

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 13, 2017 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Tabbert*
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
 Report to City Council
 Report to County Commission
 Tax letter from Itasca County
- 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 approved December 11
- 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**
 (none)
 3. **Approve Resolution 2017-13 Accepting Donations**
 - i. \$1000 from the John and Gina Hawkinson Advised Fund – undesignated
 - ii. \$250 from the Nick and Nancy Eltgroth Fund – undesignated
 - iii. \$339 from the Friends of the Grand Rapids Library for subscription to Book Page
 - iv. \$12,373.04 from the Grand Rapids Area Library Foundation for the following:
 - \$2400 Story Times May – August
 - \$1500 Summer Children’s programs
 - \$8473.04 for children’s and adult materials (proceeds from Loveland donations)
- Regular agenda**
1. **Accept matching grant of 12,050 from Minnesota Department of Education and authorize staff to obtain quotes for accessibility projects.**
- 6:00 **Adjourn**

Grand Rapids Area Library Board Regular Board Meeting

November 8, 2017 Meeting

Call to Order: The monthly board meeting was called to order at 5:15 by Dennis Jerome.

Roll Call:

Members Present: Max Peters, Lisa Tabbert, Dennis Jerome, Sue Zeige, Jean MacDonell

Members Absent: Shannon Benolken, Richard Thouin, and Deb Kee

Randy McCarty participated by phone

Staff Present: Marcia Anderson

Public Comment: None

A. Approval of Agenda: A motion was made by to approve the agenda by Jean MacDonell and was seconded by Max Peters the motion was passed unanimously.

B. Minutes: A motion was made by to approve minutes by Lisa Tabbert and was seconded by Sue Zeige the motion was passed unanimously.

C. Communications: 3rd quarter statement from MN Community Foundation, recognized.

D. Financial Report

- a. A motion was made to approve the financial reports and payment of bills as listed by Max Peters a second was made by Jean MacDonell. On a roll call vote the motion was passed unanimously.

DATE: 11/02/2017

TIME: 10:48:48

FILE: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE:

INVOICES DUE ON/BEFORE 11/08/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	2,360.35	153.20
0113233	AMERIPRIDE LINEN & APPAREL	4,563.34	53.36
0118345	ARIDAN BOOKS INC	0.00	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,699.55	62.53
0201428	BAKER & TAYLOR, INC	20,067.27	2,244.85
0205345	JENNIFER BEHM	1,125.00	125.00
0212124	BLACKSTONE AUDIO, INC	2,006.62	175.18
0212750	BLUE CROSS & BLUE SHIELD OF MN	592,710.00	5,948.50
0221650	BURGGRAF'S ACE HARDWARE INC	16,199.11	5.99
0221700	BUSY BEES QUALITY CLNG SVC INC	17,000.00	1,700.00
0301530	CANON USA INC	5,176.00	67.00
0405223	DEER RIVER HIRED HANDS INC	1,170.00	150.00
0405447	DELTA DENTAL OF MINNESOTA	27,120.85	205.35
0605191	FIDELITY SECURITY LIFE INS CO	634.04	6.26
0718010	CITY OF GRAND RAPIDS	31,931.30	1,030.50
C 015	GRAND RAPIDS CITY PAYROLL	5,312,787.16	37,600.83
0718060	GRAND RAPIDS HERALD REVIEW	12,193.10	60.00
0900060	ICTV	195,513.01	15.00
1101505	TRACY KAMPA	575.98	518.48
1309199	MINNESOTA ENERGY RESOURCES	55,989.72	137.77
1309335	MINNESOTA REVENUE	49,176.03	56.73
1401450	JOHN NALAN	117.70	58.85
1405850	NEXTERA COMMUNICATIONS LLC	4,406.10	4.41
1415377	NORTHERN BUSINESS PRODUCTS INC	8,800.05	348.97
1600100	PBS DISTRIBUTION, LLC	3,036.70	28.05
1605527	PENWORTHY/MEDIA SOURCE	0.00	181.72
1605665	PERSONNEL DYNAMICS LLC	13,916.07	874.36
1621130	P.U.C.	245,640.12	2,974.22
1821700	MICHAEL RUSSELL	2,742.50	195.00
1909510	SIM SUPPLY INC	15,255.79	202.32
2018680	TRU NORTH ELECTRIC LLC	23,691.72	190.00
2114750	UNUM LIFE INSURANCE CO OF AMER	2,562.50	18.45
2205637	VERIZON WIRELESS	33,548.34	112.78
2209665	VISA	51,057.05	2,134.90
2301700	WASTE MANAGEMENT	28,754.72	277.28
2308300	BETSY WHIRLEY	1,125.00	125.00
T001045	TAMMY SCHOTZKO	200.00	100.00
T001167	WILLIAM DURBIN	250.00	250.00
TOTAL ALL VENDORS:			58,512.84

E. Staff Reports

- a. Tracy reported on MN Library Association Conference, it was good.
- b. Waived quite a bit of late fees for October youth library card promotion

F. Old Business

- a. Budget, no changes, or updates. The final budget should be approved second week of December.

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 Jean MacDonell to approve the consent agenda as submitted and a second was made by Lisa Tabbert. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills
 - a. Northern Caulking & Sealants \$8,778.00
 - b. Unique Management Services \$98.45
2. Approve Contracts and payment to presenters (none)
3. Approve Resolution 2017-12 Accepting Donations
 - a. \$675 from estate of Stanley Gilmer

Regular Agenda:

1. Approve adoption of revised Multitype Membership Agreement and authorize signatures
 - a. A motion was made by Sue Zeige and a second was made by Max Peters to approve the adoption of revised Multitype Membership Agreement. The motion passed unanimously.
2. Approve resolution 2017-11 setting Library Calendar for 2018
 - a. A motion was made by Jean MacDonell and a second was made by Max Peters to approve the calendar for 2018. The motion passed unanimously.
3. Discuss possible consultation with acoustics expert
 - a. Regarding advice, sound carrying through the whole library. Sound-proofing some areas, too. Need to consult an acoustics engineer, \$5000 for advice on situation. Marcia would like to try different things to solve the issue. All agreed to experiment on finding solutions for the sound problem before seeking advice.

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



Library Department Head Report

November 27, 2017



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our Summer and Fall have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

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

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

- **Saturday Story Times** continued through the Summer and Fall, thanks to the generosity of the Library Foundation. This Summer and Fall the attendance ranged from 19-78 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County. We also continued a Monday Book Time during the summer, before resuming the regularly scheduled 2 Story Times each Monday during the school year.
- We have seen many **class visits** already this fall and a few more are scheduled before the end of the year. October is generally a very popular time for class visits. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools, Head Start classes and kindergarten classes.
- Our Winter Reading program, ***Read with a Friend***, will kick off on Saturday, December 16 with a creative program.
- Our Summer Reading Program ***Reading By Design*** kicked off on May 20th with an opportunity to create a summer idea journal. 864 children signed up throughout the summer and picked up a book log to record their reading or reading-related activities
- Lego Club continued more frequently through the summer, attracting between 30 and 98 participants each session. We are continuing our monthly Lego Club on Tuesdays after school through the school year. Young designers create a small or large item based on a theme (or not) and leave them on display in the children's section during the month.
- We continue to offer additional after-school programming thanks to the Library Foundation. Each month we have an art program and a STEAM program. These programs continued through the summer, and we added additional regular summer programs, including Down by the River –outdoor Nature-based programs, and Frieda's Comets –activities based on a biography.
- Summer programming for kids also included programs funded by the Arrowhead Library System and programs funded by the Arts and Culture fund
- We brought a Story Stroll to the Open Streets celebration in June to encourage families to walk and read.
- Over the course of the summer, 1716 kids and families attended 56 programs



Library Department Head Report

November 27, 2017



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

- Our **summer and fall programming** for adults has included such programs as: *Radon in Your Home*, *Hiking the Appalachian Trail*, and *WWII Aircraft, Water Wisely*
- We continued an afternoon series called *Get Your Ducks in a Row* which covered a variety of life topics such as estate planning and Medicare overviews. The programs attracted anywhere from 20 -70 people each session.

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

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

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

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: author *Lorna Landvik*, *Music from Down Under* (digeridoo)
- **Inspiring Creativity:** We hosted a watercolor painting workshop, and author William Durbin talking about writing historical fiction.
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. Our patrons downloaded a total of 23,712 during the past year. There are more than 9700 audiobook titles and 12000 ebook titles available to all holders of an ALS library card. All of these are available through our web site.
- For teens, summer break provides a window of opportunity to enjoy reading for pleasure. 37 teens participated in the summer reading challenge. The **Teen Read Week** took place during October. We also repeated our photography contest for teens.
- The **teen Anime Club** continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.



Library Department Head Report

November 27, 2017



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

- Our meeting room is heavily utilized by organizations large and small – an average of 50/month.
- Our quiet study rooms are used by individuals seeking a quiet space to work or study or a space for 2 people to meet and work.
- We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.
- We will continue to take advantage of the space around the library by using it for children's and adult programs. This summer we had a series of programs for kids outside and hosted Copper Street Brass for a riverside concert and a day of river-focused art and activities. We also had outdoor yoga programs in July and August
- Our tables and study rooms provide spaces for working on group projects, popular with high school and college students and people meeting for work or organization related purposes.

Building, and grounds repairs and upgrades

- We replaced the siding on 3 sides of the building, repainted the trim, gutters and downspouts, and caulked wherever wood abutted metal.
- We just received notification that we will be awarded a matching Library Construction and Accessibility Grant from the MN Department of Education to make modifications that will improve accessibility in the building. We will replace the interior doors with larger doors to accommodate larger wheelchairs and mobility devices, and create a small meeting space that is easily accessible for participants in wheelchairs.

Passports

Our passport service continues, but at a slower pace than we saw last winter. We still anticipate a total of around 1000 applications for the year. People have commented on the convenient hours and location, parking, and the "family friendly" atmosphere.

Staff

- Children's librarian, Darla Kirwin retired effective June 9.
- Tracy Kampa, Children's Library Public Services Clerk, replaced Darla.
- Dion Holcomb-Card replaced Tracy as Children's Library Public Services Clerk.
- Will Richter, Reference Librarian, (and GFRD firefighter) has responded to 52 fire calls so far this year during his shifts at the Library, with a total time spent of 46 hours.
- Amy Dettmer, Assistant Director continues to provide staff support for the Arts and Culture Commission

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



Grand Rapids Area Library

Report to Itasca County Commission

November 28, 2017

Our Summer and Fall at the Library have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

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

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

- **Saturday Story Times** continued through the Summer and Fall, thanks to the generosity of the Library Foundation. This Summer and Fall the attendance ranged from 19-78 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County. We also continued a Monday Book Time during the summer, before resuming the regularly scheduled 2 Story Times each Monday during the school year.
- We have seen many **class visits** already this fall and a few more are scheduled before the end of the year. October is generally a very popular time for class visits. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools and primary classes, including Bena, Ball Club and Sugar Point Head Start programs, and Big Fork K-2 classes.
- Our Winter Reading program, **Read with a Friend**, will kick off on Saturday, December 16 with a creative program.
- Our Summer Reading Program **Reading By Design** kicked off on May 20th with an opportunity to create a summer idea journal. 864 children signed up throughout the summer and picked up a book log to record their reading or reading-related activities
- Lego Club, started during the school year, continued more frequently through the summer, attracting between 30 and 98 participants each session. We are continuing our monthly Lego Building Club on Tuesdays after school. Young designers create a small or large item based on a theme (or not) and leave them on display in the children's section during the month.
- We started offering additional after-school programming in January, thanks to the Library Foundation. Each month we have an art program and a STEAM (Science, Technology, Engineering, Art, Math) program. These programs continued through the summer, and we added additional programs, including Down by the River –outdoor Nature-based programs, and Frieda's Comets –activities based on a biography
- Summer programming for kids also included programs funded by the Arrowhead Library System and programs funded by the Arts and Culture Legacy fund
- Over the course of the summer 1716 kids and families attended 56 programs. Through October we have had 257 Kids and teens' programs attended by 6508 people.



Grand Rapids Area Library

Report to Itasca County Commission

November 28, 2017

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

- Our **summer and fall programming** for adults has included such programs as: *Radon in Your Home, Hiking the Appalachian Trail, and WWI Aircraft, and Water Wisely*
- We have an ongoing afternoon series called *Get Your Ducks in a Row* which covers a variety of life topics such as digital estate planning, identity theft, and organizing. The programs attracted anywhere from 20 -70 people each session. We continued these through the summer with more programs on estate planning and Medicare.
- Through October we have offered 47 adult programs attended by 1282 people.

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

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs. During the past year there have been between 1100 and 1300 sessions each month.
- Our public **wireless** network is in constant use by people bringing their own devices for work, study or communication.
- This fall we resumed offering a series of classes devoted to basic internet and email tools.

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

Through October **137,076 items** have been checked out.

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Old MacDonald had a Banjo* and a *MN Woodcut Painting* workshop.
- **A commitment to cultural diversity in programming and displays continues:** We hosted William Green, author of *Degrees of Freedom: The Origins of Civil Rights in Minnesota, 1865-1912*.
- **Inspiring Creativity:** This summer we hosted a watercolor painting workshop, and author William Durbin talking about writing historical fiction.
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. Our patrons downloaded a total of 23,712 items during the past year. There are more than 9700 audiobook titles and 12000 ebook titles available to all holders of an ALS library card. All of these are available through our web site.
- For teens, summer break provides a window of opportunity to enjoy reading for pleasure. 37 teens participated in the summer reading challenge. We repeated our photography contest for teens.
- The book choice for **Rapids Reads** this spring was *Fall to Grace*, by Minnesota Author Kerry Casey. In addition to having the author speak, we also had Dan Jones, instructor at the Fond du Lac Tribal and Community College, talk about Native American Spirituality, one of the elements in the book.



Grand Rapids Area Library

Report to Itasca County Commission

November 28, 2017

- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.

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

- Many people, especially those living further away, stop by to wait between appointments or errands. We have between 9,000 and 13,000 visitors each month.
- Our meeting rooms are heavily utilized by organizations large and small – an average of 50/month.
- Our quiet study rooms are used by individuals seeking a quiet space to work or a space for 2 people to meet and work.
- We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.
- Our tables and study rooms provide spaces for working on group projects, popular with high school and college students and people meeting for work or organization related purposes.

Building and grounds repairs and upgrades

- We replaced the siding on 3 sides of the building, repainted the trim, gutters and downspouts, and caulked wherever wood abutted metal.
- We just received notification that we will be awarded a matching Library Construction and Accessibility Grant from the MN Department of Education to make modifications that will improve accessibility in the building. We will replace the interior entrance doors with larger doors to accommodate larger wheelchairs and mobility devices, and create a small meeting space that is easily accessible for participants in wheelchairs.

Passports

Our passport service continues, but at a slower pace than we saw last winter. We still anticipate a total of around 1000 applications for the year. People have commented on the convenient hours and location, parking, and the “family friendly” atmosphere.

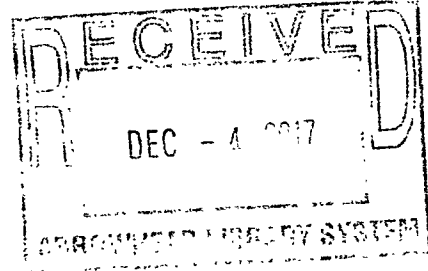
Staff

- Children’s librarian, Darla Kirwin retired effective June 9.
- Tracy Kampa, Children’s Library Public Services Clerk, replaced Darla.
- Dion Holcomb-Card replaced Tracy as Children’s Library Public Services Clerk.
- Will Richter, Reference Librarian, (and GFRD firefighter) has responded to 52 fire calls so far this year during his shifts at the Library, with a total time spent of 46 hours.
- Amy Dettmer, Assistant Director, continues to provide staff support for the Arts and Culture Commission

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

November 30, 2017

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-2069



Dear Mr. Weikum:

The apportionment for June 2017 includes the following totals:

Arbo Township	\$ 2,550.62
Blackberry Township	3,373.00
Feeley Township	2,100.70
Harris Township	9,923.43
Sago Township	1,043.80
Spang Township	1,140.67
Wabana Township	3,214.83
City of Bass Brook/Cohasset	30,039.63
City of LaPrairie	1,598.20
City of Warba	339.02
TOTAL	\$55,323.91

JD

101 - 01 - 002 - 68061
Grand Rapids
Satellite

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

cc: Shirley Miller
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids MN 55744

PAID DEC 07 2017

Sincerely,
JEFF WALKER, Auditor/Treasurer

By Jeff Walker

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2017
With Comparative Totals for November 30, 2016

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	390,515	402,536	402,536	
Compensated Absences	39,670	42,690	42,690	
Emergency/unanticipated Expenditures	29,916	38,433	38,433	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	460,101	483,659	483,659	
Revenues:				
Taxes	337,307	370,319	666,240	56%
Intergovernmental	71,635	76,687	128,000	60%
Charges for Services	35,364	35,978	36,982	97%
Fines & Forfeits	11,479	11,600	13,000	89%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	6,735	20,939	3,000	698%
Miscellaneous	131,277	14,127	13,200	107%
Other Sources-Insurance Recovery	-	3,057	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	593,797	532,708	860,422	62%
Expenditures:				
Personnel	517,720	528,247	619,960	85%
Supplies/Materials	73,840	74,263	87,900	84%
Other Services/Charges	139,463	164,704	152,562	108%
GRACF Library Foundation	114,817	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	845,839	767,213	860,422	89%
OPERATING SURPLUS (DEFICIT)	(252,042)	(234,506)	-	
GR Library Foundation Capital Grant	17,599	-	-	
Capital Outlay	11,729	-	-	
Fund Balance 11/30/XX				
Cash Flow	144,344	168,030	402,536	
Compensated Absences	39,670	42,690	42,690	
Emergency/unanticipated Expenditures	29,916	38,433	38,433	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 11/30/XX	\$ 213,930	\$ 249,153	\$ 483,659	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,311 as of 09/30/17. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2017**

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 666,240	\$ 324,714	49%
211-00-31-00-0200	DELINQUENT	-	3,128	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	42,477	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	76,687	60%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	5,282	100%
211-00-34-00-7970	PHOTO COPIES	1,700	2,480	146%
211-00-34-00-7975	INTERNET	3,200	3,498	109%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	540	108%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	23,325	90%
211-00-34-00-7990	FAX MACHINE USE	300	854	285%
211-00-35-00-1030	LIBRARY FINES	13,000	11,600	89%
211-00-37-00-2310	DONATIONS	1,500	2,493	166%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	1,774	177%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	180	90%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,258	97%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	3,000	20,939	698%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	4,291	116%
211-00-37-00-2450	MISCELLANEOUS	2,000	2,530	126%
211-00-37-00-5100	INVESTMENT INCOME	2,500	1,603	64%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	532,708	62%
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	419,878	359,660	86%
211-00-75-10-1030	SALARY-PARTTIME	23,305	26,756	115%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	11,607	101%
211-00-75-10-1210	PERA	33,239	28,528	86%
211-00-75-10-1220	FICA	27,477	22,690	83%
211-00-75-10-1250	MEDICARE	6,426	5,306	83%
211-00-75-10-1310	HEALTH INSURANCE	93,635	69,642	74%
211-00-75-10-1330	LIFE INSURANCE	221	218	99%
211-00-75-10-1335	DENTAL INSURANCE	2,065	1,375	67%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	2,462	111%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,702	81%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,372	137%
211-00-75-20-2030	PRINTING/BINDING	900	717	80%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,230	86%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	749	30%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,600	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	784	78%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	397	99%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,076	54%
211-00-75-20-2110	BOOKS	44,000	39,217	89%
211-00-75-20-2120	AUDIO/VISUAL	9,000	10,721	119%
211-00-75-20-2130	NEWSPAPERS	1,400	2,399	171%
211-00-75-20-2140	PERIODICALS	8,000	6,206	78%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,692	108%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	395	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	880	110%
211-00-75-30-3070	LAUNDRY	612	604	99%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	14,480	241%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2017**

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3210	TELEPHONE	6,000	4,739	79%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,537	101%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	846	169%
211-00-75-30-3255	STAFF TRAINING	500	235	47%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	379	126%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	1,718	78%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	1,526	509%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,402	93%
211-00-75-30-3810	ELECTRICITY	28,000	26,971	96%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	3,732	124%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,987	75%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	7,010	100%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	45,286	126%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	2,134	36%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	8,540	95%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,957	99%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	8,803	147%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	737	74%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	88	29%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	18	18%
	TOTAL EXPENDITURES	860,422	767,213	89%
	SURPLUS REVENUES/(EXPENDITURES)	-	(234,506)	

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CITY OF GR. RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 11/30/17
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	461,772.63	461,772.63	0.00
211-00-00-00-1010	CASH	535,249.37	553,753.67	855,478.44	233,524.60
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	12,793.00	0.00	0.00	12,793.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,195.00	0.00	1,195.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	32,087.00	0.00	0.00	32,087.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	5,416.08	0.00	0.00	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.00	2,745.54	4,507.73	3,653.89
211-00-00-00-1620	BUILDINGS	0.00	11,630.00	10,660.10	969.90
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	27,643.71	19,227.46	8,416.25
TOTAL					
		586,850.45	1,057,545.55	1,352,841.36	291,554.64
TOTAL ASSETS					
		586,850.45	1,057,545.55	1,352,841.36	291,554.64
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	839,146.99	789,777.75	21,138.37
211-00-00-00-2030	SALES TAX PAYABLE	0.00	589.98	642.81	52.83
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	18,832.31	18,832.31	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	12,793.00	0.00	0.00	12,793.00
211-00-00-00-2220	DEFERRED REVENUES	1,057.75	1,057.75	0.00	0.00
TOTAL					
		103,190.67	859,627.03	790,420.56	33,984.20

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CITY OF GR RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
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FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 11/30/17
TOTAL LIABILITIES		103,190.67	859,627.03	790,420.56	33,984.20
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	483,659.78	0.00	0.00	483,659.78
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	19,227.46	27,643.71	8,416.25
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	19,227.46	27,643.71	492,076.03
TOTAL FUND EQUITY		483,659.78	234,505.59	0.00	(234,505.59)
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	253,733.05	27,643.71	257,570.44
			1,113,360.08	818,064.27	291,554.64

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	666,240.00	324,714.30	0.00	341,525.70	49
211-00-31-00-0200	DELINQUENT	0.00	0.00	3,127.77	0.00	(3,127.77)	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	42,476.87	0.00	(42,476.87)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	666,240.00	370,318.94	0.00	295,921.06	56
TOTAL TAXES		0.00	666,240.00	370,318.94	0.00	295,921.06	56
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	76,687.36	0.00	51,312.64	60
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	76,687.36	0.00	51,312.64	60
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	76,687.36	0.00	51,312.64	60
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	5,282.00	0.00	0.00	100
211-00-34-00-7970	PHOTO COPIES	247.13	1,700.00	2,479.53	0.00	(779.53)	146
211-00-34-00-7975	INTERNET	376.73	3,200.00	3,497.68	0.00	(297.68)	109
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	500.00	540.00	0.00	(40.00)	108
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,025.00	26,000.00	23,325.00	0.00	2,675.00	90
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	66.43	300.00	854.23	0.00	(554.23)	285
TOTAL		2,735.29	36,982.00	35,978.44	0.00	1,003.56	97
TOTAL CHARGES FOR SERVICES		2,735.29	36,982.00	35,978.44	0.00	1,003.56	97

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	1,056.10	13,000.00	11,599.91	0.00	1,400.09	89
TOTAL		1,056.10	13,000.00	11,599.91	0.00	1,400.09	89
TOTAL FINES & FORFEITS		1,056.10	13,000.00	11,599.91	0.00	1,400.09	89
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	2,014.00	1,500.00	2,493.05	0.00	(993.05)	166
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	1,773.96	0.00	(773.96)	177
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	179.50	0.00	20.50	90
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,257.69	0.00	42.31	97
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	12,373.04	3,000.00	20,939.18	0.00	(17,939.18)	698
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	485.00	3,700.00	4,290.68	0.00	(590.68)	116
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	78.79	2,000.00	2,529.94	0.00	(529.94)	126
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
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	2,500.00	1,602.63	0.00	897.37	64
TOTAL		14,950.83	16,200.00	35,066.63	0.00	(18,866.63)	216
TOTAL MISCELLANEOUS REVENUE		14,950.83	16,200.00	35,066.63	0.00	(18,866.63)	216
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	3,056.60	0.00	(3,056.60)	100
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	3,056.60	0.00	(3,056.60)	100
TOTAL OTHER SOURCES		0.00	0.00	3,056.60	0.00	(3,056.60)	100

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		18,742.22	860,422.00	532,707.88	0.00	327,714.12	62

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	30,313.88	419,878.00	359,660.03	0.00	60,217.97	86
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	3,019.10	23,305.00	26,756.22	0.00	(3,451.22)	115
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	619.14	11,504.00	11,607.01	0.00	(103.01)	101
211-00-75-10-1210	PERA	2,499.98	33,239.00	28,528.07	0.00	4,710.93	86
211-00-75-10-1220	FICA	1,956.37	27,477.00	22,689.65	0.00	4,787.35	83
211-00-75-10-1250	MEDICARE	457.53	6,426.00	5,306.35	0.00	1,119.65	83
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	69,642.06	0.00	23,992.94	74
211-00-75-10-1330	LIFE INSURANCE	39.45	221.00	217.95	0.00	3.05	99
211-00-75-10-1335	DENTAL INSURANCE	177.43	2,065.00	1,374.69	0.00	690.31	67
211-00-75-10-1347	VISION INSURANCE	3.37	0.00	2.39	0.00	(2.39)	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	205.29	2,210.00	2,462.19	0.00	(252.19)	111
TOTAL PERSONNEL		44,257.42	619,960.00	528,246.61	0.00	91,713.39	85

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	123.47	7,000.00	5,702.36	24.17	1,273.47	82
211-00-75-20-2020	COPY SUPPLIES	326.32	1,000.00	1,371.84	0.00	(371.84)	137
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	717.26	11.05	171.69	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	162.76	2,600.00	2,229.98	0.00	370.02	86
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	748.81	0.00	1,751.19	30
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,600.00	0.00	0.00	5,600.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	784.23	0.00	215.77	78

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	396.83	0.00	3.17	99
211-00-75-20-2100	OPERATING SUPPLIES	293.21	2,000.00	1,075.75	41.15	883.10	56
211-00-75-20-2110	BOOKS	4,477.17	44,000.00	39,217.29	208.10	4,574.61	90
211-00-75-20-2120	AUDIO/VISUAL	898.60	9,000.00	10,721.23	0.00	(1,721.23)	119
211-00-75-20-2130	NEWSPAPERS	1,366.60	1,400.00	2,399.00	1,366.60	(2,365.60)	269
211-00-75-20-2140	PERIODICALS	6,099.31	8,000.00	6,206.16	6,132.29	(4,338.45)	154
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	341.23	2,500.00	2,691.90	142.12	(334.02)	113
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		14,088.67	87,900.00	74,262.64	7,925.48	5,711.88	94
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	800.00	880.00	0.00	(80.00)	110
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	612.00	604.12	26.68	(18.80)	103
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	18,700.00	0.00	1,700.00	92
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,620.00	6,000.00	14,480.00	500.00	(8,980.00)	250
211-00-75-30-3210	TELEPHONE	326.27	6,000.00	4,739.45	0.00	1,260.55	79
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	2,536.84	0.00	(36.84)	101
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	845.93	0.00	(345.93)	169
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	235.40	0.00	264.60	47
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	379.22	0.00	(79.22)	126
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	187.95	2,200.00	1,718.40	0.00	481.60	78
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	1,525.80	0.00	(1,225.80)	509
211-00-75-30-3610	GENERAL INSURANCE	763.81	9,000.00	8,401.91	0.00	598.09	93
211-00-75-30-3810	ELECTRICITY	392.72	3,000.00	26,971.35	0.00	1,028.65	96
211-00-75-30-3840	GARAGE REMOVAL	0.00	28,000.00	3,731.83	0.00	(731.83)	124
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,986.62	0.00	1,013.38	75
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,521.73	7,000.00	7,009.65	0.00	(9.65)	100
211-00-75-30-4010	BUILDING MAINT/REPAIRS	8,778.00	36,000.00	45,285.86	0.00	(9,285.86)	126
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	2,134.17	0.00	3,865.83	36

DATE: 12/07/2017
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

PAGE: 5
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	7,600.00	9,000.00	8,540.43	0.00	459.57	95
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	2,957.36	0.00	42.64	99
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	8,802.53	0.00	(2,802.53)	147
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,000.00	737.00	0.00	263.00	74
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	DUPS & SUBSCRIPTIONS	0.00	300.00	87.50	0.00	212.50	29
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	18.00	0.00	82.00	18
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	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		24,010.84	152,562.00	164,704.22	526.68	(12,668.90)	108
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	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		82,356.93	860,422.00	767,213.47	8,452.16	84,756.37	90
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	BLIND 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	BLIND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-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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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2017

PAGE: 6
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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:		82,356.93	860,422.00	767,213.47	8,452.16	84,756.37	90
TOTAL FUND REVENUES		18,742.22	860,422.00	532,707.88	0.00	327,714.12	62
TOTAL FUND EXPENSES		82,356.93	860,422.00	767,213.47	8,452.16	84,756.37	90
FUND SURPLUS (DEFICIT)		(63,614.71)	0.00	(234,505.59)			
TOTAL ALL FUND REVENUES		18,742.22	860,422.00	532,707.88	0.00	327,714.12	62
TOTAL ALL FUND EXPENSES		82,356.93	860,422.00	767,213.47	8,452.16	84,756.37	90
ALL FUND SURPLUS (DEFICIT)		(63,614.71)	0.00	(234,505.59)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2017

DATE: 12/06/2017
 TIME: 12:49:44
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/13/2017

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	219.76
0113233	AMERIPRIDE LINEN & APPAREL	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	35.22
0201428	BAKER & TAYLOR, INC	3,139.89
0221650	BURGGRAF'S ACE HARDWARE INC	113.58
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	11.98
0318097	CRABTREE PUBLISHING CO	311.75
0502705	EBSCO SUBSCRIPTION SERVICE	7,410.00
0609525	FINDAWAY WORLD LLC	413.20
0718010	CITY OF GRAND RAPIDS	7,600.00
0914800	INVEST EARLY PROJECT	1,920.00
1021515	JUNIOR LIBRARY GUILD	63.00
1205650	THE LERNER PUBLISHING GROUP	50.37
1205850	LEXIS NEXIS	208.10
1209795	LIVE OAK MEDIA	472.77
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,521.73
1415377	NORTHERN BUSINESS PRODUCTS INC	320.22
1524250	OXFORD UNIVERSITY PRESS USA	430.01
1605527	PENWORTHY/MEDIA SOURCE	166.65
1605665	PERSONNEL DYNAMICS LLC	619.14
1805150	RECORDED BOOKS	352.09
1815750	ROURKE PUBLISHING GROUP	20.95
1903225	SCENIC RANGE NEWS FORUM	20.00
1909510	SIM SUPPLY INC	329.25
2114356	UNIQUE MANAGEMENT SERVICES	187.95
2209421	VIKING ELECTRIC SUPPLY INC	293.21
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$27,984.18

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	6,888.00
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	205.35
0718015	GRAND RAPIDS CITY PAYROLL	38,246.86
1209516	LINCOLN NATIONAL LIFE	78.00
1301145	MARCO TECHNOLOGIES, LLC	292.33
1309199	MINNESOTA ENERGY RESOURCES	74.57
1309335	MINNESOTA REVENUE	50.42
1405850	NEXTERA COMMUNICATIONS LLC	82.19
1415475	NORTHERN CAULKING & SEALANTS	8,778.00
1601750	PAUL BUNYAN COMMUNICATIONS	488.16
1621130	P.U.C.	2,866.17

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2017

DATE: 12/06/2017
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/13/2017

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114356	UNIQUE MANAGEMENT SERVICES	98.45
2114750	UNUM LIFE INSURANCE CO OF AMER	24.60
2205637	VERIZON WIRELESS	112.88
2209665	VISA	308.22
2301700	WASTE MANAGEMENT	279.14
2308300	BETSY WHIRLEY	125.00
T001169	MARK STENSAAS	200.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$59,457.34
TOTAL ALL DEPARTMENTS		87,441.52

Directors Report: December 2017

Background on Agenda items:

Updates

Budget: The Levy for the Library will be approved at the Council meeting on December 11, along with the entire City Budget. There have been no changes since we last reviewed it.

Union Contracts expire at the end of the year, and negotiations are still in progress. The Library employees (7 represented) have a separate bargaining unit, part of AFSCME, and negotiate separately.

I was asked to do a presentation to the County Board on Tuesday, Nov 28. I used much of the same presentation that I give to the City Council on November 27 (in your packet).

Library Foundation will do the second "meet and greet" event in the Lobby on December 13 from 2-5.

Accessibility Grant

We were notified that we will receive a match of \$12,050 from the Minnesota Department of Education for replacing the doors and creating a smaller space from the Riverview room. The grant will be accepted and the agreement authorized at the Council meeting on December 11. There are multiple hoops to jump through, but I will try to have quotes for you to approve in January so construction can begin in February.

The Library Foundation has committed to support of 2,000 and I will also ask the Friends for support.

Passport Agent Re-certification

We are required to go through an annual recertification as Passport Acceptance Agents. It requires about 2 hours of online training/refresher, and obtaining a passing score on the test at the end. Most staff have completed, and the remainder will finish by the end of the year.

Express Check outs % of total c/o **27.20%**
2,832

Door count 9923

CIRCULATION
Check-outs YTD 129,066 YTD 2016 133,512
 Total Circulation 149,152 152,783
 Returns 148,868 152,837
 New cards 1,178 1,298

TECHNICAL PROCESSES
 Books cataloged and processed YTD 6,911 YTD 2016 6,230
Withdrawn copies 7,152 7,296

REFERENCE
 tests proctored YTD 8,745 YTD 2016 7,872
 computer help over 5 minutes 70 83
 Passports 630 838
INTERNET 910 967
 Pharos sessions *** 654 12,968
2016 YTD SESSIONS 2016 YTD HOURS
 13,476 8,385 1,521 8,656

Non-Pharos sessions 1,613
VOLUNTEERS HOURS 273.00 YTD HOURS 3245.00

MEETING ROOM YTD GROUPS 473
 COMMUNITY ROOM/GSR

PROGRAMS & TOURS
 BOOK TIME PEOPLE 140 YTD PEOPLE 1,458 YTD 2016 people 1,379
 SATURDAY STORY TIME 87 78 1,610 1,641
 CLASS VISITS 206 63 1,857 1,974
 NON SCHOOL GROUPS 0 1 15 0
 CHILDREN'S PROGRAMS 49 51 1543 1,307
 TEEN PROGRAMS 5 37 424 39
Total Youth Programs 487 282 6,907 6,656
 Total Adult Programs 175 53 1457 1,678

BOOKINGS & ARRANGEMENTS HRS THIS MONTH 9 YTD 2016 86.5
TOTALS HRS YTD 88

Children's Library November Report

November was a month full of little voices at the library. We had our first two visits from Headstart groups this month; groups from Ball Club and from Bena took the long bus ride to visit the library. They often nap on the bus, so they are ready to play when they come in! First, they listen to a couple of stories, then they spend about 20 minutes to a half hour utilizing our Smart Play Spot to its fullest potential. They try so very hard to remember their quiet voices! Some are victorious, others not, but we all have fun when the Headstart kids come!

In addition to our very little Headstart guests, we had classes from Southwest, Murphy, and RJEMS visit. We had our very first visit from the GRHS Special Ed classes. The group was split in two, with half the group touring KAXE while the other half enjoyed the library. I read two stories to each group, and one young woman, who I mistook as non-verbal, gave me the biggest smile as her wheelchair was pushed towards the door: "That was great!" I agree, it was great to have them here. I've never programmed for a group of teenagers and young adults with a vast array of needs, but I have some ideas for when they return. Their teacher, Mrs. Mann, suggested that they might make the excursion a monthly endeavor next year, if they can find the budget for the transportation costs. It would be nice to have them return.

Our afterschool programming is still well received by the participants. 9 people built trebuchets in Full Steam Ahead, while 13 people joined Ms. Betsy for art exploration in Artastic! Lego Club hosted 27 avid builders and engineers.

Looking ahead, I have made a personal goal of getting Teacher cards launched sometime in January. Our contact at ALS, Chris Magnusson, has been buried in Horizon issues this past month, but as it looks like there is clearing on the Horizon (groan...) we hope she can help us with the required computer changes. Meanwhile, I continue to develop some PR to send to the schools when the launch is ready. And speaking of sending things to the schools, ISD318 announced that they will do away with paper copies of their information that is sent home, and will include all of it in a new electronic folder. While the launch date of that endeavor has been pushed back slightly, we may have the opportunity to include our children's library calendar on that platform soon, at no cost to us. Stay tuned!

Board member *Shannon Benolken* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2017-12
A RESOLUTION ACCEPTING DONATIONS

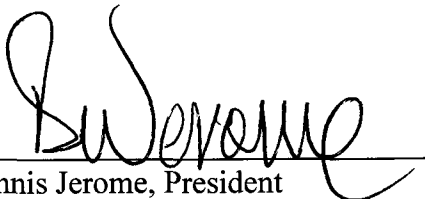
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

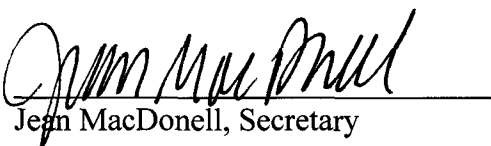
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

\$1000 from the John and Gina Hawkinson Advised Fund – undesignated
\$250 from the Nick and Nancy Eltgroth Fund – undesignated
\$339 from the Friends of the Grand Rapids Library for subscription to Book Page
\$12,373.04 from the Grand Rapids Area Library Foundation for the following:
\$2400 for Storytimes May – August
\$1500 for Summer Children’s programs
\$8473.04 for children’s and adult materials (proceeds from Loveland donations)

Adopted this 13th day of December, 2017


Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Dick Thoun* seconded the foregoing resolution and the following voted in favor thereof: *Shannon Benolken, Dick Thoun, Dennis Jerome, Jean MacDonell, Sue Zerge, Debbie, Randy McLarty*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.