

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

Wed July 13 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Benolken***
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Letter to Itasca County Commissioners
Budget and memo
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
Update on energy building
Update on budget process
Update on legislative impacts (if any)
- 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**
 2. **Approve Contracts**
 3. **Approve Resolution 11-5 Accepting Donations**
 1. **Grand Rapids Area Library Foundation \$90 for multiple copies of "The Late Homecomer"**
 2. **Grand Rapids Area Library Foundation \$1020 for Saturday Story Times for June-August**
 3. **Dennis and Jeanne Legan for magazine subscription: *Minnesota Out of Doors***
 - 4.
- Regular agenda**
- 6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
 REGULAR MONTHLY MEETING
 GRAND RAPIDS AREA LIBRARY
 JUNE 8, 2011
 5:00PM

Members present: Jemma Baker, Shannon Benolken, Vicky Harding, Gina Hawkinson,
 Dennis Jerome, Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director, Wendy Roy Executive Director of GRACF

Members Absent: Abby Kuschel

Meeting called to order at 5:02 pm by Gina Hawkinson

- A. Agenda- Move MN Community Endowment Fund discussion with Wendy Roy to beginning of meeting. Shannon Benolken made a motion; second by John Soll to approve the Agenda as presented. Motion carried.
 - a. Wendy handed out deferred gift spreadsheet with donations to the GR Library. Roll call voted taken to move the endowment from the MN Foundation to the Grand Rapids Area Community Foundation. 8 Ayes, 0 Nays
- B. Approval of Minutes- Dennis Jerome made a motion to approve the Minutes of May 11, 2011. Motion carried; second by Cheryl Stephens. Motion carried .
- C. Communications-
 - a. Marcia will email members the Library Department Head Report.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 8 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 06/08/2011

5 STAR PEST CONTROL	\$485.00
SALLY ALLEMAN	\$2,487.66
AMAZON.COM	\$54.94
AMERIPRIDE LINEN & APPAREL	\$35.26
ARROWHEAD LIBRARY SYSTEM	\$166.71
BAKER & TAYLOR, INC	\$2,304.54
BURGRAF'S ACE HARDWARE INC	\$11.48
CDW GOVERNMENT INC	\$786.07
CONSUMER REPORT BOOKS	\$36.47
COLEHARDWARE INC	\$15.97
COMPUTER ENTERPRISES	\$2,499.95
CONNECTING POINT TECHNOLOGIES	\$7,100.00
CUB FOOD STORE #9036	\$32.29
D.C.R. COMMUNICATIONS INC.	\$30.00

DEMCO	\$85.04	
FRAME UP	\$15.00	
GALE	\$47.24	
CITY OF GRAND RAPIDS	\$1,687.50	
BONNIE HENRIKSEN	\$101.99	
INVEST EARLY PROJECT	\$255.00	
DARLA KIRWIN	\$51.70	
LEXIS NEXIS MATTHEW BENDER	\$120.56	
MINUTEMAN PRESS	\$60.00	
NARDINI FIRE EQUIPMENT CO. INC	\$96.00	
NORTHERN BUSINESS PRODUCTS INC	\$602.50	
PERSONNEL DYNAMICS, LLC	\$218.76	
PIZZA WORKS	\$17.23	
RAPIDS PLUMBING & HEATING INC	\$101.00	
RECORDED BOOKS	\$33.00	
SCHOOL DISTRICT #318	\$174.00	
SIM SUPPLY INC	\$206.55	
THE VILLIAGE BOOKSTORE	\$190.10	
XEROX CORPORATION	\$21.03	
ANN MARKUSEN	\$56.10	
SAM MILTICH QUARTET	\$400.00	
DEB CLEVEN	\$70.00	
DEAN KLINKENBURG	\$100.00	
	TOTAL	\$20,756.64

CHECKS ISSUED FOR PRIOR APPROVAL

BLUE CROSS & BLUE SHEILD OF MN		
GRAND RAPIDS CITY PAYROLL	\$3,887.50	
MINNESOTA ENERGY RESOURCES	\$7,036.05	
PAUL BUNYAN TELELPHONE	\$2,950.05	
P.U.C.	\$244.25	
WILLIAM RICHTER	\$2,904.99	
TDS METROCOM	\$94.86	
VERIZON WIRELESS	\$230.74	
VISA	\$74.51	
WASTE MANAGEMENT	\$217.00	
	\$98.69	
	TOTAL PRIOR APPROVAL	\$17,738.64
	TOTAL ALL DEPARTMENTS	\$38,495.28

- E. Staff Report- Full Board Discussion on Staff Report
 - a. Alternative Energy Project- Grant request for MN Energy to help out, possible rebate for energy costs. Ron Edminster is talking to MN Energy & WI Public Service
 - b. Computer use- Ordering 2 fewer new computers
- F. Old Business- None
- G. New Business- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 8 AYES, 0 NAYS. Motion carried unanimously.
 - a. Consent Agenda

- i. Late Bills- Mike Russell- Carpet Cleaning \$600.00
 - ii. Contracts- Holm, August 4, Yoga as Muse, \$150 Honorarium; Klinkenburg, June 27, Miss Valley Traveler, \$100 Honorarium
- b. Regular Agenda
 - i. Review strategic planning update and action plan.

Gina Hawkinson adjourned meeting at 5:51 pm.

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2007-2010 EXPENDITURES, 2011 ADOPTED BUDGET, PROPOSED 2012 AND 2013 BUDGETS**

	<u>2007 ACTUAL</u>	<u>2008 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>UNAUDITED 2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>PROPOSED 2012 BUDGET</u>	<u>PROPOSED 2013 BUDGET</u>
REVENUES							
TAXES							
Current	\$ 461,511	\$ 479,490	\$ 476,847	\$ 414,157	\$ 534,716		
Delinquent	7,430	5,962	4,472	7,166			
Annexation	13,457	13,373	0				
Fiscal Disparities	13,919	14,407	18,950	32,011			
TOTAL TAXES	<u>496,317</u>	<u>513,232</u>	<u>500,269</u>	<u>453,334</u>	<u>534,716</u>	<u>524,716</u>	<u>524,716</u>
INTERGOVERNMENTAL							
Market Value Homestead Credit	37,849	37,111	34,117	10,067			
Supplemental Aid	43,297	42,882	41,477	38,008			
Library Contracts	151,860	154,875	146,294	144,623	133,000	133,000	133,000
Total Intergovernmental	<u>233,006</u>	<u>234,868</u>	<u>221,887</u>	<u>192,697</u>	<u>133,000</u>	<u>133,000</u>	<u>133,000</u>
CHARGES FOR SERVICES							
ALS Cross-overs	6,282	6,282	6,282	8,045	6,282	6,282	6,282
Photo-copies	2,063	2,094	2,021	2,356	1,900	1,900	1,900
Internet	2,922	2,977	3,132	3,244	3,000	3,000	3,000
Fax Machine Use	310	575	492	269	-		
TOTAL Charges for Services	<u>11,578</u>	<u>11,928</u>	<u>11,926</u>	<u>13,914</u>	<u>11,182</u>	<u>11,182</u>	<u>11,182</u>
Fines and Forfeits							
Library Fines	18,090	18,613	15,409	14,970	15,000	15,000	15,000
total Fines and Forfeits	<u>18,090</u>	<u>18,613</u>	<u>15,409</u>	<u>14,970</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Miscellaneous Revenue							
Donations	6,217	3,543	3,700	3,625	2,500	2,500	2,500
Memorial Books	-	210	601	1,613	1,600	1,000	1,000
Donations-Library Programs	-	148	-	278	200	200	200
Endowment Fund Income	2,985	(9,982)	3,464	3,048	1,400	1,400	1,400
Grand Rapids Lib Foundation	31,000	1,000	1,709	6,675	-		
Meeting Room Receipts	8,429	6,192	4,834	3,310	4,000	4,000	4,000
Blandin Grants	18,105	14,201	1,970	9,971	-		
Miscellaneous	51	116	1,757	2,534	1,700	1,600	1,600
Big Read Grant	22,057	13,943	-	-	-		
Investment Income	22,461	19,576	10,580	6,548	8,000	8,000	8,000
Total Miscellaneous Revenue	<u>111,306</u>	<u>48,947</u>	<u>28,615</u>	<u>37,602</u>	<u>19,400</u>	<u>18,700</u>	<u>18,700</u>
Other Sources							
Operating Transfer - In	-	60,891	1,085				
Fund Balance Usage	-	-	-	36,966	51,640		
Total Revenues	<u>870,296</u>	<u>888,479</u>	<u>779,191</u>	<u>749,483</u>	<u>764,938</u>	<u>702,598</u>	<u>702,598</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2007-2010 EXPENDITURES, 2011 ADOPTED BUDGET, PROPOSED 2012 AND 2013 BUDGETS**

	<u>2007 ACTUAL</u>	<u>2008 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>UNAUDITED 2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>PROPOSED 2012 BUDGET</u>	<u>PROPOSED 2013 BUDGET</u>
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	255,895	258,534	269,553	280,256	290,187	296,240	305,868
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	83,912	80,273	70,447	83,350	95,197	97,675	100,849
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	7,004	13,308	27,239	11,788	5,320	1,320	1,000
PERA	21,091	21,470	22,948	25,446	27,940	28,559	29,487
FICA	20,079	19,767	20,029	21,431	23,894	24,423	25,216
Medicare	4,696	4,623	4,684	5,012	5,588	5,712	5,897
Health Insurance	63,069	54,608	56,011	58,644	57,528	60,419	63,672
Life Insurance	909	862	862	168	246	246	246
Dental Insurance	1,125	1,208	1,098	1,353	1,696	1,696	1,696
Unemployment	-	-	-	-	200	-	-
Worker's Comp	1,799	2,159	2,117	2,050	2,200	2,775	3,000
Total Personnel	<u>459,578</u>	<u>456,811</u>	<u>474,988</u>	<u>489,499</u>	<u>509,996</u>	<u>519,064</u>	<u>536,932</u>
Supplies and materials							
Office Supplies	8,121	7,819	7,565	9,848	9,500	8,500	8,000
Copy supplies	915	881	808	895	1,000	1,000	1,000
Printing/binding	1,530	702	135	823	500	400	400
Bindings	215	-	-	-	200	200	200
Computer supplies	4,018	4,617	4,350	4,226	4,000	4,000	4,000
Computer Inventory	1,589	1,459	2,054	1,595	2,500	2,000	2,000
Assets between 700 and 4999	4,488	8,184	5,687	7,108	8,125	6,000	6,000
Inventorial supplies Equip<700	6,735	1,203	-	-	2,000	1,000	1,000
Volunteer Prgm Supplies & Mat	111	181	165	185	250	250	250
Operating Supplies	2,797	1,849	971	1,519	2,000	2,000	2,000
Books	35,125	31,474	46,326	46,049	45,000	40,000	35,000
Audio/Visual	2,491	5,531	9,936	10,908	10,000	9,000	8,000
Newspapers	2,328	651	1,153	1,787	1,500	1,200	1,000
Periodicals	7,085	9,099	7,629	7,510	8,500	7,500	7,000
Maintenance tools/supplies	2,480	5,362	3,238	4,071	3,000	3,000	3,000
Other supplies/Materials	345	310	272	-	350	350	350
Equipment/Parts	9	-	-	-	300	300	300
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	<u>80,383</u>	<u>79,321</u>	<u>90,289</u>	<u>96,523</u>	<u>98,725</u>	<u>86,700</u>	<u>79,500</u>
Services and Charges							
Professional Services	-	-	-	-	100	100	100
Accounting Services	700	796	833	586	800	800	800
Legal	250	420	65	-	500	500	500
Laundry	576	520	520	382	600	480	480
Janitorial Services	26,002	26,782	27,585	28,983	29,852	25,000	22,500
Other Contracted Services	563	-	6,078	5,881	8,000	2,000	2,000
Telephone	5,951	6,300	6,342	6,859	7,500	7,500	7,500
Postage/Freight	4,345	1,638	1,269	826	1,500	1,000	1,000
Seminar/Meetings/School	917	2,196	2,388	584	1,500	500	500
Staff Training	-	-	438	-	500	500	500
Community Ed/Promotion	188	-	25	68	400	300	300
Professional Service-Collections	1,059	486	1,073	486	500	500	500
Auto Mileage/travel	-	-	-	-	150	150	150
Publishing and Advertising	2,192	1,346	1,454	669	1,500	1,000	1,000
General Insurance	10,239	9,189	8,133	7,251	11,000	11,000	11,000
Electricity	40,517	36,020	38,521	41,427	36,228	39,930	39,930

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2007-2010 EXPENDITURES, 2011 ADOPTED BUDGET, PROPOSED 2012 AND 2013 BUDGETS**

	<u>2007 ACTUAL</u>	<u>2008 ACTUAL</u>	<u>2009 ACTUAL</u>	<u>UNAUDITED 2010 ACTUAL</u>	<u>2011 BUDGET</u>	<u>PROPOSED 2012 BUDGET</u>	<u>PROPOSED 2013 BUDGET</u>
Garbage Removal	1,170	2,150	1,728	1,064	900	1,200	1,200
Heat-Natural Gas	22,005	23,005	17,286	12,985	20,000	10,000	10,000
Maintenance Contracts	4,069	3,356	3,032	2,971	4,000	4,000	4,000
Building Maintenance/Repairs	15,484	15,879	33,270	15,982	15,000	15000	15000
Grounds maintenance	679	818	1,045	2,965	1,000	1,000	1,000
Computer Maintenance/Repairs	47,755	47,724	6,406	11,217	10,000	10000	10000
On-line Services	7,277	5,940	4,568	1,960	7,500	5,000	5,000
General Equip Maint/Repair	2,762	4,575	8,771	9,446	3,000	3,000	3,000
Equipment Leases	807	979	783	816	900	900	900
Miscellaneous	30	117	33	30	50	50	50
Interlibrary Loan Charges	58	61	58	52	100	100	100
Facility Maintenance	13,961	18,393	-	-	-	-	-
Big Read Grant	18,602	12,138	-	-	-	-	-
Total Other Services	<u>228,156</u>	<u>220,828</u>	<u>171,702</u>	<u>153,490</u>	<u>163,080</u>	<u>141,510</u>	<u>139,010</u>
Capital Outlay							
Equipment/Mach/Furn/Fixture	-	60,891	18,914	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>60,891</u>	<u>18,914</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
BLANDIN GRANT							
Blandin Grant Prgm Development	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-
Blandin Grant Youth Programs	7,743	4,202	188	5,712	-	-	-
Blandin Grant Adult Programs	10,362	8,463	511	3,909	-	-	-
Small Blandin Grant	-	1,537	1,270	350	-	-	-
Total Blandin Grant	<u>18,105</u>	<u>14,201</u>	<u>1,970</u>	<u>9,971</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	<u>786,222</u>	<u>832,052</u>	<u>757,864</u>	<u>749,483</u>	<u>771,801</u>	<u>747,274</u>	<u>755,442</u>
REVENUE/(EXPENDITURES)	<u>\$ 84,074</u>	<u>\$ 56,427</u>	<u>\$ 21,328</u>	<u>\$ (0)</u>	<u>\$ (6,863)</u>	<u>\$ (44,676)</u>	<u>\$ (52,844)</u>

Library Budget 2012-1013

The Library has been making up the difference between rising costs and diminishing revenue with our reserve fund for 2010 and 2011.

With the expenditure of funds for the energy project, we will have invested our reserve funds (including some of the “unanticipated emergency” fund) and will have about \$45,000 available for 2012, and none for 2013.

Cuts for 2012 include:

\$4000	Substitute staff resulting in cutting library hours 4 hours/week all year long
\$4000	Cutting ECFE contract for Monday book times
\$5000	Janitorial services (either one fewer day/week or fewer services each day)
\$2000	Adult and Children’s Programs
\$ 500	Security strips for materials
\$10,000	Natural Gas costs (estimated)
\$1000	Staff continuing education and professional activities
\$3000	Replace 4 public computers rather than 8

For 2013, projected personnel costs exceed the projected levy amount by about 16,536. As a matter of policy, I believe it is not wise to commit to personnel expenditures which are greater than the amount of revenue committed. I propose to cut personnel costs and cut library hours accordingly. The reductions will depend on what kind of cuts can be negotiated.

With cuts in hours, we can further cut janitorial services, and we may realized some additional savings in electricity and natural gas costs because the building will be open less.

The additional cuts in service made for 2012 will continue.

Note: Per Capita Contribution:

In 2009, with an estimated population of 8743, and a levy of \$576,738,, the per capita contribution was \$65.97.

In 2011, with an estimated population of 10,576 and a levy of \$534.716, the per capita contribution is \$50.56.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SIX MONTHS ENDING JUNE 30, 2011
With Comparative Totals for June 30, 2010

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	332,377	339,391	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 1/1/XX	727,080	690,114	690,114	
Revenues:				
Taxes	242,067	-	534,716	0%
Intergovernmental	112	-	133,000	0%
Charges for Services	10,827	10,466	11,182	94%
Fines & Forfeits	7,048	6,686	15,000	45%
Blandin Grant	10,350	100,379	-	0%
GR Library Foundation	2,125	5,040	-	0%
Miscellaneous	7,218	25,795	19,400	133%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	279,747	166,675	764,938	22%
Expenditures:				
Personnel	226,016	244,816	503,061	49%
Supplies/Materials	39,978	51,001	98,725	52%
Other Services/Charges	90,179	80,600	163,152	49%
Capital Outlay	-	135,024	-	0%
Blandin Grant	2,639	2,070	-	0%
TOTAL EXPENDITURES	358,812	513,511	764,938	67%
Revenues > Expenditures	(79,065)	(346,836)	-	
Fund Balance 6/30/XX				
Cash Flow	253,312	(7,445)	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 6/30/XX	\$ 648,015	\$ 343,278	\$ 690,114	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,484 as of 03/31/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,900	929	49%
211-00-34-00-7975	INTERNET	3,000	1,492	50%
211-00-34-00-7980	LIBRARY FEES	-	-	0%
211-00-35-00-1030	LIBRARY FINES	15,000	6,686	45%
211-00-37-00-2310	DONATIONS	2,500	245	10%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	373	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,415	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	5,040	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,715	43%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	20,523	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	899	53%
211-00-37-00-5100	INVESTMENT INCOME	8,000	624	8%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
		713,298	166,675	23%
211-00-39-00-5500	FUND BALANCE USAGE	51,640	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	290,187	131,030	45%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	95,197	42,032	44%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	3,089	58%
211-00-75-10-1210	PERA	27,940	12,547	45%
211-00-75-10-1220	FICA	23,894	10,238	43%
211-00-75-10-1250	MEDICARE	5,588	2,394	43%
211-00-75-10-1310	HEALTH INSURANCE	50,665	39,798	79%
211-00-75-10-1330	LIFE INSURANCE	246	159	64%
211-00-75-10-1335	DENTAL INSURANCE	1,624	753	46%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,772	126%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	3,972	42%
211-00-75-20-2020	COPY SUPPLIES	1,000	261	26%
211-00-75-20-2030	PRINTING/BINDING	500	427	85%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,773	44%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	8,210	328%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	8,690	107%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	414	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,402	70%
211-00-75-20-2110	BOOKS	45,000	19,384	43%
211-00-75-20-2120	AUDIO/VISUAL	10,000	4,573	46%
211-00-75-20-2130	NEWSPAPERS	1,500	410	27%
211-00-75-20-2140	PERIODICALS	8,500	128	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,356	45%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	1,203	241%
211-00-75-30-3070	LAUNDRY	600	206	34%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	14,926	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	1,645	21%
211-00-75-30-3210	TELEPHONE	7,500	3,570	48%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	620	41%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	145	10%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	75	19%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	480	96%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	61	41%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	14,502	40%
211-00-75-30-3840	GARBAGE REMOVAL	900	587	65%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,692	58%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,646	41%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,035	40%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	455	46%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	9,723	97%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	7,500	275	4%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	3,254	108%
211-00-75-30-4100	EQUIPMENT LEASES	900	392	44%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	33,981	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	101,043	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,071	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	764,938	513,511	67%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (346,836)	

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CITY OF G RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 06/30/11
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	204,875.37	204,875.37	0.00
211-00-00-00-1010	CASH	737,795.97	121,057.87	536,068.28	322,785.56
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	6,732.00	0.00	0.00	6,732.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,000.00	87.30	1,087.30	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
211-00-00-00-1315	DUE FROM MN FOUNDATION	28,789.00	0.00	0.00	28,789.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	28.25	0.00	28.25	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	5,533.20	135.00	5,533.20	135.00
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	36,301.92	27,858.80	8,443.12
TOTAL		779,988.42	362,457.46	775,451.20	366,994.68
TOTAL ASSETS					
		779,988.42	362,457.46	775,451.20	366,994.68
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	515,384.78	498,617.00	8,500.76
211-00-00-00-2030	SALES TAX PAYABLE	0.00	188.50	228.45	39.95
211-00-00-00-2040	USE TAX 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	6,634.34	6,634.34	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	6,732.00	0.00	0.00	6,732.00
211-00-00-00-2220	DEFERRED REVENUES	51,239.13	51,239.13	0.00	0.00
TOTAL		89,874.01	573,446.75	498,845.45	15,272.71
TOTAL LIABILITIES					
		89,874.01	573,446.75	498,845.45	15,272.71
FUND EQUITY					

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 06/30/11
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	690,114.41	0.00	0.00	690,114.41
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	27,858.80	36,301.92	8,443.12
TOTAL		690,114.41	27,858.80	36,301.92	698,557.53
TOTAL FUND EQUITY		690,114.41	27,858.80	36,301.92	698,557.53
	FUND SURPLUS (DEFICIT)	0.00	346,835.56	0.00	(346,835.56)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	948,141.11	535,147.37	366,994.68

Children's Library Summary
For May/June 2011

We were able to move back into our space as the carpet project ended, except for our story circle area, which was still waiting for its facelift. In the meantime we had a colorful patchwork of carpet samples, which the kids loved, playing twister, hopscotch, and other games too technical for me! But our new fish carpet is in place and looks wonderful. We are so pleased with this addition to the children's area. Please, stop down and take a look.

Monday Book Time with ECFE ended on May 16. To take us through the end of the school year, I did a special library book time on Monday, May 23. It was well attended and several parents asked us to continue through the summer. So with funding from the Friends of the Library and the assistance of Minnesota Reading Corps volunteer, Dion Holcomb-Card, we have plans to continue through the summer. So far, we are having a great time!

Saturday story times also continue to be popular. This summer we have two ECFE teachers sharing the job, so that everyone gets some summer time off. Our teachers are Missy Gray from Grand Rapids ECFE and Kathy Carroll from Hill City ECFE.

In May, we had many class visits to wrap up the school year. Kindergarten classes from Forest Lake Elementary, first grades from St. Joseph's School and Murphy Elementary, second grades from Murphy Elementary, and Mr. Schweigert's fourth grade from Southwest Elementary all visited the library. In addition, Ball Club Headstart and the First Lutheran preschool visited as well. On May 12, I visited Deer River Elementary for their annual reading event; I shared new books and information about our summer reading program.

Saturday, May 21, we kicked off our summer reading program "One World, Many Stories," making felted earth balls with the artists of the Creativity Tank. Participation has been amazing. As of today, (July 6, 2011) we have 656 children signed up; last year we had 604 at the end of the summer – and, we still have 10 days to go!

Our summer programs so far have included a harpist from Duluth, Book Camp with the Creativity Tank, and cake decorating with Curtis and Michelle.

Family Movie Night in May featured "Yogi Bear" with 22 people in attendance. June's film, "Gnomeo and Juliet" drew a crowd of 43!

Looking ahead:

- Titambe West African Drumming and Dance Ensemble
- Sam Miltich & Friends
- Dazzling Dave – Yoyo Master
- Family Movie Night: "Up!"
- Fun Family Fridays in August

Director's report July 2011

Circulation and computer use

The circulation for June was up 33% from May, and down 8% from last June. The people count was down 3.4% compared to last June.

Portable Computer Lab

Cheryl Bocnuk conducted a class at the Y in conjunction with Elder Circle. This was the first time the newly developed curriculum was used. We will be offering basic internet/searching/email classes beginning in the fall.

Library Foundation

The Foundation is committed to raising funds for part of the educational portion of the alternative energy project.

Budget

In your packet is a draft budget and a memo I submitted after discussion with the budget committee (Max, Gina, Cheri) The Library budget is on the Council's agenda for discussion on July 25.

Energy Building.

Excavation started during the last week of June. The subcontractor started boring holes for pilings, and ran into very hard material that the equipment could not penetrate about 14 feet down. Work stopped for a few days while Plan B was developed. Work resumed on Thursday, July 7.

Fishing Equipment

We received fishing equipment, tackle and PFDs from the DNR. The first borrower was Bridges Kinship Mentoring, who used them for an outing with *Let's Go Fishing* on June 28th.

Grants

No news from Wisc. Public Service Foundation (MN Energy)

Assistant Director Report July 2011

Teens

In early June there was a teen game day. There were 2 Wiis and board games. There were 12 teens that participated. The most popular Wii game was Just Dance. The Creativity Tank provided a journal making workshop for teens. There were 4 participants. The Teen Advisory Board met in June and changed out the bulletin board in the book sale room. There were 6 teens in attendance at the meeting. Summer reading is going well. The Friends of the Library support the program with money to purchase prizes. The Village Bookstore donated gift certificates.

Operations

The display case in the lobby has been redone for the summer. Amy Gustafson, a young volunteer, changed the display to reflect summer reading. There are three shelves in the case and each shelf is dedicated to a different age group. The bottom shelf is childrens, the middle shelf is teens, and the top shelf is adult.

The process for interlibrary loans through ALS has changed slightly. When items from outside ALS are requested the items are first sent to Mt. Iron for processing. It used to be the item would be checked out to the patron in Mt. Iron with the status showing checked out. Once the item arrived here reference staff would personally call the patron. The process has become more seamless. The item is still checked out to the patron in Mt. Iron but the status of the item is transit. Once the item gets here it gets checked in and an automated system calls the person. The process is more like regular ALS requests. The process is not so clunky.

Because summer is a busy time with many books coming in on the vans, the circulation staff has changed their procedures slightly. Once a requested item comes in for a patron the patron is notified. The item stays on the hold shelf for 10 days. If the patron doesn't pick it up within 10 days the item gets sent back to the lending library. In the past circulation staff have written the date on the slips for when the book should be pulled from the hold shelf. To save time they have stopped writing the date.

CIRCULATION

Check-outs	18,039	YTD	78,898	YTD 2010	88,020	Express Check outs	4,460	% of total c/c	24.72%
Renewals	1,565		10,069		11,202				
Total Circulation	19,604		88,967		99,222				
Returns	16,991		86,428		95,322				
New cards	171		788		1,008				

TECHNICAL PROCESSES

Books cataloged and processed	660	YTD	3,970	YTD 2010	4,704	Door count	14184	2010 comparison	-3.49%
Withdrawn copies	557		4,628		8,863				
Withdrawn Titles	282		2,217		3,646				

REFERENCE

tests proctored	969	YTD	4,318	YTD 2010	6,146				
computer help over 5 minutes	15		84		42				
INTERNET	19		111		100				
Pharos sessions ***	2,121	HOURS	1,265	YTD SESSIONS	10,186	2010 YTD SESSIONS	14,146	2010 YTD HOURS	9,747

Non-Pharos sessions VOLUNTEERS

	87	PEOPLE	361	YTD PEOPLE	492				
	37.00	HOURS	321.00	YTD HOURS	24.00	2010 YTD HOURS	1557.00		

MEETING ROOM

Total Mtg Rm Use	50	PEOPLE	1,014	YTD PEOPLE	192	2010 YTD PEOPLE	295	2010 YTD GROUPS	5,357
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PROGRAMS & TOURS

BOOK TIME	0		0	YTD	32	2010 YTD	809	2010 YTD PEOPLE	834
CLASS VISITS	1		82		20		540		890
NON SCHOOL GROUPS	3		49		3		49		52
SPECIAL PROGRAMS	12		370		42		1,259		1,308
TEEN PROGRAMS					9		99		157
Total Youth Programs	16		501		106		2,756		3,241
Total Adult Programs	5		117		23		575		566

EQUIPMENT RESERVED

TOTALS	8	YTD	34	YTD 2010	44				
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BOOKINGS & ARRANGEMENTS

TOTALS	6	HRS THIS MONTH	37.5	HRS YTD 2010	55				
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Library Volunteer and Program Report for May & June 2011

May Volunteers

35 volunteers recorded 238.25 hours of service to the library in May. (This number does not include Friends of the Library board members who met, collected book store revenues, and arranged for, attended and underwrote a program featuring Bob Lynch, Agates of Lake Superior.)

June Volunteers

37 volunteers recorded 321.25 hours of service to the library in June.

Volunteer Activities

- A volunteer recognition event was held on May 18. About 30 volunteers attended a reception, registered for prize drawings, received reusable bags, and had lunch/refreshments. Many stayed for a program about Minnesota libraries.
- A student intern from the Upward Bound program at Itasca Community College shadowed and assisted Amy D. during the month of June.
- Three teen volunteers are currently working in different areas of the library—one is assisting in the Children's library; one is handling publicity for the annual book sale; and the third has just started sorting/boxing books for the sale, shelving in Children's and Young Adult books and will help Amy with other tasks as needed.
- Most library volunteers are senior adults.
- There are different volunteers doing the pull list each day of the week.
- A team of four individuals is coordinating all details for the annual book sale. They will need more than 100 additional volunteers to work on the sale. Currently 3 men are hauling books to the mall to be stored for the sale.
- There are about half a dozen people who have applied to volunteer this summer that are on a waiting list as positions are not available.

Board & Program Committee Volunteers (included in above totals)

Board/Committee members who reported hours:

Library Board:	May: 5	June: 8
Program Committee:	May: 9	June 7

The Program Committee offered the following programs:

- Spring Along the River with John Latimer, Tues, May 10—15 people, including kids and adults, for a phenomenal two-hour spring phenology hike.
- Intergenerational Mountain Dulcimer Class with Wendy Grethen, Weds, May 11— about 8 people (all older, so not intergenerational) enjoyed this Legacy-funded program.
- Photo Tour of Minnesota Libraries, Doug Ohman, photographer, Weds, May 18--about 32 people attended; combined with volunteer appreciation event. Speaker sold many books. Great speaker. Legacy funded.
- Landscape Watercolorist, Duane Barnhart, Tues, June 7—26 people attended. Excellent program of demonstrating art accessibly and engagingly; should have him back for a cartooning demonstration program (he was a Warner Brothers and Disney cartoonist). Legacy funded.
- Lake Superior, Agates Tues, June 14, 7:00 p.m.—82 people attended-filled the room. Underwritten by Friends of the Library.
- Mississippi Valley Traveler, Dean Klinkenburg, Mon, June 27, 7:00 p.m. Poorly attended maybe because press release didn't get printed in newspaper. He had interesting slides taken around the world. He talked about the reasons he travels and how many of those reasons can be met along the Mississippi River Valley.
- Four Years and Forty-Four Fourteeners, David Lien, Thurs, June 30, 12:00 noon Poorly attended—only 4 people—possibly because the newspaper didn't print an article which had been submitted and/or it was just before the 4th of July holiday. Presenter donated a copy of his book to the library.

Program Committee Actions

- The committee has revised the program evaluation form to make it more user-friendly and to provide more specific feedback to inform future programs.
- The committee has agreed to limit programs to 3 per month Contributing factors being: 1.) Legacy funds may not be as available; 2.) too many programs may divide the size of audience for any given program; 3.) the number of programs we have been doing take considerable time and effort for both staff and volunteers.
- Summer Indies Film Series offered collaboratively with the Reif Center began on July 5th with more than 100 people attending.
- The library will co-sponsor a symposium-like event with Itasca Community College and other community partners in October.
- The library will be a host site for 2 programs of the Minnesota Orchestra residency in Grand Rapids in October.

Report completed by: Bonnie Henriksen, July 7, 2011

Marcia Anderson

From: Lisa Flaherty [lflaherty@ci.grand-rapids.mn.us]
Sent: Wednesday, July 13, 2011 4:23 PM
To: Marcia Anderson
Subject: GRAND RAPIDS CITY PAYROLL Attached Image
Attachments: 1494_0001.pdf

Marcia:

I'm in the office today and overheard your question to Laura and wanted to explain what I did with the payroll on your bill list!

First of all if you look at the 1st page of the attachment you will see that the Payroll figure is well below what your payroll would be on a bi-weekly basis, and that is because there was an error on the 6/8 bill list and the amount listed for your 5/6 payroll was the Golf Courses Payroll and not yours, and also you should have had two payrolls on your June 8th bill list not just one, so what I've attempted to do this month is catch up on all the correct amounts that should have been listed for your Payrolls from 5/6/11 forward which would be a total of 5 payrolls to be sure for auditing purposes that they are all correctly approved by your board. I apologize for not giving you a heads up on this in an e-mail earlier explaining this to you. Please accept my apologies for the error and know that I will try harder to be sure this doesn't happen again when I'm working on so many different bill list(s) at once, I sometimes get confused which one I'm doing and when.

Please feel free in the future to contact me directly 218-326-7612 with any questions you might have concerning the bill list that I've prepared for you.

Sincerely,

Lisa M. Flaherty
Accounting Technician/Accounts Payable
City of Grand Rapids
218-326-7612
218-326-7608 Fax
lflaherty@ci.grand-rapids.mn.us

From: copy.machine@ci.grand-rapids.mn.us [mailto:copy.machine@ci.grand-rapids.mn.us]
Sent: Wednesday, July 13, 2011 4:15 PM
To: Lisa Flaherty
Subject: Attached Image

ALPHA LIBRARY BILL LIST - JULY 13, 2011

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/13/2011

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0112460	SALLY ALLEMAN	14,925.96	2,487.66
0113233	AMERIPRIDE LINEN & APPAREL	2,597.01	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	597.71	361.49
0201428	BAKER & TAYLOR, INC	14,138.67	2,593.88
0212750	BLUE CROSS & BLUE SHIELD OF MN	194,732.00	3,887.50
0315455	COLE HARDWARE INC	5,614.04	0.40
0315537	CONNECTING POINT TECHNOLOGIES	36,588.04	903.98
0400015	D.C.R. COMMUNICATIONS INC	412.50	30.00
0405447	DELTA DENTAL OF MINNESOTA	14,933.00	435.10
0405697	THE DESIGN GROUP INC	34,720.00	2,000.00
0405738	AMY DETTNER	0.00	8.60
0409727	DIVERSE MEDIA INC	110.65	24.45
0605191	FIDELITY SECURITY LIFE INS CO	516.47	21.68
0701460	GALE	270.16	47.24
0701637	GARDNER PUBLISHING	0.00	110.23
0701650	GARTNER REFRIGERATION CO	13,027.23	1,675.00
0718015	GRAND RAPIDS CITY PAYROLL	2,587,514.47	67,100.14
0805524	BONNIE HENRIKSEN	119.92	9.73
0900060	ICTV	92,436.20	135.00
0914800	INVEST EARLY PROJECT	1,275.00	255.00
1021515	JUNIOR LIBRARY GUILD	0.00	167.40
1201504	LANDMARK AUDIOBOOKS	1,461.00	647.50
1205099	LEARNING OPPORTUNITIES INC	1,626.69	1,663.37
1209107	LIBRARY DISPLAY DESIGN SYSTEMS	0.00	149.28
1209516	LINCOLN NATIONAL LIFE	7,948.36	180.60
1309199	MINNESOTA ENERGY RESOURCES	88,695.94	425.38
1309335	MINNESOTA SALES & USE TAX	31,514.74	61.44
1415377	NORTHERN BUSINESS PRODUCTS INC	12,648.17	173.11
1500100	OCLC/FOREST PRESS	0.00	359.00
1524250	OXFORD UNIVERSITY PRESS	636.00	15.90
1601750	PAUL BUNYAN TELEPHONE	7,359.00	244.13
1605665	PERSONNEL DYNAMICS, LLC	15,839.92	1,458.40
1609557	PIONEER MUTUAL LIFE INS CO	1,781.69	41.00
1609730	PITNEY BOWES	286.68	143.34
1609925	PIZZA WORKS	370.03	14.99
1621130	P.U.C.	127,758.07	3,164.22
1621505	PUMPKIN BOOKS	0.00	119.92
1805150	RECORDED BOOKS	2,595.20	33.00
1821700	MICHAEL RUSSELL	2,850.00	2,090.00
1903330	SCHOOL DISTRICT #318	1,117.00	50.76
1909510	SIM SUPPLY INC	10,194.01	309.99
1920555	STOKES PRINTING COMPANY	3,220.52	8.95
2000490	TDS Metrocom	10,601.29	230.57
2114360	UNITED PARCEL SERVICE	1,129.12	11.84

ALPHA LIBRARY BILL LIST - JULY 13, 2011

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CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 07/13/2011

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
2205637	VERIZON WIRELESS	13,205.81	157.79
2209450	THE VILLAGE BOOK STORE	3,739.16	93.44
2301700	WASTE MANAGEMENT	10,917.12	98.20
T000723	CATHERINE HOLM	0.00	150.00
TOTAL ALL VENDORS:			94,385.20