

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
January 14, 2015 5:00 P.M.

5:00 Call to order

5:01 Roll call/Introductions: *absent: Ziege, Peters*

5:02 Public Comment (if anyone wishes to address the Board)

Organizational Matters

Elect President, Vice President, Secretary

Appoint Liason to Library Foundation, Program Committee (optional)

5:05 A. Approval of agenda (Packet Item A)

5:10 B. Minutes. (Packet Item B)

5:12 C. Communications

Letter from Itasca County transmitting funds

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

2. Approve Contracts

3. Approve Resolution 2015-1 Accepting Donations

\$1000 from the John and Gina Hawkinson Advised Fund
(unrestricted) (rec'd 2014)

\$100 from Tim and Joan Bonner in memory of Bernadine
Rasmussen (unrestricted) (rec'd 2014)

\$6.85 Friends of the Grand Rapids Library reimb. Printing Gift membership cards

\$60.01 Friends of the Grand Rapids Library reimb. Shelves and easels (2014)

\$25 from Jean Moberg & Chris Edmond in memory of Bernadine
Rasmussen (unrestricted) (2015)

Regular agenda

1. Authorize staff to solicit quotes for audio and visual equipment for the meeting room

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

3. Dedicate energy rebates to solar project.

a. (note: rebate for lights and chiller was 2943.31 in 2014)

Policy Discussion:

Policies 1-5 (included in packet)

Donation policy (see web page)

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
December 10, 2014**

Call to Order: The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

Roll Call:

- *Members Present:* Janet Neurauter, David Yankowiak, Mary Helen Haarklau, Dennis Jerome, Max Peters, Shannon Benolken, John Soll, and Jean MacDonell
- *Members Absent:* Abby Kuschel
- *Staff Present:* Director Marcia Anderson

Public Comment:

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

Minutes: A correction was made by Shannon Benolken to the November 12, 2014 minutes. The correct spelling of her last name is Benolken, not Belkonen, as was written. John Soll moved to approve the minutes from the November 12, 2014 board meeting with the stated correction. A second was made by David Yankowiak. The motion passed unanimously.

Communications:

Department Head Report to Council 11/24

Director Marcia Anderson recently presented a report to the City Council. They asked whether the bus service available from the schools to the library was actively publicized. The library board agreed that it is a useful service and discussed how to promote it to parents. Shannon noted the unfortunate fact that students are ^{not} allowed to take more than two buses. Janet suggested finding out more about the rules so additional publicity can be developed.

amended
11/14/15

Financial Report:

The Grand Rapids Area Library Bill List Invoices Due On/Before December 10, 2014

AMERIPRIDE LINEN & APPAREL	41.86
ANGELA FOSTER	200.00
ARROWHEAD LIBRARY SYSTEM	66.23
BAKER & TAYLOR, INC	2,444.19
BLUE CROSS & BLUE SHIELD OF MN	2,776.00
BONNIE HENRIKSEN	14.60
BUSY BEES QUALITY CLEANING	1,700.00
CANDACE SIMAR	200.00
CDW GOVERNMENT INC	558.28
CHAD B STERLE	75.00
CITY OF GRAND RAPIDS	7,600.00
COLE HARDWARE INC	73.45
DELTA DENTAL OF MINNESOTA	132.75
FILTHY CLEAN INC	490.00
GRAND RAPIDS CITY PAYROLL	35,542.31
KATHIE ALLEN COACHING INC	55.00
LINCOLN NATIONAL LIFE	124.15
MICHAEL RUSSELL	987.50
MINNESOTA ENERGY RESOURCES	709.59
MINNESOTA REVENUE	47.85
NEXTERA COMMUNICATIONS LLC	86.74
NORTHERN BUSINESS PRODUCTS INC	111.10
P.U.C.	2,732.89
PERSONNEL DYNAMICS LLC	108.00
PIZZA WORKS	9.99
RANGE CREDIT BUREAU INC	45.02
RECORDED BOOKS	971.50
SCENIC RANGE NEWS	20.00
SILICON ENERGY LLC	408.50
SIM SUPPLY INC	135.96
SOFTWARE HARDWARE INTEGRATION	1,770.00
THE VILLAGE BOOK STORE	84.58
UNIQUE MANAGMENT SERVICES	196.90
VERIZON WIRELESS	112.44
VIKING ELECTRIC SUPPLY INC	234.90
XEROX CORPORATION	30.50
TOTAL ALL VENDORS:	60,897.78

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

Staff Reports:

- *Director's Report:* Director Marcia Anderson informed the board about an option to install replacement light fixtures for the recessed lights around the library. There are 58 in the building, and if they are replaced with energy-efficient lights, could save up to 10 cents a day per light. The initial cost to install new lights would be approximately two times what just replacing bulbs and failed ballasts would be. Marcia also told the board about the Iron Range Engineering project report. The report focused on searching for options for using water to cool the library in the summer. Of the options researched, none would benefit the library enough to employ easily at the library. The students' recommendation was to continue exploration of one of the options studied.

Old Business:

New Business:

- *Consent Agenda:*
 - A. Approve payment of late bills
 - a. Mike Russell (entry floor repair and carpet replacement)
\$330.00
 - B. Approve Contracts
 - a. (None)
 - C. Approve Resolution 2014 - Accepting Donations
 - a. \$250 from Nick and Nancy Eltgroth Fund - unrestricted

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

- *Regular Agenda:*

1. Review Policies

23. Gifts of Art

The library board decided to strike all of 23.1 and replace it with 23.3. The word "short" will omitted when describing the release that must be signed by the donor. David Yankowiak suggested that the policy be revised to allow for the library board to use the proceeds from sold donated art at its discretion.

24. Alcohol Free Area

The was a discussion about the permission of alcohol use during special events on library property. The policy will be revised to state that exceptions can be made to the "no alcohol permitted" policy if a permit is approved by the city council and the library board votes to allow it.

25. Tobacco Free Facility

It was decided by the board to strike last sentence which allows smoking outside the north door near the meeting room. It was also agreed upon to change the distance from the door where it is permitted to smoke on the grounds from 30 feet to 50 feet. Shannon Benolken suggested that the wording be changed to expressly state that both the use of tobacco and e-cigarettes is prohibited. The board agreed.

27. Memorial Plantings

The board discussed the current Memorial Plantings policy and decided to add limitations to liability for plantings. Language will be added to the effect that the Grand Rapids Area Library or City of Grand Rapids is not responsible for replacement of the memorial; it will be taken care of only by regular groundskeeping procedures. The revised policy will also add a release form for donors to sign.

Adjourn:The monthly board meeting was adjourned at 6:15 PM by Dennis Jerome.

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 22, 2014 5:00 P.M.

Special Meeting

5:00 Call to order

5:01 Roll call:

- *Members Present*, David Yankowiak, Max Peters, Abby Kuschel, John Soll, and Jean MacDonell, Dennis Jerome, Shannon Benolken, and Mary Helen Haarklau
- *Members Absent:* Janet Neurauter
- *Also Present:* Chad Sterle, City Attorney, Laurie Allen, Personal Representative of the Estate of Gary Eholt, Sandy O'Fallon, Grand Rapids Realty, Marcia Anderson, Library Director

5:02 A. Approval of agenda (Packet Item A)

5:03 B. New Business:

The Board members discussed the possible sale of property located at 326 Fuhrman Avenue, LaPrairie MN parcel ID 93-520-1180. An offer of \$130,000 was presented by Sandy O'Fallon. Shannon moved to return a counter-offer of \$135,000 with the closing date to be changed as directed by the judge in probate court. John Soll seconded the motion. On a roll call vote it passed unanimously.

5:30 Adjourn

November 26, 2014

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

Dear Mr. Weikum:

The apportionment for November 2014, includes the following totals:

Arbo Township	\$ 2,725.70
Blackberry Township	3,050.02
Feeley Township	2,134.54
Harris Township	10,895.84
Sago Township	1,027.66
Spang Township	1,195.37
Wabana Township	3,986.45
City of Bass Brook/Cohasset	30,319.76
City of LaPrairie	1,458.43
City of Warba	334.41

TOTAL

\$57,128.18

101-01-002-68061
Grand Rapids
Satellite

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

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

PAID DEC 31 2014
✓49970

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2014
With Comparative Totals for December 31, 2013

PRELIMINARY	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	368,148	383,238	382,896	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	431,434	441,869	441,527	
Revenues:				
Taxes	532,589	558,099	603,975	92%
Intergovernmental	163,356	148,074	130,000	114%
Charges for Services	10,882	10,638	11,182	95%
Fines & Forfeits	13,207	13,319	15,000	89%
Blandin Grant	2,262	-	-	0%
GR Library Foundation	18,150	6,907	-	0%
Miscellaneous	18,059	16,875	12,500	135%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	758,505	753,913	772,657	98%
Expenditures:				
Personnel	529,315	530,400	544,347	97%
Supplies/Materials	79,997	86,866	94,600	92%
Other Services/Charges	126,998	123,258	133,710	92%
Blandin Grant	2,261	-	-	0%
TOTAL EXPENDITURES	738,571	740,524	772,657	96%
OPERATING SURPLUS (DEFICIT)	19,934	13,389	-	
GR Library Foundation Capital Grant	40,725	-	-	
Capital Outlay	50,222	-	-	
Fund Balance 12/31/XX				
Cash Flow	378,585	396,627	382,896	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 12/31/XX	\$ 441,871	\$ 455,258	\$ 441,527	

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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ 519,542	86%
211-00-31-00-0200	DELINQUENT	-	2,302	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	36,255	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	20,482	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	127,419	98%
211-00-33-00-6310	ALS REIMBURSEMENT	-	173	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,900	1,679	88%
211-00-34-00-7975	INTERNET	3,000	3,355	112%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	320	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	13,319	89%
211-00-37-00-2310	DONATIONS	2,500	1,386	55%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,475	148%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	1,952	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	380	127%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	6,907	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	3,749	125%
211-00-37-00-2450	MISCELLANEOUS	1,900	5,686	299%
211-00-37-00-5100	INVESTMENT INCOME	2,500	964	39%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	753,913	98%
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	309,781	306,758	99%
211-00-75-10-1030	SALARY-PARTTIME	101,697	96,198	95%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,283	76%
211-00-75-10-1210	PERA	29,832	29,012	97%
211-00-75-10-1220	FICA	25,512	23,668	93%
211-00-75-10-1250	MEDICARE	5,966	5,535	93%
211-00-75-10-1310	HEALTH INSURANCE	63,855	62,215	97%
211-00-75-10-1330	LIFE INSURANCE	246	214	87%
211-00-75-10-1335	DENTAL INSURANCE	1,858	1,599	86%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,913	121%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	5,931	74%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,503	150%
211-00-75-20-2030	PRINTING/BINDING	600	744	124%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,094	77%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,802	90%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	7,568	63%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	376	38%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	334	95%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	6,230	312%
211-00-75-20-2110	BOOKS	42,000	43,071	103%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,709	52%
211-00-75-20-2130	NEWSPAPERS	1,000	1,655	165%
211-00-75-20-2140	PERIODICALS	8,000	6,768	85%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,490	83%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	590	197%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	656	82%
211-00-75-30-3040	LEGAL	500	75	15%
211-00-75-30-3070	LAUNDRY	480	506	105%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	7,331	183%
211-00-75-30-3210	TELEPHONE	7,000	5,249	75%
211-00-75-30-3220	POSTAGE/FREIGHT	500	305	61%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%
211-00-75-30-3255	STAFF TRAINING	500	799	160%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	255	85%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	2,289	95%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	297	59%
211-00-75-30-3610	GENERAL INSURANCE	9,000	9,229	103%
211-00-75-30-3810	ELECTRICITY	39,930	30,092	75%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	2,971	186%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	5,065	127%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	7,621	152%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	11,871	79%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,774	177%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,113	81%
211-00-75-30-4030	ONLINE SERVICES	3,000	3,624	121%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	3,653	73%
211-00-75-30-4100	EQUIPMENT LEASES	900	844	94%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	117	23%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	772,657	740,524	96%
	SURPLUS REVENUES/(EXPENDITURES)	-	13,389	

DATE: 01/08/2014
 TIME: 14:53:01
 ID: GL450000.WOW

CITY OF GRAN PIDS
 DETAILED BALANCE SHEET

E: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 12/31/14
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	473,554.15	473,554.15	0.00
211-00-00-00-1010	CASH	421,741.77	769,410.52	766,235.58	424,916.71
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	4,780.00	0.00	0.00	4,780.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	32,727.00	0.00	0.00	32,727.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	16,251.37	7,740.85	16,251.37	7,740.85
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	13,819.80	0.01
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	34,906.70	34,428.08	478.62
TOTAL		475,610.14	1,299,432.03	1,304,288.98	470,753.19
TOTAL ASSETS					
		475,610.14	1,299,432.03	1,304,288.98	470,753.19
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	748,164.21	741,615.72	9,111.94
211-00-00-00-2030	SALES TAX PAYABLE	0.00	469.59	521.30	51.71
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	12,381.99	12,381.99	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,780.00	0.00	0.00	4,780.00
211-00-00-00-2220	DEFERRED REVENUES	918.75	918.75	1,073.25	1,073.25
TOTAL		33,741.17	761,934.54	743,210.27	15,016.90
TOTAL LIABILITIES					
		33,741.17	761,934.54	743,210.27	15,016.90

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 12/31/14
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	441,868.97	0.00	0.00	441,868.97
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	34,428.08	34,906.70	478.62
TOTAL		441,868.97	34,428.08	34,906.70	442,347.59
	FUND SURPLUS (DEFICIT)	0.00	0.00	13,388.70	13,388.70
TOTAL FUND EQUITY		441,868.97	34,428.08	48,295.40	455,736.29
TOTAL LIABILITIES AND FUND EQUITY					
		475,610.14	796,362.62	791,505.67	470,753.19

DATE: 01/08/2015
 TIME: 14:50:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2014

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	237,647.15	603,975.00	519,541.64	0.00	84,433.36	86
211-00-31-00-0200	DELINQUENT	499.56	0.00	2,302.29	0.00	(2,302.29)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	5,423.48	0.00	36,254.89	0.00	(36,254.89)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		243,570.19	603,975.00	558,098.82	0.00	45,876.18	92
TOTAL TAXES		243,570.19	603,975.00	558,098.82	0.00	45,876.18	92
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	20,482.28	0.00	20,482.28	0.00	(20,482.28)	100
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	57,128.18	130,000.00	127,419.05	0.00	2,580.95	98
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	173.00	0.00	(173.00)	100
TOTAL		77,610.46	130,000.00	148,074.33	0.00	(18,074.33)	114
TOTAL INTERGOVERNMENTAL		77,610.46	130,000.00	148,074.33	0.00	(18,074.33)	114
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	177.54	1,900.00	1,678.59	0.00	221.41	88
211-00-34-00-7975	INTERNET	428.63	3,000.00	3,355.06	0.00	(355.06)	112
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	0.00	320.00	0.00	(320.00)	100
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	2.81	0.00	(2.81)	100
TOTAL		646.17	11,182.00	10,638.46	0.00	543.54	95
TOTAL CHARGES FOR SERVICES		646.17	11,182.00	10,638.46	0.00	543.54	95
FINES & FORFEITS							

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,015.63	15,000.00	13,319.19	0.00	1,680.81	89
TOTAL		1,015.63	15,000.00	13,319.19	0.00	1,680.81	89
TOTAL FINES & FORFEITS		1,015.63	15,000.00	13,319.19	0.00	1,680.81	89
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	1,066.86	2,500.00	1,385.86	0.00	1,114.14	55
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	100.00	1,000.00	1,475.00	0.00	(475.00)	148
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	1,952.46	0.00	(1,952.46)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	300.00	380.00	0.00	(80.00)	127
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,283.76	0.00	16.24	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	6,906.75	0.00	(6,906.75)	100
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	165.00	3,000.00	3,749.00	0.00	(749.00)	125
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	145.90	1,900.00	5,685.50	0.00	(3,785.50)	299
211-00-37-00-2455	NATURAL GAS REBATE	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	963.53	0.00	1,536.47	39
TOTAL		1,477.76	12,500.00	23,781.86	0.00	(11,281.86)	190
TOTAL MISCELLANEOUS REVENUE		1,477.76	12,500.00	23,781.86	0.00	(11,281.86)	190
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		324,320.21	772,657.00	753,912.66	0.00	18,744.34	98

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	24,249.17	309,781.00	306,757.84	0.00	3,023.16	99
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	6,512.97	101,697.00	96,198.39	0.00	5,498.61	95
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	54.00	3,000.00	2,282.96	0.00	717.04	76
211-00-75-10-1210	PERA	2,230.27	29,832.00	29,012.32	0.00	819.68	97
211-00-75-10-1220	FICA	1,828.35	25,512.00	23,668.12	0.00	1,843.88	93
211-00-75-10-1250	MEDICARE	427.63	5,966.00	5,535.49	0.00	430.51	93
211-00-75-10-1310	HEALTH INSURANCE	2,115.22	63,855.00	62,215.46	0.00	1,639.54	97
211-00-75-10-1330	LIFE INSURANCE	28.49	246.00	214.48	0.00	31.52	87
211-00-75-10-1335	DENTAL INSURANCE	81.39	1,858.00	1,599.33	0.00	258.67	86
211-00-75-10-1347	VISION INSURANCE	1.74	0.00	2.65	0.00	(2.65)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	200.00	0.00	0.00	200.00	0
211-00-75-10-1510	WORKERS COMPENSATION	221.40	2,400.00	2,912.80	0.00	(512.80)	121
TOTAL PERSONNEL		37,750.63	544,347.00	530,399.84	0.00	13,947.16	97
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	207.60	8,000.00	5,930.56	0.00	2,069.44	74
211-00-75-20-2020	COPY SUPPLIES	84.60	1,000.00	1,503.08	0.00	(503.08)	150
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	744.47	0.00	(144.47)	124
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	3,093.89	0.00	906.11	77
211-00-75-20-2070	COMPUTER INVENTORY	27.78	2,000.00	1,801.99	0.00	198.01	90
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	7,567.75	0.00	4,432.25	63
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	376.37	0.00	623.63	38
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	125.07	350.00	334.03	0.00	15.97	95
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	6,230.47	0.00	(4,230.47)	312
211-00-75-20-2110	BOOKS	1,023.52	42,000.00	43,070.82	0.00	(1,070.82)	103

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 FOR 12 PERIODS ENDING DECEMBER 31, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	490.96	9,000.00	4,709.39	0.00	4,290.61	52
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,654.88	0.00	(654.88)	165
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	6,767.99	0.00	1,232.01	85
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	213.22	3,000.00	2,490.13	98.62	411.25	86
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	590.48	0.00	(290.48)	197
TOTAL SUPPLIES & MATERIALS		2,172.75	94,600.00	86,866.30	98.62	7,635.08	92
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	656.27	0.00	143.73	82
211-00-75-30-3040	LEGAL	0.00	500.00	75.00	0.00	425.00	15
211-00-75-30-3070	LAUNDRY	41.86	480.00	506.18	0.00	(26.18)	105
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	20,400.00	0.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,009.99	4,000.00	7,330.81	480.00	(3,810.81)	195
211-00-75-30-3210	TELEPHONE	335.76	7,000.00	5,249.42	0.00	1,750.58	75
211-00-75-30-3220	POSTAGE/FREIGHT	113.80	500.00	304.50	0.00	195.50	61
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	1,000.00	122.70	0.00	877.30	12
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	798.98	0.00	(298.98)	160
211-00-75-30-3300	COMMUNITY ED PROMOTION	0.00	300.00	255.00	0.00	45.00	85
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	411.70	2,400.00	2,289.40	0.00	110.60	95
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	150.00	0.00	0.00	150.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	500.00	296.92	0.00	203.08	59
211-00-75-30-3610	GENERAL INSURANCE	(1,003.75)	9,000.00	9,229.00	0.00	(229.00)	103
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	30,092.08	0.00	9,837.92	75
211-00-75-30-3840	GARAGE REMOVAL	242.38	1,600.00	2,971.40	0.00	(1,371.40)	186
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	5,064.58	0.00	(1,064.58)	127
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,330.91	5,000.00	7,620.53	0.00	(2,620.53)	152
211-00-75-30-4010	BUILDING MAINT/REPAIRS	330.00	15,000.00	11,871.42	0.00	3,128.58	79
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	1,773.66	0.00	(773.66)	177
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	8,112.75	0.00	1,887.25	81
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	3,623.51	0.00	(623.51)	121

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	311.99	5,000.00	3,652.99	0.00	1,347.01	73
211-00-75-30-4100	EQUIPMENT LEASES	147.50	900.00	843.72	0.00	56.28	94
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	500.00	117.00	0.00	383.00	23
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		5,972.14	133,710.00	123,257.82	480.00	9,972.18	93
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		45,895.52	772,657.00	740,523.96	578.62	31,554.42	96
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		45,895.52	772,657.00	740,523.96	578.62	31,554.42	96
TOTAL FUND REVENUES		324,320.21	772,657.00	753,912.66	0.00	18,744.34	98
TOTAL FUND EXPENSES		45,895.52	772,657.00	740,523.96	578.62	31,554.42	96
FUND SURPLUS (DEFICIT)		278,424.69	0.00	13,388.70			
TOTAL ALL FUND REVENUES		324,320.21	772,657.00	753,912.66	0.00	18,744.34	98
TOTAL ALL FUND EXPENSES		45,895.52	772,657.00	740,523.96	578.62	31,554.42	96
ALL FUND SURPLUS (DEFICIT)		278,424.69	0.00	13,388.70			

Director's Report January

Election of Officers

The January meeting is the annual reorganization meeting of the Board, so officers must be elected.

Policy Discussion

General Policies 1-5 are "organizational housekeeping" in nature

New: Donations:

We have little in the way of written policy on accepting donations. About 2 years ago I drafted the language in the "contribute" page on our web site based on current practices and the mission statement of the *Library Foundation*. Please review [the web page](#), and if the spirit of the language is ok, I can draft a succinct policy statement for consideration at the February meeting.

Personnel Issues

Human Resources is planning to take a proposal to make John and Tracy full time at a higher pay grade to the Council for approval January 26nd

Union Negotiations

Contract negotiations were completed and settled by the end of the year. A new union contract is included in your packet for inclusion in your Board book, folder, etc. If you would like a printed copy, please let me know.

Coffee with the Mayor and Administrator

This will continue for Jan. It will be repeated at 11:00 am on the 2nd and 43th Mondays of January.

Property Bequest Update

The counter offer approved at the December 22nd special meeting was accepted by the buyer. Chad Sterle said the probate court would issue a deed to the buyer at closing in 6-8 weeks.

Conversation with County re library funding issues

"Library Funding Issue" is on the agenda for the next regularly scheduled City/County Cooperative meeting on January 14. I will report feedback at the board meeting.

New Delivery process

ALS started a new process January 2nd for delivering items throughout the region. So far it seems to be working well.

Teens

Teen Advisory Board

December 2014

Paige C., Jadey H., Desiree R.

Members discussed having a video contest. The library owns Flip Cameras. Talked about how to run the contest. Suggestions for having a 2 hour movie making contest. Discussed how to get the entries. Talked about uploading to YouTube and the need for user name and password. Members discussed advance reader copy books they received a while back. I will order some of the titles they suggested.

Teen Anime Club took place on December 29. There were 2 participants. We watched episodes of Durarara and Negima!

There were 10 participants in the teen room monthly drawing. Emi S. and Desiree R. were the winners.

Legacy funds provided a henna tattoo artist for a program on Tuesday, December 23. I wasn't so sure about the day before Christmas but we had a turnout of 15 participants! The artist was Kristy Johnson from Duluth. She was quite enthusiastic about her craft and did a nice job of mixing lecture with hands-on activities. All participants received a small cone of henna dye they could take home with them. Several participants had Kristy put a small design on their skin. The dye lasts about 2-3 weeks on the skin. A girls group home came to the program.

Operations

We have a display of winter sports books on the display table. Several of the books have been checked out.

The library is the only tax form outlet in town. We recently learned we will only receive 1040, 1040A, and 1040EZ federal forms and NO instruction booklets. We will receive no other forms. The IRS did give provide three ways to get the forms. One can phone the IRS or order them online or visit irs.gov to download and print.

The Garden Club took down the large tree they had in the lobby. It was an amazingly tall tree and patrons really noticed the size of it.

CIRCULATIC
 Check-outs 9,696 THIS MONTH YTD 148,725 YTD 160,804 Express Check outs % of total c/o 2,790 28.77%
 Total Circulation 11,480 170,352 183,311 -7.51%
 Returns 12,670 170,062 183,360 -7.07%
 New cards 72 1,320 1,458 -7.25%
 -9.47%

TECHNICAL PROCESSES
 Books cataloged and processed 428 THIS MONTH YTD 6,608 YTD 2013 6,729
 Withdrawn copies 1,079 9,778 9,915
 Withdrawn Titles 259 3,923 4,927

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

REFERENCE
 questions 612 THIS MONTH YTD 9,098 YTD 2013 9,781
 tests proctored 5 83 127
 computer help over 5 minutes 33 225 93
INTERNET
 Pharos sessions *** 1,187 679 16,367 YTD HOURS 9,872 YTD SESSIONS 18,111 YTD HOURS 10,347

Non-Pharos sessions 59 674 1,038
VOLUNTEERS HOURS 3349.75
 see attached sheet E 6 for summary

PROGRAMS & TOURS
 BOOK TIME 6 PEOPLE 106 YTD PROGRAMS 60 YTD PEOPLE 1,374 YTD GROUPS 59 YTD PEOPLE 1,364
 SATURDAY STORY TIME 4 51 85 85 2,329 72 2,209
 CLASS VISITS 3 67 49 49 1,436 58 1,464
 NON SCHOOL GROUPS 0 0 7 7 209 4 90
 CHILDREN'S PROGRAMS 1 32 38 38 1,448 32 1,702
 TEEN PROGRAMS 4 30 46 46 518 43 531
Total Youth Programs 18 286 285 285 7,314 268 7,360
 Total Adult Programs 3 48 54 54 1,563 58 1,417

BOOKINGS & ARRANGEMENTS HRS THIS MONTH 6.5 HRS YTD 106 HRS YTD 2013 117.5
TOTALS

Children's Library Summary December 2014

As you can probably guess, things slow down a bit in December. We had only three Monday Book Times, and only two Saturday Story Times; attendance at both was down. Saturday Story Times resumed on January 3 and Monday Book Times, on January 5.

We did have a visit from each of the special education classes at the middle school and the high school. Also, on December 4, Tracy gave two groups of Class Act students from ICC a tour of the Children's library, before they completed a children's literature project.

The winter reading program, "Reading Adventures: Captains of the Comics!" began on Saturday, December 13. As of January 10, we have 222 children signed up to read. This program is open to all area boys and girls, ages birth through 14 years. Participants receive an activity booklet with puzzles and coloring pages, a bookmark, and a chart on which they keep track of the time they read or are read to. We don't care what they read, just that they DO read. When they've filled in their chart, they return it to the library and exchange it for a brand new free book that they choose from two carts full of titles, made possible by donations, and the Friends of the Library.

The kick-off event for winter reading also took place on December 13. Thirty-two children and adults created folded books in which to collect winter words. Kirsten from the Creativity Tank led this Children First! event.

As a side note, I attended a meeting of the planning committee for an annual event: Spotlight on Books. For the past 10+ years, this event for adults focused on children's literature has taken place at Rutger's Sugar Lake Lodge. In 2015 it will move to Chase on the Lake in Walker. The staff and Friends of GRAL have always been participants and supporters of this event. It remains to be seen how our roles will change with the change of venue.

Looking ahead:

- Friday, January 9 @ 3:30 p, the Duluth Art Institute will present "Painting with Wool: Needle Felting Fun." Recommended for ages 7 and up, including adults. Pre-registration is required as space is limited. See posters around the building for some beautiful examples of this art.

- Thursday, January 22 @ 6:00 p, Family Movie Night will feature "Frozen – the Sing Along version!" Come and find your inner Elsa – or Olaf!

Library Volunteer December 2014

There is a spreadsheet attached that provides an overview of library volunteers for 2014. We will move into 2015 using this new format for reporting volunteer activity.

Highlights in the month of December regarding library volunteers include:

Elaine Wilson who often works 2 1/2-4 hours five days a week returned in mid-December after nearly a month-long absence while her husband was hospitalized. Staff is thrilled to have Elaine back. She does the pull-list at least twice a week, is a dedicated shelver, does the NY Times list each week and fills in where ever staff needs a project done. Having Elaine gone created a need to call in a couple of intermittent volunteers and created the need for staff to do more shelving and sorting than typical.

Barb Meyers has diligently updated program files and created a new report format for Volunteer hours.

The Program Committee celebrated 3 retiring committee members who have given great direction---John Soll, Randy McCarty and Lisa Marcis. Lisa submitted a lovely letter which was read at the December Program Committee meeting expressing her appreciation for the opportunity of serving on the committee: "I have enjoyed this experience and very much value and admire the work this committee has done and continues to do—from providing a space for people to think critically and ask questions about serious issues, to raising awareness, to providing a bright and joyful environment for people to discover and pursue passions (and, of course, come and utilize the library!)" She hopes to return to the committee in the future.

On December 31st about 12 volunteers and committee members came to the library for an end-of-year celebration and appreciation reception. Snacks, dessert and beverages were served while staff and volunteers visited. It is fun to recognize and thank our corps of volunteers for the commitment and energy they put forth in service of the library.

2014 has been a great year for volunteerism at the library!

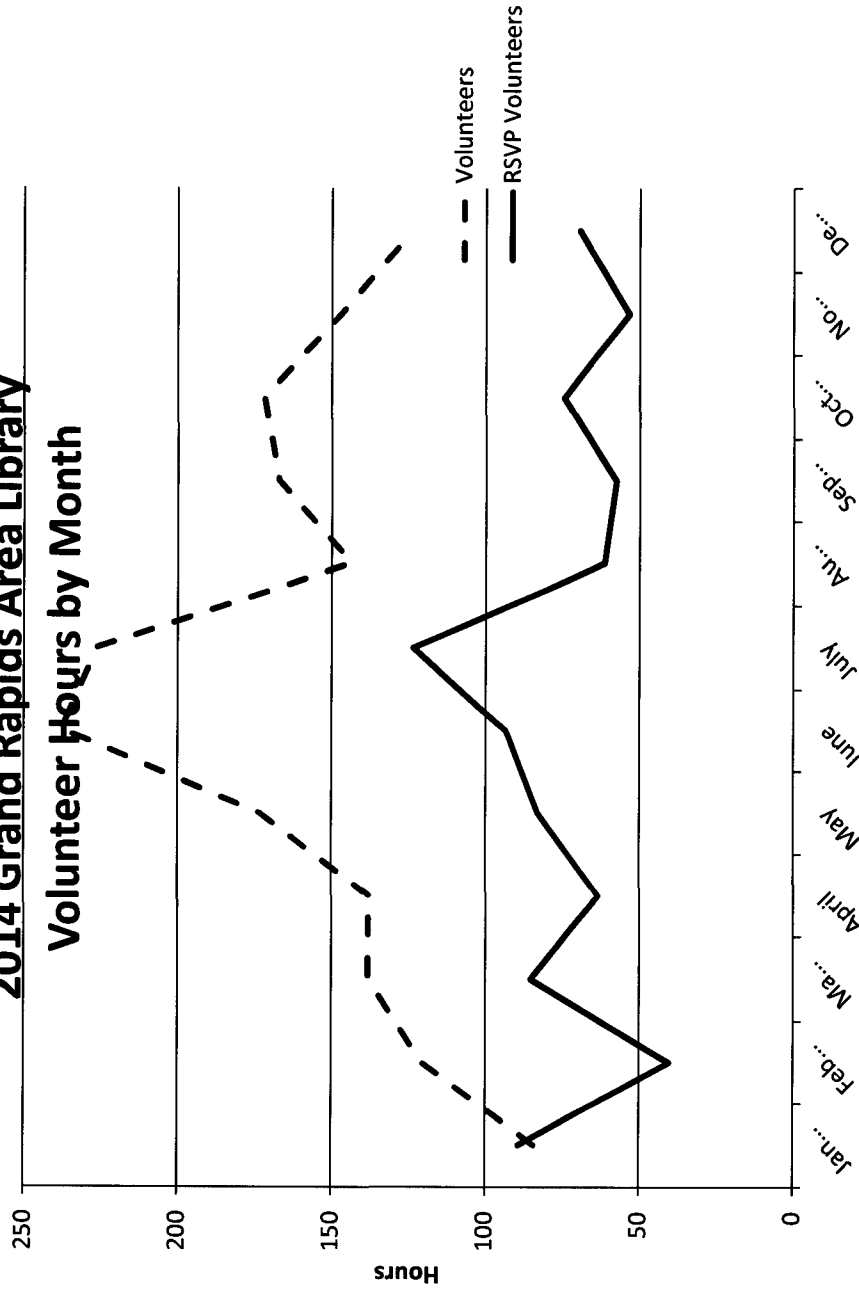
2014 Volunteer Report

Grand Rapids Area Library

Months	Regular Volunteers		RSVP Volunteers		Library Board		Library Foundation Board		Program Committee		Teen Advisory Board		Friends of the Library		Total	
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	16	84.25	5	89.25					6	14					27	187.5
February	20	120.75	4	40.25											24	161
March	17	138.25	5	85.25	7	46.5			6	18	5	5			40	293
April	17	138	4	63.5											21	201.5
May	21	173.5	6	83											27	256.5
June	25	238	10	93.5					7	17	5	4.5			47	353
July	24	226.25	10	123.5											34	349.75
August	20	143.75	6	61.34	6	6			7	17	3	4			42	232.09
September	21	167.25	9	57.5											30	224.75
October	21	171.92	7	74.5					9	19.25	4	4			41	269.67
November	20	147	6	53.25					11	31.5	4	4			41	235.75
December	19	123.75	7	69.5					8	22.25	4	4	9	12	47	231.5
Total	241	1872.67	79	894.34	13	52.5			54	139	25	25.5			421	2996.01

2014 Grand Rapids Area Library

Volunteer Hours by Month



Board member *Shannon Benoltien* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2015-01
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:

- \$1000 from the John and Gina Hawkinson Advised Fund (unrestricted) (rec'd 2014)
- \$100 from Tim and Joan Bonner in memory of Bernadine Rassmussen (unrestricted) (rec'd 2014)
- 6.85 Friends of the Grand Rapids Library reimb. Printing Gift membership cards
- 60.01 Friends of the Grand Rapids Library reimb. Shelves and easels
- All rec'd 2014
- \$25 from Jean Moberg & Chris Edmond in memory of Bernadine Rassmussen (unrestricted)

Adopted this 14 day of January 2014



Dennis Jerome, President



Abby Kuschel, Secretary

Board member *Jean MacDonnell* seconded the foregoing resolution and the following voted in favor thereof: *Janet Neuraater, Mary Helen Haarthall, Dennis Jerome, Randy McCarty*

And the following voted against same:
And the following abstained:
Whereby the resolution was declared duly passed and adopted.

1. INTRODUCTION

1.1 Scope of Manual

This manual contains those policies that, together with the By-laws of the Board, the laws of the State of Minnesota, the Municipal Code of the City of Grand Rapids, the Personnel policies of the City of Grand Rapids and the labor contract with library employees govern the Grand Rapids Area Library.

1.2 Adoption

These policies were adopted by resolution of the Library Board, April 12, 2006 and became effective upon approval.

1.3 Amendment

These policies may be amended at any time by resolution of the Grand Rapids Area Library Board of Trustees.

1.4 Disclaimer

These policies shall apply unless they are in conflict with Minnesota Statutes.

1.5 Savings Clause

If any portion or portions of these policies are held invalid, the remainder shall not be affected thereby.

2. GOVERNANCE

The Grand Rapids Area Library operates as a unit of the City of Grand Rapids as a public library under provisions of Minnesota Statute Chapter 134. It is governed by a Board appointed by the City Council and funded as provided in various portions of Minnesota Statutes Section 134, Public Libraries. Minnesota Statutes Section 13.40 establishes rules for data privacy for Public Library records. Minnesota Statute 609.541 governs protection of library books. (Appendix A)

3. STATUS AS A PUBLIC LIBRARY

The Grand Rapids Area Library will function as a public library as defined by Minnesota Statutes and the Grand Rapids Municipal Code.

- Minnesota Statutes chapter 134.14 states: "Every public library established under sections 134.07 to 134.15 shall be forever free to the use of the inhabitants of the city or county subject to reasonable regulations the library board may adopt."
- Chapter 34.1 of the City Code of the City of Grand Rapids states: "There shall be established at public expense, a free public library and reading room or rooms in the city to be under the management and control of the board of directors, to be appointed in the manner prescribed by the laws of this state."

3.1 Free and open access

It is the policy of the Board of Directors of the library that all rules and procedures of the library contribute to free and open access to resources to inform and enrich the lives of the community.

3.2 Fees and Fines

Fees may be charged to reimburse the library for costs of services such as meeting room use and single use/single user information acquisition. The Board may, however, choose to subsidize costs of any service within the bounds of the

library's budget. The purpose of fines assessed shall be to encourage timely return of materials and to recoup the costs of notice mailings.

3.3 Resource Development

The Library Board will operate its programs, establish plans of service, acquire materials, and contract for the provision of resources to meet the informational and cultural needs of individuals in its communities.

3.4 Resource dissemination

The Library will publicize available materials and resources which provide information about important local issues in order to improve the quality of public debate and decision making.

4. STATEMENT OF NON-DISCRIMINATION

The facilities and services of the Library are available to all, regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

5. FUNDING

The Major sources of library funding are taxes on property in the City of Grand Rapids and in specified towns and townships in Itasca County. The Library Board receives funding from a variety of additional sources, including gifts, grants, donations, fines and fees for services.

5.1 City Levy

The Library's primary source of funding is a levy established by the City of Grand Rapids.

5.2 Arrowhead Library System supporting township remittance

Under its membership agreement with the Arrowhead Library System (Appendix B), the Library receives the library taxes levied by Itasca County upon the cities of LaPrairie, Warba, and Cohasset, and the townships of Arbo, Blackberry, Feeley, ~~Grand Rapids~~, Harris, Sago, Spang and Wabana.

5.3 Supplemental funding

It is the policy of the Board of Directors that additional sources of funding will be sought in order to enhance library programs, collection, and staff for this community and to provide services as required under the Minnesota Reciprocal Borrowing Agreement to the many individuals who are not residents of our support area, but who have a right to call upon this library for service.

“Ways to Contribute” Page from web site

Gifts of Money

Monetary gifts can be designated for a specific purpose, or your gift may be totally unrestricted leaving the decision to the Library to fund areas of need.

Recognition and Remembrance gifts

These donations are usually made by individuals or families to celebrate a significant occasion or remember people. These gifts allow you to honor a friend or loved one in a unique and meaningful way. By marking a special occasion with a gift to the library you will be recognizing the important role libraries play in people's lives.

A bookplate can mark a special occasion such as:

- celebrating a birthday
- remembering a loved one
- marking an anniversary
- honoring a retirement
- heralding the birth of a child
- any occasion which calls for a significant, long-lasting remembrance

A gift to the library can reflect the tastes or interests of the individual in whose honor the gift was given. A love of gardening may inspire a book on organic vegetables, or a history buff can be remembered by a book on a favorite history topic. In memoriam or in remembrance gifts provide a lasting honor to someone who loved books and reading.

When you donate to the program, you may suggest a title, subject area or type of material you would like purchased, or you may simply ask that your contribution be used where needed the most.

A letter will be sent to the honored person or to his or her family to let them know about your thoughtful gift. A letter of acknowledgement goes to the donor as well. A bookplate will be inscribed as you designate and placed in the item, letting the community share in the recognition.

For your convenience, you may print out a Recognition and Remembrance Gift form and mail it in to the library, or drop it off.

Gifts from organizations

Many clubs and groups contribute funds to the Library each year for expanding the collection or adding a magazine most suited to the group's focus. A club or organization may, through the dedication of a title, recognize a member or officer for valued service.

Property of Significant Value

Real estate, securities or other sizable gifts of this nature will flow directly to the endowment fund of the Grand Rapids Area Library Foundation (held by the Grand Rapids Area Community Foundation)

Planned Gifts

Willed donations, bequests or endowments, or other gifts of this nature will flow directly to the Grand Rapids Area Library Foundation Endowment Fund unless otherwise stipulated by the donor.

Used Book Sales

The Friends of the Grand Rapids Area Library maintain a bookstore in the lobby of the Library stocked with donated books and discards from the Library's collection. The bookstore is open during Library hours and is restocked frequently during the week. Proceeds from sales in the Bookstore are used primarily for children's and teen programming. A large book sale is held annually the first weekend of August during Tall Timber Days. It is generally held in the Central Square Mall. Thousands of books are collected during June and July.