

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

November 14, 2018 5:00 P.M.

DRAFT

5:00 ~~Call to order~~

5:01 ~~Roll call: absent Macdonell~~

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

Letter to Council – Resignation

3rd Quarter report from MN Foundation

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

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~~

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

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

~~Committee report??~~

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting October 10, 2018

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

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Susan Zeige, Randy McCarty, Jean MacDonell

Members Absent: Shannon Benolken, Deborah Kee, Richard Thouin, Dennis Jerome

Staff Present: Director Marcia Anderson

Public Comment:

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

Minutes: Lisa Tabbert made a motion to approve minutes from the October 10, 2018 board meeting. A second was made by Susan Ziege. The motion was passed unanimously.

Communications:

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

ALPHA PUBLIC LIBRARY BILL LIST - OCTOBER 10, 2018

DATE: 10/03/2018
 TIME: 15:40:34
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/10/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,382.12	74.90
0113233	AMERIPRIDE SERVICES INC	4,090.69	56.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,546.09	174.65
0201428	BAKER & TAYLOR LLC	21,797.12	3,065.05
0212124	BLACKSTONE PUBLISHING	2,125.94	245.98
0221525	BUNES SEPTIC SERVICE INC	4,108.00	400.00
0221650	BURGGRAF'S ACE HARDWARE	12,076.36	79.98
0221700	BUSY BEES QUALITY CLNG SVC INC	16,730.75	1,700.00
0315455	COLE HARDWARE INC	7,571.85	11.98
0605191	FIDELITY SECURITY LIFE INS CO	647.55	6.57
0718015	GRAND RAPIDS CITY PAYROLL	5,022,290.13	39,691.52
1301145	MARCO TECHNOLOGIES, LLC	858.22	120.43
1309199	MINNESOTA ENERGY RESOURCES	27,584.75	133.87
1309265	MN DEPT OF LABOR & INDUSTRY	240.00	30.00
1309335	MINNESOTA REVENUE	45,435.17	46.06
1405725	NETWORK SERVICE COMPANY	4,109.86	128.40
1405850	NEXTERA COMMUNICATIONS LLC	4,033.12	83.12
1415377	NORTHERN BUSINESS PRODUCTS INC	11,313.22	238.35
1516220	OPERATING ENGINEERS LOCAL #49	928,816.00	22,432.00
1601750	PAUL BUNYAN COMMUNICATIONS	4,685.22	243.80
1605665	PERSONNEL DYNAMICS LLC	10,110.29	674.53
1621130	P.U.C.	237,527.32	3,391.82
1801517	RANGE CORNICE & ROOFING CO	2,065.00	1,500.00
1821700	MICHAEL RUSSELL	5,092.50	2,340.00
1915248	SOFTWARE HARDWARE INTEGRATION	65,467.92	1,488.00
2018680	TRU NORTH ELECTRIC LLC	11,588.99	669.75
2114356	UNIQUE MANAGEMENT SERVICES	1,136.65	116.35
2114750	UNUM LIFE INSURANCE CO OF AMER	2,332.08	20.50
2205637	VERIZON WIRELESS	30,309.04	60.76
2209665	VISA	61,606.16	1,212.90
2301700	WASTE MANAGEMENT OF MN INC	26,358.98	569.84
2309430	WILD AND FREE WILDLIFE PROGRAM	150.00	150.00
2609600	ZIPLOCAL	0.00	264.00
		TOTAL ALL VENDORS:	81,421.11

Staff Report: New Computers are being installed. Downloadable Magazines are now available. Window in childrens' is leaking, unknown cause at this point. Facilities manager continues to investigate.. Bonnie's project, Crucial Conversations started well. Progress report to Northland Foundation due at the end of the month.. Amy developed survey on Teen space Usage and desired changes and additions.

Old Business:

Budget: No new changes anticipated in budget from now to December.

New Business:

Consent Agenda: Lisa Tabbert 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. None

2 Approve contracts and payment to presenters

- a. Kathryn Vogl \$488.33 for Publishing program Nov 29

3 Approve Resolution 2018-12 Accepting Donations

- a. \$60 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print books
- b. \$100 from Donald Mueller – undesignated
- c. \$25 from Mary Dunkin in memory of Bonnie LaFrenierre for purchase of books
- d. \$200 from Kerrie Lafrenierre in memory of Bonnie LaFrenierre for purchase of books
- e. \$34.10 from Grand Rapids Area Library Foundation for reimbursement for cost of printed items for book sale
- f. 6 Ukeleles with cases and auto-tuners from the Minnesota State Arts Board/Jeremy Messersmith

Regular Agenda:

a. Approve Resolution 2018-13 setting 2019 Library Calendar

Max Peters moved to approve resolution 2018-13 setting the Library calendar for 2019 as presented. A second was made by Jean MacDonnell. The motion passed unanimously

Director Anderson announced she is retiring sometime in February, 2019.

Tabbert, MacDonell, Peters and McCarty volunteered to assist Jerome as needed in working with Lynn DeGrio to develop process for replacement.

Adjourn: The monthly board meeting was adjourned at 5:27 p.m. by Randy McCarty.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2018 - September 30, 2018

Confidential and Privileged Information

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

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

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

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

Fund Statement

January 1, 2018 - September 30, 2018

Prepared on: 11/13/2018

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2018	\$	35,509
Investment Activity		
Interest & Dividends		421
Investment Gain/(Loss)		791
Disbursements		
Administrative Fees		(216)
Grants Paid		(1,314)
Investment Expenses		(113)
Ending Balance on September 30, 2018	\$	35,080
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2018	\$	35,080

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	35,082	100.0%	3.3%	7.2%	9.5%	7.5%
Money Market	(2)	0.0%	1.2%	1.5%	0.8%	0.5%
	<u>\$ 35,080</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2018 - September 30, 2018

There were no contributions during this statement period.

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

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

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

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

Fund Statement

January 1, 2018 - September 30, 2018

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,314
Grants (Paid)/Returned in the current year	<u>(1,314)</u>
Amount Available to Grant as of September 30, 2018	<u>-</u>
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2018	<u><u>-</u></u>

Future Year Grant Commitments

November 8, 2018

Mayor Adams
Councilors Blake, Christy, Connelly, Zeige

I hereby submit my resignation as Director of Library Services of the Grand Rapids Area Library, effective February 9, 2019.

It has been a privilege to work for the City of Grand Rapids for the last 13 years. During my 10+ years as Director, I have enjoyed the process of determining community needs and working to develop library services to meet those needs.

I am confident the Library Board of Trustees will choose an outstanding leader for the Library and continue to provide excellent direction and guidance for the future. While the services of the Library will continually evolve to meet changing needs, I believe the Board and the staff will maintain their dedication to the Library and to this community.

Thank you for your support for library services to the community. It has been a pleasure to work with you.

Sincerely,

Marci L. Anderson

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2018
With Comparative Totals for October 31, 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	370,319	401,315	702,687	57%
Intergovernmental	76,687	77,714	133,282	58%
Charges for Services	33,243	42,324	32,100	132%
Fines & Forfeits	10,544	10,163	11,000	92%
Blandin Grant	-	-	-	0%
GR Library Foundation	8,566	9,276	4,000	232%
Miscellaneous	11,550	40,555	13,800	294%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	513,966	581,336	896,869	65%
Expenditures:				
Personnel	483,989	542,404	656,469	83%
Supplies/Materials	60,174	79,165	96,300	82%
Other Services/Charges	140,693	114,330	144,100	79%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	684,857	735,899	896,869	82%
OPERATING SURPLUS (DEFICIT)	(170,891)	(154,562)	-	
Blandin Foundation Capital Grant	-	-	-	
Capital Outlay	-	19,641	-	
Fund Balance 10/31/XX				
Cash Flow	243,183	255,416	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 10/31/XX	\$ 312,769	\$ 340,707	\$ 514,910	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,242 as of 6/30/18. 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 OCTOBER 31, 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	2,572	135%
211-00-34-00-7975	INTERNET	3,200	2,884	90%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	500	83%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	30,061	116%
211-00-34-00-7990	FAX MACHINE USE	400	1,024	256%
211-00-35-00-1030	LIBRARY FINES	11,000	10,153	92%
211-00-37-00-2310	DONATIONS	1,500	27,538	1836%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	985	99%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	290	29%
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	9,276	232%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,737	93%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,360	68%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	882	31%
		896,869	581,336	65%
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	346,691	83%
211-00-75-10-1030	SALARY-PARTTIME	23,538	21,039	89%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	6,800	59%
211-00-75-10-1210	PERA	33,195	27,182	82%
211-00-75-10-1220	FICA	27,441	22,535	82%
211-00-75-10-1250	MEDICARE	6,418	5,270	82%
211-00-75-10-1310	HEALTH INSURANCE	132,480	110,928	84%
211-00-75-10-1330	LIFE INSURANCE	221	196	89%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,764	68%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	7,216	103%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,636	164%
211-00-75-20-2030	PRINTING/BINDING	900	726	81%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	4,156	160%
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	37,377	85%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,642	74%
211-00-75-20-2130	NEWSPAPERS	1,400	1,153	82%
211-00-75-20-2140	PERIODICALS	8,000	151	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,682	107%
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	595	92%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	9,545	159%
211-00-75-30-3210	TELEPHONE	7,200	4,339	60%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,296	92%
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	1,325	66%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	526	175%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,510	83%
211-00-75-30-3810	ELECTRICITY	28,000	25,951	93%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,526	98%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,969	49%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	7,835	112%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	15,697	105%
211-00-75-30-4015	GROUNDS 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	2,436	35%
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	-	19,641	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>755,539</u>	84%
	SURPLUS REVENUES/(EXPENDITURES)	-	<u>(174,203)</u>	

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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	2,572	135%
211-00-34-00-7975	INTERNET	3,200	2,884	90%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	500	83%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	30,061	116%
211-00-34-00-7990	FAX MACHINE USE	400	1,024	256%
211-00-35-00-1030	LIBRARY FINES	11,000	10,153	92%
211-00-37-00-2310	DONATIONS	1,500	27,538	1836%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	985	99%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	290	29%
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	9,276	232%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,737	93%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,360	68%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	882	31%
		896,869	581,336	65%
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	346,691	83%
211-00-75-10-1030	SALARY-PARTTIME	23,538	21,039	89%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	6,800	59%
211-00-75-10-1210	PERA	33,195	27,182	82%
211-00-75-10-1220	FICA	27,441	22,535	82%
211-00-75-10-1250	MEDICARE	6,418	5,270	82%
211-00-75-10-1310	HEALTH INSURANCE	132,480	110,928	84%
211-00-75-10-1330	LIFE INSURANCE	221	196	89%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,764	68%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	7,216	103%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,636	164%
211-00-75-20-2030	PRINTING/BINDING	900	726	81%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	4,156	160%
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	37,377	85%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,642	74%
211-00-75-20-2130	NEWSPAPERS	1,400	1,153	82%
211-00-75-20-2140	PERIODICALS	8,000	151	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,682	107%
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	595	92%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
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Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	9,545	159%
211-00-75-30-3210	TELEPHONE	7,200	4,339	60%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,296	92%
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	1,325	66%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	526	175%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,510	83%
211-00-75-30-3810	ELECTRICITY	28,000	25,951	93%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,526	98%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,969	49%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	7,835	112%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	15,697	105%
211-00-75-30-4015	GROUNDS 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	2,436	35%
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	-	19,641	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>755,539</u>	84%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(174,203)</u>	

PUBLIC LIBRARY BILL LIST - NOVEMBER 14, 2018

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/14/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	146.25
0113233	AMERIPRIDE SERVICES INC	84.58
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	15.96
0201428	BAKER & TAYLOR LLC	3,229.09
0212124	BLACKSTONE PUBLISHING	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	15.94
0405223	DEER RIVER HIRED HANDS INC	150.00
0701650	GARTNER REFRIGERATION CO	2,634.24
0718060	GRAND RAPIDS HERALD REVIEW	60.00
0805524	BONNIE HENRIKSEN	6,690.00
1015331	JOHNSONS LOCK & SAFE	85.00
1205850	LEXIS NEXIS	223.10
1309107	UNIVERSITY OF MINNESOTA	200.00
1405725	NETWORK SERVICE COMPANY	142.94
1415377	NORTHERN BUSINESS PRODUCTS INC	799.81
1605665	PERSONNEL DYNAMICS LLC	720.12
1605735	PETERSON'S A NELNET CO	100.03
1901435	SALEM PRESS	236.81
1915248	SOFTWARE HARDWARE INTEGRATION	184.00
2018680	TRU NORTH ELECTRIC LLC	163.25
2114356	UNIQUE MANAGEMENT SERVICES	161.10
2315643	WORLD BOOK DIRECT MARKETING	699.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 18,611.22

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0605191	FIDELITY SECURITY LIFE INS CO	13.14
0718015	GRAND RAPIDS CITY PAYROLL	39,701.58
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	300.67
1309199	MINNESOTA ENERGY RESOURCES	246.82
1309335	MINNESOTA REVENUE	54.85
1405850	NEXTERA COMMUNICATIONS LLC	81.14
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	488.80
1621130	P.U.C.	3,074.82
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	164.84
2209665	VISA	625.28
2301700	WASTE MANAGEMENT OF MN INC	295.52
T001198	GERALD N SANDVICK	200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 56,561.96

TOTAL ALL DEPARTMENTS 75,173.18

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 10/31/18
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	461,625.84	461,625.84	0.00
211-00-00-00-1010	CASH	511,932.32	583,499.01	787,580.81	307,850.52
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	2,830.75	13,820.22	3,284.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	9,389.10	1,875.85
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	47,210.77	767.56
TOTAL		572,825.71	1,107,198.88	1,319,626.74	360,397.85
TOTAL ASSETS		572,825.71	1,107,198.88	1,319,626.74	360,397.85
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	791,771.84	772,502.12	7,613.24
211-00-00-00-2030	SALES TAX PAYABLE	0.00	475.44	532.22	56.78
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	812,279.83	773,287.46	18,923.14

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 10/31/18

TOTAL LIABILITIES		57,915.51	812,279.83	773,287.46	18,923.14

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	47,210.77	47,978.33	767.56

TOTAL	FUND SURPLUS (DEFICIT)	514,910.20	47,210.77	47,978.33	515,677.76
		0.00	174,203.05	0.00	(174,203.05)

TOTAL FUND EQUITY		514,910.20	221,413.82	47,978.33	341,474.71

TOTAL LIABILITIES AND FUND EQUITY		572,825.71	1,033,693.65	821,265.79	360,397.85

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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-DELINQUENT	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	261.90	1,900.00	2,572.18	0.00	(672.18)	135
211-00-34-00-7975	INTERNET	304.20	3,200.00	2,884.49	0.00	315.51	90
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	500.00	0.00	100.00	83
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,975.00	26,000.00	30,061.25	0.00	(4,061.25)	116
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	141.29	400.00	1,023.60	0.00	(623.60)	256
TOTAL		3,702.39	32,100.00	42,323.52	0.00	(10,223.52)	132
TOTAL CHARGES FOR SERVICES		3,702.39	32,100.00	42,323.52	0.00	(10,223.52)	132

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	928.52	11,000.00	10,152.67	0.00	847.33	92
TOTAL		928.52	11,000.00	10,152.67	0.00	847.33	92
TOTAL FINES & FORFEITS		928.52	11,000.00	10,152.67	0.00	847.33	92
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	150.00	1,500.00	27,538.47	0.00	(26,038.47)	1836
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	385.00	1,000.00	985.00	0.00	15.00	99
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	290.00	0.00	710.00	29
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	34.10	4,000.00	9,275.83	0.00	(5,275.83)	232
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	193.25	4,000.00	3,736.88	0.00	263.12	93
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	118.74	2,000.00	1,359.53	0.00	640.47	68
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	881.70	0.00	1,918.30	31
TOTAL		881.09	17,800.00	49,831.32	0.00	(32,031.32)	280
TOTAL MISCELLANEOUS REVENUE		881.09	17,800.00	49,831.32	0.00	(32,031.32)	280
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 10 PERIODS ENDING OCTOBER 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL REVENUES:		5,512.00	896,869.00	581,336.30	0.00	315,532.70	65
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	346,690.90	0.00	72,371.10	83
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	1,658.72	23,538.00	21,039.39	0.00	2,498.61	89
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	638.08	11,504.00	6,799.70	0.00	4,704.30	59
211-00-75-10-1210	PERA	2,587.88	33,195.00	27,181.73	0.00	6,013.27	82
211-00-75-10-1220	FICA	2,114.14	27,441.00	22,534.93	0.00	4,906.07	82
211-00-75-10-1310	HEALTH INSURANCE	494.43	6,418.00	5,270.15	0.00	1,147.85	82
211-00-75-10-1330	LIFE INSURANCE	11,216.00	132,480.00	110,928.00	0.00	21,552.00	84
211-00-75-10-1335	DENTAL INSURANCE	23.50	221.00	195.72	0.00	25.28	89
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.51	0.00	(0.96)	0.00	0.96	100
211-00-75-10-1510	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL PERSONNEL		51,767.58	656,469.00	542,403.66	0.00	114,065.34	83
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	304.85	7,000.00	7,215.98	38.72	(254.70)	104
211-00-75-20-2020	COPY SUPPLIES	300.67	1,000.00	1,635.73	0.00	(635.73)	164
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	500.95	2,600.00	4,156.38	0.00	(1,556.38)	160
211-00-75-20-2070	COMPUTER INVENTORY	113.00	2,500.00	2,695.65	113.00	(308.65)	112
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 10 PERIODS ENDING OCTOBER 31, 2018

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	7.49	2,000.00	1,228.80	0.00	771.20	61
211-00-75-20-2110	BOOKS	4,311.15	44,000.00	37,377.30	223.10	6,399.60	85
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	6,641.65	0.00	2,358.35	74
211-00-75-20-2130	NEWSPAPERS	60.00	1,400.00	1,153.23	0.00	246.77	82
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	150.60	5.50	7,849.90	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	148.93	2,500.00	2,682.02	113.90	(295.92)	112
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		5,747.04	96,300.00	79,164.67	494.22	16,641.11	83
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	6,690.00	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	56.00	650.00	594.88	56.00	(0.88)	100
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	200.00	6,000.00	9,545.00	0.00	(3,545.00)	159
211-00-75-30-3210	TELEPHONE	377.58	7,200.00	4,339.18	0.00	2,860.82	60
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	2,296.00	0.00	204.00	92
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	161.10	2,000.00	1,324.72	0.00	675.28	66
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	0.00	300.00	526.00	0.00	(226.00)	175
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	7,510.00	0.00	1,490.00	83
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	25,951.46	0.00	2,048.54	93
211-00-75-30-3840	GARBAGE REMOVAL	445.52	3,600.00	3,525.59	150.00	(75.59)	102
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,968.91	0.00	2,031.09	49
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,250.00	7,000.00	7,835.36	0.00	(835.36)	112
211-00-75-30-4010	BUILDING MAINT/REPAIRS	(861.75)	15,000.00	15,696.91	163.25	(860.16)	106
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,312.11	0.00	(312.11)	131

DATE: 11/08/2018
 TIME: 09:06:19
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

PAGE: 5
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	120.00	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	384.24	7,000.00	2,435.91	0.00	4,564.09	35
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		12,273.69	144,100.00	114,330.35	369.25	29,400.40	80
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	19,640.67	0.00	(19,640.67)	100
TOTAL CAPITAL OUTLAY		0.00	0.00	19,640.67	0.00	(19,640.67)	100
TOTAL GENERAL ADMINISTRATION		69,788.31	896,869.00	755,539.35	863.47	140,466.18	84
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 11/08/2018
 TIME: 09:06:19
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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:		69,788.31	896,869.00	755,539.35	863.47	140,466.18	84
TOTAL FUND REVENUES		5,512.00	896,869.00	581,336.30	0.00	315,532.70	65
TOTAL FUND EXPENSES		69,788.31	896,869.00	755,539.35	863.47	140,466.18	84
FUND SURPLUS (DEFICIT)		(64,276.31)	0.00	(174,203.05)			
TOTAL ALL FUND REVENUES		5,512.00	896,869.00	581,336.30	0.00	315,532.70	65
TOTAL ALL FUND EXPENSES		69,788.31	896,869.00	755,539.35	863.47	140,466.18	84
ALL FUND SURPLUS (DEFICIT)		(64,276.31)	0.00	(174,203.05)			

Directors Report November 2018

Agenda Items

Communications:

A copy of the letter I sent to the City Council for inclusion in the 11/13 agenda is included in your packet.

Contracts:

Artastic programs

Betsy Whirly has been doing afterschool and summer art programs regularly. These were successful last school year and during the summer, so we are offering them again afterschool once a month. I have asked the Library Foundation for support for this series of programs.

Fine/fee waivers

The Early Literacy Committee of ALS (Librarians serving children at many of the libraries in the region) recommended another short term of waiving fines and fees for children under 18.: *"We're Thankful for You! Fine & Fee-Free Initiative"* The goal is to reduce barriers to library use and encourage lifelong learning. Several libraries in the region have gone to not charging fines on children's materials at all.

After discussing this with staff, the consensus is a desire to participate from November 15 – 30, but to expand it to checking everything (children, teen and adult material) in with no fines accruing, Lost items returned would have no fine or fee accrued. We would also waive fines at the desk after a conversation with both children and adults. Charges for outstanding lost items would not be waived.

The reason for expanding it to checking everything in with no fines is that children's materials are sometimes checked out on adult cards, and adult materials are sometimes checked out on children's cards. It is impossible to tell at the time of checkin. Checking everything in with no fines for two weeks is much easier.

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. I estimate the same reduction if we waive charges on all materials for half the month.

FYI: The budgeted revenue for fines for 2018 is \$11,000, and YTD through October revenue is \$10,152

About half of the libraries in the region are participating, and have given permission to waive fines on any of their children's items, and some on adult items.

Resignation

Lynn has come up with a draft timeline for replacement, and my proposed end date allows for the possibility of some overlap, if needed. It also should allow time for me to prepare the majority of the annual report during the first week of February.

Report from Committee??

Assistant Director Report
November 2018

Teen Advisory Board

Tuesday, October 30, 2018

Participants: S. Kessler

Sarah redid the kiosk so teens can write their recommendations for magazines/books.

Teens

October Anime Club had 4 participants. I had it on a no school day and that may have been the reason for the decrease from September. I will have it on November 9 which is a school day and am interested to see the turnout.

There were 10 participants in the teen room drawing. There were some names I didn't recognize which is cool!

Operations

The display case has been redone to reflect Thanksgiving and gratitude. Bonnie redid it for the month.

The library is once again participating as a Gratitude Graffiti stop. This is the 3rd year we have participated. Through November patrons can write on a Post-It what they are grateful for and add it to the Gratitude Graffiti poster. Last year there were 170 Post-Its on the poster which was a huge increase from the previous year. City Hall and the Civic Center are stops as well.

National Friends of the Library Week was celebrated in October. Our Friends group served cake and juice in the lobby. The Friends also had a general membership meeting to change their bylaws.

National Novel Writing Month (Nanowrimo) is held annually in November. I made a display on the table nearest the main doors of writing materials. We are reserving the Big Riverview Room on Saturdays for writers to use and the Wednesday Writing Group will meet November 21st. On November 29th Kate St. Vincent Vogl will present information about publishing. Nicole is talking about what's happening at the library during Nanowrimo at a Writing Workshop held at Blandin Foundation on November 9.

October

CIRCULATION	THIS MONTH	YTD	YTD 2017	Door count	Saturdays
Check-outs	12,404	114,878	118,653		305
Total Circulation	14,383	132,490	137,076	12057	261
Returns	14,628	131,793	136,500		296
New cards	128	1,113	1,214		266
TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017		
Books cataloged and processed	674	6,345	6,137		
Withdrawn copies	96	3,421	6,025		

REFERENCE	THIS MONTH	YTD	YTD 2017	YTD 2017	2017 YTD HOURS
tests proctored	1,087	10,150	7,957		12,014
computer help over 5 minutes	23	80	65		7,373
Passports	79	791	563		
INTERNET	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2017 YTD HOURS
Pharos sessions ***	11,361	705	11,185	7,373	7,731

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	159	1,645	1,465
	84	316.00	3026.00

MEETING ROOM	YTD GROUPS
COMMUNITY ROOM/GSR	531

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	8	243	51	1,494	52	1,406
SATURDAY STORY TIME	8	236	74	1,633	74	1,718
CLASS VISITS	13	344	56	1,787	54	1,656
NON SCHOOL GROUPS	0	0	2	48	1	15
CHILDREN'S PROGRAMS	4	97	51	1,375	48	1,494
TEEN PROGRAMS	3	15	27	457	34	419
Total Youth Programs	36	935	261	6,794	263	6,708
Total Adult Programs	4	57	47	915	52	1,384

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2017
TOTALS	8.5	88.5	79

A snapshot of your Children's Library, October 2018

Wow! The school year has really started for us! October saw 13 classes visit, for a total of 344 visitors. (No wonder my throat was dry!) It is easy to report these numbers, with pride, because we like people to use their library. However, what happens after these kids go home is when the library magic sometimes happens.

Coming back from lunch one day last week, I stopped at the desk to talk to Dion when I felt small arms wrap around my waist. I looked down on a face I very vaguely remembered. "Tracy! I've been waiting for you!" Behind this small-ish person was an adult who explained, "She came with her class a few weeks ago, and she hasn't stopped talking about it since. So I thought we'd better see what all the hub-bub was about!" Turns out our young ambassador was very taken with her library experience and insisted that her Grandma not only bring her back, but her younger siblings, and cousins as well! One contact with a child resulted in a first-time library experience for six people. As they left, Grandma assured me that they would be back. As hectic as it can be when we are hosting a class of students, moments like these remind me about how important this endeavor can be.

We enjoyed a full month of both Book Time and Saturday Story Time, each held 8 sessions at a patron count of 243 and 236, respectively. In addition, we hosted 4 other library programs that saw a combined 97 folks attend.

It probably won't surprise you, but we are already looking ahead to next summer's programming. Each year we get two "Kids' Stuff" programs compliments of our membership in the Arrowhead Library System. In addition, we already have two pretty impressive kid's programs scheduled through Legacy. Since they are all scheduled in June and July, I thought it might behoove us to string them together under a single series for advertising purposes. I also thought they would all work really well in the KAXE/Rotary tent, so I've had conversations with Sarah Bignall about a partnership this summer. KAXE would provide the venue and the popcorn, and we would provide the talent. Talking to Nicole, she thought the Library's program committee could help advertise through their channels as well. (As one program is scheduled on a traditional adult program night.) Nicole mentioned that summer is tricky to program for their usual audience, so collaborating on this series would be helpful to them, as well. The programs consist of two music acts, one comedian, and one magician. Although it is several months away, it's nice to get some great programming on the books!

I had hoped to resurrect our Page Turners Book Club in the month of November, as I've had four of our 12 summer participants asking for it! However, it looks like that will have to be pushed back a month due to my apparent inability to choose a book, and to find an inexpensive outlet from which to purchase said title. (It is important to me to eliminate ANY barriers to participation in this group, so I purchase 12 copies of the books, using funds provided by the Friends of the Library; the readers then get to keep the book.) I hope to get a book into the hands of our eager readers in December, and we'll schedule a meeting in January.



Phone: 651-747-0492
 Fax: 651-747-0493
 www.tech-logic.com

Remit to:
Tech Logic
835 Hale Ave. N
Oakdale, MN 55128

Date: 11/2/2018	Page: 1
Invoice Number: RC002642	

1.5% INTEREST PER MONTH AFTER 30 DAYS

Sold To: Grand Rapids Area Library
 140 Northeast Second Street
 Grand Rapids, MN 55744
 USA
Attn: Lisa Flaherty

Ship To: 140 Northeast Second Street
 Grand Rapids, MN 55744
 USA
Attn: Lisa Flaherty

Reference - P.O. No.	Customer No.	Order No.	Ship Via	Terms Code
	GRA002C	15006990	Ground Transport	NET60

Item No.	Description/Comments	Quantity	UOM	Unit Price	Amount
28000004	CirclT Software Renewal for One Year January 1, 2019 - December 31, 2019	1	SEAT	400.000000	400.00
	<u>Due Date</u>	<u>Amount Due</u>	<u>Disc. Date</u>	<u>Disc. Amount</u>	
	1/1/2019	400.00		0.00	

Subtotal before taxes	400.00
Total taxes	0.00
Total amount	400.00
Payment received	0.00
Discount taken	0.00
Amount due (USD)	400.00

November 14, 2018

Betsy Whirley
18771 Wendigo Park Road
Grand Rapids, MN 55744

Dear Ms. Whirley:

I am pleased that you will be leading a series of seven monthly art programs developed for school age children. These programs will be held 10/22/18, 11/26/18, 12/17/18, 1/28/19, 2/25/19, 3/25/19, and 4/29/19.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and return this contract to the library.

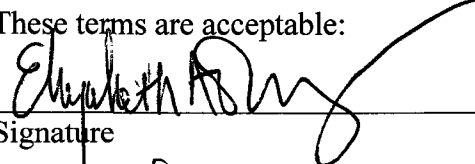
My e-mail is: manderson@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

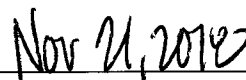


Marcia Anderson
Library Director

These terms are acceptable:

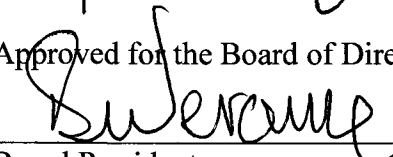


Signature

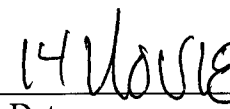


Date

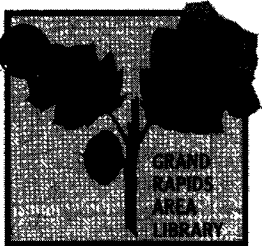
Approved for the Board of Directors:



Board President



Date



GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Board member *Deborah Lee* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-13
A RESOLUTION ACCEPTING DONATIONS


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

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

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

\$150 from Grand Rapids Area Library Foundation books in memory of Bob Urista (small business or golf)
\$10 from Randy and Kathy McCarty for books in memory of Bob Urista (small business or golf)
\$150 from Friends of the Library for recycling pickup

Adopted this 14 day of November, 2018


Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Shannon Benoit* seconded the foregoing resolution and the following voted in favor thereof: *Deborah Lee, Max Peters, Lisa Tabbert, Susan Zeige, Shannon Benoit, Richard Thoin, Dennis Jerome*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

November 14, 2018

Dennis Jerome, President
and members of the Library Board of Trustees

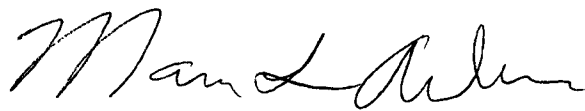
I hereby submit my resignation as Director of Library Services of the Grand Rapids Area Library, effective February 9, 2019. While I enjoy managing the Library, it is time to move on to pursue more non-work endeavors.

It has been a privilege to work for the City of Grand Rapids for the last 13 years. During my 10+ years as Director, I have enjoyed the process of determining community needs and working to develop library services to meet those needs.

I am confident that you will choose an outstanding leader for the Library and continue to provide excellent direction and guidance for the future. Library staff members are talented and knowledgeable, and the Library is in good hands. I expect to work with you and the staff to make sure this transition goes as smoothly as possible.

Thank you for your work in support of library services to the community. It has been a pleasure to work with you and I hope to continue to support your efforts in any way possible. I look forward to seeing changes as you continue to respond to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Marcia L. Anderson". The signature is fluid and cursive, with the first name "Marcia" being the most prominent part.

Marcia L. Anderson