

**GRAND RAPIDS AREA LIBRARY BOARD**

**Grand Rapids Area Library**

**January 9, 2019 5:00 P.M.**

**DRAFT**

**5:00 Call to order**

**Introductions of Board members**

**5:01 Roll call:**

**5:02 Public Comment (if anyone wishes to address the Board)**

**Election of officers**

**Appointment of liaisons to Library Foundation and Program Committee**

**Meeting schedule review**

**Board list review**

**5:05 A. Approval of agenda (Packet Item A)**

**5:10 B. Minutes. (Packet Item B)**

**5:12 C. Communications**

**5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

**Approve Financial reports and payment of bills as listed**

**5:20 E. Staff Reports (Packet Items E\_\_)**

**5:25 F. Old Business:**

**Budget**

**5:30 G. New Business:**

**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

**1. Approve payment of late bills**

**(none)**

**2. Approve Contracts and payment to presenters**

**(none)**

**3. Approve Resolution 2019-01 Accepting Donations**

**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**

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

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

**6:00 Adjourn**

## **Grand Rapids Area Library Regular Board Meeting December 12, 2018**

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

### **Roll Call:**

**Members Present:** Max Peters, Lisa Tabbert, Susan Zeige, Richard Thouin, Dennis Jerome, Jean MacDonell.

**Members Absent:** Randy McCarty, Shannon Benolken, Deborah Kee,

**Staff Present:** Director Marcia Anderson

### **Public Comment:**

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

**Minutes:** Jean MacDonell made a motion to approve minutes from the November 14, 2018 board meeting. A second was made by Max Peters. The motion was passed unanimously.

### **Communications:**

- 1. Report to Council (Written)**
- 2. Report to Council (PowerPoint slide)**

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

ALPHA PUBLIC LIBRARY BILL LIST - DECEMBER 12, 2018

DATE: 12/06/2018  
 TIME: 14:29:18  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/12/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,603.27	487.62
0113233	AMERIPRIDE SERVICES INC	5,200.62	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	1,736.70	96.50
0201428	BAKER & TAYLOR LLC	28,091.26	2,418.80
0212124	BLACKSTONE PUBLISHING	2,421.92	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	22,530.75	1,700.00
0315455	COLE HARDWARE INC	9,178.68	57.96
0405500	DEMCO INC	4,735.18	719.62
0502705	EBSCO SUBSCRIPTION SERVICE	44.65	7,470.56
0609525	FINDAWAY WORLD LLC	1,149.35	341.95
0718010	CITY OF GRAND RAPIDS	24,568.14	7,600.00
0718015	GRAND RAPIDS CITY PAYROLL	6,318,581.84	39,731.72
0718060	GRAND RAPIDS HERALD REVIEW	18,627.59	575.00
0914800	INVEST EARLY PROJECT	5,520.00	1,600.00
1015331	JOHNSONS LOCK & SAFE	415.00	82.50
1209516	LINCOLN NATIONAL LIFE	14,352.71	39.00
1301145	MARCO TECHNOLOGIES, LLC	858.22	571.43
1301146	MARCO TECHNOLOGIES, LLC	10,365.05	120.43
1309199	MINNESOTA ENERGY RESOURCES	33,484.08	101.63
1309335	MINNESOTA REVENUE	50,767.23	56.78
1401650	NARDINI FIRE EQUIPMENT CO INC	3,199.33	1,624.70
1405725	NETWORK SERVICE COMPANY	5,648.98	197.61
1405850	NEXTERA COMMUNICATIONS LLC	4,928.08	81.71
1415377	NORTHERN BUSINESS PRODUCTS INC	12,357.35	358.24
1516220	OPERATING ENGINEERS LOCAL #49	1,134,310.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	6,248.82	244.40
1605665	PERSONNEL DYNAMICS LLC	15,587.34	436.15
1621130	P.U.C.	288,865.92	2,700.30
1903225	SCENIC RANGE NEWS FORUM	25.00	25.00
1903340	SVL SERVICE CORPORATION	2,595.00	206.25
2005150	TECH LOGIC CORPORATION	800.00	400.00
2114356	UNIQUE MANAGEMENT SERVICES	1,414.10	170.05
2114750	UNUM LIFE INSURANCE CO OF AMER	2,839.66	20.50
2205637	VERIZON WIRELESS	38,564.11	112.98
2209665	VISA	70,652.52	393.69
2301700	WASTE MANAGEMENT OF MN INC	30,043.60	293.41
2308300	BETSY WHIRLEY	1,000.00	125.00
T000090	KATHRYN S VOGL	488.33	488.33
TOTAL ALL VENDORS:			82,972.98

**Staff Report:** Updates on fine-fee waiver. Cleared up a lot of unused library accounts. Green Card Voices project will be displayed until the end of the year. Jigsaw puzzle competition coming up, all team positions are filled. Early Explores starting up again in December. Kid's book club will start up again in January. Late bills were just added. Staff discussing a "senior space" designated in the Library.

**Old Business:**

Budget: over expected expenses for electricity. Over expected revenue for passports.

**New Business:**

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

**1. Approve payment of late bills**

- a. \$9.00 to Peterson's Nelnet short payment
- b. \$40.00 Susan Vann for supplies for felting program

**2. Approve Contracts and payment to presenters  
(none)**

**3. Approve Resolution 2018-12 Accepting Donations**

- a. \$250 from Nick and Nancy Eltgroth Fund- undesignated
- b. Subscription to "Western Horseman" from the Itasca Sunset Saddle Club
- c. \$890.60 Friends of the Library for children's prize books and toddler program materials
- d. \$100 from Leah White undesignated

**Regular Agenda:**

**1. Report: Personal Committee**

8 applications received, hope to review apps this week and schedule interviews next week.

**2. Update: Teen space reconfiguration.**

Draft layout developed. Draft list of furniture possibilities. Intent is to ask Library Foundation to support.

**Adjourn:** The monthly board meeting was adjourned at 5:19 p.m. by Dennis Jerome.

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY**

**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE  
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2018  
With Comparative Totals for December 31, 2017**

<b>PRELIMINARY</b>	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	414,074	429,619	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>483,660</b>	<b>514,910</b>	<b>514,910</b>	
<b>Revenues:</b>				
Taxes	626,974	648,673	702,687	92%
Intergovernmental	168,800	96,434	133,282	72%
Charges for Services	39,545	50,447	32,100	157%
Fines & Forfeits	12,432	11,309	11,000	103%
Blandin Grant	-	-	-	0%
GR Library Foundation	20,939	13,225	4,000	331%
Miscellaneous	20,759	44,418	13,800	322%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources-Operating Transfers In	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>892,505</b>	<b>864,506</b>	<b>896,869</b>	<b>96%</b>
<b>Expenditures:</b>				
Personnel	592,158	666,445	656,469	102%
Supplies/Materials	86,493	96,702	96,300	100%
Other Services/Charges	182,605	142,778	144,100	99%
Library Endowment Fund Expenditures	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>861,255</b>	<b>905,925</b>	<b>896,869</b>	<b>101%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>31,250</b>	<b>(41,419)</b>	<b>-</b>	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	20,041	-	
<b>Fund Balance 12/31/XX</b>				
Cash Flow	445,324	368,159	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 12/31/XX</b>	<b>\$ 514,910</b>	<b>\$ 453,450</b>	<b>\$ 514,910</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,090 as of 9/30/18. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH DECEMBER 31, 2018

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ 585,368	83%
211-00-31-00-0200	DELINQUENT	-	2,389	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	60,916	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	18,720	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	77,714	61%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	1,900	3,149	166%
211-00-34-00-7975	INTERNET	3,200	3,442	108%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	540	90%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	36,815	142%
211-00-34-00-7990	FAX MACHINE USE	400	1,219	305%
211-00-35-00-1030	LIBRARY FINES	11,000	11,309	103%
211-00-37-00-2310	DONATIONS	1,500	28,888	1926%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	985	99%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	1,181	118%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,314	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	4,000	13,225	331%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	4,080	102%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,674	84%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	1,846	66%
		896,869	864,506	96%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	419,062	429,413	102%
211-00-75-10-1030	SALARY-PARTTIME	23,538	25,278	107%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	7,919	69%
211-00-75-10-1210	PERA	33,195	33,704	102%
211-00-75-10-1220	FICA	27,441	27,870	102%
211-00-75-10-1250	MEDICARE	6,418	6,518	102%
211-00-75-10-1310	HEALTH INSURANCE	132,480	133,360	101%
211-00-75-10-1330	LIFE INSURANCE	221	243	110%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	2,140	82%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	8,652	124%
211-00-75-20-2020	COPY SUPPLIES	1,000	2,436	244%
211-00-75-20-2030	PRINTING/BINDING	900	742	82%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	4,567	176%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	2,696	108%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	10,804	77%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,164	216%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	663	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,412	71%
211-00-75-20-2110	BOOKS	44,000	42,533	97%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,072	90%
211-00-75-20-2130	NEWSPAPERS	1,400	2,525	180%
211-00-75-20-2140	PERIODICALS	8,000	6,275	78%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	3,161	126%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	7,085	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,100	122%
211-00-75-30-3070	LAUNDRY	650	709	109%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **DECEMBER 31, 2018**

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	12,968	216%
211-00-75-30-3210	TELEPHONE	7,200	5,167	72%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,645	106%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	523	105%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	295	98%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,674	84%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	60	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	1,213	404%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,508	95%
211-00-75-30-3810	ELECTRICITY	28,000	30,923	110%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,863	107%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,210	55%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	9,685	138%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	16,234	108%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,312	131%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	8,174	91%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	4,952	71%
211-00-75-30-4100	EQUIPMENT LEASES	800	455	57%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	30	10%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	28	28%
211-00-75-30-4900	TRANSFER TO RESERVE	15,000	-	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	20,041	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>925,966</u>	103%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(61,460)</u>	

DATE: 01/03/2019  
 TIME: 15:51:45  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 18

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 12/31/18
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1010	CASH	511,932.32	867,502.87	945,997.27	433,437.92
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	11,000.00	0.00	0.00	11,000.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	35,509.00	0.00	0.00	35,509.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	14,274.39	14,467.25	13,820.22	14,921.42
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	11,264.92	0.03
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	50,227.76	48,771.25	1,456.51
TOTAL		572,825.71	943,462.83	1,019,853.66	496,434.88
TOTAL ASSETS		572,825.71	943,462.83	1,019,853.66	496,434.88
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	541,765.76	561,691.27	19,925.51
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	950,257.89	933,539.36	10,164.43
211-00-00-00-2030	SALES TAX PAYABLE	0.00	595.46	645.33	49.87
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	19,372.55	19,372.55	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	11,000.00	0.00	0.00	11,000.00
211-00-00-00-2220	DEFERRED REVENUES	660.00	660.00	388.12	388.12
TOTAL		57,915.51	1,512,651.66	1,496,264.08	41,527.93



DATE: 01/03/2019  
 TIME: 15:51:45  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 18

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 12/31/18
TOTAL LIABILITIES		57,915.51	1,512,651.66	1,496,264.08	41,527.93
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	514,910.20	0.00	0.00	514,910.20
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	48,771.25	50,227.76	1,456.51
TOTAL	FUND SURPLUS (DEFICIT)	514,910.20	48,771.25	50,227.76	516,366.71
		0.00	61,459.76	0.00	(61,459.76)
TOTAL FUND EQUITY		514,910.20	110,231.01	50,227.76	454,906.95
TOTAL LIABILITIES AND FUND EQUITY		572,825.71	1,622,882.67	1,546,491.84	496,434.88

PUBLIC LIBRARY BILL LIST - JANUARY 9, 2019

DATE: 01/03/2019  
 TIME: 14:18:57  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/09/2019

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	184.16
0113233	AMERIPRIDE SERVICES INC	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	41.10
0201428	BAKER & TAYLOR LLC	1,064.76
0209850	BIXBY'S	80.16
0212124	BLACKSTONE PUBLISHING	197.99
0221650	BURGGRAF'S ACE HARDWARE	43.86
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405500	DEMCO INC	140.53
0518366	ERICKSON'S ITASCA LUMBER INC	65.65
0701650	GARTNER REFRIGERATION CO	2,310.12
0718060	GRAND RAPIDS HERALD REVIEW	112.00
0914800	INVEST EARLY PROJECT	960.00
1401650	NARDINI FIRE EQUIPMENT CO INC	225.00
1405725	NETWORK SERVICE COMPANY	176.04
1415377	NORTHERN BUSINESS PRODUCTS INC	345.65
1524250	OXFORD UNIVERSITY PRESS USA	795.08
1605665	PERSONNEL DYNAMICS LLC	743.59
1901435	SALEM PRESS	326.04
2018680	TRU NORTH ELECTRIC LLC	455.00
2114356	UNIQUE MANAGEMENT SERVICES	179.00
2209421	VIKING ELECTRIC SUPPLY INC	77.28

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,280.17

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	40,408.20
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	139.95
1309335	MINNESOTA REVENUE	63.19
1405850	NEXTERA COMMUNICATIONS LLC	83.12
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1605735	PETERSON'S A NELNET CO	9.00
1621130	P.U.C.	2,271.03
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2201528	SUSAN M VANN	40.00
2205637	VERIZON WIRELESS	60.94
2209665	VISA	1,505.80
2308300	BETSY WHIRLEY	250.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 56,194.73

TOTAL ALL DEPARTMENTS 66,474.90

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
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 FOR 12 PERIODS ENDING DECEMBER 31, 2018

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	702,687.00	585,367.67	0.00	117,319.33	83
211-00-31-00-0200	DELINQUENT	0.00	0.00	2,388.55	0.00	(2,388.55)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	60,916.42	0.00	(60,916.42)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
TOTAL TAXES		0.00	702,687.00	648,672.64	0.00	54,014.36	92
TOTAL TAXES		0.00	702,687.00	648,672.64	0.00	54,014.36	92
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	18,720.49	0.00	(18,720.49)	100
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	77,713.57	0.00	50,286.43	61
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
<b>TOTAL</b>							
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	96,434.06	0.00	36,847.94	72
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	96,434.06	0.00	36,847.94	72
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	100
211-00-34-00-7970	PHOTO COPIES	254.31	1,900.00	3,148.98	0.00	(1,248.98)	166
211-00-34-00-7975	INTERNET	238.71	3,200.00	3,442.07	0.00	(242.07)	108
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	600.00	540.00	0.00	60.00	90
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,184.00	26,000.00	36,815.25	0.00	(10,815.25)	142
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	125.37	400.00	1,219.15	0.00	(819.15)	305
<b>TOTAL</b>							
TOTAL CHARGES FOR SERVICES		3,802.39	32,100.00	50,447.45	0.00	(18,347.45)	157
TOTAL CHARGES FOR SERVICES		3,802.39	32,100.00	50,447.45	0.00	(18,347.45)	157

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	514.75	11,000.00	11,308.56	0.00	(308.56)	103
TOTAL		514.75	11,000.00	11,308.56	0.00	(308.56)	103
TOTAL FINES & FORFEITS		514.75	11,000.00	11,308.56	0.00	(308.56)	103
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	1,100.00	1,500.00	28,888.47	0.00	(27,388.47)	1926
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	985.00	0.00	15.00	99
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	1,180.60	0.00	(180.60)	118
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,313.91	0.00	(13.91)	101
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	3,949.26	4,000.00	13,225.09	0.00	(9,225.09)	331
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	4,000.00	0.00	(4,000.00)	100
211-00-37-00-2375	MEETING ROOM RECEIPTS	264.31	4,000.00	4,079.94	0.00	(79.94)	102
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	107.19	2,000.00	1,674.37	0.00	325.63	84
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	450.00	0.00	(450.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,800.00	1,845.89	0.00	954.11	66
TOTAL		5,420.76	17,800.00	57,643.27	0.00	(39,843.27)	324
TOTAL MISCELLANEOUS REVENUE		5,420.76	17,800.00	57,643.27	0.00	(39,843.27)	324
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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FUND: PUBLIC LIBRARY

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TOTAL REVENUES:		9,737.90	896,869.00	864,505.98	0.00	32,363.02	96
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	49,876.13	419,062.00	429,413.44	0.00	(10,351.44)	102
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	2,553.46	23,538.00	25,277.72	0.00	(1,739.72)	107
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	574.26	11,504.00	7,919.49	574.26	3,010.25	74
211-00-75-10-1210	PERA	3,932.22	33,195.00	33,703.80	0.00	(508.80)	102
211-00-75-10-1220	FICA	3,219.06	27,441.00	27,869.77	0.00	(428.77)	102
211-00-75-10-1250	MEDICARE	752.84	6,418.00	6,517.80	0.00	(99.80)	102
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	133,360.00	0.00	(880.00)	101
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	242.72	0.00	(21.72)	110
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	0.06	0.00	(0.06)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	187.91	2,610.00	2,139.92	0.00	470.08	82
TOTAL PERSONNEL		72,335.89	656,469.00	666,444.72	574.26	(10,549.98)	102
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	343.22	7,000.00	8,651.91	0.00	(1,651.91)	124
211-00-75-20-2020	COPY SUPPLIES	107.97	1,000.00	2,435.56	0.00	(1,435.56)	244
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	742.37	0.00	157.63	82
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	34.99	2,600.00	4,567.34	0.00	(1,967.34)	176
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	2,695.65	0.00	(195.65)	108
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	14,000.00	10,804.37	0.00	3,195.63	77
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	2,163.88	0.00	(1,163.88)	216

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	662.70	0.00	(262.70)	166
211-00-75-20-2100	OPERATING SUPPLIES	182.93	2,000.00	1,411.73	154.90	433.37	78
211-00-75-20-2110	BOOKS	1,283.86	44,000.00	42,533.42	215.13	1,251.45	97
211-00-75-20-2120	AUDIO/VISUAL	147.99	9,000.00	8,072.43	97.99	829.58	91
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	2,524.83	0.00	(1,124.83)	180
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	6,274.56	0.00	1,725.44	78
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	176.04	2,500.00	3,161.03	0.00	(661.03)	126
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>2,277.00</b>	<b>96,300.00</b>	<b>96,701.78</b>	<b>468.02</b>	<b>(869.80)</b>	<b>101</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	7,084.85	0.00	(7,084.85)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	1,100.00	0.00	(200.00)	122
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	57.16	650.00	709.20	0.00	(59.20)	109
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	20,400.00	0.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	6,000.00	12,968.33	0.00	(6,968.33)	216
211-00-75-30-3210	TELEPHONE	327.52	7,200.00	5,166.73	112.98	1,920.29	73
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	2,644.75	189.25	(334.00)	113
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	523.31	0.00	(23.31)	105
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	295.00	0.00	5.00	98
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	179.00	2,000.00	1,673.77	0.00	326.23	84
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	59.95	0.00	(59.95)	100
211-00-75-30-3510	PUBLISHING & ADVERTISING	112.00	300.00	1,213.00	112.00	(1,025.00)	442
211-00-75-30-3610	GENERAL INSURANCE	247.00	9,000.00	8,508.00	0.00	492.00	95
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	30,922.79	0.00	(2,922.79)	110
211-00-75-30-3840	GARBAGE REMOVAL	43.86	3,600.00	3,862.86	0.00	(262.86)	107
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,210.49	0.00	1,789.51	55
211-00-75-30-4000	MAINTENANCE CONTRACTS	225.00	7,000.00	9,685.06	0.00	(2,685.06)	138
211-00-75-30-4010	BUILDING MAINT/REPAIRS	537.50	15,000.00	16,234.41	0.00	(1,234.41)	108
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,312.11	0.00	(312.11)	131

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	7,600.00	9,000.00	8,174.18	0.00	825.82	91
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	2,564.00	0.00	436.00	85
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	2,310.12	7,000.00	4,952.28	0.00	2,047.72	71
211-00-75-30-4100	EQUIPMENT LEASES	120.43	800.00	455.43	0.00	344.57	57
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	30.00	0.00	270.00	10
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	27.74	0.00	72.26	28
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	15,000.00	0.00	0.00	15,000.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		13,584.59	144,100.00	142,778.24	414.23	907.53	99
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	20,041.00	0.00	(20,041.00)	100
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	20,041.00	0.00	(20,041.00)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		88,197.48	896,869.00	925,965.74	1,456.51	(30,553.25)	103
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		88,197.48	896,869.00	925,965.74	1,456.51	(30,553.25)	103
TOTAL FUND REVENUES		9,737.90	896,869.00	864,505.98	0.00	32,363.02	96
TOTAL FUND EXPENSES		88,197.48	896,869.00	925,965.74	1,456.51	(30,553.25)	103
FUND SURPLUS (DEFICIT)		(78,459.58)	0.00	(61,459.76)			
TOTAL ALL FUND REVENUES		9,737.90	896,869.00	864,505.98	0.00	32,363.02	96
TOTAL ALL FUND EXPENSES		88,197.48	896,869.00	925,965.74	1,456.51	(30,553.25)	103
ALL FUND SURPLUS (DEFICIT)		(78,459.58)	0.00	(61,459.76)			



## Directors Report January 2019

### Agenda Items

#### Hiring Committee report:

The hiring committee members can provide background information on the process and outcome. The interview team consisted of Jean MacDonell, Lisa Tabbert and Lynn DeGrio

The process of filling the Director of Library Services position is just about complete. An offer of employment has been made to Will Richter effective February 10, 2019. This is subject to full Library Board approval as well as City Council approval on January 14, 2019.

The hiring is contingent upon:

1. Library Board approval
2. City Council approval
3. Drug Testing
4. Psychological Examination

We will also request to begin the process of filling the Reference Library position, which will begin with a review of the current job description. We have been regularly reviewing job descriptions whenever there is a vacant position to ensure that the position description and qualification requirements match the actual duties as currently performed. In this case, the position description was last reviewed and updated in 2013 when Springsted conducted reviews of all positions in the City. The nature of transactions at the reference desk have been changing over the last few years, so a thorough review is in order.

#### Township letters

I talked with several township clerks and treasurers after sending out letters to the surrounding towns and townships last fall asking for an increase in their levy to provide direct support for the Library. They encouraged me to send the request again this winter for consideration at their 2019 annual meeting (March) when their budget process begins for the following year. I can resend the original letter (in your packet) and I believe that Board members and Library supporters should be assigned to as many townships as possible to make the case for providing direct support for the Library.

#### Community Read

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**Assistant Director Report  
January 2019**

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## December in the Children's Library

Wow! That went quickly!

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Southwest School 3<sup>rd</sup> grade teachers applied for, and received, a transportation grant for their students to visit us at the library once a month for 5 months. Their first visit was in December, as well. It was a chaotic, hectic, lovely time. Because they all take a bus together, we split the three classes into two groups. One group is in the library with me, having a lesson and exploring books, while other group is enjoying a teacher-led activity in the Community Room. Then we switch groups and start over. We had 84 excited, busy, enthusiastic people with us for a couple of hours. They'll be back in January!

We kicked off our winter series of Tiny Explorers (our program for patrons ages birth- 23 months or so), and we had 7 people attend. That was, to me, a surprisingly large number for a program held the week before Christmas, with little advance publicity. Our next is January 4, and have already fielded several inquiries about the program. I think we have found a need to be filled. Artastic saw 18 artists and Lego Club hosted 31 young builders. We are launching our book club, Page Turners, in January, and we already have 7 readers signed up for that program.

The Reif Center hosted a special Saturday Storytime for us this month, which was exceedingly well attended. They brought costumed dancers (with costume changes!) and performed the Nutcracker Story. At the end of the performance, they taught the audience members some dance moves they can perform themselves. We had 93 people attend this Storytime!

Winter reading is underway, and we've already had a few returned book logs. I hope this winter finds you, too, with a good book and a cozy blanket. Happy Reading!

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-01  
A RESOLUTION ACCEPTING DONATIONS

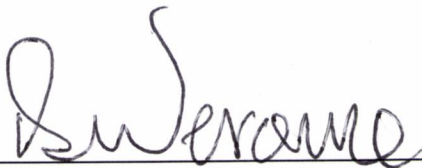
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

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

Adopted this 9 day of January, 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.

August 29, 2018

Wabana Township  
30980 Clearwater Rd  
Grand Rapids MN 55744

Township Supervisors;

We are asking for your financial support to keep the Grand Rapids Area Library a free and open resource available to residents of the entire region. The Library has a long-standing relationship with the 10 towns and townships immediately surrounding the City, including Wabana Township. The townships and towns had individual agreements with the Library dating back decades to provide services to their residents. This relationship is reflected in the requirement in the Bylaws of the Library Board of Trustees that 4 of the 9 Library Board members are residents of the surrounding towns and townships, and 5 members are City residents. ~~As of this~~ Library became part of the Arrowhead Regional Library System in 1988, this dedicated support continued because of an agreement between ALS, Itasca County and the Library. The "Library Tax" levied by Itasca County on residents of these townships and towns goes to the Grand Rapids Library while the "Library Tax" from other rural areas go to the Arrowhead Library System. The Arrowhead Library System provides support to all libraries in the region by providing the shared catalog and delivery services among libraries in the region, and direct services to rural residents including the bookmobile and Mail-a-Book.

~~Below~~ give you some idea of the usage rates of Wabana township residents:

In 2017, 290 residents of Wabana Township checked out 3275 items (2% of the 160,089 items checked out of the Library). Of the total number of items checked out, 61,818 (39%) were checked out by people coded as Grand Rapids residents. People living outside the City limits checked out 61% of the items. In addition, many Wabana Township residents attend programs for adults and children, use the computers, volunteer, and take advantage of space to work, study or wait between appointments. While 132,330 people visited the library in 2017, and 10,970 adults and children attended programs, we do not ask people where they live. ~~Unfortunately, the amount levied by Itasca County for library support through the County has remained frozen at 10% less than the 2011 amount for the last 7 years. This has placed an ever-increasing tax burden on City residents to provide the majority of support (74.2% or \$663,763 in 2017) for the Library. The discrepancy in the level of support is roughly \$58 per capita for city residents vs approximately \$13 per capita for non-city residents.~~

~~I am asking you to increase your financial support for library services by adding a township budget line item of \$5.00 per capita with the proceeds to go to the Grand Rapids Area Library. This will not eliminate the inequity in the level of funding, but it will start to close the gap and ensure that we can continue to provide excellent service to all residents of the region.~~

The enclosed annual report for 2017 provides additional information about how people are using the Library. If you would like a more detailed explanation of how the Library is funded and how we are serving residents, please let me know and I will be happy to sit down and talk with you.

Thank you for your consideration.

Sincerely,

Marcia Anderson  
Director of Library Services

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

January 9, 2019 5:00 P.M.

DRAFT

- 5:00 **Call to order**  
**Introductions of Board members**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**  
**Election of officers**  
**Appointment of liaisons to Library Foundation and Program Committee**  
**Meeting schedule review**  
**Board list review**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**  
**Approve Financial reports and payment of bills as listed**
- 5:20 **E. Staff Reports (Packet Items E\_\_)**
- 5:25 **F. Old Business:**  
Budget
- 5:30 **G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**  
(none)
  - 2. Approve Contracts and payment to presenters**  
(none)
  - 3. Approve Resolution 2019-01 Accepting Donations**
- 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**
  - 2. Authorize staff to begin the process of filling the to-be-vacant Reference Librarian position beginning with a position and job description review.**
  - 3. Discuss approach to townships (see copy of letter sent last fall)**
- 6:00 **Adjourn**



### LIBRARY BOARD MEMBERS 2019

Name	Email	Position	Address	Phone	Reside ncy	Term end	Term no.
Dennis Jerome	<a href="mailto:dthedj917@yahoo.com">dthedj917@yahoo.com</a>	President	2016 Knollwood Dr. Grand Rapids 55744	259-8795 (c)	C	2020	3+
Deborah Kee	<a href="mailto:Kee.deb@gmail.com">Kee.deb@gmail.com</a>	Member	31732 Zims Lane Grand Rapids, 55744	256-3288	T	2021	2
Jean MacDonell	<a href="mailto:Macdonell.jean@gmail.com">Macdonell.jean@gmail.com</a>	Secretary	445 SW 14 <sup>th</sup> St. Grand Rapids, 55744	612-719-3697	C	2019	2
Cyndy Martin	<a href="mailto:Cyndymartin10@gmail.com">Cyndymartin10@gmail.com</a>	Member	33078 Gary Dr. Grand Rapids, 55744	218-326-0233	T	2021	1
					-		
Randy McCarty	<a href="mailto:randymcpsts@gmail.com">randymcpsts@gmail.com</a>	Vice- President	34285 Dingman Rd. GR 55744	326-4268	T	2020	2
Max Peters	<a href="mailto:maxpeters10@hotmail.com">maxpeters10@hotmail.com</a>	Member	35328 County Road 63 Cohasset 55721	952-426-5400	T	2019	3
Lisa Tabbert	<a href="mailto:cltabbert@msn.com">cltabbert@msn.com</a>	Member	505 NE 6 <sup>th</sup> Ave Grand Rapids, 55744	398-2349	C	2019	1
Richard Thouin	<a href="mailto:rithouin@gmail.com">rithouin@gmail.com</a>	Member	1001 NW 3 <sup>rd</sup> Ave Grand Rapids 55744	326-4429 (c) 256-5938	C	2021	2
Susan Zeige	<a href="mailto:suebillz@msn.com">suebillz@msn.com</a>	Member	307 NE 10 <sup>th</sup> St. Circle Grand Rapids 55744	301-0167	C	2020	2

## **Grand Rapids Area Library Regular Board Meeting December 12, 2018**

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

### **Roll Call:**

**Members Present:** Max Peters, Lisa Tabbert, Susan Zeige, Richard Thouin, Dennis Jerome, Jean MacDonell.

**Members Absent:** Randy McCarty, Shannon Benolken, Deborah Kee,

**Staff Present:** Director Marcia Anderson

### **Public Comment:**

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

**Minutes:** Jean MacDonell made a motion to approve minutes from the November 14, 2018 board meeting. A second was made by Max Peters. The motion was passed unanimously.

### **Communications:**

- 1. Report to Council (Written)**
- 2. Report to Council (PowerPoint slide)**

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

ALPHA PUBLIC LIBRARY BILL LIST - DECEMBER 12, 2018

DATE: 12/06/2018  
 TIME: 14:29:18  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/12/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,603.27	487.62
0113233	AMERIPRIDE SERVICES INC	5,200.62	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	1,736.70	96.50
0201428	BAKER & TAYLOR LLC	28,091.26	2,418.80
0212124	BLACKSTONE PUBLISHING	2,421.92	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	22,530.75	1,700.00
0315455	COLE HARDWARE INC	9,178.68	57.96
0405500	DEMCO INC	4,735.18	719.62
0502705	EBSCO SUBSCRIPTION SERVICE	44.65	7,470.56
0609525	FINDAWAY WORLD LLC	1,149.35	341.95
0718010	CITY OF GRAND RAPIDS	24,568.14	7,600.00
0718015	GRAND RAPIDS CITY PAYROLL	6,318,581.84	39,731.72
0718060	GRAND RAPIDS HERALD REVIEW	18,627.59	575.00
0914800	INVEST EARLY PROJECT	5,520.00	1,600.00
1015331	JOHNSONS LOCK & SAFE	415.00	82.50
1209516	LINCOLN NATIONAL LIFE	14,352.71	39.00
1301145	MARCO TECHNOLOGIES, LLC	858.22	571.43
1301146	MARCO TECHNOLOGIES, LLC	10,365.05	120.43
1309199	MINNESOTA ENERGY RESOURCES	33,484.08	101.63
1309335	MINNESOTA REVENUE	50,767.23	56.78
1401650	NARDINI FIRE EQUIPMENT CO INC	3,199.33	1,624.70
1405725	NETWORK SERVICE COMPANY	5,648.98	197.61
1405850	NEXTERA COMMUNICATIONS LLC	4,928.08	81.71
1415377	NORTHERN BUSINESS PRODUCTS INC	12,357.35	358.24
1516220	OPERATING ENGINEERS LOCAL #49	1,134,310.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	6,248.82	244.40
1605665	PERSONNEL DYNAMICS LLC	15,587.34	436.15
1621130	P.U.C.	288,865.92	2,700.30
1903225	SCENIC RANGE NEWS FORUM	25.00	25.00
1903340	SVL SERVICE CORPORATION	2,595.00	206.25
2005150	TECH LOGIC CORPORATION	800.00	400.00
2114356	UNIQUE MANAGEMENT SERVICES	1,414.10	170.05
2114750	UNUM LIFE INSURANCE CO OF AMER	2,839.66	20.50
2205637	VERIZON WIRELESS	38,564.11	112.98
2209665	VISA	70,652.52	393.69
2301700	WASTE MANAGEMENT OF MN INC	30,043.60	293.41
2308300	BETSY WHIRLEY	1,000.00	125.00
T000090	KATHRYN S VOGL	488.33	488.33
TOTAL ALL VENDORS:			82,972.98

**Staff Report:** Updates on fine-fee waiver. Cleared up a lot of unused library accounts. Green Card Voices project will be displayed until the end of the year. Jigsaw puzzle competition coming up, all team positions are filled. Early Explores starting up again in December. Kid's book club will start up again in January. Late bills were just added. Staff discussing a "senior space" designated in the Library.

**Old Business:**

Budget: over expected expenses for electricity. Over expected revenue for passports.

**New Business:**

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

- 1. Approve payment of late bills**
  - a. \$9.00 to Peterson's Nelnet short payment
  - b. \$40.00 Susan Vann for supplies for felting program
  
- 2. Approve Contracts and payment to presenters  
(none)**
  
- 3. Approve Resolution 2018-12 Accepting Donations**
  - a. \$250 from Nick and Nancy Eltgroth Fund- undesignated
  - b. Subscription to "Western Horseman" from the Itasca Sunset Saddle Club
  - c. \$890.60 Friends of the Library for children's prize books and toddler program materials
  - d. \$100 from Leah White undesignated

**Regular Agenda:**

- 1. Report: Personal Committee**

8 applications received, hope to review apps this week and schedule interviews next week.
  
- 2. Update: Teen space reconfiguration.**

Draft layout developed. Draft list of furniture possibilities. Intent is to ask Library Foundation to support.

**Adjourn:** The monthly board meeting was adjourned at 5:19 p.m. by Dennis Jerome.

# Directors Report

## January 2019

### Agenda Items

#### Hiring Committee report:

The hiring committee members can provide background information on the process and outcome. The interview team consisted of Jean MacDonell, Lisa Tabbert and Lynn DeGrio

The process of filling the Director of Library Services position is just about complete. An offer of employment has been made to Will Richter effective February 10, 2019. This is subject to full Library Board approval as well as City Council approval on January 14, 2019.

The hiring is contingent upon:

1. Library Board approval
2. City Council approval
3. Drug Testing
4. Psychological Examination

We will also request to begin the process of filling the Reference Library position, which will begin with a review of the current job description. We have been regularly reviewing job descriptions whenever there is a vacant position to ensure that the position description and qualification requirements match the actual duties as currently performed. In this case, the position description was last reviewed and updated in 2013 when Springsted conducted reviews of all positions in the City. The nature of transactions at the reference desk have been changing over the last few years, so a thorough review is in order.

#### Township letters

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**January 2019**

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**BOOKINGS & ARRANGEMENTS TOTALS**

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Door count 8437 Saturdays



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Wow! That went quickly!

December saw some very busy days for us in Children's...and then a quiet time of preparation at the end of the month. School visits were plentiful. We saw our usual SW 4<sup>th</sup> graders (2 classes) and our 3 classes of Murphy 3<sup>rd</sup> graders. In addition, though, we had several first time student visitors. Mrs. Tatter's 2<sup>nd</sup> grade class from Murphy is learning about the Caldecott Award, and will watch the award announcement in their classroom (HOW COOL IS THAT!?!?) They began their study by talking about how books are made, what authors and illustrators do, and what are criteria for the award. They then took a trip to the library. I developed a new illustrator activity for them, and am so excited about how well it worked that I'm going to incorporate it into my Murphy 3<sup>rd</sup> grade lesson for January. (When we talk about awards.) They also spent some time just exploring what the library has to offer.

Southwest School 3<sup>rd</sup> grade teachers applied for, and received, a transportation grant for their students to visit us at the library once a month for 5 months. Their first visit was in December, as well. It was a chaotic, hectic, lovely time. Because they all take a bus together, we split the three classes into two groups. One group is in the library with me, having a lesson and exploring books, while other group is enjoying a teacher-led activity in the Community Room. Then we switch groups and start over. We had 84 excited, busy, enthusiastic people with us for a couple of hours. They'll be back in January!

We kicked off our winter series of Tiny Explorers (our program for patrons ages birth- 23 months or so), and we had 7 people attend. That was, to me, a surprisingly large number for a program held the week before Christmas, with little advance publicity. Our next is January 4, and have already fielded several inquiries about the program. I think we have found a need to be filled. Artastic saw 18 artists and Lego Club hosted 31 young builders. We are launching our book club, Page Turners, in January, and we already have 7 readers signed up for that program.

The Reif Center hosted a special Saturday Storytime for us this month, which was exceedingly well attended. They brought costumed dancers (with costume changes!) and performed the Nutcracker Story. At the end of the performance, they taught the audience members some dance moves they can perform themselves. We had 93 people attend this Storytime!

Winter reading is underway, and we've already had a few returned book logs. I hope this winter finds you, too, with a good book and a cozy blanket. Happy Reading!

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2019-01  
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:

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

Adopted this 9 day of January, 2019

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Dennis Jerome, President

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Jean MacDonell, Secretary

Board member  
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

August 29, 2018

Wabana Township  
30980 Clearwater Rd  
Grand Rapids MN 55744

Township Supervisors;

We are asking for your financial support to keep the Grand Rapids Area Library a free and open resource available to residents of the entire region. The Library has a long-standing relationship with the 10 towns and townships immediately surrounding the City, including Wabana Township. The townships and towns had individual agreements with the Library dating back decades to provide services to their residents. This relationship is reflected in the requirement in the Bylaws of the Library Board of Trustees that 4 of the 9 Library Board members are residents of the surrounding towns and townships, and 5 members are City residents.

After the Library became part of the Arrowhead Regional Library System in 1988, this dedicated support continued because of an agreement between ALS, Itasca County and the Library. The "Library Tax" levied by Itasca County on residents of these townships and towns goes to the Grand Rapids Library while the "Library Tax" from other rural areas go to the Arrowhead Library System. The Arrowhead Library System provides support to all libraries in the region by providing the shared catalog and delivery services among libraries in the region, and direct services to rural residents including the bookmobile and Mail-a-Book.

To give you some idea of the usage rates of Wabana township residents:

In 2017, 290 residents of Wabana Township checked out 3275 items (2% of the 160,089 items checked out of the Library). Of the total number of items checked out, 61,818 (39%) were checked out by people coded as Grand Rapids residents. People living outside the City limits checked out 61% of the items. In addition, many Wabana Township residents attend programs for adults and children, use the computers, volunteer, and take advantage of space to work, study or wait between appointments. While 132,330 people visited the library in 2017, and 10,970 adults and children attended programs, we do not ask people where they live when they walk in the door, so I cannot provide a number of township users!

Unfortunately, the amount levied by Itasca County for library support throughout the County has remained frozen at 10% less than the 2011 amount for the last 7 years. This has placed an ever-increasing tax burden on City residents to provide the majority of support (74.2% or \$663,763 in 2017) for the Library. The discrepancy in the level of support is roughly \$58 per capita for city residents vs approximately \$13 per capita for non-city residents.

I am asking you to increase your financial support for library services by adding a township budget line item of \$5.00 per capita with the proceeds to go to the Grand Rapids Area Library. This will not eliminate the inequity in the level of funding, but it will start to close the gap and ensure that we can continue to provide excellent service to all residents of the region.

The enclosed annual report for 2017 provides additional information about how people are using the Library. If you would like a more detailed explanation of how the Library is funded and how we are serving residents, please let me know and I will be happy to sit down and talk with you.

Thank you for your consideration.

Sincerely,

Marcia Anderson  
Director of Library Services