

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

January 13, 2016 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call: absent *Ziege, McCarty***

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

Organizational Matters

Elect President, Vice President, Secretary

Appoint Liason to Library Foundation, Program Committee (optional)

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

a. \$250 Nick & Nancy Eltgroth Fund undesignated

b. 100 Roger & Carol Morrill undesignated

c. 100 James & Louise Fidely magazines

Regular agenda

1. Accept resignation of Janet Neurauter

2. Adopt Donation policy

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting December 9, 2015

Call to Order: The monthly board meeting was called to order at 5:15 PM by Dennis Jerome.

Roll Call:

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

Public Comment:

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

Minutes: Janet Neurauder moved to approve the minutes from the November 12, 2015 board meeting. A second was made by Susan Zeige. The motion passed unanimously.

Communications:

- Itasca County Township Tax Revenue transmittal - slightly over what the budget planned for.
- Library Report to City Council Nov. 23 - Positive feedback received.

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before December 9, 2015**

NAME	AMOUNT DUE
AMAZON.COM	350.59
AMERIPRIDE LINEN & APPAREL	46.06
ADRIAN BOOKS	4,188.16
ARROWHEAD LIBRARY SYSTEM	121.27
BAKER & TAYLOR, INC	3,689.37
BLUE CROSS & BLUE SHIELD OF MN	4,753.50
CANON USA INC	134.00
COLE HARDWARE INC	23.44
D.C.R. COMMUNICATIONS INC	396.18
DELTA DENTAL OF MINNESOTA	194.10
DEMCO	161.78
EBSCO SUBSCRIPTION SERVICE	7,637.43
FIDELITY SECURITY LIFE INS CO	5.96
FLOOR TO CEILING STORE	850.00
GARTNER REFRIGERATION CO	2,232.02
CITY OF GRAND RAPIDS	7,903.70
GRAND RAPIDS CITY PAYROLL	36,837.70
LEARNING OPPORTUNITIES INC	1,759.67
LINCOLN NATIONAL LIFE	107.30
MEDICO LIFE & HEALTH INS CO	18.45
MINNESOTA ENERGY RESOURCES	624.91
MINNESOTA REVENUE	48.99
NARDINI FIRE EQUIPMENT CO. INC	1,320.92
NEXTERA COMMUNICATIONS LLC	82.46
NORTHERN BUSINESS PRODUCTS INC	201.76
OXFORD UNIVERSITY PRESS USA	790.21
PERSONNEL DYNAMICS LLC	309.22
P.U.C.	2,510.86
NOELLE RAHN-JOHNSON	26.00
SCENIC RANGE NEWS FORUM	20.00
SIM SUPPLY INC	337.64
TRU NORTH ELECTRIC LLC	7,313.95
UNIQUE MANAGMENT SERVICES	161.10
VERIZON WIRELESS	112.52
VIKING ELECTRIC SUPPLY INC	84.54
VISA	545.70

WASTE MANAGEMENT	50.00
XEROX CORPORATION	33.55
CHRIS WICKLUND	2,532.72
TOTAL:	88,517.73

Director Anderson anticipates that we will be on track with the budget. Jean MacDonell moved to approve the financial report and payment of bills as listed. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

Staff Reports:

- ***Director's Report:*** Passport application acceptance process seems to be going well. The Tracks in the Snow exhibit will be in the library in late January and early February. Marcia Anderson will be speaking with the police chief next week discuss security tips in case the news and/or world events head in a negative direction in the next month.
- ***Assistant Director's Report:***

Old Business:

New Business:

- ***Consent Agenda:***
 - 1. Approve payment of late bills**
 - a) Busy Bees cleaning Nov \$1700
 - b) Unique Management Services Nov \$187.95
 - 2. Approve Contracts and Payments to Presenters**
 - a) Stotzke \$50 Organizing 101 - January 22
 - 3. Approve Resolution 2015 - Accepting Donations**
 - a) \$5968.29 Friends of the Grand Rapids Area Library installation of AV equipment in community room
 - b) \$45.00 Margaret Simmons for purchase of *The Jemima Code*
 - c) \$100.00 Leah White undesignated

Randy McCarty moved to approve the consent agenda as stated. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

- ***Regular Agenda:***

1. **View Policies Video**
2. Susan Zeige moved to approve the General Policies 1-27. A second was made by Randy McCarty. The motion passed unanimously.
3. **Approve Donation Policy** - Minor editing of typos and word clarifications brought the policy to its current state. It was discussed whether to include the choice for donors to decide where their sizeable gifts may go (to the Friends, Library Foundation endowment fund, etc.). It was asked whether "sizeable" needs to be defined, and it was decided that "sizeable" need not be specific. It will be added in the donation policy that donors can designate how their gift is to be used. A final copy of the donation policy will be distributed with the potential for approval at the January board meeting.

Adjourn: The monthly board meeting was adjourned at 5:47 PM by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2015
With Comparative Totals for December 31, 2014

PRELIMINARY	2014 Actual	2015 Actual	2015 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	383,238	314,099	314,099	
Compensated Absences	34,169	40,062	40,062	
Emergency/unanticipated Expenditures	24,462	54,544	54,544	
Major Equipment Replacement		51,925	51,925	
TOTAL FUND BALANCE 1/1/XX	441,869	460,630	460,630	
Revenues:				
Taxes	561,527	567,201	612,716	93%
Intergovernmental	168,557	146,277	127,000	115%
Charges for Services	10,638	14,591	11,082	132%
Fines & Forfeits	13,319	12,695	14,000	91%
Blandin Grant	-	-	-	0%
GR Library Foundation	6,907	7,620	-	0%
Miscellaneous	19,073	43,987	14,400	305%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	780,021	792,371	779,198	102%
Expenditures:				
Personnel	544,604	534,191	565,658	94%
Supplies/Materials	88,224	90,198	80,850	112%
Other Services/Charges	128,432	130,207	132,690	98%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	761,260	754,597	779,198	97%
OPERATING SURPLUS (DEFICIT)	18,760	37,775	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	55,944	-	
Fund Balance 12/31/XX				
Cash Flow	401,998	295,930	314,099	
Compensated Absences	34,169	40,062	40,062	
Emergency/unanticipated Expenditures	24,462	54,544	54,544	
Major Equipment Replacement	-	51,925	51,925	
TOTAL FUND BALANCE 12/31/XX	\$ 460,629	\$ 442,461	\$ 460,630	

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 DECEMBER 31, 2015

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 612,716	\$ 526,253	86%
211-00-31-00-0200	DELINQUENT	-	1,321	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	39,627	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	18,061	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	49	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	128,117	101%
211-00-33-00-6310	ALS REIMBURSEMENT	-	51	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	1,932	121%
211-00-34-00-7975	INTERNET	3,000	3,522	117%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	700	350%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	3,025	0%
211-00-34-00-7990	FAX MACHINE USE	-	129	0%
211-00-35-00-1030	LIBRARY FINES	14,000	12,695	91%
211-00-37-00-2310	DONATIONS	2,000	22,852	1143%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	3,314	331%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	2,134	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	2,300	200	9%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	7,620	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	4,312	127%
211-00-37-00-2450	MISCELLANEOUS	1,900	8,031	423%
211-00-37-00-5100	INVESTMENT INCOME	2,500	1,360	54%
211-00-39-00-4620	INSURANCE RECOVERY	-	500	0%
	TOTAL REVENUE	779,198	792,371	102%
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	395,580	377,172	95%
211-00-75-10-1030	SALARY-PARTTIME	22,074	24,916	113%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	5,252	84%
211-00-75-10-1210	PERA	31,324	30,187	96%
211-00-75-10-1220	FICA	25,895	23,558	91%
211-00-75-10-1250	MEDICARE	6,056	5,509	91%
211-00-75-10-1310	HEALTH INSURANCE	72,919	63,417	87%
211-00-75-10-1330	LIFE INSURANCE	221	221	100%
211-00-75-10-1335	DENTAL INSURANCE	2,621	1,638	62%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	2,322	86%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	7,982	133%
211-00-75-20-2020	COPY SUPPLIES	800	1,377	172%
211-00-75-20-2030	PRINTING/BINDING	600	775	129%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,192	55%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	5,421	181%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	5,985	598%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	386	110%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,602	80%
211-00-75-20-2110	BOOKS	42,000	44,307	105%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,190	91%
211-00-75-20-2130	NEWSPAPERS	1,000	1,671	167%
211-00-75-20-2140	PERIODICALS	8,000	6,838	85%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	3,473	139%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2015**

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	722	90%
211-00-75-30-3070	LAUNDRY	480	557	116%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	12,751	213%
211-00-75-30-3210	TELEPHONE	6,500	5,930	91%
211-00-75-30-3220	POSTAGE/FREIGHT	500	(214)	-43%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	200	289	145%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,500	2,029	81%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	60	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	264	53%
211-00-75-30-3610	GENERAL INSURANCE	9,000	7,184	80%
211-00-75-30-3810	ELECTRICITY	36,000	27,841	77%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	3,230	179%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,339	83%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	7,662	128%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	14,106	94%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	462	46%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	9,096	101%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,791	60%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	11,568	193%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	1,092	57%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	110	37%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	55,944	0%
	TOTAL EXPENDITURES	779,198	810,541	104%
	SURPLUS REVENUES/(EXPENDITURES)	-	(18,169)	

DATE: 01/01/16
 TIME: 08:20:38
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CITY OF G. J. RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	475,545.81	475,545.81	0.00
211-00-00-00-1010	CASH	450,511.65	808,256.30	824,420.16	434,347.79
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	4,888.00	0.00	0.00	4,888.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	33,240.00	0.00	0.00	33,240.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	7,740.85	9,605.76	6,757.49	10,589.12
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	12,448.62	0.00
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	86,440.19	70,667.87	15,772.32
TOTAL		496,490.50	1,392,296.68	1,389,839.95	498,947.23
TOTAL ASSETS					
		496,490.50	1,392,296.68	1,389,839.95	498,947.23
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	813,663.69	832,848.43	34,880.44
211-00-00-00-2030	SALES TAX PAYABLE	0.00	472.39	513.67	41.28
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	14,204.20	14,204.20	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,888.00	0.00	0.00	4,888.00
211-00-00-00-2220	DEFERRED REVENUES	1,073.25	1,073.25	905.25	905.25
TOTAL		35,861.15	829,413.53	834,267.35	40,714.97
TOTAL LIABILITIES					
		35,861.15	829,413.53	834,267.35	40,714.97

DATE: 01/C /16
 TIME: 08:20:38
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CITY OF G , RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	460,629.35	0.00	0.00	460,629.35
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	70,667.87	86,440.19	15,772.32
TOTAL		460,629.35	70,667.87	86,440.19	476,401.67
	FUND SURPLUS (DEFICIT)	0.00	18,169.41	0.00	(18,169.41)
TOTAL FUND EQUITY		460,629.35	88,837.28	86,440.19	458,232.26
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	918,250.81	920,707.54	498,947.23

DATE: 01/08/2016
 TIME: 08:19:23
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2015

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	612,716.00	526,252.72	0.00	86,463.28	86
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,320.73	0.00	(1,320.73)	100
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	39,627.06	0.00	(39,627.06)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	612,716.00	567,200.51	0.00	45,515.49	93
TOTAL TAXES		0.00	612,716.00	567,200.51	0.00	45,515.49	93
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	18,060.96	0.00	(18,060.96)	100
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	48.75	0.00	(48.75)	100
211-00-33-00-6300	LIBRARY CONTRACTS	55,479.01	127,000.00	128,116.75	0.00	(1,116.75)	101
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	51.00	0.00	(51.00)	100
TOTAL		55,479.01	127,000.00	146,277.46	0.00	(19,277.46)	115
TOTAL INTERGOVERNMENTAL		55,479.01	127,000.00	146,277.46	0.00	(19,277.46)	115
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	177.13	1,600.00	1,932.35	0.00	(332.35)	121
211-00-34-00-7975	INTERNET	250.25	3,000.00	3,522.34	0.00	(522.34)	117
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	200.00	700.00	0.00	(500.00)	350
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,025.00	0.00	3,025.00	0.00	(3,025.00)	100
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	23.38	0.00	129.11	0.00	(129.11)	100
TOTAL		3,515.76	11,082.00	14,590.80	0.00	(3,508.80)	132
TOTAL CHARGES FOR SERVICES		3,515.76	11,082.00	14,590.80	0.00	(3,508.80)	132

DATE: 01/08/2016
 TIME: 08:19:23
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2015

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	925.63	14,000.00	12,695.29	0.00	1,304.71	91
TOTAL		925.63	14,000.00	12,695.29	0.00	1,304.71	91
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	145.00	2,000.00	22,852.23	0.00	(20,852.23)	1143
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	3,313.92	0.00	(2,313.92)	331
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	2,133.98	0.00	(2,133.98)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	2,300.00	200.00	0.00	2,100.00	9
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,284.14	0.00	15.86	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	7,619.84	0.00	(7,619.84)	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	405.62	3,400.00	4,311.65	0.00	(911.65)	127
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	149.35	1,900.00	8,031.44	0.00	(6,131.44)	423
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	1,360.08	0.00	1,139.92	54
TOTAL		699.97	14,400.00	51,107.28	0.00	(36,707.28)	355
TOTAL MISCELLANEOUS REVENUE		699.97	14,400.00	51,107.28	0.00	(36,707.28)	355
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	500.00	0.00	(500.00)	100
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	500.00	0.00	(500.00)	100
TOTAL OTHER SOURCES		0.00	0.00	500.00	0.00	(500.00)	100

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:							
		60,620.37	779,198.00	792,371.34	0.00	(13,173.34)	102
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	30,505.41	395,580.00	377,171.56	0.00	18,408.44	95
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	1,623.73	22,074.00	24,915.52	0.00	(2,841.52)	113
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	491.52	6,268.00	5,251.77	72.92	943.31	85
211-00-75-10-1210	PERA	2,409.66	31,324.00	30,187.32	0.00	1,136.68	96
211-00-75-10-1220	FICA	1,891.58	25,895.00	23,557.86	0.00	2,337.14	91
211-00-75-10-1250	MEDICARE	442.37	6,056.00	5,509.35	0.00	546.65	91
211-00-75-10-1310	HEALTH INSURANCE	4,002.00	72,919.00	63,417.10	0.00	9,501.90	87
211-00-75-10-1330	LIFE INSURANCE	26.71	221.00	221.48	147.80	(148.28)	167
211-00-75-10-1335	DENTAL INSURANCE	140.94	2,621.00	1,638.12	0.00	982.88	62
211-00-75-10-1420	VISION INSURANCE	0.44	0.00	(0.24)	6.26	(6.02)	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	180.70	2,700.00	2,321.62	0.00	378.38	86
TOTAL PERSONNEL		41,715.06	565,658.00	534,191.46	226.98	31,239.56	94
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	113.13	6,000.00	7,982.03	0.00	(1,982.03)	133
211-00-75-20-2020	COPY SUPPLIES	50.70	800.00	1,376.57	0.00	(576.57)	172
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	774.75	0.00	(174.75)	129
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	574.97	4,000.00	2,191.71	0.00	1,808.29	55
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	5,420.59	0.00	(2,420.59)	181
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	71.02	1,000.00	5,984.60	71.02	(5,055.62)	606

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EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	16.69	350.00	386.40	0.00	(36.40)	110
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,602.42	0.00	397.58	80
211-00-75-20-2110	BOOKS	1,101.44	42,000.00	44,307.33	22.97	(2,330.30)	106
211-00-75-20-2120	AUDIO/VISUAL	532.48	9,000.00	8,189.58	4,667.99	(3,857.57)	143
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,670.58	0.00	(670.58)	167
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	6,838.42	0.00	1,161.58	85
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	696.59	2,500.00	3,473.30	44.52	(1,017.82)	141
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		3,157.02	80,850.00	90,198.28	4,806.50	(14,154.78)	118
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	721.89	0.00	78.11	90
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	480.00	556.78	0.00	(76.78)	116
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	20,400.00	0.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,560.00	6,000.00	12,751.42	100.00	(6,851.42)	214
211-00-75-30-3210	TELEPHONE	415.26	6,500.00	5,929.65	112.52	457.83	93
211-00-75-30-3220	POSTAGE/FREIGHT	51.94	500.00	(214.24)	139.62	574.62	(15)
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	1,000.00	0.00	0.00	1,000.00	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	200.00	289.00	0.00	(89.00)	145
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	143.20	2,500.00	2,028.86	179.00	292.14	88
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	60.00	0.00	0.00	60.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	(2,239.59)	500.00	264.00	0.00	236.00	53
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	7,184.00	0.00	1,816.00	80
211-00-75-30-3610	ELECTRICITY	0.00	36,000.00	27,840.83	0.00	8,159.17	77
211-00-75-30-3840	GARBAGE REMOVAL	246.10	1,800.00	3,229.87	0.00	(1,429.87)	179
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,339.18	0.00	660.82	83
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	7,661.71	0.00	(1,661.71)	128
211-00-75-30-4010	BUILDING MAINT/REPAIRS	223.32	15,000.00	14,105.73	0.00	894.27	94
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	461.54	0.00	538.46	46

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	9,095.88	0.00	(95.88)	101
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,791.13	0.00	1,208.87	60
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,232.73	6,000.00	11,567.59	866.00	(6,433.59)	207
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	1,091.99	0.00	808.01	57
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	110.00	0.00	190.00	37
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		14,446.02	132,690.00	130,206.81	1,397.14	1,086.05	99
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	13,954.93	0.00	55,944.20	9,477.50	(65,421.70)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		13,954.93	0.00	55,944.20	9,477.50	(65,421.70)	100
TOTAL GENERAL ADMINISTRATION		73,273.03	779,198.00	810,540.75	15,908.12	(47,250.87)	106
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:		73,273.03	779,198.00	810,540.75	15,908.12	(47,250.87)	106
TOTAL FUND REVENUES		60,620.37	779,198.00	792,371.34	0.00	(13,173.34)	102
TOTAL FUND EXPENSES		73,273.03	779,198.00	810,540.75	15,908.12	(47,250.87)	106
FUND SURPLUS (DEFICIT)		(12,652.66)	0.00	(18,169.41)			
TOTAL ALL FUND REVENUES		60,620.37	779,198.00	792,371.34	0.00	(13,173.34)	102
TOTAL ALL FUND EXPENSES		73,273.03	779,198.00	810,540.75	15,908.12	(47,250.87)	106
ALL FUND SURPLUS (DEFICIT)		(12,652.66)	0.00	(18,169.41)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 13, 2016

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/13/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	69.09
0114200	ANDERSON GLASS	150.00
0114218	MARCIA ANDERSON-PETTY CASH	51.94
0118660	ARROWHEAD LIBRARY SYSTEM	234.08
0201428	BAKER & TAYLOR, INC	1,649.91
0212124	BLACKSTONE AUDIO, INC	393.97
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	4.05
0321125	CUB FOODS STORE# 9036	20.74
0400015	D.C.R. COMMUNICATIONS INC	88.28
0618080	FRAME UP	38.51
0618115	FRANTZ GRAPHIC SERVICE	13,180.00
0701650	GARTNER REFRIGERATION CO	5,232.73
0718010	CITY OF GRAND RAPIDS	416.13
0720103	GT PUMP TECH LLC	840.00
0914800	INVEST EARLY PROJECT	10,560.00
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1101505	TRACY KAMPA	71.02
1205099	LEARNING OPPORTUNITIES INC	17.70
1401650	NARDINI FIRE EQUIPMENT CO. INC	225.00
1415035	NORTH COUNTRY BUSINESS PROD	15.71
1415377	NORTHERN BUSINESS PRODUCTS INC	780.54
1524250	OXFORD UNIVERSITY PRESS USA	139.88
1605665	PERSONNEL DYNAMICS LLC	655.59
1805150	RECORDED BOOKS	1,470.00
1909510	SIM SUPPLY INC	677.86
1920065	STAR TRIBUNE	366.60
2018680	TRU NORTH ELECTRIC LLC	223.32
2114356	UNIQUE MANAGMENT SERVICES	143.20
2209450	THE VILLAGE BOOK STORE	6.40

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 39,432.25

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	6,009.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	203.75
0504610	RON EDMINSTER	358.80
0605191	FIDELITY SECURITY LIFE INS CO	12.22
0718015	GRAND RAPIDS CITY PAYROLL	36,872.75
0805524	BONNIE HENRIKSEN	16.69
1109660	DARLA KIRWIN	138.51
1209516	LINCOLN NATIONAL LIFE	255.10

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INVOICES DUE ON/BEFORE 01/13/2016

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1305050	MEDICO LIFE & HEALTH INS CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	50.80
1309335	MINNESOTA REVENUE	38.81
1405850	NEXTERA COMMUNICATIONS LLC	82.66
1415035	NORTH COUNTRY BUSINESS PROD	142.58
1601750	PAUL BUNYAN COMMUNICATIONS	489.80
1621130	P.U.C.	2,311.50
2114356	UNIQUE MANAGMENT SERVICES	187.95
2205637	VERIZON WIRELESS	112.52
2301700	WASTE MANAGEMENT	489.89
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 49,625.78
TOTAL ALL DEPARTMENTS		89,058.03

Directors Report: January 13 , 2016

Agenda Items

Elect officers and appoint liaisons

Regular Agenda

Review and adopt donation policy

The donations policy (new) will be reviewed and adopted separately

Updates:

Videoconferencing equipment from IASC

The installation company that handles IASC equipment came on December 28 to unpack and install the unit. Unfortunately, the unit shipped with a wall mount instead of a floor stand. A floor stand has been ordered, but there is no estimated time for arrival yet. The unit remains in a large box at the back of the room.

Passports

We accepted 121 applications during December, about 50% more than anticipated based on the average number accepted by Itasca County. We have all been making adjustments in workflow, logistics, and recordkeeping as we figure out the most efficient way to help people. We have an extra person scheduled for the next few Saturdays as backup, because we are expecting increased traffic on Saturdays. The first 2 Saturdays in December saw only 1 application each day, but the Saturdays before Christmas and after New Year we had 5 and 8. Over the Holidays we did have extra help to ensure coverage for providing library services.

People are worried about the possibility of needing more than a driver's license for even domestic flights if Homeland Security does not grant an extension for Minnesota to come into compliance with the Real ID requirements.

Some are getting passports even if they don't really need them now.

Estimate of Initial estimates:

Revenue 121X\$25 = \$3025

Expenses: Postage (daily transmission of package) \$132

Extra Help through Personnel Dynamics: \$760

Solar Mounts

The sunflower panels are complete and awaiting the other pieces. The 2nd mounting/tracking systems are in place. Energy Plus is supposed to return in mid-January to complete the installation and connection.

Eholt Bequest

No news yet.. I spoke with the attorney in early December, just before they were to meet for a final accounting.

Upcoming exhibit

We are collaborating 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. Set up will take place on January 16 after closing. It will be in the Library from January 19-February 5 <http://irgmn.org/muslimexperience/exhibit/> The tentative plan is to have 2 speakers, one a few days after the exhibit opens, and the second during the last week of the exhibit. I sat down with the Police Chief to give the PD a heads up and see if there are any security measures we may want to implement. At this point, neither of us sees a need for additional security measures, unless something surfaces between now and then.

Legistar

We are working on adding the Library Board to the City's Legistar System, which is currently used by the City Council. You will be able to view all documents online, rather than receiving them in an email. It will allow all agendas, documents, and minutes to be public documents.

<https://grandrapids.legistar.com/Legislation.aspx> is the link to the City's site. You can find City Council, Planning Commission and more.

Assistant Director Report January 2016

Teen Advisory Board

Tuesday December 29, 2015

Members present: Paige C.

We discussed display options in the young adult area. Paige reads a lot and gave some good suggestions for what to buy.

Teens

Teen Anime Club was held in early December. There were 9 attendees.

Since 2010 I have kept track of checkout statistics for Young Adult materials. There were 12,297 materials checked out. The most exciting thing is 2015 the record was broken for graphic novel checkouts! There were 5,397 checkouts. We do have a great section with lots of different series with a range of ratings. There are a number of teens who checkout graphic novels but we frequently see adults perusing the shelves, too.

Teen Winter reading is in full swing. Teens have been picking up their reading log to keep track of pages read.

There were 8 participants in the teen room monthly drawing in December. Hannah E. won.

Emi S. continues her work at the library as part of the Work Experience program at the high school although she will be leaving at the end of the semester.

Operations

The lobby display case has a new display created by Carol Steele's son. Carol is the President of the Friends. Her son is an avid model maker and Godzilla fan and provided the display for January. Some of the figures are even on timers. Children's had Murphy 3rd graders visit this week and one young gentleman asked if the Godzilla figures were winter reading prizes!

The Friends of the Library continue working on the wall hanging fundraiser. With the help of quilter extraordinaire Helen Adams, the Friends put together a wall hanging quilt with 20 Minnesota author signatures. At some point in 2016 they will sell tickets and one lucky person will win the wall hanging. The next Friends Board meeting is Monday January 11. The Board meets quarterly.

CIRCULATION

Check-outs	10,554	YTD	152,482	Yr	J14	Express Check outs	2,537	% of total c/o	24.04%
Total Circulation	12,325		173,954		149,038			2.31%	
Returns	12,861		172,919		170,791			1.85%	
New cards	76		1,217		170,478			1.43%	
					1,389			-12.38%	

Door count 9415

TECHNICAL PROCESSES

Books cataloged and processed	423	YTD	7,169	YTD 2014	6,629
Withdrawn copies	1,052		5,915		9,933
Withdrawn Titles	387		3,813		3,939

REFERENCE

tests proctored	762	YTD	9,297	YTD 2014	8,486
computer help over 5 minutes	9		111		78
Passports	34		513		192

INTERNET

Pharos sessions ***	1,105	HOURS	862	YTD SESSIONS	15,659	YTD HOURS	10,334	2014 YTD SESSIONS	15,180	2014 YTD HOURS	9,193
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Non-Pharos sessions

VOLUNTEERS	108	HOURS	285.00	YTD PEOPLE	957	YTD HOURS	3763.00
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MEETING ROOM

COMMUNITY ROOM	35	GROUPS	487
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PROGRAMS & TOURS

PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD groups	2014 YTD PEOPLE
BOOK TIME	4	89	1,478	60	1,374
SATURDAY STORY TIME	4	49	1,736	85	2,329
CLASS VISITS	3	128	1,986	49	1,436
NON SCHOOL GROUPS	0	0	122	7	209
CHILDREN'S PROGRAMS	1	54	1208	38	1,448
TEEN PROGRAMS	3	18	457	42	478
Total Youth Programs	15	338	6987	281	7,274
Total Adult Programs	3	96	1118	54	1,563

BOOKINGS & ARRANGEMENTS

TOTALS	6.5	HRS THIS MONTH	119.5	HRS YTD 2014	106
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Children's Library Summary

December 2015

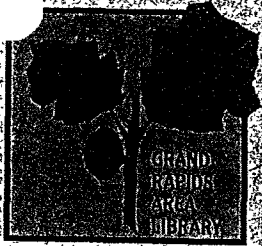
December brings snow? Nope! December brings peace? Nope! December brings lots of kids to the library with grandparents and other caregivers! Although we had low numbers for the two Saturday Story Times held this month, general use of the children's library was outstanding! And our two Monday Book Times were amazingly well attended, for a December.

In addition to story time attendance, on December 8, we had the monthly visit from all four 3rd grade classes (about 100 students, plus teachers and helpers) from Murphy Elementary. It is so great to know that these teachers value the public library and what it can offer to their students.

Saturday, December 12 we kicked off our Winter Reading Program - "Reading is SNOW Much Fun." The graphic artist for the Arrowhead Library System designed fun materials for us, featuring Bigfoot (or Yeti, or the Abominable Snowman, whichever you prefer!) The artists of the Creativity Tank were here to lead participants in making "Winter Stars." A variety of media was available for aspiring artists of all ages to express themselves; 54 artists enjoyed the event. In addition, children ages birth through 14 years began signing up to read, read, read, and earn a brand-new, free book to keep. As of December 31, we have 276 boys and girls signed up! The program runs through February 20, 2016. Stop down and check out all the "yeti tracks."

Looking ahead:

- January 11 @3:30 : The Duluth Art Institute will present "Felting – a Family Art Event."
- March 24 @ 6:00 pm: OboeBass
- Continuing to work on plans for summer reading
- Considering ideas for an Earth Day event in April



January 11, 2017

Bill Green
163 Christenson Court
Fridley MN 55432

Dear Mr. Green

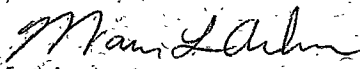
I am pleased that you will be leading a presentation on the history of civil rights in Minnesota for the Grand Rapids Area Library on February 16 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. Do you want to bring copies of your book to sell or would you like our local bookstore, the Village Bookstore, to bring some copies to sell?

The Library will provide you with an honorarium of \$250. 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

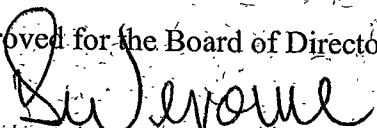
Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:


Board President

11 Jan 17
Date

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643

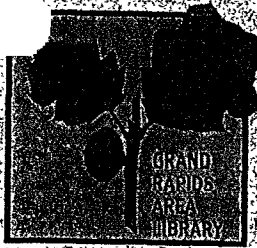
Reference: (218) 327-8820

Children: (218) 327-8823

Office: (218) 326-7640

Fax: (218) 326-7644

TTY: (218) 327-8834



January 11, 2017

John D Cox
4510 6th St NE
Columbia Heights MN 55421

Dear Mr. Cox

I am pleased that you will be leading a presentation on WWI for the Grand Rapids Area Library on March 23 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will provide you with an honorarium of \$100. 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:

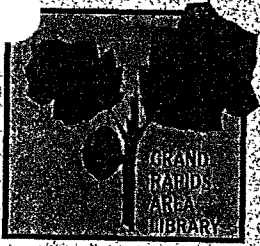
Board President

11 Jan 17

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



January 11, 2017

Daniel Yudchitz
816 Carroll Ave.
St Paul MN 55104

Dear Mr. Yudchitz,

I am pleased that you will be leading a presentation on tiny houses for the Grand Rapids Area Library on February 23 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will provide you with an honorarium of \$100. 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

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Fax: (218) 326-7644
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Board member Max Peters introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2016-01
A RESOLUTION ACCEPTING DONATIONS

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

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

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

\$250	Nick & Nancy Eltgroth Fund	undesignated
100	Roger & Carol Morrill	undesignated
100	James & Louise Fideldy	magazines

Adopted this 13th day of January 2016

Dennis Jerome
Dennis Jerome, President

Janet Neurauter
Janet Neurauter, Secretary

Board member Mary Helen Haartlau seconded the foregoing resolution and the following voted in favor thereof:

Max Peters, Mary Helen Haartlau, Janet Neurauter, Shannon Benolken, Jean MacDone II

And the following voted against same: -

And the following abstained: -

Whereby the resolution was declared duly passed and adopted.

January 11, 2016

Marcia Anderson
Dennis Jerome
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids, MN 55744

Dear Marcia, DJ, and members of the Library Board,

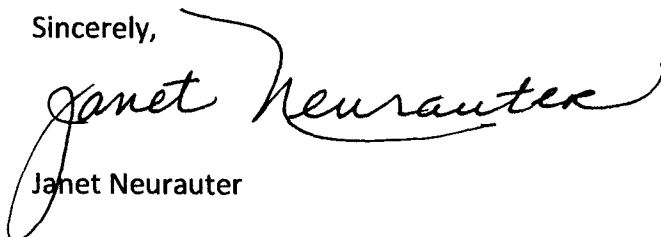
It is with mixed feelings that I submit my resignation from the Library Board and the office of Secretary effective January 31, 2016. I regret that circumstances prevent me from fulfilling the last year of my three year term.

My intention was to remain in the Grand Rapids area for several more years until I retired and then move to Madison, Wisconsin to be closer to family. In early December, my son asked his long-time girlfriend to marry him. Their engagement and encouragement to move to Madison to be closer to them changed my plans. Things seemed to fall into place as I found a wonderful job in Development which I will begin on February 15, 2016.

Thank you for the opportunity to serve on the Library Board. It has been a pleasure to learn more about the Grand Rapids Library, get to know the dedicated staff, work with such an outstanding Board, and be part of such a wonderful community resource.

Best wishes to all of you in 2016 and beyond!

Sincerely,



Janet Neurauter

Donation Policy

Draft 01/13/16

The Grand Rapids Area Library accepts donations ~~of any kind~~ that support and further the mission, goals and objectives of the Library, as established by the Board of Library Trustees. The purpose of this policy is to specify the type of donations that the Library will accept and how the Library will handle these donations.

The Library gratefully accepts gifts and donations. Except in a few cases (as noted below) an acknowledgement of receipt of a donation will be made to the donor in writing ~~within one week of receiving the gift~~. Recognition of a donation is made as outlined below, according to the nature of the gift.

Gifts are accepted in honor or in memoriam of a person or event. Acknowledgement of such a gift will be made to the donor and to family members as appropriate.

The Library will use gifts according to the donor's intention and in the manner for which it was accepted. The Library may not be able to accept a donation if the donor places extensive and/or restrictive conditions on the use of the gift by the Library. The Library will work with the donor to reach an agreement on the disposition of the gift. However, the Library will not accept a gift if the donor's wishes cannot be carried out successfully by the Library for any reason or do not fall within the mission, goals, and objectives of the Library.

All gifts accepted by the Library become the property of the Library, which has the prerogative to keep or dispose of the items.

Gifts of Money

1. The library accepts gifts of money, in any amount
 - a. The donor may indicate how he/she wishes the money to be spent by the Library.
 - b. The money may be specified for a particular type of library material, service or activity.
 - c. The money may be specified for a particular item of furniture or equipment.
 - d. When the library receives a cash donation for the purchase of materials, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the general selection policy.
2. Recognition of a gift of money is made as outlined below, according to what is purchased with the money.

Gifts of Books and Other Library Materials

The Library accepts gifts of materials in good condition. This includes, but is not limited to, books, CDs, DVDs, periodicals and pamphlets.

All library materials accepted as gifts will be evaluated in accordance with the Library's collection development policy.

Gift plates are customarily placed in or on new items donated and added to the Library collection or in items purchased by the Library with monetary donations at the donors request. The library will put a bookplate into books purchased with donated monies when appropriate; however, the library will not form a separate collection of either donated materials or materials purchased with donated money.

The Library cannot appraise books, works of art, or any other items. Donors who wish to have the value of a donation specified must make all arrangements for and bear all costs of an appraisal.

In most cases, usable library materials that the Library does not add to its collections are offered to the Friends of the Grand Rapids Area Library for their Used Book Store and their annual Book Sale. Money raised by the Friends from their Book Store and Book Sale is used to benefit the Library and its programs.

adopted

Acknowledgement letters are usually not written for routine donations of used materials. At the request of the donor, the Library will supply a receipt form signed by the employee receiving the materials. No value is assigned to the materials. The form may be used by the donor to keep an official record of the donation.

Gift plates to recognize the donor are not usually placed in or on used items donated and added to the Library collections.

Gifts of Memorabilia and Realia

The Library accepts gifts of real items if those items support the mission of the Library. The Library will not accept real items that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Gifts of Furniture and Equipment

The Library accepts gifts of furniture and equipment that support and further the mission, goals and objectives of the Library. The Library retains the prerogative to accept or reject any gift of furniture or equipment for the Library.

The placement and use of furniture and equipment is the sole prerogative of the Library. The wishes of the donor regarding the location of the furniture and equipment will be taken into account by the Board.

The Library will not accept furniture or equipment that cannot be properly cared for or secured by the Library within normal operations and procedures of the Library.

Gifts from Organizations

A club or organization may, through the purchase of a title, recognize a member or officer for valued service. A club or organization may contribute funds for expanding the collection or adding a magazine most suited to the group's focus.

Planned Giving

The Library Board encourages library supporters to consider the planned giving opportunities offered by the Grand Rapids Area Library Foundation.

Legal Counsel

In the Board's duty to protect the assets of the Library, it shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended but not limited to:

- Gifts of securities

- Gifts requiring the Library to assume financial or other obligations

- Gifts of real estate

- Gifts with a potential conflict of interest.

Donation of any other types of gifts will be considered by the Library on a case-by-case basis.

Library supporters are encouraged to make financial donations to the Friends of the Grand Rapids Area Library or to the Grand Rapids Area Library Foundation