06/26/19	01	LIBR MAY CELL PHN SERVICES	999-99-00-00-1000			07/10/19	281.25
		02	LIBR APR CELL PHN SERVICES	HOLDING ACCOUNT				114.13
				999-99-00-00-1000				INVOICE TOTAL: 395.38
								VENDOR TOTAL: 395.38
201428			BAKER & TAYLOR LLC					
2034590054-L	06/06/19	01	4 BOOKS ACCT L411199	211-00-75-20-2110	19002004		07/10/19	54.93
				BOOKS				INVOICE TOTAL: 54.93
2034594440-L	06/10/19	01	7 BOOKS ACCT L411199	211-00-75-20-2110	19002004		07/10/19	82.71
				BOOKS				INVOICE TOTAL: 82.71

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CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
201428 BAKER & TAYLOR LLC								
2034602011-L	06/10/19	01	11 BOOKS ACCT L025981	211-00-75-20-2110	19002004		07/10/19	159.02
				BOOKS				
						INVOICE TOTAL:		159.02
2034617131-L	06/19/19	01	1 BOOK ACCT L411199	211-00-75-20-2110	19002004		07/10/19	14.86
				BOOKS				
						INVOICE TOTAL:		14.86
2034627137-L	06/21/19	01	12 BOOKS ACCT L025981	211-00-75-20-2110	19002004		07/10/19	182.52
				BOOKS				
						INVOICE TOTAL:		182.52
						VENDOR TOTAL:		494.02
212124 BLACKSTONE PUBLISHING								
1121670-L	06/12/19	01	9 DISCS CUST ID 101678	211-00-75-20-2120	19001947		07/10/19	35.82
				AUDIO/VISUAL				
						INVOICE TOTAL:		35.82
						VENDOR TOTAL:		35.82
221700 BUSY BEES QUALITY CLNG SVC INC								
6100-L	06/24/19	01	LIBRARY JUNE CLEANING SERVICE	211-00-75-30-3090	19001833		07/10/19	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00
315455 COLE HARDWARE INC								
2303381-L	07/01/19	01	SCREW	211-00-75-20-2150	19001968		07/10/19	1.04
		02	LAG BOLTS/#GRPUBLIC	211-00-75-20-2150	19001968			0.66
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		1.70
						VENDOR TOTAL:		1.70

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CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0405500			DEMCO INC					
6629746-L	06/10/19	01	MOVABLE SHELF LABEL HOLDERS	211-00-75-20-2010	19001944		07/10/19	70.23
				OFFICE SUPPLIES				
								INVOICE TOTAL: 70.23
								VENDOR TOTAL: 70.23
0605191			FIDELITY SECURITY LIFE INS CO					
L	07/01/19	01	JUL VISION INS PREM	999-99-00-00-1000			07/10/19	6.57
				HOLDING ACCOUNT				
								INVOICE TOTAL: 6.57
								VENDOR TOTAL: 6.57
0701650			GARTNER REFRIGERATION CO					
76755-L	07/02/19	01	FREIGHT	211-00-75-30-4070	19002021		07/10/19	16.32
				GENERAL EQUIP MAINT/REPAIR				
				211-00-75-30-4070	19002021			231.54
				GENERAL EQUIP MAINT/REPAIR				
								INVOICE TOTAL: 247.86
								VENDOR TOTAL: 247.86
0718015			GRAND RAPIDS CITY PAYROLL					
L	06/21/19	01	LIBRARY 6/21/19 PAYROLL	999-99-00-00-1000			07/10/19	19,819.37
				HOLDING ACCOUNT				
				999-99-00-00-1000				19,789.88
				HOLDING ACCOUNT				
								INVOICE TOTAL: 39,609.25
								VENDOR TOTAL: 39,609.25
0815553			NICOLE WICKMAN HOOPS					
L	06/08/19	01	YOGA PROGRAM 6/8/19	999-99-00-00-1000			07/10/19	75.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 75.00
								VENDOR TOTAL: 75.00

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CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914800			INVEST EARLY PROJECT					
2967/JAN-MAY19-L	05/31/19	01	ECFE MONDAYS JAN-MAY 2019	211-00-75-30-3100	19002012		07/10/19	2,000.00
			OTHER CONTRACTED SERVICES				INVOICE TOTAL:	2,000.00
2967/SEPT-DEC19-L	09/01/19	01	ECFE MONDAYS SEPT-DEC 2019	211-00-75-30-3100	19002012		07/10/19	2,000.00
			OTHER CONTRACTED SERVICES				INVOICE TOTAL:	2,000.00
2968-L	05/31/19	01	SAT STORY TIME APR CUST 1-1020	211-00-75-30-3100	19002012		07/10/19	320.00
		02	SAT STORY TIME MAY CUST 1-1020	211-00-75-30-3100	19002012			480.00
			OTHER CONTRACTED SERVICES				INVOICE TOTAL:	800.00
							VENDOR TOTAL:	4,800.00
.301300			DIANA RAE MAGNER					
1	06/24/19	01	CREEPY CRALIE PROGRAM 6/21/19	999-99-00-00-1000			07/10/19	125.00
			HOLDING ACCOUNT				INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
.301146			MARCO TECHNOLOGIES, LLC					
L	06/10/19	01	LIBR JUNE COPIER LEASE	999-99-00-00-1000			07/10/19	120.43
			HOLDING ACCOUNT				INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
.309525			MINITEX					
98209-L	08/01/19	01	AUG-DEC 2019 B&T ONLINE	211-00-75-30-4030	19001973		07/10/19	702.13
			ONLINE SERVICES					

CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
309525			MINITEX					
98209-L	08/01/19	02	JAN-JUL 2020 B&T ONLINE	211-00-00-00-1550	19001973		07/10/19	982.87
				PREPAID ITEMS				1,685.00
								1,685.00
309199			MINNESOTA ENERGY RESOURCES					
L	06/17/19	01	LIBRARY MAY NTL GAS SERV	999-99-00-00-1000			07/10/19	220.98
				HOLDING ACCOUNT				220.98
309335			MINNESOTA REVENUE					
L	06/20/19	01	LIBRARY MAY SALES TAX PAYABLE	999-99-00-00-1000			07/10/19	54.81
				HOLDING ACCOUNT				54.81
321650			DEIRDRE HOWARD MURMANE					
L	06/24/19	01	YOGA PROGRAM 6/22/19	999-99-00-00-1000			07/10/19	75.00
				HOLDING ACCOUNT				75.00
405725			NETWORK SERVICES COMPANY					
595738-L	06/24/19	01	WHT 2 PLY/CUST#7895-4	211-00-75-20-2150	19001953		07/10/19	29.04
				MAINTENANCE TOOLS/SUPPLIES				59.75
		02	SMARTSCREEN W/BIO ENZYMES	211-00-75-20-2150	19001953			88.71
				MAINTENANCE TOOLS/SUPPLIES				88.71

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377			NORTHERN BUSINESS PRODUCTS INC					
417011-L	06/19/19	01	PAPER, VELBRSTL, 67#, IVY	211-00-75-20-2095	19001982		07/10/19	13.69
		02	TAB, FOLDER, HANG, 1/3CT, CLR	VOLUNTEER PRGM SUP & MATER	19001982			2.25
		03	TONER, LSR, LJ 305A, BLK	OFFICE SUPPLIES	19001982			91.99
				COMPUTER SUPPLIES				107.93
417023-L	06/19/19	01	SHARPENER, PCL, ELEC, H/D, BLK	211-00-75-20-2010	19001982		07/10/19	27.39
				OFFICE SUPPLIES				27.39
417730-L	06/21/19	01	PAPER, COPY, 8.5X11, WE 20#	211-00-75-20-2020	19001982		07/10/19	37.99
				COPY SUPPLIES				37.99
418981-L	06/26/19	01	TAPE, MAGIC, 3/4"X36YD, BXD/#7789	211-00-75-20-2010	19001982		07/10/19	29.88
				OFFICE SUPPLIES				29.88
.516220			OPERATING ENGINEERS LOCAL #49					338.21
L	06/10/19	01	LIBRARY HEALTH INS PREMIUM	999-99-00-00-1000			07/10/19	14,020.00
				HOLDING ACCOUNT				14,020.00
.605665			PERSONNEL DYNAMICS LLC					82.04
47563-L	06/01/19	01	A WATKINS/4.5HRS@18.23 WK 6/12	211-00-75-10-1050	19001945		07/10/19	82.04
				CONTRACTED SERVICES				82.04

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.605665			PERSONNEL DYNAMICS LLC					
47644-L	06/15/19	01	A BAUMAN/4HR@13.50 WEEK 6/15	211-00-75-10-1050	19001945		07/10/19	54.00
			CONTRACTED SERVICES					
		02	APEDERSON/14.5HRS@18.23 WK6/15	211-00-75-10-1050	19001945			264.34
			CONTRACTED SERVICES					
								INVOICE TOTAL: 318.34
								VENDOR TOTAL: 400.34
.621130			P.U.C.					
L	06/17/19	01	LIBRARY MAY UTILITIES	999-99-00-00-1000			07/10/19	2,917.07
			HOLDING ACCOUNT					
		02	LIBRARY MAY IRRIGATION WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIBR PUMP HOUSE MAY WTR/SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
								INVOICE TOTAL: 2,951.61
								VENDOR TOTAL: 2,951.61
.805150			RECORDED BOOKS INC					
76240835-L	06/13/19	01	13 BOCD ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	276.31
			AUDIO/VISUAL					
								INVOICE TOTAL: 276.31
76242076-L	06/17/19	01	2 BOCD ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	51.74
			AUDIO/VISUAL					
								INVOICE TOTAL: 51.74
76273185-L	06/18/19	01	3 BOCD ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	95.61
			AUDIO/VISUAL					
								INVOICE TOTAL: 95.61
76304642-L	06/19/19	01	1 BOCD ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	25.87
			AUDIO/VISUAL					
								INVOICE TOTAL: 25.87

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.805150	06/21/19	01	6 BOC D ACCT 1409920	211-00-75-20-2120	19002010		07/10/19	110.72
76370761-L				AUDIO/VISUAL				
							INVOICE TOTAL:	110.72
							VENDOR TOTAL:	560.21
.821700	06/28/19	01	CARPET INSTALL	211-00-75-30-4010	19002013		07/10/19	1,037.76
317567-L		02	CARPET CLEAN	BUILDING MAINT/REPAIRS				670.00
		03	CARPET WORK	BUILDING MAINT/REPAIRS				280.00
							INVOICE TOTAL:	1,987.76
							VENDOR TOTAL:	1,987.76
.903341	06/12/19	01	HOT WTR FLUSH WASTE HEAT PIPES	211-00-75-30-4070	19001857		07/10/19	375.00
31103-L				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	375.00
							VENDOR TOTAL:	375.00
.913347	06/17/19	01	STORYBOOK THEATER PROGRAM 6/12	999-99-00-00-1000			07/10/19	125.00
L				HOLDING ACCOUNT				
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
.018680	06/11/19	01	RPL BALLAST CHILDRENS SECTION	211-00-75-30-4010	19001797		07/10/19	80.00
1009-L				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	80.00
							VENDOR TOTAL:	80.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/10/2019
 INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
114356			UNIQUE MANAGEMENT SERVICES					
555243-L	06/30/19	01	JUNE PLACEMENTS	211-00-75-30-3300	19002023		07/10/19	152.15
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19002023			-17.90
				PROFESSIONAL SERV-COLLECTI				
								INVOICE TOTAL: 134.25
								VENDOR TOTAL: 134.25
114750			UNUM LIFE INSURANCE CO OF AMER					
L	06/17/19	01	LIBRARY JUL LIFE INS PREM	999-99-00-00-1000			07/10/19	20.50
				HOLDING ACCOUNT				
								INVOICE TOTAL: 20.50
								VENDOR TOTAL: 20.50
209665			VISA					
L	06/10/19	01	5/16 SUPER ONE PROG MATERIALS	999-99-00-00-1000			07/10/19	10.97
				HOLDING ACCOUNT				
		02	5/23 ALDI CCFA FOC REFRESHMNTS	999-99-00-00-1000				61.03
				HOLDING ACCOUNT				
								INVOICE TOTAL: 72.00
								VENDOR TOTAL: 72.00
301700			WASTE MANAGEMENT OF MN INC					
L	07/01/19	01	LIBRARY JUNE SERVICES	999-99-00-00-1000			07/10/19	289.56
				HOLDING ACCOUNT				
								INVOICE TOTAL: 289.56
								VENDOR TOTAL: 289.56
301728			AMANDA JEAN WATKINS					
L	07/01/19	01	ART PROGRAM SERIES 6/27/19	999-99-00-00-1000			07/10/19	125.00
				HOLDING ACCOUNT				

DATE: 07/03/19
TIME: 11:00:10
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/10/2019
INVOICES IN BATCH LB0710

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
301728	07/01/19	02	ART PROGRAM SERIES 6/20/19	999-99-00-00-1000			07/10/19	125.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 250.00
								VENDOR TOTAL: 250.00
315630	06/10/19	01	SUBSCRIPTION GR AREA LIBRARY	211-00-75-20-2140	19002006		07/10/19	24.00
				PERIODICALS				
								INVOICE TOTAL: 24.00
								VENDOR TOTAL: 24.00
								TOTAL ALL INVOICES: 72,059.12

DATE: 07/03/2019
TIME: 10:59:01
FILE: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/10/2019
INVOICES IN BATCH LB0710

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	17,739.84	395.38
0113100	AMAZON.COM	2,077.65	197.55
0113233	AMERIPRIDE SERVICES INC	3,269.61	85.74
0118660	ARROWHEAD LIBRARY SYSTEM	1,180.62	150.92
0201428	BAKER & TAYLOR LLC	8,840.45	494.04
0212124	BLACKSTONE PUBLISHING	881.95	35.82
0221700	BUSY BEES QUALITY CLNG SVC INC	19,368.00	1,700.00
0315455	COLE HARDWARE INC	4,370.21	1.70
0405500	DEMCO INC	13,329.78	70.23
0605191	FIDELITY SECURITY LIFE INS CO	531.39	6.57
0701650	GARTNER REFRIGERATION CO	15,848.47	247.86
0718015	GRAND RAPIDS CITY PAYROLL	3,381,183.15	39,609.25
0815553	NICOLE WICKMAN HOOPS	75.00	75.00
0914800	INVEST EARLY PROJECT	3,360.00	4,800.00
301146	MARCO TECHNOLOGIES, LLC	6,796.75	120.43
1301300	DIANA RAE MAGNER	125.00	125.00
1309199	MINNESOTA ENERGY RESOURCES	26,597.74	220.98
1309335	MINNESOTA REVENUE	24,495.68	54.81
1309525	MINITEX	0.00	1,685.00
1321650	DEIRDRE HOWARD MURNANE	75.00	75.00
1405725	NETWORK SERVICES COMPANY	7,995.04	117.83
1405850	NEXTERA COMMUNICATIONS LLC	2,706.66	86.52
1415032	JODI R NORLUND	75.00	75.00
1415377	NORTHERN BUSINESS PRODUCTS INC	6,139.44	338.23
1516220	OPERATING ENGINEERS LOCAL #49	628,614.00	14,020.00
1605665	PERSONNEL DYNAMICS LLC	12,851.29	400.38
1621130	P.U.C.	236,765.78	2,951.61
1805150	RECORDED BOOKS INC	3,299.20	560.25
1821700	MICHAEL RUSSELL	405.00	1,987.76
1903341	SCHWARTZ REDI-MIX INC	0.00	375.00
1913347	KATIE ELIZABETH SMITH	125.00	125.00
2018680	TRU NORTH ELECTRIC LLC	11,156.57	80.00
2114356	UNIQUE MANAGEMENT SERVICES	796.55	134.25
2114750	UNUM LIFE INSURANCE CO OF AMER	1,536.68	20.50
2209665	VISA	34,832.93	72.00
2301700	WASTE MANAGEMENT OF MN INC	18,617.32	289.56
2301728	AMANDA JEAN WATKINS	250.00	250.00
315630	WOODS READER	0.00	24.00

TOTAL ALL VENDORS: 72,059.17

June 2019 in Children's

Each year, while I'm envisioning what the Summer Reading Program will look like for this next summer, I'm a little desperate to find the perfect equation: a program that will entice my young patrons + perfect weather + availability of both library space AND patron time = a well-attended program. Obviously, only one of those pieces of the equation is, even remotely, within my power to control. (Interestingly enough, the "perfect weather" piece is program-dependent. For an outdoor program I'll take blue skies and perfect temps, for an inside program in the summer, I'd prefer thunderstorms to drive people indoors. ☺) I'm currently knocking on all wooden things within my reach, and salt is flying over my shoulder, and I don't want to say this too loudly, but, heavens to Betsy, we've had a busy June!!!

I know that you have access to the total numbers of programs and the attendance, but let me throw a few highlights your way. In June, Lego club met three times, for a total attendance of 211 builders! (If you want to see busy fun, stop by and see 70 people crammed into the Community Room, all building and creating. And smiling...lots of smiling. We even have one eager 4-year-old who created his own Lego Club at home, clearing off the top of his dresser for display space. "You be Tracy," he instructed his Mom, "You say 'Good Job!'" Monday Book Time has been a scarf-waving, egg-shaking, extravaganza with an average of 42 people per program in June. (When I win the lottery, I have plans to add on a bigger story time space and messy play area to the children's department. Stay tuned, you'll be the first to know when I win.) Artastic Animals, programmed by Ms. Amanda Watkins, has seen 58 people, over two sessions, learn about backyard animals and complete an art project about those animals. Ms. Diana Magner had 25 eager participants for her Creepy Crawly program. They not only talked bugs, but they held giant cockroaches and went outside to search for, and identify, their own critters. Ms. Katie Smith held the first of her three Storybook Theater programs, and 30 people were involved in creating, performing, and watching a super performance of Peter Pan.

We are partnering with KAXE on four big shows this summer, held in their tent. The first two of those were amazingly popular. 147 people enjoyed the magic of Brodini, and 150 people danced along to the songs of the Dollipops.

I don't know what July will bring for us, as far as weather OR attendance, but for today, my kinda-exhausted brain is saying that all the work that goes into Summer Reading programming has been worth it. Oh! And speaking of the reading portion of summer reading, we just went over our 1,000 participant mark! I am grateful for this community, and especially my co-workers at this library, who are so eager to support our young readers. And now, let the fun of July begin!

GRAL Director's Report

JULY 2019

ADVOCACY

-Thursday Rotary

I presented 'All Roads Lead to Grand Rapids Area Library' at Rotary June 13th.

-Sago Township

I spoke at the Sago Township Board Meeting June 17th.

-Library Foundation

I tested out some of the County Commissioner talking points at the June Library Foundation meeting.

-Blackberry Township

Meeting with Town Board 7/15.

LIBRARY MANAGEMENT

-New Comp Plan

I am working with SRF Consulting Group to make sure the Library is an active participant in the process of crafting a New Comp Plan for the City of Grand Rapids.

-Step Tracking

We are up to date on step increases for Union employees. Cindy (City Payroll) and I have instituted a tracking system to keep on track.

-East Central Regional Library Cards

Grand Rapids and Moose Lake are pilots for testing issuance of ECRL Library Cards to eligible residents. This helps use follow adopted policy and provide great customer service.

FACILITIES MAINTAINANCE / SPACE

-Reading bar behind the Reference desk is complete!

-Nathan is soliciting quotes for the heating pump.

-Carpet replacement completed in the entryway. I pushed Mike Russell to keep costs down by using remnants as this is a severe duty area.

-Playground update: I asked the city engineer Matt Wegworth to explore the feasibility of locating the playground east of the Library closer to the parking lot. I want to have all our options before making a final decision. I reached out to the Foundation and they've expressed interest in helping with part of the cost.

END OF REPORT

Assistant Director Report
July 2019

Teens

For 3 weeks in June we had an Upward Bound student. Theo J. is going to be a senior at McGregor High School and was at the library as part of the job shadowing portion of Upward Bound. During his time here he shelved the YA materials, helped me with ordering Young Adult materials and spent time with staff learning about different functions of the library. Feedback from his advisor was he enjoyed his time at the library.

In June I provided a tour of the library for a North Homes summer program. I have been doing the tour for several years now. It's fun because some of the students are regular library users and may not always interact with staff while they are here and this way they get to meet staff. Others are new to the library. They also ask a lot of good questions. There were 7 students and 2 adults.

The Teen Photo Contest will take place in July.

Operations

Friends and Foundation are working together to produce the Tall Timber Days book sale during the first weekend in August. The sale will again be at the Central Square Mall. Book donations are needed.

Staff

Tracy will attend *A Joyous Way to Learn: Music Play to Promote Readiness, Literacy, Math Development and Inclusion Workshop* on Monday, July 29, at the Duluth Public Library. The presenter is Jim Gill. Award-winning author and musician Jim Gill will share examples of his work -- both books and songs -- that teachers, library staff, and care providers can bring back to their classrooms, playrooms, and family rooms. Most importantly, Jim will discuss how his unique creations in music play inspire young children not only to move, but to regulate their movements and not only to sing, but to make connections between the words they sing and the printed word and the world of numbers.

CIRCULATION	THIS MONTH	YTD	YTD 2018
Check-outs	12,162	68,012	66,951
Total Circulation	13,614	79,408	77,322
Returns	12,616	77,388	76,161
New cards	104	635	620
TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2018
Books cataloged and processed	515	3,330	3,533
Withdrawn copies	863	3,503	2,650

Door count	10888	43617
	60213	YTD

REFERENCE	THIS MONTH	YTD	YTD 2018
transactions	1,034	5,310	6,772
tests proctored	23	72	40
computer help over 5 minutes	92	565	507
Passports	74	432	666
INTERNET	SESSIONS	HOURS	YTD SESSIONS
Pharos sessions ***	1,179	790	6,368
			4,501
			YTD 2018
			6,377
			2018 YTD HOURS
			4,231

Non-Pharos sessions	PEOPLE	HOURS	YTD HOURS
VOLUNTEERS	193	1,181	988
	68	298.75	1889.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	43	309

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
BOOK TIME	3	125	31	306	32	820
SATURDAY STORY TIME	10	112	42	899	46	1,039
CLASS VISITS	2	108	53	1,557	38	1,347
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	12	685	32	1,018	31	690
TEEN PROGRAMS	1	9	12	100	14	340
Total Youth Programs	24	1,039	166	3,880	161	4,236
Total Adult Programs	4	56	29	674	26	520

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2018
TOTALS	9.5	51	53

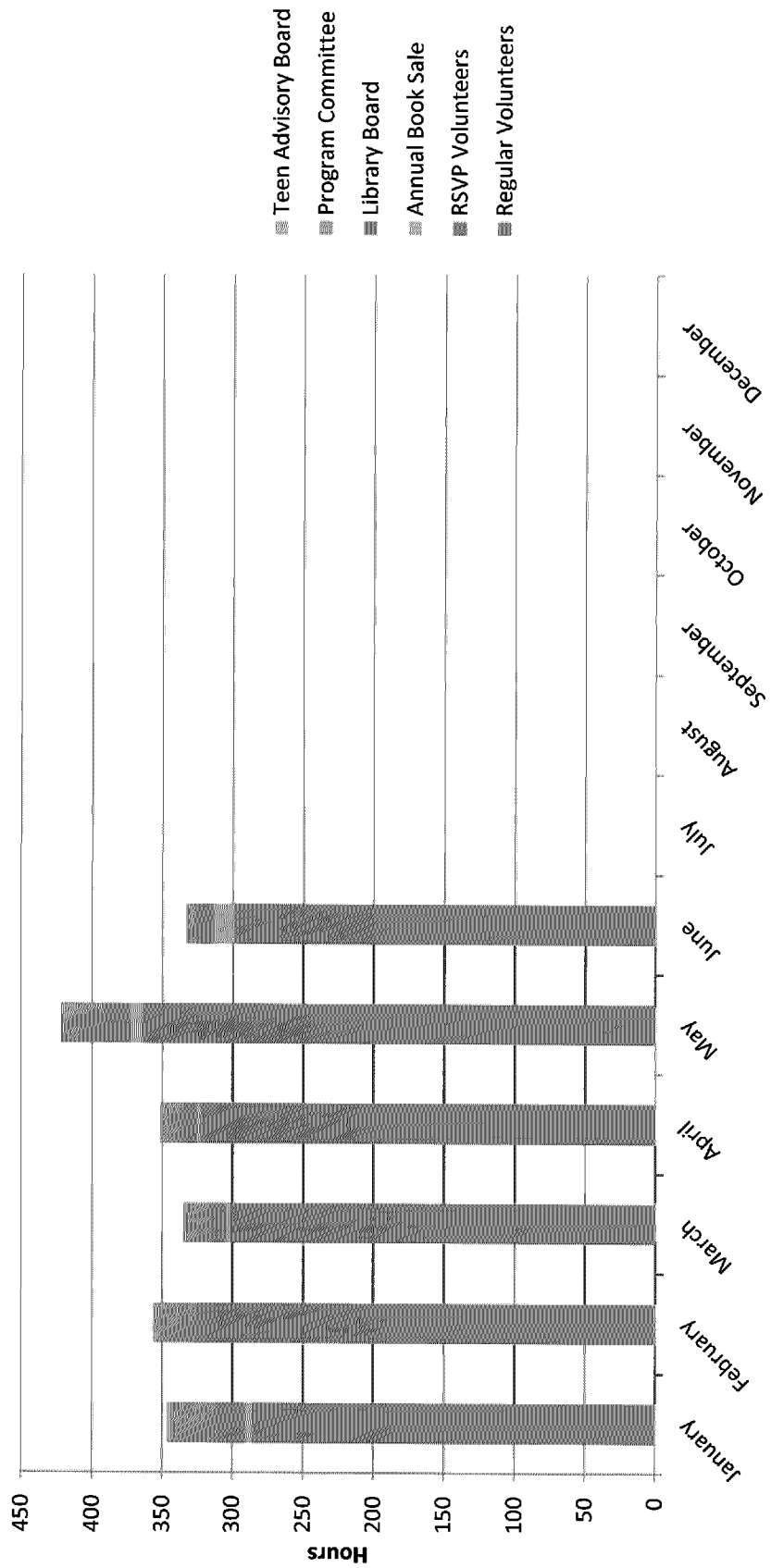
2019 Volunteer Report

Grand Rapids Area Library

Months	Regular Volunteers		RSVP Volunteers		Library Board		Annual Book Sale		Program Committee		Teen Advisory Board		Friends of the Library		Total*	
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	33	185.25	12	100.5	7	19.5	5	5	10	33.5	3	3			70	288.75
February	38	190.25	12	121.25	8	14.5			9	29	2	2	8	25.5	77	313.5
March	32	168.75	11	132.75	6	11	3	3	7	19.5	0	0			59	301.5
April	39	210.75	12	111.75	6	9.5	3	3	7	16.5	0	0	9	26	76	322.5
May	42	244.5	13	119.5	7	18.5	6	9	7	30.5	0	0	6	17	81	364
June	34	199	11	99.75	6	12.5	5	15	3	7	0	0	9	18	68	298.75
July															0	0
August															0	0
September															0	0
October															0	0
November															0	0
December															0	0
Total	218	1198.5	71	685.5	40	85.5	22	35	43	136	5	5	32	86.5	431	1889

* Regular and RSVP Volunteers who also serve on a committee will show in both columns but NOT double counted in total

2019 Grand Rapids Area Library Volunteer Hours



July 10, 2019

Heidi Amouta
5048 Newton AVE S.
Minneapolis, MN 55419

Dear Ms. Amouta:

I am pleased that you will be leading a yoga program for the Library to be held on Saturday August 3, 2019!

The Library will pay you \$75 for the program. Payment will be made after the program. 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. 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

Date

Approved for the Board of Directors:

July 10, 2019

Laurie Antonson
2001 SW 3rd AVE
Grand Rapids, MN 55744

Dear Ms. Antonson:

I am pleased that you will be leading a yoga program for the Library to be held on Saturday August 17, 2019!

The Library will pay you \$75 for the program. Payment will be made after the program. 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. 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

Date

Approved for the Board of Directors:

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-10
A RESOLUTION ACCEPTING DONATIONS

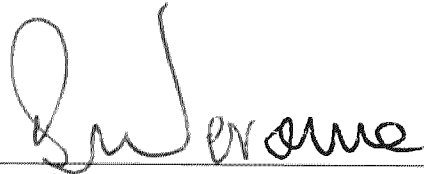
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$9,768.46 from Grand Rapids Area Library Foundation for Teen Space Project

Adopted this 10th day of July, 2019



Dennis Jerome, President



Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.