

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 14, 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

Thank you from HCC for wind turbine

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:

budget

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

(none)

2. Approve Contracts and payment to presenters

a. Stephanie Kessler \$100 for Raw Foods workshop August

b. Lon Hodge \$250 for Veteran/service dog presentation Nov 6

3. Approve Resolution 2015- 09 Accepting Donations

\$100 from Janet and Doug Coy in memory of Reuben Patnaude

Regular agenda

a. Approve quote for \$18,955 from Energy Plus Inc. for installation and connection of solar panels, mounts, tracking.

b. Approve payment of 9,477.50 to Energy Plus Inc. for ½

c. Authorize issuing \$5.00 fine reduction coupons to teens responding to Teen Read Week survey

Short Video: What it means to be a Trustee (10 minutes)

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting September 9, 2015

Call to Order: The monthly board meeting was called to order at 5:04 PM by Dennis Jerome.

Roll Call:

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

Public Forum:

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

Minutes: Janet Neurauter moved to approve the minutes from the August 12, 2015 board meeting. A second was made by Mary Helen Haarklau. The motion passed unanimously.

Communications: Mississippi river travel access- The board discussed the possibility of a primitive campsite being built by the MN DNR and the city's Parks Department near the border between the Library and KAXE properties for people traveling from one part of the Mississippi to another. A general expression of agreement was heard from the Board.

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

AMAZON.COM	92.75
AMERIPRIDE LINEN & APPAREL	20.93
ANDERSON GLASS	745.00
ARROWHEAD LIBRARY SYSTEM	157.73
BAKER & TAYLOR, INC	2,930.04
BLUE CROSS & BLUE SHIELD OF MN	4,753.50
BRODART COMPANY	40.55
BURGGRAF'S ACE HARDWARE INC	25.99
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	677.03
COLE HARDWARE INC	171.84
DEMCO	365.35
FRANTZ GRAPHIC SERVICE	13,180.00
GRAND RAPIDS CITY PAYROLL	36,658.03
MICHELLE JOHNSON	180.04
JUNIOR LIBRARY GUILD	28.00
LINCOLN REPUBLIC INSURANCE CO	18.45
MINNESOTA ENERGY RESOURCES	45.00
NEXTERA COMMUNICATIONS LLC	85.39
NORTHERN BUSINESS PRODUCTS INC	128.64
PBS DISTRIBUTION, LLC	1,385.72
PERSONNEL DYNAMICS LLC	145.15
PIZZA WORKS	14.99
P.U.C.	3,117.94
RAPIDS PLUMBING & HEATING INC	280.91
RECORDED BOOKS	316.99
SVL SERVICE CORPORATION	2,525.00
SIM SUPPLY INC	399.06
UNITED PARCEL SERVICE	16.66
VERIZON WIRELESS	115.06
VIKING ELECTRIC SUPPLY INC	173.80
THE VILLAGE BOOK STORE	44.75
XEROX CORPORATION	33.55
ZIPLOCAL	264.00
RANDY MCCARTY	32.21
TOTAL ALL VENDORS:	70,870.05

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:** Projects are moving forward.
- **Assistant Director's Report:**

Old Business: Budget Update: No firm figures yet from the county, but the Board's budget committee will need to get together before the end of the month. The standing committee includes Max Peters, Dennis Jerome, and Shannon Benolken.

New Business:

- **Consent Agenda:**

1) Approve payment of late bills

- a. Randy McCarty \$77.89 for wood and supplies for shelf construction

2) Approve Contracts and payment to presenters

3) Approve Resolution 2015- 8 Accepting Donations

\$80	Lyman Loveland (for Roger Holmstrom, Ellen & Gary Kermeen and Barbara Brunick)	books in memory of Evelyn E. Loveland
\$20	Geraldine and Harris William	books in memory of Evelyn E. Loveland
\$65	Lyman Loveland	books in memory of Evelyn E. Loveland
\$40	Neal Nicolaus	Sun magazine in memory of Joseph Gallant
\$100	Barb and Ken Sanderson	books in memory of Reuben Patnaude

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

- **Regular Agenda:**

- 1. Authorize submission of Grant application to Blandin Foundation for 4,000 for completion of solar project.** Randy McCarty made a motion to retroactively authorize the submission of a Grant application to Blandin Foundation for \$4,000 for the completion of the solar project. A second was made by Max Peters. On a roll call vote the motion passed unanimously.
- 2. Authorize donation of wind turbine to Hibbing Community College.** Randy McCarty made a motion to authorize the donation of the wind turbine to Hibbing Community College. A second was made by Janet Neurauter. The motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:32 PM by Dennis Jerome.

Marcia Anderson

From: Ron Edminster
Sent: Thursday, September 24, 2015 1:08 PM
To: Marcia Anderson
Subject: Fwd: Wind generator

Sent from my iPhone

Begin forwarded message:

From: Jesse Dahl <jessedahl@hibbing.edu>
Date: September 24, 2015 at 12:53:23 PM CDT
To: Ron Edminster <redminster@ci.grand-rapids.mn.us>
Subject: Wind generator

Ron,

Thank you for donating the wind generator to Hibbing Community College. It will be a great training aid for our one semester renewable energy course in our electrical maintenance program. Please let the board know we really appreciate your generosity.

Thanks again!

Jesse Dahl
Steve Murphy

Sent from my iPhone

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2015
With Comparative Totals for September 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	9,228	10,019	11,082	90%
Fines & Forfeits	10,285	9,811	14,000	70%
Blandin Grant	-	-	-	0%
GR Library Foundation	6,880	5,220	-	0%
Miscellaneous	9,829	35,637	14,400	247%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	421,215	466,043	779,198	60%
Expenditures:				
Personnel	395,012	390,596	565,658	69%
Supplies/Materials	72,996	60,357	80,850	75%
Other Services/Charges	89,385	77,594	132,690	58%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	557,393	528,548	779,198	68%
OPERATING SURPLUS (DEFICIT)	(136,178)	(62,505)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	-	28,825	-	
Fund Balance 9/30/XX				
Cash Flow	247,060	222,769	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 9/30/XX	\$ 305,691	\$ 369,300	\$ 460,630	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,808 as of 06/30/15. 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 **SEPTEMBER 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	1,496	94%
211-00-34-00-7975	INTERNET	3,000	2,680	89%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	560	280%
211-00-35-00-1030	LIBRARY FINES	14,000	9,811	70%
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	-	5,220	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	3,673	108%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,593	84%
211-00-37-00-5100	INVESTMENT INCOME	2,500	731	29%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
		779,198	466,043	60%
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	270,403	68%
211-00-75-10-1030	SALARY-PARTTIME	22,074	19,434	88%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	3,048	49%
211-00-75-10-1210	PERA	31,324	21,769	69%
211-00-75-10-1220	FICA	25,895	16,971	66%
211-00-75-10-1250	MEDICARE	6,056	3,969	66%
211-00-75-10-1310	HEALTH INSURANCE	72,919	51,789	71%
211-00-75-10-1330	LIFE INSURANCE	221	191	86%
211-00-75-10-1335	DENTAL INSURANCE	2,621	1,242	47%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,779	66%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	5,942	99%
211-00-75-20-2020	COPY SUPPLIES	800	1,343	168%
211-00-75-20-2030	PRINTING/BINDING	600	716	119%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,605	40%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	3,034	101%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,534	253%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	349	100%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,518	76%
211-00-75-20-2110	BOOKS	42,000	33,087	79%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,044	78%
211-00-75-20-2130	NEWSPAPERS	1,000	939	94%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,082	83%
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 **SEPTEMBER 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	419	87%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,795	63%
211-00-75-30-3210	TELEPHONE	6,500	4,129	64%
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	1,537	61%
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	7,710	86%
211-00-75-30-3810	ELECTRICITY	36,000	20,126	56%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	2,445	136%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,584	65%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	4,020	67%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,564	30%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	226	23%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,791	60%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,199	103%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	751	40%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	110	37%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	28,825	0%
	TOTAL EXPENDITURES	779,198	557,373	72%
	SURPLUS REVENUES/(EXPENDITURES)	-	(91,330)	

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 09/30/15
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	346,749.84	346,749.84	0.00
211-00-00-00-1010	CASH	450,511.65	474,596.96	585,400.77	339,707.84
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	3,069.61	6,757.49	4,052.97
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	9,336.69	3,111.93
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	27,346.69	19,686.53	7,660.16
TOTAL		496,490.50	864,211.72	967,931.32	392,770.90
TOTAL ASSETS					
		496,490.50	864,211.72	967,931.32	392,770.90
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	574,289.17	569,467.73	10,874.26
211-00-00-00-2030	SALES TAX PAYABLE	0.00	335.06	384.59	49.53
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	0.00	0.00
TOTAL		35,861.15	589,901.68	569,852.32	15,811.79
TOTAL LIABILITIES					
		35,861.15	589,901.68	569,852.32	15,811.79

DATE: 10, :015
 TIME: 16:25.59
 ID: GL450000.WOW

CITY OF ID RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 09/30/15
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	27,346.69	7,660.16
TOTAL	FUND SURPLUS (DEFICIT)	460,629.35	19,686.53	27,346.69	468,289.51
		0.00	91,330.40	0.00	(91,330.40)
TOTAL FUND EQUITY		460,629.35	111,016.93	27,346.69	376,959.11
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	700,918.61	597,199.01	392,770.90

DATE: 10/07/2015
 TIME: 16:22:45
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

PAGE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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							
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							
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	267.84	1,600.00	1,496.34	0.00	103.66	94
211-00-34-00-7975	INTERNET	312.82	3,000.00	2,680.48	0.00	319.52	89
211-00-34-00-7980	LIBRARY FEES-PROCTORING	160.00	200.00	560.00	0.00	(360.00)	280
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	0.00	0.00	0.00	0.00	0.00	0
TOTAL							
TOTAL CHARGES FOR SERVICES		740.66	11,082.00	10,018.82	0.00	1,063.18	90
FINES & FORFEITS							
TOTAL							
TOTAL CHARGES FOR SERVICES		740.66	11,082.00	10,018.82	0.00	1,063.18	90

DATE: 10/07/2015
 TIME: 16:22:45
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

PAGE: 2
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	1,176.43	14,000.00	9,810.63	0.00	4,189.37	70
TOTAL		1,176.43	14,000.00	9,810.63	0.00	4,189.37	70
TOTAL FINES & FORFEITS		1,176.43	14,000.00	9,810.63	0.00	4,189.37	70
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	100.00	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	50.20	0.00	5,219.84	0.00	(5,219.84)	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	0.00	3,400.00	3,673.48	0.00	(273.48)	108
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	296.97	1,900.00	1,593.28	0.00	306.72	84
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	730.64	0.00	1,769.36	29
TOTAL		447.17	14,400.00	40,856.51	0.00	(26,456.51)	284
TOTAL MISCELLANEOUS REVENUE		447.17	14,400.00	40,856.51	0.00	(26,456.51)	284
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		2,364.26	779,198.00	466,042.54	0.00	313,155.46	60

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CITY OF GRAND RAPIDS
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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
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	270,402.59	0.00	125,177.41	68
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	1,655.56	22,074.00	19,434.11	0.00	2,639.89	88
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	54.00	6,268.00	3,048.00	54.00	3,166.00	49
211-00-75-10-1210	PERA	2,412.04	31,324.00	21,768.65	0.00	9,555.35	69
211-00-75-10-1220	FICA	1,884.97	25,895.00	16,971.30	0.00	8,923.70	66
211-00-75-10-1250	MEDICARE	440.83	6,056.00	3,968.99	0.00	2,087.01	66
211-00-75-10-1310	HEALTH INSURANCE	26.71	221.00	190.87	0.00	30.13	86
211-00-75-10-1330	LIFE INSURANCE	(53.16)	2,621.00	1,241.88	0.00	1,379.12	47
211-00-75-10-1335	DENTAL INSURANCE	0.44	0.00	1.20	0.00	(1.20)	100
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	180.72	2,700.00	1,779.48	0.00	920.52	66
211-00-75-10-1510	WORKERS COMPENSATION						
TOTAL PERSONNEL		41,108.75	565,658.00	390,595.87	54.00	175,008.13	69
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	79.58	6,000.00	5,942.23	0.37	57.40	99
211-00-75-20-2020	COPY SUPPLIES	532.96	800.00	1,343.29	0.00	(543.29)	168
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	716.29	0.00	(116.29)	119
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	314.90	4,000.00	1,604.84	0.00	2,395.16	40
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	3,033.59	0.00	(33.59)	101
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	77.89	1,000.00	2,533.91	0.00	(1,533.91)	253
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	47.97	350.00	348.97	34.59	(33.56)	110
211-00-75-20-2100	OPERATING SUPPLIES	279.00	2,000.00	1,517.88	0.00	482.12	76
211-00-75-20-2110	BOOKS	2,779.82	42,000.00	33,086.88	1,407.63	7,505.49	82

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CITY OF GRAND RAPIDS
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 FOR 9 PERIODS ENDING SEPTEMBER 30, 2015

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	456.53	9,000.00	7,043.71	5,076.53	(3,120.24)	135
211-00-75-20-2130	NEWSPAPERS	60.00	1,000.00	939.18	0.00	60.82	94
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	164.95	0.00	7,835.05	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	171.09	2,500.00	2,081.71	0.00	418.29	83
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		4,799.74	80,850.00	60,357.43	6,519.12	13,973.45	83
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	62.79	480.00	418.60	0.00	61.40	87
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	3,794.95	100.00	2,105.05	65
211-00-75-30-3210	TELEPHONE	399.22	6,500.00	4,128.79	0.00	2,371.21	64
211-00-75-30-3220	POSTAGE/FREIGHT	(293.18)	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	179.00	2,500.00	1,536.61	0.00	963.39	61
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	7,710.21	0.00	1,289.79	86
211-00-75-30-3810	ELECTRICITY	244.40	36,000.00	20,126.41	0.00	15,873.59	56
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,800.00	2,444.98	0.00	(644.98)	136
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,584.28	0.00	1,415.72	65
211-00-75-30-4000	MAINTENANCE CONTRACTS	927.50	6,000.00	4,019.79	0.00	1,980.21	67
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	4,564.36	927.50	9,508.14	37
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	226.29	0.00	773.71	23
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	879.00	0.00	8,121.00	10
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	499.00	3,000.00	1,791.13	0.00	1,208.87	60

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		57,085.91	779,198.00	557,372.94	7,760.16	214,064.90	73
TOTAL FUND REVENUES		2,364.26	779,198.00	466,042.54	0.00	313,155.46	60
TOTAL FUND EXPENSES		57,085.91	779,198.00	557,372.94	7,760.16	214,064.90	73
FUND SURPLUS (DEFICIT)		(54,721.65)	0.00	(91,330.40)			
TOTAL ALL FUND REVENUES		2,364.26	779,198.00	466,042.54	0.00	313,155.46	60
TOTAL ALL FUND EXPENSES		57,085.91	779,198.00	557,372.94	7,760.16	214,064.90	73
ALL FUND SURPLUS (DEFICIT)		(54,721.65)	0.00	(91,330.40)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/14/2015

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	230.19
0113233	AMERIPRIDE LINEN & APPAREL	62.79
0118660	ARROWHEAD LIBRARY SYSTEM	34.80
0201428	BAKER & TAYLOR, INC	3,121.76
0212124	BLACKSTONE AUDIO, INC	431.16
0221650	BURGGRAF'S ACE HARDWARE INC	150.04
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	29.93
0321125	CUB FOODS STORE# 9036	13.38
0400015	D.C.R. COMMUNICATIONS INC	75.00
0514225	ENERGY PLUS INC	9,477.50
0718060	GRAND RAPIDS NEWSPAPERS INC	60.00
1021515	JUNIOR LIBRARY GUILD	35.00
1415377	NORTHERN BUSINESS PRODUCTS INC	927.07
1605665	PERSONNEL DYNAMICS LLC	126.92
1605735	PETERSON'S A NELNET CO	95.78
1821700	MICHAEL RUSSELL	1,247.50
1900800	SVL SERVICE CORPORATION	109.00
1909450	SILVERTIP GRAPHICS SIGNS	6,080.00
1909510	SIM SUPPLY INC	229.37
2021500	TUMBLEWEED PRESS INC	499.00
2114356	UNIQUE MANAGMENT SERVICES	277.45
2209421	VIKING ELECTRIC SUPPLY INC	279.00
2209450	THE VILLAGE BOOK STORE	36.80
2301452	WALGREEN DRUG STORE	304.95
T000553	RANDY MCCARTY	77.89
T000715	DEB CLEVEN	26.00
TOTAL UNPAID APPROVED IN THE SUM OF:		\$ 25,738.28

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,753.50
0301530	CANON USA INC	132.00
0405447	DELTA DENTAL OF MINNESOTA	388.20
0605191	FIDELITY SECURITY LIFE INS CO	5.96
0718015	GRAND RAPIDS CITY PAYROLL	55,201.60
0805524	BONNIE HENRIKSEN	8.96
1109660	DARLA KIRWIN	25.37
1209516	LINCOLN NATIONAL LIFE	107.30
1305050	MEDICO LIFE & HEALTH INS CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	107.88
1309265	MN DEPT OF LABOR & INDUSTRY	110.00
1309335	MINNESOTA REVENUE	84.63
1405850	NEXTERA COMMUNICATIONS LLC	79.70

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 14, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/14/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1601750	PAUL BUNYAN COMMUNICATIONS	488.84
1609729	PITNEY BOWES INC	9.50
1621130	P.U.C.	2,832.44
2205637	VERIZON WIRELESS	115.09
2301700	WASTE MANAGEMENT	489.87
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 64,959.29
TOTAL ALL DEPARTMENTS		90,697.57

Directors Report: October 14 , 2015

Agenda Items

Consent Agenda

Contracts are for one past program (Stephanie Kessler doing raw food sweets) and upcoming (Lon Hodge with service dog talking about Veterans, PTSD, and service dogs)

Regular Agenda

1. Approve quote for \$18,955 for installation and connection of solar racks, mounts and tracking units, plus inverter and programming, plus replacement of damaged solar panel.

Last year Jessie Dahl designed and began the connection process for the solar sunflowers, then we ran out of money. He was with a company in Hibbing, and also working with the students in the solar program at Hibbing Community college. He has since moved to Energy Plus in Duluth. Since Jessie did the design work for the initial installation and connection, we would like to have him be in charge of finishing the process. A 2nd quote was received.

2. Authorize payment of deposit of ½ of amount for installation: \$ 9477.50
3. Teen Read Week coupons
 - a. A complete explanation, along with results from last year, is in the Assistant Director's report. If teens complete a short survey during teen read week, they are given a \$5 coupon to be used toward fines, if needed. The Board needs to authorize it because it is a reduction in revenue.

4. Library Trustee Training

ALS has started showing a short video on the roles and responsibilities of Library Trustees at the end of each board meeting. These are available through United for Libraries, the subunit of the American Library Association that includes Trustees, Friends and Foundation members. After talking with DJ, I purchased access to the videos through ALS for a reduced price. We will show one video at the end of each board meeting. They are only 5-7 minutes long.

Updates:

Budget.

The shortfall between what was budgeted and the anticipated revenue for the City was around 85k. Our budgeted item for fund balance payback was cut.

Passports training:

We have been in communication with the Minneapolis passport office about on-site training and are now looking at mid-November for a training. Will and I spent about an hour with one of the staff in the County Administrator's office looking at their set up and going through the process so we can figure out how to set it up.

Copy machine/fax/printer

A color copy machine was installed in late August, and it is now connected to the public computer network to allow color printing from the computers. It is fairly easy to use, and allows for document feeding, color copies, 2 sided copying and other features that we could not offer before. This is something the public has been asking for. We also moved the fax machine to the reference desk, and offer fax service. This was also requested on a regular basis (almost daily)

Solar Mounts

The Mounting/tracking system and aluminum panels should now be in the Public works garage for painting. One of the bills for approval is payment to Silver Tip graphics for the application of the sunflower graphics. The inverter will be ordered once we pay Energy Plus.

On a related note, the statewide Clean Energy Resource Team (CERTS) will be meeting here on October 29th. They will have a tour of the energy center and the solar project.

Blandin Fndtn Parking Lot expansion

Construction continues on the building. The Blandin Foundation staff will not be back in the building until later in October. No word yet on reentry date. Parking lot is nearing completion.

Eholt Bequest

No news yet

AV installation

Wicklund Productions has completed the installation and provided a brief training for staff on Friday morning, September 4. The two cables to the projector were not functioning, so Chris replaced those cables and will provide updated training.

Children's space

Most of the furniture and display items have arrived. We are purchasing 4 iPad and the company will install and maintain apps. Tracy is looking at the first weekend in November as the reorganization date.

Downloadable magazines

Overdrive, the provider of our downloadable ebooks and audiobooks, is getting into the magazine business and offered a one year trial with no platform fee. The decision was made to go with the trial. The down side is that the format currently does not allow downloading to a Kindle Fire, or reading on a Windows 7 computer. Anything that will allow a Nook app will work. There are about 100 titles available, more than with Zinio.

Meeting Room Friends offer

The Friends are looking for a specific project to dedicate the proceeds of their Author Quilt and suggested improving the appearance of the meeting room. I readily agreed, and am getting quotes on wall repair and painting, and adding chair rails to the window areas. I am also looking into getting the fabric wall areas cleaned.

Anishinaabe worldview training

I attended this 3.5 day training in late September conducted by Renee Gurneau. It included history, culture, economy, social justice issues, and many more topics. It was very good and I highly recommend it if you have the opportunity to attend. It will be offered in the Grand Rapids area once more this fall, plus several times during the spring.

Tracks in the snow exhibit

We will be hosting this exhibit on Muslims in Minnesota this winter. The Human Rights Commission and the Library Program Committee have subcommittees working on planning programs around it.

**Assistant Director Report
October 2015**

*Teen Advisory Board
September 2015
Members present: Paige C.*

There was not a big turnout for the September meeting. Paige and I discussed the Teen Read Week survey which will be given to teens during October 18-24. We did decide to make a couple changes to it. Paige gave suggestions for the teen room question of the month.

Teens

September Anime club had 9 participants. Most kids want to meet more than once a month which is nice to hear! The club meets again on Saturday October 10.

We have a high school girl gaining library work experience for the first semester of school. Emi is part of the Work Experience program at the high school and as such she earns high school credit for spending part of the day with us. She comes on Monday, Tuesday, Thursday, and Friday from 12:30 pm-1:45. I primarily work with her and try to give her experience at the library. She loves graphic novels and has been helping me weed the collection. She gives great input about graphic novels.

There were 3 entrants in the teen room drawing. Gabby L. won.

Banned Books Week. Every year for Banned Books Week Michelle creates a display of books that have been banned somewhere in the U.S. This year she included books for people to take that didn't need to be checked out. Many of the books went with patrons out the door. The display generated questions from patrons. One question was why a certain book by Jean Auel was banned. Another question was if books are banned in Minnesota? Someone asked if the books on display were banned only in the United States or were they banned elsewhere in the world.iky61`

Indigenous People's Day. The display case is now set for Indigenous People's Day. Emi helped put materials in the case and made the sign.

CIRCULATION	THIS MONTH	YTD	2014	Express Check outs	% of total c/o	Just
Check-outs	12,588	117,665	115,559	3,487	27.70%	
Total Circulation	14,317	133,224	132,000			
Returns	14,428	131,327	130,533			
New cards	102	902	1,024			

Door count
11768
 estimate: people counter out of order 9/23-30

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH	YTD	YTD 2014
566	5,525	5,069
241	3,266	5,136
288	2,574	2,766

REFERENCE
 tests proctored
 computer help over 5 minutes
INTERNET
 Pharos sessions ***

THIS MONTH	YTD	YTD 2014
696	6,931	5,239
7	84	63
43	328	126

SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2014 YTD SESSIONS	2014 YTD HOURS
1,468	1,076	10,656	6,463	9,897	6,411

Non-Pharos sessions
VOLUNTEERS

PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2014 YTD PEOPLE	2014 YTD HOURS
93	261.00	711	2877.00		

MEETING ROOM
COMMUNITY ROOM

GROUPS	YTD GROUPS	2014 YTD GROUPS
49	365	???

beginning March 1 we started counting all visitors no matter where they went

PROGRAMS & TOURS
 BOOK TIME
 SATURDAY STORY TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 CHILDREN'S PROGRAMS
 TEEN PROGRAMS
Total Youth Programs
 Total Adult Programs

PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD groups	2014 YTD PEOPLE
6	194	44	1063	42	989
6	154	64	1400	64	1,770
7	175	32	1079	26	842
0	0	5	122	7	209
2	125	33	999	35	1,372
4	17	37	393	33	396
25	665	215	5056	207	5,578
3	47	37	819	39	1,252

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH	HRS YTD	HRS YTD 2014
7	84.5	77.5

Children's Library Summary

September 2015

September got off to a slow start, with school just getting underway. But by the second half of the month, things have really picked up!

Monday Book Time resumed on September 14, with teachers Char and Suzy.

Tuesday, September 22, two fourth grade classes, 58 children and adults, from Southwest Elementary took advantage of the great fall weather to walk to the library.

Grand Rapids Area Library was very lucky to be able to host the first "Once Upon a Reader" author/illustrator/star team on Thursday, September 24. Minnesota author David LaRochelle, Minnesota illustrator Mike Wahnoutka, and the star of their book, Cow, were all here to present the everybody-read preschool title "Moo!" to 90 preschoolers, teachers and parents. In addition to leading the students in reading the book, Dave, Mike and Cow presented a puppet show, did some singing and moving to a "cow-centric" song written especially for them by a Minnesota musician, and led students in writing a new adventure for Cow! This is a wonderful program, and we hope to be able to host next year's team, also.

Family Movie Night, featuring "Disneynature Monkey Kingdom" was VERY well attended on Thursday, September 24, with 35 children and adults on hand for this amazing documentary, narrated by Tina Fey.

On Friday, September 25, Tracy and I attended a CLAS (Children's Librarians of the Arrowhead System) meeting in Mountain Iron, which included a workshop titled "One Size Doesn't Fit All: Collections, Services and Inclusion of Youth with Disabilities," giving us some great resources for providing enhancements to our story times and other programming.

Tuesday, September 29, all 4 classes of Murphy third graders(100 students with 7 adults) took turns visiting the library, where Tracy began their orientation into the world of nonfiction. These classes plan to return once a month, during the school year. Tracy was the librarian at St. Joseph's Catholic School for 14 years, so she really has her shtick down.

Looking ahead:

- Saturday, October 3 @10:30 am: Aaron Squadroni will present a storytime and art class. Participants will listen to stories about wind and leaves and create wind chimes.
- Thursday, October 22 @ 6:00 pm: Family Movie Night will feature "Cinderella."
- Saturday, October 24 @ 10:30 am: There will be a special preschool story time with a Teaching Artist from the Minnesota Opera. Join us for "Stories Sing!"
- Monday, October 26 @ 3:30 pm: 3-2-1 Art Studio will present a workshop: "Painting" with Crayons.'
- Watch for big changes in the Children's Library as the Mid-Kid area becomes a reality! Great work by Tracy Kampa!! (and co.)

October 14, 2015

Lon Hodge
3715A Nevada Courts
Great Lakes, IL 60088

Dear Mr Hodge:

I am pleased that you will be leading a presentation on veterans, service dogs, and PTSD for the Grand Rapids Area Library on November 6 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 recorded 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 pay you an honorarium of \$250 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date



October 14, 2015

Stephanie Kessler
35003 Red Pine Road
Deer River, MN 56636

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

Dear Stephanie;

I am very pleased that you were able to do a presentation on *Yummy Raw Sweet Treats* for the Grand Rapids Area Library on August 13.

I appreciate your willingness to demonstrate alternative methods of preparing and enjoying food! The audience also appeared to enjoy it very much and we got calls asking if you were going to do it again in the future!

The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderson@ci.grand-rapids.mn.us if you have any questions

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form


These terms are acceptable:



Signature

10-20-15
Date

Approved for the Board of Directors:



Board President

14 Oct 15
Date

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

RESOLUTION NO. 2015-09
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:

\$100 Janet and Doug Coy books in memory of Reuben Patnaude

Adopted this 14th day of October 2015



Dennis Jerome, President



Janet Neurauder, Secretary

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

Mary Helen Haarklau, Dennis Jerome, Max Peters, Shannon Bendken, Randy McCarty, Jean MacDonell

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

Teen Read Week Fine Amnesty

Teen Read Week is an initiative of the Young Adult Library Services (YALSA) division of ALA and is held annually in October, this year the 18th-24th. Libraries across the world celebrate Teen Read Week with a variety of special events and programs aimed at encouraging teens to read for pleasure and to visit their libraries for free reading materials.

Teens fill out a survey about teen programs and materials in the library. After finishing the survey, teens are issued a coupon for up to \$5.00 off library fines (not used toward Lost books fees). The coupon has no expiration date but can only be used 1 time.

When teens pick up a survey from the reference desk it gives them a chance to talk to a librarian and start to make a connection with a face in the library. It also shows some goodwill on the part of the library to teen users. I use the completed surveys to get a feel for what books teens like and to get an idea of what types of programs they may be interested in.

We have done the survey during Teen Read Week since 2007. Statistics for the past five years are below:

	Completed Survey	Coupons used
2010	18	4
2011	12	2
2012	8	2
2013	17	6
2014	20	3

Energy Plus Inc. Conservation Technologies

Fireplaces - Solar - Ventilation - Building Performance - Patio - Sauna - Spas
 218-722-7818 4811 Miller Trunk Hwy. Duluth, MN 55811 218-722-9003
 sales@energy-plus.com info@conservtech.com

Quote

Quote ID: 89476
 Customer ID: 27330
 Employee ID: Ditch
 Quote Expires: EXPIRED

Grand Rapids Public Library
 Ron Edminster
 140 Ne 2nd St.
 Grand Rapids, MN 55744

Location:
 Grand Rapids Public Library
 Ron Edminster
 140 Ne 2nd St.
 Grand Rapids, MN 55744
 Cell (218) 259-4709

Qty	Item	List Price	Unit Price	Total
1	INSTALL SOLAR/RENEWABLE - INSTALL SOLAR/RENEWABLE	\$18,955.00	\$18,955.00	\$18,955.00

Sub Total	\$18,955.00
Taxes	\$0.00
Total	\$18,955.00

Additional Comments

This is a turn key installation of customers Solar PV array. Customer to provide tracker, racking, modules and crane. Energy Plus will provide labor, installation, inverter with production monitoring along with necessary disconnects and permits (code compliant installation). This also includes labor to replace damaged PV module.

Purchase order or 50% down with balance due on completion.

Excludes trenching and burned conduit work.

Energy Plus Inc. Conservation Technologies

Fireplaces - Solar - Ventilation - Building Performance - Patio - Sauna - Spas
 218-722-7818 4811 Miller Trunk Hwy, Duluth, MN 55811 218-722-9003
 sales@energy-plus.com info@conservtech.com

Grand Rapids Public Library
 Ron Edminster
 140 Ne 2nd St.
 Grand Rapids, MN 55744

Ship To:
 Grand Rapids Public Library
 Ron Edminster
 140 Ne 2nd St.
 Grand Rapids, MN 55744
 Cell (218) 259-4709

Sales Order

Sales Order ID: 90620
 Customer ID: 27330
 Employee ID: Ditch
 Ordered: 10/6/2015
 Invoiced:
 Distribution: Installation

Qty	Item	List Price	Unit Price	Total
1	INSTALL SOLAR/RENEWABLE - INSTALL SOLAR/RENEWABLE	\$18,955.00	\$18,955.00	\$18,955.00

Deposits / Invoices

Terms: Cash On Delivery

Sub Total	\$18,955.00
Taxes	\$0.00
Total	\$18,955.00
Deposits	\$0.00
Invoices	\$0.00
Order Balance	\$18,955.00

Additional Comments

This is a turn key installation of customers Solar PV array. Customer to provide tracker, racking, modules and crane. Energy Plus will provide labor, installation, inverter with production monitoring along with necessary disconnects and permits (code compliant installation). This also includes labor to replace damaged PV module.

50% down with balance due on completion.

Excludes trenching and buried conduit work.

4811 Miller Trunk Hwy., Hermantown, MN 558113948, (218) 722-7818, sales@energy-plus.com



Tuesday, October 06, 2015, 11:05:18 AM
 Printed By ditch

Accepted _____ Date _____

Received By _____ Date _____

Grand Rapids Area Library Regular Board Meeting October 14, 2015

Call to Order: The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

Roll Call:

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

Public Forum:

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

Minutes: Max Peters moved to approve the minutes from the September 9, 2015 board meeting. A second was made by Randy McCarty. The motion passed unanimously.

Communications: Thank you from HCC for the wind turbine

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before October 14, 2015**

AMAZON.COM	230.19
AMERIPRIDE LINEN & APPAREL	62.79
ARROWHEAD LIBRARY SYSTEM	34.80
BAKER & TAYLOR, INC	3121.76
BLACKSTONE AUDIO, INC	431.16
BLUE CROSS & BLUE SHIELD OF MN	4753.50
BONNIE HENRIKSEN	8.96
BURGGRAF'S ACE HARDWARE INC	150.04
BUSY BEES QUALITY CLEANING	1700.00
CANON USA INC	132.00
COLE HARDWARE INC	29.93
CUB FOODS STORE# 9036	13.38
D.C.R. COMMUNICATIONS INC	75.00
DELTA DENTAL OF MINNESOTA	388.20
ENERGY PLUS INC	9477.50
FIDELITY SECURITY LIFE INS CO	5.96
GRAND RAPIDS CITY PAYROLL	55201.60
GRAND RAPIDS NEWSPAPERS INC	60.00
BONNIE HENRIKSEN	8.96
JUNIOR LIBRARY GUILD	35.00
DARLA KIRWIN	25.37
LINCOLN NATIONAL LIFE	107.30
MEDICO LIFE & HEALTH INS CO	18.45
MINNESOTA ENERGY RESOURCES	107.88
MN DEPT OF LABOR & INDUSTRY	110.00
MINNESOTA REVENUE	84.63
NEXTERA COMMUNICATIONS LLC	79.70
NORTHERN BUSINESS PRODUCTS INC	927.07
PAUL BUNYAN COMMUNICATIONS	488.84
PERSONNEL DYNAMICS LLC	126.92
PETERSON'S A NELNET CO	95.78
PITNEY BOWES INC	9.50
P.U.C	2832.44
MICHAEL RUSSELL	1247.50
SVL SERVICE CORPORATION	109.00
SILVERTIP GRAPHICS SIGNS	6080.00
SIM SUPPLY INC	229.37

TUMBLEWEED PRESS INC	499.00
UNIQUE MANAGMENT SERVICES	277.45
VERIZON WIRELESS	115.09
VIKING ELECTRIC SUPPLY INC	279.00
THE VILLAGE BOOK STORE	36.80
WALGREEN DRUG STORE	304.95
WASTE MANAGEMENT	489.87
RANDY MCCARTY	77.89
DEB CLEVEN	26.00
TOTAL ALL VENDORS:	90,697.57

Shannon Benolken 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:*** Approval has been received to accept passports at the Library. Marcia Anderson and the Minneapolis office are working to bring a training session to the library as soon as possible.
- ***Assistant Director's Report:***

Old Business:

New Business:

- ***Consent Agenda:***
 - 1. Approve payment of late bills**
 - 2. Approve Contracts and payment to presenters:**
 - a) Stephanie Kessler \$100 for Raw Foods workshop August
 - b) Lon Hodge \$250 for Veteran/service dog presentation Nov 6
 - 3. Approve Resolution 2015-09 Accepting Donations**
 - a) \$100 from Janet and Doug Coy in memory of Reuben Patnaude

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

- **Regular Agenda:**

- a) Randy McCarty moved to approve quote for \$18,955 for Energy Plus Inc. for installation and connection of solar panels, mounts, tracking. A second was made by Shannon Benolken. A question was posed by Shannon Benolken about the additional quote the library received from True North. The motion passed unanimously.
- b) Max Peters moved to approve payment of \$9,477.50 to Energy Plus Inc. which is 1/2 of the quoted amount. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.
- c) Jean MacDonell moved to authorize the issuing of \$5.00 fine reduction coupon to teens responding to Teen Read Week Survey. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

Short video: What it Means to be a Trustee (10 minutes)

Adjourn: The monthly board meeting was adjourned at 5:36 PM by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2015 - September 30, 2015

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Mousel
Title:	Partner Relations Associate
Phone:	651-325-4269 800-875-6167
Email:	mariah.mousel@mnpartners.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101

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

Fund Statement

January 1, 2015 - September 30, 2015

Prepared on: 11/3/2015

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2015	\$	33,240
Investment Activity		
Interest & Dividends		296
Investment Gain/(Loss)		(951)
Disbursements		
Administrative Fees		(201)
Grants Paid		(1,284)
Investment Expenses		(93)
Ending Balance on September 30, 2015	\$	31,007
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2015	\$	31,007

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	31,007	100.0%	-2.4%	-1.6%	7.8%	8.2%
	<u>\$ 31,007</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2015 - September 30, 2015

There were no contributions during this statement period.

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

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

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

Fund Statement

January 1, 2015 - September 30, 2015

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,284
Grants (Paid)/Returned in the current year	(1,284)
Amount Available to Grant as of September 30, 2015	-
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2015	-

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2015
With Comparative Totals for October 31, 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	9,722	10,551	11,082	95%
Fines & Forfeits	11,663	10,659	14,000	76%
Blandin Grant	-	-	-	0%
GR Library Foundation	6,907	7,620	-	0%
Miscellaneous	14,342	35,804	14,400	249%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	427,626	469,990	779,198	60%
Expenditures:				
Personnel	452,615	451,270	565,658	80%
Supplies/Materials	81,175	66,911	80,850	83%
Other Services/Charges	99,502	86,395	132,690	65%
Blandin Grant Expenditures	-	-	-	0%
TOTAL EXPENDITURES	633,293	604,576	779,198	78%
OPERATING SURPLUS (DEFICIT)	(205,667)	(134,586)	-	
Blandin Foundation Capital Grant	-	-	-	
Capital Outlay	-	38,303	-	
Fund Balance 10/31/XX				
Cash Flow	177,571	141,210	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 10/31/XX	\$ 236,202	\$ 287,741	\$ 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 **OCTOBER 31, 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	1,648	103%
211-00-34-00-7975	INTERNET	3,000	2,942	98%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	620	310%
211-00-34-00-7990	FAX MACHINE USE	-	59	0%
211-00-35-00-1030	LIBRARY FINES	14,000	10,659	76%
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 FOUNDATION	-	7,620	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	3,675	108%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,760	93%
211-00-37-00-5100	INVESTMENT INCOME	2,500	731	29%
	TOTAL REVENUE	779,198	469,990	60%
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	316,161	80%
211-00-75-10-1030	SALARY-PARTTIME	22,074	21,689	98%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	4,287	68%
211-00-75-10-1210	PERA	31,324	25,370	81%
211-00-75-10-1220	FICA	25,895	19,785	76%
211-00-75-10-1250	MEDICARE	6,056	4,627	76%
211-00-75-10-1310	HEALTH INSURANCE	72,919	55,790	77%
211-00-75-10-1330	LIFE INSURANCE	221	218	98%
211-00-75-10-1335	DENTAL INSURANCE	2,621	1,383	53%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,960	73%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	7,002	117%
211-00-75-20-2020	COPY SUPPLIES	800	1,343	168%
211-00-75-20-2030	PRINTING/BINDING	600	716	119%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,605	40%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	3,034	101%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	4,537	454%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	349	100%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,518	76%
211-00-75-20-2110	BOOKS	42,000	35,961	86%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,317	81%
211-00-75-20-2130	NEWSPAPERS	1,000	939	94%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,425	97%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	300	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%

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

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-75-30-3010	ACCOUNTING SERVICES	800	722	90%
211-00-75-30-3070	LAUNDRY	480	465	97%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	4,152	69%
211-00-75-30-3210	TELEPHONE	6,500	4,566	70%
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	1,537	61%
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	8,567	95%
211-00-75-30-3810	ELECTRICITY	36,000	23,018	64%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	2,690	149%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,663	67%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	4,020	67%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,645	44%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	226	23%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,791	60%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,199	103%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	857	45%
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	-	38,303	0%
	TOTAL EXPENDITURES	779,198	642,879	83%
	SURPLUS REVENUES/(EXPENDITURES)	-	(172,889)	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 12, 2015

DATE: 11/05/2015
 TIME: 08:55:05
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/12/2015

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	184.64
0113233	AMERIPRIDE LINEN & APPAREL	46.06
0118660	ARROWHEAD LIBRARY SYSTEM	103.06
0201428	BAKER & TAYLOR, INC	2,149.55
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0301685	CARQUEST AUTO PARTS	339.76
0405500	DEMCO	1,599.27
1021515	JUNIOR LIBRARY GUILD	21.00
1205850	LEXIS NEXIS	173.70
1301087	MANUFACTURER'S NEWS INC	140.90
1309525	MINITEX	374.00
1605665	PERSONNEL DYNAMICS LLC	1,238.96
1609925	PIZZA WORKS	7.47
1908570	SHOWCASES	1,014.12
1909510	SIM SUPPLY INC	266.23
2018680	TRU NORTH ELECTRIC LLC	1,420.53
2209450	THE VILLAGE BOOK STORE	22.36
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 10,801.61

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,753.50
0405447	DELTA DENTAL OF MINNESOTA	194.10
0605191	FIDELITY SECURITY LIFE INS CO	5.96
0718015	GRAND RAPIDS CITY PAYROLL	36,782.74
1209516	LINCOLN NATIONAL LIFE	107.30
1305050	MEDICO LIFE & HEALTH INS CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	79.19
1309335	MINNESOTA REVENUE	49.53
1405850	NEXTERA COMMUNICATIONS LLC	80.72
1601750	PAUL BUNYAN COMMUNICATIONS	244.32
1621130	P.U.C.	2,892.06
2205637	VERIZON WIRELESS	112.56
2209665	VISA	444.33
2301700	WASTE MANAGEMENT	245.00
2405650	XEROX CORPORATION	106.10
T000909	STEPHANIE JEANNE KESSLER	100.00
T001028	LON HODGE	250.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 46,465.86

TOTAL ALL DEPARTMENTS 57,267.47

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 10/31/15
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	401,835.36	401,835.36	0.00
211-00-00-00-1010	CASH	450,511.65	479,514.76	675,950.92	254,075.49
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	3,374.56	6,757.49	4,357.92
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	10,374.10	2,074.52
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	37,409.92	19,686.53	17,723.39
TOTAL		496,490.50	934,583.22	1,114,604.40	316,469.32
TOTAL ASSETS					
		496,490.50	934,583.22	1,114,604.40	316,469.32
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	664,879.28	655,257.14	6,073.56
211-00-00-00-2030	SALES TAX PAYABLE	0.00	384.59	428.49	43.90
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	0.00	0.00
TOTAL		35,861.15	680,541.32	655,685.63	11,005.46
TOTAL LIABILITIES					
		35,861.15	680,541.32	655,685.63	11,005.46

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CITY OF ID RAPIDS
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 10/31/15
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	19,686.53	37,409.92	17,723.39
TOTAL		460,629.35	19,686.53	37,409.92	478,352.74
	FUND SURPLUS (DEFICIT)	0.00	172,888.88	0.00	(172,888.88)
TOTAL FUND EQUITY		460,629.35	192,575.41	37,409.92	305,463.86
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	873,116.73	693,095.55	316,469.32

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	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	151.32	1,600.00	1,647.66	0.00	(47.66)	103
211-00-34-00-7975	INTERNET	261.54	3,000.00	2,942.02	0.00	57.98	98
211-00-34-00-7980	LIBRARY FEES-PROCTORING	60.00	200.00	620.00	0.00	(420.00)	310
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	58.95	0.00	58.95	0.00	(58.95)	100

TOTAL		531.81	11,082.00	10,550.63	0.00	531.37	95
TOTAL CHARGES FOR SERVICES		531.81	11,082.00	10,550.63	0.00	531.37	95
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	848.43	14,000.00	10,659.06	0.00	3,340.94	76
TOTAL		848.43	14,000.00	10,659.06	0.00	3,340.94	76
TOTAL FINES & FORFEITS		848.43	14,000.00	10,659.06	0.00	3,340.94	76
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	2,400.00	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	1.30	3,400.00	3,674.78	0.00	(274.78)	108
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	166.37	1,900.00	1,759.65	0.00	140.35	93
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	730.64	0.00	1,769.36	29
TOTAL		2,567.67	14,400.00	43,424.18	0.00	(29,024.18)	302
TOTAL MISCELLANEOUS REVENUE		2,567.67	14,400.00	43,424.18	0.00	(29,024.18)	302
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		3,947.91	779,198.00	469,990.45	0.00	309,207.55	60

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 10 PERIODS ENDING OCTOBER 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
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	45,758.14	395,580.00	316,160.73	0.00	79,419.27	80
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	2,255.18	22,074.00	21,689.29	0.00	384.71	98
211-00-75-10-1040	SALARY-PARTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	1,238.96	6,268.00	4,286.96	272.76	1,708.28	73
211-00-75-10-1210	PERA	3,600.95	31,324.00	25,369.60	0.00	5,954.40	81
211-00-75-10-1220	FICA	2,813.31	25,895.00	19,784.61	0.00	6,110.39	76
211-00-75-10-1250	MEDICARE	657.94	6,056.00	4,626.93	0.00	1,429.07	76
211-00-75-10-1310	HEALTH INSURANCE	4,001.22	72,919.00	55,790.02	0.00	17,128.98	77
211-00-75-10-1330	LIFE INSURANCE	26.71	221.00	217.58	0.00	3.42	98
211-00-75-10-1335	DENTAL INSURANCE	140.94	2,621.00	1,382.82	0.00	1,238.18	53
211-00-75-10-1347	VISION INSURANCE	0.44	0.00	1.64	0.00	(1.64)	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	1,960.20	0.00	739.80	73
TOTAL PERSONNEL		60,674.51	565,658.00	451,270.38	272.76	114,114.86	80
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	1,025.60	6,000.00	7,002.14	1,025.60	(2,027.74)	134
211-00-75-20-2020	COPY SUPPLIES	0.00	800.00	1,343.29	0.00	(543.29)	168
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	716.29	0.00	(116.29)	119
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	4,000.00	1,604.84	0.00	2,395.16	40
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	3,033.59	0.00	(33.59)	101
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	2,003.26	1,000.00	4,537.17	29.99	(3,567.16)	457
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	0.00	2,000.00	1,517.88	0.00	482.12	76
211-00-75-20-2110	BOOKS	2,650.68	42,000.00	35,961.37	698.27	5,340.36	87

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	(15.99)	9,000.00	7,316.99	4,620.00	(2,936.99)	133
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	939.18	0.00	60.82	94
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	164.95	0.00	7,835.05	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	342.98	2,500.00	2,424.69	0.00	75.31	97
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		6,006.53	80,850.00	66,911.35	6,373.86	7,564.79	91
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	464.66	0.00	15.34	97
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	357.47	6,000.00	4,152.42	100.00	1,747.58	71
211-00-75-30-3210	TELEPHONE	325.04	6,500.00	4,566.39	0.00	1,933.61	70
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	200.00	289.00	0.00	(89.00)	145
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	200.00	0.00	0.00	200.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	1,536.61	0.00	963.39	61
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	8,566.90	0.00	433.10	95
211-00-75-30-3810	ELECTRICITY	245.00	36,000.00	23,018.47	0.00	12,981.53	64
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,800.00	2,689.98	0.00	(889.98)	149
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,663.47	0.00	1,336.53	67
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	4,019.79	0.00	1,980.21	67
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,080.29	15,000.00	6,644.65	0.00	8,355.35	44
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	226.29	0.00	773.71	23
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	879.00	0.00	8,121.00	10
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

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CITY OF GRAND RAPIDS
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 FOR 10 PERIODS ENDING OCTOBER 31, 2015

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	6,198.84	0.00	(198.84)	103
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,900.00	857.44	0.00	1,042.56	45
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	ENDORMENT 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		5,610.55	132,690.00	86,394.75	100.00	46,195.25	65
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	9,477.50	0.00	38,302.85	11,076.77	(49,379.62)	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		9,477.50	0.00	38,302.85	11,076.77	(49,379.62)	100
TOTAL GENERAL ADMINISTRATION		81,769.09	779,198.00	642,879.33	17,823.39	118,495.28	85
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
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

DATE: 11/05/2015
 TIME: 10:58:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2015

PAGE: 6
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		81,769.09	779,198.00	642,879.33	17,823.39	118,495.28	85
TOTAL FUND REVENUES		3,947.91	779,198.00	469,990.45	0.00	309,207.55	60
TOTAL FUND EXPENSES		81,769.09	779,198.00	642,879.33	17,823.39	118,495.28	85
FUND SURPLUS (DEFICIT)		(77,821.18)	0.00	(172,888.88)			
TOTAL ALL FUND REVENUES		3,947.91	779,198.00	469,990.45	0.00	309,207.55	60
TOTAL ALL FUND EXPENSES		81,769.09	779,198.00	642,879.33	17,823.39	118,495.28	85
ALL FUND SURPLUS (DEFICIT)		(77,821.18)	0.00	(172,888.88)			

Directors Report: Thursday, November 12 , 2015

Agenda Items

Regular Agenda

Accept low quote of \$6000 from Tru North for purchase and installation of replacement light units on the front sidewalk.

Several weeks ago someone hit the light pole on the end of the sidewalk in front of the Library. The unit was removed and the base is now surrounded and covered with cones. Last week the unit in front of the door burned out. Ron had been looking into replacing all 4 units because they are beginning to corrode on the interior. Cost for replacing the single damaged unit is roughly 1500. Cost for replacing the light and the interior fixture of the non-functioning unit would be 300 – 400. Cost for replacing all 4 units with new poles and LED lights is 6000.

We will receive \$500 from the insurance claim (\$1000 deductible) and we may be able to apply for a rebate from PUC for installing LED lights.

We do have money remaining in the “building maintenance” line item, and we are under budget for electricity expenditures, so we should be okay overall.

Adopt Library Calendar for 2016

See attached resolution. Holidays are marked with an H. One question for the Board is if a meeting on Ash Wednesday, Feb 10, presents a conflict for anyone.

Accept Videoconferencing equipment from IASC

Bonnie, DJ and I, along with Erik and Lasha from the City IT department, met virtually with Matt Grose, representing IASC. 2 of the IT people for IASC were also present in ISD 318 Board room, plus Melanie DeBay, Director of Community Education. IASC has a Telepresence unit that they are looking for a home for in the community. The Library was the first choice. The most exciting things I learned: 1. IASC will maintain ownership and responsibility for the units, including scheduling. 2. The equipment needed at the remote site can be as simple as a laptop (with camera and microphone) This means we could host book groups with an author visiting remotely, or we could do conversations with speakers or experts as part of a program, or people could potentially participate in meetings going on elsewhere. This may require a change in meeting room use philosophy, since our meeting room is heavily booked already.

Discuss use of equipment in meeting room and meeting room philosophy.

We generally did not allow public use of the projector or speakers, and reserved them for our own programs, classes and meetings because of the time required for set up and take down of equipment. Do we continue that practice? Do we charge for equipment use in meeting room? (Note: videoconferencing equipment would be considered separately since IASC is doing scheduling and troubleshooting)

Considerations include:

Staff time required for set up, take down and troubleshooting

Are we undercutting local businesses?

This may be something we watch for a couple of months, and warn anyone using equipment now that we may start charging in January or February.

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.

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:

Passports training:

We were informed that it is not possible to hold an on-site training this year. I am looking at having staff do online training as a team on Nov 13.

Solar Mounts

Silvertip graphics is applying the sunflower graphics to the panels. 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 still hoping for completion and connection by Dec. 1

Blandin Fndtn Parking Lot expansion

Parking lot is done! Blandin Foundation Staff members are gradually moving back into the building. They expect the building to be done in Feb.

Eholt Bequest

Attorney John Licke called with an update. They have been in a dispute with John Hancock over a life insurance payout (Hancock refuses to pay the entire amount) They finally settled that dispute with JH withholding 10% for taxes. They are working on tax filings and plan to meet in early December to do a final accounting and a report to the court and request for distribution.

AV installation

Wicklund Productions has completed the installation and provided a second brief training for staff on Friday morning, October 30.

Children's space

Most of the furniture and display items have arrived. We are purchasing 4 iPad and the company will install and maintain apps. Tracy is looking at the third weekend in November as the reorganization date.

Meeting Room Friends offer

The Friends are looking for a specific project to dedicate the proceeds of their Author Quilt and suggested improving the appearance of the meeting room. I readily agreed, and am getting quotes on wall repair and painting, and adding chair rails to the window areas. I looked into getting the fabric wall areas cleaned. It cannot be done by machine, but must be done by hand. I have not gotten a quote on that. Replacement of the panels is another option to look into.

Upcoming Building Maintenance (FYI only)

Over the course of the next 2 years or so, the following will need to be done:

Interior:

- Paint all areas.

- Reupholster large chairs

Exterior:

- Pressure wash and stain wood siding areas

- Repaint all metal doors, frames, gutters and other steel surfaces

- Remove and replace failed caulk at window to siding joints.

We have a ballpark estimate of \$26,000 to do the above exterior work. We may need to do some of it next year, and budget about \$15,000 for the siding for 2017.

November Assistant Director Report

Teens

*Teen Advisory Board
October 27
Members present: Jonas T. and Desiree R.*

We discussed the results of the Teen Read Week survey. There weren't a ton of surveys completed, but the results are below:

4 completed as of 10/27/2015

1. Please circle which of the following events you and your friends would participate in:

- A. Minecraft program I
- B. Writing Contest II
- C. Anime Club
- D. International Games Day Nov. 21 IIII

2. Would you join the Teen Advisory Board at the library? The Teen Advisory Board meets once a month to plan teen programs and talk about all things teen!

YES III NO I

3. Have you participated in the summer or winter reading programs for teens?

Summer YES II NO II Winter YES II NO II

If no, would you consider participating in the next summer or winter program? YES II NO
I just moved here.

4. What brings you to the library? (computers, homework, see friends, etc...)

Good books, Computer, wifi and nice place to hang out, wifi, books

5. Are there books you'd like to see added to the Young Adult collection? (list titles, genres, or authors)

Horror, more medieval fantasy, more manga

Young Adult circulation numbers are ahead of last year at this time by almost 800 items.

The teen room monthly drawing had 7 participants. The questions were fill in the title from horror movies.

Kortni H. won.

Anime Club in October was held on the 10th. There 7 participants.

Our high school Work Experience student, Emi, loves graphic novels, especially manga and was a great help in weeding the graphic novel section. She is spending a couple days shadowing John learning how periodicals are processed and helping check in items. She has updated the New York Times bestseller list for young adults which hangs on the kiosk in the YA section. She has searched for items for patrons using Horizon and MnLink, the statewide catalog. In November she will shadow, Michelle, Darla, Tracy, and Will.

Staff

While this isn't library related John was inducted into the Grand Rapids High School Sports Hall of Fame in October. He was honored for his involvement and results in gymnastics during high school.

Tracy continues to be part of Project Read. It's great for the library to have a rep on the committee.

Operations

Everett mounted the hardware for a monitor arm on the wall at the back check in computer. The monitor will be raised higher so instead of looking down at the monitor while checking items in, staff will be able to look at the monitor straight on.

November is National Novel Writing Month. The display case shows a few novels that were started during vember and became bestsellers.

Nardini will be testing the fire alarms in the building next week.

CIRCULATION

Check-outs	13,017	YTD	130,682	2014	128,205	Express Check outs	3,211	% of total c/o	24.67%
Total Circulation	15,403		148,627		146,452				
Returns	14,923		146,250		144,966				
New cards	83		985		1,171				

Door count

11255

estimate: people counter out of order 10/1-3

TECHNICAL PROCESSES

Books cataloged and processed	687	YTD	6,212	YTD 2014	5,797
Withdrawn copies	858		4,124		7,050
Withdrawn Titles	543		3,117		3,430

REFERENCE

tests proctored
computer help over 5 minutes

THIS MONTH	867	YTD	7,798	YTD 2014	5,239
	11		95		63
	92		420		126

INTERNET

Pharos sessions ***	1,408	HOURS	1,070	YTD SESSIONS	12,064	YTD HOURS	7,533	2014 YTD SESSIONS	9,897	2014 YTD HOURS	6,411
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Non-Pharos sessions

VOLUNTEERS	89	HOURS	261.00	YTD PEOPLE	800	YTD HOURS	2877.00
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MEETING ROOM

COMMUNITY ROOM	48	GROUPS	413	2014 YTD GROUPS	???
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beginning March 1 we started counting all visitors no matter where they went

PROGRAMS & TOURS

BOOK TIME	8	PROGRAMS	204	PEOPLE	52	YTD PROGRAMS	1267	YTD PEOPLE	50	2014 YTD PROGRAMS	1,191	2014 YTD PEOPLE	1,191
SATURDAY STORY TIME	6		122		70		1522		72		1,973		1,973
CLASS VISITS	8		455		40		1534		34		1,038		1,038
NON SCHOOL GROUPS	0		0		5		122		7		209		209
CHILDREN'S PROGRAMS	4		130		37		1129		35		1,372		1,372
TEEN PROGRAMS	4		20		41		413		37		447		447
Total Youth Programs	30		931		245		5987		235		6,230		6,230
Total Adult Programs	4		98		41		917		46		1,359		1,359

BOOKINGS & ARRANGEMENTS

HRS THIS MONTH	12	HRS YTD	96.5	HRS YTD 2014	91
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TOTALS

Children's Library Summary
October 2015

October began with a visit from the Class Act students from ICC for a tour of the library on the 1st. Other visitors this month included the two 4th grade classes from Southwest Elementary and all four 3rd grade classes from Murphy. All of these students plan to visit the library once a month throughout the school year.

After a short story time about wind and leaves on Saturday, October 3, MacRostie artist Aaron Squadroni was here to guide young artists to create a wooden wind chime that now hangs near the river.

Thursday, October 22 marked the last Family Movie Night, featuring "Cinderella." Attendance is so hit-and-miss at these, that it doesn't make sense to continue to offer it on a regular basis. We may revisit the concept as a special event during the summer.

Saturday, October 24, we were delighted by a visit from a teaching artist from the Minnesota Opera. Maria presented a children's storytime called "Stories Sing!" where she read and sang a children's book called "The Dog Who Sang at the Opera." She then led the children in making a hand puppet and teaching them to make their puppets "sing." Rave reviews from all in attendance!

We wrapped up the month with the artists from the 3-2-1 Art Studio, who presented a workshop: "Painting with Crayons." They introduced us to Neocolors – a unique kind of crayon. You draw and color your picture as usual, then "wash" it with a paint brush dipped in water, to create a "watercolor." Beautiful results.

Attendance at both Monday and Saturday story hours has been great. We are seeing many new, young families, which is always a good thing.

Many new things are also appearing in the back rooms of the library, as the furniture and fixtures for the new Mid-Kid area have arrived. It looks like mid-November for the transformation.

Looking ahead:

- Lots of days off school for local boys and girls. Hopefully, that means lots of busy days at the library.
- For the first time, the library will be closed on Black Friday.
- Watch for information about a Grand Opening for the Mid-Kid space. It's really a makeover for much of the Children's Library.

Wicklund Productions

Wicklund Productions, LLC

EIN 46-2128671

810 NW 5th Ave
 Grand Rapids, MN 55744
 218.259.4927
chris@wicklundproductions.com

INVOICE NO. 110615
 DATE November 6, 2015
 CUSTOMER ID 179

TO Grand Rapids Area Public Library
 140 NE 2nd St
 Grand Rapids, MN 55744

CONTACT	JOB	PAYMENT TERMS	DUE DATE
Amy Dettmer	A/V System install	INVOICE	12/6/2015

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Subcontracted A/V low-volt wall connection install	\$ 336.00	\$ 336.00
1.00	Subcontracted Outlet Electrical install	529.00	529.00
225.00	Speaker cable 14ga Per Foot	0.50	112.50
1.00	additional audio/video cables	292.00	292.00
26.00	Hours labor	45.00	1,170.00
1.00	Additional power strip	16.99	16.99
1.00	Logitech R800 Presenter PC remote	59.26	59.26
1.00	HDMI Cable 15ft	16.97	16.97

SUBTOTAL	\$	2,532.72
SALES TAX		
TOTAL	\$	2,532.72

Make all checks payable to: Wicklund Productions, LLC
THANK YOU FOR YOUR BUSINESS!

SIM SUPPLY, INC.

1001 7TH AVE E
HIBBING, MN 55746
US

Tel: 218.262.6125

Fax: 218.262.6474

Invoice #: 344998

Invoice Date: Oct 1 2015

Due Date: Oct 31 2015

Original Order#: 520321

Bill To: Client account number: GRAND

CITY OF GRAND RAPIDS
ADMINISTRATIVE OFFICE
420 POKEGAMA AVENUE NORTH
GRAND RAPIDS, MN 55744
US

Tel: 218.326.7600

Fax: 218.326.7608

Ship To: LIBRARY

GRAND RAPIDS AREA LIBRARY
140 NE 2ND AVE
GRAND RAPIDS, MN 55744
US

Tel: 218.326.7640

Fax:

<i>Customer PO</i>	<i>Customer Release#</i>	<i>Terms of Sale</i>	<i>Outside Salesrep</i>
		Net 30	WM
<i>Ordered By</i>		<i>Carrier</i>	<i>Frnt Method</i>
		VEN DEL	M

Seq#	L	Item Number	Description	Qty Ordered	Qty Invoiced	Qty Backorder	Qty UM	Unit Price	Amt UM	Extended Price
1	S	07805	TOILET TISSUE JUMBO 2 PLY 1000' ROLL 12/CS	1	1	0	CS	37.95	CS	\$37.95

Total Lines: 1

	Subtotal	\$37.95
	Sales Tax	
	Total:	\$37.95

Board member *Max Peters* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2015-10
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,

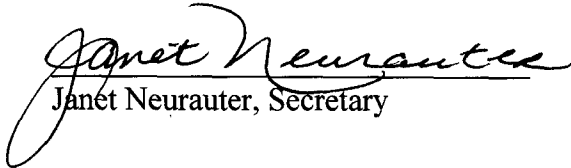
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$2400 Grand Rapids Area Library Foundation Saturday Story Times May – August

Adopted this 12th day November 2015



Dennis Jerome, President



Janet Neurauter, Secretary

Board member *Susan Zeige* seconded the foregoing resolution and the following voted in favor thereof:

Janet Neurauter, Dennis Jerome, Max Peters, Jean MacDonell, Randy McCarty, Susan Zeige

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

Board member *Janet Neurauter* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2015-11
SETTING 2016 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2016:

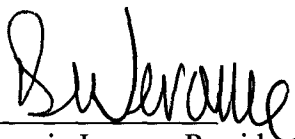
H January 1	New Year's Holiday	Closed
H January 18	Martin Luther King Day	Closed
H February 15	President's Day	Closed
May 28	Saturday before Memorial Day	Closed
H May 30	Memorial Day	Closed
July 2	Saturday before Holiday	Closed
H July 4	Independence Day	Closed
September 3	Saturday before Labor Day	Closed
H September 5	Labor Day	Closed
H November 11	Veteran's Day	Closed
November 23	Pre-Thanksgiving	Close 5 p.m.
H November 24	Thanksgiving	Closed
H November 25	Day after thanksgiving	Closed
H December 24	Christmas Eve	Closed
H December 26	Christmas Holiday	Closed

Although the library will close early on November 23, no holiday pay is involved.

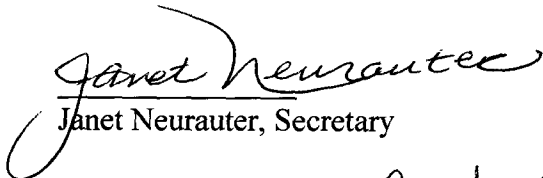
The summer schedule will be determined no later than the April Library Board meeting.

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library. *Except the February meeting shall be February 17.*

Adopted this 12th day of November 2015.


Dennis Jerome, President

Attest:


Janet Neurauter, Secretary

Board member *Randy McCarty* seconded the foregoing resolution and the following voted in favor thereof: *Janet Neurauter, Dennis Jerome, Max Peters, Jean MacDonell, Randy McCarty, Susan Zeige*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Products

Area Lights

LED Type V Area Lights

LED Type V (Circular) Area Lights

ALED5T52

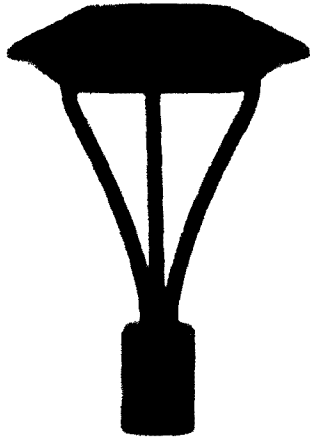
Spec Sheet

Instructions

Revit

LM79

IE



Color: Bronze

ALED5T52

IES type V (circular) distribution

100,000-hour LED lifespan

Compatible with standard 2 3/8" and 3" tenons

Air-flow fins for maximum heat dissipation

5-year warranty

LED Info

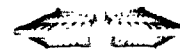
Watts: 52W
 Color Temp: 5000K (Cool)
 Color Accuracy: 64 CRI
 L70 Lifespan: 100,000
 Lumens: 4,877
 Efficacy: 82 LPW

Driver Info

Type: Constant Current
 120V: 0.49A
 208V: 0.31A
 240V: 0.27A
 277V: 0.24A
 Input Watts: 59W

Dimensions

Weight: 21.8 lbs



EZ Li

Design

Technical Specifications

Listings

UL Listing:
 Suitable for wet locations

IESNA LM-79 & LM-80 Testing:
 RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have received the Department of Energy "Lighting Facts" label.

DLC Listed:
 This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.

LED Characteristics

<http://www.rabweb.com/product.php?product=ALED5T52>

Housing:
 Precision die-cast aluminum, Type V distribution

Support Arms:
 Extruded aluminum.

Lens:
 Clear tempered glass lens

Reflector:
 Specular vacuum-metallized polycarbonate, Type V

Gaskets:
 High temperature silicone

10/21/2015

Tru North

48966 US Hwy#2
Deer River, MN 56636

Estimate

Date	Estimate #
11/3/2015	20

Name / Address
City of Grand Rapids 420 N pokegama Ave Grand Rapids, MN. 55744 finance-

*Library (4) walkway lights
repair & replace*

Project

Description	Qty	Rate	Total
labor		1,760.00	1,760.00
RAB 10 WT 10' bronze pole--(4)		2,060.00	2,060.00
Rab ALED5T52 area light 52 watt cool LED--(4)		2,052.00	2,052.00
disposal/inspection/rentals		128.00	128.00
		Subtotal	\$6,000.00
		Sales Tax (6.5%)	\$0.00
		Total	\$6,000.00

Venture Electric LLC

PO Box 52
 Grand Rapids, MN 55744
 Phone: 218-259-8098

Estimate

Date	Estimate #
11/2/2015	1110

Name / Address
City of Grand Rapids 420 Pokegama Ave N Grand Rapids, MN 55744

Project

Description	Qty	Rate	Total
Sidewalk Pole/Fixture * Replace existing Project Details/Included: 4 - New post - aluminum 4 - New 52 watt LED fixture Notes: 1 - State electrical inspections & utility coordination is included. 2 - Includes disposal of original post/fixture.		6,245.00	6,245.00

Subtotal	\$6,245.00
Sales Tax (6.875%)	\$0.00
Total	\$6,245.00

Donation Policy

Draft 11/12/15

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 up to three other persons or entities in writing. Recognition of an honorary or memorial gift is made as outlined below, according to the nature of the gift.

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 collections 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 agree to form separate collections 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.

The Library retains the prerogative to determine when the use of a gift plate for recognition is feasible and appropriate.

If expenses are involved with maintenance of the collection, signage, additions to the collection, activities related to promoting the collection, security, etc. the donor may be expected to provide money or in-kind donations to support the collection.

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 supports and furthers 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:

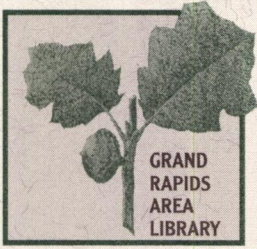
Gifts of securities

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.



October 14, 2015

Lon Hodge
3715A Nevada Courts
Great Lakes, IL 60088

Dear Mr Hodge:

I am pleased that you will be leading a presentation on veterans, service dogs, and PTSD for the Grand Rapids Area Library on November 6 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 recorded 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 pay you an honorarium of \$250 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

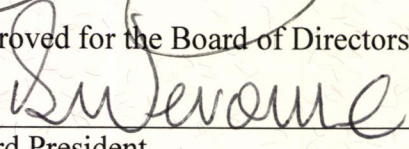
Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:



Board President

Oct 14, 2015
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