

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 10, 2019 5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications - Donation letter from Feeley Township**
- 
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**  
**Approve Financial reports and payment of bills as listed**
- 5:20 **E. Staff Reports (Packet Items E\_\_)**
- 5:25 **F. Old Business:**  
Budget
- 5:30 **G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**  
(none)
  2. **Approve Contracts and payment to presenters**  
(none)
  3. **Approve Resolution 2019-06 Accepting Donations**  
\$50 from Jim and Joanie Tadewald in memory of Jerry 'Wall Street Jerry' Femrite (no stipulation).
- Regular agenda**
1. **Discuss 'Library Tax' request to Itasca County (joint with ALS)**
- 6:00 **Adjourn**

## **Grand Rapids Area Library Regular Board Meeting March 13, 2019**

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

### **Roll Call:**

**Members Present:** Lisa Tabbert, Susan Zeige, Jean MacDonell, Cyndy Martin, ,  
Deborah Kee, Richard Thouin.

**Members Absent:** Dennis Jerome, Randy McCarty, Max Peters.

**Staff Present:** Will Richter (Director), Michelle Johnson (Cataloger).

### **Public Comment:**

**Agenda:** A motion was made by Susan Zeige to approve the agenda. A second was made by Deborah Kee. The motion was passed unanimously.

**Minutes:** Lisa Tabbert made a motion to approve minutes from the February 13, 2019 board meeting. A second was made by Cyndy Martin. The motion was passed unanimously.

**Communications:** (None)

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

**Staff Report:** Splithand township made a donation of \$200.00. Harris township was not in favor of the letter sent. Pursue approaching the county in the future. Statement of support approved by the Harris board and also to put a newsletter up. Looking at accepting donations accepted by individuals. ALS getting a new courier. Automatic renewal will be looked at in more depth and voted on in the future. New position of Public Services Clerk- Circulation hired (listed in the regular agenda). Past library minutes found during the cleaning project. Digitizing the minutes is

now in process. Many of the renovations are in progress/ are successful. Keeping watch on the ice dam for safety issues. Charging station and fitbike are out and being used.

**Old Business:**

Budget: No new expected revenue. Township day.

**New Business:**

**Consent Agenda:** Richard Thouin 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. Amazon.com \$278.03
- b. Thomson Reuters – West \$239.00

**2 Approve contracts and payments to presenters**

(None)

**3 Approve Resolution 2019- Accepting Donations**

(None)

**Regular Agenda:**

**1. Set Summer Schedule**

- a. Cyndy Martin moved to approve the resolution as presented. A second was made by Deborah Kee. The motion passed unanimously.

**2. Approve 2018 Minnesota Public Library Annual Report**



a. Deborah Kee moved to approve the report as presented. A second was made by Cyndy Martin. The motion passed unanimously.

**3. Appoint April Chance to the position of Public Services Clerk-Circulation effective 4/1/19 at a rate of \$18.72 per the Library Union bargaining agreement.**

a. Lisa Tabbert moved to approve the appointment as presented. A second was made by Deborah Kee. The motion passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:40 p.m. by Jean MacDonell.



ALPHA PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

DATE: 03/07/2019  
 TIME: 11:14:59  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/13/2019  
 INVOICES IN BATCH LB0313

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE SERVICES INC	1,188.14	95.56
0118660	ARROWHEAD LIBRARY SYSTEM	101.32	304.48
0201428	BAKER & TAYLOR LLC	2,367.68	1,939.71
0205640	LEAGUE OF MN CITIES INS TRUST	408,656.52	8,708.00
0221700	BUSY BEES QUALITY CLNG SVC INC	7,480.00	1,700.00
0315455	COLE HARDWARE INC	869.28	172.38
0405500	DEMCO INC	140.53	1,627.38
0605191	FIDELITY SECURITY LIFE INS CO	226.80	6.57
0609525	FINDAWAY WORLD LLC	0.00	360.95
0701650	GARTNER REFRIGERATION CO	4,284.30	310.00
0718015	GRAND RAPIDS CITY PAYROLL	1,290,127.03	38,417.83
0718060	GRAND RAPIDS HERALD REVIEW	1,769.37	458.00
1015331	JOHNSONS LOCK & SAFE	0.00	75.00
1209120	LIBRARY STORE INC	0.00	1,642.09
1209516	LINCOLN NATIONAL LIFE	4,036.77	39.00
1301146	MARCO TECHNOLOGIES, LLC	1,431.34	120.43
1309199	MINNESOTA ENERGY RESOURCES	14,144.01	795.99
1309332	MN STATE RETIREMENT SYSTEM	20,795.78	10,818.29
1309335	MINNESOTA REVENUE	4,957.39	45.38
1405725	NETWORK SERVICE COMPANY	3,007.06	107.74
1405850	NEXTERA COMMUNICATIONS LLC	885.65	82.73
1415377	NORTHERN BUSINESS PRODUCTS INC	2,032.23	67.50
1516220	OPERATING ENGINEERS LOCAL #49	209,446.00	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,563.42	244.36
1605665	PERSONNEL DYNAMICS LLC	5,490.10	574.26
1621130	P.U.C.	97,085.09	2,696.38
1821700	MICHAEL RUSSELL	405.00	405.00
2018680	TRU NORTH ELECTRIC LLC	3,974.70	1,499.00
2100250	UBAM EDUCATIONAL SERVICES	0.00	426.22
2114356	UNIQUE MANAGEMENT SERVICES	322.20	143.20
2114750	UNUM LIFE INSURANCE CO OF AMER	516.19	20.50
2205637	VERIZON WIRELESS	7,963.29	113.05
2209665	VISA	12,888.62	380.00
2301700	WASTE MANAGEMENT OF MN INC	8,253.15	1,071.94
2308300	BETSY WHIRLEY	250.00	125.00
TOTAL ALL VENDORS:			85,407.92

# **Feeley Township**

Warba, Minnesota 55793

The Electors of Feeley Township at the Annual Meeting approved your request for a donation. However, before these funds can be issued, the enclosed form must be signed where indicated and returned in the enclosed envelope.

If you have any questions regarding this, please contact me at (218) 492-4191.

Thank you,

*Cathy King*

Cathy King  
Feeley Township Clerk  
21140 Shallow Lake Road  
Warba MN 55793  
(218) 492-4191



## CONTRACT FOR HEALTH, SOCIAL, OR RECREATIONAL SERVICES

*Minn. Stat. § 365.10, subd. 14*

WHEREAS, Feeley Township, ITASCA County, Minnesota (hereinafter "Town") is authorized under Minn. Stat. § 365.10, subd. 14 to contract with nonprofit organizations for up to \$10,000 a year for health, social, and recreational services if authorized by the town electors and the Town Board considers the services to be in the public interest and good for the town;

WHEREAS, <sup>Area</sup> Grand Rapids Library (hereinafter "Organization") is a nonprofit organization that has the capability to provide health, social, or recreational services to those within Town;

WHEREAS, at the annual Town meeting held on March 12, 2014, the Town electors voted to authorize Town to expend up to \$ 300 to contract for services from the Organization;

WHEREAS, the amount authorized to be expended on the contract with Organization does not cause Town to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. § 365.10, subd. 14 in a year; and

WHEREAS, the Town Board of Supervisors considers the services delivered by Organization to be in the public interest and good for Town;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, Town and Organization agree as follows:

1. **Services Provided.** Organization agrees to provide or make available the following services to those living within Town:

*[describe the services]*

2. **Term.** This Agreement shall be in effect for one year from the date of execution indicated below unless a different term is set forth here:

3. **Cost.** Town agrees to pay Organization a lump sum total of \$ 300 for the services it is to provide under this Agreement.

4. **Indemnification, Hold Harmless, and Defend.** Any and all claims that arise or may arise against Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Town. Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which Town, its officers, agents, or employees may hereafter sustain.



incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants or employee, in the execution, performance, or failure to adequately perform Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by Town of any statutory limits or immunities from liability.

5. **Independent Contractor.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Organization or of any obligations or commitments beyond the terms of this Agreement.
6. **Modification & Termination.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Organization. Town may terminate this Agreement, with or without cause, upon 30 days written notice.
7. **Legal Compliance.** Organization shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the 13 day of MARCH, 2019.

Town

Feeley Township

By: Mark Feeley  
Signature of Chairperson

Date: 3-13-2019

Attest: Cathy King  
Town Clerk

Organization

X By: \_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **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 THREE MONTHS ENDING MARCH 31, 2019**  
*With Comparative Totals for March 31, 2018*

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	429,619	433,877	433,877	
Compensated Absences	40,717	40,717	40,717	
Emergency/unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>514,910</b>	<b>519,168</b>	<b>519,168</b>	
<b>Revenues:</b>				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	133,282	0%
Charges for Services	11,599	9,576	45,600	21%
Fines & Forfeits	2,910	2,709	12,000	23%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	8,000	0%
Miscellaneous	9,621	17,571	14,500	121%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>24,130</b>	<b>29,856</b>	<b>916,069</b>	<b>3%</b>
<b>Expenditures:</b>				
Personnel	158,462	159,749	687,432	23%
Supplies/Materials	26,834	27,679	87,700	32%
Other Services/Charges	34,748	30,810	140,937	22%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>220,044</b>	<b>218,238</b>	<b>916,069</b>	<b>24%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(195,913)</b>	<b>(188,382)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	813	-	0%
<b>Fund Balance 3/31/XX</b>				
Cash Flow	233,706	244,682	433,877	
Compensated Absences	40,717	40,717	40,717	
Emergency/unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 3/31/XX</b>	<b>\$ 318,997</b>	<b>\$ 329,973</b>	<b>\$ 519,168</b>	

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.



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

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7970	PHOTO COPIES	2,200	778	35%
211-00-34-00-7975	INTERNET	3,500	750	21%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	40	7%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	7,665	20%
211-00-34-00-7990	FAX MACHINE USE	800	342	43%
211-00-35-00-1030	LIBRARY FINES	12,000	2,709	23%
211-00-37-00-2310	DONATIONS	1,500	13,350	890%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	50	5%
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	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	1,874	42%
211-00-37-00-2450	MISCELLANEOUS	2,000	953	48%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		<b>916,069</b>	<b>29,856</b>	<b>3%</b>
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	442,059	104,270	24%
211-00-75-10-1030	SALARY-PARTTIME	22,803	5,124	22%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	2,496	36%
211-00-75-10-1210	PERA	34,865	7,393	21%
211-00-75-10-1220	FICA	28,821	6,089	21%
211-00-75-10-1250	MEDICARE	6,740	1,424	21%
211-00-75-10-1310	HEALTH INSURANCE	142,668	32,246	23%
211-00-75-10-1330	LIFE INSURANCE	221	53	24%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	656	29%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,979	43%
211-00-75-20-2020	COPY SUPPLIES	1,400	36	3%
211-00-75-20-2030	PRINTING/BINDING	900	92	10%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	516	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,470	139%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	3,244	55%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	826	83%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	44,000	10,960	25%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,264	47%
211-00-75-20-2130	NEWSPAPERS	1,400	772	55%
211-00-75-20-2140	PERIODICALS	7,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	495	20%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	296	46%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	4,015	67%
211-00-75-30-3210	TELEPHONE	6,000	1,284	21%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	749	25%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
211-00-75-30-3255	STAFF TRAINING	500	-	0%

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

DATE: 04/04/2019  
 TIME: 13:30:10  
 ID: GL470004.WOW

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
TOTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	339.14	2,200.00	778.05	0.00	1,421.95	35
211-00-34-00-7975	INTERNET	264.86	3,500.00	750.43	0.00	2,749.57	21
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	600.00	40.00	0.00	560.00	7
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,310.00	38,500.00	7,665.00	0.00	30,835.00	20
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	115.11	800.00	342.49	0.00	457.51	43
TOTAL		3,029.11	45,600.00	9,575.97	0.00	36,024.03	21
TOTAL CHARGES FOR SERVICES		3,029.11	45,600.00	9,575.97	0.00	36,024.03	21



DATE: 04/04/2019  
 TIME: 13:30:10  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 2  
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
TOTAL		1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
TOTAL FINES & FORFEITS		1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	13,200.35	1,500.00	13,350.35	0.00	(11,850.35)	890
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	50.00	1,000.00	50.00	0.00	950.00	5
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,343.25	0.00	(43.25)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	960.62	4,500.00	1,873.75	0.00	2,626.25	42
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	625.16	2,000.00	953.30	0.00	1,046.70	48
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
TOTAL		14,836.13	22,500.00	17,570.65	0.00	4,929.35	78
TOTAL MISCELLANEOUS REVENUE		14,836.13	22,500.00	17,570.65	0.00	4,929.35	78
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0



CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 3 PERIODS ENDING MARCH 31, 2019

DATE: 04/04/2019  
TIME: 13:30:10  
ID: GL470004.WOW

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	44,377.83	442,059.00	104,269.79	0.00	337,789.21	24
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	2,562.00	22,803.00	5,124.00	0.00	17,679.00	22
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	1,466.17	7,000.00	2,495.51	0.00	4,504.49	36
211-00-75-10-1210	PERA	3,520.49	34,865.00	7,393.17	0.00	27,471.83	21
211-00-75-10-1220	FICA	2,900.42	28,821.00	6,089.03	0.00	22,731.97	21
211-00-75-10-1250	MEDICARE	678.32	6,740.00	1,424.04	0.00	5,315.96	21
211-00-75-10-1310	HEALTH INSURANCE	9,814.00	142,668.00	32,246.00	0.00	110,422.00	23
211-00-75-10-1330	LIFE INSURANCE	5.50	221.00	52.50	0.00	168.50	24
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	(2.53)	0.00	(1.51)	0.00	1.51	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	218.68	2,255.00	656.04	0.00	1,598.96	29
TOTAL PERSONNEL		65,540.88	687,432.00	159,748.57	0.00	527,683.43	23

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	2,756.96	7,000.00	2,979.04	0.00	4,020.96	43
211-00-75-20-2020	COPY SUPPLIES	0.00	1,400.00	35.99	0.00	1,364.01	3
211-00-75-20-2030	PRINTING/BINDING	52.90	900.00	91.83	52.90	755.27	16
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,600.00	515.95	0.00	2,084.05	20
211-00-75-20-2070	COMPUTER INVENTORY	3,132.00	2,500.00	3,469.99	3,532.00	(4,501.99)	280
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,900.00	3,243.85	0.00	2,656.15	55
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	825.93	0.00	174.07	83

DATE: 04/04/2019  
 TIME: 13:30:10  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 4  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	0.00	0.00	500.00	0
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	1,833.33	44,000.00	10,959.70	0.00	33,040.30	25
211-00-75-20-2120	AUDIO/VISUAL	463.81	9,000.00	4,263.98	0.00	4,736.02	47
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	772.20	0.00	627.80	55
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	26.00	0.00	6,974.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	165.15	2,500.00	494.77	114.68	1,890.55	24
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>8,404.15</b>	<b>87,700.00</b>	<b>27,679.23</b>	<b>3,699.58</b>	<b>56,321.19</b>	<b>36</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	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	95.56	650.00	296.06	47.78	306.16	53
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	1,700.00	13,600.00	33
211-00-75-30-3100	OTHER CONTRACTED SERVICES	3,125.00	6,000.00	4,015.00	250.00	1,735.00	71
211-00-75-30-3210	TELEPHONE	340.48	6,000.00	1,284.20	0.00	4,715.80	21
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	749.30	0.00	2,250.70	25
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	16
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	68
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	98.45	2,000.00	420.65	0.00	1,579.35	21
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	2,178.00	0.00	6,822.00	24
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	5,021.31	0.00	24,978.69	17
211-00-75-30-3840	GARAGE REMOVAL	160.14	3,600.00	1,382.08	0.00	2,217.92	38
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,478.06	0.00	2,521.94	37
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	1,847.88	0.00	6,152.12	23
211-00-75-30-4010	BUILDING MAINT/REPAIRS	697.87	15,000.00	1,622.73	232.87	13,144.40	12
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	1,325.00	0.00	(325.00)	133



CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	854.17	0.00	8,145.83	9
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	982.87	0.00	2,017.13	33
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	9,000.00	1,148.58	0.00	7,851.42	13
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	361.29	0.00	1,078.71	25
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		7,063.93	140,937.00	30,810.34	2,230.65	107,896.01	23
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	812.50	0.00	812.50	812.50	(1,625.00)	100
<b>TOTAL CAPITAL OUTLAY</b>		812.50	0.00	812.50	812.50	(1,625.00)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 6  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
TOTAL FUND REVENUES		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3
TOTAL FUND EXPENSES		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
FUND SURPLUS (DEFICIT)		(62,920.38)	0.00	(189,194.83)			
TOTAL ALL FUND REVENUES		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3
TOTAL ALL FUND EXPENSES		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
ALL FUND SURPLUS (DEFICIT)		(62,920.38)	0.00	(189,194.83)			



FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 03/31/19
<b>ASSETS</b>					
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	135,308.05	135,308.05	0.00
211-00-00-00-1010	CASH	458,694.25	70,947.62	243,499.10	286,142.77
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	60.00	10,020.50
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	2,834.04	8,498.19
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	9,431.72	2,688.99	6,742.73
TOTAL		586,675.28	227,019.59	453,558.68	360,136.19
TOTAL ASSETS		586,675.28	227,019.59	453,558.68	360,136.19
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,750.20	247,127.86	238,398.87	7,021.21
211-00-00-00-2030	SALES TAX PAYABLE	0.00	101.81	158.59	56.78
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	282,644.45	238,557.46	23,419.99

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CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 03/31/19
TOTAL LIABILITIES					
		67,506.98	282,644.45	238,557.46	23,419.99
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	2,688.99	9,431.72	6,742.73
TOTAL					
	FUND SURPLUS (DEFICIT)	519,168.30	2,688.99	9,431.72	525,911.03
		0.00	189,194.83	0.00	(189,194.83)
TOTAL FUND EQUITY					
		519,168.30	191,883.82	9,431.72	336,716.20
TOTAL LIABILITIES AND FUND EQUITY					
		586,675.28	474,528.27	247,989.18	360,136.19



DATE: 04/03/2019  
 TIME: 14:38:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/10/2019

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	558.10
0113233	AMERIPRIDE SERVICES INC	95.56
0113900	AMY GOTTLIES PAINTING	375.00
0118660	ARROWHEAD LIBRARY SYSTEM	60.23
0201428	BAKER & TAYLOR LLC	1,278.09
0212124	BLACKSTONE PUBLISHING	435.97
0221650	BURGGRAF'S ACE HARDWARE	65.57
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	167.30
0405500	DEMCO INC	2,304.19
0718010	CITY OF GRAND RAPIDS	3,132.00
0805524	BONNIE HENRIKSEN	3,000.00
1309495	MINUTEMAN PRESS	52.90
1405725	NETWORK SERVICE COMPANY	114.68
1605665	PERSONNEL DYNAMICS LLC	1,466.17
1615423	POKEGAMA ELECTRIC INC	812.50
1908570	SHOWCASES	406.08
1920555	STOKES PRINTING & OFFICE	46.69
2008551	THOMSON REUTERS - WEST	312.00
2114356	UNIQUE MANAGEMENT SERVICES	98.45
T001226	CALUMET LIBRARY	24.49
T001228	CAROL SPEEDLING	67.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,573.47

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0113100	AMAZON.COM	278.03
0718015	GRAND RAPIDS CITY PAYROLL	36,084.98
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	682.07
1309335	MINNESOTA REVENUE	56.32
1405850	NEXTERA COMMUNICATIONS LLC	84.78
1516220	OPERATING ENGINEERS LOCAL #49	9,814.00
1621130	P.U.C.	2,324.93
2008551	THOMSON REUTERS - WEST	239.00
2114750	UNUM LIFE INSURANCE CO OF AMER	16.40
2205637	VERIZON WIRELESS	124.30
2209665	VISA	1,059.50
2301700	WASTE MANAGEMENT OF MN INC	160.14
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 51,208.88

TOTAL ALL DEPARTMENTS

67,782.35

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

DATE: 04/03/19  
TIME: 14:41:59  
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
447857555769-L	03/05/19	01	8 BOOKS	211-00-75-20-2110	19000920		04/10/19	89.63
		02	2 DVDS/AUTH#001006	211-00-75-20-2120	19000920			27.84
				AUDIO/VISUAL			INVOICE TOTAL:	117.47
468737486674-L	02/20/19	01	TRIPP LITE SIT STND DESK/#1188	211-00-75-20-2090	19000919		04/10/19	311.51
				INVENTORIAL SUPPLIES			INVOICE TOTAL:	311.51
844564759683-L	03/21/19	01	7 BOOKS/AUTH#001018	211-00-75-20-2110	19000920		04/10/19	113.14
				BOOKS			INVOICE TOTAL:	113.14
898458978793-L	03/21/19	01	1 BOOK/AUTH#000921	211-00-75-20-2110	19000920		04/10/19	15.98
				BOOKS			INVOICE TOTAL:	15.98
L	03/18/19	01	BOOKS & DVDS SPEC MOTION 3/13	999-99-00-00-1000			04/10/19	278.03
				HOLDING ACCOUNT			INVOICE TOTAL:	278.03
							VENDOR TOTAL:	836.13
0113233			AMERIPRIDE SERVICES INC					
3501342879-L	03/12/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000739		04/10/19	47.78
				LAUNDRY			INVOICE TOTAL:	47.78
3501348867-L	03/26/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19000880		04/10/19	47.78
				LAUNDRY			INVOICE TOTAL:	47.78
							VENDOR TOTAL:	95.56
0113900			AMY GOTTLIES PAINTING					





DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

DATE: 04/03/19  
 TIME: 14:41:59  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428			BAKER & TAYLOR LLC					
2034403283-L	03/14/19	01	30 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	347.49
				BOOKS				347.49
2034411386-L	03/19/19	01	5 BOOKS/CUST#L411199	211-00-75-20-2110	19000893		04/10/19	74.59
				BOOKS				74.59
2034413308-L	03/19/19	01	21 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	222.40
				BOOKS				222.40
0212124			BLACKSTONE PUBLISHING					
1099732-L	03/07/19	01	9 BOCDS/CUST ID 101678	211-00-75-20-2120	19000888		04/10/19	435.97
				AUDIO/VISUAL				435.97
0221650			BURGGRAF'S ACE HARDWARE					
317083-L	03/26/19	01	CASTER PLATE 2.5" SWV	211-00-75-30-4010	19000870		04/10/19	62.93
				BUILDING MAINT/REPAIRS				62.93
		02	HARDWARE/C#111385	211-00-75-30-4010	19000870			2.64
				BUILDING MAINT/REPAIRS				2.64
0221700			BUSY BEES QUALITY CLNG SVC INC					
5979-L	03/24/19	01	LIBRARY MAR CLEANING SERVICE	211-00-75-30-3090	19000853		04/10/19	1,700.00
				JANITORIAL SERVICES				1,700.00
								1,700.00

INVOICE TOTAL:  
 VENDOR TOTAL:









DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010	CITY OF GRAND RAPIDS							
#19/142-L	03/19/19	01	10ZIG 5848QC THIN CLIENT	211-00-75-20-2070	190000807		04/10/19	2,970.00
			COMPUTER INVENTORY					162.00
		02	10ZIG MOUNT KIT	211-00-75-20-2070	190000807			3,132.00
			COMPUTER INVENTORY					3,132.00
			INVOICE TOTAL:					
			VENDOR TOTAL:					
0718015	GRAND RAPIDS CITY PAYROLL							
L	03/15/19	01	LIB 3/29/19 PAYROLL	999-99-00-00-1000			04/10/19	18,042.50
			HOLDING ACCOUNT					18,042.48
		02	LIB 3/15/19 PAYROLL	999-99-00-00-1000				36,084.98
			HOLDING ACCOUNT					36,084.98
			INVOICE TOTAL:					
			VENDOR TOTAL:					
0805524	BONNIE HENRIKSEN							
178-L	03/13/19	01	GROUP FACILITATION	211-00-75-30-3100	190000891		04/10/19	3,000.00
			OTHER CONTRACTED SERVICES					3,000.00
			INVOICE TOTAL:					
			VENDOR TOTAL:					
1209516	LINCOLN NATIONAL LIFE							
L	04/01/19	01	LIB APR SUPP LIFE INS PREM	999-99-00-00-1000			04/10/19	39.00
			HOLDING ACCOUNT					39.00
			INVOICE TOTAL:					
			VENDOR TOTAL:					
1301146	MARCO TECHNOLOGIES, LLC							
L	03/11/19	01	LIB MAR COPIER LEASE	999-99-00-00-1000			04/10/19	120.43
			HOLDING ACCOUNT					120.43
			INVOICE TOTAL:					
			VENDOR TOTAL:					

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199	03/18/19	01	LIB FEB NTL GAS SERVICE	999-99-00-00-1000			04/10/19	682.07
L				HOLDING ACCOUNT				
								682.07
								682.07
1309335	03/20/19	01	LIB FEB SALES TAX PAYABLE	999-99-00-00-1000			04/10/19	56.32
L				HOLDING ACCOUNT				
								56.32
								56.32
1309495	03/19/19	01	BUSINESS CARDS-WILL RICHTER	211-00-75-20-2030	190000822		04/10/19	52.90
34131-L				PRINTING/BINDING				
								52.90
								52.90
1405725	03/04/19	01	NEUTRAL CLEANER/#7895-4	211-00-75-20-2150	190000731		04/10/19	22.98
566057-L				MAINTENANCE TOOLS/SUPPLIES				
								22.98
								22.98
566059-L	03/12/19	01	KITCHEN ROLL TOWEL/C#7895-4	211-00-75-20-2150	190000767		04/10/19	33.62
				MAINTENANCE TOOLS/SUPPLIES				
								33.62
								33.62
569965-L	03/18/19	01	WHT 2PLY/CUST#7895-4	211-00-75-20-2150	190000839		04/10/19	58.08
				MAINTENANCE TOOLS/SUPPLIES				
								58.08
								58.08
								114.68

1405850 NEXTERA COMMUNICATIONS LLC



DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1405850	03/11/19	01	LIB MAR PHN SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	84.78
							INVOICE TOTAL:	84.78
							VENDOR TOTAL:	84.78
1516220	03/11/19	01	LIB APR HEALTH INS PREMIUM	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	9,814.00
							INVOICE TOTAL:	9,814.00
							VENDOR TOTAL:	9,814.00
1605665	03/09/19	01	A WATKINS/28HRS@18.23 WK 3/9	211-00-75-10-1050 CONTRACTED SERVICES	19000892		04/10/19	510.46
							INVOICE TOTAL:	510.46
47224-L	03/16/19	01	APEERSON/4.5HR@18.23WK3/16	211-00-75-10-1050 CONTRACTED SERVICES	19000892		04/10/19	82.04
		02	A WATKINS/21HRS@18.23 WK 3/16	211-00-75-10-1050 CONTRACTED SERVICES	19000892			382.83
							INVOICE TOTAL:	464.87
47253-L	03/27/19	01	A BAUMAN/8HRS@13.50 2/13&3/13	211-00-75-10-1050 CONTRACTED SERVICES	19000976		04/10/19	108.00
		02	R LOOMIS/14.5HRS@18.23 WK 3/23	211-00-75-10-1050 CONTRACTED SERVICES	19000976			264.34
		03	A WATKINS/6.5HRS@18.23 WK 3/23	211-00-75-10-1050 CONTRACTED SERVICES	19000976			118.50
							INVOICE TOTAL:	490.84
							VENDOR TOTAL:	1,466.17

1615423 POKEGAMA ELECTRIC INC

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

DATE: 04/03/19  
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INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1615423			POKEGAMA ELECTRIC INC					
50396-L	03/13/19	01	REWIRE HANDI-CAP DOOR OPERATOR	211-00-75-50-5900	19000812		04/10/19	350.00
			BUILDING/BLDG IMPROV					
		02	ADTL COST FOR PREVAILING WAGE	211-00-75-50-5900	19000812			462.50
			BUILDING/BLDG IMPROV					
			INVOICE TOTAL:					812.50
			VENDOR TOTAL:					812.50
1621130			P.U.C.					
L	03/11/19	01	LIB FEB ELEC/WTR & SWR	999-99-00-00-1000			04/10/19	2,290.39
			HOLDING ACCOUNT					
		02	LIB FEB IRRIGATION WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIB PUMP HOUSE FEB WTR/SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
			INVOICE TOTAL:					2,324.93
			VENDOR TOTAL:					2,324.93
1908570			SHOWCASES					
310989-L	03/12/19	01	ECO PRO DOUBLE CD POLY/GRLIBR	211-00-75-20-2010	19000890		04/10/19	406.08
			OFFICE SUPPLIES					
			INVOICE TOTAL:					406.08
			VENDOR TOTAL:					406.08
T001228			CAROL SPEEDLING					
C190304-L/REFUND	03/04/19	01	MEETING ROOM REFUND	211-00-37-00-2375	19000977		04/10/19	67.50
			MEETING ROOM RECEIPTS					
			INVOICE TOTAL:					67.50
			VENDOR TOTAL:					67.50
1920555			STOKES PRINTING & OFFICE					
114773-L	03/25/19	01	OFFICE SUPPLIES/GR PUB LIBR	211-00-75-20-2010	19000883		04/10/19	4.74
			OFFICE SUPPLIES					
			INVOICE TOTAL:					4.74





DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	03/28/19	01	LIB AMZ CELL ACCESSORIES	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	11.34
		02	LIB SPS PRIORITY MAIL	999-99-00-00-1000 HOLDING ACCOUNT				369.30
		03	LIB TECH SOUP PC OFFICE SFTWR	999-99-00-00-1000 HOLDING ACCOUNT				318.00
		04	LIB AMZ WTR FILTER REPLACEMENT	999-99-00-00-1000 HOLDING ACCOUNT				345.87
		05	LIB AMZ DOOR LATCH	999-99-00-00-1000 HOLDING ACCOUNT				14.99
								INVOICE TOTAL: 1,059.50
								VENDOR TOTAL: 1,059.50
2301700			WASTE MANAGEMENT OF MN INC					
L	04/01/19	01	FEB SERV CREDIT ADJUSTMENT	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	-260.75
		02	MAR SERVICES	999-99-00-00-1000 HOLDING ACCOUNT				420.89
								INVOICE TOTAL: 160.14
								VENDOR TOTAL: 160.14
2308300			BETSY WHIRLEY					
L	04/01/19	01	HONORARIUM 3/25/19	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	125.00
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 67,782.35



DATE: 03/27/19  
TIME: 16:26:40  
ID: AP130000.WOW

CITY OF GRAND RAPIDS  
ACCRAUAL DISTRIBUTION JOURNAL # AP-LB0410.1

JOURNAL DATE: 03/27/19 ACCOUNTING PERIOD: 03  
BATCH NUMBER: LB0410  
VENDOR INVOICE

ITEM ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	ITEM DESCRIPTION	DEBIT AMT	CREDIT AMT
<u>PUBLIC LIBRARY</u>						
1	211-00-75-20-2030 PRINTING/BINDING	1309495	34131-L	* BUSINESS CARDS-WILL RICHTER BALANCE:	52.90	52.90
2	211-00-75-20-2070 COMPUTER INVENTORY	0718010	#19/142-L	* 10ZIG 5848QC THIN CLIENT	2,970.00	
3		0718010	#19/142-L	* 10ZIG MOUNT KIT BALANCE:	162.00	3,132.00
4	211-00-75-20-2110 BOOKS	T001226	031819-L	* THE BLUE ZONES OF HAPPINESS	14.30	
5		T001226	031819-L	* GIRLS WITH GRANDMOTHER FACES BALANCE:	10.19	24.49
6	211-00-75-20-2150 MAINTENANCE TOOLS/SU	1405725	566057-L	* NEUTRAL CLEANER/#7895-4	22.98	
7		1405725	566059-L	* KITCHEN ROLL TOWEL/C#7895-4	33.62	
8		1405725	569965-L	* WHT 2PLY/CUST#7895-4 BALANCE:	58.08	114.68
9	211-00-75-30-3070 LAUNDRY	0113233	3501342879-L	* MAT CLASSIC CLTD/#41-513	47.78	
10		0113233	3501348867-L	* MAT CLASSIC CLTD/C#41-513 BALANCE:	47.78	95.56
11	211-00-75-30-3090 JANITORIAL SERVICES	0221700	5979-L	* LIBRARY MAR CLEANING SERVICE BALANCE:	1,700.00	1,700.00
12	211-00-75-30-4010 BUILDING MAINT/REPAI	0221650	317083-L	* CASTER PLATE 2.5" SWV	62.93	
13		0221650	317083-L	* HARDWARE/C#111385	2.64	
14		0315455	2287339-L	* CASTER-PLATE SWIV 2IN RUB	21.96	
15		0315455	2287339-L	* SCREW/CUST#GRPUBLC	1.50	
16		0315455	2287386-L	* ANGLES & FLAT IRON	4.88	
17		0315455	2287386-L	* 1/4 X 1 G8 BOLT/CUST#GRPUBLC	1.12	
18		0315455	2287386-L	* 1/4 G8 NUTS	.80	
19		0315455	2287386-L	* 1/4 G8 WASHER	.80	
20		0315455	2287386-L	* CARRIAGE BOLTS, NUTS, WASHERS	1.79	
21		0315455	2287506-L	* CASTER-PLATE SWIV 2IN RUB	5.49	
22		0315455	2287506-L	* SPRAY PAINT PRM STN/#GRPUBLC	5.99	
23		0315455	2287668-L	* CARRIAGE BOLTS, NUTS, WSHRS	1.00	
24		0315455	2288263-L	* ANGLES & FLAT IRON	23.17	
25		0315455	2288263-L	* MISC LABOR	3.00	
26		0315455	2288263-L	* 1/8" AND 3/16" FLAT IRON	5.47	
27		0315455	2288263-L	* CARRIAGE BOLTS, NUTS, WASHERS	2.61	

DATE: 03/27/19  
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CITY OF GRAND RAPIDS  
ACCURAL DISTRIBUTION JOURNAL # AP-LB0410.1

JOURNAL DATE: 03/27/19 ACCOUNTING PERIOD: 03  
BATCH NUMBER: LB0410  
VENDOR INVOICE

ITEM ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	ITEM DESCRIPTION	DEBIT AMT	CREDIT AMT
<b>PUBLIC LIBRARY</b>						
28	211-00-75-30-4010 BUILDING MAINT/REPAI	0315455	2288263-L	* LAG BOLTS	.69	
29		0315455	2288263-L	* SCREWS	4.00	
30		0315455	2288263-L	* CASTER-PLATE SWIV/#GRPUBLC	71.92	
31		0315455	2288307-L	* ANGLES & FLAT IRON	10.11	
32		0315455	2288307-L	* MISC LABOR/#GRPUBLC	1.00	
				BALANCE:	232.87	
33	211-00-75-50-5900 BUILDING/BLDG IMPROV	1615423	50396-L	* REWIRE HANDI-CAP DOOR OPERATO	350.00	
34		1615423	50396-L	* ADTL COST FOR PREVAILING WAGE	462.50	
				BALANCE:	812.50	
35	211-00-00-00-2020 ACCOUNTS PAYABLE			* ACCRUAL OFFSET		6,165.00
				BALANCE:		6,165.00
JOURNAL TOTALS:					6,165.00	6,165.00

\* = P.O. ATTACHED



DATE: 04/03/2019  
 TIME: 14:40:49  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	884.84	836.13
0113233	AMERIPRIDE SERVICES INC	1,636.42	95.56
0113900	AMY GOTTLIES PAINTING	0.00	375.00
0118660	ARROWHEAD LIBRARY SYSTEM	405.80	60.23
0201428	BAKER & TAYLOR LLC	4,307.39	1,278.09
0212124	BLACKSTONE PUBLISHING	247.99	435.97
0221650	BURGGRAF'S ACE HARDWARE	1,356.52	65.57
0221700	BUSY BEES QUALITY CLNG SVC INC	10,668.00	1,700.00
0315455	COLE HARDWARE INC	1,694.95	167.30
0405500	DEMCO INC	1,767.91	2,304.19
0718010	CITY OF GRAND RAPIDS	8,879.55	3,132.00
0718015	GRAND RAPIDS CITY PAYROLL	1,778,040.76	36,084.98
0805524	BONNIE HENRIKSEN	0.00	3,000.00
1209516	LINCOLN NATIONAL LIFE	5,441.10	39.00
1301146	MARCO TECHNOLOGIES, LLC	3,399.92	120.43
1309199	MINNESOTA ENERGY RESOURCES	19,892.77	682.07
1309335	MINNESOTA REVENUE	6,466.49	56.32
1309495	MINUTEMAN PRESS	253.67	52.90
1405725	NETWORK SERVICE COMPANY	3,617.86	114.68
1405850	NEXTERA COMMUNICATIONS LLC	1,334.24	84.78
1516220	OPERATING ENGINEERS LOCAL #49	313,468.00	9,814.00
1605665	PERSONNEL DYNAMICS LLC	7,874.71	1,466.17
1615423	POKEGAMA ELECTRIC INC	11,359.30	812.50
1621130	P.U.C.	139,781.30	2,324.93
1908570	SHOWCASES	0.00	406.08
1920555	STOKES PRINTING & OFFICE	137.57	46.69
2008551	THOMSON REUTERS - WEST	239.00	551.00
2114356	UNIQUE MANAGEMENT SERVICES	465.40	98.45
2114750	UNUM LIFE INSURANCE CO OF AMER	770.80	16.40
2205637	VERIZON WIRELESS	9,890.11	124.30
2209665	VISA	25,449.64	1,059.50
2301700	WASTE MANAGEMENT OF MN INC	11,224.10	160.14
2308300	BETSY WHIRLEY	375.00	125.00
T001226	CALUMET LIBRARY	0.00	24.49
T001228	CAROL SPEEDLING	0.00	67.50

TOTAL ALL VENDORS:

67,782.35

# GRAL Director's Report

APRIL 2019

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## ADVOCACY

Introduction to Itasca County Board of Commissioners

I addressed to the County Board at the March 26 meeting. My presentation was based on data from the 2018 Annual Report, 2018 circulation statistics, and the Library value table from the '2018 Report to Our Community' brochure. The main idea of my presentation: Grand Rapids Area Library receives (indirect) funding from Itasca County via the Library's membership agreement with Arrowhead Library System. This relationship should be of interest to commissioners for the following reasons. First, GRAL is the de facto library of Itasca County with over half its circulation from outside city limits. Second, circulation is from ALL corners of the county – I included a quick breakdown of highlighted CIRC stats from each commissioner's district. Lastly, library funding for GRAL is a responsible use of the public purse with a value creation of \$3 for every \$1 spent.

I have included a draft of my presentation at the end of this report.

Visit to Feeley Township

I am visiting with the Town Board and citizens of Feeley Township 4/10/19 to report on Library services.

## LIBRARY MANAGEMENT

ALS

Arrowhead Library System contracted with a new courier service (Alliance) with service beginning April 1.

NEW HIRE

April Chance started training at CIRC 4/1. So far so good. Welcome April!

ANNUAL REPORT

Awaiting DJ's signature.



## RAPIDS READS

Rapids Reads *The Nature Fix* is underway! The initial reception has been good with brisk circulation of the book and many questions. Nicole has a diverse and charismatic slate of programs on deck for this year – with four more opportunities remaining.

## MDE CONSTRUCTION GRANT

I am working with Jennifer Nelson, Director of State Library Services to finalize GRAL's request for payment. At the end of March, I received the required prevailing wage and job creation spreadsheets from outside contractors. Unfortunately, a lack of communication (Spring 2018) regarding the bidding process for a State project resulted in the bid going to an electrical contractor (Pokegama Electric) not in compliance with paying prevailing wage. As such, a final invoice is included in the April Bill List to bring them up to standard. The next steps to finalizing the process are:

1. Approve final payment to Pokegama Electric
2. Gather proof of payment from Finance
3. Assemble and submit documentation for grant award

I anticipate a final payment of \$10,226.59 – representing half of the total capital expenditure for the project. A special 'thank you' to the Friends of the Grand Rapids Area Library (\$2,000) and the Grand Rapids Area Library Foundation (\$2,000) for generous support of this project.

## NORTHLAND FOUNDATION GRANT

The Northland Foundation grant supporting the *Crucial Conversations for Aging Discussion Groups* ends soon with a final report due 5/31/19. I will be working with Bonnie Henriksen on the wrap-up. I am forecasting that some grant funds will go unspent (not all proposed activities took place). The grant agreement calls for us to return unspent monies at the end of the grant period. I will work with the Northland Foundation and you (Library Board) to accomplish this in an orderly fashion when final numbers are available.

## HERD OF MICE @ GRAL

Construction on the city hall / police department remodel starts soon and several departments need a new (temporary) home. The Library is hosting the IT department during construction. The plan is to host them in the old teen space (secure with door to staff area).

## FACILITIES MAINTAINANCE / SPACE

The new Teen Space is ahead of schedule. We are assembling furniture as it arrives and putting into service. Response has been positive and teens are congregating in the space. Thank you to the Foundation for underwriting these upgrades!

The lounge / study space behind the Reference desk is a hit. Patrons are using the space to study, read the paper, meet with tutors, chat, etc.

Check out the fresh paint (and newly installed door) in the old teen space. We reformatted the room as meeting / study space. People started using it right away – including an afterschool Dungeons and Dragons club that meets weekly.

Magazine rack project – facilities fit casters to the magazine racks. The goal is to have a flexible arrangement of 4 moveable magazine pods. This project opens up the space (and view of the River) and makes inside the Library programming more feasible.

In closing, staff are getting a lot of positive feedback on our changes to the physical space. People seem to enjoy being able to see the River from new vantage points and several have commented on how the layout 'flows' better.

END OF REPORT



## **Grand Rapids Area Library**

**Will Richter, Director**

**Introduction to County Board of Commissioners 3/26/19**

### **Background**

Itasca County provides support for the Arrowhead Library System through its levy on property outside of the municipal limits of cities that support libraries (those cities are Bovey, Calumet, Coleraine, Grand Rapids, Keewatin, and Marble). Per its 1987 membership agreement with Grand Rapids Area Library - Arrowhead Library System forwards proceeds of the levy from the Grand Rapids 'Service Area' (defined as Arbo, Blackberry, Cohasset, Feeley, Harris, LaPrarie, Sago, Spang, Wabana, and Warba)\* back to Grand Rapids Area Library. The majority of the Itasca County 'Library Tax' portion of the levy is used to provide direct services to county residents and libraries. State funding and grants are used to provide region-wide services.

\*Grand Rapids Area Library is unique in having a peripheral 'Service Area' from which it receives (indirect) support.

### **Grand Rapids Area Library Serves ALL of Itasca County**

Grand Rapids Area Library is the de facto Library of Itasca County. Location, location, location – situated in the county seat and commercial / service hub of Grand Rapids all roads lead to the Library. Library circulation statistics show that people are coming from every part of the county.

#### **Circulation Overview**

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

Each library card has a bstat code identifying the city or township associated with the borrower (unorganized coded together). Circulation statistics are broken down on a daily, monthly, or yearly basis to show from where borrowers are visiting. An examination of 2018 circulation statistics show:

2018 total circulation was 155,423 – 141,266 (90%) was by Itasca County residents. This is a high concentration considering GRAL is one of 26 public libraries in the Arrowhead Library System and has no restrictions on loaning materials via Interlibrary Loan (10% of circulation was to library users outside Itasca County).

Circulation by Grand Rapids residents was 60,194 (39%). GRAL is drawing more than half of its circulation from outside the municipality where it is located.

Circulation by the GRAL 'Service Area' was 41,819 (26%). This service area (based on a long tradition of support by cities and townships) is formally defined by the 1987 membership agreement with Arrowhead Library System.

The 2018 'Service Area' circulation breakdown by bstat is:

Arbo	2,386
Blackberry	2,440
Cohasset	11,707
Feeley	2,143
Harris	14,124
LaPrairie	2,703
Sago	154
Spang	1,146
Wabana	3,190
Warba	362

Grand Rapids (city) PLUS the GRAL Service Area account for 102,013 (65%) of 2018 circulation.

39,253 (25%) of circulation is from Itasca County residents who do not live in Grand Rapids OR the GRAL Service Area. Where are these borrowers coming from? All across Itasca County:



**District 1**

Deer River 3,415 (Cohasset 11,707)

Deer River Twp. 1,537

Total 4,952

**District 2**

Bigfork 443 (NW/NE Grand Rapids)

Bigfork Twp. 616

Marcell 1,571

Marcell Twp. 663

Total 3,293

**District 3**

Coleraine 4,635 (SE Grand Rapids)

Bovey 2,708

LaPrairie 2,703

Total 10,046

**District 4**

Harris Township 14,124 (SW Grand Rapids)

**District 5**

Nashwauk 592

Nashwauk Twp. 343

Keewatin 435

Total 1,370

**No assignment**

Unorganized 11,416 (7+%)

## **Conclusion**

To be sure, Grand Rapids Area Library has a unique funding structure and use pattern shaped by its location in a regional hub. I look forward working cooperatively with the Arrowhead Library System and the Itasca County Board of Commissioners to provide high quality services to Itasca County residents.



**Assistant Director Report**  
**April 2019**

**Teens**

No Teen Advisory Board meeting in March. I was gone for 10 days.

In the new teen area, I put out some board games. The games are sitting on a table and can be played anytime.

On Friday, March 15, I had a program for teens where they did a scavenger hunt and then played bingo. Prizes included food, dollar items from Target, books, and bowling game coupons. 6 teens attended.

Nicole and I placed wall decals around the teen area. Some are on the walls, some on the benches and some on the shelving end caps. It helps bring a little more cohesiveness to the area. I think it looks awesome!

**Operations**

Friends of the Library are selling their new book bags. The bags have a new, fresh design. Bags are \$10.00.

There is a new display unit in the lobby. The Friends purchased the unit to help bring awareness for the used bookstore. Mary Jo chooses books to display.

Friends will meet again on Wednesday, April 10. Their annual meeting is June 5. All Friends members are invited to attend the annual meeting. There are anywhere from 35-50 attendees at the meeting.

I put up the posters and entry forms for the Peeps Diorama Contest. Entries will be due April 22 which is the Monday after Easter. Winners will be announced on Monday April 29. Once again there will be 3 categories for entry, depending on the age of the person creating the diorama.

Deb, who you may have seen behind the circulation desk, created the display in the lobby case. The theme is Easter.

## March 2019 in Children's

To continue from February's Board report, the first week in March I headed to the Arrowhead Library System's headquarters in Mountain Iron to have a face-to-face with ALS Graphic Artist, Brian Minor, and with Regional Youth Services Librarian, Mollie Stanford, to discuss the changes in our reading log/approach to summer reading. They were both overwhelmingly supportive of our goal and focus, and I received the first proof of the newly designed book logs in my email today. (Eep! So exciting!)

While I am excited to launch something new, and eager to gradually shift our focus from getting summer reading "done" to encouraging reading throughout the summer, I am also aware that we have reluctant readers who have just grown comfortable with the old format. While the new format is quite similar, there are differences, and Dion and I are having conversations about how to help those kids and families for whom something new is anxiety producing.

During the last week of March I finished coordinating/planning/begging for/ and scheduling all of our summer programming surrounding our summer reading program. The theme this year is "It's Showtime at Your Library!," and shows we will have! I'll be happy to share the very full calendar with you when it gets back from Brian Minor, but I am proud of the breadth of programming we are providing this summer. You'll have contracts pertaining to summer programming at your May meeting.

"But, wait, Tracy, it's only March...surely it hasn't all been about planning for summer?" No, no it hasn't. We had a great month full of students and teachers and programs and books. We hosted/programmed for 12 groups, which brought 298 eager visitors through our doors. Tiny Explorers saw 10 enthusiastic wanderers, while Page Turners Book Club hosted nine amazing, brilliant, readers. (If you haven't read my column about our meeting, you might enjoy it.) Lego Club had 41 people (or 82 hands) eagerly sifting through thousands of bricks to find the perfect fit, and we had a special Legacy program, Colors of Minnesota, which was enjoyed by 22 people. Whew! (We at the Children's Desk also managed to answer a whopping 501 reference questions this month...a full hundred more than February.)

I feel the wheels turning faster and faster towards the end of school. I think we are sitting well for summer, but first, we need to get there!



<b>CIRCULATION</b>	<b>THIS MONTH</b>	<b>YTD</b>	<b>YTD 2018</b>
Check-outs	11,778	33,153	32,665
Total Circulation	13,672	39,021	37,986
Returns	11,924	35,989	36,899
New cards	115	313	273

Door count 11361  
29,358

<b>TECHNICAL PROCESSES</b>	<b>THIS MONTH</b>	<b>YTD</b>	<b>YTD 2018</b>
Books cataloged and processed	575	1,628	1,831
Withdrawn copies	95	2,475	2,299

<b>REFERENCE</b>	<b>THIS MONTH</b>	<b>YTD</b>	<b>YTD 2018</b>
transactions	1,143	2,573	2,878
tests proctored	11	21	24
computer help over 5 minutes	103	307	280
Passports	66	219	401
<b>INTERNET</b>	<b>SESSIONS</b>	<b>HOURS</b>	<b>YTD SESSIONS</b>
Pharos sessions ***	1,167	802	2,899
			<b>YTD 2018</b>
			2,927
			<b>2018 YTD HOURS</b>
			1,973

<b>Non-Pharos sessions</b>	198	489	525
<b>VOLUNTEERS</b>	<b>PEOPLE</b>	<b>HOURS</b>	<b>YTD HOURS</b>
	51	287.50	869.25

<b>MEETING ROOM</b>	<b>GROUPS</b>	<b>YTD GROUPS</b>
COMMUNITY ROOM/GSR	55	160

<b>PROGRAMS &amp; TOURS</b>	<b>PROGRAMS</b>	<b>PEOPLE</b>	<b>YTD PROGRAMS</b>	<b>YTD PEOPLE</b>	<b>YTD 2018 programs</b>	<b>YTD 2018 people</b>
BOOK TIME	8	154	18	307	18	408
SATURDAY STORY TIME	8	227	24	593	24	611
CLASS VISITS	12	298	29	770	19	598
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	88	11	200	11	247
TEEN PROGRAMS	1	6	7	47	7	291
Total Youth Programs	33	773	89	1,917	79	2,155
Total Adult Programs	4	127	13	353	12	202

<b>BOOKINGS &amp; ARRANGEMENTS</b>	<b>HRS THIS MONTH</b>	<b>HRS YTD</b>	<b>YTD 2018</b>
TOTALS	9.5	25.5	25





Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-06  
A RESOLUTION ACCEPTING DONATIONS

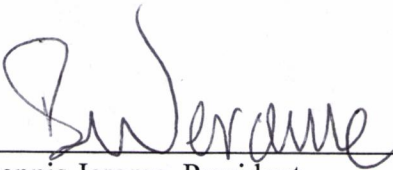
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

***\$50 from Jim and Joanie Tadewald in memory of Jerry 'Wall Street Jerry' Femrite (no stipulation).***

Adopted this 10th day of April, 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.

## **ITASCA COUNTY REQUEST POV (draft)**

### **Library Funding Benefits ALL of Itasca County**

Usage statistics show Grand Rapids Area Library serves City residents (11,389), 'Service Area' residents (9,849), and the 21,238 residents of greater Itasca County who support ALS through the 'Library Tax' portion of the property tax. The Library is currently serving Itasca County with a level of funding that lags all benchmarks on a per capita basis. The Arrowhead Library System, the City of Grand Rapids and the Library Board asks for your support with an increase that puts total operational revenue per capita on course to track the State average.

Requested action: Arrowhead Library System and the City of Grand Rapids / Grand Rapids Area Library ask the Itasca County Board of Commissioners to increase in the 'Library Tax' portion of the Itasca County levy to bring total operating revenue per capita in line with the State of Minnesota average.

### **Background**

Itasca County provides support for the Arrowhead Library System through its levy on property outside of the municipal limits of cities that support libraries (those cities are Bovey, Calumet, Coleraine, Grand Rapids, Keewatin, and Marble). Per its 1987 membership agreement with Grand Rapids Area Library - Arrowhead Library System remits proceeds of the levy from the Grand Rapids 'Service Area' (defined as Arbo, Blackberry, Cohasset, Feeley, Harris, LaPrarie, Sago, Spang, Wabana, and Warba) back to Grand Rapids Area Library. The remaining Itasca County 'Library Tax' portion of the levy is used to provide direct services to county residents and libraries. State funding and grants are used to provide region-wide services.

### **Library Support Benchmarks**

Total operating revenue per capita to Grand Rapids Area Library lags averages statewide, regionally, and within Itasca County.

Big picture, the State average total operating revenue per capita for 2017 was \$46.16. Across the 7 county Arrowhead Library System, it was \$73.05. Within the 6 Itasca County public libraries, it was \$61.68.

The 2017 per capita operating revenue for Grand Rapids Area Library was \$41.98.

### **The Math of 'Below Average'**

Grand Rapids Area Library receives revenue from 2 main sources – the City of Grand Rapids and Itasca County via the portion of the 'Library Tax' collected from its defined 'Service Area'. In fiscal year 2017, the budgeted contribution from the City of Grand



Rapids was \$663,763 – with an additional \$132,001 from the 'Service Area' (Itasca County). There is a discrepancy in levels of support per capita:

City of Grand Rapids \$58.28

(78.3% of total support)

'Service Area' (Itasca County) \$13.40

2017 GRAL Average \$41.98

2017 State average \$46.16

### **A Minimum 'Library Tax' Impacts Service to Itasca County**

Arrowhead Library system provides service to county residents not taxed to support a public library in their community (data shows residents of Greater Itasca County utilize GRAL to check-out almost 40,000 items per year). However, the value (billable cost) of services ALS provides to Itasca County (\$284,267) is more than the revenue it receives (\$210,748) from the 'Library Tax'. The largest portion of the cost of services received comes from Mail-A-Book (\$60,014) and Bookmobile (\$54,297) that greatly benefit Itasca County residents. Residents in Greater Itasca County also utilize downloadable e-books and audiobooks along with online research databases – all available 24/7 with a library card. ALS services are the backbone of the regional library system, providing automation and delivery services between libraries. ALS gives back to Itasca County more that it receives – ALS library services project as underfunded by over \$70,000 this year.

### **Grand Rapids Area Library Serves ALL of Itasca County**

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Marcell Twp.	663	
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Total	10,046	

District 4

Harris Township	14,124	(SW Grand Rapids)
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District 5

Nashwauk	592	
Nashwauk Twp.	343	
Keewatin	435	
Total	1,370	

No assignment

Unorganized 11,416 (7+%)

## **Conclusion**

The asymmetrical relationship between funding and use is the key issue facing Grand Rapids Area Library (GRAL), Itasca County, and Arrowhead Library System (ALS). This imbalance results from the Library's unique funding structure and a use pattern shaped by its location in a regional hub. This is an ongoing challenge that requires cooperation from all stakeholders to manage sustainably – for mutual benefit.



**GRAND RAPIDS AREA LIBRARY BOARD**  
**Grand Rapids Area Library**  
**April 10, 2019 5:00 P.M.**

- 5:00 Call to order**
- 5:01 Roll call:**
- 5:02 Public Comment (if anyone wishes to address the Board)**
- 5:05 A. Approval of agenda (Packet Item A)**
- 5:10 B. Minutes. (Packet Item B)**
- 5:12 C. Communications - Donation letter from Feeley Township**
- 
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**  
**Approve Financial reports and payment of bills as listed**
- 5:20 E. Staff Reports (Packet Items E\_\_)**
- 5:25 F. Old Business:**  
Budget
- 5:30 G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**  
(none)
  - 2. Approve Contracts and payment to presenters**  
(none)
  - 3. Approve Resolution 2019-06 Accepting Donations**  
\$50 from Jim and Joanie Tadewald in memory of Jerry 'Wall Street Jerry'  
Femrite (no stipulation).
- Regular agenda**
- 1. Discuss 'Library Tax' request to Itasca County (joint with ALS)**
- 6:00 Adjourn**

## **Grand Rapids Area Library Regular Board Meeting March 13, 2019**

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

### **Roll Call:**

**Members Present:** Lisa Tabbert, Susan Zeige, Jean MacDonell, Cyndy Martin, ,  
Deborah Kee, Richard Thouin.

**Members Absent:** Dennis Jerome, Randy McCarty, Max Peters.

**Staff Present:** Will Richter (Director), Michelle Johnson (Cataloger).

### **Public Comment:**

**Agenda:** A motion was made by Susan Zeige to approve the agenda. A second was made by Deborah Kee. The motion was passed unanimously.

**Minutes:** Lisa Tabbert made a motion to approve minutes from the February 13, 2019 board meeting. A second was made by Cyndy Martin. The motion was passed unanimously.

**Communications:** (None)

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

**Staff Report:** Splithand township made a donation of \$200.00. Harris township was not in favor of the letter sent. Pursue approaching the county in the future. Statement of support approved by the Harris board and also to put a newsletter up. Looking at accepting donations accepted by individuals. ALS getting a new carrier. Automatic renewal will be looked at in more depth and voted on in the future. New position of Public Services Clerk- Circulation hired (listed in the regular agenda). Past library minutes found during the cleaning project. Digitizing the minutes is



now in process. Many of the renovations are in progress/ are successful. Keeping watch on the ice dam for safety issues. Charging station and fitbike are out and being used.

**Old Business:**

Budget: No new expected revenue. Township day.

**New Business:**

**Consent Agenda:** Richard Thouin 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. Amazon.com \$278.03
- b. Thomson Reuters – West \$239.00

**2 Approve contracts and payments to presenters**

(None)

**3 Approve Resolution 2019- Accepting Donations**  
(None)

**Regular Agenda:**

**1. Set Summer Schedule**

- a. Cyndy Martin moved to approve the resolution as presented. A second was made by Deborah Kee. The motion passed unanimously.

**2. Approve 2018 Minnesota Public Library Annual Report**

- a. Deborah Kee moved to approve the report as presented. A second was made by Cyndy Martin. The motion passed unanimously.

**3. Appoint April Chance to the position of Public Services Clerk-Circulation effective 4/1/19 at a rate of \$18.72 per the Library Union bargaining agreement.**

- a. Lisa Tabbert moved to approve the appointment as presented. A second was made by Deborah Kee. The motion passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:40 p.m. by Jean MacDonell.



ALPHA PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

DATE: 03/07/2019  
 TIME: 11:14:59  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/13/2019  
 INVOICES IN BATCH LB0313

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE SERVICES INC	1,188.14	95.56
0118660	ARROWHEAD LIBRARY SYSTEM	101.32	304.48
0201428	BAKER & TAYLOR LLC	2,367.68	1,939.71
0205640	LEAGUE OF MN CITIES INS TRUST	408,656.52	8,708.00
0221700	BUSY BEES QUALITY CLNG SVC INC	7,480.00	1,700.00
0315455	COLE HARDWARE INC	869.28	172.38
0405500	DEMCO INC	140.53	1,627.38
0605191	FIDELITY SECURITY LIFE INS CO	226.80	6.57
0609525	FINDAWAY WORLD LLC	0.00	360.95
0701650	GARTNER REFRIGERATION CO	4,284.30	310.00
0718015	GRAND RAPIDS CITY PAYROLL	1,290,127.03	38,417.83
0718060	GRAND RAPIDS HERALD REVIEW	1,769.37	458.00
1015331	JOHNSONS LOCK & SAFE	0.00	75.00
1209120	LIBRARY STORE INC	0.00	1,642.09
1209516	LINCOLN NATIONAL LIFE	4,036.77	39.00
1301146	MARCO TECHNOLOGIES, LLC	1,431.34	120.43
1309199	MINNESOTA ENERGY RESOURCES	14,144.01	795.99
1309332	MN STATE RETIREMENT SYSTEM	20,795.78	10,818.29
1309335	MINNESOTA REVENUE	4,957.39	45.38
1405725	NETWORK SERVICE COMPANY	3,007.06	107.74
1405850	NEXTERA COMMUNICATIONS LLC	885.65	82.73
1415377	NORTHERN BUSINESS PRODUCTS INC	2,032.23	67.50
1516220	OPERATING ENGINEERS LOCAL #49	209,446.00	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,563.42	244.36
1605665	PERSONNEL DYNAMICS LLC	5,490.10	574.26
1621130	P.U.C.	97,085.09	2,696.38
1821700	MICHAEL RUSSELL	405.00	405.00
2018680	TRU NORTH ELECTRIC LLC	3,974.70	1,499.00
2100250	UBAM EDUCATIONAL SERVICES	0.00	426.22
2114356	UNIQUE MANAGEMENT SERVICES	322.20	143.20
2114750	UNUM LIFE INSURANCE CO OF AMER	516.19	20.50
2205637	VERIZON WIRELESS	7,963.29	113.05
2209665	VISA	12,888.62	380.00
2301700	WASTE MANAGEMENT OF MN INC	8,253.15	1,071.94
2308300	BETSY WHIRLEY	250.00	125.00
TOTAL ALL VENDORS:			85,407.92

# **Feeley Township**

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Warba, Minnesota 55793

**The Electors of Feeley Township at the Annual Meeting approved your request for a donation. However, before these funds can be issued, the enclosed form must be signed where indicated and returned in the enclosed envelope.**

**If you have any questions regarding this, please contact me at (218) 492-4191.**

**Thank you,**



**Cathy King  
Feeley Township Clerk  
21140 Shallow Lake Road  
Warba MN 55793  
(218) 492-4191**



## CONTRACT FOR HEALTH, SOCIAL, OR RECREATIONAL SERVICES

*Minn. Stat. § 365.10, subd. 14*

WHEREAS, Feeley Township, ITASCA County, Minnesota (hereinafter "Town") is authorized under Minn. Stat. § 365.10, subd. 14 to contract with nonprofit organizations for up to \$10,000 a year for health, social, and recreational services if authorized by the town electors and the Town Board considers the services to be in the public interest and good for the town;

WHEREAS, Grand Rapids Library (*Area*) (hereinafter "Organization") is a nonprofit organization that has the capability to provide health, social, or recreational services to those within Town;

WHEREAS, at the annual Town meeting held on March 12, 2014, the Town electors voted to authorize Town to expend up to \$ 300 to contract for services from the Organization;

WHEREAS, the amount authorized to be expended on the contract with Organization does not cause Town to exceed the \$10,000 cumulative limit that can be expended under Minn. Stat. § 365.10, subd. 14 in a year; and

WHEREAS, the Town Board of Supervisors considers the services delivered by Organization to be in the public interest and good for Town;

NOW, THEREFORE, in consideration of the mutual promises made herein and for other valuable consideration the receipt of which is hereby acknowledged, Town and Organization agree as follows:

1. **Services Provided.** Organization agrees to provide or make available the following services to those living within Town:

*[describe the services]*

2. **Term.** This Agreement shall be in effect for one year from the date of execution indicated below unless a different term is set forth here:

3. **Cost.** Town agrees to pay Organization a lump sum total of \$ 300 for the services it is to provide under this Agreement.

4. **Indemnification, Hold Harmless, and Defend.** Any and all claims that arise or may arise against Organization, its agents, servants, or employees as a consequence of any act or omission on the part of the Organization or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Town. Organization shall indemnify, hold harmless, and defend Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which Town, its officers, agents, or employees may hereafter sustain,

incur, or be required to pay, arising out of or by reason of any act or omission of Organization, its agents, servants or employee, in the execution, performance, or failure to adequately perform Organization's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by Town of any statutory limits or immunities from liability.

5. **Independent Contractor.** Organization acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Town and Organization or of any obligations or commitments beyond the terms of this Agreement.
6. **Modification & Termination.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by Town and Organization. Town may terminate this Agreement, with or without cause, upon 30 days written notice.
7. **Legal Compliance.** Organization shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Organization is responsible. Organization shall procure, at Organization's expense, all permits, licenses, or other rights required for the provision of the services contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the 13 day of MARCH, 2019.

Town

Feeley Township

By: Mark Feeley  
Signature of Chairperson

Date: 3-13-2019

Attest: Cathy King  
Town Clerk

Organization

X By: \_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **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 THREE MONTHS ENDING MARCH 31, 2019**  
*With Comparative Totals for March 31, 2018*

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	429,619	433,877	433,877	
Compensated Absences	40,717	40,717	40,717	
Emergency/unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>514,910</b>	<b>519,168</b>	<b>519,168</b>	
<b>Revenues:</b>				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	133,282	0%
Charges for Services	11,599	9,576	45,600	21%
Fines & Forfeits	2,910	2,709	12,000	23%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	8,000	0%
Miscellaneous	9,621	17,571	14,500	121%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>24,130</b>	<b>29,856</b>	<b>916,069</b>	<b>3%</b>
<b>Expenditures:</b>				
Personnel	158,462	159,749	687,432	23%
Supplies/Materials	26,834	27,679	87,700	32%
Other Services/Charges	34,748	30,810	140,937	22%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>220,044</b>	<b>218,238</b>	<b>916,069</b>	<b>24%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(195,913)</b>	<b>(188,382)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	813	-	0%
<b>Fund Balance 3/31/XX</b>				
Cash Flow	233,706	244,682	433,877	
Compensated Absences	40,717	40,717	40,717	
Emergency/unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 3/31/XX</b>	<b>\$ 318,997</b>	<b>\$ 329,973</b>	<b>\$ 519,168</b>	

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.

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

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7970	PHOTO COPIES	2,200	778	35%
211-00-34-00-7975	INTERNET	3,500	750	21%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	40	7%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	7,665	20%
211-00-34-00-7990	FAX MACHINE USE	800	342	43%
211-00-35-00-1030	LIBRARY FINES	12,000	2,709	23%
211-00-37-00-2310	DONATIONS	1,500	13,350	890%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	50	5%
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	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	1,874	42%
211-00-37-00-2450	MISCELLANEOUS	2,000	953	48%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		916,069	29,856	3%
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	104,270	24%
211-00-75-10-1030	SALARY-PARTTIME	22,803	5,124	22%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	2,496	36%
211-00-75-10-1210	PERA	34,865	7,393	21%
211-00-75-10-1220	FICA	28,821	6,089	21%
211-00-75-10-1250	MEDICARE	6,740	1,424	21%
211-00-75-10-1310	HEALTH INSURANCE	142,668	32,246	23%
211-00-75-10-1330	LIFE INSURANCE	221	53	24%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	656	29%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,979	43%
211-00-75-20-2020	COPY SUPPLIES	1,400	36	3%
211-00-75-20-2030	PRINTING/BINDING	900	92	10%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	516	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,470	139%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	3,244	55%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	826	83%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	44,000	10,960	25%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,264	47%
211-00-75-20-2130	NEWSPAPERS	1,400	772	55%
211-00-75-20-2140	PERIODICALS	7,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	495	20%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	296	46%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	4,015	67%
211-00-75-30-3210	TELEPHONE	6,000	1,284	21%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	749	25%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
211-00-75-30-3255	STAFF TRAINING	500	-	0%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2019 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	205	68%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	421	21%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	2,178	24%
211-00-75-30-3810	ELECTRICITY	30,000	5,021	17%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	1,382	38%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,478	37%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	1,848	23%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,623	11%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	1,325	133%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	854	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	983	33%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	1,149	13%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	361	25%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-30-4900	TRANSFER TO RESERVE	6,447	-	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	813	0%
	<b>TOTAL EXPENDITURES</b>	<b>916,069</b>	<b>219,051</b>	<b>24%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(189,195)</b>	



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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 1  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
<b>REVENUES TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	702,687.00	0.00	0.00	702,687.00	0
<b>TOTAL TAXES</b>		0.00	702,687.00	0.00	0.00	702,687.00	0
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
<b>TOTAL</b>		0.00	133,282.00	0.00	0.00	133,282.00	0
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	133,282.00	0.00	0.00	133,282.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	339.14	2,200.00	778.05	0.00	1,421.95	35
211-00-34-00-7975	INTERNET	264.86	3,500.00	750.43	0.00	2,749.57	21
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	600.00	40.00	0.00	560.00	7
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,310.00	38,500.00	7,665.00	0.00	30,835.00	20
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	115.11	800.00	342.49	0.00	457.51	43
<b>TOTAL</b>		3,029.11	45,600.00	9,575.97	0.00	36,024.03	21
<b>TOTAL CHARGES FOR SERVICES</b>		3,029.11	45,600.00	9,575.97	0.00	36,024.03	21

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 2  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COIL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
TOTAL		1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
TOTAL FINES & FORFEITS		1,035.84	12,000.00	2,709.19	0.00	9,290.81	23
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	13,200.35	1,500.00	13,350.35	0.00	(11,850.35)	890
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	50.00	1,000.00	50.00	0.00	950.00	5
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,343.25	0.00	(43.25)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	960.62	4,500.00	1,873.75	0.00	2,626.25	42
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	625.16	2,000.00	953.30	0.00	1,046.70	48
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
TOTAL		14,836.13	22,500.00	17,570.65	0.00	4,929.35	78
TOTAL MISCELLANEOUS REVENUE		14,836.13	22,500.00	17,570.65	0.00	4,929.35	78
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

PAGE: 3  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	44,377.83	442,059.00	104,269.79	0.00	337,789.21	24
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	2,562.00	22,803.00	5,124.00	0.00	17,679.00	22
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	1,466.17	7,000.00	2,495.51	0.00	4,504.49	36
211-00-75-10-1210	PERA	3,520.49	34,865.00	7,393.17	0.00	27,471.83	21
211-00-75-10-1220	FICA	2,900.42	28,821.00	6,089.03	0.00	22,731.97	21
211-00-75-10-1250	MEDICARE	678.32	6,740.00	1,424.04	0.00	5,315.96	21
211-00-75-10-1310	HEALTH INSURANCE	9,814.00	142,668.00	32,246.00	0.00	110,422.00	23
211-00-75-10-1330	LIFE INSURANCE	5.50	221.00	52.50	0.00	168.50	24
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	(2.53)	0.00	(1.51)	0.00	1.51	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	218.68	2,255.00	656.04	0.00	1,598.96	29
TOTAL PERSONNEL		65,540.88	687,432.00	159,748.57	0.00	527,683.43	23

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	2,756.96	7,000.00	2,979.04	0.00	4,020.96	43
211-00-75-20-2020	COPY SUPPLIES	0.00	1,400.00	35.99	0.00	1,364.01	3
211-00-75-20-2030	PRINTING/BINDING	52.90	900.00	91.83	52.90	755.27	16
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,600.00	515.95	0.00	2,084.05	20
211-00-75-20-2070	COMPUTER INVENTORY	3,132.00	2,500.00	3,469.99	3,532.00	(4,501.99)	280
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,900.00	3,243.85	0.00	2,656.15	55
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 3 PERIODS ENDING MARCH 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	0.00	0.00	500.00	0
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	1,833.33	44,000.00	10,959.70	0.00	33,040.30	25
211-00-75-20-2120	AUDIO/VISUAL	463.81	9,000.00	4,263.98	0.00	4,736.02	47
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	772.20	0.00	627.80	55
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	26.00	0.00	6,974.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	165.15	2,500.00	494.77	114.68	1,890.55	24
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>8,404.15</b>	<b>87,700.00</b>	<b>27,679.23</b>	<b>3,699.58</b>	<b>56,321.19</b>	<b>36</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	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	95.56	650.00	296.06	47.78	306.16	53
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	1,700.00	13,600.00	33
211-00-75-30-3100	OTHER CONTRACTED SERVICES	3,125.00	6,000.00	4,015.00	250.00	1,735.00	71
211-00-75-30-3210	TELEPHONE	340.48	6,000.00	1,284.20	0.00	4,715.80	21
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	749.30	0.00	2,250.70	25
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	80.16	0.00	419.84	16
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	205.00	0.00	95.00	68
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	98.45	2,000.00	420.65	0.00	1,579.35	21
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	2,178.00	0.00	6,822.00	24
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	5,021.31	0.00	24,978.69	17
211-00-75-30-3840	GARBAGE REMOVAL	160.14	3,600.00	1,382.08	0.00	2,217.92	38
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,478.06	0.00	2,521.94	37
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	8,000.00	1,847.88	0.00	6,152.12	23
211-00-75-30-4010	BUILDING MAINT/REPAIRS	697.87	15,000.00	1,622.73	232.87	13,144.40	12
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,325.00	0.00	(325.00)	133



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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
TOTAL FUND REVENUES		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3
TOTAL FUND EXPENSES		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
FUND SURPLUS (DEFICIT)		(62,920.38)	0.00	(189,194.83)			
TOTAL ALL FUND REVENUES		18,901.08	916,069.00	29,855.81	0.00	886,213.19	3
TOTAL ALL FUND EXPENSES		81,821.46	916,069.00	219,050.64	6,742.73	690,275.63	25
ALL FUND SURPLUS (DEFICIT)		(62,920.38)	0.00	(189,194.83)			



FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 03/31/19
<b>ASSETS</b>					
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	135,308.05	135,308.05	0.00
211-00-00-00-1010	CASH	458,694.25	70,947.62	243,499.10	286,142.77
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	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	32,280.00	0.00	0.00	32,280.00
211-00-00-00-1321	DUE FROM US GOV'T	10,080.50	0.00	60.00	10,020.50
211-00-00-00-1550	PREPAID ITEMS	0.00	0.00	0.00	0.00
211-00-00-00-1551	PREPAID INSURANCE	14,921.42	0.00	14,921.42	0.00
211-00-00-00-1620	BUILDINGS	0.03	11,332.20	2,834.04	8,498.19
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	9,431.72	2,688.99	6,742.73
<b>TOTAL</b>		<b>586,675.28</b>	<b>227,019.59</b>	<b>453,558.68</b>	<b>360,136.19</b>
<b>TOTAL ASSETS</b>		<b>586,675.28</b>	<b>227,019.59</b>	<b>453,558.68</b>	<b>360,136.19</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,750.20	247,127.86	238,398.87	7,021.21
211-00-00-00-2030	SALES TAX PAYABLE	0.00	101.81	158.59	56.78
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
<b>TOTAL</b>		<b>67,506.98</b>	<b>282,644.45</b>	<b>238,557.46</b>	<b>23,419.99</b>

FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2019

ACCOUNT #	DESCRIPTION	BALANCE 01/01/19	NET DEBITS	NET CREDITS	BALANCE 03/31/19
TOTAL LIABILITIES		67,506.98	282,644.45	238,557.46	23,419.99
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	2,688.99	9,431.72	6,742.73
TOTAL		519,168.30	2,688.99	9,431.72	525,911.03
	FUND SURPLUS (DEFICIT)	0.00	189,194.83	0.00	(189,194.83)
TOTAL FUND EQUITY		519,168.30	191,883.82	9,431.72	336,716.20
TOTAL LIABILITIES AND FUND EQUITY		586,675.28	474,528.27	247,989.18	360,136.19

PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/10/2019

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	558.10
0113233	AMERIPRIDE SERVICES INC	95.56
0113900	AMY GOTTLIES PAINTING	375.00
0118660	ARROWHEAD LIBRARY SYSTEM	60.23
0201428	BAKER & TAYLOR LLC	1,278.09
0212124	BLACKSTONE PUBLISHING	435.97
0221650	BURGGRAF'S ACE HARDWARE	65.57
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	167.30
0405500	DEMCO INC	2,304.19
0718010	CITY OF GRAND RAPIDS	3,132.00
0805524	BONNIE HENRIKSEN	3,000.00
1309495	MINUTEMAN PRESS	52.90
1405725	NETWORK SERVICE COMPANY	114.68
1605665	PERSONNEL DYNAMICS LLC	1,466.17
1615423	POKEGAMA ELECTRIC INC	812.50
1908570	SHOWCASES	406.08
1920555	STOKES PRINTING & OFFICE	46.69
2008551	THOMSON REUTERS - WEST	312.00
2114356	UNIQUE MANAGEMENT SERVICES	98.45
T001226	CALUMET LIBRARY	24.49
T001228	CAROL SPEEDLING	67.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,573.47

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0113100	AMAZON.COM	278.03
0718015	GRAND RAPIDS CITY PAYROLL	36,084.98
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	682.07
1309335	MINNESOTA REVENUE	56.32
1405850	NEXTERA COMMUNICATIONS LLC	84.78
1516220	OPERATING ENGINEERS LOCAL #49	9,814.00
1621130	P.U.C.	2,324.93
2008551	THOMSON REUTERS - WEST	239.00
2114750	UNUM LIFE INSURANCE CO OF AMER	16.40
2205637	VERIZON WIRELESS	124.30
2209665	VISA	1,059.50
2301700	WASTE MANAGEMENT OF MN INC	160.14
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 51,208.88

TOTAL ALL DEPARTMENTS 67,782.35



DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
447857555769-L	03/05/19	01	8 BOOKS	211-00-75-20-2110	19000920		04/10/19	89.63
		02	2 DVDS/AUTH#001006	211-00-75-20-2120	19000920			27.84
			AUDIO/VISUAL					117.47
			INVOICE TOTAL:					311.51
468737486674-L	02/20/19	01	TRIPP LITE SIT STND DESK/#1188	211-00-75-20-2090	19000919		04/10/19	311.51
			INVENTORIAL SUPPLIES					311.51
844564759683-L	03/21/19	01	7 BOOKS/AUTH#001018	211-00-75-20-2110	19000920		04/10/19	113.14
			BOOKS					113.14
898458978793-L	03/21/19	01	1 BOOK/AUTH#000921	211-00-75-20-2110	19000920		04/10/19	15.98
			BOOKS					15.98
			INVOICE TOTAL:					153.14
L	03/18/19	01	BOOKS & DVDS SPEC MOTION 3/13	999-99-00-00-1000			04/10/19	278.03
			HOLDING ACCOUNT					278.03
			INVOICE TOTAL:					278.03
0113233			AMERIPRIDE SERVICES INC					836.13
3501342879-L	03/12/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000739		04/10/19	47.78
			LAUNDRY					47.78
			INVOICE TOTAL:					47.78
3501348867-L	03/26/19	01	MAT CLASSIC CLTD/C#41-513	211-00-75-30-3070	19000880		04/10/19	47.78
			LAUNDRY					47.78
			INVOICE TOTAL:					47.78
			VENDOR TOTAL:					95.56
0113900			AMY GOTTLIES PAINTING					47.78

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113900			AMY GOTTLIES PAINTING					
031519-L	03/15/19	01	PAINTING/GR PUBLIC LIBRARY	211-00-75-30-4010	19000889		04/10/19	375.00
				BUILDING MAINT/REPAIRS				INVOICE TOTAL: 375.00
								VENDOR TOTAL: 375.00
0118660			ARROWHEAD LIBRARY SYSTEM					
14510-L	02/28/19	01	OVERDUE NOTICES - FEB 2019	211-00-75-20-2010	19000885		04/10/19	2.35
		02	LOST ILL	OFFICE SUPPLIES				18.95
		03	BORROWER CARD APPLICATIONS	211-00-75-20-2110	19000885			19.03
		04	RAPIDS READS BOOKMARKS	BOOKS				19.90
				211-00-75-20-2030	19000885			INVOICE TOTAL: 60.23
				PRINTING/BINDING				VENDOR TOTAL: 60.23
0201428			BAKER & TAYLOR LLC					
2034370306-L	03/01/19	01	13 BOOKS/CUST#L411199	211-00-75-20-2110	19000893		04/10/19	71.24
				BOOKS				INVOICE TOTAL: 71.24
2034381720-L	03/04/19	01	23 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	377.04
				BOOKS				INVOICE TOTAL: 377.04
2034383177-L	03/06/19	01	5 BOOKS/CUST#L411199	211-00-75-20-2110	19000893		04/10/19	86.73
				BOOKS				INVOICE TOTAL: 86.73
2034392301-L	03/08/19	01	7 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	98.60
				BOOKS				INVOICE TOTAL: 98.60

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2034403283-L	03/14/19	01	30 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	347.49
				BOOKS				
						INVOICE TOTAL:		347.49
2034411386-L	03/19/19	01	5 BOOKS/CUST#L411199	211-00-75-20-2110	19000893		04/10/19	74.59
				BOOKS				
						INVOICE TOTAL:		74.59
2034413308-L	03/19/19	01	21 BOOKS/CUST#L025981	211-00-75-20-2110	19000893		04/10/19	222.40
				BOOKS				
						INVOICE TOTAL:		222.40
0212124	BLACKSTONE PUBLISHING							
1099732-L	03/07/19	01	9 BOCDS/CUST ID 101678	211-00-75-20-2120	19000888		04/10/19	435.97
				AUDIO/VISUAL				
						INVOICE TOTAL:		435.97
						VENDOR TOTAL:		435.97
0221650	BURGGRAF'S ACE HARDWARE							
317083-L	03/26/19	01	CASTER PLATE 2.5" SWV	211-00-75-30-4010	19000870		04/10/19	62.93
				BUILDING MAINT/REPAIRS				
		02	HARDWARE/C#111385	211-00-75-30-4010	19000870			2.64
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		65.57
						VENDOR TOTAL:		65.57
0221700	BUSY BEES QUALITY CLING SVC INC							
5979-L	03/24/19	01	LIBRARY MAR CLEANING SERVICE	211-00-75-30-3090	19000853		04/10/19	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00



DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
T001226			CALUMET LIBRARY					
031819-L	03/18/19	01	THE BLUE ZONES OF HAPPINESS	211-00-75-20-2110	19000871		04/10/19	14.30
			BOOKS					
		02	GIRLS WITH GRANDMOTHER FACES	211-00-75-20-2110	19000871			10.19
			BOOKS					
								INVOICE TOTAL: 24.49
								VENDOR TOTAL: 24.49
0315455			COLE HARDWARE INC					
2287339-L	03/18/19	01	CASTER-PLATE SWIV 2IN RUB	211-00-75-30-4010	19000811		04/10/19	21.96
			BUILDING MAINT/REPAIRS					
		02	SCREW/CUST#GRPUBLC	211-00-75-30-4010	19000811			1.50
			BUILDING MAINT/REPAIRS					
								INVOICE TOTAL: 23.46
2287386-L	03/18/19	01	ANGLES & FLAT IRON	211-00-75-30-4010	19000811		04/10/19	4.88
			BUILDING MAINT/REPAIRS					
		02	1/4 X 1 G8 BOLT/CUST#GRPUBLC	211-00-75-30-4010	19000811			1.12
			BUILDING MAINT/REPAIRS					
		03	1/4 G8 NUTS	211-00-75-30-4010	19000811			0.80
			BUILDING MAINT/REPAIRS					
		04	1/4 G8 WASHER	211-00-75-30-4010	19000811			0.80
			BUILDING MAINT/REPAIRS					
		05	CARRIAGE BOLTS, NUTS, WASHERS	211-00-75-30-4010	19000811			1.79
			BUILDING MAINT/REPAIRS					
								INVOICE TOTAL: 9.39
2287506-L	03/19/19	01	CASTER-PLATE SWIV 2IN RUB	211-00-75-30-4010	19000811		04/10/19	5.49
			BUILDING MAINT/REPAIRS					
		02	SPRAY PAINT PRM STN/#GRPUBLC	211-00-75-30-4010	19000811			5.99
			BUILDING MAINT/REPAIRS					
								INVOICE TOTAL: 11.48
2287668-L	03/20/19	01	CARRIAGE BOLTS, NUTS, WSHRS	211-00-75-30-4010	19000823		04/10/19	1.00
			BUILDING MAINT/REPAIRS					
								INVOICE TOTAL: 1.00

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315455			COLE HARDWARE INC					
2288263-L	03/25/19	01	ANGLES & FLAT IRON	211-00-75-30-4010	19000851		04/10/19	23.17
		02	MISC LABOR	BUILDING MAINT/REPAIRS				3.00
		03	1/8" AND 3/16" FLAT IRON	211-00-75-30-4010	19000851			5.47
		04	CARRIAGE BOLTS, NUTS, WASHERS	BUILDING MAINT/REPAIRS				2.61
		05	LAG BOLTS	211-00-75-30-4010	19000851			0.69
		06	SCREWS	BUILDING MAINT/REPAIRS				4.00
		07	CASTER-PLATE SWIV/#GRPUBLC	211-00-75-30-4010	19000851			71.92
				BUILDING MAINT/REPAIRS				110.86
						INVOICE TOTAL:		10.11
2288307-L	03/25/19	01	ANGLES & FLAT IRON	211-00-75-30-4010	19000860		04/10/19	10.11
		02	MISC LABOR/#GRPUBLC	BUILDING MAINT/REPAIRS				1.00
				211-00-75-30-4010	19000860			11.11
				BUILDING MAINT/REPAIRS				167.30
						INVOICE TOTAL:		11.11
						VENDOR TOTAL:		167.30
0405500			DEMCO INC					
6570881-L	03/18/19	01	BOOK PROC BILL	211-00-75-20-2010	19000927		04/10/19	2,243.22
		02	SHIPPING/CUST#220165574	OFFICE SUPPLIES				13.70
				211-00-75-20-2010	19000927			2,256.92
				OFFICE SUPPLIES				2,256.92
						INVOICE TOTAL:		47.27
6572222-L	03/19/19	01	TAPE BILL/CUST#220165574	211-00-75-20-2010	19000917		04/10/19	47.27
				OFFICE SUPPLIES				47.27
						INVOICE TOTAL:		47.27
						VENDOR TOTAL:		2,304.19





DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199			MINNESOTA ENERGY RESOURCES					
L	03/18/19	01	LIB FEB NTL GAS SERVICE	999-99-00-00-1000			04/10/19	682.07
				HOLDING ACCOUNT				
								INVOICE TOTAL: 682.07
								VENDOR TOTAL: 682.07
1309335			MINNESOTA REVENUE					
L	03/20/19	01	LIB FEB SALES TAX PAYABLE	999-99-00-00-1000			04/10/19	56.32
				HOLDING ACCOUNT				
								INVOICE TOTAL: 56.32
								VENDOR TOTAL: 56.32
1309495			MINUTEMAN PRESS					
34131-L	03/19/19	01	BUSINESS CARDS-WILL RICHTER	211-00-75-20-2030	19000822		04/10/19	52.90
				PRINTING/BINDING				
								INVOICE TOTAL: 52.90
								VENDOR TOTAL: 52.90
1405725			NETWORK SERVICE COMPANY					
566057-L	03/04/19	01	NEUTRAL CLEANER/#7895-4	211-00-75-20-2150	19000731		04/10/19	22.98
				MAINTENANCE TOOLS/SUPPLIES				
								INVOICE TOTAL: 22.98
566059-L	03/12/19	01	KITCHEN ROLL TOWEL/C#7895-4	211-00-75-20-2150	19000767		04/10/19	33.62
				MAINTENANCE TOOLS/SUPPLIES				
								INVOICE TOTAL: 33.62
569965-L	03/18/19	01	WHT 2PLY/CUST#7895-4	211-00-75-20-2150	19000839		04/10/19	58.08
				MAINTENANCE TOOLS/SUPPLIES				
								INVOICE TOTAL: 58.08
								VENDOR TOTAL: 114.68
1405850			NEXTERA COMMUNICATIONS LLC					

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

DATE: 04/03/19  
 TIME: 14:42:00  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1405850	03/11/19	01	LIB MAR PHN SERVICE	999-99-00-00-1000			04/10/19	84.78
				HOLDING ACCOUNT				
						INVOICE TOTAL:		84.78
						VENDOR TOTAL:		84.78
1516220	03/11/19	01	LIB APR HEALTH INS PREMIUM	999-99-00-00-1000			04/10/19	9,814.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		9,814.00
						VENDOR TOTAL:		9,814.00
1605665	03/09/19	01	A WATKINS/28HRS@18.23 WK 3/9	211-00-75-10-1050	19000892		04/10/19	510.46
				CONTRACTED SERVICES				
						INVOICE TOTAL:		510.46
47224-L	03/16/19	01	APEDERSON/4.5HR@18.23WK3/16	211-00-75-10-1050	19000892		04/10/19	82.04
				CONTRACTED SERVICES				
						INVOICE TOTAL:		82.04
		02	A WATKINS/21HRS@18.23 WK 3/16	211-00-75-10-1050	19000892			382.83
				CONTRACTED SERVICES				
						INVOICE TOTAL:		464.87
47253-L	03/27/19	01	A BAUMAN/8HRS@13.50 2/13&3/13	211-00-75-10-1050	19000976		04/10/19	108.00
				CONTRACTED SERVICES				
						INVOICE TOTAL:		108.00
		02	R LOOMIS/14.5HRS@18.23 WK 3/23	211-00-75-10-1050	19000976			264.34
				CONTRACTED SERVICES				
						INVOICE TOTAL:		118.50
		03	A WATKINS/6.5HRS@18.23 WK 3/23	211-00-75-10-1050	19000976			490.84
				CONTRACTED SERVICES				
						VENDOR TOTAL:		1,466.17
1615423			POKEGAMA ELECTRIC INC					

DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

DATE: 04/03/19  
 TIME: 14:42:00  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1615423			POKEGAMA ELECTRIC INC					
50396-L	03/13/19	01	REWIRE HANDI-CAP DOOR OPERATOR	211-00-75-50-5900	19000812		04/10/19	350.00
			BUILDING/BLDG IMPROV					
		02	ADTL COST FOR PREVAILLING WAGE	211-00-75-50-5900	19000812			462.50
			BUILDING/BLDG IMPROV					
						INVOICE TOTAL:		812.50
						VENDOR TOTAL:		812.50
1621130			P.U.C.					
L	03/11/19	01	LIB FEB ELEC/WTR & SWR	999-99-00-00-1000			04/10/19	2,290.39
			HOLDING ACCOUNT					
		02	LIB FEB IRRIGATION WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIB PUMP HOUSE FEB WTR/SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
						INVOICE TOTAL:		2,324.93
						VENDOR TOTAL:		2,324.93
1908570			SHOWCASES					
310989-L	03/12/19	01	ECO PRO DOUBLE CD POLY/GRLIBR	211-00-75-20-2010	19000890		04/10/19	406.08
			OFFICE SUPPLIES					
T001228			CAROL SPEEDLING					
C190304-L/REFUND	03/04/19	01	MEETING ROOM REFUND	211-00-37-00-2375	19000977		04/10/19	67.50
			MEETING ROOM RECEIPTS					
						INVOICE TOTAL:		406.08
						VENDOR TOTAL:		406.08
1920555			STOKES PRINTING & OFFICE					
114773-L	03/25/19	01	OFFICE SUPPLIES/GR PUB LIBR	211-00-75-20-2010	19000883		04/10/19	4.74
			OFFICE SUPPLIES					
						INVOICE TOTAL:		4.74





DETAILED PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

DATE: 04/03/19  
 TIME: 14:42:00  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/10/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	03/28/19	01	LIB AMZ CELL ACCESSORIES	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	11.34
		02	LIB SPS PRIORITY MAIL	999-99-00-00-1000 HOLDING ACCOUNT				369.30
		03	LIB TECH SOUP PC OFFICE SFTWR	999-99-00-00-1000 HOLDING ACCOUNT				318.00
		04	LIB AMZ WTR FILTER REPLACEMENT	999-99-00-00-1000 HOLDING ACCOUNT				345.87
		05	LIB AMZ DOOR LATCH	999-99-00-00-1000 HOLDING ACCOUNT				14.99
								INVOICE TOTAL: 1,059.50
								VENDOR TOTAL: 1,059.50
2301700			WASTE MANAGEMENT OF MN INC					
L	04/01/19	01	FEB SERV CREDIT ADJUSTMENT	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	-260.75
		02	MAR SERVICES	999-99-00-00-1000 HOLDING ACCOUNT				420.89
								INVOICE TOTAL: 160.14
								VENDOR TOTAL: 160.14
2308300			BETSY WHIRLEY					
L	04/01/19	01	HONORARIUM 3/25/19	999-99-00-00-1000 HOLDING ACCOUNT			04/10/19	125.00
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 67,782.35

DATE: 03/27/19  
 TIME: 16:26:40  
 ID: AP130000.WOW

CITY OF GRAND RAPIDS  
 ACCRUAL DISTRIBUTION JOURNAL # AP-LB0410.1

PAGE: 1  
 F-YR: 19

JOURNAL DATE: 03/27/19 ACCOUNTING PERIOD: 03  
 BATCH NUMBER: LB0410  
 VENDOR INVOICE

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	ITEM DESCRIPTION	DEBIT AMT	CREDIT AMT
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PUBLIC LIBRARY

1	211-00-75-20-2030	PRINTING/BINDING	1309495	34131-L	* BUSINESS CARDS-WILL RICHTER BALANCE:	52.90	52.90
2	211-00-75-20-2070	COMPUTER INVENTORY	0718010	#19/142-L	* 10ZIG 5848QC THIN CLIENT BALANCE:	2,970.00	
3			0718010	#19/142-L	* 10ZIG MOUNT KIT BALANCE:	162.00	
4	211-00-75-20-2110	BOOKS	T001226	031819-L	* THE BLUE ZONES OF HAPPINESS	14.30	
5			T001226	031819-L	* GIRLS WITH GRANDMOTHER FACES BALANCE:	10.19	
6	211-00-75-20-2150	MAINTENANCE TOOLS/SU	1405725	566057-L	* NEUTRAL CLEANER/#7895-4	22.98	
7			1405725	566059-L	* KITCHEN ROLL TOWEL/C#7895-4	33.62	
8			1405725	569965-L	* WHT 2PLY/CUST#7895-4 BALANCE:	58.08	
9	211-00-75-30-3070	LAUNDRY	0113233	3501342879-L	* MAT CLASSIC CLTD/#41-513	47.78	
10			0113233	3501348867-L	* MAT CLASSIC CLTD/C#41-513 BALANCE:	47.78	
11	211-00-75-30-3090	JANITORIAL SERVICES	0221700	5979-L	* LIBRARY MAR CLEANING SERVICE BALANCE:	95.56	
12	211-00-75-30-4010	BUILDING MAINT/REPAI	0221650	317083-L	* CASTER PLATE 2.5" SWW	1,700.00	
13			0221650	317083-L	* HARDWARE/C#111385	62.93	
14			0315455	2287339-L	* CASTER-PLATE SWIV 2IN RUB	2.64	
15			0315455	2287339-L	* SCREW/CUST#GRPUBLIC	21.96	
16			0315455	2287386-L	* ANGLES & FLAT IRON	1.50	
17			0315455	2287386-L	* 1/4 X 1 G8 BOLT/CUST#GRPUBLIC	4.88	
18			0315455	2287386-L	* 1/4 G8 NUTS	1.12	
19			0315455	2287386-L	* 1/4 G8 WASHER	.80	
20			0315455	2287386-L	* CARRIAGE BOLTS, NUTS, WASHERS	.80	
21			0315455	2287506-L	* CASTER-PLATE SWIV 2IN RUB	1.79	
22			0315455	2287506-L	* SPRAY PAINT PRM STN/#GRPUBLIC	5.49	
23			0315455	2287668-L	* CARRIAGE BOLTS, NUTS, WSHRS	5.99	
24			0315455	2288263-L	* ANGLES & FLAT IRON	1.00	
25			0315455	2288263-L	* MISC LABOR	23.17	
26			0315455	2288263-L	* 1/8" AND 3/16" FLAT IRON	3.00	
27			0315455	2288263-L	* CARRIAGE BOLTS, NUTS, WASHERS	5.47	

DATE: 03/27/19  
 TIME: 16:26:40  
 ID: AP130000.WOW

CITY OF GRAND RAPIDS  
 ACCRUAL DISTRIBUTION JOURNAL # AP-LB0410.1

PAGE: 2  
 F-YR: 19

JOURNAL DATE: 03/27/19 ACCOUNTING PERIOD: 03

BATCH NUMBER: LB0410  
 VENDOR INVOICE

ITEM ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	ITEM DESCRIPTION	DEBIT AMT	CREDIT AMT
<u>PUBLIC LIBRARY</u>						
28	211-00-75-30-4010 BUILDING MAINT/REPAI	0315455	2288263-L	* LAG BOLTS	.69	
29		0315455	2288263-L	* SCREWS	4.00	
30		0315455	2288263-L	* CASTER-PLATE SWIV/#GRPUBLC	71.92	
31		0315455	2288307-L	* ANGLES & FLAT IRON	10.11	
32		0315455	2288307-L	* MISC LABOR/#GRPUBLC	1.00	
				BALANCE:	232.87	
33	211-00-75-50-5900 BUILDING/BLDG IMPROV	1615423	50396-L	* REWIRE HANDI-CAP DOOR OPERATO	350.00	
34		1615423	50396-L	* ADTL COST FOR PREVAILING WAGE	462.50	
				BALANCE:	812.50	
35	211-00-00-00-2020 ACCOUNTS PAYABLE			* ACCRUAL OFFSET		6,165.00
				BALANCE:		6,165.00

JOURNAL TOTALS:

6,165.00

\* = P.O. ATTACHED



## ALPHA PUBLIC LIBRARY BILL LIST - APRIL 10, 2019

DATE: 04/03/2019  
 TIME: 14:40:49  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/10/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	884.84	836.13
0113233	AMERIPRIDE SERVICES INC	1,636.42	95.56
0113900	AMY GOTTLIES PAINTING	0.00	375.00
0118660	ARROWHEAD LIBRARY SYSTEM	405.80	60.23
0201428	BAKER & TAYLOR LLC	4,307.39	1,278.09
0212124	BLACKSTONE PUBLISHING	247.99	435.97
0221650	BURGGRAF'S ACE HARDWARE	1,356.52	65.57
0221700	BUSY BEES QUALITY CLNG SVC INC	10,668.00	1,700.00
0315455	COLE HARDWARE INC	1,694.95	167.30
0405500	DEMCO INC	1,767.91	2,304.19
0718010	CITY OF GRAND RAPIDS	8,879.55	3,132.00
0718015	GRAND RAPIDS CITY PAYROLL	1,778,040.76	36,084.98
0805524	BONNIE HENRIKSEN	0.00	3,000.00
1209516	LINCOLN NATIONAL LIFE	5,441.10	39.00
1301146	MARCO TECHNOLOGIES, LLC	3,399.92	120.43
1309199	MINNESOTA ENERGY RESOURCES	19,892.77	682.07
1309335	MINNESOTA REVENUE	6,466.49	56.32
1309495	MINUTEMAN PRESS	253.67	52.90
1405725	NETWORK SERVICE COMPANY	3,617.86	114.68
1405850	NEXTERA COMMUNICATIONS LLC	1,334.24	84.78
1516220	OPERATING ENGINEERS LOCAL #49	313,468.00	9,814.00
1605665	PERSONNEL DYNAMICS LLC	7,874.71	1,466.17
1615423	POKEGAMA ELECTRIC INC	11,359.30	812.50
1621130	P.U.C.	139,781.30	2,324.93
1908570	SHOWCASES	0.00	406.08
1920555	STOKES PRINTING & OFFICE	137.57	46.69
2008551	THOMSON REUTERS - WEST	239.00	551.00
2114356	UNIQUE MANAGEMENT SERVICES	465.40	98.45
2114750	UNUM LIFE INSURANCE CO OF AMER	770.80	16.40
2205637	VERIZON WIRELESS	9,890.11	124.30
2209665	VISA	25,449.64	1,059.50
2301700	WASTE MANAGEMENT OF MN INC	11,224.10	160.14
2308300	BETSY WHIRLEY	375.00	125.00
T001226	CALUMET LIBRARY	0.00	24.49
T001228	CAROL SPEEDLING	0.00	67.50

TOTAL ALL VENDORS:

67,782.35

# GRAL Director's Report

**APRIL 2019**

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## **ADVOCACY**

Introduction to Itasca County Board of Commissioners

I addressed to the County Board at the March 26 meeting. My presentation was based on data from the 2018 Annual Report, 2018 circulation statistics, and the Library value table from the '2018 Report to Our Community' brochure. The main idea of my presentation: Grand Rapids Area Library receives (indirect) funding from Itasca County via the Library's membership agreement with Arrowhead Library System. This relationship should be of interest to commissioners for the following reasons. First, GRAL is the de facto library of Itasca County with over half its circulation from outside city limits. Second, circulation is from ALL corners of the county – I included a quick breakdown of highlighted CIRC stats from each commissioner's district. Lastly, library funding for GRAL is a responsible use of the public purse with a value creation of \$3 for every \$1 spent.

I have included a draft of my presentation at the end of this report.

Visit to Feeley Township

I am visiting with the Town Board and citizens of Feeley Township 4/10/19 to report on Library services.

## **LIBRARY MANAGEMENT**

ALS

Arrowhead Library System contracted with a new courier service (Alliance) with service beginning April 1.

NEW HIRE

April Chance started training at CIRC 4/1. So far so good. Welcome April!

ANNUAL REPORT

Awaiting DJ's signature.

## RAPIDS READS

Rapids Reads *The Nature Fix* is underway! The initial reception has been good with brisk circulation of the book and many questions. Nicole has a diverse and charismatic slate of programs on deck for this year – with four more opportunities remaining.

## MDE CONSTRUCTION GRANT

I am working with Jennifer Nelson, Director of State Library Services to finalize GRAL's request for payment. At the end of March, I received the required prevailing wage and job creation spreadsheets from outside contractors. Unfortunately, a lack of communication (Spring 2018) regarding the bidding process for a State project resulted in the bid going to an electrical contractor (Pokegama Electric) not in compliance with paying prevailing wage. As such, a final invoice is included in the April Bill List to bring them up to standard. The next steps to finalizing the process are:

1. Approve final payment to Pokegama Electric
2. Gather proof of payment from Finance
3. Assemble and submit documentation for grant award

I anticipate a final payment of \$10,226.59 – representing half of the total capital expenditure for the project. A special 'thank you' to the Friends of the Grand Rapids Area Library (\$2,000) and the Grand Rapids Area Library Foundation (\$2,000) for generous support of this project.

## NORTHLAND FOUNDATION GRANT

The Northland Foundation grant supporting the *Crucial Conversations for Aging Discussion Groups* ends soon with a final report due 5/31/19. I will be working with Bonnie Henriksen on the wrap-up. I am forecasting that some grant funds will go unspent (not all proposed activities took place). The grant agreement calls for us to return unspent monies at the end of the grant period. I will work with the Northland Foundation and you (Library Board) to accomplish this in an orderly fashion when final numbers are available.

## HERD OF MICE @ GRAL

Construction on the city hall / police department remodel starts soon and several departments need a new (temporary) home. The Library is hosting the IT department during construction. The plan is to host them in the old teen space (secure with door to staff area).

## FACILITIES MAINTAINANCE / SPACE

The new Teen Space is ahead of schedule. We are assembling furniture as it arrives and putting into service. Response has been positive and teens are congregating in the space. Thank you to the Foundation for underwriting these upgrades!

The lounge / study space behind the Reference desk is a hit. Patrons are using the space to study, read the paper, meet with tutors, chat, etc.

Check out the fresh paint (and newly installed door) in the old teen space. We reformatted the room as meeting / study space. People started using it right away – including an afterschool Dungeons and Dragons club that meets weekly.

Magazine rack project – facilities fit casters to the magazine racks. The goal is to have a flexible arrangement of 4 moveable magazine pods. This project opens up the space (and view of the River) and makes inside the Library programming more feasible.

In closing, staff are getting a lot of positive feedback on our changes to the physical space. People seem to enjoy being able to see the River from new vantage points and several have commented on how the layout 'flows' better.

END OF REPORT



## **Grand Rapids Area Library**

**Will Richter, Director**

**Introduction to County Board of Commissioners 3/26/19**

### **Background**

Itasca County provides support for the Arrowhead Library System through its levy on property outside of the municipal limits of cities that support libraries (those cities are Bovey, Calumet, Coleraine, Grand Rapids, Keewatin, and Marble). Per its 1987 membership agreement with Grand Rapids Area Library - Arrowhead Library System forwards proceeds of the levy from the Grand Rapids 'Service Area' (defined as Arbo, Blackberry, Cohasset, Feeley, Harris, LaPrarie, Sago, Spang, Wabana, and Warba)\* back to Grand Rapids Area Library. The majority of the Itasca County 'Library Tax' portion of the levy is used to provide direct services to county residents and libraries. State funding and grants are used to provide region-wide services.

\*Grand Rapids Area Library is unique in having a peripheral 'Service Area' from which it receives (indirect) support.

### **Grand Rapids Area Library Serves ALL of Itasca County**

Grand Rapids Area Library is the de facto Library of Itasca County. Location, location, location – situated in the county seat and commercial / service hub of Grand Rapids all roads lead to the Library. Library circulation statistics show that people are coming from every part of the county.

#### **Circulation Overview**

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

Each library card has a bstat code identifying the city or township associated with the borrower (unorganized coded together). Circulation statistics are broken down on a daily, monthly, or yearly basis to show from where borrowers are visiting. An examination of 2018 circulation statistics show:

2018 total circulation was 155,423 – 141,266 (90%) was by Itasca County residents. This is a high concentration considering GRAL is one of 26 public libraries in the Arrowhead Library System and has no restrictions on loaning materials via Interlibrary Loan (10% of circulation was to library users outside Itasca County).

Circulation by Grand Rapids residents was 60,194 (39%). GRAL is drawing more than half of its circulation from outside the municipality where it is located.

Circulation by the GRAL 'Service Area' was 41,819 (26%). This service area (based on a long tradition of support by cities and townships) is formally defined by the 1987 membership agreement with Arrowhead Library System.

The 2018 'Service Area' circulation breakdown by bstat is:

Arbo	2,386
Blackberry	2,440
Cohasset	11,707
Feeley	2,143
Harris	14,124
LaPrairie	2,703
Sago	154
Spang	1,146
Wabana	3,190
Warba	362

Grand Rapids (city) PLUS the GRAL Service Area account for 102,013 (65%) of 2018 circulation.

39,253 (25%) of circulation is from Itasca County residents who do not live in Grand Rapids OR the GRAL Service Area. Where are these borrowers coming from? All across Itasca County:

**District 1**

Deer River	3,415	(Cohasset 11,707)
Deer River Twp.	1,537	
Total	4,952	

**District 2**

Bigfork	443	(NW/NE Grand Rapids)
Bigfork Twp.	616	
Marcell	1,571	
Marcell Twp.	663	
Total	3,293	

**District 3**

Coleraine	4,635	(SE Grand Rapids)
Bovey	2,708	
LaPrairie	2,703	
Total	10,046	

**District 4**

Harris Township	14,124	(SW Grand Rapids)
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**District 5**

Nashwauk	592	
Nashwauk Twp.	343	
Keewatin	435	
Total	1,370	

**No assignment**

Unorganized	11,416 (7+%)	
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## **Conclusion**

To be sure, Grand Rapids Area Library has a unique funding structure and use pattern shaped by its location in a regional hub. I look forward working cooperatively with the Arrowhead Library System and the Itasca County Board of Commissioners to provide high quality services to Itasca County residents.



## **Assistant Director Report April 2019**

### **Teens**

No Teen Advisory Board meeting in March. I was gone for 10 days.

In the new teen area, I put out some board games. The games are sitting on a table and can be played anytime.

On Friday, March 15, I had a program for teens where they did a scavenger hunt and then played bingo. Prizes included food, dollar items from Target, books, and bowling game coupons. 6 teens attended.

Nicole and I placed wall decals around the teen area. Some are on the walls, some on the benches and some on the shelving end caps. It helps bring a little more cohesiveness to the area. I think it looks awesome!

### **Operations**

Friends of the Library are selling their new book bags. The bags have a new, fresh design. Bags are \$10.00.

There is a new display unit in the lobby. The Friends purchased the unit to help bring awareness for the used bookstore. Mary Jo chooses books to display.

Friends will meet again on Wednesday, April 10. Their annual meeting is June 5. All Friends members are invited to attend the annual meeting. There are anywhere from 35-50 attendees at the meeting.

I put up the posters and entry forms for the Peeps Diorama Contest. Entries will be due April 22 which is the Monday after Easter. Winners will be announced on Monday April 29. Once again there will be 3 categories for entry, depending on the age of the person creating the diorama.

Deb, who you may have seen behind the circulation desk, created the display in the lobby case. The theme is Easter.

## March 2019 in Children's

To continue from February's Board report, the first week in March I headed to the Arrowhead Library System's headquarters in Mountain Iron to have a face-to-face with ALS Graphic Artist, Brian Minor, and with Regional Youth Services Librarian, Mollie Stanford, to discuss the changes in our reading log/approach to summer reading. They were both overwhelmingly supportive of our goal and focus, and I received the first proof of the newly designed book logs in my email today. (Eep! So exciting!)

While I am excited to launch something new, and eager to gradually shift our focus from getting summer reading "done" to encouraging reading throughout the summer, I am also aware that we have reluctant readers who have just grown comfortable with the old format. While the new format is quite similar, there are differences, and Dion and I are having conversations about how to help those kids and families for whom something new is anxiety producing.

During the last week of March I finished coordinating/planning/begging for/ and scheduling all of our summer programming surrounding our summer reading program. The theme this year is "It's Showtime at Your Library!," and shows we will have! I'll be happy to share the very full calendar with you when it gets back from Brian Minor, but I am proud of the breadth of programming we are providing this summer. You'll have contracts pertaining to summer programming at your May meeting.

"But, wait, Tracy, it's only March...surely it hasn't all been about planning for summer?" No, no it hasn't. We had a great month full of students and teachers and programs and books. We hosted/programmed for 12 groups, which brought 298 eager visitors through our doors. Tiny Explorers saw 10 enthusiastic wanderers, while Page Turners Book Club hosted nine amazing, brilliant, readers. (If you haven't read my column about our meeting, you might enjoy it.) Lego Club had 41 people (or 82 hands) eagerly sifting through thousands of bricks to find the perfect fit, and we had a special Legacy program, Colors of Minnesota, which was enjoyed by 22 people. Whew! (We at the Children's Desk also managed to answer a whopping 501 reference questions this month...a full hundred more than February.)

I feel the wheels turning faster and faster towards the end of school. I think we are sitting well for summer, but first, we need to get there!

	THIS MONTH	YTD	YTD 2018
<b>CIRCULATION</b>			
Check-outs	11,778	33,153	32,665
Total Circulation	13,672	39,021	37,986
Returns	11,924	35,989	36,899
New cards	115	313	273

Door count 11361  
29,358

	THIS MONTH	YTD	YTD 2018
<b>TECHNICAL PROCESSES</b>			
Books cataloged and processed	575	1,628	1,831
Withdrawn copies	95	2,475	2,299

	THIS MONTH	YTD	YTD 2018	YTD 2018	2018 YTD HOURS
<b>REFERENCE</b>					
transactions	1,143	2,573	2,878		
tests proctored	11	21	24		
computer help over 5 minutes	103	307	280		
Passports	65	279	401		
<b>INTERNET</b>					
Pharos sessions ***	1,167	802	2,899	2,098	1,973
					2,927

Non-Pharos sessions	198	489	525		
<b>VOLUNTEERS</b>					
	51	287.50		869.25	

<b>MEETING ROOM</b>					
COMMUNITY ROOM/GSR	55				

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
<b>PROGRAMS &amp; TOURS</b>						
BOOK TIME	8	154	18	307	18	408
SATURDAY STORY TIME	8	227	24	593	24	611
CLASS VISITS	12	298	29	770	19	598
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	88	11	200	11	247
TEEN PROGRAMS	1	6	7	47	7	291
Total Youth Programs	33	773	89	1,917	79	2,155
Total Adult Programs	4	127	13	353	12	202

<b>BOOKINGS &amp; ARRANGEMENTS</b>					
TOTALS	9.5	25.5	25		

# 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	32	178.25	10	98.5	7	19.5			10	33.5	3	3			62	279.75	
February	34	178.75	12	121.25	8	14.5			9	29	2	2	8	25.5	73	302	
March	29	156.75	9	130.75	6	11			7	19.5					51	287.5	
April																0	0
May																0	0
June																0	0
July																0	0
August																0	0
September																0	0
October																0	0
November																0	0
December																0	0
<b>Total</b>	<b>95</b>	<b>513.75</b>	<b>31</b>	<b>350.5</b>	<b>21</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>82</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>25.5</b>	<b>186</b>	<b>869.25</b>	

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



Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-06  
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:

***\$50 from Jim and Joanie Tadewald in memory of Jerry 'Wall Street Jerry' Femrite (no stipulation).***

Adopted this 10th day of April, 2019

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Dennis Jerome, President

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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.

## **ITASCA COUNTY REQUEST POV (draft)**

### **Library Funding Benefits ALL of Itasca County**

Usage statistics show Grand Rapids Area Library serves City residents (11,389), 'Service Area' residents (9,849), and the 21,238 residents of greater Itasca County who support ALS through the 'Library Tax' portion of the property tax. The Library is currently serving Itasca County with a level of funding that lags all benchmarks on a per capita basis. The Arrowhead Library System, the City of Grand Rapids and the Library Board asks for your support with an increase that puts total operational revenue per capita on course to track the State average.

Requested action: Arrowhead Library System and the City of Grand Rapids / Grand Rapids Area Library ask the Itasca County Board of Commissioners to increase in the 'Library Tax' portion of the Itasca County levy to bring total operating revenue per capita in line with the State of Minnesota average.

### **Background**

Itasca County provides support for the Arrowhead Library System through its levy on property outside of the municipal limits of cities that support libraries (those cities are Bovey, Calumet, Coleraine, Grand Rapids, Keewatin, and Marble). Per its 1987 membership agreement with Grand Rapids Area Library - Arrowhead Library System remits proceeds of the levy from the Grand Rapids 'Service Area' (defined as Arbo, Blackberry, Cohasset, Feeley, Harris, LaPrarie, Sago, Spang, Wabana, and Warba) back to Grand Rapids Area Library. The remaining Itasca County 'Library Tax' portion of the levy is used to provide direct services to county residents and libraries. State funding and grants are used to provide region-wide services.

### **Library Support Benchmarks**

Total operating revenue per capita to Grand Rapids Area Library lags averages statewide, regionally, and within Itasca County.

Big picture, the State average total operating revenue per capita for 2017 was \$46.16. Across the 7 county Arrowhead Library System, it was \$73.05. Within the 6 Itasca County public libraries, it was \$61.68.

The 2017 per capita operating revenue for Grand Rapids Area Library was \$41.98.

### **The Math of 'Below Average'**

Grand Rapids Area Library receives revenue from 2 main sources – the City of Grand Rapids and Itasca County via the portion of the 'Library Tax' collected from its defined 'Service Area'. In fiscal year 2017, the budgeted contribution from the City of Grand

Rapids was \$663,763 – with an additional \$132,001 from the ‘Service Area’ (Itasca County). There is a discrepancy in levels of support per capita:

City of Grand Rapids \$58.28

(78.3% of total support)

‘Service Area’ (Itasca County) \$13.40

2017 GRAL Average \$41.98

2017 State average \$46.16

### **A Minimum ‘Library Tax’ Impacts Service to Itasca County**

Arrowhead Library system provides service to county residents not taxed to support a public library in their community (data shows residents of Greater Itasca County utilize GRAL to check-out almost 40,000 items per year). However, the value (billable cost) of services ALS provides to Itasca County (\$284,267) is more than the revenue it receives (\$210,748) from the ‘Library Tax’. The largest portion of the cost of services received comes from Mail-A-Book (\$60,014) and Bookmobile (\$54,297) that greatly benefit Itasca County residents. Residents in Greater Itasca County also utilize downloadable e-books and audiobooks along with online research databases – all available 24/7 with a library card. ALS services are the backbone of the regional library system, providing automation and delivery services between libraries. ALS gives back to Itasca County more than it receives – ALS library services project as underfunded by over \$70,000 this year.

### **Grand Rapids Area Library Serves ALL of Itasca County**

Grand Rapids Area Library is the de facto Library of Itasca County. Location, location, location – situated in the county seat and commercial / service hub of Grand Rapids all roads lead to the Library. Library circulation statistics show that people are coming from every part of the county.

#### **Circulation Overview**

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

Each library card has a bstat code identifying the city or township associated with the borrower (unorganized coded together). Circulation statistics are broken down on a daily, monthly, or yearly basis to show where borrowers are coming from. An examination of 2018 circulation statistics show:

2018 total circulation was 155,423 – 141,266 (90%) was by Itasca County residents. This is a high concentration considering GRAL is one of 26 public libraries in the Arrowhead Library System and has no restrictions on loaning materials via Interlibrary Loan.

Circulation by Grand Rapids residents was 60,194 (39%). GRAL is drawing more than half of its circulation from outside the municipality where it is located.

Circulation by the GRAL 'Service Area' was 41,819 (26%). This service area (based on a long tradition of support by cities and townships) is formally defined by the 1987 membership agreement with Arrowhead Library System. The GRAL Service Area includes Arbo, Blackberry, Cohasset, Feeley, Harris, LaPrairie, Sago, Spang, Wabana, and Warba. The 2018 circulation breakdown by bstat is:

Arbo	2,386
Blackberry	2,440
Cohasset	11,707
Feeley	2,143
Harris	14,124
LaPrairie	2,703
Sago	154
Spang	1,146
Wabana	3,190
Warba	362

Grand Rapids PLUS the GRAL Service Area account for 102,013 (65%) of 2018 circulation.



39,253 (25%) of circulation is from Itasca County residents who do not live in Grand Rapids OR the GRAL Service Area. Where are these borrowers coming from? All across Itasca County:

District 1

Deer River	3,415	(Cohasset 11,707)
Deer River Twp.	1,537	
Total	4,952	

District 2

Bigfork	443	(NW/NE Grand Rapids)
Bigfork Twp.	616	
Marcell	1,571	
Marcell Twp.	663	
Total	3,293	

District 3

Coleraine	4,635	(SE Grand Rapids)
Bovey	2,708	
LaPrairie	2,703	
Total	10,046	

District 4

Harris Township	14,124	(SW Grand Rapids)
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District 5

Nashwauk	592
Nashwauk Twp.	343
Keewatin	435
Total	1,370

No assignment

Unorganized            11,416 (7+%)

## **Conclusion**

The asymmetrical relationship between funding and use is the key issue facing Grand Rapids Area Library (GRAL), Itasca County, and Arrowhead Library System (ALS). This imbalance results from the Library's unique funding structure and a use pattern shaped by its location in a regional hub. This is an ongoing challenge that requires cooperation from all stakeholders to manage sustainably – for mutual benefit.