

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 12 2017 5:00 P.M.

5:00 Call to order

5:01 Roll call: absent: Benolken

5:02 Public Comment (if anyone wishes to address the Board)

5:05 A. Approval of agenda (Packet Item A)

5:10 B. Minutes. (Packet Item B)

5:12 C. Communications

Draft letters to Legislators

5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required

Approve Financial reports and payment of bills as listed

5:20 E. Staff Reports (Packet Items E__)

5:25 F. Old Business:

5:30 G. New Business:

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

2. Approve Contracts and payment to presenters

a. 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 2017- 4 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

Regular agenda

1. Meet and confer with union on Saturday hours

2. Approve summer Saturday hours (10 -2 all summer but closed May 27th and September 2)

3. Recommend hiring Tracy Kampa for Children's Librarian position to begin June 10 at a pay rate of \$22.6031

4. Authorize collaboration with MacRostie Art Center and other community organizations to host a temporary exhibit "We Are All Criminals"

5. Schedule time in late May/early June for planning meetings (two 2 -hour sessions)

6. Analysis of Library services, gaps, opportunities and potential threats in preparation for Strategic Planning

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
March 8, 2017**

Call To Order: The monthly board meeting was called to order at 5:00 pm by Randy McCarty.

Roll Call:

- **Members Present:** Randy McCarty, Richard Thouin, Jean MacDonell, Susan Zeige, and Lisa Tabbert

- **Members Absent:** Dennis Jerome, Max Peters, Shannon Benolken, and Deborah Kee

- **Staff Present:** Director Marcia Anderson

Public Comment:

Agenda: Richard Thouin moved to approve the agenda, a second was made by Susan Zeige. The motion was passed unanimously.

Minutes: After correcting spelling of his name, Richard Thouin moved to approve the minutes from February 8, 2017 board meeting. A second was made by Lisa Tabbert. The motion was passed unanimously.

Communications: There was no communications to be addressed

Financial Report:

The Grand Rapids Area Library Bill List
 Invoiced Due On/Before March 8, 2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	704.51	178.80
0113233	AMERIPRIDE LINEN & APPAREL	956.24	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	312.72	293.91
0201428	BAKER & TAYLOR, INC	1,857.13	1,831.78
0205345	JENNIFER BEHM	250.00	125.00
0205640	LEAGUE OF MN CITIES INS TRUST	146,525.00	2,464.00
0212124	BLACKSTONE AUDIO, INC	193.93	3.97
0212750	BLUE CROSS & BLUE SHIELD OF MN	145,735.50	5,948.50
0221650	BURGGRAF'S ACE HARDWARE INC	3,378.53	27.89
0221700	BUSY BEES QUALITY CLNG SVC INC	3,400.00	1,700.00
0301530	CANON USA INC	2,387.00	67.00
0315455	COLE HARDWARE INC	2,005.88	84.78
0421455	DULUTH NEWS TRIBUNE	0.00	298.48
0609525	FINDAWAY WORLD LLC	0.00	370.45
0701650	GARTNER REFRIGERATION CO	4,724.10	3,668.59
0718015	GRAND RAPIDS CITY PAYROLL	1,189,110.46	39,149.82
0720103	GT PUMP TECH LLC	0.00	3,550.00
0900060	ICTV	52,458.90	15.00
1021515	JUNIOR LIBRARY GUILD	35.00	63.00
1209516	LINCOLN NATIONAL LIFE	2,227.82	39.00
1309199	MINNESOTA ENERGY RESOURCES	26,895.51	1,268.01
1309335	MINNESOTA REVENUE	6,344.50	38.68
1315725	THE MOTOR SHOP	0.00	107.00
1405850	NEXTERA COMMUNICATIONS LLC	869.05	83.12
1415377	NORTHERN BUSINESS PRODUCTS INC	2,100.18	521.86
1601750	PAUL BUNYAN COMMUNICATIONS	518.63	243.52
1605665	PERSONNEL DYNAMICS LLC	1,807.97	286.44
1621130	P.U.C.	50,267.56	2,441.32
1801610	RAPIDS PLUMBING & HEATING INC	7,332.20	1,654.45
1909510	SIM SUPPLY INC	4,029.37	132.36
2008551	THOMSON REUTERS - WEST	0.00	201.50
2018680	TRU NORTH ELECTRIC LLC	9,224.90	1,832.50
2114356	UNIQUE MANAGEMENT SERVICES	259.55	116.35
2205637	VERIZON WIRELESS	6,876.12	112.70
2209450	THE VILLAGE BOOK STORE	142.67	14.36
2209665	VISA	11,690.15	361.30
2301700	WASTE MANAGEMENT	2,483.98	273.38
2308300	BETSY WHIRLEY	250.00	125.00
T001120	FIVE FRIENDS BOOKS LLC	66.93	109.00
T001127	WILLIAM GREEN	250.00	250.00
TOTAL ALL VENDORS:			70,102.56

Financial Report: A motion was made by Richard Thouin to approve the financial report and payment of bills as listed, a second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

Staff Reports:

Directors Report: There has still been no conclusions from the insurance adjuster concerning the cracked windows. 23 people attended the Rapids Reads event, the author of the book will be present on March 30th. There has been an update of the Catalog Interface.. The Peeps Diorama Contest will be starting in late March and continue through Easter. The proceeds from the Eholt bequest will be going to the three after school activities program.

Old Business: There was no old business to be addressed.

New Business:

Approve payment of late bills

a. *Unique Management Services February placements: \$179.00*

2. Approve Contracts and payments to presenters

a. *n/a*

3. Approve Resolution 2017- Accepting Donations

a. *\$30 for 3 year subscription to GFWC Club Woman from Grand Rapids N. Start Women's club*

b. *\$20 for Lego Club from Ellen Edvenson*

c. *Grand Rapids Area Library Foundation as follows:*

\$337.66 for books for Rapids Reads

\$893.32 for Native American Materials

\$45.16 for Thank You notes for book sale

\$3000 for Children's and "tweens" materials as designated by

donors - Loveland and Skallman

A motion was made by Jean MacDonell to accept the consent agenda, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

Regular Agenda:

1. Accept resignation of Darla Kirwin and authorize staff to begin the hiring process

A motion was made by Richard Thouin the accept the resignation of Darla Kirwin, a second was made by Lisa Tabbert. Tthe motion was passed unanimously.

2. Approve the Annual Report and authorize Vice Chair to sign and submit.

A motion was made by Jean MacDonell to approve, sign and submit the Annual Report, a second was made by Susan Zeige. The motion was passed unanimously.

3. Strategic Planning Process: Marcia Anderson proposed to broaden this year's survey to more of the community compared to last year. Also mentioned this year's survey be more qualitative rather than quantitative. The survey is will be released by the last week of march and collected through April . Once released the group suggested bringing the survey to venues including: The YMCA, Rotary gatherings/meetings, The Children's Fair, The Chamber Lunch, and the Hospital. Once the surveys are gathered, May sessions will be planned to analyze the data that was received and set priorities..

Adjourn: The monthly board meeting was adjourned at 5:47 by Randy McCarty.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2017
With Comparative Totals for March 31, 2016

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	390,515	414,074	387,886	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	460,101	483,660	457,472	
Revenues:				
Taxes	-	-	666,240	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	11,624	10,015	36,982	27%
Fines & Forfeits	3,013	3,111	13,000	24%
Blandin Grant	-	-	-	0%
GR Library Foundation	800	4,276	3,000	143%
Miscellaneous	4,108	4,502	13,200	34%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	19,546	21,904	860,422	3%
Expenditures:				
Personnel	135,353	150,331	619,960	24%
Supplies/Materials	21,277	18,954	87,900	22%
Other Services/Charges	28,280	40,099	152,562	26%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	184,910	209,384	860,422	24%
OPERATING SURPLUS (DEFICIT)	(165,364)	(187,480)	-	
Gr Rapids Library Foundation Captl Grant	17,599	-	-	0%
Capital Outlay	11,254	-	-	0%
Fund Balance 3/31/XX				
Cash Flow	231,496	149,649	387,886	
Compensated Absences	39,670	40,062	39,670	
Emergency/unanticipated Expenditures	29,916	54,544	29,916	
Major Equipment Replacement	-	51,925	-	
TOTAL FUND BALANCE 3/31/XX	\$ 301,082	\$ 296,180	\$ 457,472	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,087 as of 12/31/16. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 31, 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	714	42%
211-00-34-00-7975	INTERNET	3,200	848	26%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	240	48%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	8,000	31%
211-00-34-00-7990	FAX MACHINE USE	300	213	71%
211-00-35-00-1030	LIBRARY FINES	13,000	3,111	24%
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	-	0%
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 FOUNDATION	3,000	4,276	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	2,516	68%
211-00-37-00-2450	MISCELLANEOUS	2,000	535	27%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
		860,422	21,904	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	97,098	23%
211-00-75-10-1030	SALARY-PARTTIME	23,305	5,294	23%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	1,438	13%
211-00-75-10-1210	PERA	33,239	7,679	23%
211-00-75-10-1220	FICA	27,477	6,017	22%
211-00-75-10-1250	MEDICARE	6,426	1,407	22%
211-00-75-10-1310	HEALTH INSURANCE	93,635	30,406	32%
211-00-75-10-1330	LIFE INSURANCE	221	46	21%
211-00-75-10-1335	DENTAL INSURANCE	2,065	330	16%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	616	28%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	907	13%
211-00-75-20-2020	COPY SUPPLIES	1,000	264	26%
211-00-75-20-2030	PRINTING/BINDING	900	20	2%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	476	18%
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	11,734	27%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,907	32%
211-00-75-20-2130	NEWSPAPERS	1,400	693	49%
211-00-75-20-2140	PERIODICALS	8,000	56	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	580	23%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	612	174	28%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	2,300	38%
211-00-75-30-3210	TELEPHONE	6,000	1,261	21%

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

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	706	28%
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	260	87%
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	-	0%
211-00-75-30-3810	ELECTRICITY	28,000	4,578	16%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	970	32%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,414	60%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	1,784	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	11,098	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	1,376	46%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,680	111%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	201	20%
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%
	TOTAL EXPENDITURES	860,422	209,384	24%
	SURPLUS REVENUES/(EXPENDITURES)	-	(187,480)	

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 03/31/17
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	136,328.41	136,328.41	0.00
211-00-00-00-1010	CASH	535,249.37	25,983.07	305,681.18	255,551.26
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	615.87	11,014.13
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	7,397.14	6,912.34	484.80
TOTAL		586,850.45	181,338.62	455,240.53	312,948.54
TOTAL ASSETS		586,850.45	181,338.62	455,240.53	312,948.54
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	289,681.18	222,599.80	3,426.23
211-00-00-00-2030	SALES TAX PAYABLE	0.00	94.10	159.01	64.91
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	309,665.34	222,758.81	16,284.14

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 03/31/17
TOTAL LIABILITIES		103,190.67	309,665.34	222,758.81	16,284.14
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	6,912.34	7,397.14	484.80
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	6,912.34	7,397.14	484,144.58
		0.00	187,480.18	0.00	(187,480.18)
TOTAL FUND EQUITY		483,659.78	194,392.52	7,397.14	296,664.40
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	504,057.86	230,155.95	312,948.54

DATE: 04/06/2017
 TIME: 09:28:32
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2017

PAGE: 1
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	0.00	0.00	666,240.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	666,240.00	0.00	0.00	666,240.00	0
TOTAL TAXES		0.00	666,240.00	0.00	0.00	666,240.00	0
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	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	0.00	0.00	5,282.00	0
211-00-34-00-7970	PHOTO COPIES	291.28	1,700.00	713.88	0.00	986.12	42
211-00-34-00-7975	INTERNET	300.36	3,200.00	847.79	0.00	2,352.21	26
211-00-34-00-7980	LIBRARY FEES-PROCTORING	140.00	500.00	240.00	0.00	260.00	48
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,750.00	26,000.00	8,000.00	0.00	18,000.00	31
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	83.27	300.00	213.30	0.00	86.70	71
TOTAL		3,564.91	36,982.00	10,014.97	0.00	26,967.03	27
TOTAL CHARGES FOR SERVICES		3,564.91	36,982.00	10,014.97	0.00	26,967.03	27

DATE: 04/06/2017
 TIME: 09:28:32
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2017

PAGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,405.16	13,000.00	3,111.35	0.00	9,888.65	24
TOTAL		1,405.16	13,000.00	3,111.35	0.00	9,888.65	24
TOTAL FINES & FORFEITS		1,405.16	13,000.00	3,111.35	0.00	9,888.65	24
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	13.00	1,500.00	193.00	0.00	1,307.00	13
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	0.00	0.00	1,000.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDORWMENT FUND INCOME	1,257.69	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	4,276.14	0.00	(1,276.14)	143
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	205.00	3,700.00	2,515.69	0.00	1,184.31	68
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	268.45	2,000.00	535.16	0.00	1,464.84	27
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	0.00	0.00	2,500.00	0
TOTAL		1,744.14	16,200.00	8,777.68	0.00	7,422.32	54
TOTAL MISCELLANEOUS REVENUE		1,744.14	16,200.00	8,777.68	0.00	7,422.32	54
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

DATE: 04/06/2017
 TIME: 09:28:32
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2017

PAGE: 3
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		6,714.21	860,422.00	21,904.00	0.00	838,518.00	3
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	48,636.80	419,878.00	97,097.93	0.00	322,780.07	23
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	2,655.40	23,305.00	5,294.00	0.00	18,011.00	23
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	136.04	11,504.00	1,438.12	0.00	10,065.88	13
211-00-75-10-1210	PERA	3,846.91	33,239.00	7,679.43	0.00	25,559.57	23
211-00-75-10-1220	FICA	3,014.70	27,477.00	6,017.46	0.00	21,459.54	22
211-00-75-10-1250	MEDICARE	705.03	6,426.00	1,407.28	0.00	5,018.72	22
211-00-75-10-1310	HEALTH INSURANCE	4,474.57	93,635.00	30,406.33	0.00	63,228.67	32
211-00-75-10-1330	LIFE INSURANCE	3.45	221.00	46.35	0.00	174.65	21
211-00-75-10-1347	DENTAL INSURANCE	91.34	2,065.00	329.86	0.00	1,735.14	16
211-00-75-10-1420	UNEMPLOYMENT	(2.41)	0.00	(1.45)	0.00	1.45	100
211-00-75-10-1510	WORKERS COMPENSATION	209.29	2,210.00	615.87	0.00	1,594.13	28
TOTAL PERSONNEL		63,767.12	619,960.00	150,331.18	0.00	469,628.82	24
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	775.55	7,000.00	906.58	0.00	6,093.42	13
211-00-75-20-2020	COPY SUPPLIES	32.99	1,000.00	264.34	0.00	735.66	26
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	20.34	0.00	879.66	2
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,600.00	475.71	0.00	2,124.29	18
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	0
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 3 PERIODS ENDING MARCH 31, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	5.49	400.00	25.44	0.00	374.56	6
211-00-75-20-2100	OPERATING SUPPLIES	77.40	2,000.00	461.08	0.00	1,538.92	23
211-00-75-20-2110	BOOKS	3,016.23	44,000.00	11,733.92	0.00	32,266.08	27
211-00-75-20-2120	AUDIO/VISUAL	435.99	9,000.00	2,906.71	0.00	6,093.29	32
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	692.64	0.00	707.36	49
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	56.01	8.80	7,935.19	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	315.27	2,500.00	579.78	0.00	1,920.22	23
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		4,658.92	87,900.00	18,954.15	8.80	68,937.05	22
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	49.74	612.00	174.09	0.00	437.91	28
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	0.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,150.00	6,000.00	2,300.00	500.00	3,200.00	47
211-00-75-30-3210	TELEPHONE	379.01	6,000.00	1,260.92	0.00	4,739.08	21
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	705.81	0.00	1,794.19	28
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	260.00	0.00	40.00	87
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	80.55	2,200.00	375.90	0.00	1,824.10	17
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	0.00	0.00	300.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	4,578.17	0.00	23,421.83	16
211-00-75-30-3840	GARBAGE REMOVAL	272.88	3,000.00	969.64	0.00	2,030.36	32
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,414.30	0.00	1,585.70	60
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	1,784.41	0.00	5,215.59	25
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,233.00	36,000.00	11,098.42	0.00	24,901.58	31
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	0.00	0.00	6,000.00	0

DATE: 04/06/2017
 TIME: 09:28:32
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2017

PAGE: 5
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	1,376.23	0.00	1,623.77	46
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	557.49	6,000.00	6,679.53	0.00	(679.53)	111
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,000.00	201.00	0.00	799.00	20
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		5,489.67	152,562.00	40,098.85	500.00	111,963.15	27
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		73,915.71	860,422.00	209,384.18	508.80	650,529.02	24
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 GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0

DATE: 04/06/2017
 TIME: 09:28:32
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2017

PAGE: 6
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
BLANDIN GRANT							
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
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		73,915.71	860,422.00	209,384.18	508.80	650,529.02	24
TOTAL FUND REVENUES		6,714.21	860,422.00	21,904.00	0.00	838,518.00	3
TOTAL FUND EXPENSES		73,915.71	860,422.00	209,384.18	508.80	650,529.02	24
FUND SURPLUS (DEFICIT)		(67,201.50)	0.00	(187,480.18)			
TOTAL ALL FUND REVENUES		6,714.21	860,422.00	21,904.00	0.00	838,518.00	3
TOTAL ALL FUND EXPENSES		73,915.71	860,422.00	209,384.18	508.80	650,529.02	24
ALL FUND SURPLUS (DEFICIT)		(67,201.50)	0.00	(187,480.18)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2017

DATE: 04/06/2017
 TIME: 08:51:18
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/12/2017

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	166.12
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	38.70
0201428	BAKER & TAYLOR, INC	2,903.15
0212124	BLACKSTONE AUDIO, INC	435.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0321125	CUB FOODS STORE# 9036	19.95
0701650	GARTNER REFRIGERATION CO	1,665.49
0805524	BONNIE HENRIKSEN	5.49
1021515	JUNIOR LIBRARY GUILD	21.00
1415377	NORTHERN BUSINESS PRODUCTS INC	263.86
1605665	PERSONNEL DYNAMICS LLC	363.92
1908570	SHOWCASES	614.25
1909510	SIM SUPPLY INC	286.70
2008551	THOMSON REUTERS - WEST	492.00
2018680	TRU NORTH ELECTRIC LLC	125.00
2114356	UNIQUE MANAGEMENT SERVICES	80.55
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 9,231.91

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0205345	JENNIFER BEHM	250.00
0205640	LEAGUE OF MN CITIES INS TRUST	9,166.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	350.20
0605191	FIDELITY SECURITY LIFE INS CO	12.52
0718015	GRAND RAPIDS CITY PAYROLL	58,858.84
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	132.38
1309199	MINNESOTA ENERGY RESOURCES	1,146.29
1309335	MINNESOTA REVENUE	55.40
1405850	NEXTERA COMMUNICATIONS LLC	83.45
1601750	PAUL BUNYAN COMMUNICATIONS	487.24
1621130	P.U.C.	2,136.85
2114356	UNIQUE MANAGEMENT SERVICES	179.00
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	164.74
2209665	VISA	506.04
2301700	WASTE MANAGEMENT	546.26
2308300	BETSY WHIRLEY	250.00
T001090	DANIEL JONES	500.00
T001120	FIVE FRIENDS BOOKS LLC	300.00
T001126	JOHN D COX	100.00

DATE: 04/06/2017
 TIME: 08:51:18
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/12/2017

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL PRIOR APPROVAL		
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 81,404.16		
TOTAL ALL DEPARTMENTS		90,636.07

Directors Report: April 12, 2017

YI: It's National Library Week!

Updates

Windows

Insurance adjuster was here to investigate, but we have not seen a final result. A second adjuster stopped by, and speculated that the damage could be a result of the very heavy snowfall we had in mid-November. Nothing final yet.

Background on Agenda items:

Consent agenda

Authorize staff to obtain quotes:

We have extra money in the building maintenance budget for **staining the exterior wood siding and repainting metal trim, and caulking around windows**. We should get quotes now, so work can begin whenever the weather is suitable. The estimate for budget purposes was approximately \$26,000. The staining was last done in 2007.

Sidewalk/building separation: There is a gap between the building and the sidewalk below the windows in the Children's area that needs to be addressed before water/ice causes it to expand, or causes cracking in the building or the sidewalk.

Regular Agenda

Summer Saturday Schedule

Consult with union on summer Saturday schedule:

Article 6 section 6.8 of The contract with the Library Employee's union requires that the Board "meet and confer" with the union before scheduling employees to work Saturdays in the summer. Will Richter, union steward, will be at the meeting to confer at the beginning of the meeting.

We have been open on Saturdays during the summer since 2007. After the first few years we chose to close on the Saturdays of holiday weekends since it was absolutely dead on those Saturdays. This year that means May 27, the Saturday of Memorial Day weekend, and Sept. 2 the Saturday of Labor Day weekend. We usually close on Saturday if July 4 falls on or near a weekend, also, but it falls on Tuesday this year.

We are usually the only Library in the area open on Saturdays during the summer. We do continue with Saturday Story Times during the summer, and attendance ranges from 20 to 53

Authorize hiring Tracy Kampa as Children's librarian

Darla is planning to leave after being the Children's Librarian for 9 years, and the Children's Library Assistant for several years before that. Her last day will be June 9. We posted the position internally, and received only one letter of interest, from Tracy Kampa. Tracy has been the Children's Library Assistant since 2008. Amy and I sat down with her on Tuesday, April 4th to talk about past, present and future. (see attached) We feel that Tracy is highly qualified to advance to the Children's Librarian position and she has some great ideas for improving services to children in the community. We recommend that she be offered the position of Children's Librarian beginning June 10 at a step one salary of \$22,603.1 as specified in the union contract.

Collaboration with MacRostie and others on community-wide project

Background: In September of this year, MAC along with a whole bunch of community partners (Dept of Corrections, Probation, Grace House, North Homes, Northland Counseling, Wellness Court, NAMI...!) will be putting on a series of events and exhibits related to the criminal justice system and a project called "We Are All Criminals". In a nutshell, we're working on education and awareness about how society's punishment for crimes continues beyond jail/prison for

people who have a criminal record (housing, employment, etc.) and how everyone breaks the law, but not everyone is caught or held do the same standards of punishment.

MAC is hosting an exhibit, ICC will be displaying banners, and there will be a lot of different speakers and presentations going on throughout the month. (Several "Big View" events on this theme will be held at the library). We'll be doing a call to artists and sharing it in some of MN's state prisons and are looking for some local sites to display artwork created by people who are incarcerated. Additional background on the project is in your packet.

MacRostie has asked if we would be willing to host a temporary exhibit during late summer or early fall after it has been displayed at the MAC. It could be displayed on a temporary free-standing display in one spot, or scattered throughout the building temporarily replacing existing artwork

Strategic planning process

FYI: 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. Grand Itasca has a community health assessment published on their web site. The Robert Wood Johnson Foundation also just released a county health assessment.

<http://www.countyhealthrankings.org/app/minnesota/2017/rankings/itasca/county/outcomes/overall/snapshot>

Continuing process:

April 1 –survey posted on web site . (96 responses as of Saturday morning)

Gathering existing data on demographic trends, forecasts,

April 12 Library Board meeting: review current programs and services and Conduct analysis of Library

This will be a look at who we currently serve, and how, and what capacity we may have for other programs, as well as potential organizational (and building)needs and things to watch for

April: Meet with some community organizations and gather input on community needs

Hold at least one community meeting to gather input

Gather input from Program committee, Friends, Foundation, staff

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

May/June: 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

Assistant Director Report

April 2017

Teens

Teen Advisory Board March 28, 2017

Members present: Jonas T., Emi S.

In February I asked the Board what they thought of doing a program where teens could take toys apart and create new ones as well as stitching (sewing) on old time photos. They thought it was a good idea so the March meeting was spent trying to create new toys and stitching on old photos. The toys are on the kiosk by the circ desk (and are COOL!). The stitched photos are in the young adult area on flyers to promote the program in April.

The March Anime Club had 6 participants.

During Teen Tech Week in March teens could pick up a bingo board and complete a bingo or blackout the board. Prizes were given out to those who completed something. 1 teen participated.

Tracy and I did a tour of the teen and children's areas for the TAPP program. There were 7 teen girls that we talked to. I talked about young adult titles and how things are arranged in the teen area. Tracy talked about the importance of reading to children. The teens either had babies or were pregnant.

Operations

In March, the lobby display case held items from World War I from the Minnesota Military Museum at Camp Ripley. ALS had a traveling trunk that we were able to borrow for a couple weeks. We had a program about World War I and the display enhanced the program.

The Peeps Diorama Contest entries are due Monday, April 10 by 7pm. Bonnie put together an awesome display in the case to advertise the contest.

Staff

Fox News 21 out of Duluth called 2 weeks ago to interview someone about the city's Arts and Culture Commission Riverfront Venue Feasibility Study for an outdoor performing venue. I ended up doing the interview. It aired on Sunday, March 26 during the 9 pm broadcast so I was on TV!

National Library Workers Day is April 11. To celebrate, the Friends of the Library are providing lunch for library staff on Monday April 10. Thank you, Friends!

Express Check outs % of total c/o **March**
1,504 **12.11%**

Door count 11946

CIRCULATION	THIS MONTH	YTD	YTD 2016
Check-outs	12,416	34,075	35,839
Total Circulation	14,297	39,503	40,890
Returns	14,339	38,444	39,832
New cards	92	291	286

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2016
Books cataloged and processed	690	1,667	1,498
Withdrawn copies	242	1,642	2,657

REFERENCE	THIS MONTH	YTD	YTD 2016
tests proctored	576	2,112	2,594
computer help over 5 minutes	16	26	19
Passports	48	123	148
	94	302	397
INTERNET			
Pharos sessions ***	1,301	858	3,364
			2,143
			4,015
			2,482

Non-Pharos sessions	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS
VOLUNTEERS				
	161	430	410	
	36	260.00		719.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	51	122

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2016 programs	YTD 2016 people
BOOK TIME	6	164	16	402	20	390
SATURDAY STORY TIME	8	265	22	640	24	572
CLASS VISITS	9	203	19	501	16	573
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	60	11	265	2	76
TEEN PROGRAMS	5	22	13	78	11	116
Total Youth Programs	31	714	81	1,886	73	1,727
Total Adult Programs	4	144	13	421	16	510

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2016
TOTALS	9	23.5	19

Children's Library Summary

March 2017

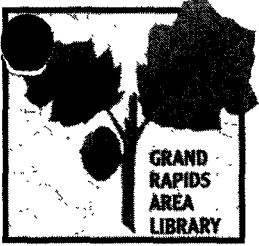
Our Children's Library continues to be a busy place, with many young families taking advantage of our books, dvds, computers, and the Smart Play Spot, as well as Monday Book Time and Saturday Story Time. Our Saturday Story Times have really seen an uptick in attendance, averaging 33 people at each event. Monday Story Times have just started to pick up, with 49 and 30 people in attendance at each event on the last Monday in March. Perhaps we have the hint of spring to thank for that.

Although I was on vacation for two weeks, Tracy reports that we had plenty of classrooms visit the library this month, including Headstart classes from Sugar Point and Inger, as well as both fourth grade classes from Southwest Elementary and all three third grade classes from Murphy. The middle school SPED class visited twice this month, and Tracy met with the TAPP class at the library. She also visited the birth-age 3 room at ICC.

The special afterschool programming continues to be popular, with 15 students attending the STEAM program with Jennifer Behm, 11 in attendance for Artastic! with Betsy Whirley, and 34 boys and girls for Lego Club.

Looking ahead:

- April 10 @ 3:30 – Artastic! in the community room
- April 13 @ 4:00 – Full STEAM Ahead, in the community room
- April 18 @ 3:30 – Lego Club
- April 22 @ 10:30 – Celebrate Earth Day with the Creativity Tank, in the community room. A Children First! event.



April 12, 2017

Andrea LeVasseur
1516 First St. E
Bemidji MN 56601

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

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

Dear Ms LeVasseur:


I am pleased that you will be leading a presentation, "POW's in Minnesota and the Great Bena Escape" for the Grand Rapids Area Library on Thursday, June 8 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.

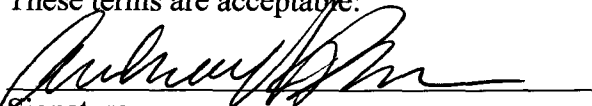
My e-mail is: manderson@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

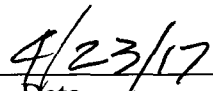
Sincerely,

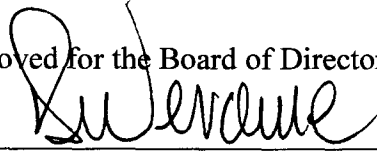

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

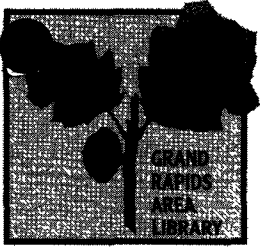
These terms are acceptable:


Signature


Date

Approved for the Board of Directors:

Board President


Dat



April 12, 2017

Lucie Amundsen

Dear Ms Amundsen:

I am pleased that you will be leading a presentation, on your business and your book, *Locally Laid* for the Grand Rapids Area Library on Thursday, May 25th 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.

(I use a MAC, but have an adapter)

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. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

Can you give the bookstore first refusal? Happy to sell but like giving bookstore the opportunity.

The Library will pay you an honorarium of \$150 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. 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:

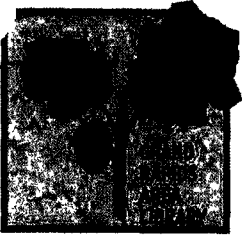
Signature

May 1, 2017
Date

Approved for the Board of Directors:

Board President

12 Apr 17
Date



April 12, 2017

Dave Freeman
Executive Director
The Wilderness Classroom

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

Dear Mr. Freeman:

I am pleased that you will be leading a presentation on your year spent in the BWCAW recently for the Grand Rapids Area Library on Thursday, June 29 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. We can provide a copy of the tape for you if you would like.

The Library will pay you an honorarium of \$300 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. 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

5/2/2017

Date

Approved for the Board of Directors:

Board President

12 April 17

Dat

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

RESOLUTION NO. 2017-04
A RESOLUTION ACCEPTING DONATIONS

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

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

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$1195 from Friends of the Library for cabinets for bookstore

Adopted this 12th day of April, 2017



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Randy McCarty* seconded the foregoing resolution and the following voted in favor thereof:
Lisa, Tabbert, Randy McCarty, Dennis Jerome, Richard Thonin, Max Peter, ~~Lisa~~ Deborah Kee, Susan Zeige, Jean MacDonell

And the following voted against same: —

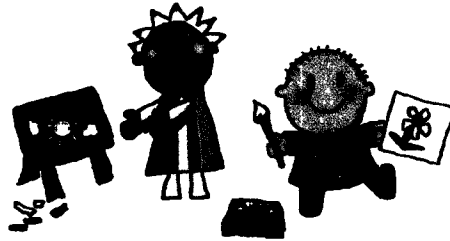
And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

To Create Lifelong Readers

In-House:

- ◆ Create system to get requested books faster
- ◆ Initially order two copies of popular books
- ◆ Quietly highlight reluctant reader books
- ◆ Continue program development for mid-kids
- ◆ Develop programming for toddlers and preschoolers that is beyond storytime



Community:

- * Strengthen partnership with schools
- * Let our voice be heard re: the importance of school libraries
- * Try to be a familiar face at community events
- * Advocate for children and their families for choice reading

Today a reader, tomorrow a leader.

The Literary Life and Times of Tracy Kampa

Highlights

Graduated Summa Cum Laude from Augsburg College with a degree in Communications
(Human Services strength)

Late 1980s/Early 90s- I spent 4 years working at the Minneapolis Crisis Nursery. This is where I was completely convinced of the power of the book. I could, for a moment, help a small child cope by simply reading a story. They would often relax, some for the first time in a long time, and many would fall asleep. All because of a book, a voice, and the proximity of a human. It was incredible.

1993-1994: I spent one year working with the incomparable Rosalie Silvis McClouden as a temp at your Grand Rapids Area Library. During this time I started the first Children's Library newsletter (The Quiet Times) which highlighted children's events on a calendar as well as fun facts in a quirky format. I also pushed, hard, to get rid of the plastic toys and junk given away as prizes and tried to find ways we could afford to give only books as prizes. (It had been a mixture.) I also put bookplates in new books to honor those readers who completed the summer reading program. A few of those are still on our shelves!

1994-2008: Librarian at St. Joseph's School. When I arrived, the library had been run by volunteers for decades. (And, for the first year, I, too, was a volunteer.) The 1954 encyclopedias were on the shelf, while the 1993 set was still in a box in the closet. The non-fiction shelves were stuffed with books claiming that we, one day, might make it to the moon, and books describing the lives of all the presidents through Kennedy. I began by getting rid of 2/3 of the non-fiction section, much of the fiction ("You can't do that," said Pepe, "you're only a girl!") and started over. I realized that we would need funds, and hosted our first Scholastic Book Fair. I convinced the School Board to carve out a little money for supplies (\$500/year...it kept me in tape, laminate, and jacket covers...literally.) I shopped garage sales, I took donations, I begged, I reminded, I encouraged. And, after about 2 solid years of effort, we had the beginnings of a library of which I was proud. (And, after the first year, the school started paying for the position.) I was everything for the library: librarian, cataloger, purchaser, book mender, book weeder, volunteer coordinator and every other person a library needs. I took the job of creating life-long readers very seriously, and I could often be found at the Village Bookstore over my lunch hour buying a book that one of my morning class kids had been asking about, processing that book, and trying to have it in their hands before they got on the bus. To me, it was that important. To me, it IS that important. I am also proud that, through the endless cycles of budget cuts, St. Joseph School still sees great value in their library, and still staffs the position.

2008-present: Children's Library at your Grand Rapids Area Library. Here my skills continue to grow, and my focus sharpens. Some of the things I've accomplished so far:

- The day to day: helping patrons, shelving books, mending books, processing all children's materials, weeding children's materials, signage, monitoring the Smart Play Spot, monitoring the computers, crowd control, meeting room booking, invoices, and follow-up, gathering all children's monthly statistics, doing all busy work for Summer and Winter reading, bulletin boards, processing adult materials, doing follow-up for collections proceedings (RCB), writing city purchase orders, processing book and materials orders, and everything else that needs doing as it comes up...
- Developed a monthly calendar both for in-house use and distribution to area schools, resorts, and organizations
- Writes a monthly library column
- Develops children's programming (Fun Family Fridays, special story times and programming as needed)
- Developing after school programming for school age kids (Artastic , Full Steam Ahead)
- Created Lego Club after running a successful community Lego drive
- Completely rearranged the Children's Library to create a space for our mid-kids (purchased rug, tables, and computers, after valuable input from the mid-kids!)
- Worked with the MacRostie to develop a 6 week summer art program
- Worked on the Spotlight on Books conference 2009-2015, and presented at Spotlight 2010-2015
- Presented "What's New at Your Library" at the Project Read Community Summit in 2012
- Was the Project Read Community Summit Keynote Speaker in 2014, presenting "50 Ways to Love Your Reader"
- Developed a community/library partnership with District 317 Invest Early
- Develops curriculum for visiting schools (monthly visits from Murphy 3rd grades and Southwest 4th grades)
- Is the face of your GRAL at the Children's Fair every year
- Works with area Media Specialists to improve school libraries
- Is willing to go anywhere, do anything to help create lifelong readers



MacRostie Art Center

Community Art Exhibit Proposal

- What:** An exhibit of artwork and writing by artists have been or are currently incarcerated as part of the *We Are All Criminals* project – a month long community conversation about the criminal justice system.
- When:** September 2017
- Where:** MacRostie Art Center, YMCA/Active Living Center, Itasca Community College, and Grand Rapids Area Library (pending)
- Contact:** Katie Marshall, Executive Director
218-326-2697, katie@macrostieartcenter.org

More Information:

In September 2017, MacRostie Art Center and its organizational partners will present *We Are All Criminals*, a series of programs that seeks to challenge society's perception of criminal records and what it means to be a criminal. The programs will include art exhibits, presentations, theater performances, and educational displays that explore current challenges in the criminal justice system along with different models of empowering adults and young people with criminal records into productive and meaningful roles in society.

This project is inspired by, and operating in partnership with the nonprofit organization *We Are All Criminals*, (www.weareallcriminals.org) which was created by Emily Baxter, a former public defender, 2011 Bush Leadership Fellow, and former Fellow at the U of M Law School's Robina Institute of Criminal Law and Criminal Justice. Our local collaborators include: Circles of Support, Grand Rapids Human Rights Commission, Itasca Community College, Itasca County Housing and Redevelopment Authority, Itasca County Probation, Itasca County Wellness Court, Department of Corrections, Grace House, Grand Rapids Area chapter of the National Alliance on Mental Illness, Hibbing Community College, North Homes Children and Family Services, and Northland Counseling Center.

The project's art exhibit component will be on display at 3-4 locations in the community for the month of September and will feature visual artwork and written pieces created by participants in the art program at MCF-St. Cloud as well as works solicited from artists who have formerly been incarcerated. MacRostie Art Center and the Department of Corrections are working with staff from MCF-St. Cloud and Itasca County Probation officers to obtain artwork submissions. Submitted artwork will be viewed by a committee to select pieces for exhibition. All pieces will be accompanied by an artist statement or biography. The exhibit will include background information on the *We Are All Criminals* project, other events taking place throughout the month, and educational resources.

About WE ARE ALL CRIMINALS

www.weareallcriminals.com

One in four people in the United States has a criminal record.

It's a record for something other than a minor traffic violation used by the vast majority of employers, legislators, landlords and licensing boards to craft policy and determine the character of an individual. In our electronic and data age, it typically does not disappear, regardless of how long it's been or how far one's come. It's a record that prevents not only professional licensure and a gainful career path, but can also get in the way of obtaining entry-level positions, foster care licenses, entry into college, and safe housing. But We Are All Criminals is not about those records.

This project looks at the other 75%: those of us who have had the luxury of living without an official reminder of a past mistake.

Participants in We Are All Criminals tell stories of crimes they got away with. Some details have been changed to help protect the participants' identities and to abbreviate the stories; the majority of the people interviewed relayed numerous offenses, but in most cases, only one of the stories has been cataloged.

The participants are doctors and lawyers, social workers and students, retailers and retirees who consider how very different their lives could have been had they been caught. The photographs, while protecting participants' identities, convey personality: each is taken in the participant's home, office, crime scene, or neighborhood.

The stories are of youth, boredom, intoxication, and porta potties. They are humorous, humiliating, and humbling in turn. They are privately held memories without public stigma; they are criminal histories without criminal records.

We Are All Criminals seeks to challenge society's perception of what it means to be a criminal and how much weight a record should be given, when truly – we are all criminals. But it is also a commentary on the disparate impact of our nation's policies, policing, and prosecution: many of the participants benefited from belonging to a class and race that is not overrepresented in the criminal justice system. Permanent and public criminal records perpetuate inequities, precluding millions of people from countless opportunities to move on and move up. We Are All Criminals questions the wisdom and fairness in those policies.

But this goes beyond background checks. It goes beyond how we make choices of who we interview, hire, or to whom we rent. This is about how we view others by how we view ourselves.

WHO WE ARE:

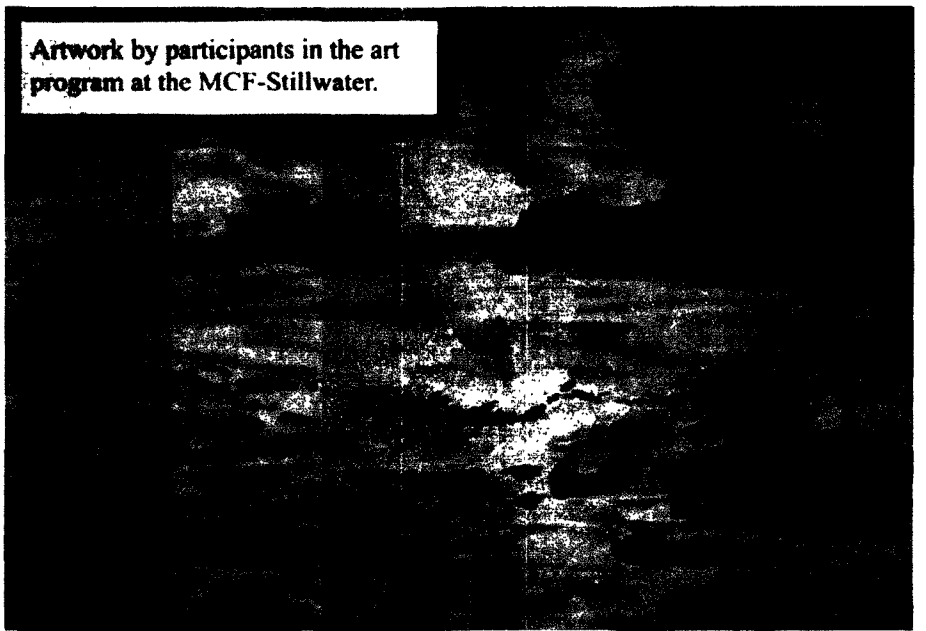
Emily Baxter is the Director of We Are All Criminals and a former Fellow at the University of Minnesota Law School's Robina Institute of Criminal Law and Criminal Justice. Prior to this, Emily served as the director of advocacy and public policy at the Council on Crime and Justice in Minneapolis, Minnesota, and as an assistant public defender at the Regional Native Public Defense Corporation representing indigent members of the Leech Lake and White Earth Bands of Ojibwe charged with crimes in Minnesota State court. Emily began developing We Are All Criminals through an Archibald Bush Leadership Fellowship in 2012.

WAAC now has a team of dedicated volunteers, interns, and advisors across the United States, advocating for reason and mercy in our criminal and juvenile justice systems.

WHAT WE DO:

We Are All Criminals is a non-profit, non-partisan organization that seeks to inspire empathy and ignite social change through personal stories of crime, privilege, justice, and injustice, disrupting the barriers that separate us. As a result, we envision a more just and equitable world, where each of us is able to transcend our past and reach our full potential.

You can read more about starting points for change here: <http://www.weareallcriminals.org/i-am-change/>
We'd love to speak to your school, organization, agency, coalition, or faith community.



Artwork by participants in the art program at the MCF-Stillwater.



Snapshot of the Library

Current programs and services

Preschool programming

- 2 story times on Monday morning and 2 story times on Saturday morning are provided by ECCE teachers and assistants. They also provide a small snack and simple craft.
- Smart Play spot provides early literacy learning activities (letters, numbers, rhymes, matching, sorting, listening, imaginative play, places to curl up and read)
- Preschool visits: Many area preschools and head start programs bring students, sometimes for a short story time, sometimes just for play time.

Beginning reader/elementary school programming

- Summer and winter reading incentive programs with 300-400 participants during winter and roughly 800-900 during summer. Reading "game board" plus activity packet with puzzles and games provided. Book awarded when game board is completed and returned.
- Monthly Lego Club was started last summer. Monthly Artastic! And STEAM programs added in January.
- School visits/summer program visits: 3rd grade classes from Murphy and 4th grade classes from SW visit monthly, some other classes visit once or twice a year, usually in October or May. Some summer activity programs (YMCA) bring kids to the library on a regular basis.
- Children First programs are held 3-4 times each year.
- Summer is the busiest time for children's programming, with 2 Kidstuff programs sponsored by ALS, plus locally planned programs. For the last two years, Tracy has done "Fun Family Fridays" for 3 or 4 Fridays during August.
- Space changes: A kiosk with 4 iPads was added in late 2015, and seating just for this age kids was added.

Teen programming

- Teen advisory board meets monthly to plan programs, suggest purchases.
- Passive programming done regularly (quizzes games etc.)
- Anime club meets monthly
- Occasional creative programs during school breaks
- More programming and activities in summer, including summer reading challenges
- Teen room for hanging out or doing homework. Comfy chairs near the YA collection.
- Occasional workshops sponsored by ALS in poetry/photography or music
- Young adult collection has expanded significantly during the past 8 years since it was separated from the adult collection.

Adult programs

- Average 4/month with range of topics and audiences.
- Legacy funded programs: Art, Music, History, Photography, Authors, etc. are available through ALS.

Collection

- Circulation roughly stable
- Ebooks, Audiobooks and Magazines are available region-wide through Overdrive (funded by ALS with additional contributions from Libraries).
- Circulation of ebooks and audiobooks continues to grow, but at a slower pace than previously.
- Large print collection popular
- DVDs very popular

Space

- **Study rooms/space usage** : Many people use the small study rooms for individual study or work, for tutoring, for professional meetings.
- **Meeting room use/ rental income**: The community room is almost always booked. Room rental fees for 2016 were \$3860

Services

- **Computers/wifi** : Computers are heavily used. Wifi is heavily used.
- **Fax/copy/scanning** available and used frequently

Books into the community: Homebound people are eligible for Mail-a-book services. Extra paperback books are occasionally delivered to Itasca Co. Corrections Services when requested, and to Juvenile correction centers.

Red Flags

Computers:

- We may need to increase bandwidth for public computers and WiFi for an additional monthly fee, as more people are bringing in laptops.
- We may need to purchase/reconfigure security certificates for WiFi to make it easier to access, especially for students. (fairly expensive)
- Public computers will need to be replaced and upgraded soon.

Building:

The building is now 17 years old, and most systems are original. We may be facing increasing equipment maintenance and replacement costs.

Budget:

Property taxes are slowly creeping up, and without additional Local Government Aid, or a change in the fiscal disparities formula, the budget for next few years may be virtually flat.

Staff costs accounted for 70% of the budget in 2016. Building maintenance, heat, electricity etc. accounted for 15% (this also included some deferred maintenance items)

Opportunities:

- Revenue stream of approximately \$4000 this year and \$8000/year beginning next year from the Ehalt bequest (endowment fund). Dedicated to children's programs and materials.
- Unrestricted bequest from Stan Gilmer for \$40,873 (currently held by the Library Foundation)