

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

February 11, 2015 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:** *absent Peters*

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**

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 \$134.25

**2. Approve Contracts**

**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

**Regular agenda**

**1. Policy Discussion**

**19 Record Retention,**

**20 Protection of Property,**

**21 Petty Cash,**

**22 Emergencies**

**Assigned for review to Shannon, Abby and Jean**

90 **Adjourn**

# Grand Rapids Area Library Regular Board Meeting January 14, 2015

**Call to Order:** The monthly board meeting was called to order at 5:03 PM by Dennis Jerome.

**Roll Call / Introduction:**

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

**Public Comment:** None to report

**Organizational Matters: Election of officers and appointments**

**President:** A motion was made by Shannon Benolken to reappoint Dennis Jerome as President of the board. A second was made by Jean MacDonell. The motion passed unanimously.

**Vice President:** A motion was made by Janet Neurauter to reappoint Shannon Benolken as Vice President of the board. A second was made by Randy McCarty. The motion passed unanimously.

**Secretary:** A motion was made by Janet Neurauter to reappoint Abby Kuschel as secretary of the board. A second was made by Shannon Benolken. The motion passed unanimously.

**Liaison to Library Foundation:** A motion was made by Randy McCarty to reappoint Dennis Jerome as the liaison to the Library Foundation. A second was made by Mary Helen Haarklau. The motion passed unanimously.

**Program committee:** Mary Helen Haarklau volunteered to be the representing library board member at the Program Committee meetings. A motion was made by Shannon Benolken to appoint Mary Helen Haarklau as the Program Committee representative. A second was made by Jean MacDonell. The motion passed unanimously.

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

**Minutes:** A correction to the minutes from the December 10th, 2014 board meeting was suggested by Janet Neurauter. Instead of "...students are allowed to take more than two buses," it should state that students are not allowed to take more than two buses. Jean MacDonell moved to approve the minutes from the December 10, 2014 board meeting with the correction. A second was made by Janet Neurauter. The motion passed unanimously.

**Communications:**

**Letter from Itasca County transmitting funds**  
No action required.

**Financial Report:**

**The Grand Rapids Area Library Bill List  
Invoices Due On/Before January 14, 2015**

AMAZON.COM	283.78
AMERIPRIDE LINEN & APPAREL	62.79
ARROWHEAD LIBRARY SYSTEM	40.60
BAKER & TAYLOR, INC	941.14
BLACKSTONE AUDIO, INC	438.00
BLUE CROSS & BLUE SHIELD OF MN	4301.00
BUSY BEES QUALITY CLEANING	1700.00
DELTA DENTAL OF MINNESOTA	194.10
DEMCO	60.01
FIDELITY SECURITY LIFE INS CO	5.96
GARTNER REFRIGERATION CO	308.00
CITY OF GRAND RAPIDS	181.00
GRAND RAPIDS CITY PAYROLL	35248.39
GRAND RAPIDS STATE BANK	14000.00
BONNIE HENRIKSEN	125.07
INT'L FALL PUBLIC LIBRARY	29.99
ITASCA AREA SCHOOLS	2000.00
ITASCA COUNTY SHERIFFS DEPT	10.00
JUNIOR LIBRARY GUILD	14.00
KATHIE ALLEN COACHING INC	40.00
LINCOLN REPUBLIC INSURANCE CO	18.45
MINNESOTA ENERGY RESOURCES	325.27
MINNESOTA REVENUE	32.77
NARDINI FIRE EQUIPMENT CO. INC	1564.50
NEXTERA COMMUNICATIONS LLC	91.68
NORTHERN BUSINESS PRODUCTS INC	147.59
PARACLETE PRESS INC	52.96
PAUL BUNYAN COMMUNICATIONS	488.40
PERSONNEL DYNAMICS LLC	54.00
PITNEY BOWES INC	117.00
PIZZA WORKS	9.99
P.U.C.	2795.95
RAPIDS PLUMBING & HEATING INC	303.00
MICHAEL RUSSELL	330.00
SHOWCASES	161.46
SIM SUPPLY INC	391.33
STAR TRIBUNE	345.80

TRU NORTH ELECTRIC LLC	172.89
UNIQUE MANAGMENT SERVICES	214.80
VERIZON WIRELESS	112.46
THE VILLAGE BOOK STORE	38.39
WASTE MANAGEMENT	488.01
XEROX CORPORATION	107.31
TOTAL ALL VENDORS:	68347.84

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

**Staff Reports:**

- **Director's Report:** Update on gift of property: The counter-offer was accepted. "Library funding issues" the inequity between the taxes that city residents and township residents pay to support the library, will be a topic of conversation at the next City/County Cooperative meeting in March.
- **Assistant Director's Report:** Rapids Reads: The Program Committee says the author of the chosen book, The Road Back to Sweetgrass is available to come and speak in late March.

Old Business: None to report.

**New Business:**

- **Consent Agenda:**
  1. Approve payment of late bills: None
  2. Approve Contracts: None
  3. Approve Resolution 2015 - Accepting Donations
    - \$100 from the John and Gina Hawkinson Advised Fund (unrestricted, received 2014)
    - \$100 from Tim and Joan Bonner in memory of Bernadine Rassmussen (unrestricted, received 2014)
    - \$6.85 Friends of the Grand Rapids Library (reimbursement Printing Gift membership cards)
    - \$60.01 Friends of the Grand Rapids Library (reimbursement Shelves and easels, received 2014)
    - \$25 from Jean Moberg and Chris Edmond in memory of Bernadine Rassmussen (unrestricted, received 2015)

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

- **Regular Agenda:**
  1. Authorize staff to solicit quotes for audio and visual equipment for the meeting room. – Director Marcia Anderson related to the board that the Library Foundation and the Friends of the Library support the

project. When Shannon Benolken asked if the library will have to choose the lowest bidder for the project, Marcia Anderson said that they do not. Once the bids are received, the library board will vote on the bid with the best fit. A motion was made by Randy McCarty to authorize library staff to solicit quotes for a PA system in the meeting room. A second was made by Jean MacDonell. The motion passed unanimously.

2. **Change title of Library Clerk II positions to Library Public Services Clerk, Reclassify positions from Class 3 to Class 5, and change status from PT 30 hr to Full Time beginning February 1, 2015.** – A motion was made by Randy McCarty to approve stated changes. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.
3. **Dedicate energy rebates to solar project.**

Total estimated amount required to finish project: \$26,000  
Note: rebate for lights and chiller was \$2943.31 in 2014

Janet Neurauter made a motion to dedicate energy rebates to solar project. A second was made by Shannon Benolken. On a roll call vote the motion passed unanimously.
4. **Policy discussion:**
  - a. **Policies 1-5 (included in packet)**
    - 1.2 Date of adoption of revisions must be added when all revisions are adopted.
    - 5.2 Grand Rapids Township must be eliminated from the list of supporting townships.

Randy McCarty made a motion to approve policy amendment. A second was made by Shannon Benolken.
5. **Donation policy (see web page)** – Among the ALS-suggested library policies is a donation policy. Marcia Anderson told the board about the "Ways to Support Your Library" web page. (See above.) She asked the board to consider shortening and changing it into an actual library policy. Randy McCarty suggested that the city attorney look over the policy before it is approved. Janet Neurauter had question: when a gift to the library is made, what happens to that "lasting honor" of the placard inside a book if it needs to be discarded? Shannon Benolken added that a right of refusal of a donation clause should be included. Janet Neurauter offered to send Marcia Anderson ICC language for a gift acceptance policy to review. It was decided that the new policy will need to include a disposal and right of refusal clause. Randy McCarty suggested that donors would like to see a paper trail. Shannon Benolken agreed. Janet Neurauter brought up the importance of thanking the library's donors.

**Adjourn:** The monthly board meeting was adjourned at 5:44 PM by Dennis Jerome.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE ONE MONTH ENDING JANUARY 31, 2015**  
*With Comparative Totals for January 31, 2014*

	2014 Actual	2015 Actual	2015 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	383,238	396,627	396,627	
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>455,258</b>	<b>455,258</b>	
<b>Revenues:</b>				
Taxes	-	-	612,716	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	364	429	11,082	4%
Fines & Forfeits	1,088	979	14,000	7%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	-	0%
Miscellaneous	252	902	14,400	6%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>1,704</b>	<b>2,310</b>	<b>779,198</b>	<b>0%</b>
<b>Expenditures:</b>				
Personnel	45,875	35,173	565,658	6%
Supplies/Materials	16,002	2,768	80,850	3%
Other Services/Charges	18,075	3,060	132,690	2%
Capital Outlay	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>79,952</b>	<b>41,001</b>	<b>779,198</b>	<b>5%</b>
Revenues > Expenditures	(78,248)	(38,691)	-	
<b>Fund Balance 1/31/XX</b>				
Cash Flow	304,990	357,936	396,627	
Compensated Absences	34,169	34,169	34,169	
Emergency/unanticipated Expenditures	24,462	24,462	24,462	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/31/XX</b>	<b>\$ 363,621</b>	<b>\$ 416,567</b>	<b>\$ 455,258</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,052 as of 09/30/14. 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 **JANUARY 31, 2015**

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 612,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,600	118	7%
211-00-34-00-7975	INTERNET	3,000	311	10%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	-	0%
211-00-35-00-1030	LIBRARY FINES	14,000	979	7%
211-00-37-00-2310	DONATIONS	2,000	-	0%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	100	10%
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 FOUNDATION	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	510	15%
211-00-37-00-2450	MISCELLANEOUS	1,900	158	8%
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%
	<b>TOTAL REVENUE</b>	<b>779,198</b>	<b>2,310</b>	<b>0%</b>
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	14,925	5%
211-00-75-10-1030	SALARY-PARTTIME	103,724	3,880	4%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	-	0%
211-00-75-10-1210	PERA	32,004	1,441	5%
211-00-75-10-1220	FICA	26,457	1,071	4%
211-00-75-10-1250	MEDICARE	6,187	250	4%
211-00-75-10-1310	HEALTH INSURANCE	66,285	13,457	20%
211-00-75-10-1330	LIFE INSURANCE	246	8	3%
211-00-75-10-1335	DENTAL INSURANCE	1,857	141	8%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	-	0%
211-00-75-20-2020	COPY SUPPLIES	800	-	0%
211-00-75-20-2030	PRINTING/BINDING	600	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	-	0%
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	94	5%
211-00-75-20-2110	BOOKS	42,000	1,941	5%
211-00-75-20-2120	AUDIO/VISUAL	9,000	29	0%
211-00-75-20-2130	NEWSPAPERS	1,000	346	35%
211-00-75-20-2140	PERIODICALS	8,000	23	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	335	13%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	300	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2015 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	480	42	9%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	-	0%
211-00-75-30-3210	TELEPHONE	6,500	335	5%
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	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,500	-	0%
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	-	0%
211-00-75-30-3810	ELECTRICITY	36,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	-	0%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7	0%
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	976	16%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	-	0%
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>41,001</b>	<b>5%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(38,691)</b>	



DATE: 02/04/2015  
 TIME: 14:41:15  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2015

PAGE: 1  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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
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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	0.00	0.00	0.00	0.00	0.00	0
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TOTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
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	117.66	1,600.00	117.66	0.00	1,482.34	7
211-00-34-00-7975	INTERNET	310.89	3,000.00	310.89	0.00	2,689.11	10
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	200.00	0.00	0.00	200.00	0
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
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TOTAL		428.55	11,082.00	428.55	0.00	10,653.45	4
TOTAL CHARGES FOR SERVICES		428.55	11,082.00	428.55	0.00	10,653.45	4
<b>FINES &amp; FORFEITS</b>							

DATE: 02/04/2015  
 TIME: 14:41:15  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2015

PAGE: 2  
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	979.05	14,000.00	979.05	0.00	13,020.95	7
TOTAL		979.05	14,000.00	979.05	0.00	13,020.95	7
TOTAL FINES & FORFEITS		979.05	14,000.00	979.05	0.00	13,020.95	7
<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	100.00	1,000.00	100.00	0.00	900.00	10
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	133.98	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	510.00	3,400.00	510.00	0.00	2,890.00	15
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	158.40	1,900.00	158.40	0.00	1,741.60	8
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		902.38	14,400.00	902.38	0.00	13,497.62	6
TOTAL MISCELLANEOUS REVENUE		902.38	14,400.00	902.38	0.00	13,497.62	6
<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:		2,309.98	779,198.00	2,309.98	0.00	776,888.02	0

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2015

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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
<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	14,924.98	322,998.00	14,924.98	0.00	308,073.02	5
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	3,879.87	103,724.00	3,879.87	0.00	99,844.13	4
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	0.00	3,200.00	0.00	0.00	3,200.00	0
211-00-75-10-1210	PERA	1,441.28	32,004.00	1,441.28	0.00	30,562.72	5
211-00-75-10-1220	FICA	1,070.50	26,457.00	1,070.50	0.00	25,386.50	4
211-00-75-10-1250	MEDICARE	250.36	6,187.00	250.36	0.00	5,936.64	4
211-00-75-10-1310	HEALTH INSURANCE	8.26	66,285.00	13,456.70	0.00	52,828.30	20
211-00-75-10-1330	LIFE INSURANCE	140.94	246.00	8.26	0.00	237.74	3
211-00-75-10-1335	DENTAL INSURANCE	0.44	1,857.00	140.94	0.00	1,716.06	8
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.44	0.00	(0.44)	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	0.00	2,700.00	0.00	0.00	2,700.00	0
<b>TOTAL PERSONNEL</b>		35,173.33	565,658.00	35,173.33	0.00	530,484.67	6
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-20-2020	COPY SUPPLIES	0.00	800.00	0.00	0.00	800.00	0
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	0.00	4,000.00	0.00	0.00	4,000.00	0
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	93.96	2,000.00	93.96	0.00	1,906.04	5
211-00-75-20-2110	BOOKS	1,940.84	42,000.00	1,940.84	0.00	40,059.16	5

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	29.31	9,000.00	29.31	0.00	8,970.69	0
211-00-75-20-2130	NEWSPAPERS	345.80	1,000.00	345.80	0.00	654.20	35
211-00-75-20-2140	PERIODICALS	23.00	8,000.00	23.00	0.00	7,977.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	334.97	2,500.00	334.97	0.00	2,165.03	13
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>2,767.88</b>	<b>80,850.00</b>	<b>2,767.88</b>	<b>0.00</b>	<b>78,082.12</b>	<b>3</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	41.86	0.00	438.14	9
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	0.00	18,700.00	8
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-30-3210	TELEPHONE	335.41	6,500.00	335.41	0.00	6,164.59	5
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	0.00	0.00	200.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	0.00	0.00	2,500.00	0
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	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	0.00	0.00	36,000.00	0
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,800.00	0.00	0.00	1,800.00	0
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	4,000.00	0
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	7.19	15,000.00	7.19	0.00	14,992.81	0
211-00-75-30-4015	FOUNDATIONS 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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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	975.59	6,000.00	975.59	354.59	4,669.82	22
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,900.00	0.00	0.00	1,900.00	0
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>		3,060.05	132,690.00	3,060.05	354.59	129,275.36	3
<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>		41,001.26	779,198.00	41,001.26	354.59	737,842.15	5
<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	BLND GRANT-#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

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CITY OF GRAND RAPIDS  
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 FOR 1 PERIODS ENDING JANUARY 31, 2015

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ACCOUNT NUMBER	DESCRIPTION	JANUARY 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:		41,001.26	779,198.00	41,001.26	354.59	737,842.15	5
TOTAL FUND REVENUES		2,309.98	779,198.00	2,309.98	0.00	776,888.02	0
TOTAL FUND EXPENSES		41,001.26	779,198.00	41,001.26	354.59	737,842.15	5
FUND SURPLUS (DEFICIT)		(38,691.28)	0.00	(38,691.28)			
TOTAL ALL FUND REVENUES		2,309.98	779,198.00	2,309.98	0.00	776,888.02	0
TOTAL ALL FUND EXPENSES		41,001.26	779,198.00	41,001.26	354.59	737,842.15	5
ALL FUND SURPLUS (DEFICIT)		(38,691.28)	0.00	(38,691.28)			

GRAND RAPIDS AREA LIBRARY BILL LIST - FEBRUARY 11, 2015

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/11/2015

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	385.58
0113233	AMERIPRIDE LINEN & APPAREL	20.93
0118660	ARROWHEAD LIBRARY SYSTEM	38.18
0201428	BAKER & TAYLOR, INC	1,241.27
0215750	BOUNDARY WATERS JOURNAL	23.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0308330	CHICAGO DISTRIBUTION CENTER	699.57
0315455	COLE HARDWARE INC	18.16
0701650	GARTNER REFRIGERATION CO	662.59
0920003	ITASCA AREA SCHOOLS	2,340.00
1415377	NORTHERN BUSINESS PRODUCTS INC	343.38
1609925	PIZZA WORKS	9.99
1805150	RECORDED BOOKS	1,349.31
1908570	SHOWCASES	1,478.25
1909510	SIM SUPPLY INC	145.89
2209421	VIKING ELECTRIC SUPPLY INC	93.96
2405650	XEROX CORPORATION	30.50

TOTAL UNPAID TO BE APPROVED IN THS SUM OF: \$ 10,580.56

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	2,168.62
0212750	BLUE CROSS & BLUE SHIELD OF MN	2,942.00
0405447	DELTA DENTAL OF MINNESOTA	194.10
0605191	FIDELITY SECURITY LIFE INS CO	11.92
0718015	GRAND RAPIDS CITY PAYROLL	35,771.19
1209516	LINCOLN NATIONAL LIFE	214.60
1309199	MINNESOTA ENERGY RESOURCES	116.75
1309335	MINNESOTA REVENUE	51.71
1405850	NEXTERA COMMUNICATIONS LLC	91.09
1601750	PAUL BUNYAN COMMUNICATIONS	244.32
1621130	P.U.C.	2,604.66
2205637	VERIZON WIRELESS	112.46

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 44,523.42

TOTAL ALL DEPARTMENTS: \$ 55,103.98

## **Director's Report February**

### **Policy Discussion**

**19, Record Retention, 20 Protection of Property, 21, Petty Cash, 22 Emergencies  
Assigned for review to Shannon, Abby and Jean**

### **Personnel Issues**

A motion to make John and Tracy full time at a higher pay grade was approved by the Council on January 26<sup>nd</sup>

The changes became effective on February 1.

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

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

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

"Library Funding Issue" is on the agenda again for the next regularly scheduled City/County Cooperative meeting on February 11. I will report feedback at the board meeting. It may actually happen in February. The discussion is about the discrepancy in the levels of funding by City residents and non-residents.

### **New Delivery process**

The changes in the inter-library delivery process begun in January seem to be working well. The deliveries are more evenly distributed so there is not a huge spike in workflow twice each week. We are monitoring the workload so we can adjust staffing as needed.

### **Solar Project**

The local chapter of the Izaak Walton League has expressed interest in supporting efforts to obtain enough funding to finish the solar installation so it can be used for education and demonstration purposes. Art Norton and Shirley Loegering of the League facilitated a meeting with Bill Mittelfedt of the NE MN office of CERTS to talk about possible funding sources. He pointed out several state programs and resources, and suggested thinking of including an expansion of the educational resources and programming as part of the package, or as Phase III after completion of the solar project. Also in the meeting was Ron Edminster, Facilities Manager, and Julie Kennedy, City Engineer.

### **Email Addresses**

We have long been using email services provided by the Arrowhead Library System. (addresses include @arrowhead.lib.mn.us) For a variety of reasons all staff are now switching to an email service provided by the City. Within the next week or so all staff emails will be switched to addresses that are @ci.grand-rapids.mn.us. Mail sent to the old addresses will be forwarded, and senders will also receive a message advising of the change. As we reprint cards, brochures etc. we will be changing the email addresses.



## Assistant Director Report February 2015

### Teens

January anime club was held on Saturday January 31. There were 8 teens at anime club who watched 4 episodes of D. Grayman. There is one young gentleman who comes that has been helping me with the technology. He fires up the computer and gets the episodes ready. He is a library user and loves to read anything and he's regular at the anime club!

#### *Teen Advisory Board*

*January 27, 2015*

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

We talked about Teen Tech Week and trying to bring in someone to do a tech program for teens. Emi suggested contacting her computer teacher. We also talked about books with technology and doing some type of display/book list.

There were 6 entries in the teen room drawing. Jordan G. was the winner.

Teen Winter Reading continues on... Teens read and keep track of pages read and can choose a free book and get a Target gift card as prizes.

2014 was a new record for graphic novel checkouts! There were 5,240 graphic novels checked out during the course of the year. The next closest number of checkouts was 2012 with 4,663. Not only do teens check out graphic novels but adults wander that way, too and check out a fair amount of them.

### Operations

A community member had a display of snowmen in the lobby display case. She put them in for a week or so. She was a former teacher and included lots of picture books in her display. It was really lovely.

We have a great display of "Road Back to Sweetgrass" books on a small table at the front of the library. The book is the Rapids Reads title for 2015. Will is part of the committee planning programs for Rapids Reads.

### Staff

I'm going to toot Tracy's horn for her! Tracy was the keynote speaker at the Project Read summit in October and at the last Project Read meeting they discussed feedback from the event. One of the categories on the feedback sheet is What did you like best about the event? Here are a few comments from the sheet:

*-Tracy practices what she spoke about. Made it easy to listen and believe in Tracy putting own life stories into presentation.*

*-Tracy Kampa did a great job keeping it useful and applicable.*

Darla attended the Get Fit Itasca meeting to start planning the Open Streets event in June. In the past the library has had story time at the event. This year instead of story time she will set up a StoryWalk. A StoryWalk is a children's picture book pages blown up and put on skewers with the intention of being placed outside. The pages are placed so people walk between them and stop to read the story. Darla is intending to put the StoryWalk in the park on the site of the old middle school.

**Express Check outs** 3,187 25.29%

**THIS MONTH** 12,602  
 Check-outs 14,113  
 Total Circulation 12,633  
 Returns 86  
 New cards

**YTD** 12,262  
 13,958  
 12,830  
 93

**YTD 2014**

**Door count** 9249

**TECHNICAL PROCESSES**

Books cataloged and processed 483  
 Withdrawn copies 707  
 Withdrawn Titles 395

**THIS MONTH** 618  
 355  
 210

**YTD** 618  
 355  
 210

**YTD 2014**

**REFERENCE**

tests proctored  
 computer help over 5 minutes

**INTERNET**

Pharos sessions \*\*\*

**THIS MONTH** 742  
 0  
 26

**YTD** 742  
 0  
 26

**YTD 2014** 719  
 3  
 10

**2014 YTD SESSIONS** 1,178  
**2014 YTD HOURS** 731  
**2014 YTD HOURS** 1,249  
**2014 YTD HOURS** 708

**Non-Pharos sessions**

**VOLUNTEERS**

**PEOPLE** 67

**HOURS** 67

**2014 YTD HOURS** 57  
**2014 YTD HOURS** 215.75

**PROGRAMS & TOURS**

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

**Total Youth Programs**

Total Adult Programs

**HOURS** 104  
 170  
 58  
 0  
 107  
 19

**YTD PEOPLE** 6  
 8  
 5  
 0  
 3  
 3

**2014 YTD HOURS** 104  
 170  
 58  
 0  
 107

**2014 YTD HOURS** 30  
 238  
 26  
 6  
 8  
**308**  
 125

**BOOKINGS & ARRANGEMENTS**

**HRS THIS MONTH** 8.5

**HRS YTD** 8.5

**HRS YTD 2014** 8.5

**TOTALS**

## Children's Library Summary January 2015

What a difference a year makes! Monday Book Time was well-attended all month, averaging 49 attendees each week. Saturdays were almost as good, with an average attendance of 37. A year ago, we were wondering if we should reduce Mondays to only one session, because of falling attendance.

The middle school special education class visited three times this month, averaging 10 students plus staff each week. Two Headstart classes also came to visit, but three classes had to cancel because of weather or health.

The winter reading program continues. As of February 3, there are 323 boys and girls registered; forty-five have returned their completed reading logs and received their free books. The program ends February 21. If you have a chance, you should check out all the Super Hero "shields" adorning the brick wall in Children's.

On Friday, January 9, an artist from the Duluth Art Institute led 24 children and adults in creating beautiful works of art in needle-felted wool. This was a Legacy program through the Arrowhead System.

Thursday, January 22, 26 children and adults attended Family Movie Night's presentation of "Frozen – The Sing-Along version." Not very tuneful, but lots of enthusiasm.

Tracy and I are currently working on the scheduling and descriptions for activities and events during the Summer Reading Program, as the first draft of information needs to be to ISD 318 Community Ed by February 6! The theme for this summer is "Read to the Rhythm."

Looking ahead:

- Tuesday, February 17 @ 3:30 p, artists of the Creativity Tank will be here to guide participants in decorating book ends with yarnbombing, glitter pens, and more. All ages are welcome. Pre-registration is recommended to insure we have adequate supplies.
- Thursday, February 26 @ 6:00 p, Family Movie Night presents "Alexander and the Terrible, Horrible, No Good Very Bad Day!"

**UNIQUE MANAGEMENT SERVICES, INC.**  
 119 EAST MAPLE STREET  
 JEFFERSONVILLE, IN 47130 USA

**INVOICE**

(812) 285-0886

DATE INVOICE #  
 2/1/2015 300386

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

**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

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
2	01-06 Placements	8.95	17.90
7	01-13 Placements	8.95	62.65
8	01-21 Placements	8.95	71.60
4	01-27 Placements	8.95	35.80
6	Credit for accts closed by client prior to beginning the collection process	-8.95	-53.70
	Total cumulative recovery of \$25,823.59, yielding an ROI of 3.97 to 1.		

Thank you for your business.

**TOTAL**

\$134.25

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

RESOLUTION NO. 2015-02  
A RESOLUTION ACCEPTING DONATIONS

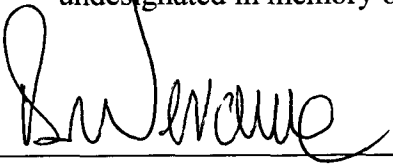
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

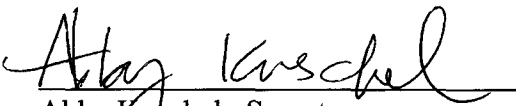
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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

\$100	Suzanne Hageman	children's materials	
\$75	Rosanne Ferguson & staff of PAN at Medtronic		undesignated in memory of Bernadine Rasmussen
\$25	Joseph and Lorna Mix		undesignated in memory of Bernadine Rasmussen
\$25	Robert and Patricia Nordskog		undesignated in memory of Bernadine Rasmussen
\$25	Ronald and Maybeth Olson		undesignated in memory of Bernadine Rasmussen
\$25	Richard and Peggy Dillon		undesignated in memory of Bernadine Rasmussen
\$25	Katherine Dodge and Steve Downing		undesignated in memory of Bernadine Rasmussen
\$30	Vickie Rasmussen Wilcox		undesignated in memory of Bernadine Rasmussen
\$50	Jeff Burg and Patti Wilcox -Burg		undesignated in memory of Bernadine Rasmussen
\$50	Willard and Bernadine Backes		undesignated in memory of Bernadine Rasmussen

Adopted this 10 day of February, 2015

  
Dennis Jerome, President

  
Abby Kuschel, Secretary

Board member *Abby Kuschel* seconded the foregoing resolution and the following voted in favor thereof: *Shannon Benolken, Mary Helen Haarstad, Dennis Jerome, Jean Mac Donell, Janet Neurauter, Sue Ziege*

And the following voted against same: *NA*

And the following abstained: *NA*

Whereby the resolution was declared duly passed and adopted.

## G R 1 Policy Discussion

**19, Record Retention, 20 Protection of Property, 21, Petty Cash, 22 Emergencies**  
Assigned for review to Shannon, Abby and Jean

### **19 RECORDS RETENTION**

The Library Board hereby adopts the records retention schedule, library section, as published by the State of Minnesota Department of Administration. A copy of that section is provided in Appendix F.

### **20 PROTECTION OF LIBRARY PROPERTY**

The Library Board places a high value on the protection of the public property under its care.

#### **20.1 Loss Prevention.**

The Library Director will maintain proper procedures to control both theft of materials and removal of materials from the collection through non-return of circulated materials and establish security measures for the building and grounds.

#### **20.2 Insurance.**

The Library Director will work with the City to assure that adequate insurance is maintained on the library and its contents.

#### **20.3 Disaster Plan.**

The Library Director will establish a disaster plan for the library.

### **21 PETTY CASH**

Library fund handling will be governed by the regulations of the Finance Department of the City of Grand Rapids. A petty cash fund of under \$100 will be maintained in the building for change making and for expenditures for international postage and maintenance supplies under \$10.00. The Library Director will provide petty cash procedures for the guidance of staff.

### **22 Emergencies in the Library**

When emergencies arise in the library, each staff member should provide for his/her own safety first. Guidelines for staff action during more common emergencies will be developed by the Director and should be followed unless doing so would compromise staff member safety.