

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 12, 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)**
- 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. **Ely Public Library (lost BOCD) \$77.50**
 - b. **Sheffield's Upholstery \$7222**
 2. **Approve Contracts and payment 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 2016-09 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
- Regular agenda**
1. **Approve resolution 2016-10 accepting installation of mural by Leah Yellowbird (Human Rights Commission)**
 2. **Approve resolution 2016-11 setting calendar for 2017**
 3. **Authorize issuing coupons for waiving up to \$5.00 in fines to teens completing survey during Teen Read Week 2016.**

6:00 **Adjourn**

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2016
With Comparative Totals for September 30, 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	10,019	30,224	11,182	270%
Fines & Forfeits	9,811	9,663	14,000	69%
Blandin Grant	-	-	-	0%
GR Library Foundation	5,220	24,334	-	0%
Miscellaneous	35,637	128,734	12,500	1030%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	466,043	601,898	797,681	75%
Expenditures:				
Personnel	390,596	432,361	586,661	74%
Supplies/Materials	60,905	50,169	87,750	57%
Other Services/Charges	80,784	87,481	123,270	71%
GRACF Library Foundation	-	114,817	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	532,285	684,829	797,681	86%
OPERATING SURPLUS (DEFICIT)	(66,242)	(82,931)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	28,825	13,800	-	
Fund Balance 9/30/XX				
Cash Flow	219,031	293,785	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 9/30/XX	\$ 365,562	\$ 363,371	\$ 460,101	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$30,487 as of 06/30/16. 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 **SEPTEMBER 30, 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	1,834	115%
211-00-34-00-7975	INTERNET	3,000	2,718	91%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	255	85%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	19,600	0%
211-00-34-00-7990	FAX MACHINE USE	-	536	0%
211-00-35-00-1030	LIBRARY FINES	14,000	9,663	69%
211-00-37-00-2310	DONATIONS	2,000	116,742	5837%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	450	45%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,703	1351%
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	3,260	96%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,119	118%
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	601,898	75%
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	295,584	72%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	16,034	71%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	11,347	355%
211-00-75-10-1210	PERA	32,601	23,253	71%
211-00-75-10-1220	FICA	26,950	18,285	68%
211-00-75-10-1250	MEDICARE	6,303	4,276	68%
211-00-75-10-1310	HEALTH INSURANCE	77,975	60,451	78%
211-00-75-10-1330	LIFE INSURANCE	221	159	72%
211-00-75-10-1335	DENTAL INSURANCE	2,027	1,160	57%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,628	60%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,053	72%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,018	102%
211-00-75-20-2030	PRINTING/BINDING	600	1,194	199%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,457	49%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	643	32%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	-	0%
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	223	11%
211-00-75-20-2110	BOOKS	42,000	28,238	67%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,801	76%
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	1,998	80%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 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	501	96%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	7,205	180%
211-00-75-30-3210	TELEPHONE	5,500	3,916	71%
211-00-75-30-3220	POSTAGE/FREIGHT	500	1,700	340%
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	7,105	79%
211-00-75-30-3810	ELECTRICITY	30,000	20,003	67%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	2,636	110%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,428	61%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	5,355	89%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,178	35%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,275	76%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	8,592	143%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	603	32%
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	-	0%
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	-	114,817	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	13,800	0%
	TOTAL EXPENDITURES	797,681	698,628	88%
	SURPLUS REVENUES/(EXPENDITURES)	-	(96,730)	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 12, 2016

DATE: 10/05/2016
 TIME: 13:35:11
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/12/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	202.58
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118660	ARROWHEAD LIBRARY SYSTEM	102.67
0201428	BAKER & TAYLOR, INC	2,573.35
0212124	BLACKSTONE AUDIO, INC	397.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	14.98
0405500	DEMCO	242.90
0502705	EBSCO SUBSCRIPTION SERVICE	27.50
0718010	CITY OF GRAND RAPIDS	395.36
0718060	GRAND RAPIDS HERALD REVIEW	60.00
0720103	GT PUMP TECH LLC	1,000.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1415377	NORTHERN BUSINESS PRODUCTS INC	381.91
1605665	PERSONNEL DYNAMICS LLC	136.04
1605735	PETERSON'S A NELNET CO	95.89
1909510	SIM SUPPLY INC	78.14
T001085	WILLIAM SISLER	25.00
T001087	KATHLEEN RICE	48.84

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 7,549.16

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	5,437.00
0405447	DELTA DENTAL OF MINNESOTA	175.10
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	37,547.70
0920060	ITASCA COUNTY TREASURER	350.00
1209516	LINCOLN NATIONAL LIFE	51.00
1309199	MINNESOTA ENERGY RESOURCES	49.49
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	64.05
1405850	NEXTERA COMMUNICATIONS LLC	85.03
1601750	PAUL BUNYAN COMMUNICATIONS	243.68
1621130	P.U.C.	2,749.02
2114750	UNUM LIFE INSURANCE CO OF AMER	22.55
2205637	VERIZON WIRELESS	52.04
2209665	VISA	1,457.60
2301700	WASTE MANAGEMENT	422.71

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 48,743.23

TOTAL ALL DEPARTMENTS 56,292.39

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
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	373,776.96	373,776.96	0.00
211-00-00-00-1010	CASH	457,959.97	626,510.43	756,634.97	327,835.43
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	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	8,647.65	3,610.22
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	2,882.35
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	29,306.95	28,762.73	544.22
TOTAL		522,371.11	1,159,158.12	1,307,839.01	373,690.22
TOTAL ASSETS					
		522,371.11	1,159,158.12	1,307,839.01	373,690.22
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	739,129.66	703,637.20	2,576.31
211-00-00-00-2030	SALES TAX PAYABLE	0.00	451.98	484.55	32.57
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	756,616.90	704,121.75	9,774.88

DATE: 10/06 6
 TIME: 08:19:~
 ID: GL450000.WOW

CITY OF GR. RAPIDS
 DETAILED BALANCE SHEET

SE: 2
 F-YR: 16

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
TOTAL LIABILITIES		62,270.03	756,616.90	704,121.75	9,774.88
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	28,762.73	29,306.95	544.22
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	28,762.73	29,306.95	460,645.30
		0.00	96,729.96	0.00	(96,729.96)
TOTAL FUND EQUITY		460,101.08	125,492.69	29,306.95	363,915.34
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	882,109.59	733,428.70	373,690.22

DATE: 10/06/2016
 TIME: 08:17:49
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

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 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	163.53	1,600.00	1,833.51	0.00	(233.51)	115
211-00-34-00-7975	INTERNET	164.82	3,000.00	2,717.77	0.00	282.23	91
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	255.00	0.00	45.00	85
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,125.00	0.00	19,600.00	0.00	(19,600.00)	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	44.91	0.00	536.15	0.00	(536.15)	100
TOTAL		1,538.26	11,182.00	30,224.43	0.00	(19,042.43)	270
TOTAL CHARGES FOR SERVICES		1,538.26	11,182.00	30,224.43	0.00	(19,042.43)	270

DATE: 10/06/2016
 TIME: 08:17:49
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

PAGE: 2
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	962.31	14,000.00	9,663.14	0.00	4,336.86	69
TOTAL		962.31	14,000.00	9,663.14	0.00	4,336.86	69
TOTAL FINES & FORFEITS		962.31	14,000.00	9,663.14	0.00	4,336.86	69
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	0.00	1,000.00	450.00	0.00	550.00	45
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	50.00	200.00	2,702.81	0.00	(2,502.81)	1351
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	2,255.07	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	120.00	3,400.00	3,259.93	0.00	140.07	96
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	209.27	1,800.00	2,118.56	0.00	(318.56)	118
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		2,634.34	12,500.00	153,068.52	0.00	(140,568.52)	1225
TOTAL MISCELLANEOUS REVENUE		2,634.34	12,500.00	153,068.52	0.00	(140,568.52)	1225
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		5,134.91	797,681.00	601,898.11	0.00	195,782.89	75
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	46,599.74	412,058.00	295,583.60	0.00	116,474.40	72
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	2,414.90	22,626.00	16,034.01	0.00	6,591.99	71
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	136.04	3,200.00	11,346.55	0.00	(8,146.55)	355
211-00-75-10-1210	PERA	3,676.14	32,601.00	23,253.07	0.00	9,347.93	71
211-00-75-10-1220	FICA	2,881.68	26,950.00	18,285.05	0.00	8,664.95	68
211-00-75-10-1310	HEALTH INSURANCE	673.93	6,303.00	4,276.37	0.00	2,026.63	68
211-00-75-10-1330	LIFE INSURANCE	4,538.86	77,975.00	60,451.07	0.00	17,523.93	78
211-00-75-10-1335	DENTAL INSURANCE	119.26	221.00	159.26	0.00	61.74	72
211-00-75-10-1347	VISION INSURANCE	0.48	2,027.00	1,160.02	175.10	691.88	66
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	(1.14)	0.00	1.14	100
211-00-75-10-1510	WORKERS COMPENSATION	171.37	2,700.00	1,628.33	0.00	0.00	0
TOTAL PERSONNEL		61,230.76	586,661.00	432,361.04	175.10	154,124.86	74
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	403.94	7,000.00	5,052.80	0.00	1,947.20	72
211-00-75-20-2020	COPY SUPPLIES	71.98	1,000.00	1,018.35	0.00	(18.35)	102
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	148.89	3,000.00	1,456.98	0.00	1,543.02	49
211-00-75-20-2070	COMPUTER INVENTORY	369.12	2,000.00	642.51	369.12	988.37	51
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	395.36	1,000.00	1,411.78	0.00	(411.78)	141

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOIUNTEER PRGM SUP & MATERIALS	0.00	350.00	456.02	0.00	(106.02)	130
211-00-75-20-2100	OPERATING SUPPLIES	17.98	2,000.00	223.38	(65.22)	1,841.84	8
211-00-75-20-2110	BOOKS	2,849.77	42,000.00	28,237.80	0.00	13,762.20	67
211-00-75-20-2120	AUDIO/VISUAL	397.99	9,000.00	6,800.56	0.00	2,199.44	76
211-00-75-20-2130	NEWSPAPERS	60.00	1,000.00	1,001.84	0.00	(1.84)	100
211-00-75-20-2140	PERIODICALS	47.45	7,000.00	675.22	0.00	6,324.78	10
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	78.14	2,500.00	1,998.39	0.00	501.61	80
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		4,840.62	87,750.00	50,169.47	303.90	37,276.63	58
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	46.06	520.00	500.52	0.00	19.48	96
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	50.00	4,000.00	7,205.13	0.00	(3,205.13)	180
211-00-75-30-3210	TELEPHONE	382.35	5,500.00	3,915.63	0.00	1,584.37	71
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	1,699.81	0.00	(1,199.81)	340
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	350.00	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	0.00	300.00	557.40	(120.00)	(137.40)	146
211-00-75-30-3610	GENERAL INSURANCE	789.48	9,000.00	7,105.32	0.00	1,894.68	79
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	20,003.15	0.00	9,996.85	67
211-00-75-30-3840	GARBAGE REMOVAL	247.64	2,400.00	2,636.26	0.00	(236.26)	110
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,427.91	0.00	1,572.09	61
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	1,510.72	15,000.00	5,177.65	0.00	9,822.35	35
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	879.00	0.00	8,121.00	10
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	2,275.00	0.00	725.00	76
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	1,014.98	6,000.00	8,592.33	0.00	(2,592.33)	143
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	603.00	0.00	1,297.00	32
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	30.00	300.00	130.00	0.00	170.00	43
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	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		6,188.23	123,270.00	202,298.05	(155.80)	(78,872.25)	164
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	13,799.51	0.00	(13,799.51)	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	13,799.51	0.00	(13,799.51)	100
TOTAL GENERAL ADMINISTRATION		72,259.61	797,681.00	698,628.07	323.20	98,729.73	88
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 GRNT-#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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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

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EXPENSES							
BLANDIN GRANT							
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		72,259.61	797,681.00	698,628.07	323.20	98,729.73	88
TOTAL FUND REVENUES		5,134.91	797,681.00	601,898.11	0.00	195,782.89	75
TOTAL FUND EXPENSES		72,259.61	797,681.00	698,628.07	323.20	98,729.73	88
FUND SURPLUS (DEFICIT)		(67,124.70)	0.00	(96,729.96)			
TOTAL ALL FUND REVENUES		5,134.91	797,681.00	601,898.11	0.00	195,782.89	75
TOTAL ALL FUND EXPENSES		72,259.61	797,681.00	698,628.07	323.20	98,729.73	88
ALL FUND SURPLUS (DEFICIT)		(67,124.70)	0.00	(96,729.96)			

Directors Report: October 12 , 2016

agenda Items

Updates

Chairs

Sheffield's has been busy! They have recovered all of the blue/green print chairs that usually sit in the magazine area, and should finish the last of the blue chairs with open arms on Wednesday. They will start on the chairs in the children's area later this week. They plan to be done by Tuesday, so I will include their bill under the "late payment" section of the agenda.

Sidewalk Repair and resealing

Hammerlund's has elevated the sunken parts of the front sidewalk, and replaced the broken square. At this point, it is much darker than the originals. However, the last time the sidewalk was washed and re-sealed it got quite dark, so I anticipate that the difference will be much less noticeable once the entire sidewalk is resealed.

Back Door and Door Frame

Replacement not scheduled yet.

Budget

At their meeting on September 21, the council approved a preliminary levy which included the \$26,000 for exterior siding work. \$5000 for replacing the green roof was cut but can be paid for out of storm water funds. The fund balance payback of \$1,5000 was also removed.

Minnesota Library Association Annual Conference

Jill, Amy, John, Tracy and I went to Duluth for a day for the conference. I picked up some ideas for programs, contacts for finding more children's materials, and the information that the National Library of Medicine is offering grants to provide training on their health-related databases. I also spoke with a vendor about setting up a wireless print option for customers bringing laptops in, and we may be investigating changing our time and print management system.

Express Checkout unit replacement

It should be completed and delivered in mid-October.

Mural from Leah Yellowbird and the Human Rights Commission

Nathan and Everett are planning to pick up the painting from MacRostie and Install it in the lobby above the doors. I obtained permission from the publisher to post the text of the story on the wall below the painting. As a temporary measure it will be an 11X17 poster in the window until we can get something more permanent to put on the wall. This needs to be accepted by resolution.

CIRCULATION
 Check-outs
 Total Circulation
 Returns
 New cards

THIS MONTH
 12,053
 13,653
 13,618
 196

YTD
 110,856
 126,580
 125,627
 1,109

YTD 2015
 117,665
 133,224
 131,327
 902

Express Check outs % of total c/o
 3,079
 25.55%

Door count
 11742

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies

THIS MONTH
 603
 1,010

YTD
 4,956
 5,979

YTD 2015
 5,525
 3,266

REFERENCE
 tests proctored
 computer help over 5 minutes
 Passports

THIS MONTH
 420 (318 Childrens)
 10
 37
 56

YTD
 6,214
 70
 443
 805

YTD 2015
 5,109
 67
 239

INTERNET
 Pharos sessions ***

SESSIONS
 1,172

HOURS
 754

YTD SESSIONS 2015
 11,296

YTD HOURS
 7,220

YTD SESSIONS 2015 YTD HOURS
 7,842
 4,498

Non-Pharos sessions
 VOLUNTEERS

PEOPLE
 148

HOURS
 266.00

YTD HOURS
 1,255
 2435.00

MEETING ROOM
 COMMUNITY ROOM/GSR

GROUPS
 67
 42

YTD GROUPS
 365

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

PROGRAMS
 6
 4
 5
 0
 2
 3

PEOPLE
 135
 77
 196
 0
 155
 16

YTD PEOPLE
 1,058
 1,296
 1,469
 0
 1150
 296

YTD PROGRAMS
 44
 64
 32
 5
 33
 37

YTD 2015 people
 1,063
 1,400
 1,079
 122
 999
 393

Total Youth Programs
 20

Total Adult Programs
 5

5,269
 197
 1511

215
 45
 37

5,056
 819

BOOKINGS & ARRANGEMENTS
 TOTALS

HRS THIS MONTH
 7

HRS YTD
 62.5

YTD 2015
 71.5

Assistant Director Report
October 2016

Teens

Teen Advisory Board

September 27, 2016

Members present: Paige C. Jonas T.

We talked about updating one side of the kiosk with a more interactive board. Members gave ideas for how to finish the phrase Would you rather.... I posted Would You Rather...be part of the Dregs or Scarlet Guard. Now we'll see how many teens post their answer!

I showed some of our old booklists and asked for ways to update with more current titles. Members gave great suggestions!

Teen Read Week is October 9-15. Teens will be given a survey and when completed they will receive a coupon for \$5.00 off fines. We talked about the survey and how to update it.

Teens Top Ten. The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year! Nominators are members of teen book groups in fifteen school and public libraries around the country. Teens in our library can ask for the list of nominated books (26 titles) and get a prize. In September, 7 teens asked about the list.

Anime Club will be held Saturday October 22.

Operations

John suggested we use pre-paid envelopes for mailing passport applications. We received the envelopes and for those of us who package the passports at night it is a marked improvement. In the past we had to print a mailing label and tape it on the envelope. The pre-paid envelopes cut out the printing step and makes it easier to package the applications.

There is a nice display of audiobooks on the way to the children's department.

Staff

5 staff attended the Minnesota Library Association annual meeting in Duluth. The Friends of the Library paid for 4 of the registrations.

Staff attended a Respectful Workplace training. Periodically the city has mandatory training for all employees and this was one of the mandatory trainings. Sheila Krejci was the trainer.

Children's Library Summary For September 2016

Fall is here, the kids are back in school, and the Children's Library has shifted into school-year mode. That means that ECFE Monday Book Time for preschoolers resumed on September 12. We continue to offer two sessions each Monday, led by teacher Char Zanardi. An interesting change this year is that more families are attending the later session.

Saturday Story Time with teacher Missy Gray continues also. Unlike Book Time, which follows the ECFE school calendar, Saturday Story Time with Missy is a year-round program. Missy did get a day off when Project Read sponsored a special event at the library on Saturday, September 24. The theme was Big Rigs. There was a special story time with Murphy principal, Sean Martinson, a snack, and the opportunity to "touch a truck!" Local businesses as well as the city and Meds1, supplied a variety of vehicles for kids to explore. There were two police cars, an ambulance, a fire truck, a logging truck, a dump truck, and several more! The kids (and, I suspect, many parents) had a great time!

I recently met with Creativity Tank board member Staci Taylor to plan a series of events throughout the school year. We have been granted funds from Children First! to provide several art/craft events. Our first event, "Sock It To Me!" takes place Saturday, October 8 at 12:30, when we will be making sock puppets. All ages are welcome to attend; children age 6 and under must be accompanied by an adult.

Tracy and I attended a CLAS (Children's Librarians of the Arrowhead System) meeting on September 23 at ALS Headquarters in Mountain Iron. This is always a great opportunity to get together with other like-minded people and share ideas and suggestions. We selected the theme for the winter reading program: "Paul Bunyan's Big Read." Our kick-off event, provided by the artists of the Creativity Tank, will take off from an American tall tale, "Paul Bunyan and the Great Big Fish," and children will be invited to sign up for winter reading and decorate a wooden fish or two. This event will take place Saturday, December 17.

We've had several class visits already! The Murphy 3rd graders plan to walk to the library once a month, weather permitting. Fourth graders from Southwest also walked to the library. And 26 Class Act students from ICC visited to learn more about the resources available to them as they pursue a future in education.

On Friday, September 30, Tracy attended the Minnesota Library Association conference at the DECC in Duluth, where she participated in several workshops.

Looking ahead:

- October 14 @ 10:30 – Minnesota Opera Sings. A wonderful children's Legacy event
- October 18 @ 3:30 – Lego Club in the community room
- October 20 @ 10:30 – Paul Bunyan Loggin' Legends and Lore. A Legacy event

CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744-2662
218-326-7612 FAX#218-326-7608
Email:ap@ci.grand-rapids.mn.us

ELY PUBLIC LIBRARY
30 SOUTH FIRST AVENUE EAST
ELY MN 55731

DELIVER TO:
GRAND RAPIDS AREA LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN 55744
PHONE: 218-326-7640 FAX: 218-326-7644

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P U R C H A S E O R D E R

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P.O. NUMBER: 16003274
P.O. DATE: 10/04/2016
P.O. AMT: \$77.75
VENDOR NUMBER: 0512901
REQ. NUMBER:

ATTENTION:
ANDERSON\DETTMER

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
LOST BOOK FEE PAID TO GR LIBRA	211-00-75-30-4545	1.00000	77.7500	77.75
				=====
				\$77.75

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
BY: JOHN NALAN

APPROVED
BY: _____

DATE: _____

382402

SHEFFIELD UPHOLSTERY
40594 U.S. HWY 2
DEER RIVER, MN 56636
(218) 246-8171 • (218) 244-7233

Customer's Order No. 326-7645 DATE 10-10-16

SOLD TO Grand Rapids Public Library

ADDRESS Grand Rapids, MN

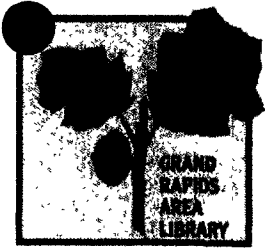
SALESMAN Joe TERMS COD

CASH	CHARGE	C. O. D.	PAID OUT	RETD. MDSE.	RECD. ON ACCT.

QUAN.	DESCRIPTION	PRICE	AMOUNT
	Upholster:		
	8 chairs in		
	6514 Truffle		
	8 chairs in		
	4350 Cobalt		
	8 chairs in		
	5276 Pacific		
	Total 24 chairs		
	Material	\$	2122 00
	Labor		5100 00
	Total	\$	7222 00

ALL Claims and Returned Goods MUST Be Accompanied By This Bill

SIGNATURE _____



October 12, 2016

Cathy Madison

Ms. Madison

I am pleased that you will be leading a presentation, "The War Came Home With Him: Unforgotten Lessons" for the Grand Rapids Area Library on Thursday, Nov. 3rd 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 recorded by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell? *VILLAGE BOOKSTORE WILL SELL*

The Library will pay you an honorarium of \$200 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

10/13/16

Date

Approved for the Board of Directors:

Board President

12 Oct 16

Date

October 12, 2016

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Sincerely,



Marcia Anderson
Library Director

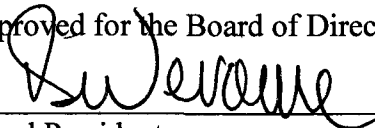
Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

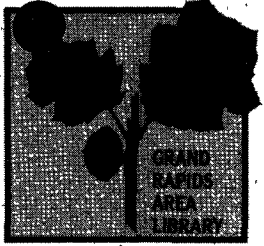
Date

Approved for the Board of Directors:



Board President

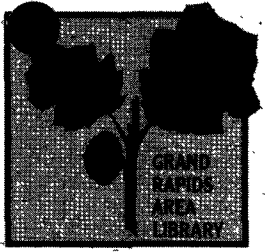
12 Oct 16
Date



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



October 12, 2016

Aaron Brown
21297 Thirty Lake Dr.
Bovey, MN 55709

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 Aaron

I am pleased that you will working with Jeffrey Manuel, author of "Taconite Dreams" on a presentation at the Grand Rapids Area Library on Tuesday, Nov. 29 at 6:00 p.m. This will take place electronically, and we will arrange for practice connections.

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

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

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

10/18/16

Date

Approved for the Board of Directors:

Board President

12 Oct 16

Date