

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 9, 2016 5:00 P.M.

DRAFT

5:30

5:00 Call to order

5:01 Roll call: *absent Benolken, Ziege, Peters, not Randy*

5:02 Public Comment (if anyone wishes to address the Board)

5:05 A. Approval of agenda (Packet Item A) *MA, Lisa aye*

5:10 B. Minutes. (Packet Item B) *Jean, Deb aye*

January

February

February special

5:12 C. Communications

MN Foundation annual report

MN Foundation January report

5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required

Approve Financial reports and payment of bills as listed *DT, MH*

5:20 E. Staff Reports (Packet Items E_)

5:25 F. Old Business:

roll call, approved

5:30 G. New Business:

Deb, DT 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 Viking Electric \$132.10

b Unique Management Services \$187.95

2. Approve Contracts and payment to presenters

a. Anton Treuer April 12, \$400

3. ~~Approve Resolution 2015- Accepting Donations~~

Regular agenda

1. Grant Leave of Absence of 4 months to Shannon Benolken

2. Approve Annual Report 2015 to MN Dept of Education and authorize President to sign

3. Authorize \$1000 of Crossover Reimbursement from ALS be designated for the purchase of downloadable magazines, and \$1763, the entire best seller reimbursement, be designated for the purchase of ebooks and audiobooks.

Deb, Jean aye

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 February 17, 2015

Call to Order: The monthly board meeting was not called to order. There was not a quorum and a special meeting of the board will be called as soon as possible.

Roll Call:

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

Public Comment:

Organizational Matters: Introduce new board members Lisa Tabbert and Deborah Kee

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."

Communications: none to report

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before February 17, 2015**

The financial report was not approved at this time but will be approved at a special meeting of the board.

Staff Reports:

- ***Director's Report:*** Estate still in limbo.
- ***Assistant Director's Report:***

Old Business:

New Business:

1. Consent Agenda:

- 1. Approve payment of late bills**
- 2. Approve Contracts and Payments to Presenters**
- 3. Approve Resolution 2016 - Accepting Donations**

2. Regular Agenda:

- 1. Authorize signature on partnership agreement with Kootasca.**

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

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Grand Rapids Area Library Special Board Meeting February 24, 2015

Call to Order: The monthly board meeting was called to order at 5:03 PM by Dennis Jerome.

Roll Call:

- **Members Present:** Mary Helen Haarklau, Dennis Jerome, Deborah Kee, Randy McCarty, Susan Ziege, and Jean MacDonell
- **Members Absent:** Max Peters, Shannon Benolken, and Lisa Tabbert
- **Staff Present:** Amy Dettmer

Public Comment:

Agenda:

Minutes:

Communications:

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before February 17, 2015**

AMAZON.COM	64.19
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	118.88
BAKER & TAYLOR, INC	2,151.29
BLACKSTONE AUDIO, INC	47.99
BOUNDARY WATERS JOURNAL	23.00
BUSY BEES QUALITY CLEANING	1,700.00
COLE HARDWARE INC	41.43
CUB FOODS STORE# 9036	32.22
EBSCO SUBSCRIPTION SERVICE	413.82
BONNIE HENRIKSEN	21.87
JUNIOR LIBRARY GUILD	21.00
NORTHERN BUSINESS PRODUCTS INC	632.72
PERSONNEL DYNAMICS LLC	723.95
PIZZA WORKS	9.99
RECORDED BOOKS	1,492.25
SIM SUPPLY INC	341.43
TRU NORTH ELECTRIC LLC	125.39
UNIQUE MANAGMENT SERVICES	161.10
BLUE CROSS & BLUE SHIELD OF MN	6,009.00
CANON USA INC	67.00
DELTA DENTAL OF MINNESOTA	203.75
FIDELITY SECURITY LIFE INS CO	6.26
GRAND RAPIDS CITY PAYROLL	56,611.42
GRAND RAPIDS STATE BANK	18,000.00
MINNESOTA ENERGY RESOURCES	255.16
MINNESOTA REVENUE	41.28
NEXTERA COMMUNICATIONS LLC	81.97
PAUL BUNYAN COMMUNICATIONS	245.48
P.U.C.	2,179.05
VERIZON WIRELESS	225.33
VISA	312.83
WASTE MANAGEMENT	242.82
TAMMY SCHOTZKO	50.00
TOTAL ALL VENDORS:	92,699.93

Randy McCarty moved to approve the financial report and payment of bills as listed. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

Staff Reports:

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

Old Business:

New Business:

- ***Consent Agenda:***
 - 1. Approve payment of late bills**
 - 2. Approve Contracts and Payments to Presenters**
 - 3. Approve Resolution 2016 - Accepting Donations**
- ***Regular Agenda:***
 - 1. Approve Kootasca Community Action Collaborative Agreement**

Randy McCarty moved to approve the Kootasca Community Action Collaborative Agreement. A second was made by Jean MacDonell. The motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:07 PM by Dennis Jerome.

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



Fund Statement(s)

January 1, 2015 - December 31, 2015

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, 2015 - December 31, 2015

Prepared on: 2/9/2016

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2015	\$	33,240
Investment Activity		
Interest & Dividends		438
Investment Gain/(Loss)		(455)
Disbursements		
Administrative Fees		(272)
Grants Paid		(1,284)
Investment Expenses		(126)
Ending Balance on December 31, 2015	\$	31,542
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2015	\$	31,542

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	31,542	100.0%	-0.5%	-0.5%	7.6%	7.2%
	<u>\$ 31,542</u>	<u>100.0%</u>				

Minnesota Community Foundation



Executed on 2/9/2016

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2015 - December 31, 2015

There were no contributions during this statement period.



Grants Paid (Returned)		
Paid Date	Organization	Amount
02/25/2015	Grand Rapids Public Library	\$ 1,284
		\$ 1,284

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.

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

January 1, 2015 - December 31, 2015

Available to Grant Activity

Amount Available to Grant Carried Forward From 2015	-
Available to Grant for 2016	1,336
Grants (Paid)/Returned	_____
Amount Available to Grant for 2016	1,336
Grants Scheduled to be paid January 1, 2016 - December 31, 2016	-
Uncommitted Amount Available to Grant for 2016	1,336

Future Year Grant Commitments



FundholderNews

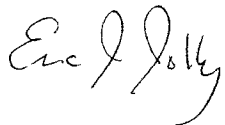
Happy New Year!

As we enter a new year, I want to offer my gratitude for your leadership as a community builder. By entrusting your charitable dollars to our organization, that's exactly what you are doing – building the resources our community needs today and ensuring they will be there tomorrow.

Enclosed, you will find your fund statement for the past year. As you celebrate all you have accomplished for our community, know that we are eager to work with you on your charitable vision for the coming year. Because we actively engage with the community on many levels, we can connect you with the best opportunities to enhance the quality of life in Minnesota.

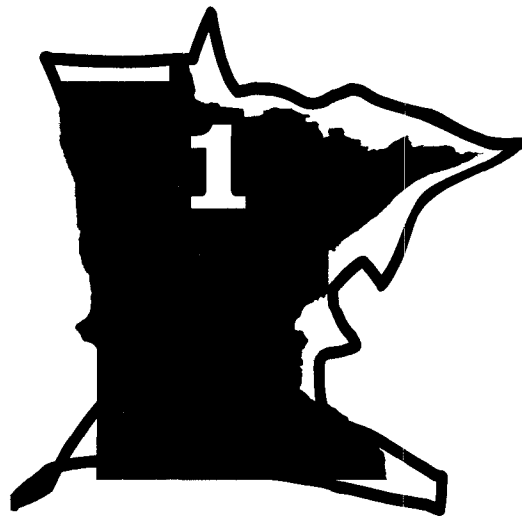
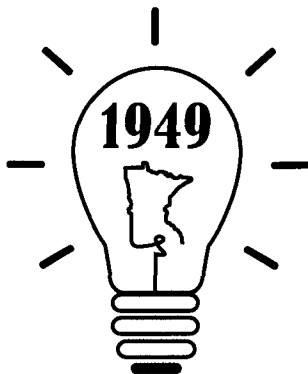
To that end, I'd like to share some historical highlights from Minnesota Community Foundation, which celebrates its 67th anniversary this month. Like you, the Foundation inspires philanthropy and builds community by addressing both local and statewide issues facing Minnesota.

Thank you for being a visionary for our community,

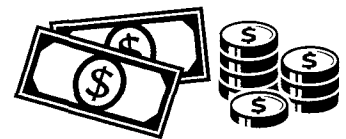


Eric J. Jolly, Ph.D.
President and CEO

1949 – the year
Minnesota Community
Foundation was
established



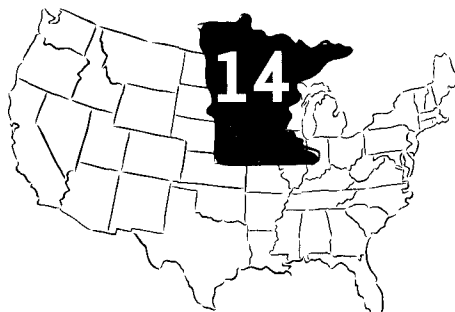
**\$140
MILLION**



The amount raised, since 2009, through **GiveMN**, a Minnesota Community Foundation initiative to spark digital philanthropy

**\$252
million**

Total assets held by
Minnesota Community
Foundation as of 2015



The combined ranking of
Minnesota Community Foundation
and The Saint Paul Foundation
among the top 100 community
foundations in the United States

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 29, 2016
With Comparative Totals for February 28, 2015

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	314,098	314,098	314,098	
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	460,629	460,629	
Revenues:				
Taxes	-	-	647,999	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	873	7,724	11,182	69%
Fines & Forfeits	2,097	1,764	14,000	13%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	13,599	-	0%
Miscellaneous	2,078	1,307	12,500	10%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	5,048	24,395	812,681	3%
Expenditures:				
Personnel	78,976	89,575	586,661	15%
Supplies/Materials	14,355	10,951	87,750	12%
Other Services/Charges	18,719	15,811	123,270	13%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	112,051	116,337	797,681	15%
OPERATING SURPLUS (DEFICIT)	(107,003)	(91,942)	15,000	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	5,546	-	0%
Fund Balance 2/29/XX				
Cash Flow	207,095	216,610	329,098	
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 2/29/XX	\$ 353,626	\$ 363,141	\$ 475,629	

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.

Accumulated Energy Rebates

\$2,943

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **FEBRUARY 29, 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%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,600	310	19%
211-00-34-00-7975	INTERNET	3,000	563	19%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	40	13%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	6,750	0%
211-00-34-00-7990	FAX MACHINE USE	-	62	0%
211-00-35-00-1030	LIBRARY FINES	14,000	1,764	13%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	13,599	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	366	11%
211-00-37-00-2450	MISCELLANEOUS	1,800	491	27%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
		812,681	24,395	3%
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	49,352	12%
211-00-75-10-1030	SALARY-PARTTIME	22,626	2,600	11%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	1,507	47%
211-00-75-10-1210	PERA	32,601	3,899	12%
211-00-75-10-1220	FICA	26,950	3,046	11%
211-00-75-10-1250	MEDICARE	6,303	712	11%
211-00-75-10-1310	HEALTH INSURANCE	77,975	28,116	36%
211-00-75-10-1330	LIFE INSURANCE	221	43	20%
211-00-75-10-1335	DENTAL INSURANCE	2,027	296	15%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,187	31%
211-00-75-20-2020	COPY SUPPLIES	1,000	70	7%
211-00-75-20-2030	PRINTING/BINDING	600	54	9%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	453	15%
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	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	42,000	3,157	8%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,415	38%
211-00-75-20-2130	NEWSPAPERS	1,000	665	67%
211-00-75-20-2140	PERIODICALS	7,000	437	6%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	512	20%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 29, 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	92	18%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,860	71%
211-00-75-30-3210	TELEPHONE	5,500	769	14%
211-00-75-30-3220	POSTAGE/FREIGHT	500	222	44%
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	161	7%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	30,000	2,200	7%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	484	20%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	574	14%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	1,720	29%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	125	1%
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	882	15%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	134	7%
211-00-75-30-4300	MISCELLANEOUS	50	(2)	-5%
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	-	5,546	0%
	TOTAL EXPENDITURES	797,681	121,883	15%
	SURPLUS REVENUES/(EXPENDITURES)	15,000	(97,488)	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2016

DATE: 03/02/2016
 TIME: 11:22:02
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/09/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118660	ARROWHEAD LIBRARY SYSTEM	335.94
0201428	BAKER & TAYLOR, INC	665.95
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0405500	DEMCO	1,895.44
0421455	DULUTH NEWS TRIBUNE	298.48
0609525	FINDAWAY WORLD LLC	305.85
0701460	GALE/CENGAGE LEARING	4,708.00
0701650	GARTNER REFRIGERATION CO	5,546.06
0914800	INVEST EARLY PROJECT	800.00
1021515	JUNIOR LIBRARY GUILD	63.00
1415377	NORTHERN BUSINESS PRODUCTS INC	99.18
1524250	OXFORD UNIVERSITY PRESS USA	15.90
1605665	PERSONNEL DYNAMICS LLC	1,074.89
1909510	SIM SUPPLY INC	119.17
2008551	THOMSON REUTERS - WEST	189.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 17,862.92
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0405447	DELTA DENTAL OF MINNESOTA	203.75
0718015	GRAND RAPIDS CITY PAYROLL	19,157.56
1209516	LINCOLN NATIONAL LIFE	-65.20
1309199	MINNESOTA ENERGY RESOURCES	573.57
1405850	NEXTERA COMMUNICATIONS LLC	82.84
1621130	P.U.C.	2,199.51
2114750	UNUM LIFE INSURANCE CO OF AMER	36.90
2301700	WASTE MANAGEMENT	241.42
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF		\$ 28,439.35
TOTAL ALL DEPARTMENTS		46,302.27

DATE: 03/03/2016
 TIME: 15:46:22
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FISCAL YEAR BUDGET		FISCAL YEAR-TO-DATE ACTUAL		OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
		FEBRUARY ACTUAL	FEBRUARY BUDGET	ACTUAL	ACTUAL			
REVENUES								
TAXES								
211-00-31-00-0100	CURRENT	0.00	647,999.00	0.00	0.00	0.00	647,999.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	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	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	647,999.00	0.00	0.00	0.00	647,999.00	0
TOTAL TAXES		0.00	647,999.00	0.00	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	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	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	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	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	0.00	127,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	127,000.00	0.00	0.00	0.00	127,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	0.00	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	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	170.25	1,600.00	309.68	0.00	0.00	1,290.32	19
211-00-34-00-7975	INTERNET	328.03	3,000.00	562.94	0.00	0.00	2,437.06	19
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	300.00	40.00	0.00	0.00	260.00	13
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,875.00	0.00	6,750.00	0.00	0.00	(6,750.00)	100
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	15.91	0.00	61.76	0.00	0.00	(61.76)	100
TOTAL		3,389.19	11,182.00	7,724.38	0.00	0.00	3,457.62	69
TOTAL CHARGES FOR SERVICES		3,389.19	11,182.00	7,724.38	0.00	0.00	3,457.62	69

DATE: 03/03/2016
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2016

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	969.07		14,000.00		1,763.77		0.00	12,236.23	13
TOTAL		969.07		14,000.00		1,763.77		0.00	12,236.23	13
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	0.00		0.00		0.00		0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00		0.00		13,599.39		0.00	(13,599.39)	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	191.25		3,400.00		366.25		0.00	3,033.75	11
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	342.20		1,800.00		491.23		0.00	1,308.77	27
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		533.45		12,500.00		14,906.87		0.00	(2,406.87)	119
TOTAL MISCELLANEOUS REVENUE										
		533.45		12,500.00		14,906.87		0.00	(2,406.87)	119
OTHER SOURCES										
211-00-39-00-4620	INSURANCE RECOVERY	0.00		0.00		0.00		0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00		0.00		0.00		0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00		0.00		0.00		0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00		0.00		0.00		0.00	0.00	0
TOTAL		0.00		0.00		0.00		0.00	0.00	0
TOTAL OTHER SOURCES										
		0.00		0.00		0.00		0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2016

PAGE: 3
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL./ EXP.
TOTAL REVENUES:		4,891.71	812,681.00	24,395.02	0.00	788,285.98	3

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	31,545.69	412,058.00	49,352.23	0.00	362,705.77	12
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,696.95	22,626.00	2,599.81	0.00	20,026.19	11
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	1,074.89	3,200.00	1,507.16	829.47	863.37	73
211-00-75-10-1210	PERA	2,495.48	32,601.00	3,898.72	0.00	28,702.28	12
211-00-75-10-1220	FICA	1,944.88	26,950.00	3,045.86	0.00	23,904.14	11
211-00-75-10-1250	MEDICARE	454.86	6,303.00	712.35	0.00	5,590.65	11
211-00-75-10-1310	HEALTH INSURANCE	5,058.06	77,975.00	28,116.12	0.00	49,858.88	36
211-00-75-10-1330	LIFE INSURANCE	(84.87)	221.00	43.26	18.45	159.29	28
211-00-75-10-1335	DENTAL INSURANCE	147.91	2,027.00	295.82	203.75	1,527.43	25
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	3.85	0.00	(3.85)	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	0.00	2,700.00	0.00	0.00	2,700.00	0
TOTAL PERSONNEL		44,334.33	586,661.00	89,575.18	1,051.67	496,034.15	15

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	1,959.63	7,000.00	2,186.94	1,895.44	2,917.62	58
211-00-75-20-2020	COPY SUPPLIES	34.99	1,000.00	69.98	0.00	930.02	7
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	0.00	3,000.00	453.18	0.00	2,546.82	15
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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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 29, 2016

PAGE: 4
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	0.00	0.00	350.00	0
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	1,298.83	42,000.00	3,156.95	933.85	37,909.20	10
211-00-75-20-2120	AUDIO/VISUAL	305.85	9,000.00	3,415.49	305.85	5,278.66	41
211-00-75-20-2130	NEWSPAPERS	298.48	1,000.00	665.08	298.48	36.44	96
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	436.82	0.00	6,563.18	6
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	235.64	2,500.00	512.36	119.17	1,868.47	25
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		4,133.42	87,750.00	10,950.87	3,552.79	73,246.34	17
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	92.12	23.03	404.85	22
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	0.00	17,000.00	17
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	4,000.00	2,859.99	0.00	340.01	91
211-00-75-30-3210	TELEPHONE	328.32	5,500.00	768.58	0.00	4,731.42	14
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	222.15	0.00	277.85	44
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	161.10	0.00	2,038.90	7
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	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	2,199.51	0.00	27,800.49	7
211-00-75-30-3840	GARBAGE REMOVAL	241.42	2,400.00	484.24	0.00	1,915.76	20
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	573.57	0.00	3,426.43	14
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	0.00	15,000.00	125.39	0.00	14,874.61	1
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
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 FOR 2 PERIODS ENDING FEBRUARY 29, 2016

PAGE: 6
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP. %
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:		56,394.18	797,681.00	121,883.38	14,904.99	660,892.63	17
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		4,891.71	812,681.00	24,395.02	0.00	788,285.98	3
FUND SURPLUS (DEFICIT)		56,394.18	797,681.00	121,883.38	14,904.99	660,892.63	17
TOTAL ALL FUND REVENUES							
TOTAL ALL FUND EXPENSES		4,891.71	812,681.00	24,395.02	0.00	788,285.98	3
ALL FUND SURPLUS (DEFICIT)		56,394.18	797,681.00	121,883.38	14,904.99	660,892.63	17
		(51,502.47)	15,000.00	(97,488.36)			

Directors Report: March 9 , 2016

Agenda Items

Financial Report

The unbudgeted revenue is from passports. Revenue from the Library Foundation is for the solar project. We have not paid Energy Plus, the installer, yet.

Regular Agenda

Annual Report

Libraries are required to file a report annually with the Minnesota Department of Education. The data is forwarded to the Institute for Museum and Library Services for use in a national database of Library information. The report contains information on collections, visits and circulation, and funding. The report in your packet is substantially complete, but has yet to be reviewed by ALS staff. If there are changes I will resend the electronic version to you so you have a copy for your Board files.

Allocation of Funds from ALS designated to purchase downloadable materials.

Libraries receive 2 direct payments from ALS each year:

Crossover reimbursements, which are intended to be reimbursements for library use by residents of rural areas. Our annual reimbursement is 6282.

Best seller Fund, which is intended to support the purchase of popular titles that are in high demand. \$1763 ALS budgets a certain amount each year, roughly 100,000 for the purchase of downloadable ebooks, audiobooks and magazines. These are available throughout the region. For the past few years we have opted to designate the Best Seller dollars to be used for purchase of additional downloadable audio and ebooks, and \$1000 of the Crossover reimbursement funds to be used for downloadable magazines. Last year our patrons downloaded over 18,000 titles, which is second only to Duluth patrons. Designating funds for purchase of additional titles provides more options for our patrons.

Updates:

Videoconferencing equipment from IASC

The installation company that handles IASC equipment came on Feb 3rd and 4th to install the unit. It is up and running, but there are issues with the sound when on a call, so they are doing more troubleshooting with IASC. I will be attending a meeting on March 15 with users of these units within IASC to talk about using them.

Passports

We accepted 114 applications during February, fewer than January. I am hoping that means the winter peak season for passports is tapering off, as regular library patron visits begin to increase.

Solar Mounts

The solar panels are now connected, tracking the sun and producing energy. 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,

The celebration of Solar Energy on Feb 18 from 4-6, an open house/energy fair where people can visit with installers, vendors and people who have existing installations, was deemed a success by the organizers. About 50 people attended, and it created a lot of positive energy around solar installations.

Eholt Bequest

There is a meeting scheduled on April 8 with the Eholt family and the attorney for the estate to talk about final details before the estate is distributed, and to talk about recognition. One issue to be discussed is the disposition of a pickup truck, which would up remaining in the estate.

Assistant Director Report

March 2016

Teens

Teen Advisory Board

February 23, 2016

Members present: Emi S., Desiree R., Paige C.

I showed members statistics from different sources. We went over checkout stats from the Overdrive audiobook and ebooks. We also looked at Overdrive periodical checkouts. The last stats we viewed were the EBSCO and Gale databases.

Members visited www.teenreads.com for inspiration for a question for the kiosk. The question they came up with is what movie would you like to turn into a book?

Teen Winter Reading finished on February 13. Twenty-two teens read 700 pages and twenty-two read 1500 pages. One teacher at St. Joseph's had some of her kids participate.

Teen Anime Club in February had 11 attendees. We watched Assassination Classroom which was super funny! During Anime Club I always have a prize drawing. Teens can put their name in the drawing. This time there were 2 drawings for \$5.00 Target gift cards.

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

Operations

I put a new display in the lobby case. Periodically patrons donate puzzles and we always have one going on the table next to the reference desk. The case advertises this community puzzle.

The Friends of the Library Board met this week. They are gearing up for the quilt wall hanging fundraiser. The quilt will debut at the Anton Treuer program in April. Raffle tickets will be sold for \$5.00 throughout the summer. Friends members will show it during First Fridays in May and June. In September one lucky raffle ticket buyer will win the quilt.

The Peeps Diorama Contest will be held again this year. Entries are due March 21.

Will is continuing to weed the nonfiction collection.

Staff

Tracy will attend the Anishinaabe Worldview training at the end of March. The training is 3 full days and 1 half day. It covers a multitude of topics relating to the Ojibwe. I will attend the training in May.

Get Fit Itasca was promoting International Winter Bike to Work Day on February 12 (which, by the way, was super cold!). Will and I rode our bikes to work that day. The library had the most employees participate per total number of employees. Our first place prize from Get Fit Itasca was Bixby's lunch for all the staff! The city is promoting our win on its website www.cityofgrandrapidsmn.com.

Express Check outs % of total c/o February
 2,639 22.28%

	THIS MONTH	YTD	YTD 2015
CIRCULATION			
Check-outs	11,846	23,441	23,974
Total Circulation	13,555	26,577	27,007
Returns	13,540	25,809	25,411
New cards	88	179	170

	THIS MONTH	YTD	YTD 2015
TECHNICAL PROCESSES			
Books cataloged and processed	352	870	1,023
Withdrawn copies	1,033	2,292	905

Door count 10485

	THIS MONTH	YTD	YTD 2015	YTD 2015	YTD 2015	YTD 2015	YTD 2015
REFERENCE							
tests proctored	838	1,769	1,418				
computer help over 5 minutes	4	8	7				
Passports	52	103	60				
INTERNET							
Pharos sessions ***	1,165	810	2,750	1,686	2,271	1,430	

	PEOPLE	HOURS	YTD HOURS
Non-Pharos sessions			
VOLUNTEERS	28	185.00	390.00

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	40	80

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2015 programs	YTD 2015 people
PROGRAMS & TOURS						
BOOK TIME	8	165	14	274	12	195
SATURDAY STORY TIME	8	220	18	382	16	414
CLASS VISITS	4	154	8	297	7	84
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	0	0	1	37	5	151
TEEN PROGRAMS	4	42	6	53		
Total Youth Programs						
Total Adult Programs	7	285	12	436	6	73

	HRS THIS MONTH	HRS YTD	YTD 2015
BOOKINGS & ARRANGEMENTS			
TOTALS	6	13	16

Children's Library Summary
February 2016

February has been a quiet month in the Children's Library with regard to special programming, but it has been a very busy place in terms of use! The new iPads continue to be a big attraction; I'm sometimes concerned by how frantic children are to get a turn on them. Since we only have four, and we don't limit the time, there are sometimes several children circling like buzzards waiting for the next available chair!

February 4, eleven students and three adults from Sugar Point Headstart came for a visit. These are all young preschoolers, who don't have a lot of opportunities for interaction outside their own small community, so it is a great time for them to learn some of the basics of behavior and listening skills. And, of course, they wrap up their visit to GR with lunch at the McDonald's play place!

On February 9, the 100 third graders from Murphy Elementary were here to meet with Tracy again and learn more about finding what you're looking for! We so appreciate Murphy's dedication to getting these students here each month.

Mrs. Roy-Dahline's fourth graders from Southwest Elementary walked to the library on February 18. They are working on finding nonfiction resources.

Our winter reading program, "Reading is SNOW Much Fun," has ended. We had 413 boys and girls sign up. And, so far, 197 have exchanged their completed reading log for a new book. Although the program has officially ended, we allow some leeway in the return time, hoping to encourage as many readers as possible to participate.

Looking ahead:

- March 21: Murphy FRED event at the library
- March 22 @ 3:30 pm: Imaginarium Myth Adventure from the Duluth Playhouse, a Legacy Fund event
- March 24 @ 6:00 pm: The Spirit Sings, with OboeBass!, a Legacy Fund event
- Saturday, April 23 @ 12:30 – 2:00 pm: Earth Day crafts from recyclables with the Creativity Tank artists. This is a Children First! event.

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

VIKING ELECTRIC SUPPLY INC
PO BOX 856832
MINNEAPOLIS MN 55485-6832

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

=====

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

=====

P.O. NUMBER: 16000630
P.O. DATE: 03/02/2016
P.O. AMT: \$132.10
VENDOR NUMBER: 2209421
REQ. NUMBER:

ATTENTION:
M.ANDERSON INV#1205582-L

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
26W QUAD TUBE	211-00-75-20-2100	8.00000	9.3200	74.56
120V 39W MED BASE FLOOD	211-00-75-20-2100	7.00000	8.2200	57.54
				=====
				\$132.10

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
BY: MICHELE PALKKI

APPROVED
BY:

Mary Anderson

DATE: 3/02/16

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 #

3/1/2016

421534

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
4	02-02 Placements	8.95	35.80
6	02-09 Placements	8.95	53.70
7	02-17 Placements	8.95	62.65
8	02-23 Placements	8.95	71.60
4	Credit for accts closed by client prior to beginning the collection process	-8.95	-35.80
	Total cumulative recovery of \$35,216.20, yielding an ROI of 3.98 to 1.		

Thank you for your business.

TOTAL

\$187.95

UNIQUE MANAGEMENT SERVICES, INC.

DATE: 02/29/2016 8:57 PM WB

ACCOUNT STATUS REPORT

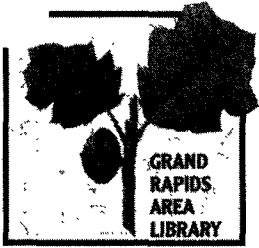
PAGE: 660

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 02/29/2016

ALL AMOUNTS LISTED

Accounts Submitted	:	1,131	Dollars Submitted	:	96,699.11	Dollars Received	:	8,439.01
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	17,611.46
Incorrect Addresses	:	247	Dollars in Skips	:	19,080.56	Dollars Waived	:	9,167.98
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00	Total Activated	:	48,045.28
Accounts in Process	:	884	Dollars in Process	:	72,386.69	% of Dollars Activated	:	66.37%
# of Accounts Activated	:	519						
% of Accounts Activated	:	58.71%						



March 9, 2016

Dr. Anton Treuer
701 Swenson Rd NE
Bemidji, MN 56601

Dear Dr. Treuer:

I am pleased that you will be leading a presentation based on your book, *Warrior Nation* for the Grand Rapids Area Library on Tuesday, April 12 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 filmed by our local public access television station. Is your program suitable for recording 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 \$400 for your evening 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.

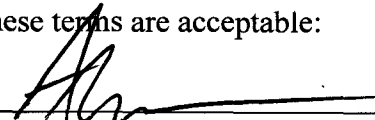
My e-mail is: manderson@ci.grand-rapids.mn.us Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

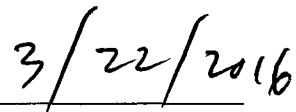
Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

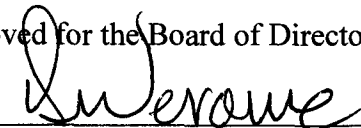


Signature




Date

Approved for the Board of Directors:



Board President



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

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 #

3/1/2016 421534

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
4	02-02 Placements	8.95	35.80
6	02-09 Placements	8.95	53.70
7	02-17 Placements	8.95	62.65
8	02-23 Placements	8.95	71.60
4	Credit for accts closed by client prior to beginning the collection process	-8.95	-35.80
	Total cumulative recovery of \$35,216.20, yielding an ROI of 3.98 to 1.		

Thank you for your business.

TOTAL

\$187.95

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/29/2016 8:57 PM WB

ACCOUNT STATUS REPORT

PAGE: 660

MS. MARCIA ANDERSON
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% of Accounts Activated	:	58.71%						

Marcia Anderson

From: Shannon Benolken <sbenolken@itascadv.org>
Sent: Wednesday, March 02, 2016 8:37 AM
To: Dennis Jerome
Cc: Marcia Anderson
Subject: Leave of Absence

Hi DJ,
I am writing to request a temporary leave of absence from the Grand Rapids Area Library Board of Trustees for the next four months. I feel that with my current workload and Personal life, I am not doing my job as board member. I am confident that things should be back to normal by July. Please let me know if you need anything else from me.
I apologize for any inconvenience.
Shannon



Itasca Economic Development Corporation



Small Business Development Center

Shannon Benolken
Director of Business Development/
SBDC Consultant
12 Northwest Third Street
Grand Rapids, MN 55744

218.326.9411 (Business)
888.890.5627 (Toll Free)
218.360.4444 (Cell)

2015 Minnesota Public Library Annual Report Worksheet

Please complete your report using data/information for January 1 through December 31, 2015, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2015.

^{New} indicates a data element that is new for 2015.

*indicates required data for federal report.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services at 651-582-8640 or joe.manion@state.mn.us to update information in data elements that are .

GENERAL INFORMATION

Data Element	
*G01/G01m) Library Name	Grand Rapids Area Library
*G02/G02m) Regional System/Sequence Number	A1750
G03/G03m) Regional Public Library System	ALS
*G04/G04m) Street Address	140 NE 2nd Street
*G05/G05m) Location is a change from previous year	No
*G06/G06m) City	Grand Rapids
*G07/G07m) ZIP Code	55744
*G08/G08m) Mailing Address	140 NE 2nd Street
*G09/G09m) City	Grand Rapids
*G10/G10m) ZIP Code	55744
*G11/G11m) County	Itasca
*G12/G12m) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14/G14m) Director's Name	Marcia L. Anderson
G15/G15m) Director's Phone	218-326-7643
G16/G16m) Director's Extension	0
G17/G17m) Director's E-mail Address	manderson@ci.grand-rapids.mn.us

REPORT FILER - CONTACT INFORMATION

Question	
G18) Name of Person Who Prepared the Public Library Report	Marcia L. Anderson
G19) Phone	manderson@ci.grand-rapids.mn.us

G20) E-mail

manderson@ci.grand-rapids.mn.us

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code	Member of a Federation or Cooperative
*G22) Legal Basis Code	Municipal Government (city, town or village)
*G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
*G24) IMLS Public Library Definition	Yes
*G25) Geographic Code	Municipal Government (city, town or village) (most nearly)
*G26) Did the legal service area boundary change?	No

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area	21,053	20,929
P02/P02m) Registered Users – Residents	10,129	14,690
P03/P03m) Registered Users – Reciprocal	0	0
*P04/P04m) Total Registered Users – Automatic Tally	10,129	14,690
P05) Last year Registered User Records Were Purged	2015	2012
*P06/P06m) Visits	130,364	132,300
*P07/P07m) Reference Transactions	9,297	9,098
*P08/P08m) Annual Public Internet Computer Sessions	16,616	15,104
P09/P09m) Public Internet Computer Sessions – Universe Other Uses Other computer usage in addition to Internet		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries	9,918	10,347
*P12) ILL Received from Other Libraries	17,279	15,821

CIRCULATION

Question		
*P13/P13m) Children's Circulation	72,250	71,969
P14/P14m) Adult Circulation	101,497	98,721
P15/P15m) Other Physical Media Circulation (No Audience Designation)	169	1,648
P16/P16m) Total Physical Media Circulation	173,916	172,338
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} _{modified}	9,851	8,928
P18/P18m) Downloadable Audio and Video Circulation ^{Definition} _{modified}	9,216	7,232
*P19/P19m) Total Downloadable Circulation	19,067	16,160
*P20) Total Circulation	192,983	188,498

PROGRAMS

Question		
*P21/P21m) Children's Programs	240	248
*P22/P22m) Young Adult Programs	48	46
P23m/P23m) Adult Programs	56	66
*P24/P24m) Total Programs	344	360

*required data for federal report

PROGRAM ATTENDANCE

Question		
*P25/P25m) Children's Program Attendance	7,761	8,136
*P26/P26m) Young Adult Program Attendance	457	508
P27/P27m) Adult Program Attendance	1,198	2,033
*P28/P28m) Total Program Attendance	9,416	10,677

PUBLIC SERVICE HOURS

Question		
H01m) Monday Hours <small>Definition modified</small>		
H02m) Tuesday Hours <small>Definition modified</small>		
H03m) Wednesday Hours <small>Definition modified</small>		
H04m) Thursday Hours <small>Definition modified</small>		
H05m) Friday Hours <small>Definition modified</small>		
H06m) Saturday Hours <small>Definition modified</small>		
H07m) Sunday Hours <small>Definition modified</small>		
H08/08m) Number of Public Service Hours in a Regular Week	52	52
H09/H09m) Number of Public Service Hours in a Seasonal Week	52.0	52.0
H10/H10m) Seasonal Dates		na
*H11m) Number of Weeks Library is Open		
*H12/H12m) Total Public Service Hours per Year	2,596	2,598

FACILITIES

Question	CY	PY
*F01) Central Libraries	1	1
*F02) Branch Libraries	0	0
*F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers	13	13
*F13/F13m) Public Internet Stationary Computers	22	22
F14/F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15/F15m) Total Number of Public Internet Computers/Devices	22	22
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1

*required data for federal report

Question		
F23m) Meeting Room Available for Public Use		
F24/F24m) Non-Library Sponsored Events	487	457

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question		
*S01/S01m) Total ALA/MLS Librarians	3.00	3.00
S02/S02m) Total Other Librarians	1.00	1.00
*S03/S03m) Total Librarians	4.00	4.00
*S04/S04m) Total Other Staff	4.50	4.50
*S05/S05m) Total Paid Employees	8.50	8.50

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$25.32	\$33.72
S08) Assistant Director	\$23.45	\$30.12
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$21.90	\$24.38
S13) Technology Support		
S14) Library Support Staff	\$17.63	\$24.50
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		Yes

LIBRARY COLLECTION

Question		
*C01/C01m) Print Materials (Books and Periodicals)	67,266	69,141
*C02/C02m) Audio Materials, Physical	2,793	2,851
*C03/C03m) Video Materials, Physical	3,583	3,012
C04/C04m) Multi-format Materials	110	96
C05/C05m) Other Physical Materials	70	70
C06/C06m) Total Physical Materials	73,822	75,170

*required data for federal report

Question		
*C07/C07m) Print Serial Subscriptions	178	169
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>	0	101
C10) Total Electronic Serial Subscriptions	0	101
C11) Electronic Books Licensed Locally <small>Definition modified</small>	0	0
C12) Electronic Books Licensed Regionally <small>Definition modified</small>	11,279	9,672
C13) Electronic Books Licensed Statewide <small>Definition modified</small>	15,191	15,191
*C14) Total Electronic Books	26,470	24,863
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>	0	0
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>	9,015	8,108
C17) Total Audio Downloadable Units <small>Definition modified</small>	9,015	8,108
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>	0	0
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>	0	0
*C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally <small>Definition modified</small>	0	deleted 0
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>		
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>	7	5
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	7	5
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>	48	48
*C26) Total Licensed Electronic Collections	55	53

POLICIES/PLANS

Question	CY	PY
D01) Strategic Plan	2014	2014
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2014
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014

OUTREACH SERVICES

Question		
O01) Adult Basic Education	No	No
O02) Adult Literacy Organization	Yes	Yes
O03) Early Childhood Organization	Yes	Yes
O04) Correctional Facility	No	No
O05) Cultural Communities	No	No
O06) Service to Homebound	No	No
O07) School (K12)	Yes	Yes
O08) Senior-Centered Organization	Yes	Yes
O09) Workforce Development	No	No
O10) Youth Development Organization	No	No

*required data for federal report

Question	
O11) Other	N/C

SUMMER READING PROGRAM

Question			
New I01) Summer Reading Programs for Youth			Yes
New I02) Summer Reading Programs for Youth - Age Groups	Yes	Yes	Yes

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question	
New I01) Does this library have a Board of Trustees?	Yes
New I02) Are this library's trustees elected or appointed officials?	Appointed
New I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

LIBRARY FOUNDATION

Question	
I04/I04m) Does This Library Have a Foundation?	Yes
I05/I05m) Foundation Name	Grand Rapids Area Library Foundation

LIBRARY FRIENDS

Question	
I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Grand Rapids Area Library

FINANCIAL DATA

OPERATING REVENUE

Question		
LOCAL GOVERNMENT		
City	CY	PY
R01) City Direct	\$607,679	\$602,491
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$607,679	\$602,491
County		
R04) County Direct	\$128,117	\$127,419
R05) County Indirect	\$0	\$0
R06) County Total	\$128,117	\$127,419
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
*R10) Total Local Government Operating Revenue	\$735,796	\$729,910
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0

*required data for federal report

Question		
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
*R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
*R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,333	\$5,282
R21) Regional System Indirect	\$2,763	\$2,763
R22) Regional System Operating Revenue Total	\$8,096	\$8,045
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$54,608	\$44,655
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$54,608	\$44,655
R29) Total Regional, Multicounty, Multitype and Other Operative Revenue	\$62,704	\$52,700
*R30) Total Operating Revenue	\$798,500	\$782,610

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question	CY	PY
*E01) Salaries & Wages	\$421,701	\$417,601
*E02) Employee Benefits	\$128,912	\$127,003
*E03) Total Personnel Costs	\$550,613	\$544,604

COLLECTION EXPENDITURES

Question		
*E04) Collection Expenditures Print Materials	\$52,816	\$51,494
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$1,763	\$1,763
E06) Collection Expenditures Electronic Collections	\$1,000	\$0
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$1,000
*E08) Collection Expenditures Electronic Materials Expenditures Total	\$2,763	\$2,763
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$8,362	\$6,029
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
*E11) Collection Expenditures Other Materials Expenditures Total	\$8,362	\$6,029
Collection Expenditures Physical Materials Total		\$57,523
*E12) Total Collection Expenditures	\$63,941	\$60,286

*required data for federal report

OTHER

Question		
*E13) Other Operating Expenditures	\$162,466	\$159,133
*E14) Total Operating Expenditures	\$777,020	\$764,023
E15) Expenditures Equal To or Less than Income?	Yes	Yes

CAPITAL REVENUE – DIRECT AND INDIRECT

Question		
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$22,000	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$22,000	\$0
*R40) Total Local Government Capital Revenue	\$22,000	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
*R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
*R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R51) Multicounty, Multitype Direct	\$0	\$0
R52) Multicounty, Multitype Indirect	\$0	\$0
R53) Multicounty, Multitype Capital Revenue Total	\$0	\$0
Other		
R54) Other Capital Direct	\$11,936	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$11,936	\$0
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$11,936	\$0
*R58) Total Capital Revenue	\$33,936	\$0

*required data for federal report

CAPITAL EXPENDITURES

Question		
*EC01) Total Capital Expenditures	\$55,944	\$0

IN-KIND OPERATING CONTRIBUTIONS

Question		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		

IN-KIND EXPENDITURE AREAS

Question		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0

IN-KIND CAPITAL CONTRIBUTIONS

Question		
R63) In-Kind Capital Contributions City	\$2,618	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.