

# GRAND RAPIDS AREA LIBRARY BOARD

## Grand Rapids Area Library

April 11, 2018 5:00 P.M.

**DRAFT**

5:00 **Call to order**

5:01 **Roll call:** *absent Peters*

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:**

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**

APG Media (Herald Review) Vol Coord. Ads \$262

Minute Man Press, Mural Story Poster, \$31.

**2. Approve Contracts and payment to presenters**

University of MN, 4 4-H Summer Library Programs for \$200

Whirley, 3 summer art programs @ \$125 each

Johnson, 2 cake decorating programs @ \$125 each

**3. Approve Resolution 2018-05 Accepting Donations**

Friends of the Library \$339 for Book Page

Friends of the Library \$1638.17 for YA book and magazine displays

**Regular agenda**

**1. Authorize signature on grant agreement with Minnesota Department of Education for \$12,050 for accessibility project**

**2. Set summer schedule**

6:00 **Adjourn**

## **Grand Rapids Area Library Board Regular Board Meeting**

March 28, 2018 Meeting

**Call to Order:** The monthly board meeting was called to order at 5:04 by Dennis Jerome.

### **Roll Call:**

**Members Present:** Dennis Jerome, Sue Zeige, Jean MacDonell, Max Peters, Richard Thouin, Lisa Tabbert, and Deb Kee

**Members Absent:** Shannon Benolken and Randy McCarty,

**Staff Present:** Marcia Anderson

**Public Comment:** None

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

**B. Minutes:** A motion was made to approve minutes by Deb Kee and was seconded by Jean MacDonell, 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 Max Peters a second was made by Sue Zeige. On a roll call vote the motion was passed unanimously.

DATE: 03/22/2018  
TIME: 13:47:52  
ID: AP442000.WOW

CITY OF GRAND RAPIDS  
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/28/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE SERVICES INC	978.20	80.04
0114200	ANDERSON GLASS	1,241.37	50.00
0118660	ARROWHEAD LIBRARY SYSTEM	469.08	390.81
0201428	BAKER & TAYLOR LLC	5,557.90	2,111.40
0205345	JENNIFER BEHM	375.00	250.00
0205640	LEAGUE OF MN CITIES INS TRUST	367,797.00	11,264.95
0221700	BUSY BEES QUALITY CLNG SVC INC	3,400.00	1,700.00
0301530	CANON USA INC	201.00	134.00
0305485	CENGAGE LEARNING INC	0.00	4,432.00
0315455	COLE HARDWARE INC	2,224.92	45.60
0605191	FIDELITY SECURITY LIFE INS CO	220.23	6.57
0609525	FINDAWAY WORLD LLC	0.00	394.20
0718010	CITY OF GRAND RAPIDS	2,339.88	115.16
0718015	GRAND RAPIDS CITY PAYROLL	1,492,568.80	39,624.64
0718060	GRAND RAPIDS HERALD REVIEW	4,396.22	89.00
0805105	HEARTLAND AG-BUSINESS GROUP	0.00	50.00
4800	INVEST EARLY PROJECT	0.00	1,280.00
000035	J. APPLESEED PUBLISHERS CO-OP	284.64	18.85
1015337	MICHELLE JOHNSON	59.95	59.95
1209516	LINCOLN NATIONAL LIFE	3,624.05	39.00
1301145	MARCO TECHNOLOGIES, LLC	239.74	239.74
1309199	MINNESOTA ENERGY RESOURCES	11,479.83	1,059.52
1309335	MINNESOTA REVENUE	8,551.73	88.11
1309495	MINUTEMAN PRESS	1,659.89	30.00
1405850	NEXTERA COMMUNICATIONS LLC	1,345.84	168.01
1415377	NORTHERN BUSINESS PRODUCTS INC	2,362.48	400.49
1516220	OPERATING ENGINEERS LOCAL #49	308,784.00	22,432.00
1524250	OXFORD UNIVERSITY PRESS USA	1,642.16	33.18
1601750	PAUL BUNYAN COMMUNICATIONS	1,562.88	244.24
1605665	PERSONNEL DYNAMICS LLC	1,263.13	910.83
1608100	PHAROS SYSTEMS INT'L INC	0.00	879.00
1621130	P.U.C.	100,353.90	4,611.61
1801610	RAPIDS PLUMBING & HEATING INC	2,368.50	1,952.60
1821700	MICHAEL RUSSELL	205.00	947.50
1901435	SALEM PRESS	1,458.00	445.50
1909510	SIM SUPPLY INC	4,710.83	464.74
2008551	THOMSON REUTERS - WEST	0.00	766.00
2018680	TRU NORTH ELECTRIC LLC	3,465.10	1,035.00
2114356	UNIQUE MANAGEMENT SERVICES	384.85	125.30
14750	UNUM LIFE INSURANCE CO OF AMER	521.93	41.00
05637	VERIZON WIRELESS	9,916.18	174.13
2209665	VISA	22,781.87	847.45
2301700	WASTE MANAGEMENT	5,237.76	281.17
2308300	BETSY WHIRLEY	375.00	250.00

TOTAL ALL VENDORS:

100,563.29

**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. Lisa Tabbert mad a motion to approve the consent agenda as submitted and 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. Eugene Borgida, Rapids Reads March 22, \$250 (payment to ICC)
  - b. Erika Bailey Johnson, Weaving Indigenous knowledge into sustainable practices, March 20, \$150
  - c. Emily Ford, Gardens of Glensheen, May 17, \$150
  - d. Sarah Guy Levar, Dorothy Molter, May 31, \$200
  - e. Joaquin Munoz, Rapids Reads, April 10, \$400
3. Approve Resolution 2018-04 Accepting Donations
  - a. \$365 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print Books.
  - b. \$25 from Dan and Linda Halme in memory of Loretta Schmidt for purchase of Large Print Books.
  - c. \$100 from National Conference of State Legislatures in memory of Loretta Schmidt for purchase of Large Print Books.
  - d. \$150 from Friends of the Library to cover recycling costs for Q1, 2018.

**Regular Agenda:**

1. Authorize signature and submission of Annual Report to MDE
  - a. A motion was made to authorize the signature and submission of Annual Report to MDE by Richard Thouin and a second was made by Deb Kee, the motion was passed unanimously.
2. Authorize submission of grant application to Northland Foundation
  - a. A motion was made to authorize the submission of grant application to Northland Foundation by Max Peters and a second was made by Lisa Tabbert, the motion was passed unanimously.
3. Accept quote from Pokegama Electric for electrical work in Riverview Room
  - a. A motion was made to accept the quote from Pokegama Electric for electrical work in Riverview Room as listed by Jean MacDonell, and a second was made by Richard Thouin. The motion was passed unanimously.

4. Recommend Nicole Johnson for the position of Volunteer Coordinator to begin April 2, 2018.
  - a. A motion was made to recommend Nicole Johnson for the position of Volunteer Coordinator to begin April 2, 2018 by Max Peters and a second was made by Richard Thouin, the motion was passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:14 by Dennis Jerome.

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

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	414,074	445,324	445,324	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
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	10,015	11,599	32,100	36%
Fines & Forfeits	3,111	2,910	11,000	26%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,276	-	4,000	0%
Miscellaneous	4,502	9,621	13,800	70%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>21,904</b>	<b>24,130</b>	<b>896,869</b>	<b>3%</b>
<b>Expenditures:</b>				
Personnel	156,280	157,816	656,469	24%
Supplies/Materials	19,044	27,040	96,300	28%
Other Services/Charges	45,003	30,784	144,100	21%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>220,327</b>	<b>215,640</b>	<b>896,869</b>	<b>24%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(198,423)</b>	<b>(191,509)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 3/31/XX</b>				
Cash Flow	215,651	176,870	445,324	
Compensated Absences	39,670	40,082	39,670	
Emergency/unanticipated Expenditures	29,916	54,544	29,916	
Major Equipment Replacement	-	51,925	-	
<b>TOTAL FUND BALANCE 3/31/XX</b>	<b>\$ 285,237</b>	<b>\$ 323,401</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.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH MARCH 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%
211-00-34-00-7970	PHOTO COPIES	1,900	674	35%
211-00-34-00-7975	INTERNET	3,200	882	28%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	240	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	9,600	37%
211-00-34-00-7990	FAX MACHINE USE	400	203	51%
211-00-35-00-1030	LIBRARY FINES	11,000	2,910	26%
211-00-37-00-2310	DONATIONS	1,500	2,227	148%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	540	54%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	25	3%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
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	2,071	52%
211-00-37-00-2450	MISCELLANEOUS	2,000	308	15%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	-	0%
		896,869	24,130	3%
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	101,254	24%
211-00-75-10-1030	SALARY-PARTTIME	23,538	6,059	26%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	1,621	14%
211-00-75-10-1210	PERA	33,195	7,734	23%
211-00-75-10-1220	FICA	27,441	6,578	24%
211-00-75-10-1250	MEDICARE	6,418	1,538	24%
211-00-75-10-1310	HEALTH INSURANCE	132,480	32,416	24%
211-00-75-10-1330	LIFE INSURANCE	221	53	24%
211-00-75-10-1347	VISION INSURANCE	-	(2)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	564	22%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,973	42%
211-00-75-20-2020	COPY SUPPLIES	1,000	376	38%
211-00-75-20-2030	PRINTING/BINDING	900	34	4%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	672	26%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	485	19%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,638	164%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	275	69%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	42	2%
211-00-75-20-2110	BOOKS	44,000	14,446	33%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,391	49%
211-00-75-20-2130	NEWSPAPERS	1,400	778	56%
211-00-75-20-2140	PERIODICALS	8,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	904	36%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	187	29%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	2,430	41%
211-00-75-30-3210	TELEPHONE	7,200	1,261	18%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	834	33%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	159	32%

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
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	394	20%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	89	30%
211-00-75-30-3610	GENERAL INSURANCE	9,000	2,253	25%
211-00-75-30-3810	ELECTRICITY	28,000	4,612	16%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	993	28%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,060	26%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	1,763	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,939	40%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	720	72%
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	178	3%
211-00-75-30-4100	EQUIPMENT LEASES	800	201	25%
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%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>896,869</b>	<b>215,640</b>	<b>24%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(191,509)</b>	



DATE: 04/06/2018  
 TIME: 08:17:39  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY MARCH 31, 2018  
 FOR 3 PERIODS ENDING

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 03/31/18
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	162,072.41	162,072.41	0.00
211-00-00-00-1010	CASH	511,932.32	23,759.74	254,104.92	281,587.14
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	11,000.00	0.00	0.00	11,000.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	35,509.00	0.00	0.00	35,509.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	14,274.39	0.00	13,820.22	454.17
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	2,816.73	8,448.22
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	12,936.67	10,828.63	2,108.04
<b>TOTAL</b>		<b>572,825.71</b>	<b>210,033.77</b>	<b>443,642.91</b>	<b>339,216.57</b>
<b>TOTAL ASSETS</b>		<b>572,825.71</b>	<b>210,033.77</b>	<b>443,642.91</b>	<b>339,216.57</b>

<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	255,901.69	231,672.33	2,653.60
211-00-00-00-2030	SALES TAX PAYABLE	0.00	88.16	142.17	54.01
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	19,372.55	19,372.55	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	11,000.00	0.00	0.00	11,000.00
211-00-00-00-2220	DEFERRED REVENUES	660.00	660.00	0.00	0.00
<b>TOTAL</b>		<b>57,915.51</b>	<b>276,022.40</b>	<b>231,814.50</b>	<b>13,707.61</b>

DATE: 04/06/2018  
 TIME: 08:17:39  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 18

FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 03/31/18
TOTAL LIABILITIES					
		57,915.51	276,022.40	231,814.50	13,707.61
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	514,910.20	0.00	0.00	514,910.20
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	10,828.63	12,936.67	2,108.04
TOTAL					
	FUND SURPLUS (DEFICIT)	514,910.20	10,828.63	12,936.67	517,018.24
		0.00	191,509.28	0.00	(191,509.28)
TOTAL FUND EQUITY					
		514,910.20	202,337.91	12,936.67	325,508.96
TOTAL LIABILITIES AND FUND EQUITY					
		572,825.71	478,360.31	244,751.17	339,216.57

PUBLIC LIBRARY BILL LIST - APRIL 11, 2018

DATE: 04/05/2018  
 TIME: 09:02:09  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/11/2018

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	568.91
0113233	AMERIPRIDE SERVICES INC	26.68
0114200	ANDERSON GLASS	2,550.00
0201428	BAKER & TAYLOR LLC	2,390.52
0212124	BLACKSTONE PUBLISHING	450.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405500	DEMCO INC	2,306.59
0920020	ITASCA COMMUNITY COLLEGE	250.00
1021515	JUNIOR LIBRARY GUILD	168.00
1305060	MEDS-1 AMBULANCE SERVICE INC	196.91
1415377	NORTHERN BUSINESS PRODUCTS INC	576.86
1524250	OXFORD UNIVERSITY PRESS USA	864.62
1605665	PERSONNEL DYNAMICS LLC	464.88
1805150	RECORDED BOOKS	1,000.00
1909510	SIM SUPPLY INC	62.86
2018225	TREASURE BAY PRINTING	48.90
2114356	UNIQUE MANAGEMENT SERVICES	26.85

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,652.58

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0301530	CANON USA INC	67.00
0718015	GRAND RAPIDS CITY PAYROLL	39,739.93
1601750	PAUL BUNYAN COMMUNICATIONS	243.92
1621125	PUBLIC UTILITIES COMMISSION	194.10
2301700	WASTE MANAGEMENT	280.83

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 40,525.78

TOTAL ALL DEPARTMENTS 54,178.36

DATE: 04/06/2018  
 TIME: 08:16:21  
 ID: GL470004.WOW

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 F-YR: 18

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 3 PERIODS ENDING MARCH 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	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-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	702,687.00	0.00	0.00	702,687.00	0
<b>TOTAL TAXES</b>		0.00	702,687.00	0.00	0.00	702,687.00	0
<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>		0.00	133,282.00	0.00	0.00	133,282.00	0
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	133,282.00	0.00	0.00	133,282.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	286.18	1,900.00	674.11	0.00	1,225.89	35
211-00-34-00-7975	INTERNET	331.63	3,200.00	882.05	0.00	2,317.95	28
211-00-34-00-7980	LIBRARY FEES-PROCTORING	140.00	600.00	240.00	0.00	360.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,250.00	26,000.00	9,600.00	0.00	16,400.00	37
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	92.62	400.00	203.03	0.00	196.97	51
<b>TOTAL</b>		4,100.43	32,100.00	11,599.19	0.00	20,500.81	36
<b>TOTAL CHARGES FOR SERVICES</b>		4,100.43	32,100.00	11,599.19	0.00	20,500.81	36

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<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	904.22	11,000.00	2,910.14	0.00	8,089.86	26
TOTAL		904.22	11,000.00	2,910.14	0.00	8,089.86	26
TOTAL FINES & FORFEITS		904.22	11,000.00	2,910.14	0.00	8,089.86	26
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	2,127.17	1,500.00	2,227.17	0.00	(727.17)	148
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	125.00	1,000.00	540.00	0.00	460.00	54
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	25.00	0.00	975.00	3
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	0.00	0.00	1,300.00	0
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	848.75	4,000.00	2,070.75	0.00	1,929.25	52
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	74.80	2,000.00	308.16	0.00	1,691.84	15
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	0.00	0.00	2,800.00	0
TOTAL		3,175.72	17,800.00	9,621.08	0.00	8,178.92	54
TOTAL MISCELLANEOUS REVENUE		3,175.72	17,800.00	9,621.08	0.00	8,178.92	54
<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
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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TOTAL REVENUES:		8,180.37	896,869.00	24,130.41	0.00	872,738.59	3

EXPENSES  
 GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	48,885.77	419,062.00	101,254.37	0.00	317,807.63	24
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	2,823.09	23,538.00	6,059.48	0.00	17,478.52	26
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	464.88	11,504.00	1,621.13	0.00	9,882.87	14
211-00-75-10-1210	PERA	3,878.16	33,195.00	7,733.54	0.00	25,461.46	23
211-00-75-10-1220	FICA	3,168.19	27,441.00	6,577.93	0.00	20,863.07	24
211-00-75-10-1310	HEALTH INSURANCE	740.93	6,418.00	1,538.35	0.00	4,879.65	24
211-00-75-10-1330	LIFE INSURANCE	11,216.00	132,480.00	32,416.00	0.00	100,064.00	24
211-00-75-10-1335	DENTAL INSURANCE	5.50	221.00	52.50	0.00	168.50	24
211-00-75-10-1347	VISION INSURANCE	(2.52)	0.00	(1.50)	0.00	1.50	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	563.73	0.00	2,046.27	22
TOTAL PERSONNEL		71,367.91	656,469.00	157,815.53	0.00	498,653.47	24

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	757.85	7,000.00	2,972.60	626.87	3,400.53	51
211-00-75-20-2020	COPY SUPPLIES	67.98	1,000.00	375.70	0.00	624.30	38
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	33.52	0.00	866.48	4
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	396.48	2,600.00	672.45	0.00	1,927.55	26
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	485.45	0.00	2,014.55	19
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	14,000.00	0.00	0.00	14,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,638.17	1,000.00	1,638.17	0.00	(638.17)	164

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	275.45	400.00	275.45	0.00	124.55	69
211-00-75-20-2100	OPERATING SUPPLIES	41.55	2,000.00	41.55	41.55	1,916.90	4
211-00-75-20-2110	BOOKS	3,842.07	44,000.00	14,445.69	0.00	29,554.31	33
211-00-75-20-2120	AUDIO/VISUAL	1,599.98	9,000.00	4,390.78	0.00	4,609.22	49
211-00-75-20-2130	NEWSPAPERS	49.95	1,400.00	778.47	0.00	621.53	56
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	26.00	0.00	7,974.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	172.04	2,500.00	903.90	39.62	1,556.48	38
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>8,841.52</b>	<b>96,300.00</b>	<b>27,039.73</b>	<b>708.04</b>	<b>68,552.23</b>	<b>29</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
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	186.76	0.00	463.24	29
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	0.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	500.00	6,000.00	2,430.00	1,400.00	2,170.00	64
211-00-75-30-3210	TELEPHONE	378.77	7,200.00	1,260.65	0.00	5,939.35	18
211-00-75-30-3220	POSTAGE/FREIGHT	336.75	2,500.00	833.60	0.00	1,666.40	33
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	158.65	0.00	341.35	32
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	26.85	2,000.00	393.80	0.00	1,606.20	20
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	89.00	0.00	211.00	30
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	2,253.00	0.00	6,747.00	25
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	4,611.61	0.00	23,388.39	16
211-00-75-30-3840	GARBAGE REMOVAL	280.83	3,600.00	993.17	0.00	2,606.83	28
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,059.52	0.00	2,940.48	26
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	1,762.67	0.00	5,237.33	25
211-00-75-30-4010	BUILDING MAINT/REPAIRS	3,027.22	15,000.00	5,938.88	0.00	9,061.12	40
211-00-75-30-4015	GROUND MAINTENANCE	720.00	1,000.00	720.00	0.00	280.00	72

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	454.18	0.00	8,545.82	5
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	879.00	3,000.00	1,861.87	0.00	1,138.13	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	178.33	7,000.00	178.33	0.00	6,821.67	3
211-00-75-30-4100	EQUIPMENT LEASES	67.00	800.00	201.00	0.00	599.00	25
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	27.74	0.00	72.26	28
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	15,000.00	0.00	0.00	15,000.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		8,899.11	144,100.00	30,784.43	1,400.00	111,915.57	22
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL GENERAL ADMINISTRATION</b>		89,108.54	896,869.00	215,639.69	2,108.04	679,121.27	24
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0



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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		89,108.54	896,869.00	215,639.69	2,108.04	679,121.27	24
TOTAL FUND REVENUES		8,180.37	896,869.00	24,130.41	0.00	872,738.59	3
TOTAL FUND EXPENSES		89,108.54	896,869.00	215,639.69	2,108.04	679,121.27	24
FUND SURPLUS (DEFICIT)		(80,928.17)	0.00	(191,509.28)			
TOTAL ALL FUND REVENUES		8,180.37	896,869.00	24,130.41	0.00	872,738.59	3
TOTAL ALL FUND EXPENSES		89,108.54	896,869.00	215,639.69	2,108.04	679,121.27	24
ALL FUND SURPLUS (DEFICIT)		(80,928.17)	0.00	(191,509.28)			

# Directors Report: March 2018

## Background on Agenda items:

1. We finally received the signature page for approval of the grant agreement (\$12,050) for the accessibility project, after it was approved by the office of Management and budget..
2. Summer schedule: The union contract requires that we “Meet and Confer” with the Library union before scheduling Saturdays in the summer. For the past 11 years we have been open on Saturdays, Last summer, at the Board’s request I kept track of Saturday attendance.

### Saturdays

179	<b>228</b>	<b>177</b>
156	310	217
229	204	209
275	233	258
	186	

June                      July                      August

WE have had Storytimes scheduled on Saturdays for about 6 years to allow families with weekday work schedules to attend. Below is the attendance for the last three summers.

2015 10:15              11:15 total 2016 10:15 11:15 total 2017 10:15 11:15 total

2015	10:15	11:15	total	2016	10:15	11:15	total	2017	10:15	11:15	total
								6/3	11	14	25
				6/18	26	15	41	6/10	16	2	18
				6/25	40	0	40	6/17	24	17	41
								7/1	20	18	38
				7/9	17	3	20	7/8	17	31	47
				7/16	13	28	41	7/15	5	8	13
				7/23	22	31	53	7/22	21	22	43
				7/30	23	20	43	7/29	10	17	27
				8/6	13	16	29	8/5	16	3	19
				8/13	20	33	53	8/12	29	21	50
				8/20	15	19	34	8/19	30	40	74
				8/27	18	12	30	8/26	35	43	78

Generally we have been closed on the Saturdays of Memorial day and Labor Day weekends, and on or around July 4 if that day is on or near a weekend. In 2018, July 4 is a Wednesday, so I am recommending that we be closed only May 26-28 for Memorial day, and September 1-3 for Labor Day.

## Updates

### Accessibility Project

The contractors have ordered parts and supplies, and work on the interior entryway and the Riverview room will be scheduled when a delivery date is in sight. The aluminum door frame has a custom color, so that will take longer. I will work with the contractors on scheduling so we can minimize the disruption.

### Application for grant from Northland Foundation

We should hear something about this by the end of April.

**Volunteer coordinator position:** Nicole Johnson started on April 2.

This will give Nicole 3 weeks of overlap with Bonnie to become familiar with the job, the library and the program committee. An informal party for Bonnie is being held on her last day, Thursday, April 19 from 11-1.

## **Rapids Reads 2018**

Rapids Reads continues:

The book chosen is *Weaponized Lies: How to Think Critically in the Post-Truth Era*, by Daniel Levitin. We had about 10 copies on hand, and just received another batch of copies. One more program is scheduled for next week:

*American Politics: How We Can Come Together to Move Forward* April 10, 6:00 pm

Joaquin Munoz, Professor of Education, Augsburg College and representative of Better Angels, a national organization helping people talk across political divides.

This is being done in conjunction with ICC

Cost will be roughly \$400 for books and up to \$1000 for speakers. The Library Foundation has agreed to underwrite the costs for books and speakers.

**Assistant Director Report  
April 2018**

*Teens*

Teen Advisory Board  
March 27, 2018

Members present: Sarah K., Emma O., Katie W.

Discussed doing a game program some day after school. Members talked about when to have it, etc..

I received the new magazine display spinner and members helped start the moving of materials and updating the kiosk.

Anime Club was held on March 17. There were 4 attendees who watched “Hero Tales”.

The Teen Room Drawing had 7 participants. Emma O. won. Since it was March the questions centered around St. Patrick’s Day.

*Operations*

In March I received the young adult magazine display spinner so I started a major shift on the shelves of the nonfiction, fiction, and graphic novels.

The display table near the door has a great display of materials related to “Weaponized Lies”, as well as copies of the book.

*Peeps Diorama Contest*

The 2018 edition of the contest was the best yet! There were 16 dioramas entered and 241 votes cast for the People’s Choice Award. It was fun to watch families interact while voting for their favorite diorama. Also, people who didn’t know each other talked amongst themselves about the dioramas. Dioramas were judged by Katie Benes, Katie Dodge, and Katie Marshall.

**Juvenile Category Winner**

La Pepeep Café Adisyn Jaranson

**Young Adult Category Winner**

We the People Constitutional Convention Moriah Alger

**Adult Category Winner**

Peeps of All Abilities (Grand Rapeeps Park) Itasca Life Options

**People’s Choice Winner**

Peeps of All Abilities (Grand Rapeeps Park) Itasca Life Options

One of the lines on the entry form asked how the person found out about the contest.

The number one way was through Facebook, second was in the library.

CIRCULATION	THIS MONTH	YTD	YTD 2017
Check-outs	12,220	32,665	34,075
Total Circulation	14,181	37,986	39,503
Returns	13,323	36,899	38,444
New cards	98	273	291

Door count 11073

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017
Books cataloged and processed	705	1,831	1,667
Withdrawn copies	1,069	2,299	1,642

REFERENCE	THIS MONTH	YTD	YTD 2017	YTD 2017	2017 YTD HOURS
tests proctored	1,097	2,878	2,112		
computer help over 5 minutes	9	24	26		
Passports	86	280	123		
INTERNET	137	401	302		
Pharos sessions ***	1,078	705	2,927	1,973	2,143
					3,364

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	219	525	430
	41	246.00	685.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	52	155

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	8	155	18	408	16	402
SATURDAY STORY TIME	8	211	24	611	22	640
CLASS VISITS	8	282	19	598	19	501
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	77	11	247	11	265
TEEN PROGRAMS	4	257	7	291	13	78
Total Youth Programs	31	982	79	2,155	81	1,886
Total Adult Programs	4	98	12	202	13	421

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2017
TOTALS	8.5	25	19

## March in the Children's Library

Only because this document may one day be unearthed by our descendants, and, therefore, needs to be historically accurate, will I say this: the snow needs to melt, soon. The air needs to warm. The sun needs to shine. There, whining over.

March was a busy month of planning, and meetings, contracts, and calendars. As of this writing our summer programming schedule is complete (I hope) and has been sent off to Brian at the Arrowhead Library System for his touches of graphic gold.

We are hosting more programs than we ever have, which makes me incredibly excited, but also nervous. New to us this summer are an outdoor movie series and a phenology series with KAXE, a sensory exploration program for our youngest patrons called Tiny Explorers, a three-book book club for tweens (Page Turners), and a 4-H in the library partnership learning about (and petting) animals. Returning programs include, of course, Monday and Saturday Story Times, Lego Club, Artastic, and Cake Decorating. Add to that a handful of single programs, including our two ALS Kids' Stuff programs, a couple of Legacy programs, and even a community vegetable kick-off program, and you have the ingredients for a VERY full summer.

Our programming this month saw 18 folks creating Artastic art, while 16 people designed and flew planes in Full Steam Ahead. We had 43 Lego enthusiasts engineering and sculpting with bricks. Our visitor number surprised me, I hadn't realized we were quite so busy, we had 282 guests visit the library with their classrooms!

This year I talked to several teachers about including our Winter Reading program as part of their curriculum. Mrs. Doyle from Forest Lake was enthusiastic, and, in class, each of her students completed their book log! I really enjoyed visiting their classroom, sharing some library history, and allowing them to choose their prize books. I hope to expand this model next year, as it provides an audience of kids who may not get to come to the library. In my eyes, any positive interaction between the library and our community is worth pursuing. Happy Reading!



Manney's Shoppers  
 Mesabi Daily News, 218-741-5544  
 Hibbing Daily Tribune, 218-262-1011  
 Grand Rapids Herald Review, 218-326-6623  
 Walker Pilot Independent, 218-547-1000  
 Chisholm Tribune Press, 218-254-4432

ADVERTISING STATEMENT/INVOICE

1) Billing Period 03/2018		2) Advertiser/Client Name CITY OF GRAND RAPIDS	
23) Total Amount Due 262.00		*Unapplied Amount	3) Terms of Payment
21) Current Net Amount Due 173.00	22) 30 Days 89.00	60 Days .00	Over 90 Days .00
4) Page Number 1	5) Billing Date 03/31/18	6) Billed Account Number 3004573 MARK .	7) Advertiser/Client Number 3004573

8) Billed Account Name and Address CITY OF GRAND RAPIDS ATTN LISA 420 POKEGAMA AVE N GRAND RAPIDS MN 55744	9) Remittance Address REMIT PAYMENT TO: APG Media of MN Regional Accounting Office PO Box 410 Ashland, WI 54806 <b>RECEIVED</b> APR 06 2018 CITY OF GRAND RAPIDS
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Please Return Upper Portion With Payment

10) Date	11) Reference	12)13)14) Description-Other Comments/Charges	15) SAU Size 16) Billed Units	17) Times Run 18) Rate	19) Gross Amount	20) Net Amount
		BALANCE FORWARD				2552.80
03/05/18	185386	RAO PAYMENT				-1167.00
	RP	CK# 134366				
03/19/18	186970	RAO PAYMENT				-1296.80
	RP	CK# 134511				
03/04/18	154268	LIBRARY VOLUNTEER COOR	2X 3.00	1		
	CLDIS	GRHR	6.00	0.00	84.00	84.00
3/07/18	154268	LIBRARY VOLUNTEER COOR	2X 3.00	1		
	CLDIS	GRHR	6.00	0.00	89.00	89.00

Statement of Account - Aging of Past Due Amounts

Due date: 04/15/18

21) Current Net Amount Due 173.00	22) 30 Days 89.00	60 Days 0.00	Over 90 Days 0.00	*Unapplied Amount	23) Total Amount Due 262.00
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\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

Invoice Number 03183004573	25) Billing Period 03/2018	Advertiser Information			
4) Billing Period 03/2018	6) Billed Account Number 3004573	7) Advertiser/Client Number 3004573	2) Advertiser/Client Name CITY OF GRAND RAPIDS		

**EDUCATION**

and supporting strong instructional practices. "Ability to develop effective positive school culture and meaningful relationships with students, staff, and community." Focus on academic achievement. "Positive attitude and strong communication skills. An annual competitive salary with benefits will be awarded to the successful candidate based upon qualifications, experience, and the local collective bargaining agreement. Please apply online at [www.tad118.org](http://www.tad118.org)

**30K APPLIABLE**

Kenneth Upright Freezer 12.0 cu ft. New cost \$540, call for \$280obo. Call 218-999-8281 or 218-259-9490

**227 BARS & SELL**

60 lb bags of feed. Corn and oats. \$5.50/bag. Clayton's Feed Store, located on Grand Rapids 218-944-0840

**300 FEET x 100 FEET**

Oak framed, cut, split, delivered. Full loads. \$200/load 218-999-9816

**Red Oak Framed, 100' Birch, oak, maple, Tamarac, 12 cord minimum. 218-999-8901 or 218-944-2772**

**300 FEET x 100 FEET**

Easy front bar site sold available w/ or w/o garage \$3 100 (218)260-8437

**307 WAREHOUSE**

Wanted: Leather 1/8 inch or thicker. Will pay cash 218-368-7423.

**40 FEET x 100 FEET**

ESTATE SALE Too much to list. Call for info. 258-4638

**500 SQUARE FEET**

Beacon Hill in Grand Rapids, MN has 2 and 3 bedroom units. Rent includes Cold Water, Sewer, and Garbage. Income restrictions apply. For more information and an application contact

D.W. Jones Management at 218-326-5314

**Grand Terrace Apts.**

411 SE 10th St. Grand Rapids, MN 2 BDRM APARTMENT UTILITY UNIT Includes: Dishwasher, Full Bath, Full Kitchen, Full Laundry Room. AVAILABLE MARCH 1ST Call: 259-8573

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**DENNIS WARNER**  
Licensed Surveyor  
Boundary Surveys  
- ALTA/NSPS  
- Platting  
- Property Descriptions  
Serving Itasca County and the Surrounding Area  
[dennis.warner@noctusa.com](mailto:dennis.warner@noctusa.com)  
Phone: (218) 259-9436

**Employment Opportunity**  
FT Forestry Program, 40 Hrs/Wk.  
\$22.67/hr with full benefit pkg.  
Applications, full job notice & description are available in the Human Resources Office.  
3rd Floor of Hubbard Co. Government Center  
& online at [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us)  
Posting closes 3/15/18 at 4:30pm

Help make a difference. Come join our team. Grand Village

**307 APARTMENTS FOR RENT**

The Grand Rapids Housing & Redevelopment Authority is now accepting applications for 307 apartments at 411 NW 7th Street and 401 1/2 Street. Two bedroom apartment includes utilities, range & refrigerator, community room, laundry room, secure recreation area; new equals 30% of monthly income. Please contact the Grand Rapids HRM 259-8573

The Grand Rapids Housing & Redevelopment Authority is now accepting applications for CRYSTAL LAKE TOWNHOMES. Two and three BDRM Townhomes available. Includes range and refrigerator. Laundry room and garage available. HUD income restrictions apply. Please contact the Grand Rapids HRM 326-9515

**Forest Park West**  
Market Rate/Non-Subsidized New Housing 3BR, 2BR, 1+Den and 1BR Apartments in a quiet residential area. In a quiet residential area. Includes: WD, A/C Heat, Water, Garage Rent \$780 to \$1115 For more information please call Grand Rapids HRM 259-8573

**FOR RENT LAKEWOOD APARTS**  
1 & 2 Bedroom Includes: heat, water, garbage, dishwasher & A/C. Pet friendly. Call today for your personal tour 218-999-5617 [www.lakewoodhighlights.com](http://www.lakewoodhighlights.com)

**FOR RENT RIVER HILLS APARTS**  
3 Story Building. 1 & 2 Bedroom. Elevator, Deck, Community Room, Library, Free Heat. Call Today 218-999-5617 [www.riverhills.com](http://www.riverhills.com)

**CONDOR BOWEN APTS.**  
1 and 2 bdrm, subsidized units. 62 years of age or Handicap/Disabled to qualify. Must meet HUD Sec 8 Income guidelines. (218) 743-3735 or (218) 628-0311 [www.renaldolive.com](http://www.renaldolive.com)

**CONDOR BOWEN APTS.**  
1 and 2 bdrm, subsidized units. 62 years of age or Handicap/Disabled to qualify. Must meet HUD Sec 8 Income guidelines. (218) 743-3735 or (218) 628-0311 [www.renaldolive.com](http://www.renaldolive.com)

**DEERING MANOR APTS.**  
1 bdrm, subsidized unit. 62 years of age or Handicap/Disabled to qualify. Must meet HUD Sec 8 income guidelines. (218) 628-0311 [www.renaldolive.com](http://www.renaldolive.com)

1 Bdrm Apartment Coleraine, Secure building, Laundry, \$650/mo includes utilities. No pet/renting. 218-328-0811

1 BDRM APT large. fully furnished, incl. car, garage and cable tv. Does not incl. electric heat, Downtown GR. NIS, NIP \$650. Pet & deposit. 218-252-0813

2 Bedroom w/garage. No pets, no smoking. \$700/mo + electric. 218-999-4116

Bovey 3 bdrm \$700/mo + heat & electric; 2 bd Mobile \$625/mo + heat & electric. NIS, NIP 218-328-1915

DEER RIVER 1 bdrm apartment. \$450/mo + last months rent & deposit. 218-259-1408

EDGEWOOD ESTATES 2nd floor, 2 bdrm, apt. Community room, very clean & quiet secure bldg. \$700/mo. 1+ BR Lake home \$800/mo. 218-328-9322 or 218-290-8622

DEER RIVER 1 bdrm apartment. \$450/mo + last months rent & deposit. 218-259-1408

DEER RIVER 1 bdrm apartment. \$450/mo + last months rent & deposit. 218-259-1408

**GR LARGE 1 BDRM W/OUTDR**  
USG, w/carpets, Heat & all utilities included. No pets. \$715/mo 218-259-3380 or 218-259-4119

**RENT BASED ON INCOME**  
Immediate opening for 1 & 2 bd apt in Hill City & Kenwood. Includes water & heat, month to month lease & deposit pay (first) 907-451-8824. [www.cheapplace.net](http://www.cheapplace.net) 907-451-4704. Social Housing Opportunity. 218-328-0811

2 bdrm upper duplex in Nashauk. \$625/mo + \$225 deposit + utilities. NIS, NIP. Available immediately. 218-259-7421

2 BDRM Lakewood, Little Jay Goud/Pok. Churn. Lp. heat, oil, garage. NIS/NIP. 1st, last & damage. 1 yr. lease. \$1500/mo. Call 218-980-8178

Purnished Home - Short term rental on Lake Pokegama and in town GR. 1, 2 & 3 bdrm units. WD, W/P, Utilities included. No Smoking/Fr. From \$295/week. 753-981-4251

In Town 1BR \$650/mo; 2 BR \$825/mo. 1+ BR Lake home \$800/mo. 218-328-9322 or 218-290-8622

GR Large 1 bdrm w/outdr USG, w/carpets, Heat & all utilities included. No pets. \$715/mo 218-259-3380 or 218-259-4119

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GR Large 1 bdrm w/outdr USG, w/carpets, Heat & all utilities included. No pets. \$715/mo 218-259-3380 or 218-259-4119

**3 BDRM MOBILE HOME**  
Small 1 bdrm home, GR 2 stall garage, first, last & deposit required. NIS, NIP \$550/mo + utilities. 218-259-1628

Small 2 bdrm house on Forest Lakes, \$800/mo + utilities. First, last & dep req. No pets. Available immediately. 218-328-0314

3 bedroom mobile home in Nashauk for rent. \$750/mo, everything included. 218-347-7476.

Office Available for Rent \$650 Conference room, phone, kitchen, subject to existing building. Limited receipt services included. Data & other features available if needed. Call for more info (218) 259-3318

Office Available for Rent \$650 Conference room, phone, kitchen, subject to existing building. Limited receipt services included. Data & other features available if needed. Call for more info (218) 259-3318

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**CASH BUYER**  
Purchase will be AS IS. Cost including real properties, no improvements needed & leave behind all unwanted items. Also no random people walking through your home. The property does not have to be clean or renter ready. 218-780-3283 [ton762524@gmail.com](mailto:ton762524@gmail.com)

Moosa Point Mini Storage: Servicing Grand Rapids & surrounding area. (218)258-3528

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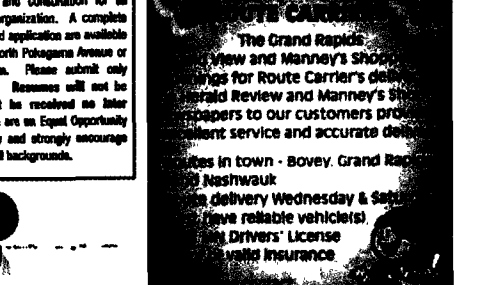
**NOTICE EMPLOYMENT OPPORTUNITY**  
HCN Storm - Hill City/Northland Community Schools, Hill City/Ramex, Minnesota, is currently accepting applications for the following positions for the 2017-2018 school year:  
**Assistant Baseball Coach**  
**2-Junior High Baseball Coaches**  
Apply to: Superintendent For Schools Independent School District #15, 2 10th Street Hill City, MN 56137 218-497-2156

**Library Volunteer Coordinator**  
The City of Grand Rapids is seeking applications for a part-time (average 20 hours per week) Library Volunteer Coordinator position to supervise volunteer workers and provide direction, coordination, and consultation for all volunteer functions within the organization. A complete job description position profile and application are available at [www.cityofgrandrapidsmn.com](http://www.cityofgrandrapidsmn.com). Please submit only the completed application form. Resumes will not be accepted. Applications must be received no later than 4:00 pm on 3/9/2018. We are an Equal Opportunity Employer committed to diversity and strongly encourage applications from candidates of all backgrounds.

Please register at the...

**ASSISTANT CIRCULATION MANAGER**  
15 to 20+ hours per week  
Wednesday and Saturday plus additional flexible hours as needed  
**Job Duties:**  
- Preparation of routes for delivery drivers  
- Assisting Circulation Manager with variety of circulation details  
- Excellent communication and organizational skills  
- Introduction of newspaper tables in Itasca County on Carrier Routes  
- Must have current driver's license and reliable vehicle  
- Compensation range dependent upon experience with 401K option  
Please stop in for applications at the Grand Rapids Office 301 NW 1st Avenue (between 8 am - 3 pm) or email resume to: [tanick@grtl.net](mailto:tanick@grtl.net) Deadline for application submission is Wednesday, March 14, 2018

**CNAs & LPNs**  
We are currently seeking qualified candidates for CNA and LPN positions. Competitive salaries and benefits. Apply at [www.northhomes.com](http://www.northhomes.com)



**NORTH HOMES**  
Children and Family Services  
**CAREER OPPORTUNITY**  
North Homes, Inc., a 501-c (3) human service agency providing a continuum of services for at-risk youth, is currently hiring a Full-Time Mental Health Professional to work with youth in a school based setting providing services for the treatment of mental illness and completing diagnostic assessments.  
Job Title: Full-Time Mental Health Professional  
Location: Nashauk, Kenoska School District  
When: Immediate Opening  
Qualified applicants must have an independent license and one year of supervised clinical experience delivering clinical services in the treatment of mental illness or children with emotional disturbances; be at least 21 years of age; and have a valid Minnesota Driver's License.  
SALARY: North Homes, Inc. offers a competitive Salary and Benefit Package.  
Applications can be completed on our website at [www.northhomesinc.org](http://www.northhomesinc.org), requested by e-mail to [Mary.emerson@northhomes.org](mailto:Mary.emerson@northhomes.org) or by calling (218) 322-3000  
North Homes, Inc. is an Equal Opportunity Employer. All applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.



**RECRUITING FOR APPLICANTS** in the following Districts: #1, #2, and #5, for membership on the Itasca County Health & Human Services Advisory Committee (HHSAC). The HHSAC serves to make recommendations to the Itasca County Board of Commissioners on issues related to Health & Human Services. The HHSAC currently meets on the 2nd Thursday (every other month), from September to May at the Itasca Resource Center (former Parnida building), Grand Rapids, MN, from 12:00 Noon until 2:00 pm. There are currently vacancies in District #1 (Commissioner Dawn Tinquist), District #2 (Terry Snyder), and District #5 (Ben DeNucci). Mileage reimbursed for meeting attendees. Applications will be accepted beginning January 15, 2018, through March 31, 2018. For an application or if you have questions, please call 218-327-5513 or toll-free 1-800-422-0312, Ext. 2513.

**5.5K HOME FOR RENT**  
2 BRM Lakewood, Lake Jay Golf/Park, Chain. Lg. hardwood garage. Dish. Wash/dryer. HSPAP. 1st. Just & Garage, 1 yr. lease. \$1500/mo. Call 218-380-5178

**5.5K HOME'S FOR RENT**  
VERY CLEAN NE 2 bdrm. Single garage, full basement, nice neighborhood. \$750/mo + utilities. No pets. No pub. Available 4/1. 218-244-2279

**GUN SHOW**  
Old School Livestock  
1185 Highway 55  
Cotton, MN 55704  
Fri. Mar. 9th + 10th 9AM-5PM  
Sat. Mar. 10th + 9AM-5PM  
New & Used Firearms, Shooting Supplies, Archery, Hunting Gear, Airsoft, Air Guns, BB Guns, Pellets, Binoculars, Telescopes, The Works!  
**BUT SELL + TRADE**  
"Cash Available All Week!"  
"Daphne the Gun Girl" will be here helping you make decisions in your "quest"  
Public Admissions \$5  
Kids 13 and Under FREE  
 unpaid adults  
Purchase Information With Us!  
Call 612-599-4200 or 218-328-4274  
CINNA #1 - 2

With the expansion of our new building at Rays Sport and Marine we are looking to add to our staff. We are in need of a Parts Associate  
If you are interested please email: dave@raysmarine.com or call 218-326-0353 and ask for Dave or Eric.

**2 BR, 1+ bath, built in 2007,** close to Grand Rapids, \$760 deposit and \$720 rent. Available today. Pets OK. We also have a 1 bedroom available. Call Salena at 218-251-1754

**Misissippi River property** with all the tools for camper or mobile home. 2004S garage. Over 7000 acres of land & trees from your front lawn. \$59,000. 218-688-4087.

**3 BR 2 story house, 2 car garage.** Great location. \$600/mo plus utilities. 788-394-4066

**3 bedroom mobile home** in Nashwauk for rent. \$700/mo, everything included. 218-347-7478.

**In Town 1BR \$645/mo; 2 BR \$825/mo** heat included; 2 BR 1.5 bath home \$650/mo. 218-328-9822 or 218-280-4822

**3 bedrooms mobile home** in Nashwauk for rent. \$700/mo, everything included. 218-347-7478.

**Small 1 bdrm House, GR. 2 stall garage.** First, last & deposit required. NIS, N/P \$450/mo + utilities. 218-285-1430

**Minocqua Point Mini Storage:** Serving Grand Rapids & surrounding areas. (218)328-3428

**ARCTIC CAT 1988 2500** Ski, Ski, Ski. \$1000. 218-460-4761

**ARCTIC CAT 1988 2500** Ski, Ski, Ski. \$1000. 218-460-4761

**Top Prices paid for used and junk cars.** Call 218-328-6281 for pricing and details.

**PLACE YOUR AD HERE!**  
CALL 325-6623

**ROUTE CARRIERS**  
The Grand Rapids View and Manney's Shop are looking for Route Carrier's delivery Herald Review and Manney's Shop papers to our customers providing excellent service and accurate delivery routes in town - Bovey, Grand Rapids & Nashwauk  
We offer delivery Wednesday & Saturday  
We have reliable vehicles!  
We require Drivers License  
We require valid insurance

**Library Volunteer Coordinator**  
The City of Grand Rapids is seeking applications for a part-time (average 20 hours per week) Library Volunteer Coordinator position to supervise volunteer workers and provide direction, coordination, and consultation for all volunteer functions within the organization. A complete job description, position profile and application are available at Grand Rapids City Hall, 420 North Polksgena Avenue or at www.cityofgrandrapidsmn.com. Please submit only the completed application form. Resumes will not be accepted. Applications must be received no later than 4:30 pm on 3/8/2018. We are an Equal Opportunity Employer committed to diversity and strongly encourage applications from candidates of all backgrounds.

**Adopt**  
Adopt a pet from the Grand Rapids Animal Services. Find a pet that fits your lifestyle. Visit us at www.gradopt.com

**ISD #318 GRAND RAPIDS PUBLIC SCHOOLS EMPLOYMENT OPPORTUNITY HEAVY DUTY MECHANIC TECHNICIAN**  
**BASIC RESPONSIBILITIES:**  
The heavy duty mechanic technician is responsible for diagnostic, repair, and major maintenance as well as routine preventative maintenance of district-owned vehicles for safe and efficient operations.  
**QUALIFICATIONS:**  
- High School Diploma /GED  
- 2 years Post Secondary schooling in diesel mechanics or 3 years full time employment as a medium or heavy truck diesel mechanic  
Valid MN driver's license with School Bus Driver endorsement (or the ability to obtain endorsement)  
**EDUCATION/PROFESSION:**  
Mechanical schooling, gas and diesel engines.  
**SKILLS REQUIRED:**  
Ability to work well with others, communication, record-keeping, & demonstrated mechanical skills & knowledge. Self-starter/ self-motivated person with the ability to work with a minimum of supervision. ASE and hydraulic brake experience. CDL without bus endorsement. Experience with electronics, diagnostic tools & software  
**SKILLS PREFERRED:**  
Automotive mechanic experience preferred. ASE Certifications for specialized job preferred.  
Apply for the position and view the job description online at [www.isd118.org](http://www.isd118.org)  
Discover Us tab  
Posting closes: March 10, 2018

**Assistant Circulation Manager**  
15 to 20+ hours per week  
Wednesday and Saturday  
plus additional flexible hours as needed  
**Job Duties:**  
- Preparation of routes for delivery drivers  
- Assisting Circulation Manager with variety of circulation duties  
- Excellent communication and organizational skills  
- Installation of newspaper tubes in Itasca County on Courier Routes  
- Must have current driver's license and reliable vehicle  
- Competitive wage dependent upon experience with 401k option  
Please stop by for applications at the Herald Review Office  
301 NW 1st Avenue (between 8 am - 5pm) or email resumes to: [tanick@g-rrh.net](mailto:tanick@g-rrh.net)  
Deadline for application submission is Wednesday, March 14, 2018

**WASTEWATER TREATMENT FACILITY OPERATOR PUBLIC UTILITIES COMMISSION GRAND RAPIDS, MINNESOTA**  
The Grand Rapids Public Utilities Commission is seeking qualified candidates for the position of Wastewater Treatment Facility Operator. The GRPUC operates an advanced sludge facility with both primary and secondary wastewater treatment facilities.  
Qualified applicants must possess an Associate of Applied Science Degree in Water Resource Management, Pollution Control Technology, or a Bachelor of Science degree in Biology, Environmental Sciences or closely related field. Additional qualifications apply. Please visit our website at [www.grpuc.org](http://www.grpuc.org) for a complete position description.  
The Grand Rapids Public Utilities Commission provides electrical distribution, water and wastewater services to the greater Grand Rapids area.  
Applications are available on the web site at [www.grpuc.org](http://www.grpuc.org) or by contacting the Grand Rapids Public Utilities, 500 SE 4th Street, Grand Rapids, MN 55744, 218-328-7189, Monday-Friday 8:30 AM to 4:30 PM.  
Return completed applications, with required documentation as listed in qualifications, to Julia Kennedy, General Manager, Grand Rapids Public Utilities, 500 SE 4th Street, Grand Rapids, MN 55744. Persons selected for an interview will be required to submit a cover letter, resume, and references.  
No application forms will be accepted after Monday, March 28, 2018 at 12:00 Noon.  
Equal Opportunity Employer

**ArcelorMittal**  
ArcelorMittal Minnoca Mine Inc, a taconite mining/processing operation and subsidiary of the world's largest steel company, is seeking applicants for the following  
**Position:** Sr. Mine Engineer  
**Location:** Minnoca Mine - Virginia, Minnesota  
**Position Summary:**  
We have an immediate opening for a Sr. Mine Engineer. The primary function of this position is to develop short and long range mine plans and provide engineering support to mine operations.  
**Position Requirements/Qualifications:**  
- Bachelor's degree in Mine Engineering, Civil Engineering or Geological Engineering is required.  
- 5 to 15 years of engineering experience at an active open pit mine is preferred.  
- Must have experience with mine planning software, MineSight or MicroMine experience is preferred.  
- Must have strong computer skills working with Microsoft Office software  
- Excellent leadership qualities, strong written and verbal communication skills, and the ability to work as a team player are essential.  
- Experience with AutoCAD, SQL databases and ArcView GIS software is beneficial.  
ArcelorMittal Minnoca Mine Inc. offers a competitive benefit package. Interested applicants are to mail resumes to:  
ArcelorMittal Minnoca Mine  
Attn: Human Resources  
P.O. Box 1  
Virginia, MN 55792  
Resumes must be received by March 21, 2018.  
Equal Opportunity Employer - Including Disability/In

**THE NEW WHO ACTUALLY IS.**  
WHO'S WHO IN THE WORLD? WHO'S WHO IN THE WORLD? WHO'S WHO IN THE WORLD?  
**KNOW FOR SURE**  
WHO'S WHO IN THE WORLD?



Minuteman Press  
70 SE 7TH STREET  
Grand Rapids, MN 55744  
Phone: 1-218-327-9984 / Fax: 1-218-327-9986  
Web: www.grandrapids.minutemanpress.com  
E-mail: grandrapids@minutemanpress.com

Invoice Number 32393  
Invoice Date 4/5/2018

Bill to: Grand Rapids Area Library  
140 NE 2nd Street  
Grand Rapids, MN 55744  
  
Phone: 218-326-7643  
Fax: 218-326-7644

Ship to: Grand Rapids Area Library  
Mary Saxton  
140 NE 2nd Street  
Grand Rapids, MN 55744  
  
Phone: 218-326-7643  
Fax: 218-326-7644

1 18 X 24 pOSTER (Job 37987)

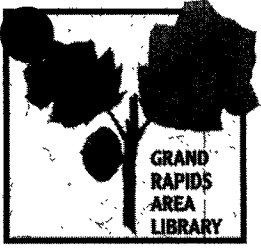
\$31.00

Sub Total \$31.00  
Invoice Total \$31.00  
**Balance Due \$31.00**

Salesperson: SHERRY FRICK

1.5000% interest per month on past-due invoices.

TERMS - NET 15, Please pay from this invoice. No statements will be sent.  
Thank you,



April 11, 2018

Michelle Johnson  
3300 River Road #22  
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. Johnson:

I am pleased that you will be leading a series of two cake decorating programs for our 2018 Summer Reading Program, Reading Takes You Everywhere! These programs will be held June 20, 2018 and July 19, 2018.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made after each 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:

Michelle Johnson  
Signature

4/17/18  
Date

Approved for the Board of Directors:

Jan MacNeil  
Board President

4/11/18  
Date



April 11, 2018

Betsy Whirley  
18771 Wendigo Park Road  
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. Whirley:

I am pleased that you will be leading a series of three art programs developed for our Summer Reading Program, Reading Takes You Everywhere! These programs will be held June 11, 2018, June 25, 2018, and July 9, 2018.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payment will be made after each 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:

Betsy Whirley  
Signature

5/2/18  
Date

Approved for the Board of Directors:

Jan MacMill

4/11/18



<b>For Internal Use Only</b> Depts must provide:	
ESAF #	
Chart/Field Account No.	- -
Customer ID #	

<b>For Internal Use Only</b> OES must provide:	
OES Contract #	
Analyst	

**UNIVERSITY OF MINNESOTA  
SERVICES AGREEMENT**

**THIS SERVICES AGREEMENT** (the "Agreement") is between the Regents of the University of Minnesota (the "University"), a Minnesota constitutional corporation, and Grand Rapids Library, (the "Company"). This Agreement is entered into by University through its 4-H Youth Development Program.

The parties agree as follows:

**1. Description of Services.** University shall perform the following services for Company:

A series of four 4-H in the Library programs for our Summer Reading Program, Reading Takes You Everywhere!. These programs will be held June 5, 2018, June 19, 2018, July 10, 2018, and July 17, 2018.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payment will be made at the conclusion of the series

("Services"). Reference to Services in this Agreement shall be deemed to include any deliverables provided to Company in connection with the Services, including without limitation, reports, results, materials, products, and information.

**2. Compensation.** For the Services performed under Section 1, Company shall pay University Two hundred and 00/100 Dollars (\$200.00), plus any sales or use tax if applicable.

2.1 The compensation shall be paid in the following manner:

% upon the signing of this Agreement, with the balance payable as follows (check one of the boxes below):

- monthly, based on work completed; or
- upon completion of the Services by University.

2.2 Invoices shall be payable net 30 days from date of invoice and sent to:

Attn: Marcia Anderson  
Library Director

Grand Rapids Area Library  
140 NE 2<sup>nd</sup> Street  
Grand Rapids, MN

Phone No.: 218.327.8822  
Email: manderson@ci.grand-rapids.mn.us

In the event the compensation is not a fixed firm price for the services, but instead is set forth on an attached schedule and contains published rates, the University reserves the right to modify the fees set forth thereon effective July 1 of each year of this Agreement.

**3. Term.** The term of this Agreement shall commence on **June 5, 2018** ("Effective Date") and shall expire on **July 17, 2018** unless terminated earlier as provided in Section 4.

**4. Termination.** Either party may terminate this Agreement if the other party (i) fails to perform any material obligation under this Agreement and (ii) does not correct such failure within seven (7) days after having received written notice of such failure. Additionally, either party may terminate this Agreement for its convenience upon thirty (30) days' prior written notice to the other party. Upon any termination under this Section 4, Company shall promptly pay University for all Services rendered and costs incurred up to and including the effective date of termination.

**5. DISCLAIMER OF WARRANTIES.** UNIVERSITY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE CONDITION, ORIGINALITY OR ACCURACY OF THE SERVICES PERFORMED OR DELIVERABLES PROVIDED UNDER THIS AGREEMENT. UNIVERSITY EXPRESSLY DISCLAIMS WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

**6. LIMITATION OF LIABILITY FOR BREACH OF CONTRACT.** IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR BREACH OF THIS AGREEMENT INCLUDE DAMAGES FOR WORK STOPPAGE, LOST DATA, OR INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFIT), OF ANY KIND. EXCEPT FOR EACH PARTY'S OBLIGATIONS UNDER SECTIONS 8.1 AND 8.2, EACH PARTY'S LIABILITY TO THE OTHER FOR BREACH OF THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE MONETARY CONSIDERATION PAID TO UNIVERSITY UNDER THIS AGREEMENT.

**7. Use of University Name or Logo.** Company agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with University or the name of any representative of University in any sales promotion work or advertising, or in any form of publicity, without the prior written permission of University in

each instance. However, Company may use the name of University in a document required to be filed with, or provided to, any governmental authority or regulatory agency to comply with applicable legal or regulatory requirements. Company agrees to provide University with a copy of any such document.

## **8. Indemnification.**

8.1 Except as provided in Section 8.2, each party shall be responsible for its own acts and omissions and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Liability of University is subject to the terms and limitations of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended.

8.2 In the event of (i) use by Company (or any third party acting on behalf of or under authorization from Company) of the Services or any information, reports, deliverables, materials, products or other results of University's work under this Agreement or (ii) Company's infringement of a third party's intellectual property rights or Company's violation of any law, rule, or regulation in the provision of any materials to University, then Company shall indemnify, defend, and hold harmless University, its regents, faculty members, students, employees, agents, contractors, and authorized volunteer workers against any and all claims, costs, or liabilities, including attorneys' fees and court costs at both trial and appellate levels, for any loss, damage, injury, or loss of life (other than that attributable to willful, wanton or grossly negligent acts or omissions of University) arising out of such events. The University shall provide Company with prompt written notice of any such claim and reasonably work with Company in any defense of such claim.

8.3 Each party represents that it has and will continue to have at least the following levels of insurance during the term of this Agreement: (i) as to University, Workers' Compensation in statutory compliance with Minnesota law and General Liability insurance in an amount not less than \$1,000,000 each claim/\$3,000,000 each occurrence; and (ii) as to Company, General Liability insurance in an amount not less than \$1,000,000 each occurrence/\$2,000,000 annual aggregate. Certificates of all insurance detailed above shall be furnished to the other party upon request.

## **9. Export Controls.**

9.1 Company shall not convey export-controlled technical data, technology, commodities, or software on the U.S. Munitions List, 22 C.F.R. pt. 121, or the Commerce Control List, 15 C.F.R. pt. 774, to University without the prior written consent of University's Export Controls Officer (J. Patrick Briscoe, [bris0022@umn.edu](mailto:bris0022@umn.edu), 612-625-3860). University shall have the right to decline export controlled information or tasks requiring production of such information. If the Services cannot reasonably be performed without University access to export-controlled items, the Agreement may be terminated by either party for convenience in accordance with Section 4, except that such termination shall occur immediately upon written notice to the other instead of at the end of the 30-day period set forth in Section 4.

9.2 Company represents that the items being procured (a) are not specifically designed or modified for military purposes or specifications, and (b) will not be used in

connection with the development or use of any missiles or chemical, biological, or nuclear weapons.

## **10. General Provisions.**

10.1 Amendment. This Agreement shall be amended only in writing duly executed by all the parties to this Agreement.

10.2 Assignment. The parties may not assign any rights or obligations of this Agreement without the prior written consent of the other party. Any assignment attempted to be made in violation of this Agreement shall be void.

10.3 Entire Agreement. This Agreement (including all documents attached or referenced) is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement cancels, supersedes and revokes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement, including without limitation, any non-disclosure agreements. The terms and conditions of any purchase order or similar document submitted by Company in connection with the services provided under this Agreement shall not be binding upon University.

10.4 Force Majeure. No party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

10.5 Governing Law and Jurisdiction. The internal laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be in the courts of Hennepin County, Minnesota.

10.6 Independent Contractor. In the performance of their obligations under this Agreement, the parties shall be independent contractors, and shall have no other legal relationship, including, without limitation, partners, joint ventures, or employees. Each party's employees (i) shall be regarded as the employees of such party and shall not be regarded as the employees of the other party; (ii) shall be subject to the employment policies and procedures of such party and shall not be subject to the employment practices and procedures of the other party; and (iii) shall not be entitled to any employment benefits of the other party. Neither party shall have the right or power to bind the other party and any attempt to enter into an agreement in violation of this Section 10.6 shall be void. Neither party shall take any actions to bind the other party to an agreement.



10.7. Notices. All notices and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally or by a recognized courier service or by United States Mail (first-class, postage pre-paid, certified return receipt requested) to the other party at the following addresses. Such notices and other communications shall be deemed made when delivered; submitted to the courier service; or, with respect to U.S. mail, three days after mailing.

*If to University:*

Attn:

Phone No.:

E-mail Address:

*With a copy to:*

University of Minnesota  
Office of the General Counsel  
Attn: Transactional Law Services Group  
360 McNamara Alumni Center  
200 Oak Street SE  
Minneapolis, MN 55455-2006  
E-Mail: [contracts@mail.ogc.umn.edu](mailto:contracts@mail.ogc.umn.edu)

*With a copy to:*

University of Minnesota  
Office of External Sales  
295 West Bank Office Building  
11300 South Second Street  
Minneapolis, MN 55454  
E-Mail: [extsales@umn.edu](mailto:extsales@umn.edu)

*If to Company:*

Attn:

Phone No.:

E-mail Address:

10.8 Taxes and Similar Fees. In addition to the payment obligation in Section 2, Company is responsible for the payment of any and all income, sales, use, consumption, value added, excise, custom duties or other taxes and similar fees in connection with this Agreement, levied or required to be withheld from payment(s) to University by any taxing authority or any other body having jurisdiction under any present or future laws. To the extent that Company is required to withhold or deduct taxes or similar fees on any payment to be made to University, then the amount payable shall be increased by the amount that will result in University receiving a net payment in the amount it would have received absent such withholding or deduction. If University is required to pay any of such fees and/or taxes or any related penalties or interest, then any such payments shall be reimbursed to University by Company.

10.9. Breach: Attorneys' Fees. In the event it fails to perform any of its obligations under this Agreement, Company shall reimburse University for all University's costs and expenses (including reasonable attorneys' fees, court costs, and costs of investigation) to enforce this Agreement, regardless of whether a suit or action had been commenced or concluded.

10.10. Survival. Upon termination or expiration of this Agreement, Sections 2, 5, 6, 7, 8, 9, and 10 shall survive.

**IN WITNESS WHEREOF**, the parties have entered into the Agreement as of the dates indicated below. Each individual signing below represents that they have the authority to bind the party on whose behalf they are signing.

**Regents of the University of Minnesota**

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

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

RESOLUTION NO. 2018-05  
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:

\$339 from Friends of the Library to cover Bookpage subscription  
\$1638.17 from Friends of the Library to cover YA book and magazine displays

Adopted this 11th day of April, 2018

  
\_\_\_\_\_  
Dennis Jerome, President

  
\_\_\_\_\_  
Jean MacDonell, Secretary

Board member *Richard Thouin* seconded the foregoing resolution and the following voted in favor thereof:

*Sue Zeige, Jean MacDonell, Shannon Benolken, Richard Thouin,  
Lisa Tabbert, Deb Kee*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

## **Grand Rapids Area Library Board Regular Board Meeting**

March 28, 2018 Meeting

**Call to Order:** The monthly board meeting was called to order at 5:04 by Dennis Jerome.

### **Roll Call:**

**Members Present:** Dennis Jerome, Sue Zeige, Jean MacDonell, Max Peters, Richard Thouin, Lisa Tabbert, and Deb Kee

**Members Absent:** Shannon Benolken and Randy McCarty,

**Staff Present:** Marcia Anderson

**Public Comment:** None

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

**B. Minutes:** A motion was made to approve minutes by Deb Kee and was seconded by Jean MacDonell, 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 Max Peters a second was made by Sue Zeige. On a roll call vote the motion was passed unanimously.