

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
April 13 2016 5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Cohasset resident's request to ALS for Bookmobile stop
- 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. *Islamic Resource Group speaker fee \$400*
 2. **Approve Contracts and payment to presenters**
 3. **Approve Resolution 2016-2 Accepting Donations**
 - a. \$800 Library Foundation January Saturday Storytimes
 - b. 4,000 Library Foundation Solar Project
- Regular agenda**
- a. Consult with union about summer schedule
 - b. Adopt summer schedule
 - c. Authorization to solicit quotes for security cameras
 - d. Authorize staff to solicit quotes for re-upholstering chairs
- 6:00 **Adjourn**

Grand Rapids Area Library Regular Board Meeting March 9, 2016

Call to Order: The monthly board meeting was called to order at 5:30 .

Roll Call:

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

Public Comment:

Agenda:

Minutes: A correction must be made to the January 2016 regular meeting minutes under the Organizational Matters heading. The bold heading stating "Liaison to the Library Board" should read "Liaison to the Library Foundation Board."

Motion to approve minutes of January, February and February special meetings by Harklau, second by Tabbert, all voted yes.

Communications included in packet:

- MN Foundation annual report
- MN Foundation January report

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before March 9, 2016**

NAME	AMOUNT DUE
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	335.94
BAKER & TAYLOR, INC	665.95
BLUE CROSS & BLUE SHIELD OF MN	6,009.00
BUSY BEES QUALITY CLEANING	1,700.00
DELTA DENTAL OF MINNESOTA	203.75
DEMCO	1,895.44
DULUTH NEWS TRIBUNE	298.48
FINDAWAY WORLD LLC	305.85
GALE/CENGAGE LEARING	4,708.00
GARTNER REFRIGERATION CO	5,546.06
GRAND RAPIDS CITY PAYROLL	19,157.56
INVEST EARLY PROJECT	800.00
JUNIOR LIBRARY GUILD	63.00
LINCOLN NATIONAL LIFE	-65.20
MINNESOTA ENERGY RESOURCES	573.57
NEXTERA COMMUNICATIONS LLC	82.84
NORTHERN BUSINESS PRODUCTS INC	99.18
OXFORD UNIVERSITY PRESS USA	15.90
PERSONNEL DYNAMICS LLC	1,074.89
P.U.C.	2,199.51
SIM SUPPLY INC	119.17
THOMSON REUTERS - WEST	189.00
UNUM LIFE INSURANCE CO OF AMER	36.90
WASTE MANAGEMENT	241.42
TOTAL ALL	46,302.27

Approval of the financial reports and payment of bills as listed was moved by MacDonnell and seconded by Kee. All members approved on a roll call vote.

Staff Reports:

- **Director's Report:**
- **Assistant Director's Report:**

Old Business:

New Business:

1. Consent Agenda:

1. Approve payment of late bills

a. Viking Electric \$132.10

b. Unique Management Services \$187.95

2. Approve Contracts and Payments to Presenters

a. Anton Treuer April 12, \$400

Approval of the consent agenda was moved by Kee and seconded by Jerome. All members approved on a roll call vote.

2. Regular Agenda:

1. A motion to Grant a Leave of Absence of 4 months to Shannon Benolken was made by Kee and seconded by MacDonnell. All members approved on a voice vote.

Adjourn: The monthly board meeting was adjourned by Dennis Jerome at 5:45.

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

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	314,098	313,570	313,570	
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 1/1/XX	460,629	460,101	460,101	
Revenues:				
Taxes	-	-	647,999	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	1,571	11,624	11,182	104%
Fines & Forfeits	3,017	3,013	14,000	22%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	18,399	-	0%
Miscellaneous	4,911	4,108	12,500	33%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	9,499	37,145	812,681	5%
Expenditures:				
Personnel	122,563	134,515	586,661	23%
Supplies/Materials	27,655	21,172	87,750	24%
Other Services/Charges	25,761	24,382	123,270	20%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	175,978	180,069	797,681	23%
OPERATING SURPLUS (DEFICIT)	(166,478)	(142,924)	15,000	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	11,254	-	0%
Fund Balance 3/31/XX				
Cash Flow	147,620	159,392	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 3/31/XX	\$ 294,151	\$ 305,923	\$ 475,101	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$30,404 as of 1/31/16. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 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%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	-	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	-	0%
211-00-34-00-7970	PHOTO COPIES	1,600	558	35%
211-00-34-00-7975	INTERNET	3,000	951	32%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	80	27%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	9,900	0%
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	-	-	0%
211-00-34-00-7990	FAX MACHINE USE	-	136	0%
211-00-35-00-1030	LIBRARY FINES	14,000	3,013	22%
211-00-37-00-2310	DONATIONS	2,000	450	23%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	-	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,336	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	18,399	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	1,567	46%
211-00-37-00-2450	MISCELLANEOUS	1,800	756	42%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
		812,681	37,145	5%
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	81,000	20%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	4,313	19%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	2,222	69%
211-00-75-10-1210	PERA	32,601	6,415	20%
211-00-75-10-1220	FICA	26,950	5,008	19%
211-00-75-10-1250	MEDICARE	6,303	1,171	19%
211-00-75-10-1310	HEALTH INSURANCE	77,975	33,174	43%
211-00-75-10-1330	LIFE INSURANCE	221	65	29%
211-00-75-10-1335	DENTAL INSURANCE	2,027	444	22%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	514	19%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,252	32%
211-00-75-20-2020	COPY SUPPLIES	1,000	420	42%
211-00-75-20-2030	PRINTING/BINDING	600	54	9%
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	11,982	29%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,905	43%
211-00-75-20-2130	NEWSPAPERS	1,000	665	67%

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

Account Number	Account Description	2016 Budge	Year to Date	Percent of Budget
211-00-75-20-2140	PERIODICALS	7,000	522	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	702	28%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	520	161	31%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	3,025	76%
211-00-75-30-3210	TELEPHONE	5,500	1,321	24%
211-00-75-30-3220	POSTAGE/FREIGHT	500	378	76%
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	2,368	26%
211-00-75-30-3810	ELECTRICITY	30,000	4,514	15%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	728	30%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	880	22%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	1,720	29%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	363	2%
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	1,082	18%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	201	11%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	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	191,323	24%
	SURPLUS REVENUES/(EXPENDITURES)	15,000	(154,178)	

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 03/31/16
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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	114,251.91	114,251.91	0.00
211-00-00-00-1010	CASH	457,959.97	54,664.47	239,143.84	273,480.60
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	2,882.55	8,647.45
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	13,631.56	1,273.43
TOTAL		522,371.11	195,434.70	395,109.64	322,696.17
TOTAL ASSETS		522,371.11	195,434.70	395,109.64	322,696.17

LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	221,143.84	191,344.60	8,269.53
211-00-00-00-2030	SALES TAX PAYABLE	0.00	100.96	165.04	64.08
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	16,130.01	16,130.01	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	7,166.00	0.00	0.00	7,166.00
211-00-00-00-2220	DEFERRED REVENUES	905.25	905.25	0.00	0.00
TOTAL		62,270.03	238,280.06	191,509.64	15,499.61
TOTAL LIABILITIES		62,270.03	238,280.06	191,509.64	15,499.61

TOTAL LIABILITIES		62,270.03	238,280.06	191,509.64	15,499.61
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DATE: 04/07/2016
 TIME: 15:07:13
 ID: GL450000.WOM

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 03/31/16
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	13,631.56	14,904.99	1,273.43
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	13,631.56	14,904.99	461,374.51
		0.00	154,177.95	0.00	(154,177.95)
TOTAL FUND EQUITY		460,101.08	167,809.51	14,904.99	307,196.56
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	406,089.57	206,414.63	322,696.17

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 13, 2016

DATE: 04/07/2016
 TIME: 13:01:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/13/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	640.39
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118660	ARROWHEAD LIBRARY SYSTEM	28.65
0201428	BAKER & TAYLOR, INC	2,517.61
0212124	BLACKSTONE AUDIO, INC	447.99
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0321125	CUB FOODS STORE# 9036	50.40
0502705	EBSCO SUBSCRIPTION SERVICE	24.95
0514225	ENERGY PLUS INC	5,595.77
0605652	FERGUSON WOLSELEY IND GROUP	199.42
1015331	JOHNSON LOCK & SAFE	130.00
1021515	JUNIOR LIBRARY GUILD	35.00
1309398	MINNESOTA WOMEN'S PRESS	60.00
1415035	NORTH COUNTRY BUSINESS PROD	159.67
1415377	NORTHERN BUSINESS PRODUCTS INC	245.42
1524250	OXFORD UNIVERSITY PRESS USA	479.15
1605300	PEG LEG FILMS INC	165.00
1605665	PERSONNEL DYNAMICS LLC	714.84
1909510	SIM SUPPLY INC	189.57
2008551	THOMSON REUTERS - WEST	441.00
2018680	TRU NORTH ELECTRIC LLC	107.39
2209450	THE VILLAGE BOOK STORE	60.73

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 14,039.01

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	11,530.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	203.75
0504610	RON EDMINSTER	112.32
0605191	FIDELITY SECURITY LIFE INS CO	12.52
0718015	GRAND RAPIDS CITY PAYROLL	57,633.59
1209516	LINCOLN NATIONAL LIFE	82.60
1309199	MINNESOTA ENERGY RESOURCES	306.52
1309335	MINNESOTA REVENUE	100.91
1405850	NEXTERA COMMUNICATIONS LLC	81.73
1601750	PAUL BUNYAN COMMUNICATIONS	490.84
1621130	P.U.C.	2,314.93
2114356	UNIQUE MANAGMENT SERVICES	187.95
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	225.62
2209421	VIKING ELECTRIC SUPPLY INC	132.10
2209665	VISA	156.20

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 13, 2016

DATE: 04/07/2016
 TIME: 13:01:00
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/13/2016

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	243.59
T000566	DR. ANTON TREUER	400.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 80,376.62
TOTAL ALL DEPARTMENTS		94,415.63

DATE: 04/07/2016
 TIME: 15:06:19
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2016

PAGE: 1
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% 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	0.00	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	236.60	1,600.00	557.88	0.00	1,042.12	35
211-00-34-00-7975	INTERNET	361.22	3,000.00	950.59	0.00	2,049.41	32
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	80.00	0.00	220.00	27
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,000.00	0.00	9,900.00	0.00	(9,900.00)	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	73.90	0.00	135.66	0.00	(135.66)	100
TOTAL		3,711.72	11,182.00	11,624.13	0.00	(442.13)	104
TOTAL CHARGES FOR SERVICES		3,711.72	11,182.00	11,624.13	0.00	(442.13)	104

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CITY OF GRAND RAPIDS
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 FOR 3 PERIODS ENDING MARCH 31, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	1,166.06	14,000.00	3,013.38	0.00	10,986.62	22
TOTAL		1,166.06	14,000.00	3,013.38	0.00	10,986.62	22
TOTAL FINES & FORFEITS		1,166.06	14,000.00	3,013.38	0.00	10,986.62	22
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	0.00	1,000.00	0.00	0.00	1,000.00	0
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	0.00	300.00	0.00	0.00	300.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,336.00	1,300.00	1,336.00	0.00	(36.00)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	4,800.00	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	295.00	3,400.00	1,566.50	0.00	1,833.50	46
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	259.60	1,800.00	755.50	0.00	1,044.50	42
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		6,690.60	12,500.00	22,507.39	0.00	(10,007.39)	180
TOTAL MISCELLANEOUS REVENUE		6,690.60	12,500.00	22,507.39	0.00	(10,007.39)	180
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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TOTAL REVENUES:		11,568.38	812,681.00	37,144.90	0.00	775,536.10	5

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	31,648.13	412,058.00	81,000.36	0.00	331,057.64	20
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	184.85	0.00	184.85	0.00	(184.85)	100
211-00-75-10-1030	SALARY-PARTTIME	1,713.26	22,626.00	4,313.07	0.00	18,312.93	19
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	296.24	3,200.00	2,222.00	145.84	832.16	74
211-00-75-10-1210	PERA	2,516.00	32,601.00	6,414.72	0.00	26,186.28	20
211-00-75-10-1220	FICA	1,961.87	26,950.00	5,007.73	0.00	21,942.27	19
211-00-75-10-1250	MEDICARE	458.82	6,303.00	1,171.17	0.00	5,131.83	19
211-00-75-10-1310	HEALTH INSURANCE	5,058.06	77,975.00	33,174.18	0.00	44,800.82	43
211-00-75-10-1330	LIFE INSURANCE	21.63	221.00	64.89	0.00	156.11	29
211-00-75-10-1335	DENTAL INSURANCE	147.91	2,027.00	443.73	0.00	1,583.27	22
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	4.33	0.00	(4.33)	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	514.11	0.00	2,185.89	19
TOTAL PERSONNEL		44,178.62	586,661.00	134,515.14	145.84	452,000.02	23

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	35.95	7,000.00	2,251.54	15.49	4,732.97	32
211-00-75-20-2020	COPY SUPPLIES	349.64	1,000.00	419.62	159.67	420.71	58
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	54.07	0.00	545.93	9
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	34.99	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 3 PERIODS ENDING MARCH 31, 2016

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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	132.10	2,000.00	132.10	0.00	1,867.90	7
211-00-75-20-2110	BOOKS	7,590.46	42,000.00	11,982.21	669.48	29,348.31	30
211-00-75-20-2120	AUDIO/VISUAL	489.12	9,000.00	3,904.61	4,670.00	425.39	95
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	665.08	0.00	334.92	67
211-00-75-20-2140	PERIODICALS	84.95	7,000.00	521.77	84.95	6,393.28	9
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	189.57	2,500.00	701.93	0.00	1,798.07	28
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		8,906.78	87,750.00	21,171.50	5,599.59	60,978.91	31
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	46.06	520.00	161.21	0.00	358.79	31
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	0.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	165.00	4,000.00	3,024.99	500.00	475.01	88
211-00-75-30-3210	TELEPHONE	440.02	5,500.00	1,321.41	0.00	4,178.59	24
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	378.35	51.94	69.71	86
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	2,368.44	0.00	6,631.56	26
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	4,514.44	0.00	25,485.56	15
211-00-75-30-3840	GARAGE REMOVAL	243.59	2,400.00	727.83	0.00	1,672.17	30
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	880.09	0.00	3,119.91	22
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	237.39	15,000.00	362.78	0.00	14,637.22	2
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	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	199.42	6,000.00	1,081.86	0.00	4,918.14	18
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	201.00	0.00	1,699.00	11
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		3,887.96	123,270.00	24,382.06	551.94	98,336.00	20
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	112.32	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		112.32	0.00	11,254.15	0.00	(11,254.15)	100
TOTAL GENERAL ADMINISTRATION		57,085.68	797,681.00	191,322.85	6,297.37	600,060.78	25
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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EXPENSES							
BLANDIN GRANT							
211-00-95-00-5755	BLINDIN 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:		57,085.68	797,681.00	191,322.85	6,297.37	600,060.78	25
TOTAL FUND REVENUES		11,568.38	812,681.00	37,144.90	0.00	775,536.10	5
TOTAL FUND EXPENSES		57,085.68	797,681.00	191,322.85	6,297.37	600,060.78	25
FUND SURPLUS (DEFICIT)		(45,517.30)	15,000.00	(154,177.95)			
TOTAL ALL FUND REVENUES		11,568.38	812,681.00	37,144.90	0.00	775,536.10	5
TOTAL ALL FUND EXPENSES		57,085.68	797,681.00	191,322.85	6,297.37	600,060.78	25
ALL FUND SURPLUS (DEFICIT)		(45,517.30)	15,000.00	(154,177.95)			

Assistant Director's Report
April 2016

Teens

Teen Advisory Board
March 29, 2016

Desiree R., Paige C., Elizabeth T., Jonas T.
Members discussed anime club. We spent a lot of time chatting about a teen room redo.
Members looked at Demco and Brodart library catalogs for ideas for furniture.

Teen Programs

On Friday, March 25 the library held a solar powered design class. The Creativity Tank provided the artists, materials, and funding through Children First for the program. Teens got a reusable bag and created a design on it using the sun. There were 3 attendees.

On Monday, April 4 another Children First program was held at the library. This time Bill Carpenter helped teens sand, wood burn and paint mini hunting boomerangs. These boomerangs don't actually fly and come back; they are one way only. Bill does a great job. He has been doing wood carving programs in the area for a long time and the kids respond well to him. I talked to one mom a few days after the program and she said her kids went home and tried to use the boomerangs. There were 11 teens at the program.

The teen room monthly drawing has 6 participants. Kortni H. won.

Peeps Diorama Contest

There were 3 entries this year, all in the Young Adult category. Dylan Owens was the People's Choice and judges winner. He made a sweet Vikings ship out of popsicle sticks. Library staff judged the dioramas. There were 35 patrons who voted for the People's Choice.

Lobby Display Case

This year's Rapids Reads book is "West of the Moon" by Margi Preus. Summary: In nineteenth-century Norway, fourteen-year-old Astri, whose aunt has sold her to a mean goatherder, dreams of joining her father in America. Some members of the Sons of Norway loaned the library memorabilia to put in the display case. Arlo Gunderson loaned beautiful sweaters and a replica of a church in Norway.

Table Display

There is a table close to the front door where we put displays of different books. Our display currently is true crime. This genre of book is very popular. People especially love Ann Rule.

Staff

Darla and Tracy are attending Spotlight on Books. Darla gets to introduce Anton Treuer and Tracy is doing a lightning round about the redesigned children's area.

CIRCULATION	THIS MONTH	YTD	YTD 2015	Express Check outs	% of total c/o	March
Check-outs	12,398	35,839	36,990	2,934	23.67%	
Total Circulation	14,313	40,890	41,819			
Returns	14,023	39,832	40,247			
New cards	107	286	239			
TECHNICAL PROCESSES				Door count		
Books cataloged and processed	628	1,498	1,730	11643		
Withdrawn copies	365	2,657	1,241			
REFERENCE						
tests proctored	825	2,594	2,178			
computer help over 5 minutes	11	19	39			
Passports	45	148	103			
	110	397				
INTERNET						
Pharos sessions ***	1,265	796	4,015	2,482	3,509	2,134
Non-Pharos sessions						
VOLUNTEERS						
		HOURS		YTD HOURS	2015 YTD SESSIONS	2015 YTD HOURS
		185.00		390.00		
MEETING ROOM						
COMMUNITY ROOM/GSR	28					
		HOURS		YTD HOURS		
		122				
PROGRAMS & TOURS						
		PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2015 programs	YTD 2015 people
BOOK TIME	6	116	20	390	22	372
SATURDAY STORY TIME	6	190	24	572	24	638
CLASS VISITS	8	276	16	573	10	125
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	1	39	2	76	7	205
TEEN PROGRAMS	6	85	11	116	11	97
Total Youth Programs						
Total Adult Programs	4	74	16	510	11	247
BOOKINGS & ARRANGEMENTS						
		HRS THIS MONTH	YTD 2015			
TOTALS	6	19	25.5			

Children's Library Summary March 2016

March has been another busy month in the Children's Library. There have been occasional days when things were pretty quiet, but most days, "the joint is jumpin!"

We had a variety of visitors to the library this month. On March 3, an Invest Early class of 15 visited us. The 105 Murphy third graders came for their monthly visit on March 8. On March 26, Mrs. Mike-Johnson's fourth graders from Southwest walked over to do some research and spend some time working on reports about the Presidents, as well as checking out some "fun" books. Mrs. Roy-Dahline's fourth grade class, also from Southwest, followed the next day. And, on March 31, nineteen children and adults from Hill City Headstart came for a visit.

On Monday, March 21, Murphy Elementary hosted their FRED (Fathers Reading Every Day) Event at the library. After completing a father/daughter scavenger hunt around the library – and learning where lots of things were located – they retired to the community room for snacks, and stories read by Principal Sean Martinson.

On Tuesday, March 22, the library hosted "The Imaginarium Myth Adventure," presented by three very energetic and talented young people from the Duluth Playhouse. This was their third visit to our library, each time with a different story. They are always entertaining – and educational, but don't tell anyone. Thirty-nine children and adults attended this Legacy event.

Congrats to the first grade teachers from Murphy. They have already scheduled their end-of-the-school-year visit to the library! Way to be ahead of the game!

Looking ahead:

- Tuesday, April 12 @ 4:30 ~ Kindergarten Round-up at the IRA Civic Center. The library will have a table, manned by Darla.
- Saturday, April 23, 12:30 – 2:00 ~ the artists of the Creativity Tank will be here to show us how to upcycle "trash" into some great works of art. All ages are welcome. Age 6 and under must be accompanied by an adult. This is a come-and-go Children First! Event.
- Wednesday, April 27 @ 6:00 pm ~ The second annual traveling trunk show, sponsored by Once Upon a Reader, the statewide one-book program, will arrive. Minnesota author/illustrator, Derek Anderson, will present the hilarious "Ten Pigs: An Epic Bath Adventure." This program is geared toward preschool through lower elementary. It's very interactive and great fun!
- Saturday, April 30 ~ Children's Fair at the IRA Civic Center. The library will again have a booth, staffed by Tracy Kampa and company.

Board member *Dennis Jerome*
introduced the following resolution and moved for
its adoption:

introduced the following resolution and moved for
its adoption:

RESOLUTION NO. 2016-04²
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

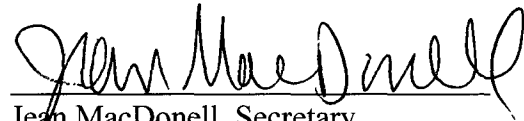
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

\$4800 Grand Rapids Library Foundation for January Saturday Story Time (800) and Solar Project (4000)

Adopted this 13th day of April 2016


Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Deborah Kee* seconded the foregoing resolution and the following voted in favor thereof:
Lisa Tabbert, Dennis Jerome, Deborah Kee, Susan Ziege, Max Peters

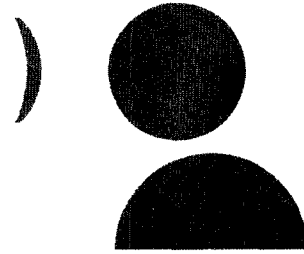
And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

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Invoice Statement

Bill to: Grand Rapids Area Library
Attn: Marcia Anderson, Director of Library Services
140 NE Second Street
Grand Rapids, MN 55744

Payable to: Islamic Resource Group
3055 Old Hwy. 8, Suite 101-G
St. Anthony, MN 55418
Tax ID: 41-2017184

Date of Services: February 3, 2016

Tracks in the Snow: The MN Muslim Experience Exhibit
Exhibit Speakers Fees and Expenses \$400

Amount Due: \$400

FOR OFFICE USE ONLY:

Signature: _____

Date: _____

Budget: _____