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

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 CITY OF GRAND NOT TO VENDOR SUMMARY REPORT CITY OF GRAND RAPIDS PAGE:

ID: AP442000.WOW

INVOICES DUE ON/BEFORE 01/09/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM AMERIPRIDE SERVICES INC ARROWHEAD LIBRARY SYSTEM BAKER & TAYLOR LLC	0.00	184.16
0113100	AMERIPRIDE SERVICES INC	0.00	57.16
0113233	ARROWHEAD LIBRARY SYSTEM	0.00	41.10
0201428	BAKER & TAYLOR LLC	0.00	1,064.76
0201420	BIXBY'S	0.00	80.16
	BLACKSTONE PUBLISHING	0.00	197.99
	BURGGRAF'S ACE HARDWARE	0.00	43.86
	BUSY BEES QUALITY CLNG SVC INC	0.00	1,700.00
0405500	DEMCO INC	0.00	140.53
	ERICKSON'S ITASCA LUMBER INC	0.00	65.65
0605191	FIDELITY SECURITY LIFE INS CO		6.57
	CARTHER REPLEERATION CO	0.00	2,310.12
0701830	GRAND RAPIDS CITY PAYROLL	243,047.83	40,408.20
	GRAND RAPIDS CITI FAIRCLE GRAND RAPIDS HERALD REVIEW	0.00	112.00
	INVEST EARLY PROJECT	0.00	960.00
0914800	MARCO TECHNOLOGIES, LLC	0.00 0.00 0.00	120.43
1301146	MINNESOTA ENERGY RESOURCES	0.00	139.95
	MINNESOTA REVENUE	0.00	63.19
	NARDINI FIRE EQUIPMENT CO INC	0.00	225.00
		0.00	176.04
1405725	NEXTERA COMMUNICATIONS LLC	0.00	83.12
		0.00	345.65
1415377			11,216.00
	OPERATING ENGINEERS LOCAL #49 OXFORD UNIVERSITY PRESS USA	0.00	795.08
	PERSONNEL DYNAMICS LLC	0.00	743.59
1605665	PETERSON'S A NELNET CO	0.00	9.00
		0.00	2,271.03
	P.U.C.	0.00	326.04
1901435	SALEM PRESS TRU NORTH ELECTRIC LLC	0.00	455.00
2018680		0.00	179.00
2114356		0.00	20.50
	UNUM LIFE INSURANCE CO OF AMER	0.00	40.00
2201528	SUSAN M VANN	0.00	60.94
2205637			77.28
	VIKING ELECTRIC SUPPLY INC		1,505.80
2209665	VISA	0.00	250.00
2308300	BETSY WHIRLEY	0.00	250.00
	TOTA	AL 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.
 - 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.



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

S	ummar	ry of As	sets			
			Ir	vestment l	Performan	ce
			YTD	1 Year	3 Year	5 Year
	\$	%		(Annualized	d)
	32,281	100.0%	-4.7%	-4.7%	5.9%	4.7%
	(2)	0.0%	1.7%	1.7%	0.9%	0.6%
\$	32,280	100.0%				
	\$	\$ 32,281 (2)	\$ % 32,281 100.0% (2) 0.0%	\$ % 32,281 100.0% -4.7% (2) 0.0% 1.7%	Investment	Investment Performance YTD 1 Year 3 Year \$ % (Annualized 32,281 100.0% -4.7% -4.7% 5.9% (2)

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)	A CONTRACTOR OF THE	
Paid Date	Organization		Amount
03/21/2018	Grand Rapids Public Library	\$	1,314
		\$	1,314

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	<u> </u>
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

With Comparative	lotals for Jan	uary 31, 2016		Percent
	2018 Actual	2019 Actual	2019 Budget	of Budget
Fund Balance 1/1/XX: Cash Flow Compensated Absences Emergency/unanticipated Expenditures Major Equipment Replacement	429,618 40,717 44,574	429,618 40,717 44,574	429,618 40,717 44,574	
TOTAL FUND BALANCE 1/1/XX	514,909	514,909	514,909	
Revenues: Taxes Intergovernmental Charges for Services Fines & Forfeits Blandin Grant Grand Rapids Library Foundation Miscellaneous Other Sources-Operating Transfer Other Sources (Fund Balance Usage) TOTAL REVENUES Expenditures: Personnel Supplies/Materials Other Services/Charges Blandin Grant	4,053 757 - 374 - 5,183 35,320 8,916 11,530	3,328 788 1,034 5,150 19,188 11,675 3,767	702,687 133,282 45,600 12,000 - 8,000 14,500 - 916,069 687,432 87,700 140,937 - 916,069	0% 0% 7% 7% 0% 0% 7% 0% 0% 1%
TOTAL EXPENDITURES OPERATING SURPLUS (DEFICIT)	55,767 (50,584)	(29,481)	910,009	4 /0
Gr Rapids Library Foundation Captl Grant Capital Outlay	- -		· · · · · · · · · · · · · · · · · · ·	0% 0%
Fund Balance 1/31/XX Cash Flow Compensated Absences Emergency/unanticipated Expenditures Major Equipment Replacement	379,034 40,717 44,574	400,137 40,717 44,574	429,618 40,717 44,574	
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.



YEAR TO DATE THROUGH JANUARY 31, 2019

	Account Number	Account Description		2019 Budget	Year to Date	Percent of Budget
	211-00-31-00-0100	CURRENT	\$	702,687 \$	-	0%
	211-00-31-00-6100	LIBRARY CONTRACTS	*	128,000	-	0%
	211-00-33-00-6310	ALS REIMBURSEMENT		5,282	_	0%
	211-00-33-00-0310	PHOTO COPIES		2,200	228	10%
	211-00-34-00-7975	INTERNET		3,500	229	7%
	211-00-34-00-7973	LIBRARY FEES-PROCTORING		600	-	0%
		PASSPORT PROCESSING FEE		38,500	2,765	7%
	211-00-34-00-7982	FAX MACHINE USE		800	107	13%
	211-00-34-00-7990 211-00-35-00-1030	LIBRARY FINES		12,000	788	7%
		DONATIONS		1,500	150	10%
	211-00-37-00-2310	DONATIONS DONATIONS-MEMORIAL BOOKS		1,000	-	0%
	211-00-37-00-2320			1,000	_	0%
	211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY		200	_	0%
	211-00-37-00-2337	DONATION-LIBRARY PROGRAMS		1,300		0%
	211-00-37-00-2365	ENDOWMENT FUND INCOME		8,000		0%
	211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN			787	17%
	211-00-37-00-2375	MEETING ROOM RECEIPTS		4,500	97	5%
	211-00-37-00-2450	MISCELLANEOUS		2,000	91	0%
	211-00-37-00-5100	INVESTMENT INCOME		3,000	F 150	1%
				916,069	5,150	1 70
	211-00-39-00-5500	FUND BALANCE USAGE		_	-	0%
	211-00-39-00-3300	OPERATING TRANSFER OUT		· _	-	0%
	211-00-75-00-7200	OPEIGHING HANGIER GOT			====	004
	211-00-75-10-1010	SALARY-FULL TIME		442,059	15,221	3%
	211-00-75-10-1030	SALARY-PARTTIME		22,803	854	4%
1	211-00-75-10-1050	CONTRACTED SERVICES		7,000	455	7%
1)	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%
	211-00-75-20-2010	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%
	211-00-75-20-2000	COMPUTER INVENTORY		2,500	-	0%
	211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999		5,900	-	0%
	211-00-75-20-2075	INVENTORIAL SUPPLIES		1,000	489	49%
		VOLUNTEER PRGM SUP & MATERIALS		500	1	0%
	211-00-75-20-2095	OPERATING SUPPLIES		2,000	_	0%
	211-00-75-20-2100	BOOKS		44,000	6,269	14%
	211-00-75-20-2110			9,000	3,337	37%
	211-00-75-20-2120	AUDIO/VISUAL		1,400	772	55%
	211-00-75-20-2130	NEWSPAPERS		7,000	26	0%
	211-00-75-20-2140	PERIODICALS			106	4%
	211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES		2,500 500	100	0%
	211-00-75-30-3000	PROFESSIONAL SERVICES			-	0%
	211-00-75-30-3010	ACCOUNTING SERVICES		900	105	16%
	211-00-75-30-3070	LAUNDRY		650		8%
	211-00-75-30-3090	JANITORIAL SERVICES		20,400	1,700	13%
	211-00-75-30-3100	OTHER CONTRACTED SERVICES		6,000	765	
	211-00-75-30-3210	TELEPHONE		6,000	379	6%
	211-00-75-30-3220	POSTAGE/FREIGHT		3,000	-	0%
	211-00-75-50-5220	1 OO I AOEA REIOITI				
	211-00-75-30-3220	SEMINAR/MEETINGS/SCHOOL		500 500	80	16% 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%
211-00-75-30-3200	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	· <u>-</u>	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	- 1	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 & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100		0%
211-00-75-30-4900	TRANSFER TO RESERVE	6,447	_	0%_
* 1 × 1	TOTAL EXPENDITURES	916,069	34,631	4%
	SURPLUS REVENUES/(EXPENDITURES)		(29,481)	

02/06/2019 : 15:08:55 [D: AP443000.CGR

CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

PAGE:

1

INVOICES DUE ON/BEFORE 02/13/2019

		INVOICES DUE ON/ BEFORE 02/13/2019	
	VENDOR #	NAME	AMOUNT DUE
PUBLIC	LIBRARY		
	1920065	AMAZON.COM AMERIPRIDE SERVICES INC ARROWHEAD LIBRARY SYSTEM BAKER & TAYLOR LLC BLACKSTONE PUBLISHING BOUNDARY WATERS JOURNAL BUSY BEES QUALITY CLNG SVC INC CENGAGE LEARNING INC DEER RIVER HIRED HANDS INC DULUTH NEWS TRIBUNE GARTNER REFRIGERATION CO INVEST EARLY PROJECT NETWORK SERVICE COMPANY NORTHERN BUSINESS PRODUCTS INC PERSONNEL DYNAMICS LLC RECORDED BOOKS INC STAR TRIBUNE UNIQUE MANAGEMENT SERVICES	422.65 76.36 60.22 1,302.92 50.00 26.00 1,700.00 4,630.00 150.00 298.48 838.58 1,120.00 186.15 1,165.35 919.26 3,299.20 473.72 143.20
		TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 16,862.17
	ISSUED-PRIOR		
P	PRIOR APPROVAL 0205640 0605191 0718010 0718015 1209516 1301146 1309199 1309335 1405850 1516220 1601750 1621130	LEAGUE OF MN CITIES INS TRUST	2,624.2(13.14 312.2(60,805.24 78.0(254.36 728.6: 49.8' 82.88 11,216.0(488.7: 2,778.1:

UNUM LIFE INSURANCE CO OF AMER

WASTE MANAGEMENT OF MN INC

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 80,664.6



VISA

VERIZON WIRELESS

BETSY WHIRLEY

2114750

2205637

2209665

2301700

2308300

97,526.8

20.5

165.0:

344.1

578.6:

125.0

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

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

	FOND: FOBET				
DUNT DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
UES ES					
-00-31-00-0100 CURRENT	00.00	702,687.00	0.00	0.00	702,687.00
	00.0	00.00	00.00	00.0	00.0
	00.0	00.0	00.0	00.0	00.0
-00-31-00-4055 FISCAL DISPARITIES -00-31-00-9100 PENALTIES & INTEREST-DELINQUEN	0.00	00.0	00.0	00.0	00.00
	00 0	702,687.00	00.0	00.0	702,687.00
AL TAXES	00.00	702,687.00	00.0	0.00	702,687.00
PD COVEDNMENTAL.					
			00	0.00	0.00
	0.00		0.00	00.00	00.0
	00.0	00.0	00.00	00.00	00.00
SOFFIEMENIAL SECTION OF MINIMAL	0.00	0.00	00.00	00.00	0.00
	0.00	128,000.00	00.00	00.00	128,000.00
-00-33-00-6300 LIBRARI CONTRACTS -00-33-00-6310 ALS REIMBURSEMENT	00.00	5,282.00	0.00	00.0	5,282.00
	00 0	133,282.00	0.00	0	133,282.00
AL AL INTERGOVERNMENTAL	00.0	133,282.00	00.0	00.00	133,282.00
RGES FOR SERVICES					
	0.00	00.0	00.00	00.00	0.00
-00-34-00-7960 ALS CROSS-0VERS	2	2,200.00	227.68	00.00	1,972.32
	228.61	3,500.00	228.61	00.00	3,271.39
-00-34-00-/9/5 INIERNEI -00-34-00-/9/5 INIERNES-PROCTORING	00.00	600.00	00.0	0.00	L
DASSPORT	2,765.00	38,500.00	2,765.00	0.00	35,735.00
	0.00	00.0	00.00	00.0	00.00
	106.67	800.00	106.67	0.00	55.50
	3.327.96	45,600.00	3,327.96	00.00	0.
AL AL CHARGES FOR SERVICES	3,327.96	45,600.00	3,327.96	00.0	42,272.04

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	PUBLIC LIBRARY			
OUNT BER DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
1 10					
ES & FORFEITS -00-35-00-1030 LIBRARY FINES	787.60	12,000.00	787.60	0.00	11,212.40
AL 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	00.00	1,350.00
	00.00	1,000.00	0.00	0.00	1,000.00
-00-37-00-2336 DONATIONS-CHILDRENS LIBRARY	00.00	1,000.00	00.00	00.00	1,000.00
-00-37-00-2355 DONALION-LIBRARI FROGRAMS	00.0	1,300.00	0.00	00.0	1,300.00
_	00.0	8,000.00	00.00	00.0	8,000.00
	00.00	00.00	00.00	00.00	00.00
-00-37-00-2375 MEETING ROOM RECEIPTS	786.88	4,500.00	786.88	00.00	3,713.12
-00-37-00-2420 BLANDIN GRANTS	00.00	00.00	00.00	00.00	00.00
-00-37-00-2421 MIRC GRANT	00.0	00.00	00.00	00.00	00.00
-00-37-00-2450 MISCELLANEOUS	97.29	2,000.00	97.29	00.00	1,902.71
-00-37-00-2455 ENERGY REBATES	00.00	00.00	00.0	00.00	00.00
-00-37-00-2460 BOARD FUNDRAISER	00.00	00.00	00.00	00.00	00.00
-00-37-00-5100 INVESTMENT INCOME	00.00	3,000.00	0.00	00.0	3,000.00
AL	1,034.17	22,500.00	1,034.17	00.0	21,465.83
AL MISCELLANEOUS REVENUE	1,034.17	22,500.00	1,034.17	00.00	21,465.83
מנוס מנויס מיי					
EK SOOKCES					
-00-39-00-4620 INSURANCE RECOVERY	0.00	00.00	0.00	00.00	00.00
-00-39-00-5010 SALES OF GENL FIXED ASSETS	0.00	00.00	00.0	00.0	00.00
-00-39-00-5030 OPERATING TRANSFERS IN	00.00	00.00	00.00	00.00	00.00
-00-39-00-5500 FUND BALANCE USAGE	00.0	00.0	00.0	00.0	00.0
AL	0.00		00.00	00.00	00.00
AL OTHER SOURCES	0.00	0.00	0.00	0.00	00.0

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: PUBL	PUBLIC LIBRARY			
DESCRIPTION BER	JANUARY ACTUAL	FISCAL YEAR BUDGET		OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
AL REVENUES:	5,149.73	916,069.00	5,149.73		0,919.2
SES ERAL ADMINISTRATION					
-00-75-00-7200 OPERATING TRANSFER OUT	00.00	00.00	0.00	00.00	00.0
тъ	00.0	00.0	00.0	00.0	00.0
SONNEL					
-00-75-10-1010 SALARY-FULL TIME	15,221.43	442,059.00	15,221.43	00.0	426,837.57
-00-75-10-1020 SALARY-FULLTIME/OVERTIME	00.00		0.00	0.00	O C
	854.00	22,803.00	854.00	0.00	21,949.00
	00.00	00.00	0.00	00.0	6.544.92
	1 205 67	34 865 00	1.205.67	00.0	559
-00-/5-10-1210 PERA		28,821.00	99.966	00.0	27,824.34
	3	6,740.00	233.09	00.00	6,506.91
	00.00	142,668.00	00.0	00.00	142,668.00
	3.00	221.00	3.00	00.00	218.00
-00-75-10-1335 DENTAL INSURANCE	00.0	00.00	00.0	00.00	00.00
	0.51	00.00	0.51	00.0	(0.51)
-00-75-10-1420 UNEMPLOYMENT	00.00	00.00	0.	00.00	00.00
	218.68	2,255.00	218.68	00.0	2,036.32
AL PERSONNEL	19,188.12	43	-	00.00	668,243.88
DITES & MATERIALS					
LC	163.64	7,000.00	163.64	00.00	6,836.36
	35.99	1,400.00	35.99	00.00	1,364.01
-00-75-20-2030 PRINTING/BINDING	00.00	00.006	00.00	00.00	900.00
-00-75-20-2043 BINDINGS	00.00	00.00	00.00	00.00	00.00
	476.96	2,600.00	476.96	00.00	2,123.04
COMPUTER	00.00	2,500.00	00.00	400.00	2,100.00
-00-75-20-2075 ASSETS BETWEEN \$700-\$4999		5,900.00	00.00		5,900.00
-00-75-20-2090 INVENTORIAL SUPPLIES	488.80	1,000.00	488.80	00.00	511.20

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

DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
SES ERAL ADMINISTRATION					
S & MATERIALS		500.00	0.00	00.0	500.00
VOLUNTEER		2.000.00	0.00	00.00	2,000.00
-00-75-20-2100 OPERATING SUPPLIES	6.268.93	44,000.00	6,268.93	00.00	37,731.07
	10	00.000,6	3,336.86		5,663.14
	2	1,400.00	772.20	00.00	627.80
-00-75-20-2130 NEWSPAPERS	1 9	7,000.00	0.	00.00	6,974.00
	LO	2,500.00	105.95	00.00	2,394.05
MAINIENAMOE	0	0.00	00.00	00.00	00.00
-00-75-20-2190 OIMER SOFFULES/ESTERNES -00-75-20-2210 EQUIPMENT PARTS	00-0	0	0.00	00.0	00.0
AL SUPPLIES & MATERIALS	11,675.33	87,700.00	2	400.00	75,624.67
CHARGES	c	0005	00.00	0.00	500.00
		. 0	00.00	0.00	00.006
			0.00	0.00	00.00
	0000	00 049	104.94	0.00	545.06
	100 000	400	1,700.00	1,700.00	17,000.00
	765.00	6,000	765.00	500.00	4,735.00
OTHER CONTRACIED	379.28	6,000.00	379.28	00.00	520
-00-75-30-3210 IELEFHONE	0	3,000.00	00.00	00.00	3,000.00
	80.16	500.00	80.16	0.	419.84
-	0.00	500.00	00.00	00.00	500.00
_	00.00	300.00		0.00	
	179.00	2,000.00	179.00	0	1,821.00
ATTEN MITTAGE/	0.00	0.00	00.00	00.00	0.00
	0.00	300.00	00.00	00.00	300.00
	0.00	9,000.00	0.00	00.00	00.000,6
	0.00	30,000.00	00.00	0.	30,000.00
-00-/5-30-3810 EDECINICITY	•	3,600.00	438.35	00.00	3,161.65
	0.00	4,000.00	00.00	0	4,000.00
	00.00	8,000.00	00.00	0.	8,000.00
	00.00	15,000.00	0.00	0	0 0
	0.00	1,000.00	00.00	0.00	1,000.00

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

DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING	UNCOLLECTED/ UNENCUMBERED BALANCE
L ADMINISTR					
ER SERVICES & CHARGES	0.00	9,000.00	00.00	00.00	00.000,6
	00.0	0.00	00.00	00.00	00.00
-00-75-30-4025 COMPOIDE DEASES	00.0	3,000.00	00.00	00.00	3,000.00
CENEDAL	0.00	9,000.00	00.00	00.00	00.000.6
-00-/5-30-40/0 GENERAL EXCIT CALLA C	120.43	1,440.00	120.43	00.00	1,319.57
	0.00	0.00	00.00	00.00	00.00
EQUIFMENT THATATI	0.00	0.00	00.00	00.00	00.00
	0.00	0.00	00.00	00.00	00.00
	00.00	300.00	0.00	00.00	300.00
DOES &	00.0	100.00	0.00	00.00	100.00
INTERLIBRARI LOAN	0000	0.00	0.00	00.0	00.00
_	0000	00.00	0.00	00.00	00.00
ENDOWMENT FOND	0000	00.0	0.00	00.00	00.00
-00-75-30-4650 FACILITY MAINTENANCE -00-75-30-4900 TRANSFER TO RESERVE	00.0	6,447.00	00.00	00.00	6,447.00
	3,767.16	140,937.00	3,767.16	2,200.00	8.696,
8					
ITAL OUTLAY -00-75-50-5500 BQPT/MACH/FURN/FIX -00-75-50-5900 BUILDING/BLDG IMPROV	00.00			00.0	00.0
VATINATO TENTANCE	00.0	00.0	00.0	00.0	0.0
AL CAFITAL COLLAI AL GENERAL ADMINISTRATION	34,630.61	916,069.00	34,630.61	2,600.00	878,838.39
NDIN GRANT					
	00.00	0.00	0.00	00.00	00.00
BLND	00-0	0.00	0.00	00.00	00.00
BLND GRANT-BOOKS	00.0	0.00	00.00	00.00	00.0
DINID	0.00	0.00	00.00	00.00	00.00
-00-95-00-5745 BIND GRANT-ADULT PROGRAMS	0.00	0.00	00.00	0.00	0.00
	00.00	00.00	0.00	0.00	00.0
	00.00	00.00	00.0	0.00	
AL	00.0	00.0	00.0	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

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

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE # 7ENDOR #	INVOICE	ITEM #	DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
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	BOOKS 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
		02	1 DVD/AUTH#871	BOOKS 211-00-75-20-2120 19000297		13.87
				AUDIO/VISUAL	INVOICE TOTAL:	33.8(
747677998468-L	01/07/19	0.1	5 BOOKS/AUTH#894	211-00-75-20-2110 19000297	02/13/19	62.00
				BOOKS	INVOICE TOTAL: VENDOR TOTAL:	62.0(
1113233 AMERIPRIDE	SERVICES INC	S				
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	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: VENDOR TOTAL:	47.78
	MATSAS VOKAGT	Z.				
111866U AKKUWHEAD LIBKAKI		I I				
14477-L	12/31/18	01	OVERDUE NOTICES - DEC 2018	211-00-75-20-2010 OFFICE SUPPLIES	02/13/19	27.00

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE # 7ENDOR #	INVOICE IT DATE #	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT DUE DATE		ITEM AMT
)118660 ARROWHEAD I	LIBRARY SYSTEM	WS.						
14477-L	12/31/18 0	02	DISC REPAIRS - NOV&DEC 2018	211-00-75-20-2120		02/13/19	19	2.50
)	03	LIBRARY BROCHURES PRINTING	211-00-75-20-2030				20.00
	9	04	LIBR BUSINESS CARDS PRINTING	211-00-75-20-2030				10.72
				PRINTING/BINDING		INVOICE TOTAL: VENDOR TOTAL:		60.22
)201428 BAKER & TAY	TAYLOR LLC							
2034241475-L	12/31/18 0	01	6 BOOKS ACCT#L411199	211-00-75-20-2120		02/13/19	19	48.98
				AUDIO/VISUAL		INVOICE TOTAL:		48.98
2034248347-L	01/02/19 (01	9 BOOKS ACCT#L025981	211-00-75-20-2110	19000389	02/13/19	19	118.51
				BOOKS		INVOICE TOTAL:		118.5
2034257944-L	01/08/19 (01	3 BOOKS ACCT#L025981	211-00-75-20-2110	19000389	02/13/19	19	32.09
				BOOKS		INVOICE TOTAL:		32.09
2034269429-L	01/11/19	01	35 BOOKS ACCT#L025981	211-00-75-20-2110	19000389	02/13/19	19	378.67
				BOOKS		INVOICE TOTAL:		378.6
2034279666-L	01/11/19	01	19 BOOKS ACCT#L411199	211-00-75-20-2110	19000389	02/13/19	/19	122.82
				BOOKS		INVOICE TOTAL:		122.82
2034290678-L	01/21/19	0.1	1 BOOK/CUST#L025981	211-00-75-20-2110	19000389	02/13/19	/19	14.40
				BOOKS		INVOICE TOTAL:		14.4(

D: AP441000.WOW

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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				INVOICES DOE ON THE OF					
INVOICE #	INVOICE	ITEM #	DESCRIPTION	7	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
)201428 BAKER & TAII	IAILOR LLC							01/21/00	116 70
2034294468-L	01/23/19	01	18 BOOKS A	ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	71.011
					BOONS		INVOICE T	TOTAL:	116.72
2034295303-L	01/25/19	01	10 BOOKS/C	BOOKS/CUST#L411199	211-00-75-20-2110	19000389		02/13/19	111.97
					BOOKS		INVOICE T	TOTAL:	111.97
2034300528-L	01/25/19	01	14 BOOKS A	ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	215.40
					BOOKS		INVOICE I	TOTAL:	215.40
2034306665-L	01/28/19	01	16 BOOKS A	ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	143.36
					BOOKS		INVOICE TOTAL VENDOR TOTAL:	TOTAL:	143.3(1,302.92
)205640 LEAGUE OF MN CITIES		INS TRUST	UST						
1	01/22/19	01	LIBR 2019	WORK COMP INS PREM	999-99-00-00-1000			02/13/19	2,624.20
1					HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	COTAL: OTAL:	2,624.2(2,624.2(
)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: VENDOR TOTAL:	TOTAL: TOTAL:	50.00
)215750 BOUNDARY WATERS	TERS JOURNAL	AL							
2019/SUBSCRPTN-L	01/18/19	01	SUBSCR REN	RENEWAL GR PUB LIBR	211-00-75-20-2140	19000201		02/13/19	26.00
					PERIODICALS		INVOICE TOTAL VENDOR TOTAL:	TOTAL:	26.00

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE #	INVOICE IT DATE #	I TEM	DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
)221700 BUSY BEES Q	BUSY BEES QUALITY CLNG S	SVC	INC			
5892-L	01/24/19 (01	LIBRARY JAN CLEANING SERVICE	211-00-75-30-3090 19000264 JANITORIAL SERVICES	02/13/19 INVOICE TOTAL: VENDOR TOTAL:	1,700.00
)305485 CENGAGE LEARNING	RNING 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		267.00
		0 4	WSTRN 3 LRG PRINT STANDING ORD	211-00-75-20-2110 19000296		795.00
				BOOKS	INVOICE TOTAL: VENDOR TOTAL:	4,630.00
)421455 DULUTH NEWS	TRIBUNE					
178103720/2019-L	01/30/19 0	0.1	RENEWAL ACCT # 178103720	211-00-75-20-2130 19000293 NEWSPAPERS	02/13/19 INVOICE TOTAL: VENDOR TOTAL:	298.48 298.48 298.48
)605191 FIDELITY SE	SECURITY LIFE	INS	00			
L	02/04/19	01	JAN VISION INS	999-99-00-00-1000 HOLDING ACCOUNT	02/13/19	6.57
		05	LIBR FEB VISION INS PREMIUM	HOLDING ACCOUNT	INVOICE TOTAL: VENDOR TOTAL:	13.14

)701650 GARTNER REFRIGERATION CO

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

		INVOICES DUE ON BEFORE	EFONE OZ/ 13/ 2010		
INVOICE /	# INVOICE IT	ITEM # DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CARTNER REFRIGERATION CO	0			
		1 TAROD DEDIACE 25 ACTUATOR	211-00-75-30-4070 19000395	02/13/19	220.00
74937-L		TRUCK CHARGE	GENERAL EQUIP MAINT/REPAIR 211-00-75-30-4070 19000395		10.00
		FREIGH	GENERAL EQUIP MAINT/REPAIR 211-00-75-30-4070 19000395		40.40
		04 PARTS/CUST#C-0658	GENEKAL EQUIF MAINI/KEFAIR 211-00-75-30-4070 19000395 GENERAL FOUTD MAINT/DEPAIR		568.18
			GENEKAL EÇOIF MAINI/NEFAIN	INVOICE TOTAL: VENDOR TOTAL:	838.58
1718010	CITY OF GRAND RAPIDS				
0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0			0001-00-00	02/13/19	154.25
П	12/31/18	01 LIBR 2018 POSTAGE EXPENSES	499-39-00-00-1000 HOLDING ACCOUNT		
		02 LIBR 2018 COPIER EXPENSES	999-99-00-00-1000 HOLDING ACCOUNT		157.95
				INVOICE TOTAL: VENDOR TOTAL:	312.2(
1718015	GRAND RAPIDS CITY PAYROLL	TI			
ч	02/01/19	01 LIBR 2/1/19 PAYROLL	999-99-00-00-1000	02/13/19	20,468.08
		02 LIBR 1/18/19 PAYROLL	HOLDING ACCOUNT 999-99-00-00-1000 HOLDING ACCOUNT		20,411.65
		03 LIBR 1/4/19 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT		19,925.51
				INVOICE TOTAL: VENDOR TOTAL:	60,805.2
1914800	TNVEST FARLY PROJECT				
2920-I	01/30/19	01 SAT STORY TIME, JAN 2019	211-00-75-30-3100 19000387	02/13/19	640.00
			OTHER CONTRACTED SERVICES	TNVOICE TOTAL:	640.00

640.00

INVOICE TOTAL:

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

INVOICE # INVOICE ITEM 7ENDOR # DESCRIPTION	ACCOUNT # P.O.	# PROJECT	CT DUE DATE	ITEM AMT
2920/2018-L 12/31/18 01 SAT STORY TIME, DEC 2018		0387	02/13/19	480.00
	OTHER CONIKACIED SERVI		INVOICE TOTAL: VENDOR TOTAL:	480.00
.209516 LINCOLN NATIONAL LIFE				
L 02/04/19 01 LIBR FEB SUPPLMNTL LIFE INS	999-99-00-00-1000		02/13/19	39.00
02 LIBR JAN SUPPLMNTL LIFE INS	HOLDING ACCOUNT 999-99-00-00-1000 HOLDING ACCOUNT			39.00
		INVO	INVOICE TOTAL: VENDOR TOTAL:	78.00
301146 MARCO TECHNOLOGIES, LLC				
	999-99-00-00-1000		02/13/19	120.43
02 SEP-DEC 2019 BW & CLR	HOLDING ACCOUNT 999-99-00-00-1000			133.93
	HOLDING ACCOUNT	INVOICE VENDOR	INVOICE TOTAL: VENDOR TOTAL:	254.36
0405223 DEER RIVER HIRED HANDS INC				
501355-L 01/04/19 01 LIBR 1STQTR RECYCLING/C#11022	10	19000095	02/13/19	150.00
	GARBAGE REMOVAL	INV	INVOICE TOTAL: VENDOR TOTAL:	150.00
.309199 MINNESOTA ENERGY RESOURCES				
TO 1/22/19 01 LIBR DEC NTL GAS	999-99-00-00-1000		02/13/19	728.63
	HOLDING ACCOUNT	INV	INVOICE TOTAL: VENDOR TOTAL:	728.63

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE #	INVOICE ITEM DATE #	DESCRIPTION	ACCOUNT # B.O. # E	PROJECT DUE DATE	ITEM AMT
.309335 MINNESOTA R	REVENUE				
П	01/21/19 01	LIBR DEC STAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT	02/13/19	49.87
				INVOICE TOTAL: VENDOR TOTAL:	49.8
.405725 NETWORK SERV	SERVICE COMPANY				
548619-L	12/31/18 01	2-WHT 2 PLY 12RL/CS	211-00-75-20-2150	02/13/19	58.08
	02	1-MILD FOAM SOAP CUST#7895-4			22.16
			MAINTENANCE TOOLS/SUPPLIES	INVOICE TOTAL:	80.24
548620-A-L	01/14/19 01	FLOOR NEUTRALIZER CLNR/#7895-4		02/13/19	43.29
			MAINTENANCE TOOLS/SUPPLIES	INVOICE TOTAL:	43.29
548620-L	01/07/19 01	KITCHEN ROLL TOWEL/C#7895-4	_	02/13/19	33.62
			MAINTENANCE TOOLS/SUPPLIES	INVOICE TOTAL:	33.62
556343-L	01/28/19 01	WHT 2PLY/#7895-4		02/13/19	29.04
			MAINTENANCE TOOLS/SOFFLIES	INVOICE TOTAL: VENDOR TOTAL:	29.04
.405850 NEXTERA COM	NEXTERA COMMUNICATIONS LLC				
ī	01/14/19 01	LIBR JAN PHN SERV		02/13/19	82.88
			HOLDING ACCOUNT	INVOICE TOTAL: VENDOR TOTAL:	82.88

.415377 NORTHERN BUSINESS PRODUCTS INC

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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			INVOICED DOD			
INVOICE # /ENDOR #	INVOICE I DATE	ITEM #	DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
.415377 NORTHERN BU	BUSINESS PRODUCTS	JCTS	INC			
367590-L	01/01/19	01	INDEX, BINDER, LTR, MO/C#7789	1	02/13/19	3.65
				OFFICE SUPPLIES	INVOICE TOTAL:	3.6
368983-L	01/09/19	01	DUSTER, 180, REFILL, UNSCNT	1	02/13/19	91.67
		02	PEN, BP, STK, RND STIC, MED, B		ì	5.99
		03	TONER, HP 410A, LJ, CART, MG			120.99
				COMPUTER SUPPLIES	INVOICE TOTAL:	218.65
370016-L	01/11/19	01	BINDER, VIEW, ROUND, 1", WE	1	02/13/19	23.88
				OFFICE SUPPLIES	INVOICE TOTAL:	23.88
371723-L	01/16/19	01	TONER, LSR, LJ 305A, CYA		02/13/19	131.99
		02	TONER, LSR, LJ 305A, MAG			131.99
				COMPUTER SUPPLIES	INVOICE TOTAL:	263.98
374230-L	01/23/19	01	TONER, HP 410A LJ CART, BK	10	02/13/19	91.99
				COMPUTER SUPPLIES	INVOICE TOTAL:	91.99
374775-L	01/25/19	0.1	CHAIR NESTING, 2/CT, BK	0	02/13/19	488.80
				INVENTORIAL SUPPLIES	INVOICE TOTAL:	488.80
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	1		7.33

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

PAGE:

			INVOICES DUE ON/BEFORE 02/13/2019				
INVOICE #	# INVOICE DATE	ITEM #	1 DESCRIPTION ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377	NORTHERN BUSINESS PRODUCTS	DUCTS	NINC				
376531-L	01/30/19	9 03	PAPER, COPY, 8.5X11, WE 20# 211-00-75-20-2020 19000388	20 19000388		02/13/19	35.99
			COPY SUPPLIES		INVOICE TO VENDOR TOT	TOTAL:	74.44
.516220	OPERATING ENGINEERS LOCAL		#49				
ń	01/14/19	9 01	LIBR FEB HEALTH INS PREMIUM	00		02/13/19	11,216.00
			HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:)TAL: [AL:	11,216.00 11,216.00
.601750	PAUL BUNYAN COMMUNICATIONS	TIONS					
п	02/04/19	9 01	LIBR JAN SERV 999-99-00-1000	00		02/13/19	244.36
		02	LIBR FEB SERV 9999-99-090-1000	00			244.36
			NOLDING ACCONT		INVOICE TOTAL: VENDOR TOTAL:	OTAL: FAL:	488.72
.605665	PERSONNEL DYNAMICS	LLC					
46883-L	12/29/18	8 01	R.LOOMIS 18HRS@18.23 WK 12/29 211-00-75-10-1050	50		02/13/19	328.14
		02	A.PEDERSON 4.5HRS@18.23 12/29	50			82.04
			CONTRACTED SERV	CES	INVOICE TO	TOTAL:	410.18
46912-L	01/02/19	9 01	A WATKINS/11 HRS@18.23 WK 1/5	50 19000303		02/13/19	200.54
			CONIKACIED SERVICES	T CED	INVOICE TOTAL:	OTAL:	200.54
46945-L	12/12/18	8 01	A.BAUMAN 4HRS@13.5 WK OF 12/12	50		02/13/19	54.00
			CONTRACTED SERVICES	VICES	INVOICE TO	TOTAL:	54.00

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE # INVOICE 7ENDOR # DATE	E ITEM	1 DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
.605665 PERSONNEL DYNAMICS	LLC				
46945/2019-L 01/16/19	19 01	A BAUMAN/4HRS@13.50 WK 1/12 A WATKINS/6.5HRS@18.23 WK 1/12	211-00-75-10-1050 19000303 CONTRACTED SERVICES 211-00-75-10-1050 19000303	02/13/19	54.00
			CONTRACTED SERVICES	INVOICE TOTAL:	172.50
46982-L	19 01	A.PEDERSON/4.5HR@18.23 WK 1/19	211-00-75-10-1050 19000303	02/13/19	82.04
			CONIKACIED SERVICES	INVOICE TOTAL: VENDOR TOTAL:	82.0 ⁴ 919.2 ⁴
.621130 P.U.C.					
п 01/14/19	19 01	LIBR DEC ELEC/WTR & SWR	999-99-00-00-1000	02/13/19	2,743.58
	02	LIBR IRRIG DEC WTR	999-99-00-00-1000		15.24
	03	LIBR PUMP HOUSE DEC WTR & SWR	999-99-00-00-1000 HOLDING ACCOUNT		19.30
				INVOICE TOTAL: VENDOR TOTAL:	2,778.12 2,778.12
.805150 RECORDED BOOKS INC					
1409920/2019DVDBYMO- 01/01/19	19 01	DVD ORDER FILM MOVEMNT/1409920	211-00-75-20-2120 19000032	02/13/19	499.20
			AUDIO/VISUAL	INVOICE TOTAL:	499.20
1409920/TOPBXOFFICE/ 01/01/19	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	19 01	COP ADULT CD2 CUST # 1409920	211-00-75-20-2120 19000294	02/13/19	1,000.00
			AUDIO/VISUAL	INVOICE TOTAL: VENDOR TOTAL:	1,000.00

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/13/2019

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INVOICE # INVOICE ITEM 'ENDOR # DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
.920065 STAR TRIBUNE			
9277061/2019-L 01/01/19 01 SUBSRIPTION RENEWAL/#9277061	211-00-75-20-2130 19000031	02/13/19	473.72
	NEWSPAFEKS	INVOICE TOTAL: VENDOR TOTAL:	473.72
114356 UNIQUE MANAGEMENT SERVICES			
495013-L 01/31/19 01 JAN PLACEMENTS/GR AREA LIBR	1	02/13/19	179.00
	PROFESSIONAL SERV-COLLECTI	INVOICE TOTAL:	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
	FKOF ESSIONAL SERV-COLLECTI	INVOICE TOTAL: VENDOR TOTAL:	-35.8(143.2(
1114750 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	INVOICE TOTAL: VENDOR TOTAL:	20.50
2005637 VERIZON WIRELESS			
L 02/04/19 01 LIBR JAN MIFI	999-99-00-00-1000 HOLDING ACCOUNT	02/13/19	52.04
02 LIBR DEC MIFI	999-99-00-00-1000 HOLDING ACCOUNT		52.04
04 LIBR DEC LIBR DIR CELL PHN	999-99-00-00-1000		60.94
		INVOICE TOTAL: VENDOR TOTAL:	165.02

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE # 7ENDOR #	INVOICE IT DATE #	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
,209665 VISA								
ч	01/01/19	0.1	11/26 RAVENBURGER PUZZLE COMP	999-99-00-00-1000			02/13/19	104.90
	0	02 1	12/4 USPS PRIORITY MAIL	HOLDING ACCOUNT 999-99-00-00-1000 HOLDING ACCOUNT				189.25
	0	03 1	12/26 SAMMYS GFT CRD PUZ COMP	999-99-00-00-1000				50.00
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	OTAL: TAL:	344.15
3301700 WASTE MANAGEMENT OF MN		INC						
ц	02/11/19	01]	LIBRARY JAN SERVICE	999-99-00-00-1000			02/13/19	288.35
	J	02 I	LIBRARY DEC SERV	HOLDING ACCOUNT 999-99-00-00-1000				290.27
				HOLDING ACCOONT		INVOICE TOTAL: VENDOR TOTAL:	OTAL:	578.62
V308300 BETSV WHIRLEY								
	02/04/19	01	HONORARIUM PROG 1/28/19	999-99-00-00-1000			02/13/19	125.00
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	COTAL:	125.00

97,526.82

TOTAL ALL INVOICES:

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CITY OF GRAND RAPIDS VENDOR SUMMARY REPORT

PAGE:

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
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	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 is 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

<u>Hiring Recommendation (info from City Council Agenda)</u> 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.

Directors Report January 2019

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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.

Door count	9304 YTD door count 9304			YTD 2018 2018 YTD HOURS 938 646	148		YTD 2018 peop	8 169			3	7 7 489	4 53	
				YTD HOURS 724	YTD HOURS		YTD PEOPLE	173	293	0	62	11 619	75	
YTD 2018 10,721 12,426 12,212 102	YTD 2018 618 605	YTD 2018 900	5 103 165	YTD SESSIONS 909	152	YTD GROUPS	YTD PROGRAMS YTD PEOPLE	4 ∞	40	0	4 (28 2	4	YTD 2018
YTD 11,110 13,019 11,906 113	YTD 546 1,956	утр 1,067	0 112 91	HOURS 724	HOURS 279.75			173	293	0	62	11 619	75	HRS YTD 9
THIS MONTH 11,110 13,019 11,906 113	THIS MONTH 546 1,965	THIS MONTH kids + 398 1067	0 112 91	SESSIONS 909	152 PEOPLE 61	GROUPS 54	PROGRAMS	4 ∞	10	0	4	28	4	HRS THIS MONTH
CIRCULATION Check-outs Total Circulation Returns New cards	TECHNICAL PROCESSES Books cataloged and processed Withdrawn copies	REFERENCE	tests proctored computer help over 5 minutes Passports	INTERNET Pharos sessions ***	Non-Pharos sessions VOLUNTEERS	MEETING ROOM COMMUNITY ROOM/GSR	PROGRAMS & TOURS	BOOK IIME SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Adult Programs	BOOKINGS & ARRANGEMENTS 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.

MIKE RUSSELL '2970 Airport Rd. Grand Rapids, MN 55744

NAME	Grand Rapids Librar	~ .	40	7/19-2	/3/1
ADDRESS	DAMID ROPERS HOTAL	4		1	
CITY, STATE,	ZIP				_
SOLI	D BY CASH C.O.D. CHARGE	ON. ACCT.	MDSE. R	ETD. F	PAID OUT
QUANTITY	DESCRIPTION	PF	RICE	AM	DUNT
1	00 '	1 27 80		April Same	
2	Furniture Cleaning				
3			1		
4	Main Library	100		34	
5	Main Library Back Offices Kitchen Area	1			
6	Kitchen Alrea		AND AND		4
7	7,100				
8	0 0			,	
9	Labor Chemicals		1	HAR	00
0	1 0 10VII 00 4			Meso	60
1		1			
2					
3					
4					
5					
6		7.9			
7				47	
8	0	1 - 7 - 1		7	
ECEIVED BY	Owner: Mya Russell	/			<u> </u>

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.

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, Presiden

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.

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

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 Otr 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.

- 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

- 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

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 CITY OF GRAND RAPIDS TIME: 14:29:33 VENDOR SUMMARY REPORT ID: AP442000.WOW CITY OF GRAND RAPIDS PAGE: 1

INVOICES DUE ON/BEFORE 01/09/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0112100	AMAZON COM	0.00	184.16
0113100	AMAZON.COM AMERIPRIDE SERVICES INC ARROWHEAD LIBRARY SYSTEM BAKER & TAYLOR LLC BIXBY'S BLACKSTONE PUBLISHING BURGGRAF'S ACE HARDWARE	0.00	57.16
0113233	AMERIPATE SERVICES INC	0.00	
0118660	AKKOMUTAD TIRKAKI SISITM	0.00	41.10 1,064.76
0201428	BAREK & TAILOR DEC	0.00	80.16
0209850	BIXBL 2	0.00	197.99
0212124	BLACKSTONE PUBLISHING	0.00	43.86
0221650	BURGGRAF'S ACE HARDWARE	0.00	
0221700	BUSY BEES QUALITY CLNG SVC INC DEMCO INC ERICKSON'S ITASCA LUMBER INC FIDELITY SECURITY LIFE INS CO GARTNER REFRIGERATION CO GRAND RAPIDS CITY PAYROLL GRAND RAPIDS HERALD REVIEW LINVEST FABLY PROJECT	0.00	1,700.00 140.53
0405500	DEMCO INC	0.00	65.65
0518366	ERICKSON'S ITASCA LUMBER INC	0.00	
0605191	FIDELITY SECURITY LIFE INS CO	0.00	6.57
0701650	GARTNER REFRIGERATION CO	0.00	2,310.12 40,408.20
0718015	GRAND RAPIDS CITY PAYROLL	243,047.83	40,408.20
0718060	GARTNER REFRIGERATION CO GRAND RAPIDS CITY PAYROLL GRAND RAPIDS HERALD REVIEW INVEST EARLY PROJECT MARCO TECHNOLOGIES, LLC MINNESOTA ENERGY RESOURCES MINNESOTA REVENUE NARDINI FIRE EQUIPMENT CO INC.	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 NORTHERN BUSINESS PRODUCTS INC	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	NORTHERN BUSINESS PRODUCTS INC OPERATING ENGINEERS LOCAL #49 OXFORD UNIVERSITY PRESS USA PERSONNEL DYNAMICS LLC PETERSON'S A NELNET CO P.U.C. SALEM PRESS TRU NORTH ELECTRIC LLC UNIQUE MANAGEMENT SERVICES UNUM LIFE INSURANCE CO OF AMER	0.00	179.00
2114750	HNUM LIFE INSURANCE CO OF AMER	0.00	20.50
	SUSAN M VANN	0.00	40.0
2201520		0.00	60.9
2203037	VIKING ELECTRIC SUPPLY INC	0.00	77.28
2209421	VISA	0.00	1,505.8
2308300	BETSY WHIRLEY	0.00	250.0
	тота	L ALL VENDORS:	66,474.9

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)

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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

1 5	ummar	y of Ass	and the second second	vestment F	Performan	:e
			YTD	1 Year	3 Year	5 Year
	\$	%		(Annualized)		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	32,281	100.0%	-4.7%	-4.7%	5.9%	4.7%
	(2)	0.0%	1.7%	1.7%	0.9%	0.6%
\$	32,280	100.0%				
	\$	\$ 32,281 (2)	\$ % 32,281 100.0% (2) 0.0%	\$ % 32,281 100.0% -4.7% (2) 0.0% 1.7%	Investment F YTD 1 Year	Investment Performance YTD 1 Year 3 Year \$ % (Annualized 32,281 100.0% -4.7% -4.7% 5.9% (2)

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 (R	eturned)	
Organization		Amount
Grand Rapids Public Library	\$	1,314
	\$	1,314

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

with Comparative	e rotais for Jan	uary 31, 2016		Percent
	2018	2019	2019	of
	Actual	Actual	Budget	Budget
Fund Balance 1/1/XX:			Wanning or the state of the sta	
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		-:-:-:-:-	-	
	22400022224000000000000000000000000000		Walked	
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	-∵-∵ 3,32 8 -	45,600	7%
Fines & Forfeits	757	7.88	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%
	(50.504)	200 204		
OPERATING SURPLUS (DEFICIT)	(50,584)	(29,481)	-	
O. D. C. Library Franchistics County County				0%
Gr Rapids Library Foundation Captl Grant	-	- : - : - : - : - : - : -	-	
Capital Outlay	was		-	0%
UNIVERSE SUBSTITUTE OF THE SUB				
Fund Polonos 1/21/VV				
Fund Balance 1/31/XX Cash Flow	379,034	400,137	429,618	
Cash Flow Compensated Absences	40,717	40,717	40,717	
Emergency/unanticipated Expenditures	44,574	44,574	44,574	
Major Equipment Replacement	74,014			
Major Equipment Replacement	VIENNAMORANA (VIENNAMO VIENNAMO VIENNAM		Harry 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 1999, 19	
TOTAL FUND BALANCE 1/31/XX	\$ 464,325	\$ 485,428	\$ 514,909	
			TOTAL DESCRIPTION OF THE PROPERTY OF THE PROPE	

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.

YEAR TO DATE THROUGH JANUARY 31, 2019

٠,				2019	Year to	Percent
	Account Number	Account Description		Budget	Date	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	ea	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%_
	211 00 07 00 0100	11125 MENT 11135 ME	Aucres	916,069	5,150	1%
	211-00-39-00-5500	FUND BALANCE USAGE		**	-	0%
	211-00-75-00-7200	OPERATING TRANSFER OUT		_	-	0%
	211-00-75-00-7200	Of Electrical Politics Electron				
	211-00-75-10-1010	SALARY-FULL TIME		442,059	15,221	3%
	211-00-75-10-1010	SALARY-PARTTIME		22,803	854	4%
	211-00-75-10-1050	CONTRACTED SERVICES		7,000	455	7%
	211-00-75-10-1030	PERA		34,865	1,206	3%
	211-00-75-10-1210	FICA		28,821	997	3%
	211-00-75-10-1220	MEDICARE		6,740	233	3%
	211-00-75-10-1250	HEALTH INSURANCE		142,668		0%
		LIFE INSURANCE		221	3	1%
	211-00-75-10-1330	VISION INSURANCE			1	0%
	211-00-75-10-1347 211-00-75-10-1510	WORKERS COMPENSATION		2,255	219	10%
	211-00-75-10-1510	OFFICE SUPPLIES		7,000	164	2%
		COPY SUPPLIES		1,400	36	3%
	211-00-75-20-2020	PRINTING/BINDING		900	-	0%
	211-00-75-20-2030	COMPUTER SUPPLIES		2,600	477	18%
	211-00-75-20-2060	COMPUTER SUPPLIES COMPUTER INVENTORY		2,500	711	0%
	211-00-75-20-2070			5,900		0%
	211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999 INVENTORIAL SUPPLIES		1,000	489	49%
	211-00-75-20-2090	VOLUNTEER PRGM SUP & MATERIALS		500		0%
	211-00-75-20-2095	OPERATING SUPPLIES		2,000	_	0%
	211-00-75-20-2100			44,000	6,269	14%
	211-00-75-20-2110	BOOKS		9,000	3,337	37%
	211-00-75-20-2120	AUDIO/VISUAL		1,400	772	55%
	211-00-75-20-2130	NEWSPAPERS		7,000	26	0%
	211-00-75-20-2140	PERIODICALS		2,500	106	4%
	211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES		2,500 500	100	0%
	211-00-75-30-3000	PROFESSIONAL SERVICES			-	0%
	211-00-75-30-3010	ACCOUNTING SERVICES		900	105	16%
	211-00-75-30-3070	LAUNDRY		650		8%
	211-00-75-30-3090	JANITORIAL SERVICES		20,400	1,700	13%
	211-00-75-30-3100	OTHER CONTRACTED SERVICES		6,000	765	
	211-00-75-30-3210	TELEPHONE		6,000	379	6% 0%
	211-00-75-30-3220	POSTAGE/FREIGHT		3,000	-	0% 16%
	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	50	0%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	es es	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 & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	gas	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
[1 2: 15:08:55
[D: AP443000.CGR

CITY OF GRAND RAPIDS DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/13/2019

	VENDOR #	NAME	AMOUNT DUE
PUBLIC LI	BRARY		
y come.	177777	AMAZON.COM AMERIPRIDE SERVICES INC ARROWHEAD LIBRARY SYSTEM BAKER & TAYLOR LLC BLACKSTONE PUBLISHING BOUNDARY WATERS JOURNAL BUSY BEES QUALITY CLNG SVC INC CENGAGE LEARNING INC DEER RIVER HIRED HANDS INC DULUTH NEWS TRIBUNE GARTNER REFRIGERATION CO INVEST EARLY PROJECT NETWORK SERVICE COMPANY NORTHERN BUSINESS PRODUCTS INC PERSONNEL DYNAMICS LLC RECORDED BOOKS INC STAR TRIBUNE UNIQUE MANAGEMENT SERVICES	422.65 76.36 60.22 1,302.92 50.00 26.00 1,700.00 4,630.00 150.00 298.48 838.58 1,120.00 186.15 1,165.35 919.26 3,299.20 473.72 143.20
		TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 16,862.17
	2209665 2301700	LEAGUE OF MN CITIES INS TRUST FIDELITY SECURITY LIFE INS CO	2,624.2(13.14 312.2(60,805.24 78.0(254.36 728.6: 49.8' 82.88 11,216.0(488.7: 2,778.1: 20.5(165.0): 344.1! 578.6: 125.0

97,526.8

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 80,664.6

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

BRARY
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PUBLIC
FUND:

DUNT DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
SB			c	C	702.687.00
-00-31-00-0100 CURRENT	0.00	00.784,207		•	0.00
-00-31-00-0200 DELINQUENT	0.00) C	00.0	0.00
	00.0	000	2 0	00.0	0.00
-00-31-00-4055 FISCAL DISPARITIES -00-31-00-9100 PENALTIES & INTEREST-DELINQUEN	00.0	0	00.0	00.0	00.0
		702.687.00	0.00		7.0
AL AL TAXES	00.0	702,687.00	0.00	00.0	702,687.00
ERGOVERNMENTAL					
	c	00.00	00.00	00.00	00.00
ANNEXATION	200	00.0	00.00	00.00	00.00
	00.0	0.00	00.00	00.00	0.00
	00.0	0.00	00.00	00.00	00.00
-00-33-00-4250 STATE OF MINNESOLA	00.0	128,000.00	00.0	00.0	128,000.00
-00-33-00-6300 LIBRAKI CONIKACIS -00-33-00-6310 ALS REIMBURSEMENT		5,282.00	٥.	•	5,282.00
		1 2 2 2	0.00	0.00	3,282.
AL AL INTERGOVERNMENTAL	00.0	282.	00.00	00.0	133,282.00
RGES FOR SERVICES					
i	00.0	00.00	00.00	00.0	00.00
	33.00	2.200.00	227.68	00.00	1,972.32
	2020	3.500.00	228.61	00.00	3,271.39
INTERNET	1000	00.009	00.00	00.0	600.00
	22.2	38,500.00	2,765.00	00.0	35,735.00
	00.0		00.0	00.00	0.00
-00-34-00-7985 POSTAGE REIMBURSEMENTS-TESIS -00-34-00-7990 FAX MACHINE USE	106.67	O.	106.67	00.0	693.33
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20 702 6	45.600.00	327	00.0	42,272.04
AL AL CHARGES FOR SERVICES		ים ו	3,327.96	0.00	42,272.04

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

JUNI BER DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
UES ES & FORFEITS					
-00-35-00-1030 LIBRARY FINES	<u>,</u>	2,000.0	87.		,212.4
	787.60	000,	87.	00.0	, 212
AL FINES & FORFEITS	787.60	12,000.00	787.60	00.00	11,212.40
CELLANEOUS REVENUE					
-00-37-00-2310 DONATIONS	150.00	1,500.00	150.00	00.0	1,350.00
	00.00	1,000.00	00.00	00.0	1,000.00
	00.0	1,000.00	00.00	00.0	1,000.00
-00-37-00-2337 DONATION-LIBRARY PROGRAMS	00.0	200.00	00.00	00.00	200.00
-00-37-00-2365 ENDOWMENT FUND INCOME	0.00	1,300.00	00.00	00.0	1,300.00
-00-37-00-2367 GRAND RAPIDS LIBRARY FOUNDATIN	00.0	8,000.00	00.0	00.0	00
-00-37-00-2368 DONATIONS-ADA PROJECT	00.0	00.0	00.0	00.0	0
-00-37-00-2375 MEETING ROOM RECEIPTS	786.88	4,500.00	786.88	00.0	3,713.12
-00-37-00-2420 BLANDIN GRANTS	0.00	00.00	00.00	00.0	0
-00-37-00-2421 MIRC GRANT	00.0		00.0	00.0	0.0
-00-37-00-2450 MISCELLANEOUS	97.29	2,000.00	97.29	00.0	۲.
-00-37-00-2455 ENERGY REBATES	00.0	00.00	00.0	00.0	٥.
-00-37-00-2460 BOARD FUNDRAISER	00.0	00.00	00.00	٥.	0.0
-00-37-00-5100 INVESTMENT INCOME	0	00,	00.0	0.00	3,000.00
1%	1,034.17	22,500.00	1,034.17		9
AL MISCELLANEOUS REVENUE	1,034.17	22,500.00	1,034.17	00.0	21,465.83
ER SOURCES					
-00-39-00-4620 INSURANCE RECOVERY	0.00	0.00	00.00	00.0	00.00
SALES OF	00.0	00.0	00.0	00.0	00.0
-00-39-00-5030 OPERATING TRANSFERS IN	00.0	00.0	00'0	00.00	00.0
-00-39-00-5500 FUND BALANCE USAGE	00.0	0.00	00.00	00.0	00.0
TW.	00.0	٠.	0.00	•	00.00
AL OTHER SOURCES	00.0	00.00	00.00	00.0	00.0

CITY OF GRAND RAPIDS	DETAILED REVENUE & EXPENSE REPORT	MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES	FOR 1 PERIODS ENDING JANUARY 31, 2019
02/06/2019	10.08.05	21.22.22.22.22.22.22.22.22.22.22.22.22.2	

OUNT BER DESCRIPTION	3 1:	FIS YE BUD	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
AL REVENUES:	5,149.73	916,069.00	149.		,919.2
SES ERAL ADMINISTRATION					
-00-75-00-7200 OPERATING TRANSFER OUT	0		00.0	00.00	00.0
AL	00.0	00.0			0.0
	15 221 43	442 059 00	15.221.43	00.00	426,837.57
-00-75-10-1010 SALAKI-FOLD IIMB -00-75-10-1000 SALARV-FULLTAMR/OVERTIME		0	0.0	00.00	
SALARY-PARTTIME	854.00	22,803.00	854.00	00.0	21,949.00
	00.00	0.00	00.0	00.0	0.0
	455.08	7,000.00	455.08	00.0	~
	1,205.67	34,865.00	1,205.67	00.0	33,659.33
	996.66	28,821.00	96	00.00	27,824.34
	233.09	6,740.00	233.09	00.00	6,506.9
	00.00	142,668.00	00.00	00.00	68.0
	3.00	221.00		00.00	218.00
	00.00	00.0	00.00	00.00	00.0
VISION	0.51	00.0	0.51	٥.	(0.51)
-	00.00	00.00	00.00	٥.	٥.
	218	,255.	218.68	00.0	2,036.32
AL PERSONNEL	19,188.12	687,432.00	188.	00.0	8,243.8
PLIES & MATERIALS	163.64	7,000.00	163.64	00.00	6,836.36
	90. UK	00	ro	00.00	1,364.01
	00:0	00.006	00.00	00.00	900.00
	00.00	00.00	00.00	00.0	00.00
	476.96	2,600.00	476.96	00.00	2,123.04
COMPITTER	0.00	2,500.00	00.0	400.00	2,100.00
	0.00	5,900.00	00.0	٠	5,900.00
INVENTORIAL SUF	488.80	1,000.00	488.80	00.00	511.20

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

OUNT BER DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE
	[,		
RI.					
	0.00	500.00	00.0	00.00	
VOLUNIBER FROM 30F &	, '	2,000.00	00.00	00.0	2,000.00
	6.268.93	44,000.00	268.9	00.0	,731.0
	9	00.000,6	3,336.86	00.00	۲.
	3 (1,400.00	772.2	00.0	627.80
	00 90	7.000.00	٥.	00-0	,974.0
PEKIODICALS) to the state of	2,500.00	105.95	00.0	2,394.05
	•		0.00	00.0	00.00
-00-75-20-2190 OTHER SUPPLIES/WAIERIALS -00-75-20-2210 EQUIPMENT PARTS	00.0	0	0.00	00.0	00.00
AL SUPPLIES & MATERIALS	11,675.33	87,700.00	נו	0.0	
DUDGERO 1 DEPARTMENT OF					,
CERVICED &	0.00	500.00	00.0	0	200.00
PROFESSIONS	00.0	900.00	00.00	•	00.006
	00.00	0.00	00.0	00.00	00.0
	_ C	650.00	104.94	0.0	545.0
LAUNDRY	00 002 1	0.00	1,700.00	1,700.00	0.000
	765.00	, .	765.00	009	4,735.00
0	379.28	6,000.00	379.28	00.00	5,620.72
-00-75-30-3210 TELEPHONE	•	0	0.00	00.00	3,000.00
	80.16	500	80.16	00.00	419.84
5 1	, 0	500.00	00.00	00.00	
	00.0	00	00.0	00.0	300.0
	179.00	2,000.00	179.00	00.0	٥.
PROFESSIONAL	, 0	0.00	00.0	00.00	0
-	00.0	300.00	00.0	00.0	0
	00-0	00	00.0	00.0	0.000
		30,000.00	00.00	•	0.000
	438.35	3,600	438.35	00.00	161.6
GARBAGE KEMUN		4,000,00	00.0	00.0	0.000
HEAT - NATUKAL	000	8,000.00	00.0	00.00	8,000.0
		0.000	0	00.0	,000,0
-75-30-4010		000		00.0	1,000.00
00-75-30-4015 GROUNDS MAINTENANCE					

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

UNCOLLECTED/ UNENCUMBERED BALANCE	G G	0.0	3,000.00	00.000,6	1,319.57	00.0	00.0	300.00	100.00	٥.	00.0	00.0	6,447.00	134,969.84	00.00	0.0	878,838.39		00.0	00.0	00.0	00.0	00.00	0.00	00.0	0.00
OUTSTANDING ENCUMBRANCES	c		00.0	0.00	00.0	00.0	00.0	00.0		00.0	00.0	00.00	00.0	2,200.00	00.0	. 0	2,600.00		00.0	00.00	00.0	00.0	00.0	0.00	00.0	00.0
FISCAL YEAR-TO-DATE ACTUAL	c	00.0	00.0	Ö	•	00.0		•	00.00	00.00	00.00	00.00	00.0	3,767.16	0.0	0.00	34,630.61		00.0	00.0	00.0	00.0	00.00	٥.	00.0	
FISCAL YEAR BUDGET	,	00.00.6	,000,	00.000,6	44	00.00		300.008	100.00	0	00.00	00.00	447	140,937.00		0.00	916,069.00		00.0	00.00	0.00	0.00	00.00	00.0	00.0	00.0
JANUARY ACTUAL	l	00.0	0	0	120.43	0 0	o c	00.0	, 0	00.0	0	· C	0.0	3,767.16	00.00	00.0	34,630.61		00.00	00.00	0.00	0.00	00.00	00.00	00.0	00.0
OUNT BER DESCRIPTION	SES BRAL ADMINISTRATION BR SERVICES & CHARGES	20 COMPUTER	-00-75-30-4025 COMPUTER LEASES						DOES			ENDOWMENT FOND	-00-75-30-4650 FACILIII MAINIBMANCE -00-75-30-4900 TRANSFER TO RESERVE	AL OTHER SERVICES & CHARGES	ITAL OUTLAY - -00-75-50-5500 EQPT/MACH/FURN/FIX -00-75-50-5900 BUILDING/BLDG IMPROV		AL CAPITAL COLLAI AL GENERAL ADMINISTRATION	NDIN GRANT	SADINABLE SARVICES	d in the	BLIND GRANT-YOUTH	OCCUP-FNGO W.				AL.

CITY OF GRAND RAPIDS	DETAILED REVENUE & EXPENSE REPORT	MONTH & YID ACTUAL WITH OUTSTANDING ENCUMBRANCES	FOR 1 PERIODS ENDING JANUARY 31, 2019
	02/06/2013	10:28:25	MOM - \$000/ \$75

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

DATE: 02/06/19 :IME: 15:12:09 :D: AP441000.WOW

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

PAGE:

INVOICE # 7ENDOR #	INVOICE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MOD WORKE OOFCELL		 						
	7	2	70 11En#110/00/00 00	211-00-75-20-2110 1	19000297		02/13/19	303.00
434759845435-L	61/51/10	٦ ٥						r
		05	1 BOOK ON CD	211-00-75-20-2120 1 AUDIO/VISUAL	19000297			23.13
						INVOLCE	TOTAL:	320.13
458585657597-L	01/12/19	01	1 BOOK	0-75-20-2110	19000297		02/13/19	19.99
		02	1 DVD/AUTH#871	-2120	19000297			13.87
				AUDIO/VISUAL		INVOICE	TOTÄL:	33.86
747677998468-L	01/01/19	01	5 BOOKS/AUTH#894	-75-20-2110	19000297		02/13/19	62.00
				BOOKS		INVOICE Y	: TOTAL: TOTAL:	62.0(422.6!
)113233 AMERIPRIDE S	SERVICES IN	INC						
3501319961-L	01/15/19	01	3X10 MAT CLASSIC CLTD	211-00-75-30-3070 1	19000173		02/13/19	8.74
		02	5X12 MAT CLASSIC/#350041513	15-30-3070	19000173			19.84
				LAUNDRY		INVOICE	TOTAL:	28.58
3501326055-L	01/29/19	01	MAT CLASSIC CLTD/#41-513	75-30-3070	19000288		02/13/19	47.78
				LAUNDRY		INVOICE VENDOR T	TOTAL:	47.78
)118660 ARROWHEAD L.	LIBRARY SYSTEM	TEM						
14477-L	12/31/18	01	OVERDUE NOTICES - DEC 2018	211-00-75-20-2010 OFFICE SUPPLIES			02/13/19	27.00

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

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

PAGE:

INVOICE #	INVOICE DATE	TTEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ARROWHEAD	LIBRARY SYSTEM	 \ \ \		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	} [
		,	(00 10 00 00 00 00			02/13/19	2.50
14477-L	12/31/18	02	DISC REPAIRS - NOV&DEC ZUIS	AUDIO/VISUAL			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1) -
		03	LIBRARY BROCHURES PRINTING	211-00-75-20-2030				20.00
		04	LIBR BUSINESS CARDS PRINTING	211-00-75-20-2030				10.72
				PRINTING/BINDING		INVOICE TOTAL: VENDOR TOTAL:	OTAL: TAL:	60.2%
)201428 BAKER & TAY.	TAYLOR LLC							
2034241475-L	12/31/18	01	6 BOOKS ACCT#L411199	211-00-75-20-2120			02/13/19	48.98
				AUDIO/VISUAL		INVOICE	TOTAL:	48.98
2034248347-L	01/02/19	01	9 BOOKS ACCT#L025981	0-75-20-2110	19000389		02/13/19	118.51
				BOOKS		INVOICE I	TOTAL:	118.5
2034257944-L	01/08/19	01	3 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	32.09
				BOOKS		INVOICE	TOTAL:	32.05
2034269429-L	01/11/19	01	35 BOOKS ACCT#L025981	211-00-75-20-2110	19000389		02/13/19	378.67
				BOOKS		INVOICE	TOTAL:	378.6
2034279666-L	01/11/19	01	19 BOOKS ACCT#L411199	211-00-75-20-2110	19000389		02/13/19	122.82
				BOOKS		INVOICE	TOTAL:	122.82
2034290678-L	01/21/19	01	1 BOOK/CUST#L025981	211-00-75-20-2110	19000389		02/13/19	14.40
				BOOKS		INVOICE	TOTAL:	14.4(

DATE: 02/06/19 IME: 15:12:10 D: AP441000.WOW

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

					1					
INVOICE #	INVOICE DATE	I TEM		DESCRIPTION	ION	ACCOUNT #	P, O, #	PROJECT	DUE DATE	ITEM AMT
)201428 BAKER & TAY	TAYLOR LLC									
2034294468-L	01/23/19	01	18		BOOKS ACCT#L025981	0-75-20-2110	19000389		02/13/19	116.72
						BOOKS		INVOICE	TOTAL:	116.72
2034295303-L	01/25/19	01	10	BOOKS,	10 BOOKS/CUST#L411199	0-75-20-2110	19000389		02/13/19	111.97
						BOOKS		INVOICE	TOTAL:	111.9
2034300528-T.	01/25/19	01	14		BOOKS ACCT#L025981	0-75-20-2110	19000389		02/13/19	215.40
						BOOKS		INVOICE	TOTAL:	215.4(
2034306665-L	01/28/19	01	16		BOOKS ACCT#L025981	0-75-20-2110	19000389		02/13/19	143.36
						BOOKS		INVOICE Y	TOTAL: TOTAL:	143.36
)205640 LEAGUE OF MN	CITIES	INS T	TRUST							
Ļ	01/22/19	9 01		LIBR 2019	19 WORK COMP INS PREM	999-99-00-00-1000			02/13/19	2,624.20
1						HOLDING ACCOUNT		INVOICE VENDOR TO	TOTAL: TOTAL:	2,624.2(2,624.2(
)212124 BLACKSTONE	PUBLISHING									
1073625-L	12/28/18	0 1	М	BOOK 0	ON CD CUST#39678	211-00-75-20-2120			02/13/19	50.00
						AUDIO/VISUAL		INVOICE VENDOR T	TOTAL: TOTAL:	50.00
)215750 BOUNDARY W	WATERS JOURNAL	JAL								
2019/SUBSCRPIN-L	01/18/19	0.1		BSCR R	SUBSCR RENEWAL GR PUB LIBR	-2140	19000201		02/13/19	26.00
						PERIODICALS		INVOICE TOTAL: VENDOR TOTAL:	TOTAL:	26.00

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE #	INVOICE ITI DATE #			ACCOUNT #	P.O. #	PROJECT DUE DATE	 	ITEM AMT
)221700 BUSY BEES	BUSY BEES QUALITY CLNG S	SVC INC 01 LIBRARY JAN CLEANING	NG SERVICE	211-00-75-30-3090 19 JANITORIAL SERVICES	19000264 ES	02/13/19 INVOICE TOTAL: VENDOR TOTAL:	Ļ	1,700.00 1,700.00 1,700.00
)305485 CENGAGE LE 65882142-L	LEARNING INC 01/10/19 0	01 BASIC 8 LP/ ACCT#154757 02 LPD 3 LRG PRINT STANDING OF 03 RC 2 LRG PRINT STANDING ORI 04 WSTRN 3 LRG PRINT STANDING	54757 ANDING ORDER NDING ORDER STANDING ORD	211-00-75-20-2110 BOOKS 211-00-75-20-2110 3 BOOKS 211-00-75-20-2110 3 BOOKS 211-00-75-20-2110 3	19000296 19000296 19000296	02/13/19 INVOICE TOTAL: VENDOR TOTAL:	2	2,496.00 772.00 567.00 795.00 4,630.00
)421455 DULUTH NEWS 178103720/2019-L	TRIBUNE 01/30/19	01 RENEWAL ACCT # 178	178103720	211-00-75-20-2130 NEWSPAPERS	19000293	02/13/19 INVOICE TOTAL: VENDOR TOTAL:		298.48 298.48 298.48
)605191 FIDELITY S L	SECURITY LIFE 1 02/04/19 (INS CO O1 LIBR JAN VISION INS O2 LIBR FEB VISION INS	S PREMIUM S PREMIUM	999-99-00-00-1000 HOLDING ACCOUNT 999-99-00-00-1000 HOLDING ACCOUNT		02/13/19 INVOICE TOTAL: VENDOR TOTAL:	on H	6.57 6.57 13.1 ⁴ 13.1 ⁴

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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			TINACTOR DEPOT					
INVOICE 'ENDOR #	# INVOICE DATE 	MI #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
)701650	GARTNER REFRIGERATION	ON CO						
7.75027	02/02/19	19 01	LABOR REPLACE Z5 ACTUATOR	211-00-75-30-4070 19000395	0 19000395		02/13/19	220.00
1 200 4				GENERAL EQUIP MAINT/REPAIR	INT/REPAIR			10.00
		0	TRUCK CHARGE	GENERAL EQUIP MA	EQUIP MAINT/REPAIR			(·
		03	FREIGHT	211-00-75-30-4070 19000395 GENERAL FOULD MAINT/REPAIR	0 19000395 INT/REPAIR			40.40
		04	PARTS/CUST#C-0658	211-00-75-30-4070 19000395	0 19000395			568.18
				GENERAL EQUIP MAINT/REPAIR	INT/REPAIR	INVOICE VENDOR T	TOTAL: TOTAL:	838.58 838.58
1718010	CITY OF GRAND RAPIDS	ľΩ						
ц	12/31/18	18 01	LIBR 2018 POSTAGE EXPENSES	999-99-00-00-1000 HOLDING ACCOUNT	0		02/13/19	154.25
		02	LIBR 2018 COPIER EXPENSES	999-99-00-00-1000	0			157.95
				HOLDING ACCOUNT		INVOICE VENDOR T	TOTAL: TOTAL:	312.2(
)718015	GRAND RAPIDS CITY PAYROLL	AYROLL						
ц	02/01/19	19 01	LIBR 2/1/19 PAYROLL	999-99-00-00-1000	0		02/13/19	20,468.08
		02	LIBR 1/18/19 PAYROLL	999-99-00-00-1000	0			20,411.65
		03	LIBR 1/4/19 PAYROLL	HOLDING ACCOUNT 999-99-00-00-1000	0			19,925.51
				HOLDING ACCOUNT		INVOICE VENDOR I	: TOTAL: TOTAL:	60,805.24 60,805.24
1914800	INVEST EARLY PROJECT	E						
0000		19 01	SAT STORY TIME, JAN 2019		19000387		02/13/19	640.00
				OTHER CONTRACTED	SERVICES	INVOICE	TOTAL:	640.00

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE #	INVOICE 1 DATE	ITEM *	DESCRIPTION	ACCOUNT #	P,0,#	PROJECT	DUE DATE	ITEM AMT
)914800 INVEST EARLY	PROJECT	 						
2920/2018-L	12/31/18	01	SAT STORY TIME, DEC 2018	_	19000387		02/13/19	480.00
				OTHER CONTRACTED S	SERVICES	INVOICE TOTAL: VENDOR TOTAL:	TOTAL: TOTAL:	480.00
.209516 LINCOLN NATIONAL LIFE	ONAL LIFE							
ы	02/04/19	01	LIBR FEB SUPPLMNTL LIFE INS	999-99-00-00-1000			02/13/19	39.00
		02	LIBR JAN SUPPLMNTL LIFE INS	999-99-00-00-1000 HOLDING ACCOUNT				39.00
						INVOICE VENDOR TO	TOTAL: TOTAL:	78.00
.301146 MARCO TECHNOLOGIES,	LOGIES, LLC	บ						
Ţ	01/14/19	01	LIBR JAN COPIER LEASE PMT	999-99-00-00-1000 HOLDING ACCOUNT			02/13/19	120.43
		02	SEP-DEC 2019 BW & CLR OVERAGES	999-99-00-00-1000 HOLDING ACCOUNT				133.93
						INVOICE VENDOR T	TOTAL:	254.36 254.36
)405223 DEER RIVER H	HIRED HANDS	INC						
501355-L	01/04/19	01	LIBR 1STQTR RECYCLING/C#11022		19000095		02/13/19	150.00
				GARBAGE REMOVAL		INVOICE VENDOR T	TOTAL: TOTAL:	150.00 150.00
.309199 MINNESOTA EN	ENERGY RESOURCES	RCES						
Ц	01/22/19	0.1	LIBR DEC NTL GAS				02/13/19	728.63
				HOLDING ACCOUNT		INVOICE VENDOR I	TOTAL: TOTAL:	728.63

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE # FENDOR #	INVOICE 1 DATE	TTEW #	DESCRIPTION	ACCOUNT #	P.O.#	PROJECT I	DUE DATE	ITEM AMT
.309335 MINNESOTA REVENUE	VENUE							
П	01/21/19	01	LIBR DEC STAX PAYABLE	999-99-00-00-1000)	02/13/19	49.87
				HOLDING ACCOUNT		INVOICE TOTAL VENDOR TOTAL:	TOTAL: OTAL:	49.8
.405725 NETWORK SERVICE COMPANY	ICE COMPAN!	54						
548619-L	12/31/18	01	2-WHT 2 PLY 12RL/CS	211-00-75-20-2150	-2150 	J	02/13/19	58.08
		02	1-MILD FOAM SOAP CUST#7895-4					22.16
				MAINTENANCE TOOLS/	TOOLS/ SUPPLIES	INVOICE TOT	TOTAL:	80.24
548620-A-L	01/14/19	01	FLOOR NEUTRALIZER CLNR/#7895-4	1	9000179	J	02/13/19	43.29
				MAINTENANCE TOOLS/	TOOLS/SUPPLIES	INVOICE TOT	TOTAL:	43.25
548620-L	01/01/19	01	KITCHEN ROLL TOWEL/C#7895-4	211-00-75-20-2150 19000099	6600006	J	02/13/19	33,62
				MAINTENANCE TOOLS/SUPPLIES	SULT440S	INVOICE TOT	TOTAL:	33.62
556343-L	01/28/19	01	WHT 2PLY/#7895-4	211-00-75-20-2150 19000363	9000363	0	02/13/19	29.04
				MAINTENANCE TOOLS/SUPPLIES	23 T T A A A A	INVOICE TOTAL VENDOR TOTAL:	TOTAL: :OTAL:	29.04
405850 NEXTERA COMMUNICATIONS	UNICATIONS	LLC						
H	01/14/19	01	LIBR JAN PHN SERV	999-99-00-00-1000			02/13/19	82.88
				HOLDING ACCOON!		INVOICE TOTAL: VENDOR TOTAL:	TAL: AL:	82.88

.415377 NORTHERN BUSINESS PRODUCTS INC

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE #	INVOICE	ITEM	DESCRIPTION	ACCOUNT #	P.O.#	PROJECT	DUE DATE	ITEM AMT
1		:				 		
.415377 NORTHERN BUS	BUSINESS PROD	PRODUCIS	INC					
367590-L	01/01/19	01	INDEX, BINDER, LTR, MO/C#7789	211-00-75-20-2010 1	19000388		02/13/19	3.65
						INVOICE T	TOTAL:	3.65
368983-L	01/09/19	01	DUSTER, 180, REFILL, UNSCNT	-75-20-2010	19000388		02/13/19	91.67
		02	PEN, BP, STK, RND STIC, MED, B	SUPPLIES -75-20-2010	19000388		i	5,99
		03	TONER, HP 410A, LJ, CART, MG	JPPLIES 20-2060	19000388			120.99
				COMPUTER SUPPLIES		INVOICE I	TOTAL:	218.6
370016-L	01/11/19	01	BINDER, VIEW, ROUND, 1", WE	-75-20-2010	19000388		02/13/19	23.88
				OFFICE SUPPLIES		INVOICE I	TOTAL:	23.88
371723-L	01/16/19	01	TONER, LSR, LJ 305A, CYA	5-20-2060	19000388		02/13/19	131.99
		02	TONER, LSR, LJ 305A, MAG	COMPUTER SUPPLIES 211-00-75-20-2060 1	19000388			131.99
				COMPUTER SUPPLIES		INVOICE I	TOTAL:	263.98
374230-L	01/23/19	01	TONER, HP 410A LJ CART, BK	5-20-2060	19000388		02/13/19	91.99
				COMPUTER SUPPLIES		INVOICE T	TOTAL:	91.99
374775-L	01/25/19	0.1	CHAIR NESTING, 2/CT, BK	0-2090	19000388		02/13/19	488.80
				INVENTORIAL SUPPLIES	Ų.	INVOICE	TOTAL:	488.8(
376531-L	01/30/19	0.1	TAPE, DBL CTD, SCOTCH/C#7789	-75-20-2010	19000388		02/13/19	31.12
		02	TAPE, COR, DRYLINE GRP	OFFICE SUPPLIES 211-00-75-20-2010 1 OFFICE SUPPLIES	19000388			7.33

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

INVOICE #	INVOICE IT DATE #	ITEM # DESCRIPTION		ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
.415377 NORTHERN BU	BUSINESS PRODUCTS	TS INC						
376531-L	01/30/19 (03 PAPER, COPY,	8.5X11, WE 20#	_	19000388		02/13/19	35.99
				COPY SUPPLIES		INVOICE TOTAL VENDOR TOTAL:	TOTAL: FOTAL:	74.44
516220 OPERATING E	OPERATING ENGINEERS LOCAL	L #49						
H	01/14/19	01 LIBR FEB HEALTH	TH INS PREMIUM	999-99-00-00-1000			02/13/19	11,216.00
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	COTAL: OTAL:	11,216.00 11,216.00
.601750 PAUL BUNYAN	COMMUNICATIONS	SNS						
П	02/04/19 (01 LIBR JAN SERV		999-99-00-00-1000			02/13/19	244.36
	O	02 LIBR FEB SERV						244.36
				HOLBING ACCOUNT		INVOICE 1	TOTAL: TOTAL:	488.72
.605665 PERSONNEL DYNAMICS	YNAMICS LLC							
46883-L	12/29/18	01 R.LOOMIS 18HRS@18	S@18.23 WK 12/29	211-00-75-10-1050	ŭ		02/13/19	328.14
		02 A.PEDERSON 4.	4.5HRS@18.23 12/29		2 C			82.04
				CONTRACTED SERVICES	N N	INVOICE	TOTAL:	410.18
46912-L	01/02/19	01 A WATKINS/11	HRS@18.23 WK 1/5	211-00-75-10-1050 19000303	19000303		02/13/19	200.54
				CONTRACTED SERVICES	ম ম	INVOICE	TOTAL:	200.54
46945-L	12/12/18	01 A.BAUMAN 4HRS	4HRS@13.5 WK OF 12/12	211-00-75-10-1050	Ç		02/13/19	54.00
				CONTRACTED SERVICES	N N	INVOICE TOTAL:	rotal:	54.00

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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			INVOICES DUE ON/BE	DUE ON/BEFORE UZ/13/2019				
INVOICE # 7ENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT # P.O.	# PROJECT	CT DUE	DATE	ITEM AMT
.605665 PERSONNEL DYNA	DYNAMICS LLC	ŭ						
46945/2019-L	01/16/19	0.1	A BAUMAN/4HRS@13.50 WK 1/12	211-00-75-10-1050 19000303	303	02/	02/13/19	54.00
		02	A WATKINS/6.5HRS@18.23 WK 1/12	211-00-75-10-1050 19000303	303			118.50
				CONTRACTED SERVICES	INVO	INVOICE TOTAL:	<u></u>	172.50
46982-L	01/19/19	01	A.PEDERSON/4.5HR@18.23 WK 1/19	211-00-75-10-1050 19000303	303	02/	02/13/19	82.04
				CONTRACTED SERVICES	INVO	INVOICE TOTAL: VENDOR TOTAL:	••	82.04 919.26
.621130 P.U.C.								
Ц	01/14/19	0.1	LIBR DEC ELEC/WTR & SWR	999-99-00-00-1000		02/	02/13/19	2,743.58
		02	LIBR IRRIG DEC WTR	999-99-00-00-1000				15.24
		03	LIBR PUMP HOUSE DEC WTR & SWR	999-99-00-1000				19,30
				HOLDING ACCOUNT	INVOICE VENDOR 1	ICE TOTAL: OR TOTAL:	•	2,778.12 2,778.12
.805150 RECORDED BOOKS	SINC							
1409920/2019DVDBYMO- 0	01/01/19	0.1	DVD ORDER FILM MOVEMNT/1409920	211-00-75-20-2120 19000032	32	02/	02/13/19	499.20
				AUDIO/VISUAL	INVOICE	ICE TOTAL:	••	499.20
1409920/TOPBXOFFICE/ 01/01/19	11/01/19	0.1	DVD TOP BOX OFFICE-5/#1409920	211-00-75-20-2120 19000032	32	02/	02/13/19	1,800.00
				AUDIO/VISUAL	INVOICE	ICE TOTAL:	••	1,800.00
PROFORMA/JAN-DEC19-L C	01/10/19	01	COP ADULT CD2 CUST # 1409920	211-00-75-20-2120 19000294	294	02/	02/13/19	1,000.00
				AUDIO/VISUAL	INVOICE	INVOICE TOTAL: VENDOR TOTAL:	**	1,000.00

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE # 7ENDOR #	INVOICE IT DATE #	ITEM # DESCRIPTION	ACCOUNT # P.O. #	PROJECT DUE DATE	ITEM AMT
.920065 STAR TRIBUNE	NE				
9277061/2019-L	01/01/19 0	01 SUBSRIPTION RENEWAL/#9277061	211-00-75-20-2130 19000031	02/13/19	473.72
			news papelks	INVOICE TOTAL: VENDOR TOTAL:	473.72
1114356 UNIQUE MANAGEMENT	AGEMENT SERVICES	Sa			
495013-L	01/31/19 0	01 JAN PLACEMENTS/GR AREA LIBR	211-00-75-30-3300 19000364	02/13/19	179.00
			PROFESSIONAL SERV-COLLECTI	INVOICE TOTAL:	179.00
495013/DEC18-L	12/31/18 0	01 DEC CREDIT FOR ACCTS CLOSED	211-00-75-30-3300 19000364	02/13/19	-35.80
			FROF ESSIONAL SERV-COLLECTION	INVOICE TOTAL: VENDOR TOTAL:	-35.8(143.2(
114750 UNUM LIFE	INSURANCE CO C	OF AMER			
ī	02/04/19 0	01 LIBR FEB LIFE INS PREMIUM	999-99-00-00-1000	02/13/19	20.50
			HOLDING ACCOON!	INVOICE TOTAL: VENDOR TOTAL:	20.50
205637 VERIZON WI	WIRELESS				
IJ	02/04/19 0	01 LIBR JAN MIFI	999-99-00-00-1000	02/13/19	52.04
	J	02 LIBR DEC MIFI	1000011NG ACCOONT 999-99-00-00-1000		52.04
		04 LIBR DEC LIBR DIR CELL PHN	999-99-00-00-1000		60.94
			HOLDING ACCOON!	INVOICE TOTAL: VENDOR TOTAL:	165.02

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CITY OF GRAND RAPIDS DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ដ	01/01/19	01	11/26 RAVENBURGER PUZZLE COMP	999-99-00-00-1000			02/13/19	104.90
		02	12/4 USPS PRIORITY MAIL	HOLDING ACCOUNT 999-99-00-00-1000				189.25
		03	12/26 SAMMYS GFT CRD PUZ COMP	999-99-00-00-1000				50.00
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	FOTAL: OTAL:	344.1
3301700 WASTE MANAGEMENT OF MN	MENT OF MN	INC						
'n	02/11/19	01	LIBRARY JAN SERVICE	999-99-00-00-1000			02/13/19	288.35
		02	LIBRARY DEC SERV	999-99-00-00-1000				290.27
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	IOTAL: OTAL:	578.62
308300 BETSY WHIRLEY	X.							
	02/04/19	01	HONORARIUM PROG 1/28/19	999-99-00-00-1000			02/13/19	125.00
				HOLDING ACCOUNT		INVOICE TOTAL: VENDOR TOTAL:	TOTAL: OTAL:	125.00
						TOTAL AL	TOTAL ALL INVOICES:	97,526.82

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CITY OF GRAND RAPIDS VENDOR SUMMARY REPORT

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
and tobs does was done one own pass does not over			
0113100	AMAZON.COM	184.16	422.65
	AMERIPRIDE SERVICES INC	600.58	76.36
	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

02/06/2019 CITY OF GRAND RAPIDS 15:11:12 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/13/2019

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

TOTAL ALL VENDORS: 97,526.82

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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 is 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.

Directors Report January 2019

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

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.

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Managaria Samagaria

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.

MIKE RUSSELL V 2970 Airport Rd. Grand Rapids, MN 65744

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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	y passed and adopted.

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

Whereby the resolution was declared duly passed and adopted.

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:	

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	y 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