

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library
November 9, 2016 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
(amend to add Filthy Clean \$630 to late bill list)
- 5:12 **C. Communications o**
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
 2. **Approve Contracts and payment to presenters**
 3. **Approve Resolution 2015-12 Accepting Donations**
 - a. *\$450 for Summer Concert Series from Friends of the Library*
 - b. *\$100 for materials in honor of William Frymire from Redhouse Records*
 - c. *\$100 for children's materials from Anne Tofte and Cory Jackson*
- Regular agenda**
1. **Approve low quote of \$2551 from Hammerlund Construction for replacing curb on book drop**
 - 2.
 3. **New Board members??**
- 6:00 **Adjourn**

Reminder: Informal Gathering on Thursday, Dec 15, 5-7 at KAXE with Library Foundation and Friends of the Library .

Grand Rapids Area Library

Regular Board Meeting

October 12, 2016

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

Roll Call:

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

Public Comment: Becky LaPlant attended the meeting in her capacity as a Human Rights Commissioner for the City of Grand Rapids to present the gift of a mural painted by Leah Yellowbird. It is a gift from the Grand Rapids Human Rights Commission to the library and its patrons in commemoration of Indigenous People's Day. It illustrates the story of the Year the Roses Died. It was well received by the Board.

LaPlant also spoke about diversity in our community and the possibility for Ojibwe signage at the Library that the Board has voted on previously. She mentioned some of the benefits it could potentially have in the Grand Rapids community and distributed copies of the Resolution that was passed in December 2014 by the City of Grand Rapids about Indigenous People's Day. The Board stood behind their decision from the September 2016 Regular Meeting and agreed that they will continue to support the Native community in the best way they know how through programming, library services, and library collections about Native life and language but will not move forward with the signage at this time.

Agenda: Max Peters moved to approve the agenda. A second was made by Deborah Kee. The motion passed unanimously. It was agreed to move the first line item from the Regular Agenda to the front of the meeting.

1. Approve resolution 2016-10 accepting installation of mural by Leah Yellowbird (Human Rights Commission) It was mentioned that gifts become the property of the library once they are accepted by the Board. The gift was graciously accepted by the Board. **Deborah Kee made a motion to accept the installation of the mural by Leah Yellowbird as a gift. A second was made by Mary Helen Haarklau. The motion passed unanimously.**

Minutes: Sue Zeige moved to approve the minutes from the September 14, 2016 board meeting. A second was made by Shannon Benolken. The motion passed unanimously.

Communications: none to report

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before October 12, 2016**

Name	Amount Due
AMAZON.COM	202.58
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	102.67
BAKER & TAYLOR, INC	2,573.35
BLACKSTONE AUDIO, INC	397.99
BLUE CROSS & BLUE SHIELD OF MN	5,437.00
BUSY BEES QUALITY CLNG SVC INC	1,700.00
COLE HARDWARE INC	14.98
DELTA DENTAL OF MINNESOTA	175.10
DEMCO	242.90
EBCO SUBSCRIPTION SERVICE	27.50
FIDELITY SECURITY LIFE INS CO	6.26
CITY OF GRAND RAPIDS	395.36
GRAND RAPIDS CITY PAYROLL	37,547.70
GRAND RAPIDS HERALD REVIEW	60.00
GT PUMP TECH LLC	1,000.00
ITASCA COUNTY TREASURER	350.00
LAKE COUNTRY JOURNAL MAGAZINE	19.95
LINCOLN NATIONAL LIFE	51.00
MINNESOTA ENERGY RESOURCES	49.49
MN DEPT OF LABOR & INDUSTRY	30.00
MINNESOTA REVENUE	64.05
NEXTERA COMMUNICATIONS LLC	85.03
NORTHERN BUSINESS PRODUCTS INC	381.91
PAUL BUNYAN COMMUNICATIONS	243.68
PERSONNEL DYNAMICS LLC	136.04
PETERSON'S A NELNET CO	95.89
P.U.C.	2,749.02
SIM SUPPLY INC	78.14
UNUM LIFE INSURANCE CO OF AMER	22.55
VERIZON WIRELESS	52.04
VISA	1,457.60
WASTE MANAGEMENT	422.71
WILLIAM SISLER	25.00
KATHLEEN RICE	48.84
TOTAL ALL VENDORS:	56,292.39

Shannon Benolken moved to approve the financial report and payment of bills as listed. A second was made by Deborah Kee. On a roll call vote the motion passed unanimously.

Staff Reports:

- **Director's Report:** All of the chairs are now re-covered. The board commented on the quick speed of the reupholstering. The back door replacement is not scheduled yet. Quotes for repainting inside of library and for laptops have not yet been acquired.
- **Assistant Director's Report:**

Old Business:

New Business:

- **Consent Agenda:**

1. Approve payment of late bills

- (a) City of Ely, MN (lost BOCD) \$77.50
- (b) Sheffield's Upholstery \$7222
- (c) Filthy Clean \$630 Window washing

2. Approve Contracts and Payments to Presenters

- (a) Madison \$200 November 3 "War Came Home With Him"
- (b) Brown \$100 November 29 "Taconite Dreams"
- (c) Manuel \$100 November 29 "Taconite Dreams"
- (d) Rice \$150 November 17 "Pies on the North Shore"

3. Approve Resolution 2016 - Accepting Donations

- (a) Nation Magazine subscription for one year from Mona Bittenbender
- (b) \$2080 for Fall Saturday Story Times from the Grand Rapids Area Library Foundation.
- (c) \$175.07 reimbursement for landfill charge after book sale from the Grand Rapids Area Library Foundation.

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

- **Regular Agenda:**

2. **Approve resolution 2016-11 setting calendar for 2017.** Closed days, holidays, and regular meeting times for the Board must be approved by resolution each year. The union contract says that the summer holiday schedule must be confirmed each year and therefore will not be included in this resolution. Deborah Kee made a motion to approve calendar as written except for the two summer holidays. A second was made by Randy McCarty. The motion passed unanimously

- 3. A motion was made by Shannon Benolken to authorize issuing coupons for waiving up to \$5.00 in fines to teens completing survey during Teen Read Week 2016.** A second was made by Max Peters. The motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:48 PM by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2016 - September 30, 2016

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Mousel
Title:	Partner Relations Associate
Phone:	651-325-4269 800-875-6167
Email:	mariah.mousel@mnpartners.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2016 - September 30, 2016

Prepared on: 10/25/2016

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2016	\$	31,542
Investment Activity		
Interest & Dividends		331
Investment Gain/(Loss)		1,443
Disbursements		
Administrative Fees		(204)
Grants Paid		(1,336)
Investment Expenses		(88)
Ending Balance on September 30, 2016	\$	31,688
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2016	\$	31,688

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	31,688	100.0%	5.7%	7.9%	5.6%	9.0%
	\$ 31,688	100.0%				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2016 - September 30, 2016

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/09/2016	Grand Rapids Public Library	\$ 1,336
		<u>\$ 1,336</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2016
With Comparative Totals for October 31, 2015

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
Fund Balance 1/1/XX:				
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	-	-	
TOTAL FUND BALANCE 1/1/XX	460,629	460,101	460,101	
Revenues:				
Taxes	332,619	337,307	632,999	53%
Intergovernmental	72,737	71,635	127,000	56%
Charges for Services	10,605	32,660	11,182	292%
Fines & Forfeits	10,851	10,728	14,000	77%
Blandin Grant	-	-	-	0%
GR Library Foundation	7,620	24,334	-	0%
Miscellaneous	36,453	129,615	12,500	1037%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	470,885	606,280	797,681	76%
Expenditures:				
Personnel	450,815	474,679	586,661	81%
Supplies/Materials	68,940	59,175	87,750	67%
Other Services/Charges	89,994	103,575	123,270	84%
GRACF Library Foundation	-	114,817	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	609,749	752,246	797,681	94%
OPERATING SURPLUS (DEFICIT)	(138,863)	(145,966)	-	
Blandin Foundation Capital Grant	-	-	-	
Capital Outlay	41,686	11,729	-	
Fund Balance 10/31/XX				
Cash Flow	133,550	232,820	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
TOTAL FUND BALANCE 10/31/XX	\$ 280,081	\$ 302,406	\$ 460,101	

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 **OCTOBER 31, 2016**

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 632,999	\$ 301,549	48%
211-00-31-00-0200	DELINQUENT	-	2,353	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	33,404	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	71,635	56%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	2,084	130%
211-00-34-00-7975	INTERNET	3,000	3,002	100%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	275	92%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	21,425	0%
211-00-34-00-7990	FAX MACHINE USE	-	593	0%
211-00-35-00-1030	LIBRARY FINES	14,000	10,728	77%
211-00-37-00-2310	DONATIONS	2,000	116,742	5837%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	550	55%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,803	1401%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	200	67%
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	3,590	106%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,469	137%
211-00-37-00-2455	ENERGY REBATES	-	1,140	0%
211-00-37-00-5100	INVESTMENT INCOME	2,500	784	31%
	TOTAL REVENUE	797,681	606,280	76%
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	326,650	79%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	17,796	79%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	11,628	363%
211-00-75-10-1210	PERA	32,601	25,715	79%
211-00-75-10-1220	FICA	26,950	20,216	75%
211-00-75-10-1250	MEDICARE	6,303	4,728	75%
211-00-75-10-1310	HEALTH INSURANCE	77,975	64,541	83%
211-00-75-10-1330	LIFE INSURANCE	221	172	78%
211-00-75-10-1335	DENTAL INSURANCE	2,027	1,251	62%
211-00-75-10-1347	VISION INSURANCE	-	(4)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,800	67%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,170	74%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,054	105%
211-00-75-20-2030	PRINTING/BINDING	600	1,194	199%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,032	68%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	643	32%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	2,071	23%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,412	141%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	456	130%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	318	16%
211-00-75-20-2110	BOOKS	42,000	33,935	81%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,051	78%
211-00-75-20-2130	NEWSPAPERS	1,000	1,002	100%
211-00-75-20-2140	PERIODICALS	7,000	675	10%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,162	86%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

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

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
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	510	98%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	7,205	180%
211-00-75-30-3210	TELEPHONE	5,500	4,303	78%
211-00-75-30-3220	POSTAGE/FREIGHT	500	2,192	438%
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	1,172	53%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	557	186%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,895	88%
211-00-75-30-3810	ELECTRICITY	30,000	22,415	75%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	3,035	126%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,516	63%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	5,355	89%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	14,225	95%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	975	11%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,774	92%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	8,622	144%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	670	35%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	130	43%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	78	78%
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	-	114,817	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	11,729	0%
	TOTAL EXPENDITURES	797,681	763,974	96%
	SURPLUS REVENUES/(EXPENDITURES)	-	(157,695)	

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 10/31/16
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	411,449.91	411,449.91	0.00
211-00-00-00-1010	CASH	457,959.97	632,430.23	819,924.25	270,465.95
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	3,216.86	10,121.53	3,610.22
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	9,608.50	1,921.50
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	37,758.56	37,316.32	442.24
TOTAL		522,371.11	1,211,202.48	1,418,315.68	315,257.91
TOTAL ASSETS					
		522,371.11	1,211,202.48	1,418,315.68	315,257.91
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	802,458.86	769,573.28	5,183.19
211-00-00-00-2030	SALES TAX PAYABLE	0.00	487.72	547.98	60.26
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	0.00	0.00
TOTAL		62,270.03	819,981.84	770,121.26	12,409.45

DATE: 11/03/03
 TIME: 08:13:52
 ID: GL450000.WOW

CITY OF GRAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 16

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 10/31/16
TOTAL LIABILITIES					
		62,270.03	819,981.84	770,121.26	12,409.45
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	37,316.32	37,758.56	442.24
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	37,316.32	37,758.56	460,543.32
		0.00	157,694.86	0.00	(157,694.86)
TOTAL FUND EQUITY		460,101.08	195,011.18	37,758.56	302,848.46
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	1,014,993.02	807,879.82	315,257.91

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 9, 2016

DATE: 11/02/2016
 TIME: 15:45:28
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/09/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	9.82
0118345	ADRIAN BOOKS	96.00
0118660	ARROWHEAD LIBRARY SYSTEM	43.26
0201428	BAKER & TAYLOR, INC	2,538.70
0212124	BLACKSTONE AUDIO, INC	200.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	45.33
0405223	DEER RIVER HIRED HANDS INC	150.00
0718010	CITY OF GRAND RAPIDS	1,195.20
1021515	JUNIOR LIBRARY GUILD	28.00
1205099	LEARNING OPPORTUNITIES INC	2,813.74
1205850	LEXIS NEXIS	201.10
1315725	THE MOTOR SHOP	30.00
1415377	NORTHERN BUSINESS PRODUCTS INC	685.25
1605665	PERSONNEL DYNAMICS LLC	281.88
1909510	SIM SUPPLY INC	118.52
2021500	TUMBLEWEED PRESS INC	499.00
2209450	THE VILLAGE BOOK STORE	210.64

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,846.44

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	5,437.00
0301530	CANON USA INC	134.00
0512901	ELY PUBLIC LIBRARY	77.75
0718015	GRAND RAPIDS CITY PAYROLL	37,672.95
1309199	MINNESOTA ENERGY RESOURCES	88.13
1309335	MINNESOTA REVENUE	35.73
1405850	NEXTERA COMMUNICATIONS LLC	82.60
1601750	PAUL BUNYAN COMMUNICATIONS	243.68
1621130	P.U.C.	2,411.56
1908220	SHEFFIELD'S UPHOLSTERY	7,222.00
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	60.76
2209665	VISA	541.95
2301700	WASTE MANAGEMENT	249.20
T000426	AARON JAMES BROWN	100.00
T001087	KATHLEEN A RICE	150.00
T001092	JEFFREY T MANUEL	100.00
T001093	CATHERINE B MADISON	200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$54,825.76

TOTAL ALL DEPARTMENTS 65,672.20

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	632,999.00	301,549.02	0.00	331,449.98	48
211-00-31-00-0200	DELINQUENT	0.00	0.00	2,353.20	0.00	(2,353.20)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	33,404.31	0.00	(33,404.31)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	632,999.00	337,306.53	0.00	295,692.47	53
TOTAL TAXES		0.00	632,999.00	337,306.53	0.00	295,692.47	53
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	127,000.00	71,635.49	0.00	55,364.51	56
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	127,000.00	71,635.49	0.00	55,364.51	56
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	71,635.49	0.00	55,364.51	56
CHARGES FOR SERVICES							
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	230.79	1,600.00	2,083.53	0.00	(483.53)	130
211-00-34-00-7975	INTERNET	262.93	3,000.00	3,001.70	0.00	(1.70)	100
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	300.00	275.00	0.00	25.00	92
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,500.00	0.00	21,425.00	0.00	(21,425.00)	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	51.47	0.00	593.23	0.00	(593.23)	100
TOTAL		2,045.19	11,182.00	32,660.46	0.00	(21,478.46)	292
TOTAL CHARGES FOR SERVICES		2,045.19	11,182.00	32,660.46	0.00	(21,478.46)	292

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 FOR 10 PERIODS ENDING OCTOBER 31, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	961.95	14,000.00	10,727.74	0.00	3,272.26	77
TOTAL		961.95	14,000.00	10,727.74	0.00	3,272.26	77
TOTAL FINES & FORFEITS		961.95	14,000.00	10,727.74	0.00	3,272.26	77
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	116,742.43	0.00	(114,742.43)	5837
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	100.00	1,000.00	550.00	0.00	450.00	55
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	100.00	200.00	2,802.81	0.00	(2,602.81)	1401
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	300.00	200.00	0.00	100.00	67
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,336.00	0.00	(36.00)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	24,334.46	0.00	(24,334.46)	100
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	330.50	3,400.00	3,590.43	0.00	(190.43)	106
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	350.30	1,800.00	2,468.86	0.00	(668.86)	137
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	1,140.00	0.00	(1,140.00)	100
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	784.33	0.00	1,715.67	31
TOTAL		880.80	12,500.00	153,949.32	0.00	(141,449.32)	1232
TOTAL MISCELLANEOUS REVENUE		880.80	12,500.00	153,949.32	0.00	(141,449.32)	1232
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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TOTAL REVENUES:							
		3,887.94	797,681.00	606,279.54	0.00	191,401.46	76
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	31,066.50	412,058.00	326,650.10	0.00	85,407.90	79
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	1,762.22	22,636.00	17,796.23	0.00	4,829.77	79
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	281.88	3,200.00	11,628.43	54.00	(8,482.43)	365
211-00-75-10-1210	PERA	2,462.19	32,601.00	25,715.26	0.00	6,885.74	79
211-00-75-10-1220	FICA	1,930.55	26,950.00	20,215.60	0.00	6,734.40	75
211-00-75-10-1250	MEDICARE	451.49	6,303.00	4,727.86	0.00	1,575.14	75
211-00-75-10-1310	HEALTH INSURANCE	4,538.86	77,975.00	64,540.86	0.00	13,434.14	83
211-00-75-10-1330	LIFE INSURANCE	24.51	221.00	172.00	0.00	49.00	78
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,027.00	1,251.36	0.00	775.64	62
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(3.55)	0.00	3.55	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	171.37	2,700.00	1,799.70	0.00	900.30	67
TOTAL PERSONNEL		42,809.31	586,661.00	474,678.70	54.00	111,928.30	81
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	74.29	7,000.00	5,170.35	0.00	1,829.65	74
211-00-75-20-2020	COPY SUPPLIES	35.99	1,000.00	1,054.34	0.00	(54.34)	105
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	1,193.84	0.00	(593.84)	199
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	574.97	3,000.00	2,031.95	0.00	968.05	68
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	642.51	0.00	1,357.49	32
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	9,000.00	2,071.00	0.00	6,929.00	23
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	1,411.78	0.00	(411.78)	141

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EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	456.02	0.00	(106.02)	130
211-00-75-20-2100	OPERATING SUPPLIES	95.11	2,000.00	318.49	(65.22)	1,746.73	13
211-00-75-20-2110	BOOKS	5,495.97	42,000.00	33,934.87	28.00	8,037.13	81
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	7,050.56	0.00	1,949.44	78
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,001.84	0.00	(1.84)	100
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	675.22	0.00	6,324.78	10
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	163.85	2,500.00	2,162.24	25.29	312.47	88
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
TOTAL SUPPLIES & MATERIALS		6,440.18	87,750.00	59,175.01	(11.93)	28,586.92	67
OTHER SERVICES & CHARGES							
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	510.34	24.87	(15.21)	103
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	4,000.00	7,205.13	350.00	(3,555.13)	189
211-00-75-30-3210	TELEPHONE	326.28	5,500.00	4,302.67	0.00	1,197.33	78
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	2,191.76	0.00	(1,691.76)	438
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	0.00	429.80	14
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	0.00	2,200.00	1,172.45	(35.80)	1,063.35	52
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	789.48	300.00	557.40	(120.00)	(137.40)	146
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	7,894.80	0.00	1,105.20	88
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	22,414.71	0.00	7,585.29	75
211-00-75-30-3840	GARAGE REMOVAL	399.20	2,400.00	3,035.46	0.00	(635.46)	126
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,516.04	0.00	1,483.96	63
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	5,354.95	0.00	645.05	89
211-00-75-30-4010	BUILDING MAINT/REPAIRS	8,417.20	15,000.00	14,224.85	0.00	775.15	95
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	96.00	9,000.00	975.00	0.00	8,025.00	11
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	499.00	3,000.00	2,774.00	0.00	226.00	92
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	8,622.33	0.00	(2,622.33)	144
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	670.00	0.00	1,230.00	35
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	77.75	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	0.00	0.00	114,816.92	0.00	(114,816.92)	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
TOTAL OTHER SERVICES & CHARGES		12,421.65	123,270.00	218,392.18	219.07	(95,341.25)	177
CAPITAL OUTLAY							
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
TOTAL CAPITAL OUTLAY		0.00	0.00	11,728.51	0.00	(11,728.51)	100
TOTAL GENERAL ADMINISTRATION		61,671.14	797,681.00	763,974.40	261.14	33,445.46	96
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 GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-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:		61,671.14	797,681.00	763,974.40	261.14	33,445.46	96
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		3,887.94	797,681.00	606,279.54	0.00	191,401.46	76
FUND SURPLUS (DEFICIT)		61,671.14	797,681.00	763,974.40	261.14	33,445.46	96
		(57,783.20)	0.00	(157,694.86)			
TOTAL ALL FUND REVENUES							
TOTAL ALL FUND EXPENSES		3,887.94	797,681.00	606,279.54	0.00	191,401.46	76
ALL FUND SURPLUS (DEFICIT)		61,671.14	797,681.00	763,974.40	261.14	33,445.46	96
		(57,783.20)	0.00	(157,694.86)			

Directors Report: November 9

Agenda:

If we receive quotes for painting and curb repair, they will be on the agenda.

Updates:

Sidewalk Repair and resealing

Hammerlund's has elevated the sunken parts of the front sidewalk, and replaced the broken square. They pressure washed and resealed the sidewalks in front and back of the building.

Additional issue: The curb by the outside book drop has sunk and pulled away from the building, allowing water to seep in next to the building. We have one quote for replacing it, and Ron is trying to get another one.

Back Door and Door Frame

Replacement scheduled for December 2.

Painting public spaces

Nathan is trying to get quotes from contractors for painting the public spaces, but has not had responses yet. If we do get responses before the meeting, it will be on the agenda for approval at the November meeting. If not, I hope to have it on the agenda for the December meeting and schedule the job for the last half of December. I plan to close the library for 2 days to allow for painting, and to make a major effort to complete an inventory of the collection, which will go much more smoothly if books are not being checked in and out during the process. Late December is generally the slowest time of year in the Library, so the least number of people will be affected.

Meeting Room

The Friends have made arrangements with Amy Gottlieb to paint the sheetrock walls in the meeting room and part of the storage room. Because the storage room walls get banged up because of chairs and tables going in and out, Mike Russell will put carpet on the lower 4-5 feet of wall. He will also clean the meeting room carpet on November 11 when the Library is closed.

Express Checkout unit replacement

It should be completed and delivered in mid-November.

Donation to Library Foundation for materials

Lyman Loveland, a regular and generous donor, offered a donation last week of \$2500 for children's materials. Because it is close to the end of the year, it would be difficult to spend it within 4 weeks, and carrying funds over to the next year is difficult to account for. I suggested that he make the donation to the Library Foundation instead, and then we can ask the Foundation for the funds in January. He graciously agreed to this plan and sent a check to the Foundation.

Assistant Director Report November 2016

Teens

Teen Advisory Board October 25, 2016

Members present: Jonas T.

One suggestion from the Teen Read Week survey was to get some Super Hero graphic novels. Jonas and I discussed Marvel and DC characters

Another suggestion from the survey was for a craft program for teens. Jonas and I discussed ideas for programs.

Jonas and I discussed questions to use for the teen room monthly question. Since a major election is taking place this month we decided to focus the questions on U.S. elections.

The monthly meeting of the Teen Anime Club took place on October 22. There were 13 teens in attendance! We watched Mob Psycho 100.

During the Fall Break I had a program for teens called Teen Legos. I borrowed the Legos Tracy uses for her club and put them out for teens to build with. 3 teens attended.

During Teen Read Week teens could complete a survey and receive a coupon for 5.00 off library fines. 10 teens completed the survey. So far 3 have used the coupon. Two that have used it were super excited because they had quite a few fines and the \$5.00 off helped bring the total down.

There were 5 participants in the teen room monthly drawing. Grace S. won.

Staff

I attended a training hosted by the National Alliance for Mental Health about young people and mental health. It was titled Youth Mental Health First Aid. The presenter showed a model called ALGEE for helping teens with mental health issues.

Gratitude Graffiti Project

The library is participating in The Gratitude Graffiti Project during November as a "Gratitude Stop". Started in 2012 in Maplewood, New Jersey, The Gratitude Graffiti Project has inspired communities of all types around the world. People are inspired by, and then inspiring others to be grateful for the big and little things. Through The Gratitude Graffiti Project, participants are no longer 'spectators' of art, they are fully engaged in creating the art that expresses their gratitude. According to the creators, Lucila McElroy and Candice Davenport, The Gratitude Graffiti Project is based on a simple concept, supported by positive psychology research and literature, that one of the most important steps to wellness and happiness is to assume a daily practice of gratitude. A few other Gratitude Stops in town are the YMCA, Grand Itasca, and MacRostie Art Center. Several people have already posted what they are thankful for!

CIRCULATION
 Check-outs
 Total Circulation
 Returns
 New cards

THIS MONTH
 12,135
 13,861
 13,940
 117

YTD
 122,991
 140,441
 139,567
 1,226

YTD 2015
 130,682
 148,627
 146,250
 985

Express Check outs % of total c/o
 2,884
 23.77%

October

TECHNICAL PROCESSES

Books cataloged and processed
 Withdrawn copies

THIS MONTH
 571
 824

YTD
 5,527
 6,803

YTD 2015
 6,212
 4,124

Door count
 12323

REFERENCE

tests proctored
 computer help over 5 minutes
 Passports

THIS MONTH
 348 (335 Childrens)
 10
 47
 66

YTD
 6,897
 80
 800
 871

YTD 2015
 5,109
 67
 239

INTERNET

Pharos sessions ***

SESSIONS
 1,176

HOURS
 771

YTD SESSIONS
 12,472

YTD HOURS
 7,991

2015 YTD SESSIONS
 7,842

YTD HOURS
 4,498

Non-Pharos sessions

VOLUNTEERS

PEOPLE
 142

HOURS
 1,397

YTD HOURS
 2685.00

MEETING ROOM

COMMUNITY ROOM/GSR

GROUPS
 50

YTD GROUPS
 415

PROGRAMS & TOURS

BOOK TIME
 SATURDAY STORY TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 CHILDREN'S PROGRAMS
 TEEN PROGRAMS

PROGRAMS
 10
 10
 6
 0
 4
 5
 35

PEOPLE
 216
 237
 186
 0
 123
 32
 794

YTD PEOPLE
 1,274
 1,533
 1,655
 0
 1273
 328
 6,063

YTD 2015 programs
 52
 70
 40
 5
 37
 41
 245

YTD 2015 people
 1,267
 1,522
 1,534
 122
 1,129
 413
 5,987

Total Youth Programs
 Total Adult Programs

232
 50

1586

BOOKINGS & ARRANGEMENTS

HRS THIS MONTH
 15

YTD 2015
 77.5

83.5

TOTALS

Children's Library Summary October 2016

As everyone settles into their school-year schedules, the library settles into some patterns also. Monday Book Times have resumed, and both those and Saturday Story Times are well attended, with many familiar faces each week. Lego Club, which meets at 3:30 on the third Tuesday of each month saw 30 attendees this month, when the theme was "Halloween." The creations are on display in the Children's Library, if you'd like to see the creativity!

On Saturday, October 8, some of the artists of the Creativity Tank were here to guide 33 young crafters in "Sock It To Me," a Children First! event, where they designed some very interesting sock puppets. Children were welcome to bring their own lonely sock or use one provide by the Tank – with tongues already installed.

Alisa Magallon, teaching artist from the Minnesota Opera, visited our library on Friday, October 14 to share the story "Westward Ho, Carlotta!" by Candace Fleming with 17 children and adults. Alisa read the story, creating unique voices for each of the characters in this tale of bringing opera to the wild west. One minute sounding like a dirty, rotten scoundrel, and the next bringing Carlotta to life with her amazing operatic soprano, she had everyone chuckling at this hilarious picture book. Children then created their own sheriff's badge to wear home. This is the second time Alisa has visited us thanks to the Legacy Fund.

Wrapping up a fairly busy month, performer David Ward was here on October 20 to share "Paul Bunyan: Loggin,' Legends and Lore." David took on the persona of a couple of Paul's friends to share some tall tales and some of Paul's prize possessions. Forty-three children and their adults attended this fun Legacy Fund event.

Each month, we have classes from Edna Murphy Elementary and Southwest Elementary here to visit and learn more about the history of libraries, books and reading, and about how to use the library. Weather permitting, they walk to and from the library, and are able to check out books if they bring a library card.

Looking ahead:

- Saturday, November 12 @ 12:30 – 2:00. *Minute to Win It* and *International Games Day*. In the library community room. All ages are welcome. Crazy challenges and fun board games available. And, of course, snacks.
- Tuesday, November 15 @ 3:30 – 5:00. Lego Club in the community room. School age recommended, but younger siblings are welcome, with parent supervision.

Board member
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2016-12
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,

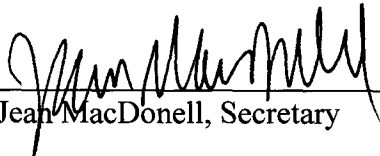
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$450 for Summer Concert Series from Friends of the Library*
- \$100 for materials in honor of William Frymire from Redhouse Records*
- \$100 for children's materials from Anne Tofte and Cory Jackson*

Adopted this 10th day of November 2016



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.

Proposal

Page No. _____

of _____

Pages _____



Attn: Mr. Ron Edminster

PROPOSAL SUBMITTED TO City of Grand Rapids		PHONE	DATE 11-1-16
STREET 420 North Pokegama Avenue		JOB NAME Grand Rapids Public Library	
CITY, STATE AND ZIP CODE Grand Rapids, MN 55744		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

Price Includes:

Removal of 35 In ft of concrete curb and replacement of same. New curb will
be approximately 4 - 5 inches wider due to settlement away from building.

\$2,551.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Two thousand five hundred fifty one _____ dollars (\$ 2,551.00).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



703 Pellet Ave • PO Box 280
Keewatin, MN 55753

218-778-4004
218-778-0013 Fax

Mr. Ron Edminster

PROPOSAL SUBMITTED TO City of Grand Rapids		PHONE	DATE 11/7/2016
STREET 420 North Pokegama Avenue		JOB NAME Grand Rapids Library	
CITY, STATE AND ZIP CODE Grand Rapids, MN 55744		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Price includes:

All labor and material to demo and install 35' of curb
at the Grand Rapids Library \$2,800.00

We ~~Propose~~ hereby to furnish material and labor — complete in accordance with above specifications, for the sum of
Two thousand eight hundred dollars (\$ 2,800.00)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____