

# Grand Rapids Area Library Regular Board Meeting April 12, 2017

**Call to Order:** The monthly board meeting was called to order at 5:04 PM by Dennis Jerome.

## **Roll Call:**

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

## **Public Comment:**

**Agenda:** Randy McCarty moved to approve the agenda with the first item on today's Regular Agenda moved to the top. A second was made by Max Peters. The motion passed unanimously.

1. **Regular Agenda (Line Item 1):** Meet and confer with union before scheduling staff for summer Saturday hours  
Union Representative Will Richter present for discussion. Suggestion by a Board member to add Saturday statistics as a line item in the statistics report.

**Minutes:** Jean MacDonell moved to approve the minutes from the March 8, 2017 board meeting. A second was made by Lisa Tabbert. The motion passed unanimously.

**Communications:** Draft Letters to Legislators.

**Financial Report:****The Grand Rapids Area Library Bill List  
Invoices Due On/Before April 12, 2017**

<b>NAME</b>	<b>AMOUNT DUE</b>
AMAZON.COM	\$166.12
AMERIPRIDE LINEN & APPAREL	49.74
ARROWHEAD LIBRARY SYSTEM	38.70
BAKER & TAYLOR, INC	2,903.15
JENNIFER BEHM	250.00
LEAGUE OF MN CITIES INS TRUST	9,166.00
BLACKSTONE AUDIO, INC	435.99
BLUE CROSS & BLUE SHIELD OF MN	5,948.50
BUSY BEES QUALITY CLNG SVC INC	1,700.00
CANON USA INC	134.00
CUB FOODS STORE# 9036	19.95
DELTA DENTAL OF MINNESOTA	350.20
FIDELITY SECURITY LIFE INS CO	12.52
GARTNER REFRIGERATION CO	1,665.49
GRAND RAPIDS CITY PAYROLL	58,858.84
BONNIE HENRIKSEN	5.49
JUNIOR LIBRARY GUILD	21.00
LINCOLN NATIONAL LIFE	78.00
MARCO TECHNOLOGIES, LLC	132.38
MINNESOTA ENERGY RESOURCES	1,146.29
MINNESOTA REVENUE	55.40
NEXTERA COMMUNICATIONS LLC	83.45
NORTHERN BUSINESS PRODUCTS INC	263.86
PAUL BUNYAN COMMUNICATIONS	487.24
PERSONNEL DYNAMICS LLC	363.92
P.U.C.	2,136.85
SHOWCASES	614.25
SIM SUPPLY INC	286.70
THOMSON REUTERS - WEST	492.00
TRU NORTH ELECTRIC LLC	125.00
UNIQUE MANAGEMENT SERVICES	259.55
UNUM LIFE INSURANCE CO OF AMER	18.45
VERIZON WIRELESS	164.74
VISA	506.04
WASTE MANAGEMENT	546.26
BETSY WHIRLEY	250.00
DANIEL JONES	500.00
FIVE FRIENDS BOOKS LLC	300.00
JOHN D COX	100.00
<b>TOTAL ALL VENDORS:</b>	<b>90,636.07</b>

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

## Staff Reports:

- **Director's Report:** Up for this summer: One Community, One Vegetable campaign, focused on beans. Seed packets available at the Library for distribution starting May 1st.
- **Assistant Director's Report:** Anime Club is going well.

## Old Business:

### New Business:

- **Consent Agenda:**
  - 1. Approve payment of late bills**
  - 2. Approve Contracts and Payments to Presenters**
    - a. LeVasseur, *POWs in MN* June 8 \$100
    - b. Luci Amundsen, *Locally Laid* May 25 \$150
    - c. Freeman, *Year in the Boundary Waters* June 29 \$300
  - 3. Approve Resolution 2016 - Accepting Donations**
    - a. \$1195 from Friends of the Library for cabinets for bookstore
  - 4. Authorize staff to obtain quotes**
    - a. Exterior repainting, staining, and sealing
    - b. Filling gap at base of wall near bike rack

Lisa Tabbert moved to approve the consent agenda. A second was made by Randy McCarty. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**
  - 2. Approve summer Saturday hours (10-2 all summer but closed May 27th and September 2nd).** Randy McCarty moved to approve summer Saturday hours. A second was made by Richard Thouin. The motion passed unanimously.
  - 3. Recommend hiring Tracy Kampa for Children's Librarian position to begin June 10 at a pay rate of \$22.6031.** Randy McCarty moved to approve the recommendation to hire Tracy Kampa for Children's Librarian position to begin June 10. A second was made by Sue Zeige. The motion passed unanimously.
  - 4. Authorize collaboration with MacRostie Art Center and other community organizations to host a temporary exhibit "We Are All Criminals"** Discussion about the title of the project ensued. Libraries are responsible for distributing information so that people can make their minds up about it. We should not shy away from things because they are controversial, and should support intellectual freedom. Deborah Kee moved to approve authorization of collaboration with MacRostie Art Center and other community organizations. A second was made by Max Peters. The motion passed unanimously.
  - 5. Schedule time in late May/ early June for planning meetings (two 2-hour sessions).** These meetings will be held May 17th and the 31st 5:00 PM to 7:00 PM at the Riverview Room at the GR Area Library.
  - 6. Analysis of Library services, gaps, opportunities, and potential threats in preparation for Strategic Planning.** Red flags: black box for energy system isn't transmitting data correctly. Is there any money available in the community for this or other necessary projects, programs, repairs, etc.? Grants?

**Adjourn:** The monthly board meeting was adjourned at 6:19 PM by Dennis Jerome.

**Marcia Anderson**  
**140 NE Second Street**  
**Grand Rapids, MN 55744**

### **Fund Statement(s)**

January 1, 2017 - March 31, 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:**

<b>Contact:</b>	Mariah J. Mousel
<b>Title:</b>	Partner Relations Associate
<b>Phone:</b>	651-325-4269 800-875-6167
<b>Email:</b>	<a href="mailto:mariah.mousel@mnpartners.org">mariah.mousel@mnpartners.org</a>
<b>Address:</b>	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 - March 31, 2017

Prepared on: 4/28/2017

Prepared for: Marcia Anderson

Fund ID: 5350

**Fund Activity**

<b>Beginning Balance on January 1, 2017</b>	<b>\$</b>	<b>32,087</b>
<b>Investment Activity</b>		
Interest & Dividends		108
Investment Gain/(Loss)		1,496
<b>Disbursements</b>		
Administrative Fees		(68)
Grants Paid		(1,258)
Investment Expenses		(31)
<b>Ending Balance on March 31, 2017</b>	<b>\$</b>	<b>32,334</b>
<b>Approved Grants to be Paid (Returned)</b>		<b>-</b>
<b>Uncommitted Balance on March 31, 2017</b>	<b>\$</b>	<b>32,334</b>

**Summary of Assets**

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	33,592	103.9%	4.9%	12.6%	5.2%	8.0%
Money Market	(1,258)	-3.9%	0.1%	0.3%	0.2%	0.1%
	<u>\$ 32,334</u>	<u>100.0%</u>				

**The Grand Rapids Public Library Endowment Fund (5350)**  
**of Minnesota Community Foundation**  
**Fund Statement**  
**January 1, 2017 - March 31, 2017**

There were no contributions during this statement period.

<b>Grants Paid (Returned)</b>		
<b>Paid Date</b>	<b>Organization</b>	<b>Amount</b>
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 - March 31, 2017

**Available to Grant Activity**

<b>Amount Available to Grant from Previous Year</b>	-
Available to Grant in the current year	1,258
Grants (Paid)/Returned in the current year	<u>(1,258)</u>
<b>Amount Available to Grant as of March 31, 2017</b>	<u>-</u>
Grants Scheduled to be paid in the current year	-
<b>Uncommitted Amount Available to Grant as of March 31, 2017</b>	<u><u>-</u></u>

**Future Year Grant Commitments**









**LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST**

PROPERTY CASUALTY FUND CLAIMS ACCOUNT  
PO Box 59143  
Minneapolis, MN 55459-0143

US BANK  
17-2-910

0010007697

LMC CP 000000028019

DATE  
April 21, 2017

**PAY TWO HUNDRED FORTY-SIX AND 76/100**

AMOUNT  
\$\*\*\*\*\*246.76

TO THE ORDER OF GRAND RAPIDS CITY OF

VOID AFTER 90 DAYS

Mail To: GRAND RAPIDS CITY OF  
420 POKEGAMA AVE N  
GRAND RAPIDS MN 55744-2658

*[Handwritten Signature]*  
Two Signatures Required for Amounts of \$10,000 or Greater

⑈0010007697⑈ ⑆091000022⑆ 160234548354⑈

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST**

POLICY #:	CMC 38620	INSURED NAME:	GRAND RAPIDS, CITY OF
CLAIM #:	LMC CP 000000028019	CHECK DATE:	04/21/17
CHECK #:	0010007697	PAYMENT:	246.76
LOSS DATE:	11/15/16	PAYEE:	GRAND RAPIDS CITY OF
DESCRIPTION:	Snow load damage to library windows less \$1000 deductible		
Snow load damage to	\$246.76	CMC 38620	LMC CP 000000028019

RECEIVED

APR 24 2017

CITY OF GRAND RAPIDS

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2017**  
*With Comparative Totals for April 30, 2016*

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>460,101</b>	<b>483,659</b>	<b>483,659</b>	
<b>Revenues:</b>				
Taxes	-	-	666,240	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	19,834	12,498	36,982	34%
Fines & Forfeits	3,853	4,100	13,000	32%
Blandin Grant	-	-	-	0%
GR Library Foundation	800	4,276	3,000	143%
Miscellaneous	5,485	8,161	13,200	62%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>29,973</b>	<b>29,036</b>	<b>860,422</b>	<b>3%</b>
<b>Expenditures:</b>				
Personnel	199,825	195,852	619,960	32%
Supplies/Materials	27,985	26,861	87,900	31%
Other Services/Charges	41,375	50,477	152,562	33%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>269,186</b>	<b>273,190</b>	<b>860,422</b>	<b>32%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(239,213)</b>	<b>(244,154)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	17,599	-	-	0%
Capital Outlay	11,254	-	-	0%
<b>Fund Balance 4/30/XX</b>				
Cash Flow	157,648	169,919	414,073	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 4/30/XX</b>	<b>\$ 227,234</b>	<b>\$ 239,505</b>	<b>\$ 483,659</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,334 as of 3/31/17. This endowment is not available for current operations.

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

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 666,240	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,700	890	52%
211-00-34-00-7975	INTERNET	3,200	1,053	33%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	280	56%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	10,000	38%
211-00-34-00-7990	FAX MACHINE USE	300	275	92%
211-00-35-00-1030	LIBRARY FINES	13,000	4,100	32%
211-00-37-00-2310	DONATIONS	1,500	193	13%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	71	7%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,258	97%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	3,000	4,276	143%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	2,731	74%
211-00-37-00-2450	MISCELLANEOUS	2,000	852	43%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	29,036	3%
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	129,520	31%
211-00-75-10-1030	SALARY-PARTTIME	23,305	7,036	30%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	1,902	17%
211-00-75-10-1210	PERA	33,239	10,242	31%
211-00-75-10-1220	FICA	27,477	8,025	29%
211-00-75-10-1250	MEDICARE	6,426	1,877	29%
211-00-75-10-1310	HEALTH INSURANCE	93,635	35,864	38%
211-00-75-10-1330	LIFE INSURANCE	221	86	39%
211-00-75-10-1335	DENTAL INSURANCE	2,065	477	23%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	821	37%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,919	42%
211-00-75-20-2020	COPY SUPPLIES	1,000	297	30%
211-00-75-20-2030	PRINTING/BINDING	900	75	8%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	899	35%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	487	19%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,600	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	344	34%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	25	6%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	461	23%
211-00-75-20-2110	BOOKS	44,000	16,773	38%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,915	32%
211-00-75-20-2130	NEWSPAPERS	1,400	742	53%
211-00-75-20-2140	PERIODICALS	8,000	116	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	807	32%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	612	224	37%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,350	56%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2017 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3210	TELEPHONE	6,000	1,652	28%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	719	29%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	329	110%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	376	17%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,055	34%
211-00-75-30-3810	ELECTRICITY	28,000	6,912	25%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	1,394	46%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,550	64%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	1,784	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	11,308	31%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	820	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,255	75%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,680	111%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	268	27%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>860,422</b>	<b>273,190</b>	<b>32%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(244,154)</b>	

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	666,240.00	0.00	0.00	666,240.00	(
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	(
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL</b>		0.00	666,240.00	0.00	0.00	666,240.00	(
<b>TOTAL TAXES</b>		0.00	666,240.00	0.00	0.00	666,240.00	(
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	(
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	(
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	(
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	(
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	0.00	0.00	5,282.00	(
211-00-34-00-7970	PHOTO COPIES	176.33	1,700.00	890.21	0.00	809.79	5
211-00-34-00-7975	INTERNET	205.05	3,200.00	1,052.84	0.00	2,147.16	3
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	500.00	280.00	0.00	220.00	5
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,000.00	26,000.00	10,000.00	0.00	16,000.00	3
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	(
211-00-34-00-7990	FAX MACHINE USE	61.74	300.00	275.04	0.00	24.96	9
<b>TOTAL</b>		2,483.12	36,982.00	12,498.09	0.00	24,483.91	3
<b>TOTAL CHARGES FOR SERVICES</b>		2,483.12	36,982.00	12,498.09	0.00	24,483.91	3

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	988.82	13,000.00	4,100.17	0.00	8,899.83	3%
TOTAL		988.82	13,000.00	4,100.17	0.00	8,899.83	3%
TOTAL FINES & FORFEITS		988.82	13,000.00	4,100.17	0.00	8,899.83	3%
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	193.00	0.00	1,307.00	1%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	(
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	70.99	1,000.00	70.99	0.00	929.01	(
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	(
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,257.69	0.00	42.31	9%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	3,000.00	4,276.14	0.00	(1,276.14)	14%
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	(
211-00-37-00-2375	MEETING ROOM RECEIPTS	215.62	3,700.00	2,731.31	0.00	968.69	7%
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	(
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	(
211-00-37-00-2450	MISCELLANEOUS	316.45	2,000.00	851.61	0.00	1,148.39	4%
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	(
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	(
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	0.00	0.00	2,500.00	(
TOTAL		603.06	16,200.00	9,380.74	0.00	6,819.26	5%
TOTAL MISCELLANEOUS REVENUE		603.06	16,200.00	9,380.74	0.00	6,819.26	5%
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	3,056.60	0.00	3,056.60	0.00	(3,056.60)	10%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	(
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	(
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	(
TOTAL		3,056.60	0.00	3,056.60	0.00	(3,056.60)	10%
TOTAL OTHER SOURCES		3,056.60	0.00	3,056.60	0.00	(3,056.60)	10%

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL REVENUES:		7,131.60	860,422.00	29,035.60	0.00	831,386.40	

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	
TOTAL		0.00	0.00	0.00	0.00	0.00	

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	32,421.89	419,878.00	129,519.82	0.00	290,358.18	31
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1030	SALARY-PARTTIME	1,742.26	23,305.00	7,036.26	0.00	16,268.74	30
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1050	CONTRACTED SERVICES	464.17	11,504.00	1,902.29	0.00	9,601.71	17
211-00-75-10-1210	PERA	2,562.31	33,239.00	10,241.74	0.00	22,997.26	33
211-00-75-10-1220	FICA	2,007.90	27,477.00	8,025.36	0.00	19,451.64	29
211-00-75-10-1250	MEDICARE	469.58	6,426.00	1,876.86	0.00	4,549.14	29
211-00-75-10-1310	HEALTH INSURANCE	(491.31)	93,635.00	35,863.52	0.00	57,771.48	38
211-00-75-10-1330	LIFE INSURANCE	39.45	221.00	85.80	0.00	135.20	39
211-00-75-10-1335	DENTAL INSURANCE	147.18	2,065.00	477.04	0.00	1,587.96	23
211-00-75-10-1347	VISION INSURANCE	3.37	0.00	1.92	0.00	(1.92)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	
211-00-75-10-1510	WORKERS COMPENSATION	205.29	2,210.00	821.16	0.00	1,388.84	37
TOTAL PERSONNEL		39,572.09	619,960.00	195,851.77	0.00	424,108.23	32

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	1,977.93	7,000.00	2,919.41	0.00	4,080.59	42
211-00-75-20-2020	COPY SUPPLIES	32.99	1,000.00	297.33	0.00	702.67	30
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	75.34	0.00	824.66	38
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	
211-00-75-20-2060	COMPUTER SUPPLIES	423.01	2,600.00	898.72	0.00	1,701.28	33
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	487.36	0.00	2,012.64	19
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,600.00	0.00	0.00	5,600.00	100
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	344.24	0.00	655.76	34



CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	25.44	0.00	374.56	(
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	461.08	0.00	1,538.92	2)
211-00-75-20-2110	BOOKS	5,039.53	44,000.00	16,773.45	2,964.94	24,261.61	4)
211-00-75-20-2120	AUDIO/VISUAL	7.95	9,000.00	2,914.66	0.00	6,085.34	3)
211-00-75-20-2130	NEWSPAPERS	49.00	1,400.00	741.64	0.00	658.36	5)
211-00-75-20-2140	PERIODICALS	60.00	8,000.00	116.01	8.80	7,875.19	2)
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	226.79	2,500.00	806.57	0.00	1,693.43	3)
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>7,817.20</b>	<b>87,900.00</b>	<b>26,861.25</b>	<b>2,973.74</b>	<b>58,065.01</b>	<b>3)</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	(
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-3070	LAUNDRY	49.74	612.00	223.83	0.00	388.17	3)
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	6,800.00	0.00	13,600.00	3)
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,050.00	6,000.00	3,350.00	250.00	2,400.00	6)
211-00-75-30-3210	TELEPHONE	330.47	6,000.00	1,652.05	0.00	4,347.95	2)
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	719.11	0.00	1,780.89	2)
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	(
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	(
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	329.22	0.00	(29.22)	11)
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,200.00	375.90	0.00	1,824.10	1)
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	0.00	0.00	300.00	(
211-00-75-30-3610	GENERAL INSURANCE	763.81	9,000.00	3,055.24	0.00	5,944.76	3)
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	6,911.89	0.00	21,088.11	2)
211-00-75-30-3840	GARBAGE REMOVAL	423.91	3,000.00	1,393.55	0.00	1,606.45	4)
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,550.10	0.00	1,449.90	6)
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	1,784.41	0.00	5,215.59	2)
211-00-75-30-4010	BUILDING MAINT/REPAIRS	210.00	36,000.00	11,308.42	0.00	24,691.58	3)
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	0.00	0.00	6,000.00	(

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL. BALANCE	% EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	820.43	0.00	8,179.57	(
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4030	ONLINE SERVICES	879.00	3,000.00	2,255.23	0.00	744.77	71
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	6,679.53	0.00	(679.53)	11
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,000.00	268.00	0.00	732.00	2
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	(
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	(
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	(
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	(
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		5,473.93	152,562.00	50,476.91	250.00	101,835.09	3
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	(
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	0.00	0.00	0.00	(
<b>TOTAL GENERAL ADMINISTRATION</b>		52,863.22	860,422.00	273,189.93	3,223.74	584,008.33	3
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5745	BLNDIN GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	(
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	(



CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY APRIL 30, 2017  
 FOR 4 PERIODS ENDING

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 04/30/17
<b>ASSETS</b>					
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	175,532.35	175,532.35	0.00
211-00-00-00-1010	CASH	535,249.37	39,655.51	369,921.29	204,983.59
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	0.00	4,507.73	908.35
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,630.00	3,876.40	7,753.60
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	10,112.08	6,912.34	3,199.74
<b>TOTAL</b>					
		586,850.45	236,929.94	561,945.11	261,835.28
<b>TOTAL ASSETS</b>					
		586,850.45	236,929.94	561,945.11	261,835.28
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	353,921.29	289,698.55	6,284.87
211-00-00-00-2030	SALES TAX PAYABLE	0.00	159.02	211.24	52.22
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
<b>TOTAL</b>					
		103,190.67	373,970.37	289,909.79	19,130.09

FUND: PUBLIC LIBRARY  
FOR 4 PERIODS ENDING APRIL 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 04/30/17
<b>TOTAL LIABILITIES</b>					
		103,190.67	373,970.37	289,909.79	19,130.09
<b>FUND EQUITY</b>					
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	6,912.34	10,112.08	3,199.74
TOTAL		483,659.78	6,912.34	10,112.08	486,859.52
	FUND SURPLUS (DEFICIT)	0.00	244,154.33	0.00	(244,154.33)
TOTAL FUND EQUITY		483,659.78	251,066.67	10,112.08	242,705.19
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	625,037.04	300,021.87	261,835.28

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CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/10/2017

VENDOR #	NAME	AMOUNT DU
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	28.1
0113233	AMERIPRIDE LINEN & APPAREL	49.7
0118660	ARROWHEAD LIBRARY SYSTEM	89.9
0201428	BAKER & TAYLOR, INC	1,641.7
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.0
0315455	COLE HARDWARE INC	26.6
0405223	DEER RIVER HIRED HANDS INC	150.0
0405500	DEMCO	1,872.5
0914690	INSIGHT PUBLIC SECTOR SLED	273.9
0914800	INVEST EARLY PROJECT	800.0
1021515	JUNIOR LIBRARY GUILD	196.6
1205099	LEARNING OPPORTUNITIES INC	2,964.9
1205850	LEXIS NEXIS	208.1
1309398	MINNESOTA WOMEN'S PRESS	60.0
1415377	NORTHERN BUSINESS PRODUCTS INC	287.4
1605665	PERSONNEL DYNAMICS LLC	464.1
1608100	PHAROS SYSTEMS INT'L INC	879.0
1801610	RAPIDS PLUMBING & HEATING INC	210.0
1805150	RECORDED BOOKS	7.9
1909510	SIM SUPPLY INC	200.1
2201170	THE TIMBERJAY	49.0

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 12,160.0

HECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	11,897.0
0301530	CANON USA INC	67.0
0405447	DELTA DENTAL OF MINNESOTA	175.1
0605191	FIDELITY SECURITY LIFE INS CO	6.2
0718015	GRAND RAPIDS CITY PAYROLL	39,203.9
1309199	MINNESOTA ENERGY RESOURCES	135.8
1309335	MINNESOTA REVENUE	64.9
1601750	PAUL BUNYAN COMMUNICATIONS	243.7
1621130	P.U.C.	2,333.7
2114750	UNUM LIFE INSURANCE CO OF AMER	36.9
2205637	VERIZON WIRELESS	60.6
2209665	VISA	82.5
2301700	WASTE MANAGEMENT	273.9
2308300	BETSY WHIRLEY	125.0

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$54,706.4

TOTAL ALL DEPARTMENTS

66,866.4

## Directors Report: May 10, 2017

### Updates

#### Windows

We received checks for the windows in the amount of 3056.60. The windows in the upper portion – above the restrooms in the lobby, still need to be replaced.

One Vegetable – One Community (Beans on the Scene in '17)

We received one box of bean kits on April 27, and those were gone by the following Monday, May 1. We received another half box on May 2, plus some small kits for kids. We have a few of those remaining.

### Background on Agenda items:

#### Consent Agenda

##### Contracts for children's summer program

Tracy and Darla have made arrangements with Betsy Whirley and Jenny Behm to continue their art and science programs through the summer. They have also made arrangements with Frieda Hall to provide programs based on biographies of famous (or infamous) people, and Nancy Mike-Johnson for outdoor science/nature-based programs. The Library Foundation has agreed to underwrite these programs using money specifically designated for children's programs by a bequest.

##### Regular Agenda

**We may have quotes to consider for building maintenance. Nathan is still working on getting them.**

We have extra money in the building maintenance budget for **staining the exterior wood siding and repainting metal trim, and caulking around windows**. The estimate for budget purposes was approximately \$26,000. The staining was last done in 2007.

Nathan did a walk-around the building with someone from Anderson Glass looking at caulking and sealing where wood, metal and glass meet the brick and discovered that much of the existing caulking is crumbling and will need to be replaced. The exterior siding is also in bad shape in many spots and will need to be replaced within the next few years. Therefore the original plan to re-stain the siding and repaint the metal trim is turning into a much more extensive, and expensive repair job. Nathan and Ron are getting some estimates for the different pieces and will try to determine which parts need to be done this year, and which parts can be done next year.

We had some leaks around the windows in Children's when we had hard rain and wind from the North last week.

There is also some repair required to the roof over the magazine area on the South side of the building.

##### Strategic planning process

Continuing process:

**May 10 Board meeting: Look at demographics and major trends/needs in community**

**May 17, May 31:** Library Board and representatives from Program Committee, Friends, Foundation and staff meet to determine priorities and actions

**July:** Action plans developed, and budget developed for 2016 and 2017

In your packet is a document labeled *GR Community Profile and Links to more information*.

This is a compilation of some basic demographic information, and some links to community assessments that have been completed recently by various organizations

.ve will spend roughly half an hour on Wednesday discussion the results of some of these assessments. I will have one page summaries of them for your quick review and consideration so we can get a sense of what some of the needs are in the community.



**Assistant Director Report  
May 2017**

**Teens**

*Teen Advisory Board  
April 25, 2017*

Members present: Emma O., Sarah K., Jonas T.

Discussed summer reading and possible programs. Members decided to change summer reading slightly. In the past there were 2 prize levels for the number of pages read. Members opted to have 3 levels this year: 500, 1000, and 2000 plus a grand prize.

In April I did a program called "Frankentoys and Scifi Stitches". For Frankentoys, toys were put out and teens broke them apart and put back together in unique ways. For scifi stitches, teens chose old time black and white photos and stitched with embroidery floss on a part of the photo they wanted to enhance. There were 4 participants.

At the end of April I had Anime Club. There were 8 participants. Three new teens showed up! We watched Boruto: Naruto the Next Generation and ate lots of snacks. I did a prize drawing for Target gift cards and 2 teens won.

The Peeps Diorama Contest had 10 entries. 159 patrons voted for their favorite (which was a new record!) The entries this year were great! In fact, it was advertised there would be only one winner in the People's Choice category. Because of the quality of entries, 2<sup>nd</sup> and 3<sup>rd</sup> places also received a prize. They were most appreciative. Only 2 votes separated 1<sup>st</sup> and 2<sup>nd</sup> in the People's Choice category.

**Category Winners** Two community members judged entries in each category.

Adult "Bookmobile" Lassen Family

Young Adult "Peepsville Dentist" Makenzie Jaranson

Juvenile "Taking the Peeps Camping" Adisyn Jaranson

**People's Choice** 159 patrons voted (a new record!)

1<sup>st</sup> "Bookmobile" Lassen Family

2<sup>nd</sup> "Army Peeps" Dylan Owens

3<sup>rd</sup> "The Last Supper by Peepanardo DaVinci" Cindy Hilligoss

**Operations**

The Friends of the Library are planning their annual Spring Meeting which will be held Wednesday, May 31. The theme this year is "Mystery".

We are a kit pickup point for the One Vegetable, One Community bean kits. The kits have been super popular! We even had to ask for more kits.

The lobby display case has a gardening theme. In May there will be a program done about pollinators which ties in nicely with the display case theme.

A display on the way to Children's is for Money Smart Week which was the last week in April

Express Check outs % of total c/o  
 1,504 13.73%

Door count  
 10527

CIRCULATION	THIS MONTH	YTD	YTD 2016
<b>Check-outs</b>			
Total Circulation	10,953	45,028	47,859
Returns	12,681	52,184	54,558
New cards	13,050	51,494	53,762
	89	380	390

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2016
Books cataloged and processed	537	2,204	2,008
Withdrawn copies	372	1,559	1,216

REFERENCE	THIS MONTH	YTD	YTD 2016
tests proctored	803	3,307	3,376
computer help over 5 minutes	5	31	26
Passports	42	165	186
	90	392	484
<b>INTERNET</b>			
Pharos sessions ***	1,136	746	4,500
			2,889
			5,194
			3,177

Non-Pharos sessions	PEOPLE	HOURS	YTD HOURS
<b>VOLUNTEERS</b>	163	246.00	969.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	51	173

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2016 programs	YTD 2016 people
BOOK TIME	6	150	22	552	26	538
SATURDAY STORY TIME	6	125	28	765	32	771
CLASS VISITS	5	130	24	631	20	730
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	76	15	341	4	163
TEEN PROGRAMS	5	192	18	270	15	143
<b>Total Youth Programs</b>	<b>26</b>	<b>673</b>	<b>107</b>	<b>2,559</b>	<b>97</b>	<b>2,345</b>
Total Adult Programs	4	44	17	465	22	711

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2016
<b>TOTALS</b>	<b>8.5</b>	<b>32</b>	<b>26</b>

# INVOICE

**UNIQUE MANAGEMENT SERVICES, INC.**

119 EAST MAPLE STREET  
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

DATE

INVOICE #

5/1/2017

444216

**SEND REMITTANCE TO:**

P.O. Box 645525  
Pittsburgh, PA 15264-5253

Grand Rapids Area Library

Attn: Marcia Anderson

140 NE 2nd Street

**BILL TO:** Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 TPB

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
----------	-------------	------	--------

6	04-04 Placements	8.95	53.70
-	04-11 Placements	8.95	26.85
	04-18 Placements	8.95	26.85
4	04-25 Placements	8.95	35.80
4	Credit for accounts closed by client prior to beginning the collection process	-8.95	-35.80
Total cumulative recovery of \$44,854.70, yielding an ROI of 4.12 to 1.			

Thank you for your business.

**TOTAL**

\$107.40

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 04/30/2017 10:18 AM WB

ACCOUNT STATUS REPORT

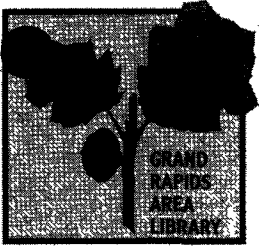
PAGE: 661

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 04/30/2017

ALL AMOUNTS LISTED

Accounts Submitted	:	1,428	Dollars Submitted	:	121,761.75	Dollars Received	:	11,239.52
aptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	22,269.54
irect Addresses	:	312	Dollars in Skips	:	23,985.05	Dollars Waived	:	11,347.89
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	8.99	Total Activated	:	60,348.59
Accounts in Process	:	1,115	Dollars in Process	:	91,135.11	% of Dollars Activated	:	66.22%
# of Accounts Activated	:	659						
% of Accounts Activated	:	59.10%						



May 10, 2017

Cathy Davies  
35508 McAvity Lake 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 Davies:

I am pleased that you will be leading a presentation, *Land of the Maasai: Critters and Culture* for the Grand Rapids Area Library on Thursday, July 20th at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form.

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

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

Sincerely,

Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

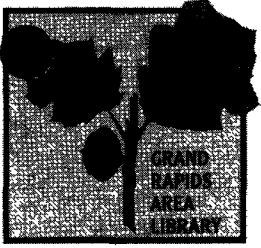
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Dat



May 10, 2017

Julie Miedtke  
31737 LaPlant Road  
Grand Rapids

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 Miedtke:

I am pleased that you will be leading a presentation, *Income Opportunities from the Northwoods* for the Grand Rapids Area Library on Wednesday, August 17th at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form.

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

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

Sincerely,

Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable: *excluding video taping. Thank you.*

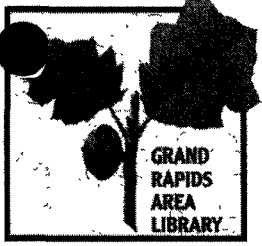
\_\_\_\_\_  
Signature

*May 18, 2017*  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

*10 May 17*  
\_\_\_\_\_  
Dat



April 24, 2017

Betsy Whirley  
18771 Wendigo Park 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. Whirley:

I am pleased that you will be leading a series of three summer art programs developed for school age children. These programs will be held July 10, 17, and 24, 2017.

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 the week following the program. If these arrangements are agreeable, please sign below, and return one copy of 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



April 24, 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 three summer science programs developed for school age children. These programs will be held June 23, July 19, and July 26, 2017.

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. Payment will be made the week following the program. If these arrangements are agreeable, please sign below, and return one copy of 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

5-22-17

Date

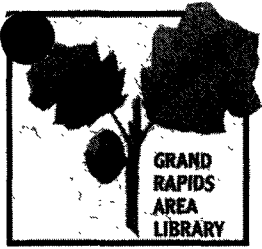
Approved for the Board of Directors:

Board President

10 May 17

Date





April 24, 2017

Nancy Mike-Johnson  
19155 Forestview Trail  
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. Mike-Johnson:

I am pleased that you will be leading a series of four outdoor programs developed for school age children. These programs will be held July 6, 13, 20, and 27, 2017.

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. Payment will be made the week after each program. If these arrangements are agreeable, please sign below, and complete and return one copy of the enclosed tax form to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: W-9 form

These terms are acceptable:

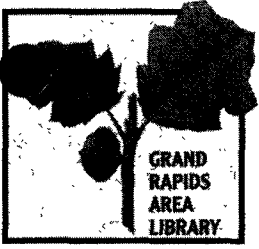
Nancy Mike-Johnson  
Signature

6-13-17  
Date

Approved for the Board of Directors:

[Handwritten Signature]  
Board President

10 May 17  
Date



April 24, 2017

Frieda Hall  
205 NW 8<sup>th</sup> Ave  
Cohasset, MN 55721

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. Hall:

I am pleased that you will be leading a series of two summer programs developed for school age children. These programs will be held June 6 and 13, 2017.

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. Payment will be made the week after each program. If these arrangements are agreeable, please sign below, and complete and return one copy of the enclosed tax form to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: W-9 form

These terms are acceptable:

Frieda Hall  
Signature

24 May 17  
Date

Approved for the Board of Directors:  
Duerrme  
Board President

10 May 17  
Date

Board member  
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2017-05  
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:

*\$70.99 from Friends of the Library for supplies for Children's Fair projects*

Adopted this 10th day of May, 2017



Dennis Jerome, President



Jean MacDonell, Secretary

Board member  
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

**GRAND RAPIDS AREA LIBRARY BOARD**  
**Grand Rapids Area Library**  
**May 10, 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**  
    **MN Foundation quarterly report (FYI only)**  
    **Checks from insurance for window damage (FYI only)**
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**  
    **Approve Financial reports and payment of bills as listed**
- 5:20 E. Staff Reports (Packet Items E\_\_)**
- 5:25 F. Old Business:**
- 5:30 G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
    - a. Unique Management Services \$107.40**
  - 2. Approve Contracts and payment to presenters**
    - a. Julie Miedtke, forest program August 17, \$100**
    - b. Cathy Davies, Africa program July 20, \$100**
    - c. Betsy Whirley, art programs for kids, July 10, 17, 24, \$125/program = \$375**
    - d. Jenny Behm, science programs for kids, June 23, July 19, 26 \$125/program -\$375**
    - e. Frieda Hall, programs for kids, June 6, 13 \$125/program =\$250**
    - f. Nancy Mike-Johnson, outdoor programs for kids July 6, 13, 20, 27 \$125/program = \$500**
  - 3. Approve Resolution 2017-5 Accepting Donations**  
*\$70.99 from Friends of the Library for supplies for Children's Fair projects*
- Regular agenda**  
    **Building issues, Quotes?**
- Strategic Planning Community Review**
- 6:00 Adjourn**

## 2017 Grand Rapids Community Profile: Stability and Opportunity

### Population

	Grand Rapids	Itasca County
2010	10,869	45,058
2016	11,480	46,244
2021	11,887	47,198

Grand Rapids is a regional market hub with a stable near term population projection. Nearly two-thirds of Itasca County residents (~30,000) live within 10 miles of the Library. 11,100 residents of Grand Rapids and the surrounding cities and townships who support the library are registered borrowers.

Additionally, Grand Rapids Area Library is routinely serving patrons with a library card from other Arrowhead libraries; i.e. Coleraine, Bovey, and Marble. GRAL is the de-facto library of Itasca County.

	Grand Rapids	Itasca County
0-9	11.3%	10.7%
10-24	18.8%	16.8%
25-44	21.9%	20.5%
45-64	26%	30.2%
Over 65	22.1%	21.8%
Total Population	11,483	46,244

Rural Minnesota is ageing faster than the Twin Cities - and Grand Rapids (Itasca County) are no exception. However, Itasca County is one of the few ageing outstate areas that is continues to add population. This dynamic is unexplored in census data, a desirable retirement destination with crowded schools?

### Race

### Percentage

White	93.2
Black	0.9
American Indian	2.1
Asian	0.7
Pacific Islander	0.0
Other	0.5
Two or more	2.5

By the numbers, Grand Rapids is among the least diverse places in Minnesota. Day-in-day-out, Grand Rapids Area Library is one of the most diverse places in town.

### Housing

Fewer homes are owner occupied in Grand Rapids compared to Itasca County.

	Grand Rapids	Itasca County
Owner Occupied	62.1%	80.4%
Rental	37.9%	19.6%

**K-12 Enrollment**

Elementary (K-5)	1,483
Middle School (6-8)	1,168
High School (9-12)	1,087
Alternative Learning Center	106
Total	3,844
Reported homeschool students	166
St. Joe's (k-6)	156

K-12 enrollment has grown modestly over the last decade.

Library statistics show increasing participation rates from young readers. Students continue to use the Library as they move through school with study space / access to research materials being the main draws. In addition, homeschool groups and tutoring services are meeting regularly. Moving beyond k-12, library staff provides proctoring service to college students and adults pursuing professional licensure – i.e. realtor exam.

**Income**

Median Household Income was \$49,660 –average\$ 67,412 in 2016 (Minnesota \$63,488/\$71,201). Rates of poverty provide a more meaningful context. GRAL serves a community, especially the younger demographic sets, affected by poverty at rates above the statewide level. Data for free and reduced cost lunch provide specific corroboration: 39.6% of students qualify free or reduced cost lunch.

What does this look like? It's free internet. It's a warm and dry place to sleep. It's a safe place to hang out after school when a parent or guardian is not home. It's a free play space when a Y membership is out of the question.

Age	Itasca County	Minnesota
Under 18	20.8	14.5
18-34	21.7	16.5
35-64	9.7	7.7
65+	7.2	7.6

Persons In Family / Household	Federal Poverty Guideline
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140

## 2017 Grand Rapids Community Profile: Stability and Opportunity

Recent community assessments:

Kootasca has just completed a Community Assessment, which is posted on their website <http://www.kootasca.org/>

The Blandin Foundation Rural Pulse survey results are here <http://www.ruralpulse.org/>  
The results are broken down by region of the state.

Blandin on Broadband summarizes the state of broadband access in Itasca County  
<https://blandinonbroadband.org/2017/02/19/itasca-county-big-improvements-recent-and-upcoming-will-set-them-up-with-fast-broadband-for-the-future/>

Grand Itasca recently completed a community health needs assessment  
<http://www.granditasca.org/News-and-Events/Community-Health-Needs-Assessment>

The Robert Wood Johnson Foundation also just released their County Health Rankings and Roadmaps  
<http://www.countyhealthrankings.org/app/minnesota/2017/rankings/itasca/county/outcomes/overall/snapshot>

Summaries and conclusions from the *Youth Voice Student Survey* are on the SPARK web site (formerly Pathways to Student Success)  
<http://www.sparkfutures.org/numbers-reports/>

c