

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 13, 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
-
- 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:
Township day
- 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
Amazon.com \$278.03
Thomson Reuters – West \$239.00
 2. Approve Contracts and payment to presenters
(none)
 3. Approve Resolution 2019- Accepting Donations
- Regular agenda**
1. Set summer schedule
 2. Approve 2018 Minnesota Public Library Annual Report
 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.
- 6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting

February 13, 2019

Call to Order:

The monthly board meeting was called to order at 5:00. by Randy McCarty.

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Susan Zeige, Deborah Kee, Richard Thouin, Jean MacDonell, Randy McCarty, Cyndy Martin.

Members Absent: Dennis Jerome.

Staff Present: William Richter.

Public Comment:

none

Agenda:

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

Minutes:

Richard Thouin made a motion to approve minutes from the February 13, 2019 board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications:

MN Community Foundation – 4th Quarter Report

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:

Space project is now in motion; non-fiction has been moved, paper backs have been consolidated to one area. Furniture is on the way for teen space. Storage shelves are on the way as well. Old teen space converted to study space (in the near future). Magazine racks on castors is a future focus. Focusing area near the river; developing and improving it. Organizing storage room and shipping/ receiving area.

Timeline for hiring for the vacant position, possible start date of April 1st. Discussion of townships; Harris township and future contact with the Cohasset township.

Old Business:

Budget (placeholder)

New Business:

Consent Agenda

Richard Thouin made a motion to approve the consent agenda, a second was made by Cyndy Martin. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills
\$405.00 to Mike Russel for cleaning chairs
2. Approve Contracts and payment to presenters
(none)
3. Approve Resolution 2019-02 Accepting Donations
\$150 from Friends of the Library for recycling costs 1st quarter 2019
4. Approve Resolution 2019-03 Accepting Donations
FitDesk 2.0 Bike Desk- Valued at \$179.99 from Friends of the Library
5. Approve Resolution 2019-04 Accepting Donations
Sponsorship of 'Free Courtesy Charging Station' from Grand Rapids State Bank for the term of 24 months at \$600.00 per year (\$1200 total)

Regular Agenda

Lisa Tabbert made a motion to approve the regular agenda, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

1. Appoint John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per Library Union bargaining agreement and authorize City staff to begin the process of filling the Public Services Clerk-Circulation position.

DATE: 02/06/2019
TIME: 15:11:12
AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE:

INVOICES DUE ON/BEFORE 02/13/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	184.16	422.65
0113233	AMERIPRIDE SERVICES INC	600.58	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	41.10	60.22
0201428	BAKER & TAYLOR LLC	1,064.76	1,302.92
0205640	LEAGUE OF MN CITIES INS TRUST	195,936.00	2,624.20
0212124	BLACKSTONE PUBLISHING	197.99	50.00
0215750	BOUNDARY WATERS JOURNAL	0.00	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	2,276.00	1,700.00
0305485	CENGAGE LEARNING INC	0.00	4,630.00
0405223	DEER RIVER HIRED HANDS INC	180.00	150.00
0421455	DULUTH NEWS TRIBUNE	0.00	298.48
0605191	FIDELITY SECURITY LIFE INS CO	149.01	13.14
0701650	GARTNER REFRIGERATION CO	3,205.72	838.58
0718010	CITY OF GRAND RAPIDS	3,620.99	312.20
0718015	GRAND RAPIDS CITY PAYROLL	771,800.38	60,805.24
0914800	INVEST EARLY PROJECT	960.00	1,120.00
1209516	LINCOLN NATIONAL LIFE	2,558.32	78.00
1301146	MARCO TECHNOLOGIES, LLC	1,310.91	254.36
1309199	MINNESOTA ENERGY RESOURCES	6,636.21	728.63
1309335	MINNESOTA REVENUE	2,330.68	49.87
1405725	NETWORK SERVICE COMPANY	1,428.05	186.19
1405850	NEXTERA COMMUNICATIONS LLC	443.59	82.88
1415377	NORTHERN BUSINESS PRODUCTS INC	363.65	1,165.39
1516220	OPERATING ENGINEERS LOCAL #49	105,424.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,042.28	488.72
1605665	PERSONNEL DYNAMICS LLC	3,307.24	919.26
1621130	P.U.C.	48,678.45	2,778.12
1805150	RECORDED BOOKS INC	0.00	3,299.20
1920065	STAR TRIBUNE	512.72	473.72
2114356	UNIQUE MANAGEMENT SERVICES	179.00	143.20
2114750	UNUM LIFE INSURANCE CO OF AMER	259.94	20.50
2205637	VERIZON WIRELESS	4,704.31	165.02
2209665	VISA	10,231.01	344.15
2301700	WASTE MANAGEMENT OF MN INC	5,041.35	578.62
2308300	BETSY WHIRLEY	125.00	125.00

TOTAL ALL VENDORS:

97,526.82

2. Follow-up discussions with Townships
3. Authorize Return of Funds to ALS: \$1763.00 for ebooks, audiobooks and \$1000.00 for downloadable magazines.

Cyndy Martin made a motion to approve items 1 and 3 as stated, a second was made by Richard Thouin. On a roll call vote the motions were passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:33 p.m. by Randy McCarty.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2019
With Comparative Totals for February 28, 2018

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,618	429,618	429,618	
Compensated Absences	40,717	40,717	40,717	
Emergency/Unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,909	514,909	514,909	
Revenues:				
Taxes	-		702,687	0%
Intergovernmental	-		133,282	0%
Charges for Services	7,499	6,547	45,600	14%
Fines & Forfeits	2,006	1,673	12,000	14%
Blandin Grant	-		-	0%
GR Library Foundation	-		8,000	0%
Miscellaneous	6,445	2,735	14,500	19%
Other Sources-Operating Transfer	-		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
TOTAL REVENUES	15,950	10,955	916,069	1%
Expenditures:				
Personnel	86,448	94,208	687,432	14%
Supplies/Materials	17,958	18,068	87,700	21%
Other Services/Charges	22,230	19,885	140,937	14%
Blandin Grant	-		-	0%
TOTAL EXPENDITURES	126,636	132,161	916,069	14%
OPERATING SURPLUS (DEFICIT)	(110,686)	(121,206)	-	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
Fund Balance 2/29/XX				
Cash Flow	318,932	324,117	429,618	
Compensated Absences	40,717	39,670	40,717	
Emergency/unanticipated Expenditures	44,574	29,916	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 2/29/XX	\$ 404,223	\$ 393,703	\$ 514,909	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,280 as of 12/31/18. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 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	439	20%
211-00-34-00-7975	INTERNET	3,500	486	14%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	40	7%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	5,355	14%
211-00-34-00-7990	FAX MACHINE USE	800	227	28%
211-00-35-00-1030	LIBRARY FINES	12,000	1,673	14%
211-00-37-00-2310	DONATIONS	1,500	150	10%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2337	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	913	20%
211-00-37-00-2450	MISCELLANEOUS	2,000	328	16%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		916,069	10,955	1%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	442,059	59,892	14%
211-00-75-10-1030	SALARY-PARTTIME	22,803	2,562	11%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	1,029	15%
211-00-75-10-1210	PERA	34,865	3,873	11%
211-00-75-10-1220	FICA	28,821	3,189	11%
211-00-75-10-1250	MEDICARE	6,740	746	11%
211-00-75-10-1310	HEALTH INSURANCE	142,668	22,432	16%
211-00-75-10-1330	LIFE INSURANCE	221	47	21%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	437	19%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	220	3%
211-00-75-20-2020	COPY SUPPLIES	1,400	36	3%
211-00-75-20-2030	PRINTING/BINDING	900	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	516	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	3,244	55%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	514	51%
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	8,635	20%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,776	42%
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	330	13%
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	201	31%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	890	15%
211-00-75-30-3210	TELEPHONE	6,000	819	14%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	380	13%
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 FEBRUARY 28, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	205	68%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	322	16%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	1,452	16%
211-00-75-30-3810	ELECTRICITY	30,000	2,696	9%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	1,222	34%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	796	20%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	1,848	23%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	564	4%
211-00-75-30-4015	GROUNDS 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	241	17%
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%
	TOTAL EXPENDITURES	<u>916,069</u>	<u>132,161</u>	14%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(121,206)</u>	

DATE: 03/07/2019
 TIME: 13:20:57
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

PAGE: 1
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	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
CHARGES FOR SERVICES							
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	211.23	2,200.00	438.91	0.00	1,761.09	20
211-00-34-00-7975	INTERNET	256.96	3,500.00	485.57	0.00	3,014.43	14
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	600.00	40.00	0.00	560.00	7
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,590.00	38,500.00	5,355.00	0.00	33,145.00	14
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	120.71	800.00	227.38	0.00	572.62	28
TOTAL		3,218.90	45,600.00	6,546.86	0.00	39,053.14	14
TOTAL CHARGES FOR SERVICES		3,218.90	45,600.00	6,546.86	0.00	39,053.14	14

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 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

PAGE: 2
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	885.75	12,000.00	1,673.35	0.00	10,326.65	14
TOTAL		885.75	12,000.00	1,673.35	0.00	10,326.65	14
TOTAL FINES & FORFEITS		885.75	12,000.00	1,673.35	0.00	10,326.65	14
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	150.00	0.00	1,350.00	10
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,343.25	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	126.25	4,500.00	913.13	0.00	3,586.87	20
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	230.85	2,000.00	328.14	0.00	1,671.86	16
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
TOTAL		1,700.35	22,500.00	2,734.52	0.00	19,765.48	12
TOTAL MISCELLANEOUS REVENUE		1,700.35	22,500.00	2,734.52	0.00	19,765.48	12
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:							
		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL							
		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	44,670.53	442,059.00	59,891.96	0.00	382,167.04	14
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,708.00	22,803.00	2,562.00	0.00	20,241.00	11
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	574.26	7,000.00	1,029.34	0.00	5,970.66	15
211-00-75-10-1210	PERA	2,667.01	34,865.00	3,872.68	0.00	30,992.32	11
211-00-75-10-1220	FICA	2,191.95	28,821.00	3,188.61	0.00	25,632.39	11
211-00-75-10-1250	MEDICARE	512.63	6,740.00	745.72	0.00	5,994.28	11
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	142,668.00	22,432.00	0.00	120,236.00	16
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	47.00	0.00	174.00	21
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	1.02	0.00	(1.02)	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	437.36	0.00	1,817.64	19
TOTAL PERSONNEL							
		63,783.07	687,432.00	94,207.69	0.00	593,224.31	14
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	34.49	7,000.00	219.73	5.98	6,774.29	3
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	0.00	900.00	0.00	0.00	900.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	38.99	2,600.00	515.95	0.00	2,084.05	20
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	3,532.00	(1,032.00)	141
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	3,243.85	5,900.00	3,243.85	0.00	2,656.15	55
211-00-75-20-2090	INVENTORIAL SUPPLIES	25.62	1,000.00	514.42	0.00	485.58	51

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	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	2,365.93	44,000.00	8,634.86	1,470.95	33,894.19	23
211-00-75-20-2120	AUDIO/VISUAL	360.95	9,000.00	3,775.69	360.95	4,863.36	46
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	223.67	2,500.00	329.62	223.67	1,946.71	22
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		6,293.50	87,700.00	18,068.31	5,593.55	64,038.14	27
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	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	200.50	95.56	353.94	46
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	1,700.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	6,000.00	890.00	375.00	4,735.00	21
211-00-75-30-3210	TELEPHONE	379.13	6,000.00	819.42	0.00	5,180.58	14
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	380.00	0.00	2,620.00	13
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	143.20	2,000.00	322.20	0.00	1,677.80	16
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	458.00	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	1,452.00	0.00	7,548.00	16
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	2,696.38	0.00	27,303.62	9
211-00-75-30-3840	GARBAGE REMOVAL	783.59	3,600.00	1,221.94	0.00	2,378.06	34
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	795.99	0.00	3,204.01	20
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	159.00	15,000.00	564.00	84.00	14,352.00	4
211-00-75-30-4015	GROUNDS MAINTENANCE	1,325.00	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 2 PERIODS ENDING FEBRUARY 28, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
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	1,148.58	9,000.00	1,148.58	310.00	7,541.42	16
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	240.86	0.00	1,199.14	17
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
TOTAL OTHER SERVICES & CHARGES		7,163.49	140,937.00	19,884.95	2,564.56	118,487.49	16
CAPITAL OUTLAY							
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	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
TOTAL FUND REVENUES		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
TOTAL FUND EXPENSES		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
FUND SURPLUS (DEFICIT)		(71,435.06)	0.00	(121,206.22)			
TOTAL ALL FUND REVENUES		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
TOTAL ALL FUND EXPENSES		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
ALL FUND SURPLUS (DEFICIT)		(71,435.06)	0.00	(121,206.22)			

PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/13/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE SERVICES INC	95.56
0118660	ARROWHEAD LIBRARY SYSTEM	304.48
0201428	BAKER & TAYLOR LLC	1,939.71
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	172.38
0405500	DEMCO INC	1,627.38
0609525	FINDAWAY WORLD LLC	360.95
0701650	GARTNER REFRIGERATION CO	310.00
0718060	GRAND RAPIDS HERALD REVIEW	458.00
1015331	JOHNSONS LOCK & SAFE	75.00
1209120	LIBRARY STORE INC	1,642.09
1405725	NETWORK SERVICE COMPANY	107.74
1415377	NORTHERN BUSINESS PRODUCTS INC	67.50
1605665	PERSONNEL DYNAMICS LLC	574.26
2018680	TRU NORTH ELECTRIC LLC	1,499.00
2100250	UBAM EDUCATIONAL SERVICES	426.22
2114356	UNIQUE MANAGEMENT SERVICES	143.20

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,503.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	8,708.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	38,417.83
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	795.99
1309332	MN STATE RETIREMENT SYSTEM	10,818.29
1309335	MINNESOTA REVENUE	45.38
1405850	NEXTERA COMMUNICATIONS LLC	82.73
1516220	OPERATING ENGINEERS LOCAL #49	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.36
1621130	P.U.C.	2,696.38
1821700	MICHAEL RUSSELL	405.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	113.05
2209665	VISA	380.00
2301700	WASTE MANAGEMENT OF MN INC	1,071.94
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 73,904.45

TOTAL ALL DEPARTMENTS 85,407.92

DETAILED PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113233			AMERIPRIDE SERVICES INC					
3501331745-L	02/12/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	190000464		03/13/19	47.78
			LAUNDRY					
			INVOICE TOTAL:					47.78
3501337162-L	02/26/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	190000567		03/13/19	47.78
			LAUNDRY					
			INVOICE TOTAL:					47.78
			VENDOR TOTAL:					95.56
0118660			ARROWHEAD LIBRARY SYSTEM					
14498-L	01/31/19	01	OVERDUE NOTICES - JAN 2019	211-00-75-20-2010	190000634		03/13/19	21.60
			OFFICE SUPPLIES					
		02	MOVIE LICENSING USA - 2019	211-00-75-30-3260	190000634			205.00
			COMMUNITY ED PROMOTION					
		03	LOST DVDS/GR PUB LIBRARY	211-00-75-20-2120	190000634			77.88
			AUDIO/VISUAL					
			INVOICE TOTAL:					304.48
			VENDOR TOTAL:					304.48
0201428			BAKER & TAYLOR LLC					
2034307658-L	02/02/19	01	6 BOOKS/CUST#L411199	211-00-75-20-2110	190000562		03/13/19	41.18
			BOOKS					
			INVOICE TOTAL:					41.18
2034325893-L	02/06/19	01	30 BOOKS/CUST#L025981	211-00-75-20-2110	190000562		03/13/19	440.96
			BOOKS					
			INVOICE TOTAL:					440.96
2034333245-L	02/13/19	01	2 BOOKS/CUST#L411199	211-00-75-20-2110	190000562		03/13/19	13.51
			BOOKS					
			INVOICE TOTAL:					13.51
2034340328-L	02/13/19	01	50 BOOKS/CUST#L025981	211-00-75-20-2110	190000562		03/13/19	592.83
			BOOKS					
			INVOICE TOTAL:					592.83

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2034351150-L	02/19/19	01	8 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	109.03
				BOOKS				
						INVOICE TOTAL:		109.03
2034356314-L	02/22/19	01	13 BOOKS/CUST#L411199	211-00-75-20-2110	19000562		03/13/19	124.54
				BOOKS				
						INVOICE TOTAL:		124.54
2034362197-L	02/25/19	01	14 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	148.90
				BOOKS				
						INVOICE TOTAL:		148.90
2034369290-L	02/27/19	01	15 BOOKS/CUST#L025981	211-00-75-20-2110	19000644		03/13/19	150.43
				BOOKS				
						INVOICE TOTAL:		150.43
2034369384-L	02/27/19	01	29 BOOKS/CUST#L025981	211-00-75-20-2110	19000644		03/13/19	318.33
				BOOKS				
						INVOICE TOTAL:		318.33
						VENDOR TOTAL:		1,939.71
0205640	LEAGUE OF MN CITIES INS TRUST							
L	02/19/19	01	LIBR 2019 GEN LIAB INS PREM	999-99-00-00-1000			03/13/19	8,708.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		8,708.00
						VENDOR TOTAL:		8,708.00
0221700	BUSY BEES QUALITY CLNG SVC INC							
5938-L	02/24/19	01	LIBRARY FEB CLEANING SERVICE	211-00-75-30-3090	19000552		03/13/19	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315455			COLE HARDWARE INC					
2282761-L	02/08/19	01	114 MNTNG TAPE HD 1X50"/GRPUBL	211-00-75-20-2150	190000435		03/13/19	17.97
			MAINTENANCE TOOLS/SUPPLIES					
		02	GORILLA MNTG TAPE TOUGH/CLEAR	211-00-75-20-2150	190000435			7.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					25.96
2283150-L	02/12/19	01	CABLE ROOF DEICING/GRCITYOF	211-00-75-20-2150	190000465		03/13/19	49.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					49.99
2283632-L	02/15/19	01	TWINE NTRL COTTON/#GRPUBLIC	211-00-75-20-2010	190000513		03/13/19	5.98
			OFFICE SUPPLIES					
			INVOICE TOTAL:					5.98
2284878-L	02/26/19	01	ICE MELT/#GRPUBLIC	211-00-75-20-2150	190000569		03/13/19	39.98
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					39.98
2285684-L	03/04/19	01	EXTENSION CORD 50'/#GRPUBLIC	211-00-75-20-2150	190000641		03/13/19	39.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					39.99
2285909-L	03/05/19	01	DUCT TAPE BLUE	211-00-75-20-2150	190000674		03/13/19	4.99
		02	DUCT TAPE FIX-IT/#GRPUBLIC	211-00-75-20-2150	190000674			5.49
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					10.48
			VENDOR TOTAL:					172.38
0405500			DEMCO INC					
6556092-L	02/22/19	01	BALDWIN MOBILE SLT WALL DISPLAY	211-00-75-20-2075	190000629		03/13/19	1,292.00
			ASSETS BETWEEN \$700-\$4999					
		02	MOVABLE SHELF LABEL HOLDERS	211-00-75-20-2090	190000629			25.62
			INVENTORIAL SUPPLIES					

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0405500			DEMCO INC					
6556092-L	02/22/19	03	SHIPPING/CUST#220165574	211-00-75-20-2075	190000629		03/13/19	309.76
				ASSETS BETWEEN \$700-\$4999				
								INVOICE TOTAL: 1,627.38
								VENDOR TOTAL: 1,627.38
0605191			FIDELITY SECURITY LIFE INS CO					
L	03/04/19	01	LIBR MAR VISION INS PREM	999-99-00-00-1000			03/13/19	6.57
				HOLDING ACCOUNT				
								INVOICE TOTAL: 6.57
								VENDOR TOTAL: 6.57
0609525			FINDAWAY WORLD LLC					
278965-L	02/18/19	01	5 PLAYAWAYS/GR PUBLIC LIBR	211-00-75-20-2120	190000565		03/13/19	360.95
				AUDIO/VISUAL				
								INVOICE TOTAL: 360.95
								VENDOR TOTAL: 360.95
0701650			GARTNER REFRIGERATION CO					
75248-L	02/26/19	01	LABOR TO CHECK PUMP #10	211-00-75-30-4070	190000566		03/13/19	300.00
				GENERAL EQUIP MAINT/REPAIR				
		02	TRUCK CHARGE/CUST#C-0658 LIBR	211-00-75-30-4070	190000566			10.00
				GENERAL EQUIP MAINT/REPAIR				
								INVOICE TOTAL: 310.00
								VENDOR TOTAL: 310.00
0718015			GRAND RAPIDS CITY PAYROLL					
L	03/01/19	01	LIBR 3/1/19 PAYROLL	999-99-00-00-1000			03/13/19	17,954.08
				HOLDING ACCOUNT				
		02	LIBR 2/15/19 PAYROLL	999-99-00-00-1000				20,463.75
				HOLDING ACCOUNT				
								INVOICE TOTAL: 38,417.83
								VENDOR TOTAL: 38,417.83

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718060			GRAND RAPIDS HERALD REVIEW					
2193004573-L	02/28/19	01	2/17 LIB PUB SRV CLERK/#3004573	211-00-75-30-3510	19000665		03/13/19	117.00
			PUBLISHING & ADVERTISING					
		02	2/20 LIB PUB SERV CLERK AD	211-00-75-30-3510	19000665			112.00
			PUBLISHING & ADVERTISING					
		03	2/24 LIB PUB SERV CLERK AD	211-00-75-30-3510	19000665			112.00
			PUBLISHING & ADVERTISING					
		04	2/27 LIB PUB SERV CLERK AD	211-00-75-30-3510	19000665			117.00
			PUBLISHING & ADVERTISING					
			INVOICE TOTAL:					458.00
			VENDOR TOTAL:					458.00
1015331			JOHNSONS LOCK & SAFE					
5783-L	02/11/19	01	SERVICE CALL/GR PUB LIBRARY	211-00-75-30-4010	19000635		03/13/19	75.00
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					75.00
			VENDOR TOTAL:					75.00
1209120			LIBRARY STORE INC					
386542-L	02/01/19	01	STUDY CARREL CUST #161328	211-00-75-20-2075	19000636		03/13/19	665.33
			ASSETS BETWEEN \$700-\$4999					
			INVOICE TOTAL:					665.33
388280-L	02/08/19	01	RECT TABLE CUST #161328	211-00-75-20-2075	19000636		03/13/19	976.76
			ASSETS BETWEEN \$700-\$4999					
			INVOICE TOTAL:					976.76
			VENDOR TOTAL:					1,642.09
1209516			LINCOLN NATIONAL LIFE					
L	03/04/19	01	LIBR MAR SUPPLMNTL LIFE INS	999-99-00-00-1000			03/13/19	39.00
			HOLDING ACCOUNT					
			INVOICE TOTAL:					39.00
			VENDOR TOTAL:					39.00

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1301146	02/19/19	01	LIBR FEB LEASE PMT	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	120.43
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1309199	02/19/19	01	LIBR JAN NTL GAS SERV	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	795.99
							INVOICE TOTAL:	795.99
							VENDOR TOTAL:	795.99
1309335	02/20/19	01	JAN STAX ON GROSS SALES	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	45.38
							INVOICE TOTAL:	45.38
							VENDOR TOTAL:	45.38
1309332	02/25/19	01	MARCIA A. FTO BAL TO HCSP	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	10,818.29
							INVOICE TOTAL:	10,818.29
							VENDOR TOTAL:	10,818.29
1405725	02/18/19	01	WHT 2 PLY	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES			03/13/19	29.04
561959-I		02	FOAM SOAP	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES				23.05
		03	BATHCLNR	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES				25.90

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1405725	NETWORK SERVICE COMPANY							
561959-L	02/18/19	04	BOWL CLNR/CUST#7895-4	211-00-75-20-2150	190000544		03/13/19	29.75
			MAINTENANCE TOOLS/SUPPLIES					107.74
			VENDOR TOTAL:					107.74
1405850	NEXTERA COMMUNICATIONS LLC							
L	02/11/19	01	LIBR FEB PHN SERV	999-99-00-00-1000			03/13/19	82.73
			HOLDING ACCOUNT					82.73
			VENDOR TOTAL:					82.73
1415377	NORTHERN BUSINESS PRODUCTS INC							
378470-L	02/06/19	01	PENCIL, WD, TIC, #2, PRESH, YE	211-00-75-20-2010	190000643		03/13/19	7.99
			OFFICE SUPPLIES					7.99
			VENDOR TOTAL:					7.99
379215-L	02/07/19	01	SORTER, 3 SECTION, VINTAGE	211-00-75-20-2010	190000643		03/13/19	12.84
			OFFICE SUPPLIES					12.84
			VENDOR TOTAL:					12.84
380135-L	02/12/19	01	BINDER, VIEW, 11X8.5, 2",WHT	211-00-75-20-2010	190000643		03/13/19	11.37
			OFFICE SUPPLIES					11.37
			VENDOR TOTAL:					11.37
380557-L	02/13/19	01	PAPER, NOTE, ADH, 1.5X2, AST	211-00-75-20-2010	190000643		03/13/19	2.86
		02	INSERT, TAB, 1/5, LBL, BLNK, S	211-00-75-20-2010	190000643			2.38
		03	PAPER, NOTES, ADH, 3X3",AST	211-00-75-20-2010	190000643			5.99
			OFFICE SUPPLIES					11.23
			VENDOR TOTAL:					11.23
382605-L	02/20/19	01	ROLL, THERMAL 3 1/8 X 230'	211-00-75-20-2060	190000643		03/13/19	38.99
			COMPUTER SUPPLIES					38.99
			VENDOR TOTAL:					38.99

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
384589-L	02/27/19	01	BATTERY, ALKALINE, AA/C#7789	211-00-75-20-2010	19000643		03/13/19	16.20
			OFFICE SUPPLIES					16.20
			INVOICE TOTAL:				03/13/19	-31.12
C376531-L	02/11/19	01	TAPE, DBL CTD, SCOTCH RETURN	211-00-75-20-2010	19000643		03/13/19	-31.12
			OFFICE SUPPLIES					67.50
			INVOICE TOTAL:					-31.12
			VENDOR TOTAL:					67.50
1516220			OPERATING ENGINEERS LOCAL #49					
L	02/11/19	01	LIBR MAR HLTH INS PREMIUM	999-99-00-00-1000			03/13/19	9,814.00
			HOLDING ACCOUNT					9,814.00
			INVOICE TOTAL:					9,814.00
			VENDOR TOTAL:					9,814.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	03/04/19	01	LIBR MAR SERVICE	999-99-00-00-1000			03/13/19	244.36
			HOLDING ACCOUNT					244.36
			INVOICE TOTAL:					244.36
			VENDOR TOTAL:					244.36
1605665			PERSONNEL DYNAMICS LLC					
47104-L	02/09/19	01	J CYRONEK/12HRS@18.23 WK 2/16	211-00-75-10-1050	19000631		03/13/19	218.76
			CONTRACTED SERVICES					118.50
		02	A WATKINS/6.5HRS@18.23 WK 2/16	211-00-75-10-1050	19000631			337.26
			CONTRACTED SERVICES					337.26
			INVOICE TOTAL:				03/13/19	237.00
			VENDOR TOTAL:					574.26
47152-L	02/09/19	01	J CYRONEK/13HRS@18.23 WK 2/23	211-00-75-10-1050	19000631		03/13/19	237.00
			CONTRACTED SERVICES					237.00
			INVOICE TOTAL:					237.00
			VENDOR TOTAL:					574.26

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INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1621130	P.U.C.							
L	02/11/19	01	LIBR JAN ELEC/WTR & SWR	999-99-00-00-1000			03/13/19	2,661.84
			HOLDING ACCOUNT					
		02	LIBR JAN IRRIG WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIBR JAN PUMP HOUSE WTR/SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
			INVOICE TOTAL:					2,696.38
			VENDOR TOTAL:					2,696.38
1821700	MICHAEL RUSSELL							
L	02/19/19	01	LIBR 1/27 FURNITURE CLEANING	999-99-00-00-1000			03/13/19	405.00
			HOLDING ACCOUNT					
			INVOICE TOTAL:					405.00
			VENDOR TOTAL:					405.00
2018680	TRU NORTH ELECTRIC LLC							
976-L	02/05/19	01	LABOR-REPAIR CORD FOR TABLE	211-00-75-30-4010	19000455		03/13/19	70.00
			BUILDING MAINT/REPAIRS					
		02	15 AMP 120 VOLT MALE CORD CAP	211-00-75-30-4010	19000455			14.00
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					84.00
980-L	02/05/19	01	LABOR REPLACE LIGHT & POLE	211-00-75-30-4015	19000648		03/13/19	350.00
			FOUNDATIONS MAINTENANCE					
		02	52 WATT LED RAB LIGHT/10' POLE	211-00-75-30-4015	19000648			975.00
			FOUNDATIONS MAINTENANCE					
			INVOICE TOTAL:					1,325.00
983-L	03/04/19	01	LABOR REPAIR DESK OUTLETS	211-00-75-30-4010	19000679		03/13/19	90.00
			BUILDING MAINT/REPAIRS					
			INVOICE TOTAL:					90.00
			VENDOR TOTAL:					1,499.00

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INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2100250	02/01/19	01	UBAM EDUCATIONAL SERVICES	211-00-75-20-2110	19000638		03/13/19	426.22
DIR3920432-L		01	35 BOOKS/CUST#C05831747	BOOKS				426.22
								VENDOR TOTAL: 426.22
2114356	03/01/19	01	UNIQUE MANAGEMENT SERVICES	211-00-75-30-3300	19000649		03/13/19	161.10
500981-L		02	FEB PLACEMENTS	PROFESSIONAL SERV-COLLECTI				-17.90
								VENDOR TOTAL: 143.20
								VENDOR TOTAL: 143.20
2114750	02/19/19	01	UNUM LIFE INSURANCE CO OF AMER	999-99-00-00-1000			03/13/19	20.50
L			LIBR MAY LIFE INS PREMIUM	HOLDING ACCOUNT				20.50
								VENDOR TOTAL: 20.50
2205637	03/04/19	01	VERIZON WIRELESS	999-99-00-00-1000			03/13/19	52.04
L			LIBR FEB MIFI SERVICES	HOLDING ACCOUNT				61.01
								VENDOR TOTAL: 113.05
								VENDOR TOTAL: 113.05
2209665	02/11/19	01	VISA	999-99-00-00-1000			03/13/19	336.75
L			1/4 USPS PRIORITY MAIL	HOLDING ACCOUNT				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665	02/11/19	02	1/22 USPS STAMPS	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	43.25
								INVOICE TOTAL: 380.00
								VENDOR TOTAL: 380.00
2301700			WASTE MANAGEMENT OF MN INC					
L	03/04/19	01	LIBRARY JAN SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	288.35
		02	LIBRARY FEB SERVICE	999-99-00-00-1000 HOLDING ACCOUNT				783.59
								INVOICE TOTAL: 1,071.94
								VENDOR TOTAL: 1,071.94
2308300			BETSY WHIRLEY					
L	03/04/19	01	HONORARIUM PROGRAM 2/25/18	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	125.00
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 85,407.92

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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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

GRAL Director's Report

MARCH 2019

ADVOCACY

I will have a recap of the 3/12/19 Harris Township funding request at the Library Board meeting.

I submitted a C8000 Contract for Service form in the amount of \$200 to Splithand Township at the request of the Town Board. This is the procedure for receiving a donation for a township outside of our service area. Splithand has also offered to provide a statement support that can be used when we communicate with other stakeholders.

LIBRARY MANAGEMENT

ALS

The current courier - Northern Network Express - has notified ALS that their service will terminate at the end of March - the last service day will be March 29. The ALS management team is working on getting a new courier service in place.

ALS is contemplating an auto renew feature for library materials without pending requests. This would be an all or nothing system wide change. I have requested more information.

NEW HIRE

Amy and I have extended a conditional offer of employment to April Chance. She will start April 1 pending approval from the City Council and Library Board.

April is a graduate of Albert Lea High School and attended Riverland Community College. She has over six years of experience in the public library setting with the Albert Lea Public Library (SELCO) working as a Library Assistant. This position emphasized front line customer service at the circulation desk and programing in the Children's Library. Additionally, April has relevant front office experience with several area clinics with skills in cash handling / preparing daily deposits, information technology (including web design and social media), and maintaining confidential information.

Please welcome April to GRAL and help her to make a good start.

ANNUAL REPORT

GRAL's 2018 Minnesota Public Library Annual Report is complete (pending Library Board approval). DJ and I need to sign an approval form for State Library Services.

LIBRARY RECORDS

Old library records (pre 2000) are now boxed, labelled, and archived in the Storage Room. I transferred records 2000 and newer to the City Clerk for digitization – fulfilling a longstanding directive from city administration. I am working with City Admin to digitize ALL records.

MDE CONSTRUCTION GRANT

Waiting on Pokegama Electric to provide prevailing wage and job creation worksheet (State requirements) before finalizing.

FACILITIES MAINTAINANCE

The city facilities crew broke down the old Reference area and moved it to storage. We quickly reclaimed it as study space to make up for what has been lost to the new teen space. The new study / lounge space has study carrels, comfortable chairs, and a large study table. We plan to add stools to the newspaper shelf and create a reading bar with a river view.

Staff and volunteers are assembling furniture for the Teen Area as it arrives – and putting it into service. This project will start to take shape over the next couple of months. Stay tuned.

A substantial ice dam formed on the north edge of the roof near the drive-thru book drop. The facilities crew fixed the issue and we are keeping an eye on it.

A big ‘thank you’ to Public Works for cleaning snow and ice from our parking lot and entry. We had a road grader, two plows, and an ODC crew on station – every child in the Library and the Director loved it.

The charging station and FitBike (accepted by donation 2/13/19) are on the floor and in-use.

The staff workroom and both storage rooms are squared away. Staff and the Friends of the Library are happy to have organized work and storage space.

Light post on front sidewalk (hit by snowplow) replaced.

END OF REPORT

Assistant Director Report

March 2019

Teen Advisory Board
February 26, 2019

Members present: Sarah K. Lucas B.

Discussion focused on the new teen area. We talked about adding decals to the endcaps of the shelving units to give some definition to the teen area. We looked at the website blik.com and found a few designs that would blend nicely. I ordered the decals and will get them on the endcaps soon.

We also talked about a program for teens during the month of March.

Teens

February Teen Anime Club had 6 attendees. Through Swank Productions we had a public viewing license for Funimation. Sadly, there is no access for Funimation anymore so I have to figure out another way to stream anime.

During February break, I held a movie night for teens. I had 1 attendee.

The Teen Winter Reading program ended in February. There were 21 teens who read enough books to get a free book. There were 19 that read enough to get a Thunder Alley Bowling gift certificate or a Dairy Queen gift certificate.

Operations

Nicole made a display near the main entry for Rapids Reads. She put out the copies of the book, "The Nature Fix" and set the program information on the table, too.

Bonnie changed the display in the lobby display case. February was I Love to Read Month. March is Women's History Month. She put pictures of women in frames and numbered each picture. She added a key to the numbers on the side of the display case so people can get information about each person.

Amy G., a local wall painter, painted 2 walls in the teen area and the 3 walls in the old teen room. Nicole and I chose the colors at Sherwin-Williams.

February 2019, in the Children's Library

Like most, I think, I'm about ready to wave the white flag of surrender to winter. However, thankfully, the sun is showing signs of victory, and the melting has begun. My classes have been a wee bit more squirrely as they feel the changes happening. (This happens every year...they are far more reliable than a groundhog to tell us when spring is nigh. 😊)

Speaking of classes, we had seven groups visit us in February for a total of 179 eager (mostly) visitors. In addition, we had 12 artists here for Artastic, and 11 small adventurers join us for Tiny Explorers. Lego Club, per usual, brought in 27 eager sculptors and engineers.

I've spent substantial amounts of time over the past two months looking at our Summer Reading Program and trying to find ways to encourage more reading throughout the summer. The last time we made any significant changes to the program was four or five years ago when we incorporated the "Every Child Ready to Read" standards in our book logs, recognizing that learning to read also included writing, singing, playing, and talking. While I'm pleased with those changes, our book logs didn't necessarily encourage reading or other literacy activities to continue throughout the summer. (You really could finish the program in a handful of days if you put in some effort.) Thus, some changes are afoot. The most substantial changes are twofold: first, all of our readers have the chance to earn two books, and second, no book prizes will be given out until August. Hopefully, making a big deal that August is "prize month" will decrease the feeling that finishing the book log is something of a race, and it will encourage families to make reading a consistent part of their routine. In addition, for the first time, we will have a separate book log for our youngest patrons, that encourages other people in a baby's life to read to them. Stay tuned as I work out the details, but I'm excited about these changes that encourage us, as a library, to more effectively put our money where our mouth is, as it were.

Other summer planning is in full swing, and I hope to have a complete programming calendar to our ALS graphics genius, Brian Minor, by the third week in March. Maybe the grass will turn green, or maybe it'll remain a white wonderland, but come this summer, we'll all be singing along to the likes of the Dollypops. 😊

	THIS MONTH	YTD	YTD 2018
CIRCULATION			
Check-outs	10,265	21,375	20,445
Total Circulation	12,327	25,349	23,802
Returns	12,156	24,065	23,573
New cards	85	198	175

Door count 8963
 YTD 17,997

	THIS MONTH	YTD	YTD 2018
TECHNICAL PROCESSES			
Books cataloged and processed	507	1,053	1,126
Withdrawn copies	415	2,380	1,230

	THIS MONTH	YTD	YTD 2018	YTD 2018	2018 YTD HOURS
REFERENCE					
tests proctored	864	1,931	1,781		
computer help over 5 minutes	10	10	15		
Passports	92	204	194		
INTERNET					
Pharos sessions ***	823	572	1,732		1,296
					1,849
					1,268

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS
Non-Pharos sessions	139	291	306	
VOLUNTEERS				
	73	302.00		581.75

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	51	105

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
PROGRAMS & TOURS						
BOOK TIME	6	73	10	153	10	253
SATURDAY STORY TIME	8	193	16	366	16	400
CLASS VISITS	7	179	47	472	11	316
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	50	7	112	8	170
TEEN PROGRAMS	4	30	6	41	3	34
Total Youth Programs	28	525	86	1,144	48	1,173
Total Adult Programs	5	151	9	226	8	104

	HRS THIS MONTH	HRS YTD	YTD 2018
BOOKINGS & ARRANGEMENTS			
TOTALS	7	16	16.5

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	173.5	12	121.25	8	14.5			9	29	2	2	8	25.5	73	296.75
March															0	0
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
Total	66	351.75	22	219.75	15	34	0	0	19	62.5	5	5	8	25.5	135	576.5

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

CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2662
 218-326-7612 FAX#218-326-7608
 Email:ap@ci.grand-rapids.mn.us

AMAZON.COM
 PO BOX 530958
 ATLANTA

GA 30353-0958

=====

P U R C H A S E O R D E R

=====

P.O. NUMBER: 19000632
 P.O. DATE: 02/04/2019
 P.O. AMT: \$278.03
 VENDOR NUMBER: 0113100
 REQ. NUMBER:

ATTENTION:
 RICHTER/DETTMER

DELIVER GRAND RAPIDS AREA LIBRARY
 TO: 140 NE 2ND ST
 GRAND RAPIDS MN 55744
 PHONE: 218-326-7640 FAX: 218-326-7644

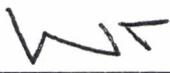
VENDOR PHONE: FAX:

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
1 BOOK INVOICE 566874464574	211-00-75-20-2110	1.00000	10.9900	10.99
1 BOOK INVOICE 587383455396	211-00-75-20-2110	1.00000	5.9900	5.99
15 BOOKS	211-00-75-20-2110	1.00000	180.3000	180.30
ERGONOMIC MOUSE INVOICE 435756488965	211-00-75-20-2070	1.00000	19.9900	19.99
3 BOOKS	211-00-75-20-2110	1.00000	36.2800	36.28
2 DVDS INVOICE 469367594984	211-00-75-20-2120	1.00000	24.4800	24.48
				=====
				\$278.03

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
 BY: JOHN NALAN

APPROVED
 BY: 

DATE: 3/11/19

CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744-2662
218-326-7612 FAX#218-326-7608
Email:ap@ci.grand-rapids.mn.us

THOMSON REUTERS - WEST
PAYMENT CENTER
PO BOX 6292
CAROL STREAM IL 60197-6292

=====

PURCHASE ORDER
=====

P.O. NUMBER: 19000633
P.O. DATE: 02/04/2019
P.O. AMT: \$239.00
VENDOR NUMBER: 2008551
REQ. NUMBER:

DELIVER GRAND RAPIDS AREA LIBRARY
TO: 140 NE 2ND ST
GRAND RAPIDS MN 55744
PHONE: 218-326-7640 FAX: 218-326-7644

VENDOR PHONE: 800-328-4880 FAX: 800-340-9378

ATTENTION:
RICHTER/DETTMER

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
SUBSCRIPT ACCT #1000644744 INVOICE 839794623	211-00-75-20-2110	1.00000	239.0000	239.00
				=====
				\$239.00

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
BY: JOHN NALAN

APPROVED
BY: 

DATE: 

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2019-05
SETTING 2019 LIBRARY SUMMER CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for Summer 2019:

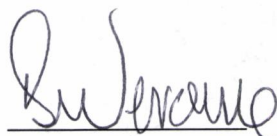
Library Closed – Saturday, May 25th, 2019 for Memorial Day Weekend

Library Closed – Saturday, August 31, 2019 for Labor Day Weekend

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

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 13th day of March 2019.



Dennis Jerome, President

Attest:



Jean MacDonell, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Minnesota Public Library Annual Report, 2018 Worksheet

Please complete your report using data/information for January 1 through December 31, 2018, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2018. New indicates a DATA ELEMENT that is new for 2018.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

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

Report Filer

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

IMLS Administrative Entity Codes

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

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,238	21,327
P02) Registered Users – Residents	11,086	11,755
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users – Automatic Tally	11,086	11,755
P05) Last year Registered User Records Were Purged	2018	2015
P06) Visits	128,006	132,330
P07) Reference Transactions	11,586	9,499
P08) Annual Public Internet Computer Sessions	14,772	15,602
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	-1	0
P11) ILL Provided to Other Libraries	11,803	9,823
P12) ILL Received from Other Libraries	16,650	16,387

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	65,415	69,148
P14) Adult Circulation	85,566	85,828
P15) Other Physical Media Circulation (No Audience Designation)	4,456	5,113
P16) Total Physical Media Circulation	155,437	160,089
P17) Downloadable E-books and E-serials Circulation	11,974	10,767
P18) Downloadable Audio and Video Circulation	14,026	12,313
P19) Total Downloadable Circulation	26,000	23,080
P20) Total Circulation	181,437	183,169

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	284	268
P22) Young Adult Programs	33	40
P23) Adult Programs	61	66
P24) Total Programs	378	374

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	9,343	8,766
P26) Young Adult Program Attendance	510	437
P27) Adult Program Attendance	1,390	1,767
P28) Total Program Attendance	11,243	10,970

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	244	-1
P30) Electronic Content Use	26,244	23,080
P31) Total Collection Use	26,244	183,169

Website Visits

Data Element	Current Year	Previous Year
New P32 Website Visits	44,091	

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week	52	52
H09) Number of Public Service Hours in a Seasonal Week	0.0	0.0
H10) Seasonal Dates	na	
H12) Total Public Service Hours per Year	2,594	2,616

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	14	14
F13) Public Internet Stationary Computers	23	23
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	23	23
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	530	502

STAFF INFORMATION

Staff Full Time Equivalent

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

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$33.35	\$38.72
S08) Assistant Director	\$28.35	\$33.12
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$22.83	\$25.38
S13) Technology Support		
S14) Library Support Staff	\$15.77	\$25.23
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		Yes

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	64,914	62,922
C02) Audio Materials, Physical	3,468	3,248
C03) Video Materials, Physical	4,645	4,611
C04) Multi-format Materials	135	140
C05) Other Physical Materials	70	70
C06) Total Physical Materials	73,232	70,991
C07) Print Serial Subscriptions	181	178

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	18,991	17,039
C13) Electronic Books Licensed Statewide	23,299	20,139
C14) Total Electronic Books	42,290	37,178
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	11,906	10,975
C17) Total Audio Downloadable Units	11,906	10,975
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	6	5
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	6	5
C25) Electronic Collections Licensed Statewide	50	49
C26) Total Licensed Electronic Collections	56	54

POLICIES/PLANS

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

OUTREACH SERVICES

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

Community Partnerships

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

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	
O16m) Number of Teen Volunteers	11	
17m) Number of Adult Volunteers	191	
O18m) Number of Teen Volunteer Hours	263	
O19m) Number of Adult Volunteer Hours	3,273	
O20) Total Number of Volunteers	202	
O21) Total Number of Volunteer Hours	3,536	

Summer Learning Program

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

DRAFT

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

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

Library Foundation

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

Library Friends

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

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$687,815	\$663,763
R02) City Indirect		\$0
R03) City Operating Revenue Total	\$687,815	\$663,763
County		
R04) County Direct	\$131,960	\$132,011
R05) County Indirect		\$0
R06) County Total	\$131,960	\$132,011
Other Local Government		
R07) Other Local Government Direct		\$0
R08) Other Local Government Indirect		\$0
R09) Other Local Government Operating Revenue Total		\$0
R10) Total Local Government Operating Revenue	\$819,775	\$795,774
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$10,020	\$0
R15) Total State Government Operating Revenue	\$10,020	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,282	\$5,282
R21) Regional System Indirect	\$2,763	\$2,763
R22) Regional System Operating Revenue Total	\$8,045	\$8,045
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$99,993	\$91,449
R27) Other Operating Indirect		\$0
R28) Other Operating Total	\$99,993	\$91,449
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$108,038	\$99,494
R30) Total Operating Revenue	\$937,833	\$895,268

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$464,733	\$448,938
E02) Employee Benefits	\$133,602	\$143,220
E03) Total Personnel Costs	\$598,335	\$592,158

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$51,332	\$55,324
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$1,763	\$1,763
E06) Collection Expenditures Electronic Collections	\$1,000	\$1,000
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$2,763	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$8,173	\$13,627
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$8,173	\$13,627
Collection Expenditures Physical Materials Total		\$68,951
E12) Total Collection Expenditures	\$62,268	\$71,714

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$273,112	\$200,146
E14) Total Operating Expenditures	\$933,715	\$864,018
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue – Direct and Indirect

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

Capital Expenditures

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

In-Kind

In-Kind Operating Contributions

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

In-Kind Contributions by Expenditure Area

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

In-Kind Capital Contributions

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



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

Total Circulation
181,438--2019-02-19

State Government Operating Revenue - Other State

MDE Library Construction Grant - posted as receivable 2018--2019-02-19

Collection Expenditures - Electronic Materials - Electronic Books

GRAL applies Best Sellers Plan allowance to ALS downloadable audiobooks or ebooks (OverDrive).--2019-02-19

Collection Expenditures - Electronic Collections

contribution to downloadable magazine--2019-01-31

Other Capital Revenue - Other Direct

donations from Foundation and Friends--2019-02-19

2018 Minnesota Public Library Annual Report Worksheet

Please note that this report reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

GENERAL INFORMATION

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

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,238	21,327
P02m) Registered Users – Residents	11,086	11,755
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users – Automatic Tally	11,086	11,755
P06m) Visits	128,006	132,330
P07m) Reference Transactions	11,586	9,499
P08m) Annual Public Internet Computer Sessions	14,772	15,602
P09m) Public Internet Computer Sessions Other Uses	er computer usage in addition	er computer usage in addition
P10m) Wireless sessions	n.c.	n.c.

*required data for federal report

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	65,415	69,148
P14m) Adult Circulation	85,566	85,828
P15m) Other Physical Media Circulation (No Audience Designation)	4,456	5,113
P16m) Total Physical Media Circulation	155,437	160,089
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		0
P20) Total Circulation	155,437	160,089

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	284	268
P22m) Young Adult Programs	33	40
P23m) Adult Programs	61	66
P24m) Total Programs	378	374

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	9,343	8,766
P26m) Young Adult Program Attendance	510	437
P27m) Adult Program Attendance	1,390	1,767
P28m) Total Program Attendance	11,243	10,970

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	10	10
H04m) Thursday Hours	10	10
H05m) Friday Hours	8	8
H06m) Saturday Hours	4	4
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	52	52
H09m) Number of Public Service Hours in a Seasonal Week	0.0	
H10m) Seasonal Dates	-0	
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,594	2,616

FACILITIES

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

*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled	na	
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	14	14
F13m) Public Internet Stationary Computers	23	23
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	23	23
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	530	502

ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
Low Vision Keyboard Available?		
Magnifier Available?		
Optical Character Reader (OCR) Available?		
Page Turner Available?		No
Screen-enlarging Software Available?		Yes
Speech Input or Output (Screen Reader) Available?		Yes
Other?		
Description		

FULL TIME EQUIVALENT STAFF INFORMATION

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

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	64,914	62,922
C02m) Audio Materials, Physical	3,468	3,248

*required data for federal report

Data Element	Current Year	Previous Year
C03m) Video Materials, Physical	4,645	4,611
C04m) Multi-format Materials	135	140
C05m) Other Physical Materials	70	70
C06m) Total Physical Materials	73,232	70,991
C07m) Print Serial Subscriptions	181	178

LIBRARY FRIENDS

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



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

Total Programs
378--2019-02-19
Total Attendance
11,243--2019-02-19

DRAFT

April L. Chance

36436 S. Prairie River Rd.
chance.april@gmail.com

Bovey, MN 55709
(218) 244-2891

QUALIFICATIONS

- *Proficient in MS Word, Excel, Publisher, PowerPoint, Outlook.
- *Exceptional communication, organization, leadership and customer service skills.
- *Efficient and detail oriented with ability to multi-task various job functions.
- *Dependable employee that works effectively with co-workers and supervisors.

WORK EXPERIENCE

Front Office

August 2018- Present

Bonner Eye Clinic

Hibbing, MN 55746

- Patient registration, schedule appointments and prepare daily encounters.
- Verify insurance and scan cards, enter insurance information.
- Surgery scheduling and preparation, send prescriptions to pharmacy.
- Answer phone calls; send message requests to physicians & staff.
- Collect, process and log payments. Assist patients with questions regarding billing.

Office Assistant/ Customer Service

October 2011- Present

Shaw Florists

Grand Rapids, MN 55744

- Website and Facebook updating and maintenance.
- Design advertising; create newsletters and E-marketing.
- Answer telephone, assist customers, provide office support and process orders.
- Daily reports and back up of computer system.
- Balancing cash register, daily deposits.

Front Desk Supervisor

October 2017- August 2018

Northern Pines Orthopaedic Clinic

Grand Rapids, MN 55744

- Patient registration, schedule appointments and prepare daily encounters.
- Verify insurance and scan cards, enter insurance information.
- Fax work status reports and physical therapy orders, log referrals to specialists.
- Answer phone calls; send message requests to physicians & staff.
- Collect, process and log payments. Assist patients with questions regarding billing.

Library Assistant

June 2005- August 2011

Albert Lea Public Library

Albert Lea, MN 56007

- Assist patrons and answer reference questions. Checking in/ out of materials.
- Design display signs, bookmarks, pamphlets, posters and newsletters.
- Advertising and publicity for Children's Library and Friends of the Library.
- Develop and maintain the online reading program, Blog and Flickr account.
- Manage the daycare delivery program and after school programs.

EDUCATION

Riverland Community College
Albert Lea High School

Austin, MN 55912
Albert Lea, MN 56007

April L. Chance

36436 S. Prairie River Rd.
chance.april@gmail.com

Bovey, MN 55709
(218) 244-2891

REFERENCES

Patty Greibrok
Librarian
(507) 402-5537

Albert Lea Public Library
Albert Lea, MN 56007

Sam Riehle
Owner
(218) 326-7429

Shaw Florists
Grand Rapids, MN 55744

John Riehle
Owner
(218) 259-5646

Shaw Florists
Grand Rapids, MN 55744

Marie Bothma
Administrator
(218) 259-9032

Northern Pines Orthopaedic Clinic
Grand Rapids, MN 55744

Jill Acheson
Customer Service
(218) 259-8823

Shaw Florists
Grand Rapids, MN 55744

Amber Kaczor
Medical Secretary
(218) 398-1742

Northern Pines Orthopaedic Clinic
Grand Rapids, MN 55744

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
March 13, 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

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:

Township day

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- Accepting Donations

Regular agenda

1. Set summer schedule

2. Approve 2018 Minnesota Public Library Annual Report

**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.**

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting

February 13, 2019

Call to Order:

The monthly board meeting was called to order at 5:00. by Randy McCarty.

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Susan Zeige, Deborah Kee, Richard Thouin, Jean MacDonell, Randy McCarty, Cyndy Martin.

Members Absent: Dennis Jerome.

Staff Present: William Richter.

Public Comment:

none

Agenda:

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

Minutes:

Richard Thouin made a motion to approve minutes from the February 13, 2019 board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications:

MN Community Foundation – 4th Quarter Report

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:

Space project is now in motion; non-fiction has been moved, paper backs have been consolidated to one area. Furniture is on the way for teen space. Storage shelves are on the way as well. Old teen space converted to study space (in the near future). Magazine racks on castors is a future focus. Focusing area near the river; developing and improving it. Organizing storage room and shipping/ receiving area.

Timeline for hiring for the vacant position, possible start date of April 1st. Discussion of townships; Harris township and future contact with the Cohasset township.

Old Business:

Budget (placeholder)

New Business:

Consent Agenda

Richard Thouin made a motion to approve the consent agenda, a second was made by Cyndy Martin. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills
\$405.00 to Mike Russel for cleaning chairs
2. Approve Contracts and payment to presenters
(none)
3. Approve Resolution 2019-02 Accepting Donations
\$150 from Friends of the Library for recycling costs 1st quarter 2019
4. Approve Resolution 2019-03 Accepting Donations
FitDesk 2.0 Bike Desk- Valued at \$179.99 from Friends of the Library
5. Approve Resolution 2019-04 Accepting Donations
Sponsorship of 'Free Courtesy Charging Station' from Grand Rapids State Bank for the term of 24 months at \$600.00 per year (\$1200 total)

Regular Agenda

Lisa Tabbert made a motion to approve the regular agenda, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

1. Appoint John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per Library Union bargaining agreement and authorize City staff to begin the process of filling the Public Services Clerk-Circulation position.

DATE: 02/06/2019
TIME: 15:11:12
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/13/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	184.16	422.65
0113233	AMERIPRIDE SERVICES INC	600.58	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	41.10	60.22
0201428	BAKER & TAYLOR LLC	1,064.76	1,302.92
0205640	LEAGUE OF MN CITIES INS TRUST	195,936.00	2,624.20
0212124	BLACKSTONE PUBLISHING	197.99	50.00
0215750	BOUNDARY WATERS JOURNAL	0.00	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	2,276.00	1,700.00
0305485	CENGAGE LEARNING INC	0.00	4,630.00
0405223	DEER RIVER HIRED HANDS INC	180.00	150.00
0421455	DULUTH NEWS TRIBUNE	0.00	298.48
0605191	FIDELITY SECURITY LIFE INS CO	149.01	13.14
0701650	GARTNER REFRIGERATION CO	3,205.72	838.58
0718010	CITY OF GRAND RAPIDS	3,620.99	312.20
0718015	GRAND RAPIDS CITY PAYROLL	771,800.38	60,805.24
0914800	INVEST EARLY PROJECT	960.00	1,120.00
1209516	LINCOLN NATIONAL LIFE	2,558.32	78.00
1301146	MARCO TECHNOLOGIES, LLC	1,310.91	254.36
1309199	MINNESOTA ENERGY RESOURCES	6,636.21	728.63
1309335	MINNESOTA REVENUE	2,330.68	49.87
1405725	NETWORK SERVICE COMPANY	1,428.05	186.19
1405850	NEXTERA COMMUNICATIONS LLC	443.59	82.88
1415377	NORTHERN BUSINESS PRODUCTS INC	363.65	1,165.39
1516220	OPERATING ENGINEERS LOCAL #49	105,424.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,042.28	488.72
1605665	PERSONNEL DYNAMICS LLC	3,307.24	919.26
1621130	P.U.C.	48,678.45	2,778.12
1805150	RECORDED BOOKS INC	0.00	3,299.20
1920065	STAR TRIBUNE	512.72	473.72
2114356	UNIQUE MANAGEMENT SERVICES	179.00	143.20
2114750	UNUM LIFE INSURANCE CO OF AMER	259.94	20.50
2205637	VERIZON WIRELESS	4,704.31	165.02
2209665	VISA	10,231.01	344.15
2301700	WASTE MANAGEMENT OF MN INC	5,041.35	578.62
2308300	BETSY WHIRLEY	125.00	125.00

TOTAL ALL VENDORS: 97,526.82

2. Follow-up discussions with Townships
3. Authorize Return of Funds to ALS: \$1763.00 for ebooks, audiobooks and \$1000.00 for downloadable magazines.

Cyndy Martin made a motion to approve items 1 and 3 as stated, a second was made by Richard Thouin. On a roll call vote the motions were passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:33 p.m. by Randy McCarty.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2019
With Comparative Totals for February 28, 2018

	2018 Actual	2019 Actual	2019 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	429,618	429,618	429,618	
Compensated Absences	40,717	40,717	40,717	
Emergency/Unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	514,909	514,909	514,909	
Revenues:				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	133,282	0%
Charges for Services	7,499	6,547	45,600	14%
Fines & Forfeits	2,006	1,673	12,000	14%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	8,000	0%
Miscellaneous	6,445	2,735	14,500	19%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	15,950	10,955	916,069	1%
Expenditures:				
Personnel	86,448	94,208	687,432	14%
Supplies/Materials	17,958	18,068	87,700	21%
Other Services/Charges	22,230	19,885	140,937	14%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	126,636	132,161	916,069	14%
OPERATING SURPLUS (DEFICIT)	(110,686)	(121,206)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 2/29/XX				
Cash Flow	318,932	324,117	429,618	
Compensated Absences	40,717	39,670	40,717	
Emergency/unanticipated Expenditures	44,574	29,916	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 2/29/XX	\$ 404,223	\$ 393,703	\$ 514,909	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,280 as of 12/31/18. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 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	439	20%
211-00-34-00-7975	INTERNET	3,500	486	14%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	40	7%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	5,355	14%
211-00-34-00-7990	FAX MACHINE USE	800	227	28%
211-00-35-00-1030	LIBRARY FINES	12,000	1,673	14%
211-00-37-00-2310	DONATIONS	1,500	150	10%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2337	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	913	20%
211-00-37-00-2450	MISCELLANEOUS	2,000	328	16%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		916,069	10,955	1%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	442,059	59,892	14%
211-00-75-10-1030	SALARY-PARTTIME	22,803	2,562	11%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	1,029	15%
211-00-75-10-1210	PERA	34,865	3,873	11%
211-00-75-10-1220	FICA	28,821	3,189	11%
211-00-75-10-1250	MEDICARE	6,740	746	11%
211-00-75-10-1310	HEALTH INSURANCE	142,668	22,432	16%
211-00-75-10-1330	LIFE INSURANCE	221	47	21%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	437	19%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	220	3%
211-00-75-20-2020	COPY SUPPLIES	1,400	36	3%
211-00-75-20-2030	PRINTING/BINDING	900	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	516	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	3,244	55%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	514	51%
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	8,635	20%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,776	42%
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	330	13%
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	201	31%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	890	15%
211-00-75-30-3210	TELEPHONE	6,000	819	14%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	380	13%
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 FEBRUARY 28, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	205	68%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	322	16%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	458	153%
211-00-75-30-3610	GENERAL INSURANCE	9,000	1,452	16%
211-00-75-30-3810	ELECTRICITY	30,000	2,696	9%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	1,222	34%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	796	20%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	1,848	23%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	564	4%
211-00-75-30-4015	GROUNDS 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	241	17%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-30-4900	TRANSFER TO RESERVE	6,447	-	0%
	TOTAL EXPENDITURES	916,069	132,161	14%
	SURPLUS REVENUES/(EXPENDITURES)	-	(121,206)	

DATE: 03/07/2019
 TIME: 13:20:57
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

PAGE: 1
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	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
CHARGES FOR SERVICES							
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	211.23	2,200.00	438.91	0.00	1,761.09	20
211-00-34-00-7975	INTERNET	256.96	3,500.00	485.57	0.00	3,014.43	14
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	600.00	40.00	0.00	560.00	7
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,590.00	38,500.00	5,355.00	0.00	33,145.00	14
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	120.71	800.00	227.38	0.00	572.62	28
TOTAL		3,218.90	45,600.00	6,546.86	0.00	39,053.14	14
TOTAL CHARGES FOR SERVICES		3,218.90	45,600.00	6,546.86	0.00	39,053.14	14

DATE: 03/07/2019
 TIME: 13:20:57
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

PAGE: 2
 F-YR: 19

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	885.75	12,000.00	1,673.35	0.00	10,326.65	14
TOTAL		885.75	12,000.00	1,673.35	0.00	10,326.65	14
TOTAL FINES & FORFEITS		885.75	12,000.00	1,673.35	0.00	10,326.65	14
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	150.00	0.00	1,350.00	10
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,343.25	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	126.25	4,500.00	913.13	0.00	3,586.87	20
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	230.85	2,000.00	328.14	0.00	1,671.86	16
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
TOTAL		1,700.35	22,500.00	2,734.52	0.00	19,765.48	12
TOTAL MISCELLANEOUS REVENUE		1,700.35	22,500.00	2,734.52	0.00	19,765.48	12
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	44,670.53	442,059.00	59,891.96	0.00	382,167.04	14
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,708.00	22,803.00	2,562.00	0.00	20,241.00	11
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	574.26	7,000.00	1,029.34	0.00	5,970.66	15
211-00-75-10-1210	PERA	2,667.01	34,865.00	3,872.68	0.00	30,992.32	11
211-00-75-10-1220	FICA	2,191.95	28,821.00	3,188.61	0.00	25,632.39	11
211-00-75-10-1250	MEDICARE	512.63	6,740.00	745.72	0.00	5,994.28	11
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	142,668.00	22,432.00	0.00	120,236.00	16
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	47.00	0.00	174.00	21
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	1.02	0.00	(1.02)	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	437.36	0.00	1,817.64	19
TOTAL PERSONNEL		63,783.07	687,432.00	94,207.69	0.00	593,224.31	14
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	34.49	7,000.00	219.73	5.98	6,774.29	3
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	0.00	900.00	0.00	0.00	900.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	38.99	2,600.00	515.95	0.00	2,084.05	20
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	3,532.00	(1,032.00)	141
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	3,243.85	5,900.00	3,243.85	0.00	2,656.15	55
211-00-75-20-2090	INVENTORIAL SUPPLIES	25.62	1,000.00	514.42	0.00	485.58	51

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 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	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	2,365.93	44,000.00	8,634.86	1,470.95	33,894.19	23
211-00-75-20-2120	AUDIO/VISUAL	360.95	9,000.00	3,775.69	360.95	4,863.36	46
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	223.67	2,500.00	329.62	223.67	1,946.71	22
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		6,293.50	87,700.00	18,068.31	5,593.55	64,038.14	27
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	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	200.50	95.56	353.94	46
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	1,700.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	6,000.00	890.00	375.00	4,735.00	21
211-00-75-30-3210	TELEPHONE	379.13	6,000.00	819.42	0.00	5,180.58	14
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,000.00	380.00	0.00	2,620.00	13
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	143.20	2,000.00	322.20	0.00	1,677.80	16
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	458.00	300.00	458.00	0.00	(158.00)	153
211-00-75-30-3610	GENERAL INSURANCE	726.00	9,000.00	1,452.00	0.00	7,548.00	16
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	2,696.38	0.00	27,303.62	9
211-00-75-30-3840	GARBAGE REMOVAL	783.59	3,600.00	1,221.94	0.00	2,378.06	34
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	795.99	0.00	3,204.01	20
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	159.00	15,000.00	564.00	84.00	14,352.00	4
211-00-75-30-4015	GROUNDS MAINTENANCE	1,325.00	1,000.00	1,325.00	0.00	(325.00)	133

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
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	1,148.58	9,000.00	1,148.58	310.00	7,541.42	16
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	240.86	0.00	1,199.14	17
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
TOTAL OTHER SERVICES & CHARGES		7,163.49	140,937.00	19,884.95	2,564.56	118,487.49	16
CAPITAL OUTLAY							
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	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
TOTAL FUND REVENUES		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
TOTAL FUND EXPENSES		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
FUND SURPLUS (DEFICIT)		(71,435.06)	0.00	(121,206.22)			
TOTAL ALL FUND REVENUES		5,805.00	916,069.00	10,954.73	0.00	905,114.27	1
TOTAL ALL FUND EXPENSES		77,240.06	916,069.00	132,160.95	8,158.11	775,749.94	15
ALL FUND SURPLUS (DEFICIT)		(71,435.06)	0.00	(121,206.22)			

PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/13/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE SERVICES INC	95.56
0118660	ARROWHEAD LIBRARY SYSTEM	304.48
0201428	BAKER & TAYLOR LLC	1,939.71
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	172.38
0405500	DEMCO INC	1,627.38
0609525	FINDAWAY WORLD LLC	360.95
0701650	GARTNER REFRIGERATION CO	310.00
0718060	GRAND RAPIDS HERALD REVIEW	458.00
1015331	JOHNSONS LOCK & SAFE	75.00
1209120	LIBRARY STORE INC	1,642.09
1405725	NETWORK SERVICE COMPANY	107.74
1415377	NORTHERN BUSINESS PRODUCTS INC	67.50
1605665	PERSONNEL DYNAMICS LLC	574.26
2018680	TRU NORTH ELECTRIC LLC	1,499.00
2100250	UBAM EDUCATIONAL SERVICES	426.22
2114356	UNIQUE MANAGEMENT SERVICES	143.20

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,503.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	8,708.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	38,417.83
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	795.99
1309332	MN STATE RETIREMENT SYSTEM	10,818.29
1309335	MINNESOTA REVENUE	45.38
1405850	NEXTERA COMMUNICATIONS LLC	82.73
1516220	OPERATING ENGINEERS LOCAL #49	9,814.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.36
1621130	P.U.C.	2,696.38
1821700	MICHAEL RUSSELL	405.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	113.05
2209665	VISA	380.00
2301700	WASTE MANAGEMENT OF MN INC	1,071.94
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 73,904.45

TOTAL ALL DEPARTMENTS 85,407.92

DETAILED PUBLIC LIBRARY BILL LIST - MARCH 13, 2019

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113233			AMERIPRIDE SERVICES INC					
3501331745-L	02/12/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000464		03/13/19	47.78
			LAUNDRY					
3501337162-L	02/26/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000567		03/13/19	47.78
			LAUNDRY					
0118660			ARROWHEAD LIBRARY SYSTEM					
14498-L	01/31/19	01	OVERDUE NOTICES - JAN 2019	211-00-75-20-2010	19000634		03/13/19	21.60
			OFFICE SUPPLIES					
		02	MOVIE LICENSING USA - 2019	211-00-75-30-3260	19000634			205.00
			COMMUNITY ED PROMOTION					
		03	LOST DVDS/GR PUB LIBRARY	211-00-75-20-2120	19000634			77.88
			AUDIO/VISUAL					
0201428			BAKER & TAYLOR LLC					
2034307658-L	02/02/19	01	6 BOOKS/CUST#L411199	211-00-75-20-2110	19000562		03/13/19	41.18
			BOOKS					
2034325893-L	02/06/19	01	30 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	440.96
			BOOKS					
2034333245-L	02/13/19	01	2 BOOKS/CUST#L411199	211-00-75-20-2110	19000562		03/13/19	13.51
			BOOKS					
2034340328-L	02/13/19	01	50 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	592.83
			BOOKS					
			INVOICE TOTAL:					47.78
			INVOICE TOTAL:					47.78
			VENDOR TOTAL:					95.56
			INVOICE TOTAL:					304.48
			VENDOR TOTAL:					304.48
			INVOICE TOTAL:					41.18
			INVOICE TOTAL:					41.18
			INVOICE TOTAL:					440.96
			INVOICE TOTAL:					440.96
			INVOICE TOTAL:					13.51
			INVOICE TOTAL:					13.51
			INVOICE TOTAL:					592.83
			INVOICE TOTAL:					592.83

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2034351150-L	02/19/19	01	8 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	109.03
				BOOKS				
						INVOICE TOTAL:		109.03
2034356314-L	02/22/19	01	13 BOOKS/CUST#L411199	211-00-75-20-2110	19000562		03/13/19	124.54
				BOOKS				
						INVOICE TOTAL:		124.54
2034362197-L	02/25/19	01	14 BOOKS/CUST#L025981	211-00-75-20-2110	19000562		03/13/19	148.90
				BOOKS				
						INVOICE TOTAL:		148.90
2034369290-L	02/27/19	01	15 BOOKS/CUST#L025981	211-00-75-20-2110	19000644		03/13/19	150.43
				BOOKS				
						INVOICE TOTAL:		150.43
2034369384-L	02/27/19	01	29 BOOKS/CUST#L025981	211-00-75-20-2110	19000644		03/13/19	318.33
				BOOKS				
						INVOICE TOTAL:		318.33
						VENDOR TOTAL:		1,939.71
0205640	LEAGUE OF MN CITIES INS TRUST							
L								
	02/19/19	01	LIBR 2019 GEN LIAB INS PREM	999-99-00-00-1000			03/13/19	8,708.00
				HOLDING ACCOUNT				
0221700	BUSY BEES QUALITY CLING SVC INC							
5938-L								
	02/24/19	01	LIBRARY FEB CLEANING SERVICE	211-00-75-30-3090	19000552		03/13/19	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315455			COLE HARDWARE INC					
2282761-L	02/08/19	01	114 MNTNG TAPE HD 1X50"/GRPUBL	211-00-75-20-2150	19000435		03/13/19	17.97
			MAINTENANCE TOOLS/SUPPLIES					
		02	GORILLA MNTG TAPE TOUGH/CLEAR	211-00-75-20-2150	19000435			7.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					25.96
2283150-L	02/12/19	01	CABLE ROOF DEICING/GRCITYOF	211-00-75-20-2150	19000465		03/13/19	49.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					49.99
2283632-L	02/15/19	01	TWINE NTRL COTTON/#GRPUBLC	211-00-75-20-2010	19000513		03/13/19	5.98
			OFFICE SUPPLIES					
			INVOICE TOTAL:					5.98
2284878-L	02/26/19	01	ICE MELT/#GRPUBLC	211-00-75-20-2150	19000569		03/13/19	39.98
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					39.98
2285684-L	03/04/19	01	EXTENSION CORD 50'/#GRPUBLC	211-00-75-20-2150	19000641		03/13/19	39.99
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					39.99
2285909-L	03/05/19	01	DUCT TAPE BLUE	211-00-75-20-2150	19000674		03/13/19	4.99
		02	DUCT TAPE FIX-IT/#GRPUBLC	211-00-75-20-2150	19000674			5.49
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					10.48
			VENDOR TOTAL:					172.38
0405500			DEMCO INC					
6556092-L	02/22/19	01	BALDWIN MOBILE SLT WALL DISPLAY	211-00-75-20-2075	19000629		03/13/19	1,292.00
			ASSETS BETWEEN \$700-\$4999					
		02	MOVABLE SHELF LABEL HOLDERS	211-00-75-20-2090	19000629			25.62
			INVENTORIAL SUPPLIES					

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CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0405500			DEMCO INC					
6556092-L	02/22/19	03	SHIPPING/CUST#220165574	211-00-75-20-2075	19000629		03/13/19	309.76
				ASSETS BETWEEN \$700-\$4999				
							INVOICE TOTAL:	1,627.38
							VENDOR TOTAL:	1,627.38
0605191			FIDELITY SECURITY LIFE INS CO					
L	03/04/19	01	LIBR MAR VISION INS PREM	999-99-00-00-1000			03/13/19	6.57
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.57
							VENDOR TOTAL:	6.57
0609525			FINDAWAY WORLD LLC					
278965-L	02/18/19	01	5 PLAYAWAYS/GR PUBLIC LIBR	211-00-75-20-2120	19000565		03/13/19	360.95
				AUDIO/VISUAL				
							INVOICE TOTAL:	360.95
							VENDOR TOTAL:	360.95
0701650			GARTNER REFRIGERATION CO					
75248-L	02/26/19	01	LABOR TO CHECK PUMP #10	211-00-75-30-4070	19000566		03/13/19	300.00
				GENERAL EQUIP MAINT/REPAIR				
		02	TRUCK CHARGE/CUST#C-0658 LIBR	211-00-75-30-4070	19000566			10.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	310.00
							VENDOR TOTAL:	310.00
0718015			GRAND RAPIDS CITY PAYROLL					
L	03/01/19	01	LIBR 3/1/19 PAYROLL	999-99-00-00-1000			03/13/19	17,954.08
				HOLDING ACCOUNT				
		02	LIBR 2/15/19 PAYROLL	999-99-00-00-1000				20,463.75
				HOLDING ACCOUNT				
							INVOICE TOTAL:	38,417.83
							VENDOR TOTAL:	38,417.83

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0718060	GRAND RAPIDS HERALD REVIEW							
2193004573-L	02/28/19	01	2/17 LIB PUB SRV CLERK/#3004573	211-00-75-30-3510	19000665		03/13/19	117.00
		02	2/20 LIB PUB SERV CLERK AD	PUBLISHING & ADVERTISING				112.00
		03	2/24 LIB PUB SERV CLERK AD	PUBLISHING & ADVERTISING				112.00
		04	2/27 LIB PUB SERV CLERK AD	PUBLISHING & ADVERTISING				117.00
						INVOICE TOTAL:		458.00
						VENDOR TOTAL:		458.00
1015331	JOHNSONS LOCK & SAFE							
5783-L	02/11/19	01	SERVICE CALL/GR PUB LIBRARY	211-00-75-30-4010	19000635		03/13/19	75.00
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		75.00
						VENDOR TOTAL:		75.00
1209120	LIBRARY STORE INC							
386542-L	02/01/19	01	STUDY CARREL CUST #161328	211-00-75-20-2075	19000636		03/13/19	665.33
				ASSETS BETWEEN \$700-\$4999				
						INVOICE TOTAL:		665.33
388280-L	02/08/19	01	RECT TABLE CUST #161328	211-00-75-20-2075	19000636		03/13/19	976.76
				ASSETS BETWEEN \$700-\$4999				
						INVOICE TOTAL:		976.76
						VENDOR TOTAL:		1,642.09
1209516	LINCOLN NATIONAL LIFE							
L	03/04/19	01	LIBR MAR SUPPLMNTL LIFE INS	999-99-00-00-1000			03/13/19	39.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		39.00
						VENDOR TOTAL:		39.00

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1301146	MARCO TECHNOLOGIES, LLC							
L	02/19/19	01	LIBR FEB LEASE PMT	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	120.43
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1309199	MINNESOTA ENERGY RESOURCES							
L	02/19/19	01	LIBR JAN NTL GAS SERV	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	795.99
							INVOICE TOTAL:	795.99
							VENDOR TOTAL:	795.99
1309335	MINNESOTA REVENUE							
L	02/20/19	01	JAN STAX ON GROSS SALES	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	45.38
							INVOICE TOTAL:	45.38
							VENDOR TOTAL:	45.38
1309332	MN STATE RETIREMENT SYSTEM							
L	02/25/19	01	MARCIA A. FTO BAL TO HCSP	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	10,818.29
							INVOICE TOTAL:	10,818.29
							VENDOR TOTAL:	10,818.29
1405725	NETWORK SERVICE COMPANY							
561959-L	02/18/19	01	WHT 2 PLY	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES			03/13/19	29.04
		02	FOAM SOAP	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES				23.05
		03	BATHCLNR	211-00-75-20-2150 19000544 MAINTENANCE TOOLS/SUPPLIES				25.90

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1405725			NETWORK SERVICE COMPANY					
561959-L	02/18/19	04	BOWL CLNR/CUST#7895-4	211-00-75-20-2150	19000544		03/13/19	29.75
			MAINTENANCE TOOLS/SUPPLIES					
						INVOICE TOTAL:		107.74
						VENDOR TOTAL:		107.74
1405850			NEXTERA COMMUNICATIONS LLC					
L	02/11/19	01	LIBR FEB PHN SERV	999-99-00-00-1000			03/13/19	82.73
			HOLDING ACCOUNT					
						INVOICE TOTAL:		82.73
						VENDOR TOTAL:		82.73
1415377			NORTHERN BUSINESS PRODUCTS INC					
378470-L	02/06/19	01	PENCIL, WD, TIC, #2, PRESH, YE	211-00-75-20-2010	19000643		03/13/19	7.99
			OFFICE SUPPLIES					
						INVOICE TOTAL:		7.99
379215-L	02/07/19	01	SORTER, 3 SECTION, VINTAGE	211-00-75-20-2010	19000643		03/13/19	12.84
			OFFICE SUPPLIES					
						INVOICE TOTAL:		12.84
380135-L	02/12/19	01	BINDER, VIEW, 11X8.5, 2", WHI	211-00-75-20-2010	19000643		03/13/19	11.37
			OFFICE SUPPLIES					
						INVOICE TOTAL:		11.37
380557-L	02/13/19	01	PAPER, NOTE, ADH, 1.5X2, AST	211-00-75-20-2010	19000643		03/13/19	2.86
		02	INSERT, TAB, 1/5, LBL, BLNK, S	211-00-75-20-2010	19000643			2.38
		03	PAPER, NOTES, ADH, 3X3", AST	211-00-75-20-2010	19000643			5.99
			OFFICE SUPPLIES					
						INVOICE TOTAL:		11.23
382605-L	02/20/19	01	ROLL, THERMAL 3 1/8 X 230'	211-00-75-20-2060	19000643		03/13/19	38.99
			COMPUTER SUPPLIES					
						INVOICE TOTAL:		38.99

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1415377			NORTHERN BUSINESS PRODUCTS INC					
384589-L	02/27/19	01	BATTERY, ALKALINE, AA/C#7789	211-00-75-20-2010	19000643		03/13/19	16.20
				OFFICE SUPPLIES				16.20
				INVOICE TOTAL:				16.20
C376531-L	02/11/19	01	TAPE, DBL CTD, SCOTCH RETURN	211-00-75-20-2010	19000643		03/13/19	-31.12
				OFFICE SUPPLIES				-31.12
				INVOICE TOTAL:				-31.12
				VENDOR TOTAL:				67.50
1516220			OPERATING ENGINEERS LOCAL #49					
L	02/11/19	01	LIBR MAR HLTH INS PREMIUM	999-99-00-00-1000			03/13/19	9,814.00
				HOLDING ACCOUNT				9,814.00
				INVOICE TOTAL:				9,814.00
				VENDOR TOTAL:				9,814.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	03/04/19	01	LIBR MAR SERVICE	999-99-00-00-1000			03/13/19	244.36
				HOLDING ACCOUNT				244.36
				INVOICE TOTAL:				244.36
				VENDOR TOTAL:				244.36
1605665			PERSONNEL DYNAMICS LLC					
47104-L	02/09/19	01	J CYRONEK/12HRS@18.23 WK 2/16	211-00-75-10-1050	19000631		03/13/19	218.76
				CONTRACTED SERVICES				118.50
		02	A WATKINS/6.5HRS@18.23 WK 2/16	211-00-75-10-1050	19000631			337.26
				CONTRACTED SERVICES				337.26
				INVOICE TOTAL:				218.76
				VENDOR TOTAL:				118.50
47152-L	02/09/19	01	J CYRONEK/13HRS@18.23 WK 2/23	211-00-75-10-1050	19000631		03/13/19	237.00
				CONTRACTED SERVICES				237.00
				INVOICE TOTAL:				237.00
				VENDOR TOTAL:				574.26

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1621130								
L	02/11/19	01	LIBR JAN ELEC/WTR & SWR	999-99-00-00-1000			03/13/19	2,661.84
				HOLDING ACCOUNT				
		02	LIBR JAN IRRIG WTR	999-99-00-00-1000				15.24
				HOLDING ACCOUNT				
		03	LIBR JAN PUMP HOUSE WTR/SWR	999-99-00-00-1000				19.30
				HOLDING ACCOUNT				
								INVOICE TOTAL: 2,696.38
								VENDOR TOTAL: 2,696.38
1821700								
L	02/19/19	01	LIBR 1/27 FURNITURE CLEANING	999-99-00-00-1000			03/13/19	405.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 405.00
								VENDOR TOTAL: 405.00
2018680								
976-L	02/05/19	01	LABOR-REPAIR CORD FOR TABLE	211-00-75-30-4010	19000455		03/13/19	70.00
				BUILDING MAINT/REPAIRS				
		02	15 AMP 120 VOLT MALE CORD CAP	211-00-75-30-4010	19000455			14.00
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 84.00
980-L	02/05/19	01	LABOR REPLACE LIGHT & POLE	211-00-75-30-4015	19000648		03/13/19	350.00
				GROUNDS MAINTENANCE				
		02	52 WATT LED RAB LIGHT/10' POLE	211-00-75-30-4015	19000648			975.00
				GROUNDS MAINTENANCE				
								INVOICE TOTAL: 1,325.00
983-L	03/04/19	01	LABOR REPAIR DESK OUTLETS	211-00-75-30-4010	19000679		03/13/19	90.00
				BUILDING MAINT/REPAIRS				
								INVOICE TOTAL: 90.00
								VENDOR TOTAL: 1,499.00

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INVOICES DUE ON/BEFORE 03/13/2019

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2100250			UBAM EDUCATIONAL SERVICES					
DIR3920432-L	02/01/19	01	35 BOOKS/CUST#C05831747	211-00-75-20-2110	19000638		03/13/19	426.22
				BOOKS				426.22
								426.22
2114356			UNIQUE MANAGEMENT SERVICES					
500981-L	03/01/19	01	FEB PLACEMENTS	211-00-75-30-3300	19000649		03/13/19	161.10
				PROFESSIONAL SERV-COLLECTI				-17.90
		02	CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19000649			
				PROFESSIONAL SERV-COLLECTI				143.20
								143.20
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	02/19/19	01	LIBR MAY LIFE INS PREMIUM	999-99-00-00-1000			03/13/19	20.50
				HOLDING ACCOUNT				20.50
								20.50
2205637			VERIZON WIRELESS					
L	03/04/19	01	LIBR FEB MIFI SERVICES	999-99-00-00-1000			03/13/19	52.04
				HOLDING ACCOUNT				61.01
		02	LIBR DIR JAN CELL PHN SERV	999-99-00-00-1000				113.05
				HOLDING ACCOUNT				113.05
2209665			VISA					
L	02/11/19	01	1/4 USPS PRIORITY MAIL	999-99-00-00-1000			03/13/19	336.75
				HOLDING ACCOUNT				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665	02/11/19	02	1/22 USPS STAMPS	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	43.25
							INVOICE TOTAL:	380.00
							VENDOR TOTAL:	380.00
2301700	03/04/19	01	LIBRARY JAN SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	288.35
		02	LIBRARY FEB SERVICE	999-99-00-00-1000 HOLDING ACCOUNT				783.59
							INVOICE TOTAL:	1,071.94
							VENDOR TOTAL:	1,071.94
2308300	03/04/19	01	HONORARIUM PROGRAM 2/25/18	999-99-00-00-1000 HOLDING ACCOUNT			03/13/19	125.00
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
							TOTAL ALL INVOICES:	85,407.92

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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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

GRAL Director's Report

MARCH 2019

ADVOCACY

I will have a recap of the 3/12/19 Harris Township funding request at the Library Board meeting.

I submitted a C8000 Contract for Service form in the amount of \$200 to Splithand Township at the request of the Town Board. This is the procedure for receiving a donation for a township outside of our service area. Splithand has also offered to provide a statement support that can be used when we communicate with other stakeholders.

LIBRARY MANAGEMENT

ALS

The current courier - Northern Network Express - has notified ALS that their service will terminate at the end of March - the last service day will be March 29. The ALS management team is working on getting a new courier service in place.

ALS is contemplating an auto renew feature for library materials without pending requests. This would be an all or nothing system wide change. I have requested more information.

NEW HIRE

Amy and I have extended a conditional offer of employment to April Chance. She will start April 1 pending approval from the City Council and Library Board.

April is a graduate of Albert Lea High School and attended Riverland Community College. She has over six years of experience in the public library setting with the Albert Lea Public Library (SELCO) working as a Library Assistant. This position emphasized front line customer service at the circulation desk and programing in the Children's Library. Additionally, April has relevant front office experience with several area clinics with skills in cash handling / preparing daily deposits, information technology (including web design and social media), and maintaining confidential information.

Please welcome April to GRAL and help her to make a good start.

ANNUAL REPORT

GRAL's 2018 Minnesota Public Library Annual Report is complete (pending Library Board approval). DJ and I need to sign an approval form for State Library Services.

LIBRARY RECORDS

Old library records (pre 2000) are now boxed, labelled, and archived in the Storage Room. I transferred records 2000 and newer to the City Clerk for digitization – fulfilling a longstanding directive from city administration. I am working with City Admin to digitize ALL records.

MDE CONSTRUCTION GRANT

Waiting on Pokegama Electric to provide prevailing wage and job creation worksheet (State requirements) before finalizing.

FACILITIES MAINTAINANCE

The city facilities crew broke down the old Reference area and moved it to storage. We quickly reclaimed it as study space to make up for what has been lost to the new teen space. The new study / lounge space has study carrels, comfortable chairs, and a large study table. We plan to add stools to the newspaper shelf and create a reading bar with a river view.

Staff and volunteers are assembling furniture for the Teen Area as it arrives – and putting it into service. This project will start to take shape over the next couple of months. Stay tuned.

A substantial ice dam formed on the north edge of the roof near the drive-thru book drop. The facilities crew fixed the issue and we are keeping an eye on it.

A big ‘thank you’ to Public Works for cleaning snow and ice from our parking lot and entry. We had a road grader, two plows, and an ODC crew on station – every child in the Library and the Director loved it.

The charging station and FitBike (accepted by donation 2/13/19) are on the floor and in-use.

The staff workroom and both storage rooms are squared away. Staff and the Friends of the Library are happy to have organized work and storage space.

Light post on front sidewalk (hit by snowplow) replaced.

END OF REPORT

Assistant Director Report

March 2019

Teen Advisory Board
February 26, 2019

Members present: Sarah K. Lucas B.

Discussion focused on the new teen area. We talked about adding decals to the endcaps of the shelving units to give some definition to the teen area. We looked at the website blik.com and found a few designs that would blend nicely. I ordered the decals and will get them on the endcaps soon.

We also talked about a program for teens during the month of March.

Teens

February Teen Anime Club had 6 attendees. Through Swank Productions we had a public viewing license for Funimation. Sadly, there is no access for Funimation anymore so I have to figure out another way to stream anime.

During February break, I held a movie night for teens. I had 1 attendee.

The Teen Winter Reading program ended in February. There were 21 teens who read enough books to get a free book. There were 19 that read enough to get a Thunder Alley Bowling gift certificate or a Dairy Queen gift certificate.

Operations

Nicole made a display near the main entry for Rapids Reads. She put out the copies of the book, "The Nature Fix" and set the program information on the table, too.

Bonnie changed the display in the lobby display case. February was I Love to Read Month. March is Women's History Month. She put pictures of women in frames and numbered each picture. She added a key to the numbers on the side of the display case so people can get information about each person.

Amy G., a local wall painter, painted 2 walls in the teen area and the 3 walls in the old teen room. Nicole and I chose the colors at Sherwin-Williams.

February 2019, in the Children's Library

Like most, I think, I'm about ready to wave the white flag of surrender to winter. However, thankfully, the sun is showing signs of victory, and the melting has begun. My classes have been a wee bit more squirrely as they feel the changes happening. (This happens every year...they are far more reliable than a groundhog to tell us when spring is nigh. ☺)

Speaking of classes, we had seven groups visit us in February for a total of 179 eager (mostly) visitors. In addition, we had 12 artists here for Artastic, and 11 small adventurers join us for Tiny Explorers. Lego Club, per usual, brought in 27 eager sculptors and engineers.

I've spent substantial amounts of time over the past two months looking at our Summer Reading Program and trying to find ways to encourage more reading throughout the summer. The last time we made any significant changes to the program was four or five years ago when we incorporated the "Every Child Ready to Read" standards in our book logs, recognizing that learning to read also included writing, singing, playing, and talking. While I'm pleased with those changes, our book logs didn't necessarily encourage reading or other literacy activities to continue throughout the summer. (You really could finish the program in a handful of days if you put in some effort.) Thus, some changes are afoot. The most substantial changes are twofold: first, all of our readers have the chance to earn two books, and second, no book prizes will be given out until August. Hopefully, making a big deal that August is "prize month" will decrease the feeling that finishing the book log is something of a race, and it will encourage families to make reading a consistent part of their routine. In addition, for the first time, we will have a separate book log for our youngest patrons, that encourages other people in a baby's life to read to them. Stay tuned as I work out the details, but I'm excited about these changes that encourage us, as a library, to more effectively put our money where our mouth is, as it were.

Other summer planning is in full swing, and I hope to have a complete programming calendar to our ALS graphics genius, Brian Minor, by the third week in March. Maybe the grass will turn green, or maybe it'll remain a white wonderland, but come this summer, we'll all be singing along to the likes of the Dollypops. ☺

CIRCULATION	THIS MONTH	YTD	YTD 2018
Check-outs	10,265	21,375	20,445
Total Circulation	12,327	25,349	23,802
Returns	12,156	24,065	23,573
New cards	85	198	175

Door count

8963
YTD
17,997

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2018
Books cataloged and processed	507	1,053	1,126
Withdrawn copies	415	2,380	1,230

REFERENCE	THIS MONTH	YTD	YTD 2018
tests proctored	864	1,931	1,781
computer help over 5 minutes	10	10	15
Passports	92	204	194
INTERNET	SESSIONS	HOURS	YTD SESSIONS
Pharos sessions ***	823	572	1,732
			YTD HOURS
			1,296
			2018 YTD HOURS
			1,849
			1,268

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	139	291	306
	73	296.75	576.50

MEETING ROOM	YTD GROUPS
COMMUNITY ROOM/GSR	105

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
BOOK TIME	6	73	10	153	10	253
SATURDAY STORY TIME	8	193	16	366	16	400
CLASS VISITS	7	179	47	472	11	316
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	50	7	112	8	170
TEEN PROGRAMS	4	30	6	41	3	34
Total Youth Programs	28	525	86	1,144	48	1,173
Total Adult Programs	5	151	9	226	8	104

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2018
TOTALS	7	16	16.5

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	173.5	12	121.25	8	14.5			9	29	2	2	8	25.5		73	296.75
March																0	0
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
Total	66	351.75	22	219.75	15	34	0	0	19	62.5	5	5	8	25.5	135	576.5	

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

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2019-05
SETTING 2019 LIBRARY SUMMER CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for Summer 2019:

Library Closed – Saturday, May 25th, 2019 for Memorial Day Weekend

Library Closed – Saturday, August 31, 2019 for Labor Day Weekend

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

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 13th day of March 2019.

Dennis Jerome, President

Attest:

Jean MacDonell, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



Minnesota Public Library Annual Report, 2018 Worksheet

Please complete your report using data/information for January 1 through December 31, 2018, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2018. New indicates a DATA ELEMENT that is new for 2018.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

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

Report Filer

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

IMLS Administrative Entity Codes

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

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,238	21,327
P02) Registered Users – Residents	11,086	11,755
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users – Automatic Tally	11,086	11,755
P05) Last year Registered User Records Were Purged	2018	2015
P06) Visits	128,006	132,330
P07) Reference Transactions	11,586	9,499
P08) Annual Public Internet Computer Sessions	14,772	15,602
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	-1	0
P11) ILL Provided to Other Libraries	11,803	9,823
P12) ILL Received from Other Libraries	16,650	16,387

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	65,415	69,148
P14) Adult Circulation	85,566	85,828
P15) Other Physical Media Circulation (No Audience Designation)	4,456	5,113
P16) Total Physical Media Circulation	155,437	160,089
P17) Downloadable E-books and E-serials Circulation	11,974	10,767
P18) Downloadable Audio and Video Circulation	14,026	12,313
P19) Total Downloadable Circulation	26,000	23,080
P20) Total Circulation	181,437	183,169

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	284	268
P22) Young Adult Programs	33	40
P23) Adult Programs	61	66
P24) Total Programs	378	374

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	9,343	8,766
P26) Young Adult Program Attendance	510	437
P27) Adult Program Attendance	1,390	1,767
P28) Total Program Attendance	11,243	10,970

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	244	-1
P30) Electronic Content Use	26,244	23,080
P31) Total Collection Use	26,244	183,169

Website Visits

Data Element	Current Year	Previous Year
New P32 Website Visits	44,091	

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week	52	52
H09) Number of Public Service Hours in a Seasonal Week	0.0	0.0
H10) Seasonal Dates	na	
H12) Total Public Service Hours per Year	2,594	2,616

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	14	14
F13) Public Internet Stationary Computers	23	23
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	23	23
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	530	502

STAFF INFORMATION

Staff Full Time Equivalent

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

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$33.35	\$38.72
S08) Assistant Director	\$28.35	\$33.12
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$22.83	\$25.38
S13) Technology Support		
S14) Library Support Staff	\$15.77	\$25.23
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		Yes

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	64,914	62,922
C02) Audio Materials, Physical	3,468	3,248
C03) Video Materials, Physical	4,645	4,611
C04) Multi-format Materials	135	140
C05) Other Physical Materials	70	70
C06) Total Physical Materials	73,232	70,991
C07) Print Serial Subscriptions	181	178

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	18,991	17,039
C13) Electronic Books Licensed Statewide	23,299	20,139
C14) Total Electronic Books	42,290	37,178
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	11,906	10,975
C17) Total Audio Downloadable Units	11,906	10,975
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	6	5
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	6	5
C25) Electronic Collections Licensed Statewide	50	49
C26) Total Licensed Electronic Collections	56	54

POLICIES/PLANS

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

OUTREACH SERVICES

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

Community Partnerships

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

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	
O16m) Number of Teen Volunteers	11	
17m) Number of Adult Volunteers	191	
O18m) Number of Teen Volunteer Hours	263	
O19m) Number of Adult Volunteer Hours	3,273	
O20) Total Number of Volunteers	202	
O21) Total Number of Volunteer Hours	3,536	

Summer Learning Program

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

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

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

Library Foundation

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

Library Friends

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

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$687,815	\$663,763
R02) City Indirect		\$0
R03) City Operating Revenue Total	\$687,815	\$663,763
County		
R04) County Direct	\$131,960	\$132,011
R05) County Indirect		\$0
R06) County Total	\$131,960	\$132,011
Other Local Government		
R07) Other Local Government Direct		\$0
R08) Other Local Government Indirect		\$0
R09) Other Local Government Operating Revenue Total		\$0
R10) Total Local Government Operating Revenue	\$819,775	\$795,774
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$10,020	\$0
R15) Total State Government Operating Revenue	\$10,020	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,282	\$5,282
R21) Regional System Indirect	\$2,763	\$2,763
R22) Regional System Operating Revenue Total	\$8,045	\$8,045
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$99,993	\$91,449
R27) Other Operating Indirect		\$0
R28) Other Operating Total	\$99,993	\$91,449
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$108,038	\$99,494
R30) Total Operating Revenue	\$937,833	\$895,268

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$464,733	\$448,938
E02) Employee Benefits	\$133,602	\$143,220
E03) Total Personnel Costs	\$598,335	\$592,158

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$51,332	\$55,324
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$1,763	\$1,763
E06) Collection Expenditures Electronic Collections	\$1,000	\$1,000
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$2,763	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$8,173	\$13,627
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$8,173	\$13,627
Collection Expenditures Physical Materials Total		\$68,951
E12) Total Collection Expenditures	\$62,268	\$71,714

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$273,112	\$200,146
E14) Total Operating Expenditures	\$933,715	\$864,018
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue – Direct and Indirect

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

Capital Expenitures

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

In-Kind

In-Kind Operating Contributions

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

In-Kind Contributions by Expenditure Area

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

In-Kind Capital Contributions

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



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

Total Circulation
181,438--2019-02-19

State Government Operating Revenue - Other State
MDE Library Construction Grant - posted as receivable 2018--2019-02-19
Collection Expenditures - Electronic Materials - Electronic Books
GRAL applies Best Sellers Plan allowance to ALS downloadable audiobooks or ebooks (OverDrive).--2019-02-19
Collection Expenditures - Electronic Collections
contribution to downloadable magazine--2019-01-31
Other Capital Revenue - Other Direct
donations from Foundation and Friends--2019-02-19

2018 Minnesota Public Library Annual Report Worksheet

Please note that this report reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

GENERAL INFORMATION

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

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,238	21,327
P02m) Registered Users – Residents	11,086	11,755
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users – Automatic Tally	11,086	11,755
P06m) Visits	128,006	132,330
P07m) Reference Transactions	11,586	9,499
P08m) Annual Public Internet Computer Sessions	14,772	15,602
P09m) Public Internet Computer Sessions Other Uses	per computer usage in addition	per computer usage in addition
P10m) Wireless sessions	n.c.	n.c.

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	65,415	69,148
P14m) Adult Circulation	85,566	85,828
P15m) Other Physical Media Circulation (No Audience Designation)	4,456	5,113
P16m) Total Physical Media Circulation	155,437	160,089
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		0
P20) Total Circulation	155,437	160,089

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	284	268
P22m) Young Adult Programs	33	40
P23m) Adult Programs	61	66
P24m) Total Programs	378	374

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	9,343	8,766
P26m) Young Adult Program Attendance	510	437
P27m) Adult Program Attendance	1,390	1,767
P28m) Total Program Attendance	11,243	10,970

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	10	10
H04m) Thursday Hours	10	10
H05m) Friday Hours	8	8
H06m) Saturday Hours	4	4
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	52	52
H09m) Number of Public Service Hours in a Seasonal Week	0.0	
H10m) Seasonal Dates	-0	
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,594	2,616

FACILITIES

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

*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled	na	
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	14	14
F13m) Public Internet Stationary Computers	23	23
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	23	23
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	530	502

ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
Low Vision Keyboard Available?		
Magnifier Available?		
Optical Character Reader (OCR) Available?		
Page Turner Available?		No
Screen-enlarging Software Available?		Yes
Speech Input or Output (Screen Reader) Available?		Yes
Other?		
Description		

FULL TIME EQUIVALENT STAFF INFORMATION

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

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	64,914	62,922
C02m) Audio Materials, Physical	3,468	3,248

Data Element	Current Year	Previous Year
C03m) Video Materials, Physical	4,645	4,611
C04m) Multi-format Materials	135	140
C05m) Other Physical Materials	70	70
C06m) Total Physical Materials	73,232	70,991
C07m) Print Serial Subscriptions	181	178

LIBRARY FRIENDS

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



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

Total Programs
378--2019-02-19
Total Attendance
11,243--2019-02-19

April L. Chance

36436 S. Prairie River Rd.
chance.april@gmail.com

Bovey, MN 55709
(218) 244-2891

QUALIFICATIONS

- *Proficient in MS Word, Excel, Publisher, PowerPoint, Outlook.
- *Exceptional communication, organization, leadership and customer service skills.
- *Efficient and detail oriented with ability to multi-task various job functions.
- *Dependable employee that works effectively with co-workers and supervisors.

WORK EXPERIENCE

Front Office

August 2018- Present

Bonner Eye Clinic

Hibbing, MN 55746

- Patient registration, schedule appointments and prepare daily encounters.
- Verify insurance and scan cards, enter insurance information.
- Surgery scheduling and preparation, send prescriptions to pharmacy.
- Answer phone calls; send message requests to physicians & staff.
- Collect, process and log payments. Assist patients with questions regarding billing.

Office Assistant/ Customer Service

October 2011- Present

Shaw Florists

Grand Rapids, MN 55744

- Website and Facebook updating and maintenance.
- Design advertising; create newsletters and E-marketing.
- Answer telephone, assist customers, provide office support and process orders.
- Daily reports and back up of computer system.
- Balancing cash register, daily deposits.

Front Desk Supervisor

October 2017- August 2018

Northern Pines Orthopaedic Clinic

Grand Rapids, MN 55744

- Patient registration, schedule appointments and prepare daily encounters.
- Verify insurance and scan cards, enter insurance information.
- Fax work status reports and physical therapy orders, log referrals to specialists.
- Answer phone calls; send message requests to physicians & staff.
- Collect, process and log payments. Assist patients with questions regarding billing.

Library Assistant

June 2005- August 2011

Albert Lea Public Library

Albert Lea, MN 56007

- Assist patrons and answer reference questions. Checking in/ out of materials.
- Design display signs, bookmarks, pamphlets, posters and newsletters.
- Advertising and publicity for Children's Library and Friends of the Library.
- Develop and maintain the online reading program, Blog and Flickr account.
- Manage the daycare delivery program and after school programs.

EDUCATION

Riverland Community College
Albert Lea High School

Austin, MN 55912
Albert Lea, MN 56007

April L. Chance

36436 S. Prairie River Rd.
chance.april@gmail.com

Bovey, MN 55709
(218) 244-2891

REFERENCES

Patty Greibrok
Librarian
(507) 402-5537

Albert Lea Public Library
Albert Lea, MN 56007

Sam Riehle
Owner
(218) 326-7429

Shaw Florists
Grand Rapids, MN 55744

John Riehle
Owner
(218) 259-5646

Shaw Florists
Grand Rapids, MN 55744

Marie Bothma
Administrator
(218) 259-9032

Northern Pines Orthopaedic Clinic
Grand Rapids, MN 55744

Jill Acheson
Customer Service
(218) 259-8823

Shaw Florists
Grand Rapids, MN 55744

Amber Kaczor
Medical Secretary
(218) 398-1742

Northern Pines Orthopaedic Clinic
Grand Rapids, MN 55744