

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

May 13, 2015 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Ziege, Petero*
- 5:02 **Public Comment (if anyone wishes to address the Board)**  
Barb Sanderson – Grand Rapids Human Rights Commission re: Exhibit  
(see Director’s report)  
Jean Lane – Blandin Foundation re parking lot expansion
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**  
**Minnesota Foundation Report**
- 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**
    - 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 |
| \$30    | GR North Star Women's Club | subscription to GFWC Clubwoman                  |
- Regular agenda**
1. **Discuss possibility of accepting passport applications**
  2. **Accept Resignation of Abby Kuschel and appoint interim Secretary**
  3. **Approve request of 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**
- 6:00 **Adjourn**

## **"Tracks in the Snow Exhibit" Inaugurated**

The Islamic Resource Group (IRG) kicked-off the Tracks in the Snow exhibit by holding a preview event on March 15 at the Minneapolis Institute of Arts and then formally inaugurating it on the Muslim Day at the Capitol on March 19.



Tracks in the Snow is the third phase of the Minnesota Muslim Experience project produced by Islamic Resource Group (IRG) through generous support from the Minnesota Historical Society Arts and Cultural Heritage Fund (ACHF). The traveling exhibit is designed to expose Minnesotans to the untold narratives of Minnesota Muslims, a deep-rooted and growing part of the state's community.

This exhibit provides a glimpse into the lives of one of the least known and rapidly expanding populations in America and in Minnesota - the Muslim community.



Exhibit preview at the Minneapolis Institute of Art was well attended and received rave reviews

### **Keynote Speech**



The exhibit preview featured a thought-provoking speech by Dr. Caner Dagli: ***"American Muslim Identity: An Idea Whose Time Has Passed"***

*One of the most common phrases to appear in the titles of talks, conferences, books, and articles about the condition of Muslims in the United States is some variation of "American Muslim Identity". This idea is presented as urgent, universal, and consequential. But do we really have*

*any good idea of what we mean when we say "identity," "American," or even "Muslim" for that matter?*

## **Launch at the State Capitol**

On March 19, IRG formally inaugurated the exhibit at the Minnesota Capitol and James Fogerty of Minnesota Historical Society introduced the exhibit to the 200+ audience that was gathered at the Muslim Day at the Capitol (MDAC).



James Fogerty of MN Historical Society inaugurating the exhibit at Muslim Day at the Capitol

IRG plans to take this traveling exhibit around Minnesota. Toward this end, IRG is soliciting interest from organizations to host this exhibit. All inquiries regarding hosting this exhibit should be directed to [irg@irgmn.org](mailto:irg@irgmn.org).

# **Grand Rapids Area Library Regular Board Meeting April 8, 2015**

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

**Roll Call:**

- **Members Present:** Mary Helen Haarklau, Dennis Jerome, Max Peters, Abby Kuschel, Randy McCarty, and Susan Zeige
- **Members Absent:** Janet Neurauter, Jean MacDonell, Shannon Benolken
- **Staff Present:** Assistant Director Amy Dettmer

**Public Forum:** Ron Edminster, of City Facility Maintenance came to the board to answer questions about the solar project. He explained the project to newer members of the board. Board President Dennis Jerome explained that there is an opportunity to submit a grant application and a commitment is needed from the library to complete the project, telling the board that the Library Foundation is also supporting it. Randy McCarty commented that the original concept came from the men's reading group. Edminster noted that money saved on natural gas is a great money saver for the library. No questions for Ron about the project were raised.

**Agenda:** Abby Kuschel moved to approve the agenda. A second was made by Randy McCarty. The motion passed unanimously.

**Minutes:** Susan Zeige moved to approve the minutes from the March 11, 2015 board meeting. A second was made by Max Peters. The motion passed unanimously.

**Communications:** none to report

**Financial Report:**

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

| <b>NAME</b>                    | <b>AMOUNT</b>   |
|--------------------------------|-----------------|
| AMAZON.COM                     | 738.31          |
| AMERIPRIDE LINEN & APPAREL     | 41.86           |
| ARROWHEAD LIBRARY SYSTEM       | 45.05           |
| BAKER & TAYLOR, INC            | 1620.91         |
| BLUE CROSS & BLUE SHIELD OF MN | 5885.50         |
| BUSY BEES QUALITY CLEANING     | 1700.00         |
| COLE HARDWARE INC              | 15.97           |
| DEMCO                          | 112.30          |
| FIDELITY SECURITY LIFE INS CO  | 5.96            |
| GALE/CENGAGE LEARING           | 4620.00         |
| GARTNER REFRIGERATION CO       | 424.00          |
| GRAND RAPIDS CITY PAYROLL      | 36368.29        |
| LEARNING OPPORTUNITIES INC     | 2351.84         |
| LEXIS NEXIS                    | 171.90          |
| LINCOLN NATIONAL LIFE          | 107.30          |
| LINCOLN REPUBLIC INSURANCE CO  | 18.45           |
| MINNESOTA ENERGY RESOURCES     | 966.85          |
| MINNESOTA WOMEN'S PRESS        | 60.00           |
| NEXTERA COMMUNICATIONS LLC     | 87.07           |
| PERSONNEL DYNAMICS LLC         | 72.92           |
| PITNEY BOWES INC               | 122.38          |
| PIZZA WORKS                    | 9.99            |
| P.U.C.                         | 2238.81         |
| RAPIDS PROCESS EQUIPMENT       | 961.09          |
| RECORDED BOOKS                 | 416.00          |
| SHOWCASES                      | 313.52          |
| SIM SUPPLY INC                 | 231.60          |
| THOMSON REUTERS - WEST         | 399.00          |
| UNIQUE MANAGMENT SERVICES      | 214.80          |
| VERIZON WIRELESS               | 285.01          |
| VIKING ELECTRIC SUPPLY INC     | 600.00          |
| THE VILLAGE BOOK STORE         | 40.15           |
| WASTE MANAGEMENT               | 236.91          |
| ANNETTE HUMPHREY               | 200.00          |
| LINDA GROVER                   | 200.00          |
| <b>TOTAL ALL VENDORS:</b>      | <b>61883.74</b> |

Abby Kuschel moved to approve the financial report and payment of bills as presented. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

### **Staff Reports:**

- **Director's Report:** In her report, Director Marcia Anderson answered a question about the personnel financials reflecting the new full time positions. The new projected cost differs by about \$3000, and will be reflected in the budget in the near future. Also mentioned in the report was the Blandin Foundation parking lot expansion plan. Amy Dettmer mentioned the joint agreement between Blandin and the City for 25 spaces in the Library's north parking lot that the city would take care of. Randy McCarty commented that they have hardly been used. Susan Zeige brought up a concern about the dangerous intersection on the northwest side of the library, and the board agreed with her concern. Zeige suggested a three way stop. Amy said that Marcia has opened up communication with the city engineer. No direct response has been received.

A recent theft of DVDs was mentioned. An inventory will be taken soon.

- **Assistant Director's Report:**

**Old Business:** *Accept proposal for installing AV equipment in meeting room.*  
(proposals distributed in March)

The board weighed the pros and cons of both proposals, discussing the preference of the staff, the configuration of the AV equipment, the benefits of a projector rather than a television, and prices, etc. Max Peters expressed that he wasn't comfortable approving 21st Century proposal's prices, believing that the speaker offered would be too small for its intended use. Peters also commented on Wicklund Productions' proposal, saying that he liked that alternatives are offered and believes the prices are fair. The board decided against having the companies explain more about the proposals.

***Max Peters made a motion to approve Wicklund Productions' proposal options Audio 1 and Video 2 based on Amy Dettmer's suggestion of a projector instead of a TV screen. A second was made by Randy McCarty. On a roll call vote the motion passed unanimously.***

## **New Business:**

- ***Consent Agenda:***

- 1. Approve payment of late bills**
- 2. Approve Contracts and Payments to Presenters**
- 3. Approve Resolution 2015 - Accepting Donations**

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

- ***Regular Agenda:***

***Randy McCarty made a motion to authorize funds of \$10,000 to be designated in the Library's fund balance to match grant funds by the Library Foundation and Minnesota Power Foundation for completion of the solar project. A second was made by Abby Kuschel. On a roll call vote the motion passed unanimously.***

**Adjourn:** The monthly board meeting was adjourned at 5:41 PM by Dennis Jerome.



**Marcia Anderson**  
**140 NE Second Street**  
**Grand Rapids, MN 55744**

**Fund Statement(s)**

January 1, 2015 - March 31, 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:**

|                 |  |
|-----------------|--|
| <b>Contact:</b> | Mariah I. Mousel   |
| <b>Title:</b>   | Partner Relations Associate                                    |
| <b>Phone:</b>   | 651-325-4269<br>800-875-6167                                   |
| <b>Email:</b>   | mariah.mousel@mnpartners.org                                   |
| <b>Address:</b> | 101 Fifth Street East, Suite 2400<br>Saint Paul, MN 55101-1800 |

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

**Fund Statement**

January 1, 2015 - March 31, 2015

Prepared on: 4/28/2015

Prepared for: Marcia Anderson

Fund ID: 5350

**Fund Activity**

|  |    |               |
|--|----|---------------|
| <b>Beginning Balance on January 1, 2015</b>  | \$ | <b>33,240</b> |
| <b>Investment Activity</b>                   |    |               |
| Interest & Dividends                         |    | 93            |
| Investment Gain/(Loss)                       |    | 728           |
| <b>Disbursements</b>                         |    |               |
| Administrative Fees                          |    | (66)          |
| Grants Paid                                  |    | (1,284)       |
| Investment Expenses                          |    | (28)          |
| <b>Ending Balance on March 31, 2015</b>      | \$ | <b>32,682</b> |
| <b>Approved Grants to be Paid (Returned)</b> |    | -             |
| <b>Uncommitted Balance on March 31, 2015</b> | \$ | <b>32,682</b> |

**Summary of Assets**

| Asset Detail                    | \$        | %      | Investment Performance |        |        |        |
|---------------------------------|-----------|--------|------------------------|--------|--------|--------|
|                                 |           |        | YTD                    | 1 Year | 3 Year | 5 Year |
|                                 |           |        | (Annualized)           |        |        |        |
| Multi-Asset Endowment Portfolio | 32,682    | 100.0% | 2.4%                   | 6.2%   | 10.4%  | 9.9%   |
|                                 | \$ 32,682 | 100.0% |                        |        |        |        |

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

**Fund Statement**

January 1, 2015 - March 31, 2015

There were no contributions during this statement period.

| <b>Grants Paid (Returned)</b> |                             |                 |
|-------------------------------|-----------------------------|-----------------|
| <b>Paid Date</b>              | <b>Organization</b>         | <b>Amount</b>   |
| 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 - March 31, 2015

**Available to Grant Activity**

|   |         |
|---|---------|
| <b>Amount Available to Grant from Previous Year</b>               | -       |
| Available to Grant in the current year                            | 1,284   |
| Grants (Paid)/Returned in the current year                        | (1,284) |
| <b>Amount Available to Grant as of March 31, 2015</b>             | -       |
| Grants Scheduled to be paid in the current year                   | -       |
| <b>Uncommitted Amount Available to Grant as of March 31, 2015</b> | -       |

**Future Year Grant Commitments**

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2015**  
*With Comparative Totals for April 30, 2014*

|  | 2014<br>Actual    | 2015<br>Actual    | 2015<br>Budget    | Percent<br>of<br>Budget |
|--|-------------------|-------------------|-------------------|-------------------------|
| <b>Fund Balance 1/1/XX:</b>            |                   |                   |                   |                         |
| 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            |                         |
| <b>TOTAL FUND BALANCE 1/1/XX</b>       | <b>441,869</b>    | <b>460,630</b>    | <b>460,630</b>    |                         |
| <b>Revenues:</b>                       |                   |                   |                   |                         |
| Taxes                                  | -                 | -                 | 612,716           | 0%                      |
| Intergovernmental                      | -                 | 51                | 127,000           | 0%                      |
| Charges for Services                   | 1,755             | 7,339             | 11,082            | 66%                     |
| Fines & Forfeits                       | 4,116             | 4,269             | 14,000            | 30%                     |
| Blandin Grant                          | -                 | -                 | -                 | 0%                      |
| GR Library Foundation                  | 2,400             | -                 | -                 | 0%                      |
| Miscellaneous                          | 5,756             | 5,880             | 14,400            | 41%                     |
| Other Sources-Operating Transfer       | -                 | -                 | -                 | 0%                      |
| Other Sources (Fund Balance Usage)     | -                 | -                 | -                 | 0%                      |
| <b>TOTAL REVENUES</b>                  | <b>14,027</b>     | <b>17,540</b>     | <b>779,198</b>    | <b>2%</b>               |
| <b>Expenditures:</b>                   |                   |                   |                   |                         |
| Personnel                              | 170,607           | 165,097           | 565,658           | 29%                     |
| Supplies/Materials                     | 36,863            | 31,727            | 80,850            | 39%                     |
| Other Services/Charges                 | 42,006            | 31,787            | 132,690           | 24%                     |
| Blandin Grant                          | -                 | -                 | -                 | 0%                      |
| <b>TOTAL EXPENDITURES</b>              | <b>249,476</b>    | <b>228,611</b>    | <b>779,198</b>    | <b>29%</b>              |
| Revenues > Expenditures                | (235,449)         | (211,071)         | -                 |                         |
| Library Foundation Grant-Capital Grant | -                 | -                 | -                 | 0%                      |
| Capital Outlay                         | -                 | -                 | -                 | 0%                      |
| <b>Fund Balance 4/30/XX</b>            |                   |                   |                   |                         |
| Cash Flow                              | 147,789           | 103,028           | 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            |                         |
| <b>TOTAL FUND BALANCE 4/30/XX</b>      | <b>\$ 206,420</b> | <b>\$ 249,559</b> | <b>\$ 460,630</b> |                         |

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.

DATE: 05/01/2015  
 TIME: 14:28:26  
 ID: GL450000.WOW

CITY OF G. J RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 15

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2015

| ACCOUNT #                          | DESCRIPTION                 | BALANCE<br>01/01/15 | NET<br>DEBITS     | NET<br>CREDITS    | BALANCE<br>04/30/15 |
|------------------------------------|-----------------------------|---------------------|-------------------|-------------------|---------------------|
| <b>ASSETS</b>                      |                             |                     |                   |                   |                     |
| 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                | 144,810.15        | 144,810.15        | 0.00                |
| 211-00-00-00-1010                  | CASH                        | 450,511.65          | 19,869.97         | 257,210.45        | 213,171.17          |
| 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            | 0.00              | 6,757.49          | 983.36              |
| 211-00-00-00-1551                  | PREPAID INSURANCE           | 0.00                | 12,448.62         | 4,149.64          | 8,298.98            |
| 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           |
| <b>TOTAL</b>                       |                             | <b>496,490.50</b>   | <b>193,608.38</b> | <b>416,386.90</b> | <b>273,711.98</b>   |
| <b>TOTAL ASSETS</b>                |                             | <b>496,490.50</b>   | <b>193,608.38</b> | <b>416,386.90</b> | <b>273,711.98</b>   |
| <b>LIABILITIES AND FUND EQUITY</b> |                             |                     |                   |                   |                     |
| <b>LIABILITIES</b>                 |                             |                     |                   |                   |                     |
| 211-00-00-00-2020                  | ACCOUNTS PAYABLE            | 15,695.70           | 244,052.45        | 234,558.49        | 6,201.74            |
| 211-00-00-00-2030                  | SALES TAX PAYABLE           | 0.00                | 137.91            | 181.50            | 43.59               |
| 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                |
| <b>TOTAL</b>                       |                             | <b>35,861.15</b>    | <b>259,467.81</b> | <b>234,739.99</b> | <b>11,133.33</b>    |
| <b>TOTAL LIABILITIES</b>           |                             | <b>35,861.15</b>    | <b>259,467.81</b> | <b>234,739.99</b> | <b>11,133.33</b>    |

DATE: 05/0 J15  
 TIME: 14:28:26  
 ID: GL450000.WOW

CITY OF G RAPIDS  
 DETAILED BALANCE SHEET

AGE: 2  
 F-YR: 15

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2015

| ACCOUNT #                         | DESCRIPTION                  | BALANCE<br>01/01/15 | NET<br>DEBITS | NET<br>CREDITS | BALANCE<br>04/30/15 |
|-----------------------------------|------------------------------|---------------------|---------------|----------------|---------------------|
| FUND EQUITY                       |                              |                     |               |                |                     |
| 211-00-00-00-2530                 | FUND BALANCE-UNRESV & UNDESG | 460,629.35          | 0.00          | 0.00           | 460,629.35          |
| 211-00-00-00-2950                 | RESERVE FOR ENCUMBRANCE      | 0.00                | 3,459.17      | 16,479.64      | 13,020.47           |
| TOTAL                             |                              | 460,629.35          | 3,459.17      | 16,479.64      | 473,649.82          |
|                                   | FUND SURPLUS (DEFICIT)       | 0.00                | 211,071.17    | 0.00           | (211,071.17)        |
| TOTAL FUND EQUITY                 |                              | 460,629.35          | 214,530.34    | 16,479.64      | 262,578.65          |
| TOTAL LIABILITIES AND FUND EQUITY |                              | 496,490.50          | 473,998.15    | 251,219.63     | 273,711.98          |

**GRAND RAPIDS AREA LIBRARY BILL LIST - MAY 13, 2015**

DATE: 05/07/2015  
 TIME: 12:51:53  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/13/2015

| VENDOR #                                   | NAME                           | AMOUNT DUE   |
|--|--------------------------------|--------------|
| -----                                      |                                |              |
| PUBLIC LIBRARY                             |                                |              |
| 0113100                                    | AMAZON.COM                     | 182.05       |
| 0113233                                    | AMERIPRIDE LINEN & APPAREL     | 41.86        |
| 0118660                                    | ARROWHEAD LIBRARY SYSTEM       | 160.46       |
| 0201428                                    | BAKER & TAYLOR, INC            | 2,547.09     |
| 0212124                                    | BLACKSTONE AUDIO, INC          | 443.97       |
| 0221450                                    | BULLFROG FILMS INC             | 105.00       |
| 0221700                                    | BUSY BEES QUALITY CLEANING     | 1,700.00     |
| 0300200                                    | CDW GOVERNMENT INC             | 83.69        |
| 0315455                                    | COLE HARDWARE INC              | 4.74         |
| 0618350                                    | FRIENDS OF THE GRAND RAPIDS    | 51.00        |
| 0701650                                    | GARTNER REFRIGERATION CO       | 2,096.00     |
| 0805524                                    | BONNIE HENRIKSEN               | 62.79        |
| 0900060                                    | ICTV                           | 20.00        |
| 0912445                                    | IL LIBRARY ASSOCIATION         | 162.85       |
| 1021515                                    | JUNIOR LIBRARY GUILD           | 267.00       |
| 1109660                                    | DARLA KIRWIN                   | 20.30        |
| 1205099                                    | LEARNING OPPORTUNITIES INC     | 128.30       |
| 1209795                                    | LIVE OAK MEDIA                 | 269.41       |
| 1415364                                    | NORTHEAST SERVICE COOPERATIVE  | 88.66        |
| 1415377                                    | NORTHERN BUSINESS PRODUCTS INC | 957.69       |
| 1605665                                    | PERSONNEL DYNAMICS LLC         | 500.63       |
| 1609729                                    | PITNEY BOWES INC               | 117.00       |
| 1609925                                    | PIZZA WORKS                    | 9.99         |
| 1801608                                    | RAPIDS PROCESS EQUIPMENT       | 125.54       |
| 1909510                                    | SIM SUPPLY INC                 | 73.15        |
| 2018680                                    | TRU NORTH ELECTRIC LLC         | 60.00        |
| 2114356                                    | UNIQUE MANAGMENT SERVICES      | 232.70       |
| 2201170                                    | THE TIMBERJAY                  | 45.00        |
| 2209421                                    | VIKING ELECTRIC SUPPLY INC     | 136.16       |
| 2209450                                    | THE VILLAGE BOOK STORE         | 13.60        |
| T000715                                    | DEB CLEVEN                     | 70.00        |
| TOTAL UNPAID TO BE APPROVED IN THE SUM OF: |                                | \$ 10,776.63 |

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

|         |                                |           |
|---------|--------------------------------|-----------|
| 0212750 | BLUE CROSS & BLUE SHIELD OF MN | 4,753.50  |
| 0405447 | DELTA DENTAL OF MINNESOTA      | 388.20    |
| 0605191 | FIDELITY SECURITY LIFE INS CO  | 11.92     |
| 0718015 | GRAND RAPIDS CITY PAYROLL      | 54,848.77 |
| 1209516 | LINCOLN NATIONAL LIFE          | 214.60    |
| 1209522 | LINCOLN REPUBLIC INSURANCE CO  | 18.45     |
| 1309199 | MINNESOTA ENERGY RESOURCES     | 145.76    |
| 1309335 | MINNESOTA REVENUE              | 97.52     |
| 1405850 | NEXTERA COMMUNICATIONS LLC     | 86.38     |



GRAND RAPIDS AREA LIBRARY BILL LIST - MAY 13, 2015

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/13/2015

| VENDOR #                                    | NAME                       | AMOUNT DUE   |
|---|----------------------------|--------------|
| -----                                       |                            |              |
| CHECKS ISSUED-PRIOR APPROVAL                |                            |              |
| PRIOR APPROVAL                              |                            |              |
| 1601750                                     | PAUL BUNYAN COMMUNICATIONS | 489.04       |
| 1621130                                     | P.U.C.                     | 2,126.83     |
| 2205637                                     | VERIZON WIRELESS           | 112.53       |
| 2209665                                     | VISA                       | -5.79        |
| 2301700                                     | WASTE MANAGEMENT           | 471.93       |
| 2405650                                     | XEROX CORPORATION          | 162.56       |
| T001003                                     | ELAINE FLEMING             | 200.00       |
| TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: |                            | \$ 64,122.20 |
| TOTAL ALL DEPARTMENTS                       |                            | 74,898.83    |

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2015

PAGE: 1  
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FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER              | DESCRIPTION                     | APRIL ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|-----------------------------|---------------------------------|--------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| <b>REVENUES</b>             |                                 |              |                    |                            |                          |                                   |              |
| <b>TAXES</b>                |                                 |              |                    |                            |                          |                                   |              |
| 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-DELINQUENT | 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            |
| <b>INTERGOVERNMENTAL</b>    |                                 |              |                    |                            |                          |                                   |              |
| 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               | 51.00        | 0.00               | 51.00                      | 0.00                     | (51.00)                           | 100          |
| TOTAL                       |                                 | 51.00        | 127,000.00         | 51.00                      | 0.00                     | 126,949.00                        | 0            |
| TOTAL INTERGOVERNMENTAL     |                                 | 51.00        | 127,000.00         | 51.00                      | 0.00                     | 126,949.00                        | 0            |
| <b>CHARGES FOR SERVICES</b> |                                 |              |                    |                            |                          |                                   |              |
| 211-00-34-00-7960           | ALS CROSS-OVERS                 | 5,282.00     | 6,282.00           | 5,282.00                   | 0.00                     | 1,000.00                          | 84           |
| 211-00-34-00-7970           | PHOTO COPIES                    | 92.35        | 1,600.00           | 568.69                     | 0.00                     | 1,031.31                          | 36           |
| 211-00-34-00-7975           | INTERNET                        | 313.68       | 3,000.00           | 1,188.73                   | 0.00                     | 1,811.27                          | 40           |
| 211-00-34-00-7980           | LIBRARY FEES-PROCTORING         | 80.00        | 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                       |                                 | 5,768.03     | 11,082.00          | 7,339.42                   | 0.00                     | 3,742.58                          | 66           |
| TOTAL CHARGES FOR SERVICES  |                                 | 5,768.03     | 11,082.00          | 7,339.42                   | 0.00                     | 3,742.58                          | 66           |
| <b>FINES &amp; FORFEITS</b> |                                 |              |                    |                            |                          |                                   |              |

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CITY OF GRAND RAPIDS  
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2015

PAGE: 2  
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FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER               | DESCRIPTION                     | APRIL ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|------------------------------|---------------------------------|--------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| <b>REVENUES</b>              |                                 |              |                    |                            |                          |                                   |              |
| <b>FINES &amp; FORFEITS</b>  |                                 |              |                    |                            |                          |                                   |              |
| 211-00-35-00-1030            | LIBRARY FINES                   | 1,252.77     | 14,000.00          | 4,269.42                   | 0.00                     | 9,730.58                          | 30           |
| TOTAL                        |                                 | 1,252.77     | 14,000.00          | 4,269.42                   | 0.00                     | 9,730.58                          | 30           |
| TOTAL FINES & FORFEITS       |                                 | 1,252.77     | 14,000.00          | 4,269.42                   | 0.00                     | 9,730.58                          | 30           |
| <b>MISCELLANEOUS REVENUE</b> |                                 |              |                    |                            |                          |                                   |              |
| 211-00-37-00-2310            | DONATIONS                       | 366.93       | 2,000.00           | 400.93                     | 0.00                     | 1,599.07                          | 20           |
| 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       | 200.00       | 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           | 173.75       | 3,400.00           | 2,584.19                   | 0.00                     | 815.81                            | 76           |
| 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                   | 227.84       | 1,900.00           | 901.64                     | 0.00                     | 998.36                            | 47           |
| 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           | 0.00                       | 0.00                     | 2,500.00                          | 0            |
| TOTAL                        |                                 | 968.52       | 14,400.00          | 5,879.88                   | 0.00                     | 8,520.12                          | 41           |
| TOTAL MISCELLANEOUS REVENUE  |                                 | 968.52       | 14,400.00          | 5,879.88                   | 0.00                     | 8,520.12                          | 41           |
| <b>OTHER SOURCES</b>         |                                 |              |                    |                            |                          |                                   |              |
| 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:              |                                 | 8,040.32     | 779,198.00         | 17,539.72                  | 0.00                     | 761,658.28                        | 2            |

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CITY OF GRAND RAPIDS  
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 FOR 4 PERIODS ENDING APRIL 30, 2015

PAGE: 3  
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FUND: PUBLIC LIBRARY

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|---------------------------------|--------------------------------|--------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| <b>EXPENSES</b>                 |                                |              |                    |                            |                          |                                   |              |
| <b>GENERAL ADMINISTRATION</b>   |                                |              |                    |                            |                          |                                   |              |
| 211-00-75-00-7200               | OPERATING TRANSFER OUT         | 0.00         | 0.00               | 0.00                       | 0.00                     | 0.00                              | 0            |
| <b>TOTAL</b>                    |                                | 0.00         | 0.00               | 0.00                       | 0.00                     | 0.00                              | 0            |
| <b>PERSONNEL</b>                |                                |              |                    |                            |                          |                                   |              |
| 211-00-75-10-1010               | SALARY-FULL TIME               | 30,352.45    | 395,580.00         | 103,234.62                 | 0.00                     | 292,345.38                        | 26           |
| 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                | 1,512.30     | 22,074.00          | 10,609.75                  | 0.00                     | 11,464.25                         | 48           |
| 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            | 500.63       | 6,268.00           | 936.77                     | 245.41                   | 5,085.82                          | 19           |
| 211-00-75-10-1210               | PERA                           | 2,389.86     | 31,324.00          | 8,569.24                   | 0.00                     | 22,754.76                         | 27           |
| 211-00-75-10-1220               | FICA                           | 1,861.62     | 25,895.00          | 6,639.58                   | 0.00                     | 19,255.42                         | 26           |
| 211-00-75-10-1250               | MEDICARE                       | 435.37       | 6,056.00           | 1,552.76                   | 0.00                     | 4,503.24                          | 26           |
| 211-00-75-10-1310               | HEALTH INSURANCE               | 26.71        | 72,919.00          | 32,158.84                  | 0.00                     | 40,760.16                         | 44           |
| 211-00-75-10-1330               | LIFE INSURANCE                 | 140.94       | 2,621.00           | 106.84                     | 0.00                     | 114.16                            | 48           |
| 211-00-75-10-1335               | DENTAL INSURANCE               | 0.44         | 0.00               | 563.76                     | 0.00                     | 2,057.24                          | 22           |
| 211-00-75-10-1420               | UNEMPLOYMENT                   | 0.00         | 0.00               | 1.76                       | 0.00                     | (1.76)                            | 100          |
| 211-00-75-10-1510               | WORKERS COMPENSATION           | 180.72       | 2,700.00           | 722.88                     | 0.00                     | 0.00                              | 0            |
| <b>TOTAL PERSONNEL</b>          |                                | 42,534.26    | 565,658.00         | 165,096.80                 | 245.41                   | 400,315.79                        | 29           |
| <b>SUPPLIES &amp; MATERIALS</b> |                                |              |                    |                            |                          |                                   |              |
| 211-00-75-20-2010               | OFFICE SUPPLIES                | 75.10        | 6,000.00           | 4,482.57                   | 444.30                   | 1,073.13                          | 82           |
| 211-00-75-20-2020               | COPY SUPPLIES                  | 41.98        | 800.00             | 530.38                     | 173.54                   | 96.08                             | 88           |
| 211-00-75-20-2030               | PRINTING/BINDING               | 0.00         | 600.00             | 240.08                     | 94.60                    | 265.32                            | 56           |
| 211-00-75-20-2043               | BINDINGS                       | 0.00         | 0.00               | 0.00                       | 0.00                     | 0.00                              | 0            |
| 211-00-75-20-2060               | COMPUTER SUPPLIES              | 323.97       | 4,000.00           | 657.64                     | 83.69                    | 3,258.67                          | 19           |
| 211-00-75-20-2070               | COMPUTER INVENTORY             | 0.00         | 3,000.00           | 0.00                       | 203.19                   | 2,796.81                          | 7            |
| 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           | 0.00         | 1,000.00           | 0.00                       | 0.00                     | 1,000.00                          | 0            |
| 211-00-75-20-2095               | VOLUNTEER PRGM SUP & MATERIALS | 132.79       | 350.00             | 132.79                     | 0.00                     | 217.21                            | 38           |
| 211-00-75-20-2100               | OPERATING SUPPLIES             | 136.16       | 2,000.00           | 1,047.89                   | 299.01                   | 653.10                            | 67           |
| 211-00-75-20-2110               | BOOKS                          | 2,937.18     | 42,000.00          | 18,820.78                  | 1,829.16                 | 21,350.06                         | 49           |

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|---------------------------------------|-------------------------------|-----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| <b>EXPENSES</b>                       |                               |                 |                    |                            |                          |                                   |              |
| <b>GENERAL ADMINISTRATION</b>         |                               |                 |                    |                            |                          |                                   |              |
| <b>SUPPLIES &amp; MATERIALS</b>       |                               |                 |                    |                            |                          |                                   |              |
| 211-00-75-20-2120                     | AUDIO/VISUAL                  | 307.57          | 9,000.00           | 4,292.00                   | 5,151.77                 | (443.77)                          | 105          |
| 211-00-75-20-2130                     | NEWSPAPERS                    | 45.00           | 1,000.00           | 689.28                     | 45.00                    | 265.72                            | 73           |
| 211-00-75-20-2140                     | PERIODICALS                   | 0.00            | 8,000.00           | 83.00                      | 0.00                     | 7,917.00                          | 1            |
| 211-00-75-20-2150                     | MAINTENANCE TOOLS/SUPPLIES    | 73.15           | 2,500.00           | 751.02                     | 73.15                    | 1,675.83                          | 33           |
| 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            |
| <b>TOTAL SUPPLIES &amp; MATERIALS</b> |                               | <b>4,072.90</b> | <b>80,850.00</b>   | <b>31,727.43</b>           | <b>8,397.41</b>          | <b>40,725.16</b>                  | <b>50</b>    |
| <b>OTHER SERVICES &amp; CHARGES</b>   |                               |                 |                    |                            |                          |                                   |              |
| 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             | 188.37                     | 41.86                    | 249.77                            | 48           |
| 211-00-75-30-3090                     | JANITORIAL SERVICES           | 1,700.00        | 20,400.00          | 6,800.00                   | 1,700.00                 | 11,900.00                         | 42           |
| 211-00-75-30-3100                     | OTHER CONTRACTED SERVICES     | 314.99          | 6,000.00           | 844.97                     | 214.99                   | 4,940.04                          | 18           |
| 211-00-75-30-3210                     | TELEPHONE                     | 330.90          | 6,500.00           | 1,839.64                   | 0.00                     | 4,660.36                          | 28           |
| 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        | 51.00           | 200.00             | 289.00                     | 51.00                    | (140.00)                          | 170          |
| 211-00-75-30-3300                     | PROFESSIONAL SERV-COLLECTIONS | 89.50           | 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      | 0.00            | 500.00             | 0.00                       | 0.00                     | 500.00                            | 0            |
| 211-00-75-30-3610                     | GENERAL INSURANCE             | 856.69          | 9,000.00           | 3,426.76                   | 0.00                     | 5,573.24                          | 38           |
| 211-00-75-30-3810                     | ELECTRICITY                   | 0.00            | 36,000.00          | 6,688.93                   | 0.00                     | 29,311.07                         | 19           |
| 211-00-75-30-3840                     | GARAGE REMOVAL                | 324.26          | 1,800.00           | 1,233.97                   | 0.00                     | 566.03                            | 69           |
| 211-00-75-30-3860                     | HEAT-NATURAL GAS              | 0.00            | 4,000.00           | 1,893.58                   | 0.00                     | 2,106.42                          | 47           |
| 211-00-75-30-4000                     | MAINTENANCE CONTRACTS         | 2,096.00        | 6,000.00           | 2,528.29                   | 2,096.00                 | 1,375.71                          | 77           |
| 211-00-75-30-4010                     | BUILDING MAINT/REPAIRS        | 64.74           | 15,000.00          | 645.24                     | 64.74                    | 14,290.02                         | 5            |
| 211-00-75-30-4015                     | GROUPS MAINTENANCE            | 0.00            | 1,000.00           | 0.00                       | 0.00                     | 1,000.00                          | 0            |
| 211-00-75-30-4020                     | COMPUTER MAINT/REPAIR         | 0.00            | 9,000.00           | 366.25                     | 0.00                     | 8,633.75                          | 4            |
| 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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|---|-------------------------------|--------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| <b>EXPENSES</b>                           |                               |              |                    |                            |                          |                                   |              |
| <b>GENERAL ADMINISTRATION</b>             |                               |              |                    |                            |                          |                                   |              |
| <b>OTHER SERVICES &amp; CHARGES</b>       |                               |              |                    |                            |                          |                                   |              |
| 211-00-75-30-4070                         | GENERAL EQUIP MAINT/REPAIR    | 125.54       | 6,000.00           | 3,612.55                   | 0.00                     | 2,387.45                          | 60           |
| 211-00-75-30-4100                         | EQUIPMENT LEASES              | 30.50        | 1,900.00           | 239.00                     | 147.50                   | 1,513.50                          | 20           |
| 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            |
| <b>TOTAL OTHER SERVICES &amp; CHARGES</b> |                               | 6,025.98     | 132,690.00         | 31,786.66                  | 4,540.30                 | 96,363.04                         | 27           |
| <b>CAPITAL OUTLAY</b>                     |                               |              |                    |                            |                          |                                   |              |
| 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            |
| <b>TOTAL CAPITAL OUTLAY</b>               |                               | 0.00         | 0.00               | 0.00                       | 0.00                     | 0.00                              | 0            |
| <b>TOTAL GENERAL ADMINISTRATION</b>       |                               | 52,633.14    | 779,198.00         | 228,610.89                 | 13,183.12                | 537,403.99                        | 31           |
| <b>BLANDIN GRANT</b>                      |                               |              |                    |                            |                          |                                   |              |
| 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            |
| <b>TOTAL</b>                              |                               | 0.00         | 0.00               | 0.00                       | 0.00                     | 0.00                              | 0            |

DATE: 05/07/2015  
 TIME: 14:27:22  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2015

PAGE: 6  
 F-YR: 15

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER             | DESCRIPTION | APRIL 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:            |             | 52,633.14    | 779,198.00         | 228,610.89                 | 13,183.12                | 537,403.99                        | 31           |
| TOTAL FUND REVENUES        |             | 8,040.32     | 779,198.00         | 17,539.72                  | 0.00                     | 761,658.28                        | 2            |
| TOTAL FUND EXPENSES        |             | 52,633.14    | 779,198.00         | 228,610.89                 | 13,183.12                | 537,403.99                        | 31           |
| FUND SURPLUS (DEFICIT)     |             | (44,592.82)  | 0.00               | (211,071.17)               |                          |                                   |              |
| TOTAL ALL FUND REVENUES    |             | 8,040.32     | 779,198.00         | 17,539.72                  | 0.00                     | 761,658.28                        | 2            |
| TOTAL ALL FUND EXPENSES    |             | 52,633.14    | 779,198.00         | 228,610.89                 | 13,183.12                | 537,403.99                        | 31           |
| ALL FUND SURPLUS (DEFICIT) |             | (44,592.82)  | 0.00               | (211,071.17)               |                          |                                   |              |

## Directors Report

May 13, 2015

### Agenda Items

#### Tracks in the Snow Exhibit

The Grand Rapids Human Rights Commission approached us to see if we would be interested in hosting a travelling Exhibit called *Tracks in the Snow The Minnesota Muslim Experience Since 1880*.

<http://irgmn.org/muslimexperience/exhibit/> It is currently touring the state, and we are looking at some time in the fall. The biggest question is whether we can find space for 25 portraits, and a way to display them. Barb Sanderson will stop by the board meeting to talk about the exhibit

#### Consent Agenda: Schurke Contract:

A patron called after listening to an account of Paul Schurke's recent trip down the Roosevelt River and asked if we would consider hosting a presentation by Mr. Schurke, and offering to contribute toward's the speaker fee. The Program Committee considered the request, and finding the proposal falls within the mission and goals of the Library, and likely to attract an audience, contacted Mr. Schurke. He agreed to do a presentation in June. The Contract is on the consent agenda for approval, as is the donation resolution accepting the donation.

#### Regular Agenda: Approve request of Library Foundation to serve wine in the Library after closing on Friday, June 5 for the unveiling of Mosaic Art Fundraiser Display and Friday, August 7 for distribution of canvasses.

The Foundation is planning First Friday events in June for the unveiling of all of the canvasses completed so far, and in August for the drawing numbers and distribution of canvasses. The canvasses will be displayed on large panels in the library during June and July. They wish to serve light refreshments, including wine, at these two after-hours events to promote the fundraiser.

#### . Update: Personnel budget tracking

The financial reports for April reflect the updated budgets for part time and full time staff. Tracy and John went from Part-time to Full-time on February 1, so the budget developed last year was revised. The difference between the original budgeted amount and the revised budgeted amount was moved into the "Contracted Services" line item which covers temporary fill-in help.

#### Update: Blandin Fndtn Parking Lot expansion

A draft plan was submitted to the City Engineer's office which includes expanding the existing parking lot only about 20 feet to the east, constructing a retaining wall on the south side, and converting the lower area into more parking. It also includes changing the location of the entrance and making changes to the intersection of 2<sup>nd</sup> ave and 3<sup>rd</sup> st. I will have an updated drawing at the board meeting.

#### Update: Theft of DVDs

Our inventory showed a minimal rate of loss of DVDs. The recent spate of thefts seems to have stopped after empty cases were displayed with signs "These DVDs are no longer available due to theft." The fake cameras were ordered and will be installed as a deterrent

#### 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

May 2015

### *Teen Advisory Board Meeting*

*April 28, 2015*

*Members present: Jonas T., Elizabeth T., Emi S., Paige C., Desiree R.*

AudioFile in cooperation with Overdrive offers free audiobook downloads during summer. There are two titles per week available: a classic title and a current YA title. Books can be downloaded and kept indefinitely. I let members know about this awesome resource!

Members took a survey of fantasy book covers on teenreads.com. I asked where they get ideas for what to read next. Some places were goodreads, tumblr, amazon, and booksends.com (which I had never heard of)

We discussed the photo contest to be held in the summer. Consensus was to figure out a way to have a digital contest as part of it.

There were 5 participants in the teen room monthly drawing.

The Peeps Diorama Contest had 13 entries. Winners were:

Adult category: Muggs and Nellie-Frozen

Young Adult Category: Desiree Randle-Sushi House

Juvenile Category: Sarah Kessler-Synchronized Swimming

96 patrons voted in the People's Choice contest. The winning diorama was "Frozen" by Muggs and Nellie.

A couple interesting tidbits about the contest: I talked with one lady who was taking pictures of all the dioramas to show her 98 year old mother (who can't get to the library). She said she took pictures last year, too, to show her mom!

Muggs and Nellie are a grandma/granddaughter team. They have participated all 3 years in the contest (and usually win a prize or two!)

Anime Club in April had 7 participants. A teacher from Northern Lights Community School brought a few students to participate.

The Creativity Tank led a session during Easter break on making a secret compartment in a book. Participants cut a section out of pages of a book leaving the top cover and back cover and some pages with no marks to make a secret hiding spot!

### **Operations**

Will made a nice display of the 6x6 canvasses in the lobby case. The canvasses have been painted by local artists and will be sold for \$25.00 as a Library Foundation fundraiser

Spring has sprung! Marcia made a display of gardening books on the table on the way to the children's department.

### **Staff**

Tracy attended a seminar at Arrowhead Library System titled "Weed 'Em and Weep". The presenters were Mary Kelly and Holly Hibner, public librarians and authors of <http://awfullibrarybooks.net>. This session talked about the overall quality of a library collection, including the benefits and methods of weeding, analyzing collection procedures and workflows, and the life cycle of a collection. She said it was very informative-lots of good information!

I am attending the Teen Lit Con at Henry Sibley High School. It is a celebration of teen literature. There will be an exhibit hall, breakout sessions, and author panels. I am most excited to see Gayle Forman, author of *Where She Went* which was recently made into a movie. I love her books!

**CIRCULATION**  
 Check-outs 11,867 THIS MONTH YTD 48,857 YTD 2014 49,017 Express Check outs % of total c/o 23.53%  
 Total Circulation 13,831 55,658 56,127 2,792  
 Returns 13,984 54,239 54,793  
 New cards 92 331 386

Door count 10894

**TECHNICAL PROCESSES**  
 Books cataloged and processed 659 THIS MONTH YTD 2,389 YTD 2014 2,137  
 Withdrawn copies 154 1,395 2,529  
 Withdrawn Titles 234 1,051 1,489

**REFERENCE**  
 tests proctored 457 THIS MONTH YTD 2,872 YTD 2014 2,177  
 computer help over 5 minutes 7 46 19  
 63 166 39  
**INTERNET**  
 Pharos sessions \*\*\* 1,126 635 4,635 2,769 3,967 2,338

**Non-Pharos sessions**  
**VOLUNTEERS**  
 74 309 178  
 24 201.00 803.00

**PROGRAMS & TOURS**  
 BOOK TIME 6 PEOPLE 125 YTD PROGRAMS YTD PEOPLE 2014 YTD GROUPS 2014 YTD PEOPLE 427  
 SATURDAY STORY TIME 4 81 28 28 719 30 30 959  
 CLASS VISITS 1 17 11 11 142 11 11 195  
 NON SCHOOL GROUPS 0 0 0 0 0 0 0 283  
 CHILDREN'S PROGRAMS 3 63 10 10 268 7 7 206  
 TEEN PROGRAMS 5 131 16 16 228 11 11 206  
**Total Youth Programs 19 417 93 93 1854 83 83 2,070**  
 Total Adult Programs 7 136 18 18 383 16 16 441

**BOOKINGS & ARRANGEMENTS**  
**TOTALS**  
 HRS THIS MONTH 8.5 HRS YTD 34 HRS YTD 2014 38

## Children's Library Summary

**April 2015**

April showers bring families to the library, but April sunshine keeps young patrons away in droves! So April pretty much felt like feast-or-famine. We did, of course, continue to have great attendance at Monday and Saturday story times.

Tuesday, April 14 the library had a presence at Kindergarten Roundup. This is usually my gig, but an illness kept me home. So Tracy chatted with the families of 148 future kinders.

We had only 5 people attend this month's Family Movie Night, which featured the new version of "Annie."

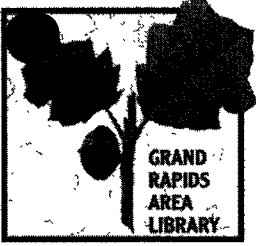
Saturday, April 28 was the Children's Fair at the IRC. Tracy and her daughter, Patty met more than 500 boys, girls, moms, dads, and other family and community members, making sure they were all aware of the summer reading program and the long list of activities we have planned May – August. Interested parties took time to make a set of Bilma. But, surprisingly, the library was also very busy that day, with lots of good questions!

In honor of National Poetry Month, Minnesota author and poet, Laura Purdie Salas visited the library as a Legacy program on Tuesday, April 28. She presented a poetry writing workshop to a very small (5) but enthusiastic group of children ages 5 – 10. After reading a few of her own poems and talking about the creative process, Laura led the group in choosing a topic and collaborating on writing a group poem of their own. She also presented the library with a copy of one of her books: "A is for Arrr! A Pirate Alphabet."

Looking ahead:

- May promises to be quite busy, with 16 classrooms already scheduled to visit!
- May 4 is the last Monday Book Time for this school year.
- There are only 3 Saturday Storytimes in May.
- Saturday, May 16 is the beginning of the summer reading program "Read to the Rhythm." The kick-off event, "Find Your Rhythm" takes place in the community room from 10:30 am – noon. Creativity Tank members will guide us in making a variety of rhythm instruments, including drums, maracas, and rainsticks. All ages are welcome. This is a Children First! Collaboration. Thursday, May 28 at 6:00 pm we will be showing "Into the Woods" for Family Movie Night.





May 13, 2015

Paul Schurke  
Wintergreen Dogsled Lodge, Inc.  
1101 Ring Rock Road  
Ely, Minnesota 55731

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 Mr Schurke:

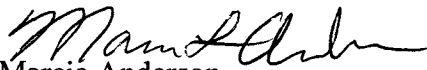
I am pleased that you and Dave Freeman will be leading a presentation on your trip down the Roosevelt River for the Grand Rapids Area Library on June 11, 2015 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like.

The Library will pay you an honorarium of \$400 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

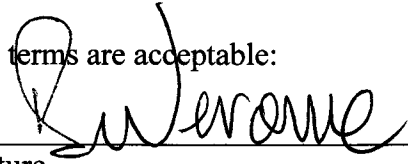
Sincerely,

  
Marcia Anderson  
Library Director

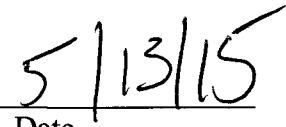
Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature



Date



Approved for the Board of Directors:

Board President

Date

Board member  
moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2015-03  
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   | 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 |
| 30    | GR North Star Women's Club | subscription to GFWC Clubwoman                  |

Adopted this 13th day of May 2015

  
Dennis Jerome, President

  
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.

## **Passport Acceptance possibility**

Trish Harren, County Administrator, recently asked if we would be interested in taking on the Passport Acceptance duties, which can only be handled by a County, or Municipal office or a Post Office or a Library.

The County Administrator's office has been handling passports for about 3 years since new restrictions prevent either the recorder or the treasurer's office from doing it. They have 2.5 staff and find it difficult to ensure that someone is available during their designated hours of acceptance. They also hear that many people find the limited hours very inconvenient, but there is no way they can extend hours.

I recently met with Trish and one of her staff members who handles the applications and the processing to learn more about the process, the time required, and the numbers. The attached sheets are summaries. They received 910 applications in 2014.

Library Staff have discussed this and are cautiously favorable.

Mission Viejo California's passport web site.

<http://cityofmissionviejo.org/Library/Library.aspx?id=26984>

### **Pros:**

We could provide extended hours for a necessary public service (currently 9-12 and 1-4 M-F) We can set the hours and provide a combination of walk-in and appointment times. We can also easily offer the option of completing an application on a computer, printing it and submitting it.

It would bring in more people to the library, some who may never have been here before. We could encourage other travel-related use. Our foot traffic has been declining for the last 4 years

It comes with a revenue stream (\$25.00/application) The County's net revenue last year was \$21,214 for the year after postage and processing costs. We could potentially hire someone a few hours each week to provide back up during peak periods.

### **Cons:**

At least half the staff would need to be trained to be able to answer the phone questions and handle applications. ( 6-8 hours of training)

Time spent on applications could detract from other customer service. The range of time spent per application is 5 -30 minutes.

April 15, 2015

City of Grand Rapids  
Kim Gibeau, City Clerk  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744

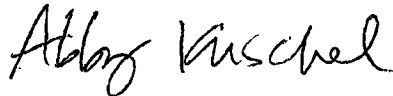
Dear Ms. Gibeau

I am submitting my resignation from the Grand Rapids Area Library Board effective May 15, 2015. I have accepted a new employment position within the Ninth Judicial District which will require me to be in Beltrami County every other Wednesday for court hearings. In looking at the calendar for the remainder of 2015 and into 2016, all of my court hearings in Beltrami County will conflict with the monthly library board meetings. Therefore, I do not feel it is in the best interest of the library for me to remain on the Board of Directors as I will be unable to attend the monthly meetings.

My experience on the Library Board over the past five years has been wonderful. I have a strong appreciation and interest in the Grand Rapids Area Library and will continue to be a frequent patron and support the library in any way I am able.

Please feel free to contact me should you have any questions or inquiries at [alkuschel@yahoo.com](mailto:alkuschel@yahoo.com) or (218) 259-1301. Again, thank you for this opportunity.

Sincerely,



Abby Kuschel



Mailing passports via USPS trackable mail is a commercial rate of \$5.05  
 Passports processed each day go into the same envelope. Multiple apps mailed together.

**2014 Postage Costs (mail-out fees):**

\$1,700.91

**January to April 2015 Postage Costs:**

\$329.31

**Estimated Copier Costs at .1227 cents/per color copy (copies of identifying documents)**

2014: \$ 111.66

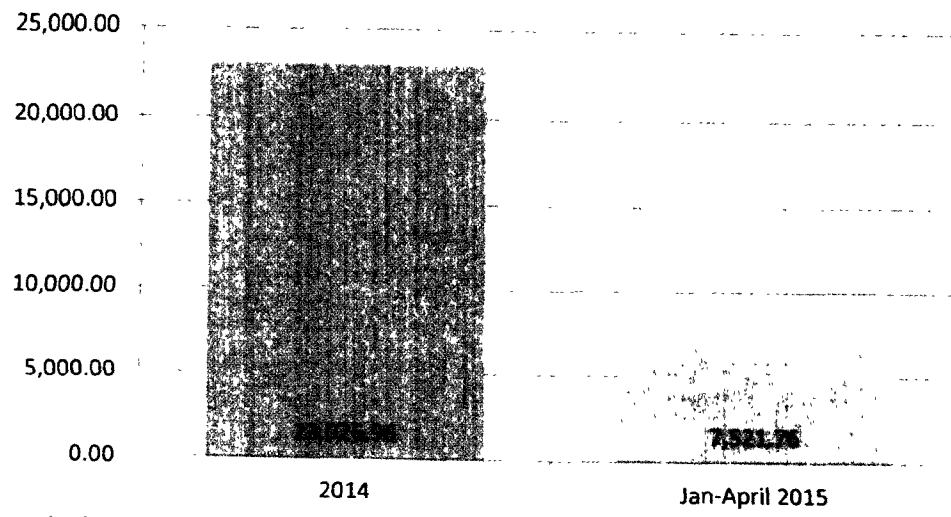
Jan-April 2015: \$45.64

| <b>Total Costs for 2014</b>    |                    |
|--------------------------------|--------------------|
| Postage:                       | \$1,700.91         |
| Copier costs:                  | \$111.66           |
| <b>ESTIMATED TOTAL:</b>        | <b>\$1,812.57</b>  |
| Revenue brought in:            | \$23,026.96        |
| Total agency cost:             | \$1,812.57         |
| <b>ESTIMATED TOTAL REVENUE</b> | <b>\$21,214.39</b> |

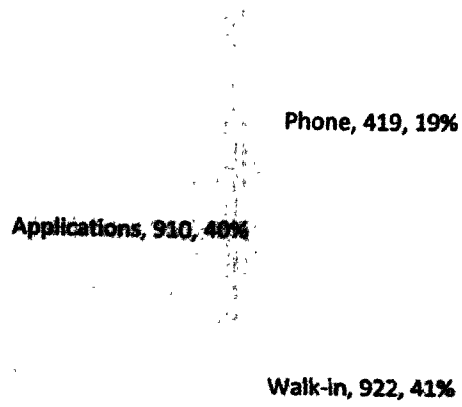
| <b>Costs for Jan-April 2015</b> |                   |
|---------------------------------|-------------------|
| Postage:                        | \$329.31          |
| Copier costs:                   | \$45.64           |
| <b>ESTIMATED TOTAL:</b>         | <b>\$374.95</b>   |
| Revenue brought in:             | \$7,521.76        |
| Estimated total agency cost:    | \$374.95          |
| <b>Jan-April 2015 Revenue</b>   | <b>\$7,146.81</b> |

The total revenue brought in does not factor in employee labor charges. Passports take roughly 5 to 30 minutes to process and complete, depending on the type of assistance needed.

# Total Passport Revenue



## Passport Customer Contact 2014



## Passport Customer Contact Jan-April 2015

