

GRAND RAPIDS AREA LIBRARY BOARD

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

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Benolken*
- 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**
-
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
Budget
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
 - a. **Russel carpet cleaning/repair \$2340**
 2. **Approve Contracts and payment to presenters**
 - a. **Jerry Sandvick WWII shipbuilding Oct 4 \$200**
 - b. **Wild & Free Wildlife Rehab program Sept 20 \$150**
 3. **Approve Resolution 2018-11 Accepting Donations**
\$4141.73 from the Library Foundation as follows:

<i>\$1075</i>	<i>for summer programming for children</i>
<i>\$376.73</i>	<i>books for Great American Read books</i>
<i>\$450 6</i>	<i>Yoga on the Lawn programs</i>
<i>\$2240.00</i>	<i>for Story Times May – Aug 2018</i>

Regular agenda

6:00 **Adjourn**

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**Grand Rapids Area Library
Regular Board Meeting
August 15, 2018
(rescheduled from August 8)**

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

Roll Call:

- **Members Present:** Dennis Jerome, Richard Thouin, Randy McCarty, Deborah Kee, Susan Zeige
- **Members Absent:** Shannon Benolken, Max Peters, Lisa Tabbert, Jean MacDonell
- **Staff Present:** Director Marcia Anderson

Public Comment:

Agenda: McCarty moved to approve the agenda. A second was made by Thouin. The motion passed unanimously.

Minutes: Kee moved to approve the minutes from the July 11, 2018 board meeting. A second was made by Zeige. The motion passed unanimously.

Communications:

Annual Report Acknowledgement
Minnesota Foundation 2nd Quarter Statement
Itasca Co. Tax transmittal letter

Financial Report:

McCarty moved to approve the financial report and payment of bills as listed. A second was made by Thouin. On a roll call vote the motion passed unanimously.

**Grand Rapids Area Library Bill List
Invoices Due On/Before August 8, 2018**

ALPHA PUBLIC LIBRARY BILL LIST - AUGUST 8, 2018

DATE: 08/01/2018
 TIME: 14:06:41
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/08/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,137.61	73.30
0113233	AMERIPRIDE SERVICES INC	2,831.84	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	1,289.78	111.63
0201428	BAKER & TAYLOR LLC	17,682.15	2,240.15
0205345	JENNIFER BEHM	625.00	125.00
0221700	BUSY BEES QUALITY CLNG SVC INC	11,900.00	1,700.00
0301530	CANON FINANCIAL SERVICES, INC	536.00	134.00
0405223	DEER RIVER HIRED HANDS INC	660.00	150.00
0502705	EBSCO SUBSCRIPTION SERVICE	30.97	13.68
0605191	FIDELITY SECURITY LIFE INS CO	505.11	6.57
0701650	GARTNER REFRIGERATION CO	27,095.67	826.75
0718010	CITY OF GRAND RAPIDS	20,124.14	1,100.00
0718015	GRAND RAPIDS CITY PAYROLL	3,798,198.42	39,541.68
0805107	HEARTLAND PAPER COMPANY	603.73	91.07
0914800	INVEST EARLY PROJECT	4,880.00	640.00
1015337	MICHELLE JOHNSON	369.90	184.95
1201407	LAKE COUNTRY JOURNAL MAGAZINE	0.00	19.95
1301145	MARCO TECHNOLOGIES, LLC	617.36	120.43
1301300	DIANA R MAGNER	125.00	125.00
1309199	MINNESOTA ENERGY RESOURCES	22,729.94	97.10
1309335	MINNESOTA REVENUE	31,132.87	56.46
1405725	NETWORK SERVICE COMPANY	1,462.22	321.01
1415377	NORTHERN BUSINESS PRODUCTS INC	10,598.53	322.76
1516220	OPERATING ENGINEERS LOCAL #49	723,322.00	11,216.00
1605665	PERSONNEL DYNAMICS LLC	7,645.47	254.54
1615423	POKEGAMA ELECTRIC INC	0.00	3,180.00
1621130	P.U.C.	185,360.52	3,278.70
1801517	RANGE CORNICE & ROOFING CO	0.00	2,065.00
1805150	RECORDED BOOKS INC	3,461.70	7.95
1909510	SIM SUPPLY INC	8,810.87	91.52
1915248	SOFTWARE HARDWARE INTEGRATION	56,015.92	207.00
1920555	STOKES PRINTING & OFFICE	2,245.92	9.99
2018680	TRU NORTH ELECTRIC LLC	9,560.30	105.00
2114750	UNUM LIFE INSURANCE CO OF AMER	1,808.10	20.50
2205637	VERIZON WIRELESS	23,863.83	60.84
2209665	VISA	52,265.40	631.97
2301700	WASTE MANAGEMENT OF MN INC	17,177.02	284.39
2308300	BETSY WHIRLEY	875.00	125.00
T000624	HEIDI AMOUTA	150.00	150.00
T001191	JENNA JUSTINE JOY HASS	150.00	150.00
TOTAL ALL VENDORS:			69,893.25

Staff Reports:

- ***Director's Report:***
- ***Assistant Director's Report:***

Old Business:

Budget: McCarty moved to approve the adoption of the 2018 budget as revised. A second was made by Ziege . The motion passed unanimously on a roll call vote. Revisions were: increasing the revenue line item for passports, decreasing the personnel expenditure line item for contracted services, and decreasing the fund balance expenditure line item for fund balance payback.

New Business:

- ***Consent Agenda:***
 1. **Approve payment of late bills**
Unique Management Services July placements \$179
 2. **Approve Contracts and payment to presenters**
 - a. Jodi Nordlund "Cooking with Carrots" Aug 9, \$50
 3. **Approve Resolution 2017-10 Accepting Donations**
\$200 from Splithand Township
\$1690.37 from Friends of the Library for mobile shelving unit
\$42.00 from Neal Nicolaus and Susan Johnston for *Sun* Magazine

Kee moved to approve the consent agenda. A second was made by Thouin. On a roll call vote the motion passed unanimously.

- ***Regular Agenda:***
 1. **McCarty moved to Authorize accepting low quote of \$3384.00 from SHI for wireless access points. .** A second was made by Kee. On a roll call vote the motion passed unanimously.
 2. **McCarty moved to accept a temporary *Green Card Voices* Display in conjunction with the Grand Rapids Human Rights Commission.** A second was made by Thouin. The motion passed unanimously.
 3. **McCarty moved to Authorize purchase of and payment for 21 computers from Tech Soup for \$6,153.00.** A second was made by Thouin. On a roll call vote the motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:45 PM by Dennis Jerome.

DATE: 09/07/2018
 TIME: 10:31:14
 GL470005.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH ACT. WITH FYTD AND FY BUDGET WITH PYTD ACTUAL
 FOR 8 PERIODS ENDING AUGUST 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
REVENUES						
TAXES						
211-00-31-00-0100	CURRENT	0.00	343,345.64	702,687.00	48.8	324,714.30
211-00-31-00-0200	DELINQUENT	0.00	3,961.53	0.00	100.0	3,127.77
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.0	0.00
211-00-31-00-4055	FISCAL DISPARITIES	0.00	54,008.05	0.00	100.0	42,476.87
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.0	0.00
TOTAL						
		0.00	401,315.22	702,687.00	57.1	370,318.94
TOTAL TAXES						
		0.00	401,315.22	702,687.00	57.1	370,318.94
INTERGOVERNMENTAL						
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.0	0.00
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.0	0.00
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.0	0.00
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.0	0.00
211-00-33-00-6300	LIBRARY CONTRACTS	77,713.57	77,713.57	128,000.00	60.7	76,687.36
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	5,282.00	0.0	0.00
TOTAL						
		77,713.57	77,713.57	133,282.00	58.3	76,687.36
TOTAL INTERGOVERNMENTAL						
		77,713.57	77,713.57	133,282.00	58.3	76,687.36
CHARGES FOR SERVICES						
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	0.00	100.0	5,282.00
211-00-34-00-7970	PHOTO COPIES	250.41	2,050.86	1,900.00	107.9	1,831.08
211-00-34-00-7975	INTERNET	276.62	2,328.85	3,200.00	72.7	2,532.96
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	460.00	600.00	76.6	480.00
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,465.00	25,301.25	26,000.00	97.3	18,500.00
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.0	0.00
211-00-34-00-7990	FAX MACHINE USE	84.20	815.89	400.00	203.9	633.40
TOTAL						
		4,096.23	36,238.85	32,100.00	112.8	29,259.44
TOTAL CHARGES FOR SERVICES						
		4,096.23	36,238.85	32,100.00	112.8	29,259.44
FINES & FORFEITS						
211-00-35-00-1030	LIBRARY FINES	1,262.84	8,113.66	11,000.00	73.7	8,695.76
TOTAL						
		1,262.84	8,113.66	11,000.00	73.7	8,695.76
TOTAL FINES & FORFEITS						
		1,262.84	8,113.66	11,000.00	73.7	8,695.76
MISCELLANEOUS REVENUE						

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CITY OF GRAND RAPIDS
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 FOR 8 PERIODS ENDING AUGUST 31, 2018

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR	
						YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL
REVENUES							
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	1,732.37	27,288.47	1,500.00	1819.2	479.05	
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	540.00	1,000.00	54.0	0.00	
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	290.00	1,000.00	29.0	1,773.96	
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	200.00	0.0	0.00	
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,313.91	1,300.00	101.0	1,257.69	
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	4,141.73	9,241.73	4,000.00	231.0	8,566.14	
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	4,000.00	0.00	100.0	0.00	
211-00-37-00-2375	MEETING ROOM RECEIPTS	518.13	3,543.63	4,000.00	88.5	3,488.18	
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.0	0.00	
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.0	0.00	
211-00-37-00-2450	MISCELLANEOUS	58.95	918.85	2,000.00	45.9	1,939.90	
211-00-37-00-2455	ENERGY REBATES	0.00	450.00	0.00	100.0	0.00	
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.0	0.00	
211-00-37-00-5100	INVESTMENT INCOME	0.00	881.70	2,800.00	31.4	863.61	
TOTAL MISCELLANEOUS REVENUE							
TOTAL		6,451.18	48,468.29	17,800.00	272.2	18,368.53	
TOTAL		6,451.18	48,468.29	17,800.00	272.2	18,368.53	
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.0	3,056.60	
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.0	0.00	
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.0	0.00	
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.0	0.00	
TOTAL OTHER SOURCES							
TOTAL		0.00	0.00	0.00	0.0	3,056.60	
TOTAL		0.00	0.00	0.00	0.0	3,056.60	
TOTAL REVENUES:							
		89,523.82	571,849.59	896,869.00	63.7	506,386.63	
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.0	0.00	
TOTAL							
		0.00	0.00	0.00	0.0	0.00	
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	49,179.84	280,998.08	419,062.00	67.0	257,194.84	
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.0	0.00	
211-00-75-10-1030	SALARY-PARTTIME	2,444.40	17,730.70	23,538.00	75.3	14,262.99	

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH ACT. WITH FYTD AND FY BUDGET WITH PYTD ACTUAL
 FOR 8 PERIODS ENDING AUGUST 31, 2018

PAGE: 3
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
EXPENSES						
GENERAL ADMINISTRATION						
PERSONNEL						
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.0	0.00
211-00-75-10-1050	CONTRACTED SERVICES	1,663.53	5,405.05	11,504.00	46.9	8,746.92
211-00-75-10-1210	PERA	3,871.82	22,006.62	33,195.00	66.2	19,906.18
211-00-75-10-1220	FICA	3,162.94	18,307.18	27,441.00	66.7	15,948.17
211-00-75-10-1250	MEDICARE	739.70	4,281.42	6,418.00	66.7	3,729.75
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	88,496.00	132,480.00	66.7	55,235.73
211-00-75-10-1330	LIFE INSURANCE	23.50	166.72	221.00	75.4	153.60
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.0	926.16
211-00-75-10-1347	VISION INSURANCE	0.51	1.05	0.00	(100.0)	0.95
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.0	0.00
211-00-75-10-1510	WORKERS COMPENSATION	187.91	1,388.28	2,610.00	53.1	1,846.32
TOTAL PERSONNEL		72,490.15	438,781.10	656,469.00	66.8	377,951.61
SUPPLIES & MATERIALS						
211-00-75-20-2010	OFFICE SUPPLIES	2,669.63	6,779.70	7,000.00	96.8	4,956.01
211-00-75-20-2020	COPY SUPPLIES	155.42	1,142.65	1,000.00	114.2	946.55
211-00-75-20-2030	PRINTING/BINDING	0.00	584.17	900.00	64.9	687.56
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.0	0.00
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,010.49	2,600.00	77.3	837.34
211-00-75-20-2070	COMPUTER INVENTORY	739.20	1,683.65	2,500.00	67.3	748.81
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,153.00	7,843.37	14,000.00	56.0	0.00
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,784.94	1,000.00	178.4	784.23
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	662.70	400.00	165.6	396.83
211-00-75-20-2100	OPERATING SUPPLIES	0.00	1,015.32	2,000.00	50.7	782.54
211-00-75-20-2110	BOOKS	1,762.99	29,380.99	44,000.00	66.7	28,316.38
211-00-75-20-2120	AUDIO/VISUAL	808.94	6,345.67	9,000.00	70.5	4,764.77
211-00-75-20-2130	NEWSPAPERS	0.00	1,093.23	1,400.00	78.0	972.40
211-00-75-20-2140	PERIODICALS	0.00	150.60	8,000.00	1.8	106.85
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	172.65	2,404.69	2,500.00	96.1	1,948.07
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.0	0.00
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.0	0.00
TOTAL SUPPLIES & MATERIALS		12,461.83	62,882.17	96,300.00	65.2	46,248.34
OTHER SERVICES & CHARGES						
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	394.85	0.00	(100.0)	394.85
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,100.00	900.00	122.2	880.00
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.0	0.00
211-00-75-30-3070	LAUNDRY	56.00	482.88	650.00	74.2	447.66
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	13,600.00	20,400.00	66.6	13,600.00
211-00-75-30-3100	OTHER CONTRACTED SERVICES	125.00	9,195.00	6,000.00	153.2	11,510.00

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 FOR 8 PERIODS ENDING AUGUST 31, 2018

PAGE: 4
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
EXPENSES						
GENERAL ADMINISTRATION						
OTHER SERVICES & CHARGES						
211-00-75-30-3210	TELEPHONE	439.84	3,521.88	7,200.00	48.9	3,528.16
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,959.25	2,500.00	78.3	2,189.29
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	457.55	500.00	91.5	95.45
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	500.00	0.0	117.70
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	295.00	300.00	98.3	379.22
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	187.95	1,047.27	2,000.00	52.3	1,208.25
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.0	0.00
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	262.00	300.00	87.3	495.30
211-00-75-30-3610	GENERAL INSURANCE	751.00	6,008.00	9,000.00	66.7	6,110.48
211-00-75-30-3810	ELECTRICITY	0.00	19,484.82	28,000.00	69.5	21,130.96
211-00-75-30-3840	GARBAGE REMOVAL	284.57	2,714.82	3,600.00	75.4	2,634.72
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	1,588.22	4,000.00	39.7	2,774.28
211-00-75-30-4000	MAINTENANCE CONTRACTS	275.19	5,585.36	7,000.00	79.7	5,177.91
211-00-75-30-4010	BUILDING MAINT/REPAIRS	155.00	11,648.91	15,000.00	77.6	24,863.86
211-00-75-30-4015	GROUPS MAINTENANCE	408.05	1,167.11	1,000.00	116.7	2,134.17
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	454.18	9,000.00	5.0	820.43
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4030	ONLINE SERVICES	0.00	2,564.00	3,000.00	85.4	2,957.36
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	271.92	2,051.67	7,000.00	29.3	8,802.53
211-00-75-30-4100	EQUIPMENT LEASES	0.00	335.00	800.00	41.8	536.00
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	50.00	0.0	0.00
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	300.00	0.0	0.00
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	27.74	100.00	27.7	18.00
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.0	0.00
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	15,000.00	0.0	0.00
TOTAL OTHER SERVICES & CHARGES		4,654.52	85,945.51	144,100.00	59.6	112,806.58
CAPITAL OUTLAY						
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.0	0.00
211-00-75-50-5900	BUILDING/BLDG IMPROV	15,175.00	19,582.86	0.00	(100.0)	0.00
TOTAL CAPITAL OUTLAY		15,175.00	19,582.86	0.00	(100.0)	0.00
TOTAL GENERAL ADMINISTRATION		104,781.50	607,191.64	896,869.00	67.7	537,006.53
BLANDIN GRANT						
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.0	0.00

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH ACT. WITH FYTD AND FY BUDGET WITH PYTD ACTUAL
 FOR 8 PERIODS ENDING AUGUST 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
EXPENSES						
BLANDIN GRANT						
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.0	0.00
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.0	0.00
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.0	0.00
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.0	0.00
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.0	0.00
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.0	0.00

TOTAL		0.00	0.00	0.00	0.0	0.00
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.0	0.00
TOTAL EXPENSES:		104,781.50	607,191.64	896,869.00	67.7	537,006.53
TOTAL FUND REVENUES		89,523.82	571,849.59	896,869.00	63.7	506,386.63
TOTAL FUND EXPENSES		104,781.50	607,191.64	896,869.00	67.7	537,006.53
FUND SURPLUS (DEFICIT)		(15,257.68)	(35,342.05)	0.00	100.0	(30,619.90)

PUBLIC LIBRARY BILL LIST - SEPTEMBER 12, 2018

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/12/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	171.21
0113233	AMERIPRIDE SERVICES INC	82.68
0114200	ANDERSON GLASS	14,960.00
0118660	ARROWHEAD LIBRARY SYSTEM	144.68
0201428	BAKER & TAYLOR LLC	1,874.82
0212124	BLACKSTONE PUBLISHING	447.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	40.59
0401425	DAKOTA SUPPLY GROUP	408.05
0405500	DEMCO INC	370.42
0601675	FARONICS TECHNOLOGIES USA INC	739.20
0609525	FINDAWAY WORLD LLC	360.95
1015325	JOHNSON CONTROLS INC	825.57
1015331	JOHNSONS LOCK & SAFE	215.00
1405725	NETWORK SERVICE COMPANY	238.21
1415377	NORTHERN BUSINESS PRODUCTS INC	299.48
1524250	OXFORD UNIVERSITY PRESS USA	234.09
1605665	PERSONNEL DYNAMICS LLC	1,663.53
1801608	RAPIDS PROCESS EQUIPMENT INC	271.92
1801610	RAPIDS PLUMBING & HEATING INC	155.00
1908570	SHOWCASES	2,034.72
1915248	SOFTWARE HARDWARE INTEGRATION	2,961.00
2018680	TRU NORTH ELECTRIC LLC	145.00
2114356	UNIQUE MANAGEMENT SERVICES	187.95

TOTAL UNPAID TO BE APPROVED IN THE SUM OF \$ 30,532.06

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0718015	GRAND RAPIDS CITY PAYROLL	59,398.70
1209516	LINCOLN NATIONAL LIFE	78.00
1301145	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	91.73
1309335	MINNESOTA REVENUE	62.29
1405850	NEXTERA COMMUNICATIONS LLC	83.24
1415032	JODI R NORLUND	50.00
1601750	PAUL BUNYAN COMMUNICATIONS	243.80
1621130	P.U.C.	3,379.43
2005155	TECHSOUP GLOBAL	6,153.00
2114356	UNIQUE MANAGEMENT SERVICES	179.00
2205637	VERIZON WIRELESS	164.84
2209665	VISA	373.11
2301700	WASTE MANAGEMENT OF MN INC	284.39
T001190	KATHRYN THIES	150.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 70,811.96

TOTAL ALL DEPARTMENTS 101,344.02

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2018
With Comparative Totals for August 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	29,259	36,239	32,100	113%
Fines & Forfeits	8,696	8,114	11,000	74%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	8,566	9,242	4,000	231%
Miscellaneous	9,802	39,227	13,800	284%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	506,387	571,850	896,869	64%
Expenditures:				
Personnel	377,952	438,781	656,469	67%
Supplies/Materials	46,248	62,882	96,300	65%
Other Services/Charges	112,807	85,946	144,100	60%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	537,007	587,609	896,869	66%
OPERATING SURPLUS (DEFICIT)	(30,620)	(15,759)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	19,583	-	0%
Fund Balance 8/31/XX				
Cash Flow	383,454	394,277	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 8/31/XX	\$ 453,040	\$ 479,568	\$ 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

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 08/31/18
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	382,232.74	382,232.74	0.00
211-00-00-00-1010	CASH	511,932.32	572,343.40	630,707.74	453,567.98
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	14,274.39	0.00	0.00	14,274.39
211-00-00-00-1550	PREPAID ITEMS	0.00	2,830.75	13,820.22	3,284.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	7,511.28	3,753.67
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	47,291.77	20,956.01	26,335.76
TOTAL		572,825.71	1,015,963.61	1,055,227.99	533,561.33
TOTAL ASSETS					
		572,825.71	1,015,963.61	1,055,227.99	533,561.33
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	633,491.77	623,220.17	16,611.36
211-00-00-00-2030	SALES TAX PAYABLE	0.00	374.49	420.55	46.06
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	0.00	0.00
TOTAL		57,915.51	653,898.81	623,640.72	27,657.42

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 08/31/18
TOTAL LIABILITIES					
		57,915.51	653,898.81	623,640.72	27,657.42
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	20,956.01	47,291.77	26,335.76
TOTAL					
	FUND SURPLUS (DEFICIT)	514,910.20	20,956.01	47,291.77	541,245.96
		0.00	35,342.05	0.00	(35,342.05)
TOTAL FUND EQUITY					
		514,910.20	56,298.06	47,291.77	505,903.91
TOTAL LIABILITIES AND FUND EQUITY					
		572,825.71	710,196.87	670,932.49	533,561.33

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH AUGUST 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	2,051	108%
211-00-34-00-7975	INTERNET	3,200	2,329	73%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	460	77%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	25,301	97%
211-00-34-00-7990	FAX MACHINE USE	400	816	204%
211-00-35-00-1030	LIBRARY FINES	11,000	8,114	74%
211-00-37-00-2310	DONATIONS	1,500	27,288	1819%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	540	54%
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	9,242	231%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,544	89%
211-00-37-00-2450	MISCELLANEOUS	2,000	919	46%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	882	31%
		896,869	571,850	64%
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	280,998	67%
211-00-75-10-1030	SALARY-PARTTIME	23,538	17,731	75%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	5,405	47%
211-00-75-10-1210	PERA	33,195	22,007	66%
211-00-75-10-1220	FICA	27,441	18,307	67%
211-00-75-10-1250	MEDICARE	6,418	4,281	67%
211-00-75-10-1310	HEALTH INSURANCE	132,480	88,496	67%
211-00-75-10-1330	LIFE INSURANCE	221	167	75%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,388	53%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	6,780	97%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,143	114%
211-00-75-20-2030	PRINTING/BINDING	900	584	65%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,010	77%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	1,684	67%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	7,843	56%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,785	178%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	663	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,015	51%
211-00-75-20-2110	BOOKS	44,000	29,381	67%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,346	71%
211-00-75-20-2130	NEWSPAPERS	1,400	1,093	78%
211-00-75-20-2140	PERIODICALS	8,000	151	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,405	96%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	395	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,100	122%
211-00-75-30-3070	LAUNDRY	650	483	74%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,600	67%

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	9,195	153%
211-00-75-30-3210	TELEPHONE	7,200	3,522	49%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	1,959	78%
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	1,047	52%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	262	87%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,008	67%
211-00-75-30-3810	ELECTRICITY	28,000	19,485	70%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,715	75%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,588	40%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	5,585	80%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	11,649	78%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,167	117%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	454	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	2,052	29%
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	-	0%
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	-	19,583	0%
	TOTAL EXPENDITURES	896,869	607,192	68%
	SURPLUS REVENUES/(EXPENDITURES)	-	(35,342)	

Director's Report- September 2018

Accessibility Project

The doors are working, the non-functional security gates have been removed to allow better access to the button on the inside, and the floor has been repaired and carpet tiles replaced. There were holes in the floor from the previous posts between doors, and some holes from the security gates. Mike Russell did the repairs on the floors and replaced tiles. (He also did a major amount of carpet cleaning in the meeting room, children's, the front entry, the workroom, and around the circulation desk)

The door to the small Riverview room is now functional. The door handles and latches were removed so the door is now free to open and close using the access button. The only thing remaining is to purchase a movable and adjustable table and 4 chairs for the room.

Budget

The Council's next budget meeting is Sept 17th.

I mailed letters to all of the townships. Unfortunately, I used the town hall address for most of them, and some of them do not have mail boxes, so the letters are coming back. I am resending them to the township clerks. I believe this will be an ongoing conversation in preparation for the 2020 budget year.

Wireless Access Points

New wireless access points were installed throughout the building.

New computers:

Computers and software have been ordered, and are starting to arrive. IT is starting with setting up circulation computers. Next project will be to set up public computers and install software so they can be updated remotely, and as a batch. Software on the public computers includes Office suite, Chrome browser, Deep Freeze (deletes history, downloads and documents created and returns computer to original state after each user) Adobe readers, Pharos, the time and print management software.

Passports:

Numbers continue to be over what we experienced last year.

We will be audited by the State Department on September 13th. 2 years ago, this just meant being observed conducting a transaction, and a review of how we are set up and how we store documents.

Acquanesia (registration is open online.

The Reif, the Grand Rapids Players, Itasca Waters and KAXE are working with a group out of Minneapolis called Northern Lights Inc. to stage a water-education based community activity on September 29 and 30. It will involve stations along the river from the Library into Veterans' Park (both sides of the river). Stations will be staffed by people playing various roles. Community members will be invited to form teams to solve a water-themed mystery by gathering clues at each station. The Library lawns will be sites for one or two stations at the beginning or end of the challenge (or both). Staff involvement will be minimal. We included it in the calendar on our web site and included information

CIRCULATION	THIS MONTH	YTD	YTD 2017	
Check-outs	12,504	92,031	96,267	
Total Circulation	14,213	106,018	110,892	
Returns	14,626	105,384	109,642	
New cards	101	845	861	
TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017	Door count
Books cataloged and processed	910	5,096	4,872	12636
Withdrawn copies	35	3,186	3,789	192
				292
				250
				178

REFERENCE	THIS MONTH	YTD	YTD 2017	YTD 2017	2017 YTD HOURS
tests proctored	706	8,321	6,672		
computer help over 5 minutes	1	48	52		
Passports	57	634	433		
INTERNET	101	859	719	YTD 2017	9,519
Pharos sessions ***	1,386	932	8,989		6,139

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	174	1,329	1,194
	130	588.00	2429.00

MEETING ROOM	YTD GROUPS
COMMUNITY ROOM/GSR	415

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	0	0	41	1,270	36	987
SATURDAY STORY TIME	6	75	58	1,193	58	1,325
CLASS VISITS	0	0	38	1,347	38	1,257
NON SCHOOL GROUPS	2	48	2	48	1	15
CHILDREN'S PROGRAMS	5	74	51	1,230	43	1,381
TEEN PROGRAMS	3	30	20	397	30	389
Total Youth Programs	16	227	210	5,485	206	5,354
Total Adult Programs	6	105	37	736	42	1,202

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2017
TOTALS	9	73	48

August 2018 in the Children's Library

Whew! That was quite the summer, wasn't it? August found Dion and me battling clean-up for the Summer Reading program. People have been returning book logs and choosing free books all month long. (August 31 was the last day to pick out a free book, but we'll keep the carts out for a week or so to catch any stragglers.) Our final number of Summer Reading participants is 992! We had to order more materials from ALS, after we shot past my initial guess of 900. Next year...a thousand...maybe? (Wow!)

We also sponsored our second annual August Non-Fiction Reading Challenge. We had 80 kids participate! To choose TWO free books off the book carts our readers were asked to read any three non-fiction books and tell us the coolest thing they learned from each book. These are posted on the bulletin board for everyone to enjoy. (Interestingly enough, the August reading challenge was something we tried last year, but I wasn't necessarily going to repeat it. Then three families asked if we were going to do it again this year. If it was that memorable to those readers, then, sure! We'll do it!)

Another patron favorite of the summer, Page Turners, our book club, will be returning this fall. I've already had two families ask what our next book will be. I think I'll introduce a new book in October and we'll meet again in November. First, however, I need to find an inexpensive source for copies of the book. (Oh! And actually decide what we'll be reading!) To remove any barriers to the program, we give the book to the readers. (I order 12 copies of the book.) The Friends of the Library support us with those funds.

Looking ahead, we'll start our art series, Artastic, in October. Thankfully, Betsy Whirley has agreed to come back. (From the past few years' experience I've decided that our after school programs work best from October-April. September and May are lightly attended.) Our science programming, Full Steam Ahead, is not yet scheduled, as our presenter of the past few years, Jenny Behm, is unable to commit to a series this year. However, she may be available for some special programming, so, stay tuned. Lego Club is the exception to the October-April schedule, and will begin again in September. We already have kids asking about it!

Several months ago I asked for, and received, an \$800 grant from the Library Foundation to update our Caregivers collection with Social-Emotional Learning books that are in high demand. I have nearly completed the ordering process, and my hope is that these books will be available to our patrons in late September. I think they will be a popular addition to this collection.

I have been in contact with the third grade teachers from Murphy School, and we are scheduling their first visit of the season soon. New beginnings, new faces, new challenges, new books; let the new school year begin!

864405

MIKE RUSSELL
2970 Airport Rd.
Grand Rapids, MN 55744

CUSTOMER'S ORDER NO. _____ DEPARTMENT _____ DATE 9/5/18

NAME Grand Rapids Library

ADDRESS _____

CITY, STATE, ZIP _____

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	8/14/18 Front Door Repair Work		
2	8/15 Carpet Cleaning		
3	8/19 AREAS CLEANED		
4	8/20		
5	8/21 Main Area		
6	8/23 Childrens Area		
7	8/25 Back Offices		
8	8/26 Small Activity Room		
9	8/30 Meeting Room		
10	8/31 Front Entryway		
11	9/1		
12	9/2		
13	9/3		
14	9/4		
15			
16			
17			
18			
RECEIVED BY <u>Mike Russell Owner</u>			
			\$ 2,340.00

RECEIVED BY Mike Russell Owner

KEEP THIS SLIP FOR REFERENCE

A-5805
T-46320/46350

01-11

September 12, 2018

Jerry Sandvick
1434 Cliff Avenue
Duluth, MN 55811

Dear Mr. Sandvick:

I am pleased that you will be leading a presentation, "WWII Shipbuilding in Duluth and Superior" for the Grand Rapids Area Library on Thursday, October 4 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are recorded by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form

The Library will pay you an honorarium of \$200 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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 program.

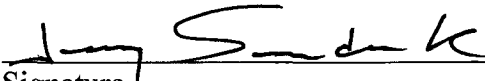
Sincerely,



Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:




Signature



Date

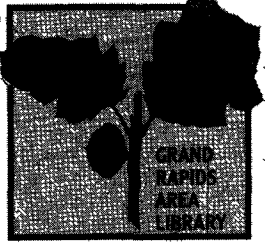
Approved for the Board of Directors:



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

September 12, 2018

Bob & Char Wrobel
14363 Maghan Rd.
Deerwood, MN 56444

Dear Bob & Char

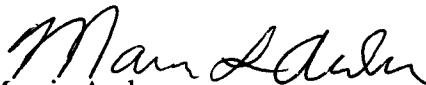
I am pleased that you will be leading a presentation on the Wild & Free Wildlife Rehabilitation Program for the Grand Rapids Area Library on Thursday, September 20 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are recorded by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form

The Library will pay \$150 to Wild and Free in lieu of an honorarium for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

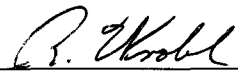
My e-mail is: manderson@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,


Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form


These terms are acceptable:



Signature



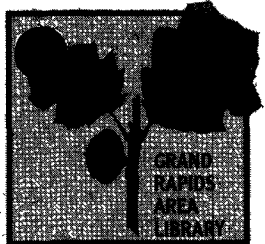
Date

Approved for the Board of Directors:


Board President



Date



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Board member *Deb Kee* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-11
A RESOLUTION ACCEPTING DONATIONS

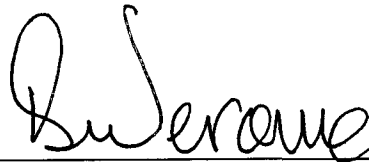
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

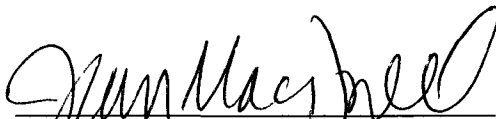
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

1. \$4141.73 from the Library Foundation for the following:
\$1075 for summer programming for children
\$376.73 books for Great American Read books
\$450.6 Yoga on the Lawn programs
\$2240.00 for Story Times May – Aug 2018

Adopted this 12 day of September, 2018



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:

*Dennis Jerome, Max Peters, Lisa Tabbert, Jean, MacDonell,
Deborah Kee, Susan Zeige*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.