

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 13, 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**

**Report to City Council**

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**

**(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 2018-06 Accepting Donations**

a. \$10 from Necia Nunn for Children's books

b. \$150 from Friends of the Library for recycling 2<sup>nd</sup> quarter

c. \$909.71 from Friends of the Library for prize books, infant manipulatives and storytime 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 Artastic Programs

**Regular agenda**

**1. Approve Resolution 2018-07 Accepting Grant from Northland Foundation for \$20,000**

**2. Budget**

**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 5:04 by Dennis Jerome.

### **Roll Call:**

**Members Present:** Sue Zeige, Richard Thouin, Shannon Benolken, Lisa Tabbert, Max Peters, Randy McCarty, Dennis Jerome, and Deb Kee

**Members Absent:** Jean MacDonell

**Staff Present:** Marcia Anderson

### **Public Comment:**

**A. Approval of Agenda:** A motion was made to approve the agenda by Sue Zeige and was seconded by Richard Thouin, the motion was passed unanimously. Approved adding service agreement with SVL for \$2,595 to the regular agenda.

**B. Minutes:** A motion was made to approve minutes by Randy McCarty and was seconded by Richard Thouin, the motion was passed unanimously.

### **C. Communications**

### **D. Financial Report**

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

DATE: 05/03/2018  
 TIME: 09:41:18  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	2,780.55	147.31
0113233	AMERIPRIDE SERVICES INC	1,656.20	53.36
0114200	ANDERSON GLASS	3,841.37	140.00
0118660	ARROWHEAD LIBRARY SYSTEM	859.89	34.11
0201428	BAKER & TAYLOR LLC	10,059.82	2,876.31
0205345	JENNIFER BEHM	500.00	125.00
0212124	BLACKSTONE PUBLISHING	1,429.96	197.99
0221700	BUSY BEES QUALITY CLNG SVC INC	6,800.00	1,700.00
0315455	COLE HARDWARE INC	3,778.08	26.97
0405223	DEER RIVER HIRED HANDS INC	330.00	150.00
0605191	FIDELITY SECURITY LIFE INS CO	291.45	6.57
0618080	FRAME UP	0.00	102.63
0718010	CITY OF GRAND RAPIDS	3,393.04	542.22
0718015	GRAND RAPIDS CITY PAYROLL	2,199,743.51	42,604.31
0718060	GRAND RAPIDS HERALD REVIEW	5,200.32	262.00
0914800	INVEST EARLY PROJECT	1,280.00	640.00
1021515	JUNIOR LIBRARY GUILD	329.00	189.60
1201730	LATVALA LUMBER COMPANY INC.	0.00	103.73
1209516	LINCOLN NATIONAL LIFE	4,824.34	39.00
1309199	MINNESOTA ENERGY RESOURCES	18,781.22	98.00
1309335	MINNESOTA REVENUE	10,842.66	54.01
1309398	MINNESOTA WOMEN'S PRESS	0.00	60.00
1309495	MINUTEMAN PRESS	3,233.03	31.00
1401450	JOHN NALAN	59.95	59.95
1405850	NEXTERA COMMUNICATIONS LLC	1,789.83	85.01
1415377	NORTHERN BUSINESS PRODUCTS INC	3,339.83	326.87
1415479	NORTHERN DRUG SCREENING INC	180.00	20.00
1516220	OPERATING ENGINEERS LOCAL #49	413,841.00	11,216.00
1605665	PERSONNEL DYNAMICS LLC	2,784.64	1,010.40
1621130	P.U.C.	124,258.85	2,340.97
1800149	RCB COLLECTIONS	0.00	53.82
1909510	SIM SUPPLY INC	6,260.11	370.48
2009470	THE TIMBERJAY	0.00	49.00
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	350.00	350.00
2114356	UNIQUE MANAGEMENT SERVICES	537.00	62.65
2114750	UNUM LIFE INSURANCE CO OF AMER	1,030.74	20.50
2205637	VERIZON WIRELESS	13,147.64	60.92
2209421	VIKING ELECTRIC SUPPLY INC	359.19	155.14
2209665	VISA	32,154.18	101.75
2305720	WESTON WOODS STUDIOS INC	0.00	485.64
2308300	BETSY WHIRLEY	500.00	125.00
T000249	ERIKA LYNN BAILEY-JOHNSON	150.00	150.00
T000250	JOAQUIN MUNOZ	400.00	400.00
T000715	DEB CLEVEN	0.00	105.00

TOTAL ALL VENDORS.

67 733 22

**E. Staff Reports**

**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. There was nothing on the consent agenda to be approved.

1. Approve payment of late bills (none)
2. Approve contracts and payment to presenters (none)
3. Approve Resolution Accepting Donations (none)

**Regular Agenda:**

1. Accept proposal from Marco for lease of Konica copier.
  - a. A motion was made to accept the proposal from Marco for lease of Konica copier by Richard Thouin and a second was made by Randy McCarty, on a roll call vote the motion was passed unanimously.
2. Appoint budget committee – strategy
  - a. Max Peters, Dennis Jerome, Deb Kee, and Lisa Tabbert were appointed to the budget committee.
3. Approve service agreement with SVL for \$2,595
  - a. A motion was made to approve the service agreement with SVL for \$2,595 by Shannon Benolken and a second was made by Deb Kee. On a roll call vote the motion was passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:34 by Dennis Jerome.



# Library Department Head Report

May 29, 2018



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

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

## Strategic Plan Implementation Update

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

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

- **Saturday Story Times** continued through the Winter and Spring, thanks to the generosity of the Library Foundation. This Winter and Spring the attendance ranged from 14-68 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we will continue to draw families from throughout Itasca County. We will also continue a Monday Book Time during the summer beginning in mid-June.
- We have seen many **class visits** this spring and a few more are scheduled before the end of the school year. Several Southwest and Murphy 3<sup>rd</sup> and 4<sup>th</sup> grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools, Head Start classes and kindergarten classes.
- Our Winter Reading program, ***Read with a Friend***, kicked off on Saturday, December 16 with a creative program. 535 children participated in the program Dec - Feb.
- Our Summer Reading Program ***Reading takes you everywhere*** kicked off on May 19<sup>th</sup> with an opportunity to create a summer travel journal. More than 45 children have already signed up, several visiting classes have received packets and we expect around 900 participants for the summer.
- Lego Club continued Tuesdays after school monthly throughout the school year, attracting between 20 and 50 participants each session. and it will be held more frequently through the summer. Young designers create a small or large item based on a theme (or not) and leave them on display in the children's section during the month.
- We continued to offer additional after-school programming thanks to the Library Foundation. Each month we had an art program and a STEAM program. These programs will continue through the summer, and we are adding additional regular summer programs, including a kids book group, toddler programs, and 4-H programs.
- Upcoming Summer programming for kids also includes programs funded by the Arrowhead Library System and programs funded by the Arts and Culture fund, including Jugglers and Magicians!



# Library Department Head Report

May 29, 2018



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

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

- Our **Winter and Spring programming** for adults has included such programs as: The Benefits of Native Grasses, ATV Trails in Itasca County, Weather Forecasting,
- We hosted a panel of presenters on various aspects of starting and running a small business.
- We are a distribution point for carrot seed packets as part of the *One Vegetable, One Community* project. They are on display with a selection of gardening books.

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

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- Our public **wireless** network is in constant use by people bringing their own devices for work, study or communication.
- During the fall we resumed offering a series of classes devoted to basic internet and email tools. This series was repeated during the spring.

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

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: Vintage Aprons, Animal Tales (story teller)
- **Inspiring Creativity:** We hosted a metal tooling workshop, and Rangoli Sand Art, and Drums and Percussion of the World
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. Our patrons downloaded a over 23,000 during 2017. There are more than 7,000 audiobook titles and 13,000 ebook titles available to all holders of an ALS library card. All of these are available through our web site.
- The **teen Anime Club** continues, bringing teens together monthly to watch an anime movie and talk about anime and manga. For teens, summer break provides a window of opportunity to enjoy reading for pleasure, so we will again offer a teen summer reading program.
- **Rapids Reads**, our community reading program, was planned in conjunction with ICC's spring symposium. *Weaponized Lies* by Daniel Levitan. was the book for discussion, and 2 speakers appeared in March and April. The project was supported by the Grand Rapids Area Library Foundation.



# Library Department Head Report

May 29, 2018



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

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

- Our meeting room is heavily utilized by organizations large and small – an average of 50/month.
- Our quiet study rooms are used by individuals seeking a quiet space to work or study or a space for 2 people to meet and work.
- Our tables and study rooms provide spaces for working on group projects, popular with school and college students and people meeting for work or organization-related purposes.
- The facilities management crew just completed installing a wall in the Riverview Room at the end of the Library. It creates 2 spaces that are better for smaller groups. An automatic door opener will be installed on one door to make it very accessible.
- We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.
- We will continue to take advantage of the space around the library by using it for children's and adult programs. We are expanding our popular outdoor yoga programs this summer by offering 6 sessions in June, July and August.

## **Building, and grounds repairs and upgrades**

- We received a matching Library Construction and Accessibility Grant from the MN Dept of Education to make modifications that will improve accessibility in the building. Replacement of interior doors with larger doors to accommodate larger wheelchairs and mobility devices is planned. Construction will begin on this as soon as the custom-painted frames are received.

## **Passports**

Our passport service continues. We anticipate a total of around 1000 applications for the year. The execution fee increased to \$35. People have commented on the convenient hours and location, parking, and the "family friendly" atmosphere. 8 staff are authorized Passport Acceptance Agents.

## **Staff**

- Bonnie Henriksen, volunteer coordinator for 10 years, retired on April 19
- Nicole Johnson began as volunteer coordinator on April 2. She was able to work with Bonnie for 3 weeks to learn the job.
- Amy Dettmer, Assistant Director continues to provide staff support for the Arts and Culture Commission

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

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FIVE MONTHS ENDING MAY 31, 2018**  
*With Comparative Totals for May 31, 2017*

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	414,074	429,619	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>483,660</b>	<b>514,910</b>	<b>514,910</b>	
<b>Revenues:</b>				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	133,282	0%
Charges for Services	20,693	25,141	32,100	78%
Fines & Forfeits	5,237	5,067	11,000	46%
Blandin Grant	-	-	-	0%
GR Library Foundation	8,566	-	4,000	0%
Miscellaneous	6,761	14,722	13,800	107%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>44,314</b>	<b>44,930</b>	<b>896,869</b>	<b>5%</b>
<b>Expenditures:</b>				
Personnel	240,854	264,124	656,469	40%
Supplies/Materials	31,900	42,504	96,300	44%
Other Services/Charges	68,978	54,370	144,100	38%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>341,732</b>	<b>360,998</b>	<b>896,869</b>	<b>40%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(297,418)</b>	<b>(316,068)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	1,228	-	0%
<b>Fund Balance 5/31/XX</b>				
Cash Flow	116,655	112,324	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 5/31/XX</b>	<b>\$ 186,241</b>	<b>\$ 197,615</b>	<b>\$ 514,910</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,509 as of 12/31/17. 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 **MAY 31, 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	1,099	58%
211-00-34-00-7975	INTERNET	3,200	1,540	48%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	360	60%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	16,395	63%
211-00-34-00-7990	FAX MACHINE USE	400	465	116%
211-00-35-00-1030	LIBRARY FINES	11,000	5,067	46%
211-00-37-00-2310	DONATIONS	1,500	5,086	339%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	540	54%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	35	4%
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	-	0%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	2,330	58%
211-00-37-00-2450	MISCELLANEOUS	2,000	613	31%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	355	13%
		<b>896,869</b>	<b>44,930</b>	<b>5%</b>
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	166,438	40%
211-00-75-10-1030	SALARY-PARTTIME	23,538	12,210	52%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	3,077	27%
211-00-75-10-1210	PERA	33,195	13,001	39%
211-00-75-10-1220	FICA	27,441	10,950	40%
211-00-75-10-1250	MEDICARE	6,418	2,561	40%
211-00-75-10-1310	HEALTH INSURANCE	132,480	54,848	41%
211-00-75-10-1330	LIFE INSURANCE	221	99	45%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	940	36%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,792	54%
211-00-75-20-2020	COPY SUPPLIES	1,000	769	77%
211-00-75-20-2030	PRINTING/BINDING	900	452	50%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	1,688	65%
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	578	144%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	313	16%
211-00-75-20-2110	BOOKS	44,000	22,707	52%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,508	61%
211-00-75-20-2130	NEWSPAPERS	1,400	862	62%
211-00-75-20-2140	PERIODICALS	8,000	117	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,505	60%
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	293	45%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	6,700	112%
211-00-75-30-3210	TELEPHONE	7,200	2,202	31%
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 **MAY 31, 2018**

<b>Account Number</b>	<b>Account Description</b>	<b>2018 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
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	270	90%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	600	30%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	351	117%
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,755	42%
211-00-75-30-3810	ELECTRICITY	28,000	9,667	35%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	1,711	48%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,248	31%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	4,013	57%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,764	52%
211-00-75-30-4015	GROUND 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	1,862	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	1,780	25%
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	-	1,228	0%
	<b>TOTAL EXPENDITURES</b>	<b>896,869</b>	<b>362,226</b>	<b>40%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(317,295)</b>	

DATE: 06/07/2018  
 TIME: 12:37:01  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 5 PERIODS ENDING MAY 31, 2018

PAGE: 1  
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>702,687.00</b>	<b>0.00</b>	<b>0.00</b>	<b>702,687.00</b>	<b>0</b>
<b>TOTAL TAXES</b>		<b>0.00</b>	<b>702,687.00</b>	<b>0.00</b>	<b>0.00</b>	<b>702,687.00</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	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	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>133,282.00</b>	<b>0.00</b>	<b>0.00</b>	<b>133,282.00</b>	<b>0</b>
<b>TOTAL INTERGOVERNMENTAL</b>		<b>0.00</b>	<b>133,282.00</b>	<b>0.00</b>	<b>0.00</b>	<b>133,282.00</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	100
211-00-34-00-7970	PHOTO COPIES	178.02	1,900.00	1,098.74	0.00	801.26	58
211-00-34-00-7975	INTERNET	392.98	3,200.00	1,540.13	0.00	1,659.87	48
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	360.00	0.00	240.00	60
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,220.00	26,000.00	16,395.00	0.00	9,605.00	63
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	145.99	400.00	465.04	0.00	(65.04)	116
<b>TOTAL</b>		<b>3,956.99</b>	<b>32,100.00</b>	<b>25,140.91</b>	<b>0.00</b>	<b>6,959.09</b>	<b>78</b>
<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,956.99</b>	<b>32,100.00</b>	<b>25,140.91</b>	<b>0.00</b>	<b>6,959.09</b>	<b>78</b>

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CITY OF GRAND RAPIDS  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,210.23	11,000.00	5,067.29	0.00	5,932.71	46
<b>TOTAL</b>		1,210.23	11,000.00	5,067.29	0.00	5,932.71	46
<b>TOTAL FINES &amp; FORFEITS</b>		1,210.23	11,000.00	5,067.29	0.00	5,932.71	46
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	2,858.71	1,500.00	5,085.88	0.00	(3,585.88)	339
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	540.00	0.00	460.00	54
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	10.00	1,000.00	35.00	0.00	965.00	4
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,313.91	0.00	(13.91)	101
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	4,000.00	0.00	0.00	4,000.00	0
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	258.75	4,000.00	2,329.50	0.00	1,670.50	58
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	171.07	2,000.00	612.92	0.00	1,387.08	31
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	354.79	0.00	2,445.21	13
<b>TOTAL</b>		3,298.53	17,800.00	14,722.00	0.00	3,078.00	83
<b>TOTAL MISCELLANEOUS REVENUE</b>		3,298.53	17,800.00	14,722.00	0.00	3,078.00	83
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SOURCES</b>		0.00	0.00	0.00	0.00	0.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		8,465.75	896,869.00	44,930.20	0.00	851,938.80	5
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
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
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	32,592.00	419,062.00	166,438.38	0.00	252,623.62	40
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	1,644.88	23,538.00	12,210.43	0.00	11,327.57	52
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	373.04	11,504.00	3,077.49	0.00	8,426.51	27
211-00-75-10-1210	PERA	2,567.77	33,195.00	13,000.62	0.00	20,194.38	39
211-00-75-10-1220	FICA	2,097.50	27,441.00	10,950.33	0.00	16,490.67	40
211-00-75-10-1250	MEDICARE	490.53	6,418.00	2,560.90	0.00	3,857.10	40
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	54,848.00	0.00	77,632.00	41
211-00-75-10-1330	LIFE INSURANCE	22.68	221.00	98.68	19.27	103.05	53
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	(0.48)	0.00	0.48	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	187.91	2,610.00	939.55	0.00	1,670.45	36
TOTAL PERSONNEL		51,192.82	656,469.00	264,123.90	19.27	392,325.83	40
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	685.57	7,000.00	3,792.19	24.78	3,183.03	55
211-00-75-20-2020	COPY SUPPLIES	325.17	1,000.00	768.85	0.00	231.15	77
211-00-75-20-2030	PRINTING/BINDING	97.50	900.00	452.42	241.50	206.08	77
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	719.09	2,600.00	1,687.52	0.00	912.48	65
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	737.45	0.00	1,762.55	29
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	1,690.37	14,000.00	1,690.37	0.00	12,309.63	12
211-00-75-20-2090	INVENTORIAL SUPPLIES	44.14	1,000.00	1,784.94	0.00	(784.94)	178

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	577.95	0.00	(177.95)	144
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	313.27	0.00	1,686.73	16
211-00-75-20-2110	BOOKS	4,365.57	44,000.00	22,706.55	1,511.61	19,781.84	55
211-00-75-20-2120	AUDIO/VISUAL	444.20	9,000.00	5,507.84	2.50	3,489.66	61
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	862.47	0.00	537.53	62
211-00-75-20-2140	PERIODICALS	30.97	8,000.00	116.97	11.00	7,872.03	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	203.65	2,500.00	1,505.00	21.60	973.40	61
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>8,606.23</b>	<b>96,300.00</b>	<b>42,503.79</b>	<b>1,812.99</b>	<b>51,983.22</b>	<b>46</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.85	0.00	(394.85)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	53.36	650.00	293.48	26.68	329.84	49
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	8,500.00	0.00	11,900.00	42
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,350.00	6,000.00	6,700.00	1,305.00	(2,005.00)	133
211-00-75-30-3210	TELEPHONE	439.01	7,200.00	2,202.39	0.00	4,997.61	31
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	1,285.75	0.00	1,214.25	51
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	74.00	500.00	397.60	0.00	102.40	80
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	270.00	0.00	30.00	90
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	89.50	2,000.00	599.77	0.00	1,400.23	30
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	351.00	0.00	(51.00)	117
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	3,755.00	0.00	5,245.00	42
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	9,666.79	0.00	18,333.21	35
211-00-75-30-3840	GARBAGE REMOVAL	285.42	3,600.00	1,711.47	0.00	1,888.53	48
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,247.86	0.00	2,752.14	31
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,250.00	7,000.00	4,012.67	2,250.00	737.33	89
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,685.00	15,000.00	7,763.88	90.00	7,146.12	52
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	759.06	0.00	240.94	76



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 FOR 5 PERIODS ENDING MAY 31, 2018

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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:		71,726.67	896,869.00	362,225.66	7,917.66	526,725.68	41
TOTAL FUND REVENUES		8,465.75	896,869.00	44,930.20	0.00	851,938.80	5
TOTAL FUND EXPENSES		71,726.67	896,869.00	362,225.66	7,917.66	526,725.68	41
FUND SURPLUS (DEFICIT)		(63,260.92)	0.00	(317,295.46)			
TOTAL ALL FUND REVENUES		8,465.75	896,869.00	44,930.20	0.00	851,938.80	5
TOTAL ALL FUND EXPENSES		71,726.67	896,869.00	362,225.66	7,917.66	526,725.68	41
ALL FUND SURPLUS (DEFICIT)		(63,260.92)	0.00	(317,295.46)			



PUBLIC LIBRARY BILL LIST - JUNE 13, 2018

DATE: 06/06/2018  
 TIME: 11:59:03  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/13/2018

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	125.57
0113233	AMERIPRIDE SERVICES INC	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	395.78
0201428	BAKER & TAYLOR LLC	2,728.39
0212124	BLACKSTONE PUBLISHING	50.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	68.59
0405500	DEMCO INC	333.47
0502705	EBSCO SUBSCRIPTION SERVICE	30.97
0609525	FINDAWAY WORLD LLC	394.20
0618080	FRAME UP LLC	44.14
0701650	GARTNER REFRIGERATION CO	3,701.92
0718010	CITY OF GRAND RAPIDS	149.50
0805107	HEARTLAND PAPER COMPANY	182.05
0914800	INVEST EARLY PROJECT	2,480.00
1201730	LATVALA LUMBER COMPANY INC.	488.81
1205099	LEARNING OPPORTUNITIES INC	1,289.61
1205850	LEXIS NEXIS	222.00
1209120	LIBRARY STORE INC	1,690.37
1415377	NORTHERN BUSINESS PRODUCTS INC	1,109.67
1605665	PERSONNEL DYNAMICS LLC	445.96
1821700	MICHAEL RUSSELL	1,110.00
1901355	ST PAUL PIONEER PRESS	230.76
1908248	SHERWIN-WILLIAMS	46.11
2018680	TRU NORTH ELECTRIC LLC	90.00
2114356	UNIQUE MANAGEMENT SERVICES	89.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 19,735.73

CHECKS ISSUED-PRIOR APPROVAL

CHECK #	NAME	AMOUNT
-----		
PRIOR APPROVAL		
0301530	CANON FINANCIAL SERVICES, INC	67.00
0605191	FIDELITY SECURITY LIFE INS CO	13.14
0718015	GRAND RAPIDS CITY PAYROLL	39,392.68
1209516	LINCOLN NATIONAL LIFE	78.00
1301145	MARCO TECHNOLOGIES, LLC	257.19
1305060	MEDS-1 AMBULANCE SERVICE INC	74.00
1305065	MEDTOX LABORATORIES INC	24.85
1309199	MINNESOTA ENERGY RESOURCES	90.34
1309335	MINNESOTA REVENUE	52.35
1405850	NEXTERA COMMUNICATIONS LLC	83.21
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	487.84
1621130	P.U.C.	2,714.21

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/13/2018

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114750	UNUM LIFE INSURANCE CO OF AMER	19.27
2205637	VERIZON WIRELESS	225.76
2209665	VISA	1,436.56
2301700	WASTE MANAGEMENT	568.30
T000248	EMILY MAE FORD	150.00
T001185	SARAH GUY-LEVAR	200.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$57,150.70
TOTAL ALL DEPARTMENTS		76,886.43

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-07  
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:

\$20,000 from the Northland Foundation in support of the Crucial Conversations for Aging Discussion Groups project.

Adopted this 13 day of June, 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.

## **Director's Report- May 2018**

### **Accessibility Project**

Work on the interior entryway has been scheduled for July 5 and 6. Anderson Glass just received the frames and they are waiting for the new doors. They are booked during June, and July 5 and 6 are the only 2 days in July when we do not have programs scheduled. We will need to route people through the book store and the staff room during most of the dismantling and construction. They plan to start very early in the mornings.

Construction has been completed on the Riverview Room. The door opener will be installed later, at the same time a new opener is installed on the interior door. The electrical work for both doors will be done at that time.

### **Application for grant from Northland Foundation for hosting conversations about aging**

Bonnie and I had a long conversation with the Grants managers at the Northland Foundation, and they encouraged us to submit a revised application for \$20,000 for the project. We revised the application to to emphasize more of the "pilot" nature of the project and submitted a revised plan and revised budget. I received a notice on Thursday that the revised application has been accepted, and we will receive a \$20,00 grant. Bonnie is developing workshop materials and marketing materials.

### **Copier/printer/fax**

The fax/photocopier machine was installed on Friday, June 1. We received it as an add-on to the new contract for a larger copier/printer. The intention is to have a better fax machine and a back-up photocopier for passport applications.

The new large photocopier/printer was installed on Wed. June 6. It will do scanning to email, which has been a popular feature on the existing copier. It will also print to and save from a flash drive. It has the added feature of allowing printing from wireless devices, which should help many people who bring in phones or laptops with something to print. At this point, we have not been able to make this feature work, but both the Marco technician and our IT department are researching ways to make it work.

### **Wireless**

Our IT department had a conversation with the City Attorney about the necessity of the " terms of agreement" page that has been causing difficulty for many devices. The attorney determined that since wireless access is now nearly ubiquitous, that page is no longer needed. (we cannot be held responsible for how people use it) The page was removed, and access is much easier.

### **Budget**

It's budget time again! I will have a draft for you on Wednesday to review and discuss, but it may be very preliminary as we don't have personnel costs yet.

Assistant Director Report  
June 2018

**Teens**

*Teen Advisory Board  
May 29, 2018*

Members present: Sarah K., Emma O., Lillian M-L

Members talked about the teen photo contest and decided to have it in the summer. In the past there were 2 ways to submit entries: Facebook and a hard copy. They talked about adding email as another way to submit photos.

At the end of June there will be a bad art contest for teens. A community member donated 3 garbage bags of items collected over many years. The plan is to put a lot of the items on tables and have teens create bad art then vote for their favorite. An activity at the meeting was for the members to create their own bad art to be used as examples. See pictures below!



There were 9 entries in the teen room drawing. Ellen S. was the winner.

Anime Club was held May 5. There were 3 participants who watched Steins; Gate and ate snacks.

**Operations**

The main theme of the lobby display case reflects the June 14 program which is Grand Rapids Itasca Mountain Bike Association presenting about the Tioga project and providing information about bikes in general. Bonnie, who does the display, also included flyers for other programs during the month.

The Friends held their annual meeting on Wednesday, June 6, with a catered meal for the 38 in attendance. Friends Board members made baskets that were raffled. They had a short business meeting and then I was the entertainment. I talked about fun at the library this summer which included information about accepting passports, the orange bikes, checking out fishing rods, indie films on Tuesdays, the Libby app, and other programs. People asked questions and were generally interested in what's happening at the library.

	THIS MONTH	YTD	YTD 2017
<b>CIRCULATION</b>			
Check-outs	10,062	54,187	56,382
Total Circulation	11,883	63,066	65,565
Returns	12,826	63,168	65,108
New cards	120	497	488

	THIS MONTH	YTD	YTD 2017
<b>TECHNICAL PROCESSES</b>			
Books cataloged and processed	572	3,021	2,823
Withdrawn copies	203	2,645	2,188

Door count 10638

	THIS MONTH	YTD	YTD 2017	YTD 2017 programs	YTD 2017 people
<b>REFERENCE</b>					
tests proctored	994	4,907	4,407		
computer help over 5 minutes	4	34	37		
Passports	94	455	226		
<b>INTERNET</b>					
Pharos sessions ***	1,090	739	5,131	5,668	3,663

	PEOPLE	HOURS	YTD HOURS
<b>Non-Pharos sessions VOLUNTEERS</b>	113	816	768
	48	299.00	1267.00

	GROUPS	YTD GROUPS
<b>MEETING ROOM COMMUNITY ROOM/GSR</b>	52	265

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
<b>PROGRAMS &amp; TOURS</b>						
BOOK TIME	2	31	28	623	22	552
SATURDAY STORY TIME	6	82	36	853	28	765
CLASS VISITS	9	340	36	1,259	24	631
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDRENS PROGRAMS	4	59	19	381	15	341
TEEN PROGRAMS	3	15	13	333	20	280
Total Youth Programs	24	527	132	3,449	109	2,569
Total Adult Programs	4	139	20	442	22	576

	HRS THIS MONTH	HRS YTD	YTD 2017
<b>BOOKINGS &amp; ARRANGEMENTS TOTALS</b>	9.5	44	32

June 13, 2018

**Heidi Amouta**  
5048 Newton Ave S  
Minneapolis, MN 55419

Dear Ms. Amouta:

I am pleased that you will be leading a series of two yoga programs for the Library to be held on Saturdays July 7, 2018, and August 4, 2018

The Library will pay you \$75 for each program. (\$150 total) Payment will be made at the middle of August.. 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:  
  
\_\_\_\_\_

June 13, 2018

Jenna Hass  
752 County Rd 440  
Bovey, MN 55709

Dear Ms. Hass:

I am pleased that you will be leading a series of two yoga programs for the Library to be held on Saturdays June 23, 2018 and July 21, 2018,

The Library will pay you \$75 for each program. (\$150 total) Payment will be made at the end of July.. 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:  
  
\_\_\_\_\_



June 13, 2018

**Katie Theis:**  
24446 Hillcrest Drive  
Cohasset MN 55721

Dear Ms. Theis:

I am pleased that you will be leading a series of two yoga programs for the Library to be held on Saturdays June 9, 2018, and August 18, 2018

The Library will pay you \$75 for each program. (\$150 total) Payment will be made at the end of August. 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 member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-06  
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:

- \$10 from Necia Nunn for Children’s books
- \$150 from Friends of the Library for recycling 2<sup>nd</sup> quarter
- \$909.71 from Friends of the Library for prize books, infant manipulatives and storytime scarves
- \$1799 from Friends of the Library for water fountain
- \$950 from Library Foundation for Rapids Reads speakers and books
- \$2400 from Library Foundation for Saturday Story Times Jan-April
- \$1750 from Library Foundation for School year STEM and Artastic Programs

Adopted this 13 day of June, 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.

June 07, 2018

Project # 18-17961

Marcia Anderson  
Grand Rapids Area Library  
140 NE 2nd Street  
Grand Rapids MN 55744

Dear Marcia Anderson:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Crucial Conversations for Aging Discussion Groups** and voted to approve a grant for **\$20,000.00** for the period (05/01/2018 to 04/30/2019) to **Grand Rapids Area Library**. This funding is made possible through the Northland Foundation's Rural Aging Initiative.

**The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.**

**The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.**

**Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.**

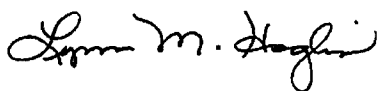
The Northland Foundation will implement one payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$20,000.00 on 07/01/2018**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of reports on the progress, outcomes, and financial activity of your project. These project reports are scheduled as indicated: **10/15/2018 for the Progress Report, and 05/31/2019 for the Final Report**. Please provide us sufficient narrative to describe the progress and impact of your project. **A report template will be provided at a later date.**

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carol Chipman, Grants Manager or Jan Amys, Program Associate if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,

Lynn M. Haglin  
Vice President/KIDS PLUS Director

Attachments

cc: AGE to age Coordinator (if different from fiscal agent)  
Carol Chipman  
Jan Amys

**AGREEMENT OF GRANTEE**

As a condition of a total grant of **\$20,000.00** from the Northland Foundation to **Grand Rapids Area Library** in support of the ***Crucial Conversations for Aging Discussion Groups*** request, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 06/06/2018 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.
9. Your organization has been selected to participate in the Northland Foundation's Rural Aging Initiative. You **MAY NOT** make any statement or otherwise imply to other donors, investors, media or the general public that you are a direct grantee or contractor of the Margaret A. Cargill Philanthropies. Your organization may only recognize the Northland Foundation's Rural Aging Initiative in any program or publicity materials.
10. By accepting this grant, your organization agrees that it will not promote, support, or engage in terrorism of any kind, nor will it make sub-grants to any entity or individual that engages in these activities.

---

Name of Organization or Fiscal Agent

---

Authorized by Organization  
(Administrator, Officer, Board Chair, Superintendent)

---

Date

Project # 18-17961





**NORTHLAND  
FOUNDATION**

202 West Superior Street, Suite 610  
Duluth, Minnesota 55802  
218.723.4040 · 800.433.4045 · northlandfdn.org

# ACH Credit Authorization Agreement for automatic deposits

## GRANT # 18-17961

Please complete and return to the Northland Foundation

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact email address

\_\_\_\_\_  
Organization Name (Grantee)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Fiscal Agent Name/Contact Name/Phone Number (if acting as fiscal agent for Grantee)

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Account Name

\_\_\_\_\_  
Financial Institution - Street Address

\_\_\_\_\_  
Financial Institution - City/State/Zip

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Account Number at Financial Institution



Savings Account



Checking Account

I authorize Northland Foundation and the financial institution listed above to initiate electronic monthly payment credit entries, and if necessary, debit entries for adjustments to any credit entries in error to above named account. We will contact you before any adjusting entries are made. This authority will remain in effect until I have cancelled it in writing or for the duration of the Grant.

\_\_\_\_\_  
Authorized Signature / Title

\_\_\_\_\_  
Date

Please attach voided check here:

Northland Foundation  
202 W. Superior St.  
#610  
Duluth, MN 55802  
(218)723-4040  
Fax: (218)723-4048  
1-800-433-4045  
[www.northlandfdn.org](http://www.northlandfdn.org)



**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>YTD ACTUAL 5/31/2018</b>	<b>PROPOSED 2019 BUDGET</b>
<b>REVENUES</b>							
Taxes							
Current	\$ 522,516	\$ 530,305	\$ 542,057	\$ 569,504	\$ 702,687	\$ -	\$ -
Delinquent	2,361	1,335	4,013	5,745	-	-	-
Fiscal Disparities	36,650	39,917	45,367	51,725	-	-	-
<b>Total Taxes</b>	<b>561,527</b>	<b>571,557</b>	<b>591,438</b>	<b>626,974</b>	<b>702,687</b>	<b>-</b>	<b>-</b>
Intergovernmental							
Market Value Homestead Credit	-	-	-	-	-	-	-
Supplemental Aid	40,965	36,122	36,327	36,789	-	-	-
State of Minnesota	-	49	-	-	-	-	-
Library Contracts	127,592	128,168	129,117	132,011	128,000	-	-
<b>Total Intergovernmental</b>	<b>168,557</b>	<b>164,338</b>	<b>165,445</b>	<b>168,800</b>	<b>128,000</b>	<b>-</b>	<b>-</b>
Charges for Services							
ALS Cross-overs	5,282	5,282	5,282	5,282	5,282	5,282	5,282
Photo Copies	1,679	1,932	2,402	2,706	1,900	1,099	2,200
Internet	3,355	3,522	3,531	3,784	3,200	1,540	3,500
Library Fees-Proctoring	320	700	315	565	600	360	600
Passport Processing Fee	-	3,025	26,350	26,300	26,000	16,395	35,000
Fax Machine Use	3	129	714	908	400	465	800
<b>Total Charges for Services</b>	<b>10,639</b>	<b>14,591</b>	<b>38,594</b>	<b>39,545</b>	<b>37,382</b>	<b>25,141</b>	<b>47,382</b>
Fines and Forfeits							
Library Fines	13,319	12,695	12,298	12,432	11,000	5,067	11,000
<b>Total Fines and Forfeits</b>	<b>13,319</b>	<b>12,695</b>	<b>12,298</b>	<b>12,432</b>	<b>11,000</b>	<b>5,067</b>	<b>11,000</b>
Miscellaneous Revenue							
Donations	1,386	22,852	157,716	3,304	1,500	5,086	1,500
Memorial Books	1,475	3,314	995	-	1,000	540	1,000
Donations-Children's Library	1,952	2,134	2,853	1,774	1,000	35	1,000
Donations-Library Programs	380	200	650	180	200	-	200
Endowment Fund Income	1,797	(414)	1,881	4,680	1,300	1,314	1,300
Grand Rapids Lib Foundation	6,907	22,698	24,334	20,939	4,000	-	4,000
Meeting Room Receipts	3,749	4,312	3,860	4,358	4,000	2,330	4,500
Blandin Grants	-	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-
Miscellaneous	2,742	8,531	4,524	3,049	2,000	613	2,000
Energy Rebates	2,943	-	1,140	-	-	450	-
Investment Income	2,648	2,865	2,789	3,415	2,800	355	3,000
<b>Total Miscellaneous Revenue</b>	<b>25,979</b>	<b>66,492</b>	<b>200,743</b>	<b>41,698</b>	<b>17,800</b>	<b>10,723</b>	<b>18,500</b>
Other Sources							
Insurance Recovery	-	-	-	3,057	-	-	-
Operating Transfer - In	-	-	4,142	-	-	-	-
Fund Balance Usage	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>780,021</b>	<b>829,674</b>	<b>1,012,660</b>	<b>892,505</b>	<b>896,869</b>	<b>40,931</b>	<b>76,882</b>

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>YTD ACTUAL 5/31/2018</b>	<b>PROPOSED 2019 BUDGET</b>
<b>EXPENSES</b>							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	316,446	390,436	404,327	407,393	419,062	166,438	435,576
Salary-Full time overtime	-	-	185	-	-	-	-
Salary-Part Time	98,873	25,722	22,109	29,400	23,538	12,210	22,803
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	2,283	5,543	13,195	12,144	11,504	3,077	11,504
PERA	29,909	31,243	31,865	32,306	33,195	13,001	34,378
FICA	24,435	24,371	25,034	25,648	27,441	10,950	28,419
Medicare	5,715	5,700	5,855	5,998	6,418	2,561	6,646
Health Insurance	62,215	63,417	73,619	74,948	132,480	54,848	142,668
Life Insurance	214	221	213	228	221	99	221
Dental Insurance	1,602	1,638	1,490	1,423	-	-	-
Unemployment	-	-	-	-	-	-	-
Worker's Comp	2,913	2,322	2,142	2,668	2,610	940	2,255
<b>Total Personnel</b>	<b>544,605</b>	<b>550,613</b>	<b>580,032</b>	<b>592,158</b>	<b>656,469</b>	<b>264,124</b>	<b>684,470</b>
Supplies and materials							
Office Supplies	5,931	8,017	5,945	6,105	7,000	3,792	7,000
Copy Supplies	1,503	1,382	1,310	1,413	1,000	769	1,400
Printing/binding	783	808	1,207	770	900	452	900
Bindings	-	-	-	-	-	-	-
Computer Supplies	3,094	2,192	2,818	2,391	2,600	1,688	2,600
Computer Inventory	1,802	5,421	3,762	1,466	2,500	737	2,500
Assets between 700 and 4999	7,568	-	4,142	-	14,000	1,690	-
Inventorial Supplies Equip<700	376	5,985	1,412	784	1,000	1,785	1,000
Volunteer Prgm Supplies & Mat	334	423	508	489	400	578	500
Operating Supplies	6,230	1,620	613	1,192	2,000	313	2,000
Books	43,071	44,307	40,265	46,719	44,000	22,707	44,000
Audio/Visual	6,029	8,362	7,679	13,627	9,000	5,508	9,000
Newspapers	1,655	1,671	2,515	2,399	1,400	862	1,400
Periodicals	6,768	6,838	6,836	6,206	8,000	117	7,000
Maintenance Tools/Supplies	2,490	3,473	2,879	2,933	2,500	1,505	2,500
Other Supplies/Materials	-	-	-	-	-	-	-
Equipment/Parts	590	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
<b>Total supplies and materials</b>	<b>88,224</b>	<b>90,499</b>	<b>81,891</b>	<b>86,493</b>	<b>96,300</b>	<b>42,503</b>	<b>81,800</b>
Services and Charges							
Professional Services	-	-	394	395	-	395	500
Accounting Services	656	722	880	880	900	900	900
Legal	75	-	-	-	-	-	-
Laundry	506	557	610	657	650	293	650
Janitorial Services	20,400	20,400	20,400	20,400	20,400	8,500	20,400
Other Contracted Services	9,671	12,751	12,229	17,690	6,000	6,700	6,000
Telephone	5,362	6,042	5,297	5,293	7,200	7,200	6,000
Postage/Freight	304	86	3,988	3,055	2,500	1,286	3,000
Seminar/Meetings/School	123	-	350	846	500	398	500
Staff Training	799	-	376	235	500	-	500
Community Ed/Promotion	255	289	251	379	300	270	300
Professional Service-Collections	2,289	2,029	2,032	1,862	2,000	600	2,000
Auto Mileage/travel	-	-	-	-	-	-	-
Publishing and Advertising	297	264	557	1,526	300	351	300
General Insurance	9,229	7,184	5,151	8,056	9,000	3,755	9,000
Electricity	32,697	30,020	30,228	31,817	28,000	9,667	30,000

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>YTD ACTUAL 5/31/2018</b>	<b>PROPOSED 2019 BUDGET</b>
Garbage Removal	2,971	3,230	3,576	4,011	3,600	1,711	3,800
Heat-Natural Gas	5,181	3,594	4,175	3,779	4,000	1,248	4,000
Maintenance Contracts	7,621	7,754	8,972	9,215	7,000	4,013	8,000
Building Maintenance/Repairs	11,871	14,106	26,860	45,633	15,000	7,764	15,000
Grounds Maintenance	1,774	462	11,430	2,134	1,000	759	1,000
Computer Maintenance/Repairs	8,113	9,096	8,575	8,540	9,000	454	9,000
On-line Services	3,624	1,791	2,774	2,957	3,000	1,862	3,000
General Equip Maint/Repair	3,653	11,568	9,643	12,168	7,000	1,780	9,000
Equipment Leases	844	1,092	804	804	800	800	1,440
Miscellaneous	-	-	-	-	50	-	-
Dues & Subscriptions	117	110	130	88	300	-	300
Interlibrary Loan Charges	-	-	78	185	100	28	100
Endowment Fund Expenditures	-	-	155,690	-	-	-	-
Fund Balance Payback	-	-	-	-	15,000	-	-
<b>Total Other Services</b>	<b>128,432</b>	<b>133,146</b>	<b>315,449</b>	<b>182,605</b>	<b>144,100</b>	<b>60,734</b>	<b>134,690</b>
<b>Capital Outlay</b>							
Equipment/Mach/Furn/Fixture	-	55,944	11,729	-	-	-	-
Building/Bldg Improvements	-	-	-	-	-	1,228	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>55,944</b>	<b>11,729</b>	<b>-</b>	<b>-</b>	<b>1,228</b>	<b>-</b>
<b>Blandin Grant</b>							
Blandin Grant Prgm Development	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-
Blandin Grant Youth Programs	-	-	-	-	-	-	-
Blandin Grant Adult Programs	-	-	-	-	-	-	-
Small Blandin Grant	-	-	-	-	-	-	-
<b>Total Blandin Grant</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>761,261</b>	<b>830,202</b>	<b>989,101</b>	<b>861,255</b>	<b>896,869</b>	<b>368,589</b>	<b>900,960</b>
<b>REVENUE/(EXPENDITURES)</b>	<b>\$ 18,760</b>	<b>\$ (529)</b>	<b>\$ 23,559</b>	<b>\$ 31,250</b>	<b>\$ -</b>	<b>\$ (327,658)</b>	<b>\$ (824,078)</b>