

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

August 12, 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**
MDE letter re minimum level of support
Itasca Co. letter re tax payment
MN Community Foundation quarterly statement
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
 - 2. Approve Contracts and payment to presenters**
 - 3. Approve Resolution 2015- 7 Accepting Donations**
- \$25 from Dennis and Jeannie Legan for magazines
\$100 from Capital Management Securities in memory of Evelyn Esther Loveland
25 Denise Kuhne books in memory of Evelyn E. Loveland
25 Tanner and Laura Pfeifer books in memory of Evelyn E. Loveland
20 Janis Bjorkquist books in memory of Evelyn E. Loveland
3000 Lyle Loveland books in memory of Evelyn E. Loveland
1000 Keith Loveland
100 Ramona Holmes
40 Pauline Tiemann
25 Clarence and Juanita Hodgson
100 Loren and Joan Solberg undesignated in memory of Jere Urista
- Regular agenda**
- 1 Authorize staff to submit application to US State Department to become a Passport Acceptance Facility**
 - 2 Authorize lease of copy machine through North Country Business Products**
 - 3 Authorize payment of \$13,180 to Frantzomatic for ½ of cost for construction of solar mounting and tracking system and aluminum panels.**
- 6:00 **Adjourn**

Grand Rapids Area Library Regular Board Meeting July 8, 2015

Call to Order: The monthly board meeting was called to order at 5:05 PM by Dennis Jerome.

Roll Call:

- **Members Present:** Janet Neurauter, Dennis Jerome, Max Peters, Randy McCarty, Susan Zeige, and Jean MacDonell
- **Members Absent:** Mary Helen Haarklau, Shannon Benolken
- **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: Sue Zeige moved to approve the minutes from the June 10, 2015 board meeting. A second was made by Randy McCarty. The motion passed unanimously.

Communications: none to report

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before July 8, 2015**

AMAZON.COM	377.56
AMERIPRIDE LINEN & APPAREL	41.86
ARROWHEAD LIBRARY SYSTEM	139.68
BAKER & TAYLOR, INC	1,298.43
BLUE CROSS & BLUE SHIELD OF MN	4,753.50
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	551.40
DELTA DENTAL OF MINNESOTA	194.10
FIDELITY SECURITY LIFE INS CO	5.96
CITY OF GRAND RAPIDS	200.30
GRAND RAPIDS CITY PAYROLL	36,621.92
JUNIOR LIBRARY GUILD	35.00
LAKE COUNTRY JOURNAL MAGAZINE	19.95
LEARNING OPPORTUNITIES INC	14.95
LINCOLN NATIONAL LIFE	107.30
LINCOLN REPUBLIC INSURANCE CO	18.45
MINNESOTA ENERGY RESOURCES	394.80
MINNESOTA REVENUE	34.53
MINITEX	1,685.00
NEXTERA COMMUNICATIONS LLC	83.11
NORTHERN BUSINESS PRODUCTS INC	211.23
PERSONNEL DYNAMICS LLC	1,257.18
PITNEY BOWES INC	126.50
PIZZA WORKS	9.99
P.U.C.	2,506.36
RCB COLLECTIONS	15.11
RAPIDS PLUMBING & HEATING INC	766.00
MICHAEL RUSSELL	1,290.00
SAMMY'S PIZZA	60.00
SIM SUPPLY INC	182.61
UNIQUE MANAGMENT SERVICES	187.95
VERIZON WIRELESS	112.53
THE VILLAGE BOOK STORE	61.54
XEROX CORPORATION	27.00
PAUL SCHURKE	400.00
TOTAL ALL VENDORS:	55,491.80

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:** Marcia Anderson spoke briefly about the upcoming construction, the upcoming book sale.
- **Assistant Director's Report:**

Old Business:

New Business:

- **Consent Agenda:**

1. Approve payment of late bills

2. Approve Contracts and payment to presenters

- a. \$50 to DNR Nongame Wildlife Program for Loon presentation 7/21 by Kevin Woizeschke
- b. \$400 to Sam Militich for Concert July 9

3. Approve Resolution 2015-16 - Accepting Donations

- a. \$5169.64 Grand Rapids Area Library Foundation for Saturday Story Times Jan-May, Rapids Reads Programs and Materials, Playaway subscription for remainder of 2015

Janet Neurauter moved to approve the consent agenda. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**

- Discussion was made about the original proposals for AV equipment and the current revised proposal. Randy McCarty moved to approve revised proposal for \$11,443.85 for AV equipment and installation in meeting room from Wicklund productions. A second was made by Max Peters. On a roll call vote the motion passed unanimously.
- Jean McDonell moved to approve payment of \$9403.85 to Wicklund Productions for AV equipment. A second was made by Max Peters. On a roll call vote the motion passed unanimously.
- Draft budget submitted 6/30. Marcia Anderson gave an overview about the draft for the 2016 budget to the Board. Questions were raised about funding from the city, health care numbers that aren't yet in, and fiscal disparity revenue. Randy McCarty made a motion to adopt the draft budget submitted 6/30. A second was made by Max Peters. The motion passed unanimously.
- Discussion of copier lease/ purchase (Canon). No action was taken.

Adjourn: The monthly board meeting was adjourned at 5:50 PM by Dennis Jerome.

July 2015

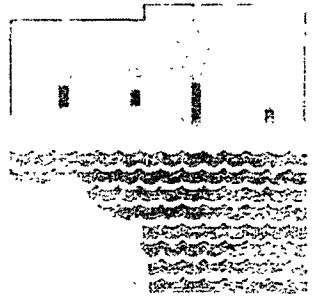
CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2016

This is to certify the 2016 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Grand Rapids

The state-certified level of library support for 2016 is: **\$391,618**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.



July 8, 2015

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

Dear Mr. Weikum:

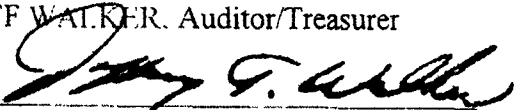
The apportionment for June 2015, includes the following totals:

Arbo Township	\$ 3,412.13
Blackberry Township	4,209.64
Feeley Township	2,765.70
Harris Township	13,480.70
Sago Township	1,396.29
Spang Township	1,686.43
Wabana Township	4,487.40
City of Bass Brook/Cohasset	38,595.23
City of LaPrairie	2,151.99
City of Warba	<u>452.23</u>
TOTAL	\$72,637.74

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

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

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2015 - June 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. MouseI
Title:	Partner Relations Associate
Phone:	651-325-4269 800-875-6167
Email:	mariah.mouseI@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 - June 30, 2015

Prepared on: 8/5/2015

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2015	\$	33,240
Investment Activity		
Interest & Dividends		201
Investment Gain/(Loss)		840
Disbursements		
Administrative Fees		(133)
Grants Paid		(1,284)
Investment Expenses		(56)
Ending Balance on June 30, 2015	\$	32,808
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on June 30, 2015	\$	32,808

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	32,808	100.0%	3.0%	3.1%	11.3%	11.1%
	<u>\$ 32,808</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2015 - June 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 - June 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	<u>(1,284)</u>
Amount Available to Grant as of June 30, 2015	<u>-</u>
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of June 30, 2015	<u><u>-</u></u>

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SEVEN MONTHS ENDING JULY 31, 2015
With Comparative Totals for July 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	<i>+ wrong + wrong correct</i>
Revenues:				
Taxes	314,529	332,619	612,716	54%
Intergovernmental	173	72,689	127,000	57%
Charges for Services	8,329	8,764	11,082	79%
Fines & Forfeits	8,050	7,742	14,000	55%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,640	5,170	-	0%
Miscellaneous	8,919	7,866	14,400	55%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	344,641	434,849	779,198	56%
Expenditures:				
Personnel	311,924	308,067	565,658	54%
Supplies/Materials	57,657	47,887	80,850	59%
Other Services/Charges	72,861	60,181	132,690	45%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	442,443	416,135	779,198	53%
Revenues > Expenditures	(97,802)	18,714	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	9,404	-	0%
Fund Balance 7/31/XX				
Cash Flow	285,436	323,409	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 7/31/XX	\$ 344,067	\$ 469,940	\$ 460,630	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,682 as of 03/31/15. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JULY 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%
211-00-33-00-6300	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	1,038	65%
211-00-34-00-7975	INTERNET	3,000	2,064	69%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	380	190%
211-00-35-00-1030	LIBRARY FINES	14,000	7,742	55%
211-00-37-00-2310	DONATIONS	2,000	601	30%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	634	63%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	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	-	5,170	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	3,081	91%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,201	63%
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%
	TOTAL REVENUE	779,198	434,849	56%
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	209,468	53%
211-00-75-10-1030	SALARY-PARTTIME	22,074	16,256	74%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	2,776	44%
211-00-75-10-1210	PERA	31,324	16,960	54%
211-00-75-10-1220	FICA	25,895	13,214	51%
211-00-75-10-1250	MEDICARE	6,056	3,090	51%
211-00-75-10-1310	HEALTH INSURANCE	72,919	43,786	60%
211-00-75-10-1330	LIFE INSURANCE	221	137	62%
211-00-75-10-1335	DENTAL INSURANCE	2,621	960	37%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,418	53%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	5,296	88%
211-00-75-20-2020	COPY SUPPLIES	800	775	97%
211-00-75-20-2030	PRINTING/BINDING	600	666	111%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,290	32%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	2,357	79%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,424	242%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	301	86%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	885	44%
211-00-75-20-2110	BOOKS	42,000	26,472	63%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,884	54%
211-00-75-20-2130	NEWSPAPERS	1,000	879	88%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,493	60%
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%
211-00-75-30-3010	ACCOUNTING SERVICES	800	722	90%

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

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	480	314	65%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	11,900	58%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,705	62%
211-00-75-30-3210	TELEPHONE	6,500	3,170	49%
211-00-75-30-3220	POSTAGE/FREIGHT	500	10	2%
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	1,259	50%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	60	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	5,997	67%
211-00-75-30-3810	ELECTRICITY	36,000	14,176	39%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	1,955	109%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,431	61%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	2,757	46%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,611	17%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	200	20%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,292	43%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	5,937	99%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	576	30%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	9,404	0%
	TOTAL EXPENDITURES	779,198	425,538	55%
	SURPLUS REVENUES/(EXPENDITURES)	-	9,310	

DATE: 08/07 5
 TIME: 12:13:42
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CITY OF GF RAPIDS
 DETAILED BALANCE SHEET

GE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15
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	273,192.99	273,192.99	0.00
211-00-00-00-1010	CASH	450,511.65	441,199.73	454,439.03	437,272.35
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	1,807.11	6,757.49	2,790.47
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	7,261.87	5,186.75
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	23,190.57	12,724.66	10,465.91
TOTAL		496,490.50	751,839.02	754,376.04	493,953.48
TOTAL ASSETS					
		496,490.50	751,839.02	754,376.04	493,953.48
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	443,327.43	436,247.70	8,615.97
211-00-00-00-2030	SALES TAX PAYABLE	0.00	250.42	294.49	44.07
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	458,855.30	436,542.19	13,548.04
TOTAL LIABILITIES					
		35,861.15	458,855.30	436,542.19	13,548.04

DATE: 08/01/15
 TIME: 12:13
 ID: GL450000.WOW

CITY OF GI RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15
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	12,724.66	23,190.57	10,465.91
TOTAL	FUND SURPLUS (DEFICIT)	460,629.35	12,724.66	23,190.57	471,095.26
		0.00	0.00	9,310.18	9,310.18
TOTAL FUND EQUITY		460,629.35	12,724.66	32,500.75	480,405.44
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	471,579.96	469,042.94	493,953.48

GRAND RAPIDS LIBRARY BILL LIST - AUGUST 12, 2015

DATE: 08/06/2015
 TIME: 08:46:17
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/12/2015

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	210.14
0113233	AMERIPRIDE LINEN & APPAREL	62.79
0118660	ARROWHEAD LIBRARY SYSTEM	88.81
0201428	BAKER & TAYLOR, INC	2,234.99
0212124	BLACKSTONE AUDIO, INC	445.98
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	270.02
0315455	COLE HARDWARE INC	77.23
0405500	DEMCO	2,730.51
0701650	GARTNER REFRIGERATION CO	1,558.43
0718010	CITY OF GRAND RAPIDS	721.89
0900060	ICTV	20.00
1021515	JUNIOR LIBRARY GUILD	28.00
1415377	NORTHERN BUSINESS PRODUCTS INC	753.52
1524250	OXFORD UNIVERSITY PRESS USA	41.95
1605665	PERSONNEL DYNAMICS LLC	527.98
1901355	ST PAUL PIONEER PRESS	189.90
1909503	SIMPLEX GRINNELL LP	686.99
1909510	SIM SUPPLY INC	287.56
2114356	UNIQUE MANAGMENT SERVICES	474.35
2209450	THE VILLAGE BOOK STORE	8.00
2405650	XEROX CORPORATION	33.55
T001018	VALERIE D HAACK	53.22

TOTAL UNPAID TO BE APPROVED IN THS SUM OF \$ 13,205.81

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	11.92
0718015	GRAND RAPIDS CITY PAYROLL	36,771.57
1209516	LINCOLN NATIONAL LIFE	107.30
1209522	LINCOLN REPUBLIC INSURANCE CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	94.55
1309278	MN DNR NONGAME WILDLIFE FUND	50.00
1309335	MINNESOTA REVENUE	34.37
1405850	NEXTERA COMMUNICATIONS LLC	86.79
1601750	PAUL BUNYAN COMMUNICATIONS	489.04
1621130	P.U.C.	2,716.54
2205637	VERIZON WIRELESS	112.53
2301700	WASTE MANAGEMENT	484.23
2405650	XEROX CORPORATION	156.24
T000404	CHRIS WICKLUND	9,403.85
T000713	SAM MILTICH & FRIENDS	400.00

GRAND RAPIDS LIBRARY BILL LIST - AUGUST 12, 2015

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/12/2015

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF	\$ 55,884.98
	TOTAL ALL DEPARTMENTS	69,090.79

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2015

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	72,637.74	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		72,637.74	127,000.00	72,688.74	0.00	54,311.26	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	203.55	1,600.00	1,038.05	0.00	561.95	65
211-00-34-00-7975	INTERNET	275.38	3,000.00	2,063.57	0.00	936.43	69
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	200.00	380.00	0.00	(180.00)	190
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		498.93	11,082.00	8,763.62	0.00	2,318.38	79
FINES & FORFEITS							
TOTAL							
TOTAL CHARGES FOR SERVICES		498.93	11,082.00	8,763.62	0.00	2,318.38	79

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	1,345.58	14,000.00	7,741.96	0.00	6,258.04	55
TOTAL		1,345.58	14,000.00	7,741.96	0.00	6,258.04	55
TOTAL FINES & FORFEITS		1,345.58	14,000.00	7,741.96	0.00	6,258.04	55
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	600.93	0.00	1,399.07	30
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	245.00	1,000.00	633.92	0.00	366.08	63
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	133.98	0.00	(133.98)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	2,300.00	200.00	0.00	2,100.00	9
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,284.14	0.00	15.86	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	5,169.64	0.00	(5,169.64)	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	98.75	3,400.00	3,080.98	0.00	319.02	91
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	162.69	1,900.00	1,200.94	0.00	699.06	63
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	452.69	2,500.00	730.64	0.00	1,769.36	29
TOTAL		959.13	14,400.00	13,035.17	0.00	1,364.83	91
TOTAL MISCELLANEOUS REVENUE		959.13	14,400.00	13,035.17	0.00	1,364.83	91
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:		75,441.38	779,198.00	434,848.58	0.00	344,349.42	56

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2015

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	30,352.45	395,580.00	209,468.21	0.00	186,111.79	53
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	1,698.00	22,074.00	16,255.64	0.00	5,818.36	74
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	136.04	6,268.00	2,775.93	445.94	3,046.13	51
211-00-75-10-1210	PERA	2,403.80	31,324.00	16,960.23	0.00	14,363.77	54
211-00-75-10-1220	FICA	1,878.10	25,895.00	13,214.34	0.00	12,680.66	51
211-00-75-10-1250	MEDICARE	439.22	6,056.00	3,090.37	0.00	2,965.63	51
211-00-75-10-1310	HEALTH INSURANCE	26.71	72,919.00	43,786.36	0.00	29,132.64	60
211-00-75-10-1330	LIFE INSURANCE	140.94	2,621.00	137.45	0.00	83.55	62
211-00-75-10-1335	DENTAL INSURANCE	0.44	0.00	0.32	0.00	(0.32)	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	1,418.04	0.00	1,281.96	53
211-00-75-10-1510	WORKERS COMPENSATION						
TOTAL PERSONNEL		41,257.64	565,658.00	308,066.89	445.94	257,145.17	55
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	640.30	6,000.00	5,295.77	582.30	121.93	98
211-00-75-20-2020	COPY SUPPLIES	35.99	800.00	775.34	0.00	24.66	97
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	666.09	0.00	(66.09)	111
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	519.97	4,000.00	1,289.94	0.00	2,710.06	32
211-00-75-20-2070	COMPUTER INVENTORY	(139.80)	3,000.00	2,356.56	0.00	643.44	79
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	2,332.76	1,000.00	2,423.81	2,148.21	(3,572.02)	457
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	301.00	0.00	49.00	86
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	885.04	0.00	1,114.96	44
211-00-75-20-2110	BOOKS	2,130.89	42,000.00	26,471.81	1,923.84	13,604.35	68

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 FOR 7 PERIODS ENDING JULY 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	20.00	9,000.00	4,884.47	5,112.23	(996.70)	111
211-00-75-20-2130	NEWSPAPERS	189.90	1,000.00	879.18	189.90	(69.08)	107
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	312.23	2,500.00	1,492.58	0.00	1,007.42	60
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		6,042.24	80,850.00	47,886.54	9,956.48	23,006.98	72
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	721.89	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	41.86	480.00	313.95	20.93	145.12	70
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	11,900.00	0.00	8,500.00	58
211-00-75-30-3100	OTHER CONTRACTED SERVICES	450.00	6,000.00	3,704.96	100.00	2,195.04	63
211-00-75-30-3210	TELEPHONE	331.31	6,500.00	3,169.51	0.00	3,330.49	49
211-00-75-30-3220	POSTAGE/FREIGHT	(60.08)	500.00	10.34	42.56	447.10	11
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	277.45	2,500.00	1,259.16	0.00	1,240.84	50
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	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	856.69	9,000.00	5,996.83	0.00	3,003.17	67
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	14,176.03	0.00	21,823.97	39
211-00-75-30-3840	GARBAGE REMOVAL	247.90	1,800.00	1,955.11	0.00	(155.11)	109
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,431.40	0.00	1,568.60	61
211-00-75-30-4000	MAINTENANCE CONTRACTS	229.00	6,000.00	2,757.29	0.00	3,242.71	46
211-00-75-30-4010	BUILDING MAINT/REPAIRS	7.57	15,000.00	2,610.95	0.00	12,389.05	17
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	200.30	0.00	799.70	20
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	1,292.13	0.00	1,707.87	43

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	1,558.43	6,000.00	5,936.98	0.00	63.02	99
211-00-75-30-4100	EQUIPMENT LEASES	33.55	1,900.00	576.29	0.00	1,323.71	30
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		6,395.57	132,690.00	60,181.12	163.49	72,345.39	45
CAPITAL OUTLAY							
211-00-75-50-5500	EQFT/MACH/FURN/FIX	9,403.85	0.00	9,403.85	0.00	(9,403.85)	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		9,403.85	0.00	9,403.85	0.00	(9,403.85)	100
TOTAL GENERAL ADMINISTRATION		63,099.30	779,198.00	425,538.40	10,565.91	343,093.69	56
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		80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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:		63,099.30	779,198.00	425,538.40	10,565.91	343,093.69	56
TOTAL FUND REVENUES		75,441.38	779,198.00	434,848.58	0.00	344,349.42	56
TOTAL FUND EXPENSES		63,099.30	779,198.00	425,538.40	10,565.91	343,093.69	56
FUND SURPLUS (DEFICIT)		12,342.08	0.00	9,310.18			
TOTAL ALL FUND REVENUES		75,441.38	779,198.00	434,848.58	0.00	344,349.42	56
TOTAL ALL FUND EXPENSES		63,099.30	779,198.00	425,538.40	10,565.91	343,093.69	56
ALL FUND SURPLUS (DEFICIT)		12,342.08	0.00	9,310.18			

Directors Report

August 12 , 2015

Agenda Items

Consent Agenda

Donation Resolution - Bequests:

An elderly patron, Evelyn Loveland, died recently, and memorials are being directed to the Library. \$4335 has been received so far, 2000 of which is dedicated to children's materials, the remainder to adult materials. This is not reflected in the financial report as they were received after August 1.

Regular Agenda

Passports:

A proposal for becoming a passport acceptance facility is in your packet.

Copy machine

The brochure and the quotes for a copy machine are included in your packet. We talked about this briefly at the July Board meeting. This copier is similar to the copiers already in service in other City departments. Erik, the City IT person, said he went through a rigorous comparison before choosing Cannon copiers and North Country Business Products. During the time the copiers have been in service, the company has provided great service on a timely basis. My plan is to use this machine for both copying and for printing from the public computers. This will provide color copies and color prints as requested by patrons.

Solar Mounts

Sid Franz has given us an updated quote of \$26,360 for the mounting/tracking system and the aluminum panels for the sunflowers. (He did the first one) Due to increased prices from vendors, this is higher than the 24,874 estimate from February.

Update: Library Foundation Fundraiser

The final event was August 7th. I don't have a final accounting of how many were sold. There are still many unsold canvases available. I sold 10 on Saturday! Refer your friends!

Update: Blandin Fndtn Parking Lot expansion

Construction started. There are piles of dirt at the top of the hill. Stop signs were installed in the intersection about 2 weeks ago.

Update: Book Sale:

Preliminary proceeds from the book sale were reported at \$7882 (gross) I believe this is higher than last year's sales. The team of volunteer organizers did a fantastic job and there were many volunteers who helped with sorting, hauling, set up, selling and cleanup.

Eholt Bequest

City Attorney Chad Sterle reports that the estate is almost entirely settled. The last item is a life insurance policy that the John Hancock Insurance Co. is delaying payment. Chad said they would pay voluntarily or be ordered to pay with penalties within about 2 months.

AV installation

The electrician was in the Community room on Thursday morning, and Chris Wicklund spent Thursday evening and much of Friday installing things. He said speakers should arrive next week, and he expects to complete the project next week or on August 17th.

Children's space

Some of the furniture and display items have arrived. Tracy has scheduled a "focus group" with kids to get input on some of the details. (Friday, August 14, noon – 1:00)

Assistant Director Report

August 2015

Teens

Teen Advisory Board, July 28

Members present: Desiree R.

Desiree and I spent the time judging the photos in the teen photo contest. We talked about the questions to put in the teen room.

The 6th annual Teen Photo Contest finished in July. There were 6 teens who entered 10 photos. New this year was the opportunity to post the photos to Facebook. There were 3 teens who chose this option. Overall winners were:

Read to the Rhythm Category

1st place Sabrina Salmela "Read to the Rhythm of the Rain"

2nd place Kayli Salmela "Systematic: Seeking to Understand the Holocaust"

General Category

1st Place Lillith Duquette "Crabapple Snow"

2nd Place Kayli Salmela "Uncovering Herself"

3rd Place Lillith Duquette "Painting with Flames"

July Anime Club had 8 participants. We watched Log Horizon on Crunchyroll. A teacher from Northern Lights Community School came to the event. He loves anime and has a club for kids at NLCS. Sometimes his students come to the club, too.

National Teen Lockin was held on Friday, July 31. It was an after hours event. There was one young gentleman who attended. He is a regular library user. I planned a bunch of activities and went to Plan B. We made vampire stakes and watched anime. My husband Alan also came to the event!

Operations

The circulation department has made some major procedural changes. For many years they used wide 3-shlef black carts to put the checked in items on. They have switched to using single sided carts and once the carts are full move the items to the black carts. This new system has opened more floor space in the back.

We replaced our scanner attached to a computer with a new one! It's awesome. It scans more than one page at a time and can scan to PDF.

Staff

Pieces for the mid-kid area in children's have been trickling in. Tracy has been working on putting some of the pieces together.

CIRCULATION	THIS MONTH	YTD	YTD 2014	Express Check outs	% of total c/o	July
Check-outs	15,193	90,826	90,560	4,401	0.29%	28.97%
Total Circulation	17,175	102,798	103,420		-0.60%	
Returns	17,080	100,006	101,095		-1.08%	
New cards	101	688	797		-13.68%	

Door count
12913
as of 3/1 includes all visitors to library

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2014
Books cataloged and processed	825	4,405	3,987
Withdrawn copies	597	2,634	4,258
Withdrawn Titles	582	1,965	2,228

REFERENCE	THIS MONTH	YTD	YTD 2014
tests proctored	627	5,109	5,239
computer help over 5 minutes	6	67	63
INTERNET	39	239	59
Pharos sessions ***	1,130	603	7,842
			4,498
			9,897
			6,411

Non-Pharos sessions	108	493
VOLUNTEERS	29	1040.00
		1090.00

MEETING ROOM	YTD GROUPS	2014 YTD GROUPS
COMMUNITY ROOM	46	179

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

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD groups	2014 YTD PEOPLE
BOOK TIME	4	137	38	869	36	842
SATURDAY STORY TIME	6	104	48	1089	50	1,462
CLASS VISITS	0	0	25	904	21	686
NON SCHOOL GROUPS	4	102	5	122	5	142
CHILDREN'S PROGRAMS	6	179	26	755	27	1,059
TEEN PROGRAMS	5	49	27	322	25	329
Total Youth Programs	25	571	169	4061	164	4,520
Total Adult Programs	3	136	31	707	29	838

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2014
TOTALS	9	72.5	64

Children's Library Summary

July 2015

July, and the Summer Reading Program, have ended. It was a very fun, very busy, very interesting season. We ended with 810 children registered to read (down slightly from last year), and as of July 31, 348 have returned their completed reading log and received their free book. As usual, this averages out to about 43%.

Although summer isn't over, it feels like we've moved into a new season: "post-program."

Our many events were all pretty well attended. One thing to note is that by requiring people to pick up advance, albeit free, tickets for indoor events (where occupancy rate is 100) we never did fill the meeting room to capacity for any of those programs. The Wicked Cool Science programs each saw about 30 attendees. Storyteller, Zaraawar Mistry and his music and tales from India, which we had in place of Family Movie Night, brought in 35 children and adults. Pint Size Polkas, appearing in the KAXE/Rotary tent, was a big hit with the 48 attendees. Cake decorating, of course, was full with a waiting list.

There will be a brainstorming session soon to discuss the pros and cons of the ticket system, and changes for future programs. It seems that many people prefer to wait till the last minute to decide to attend.

In addition to attendance at programs, general use of the Children's Library this summer has been phenomenal. We are busy all day long – sometimes with a lull at lunchtime – but old friends and many new faces made this "the place to be" this summer. Circulation numbers were also high. We are so grateful for all the volunteers who help us maintain our department.

Looking ahead:

- Fun Family Fridays with Tracy! The first three Fridays in August, join Tracy in the community room for a couple stories, and some crafts and activities base around a theme. August 7: Funny Stories; August 14: Funnier Stories; August 21: Stories to Make You Laugh Hard Enough, Milk Might Come Out Your Nose! Free tickets available at the Children's desk.
- Thursday, August 27: Family Movie Night. TBA

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

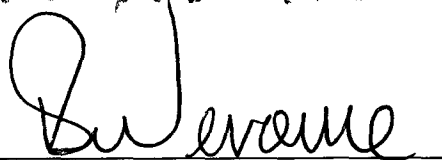
RESOLUTION NO. 2015-07
A RESOLUTION ACCEPTING DONATIONS

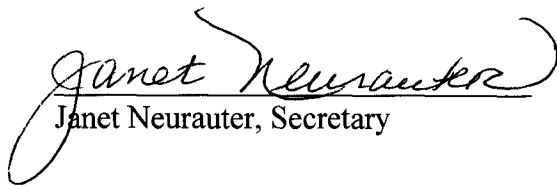
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

- \$25 from Dennis and Jeannie Legan for magazines
 - \$100 from Capital Management Securities in memory of Evelyn Esther Loveland
 - 25 Denise Kuhne books in memory of Evelyn E. Loveland
 - 25 Tanner and Laura Pfeifer books in memory of Evelyn E. Loveland
 - 20 Janis Bjorkquist books in memory of Evelyn E. Loveland
 - 3000 Lyle Loveland books in memory of Evelyn E. Loveland
 - 1000 Keith Loveland
 - 100 Ramona Holmes
 - 40 Pauline Tiemann
 - 25 Clarence and Juanita Hodgson
 - 100 Loren and Joan Solberg undesignated in memory of Jere Urista
 - 22,000 *City of Cohasset for completion of solar project*
- Adopted this 12th day of August 2015


Dennis Jerome, President


Janet Neurauter, Secretary

Board member *Jean MacDonell* seconded the foregoing resolution and the following voted in favor thereof:
Janet Neurauter, Mary Helen Huarklau, 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.

Passport Acceptance Proposal:

Rationale for the Library taking responsibility for issuing passports is that we can offer longer hours of access to the public and we have employees with a customer service orientation and a penchant for details. The attraction for us is the opportunity for bringing in more customers, including people who may not otherwise visit the Library. There is also an accompanying revenue stream.

Last year the County administrator's office handled just under 1000 applications and received revenue of \$23,027 (gross) \$21,214 (net). This is similar to previous years. With the net revenue we can hire backup circulation support for the busiest times and the times when we have the least amount of staff coverage.

Proposed Hours:

The Library will accept passports during designated hours or by appointment during open hours.

Monday - Thursday: 11-6

Friday: 11-4

Saturday 11 – 1:30

These hours reflect when we have the most staff on hand Monday – Thursday. We will need to have an extra person on hand on Friday afternoon and Saturdays because we usually have the minimum number of staff on hand.

Training and staffing:

8 staff members will be trained so all can answer basic questions.

Training will be done on site by the Minneapolis office staff as part of a regional training if possible. I offered to host a training here.

If not possible, training will be done individually online (8 hours)

At least 4 staff members will be designated as "experts" to be able to answer more complex questions and spend more time with someone.

During the first 2-3 months we can use a temporary person for back up circulation help during anticipated peak periods or when otherwise leanly staffed. After we determine the actual workflow I would prefer to hire a part time permanent person for 10-15 hours/week. A temporary person cannot accept passports, a permanent PT person can be trained for accepting passports.

Materials

One of the carrels near the door can be set up as a "passport station" with forms. Any of our express computers can be used to complete forms or get more detailed information from the State Department web site, if desired.

Materials with confidential information needing secure storage or long term storage will be stored in file cabinets in the book drop room. Anything needing overnight secure storage can be stored temporarily in the safe.

Access to information

Information about Services and hours and links to State Department will be included on the Library's web site.

Links should also be placed on the City and the County pages.

Approval Process

The approval process for becoming a passport acceptance facility requires approximately one month to 6 weeks. Forms and supplies are sent upon final approval.

The customer service manager in the Minneapolis office was very helpful and said the approval process should be fairly smooth. He said they are excited about getting Libraries as acceptance facilities. His reasons included: Library staff tend to be detail oriented and customer service oriented; Libraries can offer extended hours for applications. There are few libraries accepting passports in the region now.

Exit Strategy:

If it turns out we cannot do this comfortably, they prefer 6 -12 months' notice that we are stopping. We are not required to find an alternative.



1112 Railroad St. SE, PO Box 910, Bemidji, MN 56601 – 218.751.4140 – Fax 218.755.6038

**City of Grand Rapids Library
Canon IR ADV C350if / C250if Quote (revised)
August 3, 2015**

Specifications

C350if: 36 Pages per Minute Color and Black
C250if: 25 Pages per Minute Color and Black

Supports Letter and Legal Documentation
Automatic Document Feeder (50 sheets)
Automatic Duplexing
RAM: 2GB
Hard Drive: 80 GB
Warmup time: 10 Sec from Sleep Mode
1 – 550 Sheet Paper Drawers
1 – 100 Sheet Bypass
Network Printing – UFR II, PCL and PS3
10/100 and USB
Memory Media: USB Port Standard
Facsimile
Color Universal Send (scan to email/file)
File: FTP, SMB, WebDav
Email: TIFF, JPEG, PDF

Pricing Schedule

Canon IR ADV C350if

Purchase: \$2,648.00
36 Month FMV Lease: \$81.00
48 Month FMV Lease: \$69.00
60 Month FMV Lease: \$58.00

Canon IR ADV C250if

Purchase: \$2,170.00
36 Month FMV Lease: \$67.00
48 Month FMV Lease: \$58.00
60 Month FMV Lease: \$47.00

Offices In.

Appleton, WI – Belle Fourche, SD – Bemidji, MN – Davenport, IA – Des Moines, IA – Duluth, MN - Eau Claire, WI
Fargo, ND, Bismarck, ND - Madison, WI – Minneapolis, MN – Chicago, IL, Peoria, IL – Rochester, MN

**City of Grand Rapids Library
Canon IR ADV C350if / C250if Quote (revised)
August 3, 2015**

North Country Business Products Service Program

All Parts

All Labor

All Supplies (except paper and staples)

No Minimums

No Base Fees

Billed Monthly or Quarterly

Billed in Arrears

Color Cost per Copy: \$.06

Black Cost per Copy: \$.013