

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library
December 12, 2018 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Kee,***
- 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**
 Report to Council (written)
 Report to Council (powerpoint slide)
- 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**
 \$9.00 to Peterson's Nelnet for short payment
 2. **Approve Contracts and payment to presenters**
 (none)
 3. **Approve Resolution 2018-14 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

Report: personnel committee

6:00 Adjourn

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Grand Rapids Area Library Regular Board Meeting November 14, 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, Shannon Benolken, Deborah Kee, Richard Thouin, Dennis Jerome

Members Absent: Jean MacDonell, Randy McCarty

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 Lisa Tabbert. The motion was passed unanimously.

Minutes: Max Peters made a motion to approve minutes from the October 2018 board meeting. A second was made by Richard Thouin. The motion was passed unanimously.

Communications: Letter to Council – Resignation

3rd Quarter report from MN Foundation

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

ALPHA PUBLIC LIBRARY BILL LIST - NOVEMBER 14, 2018

DATE: 11/07/2018
 TIME: 15:54:31
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/14/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,457.02	146.25
0113233	AMERIPRIDE SERVICES INC	4,560.68	84.58
0118345	ARIDAN BOOKS INC	0.00	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,720.74	15.96
0201428	BAKER & TAYLOR LLC	24,862.17	3,229.09
0212124	BLACKSTONE PUBLISHING	2,371.92	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	19,630.75	1,700.00
0315455	COLE HARDWARE INC	8,237.01	15.94
0405223	DEER RIVER HIRED HANDS INC	990.00	150.00
0605191	FIDELITY SECURITY LIFE INS CO	789.99	13.14
0701650	GARTNER REFRIGERATION CO	34,016.89	2,634.24
0718015	GRAND RAPIDS CITY PAYROLL	5,494,647.66	39,701.58
0718060	GRAND RAPIDS HERALD REVIEW	12,552.29	60.00
0805524	BONNIE HENRIKSEN	0.00	6,690.00
1015331	JOHNSONS LOCK & SAFE	330.00	85.00
1205850	LEXIS NEXIS	222.00	223.10
1209516	LINCOLN NATIONAL LIFE	13,079.87	78.00
1301146	MARCO TECHNOLOGIES, LLC	10,244.62	300.67
1309107	UNIVERSITY OF MINNESOTA	0.00	200.00
1309199	MINNESOTA ENERGY RESOURCES	29,880.45	246.82
1309335	MINNESOTA REVENUE	49,812.89	54.85
1405725	NETWORK SERVICE COMPANY	4,811.67	142.94
1405850	NEXTERA COMMUNICATIONS LLC	4,488.75	81.14
1415377	NORTHERN BUSINESS PRODUCTS INC	11,557.54	799.81
1516220	OPERATING ENGINEERS LOCAL #49	1,031,563.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	5,727.62	488.80
1605665	PERSONNEL DYNAMICS LLC	11,963.37	720.12
1605735	PETERSON'S A NELNET CO	0.00	100.03
1621130	P.U.C.	262,847.79	3,074.82
1901435	SALEM PRESS	1,903.50	236.81
1915248	SOFTWARE HARDWARE INTEGRATION	75,618.92	184.00
2018680	TRU NORTH ELECTRIC LLC	13,996.31	163.25
2114356	UNIQUE MANAGEMENT SERVICES	1,253.00	161.10
2114750	UNUM LIFE INSURANCE CO OF AMER	2,583.82	20.50
2205637	VERIZON WIRELESS	34,836.67	164.84
2209665	VISA	67,834.21	625.28
2301700	WASTE MANAGEMENT OF MN INC	29,625.19	295.52
2315643	WORLD BOOK DIRECT MARKETING	0.00	699.00
T001198	GERALD N SANDVICK	200.00	200.00

TOTAL ALL VENDORS: 75,173.18

Staff Report: The Gratitude Graffiti project is up and doing very well. The teen space is still being researched, the Library Foundation is interested in supporting this project. Many class visits were held in October.

Old Business:

Budget: Over budget for electricity. Predicted to be under natural gas budget in the upcoming months.

New Business:

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

1. Approve payment of late bills

Tech Logic \$400 for software license for self-check

(note: this will come out of 2019 budget)

2. Approve Contracts and payment to presenters

Betsy Whirley for Artastic Programs \$875

3. Approve Resolution 2018-12 Accepting Donations

\$150 from Grand Rapids Area Library Foundation books in memory of Bob Urista (small business or golf)

\$10 from Randy and Kathy McCarty for books memory of Bob Urista (small business or golf)

\$150 from Friends of the Library for recycling pickup

Regular Agenda:

1. Approve fine/fee waivers for children, teens and adults. Nov 15-30, 2018

a. Shannon Benolken moved to approve the proposal as presented. A second was made by Richard Thouin. The motion passed unanimously.

2. Accept resignation of Library Director Marcia Anderson effective Feb 9th, 2019

a. Shannon Benolken moved to accept the resignation as submitted. A second was made by Deborah Kee. The motion passed unanimously.

3. Committee Report

a. **Personnel committee of Lisa, Randy, Jean and Max will continue to be involved in the process. DJ will be backup if someone cannot participate.**

b. **Proposed timeline for hiring process:**

4. November 13, 2018 Present "Request for Council Action" (RCA) to the City Council requesting to accept Marcia's notice of retirement, amend job description (if necessary), and post position.
5. November 14, 2018 Library Board to acknowledge Marcia's notice of retirement at monthly board meeting.
6. November 14, 2018 – December 7, 2018 Post job opening
7. December 10, 2018 – December 14, 2018 Review and rank applications/schedule interviews
8. December 17, 2018 – December 20, 2018 Interviews
9. December 21, 2018 – January 1, 2019 City Administrator out of office/Holidays/etc.
10. January 2, 2018 – January 4, 2019 Contingent offer of employment (subject to Library Board and City Council approval)
11. January 8, 2019 Library Board approves recommendation from Personnel Committee – makes recommendation to City Council
12. January 14, 2019 RCA to City Council appointing Director of Library Services
13. January 15, 2019 Applicant gives official notice to existing employer
14. February 1, 2019 - February 19, 2019 First day of employment (depending on notice requirement)
15. February 18, 2019 President's Day Holiday

Adjourn: The monthly board meeting was adjourned at 5:25 p.m. by Dennis Jerome.



Library Department Head Report
November 26, 2018



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our summer and fall have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community. We are gearing up for the summer, which is our busiest time.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library, the Library Foundation and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2017-2020.

Service Priority # 1: *Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.*

- **Saturday Story Times** continued through the summer thanks to the generosity of the Library Foundation. This summer and fall the attendance ranged from 10-70 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County. We continued a Monday Book Time during the summer beginning during June and July.
- We have seen many **class visits** this fall, including 13 during October, and a few more are scheduled in November and December. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools, Head Start classes and kindergarten classes.
- Our Summer Reading Program ***Reading Takes You Everywhere*** kicked off on May 19 with an opportunity to create a summer travel journal. More than 992 children signed up to participate for the summer. We did a special non-fiction reading challenge during August, and 80 kids read at least 3 non-fiction books during the month.
- Our Winter Reading program, ***Curl Up With A Good Book***, kicks off on Saturday, December 15 with a creative program led by the Creativity Tank.
- **Lego Club** was popular during the summer when we hosted 6 Lego programs during June and July. They continue Tuesdays after school monthly throughout the school year, attracting between 20 and 50 participants each session. Young designers create a small or large item based on a theme (or not) and leave them on display in the children's section during the month.
- We added several new regular summer programs, including a kids book group, toddler sensory programs, and 4-H programs.
- Summer programming for kids also included programs funded by the Arrowhead Library System and programs funded by the Arts and Culture fund, including Jugglers and Magicians, plays and musicians!
- We collaborated with KAXE to provide monthly children's movies in the tent.
- We continue to offer additional after-school programming thanks to the Library Foundation. Each month we will have an art program in addition to a regular Lego program.



Library Department Head Report
November 26, 2018



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Service Priority # 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

- Summer and fall Programs for adults included practical and informative programs such as Mountain Biking, Snowshoeing, Bird Banding, World War II shipbuilding
- We began hosting an ad-hoc writers' group this summer, providing space and a starting question for each monthly meeting. We have seen 6-10 enthusiastic participants at each meeting, with writing styles across the spectrum from fiction to memoirs. We are also hosting writing and publishing workshops in response to requests from writers.
- We were a distribution point for carrot seed packets as part of the *One Vegetable, One Community* project. We sponsored a cooking class at the end of the summer, with carrots as a feature.

Service Priority #3: *Individuals will have access to online resources that connect them to their community and the world*

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- The majority of our public computers were replaced this fall.
- Our public **wireless** network is in constant use by people bringing their own devices for work, study or communication.

Service Priority #4: *Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.*

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including music children's theater and jewelry making:
- **Inspiring Creativity:** We partnered with KAXE to host Jeremy Messersmith, one of the Center Stage Minnesota musicians. Thanks to Mr Messersmith and the Arts and Culture Heritage Fund, we now have 6 ukuleles that will be available for check out within the next few weeks.
- **Alternate Formats are very popular:** Circulation of downloadable eBooks and audio books is high. Our patrons downloaded a over 25,000 during the past year. There are more than 7,000 audiobook titles and 13,000 eBook titles available to all holders of an ALS library card. All of these are available through our web site.
- **Downloadable magazines are back:** There are over 100 magazines available electronically through RB Digital. Find the icon on the Library's web site.
- The **Teen Anime Club** continues, bringing teens together monthly to watch an anime movie and talk about anime and manga. For teens, summer break provided a window of opportunity to enjoy reading for pleasure, so we offered a teen summer reading program. Summer activities for teens included a photo contest.



Library Department Head Report
November 26, 2018



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

- We received a grant from the Northland Foundation to develop and facilitate a series of conversations designed to encourage retirees or almost-retirees to examine and discuss their paths to joy, purpose and life satisfaction during retirement. The first 4-part series included 4 pairs of attendees, and they were enthusiastic about the opportunity to discuss their futures. There will be another series in Grand Rapids in April.
- We continue to offer fishing rods and PFDs for checkout. We had 35 checkouts of items this summer.
- We are one of the Bicycle Stations in town, where people can sign out a bike for use around town.

Service Priority #5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.

- Our large meeting room is heavily utilized by organizations large and small – an average of 50/month.
- Our quiet study rooms are used by individuals seeking a quiet space to work or study or a space for 2 people to meet and work.
- Our tables and study rooms provide spaces for working on group projects, popular with school and college students and people meeting for work or organization-related purposes.
- We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.
- We will continue to take advantage of the space around the library by using it for children's and adult programs. We expanded our popular outdoor yoga programs this summer by offering 6 sessions in June, July and August.



Building and grounds: repairs and upgrades

- We received a matching Library Construction and Accessibility Grant from the MN Dept of Education to make modifications that will improve accessibility in the building. Construction was completed in August to replace interior doors with larger doors to accommodate larger wheelchairs and mobility devices..
- The facilities management crew installed a wall in the Riverview Room at the end of the Library. It creates 2 spaces that are better for smaller groups. An automatic door opener was installed on one door to make it very accessible. We just installed an adjustable-height table and are waiting for new movable chairs to make it friendlier to wheelchairs.

Passports



Our passport service continues. We anticipate a total of more than 1100 applications for the year. 8 staff are authorized Passport Acceptance Agents, and just completed the annual refresher training.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!



Grand Rapids Area Library

Department Head Report
November 2018

Strategic Plan 2017-2020

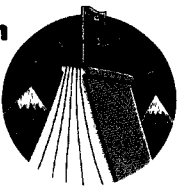


What we heard:
Early Literacy Learning
More for children 6-12
Creativity
Discussion and collaboration
Use outdoor space

#1 Building Blocks to Literacy

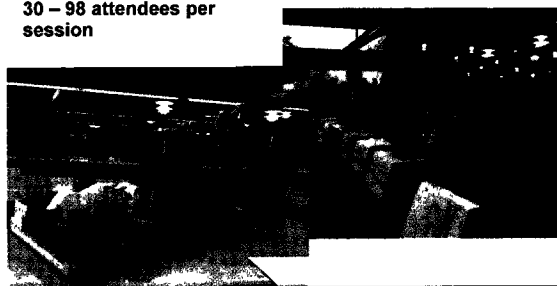


- 2 Saturday Story Times
- Monday Book Times
- Smart Play Spot open

New this summer:
Tiny Explorers
(birth – 23 months)

Lego Building Continues Monthly!

30 – 98 attendees per session

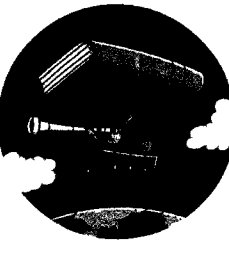






Make Reading Fun!

Summer Reading Program
Reading Takes you Everywhere


May 19
– August 31


992 kids signed up



Programs this summer

- ❖ *Artastic!*
- ❖ Magic show
- ❖ Juggler
- ❖ Movies by the River
(in collaboration with KAXE)
- ❖ 4-H at the Library
- ❖ Climb Theatre
- ❖ Page Turners Book Club
- Lego Club*
- Cake Decorating
- Phenology

 **Afterschool programs continue through school year**

 **Artastic!
Legos
Page Turners (Jan)**

**Class visits: 13 in October
regular visits from Murphy
and Southwest classes,
preschools and Head Start**



 

CURL UP WITH A GOOD BOOK

**Winter Reading Program
Begins December 15**


Nutcracker Story Time 10:30

Creativity Tank Project 12:00 – 2:00


 **Summer Reading Program For Teens** 


**Reading Challenge:
June - July
Photography contest**

**Anime Club meets each month
More programs!**







 **Curl up with a good book**




**Teen Winter Reading Program
Mid-December – Mid-January**


 **#2 Supporting learning and skill development:** 

Recent Learning Opportunities:


- Dementia and Persistence of Self
- Snowshoe Trails in Itasca County
- WWII Shipbuilding in the Twin Ports
- Banding Birds
- Mountain Biking
- Mineral Exploration in Minnesota




Distribution Site for carrot seed packets for *One Vegetable One Community*




Cooking with Carrots program at end of summer




#3 Online Resources and Connections





- Online Research Databases
- Live Online Homework Help
- Live Online Resume Help
- Test Preparation & practice
- Exam Proctoring
- Public Computers available
 - New Computers
- WiFi access (upgraded)




#4 Encouraging Creativity!



- Metal Stamping Bracelet Workshop
- Coloring kits for use in the library
- National Novel Writing Month
- Wednesday Writing Group


Creativity Coming Up!



Guide to Publishing– Nov 29

Ukuleles available for check out soon

Festive Felting Dec 11



4 Enriching Leisure Time and Broadening World View

Partnering with Reif Center for *Indies on Tuesdays:*


Legacy Funded Programs:

Music, Memoir Writing, history



Journey to South America

Coming up:


- Hosting *Green Card Voices* Exhibit in December
- Jigsaw Puzzle Competition





Downloadables popular

25,000+ audio and eBook titles downloaded during the past year



Magazines available again

Crucial Conversations For Aging

Northland Foundation grant for pilot project

Group discussion series for retirees and pre-retirees



"Exploring insights to thrive in retirement"

Upcoming series:

Jan/Feb in Calumet

Mar/Apr in Coleraine

Apr/May in Grand Rapids



Outdoor Space

Summer programs for kids

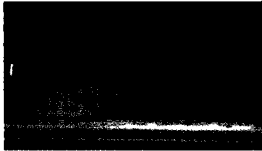
Kids phenology series

Outdoor Yoga offerings increased to 6:

June, July and August (for kids and adults)





Fishing equipment to lend (donated by DNR)




**Rods
Life Jackets
Adult and child sizes**

35 checkouts



Bike Share!

Checkout Site
Bikes available May-Oct



What is Bike Share? -----
Bike sharing is a trending, innovative approach to public transportation that gives community members access to public bikes for travel or recreation. -----

HOW IT WORKS

- 1 Visit us at one of our four rental locations (see back for list)
- 2 Show photo ID and sign a waiver
- 3 Grab the bike key, unlock your bike, and ride!
- 4 Return your bike to any of the rental locations within 24 hours

----- Our Bike Share is -----

For safety reasons, users must be at least 18 years of age and able to sign a waiver to borrow a bicycle. Rentals are not guaranteed.



Accessibility Matching Grant Project #1: Install Wider Doors with buttons on both sides Before





Accessibility Matching Grant Project #1: Install Wider Doors with buttons on both sides After



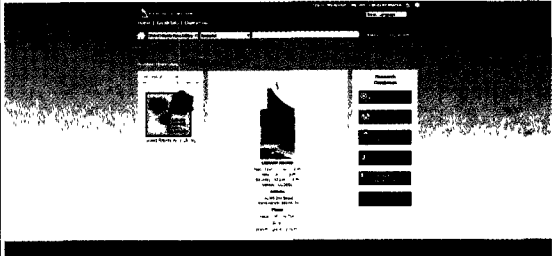


**#2 After
Accessible meeting space
(door opener on small space)**

Web Site Usage High


New Interface for Catalog includes downloadable media




Passport Acceptance
Jan 1 – Dec 31, 2017 1025
Jan 1 – Nov 24, 2018 1065



8 staff are trained acceptance agents

New customers, expanded public service
Travel.state.gov

Volunteers are great!

- In October 41 volunteers contributed 316 hours
- YTD total for 10 months is 3026 hours
- Volunteers prepared for the annual used book sale to be held during Tall Timber Days and Holiday Boutique sale on Nov 2nd



Supporting Organizations

Friends of the Library and Library Foundation

Friends celebrated
Friends of Libraries Week
Library Birthday


Donations for:
Children's Programs
Display for YA materials
Display for new books
Water fountain
Accessibility project
Teen programs



Foundation
Donations for:
Rapids Reads
Sat. Story times
Accessibility Project
After School programs
Caregiver collection



Staff

Marcia Anderson
Dion Card
Amy Dettmer
Michelle Johnson
Nicole Johnson
Tracy Kampa
Deb Moebakken
John Nalan
Will Richter





Library Board Members
Dennis Jerome, President
Randy McCarty, Vice President
Jean MacDonell, Secretary
Shannon Benolken
Deborah Kee
Max Peters
Lisa Tabbert
Richard Thouin
Sue Zeige



Hours
Mon –Thurs 9:00 am – 7:00 pm
Friday 9:00 am – 5:00 pm
Saturday 10:00 am – 2:00 pm

Closed December 24, 25 January 1, 2019

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2018
With Comparative Totals for November 30, 2017

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
Fund Balance 1/1/XX:				
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	-	-	-	
TOTAL FUND BALANCE 1/1/XX	483,660	514,910	514,910	
Revenues:				
Taxes	619,513	401,315	702,687	57%
Intergovernmental	95,082	77,714	133,282	58%
Charges for Services	35,978	46,645	32,100	145%
Fines & Forfeits	11,600	10,794	11,000	98%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	20,939	9,276	4,000	232%
Miscellaneous	14,127	42,947	13,800	311%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	800,297	588,690	896,869	66%
Expenditures:				
Personnel	528,280	593,999	656,469	90%
Supplies/Materials	76,584	91,798	96,300	95%
Other Services/Charges	167,869	125,511	144,100	87%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	772,733	811,309	896,869	90%
OPERATING SURPLUS (DEFICIT)	27,564	(222,619)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	20,041	-	
Fund Balance 11/30/XX				
Cash Flow	441,638	186,959	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 11/30/XX	\$ 511,224	\$ 272,250	\$ 514,910	

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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH NOVEMBER 30, 2018

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ 343,346	49%
211-00-31-00-0200	DELINQUENT	-	3,962	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	54,008	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	2,895	152%
211-00-34-00-7975	INTERNET	3,200	3,203	100%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	540	90%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	33,631	129%
211-00-34-00-7990	FAX MACHINE USE	400	1,094	273%
211-00-35-00-1030	LIBRARY FINES	11,000	10,794	98%
211-00-37-00-2310	DONATIONS	1,500	27,788	1853%
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 FOUNDATION	4,000	9,276	232%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,816	95%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,567	78%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	1,846	66%
		896,869	588,690	66%
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	379,537	91%
211-00-75-10-1030	SALARY-PARTTIME	23,538	22,724	97%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	7,236	63%
211-00-75-10-1210	PERA	33,195	29,772	90%
211-00-75-10-1220	FICA	27,441	24,651	90%
211-00-75-10-1250	MEDICARE	6,418	5,765	90%
211-00-75-10-1310	HEALTH INSURANCE	132,480	122,144	92%
211-00-75-10-1330	LIFE INSURANCE	221	219	99%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,952	75%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	7,661	109%
211-00-75-20-2020	COPY SUPPLIES	1,000	2,328	233%
211-00-75-20-2030	PRINTING/BINDING	900	726	81%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	4,532	174%
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	2,034	203%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	663	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,229	61%
211-00-75-20-2110	BOOKS	44,000	40,014	91%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,328	81%
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	2,985	119%
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	652	100%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	11,758	196%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2018**

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3210	TELEPHONE	7,200	4,778	66%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,645	106%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	458	92%
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	1,495	75%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	1,101	367%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,261	92%
211-00-75-30-3810	ELECTRICITY	28,000	28,652	102%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,819	106%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,071	52%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	9,460	135%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	15,697	105%
211-00-75-30-4015	GROUND MAINTENANCE	1,000	1,312	131%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	574	6%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	2,642	38%
211-00-75-30-4100	EQUIPMENT LEASES	800	335	42%
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>831,350</u>	93%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(242,660)</u>	

PUBLIC LIBRARY BILL LIST - DECEMBER 12, 2018

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/12/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	487.62
0113233	AMERIPRIDE SERVICES INC	57.16
0118660	ARROWHEAD LIBRARY SYSTEM	96.50
0201428	BAKER & TAYLOR LLC	2,418.80
0212124	BLACKSTONE PUBLISHING	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	57.96
0405500	DEMCO INC	719.62
0502705	EBSCO SUBSCRIPTION SERVICE	7,470.56
0609525	FINDAWAY WORLD LLC	341.95
0718010	CITY OF GRAND RAPIDS	7,600.00
0718060	GRAND RAPIDS HERALD REVIEW	575.00
0914800	INVEST EARLY PROJECT	1,600.00
1015331	JOHNSONS LOCK & SAFE	82.50
1301145	MARCO TECHNOLOGIES, LLC	571.43
1401650	NARDINI FIRE EQUIPMENT CO INC	1,624.70
1405725	NETWORK SERVICE COMPANY	197.61
1415377	NORTHERN BUSINESS PRODUCTS INC	358.24
1605665	PERSONNEL DYNAMICS LLC	436.15
1903225	SCENIC RANGE NEWS FORUM	25.00
1903340	SVL SERVICE CORPORATION	206.25
2114356	UNIQUE MANAGEMENT SERVICES	170.05

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 26,847.10

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0718015	GRAND RAPIDS CITY PAYROLL	39,731.72
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	101.63
1309335	MINNESOTA REVENUE	56.78
1405850	NEXTERA COMMUNICATIONS LLC	81.71
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.40
1621130	P.U.C.	2,700.30
2005150	TECH LOGIC CORPORATION	400.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	112.98
2209665	VISA	393.69
2301700	WASTE MANAGEMENT OF MN INC	293.41
2308300	BETSY WHIRLEY	125.00
T000090	KATHRYN S VOGL	488.33

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 56,125.88

TOTAL ALL DEPARTMENTS 82,972.98

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 11/30/18
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	501,357.56	501,357.56	0.00
211-00-00-00-1010	CASH	511,932.32	590,958.13	862,201.59	240,688.86
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	3,230.75	13,820.22	3,684.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	10,328.01	936.94
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	47,978.33	47,232.06	746.27
TOTAL		572,825.71	1,154,789.72	1,434,939.44	292,675.99
TOTAL ASSETS		572,825.71	1,154,789.72	1,434,939.44	292,675.99
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	866,462.21	847,942.22	8,362.97
211-00-00-00-2030	SALES TAX PAYABLE	0.00	532.24	595.43	63.19
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	253.12	253.12
TOTAL		57,915.51	887,027.00	848,790.77	19,679.28

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 11/30/18
TOTAL LIABILITIES		57,915.51	887,027.00	848,790.77	19,679.28
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	47,232.06	47,978.33	746.27
TOTAL	FUND SURPLUS (DEFICIT)	514,910.20	47,232.06	47,978.33	515,656.47
		0.00	242,659.76	0.00	(242,659.76)
TOTAL FUND EQUITY		514,910.20	289,891.82	47,978.33	272,996.71
TOTAL LIABILITIES AND FUND EQUITY		572,825.71	1,176,918.82	896,769.10	292,675.99

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	343,345.64	0.00	359,341.36	49
211-00-31-00-0200	DELINQUENT	0.00	0.00	3,961.53	0.00	(3,961.53)	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	54,008.05	0.00	(54,008.05)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	401,315.22	0.00	301,371.78	57
TOTAL TAXES		0.00	702,687.00	401,315.22	0.00	301,371.78	57
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	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
TOTAL		0.00	133,282.00	77,713.57	0.00	55,568.43	58
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	77,713.57	0.00	55,568.43	58
CHARGES FOR SERVICES							
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	322.49	1,900.00	2,894.67	0.00	(994.67)	152
211-00-34-00-7975	INTERNET	318.87	3,200.00	3,203.36	0.00	(3.36)	100
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	600.00	540.00	0.00	60.00	90
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,570.00	26,000.00	33,631.25	0.00	(7,631.25)	129
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	70.18	400.00	1,093.78	0.00	(693.78)	273
TOTAL		4,321.54	32,100.00	46,645.06	0.00	(14,545.06)	145
TOTAL CHARGES FOR SERVICES		4,321.54	32,100.00	46,645.06	0.00	(14,545.06)	145

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	641.14	11,000.00	10,793.81	0.00	206.19	98
TOTAL		641.14	11,000.00	10,793.81	0.00	206.19	98
TOTAL FINES & FORFEITS		641.14	11,000.00	10,793.81	0.00	206.19	98
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	250.00	1,500.00	27,788.47	0.00	(26,288.47)	1853
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	890.60	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	0.00	4,000.00	9,275.83	0.00	(5,275.83)	232
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	4,000.00	4,000.00	0.00	(4,000.00)	100
211-00-37-00-2375	MEETING ROOM RECEIPTS	78.75	4,000.00	3,815.63	0.00	184.37	95
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	207.65	2,000.00	1,567.18	0.00	432.82	78
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		1,427.00	17,800.00	52,222.51	0.00	(34,422.51)	293
TOTAL MISCELLANEOUS REVENUE		1,427.00	17,800.00	52,222.51	0.00	(34,422.51)	293
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		6,389.68	896,869.00	588,690.17	0.00	308,178.83	66

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	32,846.41	419,062.00	379,537.31	0.00	39,524.69	91
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,684.87	23,538.00	22,724.26	0.00	813.74	97
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	436.15	11,504.00	7,235.85	0.00	4,268.15	63
211-00-75-10-1210	PERA	2,589.85	33,195.00	29,771.58	0.00	3,423.42	90
211-00-75-10-1220	FICA	2,115.78	27,441.00	24,650.71	0.00	2,790.29	90
211-00-75-10-1250	MEDICARE	494.81	6,418.00	5,764.96	0.00	653.04	90
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	122,144.00	0.00	10,336.00	92
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	219.22	0.00	1.78	99
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	(0.45)	0.00	0.45	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	1,952.01	0.00	657.99	75
TOTAL PERSONNEL		51,595.79	656,469.00	593,999.45	0.00	62,469.55	90

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	403.43	7,000.00	7,661.29	38.72	(700.01)	110
211-00-75-20-2020	COPY SUPPLIES	120.43	1,000.00	2,327.59	0.00	(1,327.59)	233
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	726.37	0.00	173.63	81
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	375.97	2,600.00	4,532.35	571.43	(2,503.78)	196
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	2,033.89	0.00	(1,033.89)	203

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	662.70	0.00	(262.70)	166
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,228.80	0.00	771.20	61
211-00-75-20-2110	BOOKS	2,636.27	44,000.00	40,013.57	0.00	3,986.43	91
211-00-75-20-2120	AUDIO/VISUAL	662.10	9,000.00	7,327.50	0.00	1,672.50	81
211-00-75-20-2130	NEWSPAPERS	1,371.60	1,400.00	2,524.83	0.00	(1,124.83)	180
211-00-75-20-2140	PERIODICALS	6,144.78	8,000.00	6,274.56	5.50	1,719.94	79
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	302.97	2,500.00	2,984.99	226.53	(711.52)	128
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		12,017.55	96,300.00	91,798.46	842.18	3,659.36	96
OTHER SERVICES & CHARGES							
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	652.04	0.00	(2.04)	100
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	18,700.00	0.00	1,700.00	92
211-00-75-30-3100	OTHER CONTRACTED SERVICES	488.33	6,000.00	11,758.33	0.00	(5,758.33)	196
211-00-75-30-3210	TELEPHONE	378.15	7,200.00	4,778.27	0.00	2,421.73	66
211-00-75-30-3220	POSTAGE/FREIGHT	348.75	2,500.00	2,644.75	0.00	(144.75)	106
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	457.55	0.00	42.45	92
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	170.05	2,000.00	1,494.77	0.00	505.23	75
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	575.00	300.00	1,101.00	0.00	(801.00)	367
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	8,261.00	0.00	739.00	92
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	28,651.76	0.00	(651.76)	102
211-00-75-30-3840	GARBAGE REMOVAL	293.41	3,600.00	3,819.00	0.00	(219.00)	106
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,070.54	0.00	1,929.46	52
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,624.70	7,000.00	9,460.06	0.00	(2,460.06)	135
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	15,696.91	0.00	(696.91)	105
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,312.11	0.00	(312.11)	131

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	574.18	0.00	8,425.82	6
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	206.25	7,000.00	2,642.16	0.00	4,357.84	38
211-00-75-30-4100	EQUIPMENT LEASES	0.00	800.00	335.00	0.00	465.00	42
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
TOTAL OTHER SERVICES & CHARGES		6,592.80	144,100.00	125,511.02	0.00	18,588.98	87
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	400.33	0.00	20,041.00	0.00	(20,041.00)	100
TOTAL CAPITAL OUTLAY		400.33	0.00	20,041.00	0.00	(20,041.00)	100
TOTAL GENERAL ADMINISTRATION		70,606.47	896,869.00	831,349.93	842.18	64,676.89	93
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLIND 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	BLIND GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 12/06/2018
 TIME: 14:05:28
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		70,606.47	896,869.00	831,349.93	842.18	64,676.89	93
TOTAL FUND REVENUES		6,389.68	896,869.00	588,690.17	0.00	308,178.83	66
TOTAL FUND EXPENSES		70,606.47	896,869.00	831,349.93	842.18	64,676.89	93
FUND SURPLUS (DEFICIT)		(64,216.79)	0.00	(242,659.76)			
TOTAL ALL FUND REVENUES		6,389.68	896,869.00	588,690.17	0.00	308,178.83	66
TOTAL ALL FUND EXPENSES		70,606.47	896,869.00	831,349.93	842.18	64,676.89	93
ALL FUND SURPLUS (DEFICIT)		(64,216.79)	0.00	(242,659.76)			

Directors Report December 2018

Agenda Items

Communications:

Department Head report

I gave my Department head report to the City Council on November 26. The written report is in your packet, as is a printed version of the powerpoint presentation I gave. I highlighted summer programming and things coming up for winter. There were commendations from Council members, and no questions. Britta did a detailed report for Sunday's Herald Review. (My report was the only item on the agenda that evening.) The story was topped with a picture of a book group and their donation of a lovely picture book display shelf for the Children's area. Great PR for the Library!

Fine/fee waivers

"We're Thankful for You! Fine & Fee-Free Initiative" November 15 – 30. The goal was to reduce barriers to library use and encourage lifelong learning. Staff report that patrons were very happy. There were several Facebook posts, and that brought in some people who had not been in the library for a while, and they were happy to clear their cards.

We checked in everything (children, teen and adult material) in with no fines accruing. Lost items returned had no fine or fee accrued. We waived \$2833.91 in fines and fees during the month. We took in about \$450 less than we did in October.

Last year we waived fines and fees on children's and Young Adult materials for the entire month of October. Fine revenue was reduced by about \$500 for the month.

FYI: The budgeted revenue for fines for 2018 is \$11,000, and YTD through November revenue is \$10,794.

Community Read

The Program committee has discussed a theme for the community read for next year, but has not settled on a title yet. The proposed theme is connecting with the natural world and getting outside and learning and moving. In addition to one common title, a list of related books, DVDs, CDs, magazines would be created.

Green Card Voices

Green Card Voices of Central Minnesota will be displayed from December 13-January 8.

Programs

The jigsaw puzzle competition scheduled for 12/27 is booked solid with a waiting list.

Monthly Report - Cash Management for Nov 2018

Locations on this report: Grand Rapids Area Library

Cash Transaction Summary

Description	Nov 2018	Oct 2018	%chg	Nov 2017	%chg	2018 YTD	2017 YTD	%chg
Moneys Collected	647.44	1113.49	-42	1136.79	-44	12300.91	14570.79	-16
Moneys Refunded	16.14	5.85	175	0.26	6107	156.53	138.32	13
Total	631.30	1107.64	-44	1136.53	-45	12144.38	14432.47	-16

Non-Cash Transaction Summary

Description	Nov 2018	Oct 2018	%chg	Nov 2017	%chg	2018 YTD	2017 YTD	%chg
Moneys Levied	908.39	2040.25	-56	1599.39	-44	17409.45	17990.68	-4
Moneys Waived	2833.91	1145.08	147	881.77	221	11962.98	12196.61	-2
Moneys Credited	1197.23	1144.06	4	1182.10	1	12315.86	15821.81	-23
Total	-3122.75	-248.89	1154	-464.48	572	-6869.39	-10027.74	-32

Moneys Collected by Fee Type

Description	Nov 2018	Oct 2018	%chg	Nov 2017	%chg	2018 YTD	2017 YTD	%chg
Adjustment debit,	0.00	0.00	0	0.00	0	0.00	0.00	0
Balancing Entry	0.00	0.00	0	0.00	0	0.00	0.00	0
Deleted block amo	0.00	0.00	0	0.00	0	0.00	0.00	0
Card Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Rental Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Damaged	0.00	5.00	-100	36.99	-100	36.24	87.96	-59
Debt Collection	40.00	40.85	-3	73.20	-46	547.65	639.76	-15
Fees	30.75	8.00	284	0.00	100	205.00	353.24	-42
Fine	333.10	794.50	-59	830.66	-60	8894.09	10400.73	-15
Hold Fill Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Lost	205.89	176.95	16	152.91	34	1939.32	2299.91	-16
Lost Processing F	37.70	88.19	-58	43.03	-13	678.61	789.19	-15
Lost Recall	0.00	0.00	0	0.00	0	0.00	0.00	0
Request Charges	0.00	0.00	0	0.00	0	0.00	0.00	0
Renewal Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Total	647.44	1113.49	-42	1136.79	-44	12300.91	14570.79	-16

Moneys Refunded by Fee Type

Description	Nov 2018	Oct 2018	%chg	Nov 2017	%chg	2018 YTD	2017 YTD	%chg
Adjustment debit,	0.00	0.00	0	0.00	0	0.00	0.00	0
Balancing Entry	0.00	0.00	0	0.00	0	0.00	0.00	0

Total	2833.91	1145.08	147	881.77	221	11962.98	12196.61	-2
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Moneys Credited by Fee Type

Description	Nov 2018	Oct 2018	%chg	Nov 2017	%chg	2018 YTD	2017 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Adjustment debit,	0.00	0.00	0	0.00	0	0.00	0.00	0
Balancing Entry	0.00	0.00	0	0.00	0	0.00	0.00	0
Deleted block amo	0.00	0.00	0	0.00	0	0.00	0.00	0
Card Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Rental Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Damaged	0.00	0.00	0	0.00	0	0.00	0.00	0
Debt Collection	0.00	0.00	0	0.00	0	0.00	0.00	0
Fees	0.00	0.00	0	0.00	0	0.00	0.00	0
Fine	0.00	0.00	0	0.00	0	0.00	0.00	0
Hold Fill Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
Lost	1197.23	1144.06	4	1182.10	1	12315.86	15821.81	-23
Lost Processing F	0.00	0.00	0	0.00	0	0.00	0.00	0
Lost Recall	0.00	0.00	0	0.00	0	0.00	0.00	0
Request Charges	0.00	0.00	0	0.00	0	0.00	0.00	0
Renewal Fee	0.00	0.00	0	0.00	0	0.00	0.00	0
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Total	1197.23	1144.06	4	1182.10	1	12315.86	15821.81	-23

Assistant Director Report
December 2018

Teens

Teen Advisory Board

Tuesday, November 27, 2018

Members present: Lucas B. and Katie S.

We talked about winter reading. I showed the number of participants for the last 3 years. They decided to change from keeping track of the number of pages read to having teens keep track of the number of books read. They will ask local businesses for donations for prizes. They also suggested using big, bright posters to advertise winter reading.

They had some ideas for other programs for teens, which include:
Study group, book club, having food at programs, English group

There were 8 participants in teen room drawing. Rana N. won.

The last day of school for students before the holiday break is December 21. I will have a gingerbread house-making program for teens. One of the Teen Advisory Board members shot a short video advertising the program, which will be shown at the high school on December 19!

Operations

Bonnie H. has been volunteering to change the display case monthly and she changed it out for December. The theme is the Nutcracker. She put a flyer on the glass to advertise the Reif's Nutcracker performances and there is a flyer now advertising the Nutcracker story time at the library.

In November the library was a Gratitude Graffiti stop. We put up a poster with the G.G. logo and patrons could write what they were grateful for on a Post-It note and place it on the poster. There were 128 Post-Its put on the poster. This year the table with the writing implements and Post-Its was low so there were many young people who participated, which was cool!

The Friends of the Library met last week. They decided on an annual meeting date of June 5, 2019. They applied for a grant through the Community Foundation and the grant was awarded.

The library has had a Facebook page for many years. We have used it to advertise our programs. Now, in addition, once a week Nicole is posting about things happening in the library. For instance, there was a post for the November fine forgiveness, which people saw and came to inquire about.

CIRCULATION	THIS MONTH	YTD	YTD 2017
Check-outs	10,339	125,217	129,066
Total Circulation	12,301	144,791	149,155
Returns	12,734	144,527	148,871
New cards	77	1,190	1,178

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017
Books cataloged and processed	685	7,030	6,911
Withdrawn copies	226	3,647	7,152

REFERENCE	THIS MONTH	YTD	YTD 2017
tests proctored	758	10,908	8,745
computer help over 5 minutes	9	89	70
Passports	92	883	630
INTERNET	79	1,087	910
Pharos sessions ***	963	603	12,148

Door count 9494 Saturdays 430
 328
 246
 183

REFERENCE	THIS MONTH	YTD	YTD 2017
tests proctored	758	10,908	8,745
computer help over 5 minutes	9	89	70
Passports	92	883	630
INTERNET	79	1,087	910
Pharos sessions ***	963	603	12,148

Non-Pharos sessions	SESSIONS	YTD SESSIONS	YTD HOURS	2017 YTD HOURS
VOLUNTEERS	PEOPLE	HOURS	YTD HOURS	2017 YTD HOURS
	178	1,823	1,613	8,385
	67	260.00	3286.00	12,968

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	52	583

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	1	50	52	1,544	52	1,458
SATURDAY STORY TIME	2	107	76	1,740	78	1,610
CLASS VISITS	9	180	65	1,967	63	1,857
NON SCHOOL GROUPS	0	0	2	48	1	15
CHILDREN'S PROGRAMS	2	56	59	1,431	51	1,543
TEEN PROGRAMS	3	20	30	477	40	429
Total Youth Programs	17	413	284	7,207	285	6,912
Total Adult Programs	5	62	52	977	58	1,559

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2017
TOTALS	9	97.5	88

November Children's Library Happenings!

Why is it that life often feels like mere preparation for something else? In other words, as I'm looking at our November data, I'm thinking about what we're doing next, not what we've done in the here and now. So, yes, we are getting ready for winter reading, yes, Page Turners book club has books chosen, purchased, and ready to rock and roll, and yes, we are starting Tiny Explorers, again, in December. More about that next month. November happened...let's talk about that. (For, as Socrates supposedly uttered, "The unexamined life is not worth living." Maybe.)

Monday Book Time is always a victim of the calendar in November. There was no school one Monday, we were closed one Monday, and ECFE does not hold classes the week of Thanksgiving. This left us one day of Book Time, which people were obviously waiting for, as we had 50 people here over the two story times. Char Zanardi and Suzy Hepokoski are both retired ECFE teachers, but continue to do Book Time because they love the gig. Their program impresses me, as it includes several songs, rhymes and usually a flannel board activity, along with 2-4 stories. 20-25 minutes is a long time for little people to sit, but the teachers' experience with the age group is obvious, and they adjust "on the fly" when necessary. Parents usually benefit from a literacy tip or two sprinkled in amongst the preschool content.

Saturday Story Time is usually a quicker, less structured event. Teacher Missy Gray will sing a song and then read two or three stories, before inviting everyone to the community room to continue with a craft and snack. The less formal structure works at the end of a busy week, and our two story times in November saw an attendance of 107 people.

On a personal note, I have been struggling with so much holiday content in our story times this time of year. While we purchase, and circulate, a LOT of holiday materials this time of year, and our dominant culture is Christian, we continue to serve many families who are not Christian, and several families who do not celebrate any holidays. I ask myself "How does it feel to walk in this space if I'm _____" (fill in the blank.) This space, and by extension our story times, needs

to be welcoming for each of our patrons. This is why the children's department does not decorate for Christmas or discuss what we are thankful for in November. While I acknowledge that the majority of our families celebrate in this way, not all do. Our patrons don't seem to blink an eye at the Santa narrative during story times, but it is something about which I think.

Okay, back from that tangent...☺ Artastic and Lego Club were both well attended again this month, seeing 20 and 36 patrons respectively. It is amazing how small people like to Lego together! If you get a chance on a Lego day (the third Tuesday of the month at 3:30), stop in and put some bricks together.

And visitors...oh, the great visitors we have! November saw nine school groups for a total of 180 people. I hope each of those people left knowing that this space belonged to them, and that they are welcome here.

One fun upcoming note: (Socrates, never mind.) Beginning in December, we will be visited by all of the Southwest third graders once a month for five months. This was a grant applied for by the teachers and Nancy Mike-Johnson to expose these kids to all that the library has to offer. The curriculum will be slightly different from the Murphy third grade curriculum, as the grant was written with specific standards in mind, but I'm looking forward to seeing this space through new sets of eyes with different objectives. I always learn something!



illrap illrap <illrap@alslib.info>

Underpaid Petersons Invoice

1 message

Katarina Lincoln <arinvoices@petersons.com>

Fri, Dec 7, 2018 at 2:46 PM

To: illrap@arrowhead.lib.mn.us

Name: Katarina Lincoln
Email: arinvoices@petersons.com
Phone: 720-996-0803

Hello, I work in the accounts receivable department at Peterson's LLC. We recently sent you INV-2246376 and received check #137092 in the amount of \$100.03. However, the invoice total was for \$109.03, leaving an

Message:unpaid balance of \$9.00. Please remit the remaining balance to our PO Box listed on the invoice and below: PO BOX 268953 Dept 1025 Oklahoma City, OK 73126 If you need the copy of the invoice, please email me and I can send it to you. Thank you, Katarina Accounts Receivable Peterson's LLC

Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-14
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:

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

Adopted this 12 day of December, 2018


Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:
Max Peters, Lisa Tabbert, Susan Zeige, Richard Thouin, Dennis Jerome, Jean MacDonell

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.