

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

November 8, 2017 5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Benolken***
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
3rd quarter statement from MN Community Foundation
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
Budget
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
Northern Caulking & Sealants \$8,778.00
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.**
 2. **Approve Resolution 2017-11 setting Library Calendar for 2018**
 3. **Discuss possible consultation with acoustics expert**
- 6:00 **Adjourn**
- .

Grand Rapids Area Library Regular Board Meeting October 11, 2017

Call to Order: The monthly board meeting was called to order at 5:02 by Dennis Jerome.

Roll Call:

Members Present: Shannon Benolken, Deb Kee, Max Peters, Lisa Tabbert, Dennis Jerome

Members Absent: Randy McCarty, Sue Ziege, Jean, and Richard Thouin

Staff Present: Marcia Anderson

Public Comment: None

- A. Approval of Agenda:** A motion was made by Max Peters to approve the agenda and was seconded by Lisa Tabbert, the motion was passed unanimously.
- B. Minutes:** A motion was made by Deb Kee to approve minutes and was seconded by Shannon Benolken the motion was passed unanimously.
- C. Communications:** None
- D. Financial Report**
 - a. A motion was made to approve the financial reports and payment of bills as listed by Shannon Benolken a second was made by Max Peters. On a roll call vote the motion was passed unanimously.

VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/11/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	2,105.03	255.32
0113233	AMERIPRIDE LINEN & APPAREL	4,142.75	49.74
0113900	AMY GOTTLIEB PAINTING	12,440.00	11,160.00
0118660	ARROWHEAD LIBRARY SYSTEM	1,616.90	82.65
0201428	BAKER & TAYLOR, INC	18,038.41	2,028.86
0212124	BLACKSTONE AUDIO, INC	1,073.88	932.74
0212750	BLUE CROSS & BLUE SHIELD OF MN	543,555.50	5,948.50
0221700	BUSY BEES QUALITY CLNG SVC INC	15,300.00	1,700.00
0315455	COLE HARDWARE INC	8,754.06	30.56
0405447	DELTA DENTAL OF MINNESOTA	24,340.25	235.60
0405500	DEMCO	2,155.17	377.05
0605191	FIDELITY SECURITY LIFE INS CO	566.88	6.26
0718015	GRAND RAPIDS CITY PAYROLL	4,840,090.21	37,400.84
0815435	DION HOLCOMB-CARD	58.85	58.85
1209516	LINCOLN NATIONAL LIFE	11,139.10	39.00
1305065	MEDTOX LABORATORIES INC	99.40	24.85
1309199	MINNESOTA ENERGY RESOURCES	51,810.45	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	210.00	30.00
1309335	MINNESOTA REVENUE	44,472.56	81.66
1405850	NEXTERA COMMUNICATIONS LLC	3,970.76	88.43
1415377	NORTHERN BUSINESS PRODUCTS INC	7,967.62	723.34
1600100	PBS DISTRIBUTION, LLC	0.00	3,036.70
1601750	PAUL BUNYAN COMMUNICATIONS	4,945.95	244.08
1605665	PERSONNEL DYNAMICS LLC	11,905.53	1,366.59
1621130	P.U.C.	220,993.03	2,879.46
1801610	RAPIDS PLUMBING & HEATING INC	13,769.88	718.20
1805150	RECORDED BOOKS	1,985.10	328.42
1909510	SIM SUPPLY INC	14,034.30	155.44
2114356	UNIQUE MANAGEMENT SERVICES	1,136.65	438.55
2114750	UNUM LIFE INSURANCE CO OF AMER	2,304.61	18.45
2205637	VERIZON WIRELESS	30,354.50	112.78
2209665	VISA	44,517.08	911.60
2301700	WASTE MANAGEMENT	25,626.36	277.11
T001045	TAMMY SCHOTZKO	100.00	100.00
		TOTAL ALL VENDORS:	71,886.63

E. Staff Reports

- a. City approved the preliminary budget
- b. Invited next spring to talk about the library budget to educate the county board
- c. Grant Application, estimated project cost at \$24,000, grant would be for \$12,000.
Will find out in late November.

F. Old Business

- a. Budget

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 Max Peters 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
 - a. William Durbin November 2nd *Writing Historical Fiction* \$250
 - b. Betsy Whirley 7 *Artastic* Programs @ \$125 each
 - c. Jenny Behm 7 *STEAM* Programs @ \$125 each
 - d. Tammy Schotzko October 23 *Kids Got Clutter* \$100
 - e. Sparky Stensaas November 14 *Sax-Zim Bog* \$200
3. Approve Resolution 2017-09 Accepting Donations

Regular Agenda:

1. Recommend changing the status of Dion Holmcomb-Card from part time to full time Library Public Services Clerk- Children's, Beginning November 1, 2017
 - a. Deb Kee made a motion to recommend making Dion a full-time employee, the motion was seconded by Lisa Tabbert. The motion was passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:15 by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2017 - September 30, 2017

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Brook
Title:	Partner Relations Associate
Phone:	651-325-4269 800-875-6167
Email:	mariah.brook@spmcf.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2017 - September 30, 2017

Prepared on: 11/4/2017

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2017	\$	32,087
Investment Activity		
Interest & Dividends		367
Investment Gain/(Loss)		3,414
Disbursements		
Administrative Fees		(207)
Grants Paid		(1,258)
Investment Expenses		(92)
Ending Balance on September 30, 2017	\$	34,311
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2017	\$	34,311

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	34,313	100.0%	11.8%	13.6%	6.4%	8.9%
Money Market	(2)	0.0%	0.5%	0.6%	0.3%	0.2%
	\$ 34,311	100.0%				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2017 - September 30, 2017

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/08/2017	Grand Rapids Public Library	\$ 1,258
		<u>\$ 1,258</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2017 - September 30, 2017

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,258
Grants (Paid)/Returned in the current year	(1,258)
Amount Available to Grant as of September 30, 2017	-
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2017	-

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2017
With Comparative Totals for October 31, 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	32,660	33,243	36,982	90%
Fines & Forfeits	10,728	10,544	13,000	81%
Blandin Grant	-	-	-	0%
GR Library Foundation	6,735	8,566	3,000	286%
Miscellaneous	130,280	10,811	13,200	82%
Other Sources-Insurance Recovery	-	3,057	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	589,345	513,227	860,422	60%
Expenditures:				
Personnel	474,681	483,989	619,960	78%
Supplies/Materials	59,729	59,417	87,900	68%
Other Services/Charges	115,764	137,518	152,562	90%
GRACF Library Foundation	114,817	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	764,992	680,924	860,422	79%
OPERATING SURPLUS (DEFICIT)	(175,646)	(167,698)	-	
Blandin Foundation Capital Grant	17,599	-	-	
Capital Outlay	11,729	-	-	
Fund Balance 10/31/XX				
Cash Flow	220,740	234,838	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 10/31/XX	\$ 290,326	\$ 315,961	\$ 483,659	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$3,758 as of 07/31/17. 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 **OCTOBER 31, 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	2,232	131%
211-00-34-00-7975	INTERNET	3,200	3,121	98%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	520	104%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	21,300	82%
211-00-34-00-7990	FAX MACHINE USE	300	788	263%
211-00-35-00-1030	LIBRARY FINES	13,000	10,544	81%
211-00-37-00-2310	DONATIONS	1,500	479	32%
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 FOUNDATIN	3,000	8,566	286%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	3,806	103%
211-00-37-00-2450	MISCELLANEOUS	2,000	2,451	123%
211-00-37-00-5100	INVESTMENT INCOME	2,500	864	35%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	513,227	60%
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	329,346	78%
211-00-75-10-1030	SALARY-PARTTIME	23,305	23,737	102%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	10,988	96%
211-00-75-10-1210	PERA	33,239	26,028	78%
211-00-75-10-1220	FICA	27,477	20,733	75%
211-00-75-10-1250	MEDICARE	6,426	4,849	75%
211-00-75-10-1310	HEALTH INSURANCE	93,635	64,676	69%
211-00-75-10-1330	LIFE INSURANCE	221	179	81%
211-00-75-10-1335	DENTAL INSURANCE	2,065	1,197	58%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	2,257	102%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,550	79%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,046	105%
211-00-75-20-2030	PRINTING/BINDING	900	706	78%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	1,787	69%
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	783	39%
211-00-75-20-2110	BOOKS	44,000	34,740	79%
211-00-75-20-2120	AUDIO/VISUAL	9,000	9,350	104%
211-00-75-20-2130	NEWSPAPERS	1,400	1,032	74%
211-00-75-20-2140	PERIODICALS	8,000	143	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,351	94%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	395	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	880	110%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 2017**

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	612	551	90%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	11,860	198%
211-00-75-30-3210	TELEPHONE	6,000	4,300	72%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,537	101%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	823	165%
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	1,432	65%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	1,526	509%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,638	85%
211-00-75-30-3810	ELECTRICITY	28,000	24,105	86%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	3,339	111%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,912	73%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	5,488	78%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	36,508	101%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	2,134	36%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	940	10%
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	670	67%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	88	29%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	18	18%
	TOTAL EXPENDITURES	860,422	680,924	79%
	SURPLUS REVENUES/(EXPENDITURES)	-	(167,698)	

DATE: 11/02 7
 TIME: 09:39:16
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CITY OF GJ RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 YR: 17

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 10/31/17
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	423,525.77	423,525.77	0.00
211-00-00-00-1010	CASH	535,249.37	533,188.17	788,859.29	279,578.25
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	32,087.00	0.00	0.00	32,087.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	5,416.08	2,745.54	4,507.73	3,653.89
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,630.00	9,691.00	1,939.00
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	27,643.71	17,869.75	9,773.96
TOTAL					
		586,850.45	998,733.19	1,245,648.54	339,935.10
TOTAL ASSETS					
		586,850.45	998,733.19	1,245,648.54	339,935.10
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	772,491.93	703,339.79	1,355.47
211-00-00-00-2030	SALES TAX PAYABLE	0.00	539.47	589.89	50.42
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	792,921.46	703,929.68	14,198.89

DATE: 11/02 7
 TIME: 09:39
 ID: GL450000.WOW

CITY OF G RAPIDS
 DETAILED B. SHEET

PAGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 10/31/17
TOTAL LIABILITIES		103,190.67	792,921.46	703,929.68	14,198.89
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	17,869.75	27,643.71	9,773.96
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	17,869.75	27,643.71	493,433.74
		0.00	167,697.53	0.00	(167,697.53)
TOTAL FUND EQUITY		483,659.78	185,567.28	27,643.71	325,736.21
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	978,488.74	731,573.39	339,935.10

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2017

DF : 11/02/2017
 TL : 10:33:48
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/08/2017

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	153.20
0113233	AMERIPRIDE LINEN & APPAREL	53.36
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	62.53
0201428	BAKER & TAYLOR, INC	2,244.85
0212124	BLACKSTONE AUDIO, INC	175.18
0221650	BURGGRAF'S ACE HARDWARE INC	5.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0718010	CITY OF GRAND RAPIDS	1,030.50
0718060	GRAND RAPIDS HERALD REVIEW	60.00
0900060	ICTV	15.00
1415377	NORTHERN BUSINESS PRODUCTS INC	348.97
1600100	PBS DISTRIBUTION, LLC	28.05
1605527	PENWORTHY/MEDIA SOURCE	181.72
1605665	PERSONNEL DYNAMICS LLC	874.36
1821700	MICHAEL RUSSELL	195.00
1909510	SIM SUPPLY INC	202.32
2018680	TRU NORTH ELECTRIC LLC	190.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 7,791.03

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0301530	CANON USA INC	67.00
0405447	DELTA DENTAL OF MINNESOTA	205.35
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	37,600.83
1101505	TRACY KAMPA	518.48
1309199	MINNESOTA ENERGY RESOURCES	137.77
1309335	MINNESOTA REVENUE	56.73
1401450	JOHN NALAN	58.85
1405850	NEXTERA COMMUNICATIONS LLC	4.41
1621130	P.U.C.	2,974.22
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	112.78
2209665	VISA	2,134.90
2301700	WASTE MANAGEMENT	277.28
2308300	BETSY WHIRLEY	125.00
T001045	TAMMY SCHOTZKO	100.00
T001167	WILLIAM DURBIN	250.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 50,721.81

TOTAL ALL DEPARTMENTS 58,512.84

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	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-DELINQUEN	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	202.85	1,700.00	2,232.40	0.00	(532.40)	131
211-00-34-00-7975	INTERNET	218.66	3,200.00	3,120.95	0.00	79.05	98
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	500.00	520.00	0.00	(20.00)	104
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,475.00	26,000.00	21,300.00	0.00	4,700.00	82
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	37.44	300.00	787.80	0.00	(487.80)	263
TOTAL		1,933.95	36,982.00	33,243.15	0.00	3,738.85	90
TOTAL CHARGES FOR SERVICES		1,933.95	36,982.00	33,243.15	0.00	3,738.85	90

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	495.53	13,000.00	10,543.81	0.00	2,456.19	81
TOTAL		495.53	13,000.00	10,543.81	0.00	2,456.19	81
TOTAL FINES & FORFEITS		495.53	13,000.00	10,543.81	0.00	2,456.19	81
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	479.05	0.00	1,020.95	32
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	0.00	3,000.00	8,566.14	0.00	(5,566.14)	286
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	275.00	3,700.00	3,805.68	0.00	(105.68)	103
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	194.66	2,000.00	2,451.15	0.00	(451.15)	123
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	863.61	0.00	1,636.39	35
TOTAL		469.66	16,200.00	19,376.78	0.00	(3,176.78)	120
TOTAL MISCELLANEOUS REVENUE		469.66	16,200.00	19,376.78	0.00	(3,176.78)	120
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

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
TOTAL REVENUES:		2,899.14	860,422.00	513,226.64	0.00	347,195.36	60

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	28,860.55	419,878.00	329,346.15	0.00	90,531.85	78
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	3,911.41	23,305.00	23,737.12	0.00	(432.12)	102
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	600.91	11,504.00	10,987.87	0.00	516.13	96
211-00-75-10-1210	PERA	2,457.89	33,239.00	26,028.09	0.00	7,210.91	78
211-00-75-10-1220	FICA	1,921.59	27,477.00	20,733.28	0.00	6,743.72	75
211-00-75-10-1250	MEDICARE	449.39	6,426.00	4,848.82	0.00	1,577.18	75
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	64,676.18	0.00	28,958.82	69
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	178.50	0.00	42.50	81
211-00-75-10-1335	DENTAL INSURANCE	179.76	2,065.00	1,197.26	0.00	867.74	58
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(0.98)	0.00	0.98	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	2,256.90	0.00	(46.90)	102
TOTAL PERSONNEL		43,574.60	619,960.00	483,989.19	0.00	135,970.81	78

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	79.59	7,000.00	5,549.50	41.38	1,409.12	80
211-00-75-20-2020	COPY SUPPLIES	65.98	1,000.00	1,045.52	0.00	(45.52)	105
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	706.21	18.65	175.14	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	203.40	2,600.00	1,787.22	0.00	812.78	69
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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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	0.00	2,000.00	782.54	0.00	1,217.46	39
211-00-75-20-2110	BOOKS	2,426.57	44,000.00	34,740.12	0.00	9,259.88	79
211-00-75-20-2120	AUDIO/VISUAL	218.23	9,000.00	9,349.86	2.50	(352.36)	104
211-00-75-20-2130	NEWSPAPERS	60.00	1,400.00	1,032.40	1,406.60	(1,039.00)	174
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	142.76	6,046.34	1,810.90	77
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	208.31	2,500.00	2,350.67	82.22	67.11	97
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		3,262.08	87,900.00	59,416.67	7,597.69	20,885.64	76
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	550.76	26.68	34.56	94
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	350.00	6,000.00	11,860.00	500.00	(6,360.00)	206
211-00-75-30-3210	TELEPHONE	327.29	6,000.00	4,300.30	0.00	1,699.70	72
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	518.48	500.00	822.93	0.00	(322.93)	165
211-00-75-30-3255	STAFF TRAINING	58.85	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	0.00	2,200.00	1,432.00	0.00	768.00	65
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	1,030.50	300.00	1,525.80	1,030.50	(2,256.30)	852
211-00-75-30-3610	GENERAL INSURANCE	763.81	9,000.00	7,638.10	0.00	1,361.90	85
211-00-75-30-3810	ELECTRICITY	427.28	28,000.00	24,105.18	0.00	3,894.82	86
211-00-75-30-3840	GARAGE REMOVAL	0.00	3,000.00	3,339.11	150.00	(489.11)	116
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,912.05	0.00	1,087.95	73
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	5,487.92	0.00	1,512.08	78
211-00-75-30-4010	BUILDING MAINT/REPAIRS	190.00	36,000.00	36,507.86	385.00	(892.86)	102
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	2,134.17	0.00	3,865.83	36

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ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	120.00	9,000.00	940.43	120.00	7,939.57	12
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	670.00	0.00	330.00	67
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	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		5,606.57	152,562.00	137,518.31	2,212.18	12,831.51	92
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		52,443.25	860,422.00	680,924.17	9,809.87	169,687.96	80
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND 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	BLND 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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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		52,443.25	860,422.00	680,924.17	9,809.87	169,687.96	80
TOTAL FUND REVENUES		2,899.14	860,422.00	513,226.64	0.00	347,195.36	60
TOTAL FUND EXPENSES		52,443.25	860,422.00	680,924.17	9,809.87	169,687.96	80
FUND SURPLUS (DEFICIT)		(49,544.11)	0.00	(167,697.53)			
TOTAL ALL FUND REVENUES		2,899.14	860,422.00	513,226.64	0.00	347,195.36	60
TOTAL ALL FUND EXPENSES		52,443.25	860,422.00	680,924.17	9,809.87	169,687.96	80
ALL FUND SURPLUS (DEFICIT)		(49,544.11)	0.00	(167,697.53)			

Directors Report: November, 2017

Background on Agenda items:

Updates

Dion started full-time on November 1!!

Budget:

Union Contracts expire at the end of the year, and negotiations began on October 31. The Library employees (7 represented) have a separate bargaining unit, part of AFSCME, and negotiate separately.

I have been asked to do a presentation to the County Board on Tuesday, Nov 28. I will use much of the same presentation that I give to the City Council on November 27.

Computer issues

The City's servers were moved from City Hall to the Itasca County Courthouse on Saturday, October 28. The move started at 5:30 am and was complete at about 3 pm. Our IT department was able to make sure our circulation computers remained functioning and connected to the catalog, and our wireless network was working. Our staff computers and the public computers were not functioning for the entire day, and the phones were not working. We had put signs up more than a week in advance to let people know the computers would be down.

The public computers worked fine on Monday morning, but there were more issues on Monday morning with the server for the staff computers. That was resolved about 11 am. There was also a change in the log-in procedure for the catalog on all of the staff computers, so all of them had to go through an update as someone logged in. In the midst of the chaos on Monday morning, the hard drive failed on one of circulation computers. That was replaced early Tuesday morning, so we are back to fully functioning on Tuesday.

Library Foundation will do a couple of "meet and greet" events in the Lobby in November and December.

Bike Share

Bikes were picked up on Nov. 1. There were about 40 checkouts during the 2 months they were in circulation. There will probably be more in the spring.

Computer Classes

I started teaching a series of basic internet classes, and have completed two. The two remaining are "using Google Tools" on Nov 7, and "Finding Health Information" on November 14. I will repeat the series in April.

Teacher cards

We have had requests from teachers for a separate card they can use for classroom materials. We are working with ALS staff to develop special "rules" for such cards, including: 6 week loan period, 3 week renewal, 7 day grace period, limit of 100 items. We can do this with our items only, not items borrowed from other libraries. ALS will set this up, and we will let teachers know they can apply for a separate card, if they wish.

Assistant Director Report October 2017

Teens

The October Anime Club had 3 participants. We watched *Interviews with Monster Girls*.

The 2017 Teen Photo Contest took place in October. Teens could enter up to 2 photos by uploading to Facebook or providing hard copies. There were 10 participants and a total of 18 photos. All of the photos are in the lobby display case.

Reading by Design Category 1st place- Emma Owens “Read”, 2nd Place-Savannah Brinson “Looking Glass”, 3rd Place-Emma Owens “Reading to New Heights”

General Category 1st Place-Mackenzie Hebeisen “The Barn in the Backyard”, 2nd Place-Sarah Kessler “Resistance”, 3rd Place-Rain Skyles “Train Tracks”

Teen Read Week was held in October. Teens could complete a survey and receive a coupon for \$5.00 off fines. There were 6 teens that participated.

Teen Advisory Board did not meet in October.

Operations

The library is once again participating in Gratitude Graffiti (G.G.). This is the 2nd year we have participated. Through November patrons can write on a Post-It what they are grateful for and add it to a G.G. poster. Last year there were 116 Post-Its added.

National Friends of the Library Week was celebrated in October. Our Friends group served cake and juice in the lobby on October 19. Patrons loved it!

National Novel Writing Month is held annually in November. This year there are two author programs with Bill Durbin and Lorna Landvik, both Minnesota authors. I made a display of writing materials for people to check out. Brian, the graphic designer at ALS, created a half sheet with information about the programs and to encourage people to use the library as a place to hang out and write their novel.

CIRCULATION	THIS MONTH	YTD	YTD 2016	Express Check outs	% of total c/o	October
Check-outs	11,116	118,653	122,991	2,832	25.48%	
Total Circulation	13,187	137,076	140,443			
Returns	13,792	136,500	139,569			
New cards	103	1,089	1,226			

Door count

11414

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2016
Books cataloged and processed	588	6,137	5,527
Withdrawn copies	887	6,025	6,803

REFERENCE	THIS MONTH	YTD	YTD 2016	2016 YTD SESSIONS	2016 YTD HOURS	2016 YTD HOURS
tests proctored	965	7,957	7,211			
computer help over 5 minutes	6	65	80			
Passports	61	563	443			
INTERNET	61	841	871	YTD SESSIONS	YTD HOURS	YTD HOURS
Pharos sessions ***	1,234	793	12,014		7,731	7,991

Non-Pharos sessions	113	1,465		1,397
VOLUNTEERS	38	253.00	YTD HOURS	2956.00

MEETING ROOM	YTD GROUPS
COMMUNITY ROOM/GSR	432

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2016 programs	YTD 2016 people
BOOK TIME	10	257	46	1,406	51	1,274
SATURDAY STORY TIME	8	198	74	1,523	70	1,533
CLASS VISITS	10	249	54	1,651	43	1,655
NON SCHOOL GROUPS	0	0	1	15	0	0
CHILDREN'S PROGRAMS	4	85	48	1494	32	1,273
TEEN PROGRAMS	3	25	34	419	36	338
Total Youth Programs	35	814	257	6,508	232	6,073
Total Adult Programs	6	76	47	1282	50	1,586

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2016
TOTALS	10	79	77.5

Children's October Board Report

The Minnesota Library Association held its annual conference the first week in October in Rochester. I, along with Mollie Stanford (Youth Services Librarian at Arrowhead Library System) and Gail Nordstrom (Public Library Consultant at Viking Library System) gave a presentation about shaking up your Summer Reading Program. Judging from the feedback, it was well received and follow-up conversations sprouted from the talk. In addition, I attended several other presentations, and am excited about trying some new things. I am always energized by a conference, and am grateful to be able to add my voice to the mix, wherever it might be helpful.

Our programming numbers remained strong in October with 15 people joining us for Artastic and 19 enjoying making catapults and launching candy pumpkins for October's Full Steam Ahead. We look forward to our first Headstart groups visiting us in November! I am always amazed at how excited these little people are to hear a story and play in the Smart Play Spot.

And speaking of visitors...we had 10 class visits already in October, for a total of 249 people. Our peak of busy-ness came on Friday, October 27th, when we had our standard two Murphy third grade classes, one at 9:00 and the other at 1:00. Between these two groups, three classes visited us from Bigfork. I had never even contemplated doing 5 class presentations in a single day, but it was such a great opportunity to get the Bigfork kids in the library, that I couldn't pass it up. As you are well aware, my co-workers are rock stars, and we managed to get 137 kids and teachers to the library in a single day.

Planning is underway with Chris Magnussen, Automation Librarian at Arrowhead Library System, to develop a way to offer cards with special borrowing privileges for teachers to use for their classroom materials. This requires some computer changes, as we would like to extend both the borrowing duration (to six weeks) and the renewal period (to three weeks.) The new reading curriculum through ISD318 is quite literacy based, and I'd like to partner with teachers where appropriate to encourage the use of library materials in their classrooms. Already we have about three hundred books spread out among district Kind., 1st, 4th, and 6th grade teachers. (Those are just the books I helped gather, there are probably many more teachers who grab books on their own.) Our collection is broad enough to support even larger numbers without negative impact on our in-house selection, especially because many of the books used in classrooms are non-fiction, or literature-based, as opposed to popular fiction. This is a niche that I believe we are qualified to fill, and a partnership that I believe we should pursue.

I always ask my third graders if they saw anything unexpected on their way to the library. Last week one little guy just shook his head in wonder and replied "snow!" I concur with the disbelief, but, Happy Early Winter!

-Tracy Kampa

Board member Jean MacDonell 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:

\$675 from the estate of Stanley Gilmer (undesignated)

Adopted this 8th day of November, 2017



Dennis Jerome, President



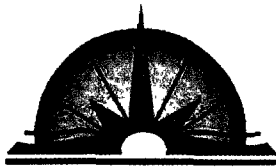
Jean MacDonell, Secretary

Board member Lisa Tabbert seconded the foregoing resolution and the following voted in favor thereof: Jean MacDonell, Lisa Tabbert, Max Peters, Dennis Jerome, Sue Zeige

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.



Arrowhead Library System

5528 Emerald Ave. • Mt. Iron, MN 55768-2069 • 218-741-3840 • www.alslib.info

October 10, 2017

Marcia Anderson
Grand Rapids Area Library
140 NE 2nd St.
Grand Rapids, MN 55744

Re: Arrowhead Library System Multitype Membership Agreement

Dear Marcia,

Earlier this year, Arrowhead Library System Board members representing public, school, academic, and special libraries met to review and adopt a revised Multitype Library Membership Agreement. Multitype library services and the membership agreement are defined in Minnesota Statutes 134.351-134.354. This agreement will supersede the previous agreement that was adopted on March 1, 2002. Arrowhead Library System became the assigned Multitype agency on July 1, 2012. Prior to that time, multitype services were governed by a separate entity known as North County Library Cooperative. Your previous agreement would have been made with North County Library Cooperative.

There is no cost for membership. However, by signing this agreement, you are agreeing to abide by the requirements for membership in section two. We are pleased with the progress we have made in reaching out to our members and expanding the level of multitype services for all types of libraries. This includes the Brainfuse HelpNow Homework Help and JobNow Career Help databases, MackinVIA e-books for K-12 schools, the establishment of e-mail lists for communication, and many professional development opportunities.

The completed, signed agreement must be returned to the attention of Dena Vendetti at Arrowhead Library System by January 1, 2018, in order for your multitype membership to continue. Alternatively, a scanned copy of the completed, signed agreement may be e-mailed to dena.vendetti@alslib.info. If you have any questions regarding this agreement, please do not hesitate to contact us.

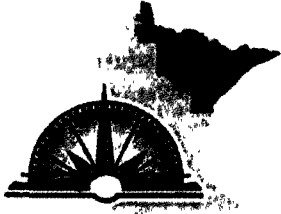
Thank you for your dedication to library services.

Sincerely,

Shari Fisher
Assistant Director
shari.fisher@alslib.info

Jim Weikum
Executive Director
jim.wikeum@alslib.info

Mission *Arrowhead Library System enhances the value of all types of libraries to their communities by cultivating collaboration, technological innovation, and professional development; and enriches the quality of life by providing direct services for those without a public library and access to electronic resources for all people in northeastern Minnesota.*



DRAFT REVISED Arrowhead Library System Multitype Membership Agreement

This agreement is made between the _____ Library (hereinafter referred to as the Library) seeking to improve library service to its users by participating in the Arrowhead Library System Multitype (hereinafter referred to the ALS Multitype) services (as defined in Minnesota Statutes 134.351 – 134.354 and Minnesota Rules 3530.220). **ALS is designated as the multitype system in the counties of Carlton, Cook, Lake, Lake of the Woods, Itasca, Koochiching, and Saint Louis. Member libraries must be located in one of these counties. There are no membership fees.**

- I. The Library must meet the definition of Academic Library, Public Library, School Library Media Center, or Special Library as defined by the Minnesota Department of Education's Multicounty Multitype Aid Guidance and Definition document.

Library: A library is an entity that has a bibliographically organized collection of resources and materials; these collections are accessible to users.

Academic Library: An academic library is the library of an accredited degree-granting institution of higher education, or a non-accredited institution with a program of four years or more. An academic library provides all of the following: (1) an organized collection of printed and/or other materials; (2) a staff trained to provide and interpret collection materials as required to meet the needs of clientele; (3) an established schedule in which services of the staff are available to clientele; and (4) the physical facilities necessary to support such a collection, staff, and schedule.

Public Library Outlet: A public library outlet is a unit of an Administrative Entity that provides direct public library service and meets the public library membership requirements of Arrowhead Library System and definition of a public library under MN Statutes 134.001 Subd. 2.

School Library Media Center: A school library media center is an organized collection of printed, virtual and/or computer resources in an elementary or secondary school. A school library makes resources and services available to students, teachers, and administrators. A school library media center may be called a library, media center, instructional materials center, learning commons, or learning resource center.

Special Library: A special library is any library that maintains a collection of resources and that does not fit within any of the above categories. Special libraries may be affiliated with historical societies, hospitals or other organizations.

- II. The Library agrees to:
 - A. Share resources with other members to the greatest extent possible within the framework of its own and other libraries' current policies and recognizing its primary responsibility to its own users. Resources may include but are not limited to books, materials, staff expertise, and bibliographic data.
 - B. Participate in networking and communication among all ALS Multitype member libraries. Information required for the ALS Membership Directory and email lists may include, but is not limited to, current contact information, phone number, and email address as well as relevant information about library resources, programming, staffing, and hours of services.
 - C. Provide staff for maintaining the library collection and support ongoing professional development.
 - D. Maintain financial support of its own library at a level which in no way is reduced because of participation in

the ALS Multitype.

- III. ALS programs and services will be based on the availability of funds appropriated by the State Legislature. Every attempt to provide the listed services will be made; however, ALS retains the right to modify the range of services due to changes in funding. ALS will:
- A. Provide and support professional development opportunities, including continuing education, training workshops, special programs, and other events at little or no cost.
 - B. Maintain a system of communication for the sharing of information among member libraries, including online newsletters, other communication methods, online event calendars, e-mail lists, and an online directory of member libraries, staff, and contact information.
 - C. Enhance resource sharing and reciprocal borrowing. This may include services such as interlibrary loan and contracts for databases licensed either in whole or in part by the ALS Multitype.
 - D. Provide regional delivery service on a cost-share basis.
 - E. Provide members an opportunity to be involved in strategic planning.
 - F. Support the sharing of bibliographic data to the extent possible. This may include assistance with the conversion of records to share resources via the regional online catalog.

This membership agreement shall commence January 1, 2018 and will automatically renew each year, except that either party may terminate ALS Multitype membership with sixty (60) days of written notice.

If the Library chooses to terminate its ALS Multitype membership, materials, equipment and other items received from ALS within the last three years will be returned promptly. Any items borrowed from other participating libraries will be returned promptly and/or payment will be made to the owning library for lost or damaged items. The Library terminating its ALS multitype membership shall make no claims against the ALS Multitype.

Name of Library

Name of Institution/Organization

Street Address

City

State

Zip

Signature of Library Contact

Date

Signature of Authorized Institutional/Organizational Representative

Date

Signature of ALS Multitype Board President

Date

Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2017-11
SETTING 2018 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2018:

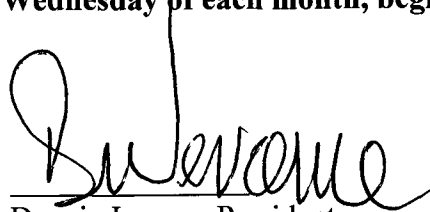
H Mon January 1	New Year's Holiday	Closed
H Mon January 15	Martin Luther King Day	Closed
H Mon February 19	President's Day	Closed
H Mon May 28	Memorial Day	Closed
H Wed July 4	Independence Day	Closed
H Mon September 3	Labor Day	Closed
H Mon November 12	Veteran's Day	Closed
Wed November 21	Pre-Thanksgiving	Close 5 p.m.
H Thurs November 22	Thanksgiving	Closed
H Fri November 23	Day after thanksgiving	Closed
H Mon December 24	Christmas Holiday	Closed
H Tues December 25	Christmas Holiday	Closed
Mon December 31	New Year's eve	Close 5 pm

Although the library will close early on November 21 and Dec 31, no holiday pay is involved.

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

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

Adopted this 8th day of November 2017.


Dennis Jerome, President

Attest:


Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof: *Lisa Tabbart, Jean MacDonell, Max Peters, Dennis Jerome, Sue Zeigle*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

Marcia,

I talked with the acoustics engineer in the cities that Tracy was referred to at the conference. He said most of their work is in the Twin Cities area and they don't have any projects in this area. He gave me a rough estimate of the cost for his time to drive up here and complete an engineered study of the library of about \$5000 which is about 4 days of work. This would include a letter of recommendation for products to use and where to place them. We could then take the recommendations and purchase and install the products in house. He said typically they work with an architect to hire a contractor and complete the work.

He also suggested he could spend one day and come up and give us some recommendations just by looking at the space and it would just cost us his time for that one day. This would be less money but there is the possibility it will not work.

Let me know your thoughts. Thanks.

Nathan Morlan

Facilities Maintenance Manager

Northern Caulking & Sealants

816 NW 4th Street
MN 55744

Invoice

Date	Invoice #
11/2/2017	1001

Bill To
Grand Rapids Area Library 140 NE 2nd Street Grand Rapids, MN 55744

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	CAULKING OF ALUMINUM FRAMES PER QUOTE TO NATHAN MORLAN	8,270.00	8,270.00
1	ADDITIONAL 127 FT OF CAULKING	508.00	508.00
		Total	\$8,778.00

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

SEND REMITTANCE TO:
P.O. Box 645525
Pittsburgh, PA 15264-5253

BILL TO: Grand Rapids Area Library
Attn: Marcia Anderson
140 NE 2nd Street
Grand Rapids, MN 55744

INVOICE

DATE: 11/1/2017
INVOICE #: 452806

\$8.95

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 KRH

QUANTITY	DESCRIPTION	RATE	AMOUNT
2	10-03 Placements	8.95	17.90
6	10-10 Placements	8.95	53.70
7	10-17 Placements	8.95	62.65
6	10-24 Placements	8.95	53.70
10	Credit for accounts closed by client prior to beginning the collection process	-8.95	-89.50
Total cumulative recovery of \$50,518.38, yielding an ROI of 4.22 to 1.			

Thank you for your business.

TOTAL

\$98.45

UNIQUE MANAGEMENT SERVICES, INC.

DATED: 10/31/2017 5:39 PM JWB

ACCOUNT STATUS REPORT

PAGE: 663

MS. MARCIA ANDERSON
 GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

CREDITOR: 1634 -- GRAND RAPIDS AREA LIBRARY
 DATES LISTED: 01/01/1900 TO 10/31/2017

ALL AMOUNTS LISTED

Accounts Submitted	:	1,581	Dollars Submitted	:	135,496.77	Dollars Received	:	12,917.76
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	24,849.77
Incorrect Addresses	:	341	Dollars in Skips	:	25,828.14	Dollars Waived	:	12,753.10
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	8.99	Total Activated	:	67,555.39
Accounts in Process	:	1,239	Dollars in Process	:	101,949.71	% of Dollars Activated	:	66.26%
# of Accounts Activated	:	731						
% of Accounts Activated	:	59.00%						

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