

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library
December 9, 2015 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
 Itasca County Township Tax Revenue transmittal
 Library Report to City Council Nov 23
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
 Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
 - a. **Busy Bees Cleaning Nov \$1700**
 - b. **Unique Management Services Nov \$187.95**
 2. **Approve Contracts and payment to presenters**
 - a. **Stotzke \$50 Organizing 101 January 22**
 3. **Approve Resolution 2015- 12 Accepting Donations**
 - a. \$5968.29 Friends of the Grand Rapids Area Library installation of AV equipment in community room
 - b. \$45.00 Margaret Simons for purchase of *The Jemima Code*
 - c. \$100.00 Leah White undesignated

Regular agenda;

- View Policies Video**
- Approve General Policies 1-27**
- Approve Donation Policy**

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting November 12, 2015

Call to Order: The monthly board meeting was called to order at 5:07 PM by Dennis Jerome.

Roll Call:

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

Public Forum:

Agenda: Janet Neurauter moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

Minutes: Randy McCarty moved to approve the minutes from the October 14, 2015 board meeting. A second was made by Jean MacDonell. The motion passed unanimously.

Communications: Quarterly Report from the Minnesota Foundation

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before November 12, 2015**

AMAZON.COM	184.64
AMERIPRIDE LINEN & APPAREL	46.06
ARROWHEAD LIBRARY SYSTEM	103.06
BAKER & TAYLOR, INC	2149.55
BLUE CROSS & BLUE SHIELD OF MN	4753.50
BUSY BEES QUALITY CLEANING	1700.00
CARQUEST AUTO PARTS	339.76
DELTA DENTAL OF MINNESOTA	194.10
DEMCO	1599.27
FIDELITY SECURITY LIFE INS CO	5.96
GRAND RAPIDS CITY PAYROLL	36782.74
JUNIOR LIBRARY GUILD	21.00
LEXIS NEXIS	173.70
LINCOLN NATIONAL LIFE	107.30
MANUFACTURER'S NEWS INC	140.90
MEDICO LIFE & HEALTH INS CO	18.45
MINNESOTA ENERGY RESOURCES	79.19
MINNESOTA REVENUE	49.53
MINITEX	374.00
NEXTERA COMMUNICATIONS LLC	80.72
PAUL BUNYAN COMMUNICATIONS	244.32
PERSONNEL DYNAMICS LLC	1238.96
PIZZA WORKS	7.47
P.U.C.	2892.06
SHOWCASES	1014.12
SIM SUPPLY INC	266.23
TRU NORTH ELECTRIC LLC	1420.53
VERIZON WIRELESS	112.56
THE VILLAGE BOOK STORE	22.36
VISA	444.33
WASTE MANAGEMENT	245.00
XEROX CORPORATION	106.10
STEPHANIE JEANNE KESSLER	100.00
LON HODGE	250.00
TOTAL ALL VENDORS:	57267.47

Randy McCarty 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:** The Library cannot get on-site passport training, so there will be an online training for staff on Friday, November 13. The solar project should be completed by the end of this year.
- **Assistant Director's Report:**

Old Business:

New Business:

- **Consent Agenda:**
 1. **Approve payment of late bills**
 - a) **Sim Supply inv 344998 \$37.95**
 - b) **Wicklund Productions remainder of A/V installation \$2532.72**
 2. **Approve Contracts and payment to presenters**
 3. **Approve Resolution 2015-10 Accepting Donations**
 - a) **Grand Rapids Area Library Foundation \$2400 Story Times Summer**

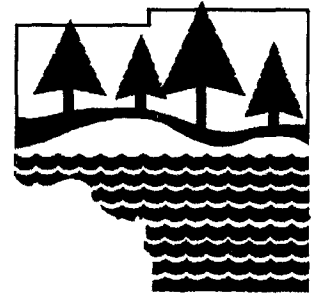
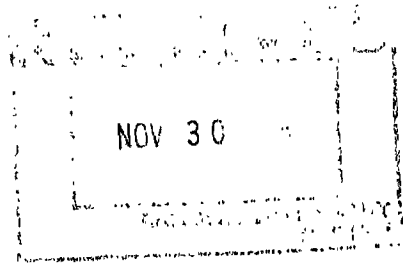
Max Peters moved to approve the consent agenda as presented. A second was made by Susan Zeige. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**
 1. Jean MacDonell moved to accept low quote of \$6000 from Tru North for purchase and installation of replacement light units on the front sidewalk. A second was made by Randy McCarty. The motion passed unanimously.
 2. Janet Neurauter moved to adopt resolution 2015-11 setting of 2016 calendar with the change of "...established 2015" to "...established 2016" and a rescheduling of the regular February 2016 board meeting to Wednesday, February 17, 2016. A second was made by Randy McCarty. The motion passed unanimously.
 3. Randy McCarty moved to accept videoconferencing equipment from IASC. A second was made by Max Peters. The motion passed unanimously.

4. **Discuss use of equipment in meeting room and meeting room philosophy.** A suggestion was made to wait a period of time to better understand what to expect from the use of the meeting room and reevaluate philosophy after that time. A common worry about groups using the equipment was the possibility of damage to the equipment. The discussion will be reopened in the coming spring.

5. **Review general policies and adopt if acceptable or revise for adoption in December.** A suggestion was made to review donation policy at the next meeting. There was also a suggestion made to create some form of a Library wish list for donations. Director Anderson will send out a revised donation policy for board members to read and it will be discussed in December.

Adjourn: The monthly board meeting was adjourned at 5:58 PM by Dennis Jerome.



November 23, 2015

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-2069

Dear Mr. Weikum:

The apportionment for November 2015, includes the following totals:

Arbo Township	\$ 2,606.11
Blackberry Township	3,215.22
Feeley Township	2,112.37
Harris Township	10,296.24
Sago Township	1,066.46
Spang Township	1,288.05
Wabana Township	3,427.37
City of Bass Brook/Cohasset	29,478.14
City of LaPrairie	1,643.64
City of Warba	<u>345.41</u>
TOTAL	\$55,479.01

df

*101-01-002-68061
Grand Rapids
Satellite*

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

PAID NOV 30 2015
V50998

cc: Shirley Miller
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids MN 55744

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: *Jeff Walker*

*Total
128,116.75*



Library Department Head Report

November 23, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our summer and fall have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2014-2017. We continue to respond to the requests and suggestions we heard.

Service Priority # 1: *Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.*

- **Saturday Story Times continued through the summer**, thanks to the generosity of the Library Foundation. This summer the attendance ranged from 26-67, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County.
- We have had several special Saturday Story Times, including *Art and Nature* with local Artist Aaron Squadroni, and an Opera Story time presented in story and song by a teaching artist from the Minnesota Opera.
- We have seen many **class visits** already this fall, and a few more are regularly scheduled. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools.
- We are in the process of developing a space just for 6-12 year olds, with dedicated computers, display space and furniture. This will be opening soon.
- Our summer Reading program, ***Read to the Rhythm!*** running mid-May through July 25th, attracted 810 kids to sign up and keep track of their reading.
- We participated in the statewide Read program featuring the book *Moo!* and hosted a visit from the author, David LaRochelle.
- Summer Programs included: Climb Theater performing *Anansi the Spider*, Hans Mayer (music for kids!) regular Friday art classes, *Cake Decorating*, *Wicked Cool Science*, Storyteller: Zaraawar Mistry with stories from India, and Fun Family Fridays featuring Silly, Sillier, and Silliest stories and crafts.
- Our winter reading program for kids *Reading is Snow Much Fun* will kick off on Saturday, December 12 with a *Winter Stars* art program.

Service Priority # 2: *Individuals will be supported in their personal search for knowledge and development of skills and careers.*

Our recent **fall programming** for adults has included such programs as: Scams and Identity Theft, Long Distance Running, Food Sensitivities and Allergies, Preparing Raw Sweets and Treats.



Library Department Head Report

November 23, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Summer programs included Bats, Loons, Cabin building and Fishing tips.

We just started a new afternoon series called "Get Your Ducks in a Row" which will cover a variety of life topics. The first one in November on Funeral Planning attracted 25 people.

Service Priority #3: *Individuals will have access to online resources that connect them to their community and the world*

- Our public computers continue to be used often by people taking **online classes**, or doing homework for local classes or taking exams for professional licensure, as well as email, and other communication and printing.
- Our public **wireless** network is in constant use by people bringing their own devices.
- In response to requests, we now offer the options of color prints from the computer, color copies, scanning and faxing.
- We are working with IASC to serve as a host space for videoconferencing equipment for public use. This opens a world of possibilities for long distance collaboration, education and trainings.

Service Priority #4: *Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.*

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Norwegian Immigrant Songs and Stories*, *Weird Poetry and Song Writing* workshops .
- **A commitment to cultural diversity in programming and displays continues.**
We are collaborating with the Human Rights Commission to host a travelling display, *Tracks in the Snow*, from the Islamic Resource Group this winter. It tells the stories of Muslims in Minnesota, and provides a local follow up to the "Muslim Journeys" programming we did 3 years ago.
- **Alternate Formats are very popular:**
Circulation of downloadable ebooks and audio books is high. **Our patrons have downloaded 16,487 titles so far this year.** There are more than 7700 audiobook titles and 9900 ebook titles available to all holders of an ALS library card. We also provide access to online magazines through Overdrive and online children's books and games through Tumblebooks. All of these are available through our web site.

Service Priority #5: *Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.*

We planned more programs to utilize the space outside the Library. This summer we hosted a River Walk with John Latimer, a Monarch Butterfly walk in June, and a yoga class in August. We also used the fishing pier for providing a program of fishing tips in August. Our fishing rod loan program is popular, and this summer we loaned 35 items of equipment, including rods and PFDs.



Library Department Head Report

November 23, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Service Priority # 6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.

- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- We celebrate International Game Day on November 21 by setting up board games and Wii games in the community room.
- Our tables and study rooms provide spaces for working on group projects.

Building, grounds and meeting space

- The demonstration solar project is nearing completion, and should be up and running by the end of the year. (Thanks to contributions from the City of Cohasset, the Library Foundation and the Blandin Foundation)
- We just finished upgrading our audio and visual equipment in the meeting room to provide better sound and visuals for our programs with less staff time. This was made possible with generous donations from the Friends of the Library and the Library Foundation.
- We have replaced some lights in the building with more energy-efficient LED lights and fixtures.
- We will be replacing the sidewalk lights in front of the building. One pole was recently damaged beyond repair, and others are deteriorating.
- The Friends of the Library hosted a party in September to celebrate the 15th Birthday of the Library building .

Upcoming:

We have been approved as a Passport Acceptance Agency, staff have been trained, and we will begin accepting and processing passports sometime in mid-December.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out! We provide a popular, safe, spot to visit.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2015
With Comparative Totals for November 30, 2014

	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	314,529	332,619	612,716	54%
Intergovernmental	70,464	72,737	127,000	57%
Charges for Services	9,992	11,075	11,082	100%
Fines & Forfeits	12,304	11,770	14,000	84%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	6,907	7,620	-	0%
Miscellaneous	15,397	43,287	14,400	301%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	429,592	479,109	779,198	61%
Expenditures:				
Personnel	492,649	492,312	565,658	87%
Supplies/Materials	84,694	86,184	80,850	107%
Other Services/Charges	117,286	110,779	132,690	83%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	694,628	689,276	779,198	88%
OPERATING SURPLUS (DEFICIT)	(265,036)	(210,167)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	41,989	-	
Fund Balance 11/30/XX				
Cash Flow	118,202	61,943	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 11/30/XX	\$ 176,833	\$ 208,474	\$ 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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2015**

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 612,716	\$ 299,223	49%
211-00-31-00-0200	DELINQUENT	-	702	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	32,694	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	49	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	72,638	57%
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	1,755	110%
211-00-34-00-7975	INTERNET	3,000	3,272	109%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	660	330%
211-00-34-00-7990	FAX MACHINE USE	-	106	0%
211-00-35-00-1030	LIBRARY FINES	14,000	11,770	84%
211-00-37-00-2310	DONATIONS	2,000	22,707	1135%
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	3,906	115%
211-00-37-00-2450	MISCELLANEOUS	1,900	7,882	415%
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	479,109	61%
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	346,666	88%
211-00-75-10-1030	SALARY-PARTTIME	22,074	23,292	106%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	4,596	73%
211-00-75-10-1210	PERA	31,324	27,778	89%
211-00-75-10-1220	FICA	25,895	21,666	84%
211-00-75-10-1250	MEDICARE	6,056	5,067	84%
211-00-75-10-1310	HEALTH INSURANCE	72,919	59,415	81%
211-00-75-10-1330	LIFE INSURANCE	221	195	88%
211-00-75-10-1335	DENTAL INSURANCE	2,621	1,497	57%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	2,141	79%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	7,635	127%
211-00-75-20-2020	COPY SUPPLIES	800	1,183	148%
211-00-75-20-2030	PRINTING/BINDING	600	775	129%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,617	40%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	5,421	181%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	5,914	591%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	349	100%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,602	80%
211-00-75-20-2110	BOOKS	42,000	42,493	101%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,657	85%
211-00-75-20-2130	NEWSPAPERS	1,000	1,671	167%
211-00-75-20-2140	PERIODICALS	8,000	7,091	89%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,777	111%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	300	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2015**

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
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	511	106%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	4,191	70%
211-00-75-30-3210	TELEPHONE	6,500	5,402	83%
211-00-75-30-3220	POSTAGE/FREIGHT	500	(266)	-53%
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	1,698	68%
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	9,424	105%
211-00-75-30-3810	ELECTRICITY	36,000	25,529	71%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	2,740	152%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,288	82%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	7,437	124%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	13,732	92%
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	6,335	106%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	1,025	54%
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	-	41,989	0%
	TOTAL EXPENDITURES	779,198	731,265	94%
	SURPLUS REVENUES/(EXPENDITURES)	-	(252,156)	

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
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	438,673.06	438,673.06	0.00
211-00-00-00-1010	CASH	450,511.65	490,632.05	735,872.52	205,271.18
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	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	33,240.00	0.00	0.00	33,240.00
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	3,374.56	6,757.49	4,357.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	11,411.51	1,037.11
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	63,921.59	19,686.53	44,235.06
TOTAL		496,490.50	1,009,049.88	1,212,401.11	293,139.27
TOTAL ASSETS		496,490.50	1,009,049.88	1,212,401.11	293,139.27
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	724,863.49	744,081.80	34,914.01
211-00-00-00-2030	SALES TAX PAYABLE	0.00	433.58	472.39	38.81
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	590.25	590.25
TOTAL		35,861.15	740,574.52	745,144.44	40,431.07
TOTAL LIABILITIES		35,861.15	740,574.52	745,144.44	40,431.07

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
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	19,686.53	63,921.59	44,235.06
TOTAL		460,629.35	19,686.53	63,921.59	504,864.41
	FUND SURPLUS (DEFICIT)	0.00	252,156.21	0.00	(252,156.21)
TOTAL FUND EQUITY		460,629.35	271,842.74	63,921.59	252,708.20
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	1,012,417.26	809,066.03	293,139.27

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	299,222.69	0.00	313,493.31	49
211-00-31-00-0200	DELINQUENT	0.00	0.00	701.92	0.00	(701.92)	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	32,694.48	0.00	(32,694.48)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0

TOTAL		0.00	612,716.00	332,619.09	0.00	280,096.91	54
TOTAL TAXES		0.00	612,716.00	332,619.09	0.00	280,096.91	54
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	48.75	0.00	(48.75)	100
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	127,000.00	72,637.74	0.00	54,362.26	57
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	51.00	0.00	(51.00)	100

TOTAL		0.00	127,000.00	72,737.49	0.00	54,262.51	57
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	72,737.49	0.00	54,262.51	57
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	92.59	1,600.00	1,755.22	0.00	(155.22)	110
211-00-34-00-7975	INTERNET	290.73	3,000.00	3,272.09	0.00	(272.09)	109
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	200.00	660.00	0.00	(460.00)	330
211-00-34-00-7982	PASSPORT PROCESSING FEE	0.00	0.00	0.00	0.00	0.00	0
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	46.78	0.00	105.73	0.00	(105.73)	100

TOTAL		470.10	11,082.00	11,075.04	0.00	6.96	100
TOTAL CHARGES FOR SERVICES		470.10	11,082.00	11,075.04	0.00	6.96	100

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ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	918.95	14,000.00	11,769.66	0.00	2,230.34	84
TOTAL		918.95	14,000.00	11,769.66	0.00	2,230.34	84
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	22,707.23	0.00	(20,707.23)	1135
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	231.25	3,400.00	3,906.03	0.00	(506.03)	115
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	6,102.81	1,900.00	7,882.09	0.00	(5,982.09)	415
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		6,334.06	14,400.00	50,407.31	0.00	(36,007.31)	350
TOTAL MISCELLANEOUS REVENUE		6,334.06	14,400.00	50,407.31	0.00	(36,007.31)	350
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	500.00	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		500.00	0.00	500.00	0.00	(500.00)	100
TOTAL OTHER SOURCES		500.00	0.00	500.00	0.00	(500.00)	100

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ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		8,223.11	779,198.00	479,108.59	0.00	300,089.41	61

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	30,505.42	395,580.00	346,666.15	0.00	48,913.85	88
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	1,602.50	22,074.00	23,291.79	0.00	(1,217.79)	106
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	309.22	6,268.00	4,596.18	255.22	1,416.60	77
211-00-75-10-1210	PERA	2,408.06	31,324.00	27,777.66	0.00	3,546.34	89
211-00-75-10-1220	FICA	1,881.67	25,895.00	21,666.28	0.00	4,228.72	84
211-00-75-10-1250	MEDICARE	440.05	6,056.00	5,066.98	0.00	989.02	84
211-00-75-10-1310	HEALTH INSURANCE	4,001.22	72,919.00	59,415.10	0.00	13,503.90	81
211-00-75-10-1330	LIFE INSURANCE	26.71	221.00	194.77	0.00	26.23	88
211-00-75-10-1335	DENTAL INSURANCE	140.94	2,621.00	1,497.18	0.00	1,123.82	57
211-00-75-10-1347	VISION INSURANCE	0.44	0.00	(0.68)	0.00	0.68	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	180.72	2,700.00	2,140.92	0.00	559.08	79
TOTAL PERSONNEL		41,496.95	565,658.00	492,312.33	255.22	73,090.45	87

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	297.49	6,000.00	7,634.82	503.02	(2,137.84)	136
211-00-75-20-2020	COPY SUPPLIES	136.99	800.00	1,183.29	34.99	(418.28)	152
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	774.75	58.46	(233.21)	139
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	11.90	4,000.00	1,616.74	0.00	2,383.26	40
211-00-75-20-2070	COMPUTER INVENTORY	2,387.00	3,000.00	5,420.59	2,387.00	(4,807.59)	260
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	1,214.27	1,000.00	5,913.58	1,214.27	(6,127.85)	713

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ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	348.97	0.00	1.03	100
211-00-75-20-2100	OPERATING SUPPLIES	84.54	2,000.00	1,602.42	84.54	313.04	84
211-00-75-20-2110	BOOKS	5,160.59	42,000.00	42,493.44	3,739.30	(4,232.74)	110
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	7,657.10	4,620.00	(3,277.10)	136
211-00-75-20-2130	NEWSPAPERS	711.40	1,000.00	1,670.58	731.40	(1,401.98)	240
211-00-75-20-2140	PERIODICALS	6,926.03	8,000.00	7,090.98	6,926.03	(6,017.01)	175
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	314.07	2,500.00	2,776.71	314.07	(590.78)	124
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		17,244.28	80,850.00	86,183.97	20,613.08	(25,947.05)	132
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	510.72	46.06	(76.78)	116
211-00-75-30-3090	JANITORIAL SERVICES	0.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	4,191.42	139.00	1,669.58	72
211-00-75-30-3210	TELEPHONE	722.96	6,500.00	5,401.87	0.00	1,098.13	83
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	(266.18)	0.00	766.18	(53)
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	0.00	2,500.00	1,697.71	179.00	623.29	75
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	856.69	500.00	264.00	0.00	236.00	53
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	9,423.59	0.00	(423.59)	105
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	25,529.33	0.00	10,470.67	71
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,800.00	2,739.98	0.00	(939.98)	152
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,288.38	0.00	711.62	82
211-00-75-30-4000	MAINTENANCE CONTRACTS	3,416.92	6,000.00	7,436.71	3,416.92	(4,853.63)	181
211-00-75-30-4010	BUILDING MAINT/REPAIRS	7,087.76	15,000.00	13,732.41	1,087.76	179.83	99
211-00-75-30-4015	GROUNDS MAINTENANCE	235.25	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	8,216.88	9,000.00	9,095.88	8,216.88	(8,312.76)	192
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	136.02	6,000.00	6,334.86	136.02	(470.88)	108
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	1,024.99	0.00	875.01	54
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
211-00-75-30-4595	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		20,785.54	132,690.00	110,779.23	13,221.64	8,689.13	93
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	303.70	0.00	41,989.27	10,631.20	(52,620.47)	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		303.70	0.00	41,989.27	10,631.20	(52,620.47)	100
TOTAL GENERAL ADMINISTRATION		79,830.47	779,198.00	731,264.80	44,721.14	3,212.06	100
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:		79,830.47	779,198.00	731,264.80	44,721.14	3,212.06	100
TOTAL FUND REVENUES		8,223.11	779,198.00	479,108.59	0.00	300,089.41	61
TOTAL FUND EXPENSES		79,830.47	779,198.00	731,264.80	44,721.14	3,212.06	100
FUND SURPLUS (DEFICIT)		(71,607.36)	0.00	(252,156.21)			
TOTAL ALL FUND REVENUES		8,223.11	779,198.00	479,108.59	0.00	300,089.41	61
TOTAL ALL FUND EXPENSES		79,830.47	779,198.00	731,264.80	44,721.14	3,212.06	100
ALL FUND SURPLUS (DEFICIT)		(71,607.36)	0.00	(252,156.21)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2015

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INVOICES DUE ON/BEFORE 12/09/2015

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	350.59
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118345	ADRIAN BOOKS	4,188.16
0118660	ARROWHEAD LIBRARY SYSTEM	121.27
0201428	BAKER & TAYLOR, INC	3,689.37
0315455	COLE HARDWARE INC	23.44
0400015	D.C.R. COMMUNICATIONS INC	396.18
0405500	DEMCO	161.78
0502705	EBSICO SUBSCRIPTION SERVICE	7,637.43
0612550	FLOOR TO CEILING STORE	850.00
0701650	GARTNER REFRIGERATION CO	2,232.02
0718010	CITY OF GRAND RAPIDS	7,903.70
1205099	LEARNING OPPORTUNITIES INC	1,759.67
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,320.92
1415377	NORTHERN BUSINESS PRODUCTS INC	201.76
1524250	OXFORD UNIVERSITY PRESS USA	790.21
1605665	PERSONNEL DYNAMICS LLC	309.22
1815325	NOELLE RAHN-JOHNSON	26.00
1903225	SCENIC RANGE NEWS FORUM	20.00
1909510	SIM SUPPLY INC	299.69
2018680	TRU NORTH ELECTRIC LLC	7,313.95
2114356	UNIQUE MANAGMENT SERVICES	161.10
2209421	VIKING ELECTRIC SUPPLY INC	84.54

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 39,887.06

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,753.50
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	194.10
0605191	FIDELITY SECURITY LIFE INS CO	5.96
0718015	GRAND RAPIDS CITY PAYROLL	36,837.70
1209516	LINCOLN NATIONAL LIFE	107.30
1305050	MEDICO LIFE & HEALTH INS CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	624.91
1309335	MINNESOTA REVENUE	48.99
1405850	NEXTERA COMMUNICATIONS LLC	82.46
1621130	P.U.C.	2,510.86
1909510	SIM SUPPLY INC	37.95
2205637	VERIZON WIRELESS	112.52
2209665	VISA	545.70
2301700	WASTE MANAGEMENT	50.00
2405650	XEROX CORPORATION	33.55
T000404	CHRIS WICKLUND	2,532.72

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 9, 2015

DATE: 12/02/2015
TIME: 14:31:08
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/09/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$ 48,630.67
	TOTAL ALL DEPARTMENTS	88,517.73

Directors Report: December 9 , 2015

Agenda Items

Regular Agenda

Review general policies and adopt if acceptable or revise for adoption in December

The general—policies were reviewed last year and discussed and revised, but not formally adopted.

Review and adopt donation policy

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

Library Trustee Training

Library Policies video on ALA/united for libraries web site.

You might want to view this video before you review policies!

http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/short_takes/videos

Login: arrowheadst

Password: 3762915

Updates:

Lights

Lights and poles on the sidewalk outside the front door have been replaced

Videoconferencing equipment from IASC

The installation company that handles IASC equipment came on November 30 to look at the meeting room and determine the best placement and make sure there is power and network drops. We tentatively set December 28 as the installation date.

Passports

Staff went through the online training as a team on Nov 13. We began accepting applications on December 1. We have all been making adjustments in workflow, logistics, and recordkeeping as we figure out the most efficient way to help people. During the first 3 days we accepted 15 applications. We have an extra person scheduled for the next few Saturdays as backup, because we are expecting increased traffic on Saturdays.

Solar Mounts

The sunflower panels are complete and awaiting the other pieces. The 2nd mounting/tracking system is nearly complete. Tru-North installed a conduit into the boiler room for the connection to be made by Energy Plus. We are hoping for completion and connection in mid—late December.

I would like to do an open house in early February that is a Celebration of solar energy. I envision tables in the community room with vendors, installers and power companies with solar incentives. People can not only learn about our displays, but learn more about how they can use solar. There is also discussion in the community about Community Solar Gardens, so this would be a great way for people to learn more about that.

Eholt Bequest

No update since early November. The plan was to meet in early December to do a final accounting and a report to the court and request for distribution.

Children's space

The children's space is rearranged and the furniture is all set up, thanks to the heroic effort of the extended Kampa and Fidely clans! It is already popular with kids and families. Stop in to see it if you have not already done so!

Building

We had little heat in the building on Saturday, Nov 28 or Monday, November 30. The Blandin Plant heat source was shut off with no notice, causing the filters for the heat exchanger to clog and shut down the heat exchanger. The Natural gas boilers should have started when the temp in the building fell, but Then the Variable Frequency Drive for the fans failed, causing the natural gas boilers to shut down automatically shortly after starting. The plant came back online, the heat exchanger was restarted, but the VFD failed again later in the week. It has been restarted, but a new one has been ordered, and it should be here later this month. (estimated cost is around \$3500)

Saturday Scheduling

This year, for the first time we were closed the Friday after Thanksgiving. This was negotiated in the most recent union contract. During the negotiations, I looked at historical attendance figures for Fridays and Saturdays after Thanksgiving to gauge the impact on our patrons. My conclusion was that Fridays had been very quiet, but Saturdays had been busy. The resulting contract has the Friday after Thanksgiving as a paid Holiday, but we remain open on Saturday.

This year, we had 207 people in the 4 hours we were open, compared to previous Saturdays in November which ranged from 246-291. There was no story time on the 28th.

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. 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. As a precautionary measure, once dates and speakers are finalized I plan to sit down with the Police Chief and just give the PD a heads up and see if there are any security measures we may want to implement.

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 December 2015

Teen Advisory Board

November 24, 2015

Members present: Emi S., Paige C.

We talked about the National Book Awards which were given out in November. We discussed which young adult books that were on the longlist (10) to purchase. The library already has the winning book *Challenger Deep*.

We discussed winter reading which will start December 12-Feb 13. Teens will keep track of the pages they read and can earn a Target gift card and free book.

Members came up with questions for the teen room drawing. They decided to have questions about holiday movies and characters in the movies.

Teens

The Teen Room monthly drawing had 5 participants. Bess was the winner.

In November we held a cosplay event in the meeting room. There were 11 participants. We watched anime and played hangman and ate Ramen. There was a group of girls that dressed as Hetalia Axis Powers. The costumes were based on the countries of Canada, USA, and France. Another girl dressed as a character from Tokyo Ghoul. She had great face makeup.

Staff

In November staff completed online passport training.

Tracy spent basically a weekend at the library moving shelves and adding the mid-kid area. It has been a huge hit. I posted photos on Facebook and there were lots of positive comments and kudos to Tracy and the Library Foundation (who provided the funding).

Operations

We started accepting passports this week. We have the supplies at the reference desk. The second day we had 10 applications. It was a crazy day! We were doing the applications at the back of the reference desk and after day 2 we moved some equipment off a table and started using the space to work with the applicants. It's been a major improvement to have the table space to spread out materials on. There have been quite a few people stopping by to inquire about the passport process. Hibbing has no acceptance facility so we have seen a number come from Hibbing.

Our fax machine continues to be used by the public. People like the convenience of being able to fax from the library.

Some time ago we started selling earbuds to the public. We sell a few pair a week. People purchase for \$2.00 and can keep them.

CIRCULATION

	THIS MONTH	YTD	YTD 2014	Express Check outs % of total c/o	November
Check-outs	11,246	141,928	139,029	2.09%	2,794
Total Circulation	13,002	161,629	158,872	1.74%	24,84%
Returns	13,808	160,058	157,392	1.69%	
New cards	81	1,066	1,248	-14.58%	

Door count 9400

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2014
Books cataloged and processed	534	6,746	6,180
Withdrawn copies	739	4,863	8,699
Withdrawn Titles	309	3,426	3,664

REFERENCE

	THIS MONTH	YTD	YTD 2014
tests proctored	737	8,535	8,486
computer help over 5 minutes	7	102	78

INTERNET

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2014 YTD SESSIONS	2014 YTD HOURS
Pharos sessions ***	2,490	1,939	14,554	9,472	15,180	9,193

Non-Pharos sessions

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
VOLUNTEERS	49	849	849	3478.00
	41	324.00		

MEETING ROOM

	GROUPS	YTD GROUPS
COMMUNITY ROOM	39	452

PROGRAMS & TOURS

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD groups	2014 YTD PEOPLE
BOOK TIME	6	122	58	1,389	54	1,268
SATURDAY STORY TIME	6	165	76	1,687	81	2,278
CLASS VISITS	7	324	47	1,858	46	1,369
NON SCHOOL GROUPS	0	0	5	122	7	209
CHILDREN'S PROGRAMS	1	25	38	1,154	37	1,416
TEEN PROGRAMS	4	26	45	439	42	478
Total Youth Programs	24	662	269	6649	267	7,018
Total Adult Programs	4	75	49	992	51	1,515

BOOKINGS & ARRANGEMENTS

	HRS THIS MONTH	HRS YTD	HRS YTD 2014
TOTALS	6.5	113	99

Children's Library Summary
November 2015

November will go down in our memories as the "class visit month." Take a look at these numbers:

- 100 third graders from Murphy Elementary
- 76 students from Deer River Preschools
- 6 students from Sugar Point Headstart
- 25 fourth graders from Southwest Elementary
- 54 fourth graders from Cohasset Elementary

Saturday, November 21 was the 3rd annual celebration of International Games Day at the Grand Rapids Area Library; we had 25 participants, ranging in age from 11 months to 75 years! And no one was interested in the Wii!

The other big news from the Children's Library is the completion of the Mid-Kid area. Tracy and her volunteers (read family members) spent a very long weekend here making magic happen. Please take time to stop down and see the results. It really is amazing what moving a few (?) shelves around can do!

The Winter Reading program begins with a special kick-off event. This event, sponsored by Children First! and presented by the Creativity Tank artists, is called "Winter Stars." It takes place on Saturday, December 12, from 10:30 – 12:30. All ages are invited to this program; children ages 0 – 6 must be accompanied by an adult. This is also the day that children begin to sign up for the Winter Reading program and pick up their program materials. The reading program is open to children ages 0 – 14. The winter reading program continues through February 20.

Attendance at story times looked good most of the month, but dropped off a bit with the beginning of the holiday season. This is fairly typical.

Looking ahead:

- Beginning to work on plans for the summer reading program: "Read – For the Win!" The theme is in honor of the Summer Olympics in Rio.

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

BUSY BEES QUALITY CLEANING
19972 LITTLE CRYSTAL SPR RD
GRAND RAPIDS MN 55744

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: 15004013
P.O. DATE: 11/29/2015
P.O. AMT: \$1,700.00
VENDOR NUMBER: 0221700
REQ. NUMBER:

ATTENTION:
M.ANDERSON INV#4445-L

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
LIBR NOV CLEANING SERVICE	211-00-75-30-3090	1.00000	1,700.0000	1,700.00
				=====
				\$1,700.00

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
BY: LISA FLAHERTY

APPROVED
BY:

M. Anderson

DATE:

11/29/15



1
5

THE BUSY BEES Q.C.S.

19972 LITTLE CRYSTAL LANE
GRAND RAPIDS, MN. 55744
PH: 218-327-4813

RECEIVED

DEC 3 2015

CITY OF GRAND RAPIDS

Invoice

Date	Invoice #
11/29/2015	4445

Bill To
CITY OF GRAND RAPIDS 420 POKEGAMA AVE. GRAND RAPIDS, MN. 55744 ATTN - ACCOUNTS PAYABLE

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	OFFICE CLEANING FOR NOV 2015	1,700.00	1,700.00
	Sales Tax	6.875%	0.00

Thank you for your business.

Total

1



\$1,700.00

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 #

12/1/2015 416742

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
6	11-03 Placements	8.95	53.70
8	11-10 Placements	8.95	71.60
6	11-17 Placements	8.95	53.70
7	11-24 Placements	8.95	62.65
6	Credit for accts closed by client prior to beginning the collection process	-8.95	-53.70
	Total cumulative recovery of \$33,159.15, yielding an ROI of 4.03 to 1.		

Thank you for your business.

TOTAL	\$187.95
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UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/30/2015 7:00 PM WB

ACCOUNT STATUS REPORT

PAGE: 659

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 11/30/2015

ALL AMOUNTS LISTED

Accounts Submitted	:	1,064	Dollars Submitted	:	91,081.54	Dollars Received	:	7,924.32
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	16,594.02
Incorrect Addresses	:	236	Dollars in Skips	:	18,391.80	Dollars Waived	:	8,643.06
Iron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00	Total Activated	:	45,302.08
Accounts in Process	:	828	Dollars in Process	:	67,874.11	% of Dollars Activated	:	66.74%
# of Accounts Activated	:	490						
% of Accounts Activated	:	59.18%						

December 9, 2015

Tammy Schotzko
We Love Messes
10189 West Way NW
Bemidji, MN 56601-9566

Dear Tammy;

I am very pleased that you are able to do a presentation on *Organizing 101* for the Grand Rapids Area Library on January 12 at 6 pm

I appreciate your willingness to demonstrate alternative methods of getting organized and offer some tips and tricks.

The Library will pay you an honorarium of \$50 for your appearance. Also enclosed is a release form for ICTV. 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 if you have any questions

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member Randy McCarty introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2015-12
A RESOLUTION ACCEPTING DONATIONS

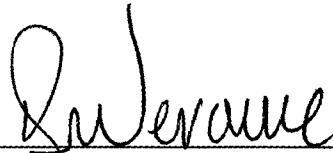
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$5968.29 Friends of the Grand Rapids Area Library installation of AV equipment in community room
\$45.00 Margaret Simons for purchase of *The Jemima Code*
\$100.00 Leah White undesignated

Adopted this 9th day of December 2015



Dennis Jerome, President


Janet Neurauter, Secretary

Board member Max Peters seconded the foregoing resolution and the following voted in favor thereof:

Randy McCarty, Jean Mac Donell, Max Peters, Mary Helen Haarklay
Dennis Jerome, Janet Neurauter
And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

General Policies Grand Rapids Area Library Board of Directors

1. INTRODUCTION

1.1 Scope of Manual

This manual contains those policies that, together with the By-laws of the Board, the laws of the State of Minnesota, the Municipal Code of the City of Grand Rapids, the Personnel policies of the City of Grand Rapids and the labor contract with library employees govern the Grand Rapids Area Library.

1.2 Adoption

These policies were adopted by resolution of the Library Board, April 12, 2006 and became effective upon approval.

1.3 Amendment

These policies may be amended at any time by resolution of the Grand Rapids Area Library Board of Trustees.

1.4 Disclaimer

These policies shall apply unless they are in conflict with Minnesota Statutes.

1.5 Savings Clause

If any portion or portions of these policies are held invalid, the remainder shall not be affected thereby.

2. GOVERNANCE

The Grand Rapids Area Library operates as a unit of the City of Grand Rapids as a public library under provisions of Minnesota Statute Chapter 134. It is governed by a Board appointed by the City Council and funded as provided in various portions of Minnesota Statutes Section 134, Public Libraries. Minnesota Statutes Section 13.40 establishes rules for data privacy for Public Library records. Minnesota Statute 609.541 governs protection of library books. (*Appendix A*)

3. STATUS AS A PUBLIC LIBRARY

The Grand Rapids Area Library will function as a public library as defined by Minnesota Statutes and the Grand Rapids Municipal Code.

- Minnesota Statutes chapter 134.14 states: "Every public library established under sections 134.07 to 134.15 shall be forever free to the use of the inhabitants of the city or county subject to reasonable regulations the library board may adopt."
- Chapter 34.1 of the City Code of the City of Grand Rapids states: "There shall be established at public expense, a free public library and reading room or rooms in the city to be under the management and

control of the board of directors, to be appointed in the manner prescribed by the laws of this state.”

3.1 Free and open access

It is the policy of the Board of Directors of the library that all rules and procedures of the library contribute to free and open access to resources to inform and enrich the lives of the community.

3.2 Fees and Fines

Fees may be charged to reimburse the library for costs of services such as meeting room use and single use/single user information acquisition. The Board may, however, choose to subsidize costs of any service within the bounds of the library's budget. The purpose of fines assessed shall be to encourage timely return of materials and to recoup the costs of notice mailings.

3.3 Resource Development

The Library Board will operate its programs, establish plans of service, acquire materials, and contract for the provision of resources to meet the informational and cultural needs of individuals in its communities.

3.4 Resource dissemination

The Library will publicize available materials and resources which provide information about important local issues in order to improve the quality of public debate and decision making.

4. STATEMENT OF NON-DISCRIMINATION

The facilities and services of the Library are available to all, regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

5. FUNDING

The Major sources of library funding are taxes on property in the City of Grand Rapids and in specified towns and townships in Itasca County. The Library Board receives funding from a variety of additional sources, including gifts, grants, donations, fines and fees for services.

5.1 City Levy

The Library's primary source of funding is a levy established by the City of Grand Rapids.

5.2 Arrowhead Library System supporting township remittance

Under its membership agreement with the Arrowhead Library System (*Appendix B*), the Library receives the library taxes levied by Itasca County upon the cities of LaPrairie, Warba, and Cohasset, and the townships of Arbo, Blackberry, Feeley, Harris, Sago, Spang and Wabana.

5.3 Supplemental funding

It is the policy of the Board of Directors that additional sources of funding will be sought in order to enhance library programs, collection, and staff for this community and to provide services as required under the Minnesota Reciprocal Borrowing Agreement to the many individuals who

are not residents of our support area, but who have a right to call upon this library for service.

6 STATEMENT ON INTELLECTUAL FREEDOM

The Grand Rapids Library supports the right of individuals within its community to free access to the literary and informational output of society as a whole. The Library will work to provide materials to express the full range of viewpoints on topics of interest and controversy.

6.2 Intellectual Freedom Documents

The Library supports The Library Bill of Rights and The Freedom to Read Statement of the American Library Association. The Library will develop policies to implement those statements when they are not in conflict with state law, and make efforts to influence changes in law which will allow full and equal access to ideas for all

(Texts of those statements are included in Appendix C.)

6.3 Labeling of materials

No library material will be labeled for the purpose of rating the suitability of its content for prospective readers.

6.4 Sequestering of materials

No library material will be sequestered except to protect it from damage or theft.

6.5 Removal of selected materials

No library material which was selected in accordance with the policies of the Board shall be removed from the collection except by express order of a court of competent jurisdiction or by the withdrawal policy of this board and the established weeding procedures of the library.

6.6 Responsibility for Children's Reading

Responsibility for a child's reading rests with the parent or legal guardian. No material eligible for selection under the library's policies and guidelines shall be excluded from the collection because it may fall into the hands of children.

7 COLLECTION DEVELOPMENT

The Library's efforts in obtaining, developing access to, and withdrawing materials will be focused on fulfilling the Library's purpose and mission as defined in Section 3 of this policy. The Library Director will establish selection guidelines for the use of staff.

7.1 Statement of Collection Scope

The Grand Rapids Area Library Board of Trustees acknowledges the Library's responsibility, as a reference and referral library of the State of Minnesota, to provide materials to meet the varied information needs of the public it serves and to fill at least 95% of all information and title requests from locally available resources.

7.2 Inclusiveness

The Library collection shall include representative materials of all races and nationalities, and all political, religious, economic and social views.

The collection will be carefully developed in order that a full range of opinion on controversial issues will be represented and that the needs of special groups will be balanced with general demand.

7.3 Collection focus

The collection will be focused on currently useful materials. Specialized research materials will be made available through participation in the Arrowhead Regional Library System and other statewide programs.

7.4 Currency of materials

In order to keep the collection current procedures be implemented to weed five percent (5%) of the collection yearly.

7.5 Donations

Donations of books and other materials will be accepted without condition. Materials must meet established Selection Guidelines if they are to be added to the collection. Disposal of materials not selected for inclusion in the collection will be treated as surplus as indicated in Board Resolution 2002-09 as exhibited in Appendix D

7.6 Responsibility for collection development

The Director is ultimately responsible for the selection of materials to implement the purpose, mission and policies of the Library and its Board of Directors.

8 COOPERATION AND COLLABORATION WITH OTHER LIBRARIES AND INFORMATION PROVIDERS.

It is the policy of the Board of Directors that the library cooperate with other libraries and community organizations to increase available resources and to maximize the value of expenditures.

8.1 Criteria for Cooperative and Collaborative Efforts

Cooperative and collaborative efforts must meet the following criteria:

- Local library services will not be adversely impacted
- Funding is available within the library's existing budget or external funding is available and the budget amended by the Library Board and the City Council.
- The activity is in keeping with the Library Board's Mission and Goals
- Staffing is available within the current staff or external funding will provide staff to carry out the activity.
- The activity is of a short-term nature or the library can expect to have funding to continue the project into the future.

9 LOAN PERIODS

Loan periods will be established to maximize effective use of library materials, will be set by the library director after consultation with staff and will be reported to the Board at the beginning of each year. Loan periods will be enforced through notices and fines.

10. BORROWER'S PRIVILEGES

The Library's materials will be available on loan to eligible borrowers without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

10.1 Borrower Criteria

Borrowers' privileges will be extended to individuals meeting any of the following criteria who are not excluded from eligibility by the conditions listed in section 10.2 of this policy:

- Residents of the Arrowhead Library System geographic area
- Individuals holding valid library cards from any library in the State of Minnesota
- Individuals who have paid an annual non-resident fee set by the Library Board

10.2 Suspension of Borrowers Privileges

Borrowers privileges may be suspended in the following cases and will remain suspended until the conditions calling for suspension have been cleared:

- Individual has fines at the Grand Rapids Area Library in excess of the maximum amount set by board in fine and fee schedule.
- Individual holds materials more than 20 days overdue
- Individual's borrower's privileges have been suspended by another library in the Arrowhead System.

11 LIBRARY USE PRIVILEGES

Library in-house services are available to any individual whose actions are within the boundaries of the libraries published "Rules of Conduct."

(See Appendix E)

11.1 Suspension of use privileges

User privileges may be suspended by staff for a 2 week period for violation of the library's "Rules of Conduct." The Board may impose longer or even permanent suspensions for frequent or egregious violation of the "Rules of Conduct."

12 CHILDREN'S ACCESS TO LIBRARY MATERIALS AND SERVICES

The right of children to access library resources and materials for use in their pursuit of knowledge or understanding shall not be curtailed by the policies of this board or the decisions of library staff.

12.1 Parental responsibility

Parents are responsible for their children's reading and access to information. Parents should accompany their children to the library or arrange for suitable responsible accompaniment until such time as they feel that the child is capable of making informed decisions on such topics as choice of books, use of Internet resources and appropriate actions toward others. Parental or guardian permission is required before children

sixteen and under may use Internet computers outside of the Children's Department.

12.2 Limits upon staff guidance of children's information access

Although staff members must not prohibit children from accessing desired Information, they may attempt to lead children to resources more appropriate for their age and understanding.

12.3 Parental responsibility for safe transportation

Parents are responsible for their children's safety. Staff members who are on duty when a child has no safe way to get home are instructed to stay in the library with the child for 15 minutes while trying to contact the parents. At the end of 15 minutes, the staff member should contact the Grand Rapids Police Department to report the unattended child.

12.4 Unattended Children in the Library.

The Grand Rapids Area Library welcomes children of all ages to use its facilities and services. Responsibility for the behavior and well-being of the children using the library rests with the parent, guardian, or caregiver assigned by the parent. The safety of all patrons, and especially the safety of the library's youngest patrons, is of primary importance to the Grand Rapids Area Library.

Children under the age of 8 and those lacking mental capacity must be within eyesight at all times of a parent/guardian or caregiver age 14 and older who is able to attend to the child's safety and ensure proper behavior. When children under the age of 8 attend a program, the parent, guardian or caregiver age 14 and older is expected to remain in the building.

Children age 8-12 are welcome in the library unattended for a period of time not to exceed 2.0 hours, provided that their behavior is not disruptive to other patrons or staff members. If there is due reason, and parents or caregivers cannot be located, staff will notify the Grand Rapids Police Department.

(Section 12.4 added 10/08/08)

13 ACCESS TO ELECTRONIC INFORMATION SOURCES

In keeping with its mission, the library will provide access to a variety of electronic information sources. In keeping with its commitment to the Freedom to Read statement of the American Library Association, filtering of computers will be kept to the minimum level to comply with federal and Minnesota law.

13.1 Children's right to access the Internet

The policy on children's right to access library resources applies to children's use of the Internet. In keeping with the Children's Internet Protection Act and Minnesota State Law, library Internet access will be filtered as to access to illegal and pornographic materials. Such filters do not guarantee that information accessed will be appropriate to the needs of children. For that reason, children sixteen years of age or younger

must have the permission of parent or guardian to use computers outside of the Children's Department.

13.2 Provision of free access to information in electronic format

In order to provide free access to information the library will maintain a predetermined daily free use time allowance for patrons, and allow staff to make special arrangements for extended use for research, off-campus class activities, and access for senior citizens and the visually impaired.

13.3 Equity in access

In order to provide equity in access to Internet computers, the library may enforce time limits and impose charges for use after a predetermined period of time each day.

14. MEETING ROOM POLICY

The Library Meeting Room is provided by the library to encourage cultural activities and to further the free exchange of information and ideas among community members.

14.1 Advertising.

Advertising and other publicity for any event held in the meeting room will include the name of the sponsoring group or individual.

14.2 Free entrance to meeting room events

Events in the meeting room must be free to the public unless they are sponsored or co-sponsored by the library or a library support group.

14.3 Fees for meeting room use

Fees for meeting room use may be established to cover costs related to the use of the rooms. Fees will be approved by the Board as part of the library's Fine and Fee Schedule.

14.4 Rules and procedures

Rules and procedures for meeting room use will be reviewed by the Library Board each year.

14.5 Responsibility for normal care of the facilities

Groups and individuals using the meeting room will be responsible for maintaining order among those in attendance and for returning the room to its previous condition at the end of the meeting. Charges may be imposed for return of the room to its previous arrangement or for extraordinary cleaning costs.

15. DISPLAY AND BULLETIN BOARDS

The Library welcomes exhibits, displays and posters for the information, interest and enlightenment of the community.

15.1 Availability.

Exhibit spaces will be available to groups and individuals and will be allocated on a first come, first served basis. All displays and exhibits in the library must be suitable for the viewing by the general public.

15.2 Approval

The Library will have the final decision on all displays or exhibits.

15.3 Waiver of responsibility.

The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed.

16 CODE OF ETHICS

The Library Board adopts the American Library Association Code of ethics as the Code of Ethics of the Grand Rapids Area Library.
(See Appendix F)

17 CONFIDENTIALITY OF LIBRARY RECORDS

The Library Board supports the confidential status of library records that link an individual with the materials borrowed or used, topics researched or names of correspondents.

17.1 Conformity with Minnesota Statutes.

The library will protect the confidentiality of library records in conformity with the laws of the state of Minnesota, especially Minnesota statute 13.40 and "definition of individual" in Minnesota Statute 13.02.

17.2 Responsibility of staff members and volunteers.

All staff members and volunteers are required to respect the privacy of all library users and the confidentiality of their records.

18 POLICY ON CONSULTATION WITH THE CITY OF GRAND RAPIDS TO MAINTAIN CONSISTENT PERSONNEL POLICIES

It is the policy of the library board to maintain personnel policies consistent with the personnel policies of the City of Grand Rapids.

19 RECORDS RETENTION

The Library Board hereby adopts the records retention schedule, library section, as published by the State of Minnesota Department of Administration.

20 PROTECTION OF LIBRARY PROPERTY

The Library Board places a high value on the protection of the public property under its care.

20.1 Loss Prevention

The Library Director will maintain proper procedures to control both theft of materials and removal of materials from the collection through non-return of circulated materials and establish security measures for the building and grounds.

20.2 Insurance

The Library Director will work with the City to assure that adequate insurance is maintained on the library and its contents.

20.3 Disaster Plan

The Library Director will establish a disaster plan for the library.

21 PETTY CASH

Library fund handling will be governed by the regulations of the Finance Department of the City of Grand Rapids. A petty cash fund of under \$100

Donation Policy

Draft 12/02/15

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.

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.

Property of significant Value

Real estate, securities or other sizable gifts of this nature will flow directly to the endowment fund of the Grand Rapids Area Library Foundation (held by the Grand Rapids Area Community Foundation) Willed donations, bequests or endowments, or other gifts of this nature will flow directly to the Grand Rapids Area Library Foundation Endowment Fund unless otherwise stipulated by the donor.

OR

- 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.
- The Library Board encourages library supporters to consider the planned giving opportunities administered 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.