

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
March 8 2017 5:00 P.M.

- 5:00 Call to order**
- 5:01 Roll call: *absent: Jerome, 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**
- 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 Feb placements \$179.00**
 - 2. Approve Contracts and payment to presenters**
 - 3. Approve Resolution 2017- Accepting Donations**
 - a. \$30 for 3 year subscription to GFWC Club Woman from Grand Rapids N. Star 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*
- Regular agenda**
- 1. Accept Resignation of Darla Kirwin and authorize staff to begin hiring process**
 - 2. Approve Annual Report and Authorize Vice Chair to sign and submit**
 - 3. Strategic planning process**

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting February 8, 2017

Call to Order: The monthly board meeting was called to order at 5:00 PM by Dennis Jerome.

Roll Call:

- **Members Present:** Richard Thoen^{MIN}, Randy McCarty, Shannon Benolken, Dennis Jerome, Max Peters, Lisa Tabbert, and Susan Zeige *corrected March 8*
- **Members Absent:** Jean MacDonell, Deborah Kee
- **Staff Present:** Director Marcia Anderson

Public Comment:

Agenda: Richard Thoen moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

Minutes: Lisa Tabbert moved to approve the minutes from the January 11, 2017 board meeting. A second was made by Max Peters. The motion passed unanimously.

Communications: Invitation GR Arts Feb 17th at 4:30 P.M. This meeting will be with state legislators to show support for the Legacy programming in MN.

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before February 8, 2017**

VENDOR	AMOUNT DUE
AMAZON.COM	352.16
AMERIPRIDE LINEN & APPAREL	49.74
ANDERSON GLASS	4,602.00
ARROWHEAD LIBRARY SYSTEM	48.51
BAKER & TAYLOR, INC	888.93
JENNIFER BEHM	125.00
BLACKSTONE AUDIO, INC	3.97
BLUE CROSS & BLUE SHIELD OF MN	11,897.00
BOUNDARY WATERS JOURNAL	23.00
BURGGRAF'S ACE HARDWARE INC	104.79
BUSY BEES QUALITY CLNG SVC INC	1,700.00
CANON USA INC	67.00
CENGAGE LEARNING INC	4,714.00
COLE HARDWARE INC	9.50
DEER RIVER HIRED HANDS INC	150.00
DELTA DENTAL OF MINNESOTA	175.10
EBSCO SUBSCRIPTION SERVICE	35.00
FIDELITY SECURITY LIFE INS CO	6.26
CITY OF GRAND RAPIDS	421.77
AND RAPIDS CITY PAYROLL	38,319.75
GRAND RAPIDS STATE BANK	16,000.00
ITASCA COUNTY SHERIFFS DEPT	10.00
JUNIOR LIBRARY GUILD	35.00
LINCOLN NATIONAL LIFE	39.00
MANGSETH PAINTING INC	2,700.00
MINNESOTA ENERGY RESOURCES	1,328.59
MINNESOTA REVENUE	48.08
NEXTERA COMMUNICATIONS LLC	86.35
NORTHERN BUSINESS PRODUCTS INC	244.58
PERSONNEL DYNAMICS LLC	1,343.78
P.U.C.	2,218.37
RAPIDS PLUMBING & HEATING INC	449.00
RECORDED BOOKS	1,969.20
MICHAEL RUSSELL	345.00
STAR TRIBUNE	394.16
UNUM LIFE INSURANCE CO OF AMER	18.45
VERIZON WIRELESS	112.75
VIKING ELECTRIC SUPPLY INC	366.69
VISA	475.12
BETSY WHIRLEY	125.00
WICKLUND PRODUCTIONS, LLC	487.36
NAL MCCARTHY NESS	200.00
TOTAL ALL VENDORS:	92,689.96

Marcia Anderson will check if the broken windows can be submitted as an insurance claim. Randy McCarty moved to approve the financial report and payment of bills as listed. A second was made by Sue Zeige. On a roll call vote the motion passed unanimously.

Staff Reports:

- **Director's Report:** Library legislative day is February 22. Tony the electrician was here this morning to replace the light fixtures in the magazine area. Inventory should be finished by the end of the week.
- **Assistant Director's Report:** Amy Dettmer helped plan and coordinate the feasibility study for the Riverfront entertainment venue. One of the suggested sites is near the current location of the KAXE Rotary tent next to the library.

•
Old Business: There was a motion and second for Randy McCarty to be vice chair at the January meeting. He kindly accepted the position.

New Business:

- **Consent Agenda:**
 - 1. Approve payment of late bills**
 - a. Unique Management Services \$116.35
 - 2. Approve Contracts and Payments to Presenters**
 - a. Dan Jones: Spirituality: The Native American Path, March 7, \$500
 - b. Kerry Casey: Fall to Grace, March 30, \$300
 - 3. Approve Resolution 2016 - Accepting Donations**
 - a. \$100 Robert Urista for materials in memory of Paul Tveite
 - b. \$50 Randy and Kathy McCarty for materials in memory of Paul Tveite

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

- **Regular Agenda:**
 - 1. Purchasing Policy:** Barb Baird will attend the April meeting after policy revisions required by Federal law changes.
 - 2. Strategic Planning Process:** Sue Zeige, Jean MacDonell, Dennis Jerome, and Max Peters will make up the committee to plan the strategic planning process. Suggestions for information gathering: Elder Circle, Blandin Foundation, the recent Retail study, the ALS, the IEDC, the local area teachers. As a note, county-wide poverty levels are at 41%, and at Murphy and Forest Lake Elementary school are 50%. Northland Connection--clearinghouse for demographic information. Think about library services for those incarcerated. A three year plan is the goal. .

Adjourn: The monthly board meeting was adjourned at 5:43 PM by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2017
With Comparative Totals for February 29, 2016

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	390,515	412,334	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	481,920	457,472	
Revenues:				
Taxes	-	-	666,240	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	7,912	5,667	36,982	15%
Fines & Forfeits	1,847	1,505	13,000	12%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	3,000	0%
Miscellaneous	2,217	2,685	13,200	20%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	11,977	9,857	860,422	1%
Expenditures:				
Personnel	90,737	86,336	619,960	14%
Supplies/Materials	12,265	13,413	87,900	15%
Other Services/Charges	21,134	30,416	152,562	20%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	124,135	130,166	860,422	15%
OPERATING SURPLUS (DEFICIT)	(112,158)	(120,309)	-	
Gr Rapids Library Foundation Captl Grant	13,599	-	-	0%
Capital Outlay	11,142	-	-	0%
Fund Balance 2/29/XX				
Cash Flow	280,814	215,080	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 2/29/XX	\$ 350,400	\$ 361,611	\$ 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.

Accumulated Energy Rebates

\$4,083

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 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	373	22%
211-00-34-00-7975	INTERNET	3,200	451	14%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	100	20%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	4,625	18%
211-00-34-00-7990	FAX MACHINE USE	300	118	39%
211-00-35-00-1030	LIBRARY FINES	13,000	1,505	12%
211-00-37-00-2310	DONATIONS	1,500	150	10%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	3,000	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	2,311	62%
211-00-37-00-2450	MISCELLANEOUS	2,000	225	11%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
		860,422	9,857	1%
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	48,461	12%
211-00-75-10-1030	SALARY-PARTTIME	23,305	2,639	11%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	1,074	9%
211-00-75-10-1210	PERA	33,239	3,833	12%
211-00-75-10-1220	FICA	27,477	3,003	11%
211-00-75-10-1250	MEDICARE	6,426	702	11%
211-00-75-10-1310	HEALTH INSURANCE	93,635	25,932	28%
211-00-75-10-1330	LIFE INSURANCE	221	43	19%
211-00-75-10-1335	DENTAL INSURANCE	2,065	239	12%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	411	19%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	113	2%
211-00-75-20-2020	COPY SUPPLIES	1,000	99	10%
211-00-75-20-2030	PRINTING/BINDING	900	-	0%
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	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	384	19%
211-00-75-20-2110	BOOKS	44,000	8,068	18%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,471	27%
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	223	9%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	612	124	20%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	1,150	19%
211-00-75-30-3210	TELEPHONE	6,000	769	13%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2017

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	361	14%
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	116	5%
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	2,441	9%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	423	14%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,268	32%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	1,784	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	9,865	27%
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	6,122	102%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	134	13%
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	<u>860,422</u>	<u>130,166</u>	15%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(120,309)</u>	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2017

DATE: 03/02/2017
 TIME: 09:42:15
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/08/2017

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	178.80
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	293.91
0201428	BAKER & TAYLOR, INC	1,831.78
0212124	BLACKSTONE AUDIO, INC	3.97
0221650	BURGGRAF'S ACE HARDWARE INC	27.89
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	84.78
0421455	DULUTH NEWS TRIBUNE	298.48
0609525	FINDAWAY WORLD LLC	370.45
0701650	GARTNER REFRIGERATION CO	3,668.59
0720103	GT PUMP TECH LLC	3,550.00
0900060	ICTV	15.00
1021515	JUNIOR LIBRARY GUILD	63.00
1315725	THE MOTOR SHOP	107.00
1415377	NORTHERN BUSINESS PRODUCTS INC	521.86
1605665	PERSONNEL DYNAMICS LLC	286.44
1801610	RAPIDS PLUMBING & HEATING INC	1,654.45
1909510	SIM SUPPLY INC	132.36
2008551	THOMSON REUTERS - WEST	201.50
2018680	TRU NORTH ELECTRIC LLC	1,832.50
2209450	THE VILLAGE BOOK STORE	14.36
T001120	FIVE FRIENDS BOOKS LLC	109.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,995.86

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0205640	LEAGUE OF MN CITIES INS TRUST	2,464.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0301530	CANON USA INC	67.00
0718015	GRAND RAPIDS CITY PAYROLL	39,149.82
1209516	LINCOLN NATIONAL LIFE	39.00
1309199	MINNESOTA ENERGY RESOURCES	1,268.01
1309335	MINNESOTA REVENUE	38.68
1405850	NEXTERA COMMUNICATIONS LLC	83.12
1601750	PAUL BUNYAN COMMUNICATIONS	243.52
1621130	P.U.C.	2,441.32
2114356	UNIQUE MANAGEMENT SERVICES	116.35
2205637	VERIZON WIRELESS	112.70
2209665	VISA	361.30
2301700	WASTE MANAGEMENT	273.38
2308300	BETSY WHIRLEY	125.00
T001127	WILLIAM GREEN	250.00

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2017

DATE: 03/02/2017
TIME: 09:42:15
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 03/08/2017

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$ 53,106.70
	TOTAL ALL DEPARTMENTS	70,102.56

DATE: 03/02/2017
 TIME: 10:46:35
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2017

PAGE: 1
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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-DELINQUENT	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	254.55	1,700.00	372.91	0.00	1,327.09	22
211-00-34-00-7975	INTERNET	194.97	3,200.00	450.77	0.00	2,749.23	14
211-00-34-00-7980	LIBRARY FEES-PROCTORING	60.00	500.00	100.00	0.00	400.00	20
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,150.00	26,000.00	4,625.00	0.00	21,375.00	18
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	63.61	300.00	117.87	0.00	182.13	39
TOTAL		2,723.13	36,982.00	5,666.55	0.00	31,315.45	15
TOTAL CHARGES FOR SERVICES		2,723.13	36,982.00	5,666.55	0.00	31,315.45	15

DATE: 03/02/2017
 TIME: 10:46:35
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2017

PAGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	693.86	13,000.00	1,505.22	0.00	11,494.78	12
TOTAL		693.86	13,000.00	1,505.22	0.00	11,494.78	12
TOTAL FINES & FORFEITS		693.86	13,000.00	1,505.22	0.00	11,494.78	12
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	150.00	1,500.00	150.00	0.00	1,350.00	10
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	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	3,000.00	0.00	0.00	3,000.00	0
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	1,084.75	3,700.00	2,310.69	0.00	1,389.31	62
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	90.88	2,000.00	224.62	0.00	1,775.38	11
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		1,325.63	16,200.00	2,685.31	0.00	13,514.69	17
TOTAL MISCELLANEOUS REVENUE		1,325.63	16,200.00	2,685.31	0.00	13,514.69	17
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

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2017

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		4,742.62	860,422.00	9,857.08	0.00	850,564.92	1
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	32,324.46	419,878.00	48,461.13	0.00	371,416.87	12
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	1,792.68	23,305.00	2,638.60	0.00	20,666.40	11
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	286.44	11,504.00	1,074.20	286.44	10,143.36	12
211-00-75-10-1210	PERA	2,558.81	33,239.00	3,832.52	0.00	29,406.48	12
211-00-75-10-1220	FICA	2,004.97	27,477.00	3,002.76	0.00	24,474.24	11
211-00-75-10-1250	MEDICARE	468.90	6,426.00	702.25	0.00	5,723.75	11
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	25,931.76	0.00	67,703.24	28
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	42.90	39.00	139.10	37
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,065.00	238.52	0.00	1,826.48	12
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	0.96	6.26	(7.22)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	205.29	2,210.00	410.58	0.00	1,799.42	19
TOTAL PERSONNEL		44,748.62	619,960.00	86,336.18	331.70	533,292.12	14
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	66.88	7,000.00	112.67	0.00	6,887.33	2
211-00-75-20-2020	COPY SUPPLIES	32.99	1,000.00	98.97	132.38	768.65	23
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	0.00	0.00	900.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	426.98	2,600.00	475.71	0.00	2,124.29	18
211-00-75-20-2070	COMPUTER INVENTORY	487.36	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

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 FOR 2 PERIODS ENDING FEBRUARY 28, 2017

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	0.00	0.00	400.00	0
211-00-75-20-2100	OPERATING SUPPLIES	16.99	2,000.00	383.68	0.00	1,616.32	19
211-00-75-20-2110	BOOKS	1,906.47	44,000.00	8,067.61	1,595.97	34,336.42	22
211-00-75-20-2120	AUDIO/VISUAL	374.42	9,000.00	2,470.72	3.97	6,525.31	27
211-00-75-20-2130	NEWSPAPERS	298.48	1,400.00	692.64	0.00	707.36	49
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	56.01	0.00	7,943.99	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	177.35	2,500.00	223.42	0.00	2,276.58	9
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		3,787.92	87,900.00	13,413.03	1,732.32	72,754.65	17
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	124.35	0.00	487.65	20
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	1,700.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	700.00	6,000.00	1,150.00	900.00	3,950.00	34
211-00-75-30-3210	TELEPHONE	326.64	6,000.00	769.21	0.00	5,230.79	13
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	361.30	0.00	2,138.70	14
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	0.00	2,200.00	116.35	0.00	2,083.65	5
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	2,441.32	0.00	25,558.68	9
211-00-75-30-3840	GARBAGE REMOVAL	0.00	3,000.00	423.38	0.00	2,576.62	14
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,268.01	0.00	2,731.99	32
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	4,568.45	36,000.00	9,865.42	2,692.25	23,442.33	35
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	0.00	0.00	6,000.00	0

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 FOR 2 PERIODS ENDING FEBRUARY 28, 2017

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	6,112.04	6,000.00	6,122.04	40.87	(162.91)	103
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,000.00	134.00	0.00	866.00	13
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		13,523.87	152,562.00	30,416.45	5,333.12	116,812.43	23
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		62,060.41	860,422.00	130,165.66	7,397.14	722,859.20	16
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

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EXPENSES							
BLANDIN GRANT							
211-00-95-00-5755	BLANDIN 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:		62,060.41	860,422.00	130,165.66	7,397.14	722,859.20	16
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		4,742.62	860,422.00	9,857.08	0.00	850,564.92	1
FUND SURPLUS (DEFICIT)		62,060.41	860,422.00	130,165.66	7,397.14	722,859.20	16
		(57,317.79)	0.00	(120,308.58)			
TOTAL ALL FUND REVENUES							
TOTAL ALL FUND EXPENSES		4,742.62	860,422.00	9,857.08	0.00	850,564.92	1
ALL FUND SURPLUS (DEFICIT)		62,060.41	860,422.00	130,165.66	7,397.14	722,859.20	16
		(57,317.79)	0.00	(120,308.58)			

Directors Report: March 8, 2017

agenda items:

Darla's resignation

Darla is planning to leave after being the Children's Librarian for 9 years, and the Children's Library Assistant for XX years. Her last day will be June 9th. I am working with Lynn DeGrio, the Human Resources Director, to plan the hiring process so it happens as smoothly as possible and we remain fully staffed during our busiest time of year.

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.

I propose the following process:

March 15 – begin simple survey both in library, on website and handed out. .

Gather existing data on demographic trends, forecasts,

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

This will be a look at who we currently serve, and how, and what capacity we may have for other programs

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/June: Library Board and representatives from Program Committee, Friends, Foundation and staff meet to determine priorities and actions

by: Action plans developed, and budget developed for 2016 and 2017

your packet is a more detailed outline based on the outline developed for the last process, and the survey (unformatted) that we used in the library and online. It was designed to be a grid.

Annual Report

I completed the Annual Report to the MN Department of Education. It has been reviewed by ALS staff. It will be submitted after Library Board approval. We are working on creating a brochure for public consumption that summarizes numbers and accomplishments.

Updates

Building issues:

Windows

Insurance adjuster was here to investigate. The large cracked windows were replaced in late January, as were the smaller windows that were not sealed properly. The smaller windows above the restrooms still need to be replaced, but probably not until it's safe to work up high.

Rapids Reads 2017

We have chosen a book each year and invited a wide variety of people to read and discuss it. This year's book selection is *Fall to Grace* by Minnesota author Kerry Casey. The author will be speaking at the Library at the end of March. The kickoff event is speaker Dan Jones, Native American Studies Faculty at Fond du Lac Tribal and Community College on Tuesday March 7

There are multiple copies available for checkout at the Library.

Minnesota Loves Libraries Campaign

We have collected a few more cards, and I plan to send them to our legislators with a letter talking about how the community uses the library and the importance of Legacy dollars for providing quality programming.

Transgender

There are a couple of regular patrons that we know are transgender, one child and one adult. I had a conversation with the City Attorney last week to find out what the current law says, then had a conversation with the adult to make sure that if the issue is raised, we are saying something that is respectful and supportive. The attorney's guidance is that a transgender person has the right to use the bathroom of the gender they identify with. If someone objects, we can offer options of waiting, using the children's bathroom if a small child is involved, or using the staff bathroom if the situation is urgent. I gave this information to staff so we can give consistent and respectful responses if the question arises.

School Ipads

The school district is issuing iPads to some students, and we hope they can use the Library's wi-fi to do homework here. However, some devices have issues connecting to our wireless network. It may be the age of the devices, or some settings. We are working the District's IT department to try to make it more reliable.

New public catalog interface

ALS has just released a new catalog interface for the public. It allows for broader searches with the ability to refine results. It also allows checkout of downloadable audio and ebooks directly from the catalog, without going to the Overdrive catalog. It is accessible from our website.

Assistant Director Report
March 2017

Teen Advisory Board
February 28, 2017

Members present: Jonas T., Sarah K., Emi S.

Discussed anime club. Members talked about other activities (mostly involving food!) to do at anime club. Members had great ideas about other food stuff to make such as sandwich sushi and rice balls.

Talked about programs for teens. I brought a couple ideas to the meeting. One is called Sci-fi Stitches. Attendees would be supplied with old time photos and would use embroidery floss and sewing needles to add some color to the photo. The other program is deconstructing toys and putting them back together again in unusual ways. Members decided for our March meeting we should try these activities to see how they work! After the meeting Emi emailed more ideas to me.

We talked about the library's strategic plan. I showed our current plan and talked about what a plan does. I mentioned we will be starting the process to complete a new strategic plan.

We discussed the teen room drawing. Members gave ideas for questions and decided to focus on St. Patrick's Day as a theme for the questions.

Talked about one of the kiosk displays. Members gave great ideas for how to change the display so more teens may be enticed to interact with the display.

Teens

There were 5 attendees at the February Anime Club. We had a chopstick skills competition which was won by the team of Evan, Paige, and Po. All participants received a Target gift card. Fuji Restaurant and New China Buffet donated chopsticks for the competition.

Winter reading finished in February. There were 12 teens that participated. Teens kept track of the number of pages read.

There were 12 participants in the February Teen Room drawing. Lilly M.-Lafrenierre won.

Operations

The library continues to have a bin for people to recycle their printer cartridges. Items in the bin are picked up by a local Boy Scout troop.

March is Rapids Reads month and this year the title is *Fall to Grace* by Minnesota author Kerry Casey. We have a great display of the books near the front doors. Out of 41 copies the library owns, 34 are currently checked out! People are checking it out like crazy!

CIRCULATION Feb-17
Check-outs Express Check outs % of total c/o
 Total Circulation 1,504 13.95%
 Returns
 New cards

THIS MONTH YTD 2016
 10,783 23,441
 12,528 26,577
 12,218 25,809
 113 179

YTD YTD 2016
 21,659 23,441
 25,200 26,577
 24,099 25,809
 199 179

Door count 9894

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies

THIS MONTH YTD 2016
 449 870
 468 2,292

YTD YTD 2016
 977 870
 1,400 2,292

REFERENCE
 tests proctored
 computer help over 5 minutes
 Passports
INTERNET
 Pharos sessions ***

THIS MONTH YTD 2016
 803 1,769
 7 8
 36 103
 92 287

YTD YTD 2016
 1,536 1,769
 10 8
 75 103
 208 287

Non-Pharos sessions
VOLUNTEERS

PEOPLE YTD HOURS
 133 269
 37 210.00

HOURS YTD HOURS
 269 260
 210.00 456.00

MEETING ROOM
 COMMUNITY ROOM/GSR

GROUPS YTD GROUPS
 37 71

PROGRAMS & TOURS
 BOOK TIME
 SATURDAY STORY TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 CHILDREN'S PROGRAMS
 TEEN PROGRAMS
Total Youth Programs
 Total Adult Programs

PROGRAMS YTD PROGRAMS YTD PEOPLE YTD 2016 programs YTD 2016 people
 6 144 10 14 238 274
 6 148 14 18 375 382
 5 150 10 8 298 297
 0 0 0 0 0 0
 5 166 8 1 205 37
 4 33 8 5 56 31
26 **641** **50** **1,172** **46** **1,021**
 3 131 9 12 277 436

BOOKINGS & ARRANGEMENTS HRS THIS MONTH HRS YTD
TOTALS 7 14.5 13

YTD 2016 13

Children's Library Summary
February 2017

The Children's Library has really been "jumpin'" this month. We seem to have established a regular rotation of caregivers with toddlers and preschoolers who arrive about 10:15 each day. They play in the Smart Play Spot, read a few books, put together some puzzles, maybe play on a computer for a bit. Then, between 12:00 and 12:30, they head home.

Monday Book Time and Saturday Story Time have been well-attended, averaging about 25 people each day.

Lots of class visits this month, including 2 fourth-grade classes from Southwest, and all the third-graders from Murphy. Two special education classes from the middle school also stopped by.

We had 17 boys and girls attend *Full Steam Ahead*, on February 9, as well as 16 at *Artastic!* on February 13, and 43 people at Lego Club on February 21.

The library hosted a Children First! event on Saturday, February 11. The artists of the Creativity Tank were here to guide 21 children and adults as they created their own "world" that then could go with them in a to-go container.

"Old McDonald Had a Banjo" (and several other instruments), a Legacy program, took the place of Saturday Story time on February 18. Sixty-nine people attended.

On Friday, February 3, Tracy attended the CLAS meeting at ALS Headquarters in Mountain Iron. She took library volunteer and part-time casual employee, Dion Holcomb-Card with her, to learn a little more about how the summer reading program comes together.

The winter reading program, "Paul Bunyan's Big Read," ended on February 25. 340 children participated and, so far, 165 have returned their completed activity log and received their free prize book. We have two full carts of new books that children can choose from. Some of the books are donations from patrons, but the majority are purchased with funds from the Friends.

Looking ahead:

- March 9 @ 3:30 – Full STEAM Ahead. Meets in the community room
- March 13 @ 3:30 – Artastic! Meets in the community room
- March 21 @ 3:30 – Lego Club. Meets in the community room
- Mondays – Book Time at 9:30 and 10:30
- Saturdays – Story Time at 10:15 and 11:15

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

SEND REMITTANCE TO:

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

Grand Rapids Area Library
Attn: Marcia Anderson
140 NE 2nd Street

BILL TO: Grand Rapids, MN 55744

INVOICE

DATE

INVOICE #

3/1/2017

441358

\$8.95

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 TPB

QUANTITY	DESCRIPTION	RATE	AMOUNT
3	02-02 Placements	8.95	26.85
1	02-07 Placements	8.95	8.95
16	02-14 Placements	8.95	143.20
2	02-22 Placements	8.95	17.90
4	02-28 Placements	8.95	35.80
6	Credit for accounts closed by client prior to beginning the collection process	-8.95	-53.70
	Total cumulative recovery of \$43,003.99, yielding an ROI of 4.02 to 1.		

Thank you for your business.

TOTAL

\$179.00

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 03/01/2017 6:07 AM JWB

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 02/28/2017

ALL AMOUNTS LISTED

Accounts Submitted	:	1,399	Dollars Submitted	:	120,132.09	Dollars Received	:	10,494.59
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	21,561.31
Incorrect Addresses	:	301	Dollars in Skips	:	23,556.70	Dollars Waived	:	10,950.34
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	23.99	Total Activated	:	58,889.14
Accounts in Process	:	1,096	Dollars in Process	:	90,367.45	% of Dollars Activated	:	65.17%
# of Accounts Activated	:	638						
% of Accounts Activated	:	58.21%						

Board member
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2017-03
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:

\$30 for 3 year subscription to GFWC Club Woman from Grand Rapids N. Star Women's Club

\$20 for Lego Club from Ellen Edvenson

Grand Rapids Area Library Foundation as follows:

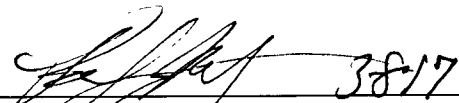
\$337.66 for books for Rapids Reads

\$893.32 for Native American materials

\$45.16 for Thank You notes for book sale

\$3000 for Children's materials as designated by donors Loveland and Skallman

Adopted this 8th day of March, 2017


~~Dennis Jerome, President~~
Randy McCarty - Vice 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.

Darla D. Kirwin
34622 S Shoal Lake Road
Grand Rapids MN 55744
218-326-8949
dkirwin45@hotmail.com

March 1, 2017

Ms. Marcia Anderson
Director, Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids MN 55744

Dear Marcia:

This letter is to inform you of my intention to retire from the Grand Rapids Area Library as children's librarian, effective as of end of day, June 9, 2017.

I would like to thank you and the city for all the opportunities that have been given me as an employee at the Grand Rapids Area Library. I have enjoyed working with our library families and my colleagues for the past twelve plus years. But I'm now ready to move on to the next phase in my life.

I wish you and the rest of the library staff all the best in the future.

Sincerely,

Darla Kirwin

Cc: Lynn DeGrio

Strategic Planning Process

DRAFT PLANNING PROCESS

Strategic Planning Objective: Discover gaps between what we are currently providing/doing and current community needs/priorities

A. Identify Community Needs (Staff and Board)

1. Data Gathering (Environmental Scan)

- a. Gather existing community surveys, community visions, demographics

Possibilities:

Blandin Foundation, Kootasca, School District

- b. Ask Library users, supporters and community organizations

1) Focus Groups:

1. Library Users
2. Community leaders

2) Survey Library users

1. Online and paper

3) survey non-users (existing community group meetings)?

2. Analyze data and translate into summary form for use in planning sessions

B. Assess Existing Library Programs and Services and capacities (Conduct SWOT analysis)

C. Priority setting/planning sessions (Planning Team)

2 sessions of 3 hours each, approximately 2 weeks apart.

Participants: Board members, plus a rep from each: Library Foundation, Friends, Program Committee, 3-4 staff members,

a. Session #1

Review data and input

Identify top service priorities

b. Staff meets to review and evaluate priorities

c. Session #2

Translate top priorities into goal language

Identify current and potential strategies for accomplishing each goal

Review mission statement: does it still fit or need tweaking?

D. Action/Implementation planning (staff)

Evaluate effectiveness of current and potential strategies for each goal area

Develop detailed action plans for each goal: specific tasks, timelines & responsible parties

Identify areas for re-allocation (current non-priority, ineffective and inefficient strategies)

Establish progress indicators/outcome measures for each goal

Identify roles and process for monitoring progress and updating action plans

Timeline

Planning Phase	March	April	May	June	July
Data Gathering	Design surveys & groups	Conduct surveys and focus groups	Summarize data		
Planning Retreats		Library assessment at April Board meeting	2 nd and 4 th week		
Action Planning				Staff develop action plan	
Documentation				draft	Complete

It may be possible to begin or complete some of the discussions in half hour chunks at Board meetings.

Minnesota Public Library Annual Report, 2016 Worksheet

Please complete your report using data/information for January 1 through December 31, 2016, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2016. New indicates a DATA ELEMENT that is new for 2016.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Regional Public Library System	ALS
G04) Street Address	140 NE 2nd Street
G05) Location is a change from previous year	No
G06) City	Grand Rapids
G07) ZIP Code	55744
G08) Mailing Address	140 NE 2nd Street
G09) City	Grand Rapids
G10) ZIP Code	55744
G11) County	Itasca
G12) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14) Director's Name	Marcia L. Anderson
G15) Director's Phone	218-326-7643
G16) Director's Extension	0
G17) Director's E-mail Address	manderson@ci.grand-rapids.mn.us

Report Filer

G18) Name of Person Who Prepared the Public Library Report	Marcia L. Anderson
G19) Phone	218-326-7643
G20) E-mail	manderson@ci.grand-rapids.mn.us

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code	Member of a Federation or Cooperative
G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	Municipal Government (city, town or village) (most nearly)
G26) Did the legal service area boundary change?	No

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,205	21,053
P02) Registered Users – Residents	11,100	10,129
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users – Automatic Tally	11,100	10,129
P05) Last year Registered User Records Were Purged	2015	2015
P06) Visits	134,357	130,364
P07) Reference Transactions	8,477	9,297
P08) Annual Public Internet Computer Sessions	15,501	16,616
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	0	
P11) ILL Provided to Other Libraries	9,930	9,918
P12) ILL Received from Other Libraries	15,189	17,279

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	71,924	72,250
P14) Adult Circulation	86,110	101,497
P15) Other Physical Media Circulation (No Audience Designation)	5,449	169
P16) Total Physical Media Circulation	163,483	173,916
P17) Downloadable E-books and E-serials Circulation	9,468	9,851
P18) Downloadable Audio and Video Circulation	10,799	9,216
P19) Total Downloadable Circulation	20,267	19,067
P20) Total Circulation	183,750	192,983

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	243	240
P22) Young Adult Programs	42	48
P23) Adult Programs	64	56
P24) Total Programs	349	344

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	8,397	7,761
P26) Young Adult Program Attendance	351	457
P27) Adult Program Attendance	2,091	1,198
P28) Total Program Attendance	10,839	9,416

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
New P29) Number of Information Retrievals from Electronic Collections	0	
New P30) Electronic Content Use	20,267	
New P31) Total Collection Use	183,750	

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08) Number of Public Service Hours in a Regular Week	52	52
H09) Number of Public Service Hours in a Seasonal Week	52.0	52.0
H10) Seasonal Dates		
H12) Total Public Service Hours per Year	2,596	2,596

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	13	13
F13) Public Internet Stationary Computers	22	22
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	22	22
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	491	487

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	3.00	3.00
S02) Total Other Librarians	1.00	1.00
S03) Total Librarians	4.00	4.00
S04) Total Other Staff	4.50	4.50
S05) Total Paid Employees	8.50	8.50

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$33.35	\$38.72
S08) Assistant Director	\$28.35	\$33.12
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$22.85	\$25.38
S13) Technology Support		
S14) Library Support Staff	\$15.77	\$25.23
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		Yes

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	67,749	67,266
C02) Audio Materials, Physical	2,975	2,793
C03) Video Materials, Physical	3,629	3,583
C04) Multi-format Materials	118	110
C05) Other Physical Materials	70	70
C06) Total Physical Materials	74,541	73,822
C07) Print Serial Subscriptions	185	178

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	117	0
C10) Total Electronic Serial Subscriptions	117	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	12,159	11,279
C13) Electronic Books Licensed Statewide	18,911	15,191
C14) Total Electronic Books	31,070	26,470
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	9,746	9,015
C17) Total Audio Downloadable Units	9,746	9,015
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units		0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	6	7
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		7
C25) Electronic Collections Licensed Statewide	49	48
C26) Total Licensed Electronic Collections		55

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2014	2014
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2015
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014

OUTREACH SERVICES

Data Element	Current Year	Previous Year
O01) Adult Basic Education	No	No
O02) Adult Literacy Organization	No	Yes
O03) Early Childhood Organization	Yes	Yes
O04) Correctional Facility	No	No
O05) Cultural Communities	No	No
O06) Service to Homebound	No	No
O07) School (K12)	Yes	Yes
O08) Senior-Centered Organization	Yes	Yes
O09) Workforce Development	No	No
O10) Youth Development Organization	Yes	No
O11) Other		N/C

Community Partnerships

Data Element	Current Year	Previous Year
^{New} O12) Does this library partner with one or more community organizations or groups in order to address a community need?	Yes	
^{New} O13a-c) If Yes, at what levels does the library engage with its partners.		
^{New} O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	

Volunteers

Data Element	Current Year	Previous Year
^{New} O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
^{New} O16m) Number of Teen Volunteers	10	
^{New} 17m) Number of Adult Volunteers	128	
^{New} O18m) Number of Teen Volunteer Hours	128	
^{New} O19m) Number of Adult Volunteer Hours	3,245	
^{New} O20) Total Number of Volunteers	138	
^{New} O21) Total Number of Volunteer Hours	3,373	

Summer Learning Program

^{New} Type(s) of summer learning programs	Both reading and learning programs
^{New} Intended age-groups for the program	

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

Library Foundation

I04) Does This Library Have a Foundation?	Yes
I05) Foundation Name	Grand Rapids Area Library Foundation

Library Friends

I06) Does This Library Have a Friends Group?	Yes
I07) Friends Group Name	Friends of the Grand Rapids Area Library

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$631,906	\$607,679
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$631,906	\$607,679
County		
R04) County Direct	\$129,117	\$128,117
R05) County Indirect	\$0	\$0
R06) County Total	\$129,117	\$128,117
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$761,023	\$735,796
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,282	\$5,333
R21) Regional System Indirect	\$2,763	\$2,763
R22) Regional System Operating Revenue Total	\$8,045	\$8,096
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$71,324	\$54,608
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$71,324	\$54,608
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$79,369	\$62,704
R30) Total Operating Revenue	\$840,392	\$798,500

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$439,816	\$421,701
E02) Employee Benefits	\$140,217	\$128,912
E03) Total Personnel Costs	\$580,033	\$550,613

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$49,616	\$52,816
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$1,763	\$1,763
E06) Collection Expenditures Electronic Collections	\$1,000	\$1,000
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$2,763	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$7,679	\$8,362
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$7,679	\$8,362
Collection Expenditures Physical Materials Total		\$61,178
E12) Total Collection Expenditures	\$60,058	\$63,941

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$184,355	\$162,466
E14) Total Operating Expenditures	\$824,446	\$777,020
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$22,000
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$22,000
R40) Total Local Government Capital Revenue	\$0	\$22,000
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R51) Multicounty, Multitype Direct	\$0	\$0
R52) Multicounty, Multitype Indirect	\$0	\$0
R53) Multicounty, Multitype Capital Revenue Total	\$0	\$0
R54) Other Capital Direct	\$17,599	\$11,936
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$17,599	\$11,936
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$17,599	\$11,936
R58) Total Capital Revenue	\$17,599	\$33,936

Capital Expenditures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures	\$11,729	\$55,944

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City	\$0	\$2,618
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Collection Expenditures - Electronic Materials - Electronic Books
 bestseller funds used for overdrive--2017-02-26
 Collection Expenditures - Electronic Collections
 crossover funds used for periodicals--2017-02-26
 Collection Expenditures - Electronic Materials Expenditures Total
 bestseller funds used for overdrive--2017-02-28
 crossover funds used for periodicals--2017-02-28

2016 Minnesota Public Library Annual Report Worksheet

Please note that this report reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

GENERAL INFORMATION

G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Regional Public Library System	ALS
G04m) Street Address	140 NE 2nd Street
G05m) Location is a change from previous year	No
G06m) City	Grand Rapids
G07m) ZIP Code	55744
G08m) Mailing Address	140 NE 2nd Street
G09m) City	Grand Rapids
G10m) ZIP Code	55744
G11m) County	Itasca
G12m) Phone	218-326-7640
G13) Library Web Address	www.grandrapids.lib.mn.us
G14m) Director's Name	Marcia L. Anderson
G15m) Director's Phone	218-326-7643
G16m) Director's Extension	0
G17m) Director's E-mail Address	manderson@ci.grand-rapids.mn.us

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,205	21,053
P02m) Registered Users – Residents	11,100	10,129
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users – Automatic Tally	11,100	10,129
P06m) Visits	134,357	130,364
P07m) Reference Transactions	8,477	9,297
P08m) Annual Public Internet Computer Sessions	15,501	16,616
P09m) Public Internet Computer Sessions Other Uses	per computer usage in addition	per computer usage in addition
P10m) Wireless sessions	n.c.	n.c.

*required data for federal report

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	71,924	72,250
P14m) Adult Circulation	86,110	101,497
P15m) Other Physical Media Circulation (No Audience Designation)	5,449	169
P16m) Total Physical Media Circulation	163,483	173,916
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation	163,483	173,916

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	243	240
P22m) Young Adult Programs	42	48
P23m) Adult Programs	64	56
P24m) Total Programs	349	344

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	8,397	7,761
P26m) Young Adult Program Attendance	351	457
P27m) Adult Program Attendance	2,091	1,198
P28m) Total Program Attendance	10,839	9,416

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	10	10
H04m) Thursday Hours	10	10
H05m) Friday Hours	8	8
H06m) Saturday Hours	4	4
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	52	52
H09m) Number of Public Service Hours in a Seasonal Week	52.0	52.0
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,596	2,596

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles (outlet)	0	0
F07m) Facility Type	1	
F08m) Square Feet	26,500	
F09m) Year Built	2000	

*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled	N/A	
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	13	13
F13m) Public Internet Stationary Computers	22	22
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	22	22
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		20.1 and greater Mbps
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	20.1 Mbps - 50.0 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		20.1 and greater Mbps
F21m) Typical Internet Upload Speed for Public Computers	20.1 Mbps - 50.0 Mbps	0.1 Mbps - 50.0 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	491	487

ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
Low Vision Keyboard Available?		
Magnifier Available?		
Optical Character Reader (OCR) Available?		
Page Turner Available?		
Screen-enlarging Software Available?	Yes	
Speech Input or Output (Screen Reader) Available?	Yes	
Other?		
Description		

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians	3.00	3.00
S02m) Total Other Librarians	1.00	1.00
S03m) Total Librarians	4.00	4.00
S04m) Total Other Staff	4.50	4.50
S05m) Total Paid Employees	8.50	8.50

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	67,749	67,266
C02m) Audio Materials, Physical	2,975	2,793

Data Element	Current Year	Previous Year
C03m) Video Materials, Physical	3,629	3,583
C04m) Multi-format Materials	118	110
C05m) Other Physical Materials	70	70
C06m) Total Physical Materials	74,541	73,822
C07m) Print Serial Subscriptions	185	178

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Grand Rapids Area Library



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