

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library
February 13, 2019 5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Jerome*
- 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**
MN Community Foundation 4th Qtr report
- 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:**
- 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**
\$405.00 to Mike Russell 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 qtr 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 (\$1,200 total).

Regular agenda

1. Appoint John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per the Library Union bargaining agreement and authorize City staff to begin the process of filling the Public Services Clerk-Circulation position.
2. Follow-up discussions with Townships
3. Authorize Return of Funds to ALS: \$1763 for ebooks, audiobooks and \$1000 for downloadable magazines

6:00 **Adjourn**

Grand Rapids Area Library Regular Board Meeting January 9, 2019

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

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Susan Zeige, Deborah Kee, Richard Thouin, Dennis Jerome, Cyndy Martin.

Members Absent: Randy McCarty, Jean MacDonell, Shannon Benolken.

Staff Present: Director Marcia Anderson

Public Comment:

a. Election of officers

- a. **President, Dennis Jerome**
- b. **Vice President: Randy McCarty**
- c. **Secretary: Jean MacDonell**

Cyndy Martin moved to approve the slate of officers.. A second was made by Max Peters. The motion was passed unanimously.

b. Appointment of liaisons to Library Foundation and Program Committee

Cyndy Martin was appointed Liaison to the Program Committee. . Lisa Tabbert.was reappointed as Liaison to the Library Foundation Board.

c. Meeting schedule review

d. Board list review

Agenda: A motion was made Susan Zeige by to approve the agenda as amended. A second was made by Richard Thouin. The motion was passed unanimously.

Minutes: Lisa Tabbert made a motion to approve minutes from the January 9, 2019 board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications: (none)

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

ALPHA PUBLIC LIBRARY BILL LIST - JANUARY 9, 2019

DATE: 01/03/2019
 TIME: 14:29:33
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/09/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	0.00	184.16
0113233	AMERIPRIDE SERVICES INC	0.00	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	0.00	41.10
0201428	BAKER & TAYLOR LLC	0.00	1,064.76
0209850	BIXBY'S	0.00	80.16
0212124	BLACKSTONE PUBLISHING	0.00	197.99
0221650	BURGGRAF'S ACE HARDWARE	0.00	43.86
0221700	BUSY BEES QUALITY CLNG SVC INC	0.00	1,700.00
0405500	DEMCO INC	0.00	140.53
0518366	ERICKSON'S ITASCA LUMBER INC	0.00	65.65
0605191	FIDELITY SECURITY LIFE INS CO	0.00	6.57
0701650	GARTNER REFRIGERATION CO	0.00	2,310.12
0718015	GRAND RAPIDS CITY PAYROLL	243,047.83	40,408.20
0718060	GRAND RAPIDS HERALD REVIEW	0.00	112.00
0914800	INVEST EARLY PROJECT	0.00	960.00
1301146	MARCO TECHNOLOGIES, LLC	0.00	120.43
1309199	MINNESOTA ENERGY RESOURCES	0.00	139.95
1309335	MINNESOTA REVENUE	0.00	63.19
1401650	NARDINI FIRE EQUIPMENT CO INC	0.00	225.00
1405725	NETWORK SERVICE COMPANY	0.00	176.04
1405850	NEXTERA COMMUNICATIONS LLC	0.00	83.12
1415377	NORTHERN BUSINESS PRODUCTS INC	0.00	345.65
1516220	OPERATING ENGINEERS LOCAL #49	0.00	11,216.00
1524250	OXFORD UNIVERSITY PRESS USA	0.00	795.08
1605665	PERSONNEL DYNAMICS LLC	0.00	743.59
1605735	PETERSON'S A NELNET CO	0.00	9.00
1621130	P.U.C.	0.00	2,271.03
1901435	SALEM PRESS	0.00	326.04
2018680	TRU NORTH ELECTRIC LLC	0.00	455.00
2114356	UNIQUE MANAGEMENT SERVICES	0.00	179.00
2114750	UNUM LIFE INSURANCE CO OF AMER	0.00	20.50
2201528	SUSAN M VANN	0.00	40.00
2205637	VERIZON WIRELESS	0.00	60.94
2209421	VIKING ELECTRIC SUPPLY INC	0.00	77.28
2209665	VISA	0.00	1,505.80
2308300	BETSY WHIRLEY	0.00	250.00
TOTAL ALL VENDORS:			66,474.90

Staff Report: Minnesota Citizens Concerned for Life request to possibly talk to the board and/or put up a display in the library upcoming in February. Community Read subcommittee chose non-fiction book, programs will start in April and March. Magazines, DVD's and books have been ordered. Teen Gingerbread making activity was a success looking to continue with it in the future. Peep's Diorama contest will take place in the next few months.

Old Business:

Higher than expected Expenditure for electricity. Financial numbers will be final at the end of February.

New Business:

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

1. **Approve payment of late bills**
(none)
2. **Approve Contracts and payment to presenters**
(none)
3. **Approve Resolution 2019-01 Accepting Donations**

\$2455 from Library Foundation for Fall Saturday Storytimes and Art Programs
\$1494.26 from Library Foundation for Caregivers' collection and Worldbook Encyclopedia
\$1000 from John and Gina Hawkinson donor advised fund at GRACF – undesignated
(note: all of these were received and deposited in 2018)

Regular Agenda:

1. **Approve hiring William Richter for the position of Director of Library Services effective February 10 at a salary of \$76,693.16**

a. Lisa Tabbert moved to approve the motion as stated. A second was made by Richard Thouin. The motion was passed unanimously.

2. **Authorize staff to begin the process of filling the to-be-vacant Reference Librarian position beginning with a position and job description review.**

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

3. **Discuss approach to townships (see copy of letter sent last fall)**

a. Letters will be sent again to townships with an offer to meet and discuss. Some Board members can attend township meetings in March.

Adjourn: The monthly board meeting was adjourned at 5:55 p.m. by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2018 - December 31, 2018

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Brook
Title:	Philanthropic Advisor
Phone:	651-325-4269 800-875-6167
Email:	mariah.brook@spmcf.org
Address:	101 Fifth Street, East - Suite 2400 Saint Paul, MN 55101

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2018 - December 31, 2018

Prepared on: 1/31/2019

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2018	\$	35,509
Investment Activity		
Interest & Dividends		590
Investment Gain/(Loss)		(2,056)
Disbursements		
Administrative Fees		(289)
Grants Paid		(1,314)
Investment Expenses		(161)
Ending Balance on December 31, 2018	\$	32,280
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2018	\$	32,280

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	32,281	100.0%	-4.7%	-4.7%	5.9%	4.7%
Money Market	(2)	0.0%	1.7%	1.7%	0.9%	0.6%
	<u>\$ 32,280</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement

January 1, 2018 - December 31, 2018

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/21/2018	Grand Rapids Public Library	\$ 1,314
		<u>\$ 1,314</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2018 - December 31, 2018

Available to Grant Activity

Amount Available to Grant Carried Forward From 2018

-

Available to Grant for 2019

Grants (Paid)/Returned

Amount Available to Grant for 2019

-

Grants Scheduled to be paid January 1, 2019 - December 31, 2019

-

Uncommitted Amount Available to Grant for 2019

-

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2019
With Comparative Totals for January 31, 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	4,053	3,328	45,600	7%
Fines & Forfeits	757	788	12,000	7%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	8,000	0%
Miscellaneous	374	1,034	14,500	7%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	5,183	5,150	916,069	1%
Expenditures:				
Personnel	35,320	19,188	687,432	3%
Supplies/Materials	8,916	11,675	87,700	13%
Other Services/Charges	11,530	3,767	140,937	3%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	55,767	34,631	916,069	4%
OPERATING SURPLUS (DEFICIT)	(50,584)	(29,481)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 1/31/XX				
Cash Flow	379,034	400,137	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 1/31/XX	\$ 464,325	\$ 485,428	\$ 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

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	228	10%
211-00-34-00-7975	INTERNET	3,500	229	7%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	2,765	7%
211-00-34-00-7990	FAX MACHINE USE	800	107	13%
211-00-35-00-1030	LIBRARY FINES	12,000	788	7%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	8,000	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	787	17%
211-00-37-00-2450	MISCELLANEOUS	2,000	97	5%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		916,069	5,150	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	15,221	3%
211-00-75-10-1030	SALARY-PARTTIME	22,803	854	4%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	455	7%
211-00-75-10-1210	PERA	34,865	1,206	3%
211-00-75-10-1220	FICA	28,821	997	3%
211-00-75-10-1250	MEDICARE	6,740	233	3%
211-00-75-10-1310	HEALTH INSURANCE	142,668	-	0%
211-00-75-10-1330	LIFE INSURANCE	221	3	1%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	219	10%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	164	2%
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	477	18%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	489	49%
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	6,269	14%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,337	37%
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	106	4%
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	105	16%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	765	13%
211-00-75-30-3210	TELEPHONE	6,000	379	6%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	-	0%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
211-00-75-30-3255	STAFF TRAINING	500	-	0%

YEAR TO DATE THROUGH JANUARY 31, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	179	9%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	30,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	438	12%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	-	0%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	120	8%
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	916,069	34,631	4%
	SURPLUS REVENUES/(EXPENDITURES)	-	(29,481)	

02/06/2019
15:08:55
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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/13/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	422.65
0113233	AMERIPRIDE SERVICES INC	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	60.22
0201428	BAKER & TAYLOR LLC	1,302.92
0212124	BLACKSTONE PUBLISHING	50.00
0215750	BOUNDARY WATERS JOURNAL	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0305485	CENGAGE LEARNING INC	4,630.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0421455	DULUTH NEWS TRIBUNE	298.48
0701650	GARTNER REFRIGERATION CO	838.58
0914800	INVEST EARLY PROJECT	1,120.00
1405725	NETWORK SERVICE COMPANY	186.19
1415377	NORTHERN BUSINESS PRODUCTS INC	1,165.39
1605665	PERSONNEL DYNAMICS LLC	919.26
1805150	RECORDED BOOKS INC	3,299.20
1920065	STAR TRIBUNE	473.72
2114356	UNIQUE MANAGEMENT SERVICES	143.20

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,862.17

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	2,624.20
0605191	FIDELITY SECURITY LIFE INS CO	13.14
0718010	CITY OF GRAND RAPIDS	312.20
0718015	GRAND RAPIDS CITY PAYROLL	60,805.24
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	254.36
1309199	MINNESOTA ENERGY RESOURCES	728.63
1309335	MINNESOTA REVENUE	49.87
1405850	NEXTERA COMMUNICATIONS LLC	82.88
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	488.77
1621130	P.U.C.	2,778.11
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	165.00
2209665	VISA	344.11
2301700	WASTE MANAGEMENT OF MN INC	578.63
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 80,664.60

TOTAL ALL DEPARTMENTS

97,526.8

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

02/06/2019
 10:28:24
 3L470004.WOW

JUN BER	DESCRIPTION	FUND: PUBLIC LIBRARY			FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
		JANUARY ACTUAL	YEAR BUDGET	YEAR-TO-DATE ACTUAL				
UES ES								
	-00-31-00-0100 CURRENT	0.00	702,687.00	0.00	0.00	0.00	702,687.00	
	-00-31-00-0200 DELINQUENT	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-31-00-0210 ANNEXATION	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-31-00-4055 FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-31-00-9100 PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0.00	
AL	AL TAXES	0.00	702,687.00	0.00	0.00	0.00	702,687.00	
		0.00	702,687.00	0.00	0.00	0.00	702,687.00	
ERGOVERNMENTAL								
	-00-33-00-0210 ANNEXATION	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-33-00-4025 MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-33-00-4060 SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-33-00-4250 STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-33-00-6300 LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	0.00	128,000.00	
	-00-33-00-6310 ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	0.00	5,282.00	
AL	AL INTERGOVERNMENTAL	0.00	133,282.00	0.00	0.00	0.00	133,282.00	
		0.00	133,282.00	0.00	0.00	0.00	133,282.00	
RGES FOR SERVICES								
	-00-34-00-7960 ALS CROSS-OVERS	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-34-00-7970 PHOTO COPIES	227.68	2,200.00	227.68	0.00	0.00	1,972.32	
	-00-34-00-7975 INTERNET	228.61	3,500.00	228.61	0.00	0.00	3,271.39	
	-00-34-00-7980 LIBRARY FEES-PROCTORING	0.00	600.00	0.00	0.00	0.00	600.00	
	-00-34-00-7982 PASSPORT PROCESSING FEE	2,765.00	38,500.00	2,765.00	0.00	0.00	35,735.00	
	-00-34-00-7985 POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0.00	
	-00-34-00-7990 FAX MACHINE USE	106.67	800.00	106.67	0.00	0.00	693.33	
AL	AL CHARGES FOR SERVICES	3,327.96	45,600.00	3,327.96	0.00	0.00	42,272.04	
		3,327.96	45,600.00	3,327.96	0.00	0.00	42,272.04	

02/06/2019
 10:28:25
 3L470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

PAGE
 F-YR

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
00-35-00-1030	LIBRARY FINES	787.60	12,000.00	787.60	0.00	11,212.40
AL		787.60	12,000.00	787.60	0.00	11,212.40
AL	FINES & FORFEITS	787.60	12,000.00	787.60	0.00	11,212.40
CELLANEOUS REVENUE						
00-37-00-2310	DONATIONS	150.00	1,500.00	150.00	0.00	1,350.00
00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00
00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00
00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00
00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00
00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00
00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00
00-37-00-2375	MEETING ROOM RECEIPTS	786.88	4,500.00	786.88	0.00	3,713.12
00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00
00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00
00-37-00-2450	MISCELLANEOUS	97.29	2,000.00	97.29	0.00	1,902.71
00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00
00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00
00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00
AL		1,034.17	22,500.00	1,034.17	0.00	21,465.83
AL	MISCELLANEOUS REVENUE	1,034.17	22,500.00	1,034.17	0.00	21,465.83
OTHER SOURCES						
00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00
AL		0.00	0.00	0.00	0.00	0.00
AL	OTHER SOURCES	0.00	0.00	0.00	0.00	0.00

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

FUND: PUBLIC LIBRARY

JUN BER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
AL	REVENUES:	5,149.73	916,069.00	5,149.73	0.00	910,919.27
SES	ERAL ADMINISTRATION					
	-00-75-00-7200 OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
AL		0.00	0.00	0.00	0.00	0.00
SONNEL						
	-00-75-10-1010 SALARY-FULL TIME	15,221.43	442,059.00	15,221.43	0.00	426,837.57
	-00-75-10-1020 SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00
	-00-75-10-1030 SALARY-PARTTIME	854.00	22,803.00	854.00	0.00	21,949.00
	-00-75-10-1040 SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00
	-00-75-10-1050 CONTRACTED SERVICES	455.08	7,000.00	455.08	0.00	6,544.92
	-00-75-10-1210 PERA	1,205.67	34,865.00	1,205.67	0.00	33,659.33
	-00-75-10-1220 FICA	996.66	28,821.00	996.66	0.00	27,824.34
	-00-75-10-1250 MEDICARE	233.09	6,740.00	233.09	0.00	6,506.91
	-00-75-10-1310 HEALTH INSURANCE	0.00	142,668.00	0.00	0.00	142,668.00
	-00-75-10-1330 LIFE INSURANCE	3.00	221.00	3.00	0.00	218.00
	-00-75-10-1335 DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00
	-00-75-10-1347 VISION INSURANCE	0.51	0.00	0.51	0.00	(0.51)
	-00-75-10-1420 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
	-00-75-10-1510 WORKERS COMPENSATION	218.68	2,255.00	218.68	0.00	2,036.32
AL	PERSONNEL	19,188.12	687,432.00	19,188.12	0.00	668,243.88
PLIES & MATERIALS						
	-00-75-20-2010 OFFICE SUPPLIES	163.64	7,000.00	163.64	0.00	6,836.36
	-00-75-20-2020 COPY SUPPLIES	35.99	1,400.00	35.99	0.00	1,364.01
	-00-75-20-2030 PRINTING/BINDING	0.00	900.00	0.00	0.00	900.00
	-00-75-20-2043 BINDINGS	0.00	0.00	0.00	0.00	0.00
	-00-75-20-2060 COMPUTER SUPPLIES	476.96	2,600.00	476.96	0.00	2,123.04
	-00-75-20-2070 COMPUTER INVENTORY	0.00	2,500.00	0.00	400.00	2,100.00
	-00-75-20-2075 ASSETS BETWEEN \$700-\$4999	0.00	5,900.00	0.00	0.00	5,900.00
	-00-75-20-2090 INVENTORIAL SUPPLIES	488.80	1,000.00	488.80	0.00	511.20

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 1 PERIODS ENDING JANUARY 31, 2019

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FUND: PUBLIC LIBRARY

JUN BER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
SES						
	ERAL ADMINISTRATION					
	PLIES & MATERIALS					
	-00-75-20-2095 VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	0.00	0.00	500.00
	-00-75-20-2100 OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00
	-00-75-20-2110 BOOKS	6,268.93	44,000.00	6,268.93	0.00	37,731.07
	-00-75-20-2120 AUDIO/VISUAL	3,336.86	9,000.00	3,336.86	0.00	5,663.14
	-00-75-20-2130 NEWSPAPERS	772.20	1,400.00	772.20	0.00	627.80
	-00-75-20-2140 PERIODICALS	26.00	7,000.00	26.00	0.00	6,974.00
	-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	105.95	2,500.00	105.95	0.00	2,394.05
	-00-75-20-2190 OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00
	-00-75-20-2210 EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00
	AL SUPPLIES & MATERIALS	11,675.33	87,700.00	11,675.33	400.00	75,624.67
	ER SERVICES & CHARGES					
	-00-75-30-3000 PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00
	-00-75-30-3010 ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00
	-00-75-30-3040 LEGAL	0.00	0.00	0.00	0.00	0.00
	-00-75-30-3070 LAUNDRY	104.94	650.00	104.94	0.00	545.06
	-00-75-30-3090 JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	1,700.00	17,000.00
	-00-75-30-3100 OTHER CONTRACTED SERVICES	765.00	6,000.00	765.00	500.00	4,735.00
	-00-75-30-3210 TELEPHONE	379.28	6,000.00	379.28	0.00	5,620.72
	-00-75-30-3220 POSTAGE/FREIGHT	0.00	3,000.00	0.00	0.00	3,000.00
	-00-75-30-3230 SEMINAR/MEETINGS/SCHOOL	80.16	500.00	80.16	0.00	419.84
	-00-75-30-3255 STAFF TRAINING	0.00	500.00	0.00	0.00	500.00
	-00-75-30-3260 COMMUNITY ED PROMOTION	0.00	300.00	0.00	0.00	300.00
	-00-75-30-3300 PROFESSIONAL SERV-COLLECTIONS	179.00	2,000.00	179.00	0.00	1,821.00
	-00-75-30-3310 AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00
	-00-75-30-3510 PUBLISHING & ADVERTISING	0.00	300.00	0.00	0.00	300.00
	-00-75-30-3610 GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00
	-00-75-30-3810 ELECTRICITY	0.00	30,000.00	0.00	0.00	30,000.00
	-00-75-30-3840 GARBAGE REMOVAL	438.35	3,600.00	438.35	0.00	3,161.65
	-00-75-30-3860 HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	4,000.00
	-00-75-30-4000 MAINTENANCE CONTRACTS	0.00	8,000.00	0.00	0.00	8,000.00
	-00-75-30-4010 BUILDING MAINT/REPAIRS	0.00	15,000.00	0.00	0.00	15,000.00
	-00-75-30-4015 GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00

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 FOR 1 PERIODS ENDING JANUARY 31, 2019

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FUND: PUBLIC LIBRARY

COUNT BER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
SES	GENERAL ADMINISTRATION					
	ER SERVICES & CHARGES					
	-00-75-30-4020 COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00
	-00-75-30-4025 COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4030 ONLINE SERVICES	0.00	3,000.00	0.00	0.00	3,000.00
	-00-75-30-4070 GENERAL EQUIP MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00
	-00-75-30-4100 EQUIPMENT LEASES	120.43	1,440.00	120.43	0.00	1,319.57
	-00-75-30-4150 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4200 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4300 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4330 DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00
	-00-75-30-4545 INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00
	-00-75-30-4560 GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4600 ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4650 FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00
	-00-75-30-4900 TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00
AL	OTHER SERVICES & CHARGES	3,767.16	140,937.00	3,767.16	2,200.00	134,969.84
ITAL	OUTLAY					
	-00-75-50-5500 EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00
	-00-75-50-5900 BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00
AL	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
AL	GENERAL ADMINISTRATION	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
NDIN	GRANT					
	-00-95-00-5720 BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5730 BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5740 BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5745 BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5750 BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5755 BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00
	-00-95-00-5760 BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00
AL		0.00	0.00	0.00	0.00	0.00

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 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
AL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00
AL EXPENSES:		34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
FUND REVENUES		5,149.73	916,069.00	5,149.73	0.00	910,919.27
FUND EXPENSES		34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
SURPLUS (DEFICIT)		(29,480.88)	0.00	(29,480.88)		
ALL FUND REVENUES		5,149.73	916,069.00	5,149.73	0.00	910,919.27
ALL FUND EXPENSES		34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
UND SURPLUS (DEFICIT)		(29,480.88)	0.00	(29,480.88)		

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
113100			AMAZON.COM					
434759845435-L	01/13/19	01	20 BOOKS/AUTH#1165	211-00-75-20-2110	19000297		02/13/19	303.00
		02	1 BOOK ON CD	211-00-75-20-2120	19000297			23.79
				AUDIO/VISUAL				326.79
				INVOICE TOTAL:				
458585657597-L	01/12/19	01	1 BOOK	211-00-75-20-2110	19000297		02/13/19	19.99
		02	1 DVD/AUTH#871	211-00-75-20-2120	19000297			13.87
				AUDIO/VISUAL				33.86
				INVOICE TOTAL:				
747677998468-L	01/07/19	01	5 BOOKS/AUTH#894	211-00-75-20-2110	19000297		02/13/19	62.00
				BOOKS				62.00
				INVOICE TOTAL:				422.60
113233			AMERIPRIDE SERVICES INC					
3501319961-L	01/15/19	01	3X10 MAT CLASSIC CLTD	211-00-75-30-3070	19000173		02/13/19	8.74
		02	5X12 MAT CLASSIC/#350041513	211-00-75-30-3070	19000173			19.84
				LAUNDRY				28.58
				INVOICE TOTAL:				
3501326055-L	01/29/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000288		02/13/19	47.78
				LAUNDRY				47.78
				INVOICE TOTAL:				76.30
				VENDOR TOTAL:				
118660			ARROWHEAD LIBRARY SYSTEM					
14477-L	12/31/18	01	OVERDUE NOTICES - DEC 2018	211-00-75-20-2010			02/13/19	27.00
				OFFICE SUPPLIES				

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0118660			ARROWHEAD LIBRARY SYSTEM					
14477-L	12/31/18	02	DISC REPAIRS - NOV&DEC 2018	211-00-75-20-2120			02/13/19	2.50
			AUDIO/VISUAL					
		03	LIBRARY BROCHURES PRINTING	211-00-75-20-2030				20.00
			PRINTING/BINDING					
		04	LIBR BUSINESS CARDS PRINTING	211-00-75-20-2030				10.72
			PRINTING/BINDING					
								60.22
								60.22
								48.98
0201428			BAKER & TAYLOR LLC					
2034241475-L	12/31/18	01	6 BOOKS ACCT#L411199	211-00-75-20-2120			02/13/19	48.98
			AUDIO/VISUAL					
								48.98
								118.51
2034248347-L	01/02/19	01	9 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	118.51
								118.51
								32.09
2034257944-L	01/08/19	01	3 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	32.09
								32.09
								378.67
2034269429-L	01/11/19	01	35 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	378.67
								378.67
								122.82
2034279666-L	01/17/19	01	19 BOOKS ACCT#L411199	211-00-75-20-2110	19000389		02/13/19	122.82
								122.82
								14.40
2034290678-L	01/21/19	01	1 BOOK/CUST#L025981	211-00-75-20-2110	19000389		02/13/19	14.40
								14.40

INVOICE TOTAL:
 VENDOR TOTAL:

INVOICE TOTAL:

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
221700	01/24/19	01	LIBRARY JAN CLEANING SERVICE	211-00-75-30-3090	190000264		02/13/19	1,700.00
5892-L				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
305485	01/10/19	01	BASIC 8 LP/ ACCT#154757	211-00-75-20-2110	190000296		02/13/19	2,496.00
65882142-L		02	LPD 3 LRG PRINT STANDING ORDER	211-00-75-20-2110	190000296			772.00
		03	RC 2 LRG PRINT STANDING ORDER	211-00-75-20-2110	190000296			567.00
		04	WSTRN 3 LRG PRINT STANDING ORD	211-00-75-20-2110	190000296			795.00
							INVOICE TOTAL:	4,630.00
							VENDOR TOTAL:	4,630.00
421455	01/30/19	01	RENEWAL ACCT # 178103720	211-00-75-20-2130	190000293		02/13/19	298.48
178103720/2019-L				NEWSPAPERS				
							INVOICE TOTAL:	298.48
							VENDOR TOTAL:	298.48
605191	02/04/19	01	LIBR JAN VISION INS PREMIUM	999-99-00-00-1000			02/13/19	6.57
L		02	LIBR FEB VISION INS PREMIUM	999-99-00-00-1000				6.57
				HOLDING ACCOUNT				
							INVOICE TOTAL:	13.14
							VENDOR TOTAL:	13.14
701650			GARTNER REFRIGERATION CO					

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DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.309335			MINNESOTA REVENUE					
L	01/21/19	01	LIBR DEC STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	49.87
							INVOICE TOTAL:	49.87
							VENDOR TOTAL:	49.87
.405725			NETWORK SERVICE COMPANY					
548619-L	12/31/18	01	2-WHT 2 PLY 12RL/CS	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES			02/13/19	58.08
		02	1-MILD FOAM SOAP CUST#7895-4	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES				22.16
							INVOICE TOTAL:	80.24
548620-A-L	01/14/19	01	FLOOR NEUTRALIZER CLNR/#7895-4	211-00-75-20-2150 19000179 MAINTENANCE TOOLS/SUPPLIES			02/13/19	43.29
							INVOICE TOTAL:	43.29
548620-L	01/07/19	01	KITCHEN ROLL TOWEL/C#7895-4	211-00-75-20-2150 19000099 MAINTENANCE TOOLS/SUPPLIES			02/13/19	33.62
							INVOICE TOTAL:	33.62
556343-L	01/28/19	01	WHT 2PLY/#7895-4	211-00-75-20-2150 19000363 MAINTENANCE TOOLS/SUPPLIES			02/13/19	29.04
							INVOICE TOTAL:	29.04
							VENDOR TOTAL:	186.15
.405850			NEXTERA COMMUNICATIONS LLC					
L	01/14/19	01	LIBR JAN PHN SERV	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	82.88
							INVOICE TOTAL:	82.88
							VENDOR TOTAL:	82.88
.415377			NORTHERN BUSINESS PRODUCTS INC					

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
415377	NORTHERN BUSINESS PRODUCTS INC							
367590-L	01/07/19	01	INDEX, BINDER, LTR, MO/C#7789	211-00-75-20-2010	19000388		02/13/19	3.65
				OFFICE SUPPLIES				3.65
				INVOICE TOTAL:				
368983-L	01/09/19	01	DUSTER, 180, REFILL, UNSCNT	211-00-75-20-2010	19000388		02/13/19	91.67
		02	PEN, BP, STK, RND STIC, MED, B	211-00-75-20-2010	19000388			5.99
		03	TONER, HP 410A, LJ, CART, MG	211-00-75-20-2060	19000388			120.99
				COMPUTER SUPPLIES				218.65
				INVOICE TOTAL:				
370016-L	01/11/19	01	BINDER, VIEW, ROUND, 1", WE	211-00-75-20-2010	19000388		02/13/19	23.88
				OFFICE SUPPLIES				23.88
				INVOICE TOTAL:				
371723-L	01/16/19	01	TONER, LSR, LJ 305A, CYA	211-00-75-20-2060	19000388		02/13/19	131.99
		02	TONER, LSR, LJ 305A, MAG	211-00-75-20-2060	19000388			131.99
				COMPUTER SUPPLIES				263.98
				INVOICE TOTAL:				
374230-L	01/23/19	01	TONER, HP 410A LJ CART, BK	211-00-75-20-2060	19000388		02/13/19	91.99
				COMPUTER SUPPLIES				91.99
				INVOICE TOTAL:				
374775-L	01/25/19	01	CHAIR NESTING, 2/CT, BK	211-00-75-20-2090	19000388		02/13/19	488.80
				INVENTORIAL SUPPLIES				488.80
				INVOICE TOTAL:				
376531-L	01/30/19	01	TAPE, DBL CTD, SCOTCH/C#7789	211-00-75-20-2010	19000388		02/13/19	31.12
		02	TAPE, COR, DRYLINE GRP	211-00-75-20-2010	19000388			7.33
				OFFICE SUPPLIES				31.12
				OFFICE SUPPLIES				7.33
				INVOICE TOTAL:				

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

DATE: 02/06/19
TIME: 15:12:10
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/13/2019

INVOICE # VENDOR #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.605665			PERSONNEL DYNAMICS LLC					
46945/2019-L	01/16/19	01	A BAUMAN/4HRS@13.50 WK 1/12	211-00-75-10-1050	190000303		02/13/19	54.00
			CONTRACTED SERVICES					
		02	A WATKINS/6.5HRS@18.23 WK 1/12	211-00-75-10-1050	190000303			118.50
			CONTRACTED SERVICES					
			INVOICE TOTAL:					172.50
46982-L	01/19/19	01	A.PEDERSON/4.5HR@18.23 WK 1/19	211-00-75-10-1050	190000303		02/13/19	82.04
			CONTRACTED SERVICES					
			INVOICE TOTAL:					82.04
			VENDOR TOTAL:					919.26
.621130			P.U.C.					
L	01/14/19	01	LIBR DEC ELEC/WTR & SWR	999-99-00-00-1000			02/13/19	2,743.58
			HOLDING ACCOUNT					
		02	LIBR IRRIG DEC WTR	999-99-00-00-1000				15.24
			HOLDING ACCOUNT					
		03	LIBR PUMP HOUSE DEC WTR & SWR	999-99-00-00-1000				19.30
			HOLDING ACCOUNT					
			INVOICE TOTAL:					2,778.12
			VENDOR TOTAL:					2,778.12
.805150			RECORDED BOOKS INC					
1409920/2019DVBVBYM-	01/01/19	01	DVD ORDER FILM MOVEMNT/1409920	211-00-75-20-2120	190000032		02/13/19	499.20
			AUDIO/VISUAL					
			INVOICE TOTAL:					499.20
1409920/TOPEXOFFICE/	01/01/19	01	DVD TOP BOX OFFICE-5/#1409920	211-00-75-20-2120	190000032		02/13/19	1,800.00
			AUDIO/VISUAL					
			INVOICE TOTAL:					1,800.00
PROFORMA/JAN-DEC19-L	01/10/19	01	COP ADULT CD2 CUST # 1409920	211-00-75-20-2120	190000294		02/13/19	1,000.00
			AUDIO/VISUAL					
			INVOICE TOTAL:					1,000.00
			VENDOR TOTAL:					3,299.20

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CITY OF GRAND RAPIDS
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920065			STAR TRIBUNE					
9277061/2019-L	01/01/19	01	SUBSCRIPTION RENEWAL/#9277061	211-00-75-20-2130	19000031		02/13/19	473.72
				NEWSPAPERS				
								473.72
								473.72
114356			UNIQUE MANAGEMENT SERVICES					
495013-L	01/31/19	01	JAN PLACEMENTS/GR AREA LIBR	211-00-75-30-3300	19000364		02/13/19	179.00
			PROFESSIONAL SERV-COLLECTI					
								179.00
495013/DEC18-L	12/31/18	01	DEC CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19000364		02/13/19	-35.80
			PROFESSIONAL SERV-COLLECTI					
								-35.80
								143.20
114750			UNUM LIFE INSURANCE CO OF AMER					
L	02/04/19	01	LIBR FEB LIFE INS PREMIUM	999-99-00-00-1000			02/13/19	20.50
				HOLDING ACCOUNT				
								20.50
								20.50
205637			VERIZON WIRELESS					
L	02/04/19	01	LIBR JAN MIFI	999-99-00-00-1000			02/13/19	52.04
				HOLDING ACCOUNT				
								52.04
								52.04
								60.94
								165.00
								165.00

209665 VISA

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

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209665	01/07/19	01	11/26 RAVENBURGER PUZZLE COMP	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	104.90
		02	12/4 USPS PRIORITY MAIL	999-99-00-00-1000 HOLDING ACCOUNT				189.25
		03	12/26 SAMMYS GFT CRD PUZ COMP	999-99-00-00-1000 HOLDING ACCOUNT				50.00
								INVOICE TOTAL: 344.15
								VENDOR TOTAL: 344.15
301700			WASTE MANAGEMENT OF MN INC					
L	02/11/19	01	LIBRARY JAN SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	288.35
		02	LIBRARY DEC SERV	999-99-00-00-1000 HOLDING ACCOUNT				290.27
								INVOICE TOTAL: 578.62
								VENDOR TOTAL: 578.62
308300			BETSY WHIRLEY					
L	02/04/19	01	HONORARIUM PROG 1/28/19	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	125.00
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 97,526.82

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 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

02/06/2019

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

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TOTAL ALL VENDORS: 97,526.82

Director's Report (incoming)

February 2019

Space Project @ GRAL:

We are moving forward with creating a new Teen Space in the SW corner of the building.

Shelves – check.

Move materials – check.

Order furniture – check.

Re-purpose old Teen Universe – in progress.

A big thank you to the Library Foundation for supporting this project.

Over the course of the Teen Space project, several opportunities for changes arose.

New layout for non-fiction – oversize materials interfiled.

Reference co-located near non-fiction – many volumes interfiled and made available for use.

Paperbacks consolidated where YA used to be located.

LP shifted – space created (more visible).

Study area (displaced by new Teen Space) being reclaimed behind the Reference desk.

Future developments:

Working with facilities and public works to make periodical racks mobile (casters). This would give staff more flexibility in using the space for programs.

Proposed timeline for filling the Reference Librarian vacancy:

Monday, January 14th

Request authorization to adopt revised job description and post the position internally

Tuesday, January 15th – Friday, January 18th

Post internally

January 22nd or January 23rd

Interviews at the Library (Will, Amy, Lynn)

January 28th

Request to City Council to appoint candidate to position subject to Library Board approval

February 13th

Request Library Board approval to fill Reference Library position/post vacancy

February 14th

Start Date

February 14th – March 1st

Post internally and externally

March 4th, 5th, or 6th

Interviews (Will, Amy, Library Board member)

March 11th

Request to City Council to appoint candidate to position subject to Library Board approval

March 13th

Request Library Board approval to fill position

March 14th – March 28th

Two week "notice" period (if necessary)

April 1st

Start Date

Advocacy:

I presented to the Harris Town Board 1/23 and have been invited back 3/12 for formal consideration of our request. Thank you to our newest board member Cyndy Martin for accompanying me.

Directors Report January 2019

Agenda Items

Hiring Recommendation (info from City Council Agenda)

Background Information:

With the recent appointment of Will Richter to the position of Director of Library Services, the Reference Librarian position will be vacant. An internal job posting was sent to the Library Union employees, and we received one letter of interest. We conducted an interview and determined that John Nalan is qualified for the position. The promotion will be effective February 14, 2019, subject to Library Board approval on February 13, 2019.

John was hired on September 14, 2010 as Library Clerk II in the Circulation Department, now known as Public Services Clerk-Circulation, the position he currently holds. John previously held the position of Head Librarian and Summer/After School Director at St. Joseph's School, and was a Mathematics Teacher for grades six through twelve in Eau Claire and Deer River. John received a Minnesota Voluntary Library Certification, which is a one hundred hour course designed to teach working library professionals the skill set taught in advanced library studies.

Staff Recommendation:

The interview committee consisting of Tom Pagel, Will Richter, Amy Dettmer, and Lynn DeGrio are recommending the hiring of John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per hour. This will create another vacancy, so we are asking approval to post the Public Services Clerk-Circulation position internally and externally from February 14, 2019 through March 1, 2019. We will come back at a later date with a recommendation for hire.

Township letters

Letters were sent to Arbo, Blackberry, Harris, Wabana, Sago, Spang, and Feeley townships. It may be most productive if a Board member and several residents could attend each township annual meeting. (Tuesday, March 12)

Funds to ALS for downloadable materials

Each year ALS provides us with \$6282 as reimbursement for Library use by "crossover" patrons. These are residents of the region (ALS patrons) not residents of our service territory (Grand Rapids patrons). The amount was determined years ago by a formula. We also receive \$1763 to purchase best sellers. For several years libraries have been given the option of designating some of those funds to be used to increase the amount of money that ALS spends on downloadable ebooks, audiobooks and magazines that are available throughout the region. Since our patrons are heavy users of these formats, it makes sense to contribute to the fund to purchase more downloadable titles. We have regularly designated the best seller fund, \$1763, to go toward downloadable audio and ebooks, and 1,000 from the "crossover" reimbursement to go toward downloadable magazines.

Updates

Open during cold spell

The Library was open Tues, Weds, Thurs January 29-31 when most of the rest of the world was closed. All staff were able to make it to work. We had roughly 260-280 people visit each day, and they expressed appreciation for us being open. FYI: We close if City Hall closes. That has happened only once in the last 13 years. The only exception would be if something happened to affect the building (no heat, no water,

etc. Public Works department plows the parking lots before we open. (and sometimes the light poles, too)

Space/collections reorganization.

Staff and several volunteers are in the process of reorganizing some of the collections. Young adult has been moved, paperbacks were moved, Large Print and reference were moved. Some reference materials were changed to circulating. The furniture for the teen space has been ordered and is slowly arriving.

Accessibility Project

Easily movable chairs were purchased for the small Riverview Room. The project is now complete and I am waiting on some documentation from contractors to submit a request for reimbursement.

Chairs cleaned

We looked at purchasing some replacement chairs for the public computers and study rooms. Sturdy, high-capacity chairs are very expensive, so we opted to get them cleaned as a start. Mike Russel came in on January 26 to clean chairs. We did dispose of 4 chairs that had shredded upholstery.

Horizon upgrade

Horizon – the staff side of the catalog system- was upgraded on Monday morning. It was supposed to be done by 9 am, but the entire process was not complete until nearly 11 am. Changes has to be made on our staff computers, so City IT staff Erik and Lasha were here for several hours on Monday morning. One of the features of the upgrade will allow us to connect cards within a family. We will be able to easily and quickly switch between parents and children's cards. This will require testing and training, so it will not be an immediate change.

Additional substitute circulation staff

Jean Cyronek has agreed to be trained as a circulation clerk substitute for the Library. She currently works about 6 days each month for the Coleraine Library, and has already been trained in using Horizon, checking delivery materials in and out, and other tasks that all libraries do. She will be trained in early February here so she can take on some shifts in late February and March. Jean's resume is attached. She will be an employee of Personnel Dynamics. We already use Becky Loomis, Jenny Behm, Amanda Winter, and Alexandra Peterson as substitutes for circulation and the Children's desk. They are all employees of Personnel Dynamics and we call them on an as-needed basis. John's circulation clerk position will be vacant for several weeks, so we anticipate needing additional help at the Circulation desk during that time.

Library Legislative Day coming

February 26th. ALS is making appointments for visits with legislators in the region. If you are interested in attending, let ALS know so they can tell you when appointments with our local Representative and Senator are scheduled. More info and registration is at

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Assistant Director Report

February 2019

Teens

*Teen Advisory Board
Tuesday January 29, 2019*

Members present: Lucas B. Katie S., Gina M.

The 3rd week in February there is no school. We discussed what to do for a February program for teens. The library has a public viewing license for movies through Swank Productions. We decided to show Grown Ups on February 21 at 6:00 p.m.

Anime Club was held on January 25. There were 8 attendees. We watched Chronos Ruler.

In January, Will and I moved the Young Adult materials. We had a great system worked out for how to physically move the items.

Operations

In January, a patron provided some of her own wares for the display case. Bonnie created a display for February based on the I Love to Read Month theme.

The display table near the doors has materials about winter activities. Some of the books are about how to do an activity, others are about a certain aspect of winter.

	THIS MONTH	YTD	YTD 2018
CIRCULATION			
Check-outs	11,110	11,110	10,721
Total Circulation	13,019	13,019	12,426
Returns	11,906	11,906	12,212
New cards	113	113	102

Door count 9304
 YTD door count 9304

	THIS MONTH	YTD	YTD 2018
TECHNICAL PROCESSES			
Books cataloged and processed	546	546	618
Withdrawn copies	1,965	1,956	605

	THIS MONTH	YTD	YTD 2018	YTD 2018	2018 YTD HOURS
REFERENCE					
tests proctored	0	1,067	900		
computer help over 5 minutes	112	0	5		
Passports	91	112	103		
INTERNET					
Pharos sessions ***	909	724	909	724	646

	HOURS	YTD HOURS	YTD 2018
Non-Pharos sessions	152	152	148
VOLUNTEERS			
	61	279.75	

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	54	

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
PROGRAMS & TOURS						
BOOK TIME	4	80	4	80	4	114
SATURDAY STORY TIME	8	173	8	173	8	169
CLASS VISITS	10	293	40	293	4	130
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	62	4	62	3	69
TEEN PROGRAMS	2	11	2	11	1	7
Total Youth Programs	28	619	28	619	20	489
Total Adult Programs	4	75	4	75	4	53

	HRS THIS MONTH	HRS YTD	YTD 2018
BOOKINGS & ARRANGEMENTS	9	9	9
TOTALS			

January 2019 in the Children's Library

Somehow, we survived Polar Vortex 2019. It was the best of times...it was, well, really, a well-timed break that allowed us to get things done. Dion and I weeded the entire picture book section in under two days. The job usually takes a week, so we welcomed the quiet library in order to get that job done efficiently. When weeding anything in the children's section, we look at anything that hasn't checked out in a year. Not all of it goes, but much of it does. Not only does this give us a chance to eliminate items that are not being read anymore, but it also allows us to check little-read books for condition issues. What? One of our copies of "Blueberries for Sal" hasn't checked out in a year? Something must be wrong...oh! Here's the problem, a small friend has decided the pictures needed to be more colorful and has added marker lines. Time to replace!

We did have plenty of visitors this month. 10 school groups, or 293 total people, visited for programming fun. I shared a new Caldecott lesson with many of those classes, and they all became illustrators for a few minutes. I really enjoyed it!

We had 7 eager crawlers/rollers/walkers here for Tiny Explorers. Our book club, Page Turners, welcomed 8 readers. Artastic saw 15 print makers, and Lego Club hosted 32 enthusiastic builders. Really, it was a good month.

Sigh...the times, they are a changin'. While I look forward to Will taking over the director's position, Marcia leaves a large hole. Marcia has been a supportive, confident, competent, and kind leader. Some of my ideas over the past years may have seemed a bit far-fetched, but she always met my enthusiasm with equal excitement. I also have so appreciated her knowledge of all things library. She was always willing to read a book to help me decide where it best would circulate. She was always encouraging in my desire to learn more, see more, do more. She was always ready to bounce an idea around, or to be a sounding board to talk something out. She happily filled in in Children's for lunch breaks and days off. She has led us to develop the best work environment I have ever enjoyed. GRAL has been lucky to have her. I will miss her.

864437

MIKE RUSSELL
2970 Airport Rd.
Grand Rapids, MN 55744

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 1/27/19-2/3/19
NAME Grand Rapids Library		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
---------	------	--------	--------	-----------	-------------	----------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	Furniture Cleaning		
3			
4	Main Library		
5	Back Offices		
6	Kitchen Area		
7			
8			
9	Labor / Chemicals		\$ 405 00
10			
11			
12			
13			
14			
15			
16			
17			
18			

RECEIVED BY *Owner: Mike Russell*

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

01-11

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-02
A RESOLUTION ACCEPTING DONATIONS

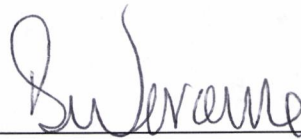
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

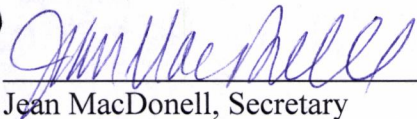
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$150 from Friends of the Library for recycling costs 1st qtr 2019

Adopted this 13 day of February, 2019



Dennis Jerome, President


Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-03
A RESOLUTION ACCEPTING DONATIONS


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

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

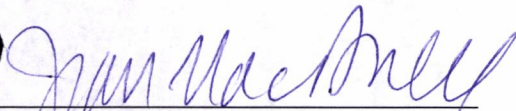
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

FitDesk 2.0 Bike Desk – valued at \$179.99 from Friends of the Library

Adopted this 13 day of February, 2019



Dennis Jerome, President



Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-04
A RESOLUTION ACCEPTING DONATIONS

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

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

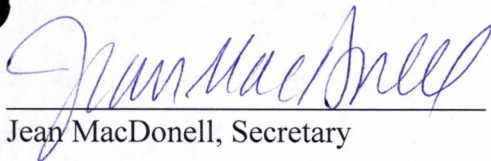
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Sponsorship of 'Free Courtesy Charging Station' from Grand Rapids State Bank for the term of 24 months at \$600.00 per year (\$1,200 total). Note: equipment owned by EBSCO and not the responsibility of Grand Rapids Area Library.

Adopted this 13 day of February, 2019



Dennis Jerome, President



Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Jean L. Cyronek

Box 598, Coleraine, MN 55722
218.910.0492
jayelcee69@yahoo.com

Career Objective Office Manager/ Administrative Assistant

Professional Employment History

Assistant to Librarian, Coleraine Public Library, Coleraine, MN
Administrative Assistant, White Ivy Design, Coleraine, MN
Community Relations, American Cancer Society, Coleraine, MN
Employment Counselor, Arrowhead Economic Opportunity Agency, Hibbing, Grand Rapids,
Instructor, Douglas County Developmental Center, Alexandria, MN
Program Manager, Lutheran Social Service, Alexandria, MN
Speech Clinician, Creighton, NE; Warroad, MN; Fergus Falls, MN

Summary of Qualifications/Volunteer Work

- American Cancer Society, Relay For Life, increased fundraising by double digits first 4 years
- Chair of Bovey Farmers' Day, historical event
- Secretary, Bovey Library Board
- Past Secretary, Coleraine Library Board
- President, Greenway 316 Alumni Association
- Secretary, Member, Itasca Community Chorus, performed at Carnegie Hall
- Strong Interpersonal, Customer Service, and Communication Skills
- Developed marketing and fundraising opportunities with key business leaders
- Motivated people to achieve higher successes
- Followed specific plans to achieve outcomes
- Computer experience with Word, Excel, Google Docs, etc.
- Team leader, self-starter, creative thinker, and very organized
- Blandin Community Leadership Program attendee

Education

St. Cloud State University, St. Cloud, MN
Itasca Community College, Grand Rapids, MN
Greenway High School, Coleraine, MN

Recommendations available upon request

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
February 13, 2019 5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Jerome*
- 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**
MN Community Foundation 4th Qtr report
- 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:**
- 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**
\$405.00 to Mike Russell 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 qtr 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 (\$1,200 total).

Regular agenda

1. Appoint John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per the Library Union bargaining agreement and authorize City staff to begin the process of filling the Public Services Clerk-Circulation position.
2. Follow-up discussions with Townships
3. Authorize Return of Funds to ALS: \$1763 for ebooks, audiobooks and \$1000 for downloadable magazines

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting January 9, 2019

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

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Susan Zeige, Deborah Kee, Richard Thouin, Dennis Jerome, Cyndy Martin.

Members Absent: Randy McCarty, Jean MacDonell, Shannon Benolken.

Staff Present: Director Marcia Anderson

Public Comment:

a. Election of officers

- a. **President, Dennis Jerome**
- b. **Vice President: Randy McCarty**
- c. **Secretary: Jean MacDonell**

Cyndy Martin moved to approve the slate of officers.. A second was made by Max Peters. The motion was passed unanimously.

b. Appointment of liaisons to Library Foundation and Program Committee

Cyndy Martin was appointed Liaison to the Program Committee. . Lisa Tabbert. was reappointed as Liaison to the Library Foundation Board.

c. Meeting schedule review

d. Board list review

Agenda: A motion was made Susan Zeige by to approve the agenda as amended. A second was made by Richard Thouin. The motion was passed unanimously.

Minutes: Lisa Tabbert made a motion to approve minutes from the January 9, 2019 board meeting. A second was made by Max Peters. The motion was passed unanimously.

Communications: (none)

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

ALPHA PUBLIC LIBRARY BILL LIST - JANUARY 9, 2019

DATE: 01/03/2019
 TIME: 14:29:33
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/09/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	0.00	184.16
0113233	AMERIPRIDE SERVICES INC	0.00	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	0.00	41.10
0201428	BAKER & TAYLOR LLC	0.00	1,064.76
0209850	BIXBY'S	0.00	80.16
0212124	BLACKSTONE PUBLISHING	0.00	197.99
0221650	BURGGRAF'S ACE HARDWARE	0.00	43.86
0221700	BUSY BEES QUALITY CLNG SVC INC	0.00	1,700.00
0405500	DEMCO INC	0.00	140.53
0518366	ERICKSON'S ITASCA LUMBER INC	0.00	65.65
0605191	FIDELITY SECURITY LIFE INS CO	0.00	6.57
0701650	GARTNER REFRIGERATION CO	0.00	2,310.12
0718015	GRAND RAPIDS CITY PAYROLL	243,047.83	40,408.20
0718060	GRAND RAPIDS HERALD REVIEW	0.00	112.00
0914800	INVEST EARLY PROJECT	0.00	960.00
1301146	MARCO TECHNOLOGIES, LLC	0.00	120.43
1309199	MINNESOTA ENERGY RESOURCES	0.00	139.95
1309335	MINNESOTA REVENUE	0.00	63.19
1401650	NARDINI FIRE EQUIPMENT CO INC	0.00	225.00
1405725	NETWORK SERVICE COMPANY	0.00	176.04
1405850	NEXTERA COMMUNICATIONS LLC	0.00	83.12
1415377	NORTHERN BUSINESS PRODUCTS INC	0.00	345.65
1516220	OPERATING ENGINEERS LOCAL #49	0.00	11,216.00
1524250	OXFORD UNIVERSITY PRESS USA	0.00	795.08
1605665	PERSONNEL DYNAMICS LLC	0.00	743.59
1605735	PETERSON'S A NELNET CO	0.00	9.00
1621130	P.U.C.	0.00	2,271.03
1901435	SALEM PRESS	0.00	326.04
2018680	TRU NORTH ELECTRIC LLC	0.00	455.00
2114356	UNIQUE MANAGEMENT SERVICES	0.00	179.00
2114750	UNUM LIFE INSURANCE CO OF AMER	0.00	20.50
2201528	SUSAN M VANN	0.00	40.00
2205637	VERIZON WIRELESS	0.00	60.94
2209421	VIKING ELECTRIC SUPPLY INC	0.00	77.28
2209665	VISA	0.00	1,505.80
2308300	BETSY WHIRLEY	0.00	250.00
TOTAL ALL VENDORS:			66,474.90

Staff Report: Minnesota Citizens Concerned for Life request to possibly talk to the board and/or put up a display in the library upcoming in February. Community Read subcommittee chose non-fiction book, programs will start in April and March. Magazines, DVD's and books have been ordered. Teen Gingerbread making activity was a success looking to continue with it in the future. Peep's Diorama contest will take place in the next few months.

Old Business:

Higher than expected Expenditure for electricity. Financial numbers will be final at the end of February.

New Business:

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

1. **Approve payment of late bills**
(none)
2. **Approve Contracts and payment to presenters**
(none)
3. **Approve Resolution 2019-01 Accepting Donations**

\$2455 from Library Foundation for Fall Saturday Storytimes and Art Programs

\$1494.26 from Library Foundation for Caregivers' collection and Worldbook Encyclopedia

\$1000 from John and Gina Hawkinson donor advised fund at GRACF – undesignated

(note: all of these were received and deposited in 2018)

Regular Agenda:

1. **Approve hiring William Richter for the position of Director of Library Services effective February 10 at a salary of \$76,693.16**

a. Lisa Tabbert moved to approve the motion as stated. A second was made by Richard Thouin. The motion was passed unanimously.

2. **Authorize staff to begin the process of filling the to-be-vacant Reference Librarian position beginning with a position and job description review.**

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

3. **Discuss approach to townships (see copy of letter sent last fall)**

a. Letters will be sent again to townships with an offer to meet and discuss. Some Board members can attend township meetings in March.

Adjourn: The monthly board meeting was adjourned at 5:55 p.m. by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2018 - December 31, 2018

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Brook
Title:	Philanthropic Advisor
Phone:	651-325-4269 800-875-6167
Email:	mariah.brook@spmcf.org
Address:	101 Fifth Street, East - Suite 2400 Saint Paul, MN 55101

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement

January 1, 2018 - December 31, 2018

Prepared on: 1/31/2019

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity		
Beginning Balance on January 1, 2018	\$	35,509
Investment Activity		
Interest & Dividends		590
Investment Gain/(Loss)		(2,056)
Disbursements		
Administrative Fees		(289)
Grants Paid		(1,314)
Investment Expenses		(161)
Ending Balance on December 31, 2018	\$	32,280
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2018	\$	32,280

Summary of Assets						
Asset Detail			Investment Performance			
			YTD	1 Year	3 Year	5 Year
\$	%	(Annualized)				
Multi-Asset Endowment Portfolio	32,281	100.0%	-4.7%	-4.7%	5.9%	4.7%
Money Market	(2)	0.0%	1.7%	1.7%	0.9%	0.6%
	<u>\$ 32,280</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2018 - December 31, 2018

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/21/2018	Grand Rapids Public Library	\$ 1,314
		<u>\$ 1,314</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2018 - December 31, 2018

Available to Grant Activity

Amount Available to Grant Carried Forward From 2018 -

Available to Grant for 2019 _____

Grants (Paid)/Returned _____

Amount Available to Grant for 2019 -

Grants Scheduled to be paid January 1, 2019 - December 31, 2019 -

Uncommitted Amount Available to Grant for 2019 -

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2019
With Comparative Totals for January 31, 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	4,053	3,328	45,600	7%
Fines & Forfeits	757	788	12,000	7%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	8,000	0%
Miscellaneous	374	1,034	14,500	7%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	5,183	5,150	916,069	1%
Expenditures:				
Personnel	35,320	19,188	687,432	3%
Supplies/Materials	8,916	11,675	87,700	13%
Other Services/Charges	11,530	3,767	140,937	3%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	55,767	34,631	916,069	4%
OPERATING SURPLUS (DEFICIT)	(50,584)	(29,481)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 1/31/XX				
Cash Flow	379,034	400,137	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 1/31/XX	\$ 464,325	\$ 485,428	\$ 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

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	228	10%
211-00-34-00-7975	INTERNET	3,500	229	7%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	38,500	2,765	7%
211-00-34-00-7990	FAX MACHINE USE	800	107	13%
211-00-35-00-1030	LIBRARY FINES	12,000	788	7%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	8,000	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,500	787	17%
211-00-37-00-2450	MISCELLANEOUS	2,000	97	5%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		916,069	5,150	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	15,221	3%
211-00-75-10-1030	SALARY-PARTTIME	22,803	854	4%
211-00-75-10-1050	CONTRACTED SERVICES	7,000	455	7%
211-00-75-10-1210	PERA	34,865	1,206	3%
211-00-75-10-1220	FICA	28,821	997	3%
211-00-75-10-1250	MEDICARE	6,740	233	3%
211-00-75-10-1310	HEALTH INSURANCE	142,668	-	0%
211-00-75-10-1330	LIFE INSURANCE	221	3	1%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,255	219	10%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	164	2%
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	477	18%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,900	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	489	49%
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	6,269	14%
211-00-75-20-2120	AUDIOVISUAL	9,000	3,337	37%
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	106	4%
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	105	16%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	765	13%
211-00-75-30-3210	TELEPHONE	6,000	379	6%
211-00-75-30-3220	POSTAGE/FREIGHT	3,000	-	0%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	80	16%
211-00-75-30-3255	STAFF TRAINING	500	-	0%

YEAR TO DATE THROUGH JANUARY 31, 2019

Account Number	Account Description	2019 Budget	Year to Date	Percent of Budget
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	179	9%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	30,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	438	12%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	8,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	-	0%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	9,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,440	120	8%
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	916,069	34,631	4%
	SURPLUS REVENUES/(EXPENDITURES)	-	(29,481)	

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/13/2019

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	422.65
0113233	AMERIPRIDE SERVICES INC	76.36
0118660	ARROWHEAD LIBRARY SYSTEM	60.22
0201428	BAKER & TAYLOR LLC	1,302.92
0212124	BLACKSTONE PUBLISHING	50.00
0215750	BOUNDARY WATERS JOURNAL	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0305485	CENGAGE LEARNING INC	4,630.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0421455	DULUTH NEWS TRIBUNE	298.48
0701650	GARTNER REFRIGERATION CO	838.58
0914800	INVEST EARLY PROJECT	1,120.00
1405725	NETWORK SERVICE COMPANY	186.19
1415377	NORTHERN BUSINESS PRODUCTS INC	1,165.39
1605665	PERSONNEL DYNAMICS LLC	919.26
1805150	RECORDED BOOKS INC	3,299.20
1920065	STAR TRIBUNE	473.72
2114356	UNIQUE MANAGEMENT SERVICES	143.20

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,862.17

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	2,624.20
0605191	FIDELITY SECURITY LIFE INS CO	13.14
0718010	CITY OF GRAND RAPIDS	312.20
0718015	GRAND RAPIDS CITY PAYROLL	60,805.24
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	254.36
1309199	MINNESOTA ENERGY RESOURCES	728.67
1309335	MINNESOTA REVENUE	49.87
1405850	NEXTERA COMMUNICATIONS LLC	82.88
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	488.77
1621130	P.U.C.	2,778.11
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	165.07
2209665	VISA	344.11
2301700	WASTE MANAGEMENT OF MN INC	578.67
2308300	BETSY WHIRLEY	125.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 80,664.67

TOTAL ALL DEPARTMENTS 97,526.84

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

02/06/2019
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FUND: PUBLIC LIBRARY

DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
UES	0.00	702,687.00	0.00	0.00	702,687.00
ES	0.00	0.00	0.00	0.00	0.00
-00-31-00-0100 CURRENT	0.00	0.00	0.00	0.00	0.00
-00-31-00-0200 DELINQUENT	0.00	0.00	0.00	0.00	0.00
-00-31-00-0210 ANNEXATION	0.00	0.00	0.00	0.00	0.00
-00-31-00-4055 FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00
-00-31-00-9100 PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00
AL	0.00	702,687.00	0.00	0.00	702,687.00
AL TAXES	0.00	702,687.00	0.00	0.00	702,687.00
ERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
-00-33-00-0210 ANNEXATION	0.00	0.00	0.00	0.00	0.00
-00-33-00-4025 MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00
-00-33-00-4060 SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00
-00-33-00-4250 STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00
-00-33-00-6300 LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00
-00-33-00-6310 ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00
AL	0.00	133,282.00	0.00	0.00	133,282.00
AL INTERGOVERNMENTAL	0.00	133,282.00	0.00	0.00	133,282.00
RGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
-00-34-00-7960 ALS CROSS-OVERS	227.68	2,200.00	227.68	0.00	1,972.32
-00-34-00-7970 PHOTO COPIES	228.61	3,500.00	228.61	0.00	3,271.39
-00-34-00-7975 INTERNET	0.00	600.00	0.00	0.00	600.00
-00-34-00-7980 LIBRARY FEES-PROCTORING	2,765.00	38,500.00	2,765.00	0.00	35,735.00
-00-34-00-7982 PASSPORT PROCESSING FEE	0.00	0.00	0.00	0.00	0.00
-00-34-00-7985 POSTAGE REIMBURSEMENTS-TESTS	106.67	800.00	106.67	0.00	693.33
-00-34-00-7990 FAX MACHINE USE	3,327.96	45,600.00	3,327.96	0.00	42,272.04
AL	3,327.96	45,600.00	3,327.96	0.00	42,272.04
AL CHARGES FOR SERVICES	3,327.96	45,600.00	3,327.96	0.00	42,272.04

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

FUND: PUBLIC LIBRARY

JUNT BER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
ES & FORFEITS						
-00-35-00-1030	LIBRARY FINES	787.60	12,000.00	787.60	0.00	11,212.40
AL		787.60	12,000.00	787.60	0.00	11,212.40
AL	FINES & FORFEITS	787.60	12,000.00	787.60	0.00	11,212.40
CELLANEOUS REVENUE						
-00-37-00-2310	DONATIONS	150.00	1,500.00	150.00	0.00	1,350.00
-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00
-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00
-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00
-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00
-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	8,000.00	0.00	0.00	8,000.00
-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00
-00-37-00-2375	MEETING ROOM RECEIPTS	786.88	4,500.00	786.88	0.00	3,713.12
-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00
-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00
-00-37-00-2450	MISCELLANEOUS	97.29	2,000.00	97.29	0.00	1,902.71
-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00
-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00
-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00
AL		1,034.17	22,500.00	1,034.17	0.00	21,465.83
AL	MISCELLANEOUS REVENUE	1,034.17	22,500.00	1,034.17	0.00	21,465.83
ER SOURCES						
-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00
AL		0.00	0.00	0.00	0.00	0.00
AL	OTHER SOURCES	0.00	0.00	0.00	0.00	0.00

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 1 PERIODS ENDING JANUARY 31, 2019

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JUN BER	DESCRIPTION	FUND: PUBLIC LIBRARY		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
		JANUARY ACTUAL	916,069.00				
AL REVENUES:							
		5,149.73	916,069.00		5,149.73	0.00	910,919.27
SES							
ERAL ADMINISTRATION							
-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00
AL							
SONNEL							
-00-75-10-1010	SALARY-FULL TIME	15,221.43	442,059.00		15,221.43	0.00	426,837.57
-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00		0.00	0.00	0.00
-00-75-10-1030	SALARY-PARTTIME	854.00	22,803.00		854.00	0.00	21,949.00
-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00		0.00	0.00	0.00
-00-75-10-1050	CONTRACTED SERVICES	455.08	7,000.00		455.08	0.00	6,544.92
-00-75-10-1210	PERA	1,205.67	34,865.00		1,205.67	0.00	33,659.33
-00-75-10-1220	FICA	996.66	28,821.00		996.66	0.00	27,824.34
-00-75-10-1250	MEDICARE	233.09	6,740.00		233.09	0.00	6,506.91
-00-75-10-1310	HEALTH INSURANCE	0.00	142,668.00		0.00	0.00	142,668.00
-00-75-10-1330	LIFE INSURANCE	3.00	221.00		3.00	0.00	218.00
-00-75-10-1335	DENTAL INSURANCE	0.00	0.00		0.00	0.00	(0.51)
-00-75-10-1347	VISION INSURANCE	0.51	0.00		0.51	0.00	0.00
-00-75-10-1420	UNEMPLOYMENT	0.00	0.00		0.00	0.00	0.00
-00-75-10-1510	WORKERS COMPENSATION	218.68	2,255.00		218.68	0.00	2,036.32
AL PERSONNEL							
		19,188.12	687,432.00		19,188.12	0.00	668,243.88
PLIES & MATERIALS							
-00-75-20-2010	OFFICE SUPPLIES	163.64	7,000.00		163.64	0.00	6,836.36
-00-75-20-2020	COPY SUPPLIES	35.99	1,400.00		35.99	0.00	1,364.01
-00-75-20-2030	PRINTING/BINDING	0.00	900.00		0.00	0.00	900.00
-00-75-20-2043	BINDINGS	0.00	0.00		0.00	0.00	0.00
-00-75-20-2060	COMPUTER SUPPLIES	476.96	2,600.00		476.96	0.00	2,123.04
-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00		0.00	400.00	2,100.00
-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,900.00		0.00	0.00	5,900.00
-00-75-20-2090	INVENTORIAL SUPPLIES	488.80	1,000.00		488.80	0.00	511.20

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

02/06/2019
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FUND: PUBLIC LIBRARY

JUNT BER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
SES	ERAL ADMINISTRATION					
	PLIES & MATERIALS					
	-00-75-20-2095 VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	0.00	0.00	500.00
	-00-75-20-2100 OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00
	-00-75-20-2110 BOOKS	6,268.93	44,000.00	6,268.93	0.00	37,731.07
	-00-75-20-2120 AUDIO/VISUAL	3,336.86	9,000.00	3,336.86	0.00	5,663.14
	-00-75-20-2130 NEWSPAPERS	772.20	1,400.00	772.20	0.00	627.80
	-00-75-20-2140 PERIODICALS	26.00	7,000.00	26.00	0.00	6,974.00
	-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	105.95	2,500.00	105.95	0.00	2,394.05
	-00-75-20-2190 OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00
	-00-75-20-2210 EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00
	AL SUPPLIES & MATERIALS	11,675.33	87,700.00	11,675.33	400.00	75,624.67
	ER SERVICES & CHARGES					
	-00-75-30-3000 PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00
	-00-75-30-3010 ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00
	-00-75-30-3040 LEGAL	0.00	0.00	0.00	0.00	0.00
	-00-75-30-3070 LAUNDRY	104.94	650.00	104.94	0.00	545.06
	-00-75-30-3090 JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	1,700.00	17,000.00
	-00-75-30-3100 OTHER CONTRACTED SERVICES	765.00	6,000.00	765.00	500.00	4,735.00
	-00-75-30-3210 TELEPHONE	379.28	6,000.00	379.28	0.00	5,620.72
	-00-75-30-3220 POSTAGE/FREIGHT	0.00	3,000.00	0.00	0.00	3,000.00
	-00-75-30-3230 SEMINAR/MEETINGS/SCHOOL	80.16	500.00	80.16	0.00	419.84
	-00-75-30-3255 STAFF TRAINING	0.00	500.00	0.00	0.00	500.00
	-00-75-30-3260 COMMUNITY ED PROMOTION	0.00	300.00	0.00	0.00	300.00
	-00-75-30-3300 PROFESSIONAL SERV-COLLECTIONS	179.00	2,000.00	179.00	0.00	1,821.00
	-00-75-30-3310 AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00
	-00-75-30-3510 PUBLISHING & ADVERTISING	0.00	300.00	0.00	0.00	300.00
	-00-75-30-3610 GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00
	-00-75-30-3810 ELECTRICITY	0.00	30,000.00	0.00	0.00	30,000.00
	-00-75-30-3840 GARBAGE REMOVAL	438.35	3,600.00	438.35	0.00	3,161.65
	-00-75-30-3860 HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	4,000.00
	-00-75-30-4000 MAINTENANCE CONTRACTS	0.00	8,000.00	0.00	0.00	8,000.00
	-00-75-30-4010 BUILDING MAINT/REPAIRS	0.00	15,000.00	0.00	0.00	15,000.00
	-00-75-30-4015 GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

02/06/2019
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FUND: PUBLIC LIBRARY		JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
COUNT BER	DESCRIPTION					
SES	ERAL ADMINISTRATION					
	ER SERVICES & CHARGES					
-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00
-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00
-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	0.00	0.00	3,000.00
-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00
-00-75-30-4100	EQUIPMENT LEASES	120.43	1,440.00	120.43	0.00	1,319.57
-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00
-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00
-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00
-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00
-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00
-00-75-30-4900	TRANSFER TO RESERVE	0.00	6,447.00	0.00	0.00	6,447.00
AL	OTHER SERVICES & CHARGES	3,767.16	140,937.00	3,767.16	2,200.00	134,969.84
ITAL	OUTLAY					
-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00
-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00
AL	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
AL	GENERAL ADMINISTRATION	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
NDIN	GRANT					
-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00
-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00
-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00
-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00
-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00
-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00
AL		0.00	0.00	0.00	0.00	0.00

CITY OF GRAND RAPIDS
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2019

02/06/2019
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COUNT NUMBER	DESCRIPTION	FUND: PUBLIC LIBRARY			FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
		JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL			
	AL BLANDIN GRANT	0.00	0.00	0.00	0.00	0.00	
	AL EXPENSES:	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39	
	FUND REVENUES	5,149.73	916,069.00	5,149.73	0.00	910,919.27	
	FUND EXPENSES	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39	
	SURPLUS (DEFICIT)	(29,480.88)	0.00	(29,480.88)			
	ALL FUND REVENUES	5,149.73	916,069.00	5,149.73	0.00	910,919.27	
	ALL FUND EXPENSES	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39	
	UND SURPLUS (DEFICIT)	(29,480.88)	0.00	(29,480.88)			

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

DATE: 02/06/19
 TIME: 15:12:09
 ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/13/2019

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100			AMAZON.COM					
434759845435-L	01/13/19	01	20 BOOKS/AUTH#1165	211-00-75-20-2110	19000297		02/13/19	303.00
			BOOKS					
		02	1 BOOK ON CD	211-00-75-20-2120	19000297			23.79
			AUDIO/VISUAL					
				INVOICE TOTAL:				326.79
458585657597-L	01/12/19	01	1 BOOK	211-00-75-20-2110	19000297		02/13/19	19.99
			BOOKS					
		02	1 DVD/AUTH#871	211-00-75-20-2120	19000297			13.87
			AUDIO/VISUAL					
				INVOICE TOTAL:				33.86
747677998468-L	01/07/19	01	5 BOOKS/AUTH#894	211-00-75-20-2110	19000297		02/13/19	62.00
			BOOKS					
				INVOICE TOTAL:				62.00
				VENDOR TOTAL:				62.00
0113233			AMERIPRIDE SERVICES INC					
3501319961-L	01/15/19	01	3X10 MAT CLASSIC CLTD	211-00-75-30-3070	19000173		02/13/19	8.74
			LAUNDRY					
		02	5X12 MAT CLASSIC/#350041513	211-00-75-30-3070	19000173			19.84
			LAUNDRY					
				INVOICE TOTAL:				28.58
3501326055-L	01/29/19	01	MAT CLASSIC CLTD/#41-513	211-00-75-30-3070	19000288		02/13/19	47.78
			LAUNDRY					
				INVOICE TOTAL:				47.78
				VENDOR TOTAL:				47.78
0118660			ARROWHEAD LIBRARY SYSTEM					
14477-L	12/31/18	01	OVERDUE NOTICES - DEC 2018	211-00-75-20-2010			02/13/19	27.00
			OFFICE SUPPLIES					

CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
201428			BAKER & TAYLOR LLC					
2034294468-L	01/23/19	01	18 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	116.72
				BOOKS				
						INVOICE TOTAL:		116.72
2034295303-L	01/25/19	01	10 BOOKS/CUST#L411199	211-00-75-20-2110	19000389		02/13/19	111.97
				BOOKS				
						INVOICE TOTAL:		111.97
2034300528-L	01/25/19	01	14 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	215.40
				BOOKS				
						INVOICE TOTAL:		215.40
2034306665-L	01/28/19	01	16 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	143.36
				BOOKS				
						INVOICE TOTAL:		143.36
						VENDOR TOTAL:		1,302.92
205640			LEAGUE OF MN CITIES INS TRUST					
L	01/22/19	01	LIBR 2019 WORK COMP INS PREM	999-99-00-00-1000			02/13/19	2,624.20
				HOLDING ACCOUNT				
						INVOICE TOTAL:		2,624.20
						VENDOR TOTAL:		2,624.20
212124			BLACKSTONE PUBLISHING					
1073625-L	12/28/18	01	1 BOOK ON CD CUST#39678	211-00-75-20-2120			02/13/19	50.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		50.00
						VENDOR TOTAL:		50.00
215750			BOUNDARY WATERS JOURNAL					
2019/SUBSCRPTN-L	01/18/19	01	SUBSCR RENEWAL GR PUB LIBR	211-00-75-20-2140	19000201		02/13/19	26.00
				PERIODICALS				
						INVOICE TOTAL:		26.00
						VENDOR TOTAL:		26.00

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0221700			BUSY BEES QUALITY CLNG SVC INC					
5892-L	01/24/19	01	LIBRARY JAN CLEANING SERVICE	211-00-75-30-3090	19000264		02/13/19	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
0305485			CENGAGE LEARNING INC					
65882142-L	01/10/19	01	BASIC 8 LP/ ACCT#154757	211-00-75-20-2110	19000296		02/13/19	2,496.00
		02	LPD 3 LRG PRINT STANDING ORDER	211-00-75-20-2110	19000296			772.00
		03	RC 2 LRG PRINT STANDING ORDER	211-00-75-20-2110	19000296			567.00
		04	WSTRN 3 LRG PRINT STANDING ORD	211-00-75-20-2110	19000296			795.00
							INVOICE TOTAL:	4,630.00
							VENDOR TOTAL:	4,630.00
0421455			DULUTH NEWS TRIBUNE					
178103720/2019-L	01/30/19	01	RENEWAL ACCT # 178103720	211-00-75-20-2130	19000293		02/13/19	298.48
				NEWSPAPERS				
							INVOICE TOTAL:	298.48
							VENDOR TOTAL:	298.48
0605191			FIDELITY SECURITY LIFE INS CO					
L	02/04/19	01	LIBR JAN VISION INS PREMIUM	999-99-00-00-1000			02/13/19	6.57
		02	LIBR FEB VISION INS PREMIUM	999-99-00-00-1000				6.57
				HOLDING ACCOUNT				
							INVOICE TOTAL:	13.14
							VENDOR TOTAL:	13.14
0701650			GARTNER REFRIGERATION CO					

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.309335	MINNESOTA REVENUE							
L	01/21/19	01	LIBR DEC STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	49.87
							INVOICE TOTAL:	49.87
							VENDOR TOTAL:	49.87
.405725	NETWORK SERVICE COMPANY							
548619-L	12/31/18	01	2-WHT 2 PLY 12RL/CS	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES			02/13/19	58.08
		02	1-MILD FOAM SOAP CUST#7895-4	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES				22.16
							INVOICE TOTAL:	80.24
548620-A-L	01/14/19	01	FLOOR NEUTRALIZER CLNR/#7895-4	211-00-75-20-2150 19000179 MAINTENANCE TOOLS/SUPPLIES			02/13/19	43.29
							INVOICE TOTAL:	43.29
548620-L	01/07/19	01	KITCHEN ROLL TOWEL/C#7895-4	211-00-75-20-2150 19000099 MAINTENANCE TOOLS/SUPPLIES			02/13/19	33.62
							INVOICE TOTAL:	33.62
556343-L	01/28/19	01	WHT 2PLY/#7895-4	211-00-75-20-2150 19000363 MAINTENANCE TOOLS/SUPPLIES			02/13/19	29.04
							INVOICE TOTAL:	29.04
							VENDOR TOTAL:	186.11
.405850	NEXTERA COMMUNICATIONS LLC							
L	01/14/19	01	LIBR JAN PHN SERV	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	82.88
							INVOICE TOTAL:	82.88
							VENDOR TOTAL:	82.88
.415377	NORTHERN BUSINESS PRODUCTS INC							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377 NORTHERN BUSINESS PRODUCTS INC								
367590-L	01/07/19	01	INDEX, BINDER, LTR, MO/C#7789	211-00-75-20-2010 OFFICE SUPPLIES	19000388		02/13/19	3.65
								INVOICE TOTAL:
								3.65
368983-L	01/09/19	01	DUSTER, 180, REFILL, UNSCNT	211-00-75-20-2010 OFFICE SUPPLIES	19000388		02/13/19	91.67
		02	PEN, BP, STK, RND STIC, MED, B	211-00-75-20-2010 OFFICE SUPPLIES	19000388			5.99
		03	TONER, HP 410A, LJ, CART, MG	211-00-75-20-2060 COMPUTER SUPPLIES	19000388			120.99
								INVOICE TOTAL:
								218.65
370016-L	01/11/19	01	BINDER, VIEW, ROUND, 1", WE	211-00-75-20-2010 OFFICE SUPPLIES	19000388		02/13/19	23.88
								INVOICE TOTAL:
								23.88
371723-L	01/16/19	01	TONER, LSR, LJ 305A, CYA	211-00-75-20-2060 COMPUTER SUPPLIES	19000388		02/13/19	131.99
		02	TONER, LSR, LJ 305A, MAG	211-00-75-20-2060 COMPUTER SUPPLIES	19000388			131.99
								INVOICE TOTAL:
								263.98
374230-L	01/23/19	01	TONER, HP 410A LJ CART, BK	211-00-75-20-2060 COMPUTER SUPPLIES	19000388		02/13/19	91.99
								INVOICE TOTAL:
								91.99
374775-L	01/25/19	01	CHAIR NESTING, 2/CT, BK	211-00-75-20-2090 INVENTORIAL SUPPLIES	19000388		02/13/19	488.80
								INVOICE TOTAL:
								488.80
376531-L	01/30/19	01	TAPE, DBL CTD, SCOTCH/C#7789	211-00-75-20-2010 OFFICE SUPPLIES	19000388		02/13/19	31.12
		02	TAPE, COR, DRYLINE GRP	211-00-75-20-2010 OFFICE SUPPLIES	19000388			7.33

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377			NORTHERN BUSINESS PRODUCTS INC					
376531-L	01/30/19	03	PAPER, COPY, 8.5X11, WE 20#	211-00-75-20-2020	19000388		02/13/19	35.99
				COPY SUPPLIES				74.44
								1,165.39
516220			OPERATING ENGINEERS LOCAL #49					
L	01/14/19	01	LIBR FEB HEALTH INS PREMIUM	999-99-00-00-1000			02/13/19	11,216.00
				HOLDING ACCOUNT				11,216.00
.601750			PAUL BUNYAN COMMUNICATIONS					
L	02/04/19	01	LIBR JAN SERV	999-99-00-00-1000			02/13/19	244.36
		02	LIBR FEB SERV	HOLDING ACCOUNT				244.36
.605665			PERSONNEL DYNAMICS LLC					
46883-L	12/29/18	01	R.LOOMIS 18HRS@18.23 WK 12/29	211-00-75-10-1050			02/13/19	328.14
		02	A.PEDERSON 4.5HRS@18.23 12/29	CONTRACTED SERVICES				82.04
				211-00-75-10-1050				410.18
				CONTRACTED SERVICES				
46912-L	01/05/19	01	A WATKINS/11 HRS@18.23 WK 1/5	211-00-75-10-1050	19000303		02/13/19	200.54
				CONTRACTED SERVICES				200.54
46945-L	12/12/18	01	A.BAUMAN 4HRS@13.5 WK OF 12/12	211-00-75-10-1050			02/13/19	54.00
				CONTRACTED SERVICES				54.00

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.605665			PERSONNEL DYNAMICS LLC					
46945/2019-L	01/16/19	01	A BAUMAN/4HRS@13.50 WK 1/12	211-00-75-10-1050	19000303		02/13/19	54.00
		02	A WATKINS/6.5HRS@18.23 WK 1/12	CONTRACTED SERVICES				118.50
				CONTRACTED SERVICES			INVOICE TOTAL:	172.50
46982-L	01/19/19	01	A.PEDERSON/4.5HR@18.23 WK 1/19	211-00-75-10-1050	19000303		02/13/19	82.04
				CONTRACTED SERVICES			INVOICE TOTAL:	82.04
							VENDOR TOTAL:	919.24
.621130			P.U.C.					
L	01/14/19	01	LIBR DEC ELEC/WTR & SWR	999-99-00-00-1000			02/13/19	2,743.58
		02	LIBR IRRIG DEC WTR	HOLDING ACCOUNT				15.24
		03	LIBR PUMP HOUSE DEC WTR & SWR	HOLDING ACCOUNT				19.30
				999-99-00-00-1000			INVOICE TOTAL:	2,778.12
				HOLDING ACCOUNT			VENDOR TOTAL:	2,778.12
.805150			RECORDED BOOKS INC					
1409920/2019DVBIMO-	01/01/19	01	DVD ORDER FILM MOVEMENT/1409920	211-00-75-20-2120	19000032		02/13/19	499.20
				AUDIO/VISUAL			INVOICE TOTAL:	499.20
1409920/TOPEXOFFICE/	01/01/19	01	DVD TOP BOX OFFICE-5/#1409920	211-00-75-20-2120	19000032		02/13/19	1,800.00
				AUDIO/VISUAL			INVOICE TOTAL:	1,800.00
PROFORMA/JAN-DEC19-L	01/10/19	01	COP ADULT CD2 CUST # 1409920	211-00-75-20-2120	19000294		02/13/19	1,000.00
				AUDIO/VISUAL			INVOICE TOTAL:	1,000.00
							VENDOR TOTAL:	3,299.20

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INVOICE # VENDOR #	INVOICE DATE	INVOICE #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
920065		STAR TRIBUNE						
9277061/2019-L	01/01/19	01	SUBSCRIPTION RENEWAL/#9277061	211-00-75-20-2130	19000031		02/13/19	473.72
				NEWSPAPERS				473.72
								473.72
114356		UNIQUE MANAGEMENT SERVICES						
495013-L	01/31/19	01	JAN PLACEMENTS/GR AREA LIBR	211-00-75-30-3300	19000364		02/13/19	179.00
				PROFESSIONAL SERV-COLLECTI				179.00
								179.00
495013/DEC18-L	12/31/18	01	DEC CREDIT FOR ACCTS CLOSED	211-00-75-30-3300	19000364		02/13/19	-35.80
				PROFESSIONAL SERV-COLLECTI				-35.80
								143.20
114750		UNUM LIFE INSURANCE CO OF AMER						
L	02/04/19	01	LIBR FEB LIFE INS PREMIUM	999-99-00-00-1000			02/13/19	20.50
				HOLDING ACCOUNT				20.50
								20.50
205637		VERIZON WIRELESS						
L	02/04/19	01	LIBR JAN MIFI	999-99-00-00-1000			02/13/19	52.04
		02	LIBR DEC MIFI	999-99-00-00-1000				52.04
		04	LIBR DEC LIBR DIR CELL PHN	999-99-00-00-1000				60.94
				HOLDING ACCOUNT				165.02
								165.02
209665		VISA						

CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
209665	01/07/19	01	11/26 RAVENBURGER PUZZLE COMP	999-99-00-00-1000			02/13/19	104.90
			HOLDING ACCOUNT					
		02	12/4 USPS PRIORITY MAIL	999-99-00-00-1000				189.25
			HOLDING ACCOUNT					
		03	12/26 SAMMYS GFT CRD PUZ COMP	999-99-00-00-1000				50.00
			HOLDING ACCOUNT					
								INVOICE TOTAL: 344.15
								VENDOR TOTAL: 344.15
301700	02/11/19	01	LIBRARY JAN SERVICE	999-99-00-00-1000			02/13/19	288.35
			HOLDING ACCOUNT					
		02	LIBRARY DEC SERV	999-99-00-00-1000				290.27
			HOLDING ACCOUNT					
								INVOICE TOTAL: 578.62
								VENDOR TOTAL: 578.62
308300	02/04/19	01	HONORARIUM PROG 1/28/19	999-99-00-00-1000			02/13/19	125.00
			HOLDING ACCOUNT					
								INVOICE TOTAL: 125.00
								VENDOR TOTAL: 125.00
								TOTAL ALL INVOICES: 97,526.82

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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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	312.2
718015	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

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CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

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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

Director's Report (incoming)

February 2019

Space Project @ GRAL:

We are moving forward with creating a new Teen Space in the SW corner of the building.

Shelves – check.

Move materials – check.

Order furniture – check.

Re-purpose old Teen Universe – in progress.

A big thank you to the Library Foundation for supporting this project.

Over the course of the Teen Space project, several opportunities for changes arose.

New layout for non-fiction – oversize materials interfiled.

Reference co-located near non-fiction – many volumes interfiled and made available for use.

Paperbacks consolidated where YA used to be located.

LP shifted – space created (more visible).

Study area (displaced by new Teen Space) being reclaimed behind the Reference desk.

Future developments:

Working with facilities and public works to make periodical racks mobile (casters). This would give staff more flexibility in using the space for programs.

Proposed timeline for filling the Reference Librarian vacancy:

Monday, January 14th

Request authorization to adopt revised job description and post the position internally

Tuesday, January 15th – Friday, January 18th

Post internally

January 22nd or January 23rd

Interviews at the Library (Will, Amy, Lynn)

January 28th

Request to City Council to appoint candidate to position subject to Library Board approval

February 13th

Request Library Board approval to fill Reference Library position/post vacancy

February 14th

Start Date

February 14th – March 1st

Post internally and externally

March 4th, 5th, or 6th

Interviews (Will, Amy, Library Board member)

March 11th

Request to City Council to appoint candidate to position subject to Library Board approval

March 13th

Request Library Board approval to fill position

March 14th – March 28th

Two week "notice" period (if necessary)

April 1st

Start Date

Advocacy:

I presented to the Harris Town Board 1/23 and have been invited back 3/12 for formal consideration of our request. Thank you to our newest board member Cyndy Martin for accompanying me.

Directors Report January 2019

Agenda Items

Hiring Recommendation (info from City Council Agenda)

Background Information:

With the recent appointment of Will Richter to the position of Director of Library Services, the Reference Librarian position will be vacant. An internal job posting was sent to the Library Union employees, and we received one letter of interest. We conducted an interview and determined that John Nalan is qualified for the position. The promotion will be effective February 14, 2019, subject to Library Board approval on February 13, 2019.

John was hired on September 14, 2010 as Library Clerk II in the Circulation Department, now known as Public Services Clerk-Circulation, the position he currently holds. John previously held the position of Head Librarian and Summer/After School Director at St. Joseph's School, and was a Mathematics Teacher for grades six through twelve in Eau Claire and Deer River. John received a Minnesota Voluntary Library Certification, which is a one hundred hour course designed to teach working library professionals the skill set taught in advanced library studies.

Staff Recommendation:

The interview committee consisting of Tom Pagel, Will Richter, Amy Dettmer, and Lynn DeGrio are recommending the hiring of John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per hour. This will create another vacancy, so we are asking approval to post the Public Services Clerk-Circulation position internally and externally from February 14, 2019 through March 1, 2019. We will come back at a later date with a recommendation for hire.

Township letters

Letters were sent to Arbo, Blackberry, Harris, Wabana, Sago, Spang, and Feeley townships. It may be most productive if a Board member and several residents could attend each township annual meeting. (Tuesday, March 12)

Funds to ALS for downloadable materials

Each year ALS provides us with \$6282 as reimbursement for Library use by "crossover" patrons. These are residents of the region (ALS patrons) not residents of our service territory (Grand Rapids patrons). The amount was determined years ago by a formula. We also receive \$1763 to purchase best sellers. For several years libraries have been given the option of designating some of those funds to be used to increase the amount of money that ALS spends on downloadable ebooks, audiobooks and magazines that are available throughout the region. Since our patrons are heavy users of these formats, it makes sense to contribute to the fund to purchase more downloadable titles. We have regularly designated the best seller fund, \$1763, to go toward downloadable audio and ebooks, and 1,000 from the "crossover" reimbursement to go toward downloadable magazines.

Updates

Open during cold spell

The Library was open Tues, Weds, Thurs January 29-31 when most of the rest of the world was closed. All staff were able to make it to work. We had roughly 260-280 people visit each day, and they expressed appreciation for us being open. FYI: We close if City Hall closes. That has happened only once in the last 13 years. The only exception would be if something happened to affect the building (no heat, no water,

etc. Public Works department plows the parking lots before we open. (and sometimes the light poles, too)

Space/collections reorganization.

Staff and several volunteers are in the process of reorganizing some of the collections. Young adult has been moved, paperbacks were moved, Large Print and reference were moved. Some reference materials were changed to circulating. The furniture for the teen space has been ordered and is slowly arriving.

Accessibility Project

Easily movable chairs were purchased for the small Riverview Room. The project is now complete and I am waiting on some documentation from contractors to submit a request for reimbursement.

Chairs cleaned

We looked at purchasing some replacement chairs for the public computers and study rooms. Sturdy, high-capacity chairs are very expensive, so we opted to get them cleaned as a start. Mike Russel came in on January 26 to clean chairs. We did dispose of 4 chairs that had shredded upholstery.

Horizon upgrade

Horizon – the staff side of the catalog system- was upgraded on Monday morning. It was supposed to be done by 9 am, but the entire process was not complete until nearly 11 am. Changes has to be made on our staff computers, so City IT staff Erik and Lasha were here for several hours on Monday morning. One of the features of the upgrade will allow us to connect cards within a family. We will be able to easily and quickly switch between parents and children's cards. This will require testing and training, so it will not be an immediate change.

Additional substitute circulation staff

Jean Cyronek has agreed to be trained as a circulation clerk substitute for the Library. She currently works about 6 days each month for the Coleraine Library, and has already been trained in using Horizon, checking delivery materials in and out, and other tasks that all libraries do. She will be trained in early February here so she can take on some shifts in late February and March. Jean's resume is attached. She will be an employee of Personnel Dynamics. We already use Becky Loomis, Jenny Behm, Amanda Winter, and Alexandra Peterson as substitutes for circulation and the Children's desk. They are all employees of Personnel Dynamics and we call them on an as-needed basis. John's circulation clerk position will be vacant for several weeks, so we anticipate needing additional help at the Circulation desk during that time.

Library Legislative Day coming

February 26th. ALS is making appointments for visits with legislators in the region. If you are interested in attending, let ALS know so they can tell you when appointments with our local Representative and Senator are scheduled. More info and registration is at

<https://www.mnlibraryassociation.org/events/EventDetails.aspx?id=1136336>

They are also facilitating virtual contact, with sample emails etc.

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Assistant Director Report

February 2019

Teens

Teen Advisory Board

Tuesday January 29, 2019

Members present: Lucas B. Katie S., Gina M.

The 3rd week in February there is no school. We discussed what to do for a February program for teens. The library has a public viewing license for movies through Swank Productions. We decided to show Grown Ups on February 21 at 6:00 p.m.

Anime Club was held on January 25. There were 8 attendees. We watched Chronos Ruler.

In January, Will and I moved the Young Adult materials. We had a great system worked out for how to physically move the items.

Operations

In January, a patron provided some of her own wares for the display case. Bonnie created a display for February based on the I Love to Read Month theme.

The display table near the doors has materials about winter activities. Some of the books are about how to do an activity, others are about a certain aspect of winter.

	THIS MONTH	YTD	YTD 2018
CIRCULATION			
Check-outs	11,110	11,110	10,721
Total Circulation	13,019	13,019	12,426
Returns	11,906	11,906	12,212
New cards	113	113	102

Door count 9304
 YTD door count 9304

	THIS MONTH	YTD	YTD 2018
TECHNICAL PROCESSES			
Books cataloged and processed	546	546	618
Withdrawn copies	1,965	1,956	605

	THIS MONTH	YTD	YTD 2018
REFERENCE			
tests proctored	1,067	1,067	900
computer help over 5 minutes	0	0	5
Passports	112	112	103
INTERNET			
Pharos sessions ***	92	92	165
	909	724	909
			724
			938
			646

	HOURS	YTD HOURS	2018 YTD HOURS
Non-Pharos sessions	152	152	148
VOLUNTEERS			
	61	275.75	
			148

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	54	54

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2018 programs	YTD 2018 people
PROGRAMS & TOURS						
BOOK TIME	4	80	4	80	4	114
SATURDAY STORY TIME	8	173	8	173	8	169
CLASS VISITS	10	293	40	293	4	130
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	62	4	62	3	69
TEEN PROGRAMS	2	11	2	11	1	7
Total Youth Programs	28	619	28	619	20	489
Total Adult Programs	4	75	4	75	4	53

	HRS THIS MONTH	HRS YTD	YTD 2018
BOOKINGS & ARRANGEMENTS			
TOTALS	9	9	9

January 2019 in the Children's Library

Somehow, we survived Polar Vortex 2019. It was the best of times...it was, well, really, a well-timed break that allowed us to get things done. Dion and I weeded the entire picture book section in under two days. The job usually takes a week, so we welcomed the quiet library in order to get that job done efficiently. When weeding anything in the children's section, we look at anything that hasn't checked out in a year. Not all of it goes, but much of it does. Not only does this give us a chance to eliminate items that are not being read anymore, but it also allows us to check little-read books for condition issues. What? One of our copies of "Blueberries for Sal" hasn't checked out in a year? Something must be wrong...oh! Here's the problem, a small friend has decided the pictures needed to be more colorful and has added marker lines. Time to replace!

We did have plenty of visitors this month. 10 school groups, or 293 total people, visited for programming fun. I shared a new Caldecott lesson with many of those classes, and they all became illustrators for a few minutes. I really enjoyed it!

We had 7 eager crawlers/rollers/walkers here for Tiny Explorers. Our book club, Page Turners, welcomed 8 readers. Artastic saw 15 print makers, and Lego Club hosted 32 enthusiastic builders. Really, it was a good month.

Sigh...the times, they are a changin'. While I look forward to Will taking over the director's position, Marcia leaves a large hole. Marcia has been a supportive, confident, competent, and kind leader. Some of my ideas over the past years may have seemed a bit far-fetched, but she always met my enthusiasm with equal excitement. I also have so appreciated her knowledge of all things library. She was always willing to read a book to help me decide where it best would circulate. She was always encouraging in my desire to learn more, see more, do more. She was always ready to bounce an idea around, or to be a sounding board to talk something out. She happily filled in in Children's for lunch breaks and days off. She has led us to develop the best work environment I have ever enjoyed. GRAL has been lucky to have her. I will miss her.

864437

MIKE RUSSELL
2970 Airport Rd.
Grand Rapids, MN 55744

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 1/27/19-2/3/19
NAME Grand Rapids Library		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	Furniture Cleaning		
3			
4	Main Library		
5	Back Offices		
6	Kitchen Area		
7			
8			
9	Labor / Chemicals		\$ 405 00
10			
11			
12			
13			
14			
15			
16			
17			
18			

RECEIVED BY *Owner: Mike Russell*

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

01-11

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-02
A RESOLUTION ACCEPTING DONATIONS

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

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

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

\$150 from Friends of the Library for recycling costs 1st qtr 2019

Adopted this 13 day of February, 2019

Dennis Jerome, President

Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-03
A RESOLUTION ACCEPTING DONATIONS

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

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

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

FitDesk 2.0 Bike Desk – valued at \$179.99 from Friends of the Library

Adopted this 13 day of February, 2019

Dennis Jerome, President

Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-04
A RESOLUTION ACCEPTING DONATIONS

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

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

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

Sponsorship of 'Free Courtesy Charging Station' from Grand Rapids State Bank for the term of 24 months at \$600.00 per year (\$1,200 total). Note: equipment owned by EBSCO and not the responsibility of Grand Rapids Area Library.

Adopted this 13 day of February, 2019

Dennis Jerome, President

Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Jean L. Cyronek

Box 598, Coleraine, MN 55722
218.910.0492
jayelcee69@yahoo.com

Career Objective Office Manager/Administrative Assistant

Professional Employment History

Assistant to Librarian, Coleraine Public Library, Coleraine, MN
Administrative Assistant, White Ivy Design, Coleraine, MN
Community Relations, American Cancer Society, Coleraine, MN
Employment Counselor, Arrowhead Economic Opportunity Agency, Hibbing, Grand Rapids,
Instructor, Douglas County Developmental Center, Alexandria, MN
Program Manager, Lutheran Social Service, Alexandria, MN
Speech Clinician, Creighton, NE; Warroad, MN; Fergus Falls, MN

Summary of Qualifications/Volunteer Work

- American Cancer Society, Relay For Life, increased fundraising by double digits first 4 years
- Chair of Bovey Farmers's Day, historical event
- Secretary, Bovey Library Board
- Past Secretary, Coleraine Library Board
- President, Greenway 316 Alumni Association
- Secretary, Member, Itasca Community Chorus, performed at Carnegie Hall
- Strong Interpersonal, Customer Service, and Communication Skills
- Developed marketing and fundraising opportunities with key business leaders
- Motivated people to achieve higher successes
- Followed specific plans to achieve outcomes
- Computer experience with Word, Excel, Google Docs, etc.
- Team leader, self-starter, creative thinker, and very organized
- Blandin Community Leadership Program attendee

Education

St. Cloud State University, St. Cloud, MN
Itasca Community College, Grand Rapids, MN
Greenway High School, Coleraine, MN

Recommendations available upon request