

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

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**  
**Elect officers**  
**Appoint Committees and Liaisons to Library Foundation and Program Committee**
- 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. Mangseth Painting \$2700
    - b. Mike Russell (carpet cleaning) \$345
  2. **Approve Contracts and payment to presenters**
    - a. Daniel Yudchitz *Tiny Houses* Feb 23 \$100
    - b. John Cox *WWI* March 23 \$100
    - c. Betsy Whirley 5 monthly art programs @ \$125 =\$625
    - d. Jenny Behm 5 monthly art & science programs @ \$125 =\$625
    - e. Bill Green *History of Civil Rights in MN* Feb 16, \$250
  3. **Approve Resolution 2017-1 Accepting Donations**
    - a. \$100 undesignated from Leah White
    - b. \$50 for children's materials from Anne Lewis

**Regular agenda**

1. **Light fixture replacement**
2. **Strategic planning process planning (appoint committee??)**

**6:00 Adjourn**

# Grand Rapids Area Library Regular Board Meeting December 14, 2016

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

## **Roll Call:**

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

**Public Comment:** Also present is Dick Thoen, interested in becoming a member of the library board in the future. Retired dentist. 20 year residence in Grand Rapids.

**Agenda:** Jean MacDonell moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

**Minutes:** Sue Zeige moved to approve the minutes from the November 9, 2016 board meeting and the November 16, 2016 special board meeting. A second was made by Lisa Tabbert. The motion passed unanimously.

## **Communications:**

- Report to City Council--The Mayor noted that the Library hasn't asked for extra help yet even after beginning passport acceptance and having a Fire Department member on staff. Next year the budget may include more money for temporary, on-call substitutes.
- Tax transmittal letter from Itasca County

**Financial Report:****The Grand Rapids Area Library Bill List  
Invoices Due On/Before December 14, 2016**

<b>Name</b>	<b>Amount Due</b>
AMAZON.COM	446.39
AMERIPRIDE LINEN & APPAREL	49.74
ANDERSON GLASS	105.00
ARROWHEAD LIBRARY SYSTEM	14.96
BAKER & TAYLOR, INC	1,189.20
BLACKSTONE AUDIO, INC	100.00
BUSY BEES QUALITY CLNG SVC INC	1,700.00
CANON USA INC	67.00
CUB FOODS STORE #9036	13.61
DELTA DENTAL OF MINNESOTA	350.20
DEMCO	65.10
EBSCO SUBSCRIPTION SERVICE	7,653.87
FIDELITY SECURITY LIFE INS CO	12.52
FILTHY CLEAN INC	630.00
FINDAWAY WORLD LLC	322.00
GARTNER REFRIGERATION CO	2,443.00
CITY OF GRAND RAPIDS	7,600.00
GRAND RAPIDS CITY PAYROLL	37,641.65
HAMMERLUND CONSTRUCTION INC	11,430.00
INSIGHT PUBLIC SECTOR SLED	1,362.53
INVEST EARLY PROJECT	4,080.00
JUNIOR LIBRARY GUILD	21.00
LEARNING OPPORTUNITIES INC	2,790.77
LINCOLN NATIONAL LIFE	51.00
MARCO TECHNOLOGIES, LLC	205.57
MINNESOTA ENERGY RESOURCES	80.74
MINNESOTA REVENUE	60.26
NEXTERA COMMUNICATIONS LLC	84.45
NORTHERN BUSINESS PRODUCTS INC	509.62
PAUL BUNYAN COMMUNICATIONS	243.68
PERSONNEL DYNAMICS LLC	546.23
PIZZA WORKS	21.36
P.U.C.	3,072.64
MICHAEL RUSSELL	655.00
SCENIC RANGE NEWS FORUM	20.00
SIM SUPPLY INC	319.64
TRU NORTH ELECTRIC LLC	383.00
UNUM LIFE INSURANCE CO OF AMER	18.45
VERIZON WIRELESS	121.42
THE VILLAGE BOOK STORE	29.64

VISA	93.38
WASTE MANAGEMENT	267.87
JOSEPH JERRY SHEAD	30.00
FIVE FRIENDS BOOKS LLC	337.66
<b>TOTAL ALL VENDORS:</b>	<b>87,240.15</b>

The passport revenue is not included in the budget, \$25,000 estimated for this year. This year the New York Times and Investor's Business Daily were added in the interest of local enrichment. Deborah Kee moved to approve the financial report and payment of bills as listed. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

### **Staff Reports:**

- ***Director's Report:*** The back door's electronic latch and new key work. It is much appreciated by the staff. Closing for painting and inventory soon, and as a note the Library isn't intended to be a repository or a storage area for books. Books not circulated for extended periods of time may be disposed of. A new device charging station may be in the works.
- ***Assistant Director's Report:***

### **Old Business:**

### **New Business:**

- ***Consent Agenda:***
  - 1. Approve payment of late bills**
    - a. Unique Management Service \$716**
  - 2. Approve Contracts and Payments to Presenters**
    - a. Tammy Schotzko \$100 January 19, *Digital Estate Planning and Organizing 101***
    - b. Mark Munger \$100 January 31, *Boomtown and mystery writing***
    - c. Don Ness \$200 February 9, *Grassroots Politics***
  - 3. Approve Resolution 2016 - Accepting Donations**
    - a. \$100 for materials in honor of William Frymire from Cedar Cultural Center
    - b. \$175 for fiction books in honor of Betty Dziuk from Debra and David Dziuk

- c. \$50 for fiction books in honor of Betty Dziuk from John and Cheryl Mulhausen

Deborah Kee moved to approve the consent agenda. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

- ***Regular Agenda:***

1. **Accept Quote for purchase of 7 laptop computers--** Computer Enterprises \$3,118, Insight \$2,721, CDWG \$2,723. The Library has worked with all of these vendors in the past. Director Anderson made no recommendation. Jean MacDonell made a motion to accept the Insight quote for the laptops. A second was made by Lisa Tabbert. The motion passed unanimously.
2. **Discuss replacing or retrofitting light fixtures--**This can be postponed because it so happens that three of the building's windows must be replaced. Two smaller windows in the north side of the Children's section have moisture between the inside and outside panes. One larger inside pane on the south side is cracked. No action is required.
3. **Approve Resolution 2016-14 accepting Bequest of \$40,873.35 from Stanley Foster Gilmer and transferring it to the Grand Rapids Area Library Foundation.** There are no restrictions or recommendations for this bequest. Director Anderson's recommendation is to hold until strategic planning next year. What can be done to increase the flexibility of the space that we have? Max Peters made a motion to accept the bequest of \$40,873.35 from Stanley Foster Gilmer with a recommendation the Library Foundation to keep in their bank accounts so the Library may use it for capital projects in the future. A second was made by Deborah Kee. The motion passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:50 PM by Dennis Jerome.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2016**  
*With Comparative Totals for December 31, 2015*

<b>PRELIMINARY</b>	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	314,098	390,515	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>460,629</b>	<b>460,101</b>	<b>460,101</b>	
<b>Revenues:</b>				
Taxes	571,557	586,493	632,999	93%
Intergovernmental	164,338	147,281	127,000	116%
Charges for Services	14,591	38,628	11,182	345%
Fines & Forfeits	12,695	12,265	14,000	88%
Blandin Grant	-	-	-	0%
GR Library Foundation	7,620	24,334	-	0%
Miscellaneous	43,987	173,329	12,500	1387%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>814,789</b>	<b>982,329</b>	<b>797,681</b>	<b>123%</b>
<b>Expenditures:</b>				
Personnel	550,321	579,476	586,661	99%
Supplies/Materials	90,403	81,653	87,750	93%
Other Services/Charges	133,141	152,579	123,270	124%
Library Endowment Fund Expenditures	-	155,690	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>773,865</b>	<b>969,398</b>	<b>797,681</b>	<b>122%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>40,924</b>	<b>12,931</b>	<b>-</b>	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	55,944	11,729	-	
<b>Fund Balance 12/31/XX</b>				
Cash Flow	299,078	391,717	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
<b>TOTAL FUND BALANCE 12/31/XX</b>	<b>\$ 445,609</b>	<b>\$ 461,303</b>	<b>\$ 460,101</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$31,688 as of 09/30/16. 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 **DECEMBER 31, 2016**

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 632,999	\$ 537,789	85%
211-00-31-00-0200	DELINQUENT	-	3,750	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	44,953	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	18,164	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	129,117	102%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	2,402	150%
211-00-34-00-7975	INTERNET	3,000	3,531	118%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	315	105%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	26,384	0%
211-00-34-00-7990	FAX MACHINE USE	-	714	0%
211-00-35-00-1030	LIBRARY FINES	14,000	12,265	88%
211-00-37-00-2310	DONATIONS	2,000	157,716	7886%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	995	100%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,853	1426%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	650	217%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,336	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	24,334	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	3,860	114%
211-00-37-00-2450	MISCELLANEOUS	1,800	3,329	185%
211-00-37-00-2455	ENERGY REBATES	-	1,140	0%
211-00-37-00-5100	INVESTMENT INCOME	2,500	1,449	58%
		<b>797,681</b>	<b>982,329</b>	<b>123%</b>
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	412,058	404,327	98%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	22,109	98%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	12,639	395%
211-00-75-10-1210	PERA	32,601	31,865	98%
211-00-75-10-1220	FICA	26,950	25,034	93%
211-00-75-10-1250	MEDICARE	6,303	5,855	93%
211-00-75-10-1310	HEALTH INSURANCE	77,975	73,619	94%
211-00-75-10-1330	LIFE INSURANCE	221	213	96%
211-00-75-10-1335	DENTAL INSURANCE	2,027	1,490	74%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	2,142	79%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,909	84%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,310	131%
211-00-75-20-2030	PRINTING/BINDING	600	1,207	201%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,818	94%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	3,643	182%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	4,142	46%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,412	141%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	508	145%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	547	27%
211-00-75-20-2110	BOOKS	42,000	40,265	96%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,663	85%
211-00-75-20-2130	NEWSPAPERS	1,000	2,515	251%
211-00-75-20-2140	PERIODICALS	7,000	6,836	98%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,879	115%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **DECEMBER 31, 2016**

<b>Account Number</b>	<b>Account Description</b>	<b>2016 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3000	PROFESSIONAL SERVICES	-	394	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	880	110%
211-00-75-30-3070	LAUNDRY	520	610	117%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	12,229	306%
211-00-75-30-3210	TELEPHONE	5,500	5,184	94%
211-00-75-30-3220	POSTAGE/FREIGHT	500	3,818	764%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	350	70%
211-00-75-30-3255	STAFF TRAINING	500	70	14%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	251	84%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	2,032	92%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	557	186%
211-00-75-30-3610	GENERAL INSURANCE	9,000	5,151	57%
211-00-75-30-3810	ELECTRICITY	30,000	28,010	93%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	3,576	149%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,846	71%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	8,972	150%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	23,815	159%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	11,430	1143%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	8,575	95%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,774	92%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	9,643	161%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	804	42%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	130	43%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	78	78%
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	-	155,690	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	11,729	0%
	<b>TOTAL EXPENDITURES</b>	<b>797,681</b>	<b>981,127</b>	<b>123%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>1,202</b>	



DATE: 01/01/17  
 TIME: 09:06:01  
 ID: GL450000.WOW

CITY OF D RAPIDS  
 DETAILED FINANCE SHEET

AGE: 1  
 F-YR: 16

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 12/31/16
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1010	CASH	457,959.97	1,015,932.70	967,233.55	506,659.12
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	7,166.00	0.00	0.00	7,166.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	15,078.25	0.00	15,078.25	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	114,816.92	114,816.92	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	31,542.00	0.00	0.00	31,542.00
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	10,514.89	5,022.72	10,121.53	5,416.08
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	11,530.00	0.00
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	79,078.60	37,730.13	41,348.47
<b>TOTAL</b>		<b>522,371.11</b>	<b>1,226,380.94</b>	<b>1,156,510.38</b>	<b>592,241.67</b>
<b>TOTAL ASSETS</b>		<b>522,371.11</b>	<b>1,226,380.94</b>	<b>1,156,510.38</b>	<b>592,241.67</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	486,701.87	505,534.18	18,832.31
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	952,460.80	976,877.66	62,485.63
211-00-00-00-2030	SALES TAX PAYABLE	0.00	602.34	650.42	48.08
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	16,130.01	16,130.01	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	7,166.00	0.00	0.00	7,166.00
211-00-00-00-2220	DEFERRED REVENUES	905.25	905.25	1,057.75	1,057.75
<b>TOTAL</b>		<b>62,270.03</b>	<b>1,456,800.27</b>	<b>1,484,120.01</b>	<b>89,589.77</b>

DATE: 01/01/17  
 TIME: 09:06:01  
 ID: GL450000.WOW

CITY OF ( ) RAPIDS  
 DETAILED BALANCE SHEET

AGE: 2  
 F-YR: 16

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 12/31/16
TOTAL LIABILITIES		62,270.03	1,456,800.27	1,484,120.01	89,589.77
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	460,101.08	0.00	0.00	460,101.08
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	37,730.13	79,078.60	41,348.47
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	37,730.13	79,078.60	501,449.55
TOTAL FUND EQUITY		460,101.08	37,730.13	80,280.95	502,651.90
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	1,494,530.40	1,564,400.96	592,241.67

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 11, 2017

DATE: 01/05/2017  
 TIME: 14:54:23  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/11/2017

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	352.35
0113233	AMERIPRIDE LINEN & APPAREL	74.61
0114200	ANDERSON GLASS	6,100.00
0118660	ARROWHEAD LIBRARY SYSTEM	264.21
0201428	BAKER & TAYLOR, INC	968.20
0212124	BLACKSTONE AUDIO, INC	189.96
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	94.75
0321125	CUB FOODS STORE# 9036	16.73
0701650	GARTNER REFRIGERATION CO	673.30
0718010	CITY OF GRAND RAPIDS	214.61
0718043	GRAND RAPIDS LIBRARY	40,873.35
0914690	INSIGHT PUBLIC SECTOR SLED	3,000.20
0914800	INVEST EARLY PROJECT	320.00
1015331	JOHNSONS LOCK & SAFE	115.00
1201730	LATVALA LUMBER COMPANY INC.	90.72
1321500	MARK MUNGER	100.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,424.48
1415377	NORTHERN BUSINESS PRODUCTS INC	691.46
1605665	PERSONNEL DYNAMICS LLC	464.19
1801610	RAPIDS PLUMBING & HEATING INC	1,710.30
1909510	SIM SUPPLY INC	154.89
1920555	STOKES PRINTING & OFFICE	28.70
2005150	TECH LOGIC CORPORATION	2,071.00
2018680	TRU NORTH ELECTRIC LLC	329.29
2114356	UNIQUE MANAGEMENT SERVICES	143.20
2209421	VIKING ELECTRIC SUPPLY INC	242.40
2209450	THE VILLAGE BOOK STORE	142.67
T001045	TAMMY SCHOTZKO	100.00
T001120	FIVE FRIENDS BOOKS LLC	66.93

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 62,717.50

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0405447	DELTA DENTAL OF MINNESOTA	175.10
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	37,610.31
1309199	MINNESOTA ENERGY RESOURCES	249.57
1309335	MINNESOTA REVENUE	54.34
1405850	NEXTERA COMMUNICATIONS LLC	84.05
1601750	PAUL BUNYAN COMMUNICATIONS	243.52
1621130	P.U.C.	2,522.24
2114356	UNIQUE MANAGEMENT SERVICES	716.00
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 11, 2017

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/11/2017

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2205637	VERIZON WIRELESS	52.04
2209665	VISA	1,391.47
2301700	WASTE MANAGEMENT	272.88
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$43,396.23
TOTAL ALL DEPARTMENTS		106,113.73

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 12 PERIODS ENDING DECEMBER 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	236,240.37	632,999.00	537,789.39	0.00	95,209.61	85
211-00-31-00-0200	DELINQUENT	1,396.62	0.00	3,749.82	0.00	(3,749.82)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	11,549.09	0.00	44,953.40	0.00	(44,953.40)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
-----							
TOTAL		249,186.08	632,999.00	586,492.61	0.00	46,506.39	93
TOTAL TAXES		249,186.08	632,999.00	586,492.61	0.00	46,506.39	93
<b>INTERGOVERNMENTAL</b>							
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	18,163.65	0.00	18,163.65	0.00	(18,163.65)	100
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	57,481.98	127,000.00	129,117.47	0.00	(2,117.47)	102
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
-----							
TOTAL		75,645.63	127,000.00	147,281.12	0.00	(20,281.12)	116
TOTAL INTERGOVERNMENTAL		75,645.63	127,000.00	147,281.12	0.00	(20,281.12)	116
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	134.60	1,600.00	2,401.52	0.00	(801.52)	150
211-00-34-00-7975	INTERNET	262.70	3,000.00	3,531.47	0.00	(531.47)	118
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	315.00	0.00	(15.00)	105
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,783.65	0.00	26,383.65	0.00	(26,383.65)	100
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	43.05	0.00	713.95	0.00	(713.95)	100
-----							
TOTAL		3,264.00	11,182.00	38,627.59	0.00	(27,445.59)	345
TOTAL CHARGES FOR SERVICES		3,264.00	11,182.00	38,627.59	0.00	(27,445.59)	345



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CITY OF GRAND RAPIDS  
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 FOR 12 PERIODS ENDING DECEMBER 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>TOTAL REVENUES:</b>							
		370,932.78	797,681.00	982,329.35	0.00	(184,648.35)	123
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
		0.00	0.00	0.00	0.00	0.00	0
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	46,609.94	412,058.00	404,326.55	0.00	7,731.45	98
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	184.85	0.00	(184.85)	100
211-00-75-10-1030	SALARY-PARTTIME	2,578.06	22,626.00	22,109.32	0.00	516.68	98
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	464.19	3,200.00	12,638.85	0.00	(9,438.85)	395
211-00-75-10-1210	PERA	3,689.16	32,601.00	31,864.56	0.00	736.44	98
211-00-75-10-1220	FICA	2,889.68	26,950.00	25,034.15	0.00	1,915.85	93
211-00-75-10-1250	MEDICARE	675.78	6,303.00	5,854.74	0.00	448.26	93
211-00-75-10-1310	HEALTH INSURANCE	4,538.86	77,975.00	73,618.58	0.00	4,356.42	94
211-00-75-10-1330	LIFE INSURANCE	20.41	221.00	212.82	0.00	8.18	96
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,027.00	1,489.88	0.00	537.12	74
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(0.02)	0.00	0.02	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	170.93	2,700.00	2,142.00	0.00	558.00	79
<b>TOTAL PERSONNEL</b>							
		61,756.75	586,661.00	579,476.28	0.00	7,184.72	99
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	42.28	7,000.00	5,909.44	0.00	1,090.56	84
211-00-75-20-2020	COPY SUPPLIES	14.09	1,000.00	1,309.99	0.00	(309.99)	131
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	1,207.05	0.00	(607.05)	201
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	677.88	3,000.00	2,817.71	0.00	182.29	94
211-00-75-20-2070	COMPUTER INVENTORY	3,000.20	2,000.00	3,642.71	0.00	(1,642.71)	182
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	2,071.00	9,000.00	4,142.00	0.00	4,858.00	46
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	1,411.78	0.00	(411.78)	141

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 12 PERIODS ENDING DECEMBER 31, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	38.09	350.00	507.72	0.00	(157.72)	145
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	546.87	(65.22)	1,518.35	24
211-00-75-20-2110	BOOKS	1,381.80	42,000.00	40,264.72	(252.00)	1,987.28	95
211-00-75-20-2120	AUDIO/VISUAL	189.96	9,000.00	7,662.52	0.00	1,337.48	85
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	2,514.80	0.00	(1,514.80)	251
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	6,836.13	0.00	163.87	98
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	397.29	2,500.00	2,879.17	0.00	(379.17)	115
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	300.00	0.00	0.00	300.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>7,812.59</b>	<b>87,750.00</b>	<b>81,652.61</b>	<b>(317.22)</b>	<b>6,414.61</b>	<b>93</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.42	0.00	(394.42)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	880.00	0.00	(80.00)	110
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	49.74	520.00	609.82	0.00	(89.82)	117
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	20,400.00	0.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,393.99	4,000.00	12,229.12	0.00	(8,229.12)	306
211-00-75-30-3210	TELEPHONE	327.73	5,500.00	5,184.03	0.00	315.97	94
211-00-75-30-3220	POSTAGE/FREIGHT	191.07	500.00	3,818.27	169.45	(3,487.72)	798
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	350.00	0.00	150.00	70
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	70.20	305.67	124.13	75
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	251.00	0.00	49.00	84
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	143.20	2,200.00	2,031.65	(35.80)	204.15	91
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	557.40	(120.00)	(137.40)	146
211-00-75-30-3610	GENERAL INSURANCE	(3,533.28)	9,000.00	5,151.00	0.00	3,849.00	57
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	28,009.59	0.00	1,990.41	93
211-00-75-30-3840	GARAGE REMOVAL	272.88	2,400.00	3,576.21	0.00	(1,176.21)	149
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,846.35	0.00	1,153.65	71
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,521.42	6,000.00	8,972.37	0.00	(2,972.37)	150
211-00-75-30-4010	BUILDING MAINT/REPAIRS	9,309.67	15,000.00	23,814.52	0.00	(8,814.52)	159
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	11,430.00	0.00	(10,430.00)	1143



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 FOR 12 PERIODS ENDING DECEMBER 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	8,575.00	0.00	425.00	95
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	2,774.00	0.00	226.00	92
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	673.30	6,000.00	9,642.63	0.00	(3,642.63)	161
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	804.00	0.00	1,096.00	42
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	130.00	0.00	170.00	43
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	77.75	0.00	22.25	78
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	40,873.35	0.00	155,690.27	40,873.35	(196,563.62)	100
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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		53,990.07	123,270.00	308,269.60	41,192.67	(226,192.27)	283
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	11,728.51	0.00	(11,728.51)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	11,728.51	0.00	(11,728.51)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		123,559.41	797,681.00	981,127.00	40,875.45	(224,321.45)	128
<b>BLANDIN GRANT</b>							
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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<b>EXPENSES</b>							
<b>BLANDIN GRANT</b>							
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:		123,559.41	797,681.00	981,127.00	40,875.45	(224,321.45)	128
<b>TOTAL FUND REVENUES</b>							
<b>TOTAL FUND EXPENSES</b>							
<b>FUND SURPLUS (DEFICIT)</b>							
370,932.78		797,681.00	797,681.00	982,329.35	0.00	(184,648.35)	123
123,559.41		797,681.00	797,681.00	981,127.00	40,875.45	(224,321.45)	128
247,373.37		0.00	0.00	1,202.35			
<b>TOTAL ALL FUND REVENUES</b>							
<b>TOTAL ALL FUND EXPENSES</b>							
<b>ALL FUND SURPLUS (DEFICIT)</b>							
370,932.78		797,681.00	797,681.00	982,329.35	0.00	(184,648.35)	123
123,559.41		797,681.00	797,681.00	981,127.00	40,875.45	(224,321.45)	128
247,373.37		0.00	0.00	1,202.35			

# Directors Report: January 11, 2017

## Agenda items:

### Lighting

We have had an ongoing commitment to replacing aging light fixtures with energy-efficient fixtures. As ballasts for the fluorescent lights have been failing, it is usually close to the same cost to replace the fixture with something that takes LED lights as replacing the ballasts.

Tony Bodin, our electrician, put together a brief comparison of the cost of replacing the 24 light fixtures in the magazine area with completely new fixtures (2 are installed as trials) or retrofitting the existing fixtures so they can accept LED lights. A copy is in your packet.

One question is aesthetic: do you like the fixtures, which are completely different.

The other question is monetary, we could replace all at once, retrofit all at once, or do the changes as the fixtures or ballasts die.

### Updates

#### Library Legislative Day

If you are interested in participating:

Library Legislative Day will be held on Wednesday, February 22nd. A briefing will be offered Tuesday evening and Wednesday morning - times and locations to follow. Library supporters gather in St Paul and visit legislators from the region.

### Painting

The public areas of the building were painted the week of Dec 19, with the majority being done on Dec. 21 and 22 and finished up on Dec. 23. It looks great!

### Inventory

On December 21 and 22 we completed the inventory of the largest collections. We finished several collections the following week, so roughly 10-15% remains to be done. We have been fixing errors in records and trying to locate items that come up missing as we go along, so the collection is in good shape.

### Windows

A crack was discovered in a large window in the children's area in mid-December, and Anderson Glass came to measure it for replacement. On December 21<sup>th</sup> we discovered a cracked window in one of the small study rooms. This one has also been measured for replacement. On December 22<sup>st</sup> the painters discovered 2 cracked windows high above the restrooms in the lobby. I do not have cost estimates for any of these yet.

### Express Checkout unit replacement

It was delivered on December 20, and set up for testing on December 26. We worked with Tech Logic to iron out glitches on December 30, and the IT department rearranged computers and furniture to put it in place on January 4<sup>th</sup>.

# **Assistant Director Report**

## **January 2017**

### **Teens**

*Teen Advisory Board*

*December 27, 2016*

*Members present: Jonas T.*

At the January Anime Club attendees will get to decorate cupcakes. We discussed what to use to decorate the cupcakes with.

We talked about the teen room monthly drawing question. Decided to gear the questions to authors with birthdays in January.

Anime Club was held Saturday, December 10. There was 1 attendee.

The teen room monthly drawing had 4 participants. Nicole N. won.

### **Operations**

The new self check is installed and working well. It's been moved from the circulation desk to a stand-alone desk near the front entrance. Those who didn't know it moved are confused when they walk to the circ desk and look for the old one, but once they use the new one they are psyched!

The library Facebook page has 1,152 Likes. We use the page to advertise library services and new and/or interesting things around the building as well as programs.

The Friends of the Library are paying for new online Readers Advisory Services. There are 4 modules: AuthorCheck, Ebook Alerts, SelectReads, and New Book Alerts. You can access these services from the library homepage: [www.cityofgrandrapidsmn.com/library](http://www.cityofgrandrapidsmn.com/library)

AuthorCheck allows patrons to connect with authors. They can read bios, check author webpages, and sign up to track an author so they'll be notified when a new book by the author arrives at the library. Ebook Alerts shows patrons new Overdrive e-book titles. New Book Alerts showcases the newest titles purchased by the library. Patrons can select to receive alerts via email and/or RSS feeds. Lists of new materials are available in a variety of categories. SelectReads helps connect patrons with titles old and new - hidden gems waiting on the shelves. Patrons subscribe to the list categories that interest them and receive monthly newsletters with titles to explore.

**CIRCULATION**  
 Check-outs 9,037 THIS MONTH YTD 142,549 YTD 2015 152,482 Express Check outs % of total c/o 2,112 23.37%  
 Total Circulation 10,786 163,569 173,954  
 Returns 11,253 164,090 172,919  
 New cards 75 1,373 1,139

Door count 8356

**TECHNICAL PROCESSES**  
 Books cataloged and processed 228 THIS MONTH YTD 6,458 YTD 2015 7,169  
 Withdrawn copies 2,551 9,847 5,915

**REFERENCE**  
 tests proctored 605 THIS MONTH YTD 8,477 YTD 2015 9,297  
 computer help over 5 minutes 19 102 111  
 Passports 34 872 513  
**INTERNET** 94 1,061 121  
 Pharos sessions \*\*\* 909 536 14,385 YTD HOURS 2015 YTD SESSIONS 2015 YTD HOURS 15,659 10,659

**Non-Pharos sessions** 76 1,597 957  
**VOLUNTEERS** PEOPLE HOURS YTD HOURS 3347.00  
 38 255.00  
 67 170

**MEETING ROOM** YTD GROUPS 491  
 booksale  
 COMMUNITY ROOM/GSR 34

**PROGRAMS & TOURS**  
 BOOK TIME 6 PEOPLE YTD PROGRAMS YTD PEOPLE YTD 2015 programs YTD 2015 people 1,478  
 SATURDAY STORY TIME 6 91 80 1,732 80 1,736  
 CLASS VISITS 3 132 54 2,106 50 1,986  
 NON SCHOOL GROUPS 0 0 0 0 5 122  
 CHILDREN'S PROGRAMS 3 105 37 1412 39 1,208  
 TEEN PROGRAMS 3 6 42 351 48 457  
**Total Youth Programs** 21 438 276 7,084 284 6,987  
 Total Adult Programs 2 28 56 1706 53 1,118

**BOOKINGS & ARRANGEMENTS** HRS THIS MONTH HRS YTD YTD 2015  
 8 94.5 119.5  
**TOTALS**

## Children's Library Summary

December 2016

December in the Children's Library was definitely more quiet than the past few months. But we still had good attendance at both Monday Book Time and Saturday Story Time.

We had only a few class visits this month: two fourth grade classes from Southwest Elementary walked to the library, and all three third grade classes from Murphy Elementary came by bus, all to continue their library education with Tracy.

December 17, we kicked off our winter reading program, "Paul Bunyan's Big Read." The artists of the Creativity Tank were here to assist patrons in painting and decorating wooden fish. This activity went along with a Paul Bunyan tall tale about Paul and a giant fish. Thirty-two children and adults attended. The winter reading program continues through Saturday, February 25.

Lego Club met on the 20<sup>th</sup>, with 23 in attendance; the theme was "celebrations." The results are on display in the Children's library until the next meeting.

To round out the month (and year) we held a "Noon" Year's Eve party on Saturday, December 31, from 11 am till noon. Twenty-two children, ages 5 months to 11 years, and their adults, joined us to decorate party hats or crowns, enjoy cupcakes and punch, dance the Hokey-Pokey and other favorites, blow lots of bubbles and watch the balloons drop at "12:00." Thanks to Dion Holcomb-Card for helping me pull it all together. And special thanks to my hubby, who created the balloon drop.

Some new programming beginning in January:

- Artastic! A monthly creative art program. Best for ages 8 and up; 6 and 7 year olds are welcome with an adult. First meeting is January 9 @3:30 in the community room.
- Full STEAM Ahead! Monthly tinkering/building, thinking fun! Best for ages 8 and up; 6 and 7 year olds are welcome with an adult. First meeting is January 12 @3:30 in the community room.

And some returning:

- Lego Club meets the third Tuesday of each month at 3:30. Open to all ages. No registration required.

January 11, 2017

John D Cox  
4510 6<sup>th</sup> St NE  
Columbia Heights MN 55421

Dear Mr. Cox

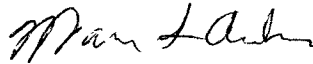
I am pleased that you will be leading a presentation on WWI for the Grand Rapids Area Library on March 23 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

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

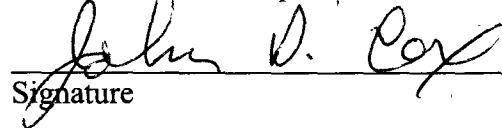
Sincerely,



Marcia Anderson  
Library Director

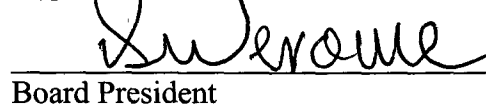
Enc: ICTV release form, W-9 form

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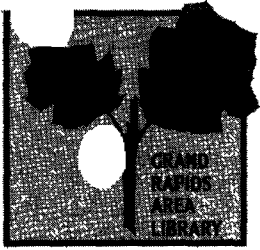
  
Signature

1/18/17  
Date

Approved for the Board of Directors:

  
Board President

11 Jan 17  
Date

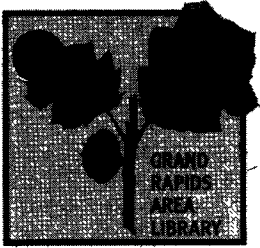


GRAND RAPIDS AREA LIBRARY  
140 NE Second Street  
Grand Rapids, MN 55744

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







January 11, 2017

Bill Green  
163 Christenson Court  
Fridley MN 55432

**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. Green

I am pleased that you will be leading a presentation on the history of civil rights in Minnesota for the Grand Rapids Area Library on February 16 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. Do you want to bring copies of your book to sell or would you like our local bookstore, the Village Bookstore, to bring some copies to sell?

The Library will provide you with an honorarium of \$250. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.


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

Sincerely,

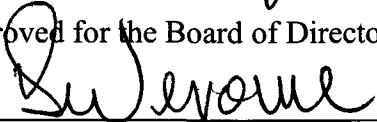
  
Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

  
\_\_\_\_\_  
Signature

1/22/17  
\_\_\_\_\_  
Date

Approved for the Board of Directors:  
  
\_\_\_\_\_  
Board President

11 Jan 17  
\_\_\_\_\_  
Date

January 11, 2017

Daniel Yudchitz  
816 Carroll Ave.  
St Paul MN 55104

Dear Mr. Yudchitz,

I am pleased that you will be leading a presentation on tiny houses for the Grand Rapids Area Library on February 23 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 provide you with an honorarium of \$100. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved for the Board of Directors:

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

\_\_\_\_\_  
Date

Board member *Deborah Kee* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2017-01  
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

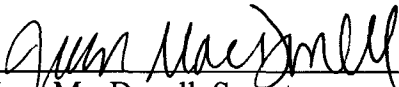
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

*\$100 undesignated from Leah White*  
*\$50 for children's materials from Anne Lewis*

Adopted this 11th day of January, 2017

  
Dennis Jerome, President

  
Jean MacDonell, Secretary

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

Board member  
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2017-01  
A RESOLUTION ACCEPTING DONATIONS

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*\$50 for children's materials from Anne Lewis*

Adopted this 11th day of January, 2017

---

Dennis Jerome, President

---

Jean MacDonell, Secretary

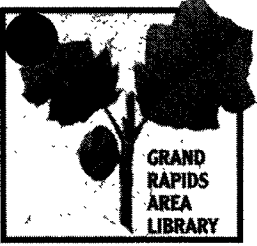
Board member  
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



January 11, 2017

Betsy Whirley  
18771 Wendigo Park Rd.  
Grand Rapids, MN 55744

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

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

Dear Ms. Whirley:

I am pleased that you will be leading a series of five monthly art programs developed for school age children. These programs will be held January-May, 2017.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and complete and return one copy of the enclosed tax form to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: W-9 form

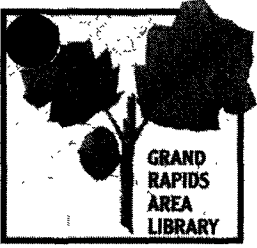
These terms are acceptable:

Elyse A Whirley  
Signature

1/13/2017  
Date

Approved for the Board of Directors:  
DeWane  
Board President

1/13/17  
Date



January 11, 2017

Jennifer Behm  
12866 Behm Rd  
Grand Rapids, MN 55744

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

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

Dear Ms. Behm:

I am pleased that you will be leading a series of five monthly science programs developed for school age children. These programs will be held January-May, 2017.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. Payments will be made monthly. If these arrangements are agreeable, please sign below, and complete and return one copy of the enclosed tax form to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: W-9 form

These terms are acceptable:

Jennifer Behm  
Signature

1-13-17  
Date

Approved for the Board of Directors:

Swenson  
Board President

11 Jan 17  
Date