

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 28, 2018 5:00 P.M.

**DRAFT**

5:00 **Call to order**

5:01 **Roll call: absent**

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**

**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**

\$365 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print books

\$25 from Dan and Linda Halme in memory of Loretta Schmidt for purchase of Large Print books

\$100 from National Conference of State Legislatures in memory of Loretta Schmidt for purchase of Large Print books

\$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**

**2) Authorize submission of grant application to Northland Foundation**

**3) Accept quote from Pokegama Electric for electrical work in Riverview Room**

**4) Recommend Nicole Johnson for the position of Volunteer Coordinator to begin April 2, 2018**

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

February 14, 2018 Meeting

**Call to Order:** The monthly board meeting was called to order at 5:05 by Dennis Jerome.

### **Roll Call:**

**Members Present:** Dennis Jerome, Randy McCarty, Sue Zeige, Lisa Tabbert, Jean MacDonell, and Deb Kee

**Members Absent:** Max Peters, Richard Thouin, and Shannon Benolken

**Staff Present:** Marcia Anderson

**Public Comment:** None

- A. Approval of Agenda:** A motion was made by Randy McCarty to approve the agenda and was seconded by Jean MacDonell the motion was passed unanimously.
- B. Minutes:** A motion was made by to approve minutes by Deb Kee and was seconded by Sue Zeige the motion was passed unanimously.
- C. Communications**
  - a. Year-end statement from Minnesota Foundation: Roughly \$35,000 in community foundation account.
- D. Financial Report**
  - a. A motion was made to approve the financial reports and payment of bills as listed by Randy McCarty a second was made by Jean MacDonell. On a roll call vote the motion was passed unanimously.

INVOICES DUE ON/BEFORE 02/14/2018

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	31.55
0113233	AMERIPRIDE SERVICES INC	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	237.89
0201428	BAKER & TAYLOR, LLC	2,356.00
0212124	BLACKSTONE PUBLISHING	50.00
0215750	BOUNDARY WATERS JOURNAL	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0405500	DEMCO	1,429.30
0421455	DULUTH NEWS TRIBUNE	298.48
0900060	ICTV	20.00
0920003	ITASCA AREA SCHOOLS	2,960.00
1209795	LIVE OAK MEDIA	26.29
1415377	NORTHERN BUSINESS PRODUCTS INC	153.73
1524250	OXFORD UNIVERSITY PRESS USA	386.37
1605665	PERSONNEL DYNAMICS LLC	482.42
1805150	RECORDED BOOKS	12.30
1821700	MICHAEL RUSSELL	205.00
1908570	SHOWCASES	406.08
1909510	SIM SUPPLY INC	339.32
2114356	UNIQUE MANAGEMENT SERVICES	241.65
2209450	THE VILLAGE BOOK STORE	24.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,589.74

CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718010	CITY OF GRAND RAPIDS	254.77
0718015	GRAND RAPIDS CITY PAYROLL	63,171.65
1209516	LINCOLN NATIONAL LIFE	39.00
1309199	MINNESOTA ENERGY RESOURCES	678.61
1309335	MINNESOTA REVENUE	53.12
1405850	NEXTERA COMMUNICATIONS LLC	81.71
1516220	OPERATING ENGINEERS LOCAL #49	10,600.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.24
1621130	P.U.C.	2,408.36
2205637	VERIZON WIRELESS	164.92
2209665	VISA	515.26
2301700	WASTE MANAGEMENT	281.17
2308300	BETSY WHIRLEY	125.00
T001178	ARTARIA	150.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 78,899.38

TOTAL ALL DEPARTMENTS 90,489.12

**E. Staff Reports:**

- a. Added a couple of things to director report.
- b. Drinking fountain was installed.
- c. Got quotes back for some construction.
- d. Execution fee for passports will increase from \$25 to \$35 per application in April.
- e. Book selection for Rapids Reads is Weaponized Lies, and there are 2 speakers scheduled in conjunction with ICC.

**F. Old Business**

**G. New Business**

**Consent Agenda:** Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or public. A motion was made by Lisa Tabbert to approve the consent agenda as submitted and a second was made by Deb Kee. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills (none)
2. Approve Contracts and payment to presenters (none)
3. Approve Resolution 2018-02 Accepting Donations
  - a. \$25 from Kathy and Randy McCarty in memory of Robert Urista to purchase Charlie Takes His Shot for the children's collection.
  - b. \$50 from Patricia Hutton in memory of Loretta Schmidt for purchase of books

**Regular Agenda:**

1. Accept resignation of Bonnie Henriksen from position of Volunteer Coordinator and authorize staff to begin recruitment process.
  - a. Bonnie has talked to three people who have had interest in succeeding her position. Position will be posted shortly, hope to have someone by next month's board meeting to be hired.
  - b. A motion was made by Jean MacDonell to approve the resignation of Bonnie Henriksen from the position of Volunteer Coordinator a second was made by Lisa Tabbert, the motion was passed unanimously.
2. Accept quote of \$2,700 from Anderson Glass for replacement of door opener on exterior front entrance door.
  - a. A motion was made to accept the Anderson Glass quote of \$2,700 for the replacement of the door opener on the exterior front entrance as listed by Randy McCarty, and a second was made by Sue Zeige. The motion was passed unanimously.
3. Accept quote of \$14,660 from Anderson Glass for reconstruction of interior entryway and replacement of doors.
  - a. A motion was made to accept the quote from Anderson Glass for \$14,660 for the reconstruction of interior entryway and replacement of doors as listed by Deb Kee, and a second was made by Lisa Tabbert. The motion was passed unanimously.
4. Accept quote of \$3,750 from Tru North Electric for electrical work for Riverview room door, lights, and outlet, and for door opener for interior entryway.

- a. A motion was made to accept the quote from Tru North Electric for \$3,750 for electrical work as listed by Randy McCarty, and a second was made by Deb Kee. The motion was passed unanimously.
5. Resolution 2018-03 Accepting Donations
- a. \$2000 from the Grand Rapids Area Library Foundation to support projects to increase accessibility in the Library (Entry door replacement and creation of small accessible meeting space).
  - b. \$2000 from Friends of the Grand Rapids Area Library to support projects to increase accessibility in the Library (Entry door replacement and creation of small accessible meeting space).
  - c. A motion was made by Randy McCarty and a second was made by Deb Kee to approve Resolution 2018-03. The motion was passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:38 by Dennis Jerome.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWO MONTHS ENDING FEBRUARY 28, 2018**  
*With Comparative Totals for February 28, 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	6,450	7,499	32,100	23%
Fines & Forfeits	1,706	2,006	11,000	18%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,276	-	4,000	0%
Miscellaneous	2,757	5,785	13,800	42%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>15,190</b>	<b>15,290</b>	<b>896,869</b>	<b>2%</b>
<b>Expenditures:</b>				
Personnel	86,564	75,451	656,469	11%
Supplies/Materials	14,295	17,290	96,300	18%
Other Services/Charges	36,137	13,337	144,100	9%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>136,996</b>	<b>106,078</b>	<b>896,869</b>	<b>12%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(121,806)</b>	<b>(90,788)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 2/29/XX</b>				
Cash Flow	292,267	354,536	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 2/29/XX</b>	<b>\$ 361,853</b>	<b>\$ 424,122</b>	<b>\$ 514,910</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,509 as of 12/31/17. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,083

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH FEBRUARY 28, 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	388	20%
211-00-34-00-7975	INTERNET	3,200	550	17%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	100	17%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	6,350	24%
211-00-34-00-7990	FAX MACHINE USE	400	110	28%
211-00-35-00-1030	LIBRARY FINES	11,000	2,006	18%
211-00-37-00-2310	DONATIONS	1,500	100	7%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	415	42%
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 FOUNDATION	4,000	-	0%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	562	14%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	2,000	233	12%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	-	0%
		896,869	15,290	2%
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	52,369	12%
211-00-75-10-1030	SALARY-PARTTIME	23,538	3,236	14%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	1,156	10%
211-00-75-10-1210	PERA	33,195	3,855	12%
211-00-75-10-1220	FICA	27,441	3,410	12%
211-00-75-10-1250	MEDICARE	6,418	797	12%
211-00-75-10-1310	HEALTH INSURANCE	132,480	10,600	8%
211-00-75-10-1330	LIFE INSURANCE	221	27	12%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	1,991	28%
211-00-75-20-2020	COPY SUPPLIES	1,000	308	31%
211-00-75-20-2030	PRINTING/BINDING	900	4	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	276	11%
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	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	44,000	9,948	23%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,791	31%
211-00-75-20-2130	NEWSPAPERS	1,400	729	52%
211-00-75-20-2140	PERIODICALS	8,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	732	29%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3040	LEGAL	-	-	0%
211-00-75-30-3070	LAUNDRY	650	133	21%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	1,290	22%
211-00-75-30-3210	TELEPHONE	7,200	769	11%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH FEBRUARY 28, 2018

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	328	13%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
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	367	18%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	89	30%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	28,000	2,353	8%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	712	20%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	580	15%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,912	19%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	800	134	17%
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	-	0%
211-00-75-30-4900	TRANSFER TO RESERVE	15,000	-	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>106,078</u>	12%
	SURPLUS REVENUES/(EXPENDITURES)	<u>(477,807)</u>	<u>(90,788)</u>	



PUBLIC LIBRARY BILL LIST - MARCH 28, 2018

DATE: 03/22/2018  
 TIME: 13:44:49  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/28/2018

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113233	AMERIPRIDE SERVICES INC	80.04
0114200	ANDERSON GLASS	50.00
0118660	ARROWHEAD LIBRARY SYSTEM	390.81
0201428	BAKER & TAYLOR LLC	2,111.40
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0305485	CENGAGE LEARNING INC	4,432.00
0315455	COLE HARDWARE INC	45.60
0609525	FINDAWAY WORLD LLC	394.20
0718010	CITY OF GRAND RAPIDS	115.16
0718060	GRAND RAPIDS HERALD REVIEW	89.00
0805105	HEARTLAND AG-BUSINESS GROUP	50.00
0914800	INVEST EARLY PROJECT	1,280.00
1000035	J. APPLESEED PUBLISHERS CO-OP	18.85
1309495	MINUTEMAN PRESS	30.00
1415377	NORTHERN BUSINESS PRODUCTS INC	400.49
1524250	OXFORD UNIVERSITY PRESS USA	33.18
1605665	PERSONNEL DYNAMICS LLC	910.83
1608100	PHAROS SYSTEMS INT'L INC	879.00
1801610	RAPIDS PLUMBING & HEATING INC	1,952.60
1821700	MICHAEL RUSSELL	947.50
1901435	SALEM PRESS	445.50
1909510	SIM SUPPLY INC	464.74
2008551	THOMSON REUTERS - WEST	766.00
2018680	TRU NORTH ELECTRIC LLC	1,035.00
2114356	UNIQUE MANAGEMENT SERVICES	125.30

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 18,747.20

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0205345	JENNIFER BEHM	250.00
0205640	LEAGUE OF MN CITIES INS TRUST	11,264.95
0301530	CANON USA INC	134.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,624.64
1015337	MICHELLE JOHNSON	59.95
1209516	LINCOLN NATIONAL LIFE	39.00
1301145	MARCO TECHNOLOGIES, LLC	239.74
1309199	MINNESOTA ENERGY RESOURCES	1,059.52
1309335	MINNESOTA REVENUE	88.11
1405850	NEXTERA COMMUNICATIONS LLC	168.01
1516220	OPERATING ENGINEERS LOCAL #49	22,432.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.24
1621130	P.U.C.	4,611.61
2114750	UNUM LIFE INSURANCE CO OF AMER	41.00

PUBLIC LIBRARY BILL LIST - MARCH 28, 2018

DATE: 03/22/2018  
 TIME: 13:44:50  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

- INVOICES DUE ON/BEFORE 03/28/2018

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2205637	VERIZON WIRELESS	174.13
2209665	VISA	847.45
2301700	WASTE MANAGEMENT	281.17
2308300	BETSY WHIRLEY	250.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 81,816.09
TOTAL ALL DEPARTMENTS		100,563.29

DATE: 03/08/2018  
 TIME: 16:28:57  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

PAGE: 1  
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		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
TOTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
TOTAL INTERGOVERNMENTAL		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	234.51	1,900.00	387.93	0.00	1,512.07	20
211-00-34-00-7975	INTERNET	254.59	3,200.00	550.42	0.00	2,649.58	17
211-00-34-00-7980	LIBRARY FEES-PROCTORING	60.00	600.00	100.00	0.00	500.00	17
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,850.00	26,000.00	6,350.00	0.00	19,650.00	24
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	46.78	400.00	110.41	0.00	289.59	28
TOTAL		3,445.88	32,100.00	7,498.76	0.00	24,601.24	23
TOTAL CHARGES FOR SERVICES		3,445.88	32,100.00	7,498.76	0.00	24,601.24	23

DATE: 03/08/2018  
 TIME: 16:28:57  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,249.42	11,000.00	2,005.92	0.00	8,994.08	18
TOTAL		1,249.42	11,000.00	2,005.92	0.00	8,994.08	18
TOTAL FINES & FORFEITS		1,249.42	11,000.00	2,005.92	0.00	8,994.08	18
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	100.00	0.00	1,400.00	7
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	415.00	1,000.00	415.00	0.00	585.00	42
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	25.00	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	4,000.00	0.00	4,000.00	0.00	(4,000.00)	100
211-00-37-00-2375	MEETING ROOM RECEIPTS	382.00	4,000.00	562.00	0.00	3,438.00	14
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	139.86	2,000.00	233.36	0.00	1,766.64	12
211-00-37-00-2455	ENERGY REBATES	450.00	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		5,411.86	17,800.00	5,785.36	0.00	12,014.64	33
TOTAL MISCELLANEOUS REVENUE		5,411.86	17,800.00	5,785.36	0.00	12,014.64	33
<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

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		10,107.16	896,869.00	15,290.04	0.00	881,578.96	2

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	32,510.40	419,062.00	52,368.60	0.00	366,693.40	12
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	1,736.85	23,538.00	3,236.39	0.00	20,301.61	14
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	910.83	11,504.00	1,156.25	518.88	9,828.87	15
211-00-75-10-1210	PERA	2,568.54	33,195.00	3,855.38	0.00	29,339.62	12
211-00-75-10-1220	FICA	2,098.15	27,441.00	3,409.74	0.00	24,031.26	12
211-00-75-10-1310	HEALTH INSURANCE	490.68	6,418.00	797.42	0.00	5,620.58	12
211-00-75-10-1330	LIFE INSURANCE	10,600.00	132,480.00	10,600.00	0.00	121,880.00	8
211-00-75-10-1335	DENTAL INSURANCE	23.50	221.00	26.50	0.00	194.50	12
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.51	0.00	1.02	0.00	(1.02)	100
211-00-75-10-1510	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL PERSONNEL		50,939.46	656,469.00	75,451.30	518.88	580,498.82	12

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	90.53	7,000.00	1,991.36	31.16	4,977.48	29
211-00-75-20-2020	COPY SUPPLIES	273.73	1,000.00	307.72	239.74	452.54	55
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	4.19	4.19	891.62	1
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	275.97	2,600.00	275.97	0.00	2,324.03	11
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	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 03/08/2018  
 TIME: 16:28:57  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

PAGE: 4  
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	0.00	0.00	400.00	0
211-00-75-20-2100	OPERATING SUPPLIES	6,839.68	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	414.16	44,000.00	9,947.70	6,580.60	27,411.70	38
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	2,790.80	413.05	5,796.15	36
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	728.52	0.00	671.48	52
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	479.04	2,500.00	731.86	392.54	1,375.60	45
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>8,373.11</b>	<b>96,300.00</b>	<b>17,289.57</b>	<b>7,661.28</b>	<b>71,349.15</b>	<b>26</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	133.40	26.68	489.92	25
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	1,700.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	250.00	6,000.00	1,290.00	1,140.00	3,570.00	41
211-00-75-30-3210	TELEPHONE	329.76	7,200.00	768.67	0.00	6,431.33	11
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	327.60	0.00	2,172.40	13
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
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	75.00	(45.00)	115
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	125.30	2,000.00	366.95	0.00	1,633.05	18
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	89.00	300.00	89.00	0.00	211.00	30
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	2,353.25	0.00	25,646.75	8
211-00-75-30-3840	GARBAGE REMOVAL	281.17	3,600.00	712.34	0.00	2,887.66	20
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	580.10	0.00	3,419.90	15
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	0.00	0.00	7,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,861.66	15,000.00	2,911.66	1,849.00	10,239.34	32
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 03/08/2018  
 TIME: 16:28:57  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

PAGE: 5  
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<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	0.00	0.00	9,000.00	0
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	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	7,000.00	0.00	0.00	7,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	67.00	800.00	134.00	0.00	666.00	17
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	0.00	0.00	100.00	0
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>		5,757.25	144,100.00	13,336.97	4,790.68	125,972.35	13
<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>		65,069.82	896,869.00	106,077.84	12,970.84	777,820.32	13
<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

DATE: 03/08/2018  
 TIME: 16:28:57  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2018

PAGE: 6  
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		65,069.82	896,869.00	106,077.84	12,970.84	777,820.32	13
TOTAL FUND REVENUES		10,107.16	896,869.00	15,290.04	0.00	881,578.96	2
TOTAL FUND EXPENSES		65,069.82	896,869.00	106,077.84	12,970.84	777,820.32	13
FUND SURPLUS (DEFICIT)		(54,962.66)	0.00	(90,787.80)			
TOTAL ALL FUND REVENUES		10,107.16	896,869.00	15,290.04	0.00	881,578.96	2
TOTAL ALL FUND EXPENSES		65,069.82	896,869.00	106,077.84	12,970.84	777,820.32	13
ALL FUND SURPLUS (DEFICIT)		(54,962.66)	0.00	(90,787.80)			



## Directors Report: March 2018

### Background on Agenda items:

#### **Application for grant from Northland Foundation**

The Northland Foundation is soliciting applications for grants for their “Rural Aging Initiative – Aging Innovations Program” Bonnie attended an information session several months ago, and was encouraged by NF staff to submit a proposal involving facilitating conversations about aging in a library setting. The executive summary is attached. The grant timeline is about a year, and the amount is 29,420. The executive summary is attached as agenda item G R 2.

**Volunteer coordinator position:** Applications were accepted until Friday, March 9. Amy and I reviewed and scored 7 applications. We interviewed 2 candidates on March 20 and offered the position to Nicole Johnson, pending Board and City Council approval. We need a motion to recommend hiring Nicole Johnson for the Volunteer Coordinator position to begin April 2.

This will give Nicole 3 weeks of overlap with Bonnie to become familiar with the job, the library and the program committee.

Electrical work

### **Updates**

Automatic door operator for outside front door was installed on March 9.

#### **Accessibility Project**

All documents are in the hands of the MN Department of Ed and the Dept of Management and Budget for Review.

#### **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. There will two programs in March and April:

*Do We Live in Social-Media Echo Chamber? Why, and at What Cost?* March 22, 6 pm (50-60 people attended)

Eugene Borgida, Professor of Psychology and Law, University of Minnesota

*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 March 2018**

### **Teens**

Teen Winter Reading ended February 17. Teens kept track of the number of pages read. When they reached 700 they received a book. When they hit 1500 they received a Target gift card. The amount of the gift card was increased from previous reading programs. There were 20 teens that participated!!! Last year there were 12 so it was a large increase!!!!

The Teen Room Drawing had 7 participants. Since it was February the questions teens answered dealt with Valentine's Day.

There was no Anime Club in February. The next meeting will be Saturday, March 24.

### **Operations**

The Friends of the Library Board met in March. They meet a few times a year. The annual meeting will take place June 6. Members discussed projects around the library to help support.

Michelle attended cataloging training at ALS in February. Duluth Public Library will eventually have their items in our catalog (Horizon) and the meeting was to go over procedures, etc... for cataloging in Horizon.

With Rapids Reads taking place in March, the display table near the door has copies of "Weaponized Lies: How to Think Critically in the Post-Truth Era". The book has been very popular as our copies are checked out. More have been ordered and are on their way!

The lobby case has a display of vintage domestics. In February there was a program about vintage aprons and the display was set up to go along with the program.

CIRCULATION	THIS MONTH	YTD	YTD 2017
Check-outs	9,728	20,445	21,659
Total Circulation	11,376	23,802	25,206
Returns	11,361	23,573	24,105
New cards	73	175	199

Door count 9139

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017
Books cataloged and processed	508	1,126	977
Withdrawn copies	625	1,230	1,400

REFERENCE	THIS MONTH	YTD	YTD 2017	YTD 2017- 2,063	2017 YTD HOURS 1,285
tests proctored	881	1,781	1,536		
computer help over 5 minutes	10	15	10		
Passports	91	194	75		
<b>INTERNET</b>	<b>99</b>	<b>264</b>	<b>208</b>		
Pharos sessions ***	911	622	1,849		1,268

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	158	306	269
	35	218.00	439.00

MEETING ROOM COMMUNITY ROOM/GSR	GROUPS	YTD GROUPS
	54	103

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	6	139	10	253	10	238
SATURDAY STORY TIME	8	231	16	400	14	375
CLASS VISITS	7	186	11	316	10	298
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	5	101	8	170	8	205
TEEN PROGRAMS	2	27	3	34	8	56
<b>Total Youth Programs</b>	<b>28</b>	<b>684</b>	<b>48</b>	<b>1,173</b>	<b>50</b>	<b>1,172</b>
Total Adult Programs	4	51	8	104	9	277

BOOKINGS & ARRANGEMENTS TOTALS	HRS THIS MONTH	HRS YTD	YTD 2017
	7.5	16.5	14.5

## February Children's Board Report

We have our second round of book recommendations from Ms. Doyle's Forest Lake third graders on display on our back bulletin board. We have classes walk from Murphy and Southwest to visit the library, but Forest Lake is just too far to make it here and back in a timely fashion, so I feel like this is the student body I know the least. I appreciate any interaction I can get with these kids. This month, in particular, I'm glad the book recommendations were there!






After I finish a bit of a library lesson with my visiting classes, they have 15 or 20 minutes to read, explore, and/or check out books. This is a very busy time for me, with a couple of dozen kids needing me at once. This month I had a boy patiently waiting at my elbow while I directed other students to their destinations. When it was his turn, he asked me where the "bell" books were? When I asked a few clarifying questions, he told me he "found the paper back there" "Show me?" I asked. I followed him to the back bulletin board where he had been reading the book recommendations from the Forest Lake third graders! He wanted to read "El Deafo" by Cece Bell. We found the book, and he was so very excited to check it out. After they left, I wondered at this exchange. A third grader from Murphy school not only read the book recommendations of a third grader from Forest lake, but took their advice and checked out the book. These students may never meet, and they will surely not know how one directly affected the other, but their book journeys crossed paths...at the library.

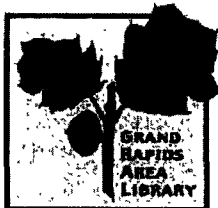
Our program hours were busy this month. 35 people came to our Snow Snake event, and 13 were here with Ms. Betsy for Artastic. We hosted 19 Lego enthusiasts...on a day off of school! The program that really surprised me this month was Full Steam Ahead: 27 people came to play with copper tape, batteries, and small LED bulbs. One young engineer even created a unicorn with a light-up horn!

Winter reading came to a close with 535 participants. Last year we had 485 signed up, so I'm happy with the increase. Now, we turn to summer. I am in conversations with Itasca County 4-H to host a 4 part "4-H at the Library" series this summer. Each program will revolve around a domestic animal: dog, cat, rabbit, and chicken. I'm looking forward to some bunny cuddling! Another program Dion and I are developing is "Tiny Explorers," our first foray into programming for our smallest patrons, those ages 6-24 months. We hope to have a series of sensory stations set up around the room, and while the crawlers do what they do, parents can also enjoy some interaction with one another. And with the development of summer programming surely comes the promise of warmer days ahead, right?

# February 2018 at your Library!

Sun Mon Tue Wed Thu Fri Sat

				<b>1</b> 6:00 Imaginarium Mad <b>Science:</b> A brother and sister and annoying cousin all want to be president of their super-secret science club. Who will win? Don't miss this energetic and interactive play for the whole family!	<b>2</b>	<b>3</b> 10:15 Story Time! 11:15 Story Time!
<b>4</b>	<b>5</b> 9:30 Book Time! 10:30 Book Time!	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> 10:15 Story Time! 11:15 Story Time! 12:30 Creativity Tank: Snow Snake! Create your own snow snake and play the Snow Snake game. Open to all ages! Call the Children's Desk to register!
<b>11</b>	<b>12</b> 9:30 Book Time! 10:30 Book Time! 3:30 Artastic: Join Betsy for some art fun! Call the Children's desk to register!	<b>13</b>	<b>14</b> Be Mine 	<b>15</b> 4:00 Full Steam Ahead: Light up Valentine's Day! Learn about LED's, circuits and batteries. Make a fun light up card. Best for ages 8 and up. 6 & 7 with and an adult. Call the Children's Desk to register!	<b>16</b>	<b>17</b> 10:15 Story Time! 11:15 Story Time!
<b>18</b>	<b>19</b> Closed 	<b>20</b> 3:30 Lego Club Join us for Lego Club! Open to everyone! 	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 10:15 Story Time! 11:15 Story Time!
<b>25</b>	<b>26</b> 9:30 Book Time! 10:30 Book Time!	<b>27</b>	<b>28</b>			



Question? Call the Children's Desk at (218) 327-8823 or visit our website at:  
<https://www.cityofgrandrapidsmn.com/library>



March 28, 2018

Sarah Guy Levar  
3543 Wolf Lake Rd.  
Ely MN 55731

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

Dear Ms Levar:

I am pleased that you will be leading a presentation on the life of Dorothy Molter for the Grand Rapids Area Library on May 31 at 6:00 p.m.

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 \$200.00 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](mailto: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:

Sarah Guy Levar  
Signature

4/3/18  
Date

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

28 Mar 18  
Date

March 28, 2018

Erika Bailey Johnson  
Sustainability Director  
Bemidji State University  
1500 Birchmont Dr. NE, #31  
Bemidji, MN 56601

**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 Bailey Johnson:

I am pleased that you will be leading a presentation, "*Weaving Indigenous Knowledge into Sustainable Practices*" for the Grand Rapids Area Library on March 20 at 6:00 p.m. .

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 \$150.00 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](mailto: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:

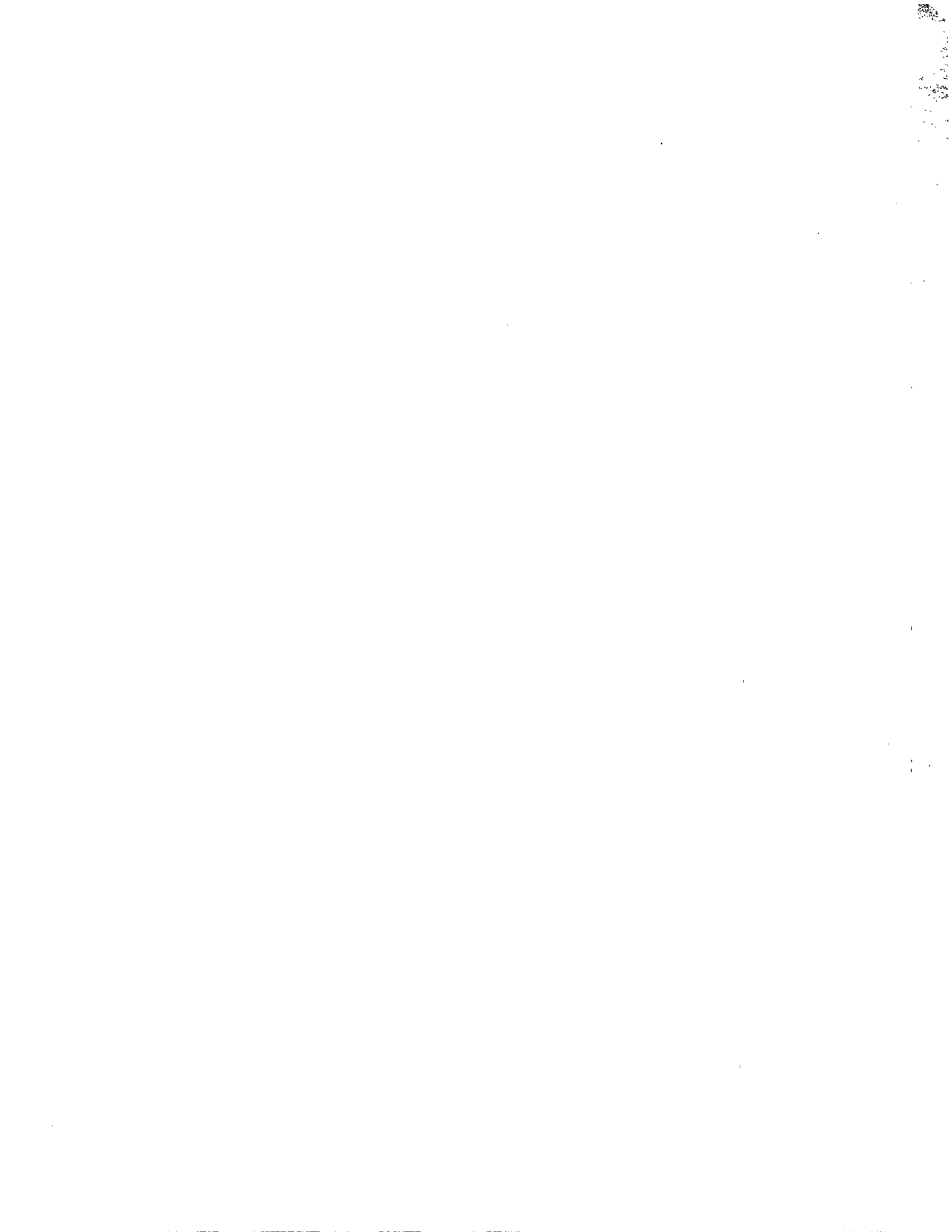
Erika Bailey Johnson  
Signature

4/11/18  
Date

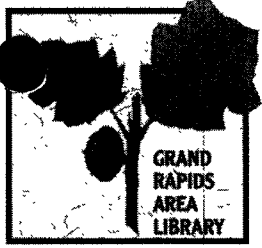
Approved for the Board of Directors:

Du Senome  
Board President

28 MAR 18  
Date







March 28, 2018

Joaquin Munoz  
Elementary Education Program  
Education Department  
Sverdrup Hall 3 CB 312  
Augsburg University  
Minneapolis MN

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 Mr. Munoz:

I am pleased that you will be leading a presentation *American Politics: Coming Together to Move Forward* for the Grand Rapids Area Library on April 10 at 6:00 p.m.

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 \$400.00 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.

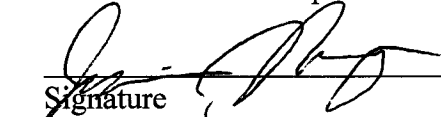
My e-mail is: [manderson@ci.grand-rapids.mn.us](mailto:manderson@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

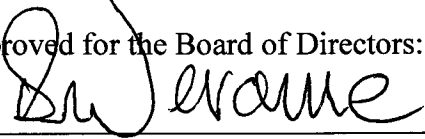
Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

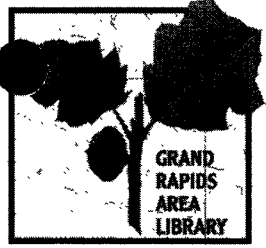
These terms are acceptable:

  
\_\_\_\_\_  
Signature

4/10/18  
\_\_\_\_\_  
Date

Approved for the Board of Directors:  
  
\_\_\_\_\_  
Board President

28 Mar 18  
\_\_\_\_\_  
Date



March 28, 2018

Emily Ford  
901 N 5<sup>th</sup> Ave. E.  
Duluth MN 55805

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 Ford:

I am pleased that you will be leading a presentation on the kitchen gardens of Glemsheen Manor for the Grand Rapids Area Library on May 17 at 6:00 p.m. .

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 \$150.00 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](mailto: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,

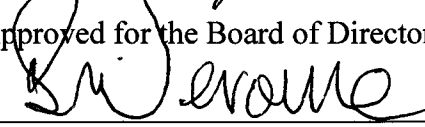
Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

  
\_\_\_\_\_  
Signature

4-4-18  
Date

Approved for the Board of Directors:  
  
\_\_\_\_\_  
Board President

28 Mar 18  
Date

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

RESOLUTION NO. 2018-04  
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:

\$365 from Dale Schmidt in memory of Loretta Schmidt for purchase of Large Print books  
\$25 from Dan and Linda Halme in memory of Loretta Schmidt for purchase of Large Print books  
\$100 from National Conference of State Legislatures in memory of Loretta Schmidt for purchase of Large Print books  
\$150 from Friends of the Library to cover recycling costs for Q1, 2018

Adopted this 14th day of March, 2018



Dennis Jerome, President

  
Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:

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

And the following voted against same: -

And the following abstained: -

Whereby the resolution was declared duly passed and adopted.

**Minnesota Public Library Annual Report, 2017 Worksheet**

Please complete your report using data/information for January 1 through December 31, 2017, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2017. New indicates a DATA ELEMENT that is new for 2017.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

**GENERAL INFORMATION**

G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Regional Public Library System	ALS
G04) Street Address	140 NE 2nd Street
G05) Location is a change from previous year	No
G06) City	Grand Rapids
G07) ZIP Code	55744
G08) Mailing Address	140 NE 2nd Street
G09) City	Grand Rapids
G10) ZIP Code	55744
G11) County	Itasca
G12) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14) Director's Name	Marcia L. Anderson
G15) Director's Phone	218-326-7643
G16) Director's Extension	0
G17) Director's E-mail Address	manderson@ci.grand-rapids.mn.us

**Report Filer**

G18) Name of Person Who Prepared the Public Library Report	Marcia L. Anderson
G19) Phone	218-326-7643
G20) E-mail	manderson@ci.grand-rapids.mn.us

**IMLS Administrative Entity Codes**

G21) Interlibrary Relationship Code	Member of a Federation or Cooperative
G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	Municipal Government (city, town or village) (most nearby)
G26) Did the legal service area boundary change?	No

## PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,327	21,205
P02) Registered Users – Residents	11,755	11,100
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users – Automatic Tally	11,755	11,100
P05) Last year Registered User Records Were Purged	2015	2015
P06) Visits	132,330	134,357
P07) Reference Transactions	9,499	8,477
P08) Annual Public Internet Computer Sessions	15,602	15,501
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	0	-1
P11) ILL Provided to Other Libraries	9,823	9,930
P12) ILL Received from Other Libraries	16,387	15,189

### Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	69,148	71,924
P14) Adult Circulation	85,828	86,110
P15) Other Physical Media Circulation (No Audience Designation)	5,113	5,449
P16) Total Physical Media Circulation	160,089	163,483
P17) Downloadable E-books and E-serials Circulation	10,767	9,468
P18) Downloadable Audio and Video Circulation	12,313	10,799
P19) Total Downloadable Circulation	23,080	20,267
P20) Total Circulation	183,169	183,750

### Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	268	243
P22) Young Adult Programs	40	42
P23) Adult Programs	66	64
P24) Total Programs	374	349

### Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	8,766	8,397
P26) Young Adult Program Attendance	437	351
P27) Adult Program Attendance	1,767	2,091
P28) Total Program Attendance	10,970	10,839

### Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	-1	
P30) Electronic Content Use	23,080	20,267
P31) Total Collection Use	183,169	183,750

## PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week	52	52
H09) Number of Public Service Hours in a Seasonal Week	0.0	0.0
H10) Seasonal Dates	na	
H12) Total Public Service Hours per Year	2,616	2,596

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers		13
F13) Public Internet Stationary Computers	23	22
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	23	22
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	502	491

DRAFT

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	3.00	3.00
S02) Total Other Librarians	1.00	1.00
S03) Total Librarians	4.00	4.00
S04) Total Other Staff	4.50	4.50
S05) Total Paid Employees	8.50	8.50

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$33.35	\$38.72
S08) Assistant Director	\$28.35	\$33.12
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$22.83	\$25.38
S13) Technology Support		
S14) Library Support Staff	\$15.77	\$25.23
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?	Yes	

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	62,922	67,749
C02) Audio Materials, Physical	3,248	2,975
C03) Video Materials, Physical	4,611	3,629
C04) Multi-format Materials	140	118
C05) Other Physical Materials	70	70
C06) Total Physical Materials	70,991	74,541
C07) Print Serial Subscriptions	178	185

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	117
C10) Total Electronic Serial Subscriptions	0	117
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	17,039	12,159
C13) Electronic Books Licensed Statewide	20,139	18,911
C14) Total Electronic Books	37,178	31,070
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	10,975	9,746
C17) Total Audio Downloadable Units	10,975	9,746
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	5	6
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	5	6
C25) Electronic Collections Licensed Statewide	49	49
C26) Total Licensed Electronic Collections	54	55

## POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2017	2014
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2015
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014

## OUTREACH SERVICES

Data Element	Current Year	Previous Year
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	No	No
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	No	No
Youth Development Organization	Yes	Yes
New Arts Organization	Yes	
Disability Organization	Yes	
New Homeschool Organization	Yes	
New Veterans Organization	Yes	
Other		



### Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?		
O13a) Commnicative:                      O13b) Cooperative:                      O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

### Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	
O16m) Number of Teen Volunteers	12	
17m) Number of Adult Volunteers	132	
O18m) Number of Teen Volunteer Hours	203	
O19m) Number of Adult Volunteer Hours	3,282	
O20) Total Number of Volunteers	144	
O21) Total Number of Volunteer Hours	3,485	

### Summer Learning Program

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	

DRAFT

## BOARD, FOUNDATION, FRIENDS

### Library Board Of Trustees

I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

### Library Foundation

I04) Does This Library Have a Foundation?	Yes
I05) Foundation Name	Grand Rapids Area Library Foundation

### Library Friends

I06) Does This Library Have a Friends Group?	Yes
I07) Friends Group Name	Friends of the Grand Rapids Area Library

## FINANCIAL DATA

### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	\$663,763	\$631,906
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$663,763	\$631,906
<b>County</b>		
R04) County Direct	\$132,011	\$129,117
R05) County Indirect	\$0	\$0
R06) County Total	\$132,011	\$129,117
<b>Other Local Government</b>		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$795,774	\$761,023
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
<b>FEDERAL</b>		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct	\$5,282	\$5,282
R21) Regional System Indirect	\$2,763	\$2,763
R22) Regional System Operating Revenue Total	\$8,045	\$8,045
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$91,449	\$71,324
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$91,449	\$71,324
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$99,494	\$79,369
R30) Total Operating Revenue	\$895,268	\$840,392

## Operating Expenditures

### Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$448,938	\$439,816
E02) Employee Benefits	\$143,220	\$140,217
E03) Total Personnel Costs	\$592,158	\$580,033

### Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$55,324	\$49,616
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$1,763	\$1,763
E06) Collection Expenditures Electronic Collections	\$1,000	\$1,000
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$2,763	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$13,627	\$7,679
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$13,627	\$7,679
Collection Expenditures Physical Materials Total		\$57,295
E12) Total Collection Expenditures	\$71,714	\$60,058

### Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$213,774	\$184,355
E14) Total Operating Expenditures	\$877,646	\$824,446
E15) Expenditures Equal To or Less than Income?	Yes	Yes

## Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
<b>County</b>		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
<b>Other Local Government</b>		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
<b>STATE</b>		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
<b>FEDERAL</b>		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct	\$0	\$17,599
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$17,599
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$0	\$17,599
R58) Total Capital Revenue	\$0	\$17,599

## Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures	\$0	\$11,729

## In-Kind

### In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		

### In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0

### In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*

Collection Expenditures - **Electronic Materials** - Electronic Books  
 best seller \$ returned to ALS for Overdrive--2018-03-07  
 Collection Expenditures - **Electronic Collections**  
 \$returned to ALS for periodical subscriptions--2018-03-07  
 Collection Expenditures - **Electronic Materials** Expenditures Total  
 yes, this is correct.--2018-03-08

### 2017 Minnesota Public Library Annual Report Worksheet

Please note that this report reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

#### GENERAL INFORMATION

G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Regional Public Library System	ALS
G04m) Street Address	140 NE 2nd Street
G05m) Location is a change from previous year	No
G06m) City	Grand Rapids
G07m) ZIP Code	55744
G08m) Mailing Address	140 NE 2nd Street
G09m) City	Grand Rapids
G10m) ZIP Code	55744
G11m) County	Itasca
G12m) Phone	218-326-7640
G13) Library Web Address	www.grandrapids.lib.mn.us
G14m) Director's Name	Marcia L. Anderson
G15m) Director's Phone	218-326-7643
G16m) Director's Extension	0
G17m) Director's E-mail Address	manderson@ci.grand-rapids.mn.us

#### PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,327	21,205
P02m) Registered Users – Residents	11,755	11,100
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users – Automatic Tally	11,755	11,100
P06m) Visits	132,330	134,357
P07m) Reference Transactions	9,499	8,477
P08m) Annual Public Internet Computer Sessions	15,602	15,501
P09m) Public Internet Computer Sessions Other Uses	per computer usage in addition	per computer usage in addition
P10m) Wireless sessions	n.c.	n.c.

\*required data for federal report

## Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	69,148	71,924
P14m) Adult Circulation	85,828	86,110
P15m) Other Physical Media Circulation (No Audience Designation)	5,113	5,449
P16m) Total Physical Media Circulation	160,089	163,483
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation	160,089	163,483

## Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	268	243
P22m) Young Adult Programs	40	42
P23m) Adult Programs	66	64
P24m) Total Programs	374	349

## Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	8,766	8,397
P26m) Young Adult Program Attendance	437	351
P27m) Adult Program Attendance	1,767	2,091
P28m) Total Program Attendance	10,970	10,839

## PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	10	10
H04m) Thursday Hours	10	10
H05m) Friday Hours	8	8
H06m) Saturday Hours	4	4
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	52	52
H09m) Number of Public Service Hours in a Seasonal Week	0.0	
H10m) Seasonal Dates	na	
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,616	2,596

## FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles (outlet)	0	0
F07m) Facility Type	L	
F08m) Square Feet	26,500	
F09m) Year Built	2000	

\*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	14	13
F13m) Public Internet Stationary Computers	23	22
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	23	22
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	Category 6
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	0.1 Mbps - 50.0 Mbp:
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	502	491

## ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
Low Vision Keyboard Available?		
Magnifier Available?		
Optical Character Reader (OCR) Available?		
Page Turner Available?	No	
Screen-enlarging Software Available?	Yes	Yes
Speech Input or Output (Screen Reader) Available?	Yes	Yes
Other?		
Description		

## FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians	3.00	3.00
S02m) Total Other Librarians	1.00	1.00
S03m) Total Librarians	4.00	4.00
S04m) Total Other Staff	4.50	4.50
S05m) Total Paid Employees	8.50	8.50

## LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	62,922	67,749
C02m) Audio Materials, Physical	3,248	2,975



Data Element	Current Year	Previous Year
C03m) Video Materials, Physical	4,611	3,629
C04m) Multi-format Materials	140	118
C05m) Other Physical Materials	70	70
C06m) Total Physical Materials	70,991	74,541
C07m) Print Serial Subscriptions	178	185

## LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Grand Rapids Area Library



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*

Northland Foundation : Rural Aging Initiative-Aging Innovations Program  
Grant Application Executive Summary:

Grand Rapids Area Library proposes a project in which small, professionally-facilitated discussion groups will be convened for conversations intended to inspire senior adults to explore aspects of their well-being. Modeled after life coaching practices, these groups, called, "Crucial Conversations Discussion Groups", will encourage participants to explore tenets of what highly successful, thriving aging communities world-wide have found lead to longevity and life-long happiness. Up to five groups will be offered during the one-year pilot project. Three of the five groups will be hosted by Grand Rapids Area Library, one by Coleraine Public Library, and one by Calumet Public Library. Each group will launch with an orientation and five 90-minute discussion group meetings. A certified professional life coach will facilitate all group meetings. A study guide with discussion topics, selected readings, challenges, powerful questions, and sample scenarios will be developed to use alongside discussion sessions. Participants will be encouraged to enroll with a spouse, life partner or other adult relative or friend with whom they can talk about personal choices and decisions relative to aging issues. This will help participants act on preferences and decisions that have been identified by group discussions.

Topics will likely arise for which Crucial Conversations participants want more information and resources. As hosts to Crucial Conversations groups, involved libraries will expand their public collections and offer a variety of programs on specific topics arising from the conversations. These programs and resources will be available for all library users.

In the final phase of the project, a Train-the-Facilitator workshop will be offered to introduce area life coaches, team facilitators and human resource professionals to the program content and coach-like group leadership. The goal of training more facilitators is to share the body of knowledge compiled and to expand the concept of Crucial Conversation groups to a wider audience. For-profit companies and non-profit organizations will be invited to use the resources developed in the initial phase of the project.

Timeline: May 1, 2018-April 30, 2019

Amount requested: \$29,420

**Pokegama Electric, Inc.**  
**19432 Highway 169**  
**Grand Rapids, MN 55744**

# Proposal

Date	Proposal Number
1/20/2018	27229

NAME / ADDRESS
City of Grand Rapids 420 Pokegama Ave. N Grand Rapids, MN 55744

P.O NUMBER	TERMS

DESCRIPTION	QTY	COST	TOTAL
Electrical proposal for the following at The public Library **Includes the following: *rewiring of front handi-cap door operator Bid Price-material/labor		350.00	350.00
**Riverview Room *install new dimmable LED trims on the existing fixtures *add 2 receptacles in new divider wall *seperate lights and add light switch w/dimmers *wiring for handi-cap door operator			
material		1,600.00	1,600.00
Inspection Fee		75.00	75.00
Labor @ \$85/hour	13	85.00	1,105.00
**ADD \$400 if low-voltage dimming wire is required to be installed to all fixtures.I am assuming all the existing light wiring already has the low-voltage dimming cable installed. low-voltage wiring for dimmable recessed cans		400.00	400.00

We look forward to doing business with you!	<b>Total</b>	\$3,530.00
---	--------------	------------

City of Grand Rapids  
Library

All Total---\$3750

rewire Riverview lighting and install dimmer switches and (2)new recptacles in new walls

rewire existing lights---remove from night lights and rewire (8) lights to (1) dimmer next to entry door---rewire (4)lights in North of Riverview to dimmer next to door---  
---replace existing (12)--52 watt cfl lights with (12)LED --22 watt dimable fixtures

remove plywood sheeting and repair replace as necessary

Install (2)dimmer switches and (2)new outlets on new center wall

Wire new door opener power unit in river view room ---as well disconnect and reconnect power to existing door opener main library entry door---push buttons to be remote-and battery power

Tony Bodin  
Tru North Electric  
218-244-3494

## **Volunteer Coordinator Position**

At the January 22, 2018 City Council meeting, the Council accepted the notice of retirement from Bonnie Henriksen, Library Volunteer Coordinator at the Grand Rapids Area Library and authorized City staff to begin the process of filling the vacancy. The vacancy was posted, applications reviewed, and interviews were held. The interview committee consisting of Marcia Anderson, Amy Dettmer, and Lynn DeGrio is recommending the hiring of Nicole Johnson to the Library Volunteer Coordinator position effective April 2, 2018. This is a part-time Library Union position.

Nicole is a graduate from Grand Rapids High School and received her Bachelors Degree in Journalism: Public Relations; Communications Studies from the University of Minnesota in Minneapolis. Nicole was previously employed at Life Time Fitness as an Events & Sponsorships Specialist and most recently as an Associate Manager at Life Time Foundation. Nicole is a Board member of the District 318 Endowment Fund and currently Chair of the Granting committee, which reviews all new grant requests and service on the Fundraising committee where she assists in the planning and execution of the annual event. She has also volunteered for the ISD #318 Wellness Committee and served on the Communications sub-committee to develop communications and tools for internal and external stakeholders.

### **Staff Recommendation:**

Library Director Marcia Anderson, Assistant Library Director Amy Dettmer, and Human Resources Director Lynn DeGrio are recommending the hiring of Nicole Johnson to the position of part-time Library Volunteer Coordinator effective April 2, 2018.