

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 11, 2015 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: *absent*

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

Minnesota Foundation 2014 report

5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required

5:20 E. Staff Reports (Packet Items E\_\_)

5:25 F. Old Business:

5:30 G. New Business:

**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

a. Unique Management Services \$214.80

b. Rapids Process Equipment \$961.09 for replacing Heat Exchanger water filter parts

2. Approve Contracts

a. Linda LeGarde Grover \$200 honorarium March 19th presentation

b. Annie Humphrey \$200 honorarium March 30 presentation

c. Elaine Fleming \$200 honorarium April 16 presentation

3. Approve Resolution 2015-3 Accepting Donations

\$1284.14 distribution from the Minnesota Community Foundation for general support

\$34.00 Grand Rapids Garden Club for *Northern Gardner Magazine*

**Regular agenda**

1. Authorize submission of 2014 annual report to MN Dept of Education

2. Accept proposal for installing AV equipment in meeting room.

6:00 Adjourn

NEXTERA COMMUNICATIONS LLC	91.09
NORTHERN BUSINESS PRODUCTS INC	343.38
PAUL BUNYAN COMMUNICATIONS	244.32
PIZZA WORKS	9.99
P.U.C.	2,604.66
RECORDED BOOKS	1,349.31
SHOWCASES	1,478.25
SIM SUPPLY INC	145.89
VERIZON WIRELESS	112.46
VIKING ELECTRIC SUPPLY INC	93.96
XEROX CORPORATION	30.50
<b>TOTAL ALL VENDORS:</b>	<b>55,103.98</b>

Director Marcia Anderson told the board that the final expense report for 2014 will come at the March 2015 board meeting. The 2014 total will be close to the budget. Randy McCarty brought up library fines, and Marcia said that they should come to about \$14,000 for 2014.

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

**Staff Reports:**

- **Director's Report:** Director Marcia Anderson talked about a meeting with the county commissioner and administrator concerning the discrepancy between the amount of money that the in town and the out of town residents pay to support the library. She mentioned that a majority of the use and circulation of materials is by out of town residents. Marcia said that overall, the discussion went well and will be ongoing. A question about lobbying was brought up, prompting Dennis Jerome to mention that March 3rd is Library Legislative Day. He suggested that the board thank Tom Anzelc and Senator Saxhaug for supporting libraries and education.

Marcia Anderson talked about the solar project, saying that it is also an ongoing discussion. Essentially, more funding is needed to complete the project. Randy McCarty asked how much just the solar part of the project would cost, and Dennis Jerome said that additions are needed to make the solar project more efficient. He told the board that the library already has the panels; the project just needs more funding in order for the panels to be installed. In a rough estimate by Dennis, the cost will be near the upper \$20,000s. Randy McCarty also brought up the turbine project by the Iron Range Engineering students. Marcia Anderson said that project requires further study.

Randy McCarty asked whether the library's email addresses have been switched to the city server yet. Marcia Anderson replied that all have been switched, and the switch is moving forward and working.

- **Assistant Director's Report:** Marcia told the board that Darla is starting to prepare for Open Streets event. Darla is planning to do a story walk instead of a story time this year, because the experimental story walk in September 2014 was very successful. This summer, the story walk book will be Moo. The current Rapids Reads book is The Road Back to Sweetgrass by Linda LeGarde Grover, who will be speaking here at the library on March 19th. In order to put the book into context, someone from the Leech Lake Tribal College will be talking about historical events surrounding the story. This will take place

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in April. Sue Ziege asked if the library will schedule discussion groups for the book. Director Marcia Anderson answered that none are scheduled by library, but there are some independent book groups that are either reading this book now or will in the near future. At the library, there are 30 copies in circulation and 10 more have been ordered.

**Old Business:** none to report

**New Business:**

- ***Consent Agenda:***

1. **Approve payment of late bills**

- a. Unique Management Services \$134.25

2. **Approve Contracts:** none

3. **Approve Resolution 2015 -2 - Accepting Donations:**

\$100 Suzanne Hageman: children's materials

\$75 Rosanne Ferguson & staff of PAN at Medtronic: undesignated in memory of Bernadine Rassmussen

\$25 Joseph and Lorna Mix: undesignated in memory of Bernadine Rassmussen

\$25 Robert and Patricia Nordskog: undesignated in memory of Bernadine Rassmussen

\$25 Ronald and Maybeth Olson: undesignated in memory of Bernadine Rassmussen

\$25 Richard and Peggy Dillon: undesignated in memory of Bernadine Rassmussen

\$25 Katherine Dodge and Steve Downing: undesignated in memory of Bernadine Rassmussen

\$30 Vickie Rassmussen Wilcox: undesignated in memory of Bernadine Rassmussen

\$50 Jeff Burg and Patti Wilcox-Burg: undesignated in memory of Bernadine Rassmussen

\$50 Willard and Bernadine Backes: undesignated in memory of Bernadine Rassmussen

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

- ***Regular Agenda:***

1. **Policy Discussion:**

19. Record Retention

20. Protection of Property

21. Petty Cash

22. Emergencies

Assigned for review to Shannon Benolken, Abby Kuschel, and Jean MacDonell.

Abby Kuschel thought the policies were fine. Shannon Benolken agreed. Sue Ziege asked about the responsibility of the staff to ensure patrons are protected in an emergency situation according to the Emergencies in the Library policy (22). Marcia Anderson explained that the staff is instructed and/or trained in procedures that should be followed if a fire, tornado, or another emergency situation should occur. Sue also asked how the staff would deal with an "unbalanced" person coming into the library, and Marcia replied that the staff has been instructed on what to do in such a situation if it arises. There are panic buttons installed at each desk that go directly to dispatch, and there is a red emergency phone in staff area that works even if there is no power. Janet suggested language be changed to reflect the existence of policies on each of these.

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

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

### **Fund Statement(s)**

January 1, 2014 - December 31, 2014

#### **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 800-875-6167
<b>Email:</b>	mariah.mousel@mnpartners.org
<b>Address:</b>	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

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

**Fund Statement**

January 1, 2014 - December 31, 2014

Prepared on: 2/17/2015

Prepared for: Marcia Anderson

Fund ID: 5350

**Fund Activity**

<b>Beginning Balance on January 1, 2014</b>	<b>\$</b>	<b>32,727</b>
<b>Investment Activity</b>		
Interest & Dividends		535
Investment Gain/(Loss)		1,576
<b>Disbursements</b>		
Administrative Fees		(202)
Grants Paid		(1,284)
Investment Expenses		(113)
<b>Ending Balance on December 31, 2014</b>	<b>\$</b>	<b>33,240</b>
<b>Approved Grants to be Paid (Returned)</b>		<b>-</b>
<b>Uncommitted Balance on December 31, 2014</b>	<b>\$</b>	<b>33,240</b>

**Summary of Assets**

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
Multi-Asset Endowment Portfolio	33,240	100.0%	6.3%	6.3%	12.0%	9.9%
	\$ 33,240	100.0%				

***The Grand Rapids Public Library Endowment Fund (5350)***  
**of Minnesota Community Foundation**  
**Fund Statement**  
**January 1, 2014 - December 31, 2014**

There were no contributions during this statement period.

<b>Grants Paid (Returned)</b>		
<b>Paid Date</b>	<b>Organization</b>	<b>Amount</b>
03/11/2014	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, 2014 - December 31, 2014

**Available to Grant Activity**

<b>Amount Available to Grant Carried Forward From 2014</b>	-
Available to Grant for 2015	1,284
Grants (Paid)/Returned	
<b>Amount Available to Grant for 2015</b>	<b>1,284</b>
Grants Scheduled to be paid January 1, 2015 - December 31, 2015	-
<b>Uncommitted Amount Available to Grant for 2015</b>	<b>1,284</b>

**Future Year Grant Commitments**



**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWO MONTHS ENDING FEBRUARY 28, 2015**  
*With Comparative Totals for February 28, 2014*

	2014 Actual	2015 Actual	2015 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	383,238	401,900	401,900	
Compensated Absences	34,169	34,169	34,169	
Emergency/Unanticipated Expenditures	24,462	24,462	24,462	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>441,869</b>	<b>460,531</b>	<b>460,531</b>	
<b>Revenues:</b>				
Taxes	-	-	612,716	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	787	813	11,082	7%
Fines & Forfeits	2,018	1,900	14,000	14%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	-	0%
Miscellaneous	1,844	2,069	14,400	14%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>4,649</b>	<b>4,782</b>	<b>779,198</b>	<b>1%</b>
<b>Expenditures:</b>				
Personnel	87,828	74,584	565,658	13%
Supplies/Materials	24,184	13,077	80,850	16%
Other Services/Charges	25,427	12,664	132,690	10%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>137,439</b>	<b>100,325</b>	<b>779,198</b>	<b>13%</b>
Revenues > Expenditures	(132,790)	(95,544)	-	
Library Foundation Grant-Capital Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 2/28/XX</b>				
Cash Flow	250,448	281,865	377,409	
Compensated Absences	34,169	31,497	31,497	
Emergency/unanticipated Expenditures	24,462	51,625	51,625	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 2/28/XX</b>	<b>\$ 309,079</b>	<b>\$ 364,987</b>	<b>\$ 460,531</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,240 as of 12/31/14. 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 FEBRUARY 28, 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	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,600	233	15%
211-00-34-00-7975	INTERNET	3,000	560	19%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	20	10%
211-00-35-00-1030	LIBRARY FINES	14,000	1,900	14%
211-00-37-00-2310	DONATIONS	2,000	-	0%
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	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	1,128	33%
211-00-37-00-2450	MISCELLANEOUS	1,900	432	23%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	779,198	4,782	1%
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	322,998	42,530	13%
211-00-75-10-1030	SALARY-PARTTIME	103,724	7,744	7%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	363	11%
211-00-75-10-1210	PERA	32,004	3,801	12%
211-00-75-10-1220	FICA	26,457	2,926	11%
211-00-75-10-1250	MEDICARE	6,187	684	11%
211-00-75-10-1310	HEALTH INSURANCE	66,285	15,855	24%
211-00-75-10-1330	LIFE INSURANCE	246	35	14%
211-00-75-10-1335	DENTAL INSURANCE	1,857	282	15%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	361	13%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	3,515	59%
211-00-75-20-2020	COPY SUPPLIES	800	315	39%
211-00-75-20-2030	PRINTING/BINDING	600	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	250	6%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	149	7%
211-00-75-20-2110	BOOKS	42,000	5,728	14%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,007	22%
211-00-75-20-2130	NEWSPAPERS	1,000	644	64%
211-00-75-20-2140	PERIODICALS	8,000	23	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	446	18%
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 **FEBRUARY 28, 2015**

<b>Account Number</b>	<b>Account Description</b>	<b>2015 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
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	84	17%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	10	0%
211-00-75-30-3210	TELEPHONE	6,500	780	12%
211-00-75-30-3220	POSTAGE/FREIGHT	500	-	0%
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	238	119%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,500	134	5%
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	1,713	19%
211-00-75-30-3810	ELECTRICITY	36,000	2,323	6%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	473	26%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	781	20%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	565	4%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	2,102	35%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	61	3%
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%
	<b>TOTAL EXPENDITURES</b>	<b>779,198</b>	<b>100,325</b>	<b>13%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(95,544)</b>	

DATE: 03/05/2015  
 TIME: 11:19:51  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2015

PAGE: 1  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
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	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	0.00	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	115.31	1,600.00	232.97	0.00	1,367.03	15
211-00-34-00-7975	INTERNET	248.98	3,000.00	559.87	0.00	2,440.13	19
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	200.00	20.00	0.00	180.00	10
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
<b>TOTAL</b>							
TOTAL CHARGES FOR SERVICES		384.29	11,082.00	812.84	0.00	10,269.16	7
<b>FINES &amp; FORFEITS</b>							
<b>TOTAL</b>							
TOTAL CHARGES FOR SERVICES		384.29	11,082.00	812.84	0.00	10,269.16	7

DATE: 03/05/2015  
 TIME: 11:19:51  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2015

PAGE: 2  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	921.26	14,000.00	1,900.31	0.00	12,099.69	14
TOTAL		921.26	14,000.00	1,900.31	0.00	12,099.69	14
TOTAL FINES & FORFEITS		921.26	14,000.00	1,900.31	0.00	12,099.69	14
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	275.00	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	0.00	0.00	2,300.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
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	617.50	3,400.00	1,127.50	0.00	2,272.50	33
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	273.74	1,900.00	432.14	0.00	1,467.86	23
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		1,166.24	14,400.00	2,068.62	0.00	12,331.38	14
TOTAL MISCELLANEOUS REVENUE		1,166.24	14,400.00	2,068.62	0.00	12,331.38	14
<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:		2,471.79	779,198.00	4,781.77	0.00	774,416.23	1

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2015

PAGE: 3  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<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
TOTAL		0.00	0.00	0.00	0.00	0.00	0
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	27,604.74	322,998.00	42,529.72	0.00	280,468.28	13
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	3,864.48	103,724.00	7,744.35	0.00	95,979.65	7
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	309.22	3,200.00	363.22	363.22	2,473.56	23
211-00-75-10-1210	PERA	2,360.17	32,004.00	3,801.45	0.00	28,202.55	12
211-00-75-10-1220	FICA	1,855.71	26,457.00	2,926.21	0.00	23,530.79	11
211-00-75-10-1250	MEDICARE	433.97	6,187.00	684.33	0.00	5,502.67	11
211-00-75-10-1310	HEALTH INSURANCE	2,398.70	66,285.00	15,855.40	0.00	50,429.60	24
211-00-75-10-1330	LIFE INSURANCE	26.71	246.00	34.97	0.00	211.03	14
211-00-75-10-1335	DENTAL INSURANCE	140.94	1,857.00	281.88	0.00	1,575.12	15
211-00-75-10-1347	VISION INSURANCE	0.44	0.00	0.88	0.00	(0.88)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	180.72	2,700.00	361.44	0.00	2,338.56	13
TOTAL PERSONNEL		39,175.80	565,658.00	74,583.85	363.22	490,710.93	13
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	1,905.76	6,000.00	3,515.04	1,899.68	585.28	90
211-00-75-20-2020	COPY SUPPLIES	0.00	800.00	314.86	0.00	485.14	39
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	249.98	4,000.00	249.98	46.00	3,704.02	7
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	0.00	0.00	3,000.00	0
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	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	148.88	159.92	1,691.20	15
211-00-75-20-2110	BOOKS	2,571.65	42,000.00	5,727.50	2,103.53	34,168.97	19

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2015

PAGE: 4  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2120	AUDIO/VISUAL	1,978.15	9,000.00	2,007.46	1,978.15	5,014.39	44
211-00-75-20-2130	NEWSPAPERS	298.48	1,000.00	644.28	298.48	57.24	94
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	23.00	0.00	7,977.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	111.30	2,500.00	446.27	37.95	2,015.78	19
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>7,115.32</b>	<b>80,850.00</b>	<b>13,077.27</b>	<b>6,523.71</b>	<b>61,249.02</b>	<b>24</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	83.72	41.86	354.42	26
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	0.00	17,000.00	17
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	9.99	0.00	5,990.01	0
211-00-75-30-3210	TELEPHONE	331.87	6,500.00	779.81	0.00	5,720.19	12
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	0.00	0.00	500.00	0
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	238.00	238.00	(276.00)	238
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	134.25	187.95	2,177.80	13
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	1,713.38	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	2,323.29	0.00	7,286.62	19
211-00-75-30-3810	ELECTRICITY	236.91	36,000.00	473.38	0.00	33,676.71	6
211-00-75-30-3840	GARAGE REMOVAL	0.00	1,800.00	780.97	0.00	1,326.62	26
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	3,219.03	20
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	557.34	15,000.00	564.53	47.34	14,388.13	4
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	0.00	0.00	9,000.00	0
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	0.00	0.00	3,000.00	0





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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2015

PAGE: 6  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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:		51,172.62	779,198.00	100,325.36	8,528.41	670,344.23	14
TOTAL FUND REVENUES		2,471.79	779,198.00	4,781.77	0.00	774,416.23	1
TOTAL FUND EXPENSES		51,172.62	779,198.00	100,325.36	8,528.41	670,344.23	14
FUND SURPLUS (DEFICIT)		(48,700.83)	0.00	(95,543.59)			
TOTAL ALL FUND REVENUES		2,471.79	779,198.00	4,781.77	0.00	774,416.23	1
TOTAL ALL FUND EXPENSES		51,172.62	779,198.00	100,325.36	8,528.41	670,344.23	14
ALL FUND SURPLUS (DEFICIT)		(48,700.83)	0.00	(95,543.59)			

**GRAND RAPIDS AREA LIBRARY BILL LIST - MARCH 11, 2015**

DATE: 03/05/2015  
 TIME: 09:23:01  
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/11/2015

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	633.16
0113233	AMERIPRIDE LINEN & APPAREL	62.79
0114200	ANDERSON GLASS	510.00
0118660	ARROWHEAD LIBRARY SYSTEM	268.71
0201428	BAKER & TAYLOR, INC	2,472.45
0218550	BRODART COMPANY	71.80
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	46.00
0315455	COLE HARDWARE INC	0.42
0405500	DEMCO	1,844.09
0421455	DULUTH NEWS TRIBUNE	298.48
0701650	GARTNER REFRIGERATION CO	458.00
1109660	DARLA KIRWIN	15.23
1315725	THE MOTOR SHOP	40.00
1315755	MOVIE LICENSING USA	110.00
1415377	NORTHERN BUSINESS PRODUCTS INC	312.57
1605665	PERSONNEL DYNAMICS LLC	363.22
1801608	RAPIDS PROCESS EQUIPMENT	628.33
1805150	RECORDED BOOKS	1,557.42
1909510	SIM SUPPLY INC	111.30
2008551	THOMSON REUTERS - WEST	173.50
2114356	UNIQUE MANAGMENT SERVICES	134.25
2209421	VIKING ELECTRIC SUPPLY INC	54.92
2209450	THE VILLAGE BOOK STORE	185.46
2405650	XEROX CORPORATION	30.50
T001002	GETTING TO KNOW, INC	256.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 12,338.60

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	10,280.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,621.50
0405447	DELTA DENTAL OF MINNESOTA	194.10
0718015	GRAND RAPIDS CITY PAYROLL	36,119.07
1209522	LINCOLN REPUBLIC INSURANCE CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	780.97
1309335	MINNESOTA REVENUE	40.35
1405850	NEXTERA COMMUNICATIONS LLC	87.55
1601750	PAUL BUNYAN COMMUNICATIONS	244.32
1621130	P.U.C.	2,323.29
2205637	VERIZON WIRELESS	112.53
2209665	VISA	122.79
2301700	WASTE MANAGEMENT	236.47

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 54,181.39

TOTAL ALL DEPARTMENTS 66,519.99

## **Director's Report March**

### **Agenda Items:**

**Contracts:** Grover, Humphrey and Fleming are all appearing as part of the Rapids Reads program. The Library Foundation has agreed to underwrite Rapids Reads up to \$1400, a very welcome gesture of support.

### **Annual Report:**

We are required to file an annual report with the MN Department of Education that provides details on budgets, collections and public services. A draft is attached for your approval. This has been reviewed by ALS staff to ensure all of the transfers between us and the regional library system are recorded in the proper revenue and expenditure lines. This has 2014 numbers as well as 2013. The report must be filed by April 1, so after the Library Board approves the report, I will click the "submit" button and ask DJ to sign the transmittal form. I will then email you a final version to keep. I will shortly send you a draft of the annual report brochure prepared for public use. This is in the final stages of preparation.

**AV proposal:** I sent a request for proposal for installing AV equipment to 2 local companies, Wicklund Productions and 21<sup>st</sup> Century Electronics. I requested that they be returned by March 9, so you have them to review at the Board meeting. I will send copies as soon as I receive them.

The Library Foundation and the Friends of the Library have pledged to support this project.

### **Coffee with the Mayor and Administrator**

This will continue for March. It will be repeated at 11:00 am on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of March

### **Conversation with County re library funding issues**

Jim Weikum of ALS and I are scheduled to meet with Trish Klein, Itasca County Administrator, on Weds. Feb 11 to continue the discussion. I will report feedback at the board meeting. The discussion is about the discrepancy in the levels of funding by City residents and non-residents for library services.

### **Solar Project**

Julie Kennedy, City Engineer, had a meeting with IRRRB to talk about projects the City is undertaking, and completing the solar project was on the list of topics. The small group formed to move this project forward is meeting again on Monday, March 9 to discuss future actions.

### **Eholt Bequest update**

The attorney for the estate left a message in late February saying the sale of the house was closing. He said it would take several weeks to do a final accounting for the estate and make sure all of the claims were paid. A distribution will occur after all claims are settled.

### **Rapids Reads**

The kick-off for Rapids Reads is a talk by the author, Linda LeGarde Grover on March 19. Other programs include songs and stories by Anne Dunn and Annie Humphrey on March 30 and a talk on

April 16 by Elaine Fleming of the Leech Lake Tribal College putting the book into historical context. We have a supply of books for check out.

**Peeps Diorama returns!**

We are hosting the 3rd annual peeps diorama contest through March 30. As before, it is divided into age categories.

**Standardized loan periods and fines**

There are now 10 libraries who have agreed to participate in these uniform policies. Changes still need to be made in the Horizon catalog before we can start to make changes at the Library level. Once the policies are in place, a bookmark will be distributed with information about the changes and the libraries participating.

# Assistant Director Report March 2015

Teens

*Teen Advisory Board  
Tuesday, February 24*

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

Members found books in the YA collection they like and would recommend to teens. I will make a book display which highlights the recommendations. Members looked at lists of books and gave suggestions for titles to purchase.

Teen room drawing had 5 participants. Gabriel H. was the winner. The exciting thing about Gabriel winning is I have no idea who he is. Perhaps a new library user?

Teen winter reading finished February 14. This year saw one of the biggest number of participants. There were 41 that read 700 pages and 34 that read 1500. One of the sixth grade teachers let her students know about the program and she had quite a few participate. Last week one of her students came in to collect her prize. Her mom and brother came in, too. The mom said they had never been to the library before. All three left with library cards!

February Anime Club had 5 participants. We watched three episodes of Case Closed. The last 20 minutes we just talked which was great because those in attendance made some connections.

## **Operations**

Will talked with Ruth Stahler and she agreed to put some of her woodcarvings in the lobby display case. Will found a nice display of carving books from our collection and added to the case.

The Friends of the Library Board met on Monday, March 2. The Friends are working on a fundraiser for 2016. It is an author signature quilt. They emailed Minnesota authors to inquire if they would be interested in including their signature which will then be embroidered on a quilt square. So far 13 authors have sent their signatures including William Kent Krueger and Brian Freeman! The Friends will work with Helen from Loon Country Quilters to put all the signatures and other squares together to create a wall hanging. The Friends annual meeting will be held June 9 in the community room. The program will be about the genesis of the Friends Bookstore.

The Library Foundation Board met Thursday, Feb. 26. The Foundation is gearing up for another great fundraiser this summer. They are ordering 300 small canvases which artists will paint. The canvases will be sold at an event in August. I'm a little murky on the details but rest assured it will be a great event and fundraiser!

## **Staff**

Will received his Certificate of Completion NFPA 1001 FF1 & FF2 and is credentialed by Minnesota Fire Service Certification Board. Because of the credentials he was promoted from Firefighter-trainee to Firefighter. He is 1 of 4 full-time City of Grand Rapids employees serving with the Fire Department – vital to daytime response.

I am the staff liaison for the City's Arts and Culture Commission. In June 2014 the commission brought in three consultants to develop recommendations for developing arts and culture in Grand Rapids. The final report has been completed. It will be brought to the City Council on Monday, March 9 to (hopefully) be adopted by Council.

Tracy and John are now officially full-time!

**CIRCULATIO.**  
 Check-outs  
 Total Circulation  
 Returns  
 New cards

**THIS MONTH**  
 11,372  
 12,894  
 12,778  
 84

**YTD**  
 23,974  
 27,007  
 25,411  
 170

**YTD 2014**  
 23,187  
 26,535  
 25,550  
 170

**Express Check-outs**  
 2,615  
 23.00%

**TECHNICAL PROCESSES**

Books cataloged and processed  
 Withdrawn copies  
 Withdrawn Titles

**THIS MONTH**  
 540  
 198  
 191

**YTD**  
 1,023  
 905  
 586

**YTD 2014**  
 1,132  
 507  
 415

**Door count**

9367

**REFERENCE**

tests proctored  
 computer help over 5 minutes

**THIS MONTH**  
 676  
 7  
 34

**YTD**  
 1,418  
 7  
 60

**YTD 2014**  
 1,462  
 10  
 25

**INTERNET**

Pharos sessions \*\*\*

**SESSIONS**  
 1,093

**HOURS**  
 699

**YTD SESSIONS**  
 2,271

**YTD HOURS**  
 1,430

**2014 YTD SESSIONS**  
 2,441

**2014 YTD HOURS**  
 1,433

**Non-Pharos sessions**

**VOLUNTEERS**

**PEOPLE**  
 82  
 41

**HOURS**  
 215.00

**YTD PEOPLE**  
 149

**YTD HOURS**  
 410.00

**2014 YTD HOURS**  
 215.75

**PROGRAMS & TOURS**

BOOK TIME  
 SATURDAY STORY TIME  
 CLASS VISITS  
 NON SCHOOL GROUPS  
 CHILDREN'S PROGRAMS  
 TEEN PROGRAMS

**PROGRAMS**  
 6  
 8  
 2  
 0  
 2  
 4  
 22  
 3

**PEOPLE**  
 91  
 244  
 26  
 0  
 44  
 54  
 459  
 44

**YTD PROGRAMS**  
 12  
 16  
 7  
 0  
 5  
 7  
 47  
 6

**YTD PEOPLE**  
 195  
 414  
 84  
 0  
 151  
 73  
 917  
 70

**2014 YTD GROUPS**  
 6  
 8  
 2  
 3  
 3  
 22  
 4

**2014 YTD PEOPLE**  
 102  
 297  
 78  
 207  
 45  
 729  
 108

**BOOKINGS & ARRANGEMENTS**

**HRS THIS MONTH**

**HRS YTD**

**HRS YTD 2014**

**TOTALS**

7.5  
 16  
 8.5

## Children's Library Summary February 2015

The winter reading program has ended and I can report that 340 boys and girls signed up to participate, with 158 completing the program and choosing a brand-new free book to keep. That is a return of about 46%, down just a bit from previous years. Our prize books are provided in part by the Friends of the Grand Rapids Area Library, supplemented by donations of quality books from some of our patrons.

Visitors in February included students from the RJEMS Special Education class. We were expecting visits from Cass Lake Headstart, and Mrs. Roy-Dahline's fourth grade from Southwest – who walk to the library; but health issues and weather kept those groups away.

Our summer reading program information is already on its way to Community Ed. The summer Youth brochure won't come out till late May, but we do get 3 chances to proofread before the final printing. I'm pleased to say that we have at least one special event/activity scheduled for each of the ten weeks of summer reading. That does not include Summer Monday Booktime or Saturday Storytimes. If you ever have questions or suggestions about our programming, please stop by the Children's library or send us an email.

On Tuesday, February 17 at 3:30p, the artists of the Creativity Tank were here to guide 30 participants as they personalized bookends with yarnbombing, glitter pens, and more!

Thursday, February 26, Tracy Kampa made a presentation to the Library Foundation board regarding desired upgrades to the Children's Library to better accommodate mid-grade patrons, or as Tracy likes to call them, "our mid-kids." New "cool" tables and chairs, along with iPads, and craft supplies are included in the plans. Rearranging existing shelving and bins to create a "mid-kid" space is also anticipated. Tracy's husband, John, has spent a few hours here, measuring existing space and furnishings to create a lovely floor plan with movable pieces to allow us to visualize our options.

Our February Family Movie Night featured "Alexander and the Terrible, Horrible, No Good, Very Bad Day!" Thirteen children and adults attended. This is a cute movie, but I hope they paid author Judith Viorst a boatload of money to use her book title, since the movie has very little to do with her picture book by the same name.

Looking Ahead:

- Thursday, March 26 @ 6:00 p, Family Movie Night presents "Big Hero 6," which just won the Oscar for Best Animated Feature. All ages are invited. Bring dinner or a snack to enjoy while you watch the movie on the big screen. Pillows are also welcome.

Rapids Process Equipment, Inc.

26489 Industrial Blvd.  
 Cohasset, MN 55721  
 Phone: 218-999-5100  
 Fax: 218-999-5102



Reliability. Precision. Experience.

**Invoice**

Date	Invoice #
2/26/2015	6613

<b>Bill To</b>
City Grand Rapids ATTN: Finance 420 North Pokegama Ave Grand Rapids, MN 55744

<b>Ship To</b>
City Grand Rapids 420 North Pokegama Ave Grand Rapids, MN 55744

Estimate #	P.O. No.	Terms	Due Date	Rep	Ship Date	Ship Via	FOB	W/O - S/O #
N/A	15-000737	Net 30	3/28/2015	BKR	2/26/2015	Our Truck	Origin	4295

Quantity	Item	Description	Price Each	Backordered	Amount
1	Repair	02/20 RPE Technician on-site inspection of Library filter system to identify the problem. Tech returned to site on 02/24 to remove the worn out Teflon bushing and brought it back to the RPE shop. RPE Machinist was able to reproduce the bushing and washer. Technician then returned to site to install the new bushing and washer.	0.01		0.01T
	Labor	On-site labor including: Inspection and removal of worn out parts and installation of new washer and bushing. Subtotal for Labor	500.00		500.00T 500.01
3	Sale Item	Teflon bushing	135.96	0	407.88T
3	Sale Item	Teflon washer	14.97	0	44.91T
		Subtotal for Material			452.79
	UPS Ground INBOU...	UPS Regular Ground Service Shipping INBOUND Subtotal for Shipping	8.29		8.29T 8.29

<b>Subtotal</b>		\$961.09
<b>Sales Tax (0.0%)</b>		\$0.00
<b>Total</b>		\$961.09
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$961.09



**UNIQUE MANAGEMENT SERVICES, INC.**

119 EAST MAPLE STREET  
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

**SEND REMITTANCE TO:**  
P.O. Box 1524  
Jeffersonville, IN 47131-1524

**INVOICE**

DATE INVOICE #

3/1/2015 302120

**BILL TO:** Grand Rapids Area Library  
Attn: Marcia Anderson  
140 NE 2nd Street  
Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

QUANTITY	DESCRIPTION	RATE	AMOUNT
		\$8.95	
9	02-03 Placements	8.95	80.55
4	02-10 Placements	8.95	35.80
5	02-18 Placements	8.95	44.75
7	02-24 Placements	8.95	62.65
1	Credit for accts closed by client prior to beginning the collection process	-8.95	-8.95
	Total cumulative recovery of \$26,718.36, yielding an ROI of 4.01 to 1.		

**TOTAL**

\$214.80

Thank you for your business.

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/28/2015 8:16 PM WB

ACCOUNT STATUS REPORT

PAGE: 656

MS. MARCIA ANDERSON  
 GRAND RAPIDS AREA LIBRARY  
 140 NE 2ND STREET  
 GRAND RAPIDS MN 55744

CREDITOR: 1634 --- GRAND RAPIDS AREA LIBRARY  
 DATES LISTED: 01/01/1900 TO 02/28/2015

ALL AMOUNTS LISTED

Accounts Submitted	:	848	Dollars Submitted	:	73,280.55	Dollars Received	:	6,573.83
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	13,211.45
Incorrect Addresses	:	185	Dollars in Skips	:	14,305.81	Dollars Waived	:	6,935.33
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00	Total Activated	:	36,154.40
Accounts in Process	:	663	Dollars in Process	:	55,280.14	% of Dollars Activated	:	65.40%
# of Accounts Activated	:	390						
% of Accounts Activated	:	58.82%						

rec'd  
26 Mar 15  
EGF

March 11, 2015

Elaine Fleming  
PO Box 982  
Cass Lake MN 56633

Dear Ms Fleming:

I am pleased that you will be leading a presentation: *Ojibwe, The Shining People: A Cultural and Historical Context*, for the Grand Rapids Area Library on April 16 at 6:00 pm as part of our community read project. Please let me know if you have any audio visual or set up needs library staff should be aware of.

The Library will pay you an honorarium of \$200 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. I understand you have agreed to allow ICTV to tape your show for playing over their cable access channels.

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: W-9 form, ICTV release form

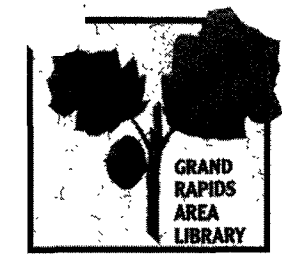
These terms are acceptable:

Elaine Fleming  
Signature

26 Mar 15  
Date

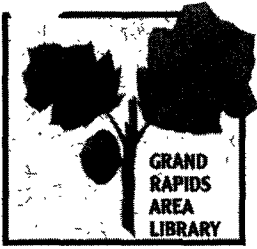
Approved for the Board of Directors:  
[Signature]  
Board President

11 Mar 15  
Date



GRAND RAPIDS AREA LIBRARY  
140 NE Second Street  
Grand Rapids, MN 55744

Director: (218) 326-7643  
Reference: (218) 327-8820  
Children (218) 327-8823  
Office: (218) 326-7640  
Fax: (218) 326-7644  
TTY: (218) 327-8831



March 11, 2015

Linda Grover  
3227 Celia St.  
Duluth MN 55811

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 Ms Grover:

I am pleased that you will be leading a presentation about your book "Return to Sweetgrass" for the Grand Rapids Area Library on March 19 at 6:00 pm. Please let me know if you have any audio visual or set up needs library staff should be aware of.

If you wish to bring copies of your book to sell please free to do so.

The Library will pay you an honorarium of \$200 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. I understand you have agreed to allow ICTV to tape your show for playing over their cable access channels.

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: W-9 form, ICTV release form

These terms are acceptable:

Linda J. Grover  
Signature

3-19-15  
Date

Approved for the Board of Directors:

[Signature]  
Board President

11 Mar 15  
Date



March 11, 2015

will need small  
PA system, 1 mic  
stand and 1 mic

Annie Humphrey  
PO Box 591  
Deer River MN 56636

GRAND RAPIDS AREA LIBRARY  
140 NE Second Street  
Grand Rapids, MN 55744

Director: (218) 326-7643  
Reference: (218) 327-8820  
Children (218) 327-8823  
Office: (218) 326-7640  
Fax: (218) 326-7644  
TTY: (218) 327-8831

Dear Ms Humphry:

I am pleased that you will be leading a presentation with Anne Dunn "Songs & Stories of the Ojibwe, for the Grand Rapids Area Library on Monday, March 30 at 6:00 pm as part of our community read project. Please let me know if you have any audio visual or set up needs library staff should be aware of.

If you wish to bring copies of your books and CDs to sell please free to do so.

The Library will pay you an honorarium of \$200 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. I understand you have agreed to allow ICTV to tape your show for playing over their cable access channels.

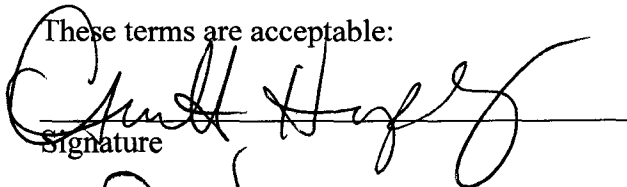
My e-mail is: [manderson@ci.grand-rapids.mn.us](mailto:manderson@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson  
Library Director

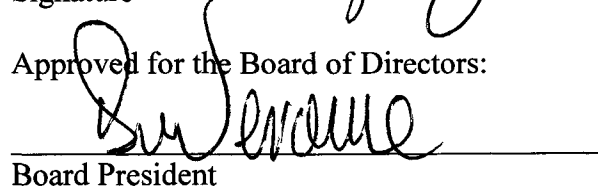
Enc: W-9 form, ICTV release form

These terms are acceptable:

  
Signature

3-17-15  
Date

Approved for the Board of Directors:

  
Board President

11 Mar 15  
Date

Board member *Abby Kuschel* introduced the following resolution and moved for its adoption:

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:

\$1284.14 distribution from the Minnesota Community Foundation for general support  
\$34.00 Grand Rapids Garden Club for *Northern Gardner Magazine*

Adopted this 11th day of March 2015



Dennis Jerome, President

  
Abby Kuschel, Secretary

Board member *Sue Zeigle* seconded the foregoing resolution and the following voted in favor thereof: *Janet Neuranter, Margitelen Haarklaw, Dennis Jerome, Randy McCarty, Max Peters, Jean MacDonnell*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

## 2015 Library Board

Dennis Jerome, President  
Shannon Benolken, Vice President  
Abby Kuschel, Secretary  
Janet Neurauter  
Mary Helen Haarklau  
Jean MacDonell  
Max Peters  
Sue Zeige  
Randy McCarty

## Left the Board in 2014

John Soll  
Dave Yankowiak

## Library Foundation

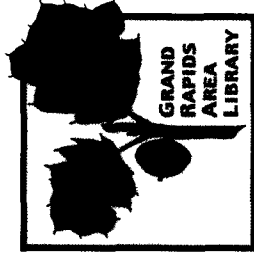
Kathy McCarty, President

## Friends of the Library

Carol Steele, President

### Staff

Marcia Anderson  
Faye Chessmen  
Amy Dettmer  
Bonnie Henriksen  
Michelle Johnson  
Tracy Kampa  
Darla Kirwin  
John Nalan  
Will Richter



### Mission:

**The Grand Rapids Area Library**

**fosters a welcoming  
environment that builds a  
connected, informed and  
engaged community.**

**Funded by the City of Grand Rapids:**

**Supported in part by the cities and**

**townships of:**

Arbo  
Cohasset  
Harris  
Sago  
Wabana  
Blackberry  
Feeley  
LaPrairie  
Spang  
Warba

**Library Hours:**

Mon.—Thurs. 9:00 am—7:00 pm  
Friday 9:00 am—5:00 pm  
Saturday 10:00 am—2:00 pm  
Closed Sundays and Holidays

# 2014 Annual Report to our Community



**Grand  
Rapids  
Area  
Library**

**Providing  
Value  
@ your  
library**

**140 NE 2nd Street  
Grand Rapids, Minnesota 55744  
218-326-7640**

**[www.cityofgrandrapidsmn.com/library](http://www.cityofgrandrapidsmn.com/library)**

# Major Accomplishments in 2014

Completed 2014-2017 strategic plan.

Diverse mix of Library programs for adults, teens, and children served over 10,000.

The redesigned Library webpage was the most visited on the new City of Grand Rapids website.

Hosted the kickoff for the Northern Minnesota tour of the 'Why Treaties Matter' exhibit.

Teen Anime Club established and growing.

Saturday Story Times is offered year-round and remained wildly popular. (Funding provided by the Grand Rapids Area Library Foundation.)

Held an ongoing series of beginner computer classes in conjunction with ISD 318 Community Education.

Rapids Reads Community Read was headlined by Atina Diffley, author of 'Turn Here Sweet Corn'.

Children's Summer and Winter Reading Programs, supported by the Friends of the Library, set new participation and completion records.

Participation in National Novel Writing Month encouraged writers to begin or complete a novel.

Collaborated with MacRostie Art Center to hold a series of summer art workshops for kids.

First annual Battle of the Bands (Prizes furnished by Friends of the Library.)

Summer Film Series Indies on Tuesdays was held in collaboration with the Reif Center. 10 award-winning independent films were shown.

The MN Legacy Fund provided funding for arts and cultural programming including poetry, photography workshops, art workshops for children, and passes to local and regional events and attractions.

Riverfront Energy Center utilized wastewater heat from the UPM-Kymmene plant to heat the library.

# Value of Library Services Provided in 2014

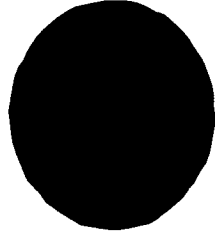
Books Borrowed	\$1,897,410
Magazines Borrowed	\$18,486
Videos/DVDs Borrowed	\$122,576
Books on Tape/CDs Borrowed	\$62,150
eBooks/Audiobooks Downloaded	\$242,400
People Attended Adult Programs	\$25,410
People Attended Children's	\$48,816
Hours of Computer Use, e.g., Internet and MS Word	\$126,552
Museum/event passes given out	\$16,700
Reference Questions Answered	\$63,686
<b>Total Value</b>	<b>\$2,624,186</b>

Total operating expenditure for the library was \$764,023

# How the Library is Funded:

City of Grand Rapids ≈77% = \$602,491  
 Itasca County: Surrounding cities and townships ≈16.3% = \$127,419  
 Grants, donations, fines, fees ≈6.7% = \$52,700

# Library Funding Sources



- City
- County
- Misc.

# 2014 by the numbers

**132,300** people visited the Grand Rapids Area Library during 2,598 open hours (an average of 51 people each hour 2,544/week),

**10,677** children, teens and adults attended **285** library programs

**457** community meetings or programs were held in our meeting rooms

**14,690** residents of our service area held library cards

**15,104** sessions on the public internet computers as well as significant use of the free wi-fi service

**172,438** items were checked out of the library

**16,160** ebooks and audiobooks were downloaded

**6,608** items were added to the collection

**1,143** children participated in the summer and winter reading programs

**635** Baby Steps coupons were given away

**2,996** hours contributed by Volunteers

**The library collection consists of:**

**69,141** books and magazines

**2,851** audio materials

**3,012** videocassettes and DVDs

**169** print magazine and newspaper subscriptions

**Available through the Library's Web Site:**

**9,672** downloadable ebooks (Overdrive)

**8,108** downloadable audio books (Overdrive)

**101** electronic magazines (Zinio)

**53** databases

Online picture books (Tumblebooks)