

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
October 10, 2018 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: *absent Benolken*

5:02 Public Comment (if anyone wishes to address the Board)

5:05 A. Approval of agenda (Packet Item A)

5:10 B. Minutes. (Packet Item B)

5:12 C. Communications

5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required
Approve Financial reports and payment of bills as listed

5:20 E. Staff Reports (Packet Items E__)

5:25 F. Old Business:

Budget

5:30 G. New Business:

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills
(none)

2. Approve Contracts and payment to presenters

Kathryn Vogl \$488.33 for Publishing program Nov 29

3. Approve Resolution 2018-12 Accepting Donations

\$60 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print books

\$100 from Donald Mueller – undesignated

\$25 from Mary Dunkin in memory of Bonnie LaFrenierre for purchase of books

\$200 from Kerrie Lafrenierre in memory of Bonnie LaFrenierre for purchase of books

\$34.10 from Grand Rapids Area Library Foundation for reimbursement for cost of printed items for booksale

6 Ukeleles with cases and auto-tuners from the Minnesota State Arts Board/Jeremy Messersmith

Regular agenda

Approve Resolution 2018-13 setting 2019 Library Calendar

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting September 12, 2018

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

Roll Call:

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

Public Comment: (none)

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

Minutes: Zeige moved to approve the minutes from the August 15, 2018 board meeting. A second was made by Kee. The motion passed unanimously.

Communications: (none)

Financial Report:

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

**Grand Rapids Area Library Bill List
Invoices Due On/Before 9/12, 2018**

ALPHA PUBLIC LIBRARY BILL LIST - SEPTEMBER 12, 2018

DATE: 09/05/2018
 TIME: 16:28:34
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/12/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,210.91	171.21
0113233	AMERIPRIDE SERVICES INC	3,301.79	82.68
0114200	ANDERSON GLASS	4,649.37	14,960.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,401.41	144.68
0201428	BAKER & TAYLOR LLC	19,922.30	1,874.82
0212124	BLACKSTONE PUBLISHING	1,677.95	447.99
0221700	BUSY BEES QUALITY CLNG SVC INC	13,600.00	1,700.00
0315455	COLE HARDWARE INC	6,857.66	40.59
0401425	DAKOTA SUPPLY GROUP	1,305.81	408.05
0405500	DEMCO INC	4,364.76	370.42
0601675	FARONICS TECHNOLOGIES USA INC	0.00	739.20
0609525	FINDAWAY WORLD LLC	788.40	360.95
0718015	GRAND RAPIDS CITY PAYROLL	4,542,828.78	59,398.70
1015325	JOHNSON CONTROLS INC	0.00	825.57
1015331	JOHNSONS LOCK & SAFE	115.00	215.00
1209516	LINCOLN NATIONAL LIFE	10,737.89	78.00
1301145	MARCO TECHNOLOGIES, LLC	737.79	120.43
1309199	MINNESOTA ENERGY RESOURCES	24,543.61	91.73
1309335	MINNESOTA REVENUE	38,445.88	62.29
1405725	NETWORK SERVICE COMPANY	3,375.95	238.21
1405850	NEXTERA COMMUNICATIONS LLC	3,588.14	83.24
1415032	JODI R NORLUND	50.00	50.00
1415377	NORTHERN BUSINESS PRODUCTS INC	11,011.65	299.48
1524250	OXFORD UNIVERSITY PRESS USA	2,539.96	234.09
1601750	PAUL BUNYAN COMMUNICATIONS	4,239.92	243.80
1605665	PERSONNEL DYNAMICS LLC	7,900.01	1,663.53
1621130	P.U.C.	210,880.12	3,379.43
1801608	RAPIDS PROCESS EQUIPMENT INC	0.00	271.92
1801610	RAPIDS PLUMBING & HEATING INC	7,233.35	155.00
1908570	SHOWCASES	406.08	2,034.72
1915248	SOFTWARE HARDWARE INTEGRATION	61,120.92	2,961.00
2005155	TECHSOUP GLOBAL	6,153.00	6,153.00
2018680	TRU NORTH ELECTRIC LLC	11,018.99	145.00
2114356	UNIQUE MANAGEMENT SERVICES	948.70	366.95
2205637	VERIZON WIRELESS	28,252.88	164.84
2209665	VISA	57,722.40	373.11
2301700	WASTE MANAGEMENT OF MN INC	22,887.61	284.39
T001190	KATHRYN THIES	150.00	150.00
TOTAL ALL VENDORS:			101,344.02

Staff Reports:

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

Old Business:

Budget:

Director Anderson noted that letters have been sent to all townships. Several clerks have responded with suggestions to speak at a township association meeting, resend the letter in January, and/or present at the township annual meeting in March.

New Business:

- ***Consent Agenda:***
 1. **Approve payment of late bills**
 - a. Russel carpet cleaning/repair \$2340
 2. **Approve Contracts and payment to presenters**
 - a. Jerry Sandvick WWII shipbuilding Oct 4 \$200
 - b. Wild & Free Wildlife Rehab program Sept 20 \$150
 3. **Approve Resolution 2017-11 Accepting Donations**
 - a. *\$4141.73 from the Library Foundation as follows:*
 - i. *\$1075 for summer programming for children*
 - ii. *\$376.73 books for Great American Read books*
 - iii. *\$450.6 Yoga on the Lawn programs*
 - iv. *\$2240.00 for Story Times May – Aug 2018*

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

- ***Regular Agenda:***

Anderson reminded board members of terms expiring at the end of December. Benolken and Kee (township) and Thouin (city) have terms expiring. The goal is to have new members appointed in early December so they can have an orientation and be ready to go in January.

Adjourn: The monthly board meeting was adjourned at 5:30 PM by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2018
With Comparative Totals for September 30, 2017

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	414,074	429,619	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	483,660	514,910	514,910	
Revenues:				
Taxes	370,319	401,315	702,687	57%
Intergovernmental	76,687	77,714	133,282	58%
Charges for Services	31,309	38,621	32,100	120%
Fines & Forfeits	10,048	9,224	11,000	84%
Blandin Grant	-	-	-	0%
GR Library Foundation	8,566	9,242	4,000	231%
Miscellaneous	10,341	39,709	13,800	288%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	510,328	575,824	896,869	64%
Expenditures:				
Personnel	440,415	490,554	656,469	75%
Supplies/Materials	56,119	72,598	96,300	75%
Other Services/Charges	131,912	98,285	144,100	68%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	628,445	661,437	896,869	74%
OPERATING SURPLUS (DEFICIT)	(118,118)	(85,613)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	-	19,583	-	
Fund Balance 9/30/XX				
Cash Flow	295,956	324,423	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 9/30/XX	\$ 365,542	\$ 409,714	\$ 514,910	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,242 as of 6/30/18. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ 343,346	49%
211-00-31-00-0200	DELINQUENT	-	3,962	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	54,008	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	77,714	61%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	1,900	2,310	122%
211-00-34-00-7975	INTERNET	3,200	2,580	81%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	480	80%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	27,086	104%
211-00-34-00-7990	FAX MACHINE USE	400	882	221%
211-00-35-00-1030	LIBRARY FINES	11,000	9,224	84%
211-00-37-00-2310	DONATIONS	1,500	27,388	1826%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	600	60%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	290	29%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,314	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	4,000	9,242	231%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,544	89%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,241	62%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	882	31%
		896,869	575,824	64%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	419,062	313,844	75%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	23,538	19,381	82%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	6,080	53%
211-00-75-10-1210	PERA	33,195	24,594	74%
211-00-75-10-1220	FICA	27,441	20,421	74%
211-00-75-10-1250	MEDICARE	6,418	4,776	74%
211-00-75-10-1310	HEALTH INSURANCE	132,480	99,712	75%
211-00-75-10-1330	LIFE INSURANCE	221	172	78%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,576	60%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	6,895	99%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,335	134%
211-00-75-20-2030	PRINTING/BINDING	900	726	81%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	3,655	141%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	2,583	103%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	10,804	77%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,034	203%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	663	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,021	51%
211-00-75-20-2110	BOOKS	44,000	32,512	74%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,592	73%
211-00-75-20-2130	NEWSPAPERS	1,400	1,093	78%
211-00-75-20-2140	PERIODICALS	8,000	151	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,533	101%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	395	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,100	122%
211-00-75-30-3070	LAUNDRY	650	539	83%

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	9,345	156%
211-00-75-30-3210	TELEPHONE	7,200	3,849	53%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	1,959	78%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	458	92%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	295	98%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,164	58%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	526	175%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,759	75%
211-00-75-30-3810	ELECTRICITY	28,000	22,877	82%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	3,080	86%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,722	43%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	5,585	80%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	16,559	110%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,312	131%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	454	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	2,052	29%
211-00-75-30-4100	EQUIPMENT LEASES	800	335	42%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	30	10%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	28	28%
211-00-75-30-4900	TRANSFER TO RESERVE	15,000	-	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	19,583	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>681,020</u>	76%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(105,196)</u>	

DATE: 10/04/2018
 TIME: 09:22:07
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 09/30/18
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	421,924.26	421,924.26	0.00
211-00-00-00-1010	CASH	511,932.32	576,525.05	720,333.19	368,124.18
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	0.00	0.00	0.00	0.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	11,000.00	0.00	0.00	11,000.00
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	0.00	0.00	0.00	0.00
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	2,830.75	13,820.22	3,284.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	8,450.19	2,814.76
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	47,291.77	47,210.77	81.00
TOTAL		572,825.71	1,059,836.78	1,211,738.63	420,923.86
TOTAL ASSETS					
		572,825.71	1,059,836.78	1,211,738.63	420,923.86
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	724,524.22	697,714.96	73.70
211-00-00-00-2030	SALES TAX PAYABLE	0.00	420.57	475.42	54.85
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	19,372.55	19,372.55	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	11,000.00	0.00	0.00	11,000.00
211-00-00-00-2220	DEFERRED REVENUES	660.00	660.00	0.00	0.00
TOTAL		57,915.51	744,977.34	698,190.38	11,128.55

DATE: 10/04/2018
 TIME: 09:22:07
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 09/30/18
TOTAL LIABILITIES					
		57,915.51	744,977.34	698,190.38	11,128.55
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	47,210.77	47,291.77	81.00
TOTAL					
	FUND SURPLUS (DEFICIT)	514,910.20	47,210.77	47,291.77	514,991.20
		0.00	105,195.89	0.00	(105,195.89)
TOTAL FUND EQUITY					
		514,910.20	152,406.66	47,291.77	409,795.31
TOTAL LIABILITIES AND FUND EQUITY					
		572,825.71	897,384.00	745,482.15	420,923.86

PUBLIC LIBRARY BILL LIST - OCTOBER 10, 2018

DATE: 10/03/2018
 TIME: 15:35:14
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/10/2018

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	74.90
0113233	AMERIPRIDE SERVICES INC	56.00
0118660	ARROWHEAD LIBRARY SYSTEM	174.65
0201428	BAKER & TAYLOR LLC	3,065.05
0212124	BLACKSTONE PUBLISHING	245.98
0221525	BUNES SEPTIC SERVICE INC	400.00
0221650	BURGGRAF'S ACE HARDWARE	79.98
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	11.98
1405725	NETWORK SERVICE COMPANY	128.40
1415377	NORTHERN BUSINESS PRODUCTS INC	238.35
1605665	PERSONNEL DYNAMICS LLC	674.53
1801517	RANGE CORNICE & ROOFING CO	1,500.00
1915248	SOFTWARE HARDWARE INTEGRATION	1,488.00
2018680	TRU NORTH ELECTRIC LLC	669.75
2114356	UNIQUE MANAGEMENT SERVICES	116.35
2609600	ZIPLOCAL	264.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 10,887.92
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,691.52
1301145	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	133.87
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	46.06
1405850	NEXTERA COMMUNICATIONS LLC	83.12
1516220	OPERATING ENGINEERS LOCAL #49	22,432.00
1601750	PAUL BUNYAN COMMUNICATIONS	243.80
1621130	P.U.C.	3,391.82
1821700	MICHAEL RUSSELL	2,340.00
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	60.76
2209665	VISA	1,212.90
2301700	WASTE MANAGEMENT OF MN INC	569.84
2309430	WILD AND FREE WILDLIFE PROGRAM	150.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 70,533.19
TOTAL ALL DEPARTMENTS		81,421.11

DATE: 10/04/2018
 TIME: 09:12:52
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

PAGE: 1
 P-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	343,345.64	0.00	359,341.36	49
211-00-31-00-0200	DELINQUENT	0.00	0.00	3,961.53	0.00	(3,961.53)	100
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	54,008.05	0.00	(54,008.05)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	401,315.22	0.00	301,371.78	57
TOTAL TAXES		0.00	702,687.00	401,315.22	0.00	301,371.78	57
INTERGOVERNMENTAL							
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	77,713.57	0.00	50,286.43	61
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
TOTAL		0.00	133,282.00	77,713.57	0.00	55,568.43	58
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	77,713.57	0.00	55,568.43	58
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	100
211-00-34-00-7970	PHOTO COPIES	259.42	1,900.00	2,310.28	0.00	(410.28)	122
211-00-34-00-7975	INTERNET	251.44	3,200.00	2,580.29	0.00	619.71	81
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	600.00	480.00	0.00	120.00	80
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,785.00	26,000.00	27,086.25	0.00	(1,086.25)	104
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	66.42	400.00	882.31	0.00	(482.31)	221
TOTAL		2,382.28	32,100.00	38,621.13	0.00	(6,521.13)	120
TOTAL CHARGES FOR SERVICES		2,382.28	32,100.00	38,621.13	0.00	(6,521.13)	120

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,110.49	11,000.00	9,224.15	0.00	1,775.85	84
TOTAL		1,110.49	11,000.00	9,224.15	0.00	1,775.85	84
TOTAL FINES & FORFEITS		1,110.49	11,000.00	9,224.15	0.00	1,775.85	84
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	100.00	1,500.00	27,388.47	0.00	(25,888.47)	1826
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	60.00	1,000.00	600.00	0.00	400.00	60
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	290.00	0.00	710.00	29
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,313.91	0.00	(13.91)	101
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	4,000.00	9,241.73	0.00	(5,241.73)	231
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	0.00	4,000.00	3,543.63	0.00	456.37	89
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	321.94	2,000.00	1,240.79	0.00	759.21	62
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	881.70	0.00	1,918.30	31
TOTAL		481.94	17,800.00	48,950.23	0.00	(31,150.23)	275
TOTAL MISCELLANEOUS REVENUE		481.94	17,800.00	48,950.23	0.00	(31,150.23)	275
OTHER SOURCES							
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

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
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TOTAL REVENUES:		3,974.71	896,869.00	575,824.30	0.00	321,044.70	64

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	32,846.41	419,062.00	313,844.49	0.00	105,217.51	75
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,649.97	23,538.00	19,380.67	0.00	4,157.33	82
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	446.65	11,504.00	6,079.58	0.00	5,424.42	53
211-00-75-10-1210	PERA	2,587.23	33,195.00	24,593.85	0.00	8,601.15	74
211-00-75-10-1220	FICA	2,113.61	27,441.00	20,420.79	0.00	7,020.21	74
211-00-75-10-1250	MEDICARE	494.30	6,418.00	4,775.72	0.00	1,642.28	74
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	99,712.00	0.00	32,768.00	75
211-00-75-10-1330	LIFE INSURANCE	5.50	221.00	172.22	0.00	48.78	78
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	(2.52)	0.00	(1.47)	0.00	1.47	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	1,576.19	0.00	1,033.81	60
TOTAL PERSONNEL		51,545.06	656,469.00	490,554.04	0.00	165,914.96	75

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	83.02	7,000.00	6,895.17	0.00	104.83	99
211-00-75-20-2020	COPY SUPPLIES	71.98	1,000.00	1,335.06	0.00	(335.06)	134
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	726.37	0.00	173.63	81
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	1,579.99	2,600.00	3,655.43	81.00	(1,136.43)	144
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	2,582.65	0.00	(82.65)	103
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	2,961.00	14,000.00	10,804.37	0.00	3,195.63	77
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	2,033.89	0.00	(1,033.89)	203

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	662.70	0.00	(262.70)	166
211-00-75-20-2100	OPERATING SUPPLIES	5.99	2,000.00	1,021.31	0.00	978.69	51
211-00-75-20-2110	BOOKS	3,131.31	44,000.00	32,512.30	0.00	11,487.70	74
211-00-75-20-2120	AUDIO/VISUAL	245.98	9,000.00	6,591.65	0.00	2,408.35	73
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	1,093.23	0.00	306.77	78
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	150.60	0.00	7,849.40	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	128.40	2,500.00	2,533.09	0.00	(33.09)	101
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
TOTAL SUPPLIES & MATERIALS		8,207.67	96,300.00	72,597.82	81.00	23,621.18	75
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.85	0.00	(394.85)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	1,100.00	0.00	(200.00)	122
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	56.00	650.00	538.88	0.00	111.12	83
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	150.00	6,000.00	9,345.00	0.00	(3,345.00)	156
211-00-75-30-3210	TELEPHONE	326.92	7,200.00	3,848.80	0.00	3,351.20	53
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	1,959.25	0.00	540.75	78
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	457.55	0.00	42.45	92
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	295.00	0.00	5.00	98
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	116.35	2,000.00	1,163.62	0.00	836.38	58
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	264.00	300.00	526.00	0.00	(226.00)	175
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	6,759.00	0.00	2,241.00	75
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	22,876.64	0.00	5,123.36	82
211-00-75-30-3840	GARBAGE REMOVAL	365.25	3,600.00	3,080.07	0.00	519.93	86
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,722.09	0.00	2,277.91	43
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	5,585.36	0.00	1,414.64	80
211-00-75-30-4010	BUILDING MAINT/REPAIRS	4,509.75	15,000.00	16,558.66	0.00	(1,558.66)	110
211-00-75-30-4015	GROUNDS MAINTENANCE	145.00	1,000.00	1,312.11	0.00	(312.11)	131

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
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	0.00	3,000.00	2,564.00	0.00	436.00	85
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	7,000.00	2,051.67	0.00	4,948.33	29
211-00-75-30-4100	EQUIPMENT LEASES	0.00	800.00	335.00	0.00	465.00	42
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	30.00	300.00	30.00	0.00	270.00	10
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
TOTAL OTHER SERVICES & CHARGES		8,414.27	144,100.00	98,285.47	0.00	45,814.53	68
CAPITAL OUTLAY							
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	19,582.86	0.00	(19,582.86)	100
TOTAL CAPITAL OUTLAY		0.00	0.00	19,582.86	0.00	(19,582.86)	100
TOTAL GENERAL ADMINISTRATION		68,167.00	896,869.00	681,020.19	81.00	215,767.81	76
BLANDIN GRANT							
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 GRNT-#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
TOTAL		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:		68,167.00	896,869.00	681,020.19	81.00	215,767.81	76
TOTAL FUND REVENUES		3,974.71	896,869.00	575,824.30	0.00	321,044.70	64
TOTAL FUND EXPENSES		68,167.00	896,869.00	681,020.19	81.00	215,767.81	76
FUND SURPLUS (DEFICIT)		(64,192.29)	0.00	(105,195.89)			
TOTAL ALL FUND REVENUES		3,974.71	896,869.00	575,824.30	0.00	321,044.70	64
TOTAL ALL FUND EXPENSES		68,167.00	896,869.00	681,020.19	81.00	215,767.81	76
ALL FUND SURPLUS (DEFICIT)		(64,192.29)	0.00	(105,195.89)			

Director's Report- September 2018

Budget

The Council adopted a preliminary levy with the Levy for the Library at the same level as for 2018.

The final Levy will be adopted in December.

New computers:

Computers and software are being upgraded. IT is starting with setting up circulation computers. Some of the public computers have been replaced, and others are in process now. Software on the public computers includes Office suite, Chrome browser, Deep Freeze (deletes history, downloads and documents created and returns computer to original state after each user) Adobe readers, Pharos, the time and print management software.

Passport Audit

The audit was a different experience from 2 years ago. The auditor is from NY, and is totally focused on fraud prevention (to the exclusion of customer service). We made a few changes to procedures to make things more secure. We just received the written report on October 1. One of the recommendations, to issue receipts, is not covered in the Reference Guide at all, so I sent a message to the Minneapolis office asking for clarification.

Crucial ;Conversations

Bonnie has led the first 2 sessions and reported pleased and engaged participants. There are 4 pairs of participants. The first progress report to the Northland Foundation is due October 31st

Accessibility

The doors are functioning well, the floor and carpeting has been repaired and replaced. The only remaining modification is a table and chairs for the small room.

Downloadable magazines available again

Overdrive stopped offering downloadable magazines a couple of years ago. When they resumed this summer the cost was prohibitive, so ALS looked into RB Digital. After successful negotiations and choosing a varied collection of 125 titles, the service is now available.

Assistant Director Report October 2018

Teens

Teen Space Survey

Nicole and I worked up a survey for teens to give their input about the teen space. There were three questions teens answered. One was about how often they come to the library. Once they completed the survey they could enter to win a Target gift card. There were 24 surveys completed!

Anime Club

September Anime Club had 12 participants! We watched Samurai Warriors and Mythos Academy. I am having it on a Friday instead of Saturday afternoon in the hopes more will attend. It appears September was a success. In October it will be during the Fall Break on a no school day.

Teen Room Drawing

There were 5 participants in the teen room drawing. A longtime library user, Korey S., won the drawing.

Teens Top Ten

I continued the Teens Top Ten into September. Teens asked about the Teens Top Ten list, and received a prize. The top ten will be announced in October during Teen Read Week.

Operations

Lobby Display Case

A patron of the library for many years and occasional fill-in at Circulation, Jen B., loves Halloween! She offered to create a display of Fall/Halloween items. The display will be in the case through the month.

I had an inquiry from another patron about displaying her collection of hand bells which will probably happen sometime between November and January.

Library Catalog Computers

There are four dedicated computers for the card catalog. We are switching the view from the Classic View to Enterprise. Arrowhead Library System will eventually stop supporting the Classic View.

CIRCULATION					
Check-outs	10,443	YTD	102,474	YTD 2017	107,537
Total Circulation	12,078		118,096		123,889
Returns	11,770		117,154		122,706
New cards	140		985		986
TECHNICAL PROCESSES					
Books cataloged and processed	575	YTD	5,671	YTD 2017	5,549
Withdrawn copies	139		3,325		5,138

Door count 10239 Saturdays 242
250
257
261

REFERENCE					
tests proctored	742	YTD	9,063	YTD 2017	6,982
computer help over 5 minutes	9		57		59
Passports	78		712		502
INTERNET	49		908		780
Pharos sessions ***	1,060		665	10,049	6,668
				YTD 2017	10,780
					2017 YTD HOURS
					6,938

Non-Pharos sessions VOLUNTEERS	157		1,486		1,352
	48	HOURS	226.00		2710.00

MEETING ROOM					
COMMUNITY ROOM/GSR	55	GROUPS		YTD GROUPS	470

PROGRAMS & TOURS					
BOOK TIME	6	PEOPLE	167	YTD 2017 programs	36
SATURDAY STORY TIME	8		204		58
CLASS VISITS	3		48		38
NON SCHOOL GROUPS	0		0		1
CHILDREN'S PROGRAMS	2		48		43
TEEN PROGRAMS	4		45		33
Total Youth Programs	23		512		209
Total Adult Programs	6		122		46
					858

BOOKINGS & ARRANGEMENTS					
TOTALS	10	HRS YTD	93	YTD 2017	48

September 2018 in the Children's Library

September is all about getting back into the swing of things. Every year we adjust to our new normal as kids are back in school and families are determining their new routines. Those routines, of course, still include the library, but we see families at different times, with kids wearing their dance leotards or soccer uniforms. They usually don't have as much time to relax and explore, but we are ready to help them find what they need and get them on their way.

We started our first foray back into afterschool programming with 36 people joining us for the return of the ever-popular Lego Club. It was nice to see that number, as September programming is often lightly attended. We had our first Legacy program of the season, Arthur Zar's Amazing Zebras, which found 12 people learning about the art of illustration and making their own zebras. The author of the book donated a copy to our library.

We've already had our first school groups of the year visit. The Special Education classes from RJEMS have already been here twice, and Mrs. Chimento's 4th graders from Southwest walked over for their first visit on the 27th. It is always fun for me to meet the new students! The first lesson of the year for both 3rd and 4th grades is about the history of libraries in the United States, and the history of our library in Grand Rapids. (From a single room in Central School at the turn of the 20th century, to a plea to Mr. Andrew Carnegie, to the beautiful building in which we find ourselves...it's an epic journey!)

Looking ahead to October, we have a slew of class visits already on the calendar, and we will add Artastic to our monthly afterschool line-up. And, as I finish this up, I hear my next class coming around the building outside my window. The timing is perfect; Mr. Carnegie, here I come!

Board member *Lisa Tabbert* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-12
A RESOLUTION ACCEPTING DONATIONS

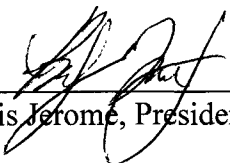
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$60 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print books
\$100 from Donald Mueller – undesignated
\$25 from Mary Dunkin in memory of Bonnie LaFrenierre for purchase of books
\$200 from Kerrie Lafrenierre in memory of Bonnie LaFrenierre for purchase of books
\$34.10 from Grand Rapids Area Library Foundation for reimbursement for cost of printed items for booksale
6 Ukeleles with cases and auto-tuners from the Minnesota State Arts Board/Jeremy Messersmith

Adopted this 10 day of October, 2018



Dennis Jerome, President



Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:
Lisa Tabbert, Max Peters, Randy McCarty, Susan Zeige, Jean MacDonell

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

October 10, 2018

Kathryn S. Vogl
16145 37th Ave. N.
Plymouth, MN 55446

Dear Kate

I am pleased that you will be leading a presentation, "A Guide to Publishing" for the Grand Rapids Area Library on Thursday, November 29 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. The Library will pay you an honorarium of \$488.33 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

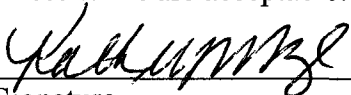
Sincerely,



Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

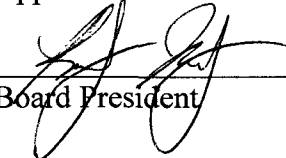


Signature

11-18-18

Date

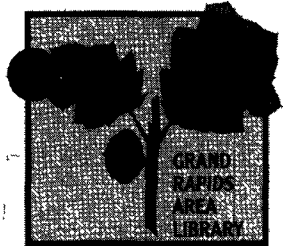
Approved for the Board of Directors:



Board President

10-20-18

Date



GRAND RAPIDS AREA LIBRARY
140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Board member *Max Peters*
introduced the following resolution and moved for
its adoption:

RESOLUTION NO. 2018-13
SETTING 2019 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2019:

H Tue January 1	New Year's Holiday	Closed
H Mon January 21	Martin Luther King Day	Closed
H Mon February 18	President's Day	Closed
H Mon May 27	Memorial Day	Closed
H Thur July 4	Independence Day	Closed
H Mon September 2	Labor Day	Closed
H Mon November 11	Veteran's Day	Closed
Wed November 27	Pre-Thanksgiving	Close 5 p.m.
H Thurs November 28	Thanksgiving	Closed
H Fri November 29	Day after thanksgiving	Closed
H Tue December 24	Christmas Holiday	Closed
H Wed December 25	Christmas Holiday	Closed
Tues December 31	New Year's eve	Close 5 pm

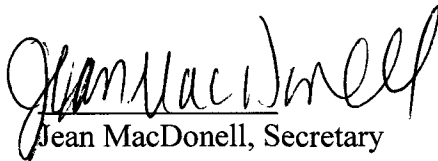
Although the library will close early on November 27 and Dec 31, no holiday pay is involved.

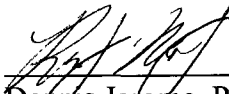
The summer schedule will be determined no later than the April Library Board meeting.

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library..

Adopted this 10th day of October 2018.

Attest:


Jean MacDonell, Secretary


Dennis Jerome, President
(*Randy McCarty acting President*)

Board member *Lisa Tabbert* seconded the foregoing resolution and the following voted in favor thereof: *Max Peters, Lisa Tabbert, Randy McCarty, Susan Zeige, Jean MacDonell,*
And the following voted against same:
And the following abstained:
Whereby the resolution was declared duly passed and adopted.