

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

May 11, 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
1. Quarterly report from MN Community Foundation
 2. Annual report brochure
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required
Approve Financial reports and payment of bills as listed
- 5:20 E. Staff Reports (Packet Items E__)
- 5:25 F. Old Business:
- 5:30 G. New Business:
- Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. Approve payment of late bills
 - a. Unique Management Services \$116.35
 - b. Arrowhead Library System \$901.36
 - c. Ameripride \$23.03
 2. Approve Contracts and payment 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
\$25 Grand Rapids Northstar Women's Club: Gardening books in memory of Ann Turek
\$200 Friends of the Library: Support for Anton Treuer Program April 12

Regular agenda

1. Approve revised position description for Public Services Clerk 1

Watch short takes for Trustees video on Board Ethics

<http://www.ala.org/united/trustees/> login arrowheadst Password 3762915 (if you want to see others)

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
April 13, 2016**

Call to Order: The monthly board meeting was called to order at 5:12 PM by Max Peters serving as temporary chair.

Roll Call:

- **Members Present:** Max Peters, Lisa Tabbert, Deborah Kee, Susan Ziege, and Dennis Jerome

- **Members Absent:** Shannon Benolken, Mary Helen Haarklau, Jean MacDonell, Randy McCarty

- **Staff Present:** Director Marcia Anderson

Public Comment:

Agenda: Deborah Kee moved to approve the agenda. A second was made by Sue Ziege. The motion passed unanimously.

Minutes: Sue Ziege moved to approve the minutes from the March 9, 2015 board meeting. A second was made by Dennis Jerome. The motion passed unanimously.

Communications:

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before April 13, 2016**

NAME	AMOUNT DUE
AMAZON.COM	640.39
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	28.65
BAKER & TAYLOR, INC	2,517.61
LEAGUE OF MN CITIES INS TRUST	11,530.00
BLACKSTONE AUDIO, INC	447.99
BLUE CROSS & BLUE SHIELD OF MN	6,009.00
BUSY BEES QUALITY CLEANING	1,700.00
CANON USA INC	134.00
CUB FOODS STORE# 9036	50.40
DELTA DENTAL OF MINNESOTA	203.75
EBSCO SUBSCRIPTION SERVICE	24.95
RON EDMINSTER	112.32
ENERGY PLUS INC	5,595.77
FIDELITY SECURITY LIFE INS CO	12.52
FERGUSON WOLSELEY IND GROUP	199.42
GRAND RAPIDS CITY PAYROLL	57,633.59
JOHNSON LOCK & SAFE	130.00
JUNIOR LIBRARY GUILD	35.00
LINCOLN NATIONAL LIFE	82.60
MINNESOTA ENERGY RESOURCES	306.52
MINNESOTA REVENUE	100.91
MINNESOTA WOMEN'S PRESS	60.00
NEXTERA COMMUNICATIONS LLC	81.73
NORTH COUNTRY BUSINESS PROD	159.67
NORTHERN BUSINESS PRODUCTS INC	245.42
OXFORD UNIVERSITY PRESS USA	479.15
PAUL BUNYAN COMMUNICATIONS	490.84
PEG LEG FILMS INC	165.00
PERSONNEL DYNAMICS LLC	714.84
P.U.C.	2,314.93
SIM SUPPLY INC	189.57
THOMSON REUTERS - WEST	441.00
TRU NORTH ELECTRIC LLC	107.39
UNIQUE MANAGMENT SERVICES	187.95
UNUM LIFE INSURANCE CO OF AMER	18.45

VERIZON WIRELESS	225.62
VIKING ELECTRIC SUPPLY INC	132.10
THE VILLAGE BOOK STORE	60.73
VISA	156.20
WASTE MANAGEMENT	243.59
DR. ANTON TREUER	400.00
TOTAL ALL VENDORS:	94,415.63

Dennis Jerome moved to approve the financial report and payment of bills as listed. A second was made by Lisa Tabbert. On a roll call vote the motion passed unanimously.

Staff Reports:

- **Director's Report:** Short discussion about the possibility of having a discussion with Cohasset residents about needs for library services in response to a request to ALS for a Bookmobile stop in Cohasset.
- **Assistant Director's Report:**

Old Business:

New Business:

- **Consent Agenda:**
 - 1. Approve payment of late bills**
 - a. Islamic Resource Center Group Speaker fee \$400*
 - 2. Approve Contracts and Payments to Presenters**
 - 3. Approve Resolution 2016-2 Accepting Donations**
 - a. \$800 Library Foundation-January Saturday Storytimes
 - b. \$4,000 Library Foundation-Solar Project

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

- **Regular Agenda:**
 - a. Consult with union about summer schedule--Union contract requires Board to consult with union before scheduling Summer Saturdays. Will Richter, Union Steward, discussed the opinions of

the staff and outlined a typical summer Saturday for the Board. A short discussion ensued.

b. Adopt summer schedule

Max Peters moved to adopt the summer schedule, staying open on Saturdays with the exception of the three holiday Saturdays. A second was made by Dennis Jerome. The motion passed unanimously.

c. Authorization to solicit quotes for security cameras--Board discussed short term solutions for surveillance after a recent break-in.

Dennis Jerome moved to authorize the solicitation of quotes for security cameras. A second was made by Lisa Tabbert. The motion passed unanimously.

d. Authorize staff to solicit quotes for recovering chairs

Dennis Jerome moved to authorize staff to solicit quotes for reupholstering/recovering chairs. A second was made by Lisa Tabbert. The motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:40 PM by Max Peters.

Marcia Anderson
Grand Rapids Public Library
140 NE Second Street
Grand Rapids, MN 55744



Fund Statement(s)

January 1, 2016 - March 31, 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 - March 31, 2016

Prepared on: 4/29/2016

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2016	\$	31,542
Investment Activity		
Interest & Dividends		106
Investment Gain/(Loss)		(83)
Disbursements		
Administrative Fees		(69)
Grants Paid		(1,336)
Investment Expenses		(27)
Ending Balance on March 31, 2016	\$	30,132
Approved Grants to be Paid (Returned)		
		-
Uncommitted Balance on March 31, 2016	\$	30,132

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	31,468	104.4%	0.0%	-2.7%	5.6%	6.4%
Money Market	(1,336)	-4.4%	0.1%	0.1%	0.0%	0.0%
	<u>\$ 30,132</u>	<u>100.0%</u>				

Executed on 4/29/2016



The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2016 - March 31, 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 FOUR MONTHS ENDING APRIL 30, 2016
With Comparative Totals for April 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	-	-	647,999	0%
Intergovernmental	51	-	127,000	0%
Charges for Services	7,339	19,834	11,182	177%
Fines & Forfeits	4,269	3,853	14,000	28%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	18,399	-	0%
Miscellaneous	6,158	5,165	12,500	41%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	17,818	47,252	812,681	6%
Expenditures:				
Personnel	165,097	199,293	586,661	34%
Supplies/Materials	32,143	25,974	87,750	30%
Other Services/Charges	34,212	35,935	123,270	29%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	231,451	261,203	797,681	33%
OPERATING SURPLUS (DEFICIT)	(213,634)	(213,950)	15,000	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	11,254	-	0%
Fund Balance 4/30/XX				
Cash Flow	100,465	88,366	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 4/30/XX	\$ 246,996	\$ 234,897	\$ 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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 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%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	831	52%
211-00-34-00-7975	INTERNET	3,000	1,361	45%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	120	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	12,025	0%
211-00-34-00-7990	FAX MACHINE USE	-	215	0%
211-00-35-00-1030	LIBRARY FINES	14,000	3,853	28%
211-00-37-00-2310	DONATIONS	2,000	450	23%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	25	3%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	-	0%
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 FOUNDATION	-	18,399	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	2,186	64%
211-00-37-00-2450	MISCELLANEOUS	1,800	968	54%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
		812,681	47,252	6%
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	128,472	31%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	6,897	30%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	4,180	131%
211-00-75-10-1210	PERA	32,601	10,169	31%
211-00-75-10-1220	FICA	26,950	7,934	29%
211-00-75-10-1250	MEDICARE	6,303	1,856	29%
211-00-75-10-1310	HEALTH INSURANCE	77,975	38,232	49%
211-00-75-10-1330	LIFE INSURANCE	221	87	39%
211-00-75-10-1335	DENTAL INSURANCE	2,027	592	29%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	685	25%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,418	35%
211-00-75-20-2020	COPY SUPPLIES	1,000	455	45%
211-00-75-20-2030	PRINTING/BINDING	600	135	23%
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	50	14%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	132	7%
211-00-75-20-2110	BOOKS	42,000	16,171	39%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,905	43%
211-00-75-20-2130	NEWSPAPERS	1,000	714	71%
211-00-75-20-2140	PERIODICALS	7,000	566	8%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	940	38%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 2016**

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	520	184	35%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	5,198	130%
211-00-75-30-3210	TELEPHONE	5,500	1,652	30%
211-00-75-30-3220	POSTAGE/FREIGHT	500	591	118%
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	349	16%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,158	35%
211-00-75-30-3810	ELECTRICITY	30,000	6,572	22%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	973	41%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,245	31%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	1,720	29%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	468	3%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	366	4%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,573	52%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	4,568	76%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	268	14%
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	272,457	34%
	SURPLUS REVENUES/(EXPENDITURES)	15,000	(225,205)	

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CITY OF GRAN .PIDS
 DETAILED BALA SHEET

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FUND: PUBLIC LIBRARY APRIL 30, 2016
 FOR 4 PERIODS ENDING

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 04/30/16
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	171,672.58	171,672.58	0.00
211-00-00-00-1010	CASH	457,959.97	65,889.59	321,246.98	202,602.58
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	83.33	10,121.53	476.69
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	3,843.40	7,686.60
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	14,904.99	14,881.18	23.81
TOTAL		522,371.11	264,080.49	536,843.92	249,607.68
TOTAL ASSETS		522,371.11	264,080.49	536,843.92	249,607.68
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	303,246.98	272,632.45	7,454.24
211-00-00-00-2030	SALES TAX PAYABLE	0.00	165.07	232.17	67.10
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	320,447.31	272,864.62	14,687.34
TOTAL LIABILITIES		62,270.03	320,447.31	272,864.62	14,687.34

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 04/30/16
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	14,904.99	23.81
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	14,881.18	14,904.99	460,124.89
TOTAL FUND EQUITY		460,101.08	225,204.55	0.00	(225,204.55)
TOTAL LIABILITIES AND FUND EQUITY					
		522,371.11	560,533.04	287,769.61	249,607.68

DATE: 05/05/2016
 TIME: 08:07:23
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2016

PAGE: 1
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	5,282.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	272.98	1,600.00	830.86	0.00	769.14	52
211-00-34-00-7975	INTERNET	410.86	3,000.00	1,361.45	0.00	1,638.55	45
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	120.00	0.00	180.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,125.00	0.00	12,025.00	0.00	(12,025.00)	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	79.52	0.00	215.18	0.00	(215.18)	100
TOTAL		8,210.36	11,182.00	19,834.49	0.00	(8,652.49)	177
TOTAL CHARGES FOR SERVICES		8,210.36	11,182.00	19,834.49	0.00	(8,652.49)	177

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CITY OF GRAND RAPIDS
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 FOR 4 PERIODS ENDING APRIL 30, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	840.01	14,000.00	3,853.39	0.00	10,146.61	28
TOTAL		840.01	14,000.00	3,853.39	0.00	10,146.61	28
TOTAL FINES & FORFEITS		840.01	14,000.00	3,853.39	0.00	10,146.61	28
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	25.00	1,000.00	25.00	0.00	975.00	3
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200.00	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	18,399.39	0.00	(18,399.39)	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	619.37	3,400.00	2,185.87	0.00	1,214.13	64
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	212.60	1,800.00	968.10	0.00	831.90	54
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	0.00	0.00	2,500.00	0
TOTAL		1,056.97	12,500.00	23,564.36	0.00	(11,064.36)	189
TOTAL MISCELLANEOUS REVENUE		1,056.97	12,500.00	23,564.36	0.00	(11,064.36)	189
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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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		10,107.34	812,681.00	47,252.24	0.00	765,428.76	6

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200 OPERATING TRANSFER OUT

TOTAL		0.00	0.00	0.00	0.00	0.00	0
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PERSONNEL

211-00-75-10-1010 SALARY-FULL TIME	47,472.11	412,058.00	128,472.47	0.00	283,585.53	31
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	2,583.51	22,626.00	6,896.58	0.00	15,729.42	30
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	1,120.47	3,200.00	4,179.99	0.00	(979.99)	131
211-00-75-10-1210 PERA	3,754.23	32,601.00	10,168.95	0.00	22,432.05	31
211-00-75-10-1220 FICA	2,926.41	26,950.00	7,934.14	0.00	19,015.86	29
211-00-75-10-1250 MEDICARE	684.41	6,303.00	1,855.58	0.00	4,447.42	29
211-00-75-10-1310 HEALTH INSURANCE	5,058.06	77,975.00	38,232.24	0.00	39,742.76	49
211-00-75-10-1330 LIFE INSURANCE	21.63	221.00	86.52	0.00	134.48	39
211-00-75-10-1347 VISION INSURANCE	147.91	2,027.00	591.64	0.00	1,435.36	29
211-00-75-10-1420 UNEMPLOYMENT	0.48	0.00	4.81	0.00	(4.81)	100
211-00-75-10-1510 WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL PERSONNEL	171.37	2,700.00	685.48	0.00	2,014.52	25

TOTAL PERSONNEL

	63,940.59	586,661.00	199,293.25	0.00	387,367.75	34
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SUPPLIES & MATERIALS

211-00-75-20-2010 OFFICE SUPPLIES	142.33	7,000.00	2,418.18	0.00	4,581.82	35
211-00-75-20-2020 COPY SUPPLIES	34.99	1,000.00	454.61	0.00	545.39	45
211-00-75-20-2030 PRINTING/BINDING	0.00	600.00	135.48	0.00	464.52	23
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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 FOR 4 PERIODS ENDING APRIL 30, 2016

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	50.40	0.00	299.60	14
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	4,189.13	42,000.00	16,171.34	263.00	25,565.66	39
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	3,904.61	4,620.00	475.39	95
211-00-75-20-2130	NEWSPAPERS	49.00	1,000.00	714.08	0.00	285.92	71
211-00-75-20-2140	PERIODICALS	44.00	7,000.00	565.77	0.00	6,434.23	8
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	237.66	2,500.00	939.59	0.00	1,560.41	38
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		4,697.11	87,750.00	25,974.33	4,883.00	56,892.67	35
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	23.03	520.00	184.24	0.00	335.76	35
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	6,800.00	0.00	13,600.00	33
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,952.81	4,000.00	5,197.80	112.81	(1,310.61)	133
211-00-75-30-3210	TELEPHONE	330.53	5,500.00	1,651.94	0.00	3,848.06	30
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	591.20	51.94	(143.14)	129
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	349.05	0.00	1,850.95	16
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	3,157.92	0.00	5,842.08	35
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	6,571.55	0.00	23,428.45	22
211-00-75-30-3840	GARAGE REMOVAL	244.85	2,400.00	972.68	0.00	1,427.32	41
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,244.50	0.00	2,755.50	31
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	105.00	15,000.00	467.78	0.00	14,532.22	3
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	366.25	0.00	8,633.75	4
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	3,485.93	6,000.00	4,567.79	0.00	1,432.21	76
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	268.00	0.00	1,632.00	14
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		7,798.63	123,270.00	35,935.06	164.75	87,170.19	29
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		76,436.33	797,681.00	272,456.79	5,047.75	520,176.46	35
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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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
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
<hr/>							
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:		76,436.33	797,681.00	272,456.79	5,047.75	520,176.46	35
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TOTAL FUND REVENUES		10,107.34	812,681.00	47,252.24	0.00	765,428.76	6
TOTAL FUND EXPENSES		76,436.33	797,681.00	272,456.79	5,047.75	520,176.46	35
FUND SURPLUS (DEFICIT)		(66,328.99)	15,000.00	(225,204.55)			
<hr/>							
TOTAL ALL FUND REVENUES		10,107.34	812,681.00	47,252.24	0.00	765,428.76	6
TOTAL ALL FUND EXPENSES		76,436.33	797,681.00	272,456.79	5,047.75	520,176.46	35
ALL FUND SURPLUS (DEFICIT)		(66,328.99)	15,000.00	(225,204.55)			

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/11/2016

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	191.61
0113233	AMERIPRIDE LINEN & APPAREL	23.03
0118660	ARROWHEAD LIBRARY SYSTEM	105.72
0201428	BAKER & TAYLOR, INC	1,153.87
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	67.39
0502705	EBSCO SUBSCRIPTION SERVICE	44.00
0720103	GT PUMP TECH LLC	3,035.00
0914800	INVEST EARLY PROJECT	1,760.00
1021515	JUNIOR LIBRARY GUILD	238.60
1205099	LEARNING OPPORTUNITIES INC	2,425.60
1205850	LEXIS NEXIS	201.10
1415377	NORTHERN BUSINESS PRODUCTS INC	144.67
1605665	PERSONNEL DYNAMICS LLC	1,557.99
1609925	PIZZA WORKS	12.81
1801610	RAPIDS PLUMBING & HEATING INC	105.00
1815325	NOELLE RAHN-JOHNSON	11.00
1909427	SILICON ENERGY LLC	408.50
1909510	SIM SUPPLY INC	212.70
2201170	THE TIMBERJAY	49.00
T000404	WICKLUND PRODUCTIONS	118.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$13,565.59

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0301530	CANON USA INC	67.00
0405447	DELTA DENTAL OF MINNESOTA	203.75
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	38,270.01
1209516	LINCOLN NATIONAL LIFE	41.30
1309199	MINNESOTA ENERGY RESOURCES	364.41
1309335	MINNESOTA REVENUE	64.08
1405850	NEXTERA COMMUNICATIONS LLC	85.17
1621130	P.U.C.	2,057.11
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2301700	WASTE MANAGEMENT	244.85
T001047	ISLAMIC RESOURCE GROUP	400.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 47,831.39

TOTAL ALL DEPARTMENTS 61,396.98

Directors Report: April 13 , 2016

Agenda Items

Financial Report

The unbudgeted revenue is from passports

Regular Agenda

Adopt revised position description

Faye Chessmen resigned her position of "Circulation Technician" effective April 28th. We are taking advantage of the vacant position to review the job description and re-write it to reflect the needs of the Library. After much discussion, Amy and I decided to revise the position to make it an entry-level position with the title of Public Services Clerk I and a beginning pay rate of . The position description is being reviewed by Springsted, the company that has been doing employment and compensation reviews for the City.

After Library Board approval, the position needs to be approved by the City Council on May 23. We will post the position until June 6 and hope to schedule interviews during the week of June 13.

In the meantime, Deb Moebacken and Juliet Jones are working in circulation as temporary substitutes as needed. Pat Perry, former director of the Bovey library, will begin training as a reference substitute on Monday, May 9. Dion Card is also working as an occasional substitute in Children's during Darla's absence, working one or 2 afternoons a week and an occasional Saturday. Darla's plan is to be back on May 16.

Updates:

Passports

We accepted 87 applications during April, 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. The number of Library visitors each month Jan-April has been 5-11% higher than in the same month last year.

Solar Mounts

The solar panels are now connected and producing energy at their full capacity. The energy produced can be viewed on the Educational Dashboard. (this is accessible on the Library's web site, on a unit inside the library, and on and iPad using a "Riverfront Energy Center" app)

Ehalt Bequest

I met with John Licke to go over the final accounting before it was submitted to the court. We still need to meet with the family to discuss recognition.

Building

Ron is gathering quotes for wireless cameras for the building.

Assistant Director Report May 2016

Teens

*Teen Advisory Board
Tuesday, April 26, 2016*

Members present: Paige C., Jonas T., Elizabeth T., Emi S.

We spent time talking about teen programs from March and April. We chatted about Audiosync, the free program through Overdrive which allows users 2 audiobooks per week during the summer months. The cool thing about the program is a person can keep the audiobooks as long as they want, there is no lending period. We also talked about the Friends of Library wall hanging.

The bulk of the meeting was spent talking about the teen photo contest which is run during the summer. Members decided to keep it similar to past years: 2 categories, cash prizes from the Friends, limit of two photos per teen, and include the Facebook option for entry.

Members also read library journal reviews of books find some new

The teen room monthly drawing had 5 participants. Elizabeth T. was the winner.

April Anime Club had 7 participants. Carol Steele's son donated anime to the club. He had some discs that he received and donated to members.

Staff

Faye Chessmen retired! She worked at the library for 31 years and her last day was April 28. She didn't want a party, but The Friends of the Library brought in beautiful fruit and veggie trays for everyone to enjoy. The Friends also purchased a gift card for Bloomers and gave her a nice gardening tool basket. Thank you Friends of the Library for the food and nice gift!

Darla and I are working with Staci Taylor of the Creativity Tank to plan programs into spring 2017. I will attend the Children First! meeting on Tuesday, May 10 as the library rep.

Operations

The Friends are showing the Minnesota Author wall hanging at the May 6 First Friday. People can buy raffle tickets for \$5.00 a ticket. One lucky winner will win the wall hanging at an event in September. The Friends will bring the quilt to the library for us to hang.

We put a display of gardening books on the table on the way to the children's area. Patrons have been checking out the books. Tis the season to start gardening!

CIRCULATION
 Check-outs
 Total Circulation
 Returns
 New cards

THIS MONTH
 12,020
 13,668
 13,930
 104

YTD
 47,859
 54,558
 53,762
 390

YTD 2015
 48,857
 55,658
 54,239
 331

Express Check outs % of total c/o
 2,635
 21.92%

April

Door count
 11440

TECHNICAL PROCESSES

Books cataloged and processed
 Withdrawn copies

THIS MONTH
 510
 851

YTD
 2,008
 3,508

YTD 2015
 2,389
 1,395

REFERENCE

tests proctored
 computer help over 5 minutes
 Passports

THIS MONTH
 782
 7
 38
 87

YTD
 3,376
 26
 186
 484

YTD 2015
 2,178
 39
 103

INTERNET

Pharos sessions ***

SESSIONS
 1,179

HOURS
 695

YTD SESSIONS
 5,194

YTD HOURS
 3,177

2015 YTD SESSIONS 2015 YTD HOURS
 3,509
 2,134

Non-Pharos sessions

VOLUNTEERS

PEOPLE
 124
 30

HOURS
 219.00

YTD HOURS
 848.00

MEETING ROOM

COMMUNITY ROOM/GSR

GROUPS
 41

YTD GROUPS
 163

PROGRAMS & TOURS

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

PROGRAMS
 6
 8
 4
 0
 2
 4

PEOPLE
 148
 199
 157
 0
 87
 27

YTD PROGRAMS
 26
 32
 20
 0
 4
 15

YTD PEOPLE
 538
 771
 730
 0
 163
 133

YTD 2015 programs
 28
 28
 11
 0
 10
 16

YTD 2015 people
 497
 719
 142
 0
 268
 228

Total Youth Programs

Total Adult Programs

24

618

97

2,335

1,854

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH
 7

HRS YTD
 26

YTD 2015
 34

Children's Library Summary

April 2016

If "April Showers" typically bring May flowers, I hope the adage holds true for "April Snow Showers" too!

The Murphy third graders were here on April 19 for their monthly visit. They celebrated the 100th birthday of Beverly Cleary, author of the Ramona books, the Mouse and the Motorcycle books and many others.

Although we haven't had as many visiting classes this month, we do have a pretty busy schedule of outreach events. On April 6, I visited the two Headstart classes at ICC. I read stories to 27 children and 10 adults, as well as talking about the library. The staff there really have their hands full! It was great fun to see my friend, Ruth Ann Trembath, in action!

In the midst of our regular activities, it was also time to prepare a flyer to go out to all the resorts in the area. We are so lucky to have Brian, the graphic artist at ALS, to take our scribbles and turn them into beautiful documents in no time at all.

Tuesday, April 12, I attended Kindergarten Round-up at the Civic Center. I talked to about 390 people. I was told the numbers were down a bit from last year, but you couldn't prove it by me. I always keep busy.

Saturday, April 23 -the day after Earth Day - we hosted a Children First! Event. The artists of the Creativity Tank were here to show us how to upcycle trash into baskets, bird feeders, whirligigs, and flower bouquets. Fifteen children and eight adults participated.

Coming up, on Wednesday, April 27, we will have a special visit from Minnesota author and illustrator, Derek Anderson. This is the second annual Traveling Trunk Show sponsored by Once Upon a Reader, a statewide one-book program. Derek's book, "Ten Pigs: An Epic Bath Adventure," is hilarious and available in our library. A copy of this book is also being provided to all Headstart classrooms in our area through this program.

I am leaving as soon as I put this document in the board folder, so it will not be a complete narrative of our month. But suffice it to say, that Tracy will be at the Children's Fair on Saturday, April 30 at the Civic Center and she will be talking to hundreds of families!

Looking ahead:

- Monday, May 2 will be the last regular Monday Book Time until fall.
- There will be many end-of-the-year class visits from area schools.
- Saturday, May 21 is the kick-off event for the Children's Summer Reading Program: "Read – for the Win!" The Creativity Tank artists will be here again, this time to guide us as we design and create our own Olympic flags!

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24
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BOOKINGS & ARRANGEMENTS

TOTALS

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HRS YTD
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YTD 2015
 34

ARROWHEAD LIBRARY SYSTEM

5528 EMERALD AVENUE
MOUNTAIN IRON MN 55768
218-741-3840

Invoice

No. 00013817
Date 4/30/2016

To: GRAND RAPIDS PUBLIC LIBRARY
DIRECTOR
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Ship To: GRAND RAPIDS PUBLIC LIBRARY
DIRECTOR
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Shipped	Ship Via	Terms	Contract	Contract	Customer PO#
		30 Days Net			
Qty	Unit	Description	Unit Price	Amount	
1	EA	VARIOUS SUMMER READING PROGRAM POSTERS - MATERIALS	\$637.00	\$637.00	
26.5	HR	VARIOUS SUMMER READING PROGRAM POSTERS - LABOR	\$5.50	\$145.75	
1	EA	LIBRARY BUSINESS CARDS - MATERIALS	\$7.56	\$7.56	
0.5	HR	LIBRARY BUSINESS CARDS - LABOR	\$5.50	\$2.75	
1	EA	LIBRARY BROCHURES - MATERIALS	\$65.00	\$65.00	
1	HR	LIBRARY BROCHURES - LABOR	\$5.50	\$5.50	
1	EA	LIBRARY CARD APPLICATIONS - MATERIALS	\$6.65	\$6.65	
1	HR	LIBRARY CARD APPLICATIONS - LABOR	\$5.50	\$5.50	
1	MO	OVERDUE NOTICES - APRIL 2016	\$25.65	\$25.65	
Special Instructions				SubTotal	\$901.36
				Tax	\$0.00
				Shipping	\$0.00
				PAID	\$0.00
				Total	\$901.36

ALS Tax Exempt Number: 29684
ALS Tax ID: 41-0909324
PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.



Thank You !

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

AMERIPRIDE LINEN & APPAREL
 PO BOX 950
 BEMIDJI MN 56619-0950

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

===== PURCHASE ORDER =====
 P.O. NUMBER: 16001212
 P.O. DATE: 04/26/2016
 P.O. AMT: \$23.03
 VENDOR NUMBER: 0113233
 REQ. NUMBER:
 ATTENTION:
 M ANDERSON INV#3500901241-L

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
HONEY MATS	211-00-75-30-3070	1.00000	7.1900	7.19
FRONTIER MATS CUST#350041513	211-00-75-30-3070	1.00000	15.8400	15.84
				=====
				\$23.03

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
 BY: RENEE PATROW

APPROVED
 BY:

Mani Oliver DATE: 4/26/16



RECEIVED
APR 27 2016
CITY OF GRAND RAPIDS

INVOICE

Page 1 of 1
35CYGR

Ph: (218) 263-3611 Fax: (218) 263-3822
Email: acctrec35@ameripride.com

Customer Number: 350041513
Account Type: Charge
Invoice Number: 3500901241
Invoice Date: 04/26/2016
Route: 3 BILL MUNTER
Service: EOW - TU

Deliver To:	Bill To:
GRAND RAPIDS, CITY OF NEW LIBRARY 140 2ND ST NW GRAND RAPIDS, MN 55744	GRAND RAPIDS, CITY OF Accounts Payable 420 POKEGAMA AVE N GRAND RAPIDS, MN 55744

.....

Del Qty	Line Type	Item Description	Bank / Locker	Emp Name	Emp #	Inv	Bill Qty	Total
EVEXC	Rent	MN30HNY MAT 3X10 HONEYC				4	2	7.19
EVEXC	Rent	MN60FNT MAT 5X12 FRONTIE				4	2	15.84

Signature 
Initials GL

Subtotal	23.03
Tax	0.00
Total Due: USD	23.03

Please Remit Payment to : AmeriPride Services Inc., P.O. Box 950, Bemidji, MN, 56619-0950 within 27 days.
For payment questions, please call (800) 675-6362
Thank you for your business!

UNIQUE MANAGEMENT SERVICES, INC.
 119 EAST MAPLE STREET
 JEFFERSONVILLE, IN 47130 USA

INVOICE

DATE INVOICE #

(812) 285-0886

5/1/2016 426941

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

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
3	04-05 Placements	8.95	26.85
8	04-12 Placements	8.95	71.60
2	04-19 Placements	8.95	17.90
3	04-26 Placements	8.95	26.85
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85
	Total cumulative recovery of \$36,654.59, yielding an ROI of 4.09 to 1.		

Thank you for your business.

TOTAL

\$116.35

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 04/30/2016 8:04 PM FIB

ACCOUNT STATUS REPORT

PAGE: 660

MS. MARCIA ANDERSON
GRAND RAPIDS AREA LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN 55744

CREDITOR: 1634 -- GRAND RAPIDS AREA LIBRARY
DATES LISTED: 01/01/1900 TO 04/30/2016

ALL AMOUNTS LISTED

Accounts Submitted	:	1,167	Dollars Submitted	:	99,378.33	Dollars Received	:	8,831.33
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	18,341.28
Incorrect Addresses	:	253	Dollars in Skips	:	19,688.25	Dollars Waived	:	9,484.23
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00	Total Activated	:	50,136.70
Accounts in Process	:	914	Dollars in Process	:	74,341.29	% of Dollars Activated	:	67.44%
# of Accounts Activated	:	548						
% of Accounts Activated	:	59.96%						



May 11, 2016

Rhonda Fochs,
35656 18th Ave
Motley MN 56466

Dear Ms Fochs:

I am pleased that you will be leading a presentation, "Lost Towns of Northern Minnesota II" for the Grand Rapids Area Library on Weds, June 29, at 6:00 p.m.. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form.

The Library will pay you an honorarium of \$150 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

5/19/16
Date

Approved for the Board of Directors:

Board President

U Mayll
Date



May 11, 2016

Jonathan Shields
1388 23rd Ave SW
Grand Rapid, MN 55744

Dear Mr Shields:

I am pleased that you will performing music for the Grand Rapids Area Library on Thursday, July 14 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:

Jonathan Shields
Signature

5/18/2016
Date

Approved for the Board of Directors:

[Handwritten Signature]
Board President

[Handwritten Signature]
Date

AMERICAN FEDERATION OF MUSICIANS OF THE UNITED STATES AND CANADA

(HEREIN CALLED "FEDERATION")



CONTRACT

(Form T-2)

FOR TRAVELING ENGAGEMENTS ONLY



Whenever the term "The Local Union" is used in this contract, it shall mean Local Union No. 30-73 of the Federation with jurisdiction over the Territory in which the engagement covered is to be performed.

THIS CONTRACT for the personal services of musician(s) on the engagement described below is made this 28th day of February, 2016, between the undersigned purchaser of music (herein called "purchaser") and the undersigned musician or musicians.

1. Name and Address of Place of Engagement: KAXE Tent near the Grand Rapids Library 140 NW 2nd Street

Name of Band or Group: Sam Miltich & the Clearwater Hot Club Feat. Charmin Michelle

Number of Musicians: 4 Number of Vocalists: 1

2. Date(s) of Engagement; daily or weekly schedule and daily clock hours: Thursday July 28, 2016 12:00 - 1:00 PM

3. Type of Engagement (specify whether dance, stage show, banquet, etc.): Outdoor concert for GRAL Summer Reading Program

4. Compensation Agreed Upon: \$ 500.00
(Amount and Terms)

5. Purchaser Will Make Payments As Follows: To Sam Miltich upon arrival of performance
(Specify when payments are to be made)

(Continued on reverse side)

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first above written.

Darla Kirwin, Children's Librarian

Print Purchaser's Full and Correct Name
(If Purchaser is Corporation, Full and Correct Corporate Name)

X *Darla Kirwin*
Signature of Purchaser (or Agent thereof)

Grand Rapids Area Library

Street Address

140 NW 2nd Street Grand Rapids, MN 55744

City State Zip Code

218-327-8822

Telephone

Sam Miltich 30-73

Print Name of Signatory Musician Home Local Union No.

X Samuel Miltich
Digitally signed by Samuel Miltich
DN: cn=Samuel Miltich, o, ou, email=sammiltich@gmail.com, c=US
Date: 2014.07.14 11:22:07 -0500

Signature of Signatory Musician

326 NE 8th St.

Musician's Home Address

Grand Rapids MN 55744

City State Zip Code

C: 18-244-4089 H: 218-326-2046

Telephone

Booking Agent	Agreement No.	Address for Sending Official Communications to Signatory Musician		
Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay	
Sam Miltich	30-73		\$ 100.00	
Matthew Miltich	30-73		100.00	
Evan Price			100.00	
Jay Epstein			100.00	
Charmin Michelle			100.00	

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

RESOLUTION NO. 2016-03
A RESOLUTION ACCEPTING DONATIONS

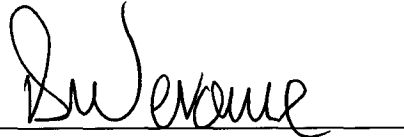
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

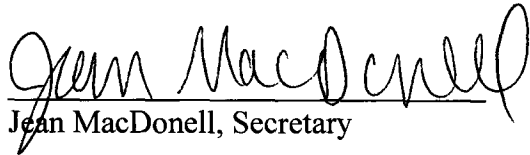
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

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

Adopted this 11th day of May 2016



Dennis Jerome, President



Jean MacDonell, Secretary

Board member *Susan Zege* seconded the foregoing resolution and the following voted in favor thereof: *Haarklau, Jerome, Peters, Tabbert, Kee, McCarty, Zege, MacDonell*

And the following voted against same: *none*

And the following abstained: *none*

Whereby the resolution was declared duly passed and adopted.



City of Grand Rapids

Job Description

Job Title: Library Public Services Clerk II

Department: Library

FLSA Status: Non-exempt

Approved By:

Approved Date:

Summary: Performs administrative support work operating the circulation section of the library, providing assistance as needed in various sections of the library, assisting patrons in use of library equipment and locating library materials, maintaining records and files and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Library Director.

Essential Duties and Responsibilities include the following.

- Works at the public service desk with responsibility for all duties required at this desk when scheduled, including checking of materials in and out, collection of fines and fees, registering patrons and issuing library cards, and providing friendly and courteous service to library patrons in person and over the telephone
- Requests, retrieves and routes materials requested by patrons and other libraries and maintains reserve shelf items
- Assists library users in the use of the library's catalogs and in locating library materials and refers inquiries to other staff as appropriate.
- Communicates library policies and procedures effectively to the public.
- Answers patron questions and solves problems regarding circulation of library materials
- Monitors customer comments and complaints and routes them to appropriate departments.
- Assists library users in registering for computers and using equipment.
- Maintains statistical measure of activity in the circulation department .
- Maintains accurate records of payments and other transactions regarding library fines, fees and sales and prepares daily deposits.
- Assists with data entry and special projects using office and library software and internet resources.
- Participates in weeding, shelf reading, shelving and inventory activities as assigned.
- Maintains confidentiality of patron records and transactions.
- Assists in promoting the Library using social media, print, or electronic communication.
- Assists with applications for U.S. passports.
- Maintains public displays, bulletin boards and distribution racks in the circulation area.
- Opens and closes the building, including doors and lights.
- Assists with meeting room reservations and set up

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skills, abilities and /or competency sets required to complete the essential functions at a satisfactory level.

Knowledge

Basic Knowledge of library practices, procedures and techniques, and regulations and policies pertaining to library services.

Skills

- Skills in word processing and other office applications, filing and using the library equipment including the online catalog and automation system.
- Skills in dealing effectively with people.

Abilities

- Ability to learn a variety of procedures; understand the role and the purpose of the library; establish good rapport with library users; work quickly and pay attention to accuracy; work with interruptions in a hectic environment; maintain confidentiality; maintain effective working relationship with fellow employees, supervisors and the public and to communicate effectively.
- Ability to make arithmetic calculations using whole numbers, fractions and decimals.
- Ability to be accurate when performing extremely detailed tasks with exact rules.

Education and or Experience

High school diploma or GED and previous experience in a customer service setting (library experience preferred) or equivalent combination of education and experience.

Tools and Equipment Used:

Library computer system, personal computer with word processing, spreadsheet and internet access, copy and fax machines, telephone, communications device for the deaf, microfilm reader printer

Physical demands: This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands, and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.