

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
October 11, 2017 5:00 P.M.

- 5:00 Call to order**
- 5:01 Roll call:**
- 5:02 Public Comment (if anyone wishes to address the Board)**
- 5:05 A. Approval of agenda (Packet Item A)**
- 5:10 B. Minutes. (Packet Item B)**
- 5:12 C. Communications**
- 5:15 D. Financial Report (Packet Items D1-) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 E. Staff Reports (Packet Items E__)**
- 5:25 F. Old Business:**
Budget
- 5:30 G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
(none)
 - 2. Approve Contracts and payment to presenters**
William Durbin November 2nd *Writing Historical Fiction* \$250
Betsy Whirley 7 *Artastic* Programs @\$125 each
Jenny Behm 7 *STEAM* programs @ \$125 each
Tammy Schotzko October 23 *Kids Got Clutter* \$100
- Regular agenda**
- 1. Recommend changing the status of Dion Holcomb-Card from Part time to full time Library Public Services Clerk – Childrens beginning November 1, 2017.**
- 6:00 Adjourn**
- .

Grand Rapids Area Library Regular Board Meeting September 13, 2017

Call to Order: The monthly board meeting was called to order at 5:07 by Dennis Jerome

Roll Call:

Members Present: Dennis Jerome, Sue Zeige, Shannon Benolken, Richard Thouin, Deb Kee, Max Peters, and Lisa Tabbert

Members Absent: McCarty and MacDonell

Staff Present: Marcia Anderson

Public Comment: No public comment.

- A. Agenda:** A motion was made by Shannon Benolken to approve the agenda and was seconded by Max Peters, the motion was passed unanimously.
- B. Minutes:** A motion was made by Shannon Benolken to approve minutes and was seconded by Richard Thouin, the motion was passed unanimously.
- C. Communications:** Recognized, Minnesota Foundation Statement
- D. Financial Report:** Marcia Anderson wanted to make everyone aware of the current standing of the work on the building, and pointed out Cannon and Paul Bunyan bill payment. Insurance recovery on the cracked windows.

A motion was made to approve financial reports and payment of bills as listed by Richard Thouin, a second was made by Deb Kee. On a roll call vote the motion was passed unanimously.

DATE: 09/07/2017

CITY OF GRAND RAPIDS

PAGE: 1

TIME: 09:28:17

VENDOR SUMMARY REPORT

ID: AP442000.WOW

INVOICES DUE ON/BEFORE 09/13/2017

VENDOR # NAME	FISCAL YEAR	PAID THIS	AMOUNT DUE
0112700 AL'S RESTORATION	0.00		1,270.00
0113100 AMAZON.COM	1,740.07		364.96
0113233 AMERIPRIDE LINEN & APPAREL	3,518.45		49.74
0118660 ARROWHEAD LIBRARY SYSTEM	1,454.23		162.67
0201428 BAKER & TAYLOR, INC	14,725.65		3,312.76
0212750 BLUE CROSS & BLUE SHIELD OF MN	492,835.50		5,948.50
0221700 BUSY BEES QUALITY CLNG SVC INC	13,600.00		1,700.00
0301530 CANON USA INC	5,109.00		134.00
0315455 COLE HARDWARE INC	8,151.83		55.24
0405447 DELTA DENTAL OF MINNESOTA	21,529.40		175.10
0405500 DEMCO	2,126.64		28.53
0605191 FIDELITY SECURITY LIFE INS CO	499.72		6.26
0609525 FINDAWAY WORLD LLC	748.88		408.45
0701650 GARTNER REFRIGERATION CO	33,366.53		100.00
0718010 CITY OF GRAND RAPIDS	26,358.80		2,915.00
0718015 GRAND RAPIDS CITY PAYROLL	4,358,217.23		53,939.98
0718060 GRAND RAPIDS HERALD REVIEW	9,330.15		231.30
0720103 GT PUMP TECH LLC	3,550.00		2,123.00
0914800 INVEST EARLY PROJECT	5,605.00		800.00
1015337 MICHELLE JOHNSON	58.85		58.85
1101505 TRACY KAMPA	0.00		57.50
1209516 LINCOLN NATIONAL LIFE	10,025.19		78.00
1301146 MARCO TECHNOLOGIES, LLC	8,261.89		266.72
1309199 MINNESOTA ENERGY RESOURCES	50,146.41		45.00
1309335 MINNESOTA REVENUE	38,348.24		59.97
1401450 JOHN NALAN	58.85		58.85
1405850 NEXTERA COMMUNICATIONS LLC	3,515.41		85.25

E. Staff Reports:

1. Update: trainings, new potential substitutes. Fill-in for children's desk being trained and substitute being trained. Sandy Turner is being trained in as a substitute clerk. Employees of Personnel Dynamics, not paying employees directly, paying Personnel Dynamics hourly rate and the additional fee. Sue Zeige asked if the need is because of the part-time status of the Children's Library Clerk.
2. Bike Sharing/Renting now available at the Library: Must sign waiver, record the renter on a shared Google Doc for all four locations. A problem is that bikes must be returned during business hours. The bikes are locked and can be rented for up to 48 hours. Received the bikes through GetFit Itasca. Richard raised question on how bikes will be redistributed if they are all returned to one facility.
3. Tracy presenting at MLA in October: Tracy is on a panel with other people talking about summer reading programs at MLA Conference in Rochester.
4. Trustee programs are available at MLA if anyone is interested in attending.:
5. Discussion: An idea that regards offering a paid internship for students who are interested in Library Sciences. Wondering how or can they do it? Shannon Benolken mentioned working with ICC's internship program where ICC would pay half of the salary. Sue Zeige mentioned having high school and middle school aged students working as interns to straighten shelves or do other tasks. The idea will be brought back up in October for formal approval.

F. Old Business:

1. Budget: Marcia mentioned that she is not quite sure where they are at pertaining to the budget, a budget will be adopted on the 25th by the council. Marcia also mentioned that there is a chance that the budget may need to be reevaluated for October.
2. Seek increase in funding from Itasca County or Townships? Make an appointment to see the county's viewpoints on increasing the additional contributions. Itasca County has not gone above the minimum funding requirement. May not make much of a difference in townships. Item for future discussion.
3. Maximum amount for application for matching funds for accessibility improvements. Working on creating the grant application to MN Dept of Ed. For Library Construction Grant for handicapped improvements on the building. Believes the estimate will come back between \$15,000 and \$20,000. Minnesota Department of Education will grant up to ½ of project cost, if grant is awarded. Members agreed on wanting to pursue the improvements and look at the quotes before making a final decision.
 - a. Max Peters made a motion to apply for a grant up to \$15,000 (\$30,000 total project cost maximum) and was seconded by Richard Thouin. On a roll call vote, the motion was passed unanimously.

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

1. Approve payment of late bills
 - a. Amy Gottlieb for exterior painting \$11,160
2. Approve Contracts and payment to presenters (none)
3. Approve Resolution 2017-09 Accepting Donations

- a. Katherine Clay: 32 new children's books from Capstone publisher valued at \$628.68

Regular Agenda:

1. Children's Fine/Fee Amnesty for October: Elimination of fines in the month of October for all returned children's and YA books. Waive existing fines. (includes J and YA items on adult cards). Need a way to promote. Helps to eliminate the barrier for kids and teens.
 - a. Shannon Benolken made a motion to approve Children's Fine/Fee Amnesty and waiver for October and a second was made by Sue Ziege. On a roll call vote the motion was passed unanimously.
2. Teen Read Week Fine Amnesty: Usually a survey is given to teens, if teens complete the survey, they can get a coupon for \$5 off their fine (good for a year). Between 10 and 20 surveys completed a year.
 - a. Lisa Tabbert made a motion to approve Teen Read Week Survey and coupon and a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.
3. Replacement of JACE unit/upgrade of Energy Center Dashboard:

Replacing the JACE unit will allow immediate remote access to HVAC control system for staff. It will also provide infrastructure to allow re-development of educational dashboard in the future, if there is funding. Max Peters mentioned seeing other alternatives to the dashboard to see if there is something that is cheaper or works better. Possibility of ICC Engineering students helping to work on the project, if it goes forward.

 - a. Deb motioned to approve upgrade fee of \$3365 for the JACE unit. the motion was seconded by Richard Thouin. On a roll call vote, the motion was passed unanimously.
4. Approve Resolution 2017-10 Accepting Donation
 - a. Painting: Hull Rust Mine View by Lea Friesen
 - b. Max Peters made a motion to approve resolution 2017-10 a second was made by Richard Thouin. The motion was passed unanimously.

Adjourn: The monthly board meeting was adjourned at 6:12 by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2017
With Comparative Totals for September 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	30,615	31,150	36,982	84%
Fines & Forfeits	9,766	9,962	13,000	77%
Blandin Grant	-	-	-	0%
GR Library Foundation	6,735	8,566	3,000	286%
Miscellaneous	128,734	10,320	13,200	78%
Other Sources-Insurance Recovery	-	3,057	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	584,792	510,062	860,422	59%
Expenditures:				
Personnel	431,869	440,681	619,960	71%
Supplies/Materials	52,735	54,361	87,900	62%
Other Services/Charges	91,154	127,935	152,562	84%
GRACF Library Foundation	114,817	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	690,575	622,977	860,422	72%
OPERATING SURPLUS (DEFICIT)	(105,783)	(112,915)	-	
Gr Rapids Library Foundation Captl Grant	17,599	-	-	
Capital Outlay	11,729	-	-	
Fund Balance 9/30/XX				
Cash Flow	290,603	289,621	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 9/30/XX	\$ 360,189	\$ 370,744	\$ 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 **SEPTEMBER 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	2,005	118%
211-00-34-00-7975	INTERNET	3,200	2,884	90%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	520	104%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	19,725	76%
211-00-34-00-7990	FAX MACHINE USE	300	734	245%
211-00-35-00-1030	LIBRARY FINES	13,000	9,962	77%
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	3,531	95%
211-00-37-00-2450	MISCELLANEOUS	2,000	2,236	112%
211-00-37-00-5100	INVESTMENT INCOME	2,500	864	35%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	510,062	59%
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	300,486	72%
211-00-75-10-1030	SALARY-PARTTIME	23,305	19,826	85%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	10,114	88%
211-00-75-10-1210	PERA	33,239	23,570	71%
211-00-75-10-1220	FICA	27,477	18,812	68%
211-00-75-10-1250	MEDICARE	6,426	4,399	68%
211-00-75-10-1310	HEALTH INSURANCE	93,635	60,202	64%
211-00-75-10-1330	LIFE INSURANCE	221	175	79%
211-00-75-10-1335	DENTAL INSURANCE	2,065	1,045	51%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	2,052	93%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,429	78%
211-00-75-20-2020	COPY SUPPLIES	1,000	980	98%
211-00-75-20-2030	PRINTING/BINDING	900	688	76%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	1,584	61%
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	30,634	70%
211-00-75-20-2120	AUDIO/VISUAL	9,000	9,077	101%
211-00-75-20-2130	NEWSPAPERS	1,400	972	69%
211-00-75-20-2140	PERIODICALS	8,000	143	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,142	86%
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 **SEPTEMBER 30, 2017**

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	612	497	81%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	11,510	192%
211-00-75-30-3210	TELEPHONE	6,000	3,860	64%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	2,189	88%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	95	19%
211-00-75-30-3255	STAFF TRAINING	500	177	35%
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	495	165%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,874	76%
211-00-75-30-3810	ELECTRICITY	28,000	21,131	75%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	2,912	97%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,774	69%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	5,488	78%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	36,123	100%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	2,134	36%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	820	9%
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	603	60%
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	622,977	72%
	SURPLUS REVENUES/(EXPENDITURES)	-	(112,915)	

DATE: 10/05/2
 TIME: 13:22:52
 ID: GL450000.WOW

CITY OF GRAI APIDS
 DETAILED BALANCE SHEET

E: 1
 r-YR: 17

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 09/30/17
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	385,924.94	385,924.94	0.00
211-00-00-00-1010	CASH	535,249.37	527,541.25	724,397.92	338,392.70
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	8,721.90	2,908.10
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	16,059.38	11,584.33
TOTAL		586,850.45	955,485.44	1,140,806.87	401,529.02
TOTAL ASSETS		586,850.45	955,485.44	1,140,806.87	401,529.02
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	708,841.86	644,684.82	6,350.57
211-00-00-00-2030	SALES TAX PAYABLE	0.00	477.22	533.95	56.73
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	729,209.14	645,218.77	19,200.30

DATE: 10/05/2
 TIME: 13:22:54
 ID: GL450000.WOW

CITY OF GRAN RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 09/30/17
TOTAL LIABILITIES		103,190.67	729,209.14	645,218.77	19,200.30
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	16,059.38	27,643.71	11,584.33
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	16,059.38	27,643.71	495,244.11
TOTAL FUND EQUITY		483,659.78	128,974.77	27,643.71	382,328.72
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	858,183.91	672,862.48	401,529.02

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2017

DATE: 10/05/2017
 TIME: 10:55:13
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/11/2017

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	255.32
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	82.65
0201428	BAKER & TAYLOR, INC	2,028.86
0212124	BLACKSTONE AUDIO, INC	932.74
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	30.56
0405500	DEMCO	377.05
1415377	NORTHERN BUSINESS PRODUCTS INC	723.34
1600100	PBS DISTRIBUTION, LLC	3,036.70
1605665	PERSONNEL DYNAMICS LLC	1,366.59
1801610	RAPIDS PLUMBING & HEATING INC	718.20
1805150	RECORDED BOOKS	328.42
1909510	SIM SUPPLY INC	155.44
2114356	UNIQUE MANAGEMENT SERVICES	438.55
T001045	TAMMY SCHOTZKO	100.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 12,324.16

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0113900	AMY GOTTLIEB PAINTING	11,160.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0405447	DELTA DENTAL OF MINNESOTA	235.60
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	37,400.84
0815435	DION HOLCOMB-CARD	58.85
1209516	LINCOLN NATIONAL LIFE	39.00
1305065	MEDTOX LABORATORIES INC	24.85
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	81.66
1405850	NEXTERA COMMUNICATIONS LLC	88.43
1601750	PAUL BUNYAN COMMUNICATIONS	244.08
1621130	P.U.C.	2,879.46
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	112.78
2209665	VISA	911.60
2301700	WASTE MANAGEMENT	277.11

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 59,562.47

TOTAL ALL DEPARTMENTS 71,886.63

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CITY OF GRAND RAPIDS
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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2017

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	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	174.28	1,700.00	2,005.36	0.00	(305.36)	118
211-00-34-00-7975	INTERNET	351.13	3,200.00	2,884.09	0.00	315.91	90
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	500.00	520.00	0.00	(20.00)	104
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,225.00	26,000.00	19,725.00	0.00	6,275.00	76
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	100.12	300.00	733.52	0.00	(433.52)	245
TOTAL		1,890.53	36,982.00	31,149.97	0.00	5,832.03	84
TOTAL CHARGES FOR SERVICES		1,890.53	36,982.00	31,149.97	0.00	5,832.03	84

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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2017

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,266.63	13,000.00	9,962.39	0.00	3,037.61	77
TOTAL		1,266.63	13,000.00	9,962.39	0.00	3,037.61	77
TOTAL FINES & FORFEITS		1,266.63	13,000.00	9,962.39	0.00	3,037.61	77
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	179.50	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	42.50	3,700.00	3,530.68	0.00	169.32	95
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	296.01	2,000.00	2,235.91	0.00	(235.91)	112
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		518.01	16,200.00	18,886.54	0.00	(2,686.54)	117
TOTAL MISCELLANEOUS REVENUE		518.01	16,200.00	18,886.54	0.00	(2,686.54)	117
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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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2017

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		3,675.17	860,422.00	510,061.80	0.00	350,360.20	59

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	43,290.76	419,878.00	300,485.60	0.00	119,392.40	72
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	5,562.72	23,305.00	19,825.71	0.00	3,479.29	85
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	1,366.59	11,504.00	10,113.51	0.00	1,390.49	88
211-00-75-10-1210	PERA	3,664.02	33,239.00	23,570.20	0.00	9,668.80	71
211-00-75-10-1220	FICA	2,863.52	27,477.00	18,811.69	0.00	8,665.31	68
211-00-75-10-1250	MEDICARE	669.68	6,426.00	4,399.43	0.00	2,026.57	68
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	60,201.61	0.00	33,433.39	64
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	175.05	0.00	45.95	79
211-00-75-10-1347	DENTAL INSURANCE	119.26	2,065.00	1,045.42	0.00	1,019.58	51
211-00-75-10-1420	VISION INSURANCE	0.48	0.00	1.43	0.00	(1.43)	100
211-00-75-10-1510	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	205.29	2,210.00	2,051.61	0.00	158.39	93
TOTAL PERSONNEL		62,729.65	619,960.00	440,681.26	0.00	179,278.74	71

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	472.52	7,000.00	5,428.53	137.55	1,433.92	80
211-00-75-20-2020	COPY SUPPLIES	32.99	1,000.00	979.54	32.99	(12.53)	101
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	687.56	31.60	180.84	80
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	746.48	2,600.00	1,583.82	1,143.83	(127.65)	105
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	2,317.33	44,000.00	30,633.71	0.00	13,366.29	70
211-00-75-20-2120	AUDIO/VISUAL	4,312.65	9,000.00	9,077.42	0.00	(77.42)	101
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	972.40	0.00	427.60	69
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	142.76	0.00	7,857.24	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	194.29	2,500.00	2,142.36	0.00	357.64	86
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		8,076.26	87,900.00	54,360.51	1,345.97	32,193.52	63
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.85	24.85	(419.70)	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	49.74	612.00	497.40	0.00	114.60	81
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	11,510.00	0.00	(5,510.00)	192
211-00-75-30-3210	TELEPHONE	332.07	6,000.00	3,860.23	88.43	2,051.34	66
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	2,189.29	0.00	310.71	88
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	95.45	0.00	404.55	19
211-00-75-30-3255	STAFF TRAINING	58.85	500.00	176.55	0.00	323.45	35
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	223.75	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	0.00	300.00	495.30	0.00	(195.30)	165
211-00-75-30-3610	GENERAL INSURANCE	763.81	9,000.00	6,874.29	0.00	2,125.71	76
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	21,130.96	0.00	6,869.04	75
211-00-75-30-3840	GARBAGE REMOVAL	277.11	3,000.00	2,911.83	0.00	88.17	97
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,774.28	0.00	1,225.72	69
211-00-75-30-4000	MAINTENANCE CONTRACTS	310.01	7,000.00	5,487.92	0.00	1,512.08	78
211-00-75-30-4010	BUILDING MAINT/REPAIRS	11,454.00	36,000.00	36,122.86	0.00	(11,632.86)	132
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	6,000.00	2,134.17	0.00	3,865.83	36

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	820.43	0.00	8,179.57	9
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	603.00	0.00	397.00	60
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	87.50	300.00	87.50	30.00	182.50	39
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	18.00	18.00	64.00	36
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		15,323.84	152,562.00	127,935.42	11,671.28	12,955.30	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		86,129.75	860,422.00	622,977.19	13,017.25	224,427.56	74
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	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		86,129.75	860,422.00	622,977.19	13,017.25	224,427.56	74
TOTAL FUND REVENUES		3,675.17	860,422.00	510,061.80	0.00	350,360.20	59
TOTAL FUND EXPENSES		86,129.75	860,422.00	622,977.19	13,017.25	224,427.56	74
FUND SURPLUS (DEFICIT)		(82,454.58)	0.00	(112,915.39)			
TOTAL ALL FUND REVENUES		3,675.17	860,422.00	510,061.80	0.00	350,360.20	59
TOTAL ALL FUND EXPENSES		86,129.75	860,422.00	622,977.19	13,017.25	224,427.56	74
ALL FUND SURPLUS (DEFICIT)		(82,454.58)	0.00	(112,915.39)			

Directors Report: October, 2017

Background on Agenda items:

Our budget for next year does include the Children's Clerk position at full time, and it is budgeted for this year. I would like to change the status of Dion Holcomb-Card from part time to full time beginning November 1.

Updates

Budget:

The preliminary budget was approved by the City Council on 9/25 . Our budget did include the fund balance payback amount, and the personnel budget which includes the Children's Clerk position at full time.

Personnel Notes: The Council voted to switch insurance plans for employees to one provided by the 49ers. This means a decrease in costs for the City as a whole, but an increase in costs for the Library. We will go from several employees with family coverage, several with single and several with none (covered under spouse's policy) to paying for family coverage for all employees. Union Contracts expire at the end of the year, and negotiations will take place in October..

Building

Grant Application for removing barriers to accessibility was submitted to the MN Dept of Education on September 28. For \$12,050 Anderson Glass estimate for replacing the entry doors came to 16,000. In their opinion, it was easier and safer to replace the entire metal and glass frame and doors with a new frame surrounding 2 larger doors of equal size (the same size as the doors in the outdoor vestibule. The other unanticipated part was the cost of rewiring the lights in the Riverview Room so some of them are on a separate switch. The estimates are as follows:

Interior entrance doors, framing and automatic door operator:	\$16000
Electrical work for door operator and new button:	\$900
Construction of wall in meeting room:	\$1600
New automatic door operator:	\$2500
Electrical to install new door operator and buttons in meeting room:	\$900
Electrical to rewire lights and install new switch in meeting room:	1450
New table and chairs on wheels for meeting room:	\$700
Total estimated project cost:	\$24,100

We will find out if we will receive the grant in late November.

Caulking: The caulking around the windows is finally done. I think that is the last part of the exterior maintenance work.

Bike Share

We have checked out a few bikes in September and early October. So far it is going well. The plan is to keep them available until bad weather makes the streets dangerous.

Assistant Director Report October 2017

Teens

Teen Advisory Board did not meet in September.

Teen Anime Club had 5 participants in September. We watched Noragami. There were two girls who came from Hibbing!

Teens Top Ten had 10 participants in September. Teens could ask at the reference desk about the Top Ten and receive a prize!

The teen room drawing had 5 participants. The theme for September was football.

Staff

Tracy presented at the Minnesota Library Association in Rochester on Thursday, October 5. She presented with Gail Nordstrom and Mollie Stanford, the ALS Youth Services Librarian. The focus of their session was to reinvigorate summer reading by finding fresh approaches to this traditional, and vital, library program. They explored ways to structure and promote the program differently to increase its reach by drawing in non-traditional participants. The audience broke into small groups to brainstorm new approaches to this valued program.

John will attend a book mending workshop in mid-October. Pam O'Hara, a book mending expert and librarian, will be conducting a hands-on workshop designed to demonstrate quick and easy techniques for extending shelf life on general circulating materials in libraries.

Operations

The Friends of the Library Board meets 3-4 times a year. They met on October 4. Two board members attended a workshop in Cook titled "Empowering Friends". The presenter was the immediate past president of the ALA. Recently the Friends purchased and donated items to the staff break room. National Friends of the Library Week is October 15-21. The Friends will serve cake in the lobby on Thursday, October 19 starting at 2:00 pm!

Michelle did a great display in the lobby case for Banned Books Week held annually in September. The week brings awareness to the freedom to read. Patrons are usually curious and want to know if/what books are banned at our library. Some great conversations usually ensue with patrons.

CIRCULATION
Check-outs THIS MONTH YTD YTD 2016 Express Check outs % of total c/o September
 Total Circulation 11,270 107,537 110,856 2,832 25.13%
 Returns 12,997 123,889 126,580
 New cards 13,064 122,706 125,627
 125 986 1,109

Door count 11063

TECHNICAL PROCESSES
 Books cataloged and processed THIS MONTH YTD YTD 2016
 Withdrawn copies 634 5,549 4,956
1,349 5,138 5,979

REFERENCE
 tests proctored THIS MONTH YTD YTD 2016
 computer help over 5 minutes 849 6,982 6,528
 Passports 7 59 70
 69 502 443
 61 780 805
INTERNET
 Pharos sessions *** 1,261 799 10,780 6,938 11,296 7,220

Non-Pharos sessions
VOLUNTEERS 158 1,352
 34 228.00 2693.00
 HOURS YTD HOURS

MEETING ROOM
COMMUNITY ROOM/GSR 45 YTD GROUPS 389

PROGRAMS & TOURS
BOOK TIME 6 PEOPLE YTD PROGRAMS YTD PEOPLE YTD 2016 programs YTD 2016 people
SATURDAY STORY TIME 8 187 66 1,325 60 1,296
CLASS VISITS 6 145 44 1,402 37 1,469
NON SCHOOL GROUPS 0 0 1 15 0 0
CHILDREN'S PROGRAMS 1 28 44 1409 28 1,150
TEEN PROGRAMS 3 20 31 394 31 306
Total Youth Programs 24 542 222 5,694 197 5,279
Total Adult Programs 4 106 41 1206 45 1,511

BOOKINGS & ARRANGEMENTS HRS THIS MONTH HRS YTD YTD 2016
TOTALS 7 69 62.5

Children's September Board Report

It used to be, several years ago, that the Children's Library could set aside most of September for planning for the upcoming year. It was a bit quieter, with families and teachers getting used to new routines. Those days, however, seem to be over.

Already in September we've had visits from three Murphy third grade classes and two visits from the Middle School Special Education class. In addition, for the third year, Anna Francisco brought her Class Act freshman class from ICC to hear my talk on "What Your Librarian Wants You to Know." As future teachers, I am delighted to get to bend their ears a bit before they start sending students to the library for assignments. Anna also has her Sophomores complete an assignment using the resources of the Children's Library.

Lego Club started well with 28 people in attendance. We are beginning both our Artastic series and our Full Steam Ahead series in the month of October. In addition to these afterschool classes, I am looking for another series for our school age kids that would complement these. Any ideas are welcome!

I continue to receive positive feedback from our month-long August Non-Fiction Book Challenge. Both parents and kids told me that it was fun, it was short, it was easy to accomplish, and they loved reading the non-fiction books...all things I am heartened to hear. One parent also mentioned that it was great to concentrate on "learning" books just before school started. That wasn't my goal, but I'm glad that is where the value was for some readers. It was so well received that not only am I looking to replicate it next year, but it is a format that may work well for Winter Reading as well.

Dion and I attended the bi-annual CLAS (Children's Librarians of the Arrowhead System) Meeting in September at the ALS Headquarters in Mountain Iron. I am always energized after spending a day surrounded by people with many of the same passions for kids and books. I am very much looking forward to a school year filled with great kids and great books.

October 11, 2017

Betsy Whirley
18771 Wendigo Park Road
Grand Rapids, MN 55744

Dear Ms. Whirley:

I am pleased that you will be leading a series of seven monthly art programs developed for school age children. These programs will be held October 2017 – April 2018.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

Marcia Anderson
Library Director

These terms are acceptable:

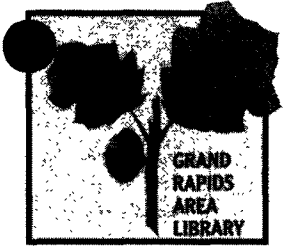
Signature

Date

Approved for the Board of Directors:

Board President

Date



October 11, 2017

William Durbin
2402 Greysolon Rd
Duluth MN 55812

Dear Mr. Durbin;

I am very pleased that you are able to do a presentations for the Grand Rapids Area Library on November 2nd: at 6:00 pm on *Writing Historical Fiction*.

This will be a great kick off to National Novel Writing Month!

The Library will pay you an honorarium of \$250 for your appearance. Also enclosed is a release form for ICTV. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderson@ci.grand-rapids.mn.us if you have any questions

Sincerely,

Marcia Anderson
Library Director

ICTV release, W-9 form

These terms are acceptable:

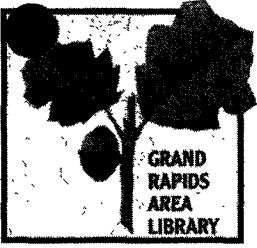
William Durbin
Signature

10-16-17
Date

Approved for the Board of Directors:

Wendell
Board President

11 Oct 17
Date



October 11, 2017

Betsy Whirley
18771 Wendigo Park Road
Grand Rapids, MN 55744

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

Dear Ms. Whirley:

I am pleased that you will be leading a series of seven monthly art programs developed for school age children. These programs will be held October 2017 – April 2018.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

Marcia Anderson
Library Director

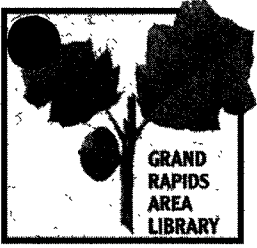
These terms are acceptable:

Elizabeth A. Whirley
Signature

10/13/17
Date

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

11 Oct 17
Date



October 11, 2017

Jennifer Behm
12866 Behm Rd
Grand Rapids, MN 55744

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

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

Dear Ms. Behm:

I am pleased that you will be leading a series of seven monthly science programs developed for school age children. These programs will be held October 2017-April 2018.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

Marcia Anderson
Library Director

These terms are acceptable:

Signature

16 Oct 2017

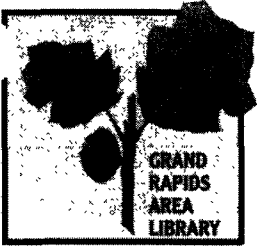
Date

Approved for the Board of Directors:

Board President

11 Oct 17

Date



October 11, 2017

Tammy Schotzko
We Love Messes
10189 West Way NW
Bemidji, MN 56601-9566

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

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

Dear Tammy;

I am very pleased that you are able to do a presentations for the Grand Rapids Area Library on October 23: at 6:00 pm *Kids Got Clutter*

I appreciate your willingness to demonstrate alternative methods of getting "stuff" under control and reducing clutter.

The Library will pay you an honorarium of \$100 for your appearance. Also enclosed is a release form for ICTV. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

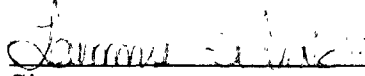
My e-mail is: manderson@ci.grand-rapids.mn.us if you have any questions

Sincerely,


Marcia Anderson
Library Director


ICTV release

These terms are acceptable:



Signature

17/04/17
Date

Approved for the Board of Directors:


Board President

11 Oct 17
Date

October 11, 2017

Sparky Stensaas
2515 Garthus Rd
Wrenshall MN 55797

Dear Mr. Stensaas;

I am very pleased that you are able to do a presentations for the Grand Rapids Area Library on November 14: at 6:00 pm *Owls to Orchids: Magic & Mystery in the Sax-Zim Bog*

I appreciate your willingness to share information on this amazing place

The Library will pay you an honorarium of \$200 for your appearance. Also enclosed is a release form for ICTV. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderson@ci.grand-rapids.mn.us if you have any questions

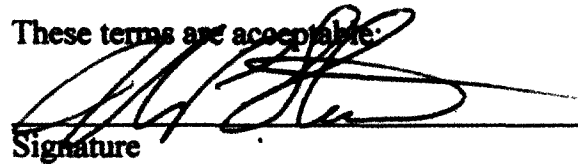
Sincerely,



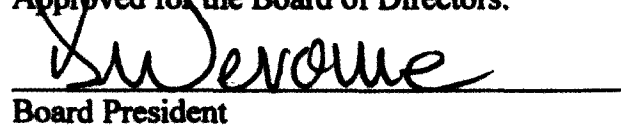
Marcia Anderson
Library Director

ICTV release

These terms are acceptable:


Signature

Approved for the Board of Directors:


Board President

Contact was
returned via
scan/email 17

11 Oct 17
Date