

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library  
February 24, 2016 5:00 P.M.

**DRAFT**

**5:00 Call to order**

**5:01 Roll call: absent**

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

## **Organizational Matters**

Introduce new board members Lisa Tabbert, Deborah Kee

**5:05 A. Approval of agenda (Packet Item A)**

**5:10 B. Minutes. (Packet Item B)**

**5:12 C. Communications**

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

Approve Financial reports and payment of bills as listed

**5:20 E. Staff Reports (Packet Items E\_\_)**

**5:25 F. Old Business:**

**5:30 G. New Business:**

**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

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

## **Regular agenda**

1. Authorize signature on partnership agreement with Kootasca

**6:00 Adjourn**

.

# Grand Rapids Area Library Regular Board Meeting January 13, 2015

**Call to Order:** The monthly board meeting was called to order at 5:08 PM by Shannon Benolken.

## **Roll Call:**

- **Members Present:** Janet Neurauter, Mary Helen Haarklau, Max Peters, Shannon Benolken, and Jean MacDonell
- **Members Absent:** Susan Ziege, Randy McCarty, Dennis Jerome
- **Staff Present:** Director Marcia Anderson

## **Public Comment:**

## **Organizational Matters:**

Elect President, Vice President, Secretary  
Appoint Liaison to Library Foundation, Program Committee (optional)

**President:** Dennis Jerome  
**Vice President:** Shannon Benolken  
**Secretary:** Jean MacDonell

A motion to elect slate of officers was made by Janet Neurauter. A second was made by Mary Helen Haarklau. The motion passed unanimously.

**Liaison to Library Board:** Dennis Jerome  
**Liaison to Program Committee:** Mary Helen Haarklau

A motion to elect liaisons was made by Jean MacDonell. A second was made by Max Peters. The motion passed unanimously.

**Agenda:** Max Peters moved to approve the agenda. A second was made by Jean MacDonell. The motion passed unanimously.

**Minutes:** Janet Neurauter moved to approve the minutes from the December 9, 2015 board meeting. A second was made by Jean MacDonell. The motion passed unanimously.

**Communications:** none to report

**Financial Report:**

**The Grand Rapids Area Library Bill List  
Invoices Due On/Before January 13, 2015**

AMERIPRIDE LINEN & APPAREL	69.09
ANDERSON GLASS	150.00
MARCIA ANDERSON-PETTY CASH	51.94
ARROWHEAD LIBRARY SYSTEM	234.08
BAKER & TAYLOR, INC	1649.91
BLACKSTONE AUDIO, INC	393.97
BLUE CROSS & BLUE SHIELD OF MN	6009.00
BUSY BEES QUALITY CLEANING	3400.00
CANON USA INC	134.00
COLE HARDWARE INC	4.05
CUB FOODS STORE# 9036	20.74
D.C.R. COMMUNICATIONS INC	88.28
DELTA DENTAL OF MINNESOTA	203.75
RON EDMINSTER	358.80
FIDELITY SECURITY LIFE INS CO	12.22
FRAME UP	38.51
FRANTZ GRAPHIC SERVICE	13180.00
GARTNER REFRIGERATION CO	5232.73
CITY OF GRAND RAPIDS	416.13
GRAND RAPIDS CITY PAYROLL	36872.75
GT PUMP TECH LLC	840.00
BONNIE HENRIKSEN	16.69
INVEST EARLY PROJECT	10560.00
ITASCA COUNTY SHERIFFS DEPT	10.00
TRACY KAMPA	71.02
DARLA KIRWIN	138.51
LEARNING OPPORTUNITIES INC	17.70
LINCOLN NATIONAL LIFE	255.10
MEDICO LIFE & HEALTH INS CO	18.45
MINNESOTA ENERGY RESOURCES	50.80
MINNESOTA REVENUE	38.81
NARDINI FIRE EQUIPMENT CO. INC	225.00
NEXTERA COMMUNICATIONS LLC	82.66
NORTH COUNTRY BUSINESS PROD	158.29
NORTHERN BUSINESS PRODUCTS INC	780.54
OXFORD UNIVERSITY PRESS USA	139.88
PAUL BUNYAN COMMUNICATIONS	489.80

PERSONNEL DYNAMICS LLC	655.59
P.U.C.	2311.50
RECORDED BOOKS	1470.00
SIM SUPPLY INC	677.86
STAR TRIBUNE	366.60
TRU NORTH ELECTRIC LLC	223.32
UNIQUE MANAGMENT SERVICES	331.15
VERIZON WIRELESS	112.52
THE VILLAGE BOOK STORE	6.40
WASTE MANAGEMENT	489.89
<b>TOTAL ALL VENDORS:</b>	<b>89058.03</b>

Yearly financials are not yet complete. Material will likely be finalized by the March Board Meeting.

Max Peters moved to approve the financial report and payment of bills as listed. A second was made by Janet Neurauter. On a roll call vote the motion passed unanimously.

### **Staff Reports:**

- ***Director's Report:*** Videoconferencing equipment installation delayed until mid-February. Energy Plus will be here tomorrow morning to install sunflowers. Attorney to Ehalt bequest discussed with Marcia Anderson an interim distribution of majority of estate. A question was posed as to whether the year's money would be available immediately. It should be available next year. Anderson encouraged the board to attend the Tracks in the Snow exhibit and programs.
- ***Assistant Director's Report:***

### **Old Business:**

### **New Business:**

- ***Consent Agenda:***
  - 1. Approve payment of late bills - none**
  - 2. Approve Contracts and Payment to Presenters - none**
  - 3. Approve Resolution 2016-1 Accepting Donations**
    - a. \$250 Nick & Nancy Eltgroth Fund          undesignated

- b. \$100 Roger & Carol Morrill          undesignated
- c. \$100 James & Louise Fideldy        magazines

Max Peters moved to approve the consent agenda. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**

1. Accept resignation of Janet Neurauter, effective January 31, 2016. Appreciation and gratitude for Neurauter's service was warmly expressed by the board.

Jean MacDonell moved to accept the resignation of Janet Neurauter. A second was made by Max Peters. The motion passed with one dissenting vote.

2. Adopt Donation Policy - Discussion regarding possible changes in policy. It was decided to remove the following. In first sentence strike "any kind." In second paragraph strike "within one week."

Janet Neurauter moved to adopt the donation policy with the stated changes. A second was made by Mary Helen Haarklau. The motion passed unanimously.

**Adjourn:** Jean MacDonell moved to adjourn. A second was made by Max Peters. The motion passed unanimously. The monthly board meeting was adjourned at 5:36 PM by Shannon Benolken.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE ONE MONTH ENDING JANUARY 31, 2016**  
*With Comparative Totals for January 31, 2015*

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>460,629</b>	<b>460,629</b>	<b>460,629</b>	
<b>Revenues:</b>				
Taxes	-	-	647,999	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	429	4,335	11,182	39%
Fines & Forfeits	979	795	14,000	6%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	13,599	-	0%
Miscellaneous	902	774	12,500	6%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>2,310</b>	<b>19,503</b>	<b>812,681</b>	<b>2%</b>
<b>Expenditures:</b>				
Personnel	39,728	39,010	586,661	7%
Supplies/Materials	7,011	6,502	87,750	7%
Other Services/Charges	9,171	5,886	123,270	5%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>55,910</b>	<b>51,398</b>	<b>797,681</b>	<b>6%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(53,600)</b>	<b>(31,895)</b>	<b>15,000</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 1/31/XX</b>				
Cash Flow	260,498	370,104	329,098	
Compensated Absences	40,062	34,169	40,062	
Emergency/unanticipated Expenditures	54,544	24,462	54,544	
Major Equipment Replacement	51,925	-	51,925	
<b>TOTAL FUND BALANCE 1/31/XX</b>	<b>\$ 407,029</b>	<b>\$ 428,735</b>	<b>\$ 475,629</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$31,007 as of 09/30/15. 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 **JANUARY 31, 2016**

<b>Account Number</b>	<b>Account Description</b>	<b>2016 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
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	139	9%
211-00-34-00-7975	INTERNET	3,000	235	8%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	40	13%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	3,875	0%
211-00-34-00-7990	FAX MACHINE USE	-	46	0%
211-00-35-00-1030	LIBRARY FINES	14,000	795	6%
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	175	5%
211-00-37-00-2450	MISCELLANEOUS	1,800	149	8%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
	<b>TOTAL REVENUE</b>	<b>812,681</b>	<b>19,503</b>	<b>2%</b>
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	17,807	4%
211-00-75-10-1030	SALARY-PARTTIME	22,626	903	4%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	432	14%
211-00-75-10-1210	PERA	32,601	1,403	4%
211-00-75-10-1220	FICA	26,950	1,101	4%
211-00-75-10-1250	MEDICARE	6,303	257	4%
211-00-75-10-1310	HEALTH INSURANCE	77,975	17,049	22%
211-00-75-10-1330	LIFE INSURANCE	221	110	50%
211-00-75-10-1335	DENTAL INSURANCE	2,027	(56)	-3%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	196	3%
211-00-75-20-2020	COPY SUPPLIES	1,000	35	3%
211-00-75-20-2030	PRINTING/BINDING	600	-	0%
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	1,858	4%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,879	32%
211-00-75-20-2130	NEWSPAPERS	1,000	367	37%
211-00-75-20-2140	PERIODICALS	7,000	437	6%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	277	11%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2016 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	520	46	9%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,060	51%
211-00-75-30-3210	TELEPHONE	5,500	379	7%
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	-	0%
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	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	243	10%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	-	0%
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	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	882	15%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	67	4%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>797,681</b>	<b>51,398</b>	<b>6%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>15,000</b>	<b>(31,895)</b>	



GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 17, 2016

DATE: 02/10/2016  
 TIME: 14:48:39  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/17/2016

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	64.19
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118660	ARROWHEAD LIBRARY SYSTEM	118.88
0201428	BAKER & TAYLOR, INC	2,151.29
0212124	BLACKSTONE AUDIO, INC	47.99
0215750	BOUNDARY WATERS JOURNAL	23.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	41.43
0321125	CUB FOODS STORE# 9036	32.22
0502705	EBSCO SUBSCRIPTION SERVICE	413.82
0805524	BONNIE HENRIKSEN	21.87
1021515	JUNIOR LIBRARY GUILD	21.00
1415377	NORTHERN BUSINESS PRODUCTS INC	632.72
1605665	PERSONNEL DYNAMICS LLC	723.95
1609925	PIZZA WORKS	9.99
1805150	RECORDED BOOKS	1,492.25
1909510	SIM SUPPLY INC	341.43
2018680	TRU NORTH ELECTRIC LLC	125.39
2114356	UNIQUE MANAGMENT SERVICES	161.10
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 8,168.58
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0301530	CANON USA INC	67.00
0405447	DELTA DENTAL OF MINNESOTA	203.75
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	56,611.42
0718070	GRAND RAPIDS STATE BANK	18,000.00
1309199	MINNESOTA ENERGY RESOURCES	255.16
1309335	MINNESOTA REVENUE	41.28
1405850	NEXTERA COMMUNICATIONS LLC	81.97
1601750	PAUL BUNYAN COMMUNICATIONS	245.48
1621130	P.U.C.	2,179.05
2205637	VERIZON WIRELESS	225.33
2209665	VISA	312.83
2301700	WASTE MANAGEMENT	242.82
T001045	TAMMY SCHOTZKO	50.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 84,531.35
TOTAL ALL DEPARTMENTS		92,699.93

# Directors Report: February 17 , 2016

## Agenda Items

### Regular Agenda

#### Authorize signature on Partnership agreement with Kootasca

We work with Head Start classes and families on a regular basis and Kootasca wants to have a formal partnership agreement on file. This is something we renew on a regular basis

#### Financial Report

The unbudgeted revenue is from passports.

Library Foundation – The Library Foundation donation is for completion of the sunflower project. There are some remaining bills outstanding for the project which will be paid when the work is completed. The finance department is treating this as a capital project so revenues and expenditures may not match up exactly within 2015 and 2016.

## Updates:

### Videoconferencing equipment from IASC

The installation company that handles IASC equipment came on Feb 3<sup>rd</sup> and 4<sup>th</sup> 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. Tracy, being concerned about sticky little fingers on it, created a lovely cover for it. We will also obtain a box to keep the small hardware pieces and the extra length of cables.

### Passports

We accepted 170 applications during January.

Itasca County's numbers indicated that December, January and February are the busiest months, and February is starting off with fewer applications. I think the frenzied rush will slow down now. We have been using an extra person on Saturdays, just to ensure we can accommodate extra traffic. December and January are the slowest months for Library traffic and circulation, so when Library traffic picks up, the passport traffic will slow down (in theory, anyway). We took in \$3875 in acceptance fees, and spent \$432 on back up help, and less than \$200 on postage.

### Expired Card Purge

Library cards expire after 3 years, and are easily renewed by request. ALS routinely purges cards that have been expired more than 2 years. The rationale is that if there is no activity for at least 2 years, the patron has left the area. The most recent purge was in December of 2015, when over 4500 cards coded as "Grand Rapids Patrons" were expunged. All of these records were clear. Cards with fines cannot be automatically deleted, so we have a list of about 900 patrons that need to be reviewed and deleted if they only have small fines. This is a major project that Deb Moebakken is working on. She is the "back up" person who is coming in on Saturdays and when circulation staff are on vacation. She gets a page or two done every day she is in.

### Solar Mounts

The sunflower panels are complete and in the process of final connections. Energy Plus was here on Feb 9 to complete the installation and connection. The sunflowers now are all facing the same direction! The connection to the Dashboard to be able to display energy production may take longer.

We are planning a celebration of Solar Energy on Feb 18 from 4-6 which will be an open house/energy fair where people can visit with installers, vendors and people who have existing installations.

### Eholt Bequest

No news yet.

### Tracks in the Snow exhibit

We collaborated with the Grand Rapids Human Rights Commission to host an exhibit on Muslims in Minnesota Tracks in the Snow, put together by the Islamic Resource Group of MN. in the Library from January 19-February 5

<http://irgmn.org/muslimexperience/exhibit/>

About 45 people attended each of the programs, and we received very positive comments on the programs and on the exhibit. .

DATE: 02/10/2016  
 TIME: 13:47:16  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2016

PAGE: 1  
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	% COLL./EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
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-DELINQUEN	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
<b>INTERGOVERNMENTAL</b>							
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
<b>CHARGES FOR SERVICES</b>							
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	139.43	1,600.00	139.43	0.00	1,460.57	9
211-00-34-00-7975	INTERNET	234.91	3,000.00	234.91	0.00	2,765.09	8
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	40.00	0.00	260.00	13
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,875.00	0.00	3,875.00	0.00	(3,875.00)	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	45.85	0.00	45.85	0.00	(45.85)	100
TOTAL		4,335.19	11,182.00	4,335.19	0.00	6,846.81	39
TOTAL CHARGES FOR SERVICES		4,335.19	11,182.00	4,335.19	0.00	6,846.81	39

DATE: 02/10/2016  
 TIME: 13:47:16  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2016

PAGE: 2  
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL./ BALANCE	% EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	794.70	14,000.00	794.70	0.00	13,205.30	6
TOTAL		794.70	14,000.00	794.70	0.00	13,205.30	6
TOTAL FINES & FORFEITS		794.70	14,000.00	794.70	0.00	13,205.30	6
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	450.00	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	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	13,599.39	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,	175.00	3,400.00	175.00	0.00	3,225.00	5
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	149.03	1,800.00	149.03	0.00	1,650.97	8
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		14,373.42	12,500.00	14,373.42	0.00	(1,873.42)	115
TOTAL MISCELLANEOUS REVENUE		14,373.42	12,500.00	14,373.42	0.00	(1,873.42)	115
<b>OTHER SOURCES</b>							
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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 FOR 1 PERIODS ENDING JANUARY 31, 2016

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		19,503.31	812,681.00	19,503.31	0.00	793,177.69	2

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	17,806.54	412,058.00	17,806.54	0.00	394,251.46	4
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	902.86	22,626.00	902.86	0.00	21,723.14	4
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	432.27	3,200.00	432.27	145.84	2,621.89	18
211-00-75-10-1210	PERA	1,403.24	32,601.00	1,403.24	0.00	31,197.76	4
211-00-75-10-1220	FICA	1,100.98	26,950.00	1,100.98	0.00	25,849.02	4
211-00-75-10-1250	MEDICARE	257.49	6,303.00	257.49	0.00	6,045.51	4
211-00-75-10-1310	HEALTH INSURANCE	17,049.06	77,975.00	17,049.06	0.00	60,925.94	22
211-00-75-10-1330	LIFE INSURANCE	109.68	221.00	109.68	0.00	111.32	50
211-00-75-10-1335	DENTAL INSURANCE	(55.84)	2,027.00	(55.84)	0.00	2,082.84	(3)
211-00-75-10-1347	VISION INSURANCE	3.37	0.00	3.37	0.00	(3.37)	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		39,009.65	586,661.00	39,009.65	145.84	547,505.51	7

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	196.44	7,000.00	196.44	13.38	6,790.18	3
211-00-75-20-2020	COPY SUPPLIES	34.99	1,000.00	34.99	0.00	965.01	3
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	453.18	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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FUND: PUBLIC LIBRARY

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
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	1,858.12	42,000.00	1,858.12	788.56	39,353.32	6
211-00-75-20-2120	AUDIO/VISUAL	2,878.92	9,000.00	2,878.92	1,408.92	4,712.16	48
211-00-75-20-2130	NEWSPAPERS	366.60	1,000.00	366.60	0.00	633.40	37
211-00-75-20-2140	PERIODICALS	436.82	7,000.00	436.82	171.82	6,391.36	9
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	276.72	2,500.00	276.72	0.00	2,223.28	11
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
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>6,501.79</b>	<b>87,750.00</b>	<b>6,501.79</b>	<b>2,382.68</b>	<b>78,865.53</b>	<b>10</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
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	46.06	0.00	473.94	9
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	0.00	18,700.00	8
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,059.99	4,000.00	2,059.99	0.00	1,940.01	51
211-00-75-30-3210	TELEPHONE	379.49	5,500.00	379.49	0.00	5,120.51	7
211-00-75-30-3220	POSTAGE/FREIGHT	222.15	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	0.00	0.00	300.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	161.10	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
211-00-75-30-3310	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	0.00	0.00	30,000.00	0
211-00-75-30-3840	GARBAGE REMOVAL	242.82	2,400.00	242.82	0.00	2,157.18	10
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	125.39	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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<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00	0
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	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	882.44	6,000.00	882.44	0.00	5,117.56	15
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	67.00	0.00	1,833.00	4
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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		5,886.44	123,270.00	5,886.44	0.00	117,383.56	5
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	9,477.50	(9,477.50)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	0.00	9,477.50	(9,477.50)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		51,397.88	797,681.00	51,397.88	12,006.02	734,277.10	8
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	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		51,397.88	797,681.00	51,397.88	12,006.02	734,277.10	8
TOTAL FUND REVENUES		19,503.31	812,681.00	19,503.31	0.00	793,177.69	2
TOTAL FUND EXPENSES		51,397.88	797,681.00	51,397.88	12,006.02	734,277.10	8
FUND SURPLUS (DEFICIT)		(31,894.57)	15,000.00	(31,894.57)			
TOTAL ALL FUND REVENUES		19,503.31	812,681.00	19,503.31	0.00	793,177.69	2
TOTAL ALL FUND EXPENSES		51,397.88	797,681.00	51,397.88	12,006.02	734,277.10	8
ALL FUND SURPLUS (DEFICIT)		(31,894.57)	15,000.00	(31,894.57)			



Assistant Director's Report  
February 2016

**Teens**

*Teen Advisory Board*

*Tuesday, January 26*

Members present: Emi S., Desiree R.

Discussed Teen Tech Week which is March 6-12. The theme this year is Create It at Your Library. Members talked about what kind of program(s) to have. We looked at the website [teenreadweek.ning.com](http://teenreadweek.ning.com)

We talked about winter reading and how the program is going. It ends February 13, but teens will probably continue to bring in reading logs for a few days after.

There were 9 teens at January anime club. Carol Steele's son, Brandon, who provided the Godzilla display in the lobby case in January had some small Godzilla figures from Japan he donated for us to use as prizes. I used them as prizes at Anime Club. The kids were psyched to get them!

In March and April there will be two programs from The Creativity Tank. One will be a carving mini-boomerangs program and the other will be making designs on tote bags using solar power.

**Staff**

Tracy is starting a Lego Club and asked for Lego donations. The City shared her plea for Legos on its Facebook page and a woman from [bringmethenews.com](http://bringmethenews.com) contacted her for an interview. One gentleman donated his son's significant collection of Legos because he was moving and didn't want to move the Legos!

Will continues to fight fires for the city. He recently earned his Black Helmet designation with the Fire Department. Chief Mike Liebel awarded Will his Black Helmet on February 9. Receipt of the Black Helmet by a GR Firefighter is a symbol of achievement, showing the numerous hours of study and training required. It is also a mark of acceptance by the officers and members of the GRFD; peers recognize a Fire Fighter as "battle tested".

**Operations**

The lobby display case has been changed to reflect Presidents' Day in February. I put a few books about different presidents and American History Illustrated magazines in the case. I also posted the sign indicating the library is closed on Monday, February 15, Presidents' Day.

Public Works has been super responsive when we call about the parking lot. In the winter with changing conditions the lot can be problematic. Jeff Davies, the head of Public Works, was even here the other day scraping the ice away!

Erik and Lasha, the city I.T. dream team, worked on a few computers recently. We have not had to request their services much lately which means our computers are working well.

**CIRCULATION**  
 Check-outs 11,595 **THIS MONTH** **YTD** **YTD 2015** **Express Check outs % of total c/o** **Jan. 2015**  
 Total Circulation 13,022 12,602 2,855 24.62%  
 Returns 12,269 14,113  
 New cards 91 12,633 86

**Door count**  
 9890

**TECHNICAL PROCESSES**  
 Books cataloged and processed 518  
 Withdrawn copies 1,259 707

**REFERENCE**  
 tests proctored 927 **THIS MONTH** **YTD** **YTD 2015**  
 computer help over 5 minutes 4 927 742  
 Passports 51 4 0  
 173 51 26  
 173 173  
**INTERNET**  
 Pharos sessions \*\*\* 1,585 **SESSIONS** **HOURS** **YTD SESSIONS** **YTD HOURS** **2015 YTD SESSIONS** **2015 YTD HOURS**  
 876 1,585 876 1,178 876 731

**Non-Pharos sessions**  
**VOLUNTEERS**  
 PEOPLE HOURS YTD PEOPLE YTD HOURS

**MEETING ROOM**  
 COMMUNITY ROOM/GSR 40 **GROUPS** **YTD GROUPS**

**PROGRAMS & TOURS**  
 BOOK TIME 6 **PROGRAMS** **PEOPLE** **YTD PROGRAMS** **YTD PEOPLE** **YTD 2015 programs** **YTD 2015 people**  
 SATURDAY STORY TIME 10 109 6 109 6 104  
 CLASS VISITS 4 162 10 162 8 170  
 NON SCHOOL GROUPS 0 143 4 143 5 58  
 CHILDREN'S PROGRAMS 1 0 0 0 0 0  
 TEEN PROGRAMS 2 37 1 37 3 107  
 Total Youth Programs 23 462 23 462  
 Total Adult Programs 5 151 5 151 3 29

**BOOKINGS & ARRANGEMENTS**  
**TOTALS**  
 HRS THIS MONTH 7 **HRS YTD** **YTD 2015**  
 7 8.5

## Children's Library Summary January 2016

Welcome to the new year! 2016 started out a little slow, with families taking a while to get back into the library routine after the holidays. Then we had the cold snap which kept all but the hardiest at home. But eventually everything returned to normal. We are quite busy most days. The new mid-kid area is getting plenty of use, especially the iPads! Lots of people like to try out the fun, new blue chairs in the area, as well. We have received many positive comments about the changes that were made.

January 7, the 3<sup>rd</sup> graders from Murphy were here and learned about the Caldecott, Newbery and other children's literature awards that were upcoming. Tracy followed up by sending a list of this year's winners and honor titles to each classroom when they were announced.

An artist from the Duluth Art Institute was here on January 11, to present a felting workshop to 37 participants, of all ages. It was a great Legacy-funded program, with lots of happy faces!

Fourteen boys and girls and four teachers from the Leech Lake Headstart program in Bemidji came to visit us on December 21. The adults were very impressed with our library – taking many pictures! The kids, of course, loved the smart play area and were reluctant to leave – even when they were reminded that the next stop was McDonald's.

The winter reading program is going well. As of January 30, 399 boys and girls have signed up, and 67 have already returned their completed reading log and selected a prize book! The program ends February 20.

Looking ahead:

- February 5: First draft of Children's Library Summer Events is due at Community Ed!
- February 8 @ 5 – 7pm: Murphy families are invited to meet in the Community Room with principal Sean Martinson and then visit the library.
- March 21: Murphy FRED event at the library
- March 22 @ 3:30 pm: Imaginarium Myth Adventure from the Duluth Playhouse, a Legacy event
- March 24 @ 6:00 pm: The Spirit Sings with OboeBass!, a Legacy event
- April 23 @ 12:30 – 2:00 pm: Earth Day recycled craft event with the Creativity Tank



COLLABORATIVE AGREEMENT BETWEEN  
KOOTASCA HEAD START  
AND  
GRAND RAPIDS AREA LIBRARY  
2016-2018

**Executive Director**  
Harlan Tardy  
218-999-0801

**Chief Financial Officer**  
James Glancy  
218-748-7338

**Director of Asset/Housing  
Development**  
Dana Herschbach  
218-999-0820

**Director of Education**  
Maureen Rosato  
218-999-0810

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**Koochiching County**  
2232 E 2<sup>nd</sup> Avenue  
International Falls, MN 56649  
218-283-9491  
1-800-559-9491  
Fax: 218-283-9855

Visit us at  
[www.kootasca.org](http://www.kootasca.org)

**TDD: 1-800-627-3529**  
Access through MN  
Relay System

**KOOTASCA Community  
Action, Inc. is an Equal  
Opportunity/Affirmative  
Action Employer, Contractor  
and Provider.**

KOOTASCA Head Start and the Grand Rapids Area Library agree to continue their collaborative support and partnership in Itasca County. Services provided will assist families to access and utilize resources in their endeavors.

**KOOTASCA Head Start will:**

- Promote Grand Rapids Library and its events with families in the Head Start program.
- Actively distribute Grand Rapids Library materials provided to us to families.
- Encourage families to participate in Library events.
- Utilize the Grand Rapids Library for Early Head Start Home Base Socializations.
- Notify Grand Rapids Area Library, Marcia Anderson 218-326-7640, [manderson@ci.grand-rapids.mn.us](mailto:manderson@ci.grand-rapids.mn.us) if there are any problems with the agreement as soon as possible.

**Grand Rapids Area Library will:**

- Allow Head Start use of the Public Meeting room for Policy Council meetings if needed.
- Provide Head Start with information on Library events to be distributed to families.
- Promote the Head Start program with families that utilize the Library.
- Provide literacy/library introductions within the Head Start classrooms.
- Provide Head Start with literacy information and resources when available
- Notify the Community Partnerships Manager, Jenna Olson 218-999-0815 if there are any problems with the agreement as soon as possible.

This agreement between KOOTASCA Head Start and The Grand Rapids Library will be effective from 1/1/16 through 1/1/18. This is not a binding contract but an outline on how the two agencies can work together to assist Head Start families in our community.

\_\_\_\_\_  
KOOTASCA Director of Education Date

\_\_\_\_\_  
Marcia Anderson, Grand Rapids Library Date