

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 8 2016 5:00 P.M.

5:00 ~~Call to order~~

5:01 ~~Roll call: absent Benolken, Kee, McCarty~~

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~~

Library Department Head Report to Council May 23

5:15 ~~D. Financial Report (Packet Items D1-) .)~~

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.)

1. Approve payment of late bills

a. Russell Carpet Cleanings \$1095

b. UMS collections \$187.95

c. Canon \$67

2. Approve Contracts and payment to presenters

a. Miller August 11th concert \$100

b. Schotzko September 15 *Downsizing* \$50

3. Approve Resolution 2015-04 Accepting Donations

a. \$200 Splithand Township undesignated

b. \$2500 Lyman Loveland Children's materials in memory of Fay and Evelyn Loveland

c. \$1760 Grand Rapids Area Library Foundation for Saturday Story times Feb - Apr

Regular agenda

~~Set special meeting to approve hire of Public Services Clerk 1~~

~~Discuss disposition of bequest (maintain cash or place in endowment)~~

Authorize quotes to repair front sidewalk and seal.

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting May 11, 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 Jean MacDonell
- **Members Absent:** Shannon Benolken (absent with leave)
- **Staff Present:** Director Marcia Anderson

Public Comment:

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

Minutes: Lisa Tabbert moved to approve the minutes from the April 13, 2016 board meeting. A second was made by Max Peters. The motion passed unanimously.

Communications:

- **Quarterly report from MN Community Foundation:** no questions
- **Annual report brochure:** Commendation to Marcia Anderson from Susan Zeige. The brochure is clear, crisp, and easy to read.

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before May 11, 2016**

NAME	AMOUNT DUE
AMAZON.COM	191.61
AMERIPRIDE LINEN & APPAREL	23.03
ARROWHEAD LIBRARY SYSTEM	105.72
BAKER & TAYLOR, INC	1,153.87
BLUE CROSS & BLUE SHIELD OF MN	6,009.00
BUSY BEES QUALITY CLEANING	1,700.00
CANON USA INC	67.00
COLE HARDWARE INC	67.39
DELTA DENTAL OF MINNESOTA	203.75
EBSCO SUBSCRIPTION SERVICE	44.00
FIDELITY SECURITY LIFE INS CO	6.26
GRAND RAPIDS CITY PAYROLL	38,270.01
GT PUMP TECH LLC	3,035.00
INVEST EARLY PROJECT	1,760.00
JUNIOR LIBRARY GUILD	238.60
LEARNING OPPORTUNITIES INC	2,425.60
LEXIS NEXIS	201.10
LINCOLN NATIONAL LIFE	41.30
MINNESOTA ENERGY RESOURCES	364.41
MINNESOTA REVENUE	64.08
NEXTERA COMMUNICATIONS LLC	85.17
NORTHERN BUSINESS PRODUCTS INC	144.67
PERSONNEL DYNAMICS LLC	1,557.99
PIZZA WORKS	12.81
P.U.C.	2,057.11
RAPIDS PLUMBING & HEATING INC	105.00
NOELLE RAHN-JOHNSON	11.00
SILICON ENERGY LLC	408.50
SIM SUPPLY INC	212.70
UNUM LIFE INSURANCE CO OF AMER	18.45
THE TIMBERJAY	49.00
WASTE MANAGEMENT	244.85
WICKLUND PRODUCTIONS	118.00
ISLAMIC RESOURCE GROUP	400.00
TOTAL ALL VENDORS:	61,396.98

A brief explanation of the financial report was given by Director Marcia Anderson. Questions about the passport acceptance program were entertained. Randy McCarty moved to approve the financial report and payment of bills as listed. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

Staff Reports:

- **Director's Report:** Timing for migration of library catalog was briefly discussed.
- **Assistant Director's Report:**

Old Business: none to report

New Business:

- **Consent Agenda:**

1. Approve payment of late bills

- a. Unique Management Services \$116.35
- b. Arrowhead Library System \$901.36
- c. Ameripride \$23.03

2. Approve Contracts and Payments to Presenters

- a. Sam Miltich and Friends, July 28, \$500
- b. Rhonda Fochs "Lost Towns II," June 29, \$150
- c. Jonathan Shields Guitar, July 14, \$100

3. Approve Resolution 2016-03 Accepting Donations

- a. \$25 Grand Rapids Northstar Women's Club: Gardening books in memory of Ann Turek
- b. \$200 Friends of the Library: Support for Anton Treuer Program April 12

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

- **Regular Agenda:**

1. A general agreement about the position description was expressed. Randy McCarty moved to approve revised position description for Public Services Clerk 1. A second was made by Deborah Kee. The motion passed unanimously.
2. Watch short takes for Trustees video on Board Ethics

Adjourn: The monthly board meeting was adjourned at 5:30 PM by Dennis Jerome.



Library Department Head Report

May 23, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our winter and spring have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2014-2017. We continue to respond to the following requests and suggestions.

Service Priority # 1: *Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.*

- **Saturday Story Times continued through the winter**, thanks to the generosity of the Library Foundation. This winter and spring the attendance ranged from 26-67 each Saturday, split between 2 sessions. We will continue Saturday story times through the summer. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County.
- We have seen many **class visits** already this spring and a few more are scheduled before the end of the year. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools.
- Our newly developed space just for 6-12 year olds, with dedicated computers, display space and furniture has been a hit.
- We participated in the statewide Once Upon a Reader program featuring the book *10 Pigs: an Epic Bath Adventure* and hosted a visit from the author, Derek Anderson.
- Our winter reading program, *Reading is Snow Much Fun*, had 413 children sign up, and 197 returned their completed logs to receive a free book.
- Our summer Reading program, ***Read for the Win***, running mid-May through July 30, kicks off on May 21 with a special flag-making workshop presented by artists from the Creativity Tank.
- Summer Programs coming up included: Climb Theater performing *The Tortoise and the Hare*, a magician, music, regular Friday art classes, Cake Decorating, and a Lego building club, among others.

Service Priority # 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

- Our recent **winter and spring programming** for adults has included such programs as: *Book Publishing in Minnesota*, *Organizing 101*, and *Ice Fishing Tips*



Library Department Head Report

May 23, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

- We started a new afternoon series called “**Get Your Ducks in a Row**” which covered a variety of life topics. The programs attracted anywhere from 30 -70 people each session. We are repeating some of the programs this summer.
- On Feb 18th from 4-6 pm we **celebrated the solar installation with an Energy Fair**. People were able to stop by any time and learn more about solar installations, talk with manufacturers and installers, and talk with people who have existing installations.

Service Priority #3: Individuals will have access to online resources that connect them to their community and the world

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- Our public **wireless** network is in constant use by people bringing their own devices.

Service Priority #4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Minnesota’s Titanic Connections*, *History of the Minnesota State Fair*, *Artaria String Quartet*, and *Minnesota’s Fabulous Firsts*
- **A commitment to cultural diversity in programming and displays continues.** We collaborated with the Human Rights Commission this winter to host a travelling display, *Tracks in the Snow*, from the Islamic Resource Group. It tells the stories of Muslims in Minnesota, and provides a local follow up to the “Muslim Journeys” programming we did 3 years ago. We had about 45 people at each of the two accompanying presentations, and many people viewed the exhibit set up in the Library.
- Dr. Anton Treuer shared stories from his new book on the Red Lake Nation.
- ***Rapids Reads***, our Community Read project, wrapped up in early May with the appearance of Margie Preus, author of *West of the Moon*
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. **Our patrons downloaded 19,067 titles in 2015.** There are more than 9200 audiobook titles and 9900 ebook titles available to all holders of an ALS library card. We also provide access to 100 online magazines through Overdrive and online children’s books and games through Tumblebooks. All of these are available through our web site.
- Circulation of print, audio and video items also increased last year to 172,919 items.
- The teen summer reading program will run during June and July. For teens, summer is the best time for reading for pleasure. Programs include a photography contest, *Minute to Win It* and a games day.



Library Department Head Report

May 23, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Service Priority #5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.

Our meeting room is heavily utilized by organizations large and small. Our quiet study rooms are used by individuals seeking a quiet space or a space for 2 people to meet and work. The next upgrade project is to re-upholster or replace the large comfortable chairs, which are showing their age.

Service Priority # 6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.

- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- Our tables and study rooms provide spaces for working on group projects.
- We provided a documentary film series that offers opportunities for discussion on current topics

Building, grounds and meeting space

- The demonstration solar project installation was completed in early February. (Thanks to contributions from the City of Cohasset, the Library Foundation and the Blandin Foundation).
- We replaced the deteriorating sidewalk lights in front of the building. The new lights are LED and are more energy-efficient
- After a break-in in April we are looking at installing wireless security cameras around the building

Reusable bags

Earth Circle donated a large box of assorted reusable bags for customers last fall as an experiment, and it was so successful that the Friends of the Library provided inexpensive bags with the Friends logo. For Environmental reasons, we no longer provide plastic bags at the checkout desk.

Passports

We began accepting passports on December 1 and the service was popular beyond our expectations. While we were expecting around 80 applications each month, December through March ranged from 121-170 each month. It was not until April that the number fell to 87. May continues to be quieter. People have commented on the convenient hours and location and the "family friendly" atmosphere.

Note: The Library catalog is being migrated to a server in the cloud on May 24-26 so customers will not be able to search for, reserve or renew books, or have access to databases.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2016
With Comparative Totals for May 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	-	-	647,999	0%
Intergovernmental	51	-	127,000	0%
Charges for Services	7,789	21,848	11,182	195%
Fines & Forfeits	5,005	4,706	14,000	34%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	20,159	-	0%
Miscellaneous	6,764	8,817	12,500	71%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	19,609	55,530	812,681	7%
Expenditures:				
Personnel	224,462	243,307	586,661	41%
Supplies/Materials	37,504	29,164	87,750	33%
Other Services/Charges	43,807	46,645	123,270	38%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	305,773	319,116	797,681	40%
OPERATING SURPLUS (DEFICIT)	(286,164)	(263,586)	15,000	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	11,254	-	0%
Fund Balance 5/31/XX				
Cash Flow	27,935	38,730	328,570	
Compensated Absences	40,062	40,062	40,062	
Emergency/unanticipated Expenditures	54,544	54,544	54,544	
Major Equipment Replacement	51,925	51,925	51,925	
TOTAL FUND BALANCE 5/31/XX	\$ 174,466	\$ 185,261	\$ 475,101	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$30,132 as of 03/31/16. This endowment is not available for current operations.

Accumulated Energy Rebates

\$2,943

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

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 647,999	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	1,024	64%
211-00-34-00-7975	INTERNET	3,000	1,594	53%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	160	53%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	13,525	0%
211-00-34-00-7990	FAX MACHINE USE	-	263	0%
211-00-35-00-1030	LIBRARY FINES	14,000	4,706	34%
211-00-37-00-2310	DONATIONS	2,000	450	23%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	225	23%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,500	1250%
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	-	20,159	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	2,691	79%
211-00-37-00-2450	MISCELLANEOUS	1,800	1,095	61%
211-00-37-00-5100	INVESTMENT INCOME	2,500	320	13%
		812,681	55,530	7%
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	159,361	39%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	8,599	38%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	5,993	187%
211-00-75-10-1210	PERA	32,601	12,479	38%
211-00-75-10-1220	FICA	26,950	9,850	37%
211-00-75-10-1250	MEDICARE	6,303	2,304	37%
211-00-75-10-1310	HEALTH INSURANCE	77,975	42,868	55%
211-00-75-10-1330	LIFE INSURANCE	221	104	47%
211-00-75-10-1335	DENTAL INSURANCE	2,027	712	35%
211-00-75-10-1347	VISION INSURANCE	-	(3)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	857	32%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,464	35%
211-00-75-20-2020	COPY SUPPLIES	1,000	455	45%
211-00-75-20-2030	PRINTING/BINDING	600	1,011	169%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	488	16%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	196	56%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	132	7%
211-00-75-20-2110	BOOKS	42,000	17,733	42%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,299	48%
211-00-75-20-2130	NEWSPAPERS	1,000	714	71%
211-00-75-20-2140	PERIODICALS	7,000	628	9%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,044	42%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

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

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	520	258	50%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	5,198	130%
211-00-75-30-3210	TELEPHONE	5,500	2,208	40%
211-00-75-30-3220	POSTAGE/FREIGHT	500	834	167%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	251	84%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	465	21%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,947	44%
211-00-75-30-3810	ELECTRICITY	30,000	9,188	31%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	1,220	51%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,904	48%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	1,720	29%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,565	10%
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	1,573	52%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,597	110%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	335	18%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	11,254	0%
	TOTAL EXPENDITURES	797,681	330,370	41%
	SURPLUS REVENUES/(EXPENDITURES)	15,000	(274,840)	

DATE: 06/ 016
 TIME: 14:46:15
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CITY OF D RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 16

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16
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	208,937.06	208,937.06	0.00
211-00-00-00-1010	CASH	457,959.97	75,722.83	384,123.42	149,559.38
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
211-00-00-00-1315	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	449.58	10,121.53	842.94
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	4,804.25	6,725.75
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	15,064.72	14,881.18	183.54
TOTAL		522,371.11	311,704.19	637,945.69	196,129.61
TOTAL ASSETS					
		522,371.11	311,704.19	637,945.69	196,129.61
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	366,123.42	331,532.31	3,477.66
211-00-00-00-2030	SALES TAX PAYABLE	0.00	232.20	273.49	41.29
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	383,390.88	331,805.80	10,684.95
TOTAL LIABILITIES					
		62,270.03	383,390.88	331,805.80	10,684.95

DATE: 06/ 016
 TIME: 14:4..15
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CITY OF D RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
 F-YR: 16

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16
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	14,881.18	15,064.72	183.54
TOTAL		460,101.08	14,881.18	15,064.72	460,284.62
	FUND SURPLUS (DEFICIT)	0.00	274,839.96	0.00	(274,839.96)
TOTAL FUND EQUITY		460,101.08	289,721.14	15,064.72	185,444.66
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	673,112.02	346,870.52	196,129.61

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 8, 2016

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/08/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	580.14
0113233	AMERIPRIDE LINEN & APPAREL	51.05
0114200	ANDERSON GLASS	582.35
0201428	BAKER & TAYLOR, INC	1,057.64
0212124	BLACKSTONE AUDIO, INC	8.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0301640	CARL'S APPLIANCE REPAIR	30.00
0609525	FINDAWAY WORLD LLC	310.60
0801835	HAWKINSON REDI-MIX	400.00
1015355	JOHNSON'S LOCK & SAFE	153.09
1309235	MN STATE HORTICULTURAL SOCIETY	62.00
1605665	PERSONNEL DYNAMICS LLC	1,813.23
1608100	PHAROS SYSTEMS INT'L INC	879.00
1801610	RAPIDS PLUMBING & HEATING INC	869.10
1909510	SIM SUPPLY INC	138.29
2018680	TRU NORTH ELECTRIC LLC	489.13
T000964	RHONDA FOCHS	150.00
T001056	JONATHAN SHIELDS	100.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$9,858.62

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0113233	AMERIPRIDE LINEN & APPAREL	23.03
0118660	ARROWHEAD LIBRARY SYSTEM	901.36
0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0405447	DELTA DENTAL OF MINNESOTA	146.45
0718015	GRAND RAPIDS CITY PAYROLL	37,264.48
1309199	MINNESOTA ENERGY RESOURCES	659.78
1309335	MINNESOTA REVENUE	67.10
1405850	NEXTERA COMMUNICATIONS LLC	85.42
1601750	PAUL BUNYAN COMMUNICATIONS	245.36
1621130	P.U.C.	2,616.37
2114356	UNIQUE MANAGMENT SERVICES	116.35
2114750	UNUM LIFE INSURANCE CO OF AMER	14.35
2205637	VERIZON WIRELESS	52.06
2209665	VISA	655.10
2301700	WASTE MANAGEMENT	247.33

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF \$49,103.54

TOTAL ALL DEPARTMENTS 58,962.16

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2016

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	647,999.00	0.00	0.00	647,999.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	647,999.00	0.00	0.00	647,999.00	0
TOTAL TAXES		0.00	647,999.00	0.00	0.00	647,999.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	127,000.00	0.00	0.00	127,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
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	193.13	1,600.00	1,023.99	0.00	576.01	64
211-00-34-00-7975	INTERNET	232.81	3,000.00	1,594.26	0.00	1,405.74	53
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	160.00	0.00	140.00	53
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,500.00	0.00	13,525.00	0.00	(13,525.00)	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	47.72	0.00	262.90	0.00	(262.90)	100
TOTAL		2,013.66	11,182.00	21,848.15	0.00	(10,666.15)	195
TOTAL CHARGES FOR SERVICES		2,013.66	11,182.00	21,848.15	0.00	(10,666.15)	195

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	852.44	14,000.00	4,705.83	0.00	9,294.17	34
TOTAL		852.44	14,000.00	4,705.83	0.00	9,294.17	34
TOTAL FINES & FORFEITS		852.44	14,000.00	4,705.83	0.00	9,294.17	34
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	450.00	0.00	1,550.00	23
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	200.00	1,000.00	225.00	0.00	775.00	23
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	2,500.00	200.00	2,500.00	0.00	(2,300.00)	1250
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	1,760.00	0.00	20,159.39	0.00	(20,159.39)	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	504.69	3,400.00	2,690.56	0.00	709.44	79
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	127.15	1,800.00	1,095.25	0.00	704.75	61
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	319.91	0.00	2,180.09	13
TOTAL		5,091.84	12,500.00	28,976.11	0.00	(16,476.11)	232
TOTAL MISCELLANEOUS REVENUE		5,091.84	12,500.00	28,976.11	0.00	(16,476.11)	232
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
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		7,957.94	812,681.00	55,530.09	0.00	757,150.91	7
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	30,888.53	412,058.00	159,361.00	0.00	252,697.00	39
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	1,702.39	22,626.00	8,598.97	0.00	14,027.03	38
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	755.88	3,200.00	5,993.22	0.00	(2,793.22)	187
211-00-75-10-1210	PERA	2,309.67	32,601.00	12,478.62	0.00	20,122.38	38
211-00-75-10-1220	FICA	1,915.82	26,950.00	9,849.96	0.00	17,100.04	37
211-00-75-10-1250	MEDICARE	448.07	6,303.00	2,303.65	0.00	3,999.35	37
211-00-75-10-1310	HEALTH INSURANCE	5,110.86	77,975.00	42,867.63	0.00	35,107.37	55
211-00-75-10-1330	LIFE INSURANCE	36.21	221.00	103.67	0.00	117.33	47
211-00-75-10-1335	DENTAL INSURANCE	147.91	2,027.00	711.63	0.00	1,315.37	35
211-00-75-10-1347	VISION INSURANCE	(4.98)	0.00	(3.06)	0.00	3.06	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	856.85	0.00	1,843.15	32
TOTAL PERSONNEL		43,481.73	586,661.00	243,306.99	0.00	343,354.01	41
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	0.00	7,000.00	2,463.83	0.00	4,536.17	35
211-00-75-20-2020	COPY SUPPLIES	0.00	1,000.00	454.61	0.00	545.39	45
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	1,011.19	0.00	(411.19)	169
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	3,000.00	488.17	0.00	2,511.83	16
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	0.00	0.00	2,000.00	0
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	0.00	1,000.00	0.00	0.00	1,000.00	0

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ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	196.22	0.00	153.78	56
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	132.10	0.00	1,867.90	7
211-00-75-20-2110	BOOKS	961.49	42,000.00	17,733.01	410.13	23,856.86	43
211-00-75-20-2120	AUDIO/VISUAL	84.11	9,000.00	4,299.32	4,620.00	80.68	99
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	714.08	0.00	285.92	71
211-00-75-20-2140	PERIODICALS	62.00	7,000.00	627.77	0.00	6,372.23	9
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	71.34	2,500.00	1,044.11	0.00	1,455.89	42
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		1,178.94	87,750.00	29,164.41	5,030.13	53,555.46	39
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	51.05	520.00	258.32	28.02	233.66	55
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	8,500.00	0.00	11,900.00	42
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	4,000.00	5,197.80	100.00	(1,297.80)	132
211-00-75-30-3210	TELEPHONE	443.57	5,500.00	2,208.32	0.00	3,291.68	40
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	834.45	51.94	(386.39)	177
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	251.00	0.00	49.00	84
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,200.00	465.40	0.00	1,734.60	21
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-3610	GENERAL INSURANCE	789.48	9,000.00	3,947.40	0.00	5,052.60	44
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	9,187.92	0.00	20,812.08	31
211-00-75-30-3840	GARAGE REMOVAL	247.33	2,400.00	1,220.01	0.00	1,179.99	51
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,904.28	0.00	2,095.72	48
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	1,720.49	0.00	4,279.51	29
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,067.35	15,000.00	1,565.13	0.00	13,434.87	10
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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ACCOUNT NUMBER	DESCRIPTION	MAY 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	512.75	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	1,572.87	0.00	1,427.13	52
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	1,629.32	6,000.00	6,597.11	0.00	(597.11)	110
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	335.00	0.00	1,565.00	18
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		6,507.85	123,270.00	46,644.50	179.96	76,445.54	38
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	11,254.15	0.00	(11,254.15)	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	11,254.15	0.00	(11,254.15)	100
TOTAL GENERAL ADMINISTRATION		51,168.52	797,681.00	330,370.05	5,210.09	462,100.86	42
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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FUND: PUBLIC LIBRARY

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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:		51,168.52	797,681.00	330,370.05	5,210.09	462,100.86	42
TOTAL FUND REVENUES		7,957.94	812,681.00	55,530.09	0.00	757,150.91	7
TOTAL FUND EXPENSES		51,168.52	797,681.00	330,370.05	5,210.09	462,100.86	42
FUND SURPLUS (DEFICIT)		(43,210.58)	15,000.00	(274,839.96)			
TOTAL ALL FUND REVENUES		7,957.94	812,681.00	55,530.09	0.00	757,150.91	7
TOTAL ALL FUND EXPENSES		51,168.52	797,681.00	330,370.05	5,210.09	462,100.86	42
ALL FUND SURPLUS (DEFICIT)		(43,210.58)	15,000.00	(274,839.96)			

Directors Report: June 8 , 2016

Agenda Items

Communications

City council presentation: reaction was positive

I added an additional item in my oral presentation, a statement of the time that Reference Librarian Will Richter spent responding to fire calls. He is one of 4 City employees who are also employees of the Fire Dept. There are few, if any, employers other than the City who release their employees for fire calls during the work day, so I feel it is important that we set an example as an employer, and make the information public.

During Jan - April, he logged 31 responses ranging from 10 minutes - 105 minutes for a total of 20 hours while he was on duty at the Library.

Regular Agenda

Ehalt Bequest

Question about disposition. The Library Foundation Board members raised the question of whether this portion of the bequest, about \$ 110,000, should go into the endowment fund for a perpetual income designated for children's materials, programs and services, or should it be held for any desired larger, one-time expenditure projects for children.

FYI: \$90,000 from this bequest has gone into the endowment fund already, designated for children.

Update on hiring/expected timeline

Set special meeting date to approve hiring

The closing for applications for the Public Services Clerk was 4:30 Monday. Amy and I, along with Human Resources Director Lynn DeGrio, will score applicants on Tuesday, Wed and Thursday, and then schedule interviews of the most likely candidates for late in the week of June 12. Assuming we can agree on the best candidate fairly quickly, I would like to have the Library Board approve hiring at a special meeting on July 22 or 23rd. This will allow for City Council Approval on June 27.

Library Catalog migrated

The migration to a new server went fairly smoothly. We did NOT close at any time. We used a checkout system that stores data locally for 2 days, and were able to upload it smoothly at about 11 am on Thursday. We then began a furious burst of check – in. Check in of 2.5 days' worth of returned items was completed in less than 3 hours, and volunteers were able to shelve the majority of the books by the end of the day.

The look and feel of the public catalog is changing. The new version is still a work in progress and can be customized more after an upgrade in June.

Updates:

Solar Electricity generated

3500 KW hours in April, 4400 in May

Impact on budget of personnel change

According to the finance department, changing the Library Circulation Technician position to a Public Services Clerk 1 position will result in about \$5,500 less in personnel costs for wages from July 1 –December 31 this year. Insurance costs are unknown, since the person has the choice of no insurance, single insurance or family insurance.

Passports

We accepted 63 applications during May, the lowest number so far since we started. If the traffic pattern follows Itasca County's numbers, the numbers should continue relatively lower through the summer, then start to climb again in the fall. If this holds true, it will work well because our busiest months for circulation and visits are June – August, and our quiet periods are late Nov – January.

Assistant Director Report

June 2016

Teens

Teen Advisory Board

Tuesday, May 31

Members present: Emi S., Jonas T.

It was our end of the year celebration. Every year at our May meeting we celebrate the end of the school year (and another Teen Advisory Board season) by playing games. This year was no exception. We went back a few years by playing Yahtzee. One player even had a Yahtzee!

Anime Club was held in early May. There were 8 teens in attendance.

The Teen Room monthly drawing had 6 participants. Emi S. was the winner.

Teen Summer Reading kicks off Monday, June 6. Teens keep track of pages read and when they have read 1,500 pages they get a free book and when they reach 2,000 they receive a Target gift card.

Connie Daigle's 6th grade class spent time at the library this week learning about the energy center and summer reading. The boys and girls registered for the children's summer reading and teen summer reading programs.

Operations

The Friends of the Library held their annual meeting on Wednesday, June 1 in the Community Room. They had close to 50 people attend. They are working on selling raffle tickets for the quilt wall hanging which will be raffled in September. They will be showing the quilt during First Friday in June at the ABCs of Quilting. The lobby display case advertises the wall hanging.

The Summer Indies film series starts at the end of June. The films will be shown at the Reif Center.

The display table near the front door holds materials about birds, bees, and butterflies. (The displays rotate depending on what is happening in the area) I talked to Scott Johnson, the police chief earlier this week, and he complimented the library on the display table! He appreciates the variety of displays right near the door.

Staff

I attended the Anishinaabe Worldview Training in May. It was held at the Blandin Foundation. The training was led by Renee Gurneau, an enrolled member of the Red Lake Band. The training covered colonization, the Seven Fires, boarding schools, and social justice. It was awesome training! Marcia and Tracy attended earlier sessions.

Children's Library Summary May 2016

Although I was gone for the month of May, I will try my best to fill you in on all the great things happening in the Children's Library.

And to back up to April for a bit: on Wednesday, April 27, we had a special visit with Minnesota author/illustrator Derek Anderson. This was the second annual traveling trunk show sponsored by Once Upon a Reader, a statewide one-book program for children. Derek presented his book, "Ten Pigs: An Epic Bath Adventure." The program wasn't quite as good as last year's. And because it was in the evening, as opposed to the school day, as it was last year, turn out was down a bit also, with just 63 in attendance. This project is a work in progress, and hopefully parent and staff input will guide improvements for next year.

I concluded my last report with the note that Tracy would be attending the Children's Fair on Saturday, April 30. In the course of the day, she estimates she talked to at least 568 people!

May is typically the month for class visits. Kinders from Forest Lake and Murphy, First graders from St. Joseph's, Third graders from Murphy, Fourth graders from Southwest and 6th graders from St. Joseph's all made their way to the library this month. In addition, when the Murphy fourth graders were unable to make their monthly trip to the library, Tracy "took her show on the road" and went to them!

Saturday Story Times have been well attended. A big surprise was Saturday, May 14 – the fishing opener - when we had more than 40 children and their adults in attendance!

May is also the month we kick off our summer reading program. On Saturday, May 21, the Creativity Tank artists were here to guide 25 children and adults as they created their own Olympic flags for "Read – for the Win!"

Monday, May 23, Murphy School staff hosted an afterschool event at the library, which was well attended, with at least 125 parents and children taking advantage of the opportunity to see all that the library has to offer – while enjoying delicious snacks provided by the district's food service program.

As of May 31, we have 315 boys and girls signed up for the summer reading program!

Looking ahead:

June 3: Last day of school – 3 Murphy first grades will visit.

June 4: Open Streets event. Look for our Story Stroll in Crystal Lake Park.

June 6: Summer Monday Book Time begins at 10:00 am.

June 11: Special Saturday Story Time with Aaron Squadroni

June 16: Children's entertainer, Duke Otherwise, in the KAXE/Rotary tent.

CIRCULATION	THIS MONTH	YTD	YTD 2015	Express Check outs % of total c/o	May
Check-outs	9,699	57,588	60,677	2,047	21.11%
Total Circulation	11,868	66,426	68,999		
Returns	12,900	66,662	67,505		
New cards	91	581	441		

Door count

10207

TECHNICAL PROCESSES
Books cataloged and processed
Withdrawn copies

THIS MONTH	YTD	YTD 2015
588	2,596	2,998
233	3,741	2,003

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

THIS MONTH	YTD	YTD 2015
883	4,259	3,745
5	31	59
57	243	200
63	547	
SESSIONS	HOURS	YTD SESSIONS
1,122	702	6,316
		3,879
		5,561
		3,263

Non-Pharos sessions
VOLUNTEERS

PEOPLE	HOURS	YTD HOURS
136	219.00	670
		848.00

MEETING ROOM
COMMUNITY ROOM/GSR

GROUPS	YTD GROUPS
38	201

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

PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2015 programs	YTD 2015 people
2	52	28	590	30	538
4	73	36	844	34	826
11	463	31	1,193	24	894
0	0	0	0	0	0
2	44	6	207	12	340
3	16	18	149	16	228
22	648	119	2,983	116	2,826
4	106	26	817	25	456

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH	HRS YTD	YTD 2015
7.5	32.5	43

Passport Revenue/Expenditure

	January	February	March
# passports	173	114	110
Revenue			
execution fee	\$3,875.00	\$2,875.00	\$3,000.00
Expenditures			
number mailed	39	34	31
postage cost	6.45 \$251.55	\$219.30	\$199.95
Contracted Services Expenditure	\$432.00	\$1,074.00	\$296.00

April	May	totals Jan-May	July	Aug
87	63	547		
\$2,125.00	1575	\$13,450.00		
31	24	159		
\$199.95	154.8	\$1,025.55		
\$1,120.00	755.88	\$3,677.88		

MIKE RUSSELL
 2970 Airport Rd.
 Grand Rapids, MN 55744

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 6/3/16
NAME Grand Rapids Library		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MOSE. RETN.	PAID OUT
---------	------	--------	--------	-----------	-------------	----------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	Carpet Cleaning		
3			
4	4/16/16		
5	4/17/16		
6	5/8/16		
7	5/12/16		
8	5/14/16		
9			
10	Labor / Chemicals	\$	1,095.00
11			
12			
13			
14			
15			
16			
17			
18			

RECEIVED BY Mike Russell : Owner

A-5805
 T-68320/46350

KEEP THIS SLIP FOR REFERENCE

01-11



CANON FINANCIAL SERVICES, INC. 14904 Collections Center Drive
Chicago, IL 60693-0149

Remittance Section

Invoice Number 16142216
 Invoice Date 06/01/2016
 Payment Terms Due Date
 Total Due \$67.00

INVOICE Address Service Requested

Amount Paid \$ _____

Use enclosed envelope and make payable to:

ATTN: ACCOUNTS PAYABLE
 GRAND RAPIDS LIBRARY
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

CANON FINANCIAL SERVICES, INC.
 14904 COLLECTIONS CENTER DRIVE
 CHICAGO, IL 60693-0149



00161422163 0000006700 001

Keep lower portion for your records - Please return upper portion with your payment



CANON FINANCIAL SERVICES, INC. 14904 Collections Center Drive
Chicago, IL 60693-0149

Invoice Number 16142216 Invoice Date 06/01/2016
 Payment Terms Due Date Total Due \$67.00

Important Messages

**This invoice includes charges due for the current billing period.
 Please note that any open charges will continue to remain on your account until paid.**

Please remit your **PAYMENTS ONLY** to:
 14904 Collections Center Drive
 Chicago, IL 60693-0149

Please send all **CORRESPONDENCE** to:
 P.O. Box 5008, Mt. Laurel, NJ 08054
 Via e-mail to: customer@cfs.canon.com
 Via fax to: 856-813-5122

Itemized Charge Detail and Equipment Schedule

Contract Number: 001-0712629-001

Contract Special Ref1:

PO #:

Contract Special Ref 2:

Term: 36 Billing Frequency: Monthly

Due Date	Charge Description	Period of Performance	Charge Amt	Tax Amt	Total Due
06/20/2016	Contract Charge	05/20/2016 - 06/19/2016	67.00	0.00	67.00

Asset Description: GRAPHICS EQUIPMENT

Model: IRC250IF

SN: QRN03681

Installation Date: 08/20/2015 Quantity: 1

Asset Location: 140 NE 2ND STREET
 GRAND RAPIDS, MN 55744

Tax Rate: 0.000%

Total Due: \$67.00

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

SEND REMITTANCE TO:
P.O. Box 1524
Jeffersonville, IN 47131-1524

INVOICE

DATE INVOICE #

6/1/2016 428353

BILL TO: Grand Rapids Area Library
Attn: Marcia Anderson
140 NE 2nd Street
Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
5	05-03 Placements	8.95	44.75
9	05-10 Placements	8.95	80.55
4	05-17 Placements	8.95	35.80
7	05-24 Placements	8.95	62.65
4	Credit for accounts closed by client prior to beginning the collection process	-8.95	-35.80
Total cumulative recovery of \$37,219.08, yielding an ROI of 4.07 to 1.			

Thank you for your business.

TOTAL

\$187.95



June 8, 2016

Mike Miller
604 NW 5th Avenue
Grand Rapids MN 55744

Dear Mr Miller:

I am pleased that you will performing music for the Grand Rapids Area Library on Thursday, August 11 at noon in the KAXE/Rotary tent. In case of inclement weather, the program will take place in the Community Room in the Library. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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:

M Miller

Signature

6-23-16

Date

Approved for the Board of Directors:

D Jerome

Board President

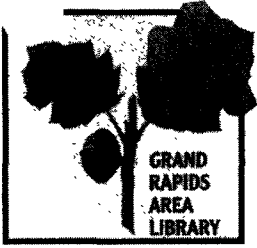
8 June 16

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



June 8, 2016

Tammy Schotzko
We Love Messes
10189 West Way NW
Bemidji, MN 56601-9566

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

Director: (218) 326-7643
Children: (218) 327-8820

Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Tammy;

I am very pleased that you are able to do a presentation on *Downsizing for Living in a Smaller Space* for the Grand Rapids Area Library on September 15 at 1 pm

I appreciate your willingness to demonstrate alternative methods of getting "stuff" under control and reducing our space requirement. This will be part of a series we recently began: *Getting Your Ducks in a Row*.

The Library will pay you an honorarium of \$50 for your appearance. Also enclosed is a release form for ICTV. 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 if you have any questions

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form, ICTV release

These terms are acceptable:

Tammy Schotzko
Signature

6/20/16
Date

Approved for the Board of Directors:
[Signature]
Board President

6/20/16
Date

Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2016-04
A RESOLUTION ACCEPTING DONATIONS

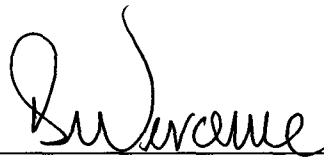
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

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

- \$200 Splithand Township undesignated
- \$2500 Lyman Loveland Children's materials in memory of Fay and Evelyn Loveland
- \$1760 Grand Rapids Area Library Foundation for Saturday Story times Feb - Apr

Adopted this 8th day of June 2016



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:
Jean MacDonell, Max Peters, Mary Helen Haarklau, Dennis Jerome, Lisa Tabbert, Susan Zeige

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.