

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 11, 2018 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

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

(none)

2. Approve Contracts and payment to presenters

Behm, July 26, *Our Backyard*, \$125

3. Approve Resolution 2017-08 Accepting Donations

\$133.82 from Friends of the Library for Children's Program supplies

\$255 from Circle of Healing for Children's books in honor of Joan Bibeau

Regular agenda

1. Adopt draft speaker honorarium policy

6:00 **Adjourn**

.

Grand Rapids Area Library Board Regular Board Meeting

May 9, 2018 Meeting

Call to Order: The monthly board meeting was called to order at 5:03 by Randy McCarty.

Roll Call:

Members Present: Sue Zeige, Lisa Tabbert, Max Peters, Randy McCarty, Jean MacDonell, and Deb Kee

Members Absent: Richard Thouin, Dennis Jerome and Shannon Benolken

Staff Present: Marcia Anderson

Public Comment:

A. Approval of Agenda: A motion was made to approve the agenda by Jean MacDonell and was seconded by Max Peters, the motion was passed unanimously.

B. Minutes: A motion was made to approve minutes by Lisa Tabbert and was seconded by Sue Zeige, the motion was passed unanimously.

C. Communications

a. Report to City Council: Marcia was asked about the County's contributions to the library and how to get them to contribute more. Overall, members were impressed by all that the library was doing.

D. Financial Report

a. A motion was made to approve the financial reports and payment of bills as listed by Max Peters a second was made by Deb Kee. On a roll call vote the motion was passed unanimously.

INVOICES DUE ON/BEFORE 06/13/2018

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|-----------------------|------------|
| 0100010 | 5 STAR PEST CONTROL & | 225.00 | 485.00 |
| 0113100 | AMAZON.COM | 2,927.86 | 125.57 |
| 0113233 | AMERIPRIDE SERVICES INC | 2,032.86 | 53.36 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 894.00 | 395.78 |
| 0201428 | BAKER & TAYLOR LLC | 12,936.13 | 2,728.39 |
| 0212124 | BLACKSTONE PUBLISHING | 1,627.95 | 50.00 |
| 0221700 | BUSY BEES QUALITY CLNG SVC INC | 8,500.00 | 1,700.00 |
| 0301530 | CANON FINANCIAL SERVICES, INC | 335.00 | 67.00 |
| 0315455 | COLE HARDWARE INC | 4,779.74 | 68.59 |
| 0405500 | DEMCO INC | 3,832.94 | 333.47 |
| 0502705 | EBSO SUBSCRIPTION SERVICE | 0.00 | 30.97 |
| 0605191 | FIDELITY SECURITY LIFE INS CO | 433.89 | 13.14 |
| 0609525 | FINDAWAY WORLD LLC | 394.20 | 394.20 |
| 0618080 | FRAME UP LLC | 102.63 | 44.14 |
| 0701650 | GARTNER REFRIGERATION CO | 12,269.91 | 3,701.92 |
| 0718010 | CITY OF GRAND RAPIDS | 3,935.26 | 149.50 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 2,715,985.95 | 39,392.68 |
| 0805107 | HEARTLAND PAPER COMPANY | 58.08 | 182.05 |
| 0914800 | INVEST EARLY PROJECT | 1,920.00 | 2,480.00 |
| 1201730 | LATVALA LUMBER COMPANY INC. | 103.73 | 488.81 |
| 1205099 | LEARNING OPPORTUNITIES INC | 0.00 | 1,289.61 |
| 1205850 | LEXIS NEXIS | 0.00 | 222.00 |
| 1209120 | LIBRARY STORE INC | 0.00 | 1,690.37 |
| 1209516 | LINCOLN NATIONAL LIFE | 7,224.92 | 78.00 |
| 1301145 | MARCO TECHNOLOGIES, LLC | 496.93 | 257.19 |
| 1305060 | MEDS-1 AMBULANCE SERVICE INC | 1,442.19 | 74.00 |
| 1305065 | MEDTOX LABORATORIES INC | 74.55 | 24.85 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 20,736.39 | 90.34 |
| 1309335 | MINNESOTA REVENUE | 15,968.29 | 52.35 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 2,235.79 | 83.21 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 9,233.84 | 1,109.67 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 517,828.00 | 11,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 3,124.32 | 487.84 |
| 1605665 | PERSONNEL DYNAMICS LLC | 5,392.77 | 445.96 |
| 1621130 | P.U.C. | 147,683.82 | 2,714.21 |
| 1821700 | MICHAEL RUSSELL | 1,642.50 | 1,110.00 |
| 1901355 | ST PAUL PIONEER PRESS | 0.00 | 230.76 |
| 1908248 | SHERWIN-WILLIAMS | 2,417.22 | 46.11 |
| 2018680 | TRU NORTH ELECTRIC LLC | 6,515.05 | 90.00 |
| 2114356 | UNIQUE MANAGEMENT SERVICES | 599.65 | 89.50 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 1,291.50 | 19.27 |
| 2205637 | VERIZON WIRELESS | 20,277.60 | 225.76 |
| 2209665 | VISA | 38,146.55 | 1,436.56 |

E. Staff Reports:

- a. The new printer is working very well. There's a chance for a profit to be made.

F. Old Business

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 public. A motion was made to approve the consent agenda as submitted by Lisa Tabbert, a second was made by Max Peters. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills (none)
2. Approve contracts and payment to presenters
 - a. Amouta Yoga, July 7, Aug 4, \$150
 - b. Hass Yoga, June 23, July 21, \$150
 - c. Theis Yoga, June 9, Aug 18, \$150
3. Approve Resolution Accepting Donations
 - a. \$10 from Necia Nunn for Children's Books
 - b. \$150 from Friends of the Library for recycling 2nd quarter
 - c. \$909.71 from Friends of the Library for prize books, infant manipulatives, and story time scarves
 - d. \$1799 from Friends of the Library for water fountain
 - e. \$950 from Library Foundation for Rapids Reads speakers and books
 - f. \$2400 from Library Foundation for Saturday Story Times Jan-April
 - g. \$1750 from Library Foundation for School year STEM and Artistic Programs

Regular Agenda:

1. Approve Resolution 2018-07 Accepting Grant from Northland Foundation for \$20,000
 - a. A motion to Approve Resolution 2018-07 Accepting Grant from Northland Foundation for \$20,000 was made by Max Peters, a second was made by Lisa Tabbert. The motion was passed unanimously.
2. Budget, Preliminary. Meet with budget committee the last week of June. Tuesday, June 26th at 1:30 pm.

Adjourn: The monthly board meeting was adjourned at 5:39 by Randy McCarty.

DATE: 07/05/2018
 TIME: 15:02:35
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2018

| VENDOR # | NAME | AMOUNT DUE |
|----------------|--------------------------------|------------|
| ----- | | |
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 84.18 |
| 0113233 | AMERIPRIDE SERVICES INC | 53.36 |
| 0114200 | ANDERSON GLASS | 400.00 |
| 0201428 | BAKER & TAYLOR LLC | 2,017.63 |
| 0221700 | BUSY BEES QUALITY CLNG SVC INC | 1,700.00 |
| 0405500 | DEMCO INC | 198.35 |
| 0805107 | HEARTLAND PAPER COMPANY | 117.29 |
| 0914800 | INVEST EARLY PROJECT | 480.00 |
| 1309525 | MINITEX | 1,685.00 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 188.53 |
| 1605665 | PERSONNEL DYNAMICS LLC | 409.49 |
| 1903340 | SVL SERVICE CORPORATION | 2,595.00 |
| 1909510 | SIM SUPPLY INC | 333.28 |
| 1915248 | SOFTWARE HARDWARE INTEGRATION | 18.00 |
| 2114356 | UNIQUE MANAGEMENT SERVICES | 80.55 |
| 2209421 | VIKING ELECTRIC SUPPLY INC | 356.83 |

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,717.49

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

| | | |
|---------|--------------------------------|-----------|
| 0301530 | CANON FINANCIAL SERVICES, INC | 67.00 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 39,222.96 |
| 1015337 | MICHELLE JOHNSON | 125.00 |
| 1209516 | LINCOLN NATIONAL LIFE | 39.00 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 151.53 |
| 1309335 | MINNESOTA REVENUE | 61.07 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 82.10 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 11,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 243.80 |
| 1621130 | P.U.C. | 3,159.90 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 19.27 |
| 2205637 | VERIZON WIRELESS | 52.04 |
| 2308300 | BETSY WHIRLEY | 250.00 |

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 54,689.67

TOTAL ALL DEPARTMENTS 65,407.16

Director's Report- July 2018

Accessibility Project

Work on the interior entryway had been scheduled for July 5 and 6. It has been rescheduled for August 2 and 3. Anderson Glass called to reschedule because they are behind schedule with other projects and could not count on getting it done in 2 days. The first few days of August is the next opportunity when we do not have multiple programs scheduled and children in the building. . We will need to route people through the book store and the staff room during most of the dismantling and construction. We borrowed stanchions from the Civic Center to use for guiding people.

Budget

It's budget time again! The budget committee met and discussed the draft budget (included in your packet). I am working on a draft letter to townships to request an additional levy for library support. I am also working with Jim Weikum at ALS on a letter to Itasca County requesting an increase in the county levy for library services, since it has been flat since 2011.

I have a meeting with Tom Pagel scheduled for July 26 to review the Library budget, and the Council work session to discuss budgets is August 6.

The Library Foundation held a "meet and greet" in the lobby on June 18.

We have been receiving many donations of books, CDs, DVDs etc. for the book sale.

Speaker Honorarium policy (Agenda item)

We invite a variety of speakers to present programs for both children and adults. Many are local and are willing to do a short presentation for no fee. Some come from farther away or put many more hours into creating a workshop. We have not previously had any written policy. I asked for any policies, either formal or informal, from other libraries in the region, and our program committee worked with Nicole to draft the attached policy.

Assistant Director Report July 2018

Teens

I gave a tour to 7 teens on June 2. The group was from North Homes. Kids ranged in age from 14-17. Every summer I am fortunate to give a tour to the group. The staff person usually calls in May before school is out and we set up a day and time.

Teen Summer Reading is in full swing! I don't keep track of how many reading logs go out; I only keep track of the number of teens who have read 500, 1000, and 2000 pages. So far, 10 teens have reached 500 pages, 7 teens have reached 1,000, and 4 have completed the 2,000 pages. One teen finished the first week the reading logs were available!

The Teen Photo Contest is open. Teens can enter photos in two categories: General and Reading Takes You Everywhere.

Operations

Bonnie came in to change out the lobby display case. This month's display is dishes with a storybook theme. A few people (staff and patrons) helped contribute to the display by bringing in their dishes.

The library continues to be a drop site for the *The Reader*, a paper from Duluth. The copies are delivered in the afternoon on Thursdays. People enjoy being able to pick up the paper at the library.

I attended a webinar about the MN Writes, MN Reads program. The description of the program from their website: for writers interested in easy-to-use, free resources for publishing and sharing e-books, and for readers interested in discovering books by local writers, your Minnesota libraries bring you MN Writes MN Reads.

| CIRCULATION | THIS MONTH | YTD | YTD 2017 |
|-------------------|------------|--------|----------|
| Check-outs | 12,764 | 66,951 | 69,624 |
| Total Circulation | 14,256 | 77,322 | 80,479 |
| Returns | 12,993 | 76,161 | 78,841 |
| New cards | 123 | 620 | 613 |

| TECHNICAL PROCESSES | THIS MONTH | YTD | YTD 2017 | Door count | Saturdays |
|-------------------------------|------------|-------|----------|------------|-----------|
| Books cataloged and processed | 512 | 3,533 | 3,377 | 11773 | 262 |
| Withdrawn copies | 5 | 2,650 | 2,612 | | 241 |
| | | | | | 225 |
| | | | | | 170 |
| | | | | | 223 |

| REFERENCE | THIS MONTH | YTD | YTD 2017 | YTD 2017 | 2017 YTD HOURS |
|------------------------------|------------|-------|----------|----------|----------------|
| tests proctored | 1,865 | 6,772 | 5,373 | 4,231 | 4,221 |
| computer help over 5 minutes | 6 | 40 | 43 | | |
| Passports | 57 | 507 | 319 | | |
| INTERNET | 82 | 666 | 583 | | |
| Pharos sessions *** | 1,246 | 777 | 6,377 | 6,853 | |

| Non-Pharos sessions VOLUNTEERS | PEOPLE | HOURS | YTD HOURS |
|--------------------------------|--------|--------|-----------|
| | 172 | 988 | 925 |
| | 52 | 284.00 | 1592.00 |

| MEETING ROOM COMMUNITY ROOM/GSR | GROUPS | YTD GROUPS |
|---------------------------------|--------|------------|
| | 49 | 315 |

| PROGRAMS & TOURS | PROGRAMS | PEOPLE | YTD PROGRAMS | YTD PEOPLE | YTD 2017 programs | YTD 2017 people |
|----------------------|----------|--------|--------------|------------|-------------------|-----------------|
| BOOK TIME | 4 | 197 | 36 | 1,006 | 32 | 821 |
| SATURDAY STORY TIME | 10 | 186 | 46 | 1,039 | 40 | 975 |
| CLASS VISITS | 2 | 88 | 38 | 1,347 | 38 | 1,257 |
| NON SCHOOL GROUPS | 0 | 0 | 0 | 0 | 0 | 0 |
| CHILDREN'S PROGRAMS | 12 | 309 | 31 | 690 | 27 | 824 |
| TEEN PROGRAMS | 1 | 7 | 14 | 340 | 26 | 352 |
| Total Youth Programs | 29 | 787 | 165 | 4,422 | 163 | 4,229 |
| Total Adult Programs | 6 | 78 | 26 | 520 | 27 | 843 |

| BOOKINGS & ARRANGEMENTS | HRS THIS MONTH | HRS YTD | YTD 2017 |
|-------------------------|----------------|---------|----------|
| TOTALS | 9.5 | 53.5 | 48 |

June 2018 in the Children's Library

Wow! That month was fun! June saw not only new programs, but also many new faces in the Children's Library. While I'm always curious about where some of these people are during the school year (and, to be fair, some are just visiting the area,) I am always happy to see new patrons. I hope they are happy to be here!

One of my personal goals for 2018 was to add an element to Summer Book Time. I chose scarves, and, frankly, I'm having a blast! Each week you'll find us waving, swishing, and twirling our scarves while singing along to a catchy tune. There are many developmental reasons why scarves are good for little people, but really, they are a good reason for us to smile on a Monday morning. We had 197 people join us for our first 4 weeks of Summer Book Time. (Whew!) I suspect I'm not the only one enamored by the scarves.

Our 4-H collaborative is going well, but I'm a little disappointed in the attendance numbers. We have had 18 people over our first two programs. I sat in on the second program and was wowed by the quality of programming. The program I saw was about rabbits and we talked about rabbits, read about rabbits, and even held rabbits! We sang songs and played games, and the kids all appeared to have a great time. I planned the program as an evening program, from 5:30-7:00, as an offering to those families that needed to work during the day. It is true that the kids who have come would NOT have been able to attend during the day, but I'd like to see more kids benefit from the fun! Next week we are hosting a cow...that should get them in!

Our first Stories by the River event with KAXE was a great success, with 46 people enjoying patriotic stories on the big screen while munching on popcorn in the tent by the river. Nine toddlers and their adults also happily attended our very first Tiny Explorers program. (Whew! Can they trash a room!) I am exploring the idea of offering this program monthly throughout the winter, as many parents were very receptive to the idea.

Families also joined us for Artastic, Cake Decorating, the Brodini Comedy Magic Show, Saturday Story Time, and, of course, Lego Club! We also had a summer first when an Invest Early class of very young three year olds walked from the District 318 Administration Building to join us for a special story time and some play time. (Kudos to those teachers! That's quite a hike for tiny legs!)

I'm looking forward to another crazy month in July! Happy Summer!

July 11, 2018

Jennifer Behm
12866 Behm Rd
Grand Rapids, MN 55744

Dear Ms. Behm:

I am pleased that you will be offering an outdoor program titled "Our Backyard" at the library on July 26, 2018.

The Library will pay you \$75 for this 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 for supplies and materials. Payment will be made after the completion of the program. 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

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-08
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:

\$133.82 from Friends of the Library for Children's Program supplies
\$255 from Circle of Healing for Children's books in honor of Joan Bibeau

Adopted this 11 day of July, 2018

Dennis Jerome, President

Jean MacDonell, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Library Program Committee: Honorarium Policy

PURPOSE:

The purpose of this policy is to set forth general guidelines by which the committee determines how and when to distribute a speaker honorarium. This is due in part to the following:

- Honorariums vary and are not an annual budget line item. The funds come from various sources, are at the discretion of the Library Director and associated staff, and are approved by the Library Board.
- Speakers vary in background, expertise, professional skills and credentials – as well as in distance traveled, needs for overnight accommodations or other expenses.

RESPONSIBILITY OF THE COMMITTEE:

The goal of the committee with respect to honorariums and program expenses is to keep them at a minimum. If a speaker is unable to volunteer their time or present at no fee, these criteria for setting an honorarium may apply.

CRITERIA:

When offering an honorarium, general standards (which may vary in practice, and are open to interpretation by the committee) include:

- For speakers with professional skills who are hosting a class or demonstration, the committee may offer \$75 per hour for their service. (Example: teaching a yoga class).
- For those traveling a longer distance (outside of Grand Rapids and immediate surrounding communities), the following rate guides may apply:
 - Mileage is considered at the current standard rate determined by the IRS.
 - We have partnerships with local hotels and will recommend them to speakers so that they may make their own reservations. An estimated rate of \$100 will be used in calculating the honorarium.
- Authors or performers (and others) with an established audience who may draw larger attendance may be eligible for an honorarium. The most commonly offered honorarium total is \$150, which equates to \$75 per hour for a two-hour program.
- For programs requiring purchase of materials (such as a cooking class/demonstration) the general materials fee is \$50, which may be written into a contract for the presenter (with or without an additional speaking fee).

DATE: 07/05/2018
TIME: 15:02:35
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2018

| VENDOR # | NAME | AMOUNT DUE |
|----------------|--------------------------------|------------|
| ----- | | |
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 84.14 |
| 0113233 | AMERIPRIDE SERVICES INC | 53.30 |
| 0114200 | ANDERSON GLASS | 400.00 |
| 0201428 | BAKER & TAYLOR LLC | 2,017.60 |
| 0221700 | BUSY BEES QUALITY CLNG SVC INC | 1,700.00 |
| 0405500 | DEMCO INC | 198.30 |
| 0805107 | HEARTLAND PAPER COMPANY | 117.20 |
| 0914800 | INVEST EARLY PROJECT | 480.00 |
| 1309525 | MINITEX | 1,685.00 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 188.50 |
| 1605665 | PERSONNEL DYNAMICS LLC | 409.40 |
| 1903340 | SVL SERVICE CORPORATION | 2,595.00 |
| 1909510 | SIM SUPPLY INC | 333.20 |
| 1915248 | SOFTWARE HARDWARE INTEGRATION | 18.00 |
| 2114356 | UNIQUE MANAGEMENT SERVICES | 80.50 |
| 2209421 | VIKING ELECTRIC SUPPLY INC | 356.80 |

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,717.40

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

| | | |
|---------|--------------------------------|-----------|
| 0301530 | CANON FINANCIAL SERVICES, INC | 67.00 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 39,222.90 |
| 1015337 | MICHELLE JOHNSON | 125.00 |
| 1209516 | LINCOLN NATIONAL LIFE | 39.00 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 151.50 |
| 1309335 | MINNESOTA REVENUE | 61.00 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 82.10 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 11,216.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 243.80 |
| 1621130 | P.U.C. | 3,159.90 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 19.20 |
| 2205637 | VERIZON WIRELESS | 52.00 |
| 2308300 | BETSY WHIRLEY | 250.00 |

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 54,689.60

TOTAL ALL DEPARTMENTS 65,407.10

DATE: 07/05/2018
 TIME: 15:50:06
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2018

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/18 | NET DEBITS |
|------------------------------------|-----------------------------|---------------------|-------------------|
| ASSETS | | | |
| 211-00-00-00-0100 | DUE FROM OTHER FUNDS | 0.00 | 0.00 |
| 211-00-00-00-0110 | DUE TO OTHER FUNDS | 0.00 | 283,292.36 |
| 211-00-00-00-1010 | CASH | 511,932.32 | 55,119.01 |
| 211-00-00-00-1019 | PETTY CASH FUND | 20.00 | 0.00 |
| 211-00-00-00-1020 | CHANGE FUND | 90.00 | 0.00 |
| 211-00-00-00-1050 | TAXES RECEIVABLE-CURRENT | 0.00 | 0.00 |
| 211-00-00-00-1070 | TAXES RECEIVABLE-DELINQUENT | 11,000.00 | 0.00 |
| 211-00-00-00-1150 | ACCOUNTS RECEIVABLE | 0.00 | 0.00 |
| 211-00-00-00-1310 | DUE FROM OTHER FUNDS | 0.00 | 0.00 |
| 211-00-00-00-1313 | DUE FROM ALS | 0.00 | 0.00 |
| 211-00-00-00-1314 | GR AREA LIB FND ENDOWMENT | 0.00 | 0.00 |
| 211-00-00-00-1315 | DUE FROM MN FOUNDATION | 35,509.00 | 0.00 |
| 211-00-00-00-1320 | DUE FROM OTHER GOVERNMENTS | 0.00 | 0.00 |
| 211-00-00-00-1321 | DUE FROM US GOV'T | 0.00 | 0.00 |
| 211-00-00-00-1550 | PREPAID ITEMS | 14,274.39 | 2,280.37 |
| 211-00-00-00-1551 | PREPAID INSURANCE | 0.00 | 11,264.95 |
| 211-00-00-00-1620 | BUILDINGS | 0.00 | 0.00 |
| 211-00-00-00-1621 | ACCUMULATED DEPRECIATION | 0.00 | 0.00 |
| 211-00-00-00-1630 | IMPROVEMENTS | 0.00 | 0.00 |
| 211-00-00-00-1800 | ENCUMBRANCES | 0.00 | 21,585.29 |
| TOTAL | | 572,825.71 | 373,541.98 |
| TOTAL ASSETS | | 572,825.71 | 373,541.98 |
| LIABILITIES AND FUND EQUITY | | | |
| LIABILITIES | | | |
| 211-00-00-00-2020 | ACCOUNTS PAYABLE | 26,882.96 | 470,282.49 |
| 211-00-00-00-2030 | SALES TAX PAYABLE | 0.00 | 255.67 |
| 211-00-00-00-2040 | USE TAX PAYABLE | 0.00 | 0.00 |
| 211-00-00-00-2060 | CONTRACTS PAYABLE | 0.00 | 0.00 |
| 211-00-00-00-2070 | DUE TO OTHER FUNDS | 0.00 | 0.00 |
| 211-00-00-00-2080 | DUE TO OTHER GOVERNMENTS | 0.00 | 0.00 |
| 211-00-00-00-2120 | DUE TO COMPONENT UNIT-PUC | 0.00 | 0.00 |
| 211-00-00-00-2170 | ACCRUED WAGES PAYABLE | 19,372.55 | 19,372.55 |
| 211-00-00-00-2200 | DEFERRED REVENUES-TAXES | 11,000.00 | 0.00 |
| 211-00-00-00-2220 | DEFERRED REVENUES | 660.00 | 660.00 |
| TOTAL | | 57,915.51 | 490,570.71 |

DATE: 07/05/2018
TIME: 15:50:07
ID: GL450000.WOW

CITY OF GRAND RAPIDS
DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
FOR 6 PERIODS ENDING JUNE 30, 2018

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/18 | NET DEBITS |
|-----------------------------------|------------------------------|---------------------|---------------|
| TOTAL LIABILITIES | | 57,915.51 | 490,570.71 |
| FUND EQUITY | | | |
| 211-00-00-00-2530 | FUND BALANCE-UNRESV & UNDESG | 514,910.20 | 0.00 |
| 211-00-00-00-2950 | RESERVE FOR ENCUMBRANCE | 0.00 | 17,871.94 |
| TOTAL | | 514,910.20 | 17,871.94 |
| | FUND SURPLUS (DEFICIT) | 0.00 | 371,454.41 |
| TOTAL FUND EQUITY | | 514,910.20 | 389,326.35 |
| TOTAL LIABILITIES AND FUND EQUITY | | 572,825.71 | 879,897.06 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|-----------------------------------|--------------------------------|-----------------|--------------------------|----------------------------------|
| REVENUES | | | | |
| TAXES | | | | |
| 211-00-31-00-0100 | CURRENT | 0.00 | 702,687.00 | 0.00 |
| 211-00-31-00-0200 | DELINQUENT | 0.00 | 0.00 | 0.00 |
| 211-00-31-00-0210 | ANNEXATION | 0.00 | 0.00 | 0.00 |
| 211-00-31-00-4055 | FISCAL DISPARITIES | 0.00 | 0.00 | 0.00 |
| 211-00-31-00-9100 | PENALTIES & INTEREST-DELINQUEN | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 702,687.00 | 0.00 |
| TOTAL TAXES | | 0.00 | 702,687.00 | 0.00 |
| INTERGOVERNMENTAL | | | | |
| 211-00-33-00-0210 | ANNEXATION | 0.00 | 0.00 | 0.00 |
| 211-00-33-00-4025 | MARKET VALUE HOMESTEAD CREDIT | 0.00 | 0.00 | 0.00 |
| 211-00-33-00-4060 | SUPPLEMENTAL AID | 0.00 | 0.00 | 0.00 |
| 211-00-33-00-4250 | STATE OF MINNESOTA | 0.00 | 0.00 | 0.00 |
| 211-00-33-00-6300 | LIBRARY CONTRACTS | 0.00 | 128,000.00 | 0.00 |
| 211-00-33-00-6310 | ALS REIMBURSEMENT | 0.00 | 5,282.00 | 0.00 |
| TOTAL | | 0.00 | 133,282.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | | 0.00 | 133,282.00 | 0.00 |
| CHARGES FOR SERVICES | | | | |
| 211-00-34-00-7960 | ALS CROSS-OVERS | 0.00 | 0.00 | 5,282.00 |
| 211-00-34-00-7970 | PHOTO COPIES | 361.10 | 1,900.00 | 1,459.84 |
| 211-00-34-00-7975 | INTERNET | 273.20 | 3,200.00 | 1,813.33 |
| 211-00-34-00-7980 | LIBRARY FEES-PROCTORING | 40.00 | 600.00 | 400.00 |
| 211-00-34-00-7982 | PASSPORT PROCESSING FEE | 2,485.00 | 26,000.00 | 18,880.00 |
| 211-00-34-00-7985 | POSTAGE REIMBURSEMENTS-TESTS | 0.00 | 0.00 | 0.00 |
| 211-00-34-00-7990 | FAX MACHINE USE | 93.55 | 400.00 | 558.59 |
| TOTAL | | 3,252.85 | 32,100.00 | 28,393.76 |
| TOTAL CHARGES FOR SERVICES | | 3,252.85 | 32,100.00 | 28,393.76 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|------------------------------------|---------------------------------|-----------------|--------------------|----------------------------|
| REVENUES | | | | |
| FINES & FORFEITS | | | | |
| 211-00-35-00-1030 | LIBRARY FINES | 812.01 | 11,000.00 | 5,879.30 |
| TOTAL | | 812.01 | 11,000.00 | 5,879.30 |
| TOTAL FINES & FORFEITS | | 812.01 | 11,000.00 | 5,879.30 |
| MISCELLANEOUS REVENUE | | | | |
| 211-00-37-00-2310 | DONATIONS | 133.82 | 1,500.00 | 5,219.70 |
| 211-00-37-00-2320 | DONATIONS-MEMORIAL BOOKS | 0.00 | 1,000.00 | 540.00 |
| 211-00-37-00-2336 | DONATIONS-CHILDRENS LIBRARY | 255.00 | 1,000.00 | 290.00 |
| 211-00-37-00-2337 | DONATION-LIBRARY PROGRAMS | 0.00 | 200.00 | 0.00 |
| 211-00-37-00-2365 | ENDOWMENT FUND INCOME | 0.00 | 1,300.00 | 1,313.91 |
| 211-00-37-00-2367 | GRAND RAPIDS LIBRARY FOUNDATION | 5,100.00 | 4,000.00 | 5,100.00 |
| 211-00-37-00-2368 | DONATIONS-ADA PROJECT | 0.00 | 0.00 | 4,000.00 |
| 211-00-37-00-2375 | MEETING ROOM RECEIPTS | 441.75 | 4,000.00 | 2,771.25 |
| 211-00-37-00-2420 | BLANDIN GRANTS | 0.00 | 0.00 | 0.00 |
| 211-00-37-00-2421 | MIRC GRANT | 0.00 | 0.00 | 0.00 |
| 211-00-37-00-2450 | MISCELLANEOUS | 93.04 | 2,000.00 | 705.96 |
| 211-00-37-00-2455 | ENERGY REBATES | 0.00 | 0.00 | 450.00 |
| 211-00-37-00-2460 | BOARD FUNDRAISER | 0.00 | 0.00 | 0.00 |
| 211-00-37-00-5100 | INVESTMENT INCOME | 0.00 | 2,800.00 | 354.79 |
| TOTAL | | 6,023.61 | 17,800.00 | 20,745.61 |
| TOTAL MISCELLANEOUS REVENUE | | 6,023.61 | 17,800.00 | 20,745.61 |
| OTHER SOURCES | | | | |
| 211-00-39-00-4620 | INSURANCE RECOVERY | 0.00 | 0.00 | 0.00 |
| 211-00-39-00-5010 | SALES OF GENL FIXED ASSETS | 0.00 | 0.00 | 0.00 |
| 211-00-39-00-5030 | OPERATING TRANSFERS IN | 0.00 | 0.00 | 0.00 |
| 211-00-39-00-5500 | FUND BALANCE USAGE | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | | 0.00 | 0.00 | 0.00 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|------------------------|-----------------------------|-------------|--------------------|----------------------------|
| TOTAL REVENUES: | | 10,088.47 | 896,869.00 | 55,018.67 |
| EXPENSES | | | | |
| GENERAL ADMINISTRATION | | | | |
| 211-00-75-00-7200 | OPERATING TRANSFER OUT | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 |
| PERSONNEL | | | | |
| 211-00-75-10-1010 | SALARY-FULL TIME | 32,643.20 | 419,062.00 | 199,081.58 |
| 211-00-75-10-1020 | SALARY-FULLTIME/OVERTIME | 0.00 | 0.00 | 0.00 |
| 211-00-75-10-1030 | SALARY-PARTTIME | 1,446.27 | 23,538.00 | 13,656.70 |
| 211-00-75-10-1040 | SALARY-PARTTIME/OVERTIME | 0.00 | 0.00 | 0.00 |
| 211-00-75-10-1050 | CONTRACTED SERVICES | 409.49 | 11,504.00 | 3,486.98 |
| 211-00-75-10-1210 | PERA | 2,556.71 | 33,195.00 | 15,557.33 |
| 211-00-75-10-1220 | FICA | 2,088.37 | 27,441.00 | 13,038.70 |
| 211-00-75-10-1250 | MEDICARE | 488.41 | 6,418.00 | 3,049.31 |
| 211-00-75-10-1310 | HEALTH INSURANCE | 11,216.00 | 132,480.00 | 66,064.00 |
| 211-00-75-10-1330 | LIFE INSURANCE | 22.27 | 221.00 | 120.95 |
| 211-00-75-10-1335 | DENTAL INSURANCE | 0.00 | 0.00 | 0.00 |
| 211-00-75-10-1347 | VISION INSURANCE | 0.51 | 0.00 | 0.03 |
| 211-00-75-10-1420 | UNEMPLOYMENT | 0.00 | 0.00 | 0.00 |
| 211-00-75-10-1510 | WORKERS COMPENSATION | 72.91 | 2,610.00 | 1,012.46 |
| TOTAL PERSONNEL | | 50,944.14 | 656,469.00 | 315,068.04 |
| SUPPLIES & MATERIALS | | | | |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 214.17 | 7,000.00 | 4,006.36 |
| 211-00-75-20-2020 | COPY SUPPLIES | 87.96 | 1,000.00 | 856.81 |
| 211-00-75-20-2030 | PRINTING/BINDING | 0.00 | 900.00 | 452.42 |
| 211-00-75-20-2043 | BINDINGS | 0.00 | 0.00 | 0.00 |
| 211-00-75-20-2060 | COMPUTER SUPPLIES | 18.00 | 2,600.00 | 1,705.52 |
| 211-00-75-20-2070 | COMPUTER INVENTORY | 0.00 | 2,500.00 | 737.45 |
| 211-00-75-20-2075 | ASSETS BETWEEN \$700-\$4999 | 0.00 | 14,000.00 | 1,690.37 |
| 211-00-75-20-2090 | INVENTORIAL SUPPLIES | 0.00 | 1,000.00 | 1,784.94 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|---------------------------------------|--------------------------------|-----------------|--------------------------|----------------------------------|
| EXPENSES | | | | |
| GENERAL ADMINISTRATION | | | | |
| SUPPLIES & MATERIALS | | | | |
| 211-00-75-20-2095 | VOLUNTEER PRGM SUP & MATERIALS | 84.75 | 400.00 | 662.70 |
| 211-00-75-20-2100 | OPERATING SUPPLIES | 356.83 | 2,000.00 | 806.50 |
| 211-00-75-20-2110 | BOOKS | 2,085.69 | 44,000.00 | 24,808.36 |
| 211-00-75-20-2120 | AUDIO/VISUAL | 0.00 | 9,000.00 | 5,507.84 |
| 211-00-75-20-2130 | NEWSPAPERS | 230.76 | 1,400.00 | 1,093.23 |
| 211-00-75-20-2140 | PERIODICALS | 0.00 | 8,000.00 | 116.97 |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 117.29 | 2,500.00 | 1,622.29 |
| 211-00-75-20-2190 | OTHER SUPPLIES/MATERIALS | 0.00 | 0.00 | 0.00 |
| 211-00-75-20-2210 | EQUIPMENT PARTS | 0.00 | 0.00 | 0.00 |
| TOTAL SUPPLIES & MATERIALS | | 3,195.45 | 96,300.00 | 45,851.76 |
| OTHER SERVICES & CHARGES | | | | |
| 211-00-75-30-3000 | PROFESSIONAL SERVICES | 0.00 | 0.00 | 394.85 |
| 211-00-75-30-3010 | ACCOUNTING SERVICES | 0.00 | 900.00 | 0.00 |
| 211-00-75-30-3040 | LEGAL | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-3070 | LAUNDRY | 53.36 | 650.00 | 346.84 |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 1,700.00 | 20,400.00 | 10,200.00 |
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 375.00 | 6,000.00 | 7,555.00 |
| 211-00-75-30-3210 | TELEPHONE | 379.06 | 7,200.00 | 2,581.45 |
| 211-00-75-30-3220 | POSTAGE/FREIGHT | 0.00 | 2,500.00 | 1,285.75 |
| 211-00-75-30-3230 | SEMINAR/MEETINGS/SCHOOL | 0.00 | 500.00 | 397.60 |
| 211-00-75-30-3255 | STAFF TRAINING | 0.00 | 500.00 | 0.00 |
| 211-00-75-30-3260 | COMMUNITY ED PROMOTION | 0.00 | 300.00 | 295.00 |
| 211-00-75-30-3300 | PROFESSIONAL SERV-COLLECTIONS | 80.55 | 2,000.00 | 680.32 |
| 211-00-75-30-3310 | AUTO MILEAGE/TRAVEL | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-3510 | PUBLISHING & ADVERTISING | 0.00 | 300.00 | 351.00 |
| 211-00-75-30-3610 | GENERAL INSURANCE | 751.00 | 9,000.00 | 4,506.00 |
| 211-00-75-30-3810 | ELECTRICITY | 0.00 | 28,000.00 | 12,826.69 |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 0.00 | 3,600.00 | 1,711.47 |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 0.00 | 4,000.00 | 1,399.39 |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 1,297.50 | 7,000.00 | 5,310.17 |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 733.28 | 15,000.00 | 8,497.16 |
| 211-00-75-30-4015 | GROUNDS MAINTENANCE | 0.00 | 1,000.00 | 759.06 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|--------------------------------|-------------------------------|-------------|--------------------|----------------------------|
| EXPENSES | | | | |
| GENERAL ADMINISTRATION | | | | |
| OTHER SERVICES & CHARGES | | | | |
| 211-00-75-30-4020 | COMPUTER MAINT/REPAIR | 0.00 | 9,000.00 | 454.18 |
| 211-00-75-30-4025 | COMPUTER LEASES | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4030 | ONLINE SERVICES | 702.13 | 3,000.00 | 2,564.00 |
| 211-00-75-30-4070 | GENERAL EQUIP MAINT/REPAIR | 0.00 | 7,000.00 | 1,779.75 |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 67.00 | 800.00 | 402.00 |
| 211-00-75-30-4150 | EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4200 | DEPRECIATION EXPENSE | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4300 | MISCELLANEOUS | 0.00 | 50.00 | 0.00 |
| 211-00-75-30-4330 | DUES & SUBSCRIPTIONS | 0.00 | 300.00 | 0.00 |
| 211-00-75-30-4545 | INTERLIBRARY LOAN CHARGES | 0.00 | 100.00 | 27.74 |
| 211-00-75-30-4560 | GRANDNET COSTS | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4600 | ENDOWMENT FUND EXPENDITURES | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4650 | FACILITY MAINTENANCE | 0.00 | 0.00 | 0.00 |
| 211-00-75-30-4900 | TRANSFER TO RESERVE | 0.00 | 15,000.00 | 0.00 |
| TOTAL OTHER SERVICES & CHARGES | | 6,138.88 | 144,100.00 | 64,325.42 |
| CAPITAL OUTLAY | | | | |
| 211-00-75-50-5500 | EQPT/MACH/FURN/FIX | 0.00 | 0.00 | 0.00 |
| 211-00-75-50-5900 | BUILDING/BLDG IMPROV | 0.00 | 0.00 | 1,227.86 |
| TOTAL CAPITAL OUTLAY | | 0.00 | 0.00 | 1,227.86 |
| TOTAL GENERAL ADMINISTRATION | | 60,278.47 | 896,869.00 | 426,473.08 |
| BLANDIN GRANT | | | | |
| 211-00-95-00-5720 | BLND GRANT-CONTRACT SERVICES | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5730 | BLND GRANT-BOOKS & MATERIALS | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5740 | BLND GRANT-YOUTH PROGRAMS | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5745 | BLNDIN GRNT-#G2006-0140 YOUTH | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5750 | BLND GRANT-ADULT PROGRAMS | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5755 | BLNDIN GRNT-#G2006-0140 ADULT | 0.00 | 0.00 | 0.00 |
| 211-00-95-00-5760 | BLANDIN GRNT-SMALL GRANTS | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 |

DATE: 07/05/2018
 TIME: 15:49:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2018

FUND: PUBLIC LIBRARY

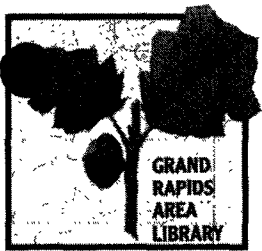
| ACCOUNT NUMBER | DESCRIPTION | JUNE ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL |
|----------------------------|-------------|----------------|--------------------------|----------------------------------|
| <hr/> | | | | |
| TOTAL BLANDIN GRANT | | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSES: | | 60,278.47 | 896,869.00 | 426,473.08 |
| | | | | |
| TOTAL FUND REVENUES | | 10,088.47 | 896,869.00 | 55,018.67 |
| TOTAL FUND EXPENSES | | 60,278.47 | 896,869.00 | 426,473.08 |
| FUND SURPLUS (DEFICIT) | | (50,190.00) | 0.00 | (371,454.41) |
| | | | | |
| TOTAL ALL FUND REVENUES | | 10,088.47 | 896,869.00 | 55,018.67 |
| TOTAL ALL FUND EXPENSES | | 60,278.47 | 896,869.00 | 426,473.08 |
| ALL FUND SURPLUS (DEFICIT) | | (50,190.00) | 0.00 | (371,454.41) |

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

| Account Number | Account Description | 2018 Budget | Year to Date | Percent of Budget |
|-------------------|--------------------------------|----------------|-----------------|----------------------|
| 211-00-31-00-0100 | CURRENT | \$ 702,687 | \$ - | 0% |
| 211-00-33-00-6300 | LIBRARY CONTRACTS | 128,000 | - | 0% |
| 211-00-33-00-6310 | ALS REIMBURSEMENT | 5,282 | - | 0% |
| 211-00-34-00-7960 | ALS CROSS-OVERS | - | 5,282 | 0% |
| 211-00-34-00-7970 | PHOTO COPIES | 1,900 | 1,460 | 77% |
| 211-00-34-00-7975 | INTERNET | 3,200 | 1,813 | 57% |
| 211-00-34-00-7980 | LIBRARY FEES-PROCTORING | 600 | 400 | 67% |
| 211-00-34-00-7982 | PASSPORT PROCESSING FEE | 26,000 | 18,880 | 73% |
| 211-00-34-00-7990 | FAX MACHINE USE | 400 | 559 | 140% |
| 211-00-35-00-1030 | LIBRARY FINES | 11,000 | 5,879 | 53% |
| 211-00-37-00-2310 | DONATIONS | 1,500 | 5,220 | 348% |
| 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 | 5,100 | 128% |
| 211-00-37-00-2368 | DONATIONS-ADA PROJECT | - | 4,000 | 0% |
| 211-00-37-00-2375 | MEETING ROOM RECEIPTS | 4,000 | 2,771 | 69% |
| 211-00-37-00-2450 | MISCELLANEOUS | 2,000 | 706 | 35% |
| 211-00-37-00-2455 | ENERGY REBATES | - | 450 | 0% |
| 211-00-37-00-5100 | INVESTMENT INCOME | 2,800 | 355 | 13% |
| | | 896,869 | 55,019 | 6% |
| 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 | 199,082 | 48% |
| 211-00-75-10-1030 | SALARY-PARTTIME | 23,538 | 13,657 | 58% |
| 211-00-75-10-1050 | CONTRACTED SERVICES | 11,504 | 3,487 | 30% |
| 211-00-75-10-1210 | PERA | 33,195 | 15,557 | 47% |
| 211-00-75-10-1220 | FICA | 27,441 | 13,039 | 48% |
| 211-00-75-10-1250 | MEDICARE | 6,418 | 3,049 | 48% |
| 211-00-75-10-1310 | HEALTH INSURANCE | 132,480 | 66,064 | 50% |
| 211-00-75-10-1330 | LIFE INSURANCE | 221 | 121 | 55% |
| 211-00-75-10-1510 | WORKERS COMPENSATION | 2,610 | 1,012 | 39% |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 7,000 | 4,006 | 57% |
| 211-00-75-20-2020 | COPY SUPPLIES | 1,000 | 857 | 86% |
| 211-00-75-20-2030 | PRINTING/BINDING | 900 | 452 | 50% |
| 211-00-75-20-2060 | COMPUTER SUPPLIES | 2,600 | 1,706 | 66% |
| 211-00-75-20-2070 | COMPUTER INVENTORY | 2,500 | 737 | 29% |
| 211-00-75-20-2075 | ASSETS BETWEEN \$700-\$4999 | 14,000 | 1,690 | 12% |
| 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 | 807 | 40% |
| 211-00-75-20-2110 | BOOKS | 44,000 | 24,808 | 56% |
| 211-00-75-20-2120 | AUDIO/VISUAL | 9,000 | 5,508 | 61% |
| 211-00-75-20-2130 | NEWSPAPERS | 1,400 | 1,093 | 78% |
| 211-00-75-20-2140 | PERIODICALS | 8,000 | 117 | 1% |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 2,500 | 1,622 | 65% |
| 211-00-75-30-3000 | PROFESSIONAL SERVICES | - | 395 | 0% |
| 211-00-75-30-3010 | ACCOUNTING SERVICES | 900 | - | 0% |
| 211-00-75-30-3070 | LAUNDRY | 650 | 347 | 53% |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 20,400 | 10,200 | 50% |
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 6,000 | 7,555 | 126% |
| 211-00-75-30-3210 | TELEPHONE | 7,200 | 2,581 | 36% |
| 211-00-75-30-3220 | POSTAGE/FREIGHT | 2,500 | 1,286 | 51% |

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

| Account Number | Account Description | 2018 Budget | Year to Date | Percent of Budget |
|-----------------------|--|------------------------|-------------------------|------------------------------|
| 211-00-75-30-3230 | SEMINAR/MEETINGS/SCHOOL | 500 | 398 | 80% |
| 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 | 680 | 34% |
| 211-00-75-30-3510 | PUBLISHING & ADVERTISING | 300 | 351 | 117% |
| 211-00-75-30-3610 | GENERAL INSURANCE | 9,000 | 4,506 | 50% |
| 211-00-75-30-3810 | ELECTRICITY | 28,000 | 12,827 | 46% |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 3,600 | 1,711 | 48% |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 4,000 | 1,399 | 35% |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 7,000 | 5,310 | 76% |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 15,000 | 8,497 | 57% |
| 211-00-75-30-4015 | GROUNDS MAINTENANCE | 1,000 | 759 | 76% |
| 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 | 1,780 | 25% |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 800 | 402 | 50% |
| 211-00-75-30-4300 | MISCELLANEOUS | 50 | - | 0% |
| 211-00-75-30-4330 | DUES & SUBCRIPTIONS | 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 | - | 1,228 | 0% |
| | TOTAL EXPENDITURES | 896,869 | 426,473 | 48% |
| | SURPLUS REVENUES/(EXPENDITURES) | - | (371,454) | |



July 11, 2018

Jennifer Behm
12866 Behm Rd
Grand Rapids, MN 55744

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

Dear Ms. Behm:

I am pleased that you will be offering an outdoor program titled "Our Backyard" at the library on July 26, 2018.

The Library will pay you \$75 for this 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 for supplies and materials. Payment will be made after the completion of the program. 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

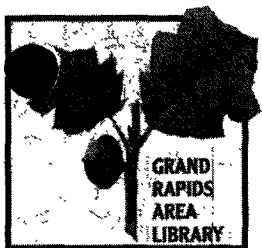
These terms are acceptable:

Jennifer Behm
Signature

7-21-18
Date

Approved for the Board of Directors:
[Signature]
Board President

11 Jul 18
Date



Wednesday, July 11, 2018

Diana Wagner
34447 Unger Dr.
Grand Rapids, MN 55744

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

Dear Ms. Wagner:

I am pleased that you will be leading a nature program for the library titled "Our Backyard." This program will be held July 12, 2018.

The Library will pay you \$75 for the 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 for supplies and materials. Payment will be after the program. If these arrangements are agreeable, please sign below, and return this contract, and the included W-9, 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:

Diana Wagner
Signature

7-12-18
Date

Approved for the Board of Directors:

D. Jerome
Board President

11 July 18
Date

Board member *Shannon Benolken* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-08
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,

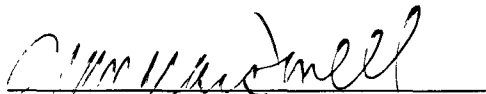
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$133.82 from Friends of the Library for Children's Program supplies
\$255 from Circle of Healing for Children's books in honor of Joan Bibeau

Adopted this 11 day of July, 2018



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Deb Kee* seconded the foregoing resolution and the following voted in favor thereof:

*Shannon Benolken, Dennis Jerome, Deb Kee, Jean MacDonell,
Lisa Tabbert, Sue Zeige*

And the following voted against same: -

And the following abstained: -

Whereby the resolution was declared duly passed and adopted.

Library Program Committee: Honorarium Policy

PURPOSE:

The purpose of this policy is to set forth general guidelines by which the committee determines how and when to distribute a speaker honorarium. This is due in part to the following:

- Honorariums vary and are not an annual budget line item. The funds come from various sources, are at the discretion of the Library Director and associated staff, and are approved by the Library Board.
- Speakers vary in background, expertise, professional skills and credentials – as well as in distance traveled, needs for overnight accommodations or other expenses.

RESPONSIBILITY OF THE COMMITTEE:

The goal of the committee with respect to honorariums and program expenses is to keep them at a minimum. If a speaker is unable to volunteer their time or present at no fee, these criteria for setting an honorarium may apply.

CRITERIA:

When offering an honorarium, general standards (which may vary in practice, and are open to interpretation by the committee) include:

- For speakers with professional skills who are hosting a class or demonstration, the committee may offer \$75 per hour for their service. (Example: teaching a yoga class).
- For those traveling a longer distance (outside of Grand Rapids and immediate surrounding communities), the following rate guides may apply:
 - Mileage is considered at the current standard rate determined by the IRS.
 - We have partnerships with local hotels and will recommend them to speakers so that they may make their own reservations. An estimated rate of \$100 will be used in calculating the honorarium.
- Authors or performers (and others) with an established audience who may draw larger attendance may be eligible for an honorarium. The most commonly offered honorarium total is \$150, which equates to \$75 per hour for a two-hour program.
- For programs requiring purchase of materials (such as a cooking class/demonstration) the general materials fee is \$50, which may be written into a contract for the presenter (with or without an additional speaking fee).