

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 10, 2015

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Benolken*
- 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**
Report to Council
- 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:**
Update on Blandin Foundation parking renovation/parking lot expansion
Passport acceptance (if additional information)
- 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**
 - a. **Jeff Adams podcast workshops \$500**
 3. **Approve Resolution 2015- Accepting Donations**
 - a. **Splithand Twnship \$200 undesignated**
- Regular agenda**
Appoint Budget committee to meet late June
Suggestions for Board member candidates?
Solar bare bones installation
- 6:00 **Adjourn**
- .

**Grand Rapids Area Library
Regular Board Meeting
May 13, 2015**

Call to Order: The monthly board meeting was called to order at 5:00 PM by Dennis Jerome.

Roll Call:

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

Public Forum:

Barb Sanderson – Grand Rapids Human Rights Commission re: Exhibit - Barb Sanderson presented information to the board on an exhibit about Muslim residents of Minnesota titled Tracks in the Snow, which would potentially be placed in the library with programming in conjunction. The Human Rights Commission has determined the Library as the best neutral community space for the display.

Randy McCarty made a motion to recommend that the program committee explore this opportunity further with the support of the Library Board. A second was made by Shannon Benolken. The motion passed unanimously.

Jean Lane - Blandin Foundation re: Parking lot expansion - Jean Lane shared information about Blandin's building renovation and parking lot expansion. Lane explained the final design for the parking lot, which was passed out to the board. The parking lot expansion will have no effect on the solar project. The existing lot will be expanded to the east, and the 25 shared spaces in the lot west of the Library will be utilized for staff parking. A sidewalk or boardwalk will be constructed to allow easier access to the building from below.

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

Minutes: Randy McCarty moved to approve the minutes from the April 8, 2015 board meeting. A second was made by Jean MacDonell. The motion passed unanimously.

Communications: Minnesota Foundation Report - Grant received

Financial Report:

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

NAME	AMOUNT DUE
AMAZON.COM	182.05
AMERIPRIDE LINEN & APPAREL	41.86
ARROWHEAD LIBRARY SYSTEM	160.46
BAKER & TAYLOR, INC	2547.09
BLACKSTONE AUDIO, INC	443.97
BLUE CROSS & BLUE SHIELD OF MN	4753.50
BULLFROG FILMS INC	105.00
BUSY BEES QUALITY CLEANING	1700.00
CDW GOVERNMENT INC	83.69
COLE HARDWARE INC	4.74
DELTA DENTAL OF MINNESOTA	388.20
FIDELITY SECURITY LIFE INS CO	11.92
FRIENDS OF THE GRAND RAPIDS	51.00
GARTNER REFRIGERATION CO	2096.00
GRAND RAPIDS CITY PAYROLL	54848.77
BONNIE HENRIKSEN	62.79
ICTV	20.00
IL LIBRARY ASSOCIATION	162.85
JUNIOR LIBRARY GUILD	267.00
DARLA KIRWIN	20.30
LEARNING OPPORTUNITIES INC	128.30
LINCOLN NATIONAL LIFE	214.60
LINCOLN REPUBLIC INSURANCE CO	18.45
LIVE OAK MEDIA	269.41
MINNESOTA ENERGY RESOURCES	145.76
MINNESOTA REVENUE	97.52
NEXTERA COMMUNICATIONS LLC	86.38
NORTHEAST SERVICE COOPERATIVE	88.66
NORTHERN BUSINESS PRODUCTS INC	957.69
PAUL BUNYAN COMMUNICATIONS	489.04

PERSONNEL DYNAMICS LLC	500.63
PITNEY BOWES INC	117.00
PIZZA WORKS	9.99
P.U.C.	2126.83
RAPIDS PROCESS EQUIPMENT	125.54
SIM SUPPLY INC	73.15
TRU NORTH ELECTRIC LLC	60.00
UNIQUE MANAGMENT SERVICES	232.70
THE TIMBERJAY	45.00
VERIZON WIRELESS	112.53
VIKING ELECTRIC SUPPLY INC	136.16
THE VILLAGE BOOK STORE	13.60
VISA	-5.79
WASTE MANAGEMENT	471.93
TOTAL ALL VENDORS:	74466.27

Shannon Benolken moved to approve the financial report and payment of bills as listed. A second was made by Randy McCarty. On a roll call vote the motion passed unanimously.

Staff Reports:

- *Director's Report:* Janet Neurauter raised a question regarding the legality of the fake security camera near the Library's DVDs as a theft deterrent. Marcia Anderson said that she has asked the city attorney about the issue, and he said it is not a problem.
- *Assistant Director's Report:*

Old Business: none to report

New Business:

- *Consent Agenda:*
 1. Approve payment of late bills (none)
 2. Approve Contracts and payments to performers
 - a. Paul Schurke \$400 Honorarium program June 11, 2015

3. Approve Resolution 2015-5 - Accepting Donations

\$200	Rodney & Meredith Bleifuss	support for Paul Schurke Program
\$312	Friends of the GR Library	subscription to Book Page
\$24.93	Barb Zimmer	purchase of American Dance in memory of Lu Germ
	GR North Star Women's	
\$30	Club	subscription to GFWC Clubwoman

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

- *Regular Agenda:*

1. A statement of appreciation for Abby Kushel's years of service to the Library Board was made by Dennis Jerome. Janet Neurauter said that she would be happy to take the post of secretary.

Dennis Jerome made a motion to appoint Janet Neurauter as interim secretary and to accept the resignation of Abby Kuschel. A second was made by Randy McCarty. The motion passed unanimously.

2. Shannon Benolken made a motion to approve the request of the Library Foundation to serve wine in Library on Friday, June 5 for unveiling of Mosaic Art Fundraiser Display and Friday, August 7 for distribution of canvasses after normal business hours. A second was made by Mary Helen Haarklau. The motion passed unanimously.
3. A discussion ensued about the possibility of the Library accepting passport applications. Marcia Anderson stated that it would be a source of revenue. Hours, staff training, and potential liability issues were discussed. This potential plan has been fairly well-received by the staff. The discussion about the possibility of accepting applications is tabled until the June 2015 Board meeting.

Adjourn: The monthly board meeting was adjourned at 6:04 PM by Dennis Jerome.



Library Department Head Report

May 26, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2014-2017. We heard requests for more activities and a space for elementary school-aged children and more spaces for people to come together in the Library. We heard many suggestions for making better use of the outdoor space and the Mississippi River area. People are interested in opportunities to be creative at the library, and to work collaboratively.

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

- **Saturday Story Times continue through the summer**, thanks to the generosity of the Library Foundation. This winter and spring the attendance ranged from 30-72, now split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we will continue to draw families from throughout Itasca County.
- We have monthly **Family Movie Nights** with attendance ranging from 5 to 70.
- We have seen many **class visits** during May, and a few more are scheduled for the end of the month. Several Southwest and Murphy 4th grade classes have been walking to the Library regularly, and we have had many visits from area preschools.
- We are designing a space just for 6-12 year olds, with interactive projects available, and will look for additional programming to engage this age group.
- Kickoff for summer reading program, making instruments, was Saturday May 16, and 46 children signed up during the first day. The theme is: ***Read to the Rhythm!*** The program will run to July 25.
- Upcoming Programs include:
 - **June 12, Climb Theater performing Anansi the Spider**
 - **June 16, Hans Mayer (music for kids!)**
 - **Regular Friday art classes, Cake Decorating, and Wicked Cool Science,**
 - **July 23, Storyteller: Zaraawar Mistry**

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

Our recent programming for adults has included such programs as:

- History Programs on the Civil War
- Practical programs such wintering house plants, creating a succulent garden, and home decorating.



Library Department Head Report

May 26, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

- Scientific programs are popular, with Chris Phillips, U of M entomologist, recently speaking to an audience of 25 about Birds, Bees and Bugs
 - We hosted a documentary film pilot series to see if a winter film series might work.
- Upcoming programs** this summer include programs on Bats, Loons, Cabin building and Fishing tips.

We provide people with **instructional or informational materials** for the practical necessities, such as building a deck, home repair or remodeling, cooking and crafts

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

- We continue to offer **beginning computer classes**, turning our meeting room into a computer training space. We offered 5 classes this spring, and so far have had total of 25 participants - Classes are: *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners.*
- Our public computers continue to be used often by people taking **online classes**, or doing homework for local classes or taking exams for professional licensure, as well as email, and other communication and printing.
- Our public wireless network is in constant use by people bringing their own devices.
- **Online Databases** provide 24/7 access to a wealth of research and learning opportunities
- Live online Homework Help and online resume help is available through Brainfuse.
- Test preparation and practice for education and careers is now available through Learning Express Library.

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

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Painting with Wool* by the Duluth Art Institute, *Northern Gael* (music), Poet Laurie Purdy Salis
- **Creativity Encouraged!**
 - We have hosted workshops for all ages on cartooning, felting, metal tooling, writing, and photography
 - This summer we are hosting songwriting and podcasting workshops.
- **A commitment to cultural diversity in programming and displays continues.** Recent programming has included:
Rapids Reads using the book *Road Back to Sweetgrass* by Linda LeGarde Grover and programs featuring storyteller Anne Dunn, singer and teacher Annie Humphrey, and Elaine Fleming from the Leech Lake Tribal College
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. **Our patrons have downloaded 6967 titles so far this year.** There are more than 7500 audiobook titles



Library Department Head Report

May 26, 2015



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

and 8800 ebook titles available to all holders of an ALS library card.

We also provide access to online magazines through Zinio and online children's books and games through Tumblebooks. All of these are available through our web site.

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

We are planning more programs to utilize the space outside the Library, including a Spring River Walk with John Latimer, a Monarch Butterfly walk in June, and a yoga class in August. This year we will also use the fishing pier for providing a program of fishing tips in August.

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

- We are planning more programs that involve discussion, and collaboration.
- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- Our tables and study rooms provide spaces for working on group projects.
- The documentary film series provided an opportunity to discuss current issues.

Building and meeting space

- The Riverfront Energy Center, using heat from wastewater discharged from the UPM Blandin plant, provides the major heat source for the Library when temperatures are as low as 0 degrees, as well as warming the sidewalk in front of the door.
- We are in the process of upgrading our audio and visual equipment in the meeting room to provide better sound and visuals for our programs with less staff time. This is made possible with the support of the Friends of the Library and the Library Foundation.

Communication, Publicity and outreach

- We send out an email newsletter to about 600 people once or twice each month, highlighting upcoming programs.
- 4 Library Staff members contribute to a weekly library column in the Herald Review.
- We had a table at the Children's Fair in April, providing fun activities and promoting Summer Reading and children's programming in the Library
- Our website is heavily utilized, providing access to a calendar of events, new books, downloadable materials and news of the Library.
- We will create a Story Walk using the picture book *Moo* in Crystal Lake park for the Open Streets celebration on June 6th

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

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2015
With Comparative Totals for May 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	-	-	612,716	0%
Intergovernmental	-	51	127,000	0%
Charges for Services	7,413	7,748	11,082	70%
Fines & Forfeits	5,110	4,909	14,000	35%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,640	-	-	0%
Miscellaneous	6,188	6,525	14,400	45%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	23,350	19,234	779,198	2%
Expenditures:				
Personnel	229,782	224,643	565,658	40%
Supplies/Materials	39,898	37,188	80,850	46%
Other Services/Charges	53,597	40,564	132,690	31%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	323,278	302,395	779,198	39%
Revenues > Expenditures	(299,928)	(283,161)	-	
Library Foundation Grant-Capital Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 5/31/XX				
Cash Flow	83,310	30,938	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 5/31/XX	\$ 141,941	\$ 177,469	\$ 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.

Accumulated Energy Rebates

\$2,943

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

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 612,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	-	0%
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	708	44%
211-00-34-00-7975	INTERNET	3,000	1,458	49%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	300	150%
211-00-35-00-1030	LIBRARY FINES	14,000	4,909	35%
211-00-37-00-2310	DONATIONS	2,000	601	30%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	375	38%
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 FOUNDATION	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	2,713	80%
211-00-37-00-2450	MISCELLANEOUS	1,900	940	49%
211-00-37-00-5100	INVESTMENT INCOME	2,500	278	11%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	779,198	19,234	2%
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	148,763	38%
211-00-75-10-1030	SALARY-PARTTIME	22,074	13,019	59%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	991	16%
211-00-75-10-1210	PERA	31,324	12,165	39%
211-00-75-10-1220	FICA	25,895	9,441	36%
211-00-75-10-1250	MEDICARE	6,056	2,208	36%
211-00-75-10-1310	HEALTH INSURANCE	72,919	36,160	50%
211-00-75-10-1330	LIFE INSURANCE	221	134	60%
211-00-75-10-1335	DENTAL INSURANCE	2,621	705	27%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,057	39%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	4,567	76%
211-00-75-20-2020	COPY SUPPLIES	800	703	88%
211-00-75-20-2030	PRINTING/BINDING	600	552	92%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	658	16%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	1,219	41%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	91	9%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	241	69%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	885	44%
211-00-75-20-2110	BOOKS	42,000	22,067	53%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,372	49%
211-00-75-20-2130	NEWSPAPERS	1,000	689	69%
211-00-75-20-2140	PERIODICALS	8,000	145	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	998	40%
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 **MAY 31, 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	-	0%
211-00-75-30-3070	LAUNDRY	480	230	48%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	2,845	47%
211-00-75-30-3210	TELEPHONE	6,500	2,284	35%
211-00-75-30-3220	POSTAGE/FREIGHT	500	18	4%
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	582	23%
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	4,283	48%
211-00-75-30-3810	ELECTRICITY	36,000	8,953	25%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	1,471	82%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,942	49%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	2,528	42%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,313	9%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	590	20%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	3,613	60%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	243	13%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	779,198	302,395	39%
	SURPLUS REVENUES/(EXPENDITURES)	-	(283,161)	

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 05/31/15
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	199,799.50	199,799.50	0.00
211-00-00-00-1010	CASH	450,511.65	22,667.78	331,285.79	141,893.64
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	4,888.00	0.00	0.00	4,888.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	33,240.00	0.00	0.00	33,240.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	7,740.85	366.25	6,757.49	1,349.61
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	5,187.05	7,261.57
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	16,479.64	3,459.17	13,020.47
TOTAL		496,490.50	251,761.79	546,489.00	201,763.29
TOTAL ASSETS		496,490.50	251,761.79	546,489.00	201,763.29
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	318,127.79	308,787.52	6,355.43
211-00-00-00-2030	SALES TAX PAYABLE	0.00	181.50	212.25	30.75
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	333,586.74	308,999.77	11,274.18
TOTAL LIABILITIES		35,861.15	333,586.74	308,999.77	11,274.18

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 05/31/15
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	3,459.17	16,479.64	13,020.47
TOTAL	FUND SURPLUS (DEFICIT)	460,629.35	3,459.17	16,479.64	473,649.82
		0.00	283,160.71	0.00	(283,160.71)
TOTAL FUND EQUITY		460,629.35	286,619.88	16,479.64	190,489.11
TOTAL LIABILITIES AND FUND EQUITY		496,490.50	620,206.62	325,479.41	201,763.29

GRAND RAPIDS AREA LIBRARY BILL LIST - JUNE 10, 2015

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/10/2015

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	420.78
0113233	AMERIPRIDE LINEN & APPAREL	41.86
0118660	ARROWHEAD LIBRARY SYSTEM	340.79
0201428	BAKER & TAYLOR, INC	2,455.26
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	1,219.14
0315455	COLE HARDWARE INC	5.99
0405500	DEMCO	13.92
0920003	ITASCA AREA SCHOOLS	2,000.00
0920105	ITASCA TRAIL SPORTS	59.97
1021515	JUNIOR LIBRARY GUILD	35.00
1109660	DARLA KIRWIN	55.71
1309235	MN STATE HORTICULTURAL SOCIETY	62.00
1415377	NORTHERN BUSINESS PRODUCTS INC	214.59
1415608	NORTHWOODS CANDY COMPANY	108.21
1524250	OXFORD UNIVERSITY PRESS USA	339.21
1605665	PERSONNEL DYNAMICS LLC	54.00
1608100	PHAROS SYSTEMS INT'L INC	879.00
1909510	SIM SUPPLY INC	240.73
2018680	TRU NORTH ELECTRIC LLC	183.14
2209450	THE VILLAGE BOOK STORE	61.53
2405650	XEROX CORPORATION	3.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,979.33

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	153.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,753.50
0718015	GRAND RAPIDS CITY PAYROLL	36,692.18
1209516	LINCOLN NATIONAL LIFE	107.30
1209522	LINCOLN REPUBLIC INSURANCE CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	48.47
1309335	MINNESOTA REVENUE	43.59
1405850	NEXTERA COMMUNICATIONS LLC	87.46
1601750	PAUL BUNYAN COMMUNICATIONS	244.52
1621130	P.U.C.	2,264.20
2205637	VERIZON WIRELESS	112.57
2209665	VISA	31.08
2301700	WASTE MANAGEMENT	236.91

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 44,793.23

TOTAL ALL DEPARTMENTS 55,772.56

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 5 PERIODS ENDING MAY 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	0.00	0.00	612,716.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	612,716.00	0.00	0.00	612,716.00	0
TOTAL TAXES		0.00	612,716.00	0.00	0.00	612,716.00	0
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	0.00	127,000.00	0.00	0.00	127,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	51.00	0.00	(51.00)	100
TOTAL		0.00	127,000.00	51.00	0.00	126,949.00	0
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	51.00	0.00	126,949.00	0
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	139.79	1,600.00	708.48	0.00	891.52	44
211-00-34-00-7975	INTERNET	269.20	3,000.00	1,457.93	0.00	1,542.07	49
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	200.00	300.00	0.00	(100.00)	150
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		408.99	11,082.00	7,748.41	0.00	3,333.59	70
TOTAL CHARGES FOR SERVICES		408.99	11,082.00	7,748.41	0.00	3,333.59	70
FINES & FORFEITS							

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	639.63	14,000.00	4,909.05	0.00	9,090.95	35
TOTAL		639.63	14,000.00	4,909.05	0.00	9,090.95	35
TOTAL FINES & FORFEITS		639.63	14,000.00	4,909.05	0.00	9,090.95	35
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	2,000.00	600.93	0.00	1,399.07	30
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	375.00	0.00	625.00	38
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	0.00	0.00	0.00	0
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	129.29	3,400.00	2,713.48	0.00	686.52	80
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	38.35	1,900.00	939.99	0.00	960.01	49
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	277.95	0.00	2,222.05	11
TOTAL		367.64	14,400.00	6,525.47	0.00	7,874.53	45
TOTAL MISCELLANEOUS REVENUE		367.64	14,400.00	6,525.47	0.00	7,874.53	45
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:		1,416.26	779,198.00	19,233.93	0.00	759,964.07	2

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	45,528.70	395,580.00	148,763.32	0.00	246,816.68	38
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	2,409.07	22,074.00	13,018.82	0.00	9,055.18	59
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	990.77	245.41	5,031.82	20
211-00-75-10-1210	PERA	3,595.34	31,324.00	12,164.58	0.00	19,159.42	39
211-00-75-10-1220	FICA	2,801.15	25,895.00	9,440.73	0.00	16,454.27	36
211-00-75-10-1250	MEDICARE	655.09	6,056.00	2,207.85	0.00	3,848.15	36
211-00-75-10-1310	HEALTH INSURANCE	4,001.22	72,919.00	36,160.06	0.00	36,758.94	50
211-00-75-10-1330	LIFE INSURANCE	26.71	221.00	133.55	0.00	87.45	60
211-00-75-10-1335	DENTAL INSURANCE	140.94	2,621.00	704.70	0.00	1,916.30	27
211-00-75-10-1347	VISION INSURANCE	0.44	0.00	2.20	0.00	(2.20)	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	333.72	2,700.00	1,056.60	0.00	1,643.40	39
TOTAL PERSONNEL		59,546.38	565,658.00	224,643.18	245.41	340,769.41	40
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	55.53	6,000.00	4,566.88	444.30	988.82	84
211-00-75-20-2020	COPY SUPPLIES	172.98	800.00	703.36	173.54	(76.90)	110
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	552.09	94.60	(46.69)	108
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	657.64	83.69	3,258.67	19
211-00-75-20-2070	COMPUTER INVENTORY	1,219.14	3,000.00	1,219.14	203.19	1,577.67	47
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	59.97	1,000.00	91.05	0.00	908.95	9
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	108.21	350.00	241.00	0.00	109.00	69
211-00-75-20-2100	OPERATING SUPPLIES	(162.85)	2,000.00	885.04	299.01	815.95	59
211-00-75-20-2110	BOOKS	3,246.49	42,000.00	22,067.27	1,829.16	18,103.57	57

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	80.24	9,000.00	4,372.24	5,151.77	(524.01)	106
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	689.28	45.00	265.72	73
211-00-75-20-2140	PERIODICALS	62.00	8,000.00	145.00	0.00	7,855.00	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	203.36	2,500.00	997.74	73.15	1,429.11	43
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		5,045.07	80,850.00	37,187.73	8,397.41	35,264.86	56
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	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	41.86	480.00	230.23	41.86	207.91	57
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	8,500.00	1,700.00	10,200.00	50
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000.00	6,000.00	2,844.97	214.99	2,940.04	51
211-00-75-30-3210	TELEPHONE	331.98	6,500.00	2,284.19	0.00	4,215.81	35
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	18.36	18.36	463.28	7
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	51.00	(140.00)	170
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	581.75	205.85	1,712.40	32
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	0.00	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	4,283.45	0.00	4,716.55	48
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	8,953.13	0.00	27,046.87	25
211-00-75-30-3840	GARAGE REMOVAL	236.91	1,800.00	1,470.88	0.00	329.12	82
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,942.05	0.00	2,057.95	49
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	2,528.29	2,096.00	1,375.71	77
211-00-75-30-4010	BUILDING MAINT/REPAIRS	668.14	15,000.00	1,313.38	64.74	13,621.88	9
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	512.75	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	590.00	0.00	2,410.00	20

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR 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	3,612.55	0.00	2,387.45	60
211-00-75-30-4100	EQUIPMENT LEASES	3.50	1,900.00	242.50	147.50	1,510.00	21
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		6,351.83	132,690.00	40,563.73	4,540.30	87,585.97	34
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		70,943.28	779,198.00	302,394.64	13,183.12	463,620.24	41
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

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 FOR 5 PERIODS ENDING MAY 31, 2015

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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:		70,943.28	779,198.00	302,394.64	13,183.12	463,620.24	41
TOTAL FUND REVENUES		1,416.26	779,198.00	19,233.93	0.00	759,964.07	2
TOTAL FUND EXPENSES		70,943.28	779,198.00	302,394.64	13,183.12	463,620.24	41
FUND SURPLUS (DEFICIT)		(69,527.02)	0.00	(283,160.71)			
TOTAL ALL FUND REVENUES		1,416.26	779,198.00	19,233.93	0.00	759,964.07	2
TOTAL ALL FUND EXPENSES		70,943.28	779,198.00	302,394.64	13,183.12	463,620.24	41
ALL FUND SURPLUS (DEFICIT)		(69,527.02)	0.00	(283,160.71)			

Directors Report

June 10, 2015

Agenda Items

Communications: Presentation to Council

On May 26, I provided the first of the twice yearly updates to the City Council. The written report is in your packet. I brought a small inflatable guitar as a prop for the "Read to the Rhythm" summer reading theme. I also provided them with our annual report brochure and the sheets with the scheduled summer programs. They were impressed!

Consent Agenda: Adams Contract:

Jeff Adams will do a podcast workshop for youth and one for adults. Podcasting is fairly popular.

Regular Agenda

For discussion: Board member : We need a candidate to complete Abby's unexpired term. Any ideas?? Kim has included this vacancy along with others in the city in a couple of ads in the Herald Review.

Passports:

I have received no additional information from the County about the volume of passports, and have not received a response to my inquiry of the regional office for passports. I will be able to provide some preliminary cost estimates at the board meeting, but will not be able to place them in much of a context.

Updates:

Update: Library Foundation Fundraiser

The Foundation's First Friday opening in June for the unveiling of all of the canvasses completed so far attracted 35-40 people. There are roughly 140 on display now, and tickets are on sale for \$25. The canvasses are displayed on large panels in the library and will be displayed during June and July.

Update: Tracks in the Snow Exhibit

Exhibit called *Tracks in the Snow The Minnesota Muslim Experience Since 1880*.

<http://irgmn.org/muslimexperience/exhibit/> Barb Sanderson met with the program committee to brainstorm programming ideas to complement the exhibit. I have been in touch with the IRG to get more info on the exhibit itself to determine where it can be displayed.

Update: Blandin Fndtn Parking Lot expansion

Construction is to start at the end of the month. There is an article in Sunday's Herald Review. I will attend another "neighborhood meeting" with Kathy Annette on June 9 and will pass along any additional details

No Update: Eholt Bequest

No update since notification in late February that the closing on the house was taking place and that the payment of all bills and final accounting needed to take place before a distribution.

Assistant Director Report June 2015

Teens

Anime Club in May had 7 participants. There were 2 new attendees (girls) and 3 who hadn't attended since October. The kids enjoy coming and watching the show (otherwise I guess they wouldn't come!) Sometimes they talk to each other; sometimes they don't. The club has been in existence for 1 year and during the year there have been a few who have never missed! There are new kids who show up each time and regulars, too. It's been fun!

There were 4 participants in the teen room drawing.

Teen Advisory Board

May 26, 2015

Members present: Paige C. Desiree R. Emi S.

May signals the end of the school year and another year for the TAB. Our May meeting is spent playing games. We played Apples to Apples again this year. It appears to be a favorite of the group!

Teen Summer Reading began Monday, June 1. Teens are invited to keep track of pages read on the log sheet. When they reach 1500 they get a free book. When they reach 2000 they get a Target gift card. Thanks to the Friends of the Library for prize support! In June Anime Club will

Operations

The Library Foundation is holding their canvas mosaic fundraiser this summer. We had a great display in the lobby of canvasses. People have been decorating them with lots of different materials: sticks, acrylics, sparkles, pieces of beautiful glass, etc...

The Friends of the Library annual meeting takes place on Tuesday, June 9. In 2016 the Friends will be doing a quilt wall hanging fundraiser. They have received 20 Minnesota author's signatures that will be used in the quilt. The display case now features some notes the authors wrote to the Friends and books by the authors. The program is Rosalie McLouden and Betty Manginen talking about the beginning of the Friends book sale room.

Staff

In May I attended TeenLitCon at Henry Sibley High School. It was fantastic!!! Gayle Forman, Matt De La Pena, Gene Yang, and E. Lockhart were the featured authors. I attended 2 breakout sessions-one about good books to read and another with a YA book editor. There were 800 attendees and most were teens. It was really cool to see so many teens excited about authors!

CIRCULATION
 Check-outs
 Total Circulation
 Returns
 New cards

THIS MONTH
 11,820
 13,341
 13,266
 110

YTD
 60,677
 68,999
 67,505
 441

YTD 2014
 60,998
 69,783
 68,789
 545

Express Check outs % of total c/o
 2,997
 25.36%

May-15

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH
 609
 608
 253

YTD
 2,998
 2,003
 1,304

YTD 2014
 2,827
 2,909
 1,719

Door count
 10481
 as of 3/1 includes all visitors to library

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

THIS MONTH
 379
 13
 34
 926

YTD
 3,785
 59
 200
 494

YTD 2014
 3,773
 41
 42
 5,561

HOURS
 3,263
 6,686
 4,686

Non-Pharos sessions
VOLUNTEERS

PEOPLE
 74
 29

HOURS
 309
 223.00

YTD PEOPLE
 309
 1090.00

MEETING ROOM
 COMMUNITY ROOM

GROUPS
 37

YTD GROUPS
 182
 145

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
 2
 6
 13
 0
 2
 3
26
 7

PEOPLE
 41
 107
 752
 0
 72
 14
986
 73

YTD PROGRAMS
 30
 34
 24
 0
 12
 19
 119
 25

YTD PEOPLE
 538
 826
 894
 0
 340
 242
 2840
 456

2014 YTD groups
 28
 36
 21
 1
 10
 13
109
 23

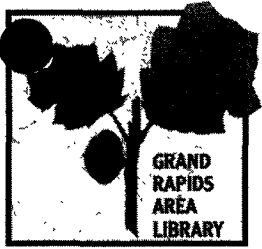
2014 YTD PEOPLE
 533
 1,135
 686
 40
 387
 217
2,998
 566

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH
 9

HRS YTD
 56

HRS YTD 2014
 47



May 13, 2015

Jeffrey Adams
908 3rd Street
International Falls, MN 56649

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 Jeff:

This letter is to confirm that you will present two (2) podcast workshops for the Grand Rapids Area Library, on Thursday, July 30, 2015. One workshop, at 1:00 pm, will be focused toward youth and a second, at 6:00 pm, will be focused toward adults. These workshops will take place in the library community room. The library will make seven (7) laptops available for the event.

The library agrees to pay you the sum of \$500 to cover program fees and transportation.

If the arrangements outlined are agreeable to you, please sign below and return one copy of this letter.

We look forward to working with you.

Sincerely,

Darla Kirwin,
Children's Librarian

These terms are acceptable:

Signature, Jeffrey Adams

5/26/15
Date

Darla D. Kirwin, Grand Rapids Area Library

5-13-15
Date

Board member
moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2015-05
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,

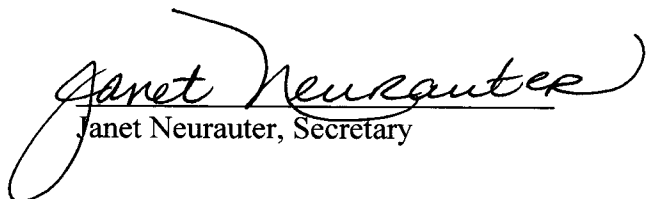
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$200 Splithand Township - undesignated

Adopted this 10th day of June 2015



Dennis Jerome, President



Janet Neurauter, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Library Solar sunflower Project

solar panel mount and tracking system	\$22,500
inverter and state required disconnect mounted outside	\$13,196
total without "Sunflower"	\$35,696
aluminum panels with graphics for sunflower	\$9,374
Total with "sunflowers"	\$45,070
disconnect mounted inside requires additional	\$3,799

Committed Funds:

Grand Rapids Area Library Foundation	13,599
Grand Rapids Area Library Reserved Funds for Solar	10000
Total Committed Funds	23,599

Itasca Co. Admin Services passport rev/exp.

Revenue/2014
passports 910 \$22,750.00

Expenditures/2014

postage \$1,700.91
copier \$111.66
staff hours 227.5
avg .25/app
avg 76 apps/mo
avg 19/week
avg 4.75 hrs/week

Projected Library rev/exp.

Revenue
passports at \$25/each 900 **\$22,500.00**

Expenditures

postage \$1,700.00
copier \$110.00
staff hours 225 **\$5,958.00** using current avg
\$7,768.00

extra PT circ person 7,784 gross
range 10-12 hrs/week 10,060
\$13-\$14 hour

Passport Data 2008 - 2015

227.5 working hours spent on passports in 2014 (approx. 15 minutes per application)

\$22,750 income generated in 2014 (\$25.00 per application)

Average of 76 applications per month in Administrative Services

Wintertime usually has heavier passport traffic than the rest of the year.

Higher processing numbers in 2008 & 2009 due to the new Passport Card issuance

	2008	2009	2010	2011	2012	2013	2014	2015
JAN	168	155	102	121	89	74	96	118
FEB	143	131	125	92	90	91	112	87
MAR	111	148	121	100	99	74	86	66
APR	96	184	78	79	64	96	89	69
MAY	70	135	62	75	86	85	56	47
JUNE	71	161	84	69	70	93	86	
JULY	72	134	103	57	69	78	56	
AUG	92	120	78	67	83	67	68	
SEPT	78	72	46	66	41	60	48	
OCT	92	64	59	57	57	60	66	
NOV	93	91	69	88	57	62	62	
DEC	103	116	68	94	62	88	85	
TOTALS	1189	1511	995	965	867	928	910	387

~~When Administrative Services took over passport applications from Records Office~~

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Higher processing numbers in 2008 & 2009 due to the new Passport Card issuance