

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 10, 2014 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:** *absent: Kuschel*

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**

Department Head Report to Council 11/24

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. Mike Russell (Entry floor repair and carpet replacement) \$330.00

2. Approve Contracts

a. (none)

3. Approve Resolution 2014-13 Accepting Donations

a. \$250 from Nick and Nancy Eltgroth Fund - unrestricted

Regular agenda

1. Review Policies

23. Gifts of Art Dave, Janet

24. Alcohol Free Area Dave, Janet

25. Tobacco Free Facility Dave, Janet

27. Plantings Dave, Janet

6:00 **Adjourn**

**Grand Rapids Area Library
Regular Board Meeting
November 12, 2014**

Call to Order: The monthly board meeting was called to order at 5:04 PM by Secretary Abby Kuschel.

Roll Call:

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

Public Comment:

Agenda: Max Peters moved to approve the agenda. A second was made by John Soll. The motion passed unanimously.

Minutes: Jean MacDonell moved to approve the minutes from the October 10, 2014 board meeting. A second was made by David Yankowiak. The motion passed unanimously.

Communications:

1. **Minnesota Foundation Statement:** Every year, in March, the library receives some money from the Endowment fund held by the Minnesota Community Foundation. This year, it amounted to \$1284.

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before November 12, 2014**

NAME	AMOUNT DUE
AMAZON.COM	187.81
AMERIPRIDE LINEN & APPAREL	41.86
ANDERSON GLASS	67.50
ARROWHEAD LIBRARY SYSTEM	50.06
BAKER & TAYLOR, INC	2,767.06
BLACKSTONE AUDIO, INC	521.67
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	826.37
COLE HARDWARE INC	1.20
DELTA DENTAL OF MINNESOTA	216.75
DEMCO	665.24
DIVERSE MEDIA INC	32.87
FIDELITY SECURITY LIFE INS CO	11.92
GARTNER REFRIGERATION CO	2,055.00
GAYLORD BROTHERS	41.52
GRAND RAPIDS CITY PAYROLL	53,524.55
JUNIOR LIBRARY GUILD	91.00
LEARNING OPPORTUNITIES INC	2,121.57
LEXIS NEXIS	162.00
LINCOLN NATIONAL LIFE	211.40
LINCOLN REPUBLIC INSURANCE CO	20.50
MINNESOTA ENERGY RESOURCES	39.49
MINNESOTA REVENUE	34.62
NEXTERA COMMUNICATIONS LLC	97.18
NORTHERN BUSINESS PRODUCTS INC	308.27
PAUL BUNYAN COMMUNICATIONS	488.08
PERSONNEL DYNAMICS LLC	72.92
PIZZA WORKS	9.99
P.U.C.	2,651.34
SHOWCASES	130.19
SIM SUPPLY INC	97.22
TRU NORTH ELECTRIC LLC	336.39
TUMBLEWEED PRESS INC	499.00
UNIQUE MANAGMENT SERVICES	375.90

VERIZON WIRELESS	112.43
VIKING ELECTRIC SUPPLY INC	26.41
THE VILLAGE BOOK STORE	178.81
VISA	372.66
WASTE MANAGEMENT	492.67
XEROX CORPORATION	213.54
JESSICA ZIKRI	300.00
TOTAL ALL VENDORS:	76,853.96

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

Staff Reports:

- *Director's Report:* Assistant Director Amy Dettmer noted that the library is saving approximately \$13 a day with the new energy-saving lights. This pleasantly surprised the board members.
- *Assistant Director's Report:* Amy Dettmer reported that the Anime club has been well received. An eighth grader who attends the meetings told a librarian the he "found his people".
- *Children's Library:*

Old Business:

Suggestions for new Board members (Deadline is November 17):

Amy Dettmer stated that Randy McCarney is interested in the soon-opening township position. Amy also noted that the opening has been posted in the paper. David Yankowiak suggested that the position be posted somewhere in the library. Most members agreed, but no action was taken. Amy explained that if nobody comes forward before the deadline, board members can recommend and the City Council can appoint a new person for the open spot at any time during the year.

New Business:

- *Consent Agenda:*
 1. Approve payment of late bills
(none)
 2. Approve Contracts
 - a. Foster \$200 writing characters workshop November 12
 - b. Simar \$200 writing characters workshop November 12
 3. Approve Resolution 2014 - 11 Accepting Donations
 - a. \$380 from Friends of the St. Paul Library for David Treuer appearance (MNBA)
 - b. \$26.75 from Grand Rapids Library Foundation for Book Sale printing

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

- ***Regular Agenda:***

1. **Discuss Holiday-related closures under negotiation (Easter Saturday and Thanksgiving Friday)**

The library union has had a meeting about the current holiday policy. There are two options possible for the 2015 calendar: Option A: Close Thursday and Friday of Thanksgiving week, adding 1/2 day floater holiday; Option B: Keeping the library open on the Friday after Thanksgiving and adding 1 1/2 days floater holiday. Some board members wondered if it was worth it to stay open on the Saturday after Thanksgiving, because the library would only be open for four hours. Discussion arose.

Jean MacDonell moved to approve Option A in which the library will be closed the Friday after Thanksgiving and open the Saturday before Easter, staying open on the Saturday after Thanksgiving. Max Peters seconded. On a roll call vote the motion passed unanimously.

2. **Approve Resolution 2014-12 setting 2015 Library Calendar**

Amy Dettmer pointed out to the members of the board that the November 2015 board meeting would fall on November 11th, Veteran's Day. Since no business is to be conducted on that day, Amy suggested that the November 11, 2015 board meeting be moved to Thursday, November 12, 2015. The board members agreed.

Jean MacDonell moved to approve resolution setting the 2015 holiday calendar including Option A from regular agenda Item One, closing the library on December 26, 2015 and staying open on January 2, 2016. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

3. **Discuss policies**

16. Code of Ethics

17. Confidentiality of Library Records

18. Policy on consultation with the city of Grand Rapids to maintain consistent personnel policies

David Yankowiak moved to approve policies 16, 17, and 18. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:39 PM by Abby Kuschel.



Library Department Head Report

November 24, 2014



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

Strategic Plan Implementation Update

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

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

- **Saturday Story Times** continue, thanks to the generosity of the Library Foundation. This summer and fall the attendance ranged from 37-70, now split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we have drawn families from throughout Itasca County, and farther east.
- We have monthly **Family Movie Nights** with attendance ranging from 5 to 70.
- We have seen many **class visits** already this fall. Several Southwest 3rd and 4th grade classes have been walking to the Library regularly, and we have had many visits from area preschools
- Our summer Reading Program "Paws to Read" was very popular, with 819 children signing up to participate. We had 23 children's programs this summer, with attendance by 730 people, (not including Story Times)
 - Programs included a 6 week art series in collaboration with MacRostie Art Center, Wicked Cool Science, Cake Decorating, Stubby the Elephant (play), and Jack Pearson, singer and storyteller
- We are exploring ways to design a space just for 6-12 year olds, with some art or other interactive projects available, and will look for additional programming to engage this age group.
- Upcoming Programs:
 - Balsam Puppet Team
 - Felting Wool (Duluth Art Institute)
- Kickoff for winter reading program is Winter Word Play on December 13. The theme is: Superheroes! The program will run from December 13 to February 21



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IT'S IN MINNESOTA'S NATURE

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

- Our recent **programming** for adults has included such programs as:
History Programs: Continuing Civil War discussions (part of the ongoing series started in early 2012) Lost Towns of Minnesota, History of the Cuyuna Iron Range, History Player Virginia May Hope, WWII WASP
Practical programs such as Landscaping for Wildlife, and Trapping 101
Scientific programs such as the results of a study of moose in MN
- **Upcoming programs** in December include:
Pictographs in Quetico, Cross Country Skiing, Plastic Bag waste.
- We provide people with **instructional or informational** materials for the practical necessities, such as building a deck, home repair or remodeling, cooking and crafts

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

- We continue to offer **beginning computer classes**, turning our meeting room into a computer training space. We offered 5 classes this fall, with a total of 37 participants -
- Classes are: *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners.*
- Our computers continue to be used often by people taking **online classes**, or doing homework for local classes.
- Our public wireless network is in constant use by people bringing their own devices
- **Online Databases** provide 24/7 access to a wealth of research and learning opportunities
- Live online Homework Help tutors and online resume help is available through Brainfuse.
- Test preparation and practice for education and careers is now available through Learning Express Library.

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

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including:
Sara Pajunen with Finnish music and history, the Icebox Radio Theater, Frederick the Photographer,
- **A commitment to cultural diversity in programming and displays continues.**
Recent programming has included:
David Treuer, Author of *Rez Life*, in September in collaboration with ICC. We received an award from the Minnesota Book Award Authors in Communities program to support his appearance. His program was so popular we had



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GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

standing room only.

Muslima in Minnesota: Jessica Zikri talked about her conversion to the Islamic faith and her experiences with cultural differences

We hosted the kickoff for the 2 year visit of the *Why Treaties Matter* exhibit to Itasca County. The welcoming ceremony, including pipe and drums, was attended by about 100 people. The exhibit was in the library for 3 weeks, then moved to ICC.

- **Creativity Encouraged!**

We have hosted workshops for all ages on cartooning, felting, metal tooling, fiction writing, and photography .

Summer Concerts in the Tent,

Tuesday Independent Film Series in collaboration with the Reif Center.

- **Alternate Formats are very popular:**

Circulation of downloadable ebooks and audio books is high. **Our patrons have downloaded 14,189 titles so far this year.** There are more than 7000 audiobook titles and 8000 ebook titles available to all holders of an ALS library card. We also provide access to online magazines through Zinio and online children's books and games through Tumblebooks

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

- We planned more programs to utilize the space outside the Library, including a Spring River Walk with John Latimer, a Monarch Butterfly walk in June, and a yoga class in August. These were very successful, and we will look for more opportunities to do outdoor programs utilizing the natural areas.

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

- We have rearranged some of the tables to provide more open space and more seating near the entrance. This provides more work space and more discussion space near the doors.
- We are planning more programs that involve discussion, and collaboration.
- The teen Anime Club started this summer, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- We are promoting National Novel Writing Month and inviting writers to gather on Saturdays in the River View Room to work and share progress.



Library Department Head Report

November 24, 2014



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Building and work space issues

- The Riverfront Energy Center, using heat from wastewater discharged from the UPM Blandin plant, now provides the major heat source for the Library when temperatures are as low as 0 degrees.
- We are working with students in the Iron Range Engineering program on a project to look at the feasibility of using water as the source of cooling the Library for the summer.
- LED lights replaced the halogen bulbs in 26 pendant fixtures in early September. We noticed immediate energy savings and a cost reduction for electricity. We received a rebate from PUC for the new lights.
- The new chiller unit was finally completely functional during the 3rd week of June.
- The Library served as the pilot for the Virtual Desktop project. 9 staff workstations were replaced with thin clients and connected to a server. Erik and Lasha worked out bugs and unexpected glitches to meet our complex needs. Some of the newer workstations were repurposed to replace outdated public computers.

Communication, Publicity and outreach

- We send out an email newsletter to about 560 people once or twice each month, highlighting upcoming programs.
- 4 Library Staff members contribute to a weekly library column in the Herald Review.
- We had a table at the Community Connect event in October and promoted Homework Help and Job Search Help resources.
- Our website is heavily utilized – with over 12,500 visits since its launch in late February. Patrons are using the web page over 1,200 times per month to check hours, search the catalog, request/renew materials, view the events calendar, and more. The Library's home page, My Account Page, and Library Calendar rank first, second and fourth in visits among all city department web pages. Library staff is keeping the web site up to date by adding new content and event listings several times per week.
- Tracy Kampa, Children's Library Assistant, provided one of the keynote presentations for the Project Read Summit in September, talking about successfully raising a reader.
- One of the June Saturday Story Times was held on the street as part of the Open Streets event
- We created a Story Walk using *Little Blue Truck*, on the grounds of Central School for the September First Friday.

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

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2014
With Comparative Totals for November 30, 2013

	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	297,044	314,529	603,975	52%
Intergovernmental	69,722	70,464	130,000	54%
Charges for Services	10,600	9,992	11,182	89%
Fines & Forfeits	12,135	12,304	15,000	82%
Blandin Foundation Grant	2,261	-	-	0%
GR Library Foundation	18,100	6,907	-	0%
Miscellaneous	12,560	15,397	12,500	123%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	422,422	429,592	772,657	56%
Expenditures:				
Personnel	477,861	492,649	544,347	91%
Supplies/Materials	75,896	84,208	94,600	89%
Other Services/Charges	120,259	113,300	133,710	85%
Blandin Grant	2,774	-	-	0%
TOTAL EXPENDITURES	676,790	690,157	772,657	89%
OPERATING SURPLUS (DEFICIT)	(254,368)	(260,565)	-	
GR Library Foundation Capital Grant	40,725	-	-	
Capital Outlay	50,222	-	-	
Fund Balance 11/30/XX				
Cash Flow	104,283	122,673	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 11/30/XX	\$ 167,569	\$ 181,304	\$ 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 **NOVEMBER 31, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ 281,894	47%
211-00-31-00-0200	DELINQUENT	-	1,803	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	30,831	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	70,291	54%
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	1,501	79%
211-00-34-00-7975	INTERNET	3,000	2,926	98%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	280	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	12,304	82%
211-00-37-00-2310	DONATIONS	2,500	319	13%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,375	138%
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 FOUNDATION	-	6,907	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	3,584	119%
211-00-37-00-2450	MISCELLANEOUS	1,900	5,540	292%
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	429,592	56%
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	282,509	91%
211-00-75-10-1030	SALARY-PARTTIME	101,697	89,685	88%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,229	74%
211-00-75-10-1210	PERA	29,832	26,782	90%
211-00-75-10-1220	FICA	25,512	21,840	86%
211-00-75-10-1250	MEDICARE	5,966	5,108	86%
211-00-75-10-1310	HEALTH INSURANCE	63,855	60,100	94%
211-00-75-10-1330	LIFE INSURANCE	246	186	76%
211-00-75-10-1335	DENTAL INSURANCE	1,858	1,518	82%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,691	112%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	5,562	70%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,418	142%
211-00-75-20-2030	PRINTING/BINDING	600	704	117%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,094	77%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,774	89%
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	209	60%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	6,230	312%
211-00-75-20-2110	BOOKS	42,000	41,764	99%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,218	47%
211-00-75-20-2130	NEWSPAPERS	1,000	1,655	165%
211-00-75-20-2140	PERIODICALS	8,000	6,768	85%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,277	76%

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

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
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	464	97%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	5,321	133%
211-00-75-30-3210	TELEPHONE	7,000	4,801	69%
211-00-75-30-3220	POSTAGE/FREIGHT	500	191	38%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%
211-00-75-30-3255	STAFF TRAINING	500	759	152%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	255	85%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	1,878	78%
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	10,233	114%
211-00-75-30-3810	ELECTRICITY	39,930	27,296	68%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	2,483	155%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	4,739	118%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	5,997	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	11,369	76%
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	3,341	67%
211-00-75-30-4100	EQUIPMENT LEASES	900	696	77%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	500	117	23%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	772,657	690,157	89%
	SURPLUS REVENUES/(EXPENDITURES)	-	(260,565)	

GRAND RAPIDS AREA LIBRARY BILL LIST - DECEMBER 10, 2014

DATE: 12/04/2014
 TIME: 11:50:43
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/10/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	41.86
0118660	ARROWHEAD LIBRARY SYSTEM	66.23
0201428	BAKER & TAYLOR, INC	2,444.19
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	558.28
0315455	COLE HARDWARE INC	73.45
0609457	FILTHY CLEAN INC	490.00
0718010	CITY OF GRAND RAPIDS	7,600.00
0805524	BONNIE HENRIKSEN	14.60
1101720	KATHIE ALLEN COACHING INC	55.00
1415377	NORTHERN BUSINESS PRODUCTS INC	111.10
1605665	PERSONNEL DYNAMICS LLC	108.00
1609925	PIZZA WORKS	9.99
1801519	RANGE CREDIT BUREAU INC	45.02
1805150	RECORDED BOOKS	971.50
1821700	MICHAEL RUSSELL	987.50
1903225	SCENIC RANGE NEWS	20.00
1909427	SILICON ENERGY LLC	408.50
1909510	SIM SUPPLY INC	135.96
1915248	SOFTWARE HARDWARE INTEGRATION	1,770.00
1920240	CHAD B STERLE	75.00
2114356	UNIQUE MANAGEMENT SERVICES	196.90
2209421	VIKING ELECTRIC SUPPLY INC	234.90
2209450	THE VILLAGE BOOK STORE	84.58
2405650	XEROX CORPORATION	30.50
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 18,233.06
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	2,776.00
0405447	DELTA DENTAL OF MINNESOTA	132.75
0718015	GRAND RAPIDS CITY PAYROLL	35,542.31
1209516	LINCOLN NATIONAL LIFE	124.15
1309199	MINNESOTA ENERGY RESOURCES	709.59
1309335	MINNESOTA REVENUE	47.85
1405850	NEXTERA COMMUNICATIONS LLC	86.74
1621130	P.U.C.	2,732.89
2205637	VERIZON WIRELESS	112.44
T000990	ANGELA FOSTER	200.00
T000991	CANDACE SIMAR	200.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF		\$ 42,664.72
TOTAL ALL DEPARTMENTS		\$ 60,897.78

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CITY OF C RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 11/30/14
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	438,305.76	438,305.76	0.00
211-00-00-00-1010	CASH	421,741.77	441,725.58	703,831.43	159,635.92
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	3,421.40	16,251.37	3,421.40
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	12,668.15	1,151.66
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	31,994.69	30,548.40	1,446.29
TOTAL		475,610.14	929,267.24	1,201,605.11	203,272.27
TOTAL ASSETS		475,610.14	929,267.24	1,201,605.11	203,272.27
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	685,941.06	685,483.57	15,202.94
211-00-00-00-2030	SALES TAX PAYABLE	0.00	436.82	469.59	32.77
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	506.25	506.25
TOTAL		33,741.17	699,678.62	686,459.41	20,521.96
TOTAL LIABILITIES		33,741.17	699,678.62	686,459.41	20,521.96

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CITY OF RAPIDS
 DETAILED BUDGET PERFORMANCE SHEET

AGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 11/30/14
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	30,548.40	31,994.69	1,446.29
TOTAL	FUND SURPLUS (DEFICIT)	441,868.97	30,548.40	31,994.69	443,315.26
		0.00	260,564.95	0.00	(260,564.95)
TOTAL FUND EQUITY		441,868.97	291,113.35	31,994.69	182,750.31
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	990,791.97	718,454.10	203,272.27

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	603,975.00	281,894.49	0.00	322,080.51	47
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,802.73	0.00	(1,802.73)	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	0.00	0.00	30,831.41	0.00	(30,831.41)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0

TOTAL		0.00	603,975.00	314,528.63	0.00	289,446.37	52
TOTAL TAXES		0.00	603,975.00	314,528.63	0.00	289,446.37	52
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	130,000.00	70,290.87	0.00	59,709.13	54
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	173.00	0.00	(173.00)	100

TOTAL		0.00	130,000.00	70,463.87	0.00	59,536.13	54
TOTAL INTERGOVERNMENTAL		0.00	130,000.00	70,463.87	0.00	59,536.13	54
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	107.45	1,900.00	1,501.05	0.00	398.95	79
211-00-34-00-7975	INTERNET	143.30	3,000.00	2,926.43	0.00	73.57	98
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	0.00	280.00	0.00	(280.00)	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		270.75	11,182.00	9,992.29	0.00	1,189.71	89
TOTAL CHARGES FOR SERVICES		270.75	11,182.00	9,992.29	0.00	1,189.71	89
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	640.52	15,000.00	12,303.56	0.00	2,696.44	82
TOTAL		640.52	15,000.00	12,303.56	0.00	2,696.44	82
TOTAL FINES & FORFEITS		640.52	15,000.00	12,303.56	0.00	2,696.44	82
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	250.00	2,500.00	319.00	0.00	2,181.00	13
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	1,375.00	0.00	(375.00)	138
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	499.00	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	80.00	3,000.00	3,584.00	0.00	(584.00)	119
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	225.87	1,900.00	5,539.60	0.00	(3,639.60)	292
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		1,054.87	12,500.00	22,304.10	0.00	(9,804.10)	178
TOTAL MISCELLANEOUS REVENUE		1,054.87	12,500.00	22,304.10	0.00	(9,804.10)	178
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		1,966.14	772,657.00	429,592.45	0.00	343,064.55	56

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	24,249.18	309,781.00	282,508.67	0.00	27,272.33	91
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	6,772.11	101,697.00	89,685.42	0.00	12,011.58	88
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	2,228.96	0.00	771.04	74
211-00-75-10-1210	PERA	2,249.06	29,832.00	26,782.05	0.00	3,049.95	90
211-00-75-10-1220	FICA	1,841.30	25,512.00	21,839.77	0.00	3,672.23	86
211-00-75-10-1250	MEDICARE	430.66	5,966.00	5,107.86	0.00	858.14	86
211-00-75-10-1310	HEALTH INSURANCE	4,038.22	63,855.00	60,100.24	0.00	3,754.76	94
211-00-75-10-1330	LIFE INSURANCE	16.34	246.00	185.99	0.00	60.01	76
211-00-75-10-1335	DENTAL INSURANCE	165.03	1,858.00	1,517.94	0.00	340.06	82
211-00-75-10-1347	VISION INSURANCE	(3.57)	0.00	0.91	0.00	(0.91)	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	2,691.40	0.00	(291.40)	112
TOTAL PERSONNEL		40,033.73	544,347.00	492,649.21	0.00	51,697.79	91
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	73.61	8,000.00	5,561.50	0.00	2,438.50	70
211-00-75-20-2020	COPY SUPPLIES	37.49	1,000.00	1,418.48	0.00	(418.48)	142
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	703.87	0.00	(103.87)	117
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	884.79	2,000.00	1,774.21	316.96	(91.17)	105
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	0.00	350.00	208.96	0.00	141.04	60
211-00-75-20-2100	OPERATING SUPPLIES	234.90	2,000.00	6,230.47	0.00	(4,230.47)	312
211-00-75-20-2110	BOOKS	1,821.90	42,000.00	41,763.52	0.00	236.48	99

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	0.00	9,000.00	4,218.43	0.00	4,781.57	47
211-00-75-20-2130	NEWSPAPERS	20.00	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	121.33	3,000.00	2,276.91	0.00	723.09	76
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		3,194.02	94,600.00	84,207.71	316.96	10,075.33	89
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	75.00	500.00	75.00	0.00	425.00	15
211-00-75-30-3070	LAUNDRY	41.86	480.00	464.32	20.93	(5.25)	101
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	18,700.00	0.00	1,700.00	92
211-00-75-30-3100	OTHER CONTRACTED SERVICES	409.99	4,000.00	5,320.82	880.00	(2,200.82)	155
211-00-75-30-3210	TELEPHONE	330.82	7,000.00	4,801.20	86.74	2,112.06	70
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	190.70	0.00	309.30	38
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	55.00	500.00	758.98	0.00	(258.98)	152
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	255.00	0.00	45.00	85
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	161.10	2,400.00	1,877.70	45.02	477.28	80
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	930.25	9,000.00	296.92	0.00	203.08	59
211-00-75-30-3610	GENERAL INSURANCE	0.00	39,930.00	10,232.75	0.00	(1,232.75)	114
211-00-75-30-3810	ELECTRICITY	0.00	1,600.00	2,296.13	0.00	12,633.87	68
211-00-75-30-3840	GARBAGE REMOVAL	0.00	4,000.00	2,483.39	0.00	(883.39)	155
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	4,739.31	0.00	(739.31)	118
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,055.00	5,000.00	5,996.62	0.00	(996.62)	120
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	11,368.53	0.00	3,631.47	76
211-00-75-30-4015	FOUNDATIONS MAINTENANCE	0.00	1,000.00	1,773.66	0.00	(773.66)	177
211-00-75-30-4020	COMPUTER MAINT/REPAIR	7,600.00	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	196.64	(820.15)	127

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

PAGE: 5
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	408.50	5,000.00	3,341.00	0.00	1,659.00	67
211-00-75-30-4100	EQUIPMENT LEASES	30.50	900.00	696.22	0.00	203.78	77
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		13,798.02	133,710.00	113,300.48	1,229.33	19,180.19	86
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		57,025.77	772,657.00	690,157.40	1,546.29	80,953.31	90
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

DATE: 12/04/2014
 TIME: 11:03:50
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2014

PAGE: 6
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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:		57,025.77	772,657.00	690,157.40	1,546.29	80,953.31	90
TOTAL FUND REVENUES		1,966.14	772,657.00	429,592.45	0.00	343,064.55	56
TOTAL FUND EXPENSES		57,025.77	772,657.00	690,157.40	1,546.29	80,953.31	90
FUND SURPLUS (DEFICIT)		(55,059.63)	0.00	(260,564.95)			
TOTAL ALL FUND REVENUES		1,966.14	772,657.00	429,592.45	0.00	343,064.55	56
TOTAL ALL FUND EXPENSES		57,025.77	772,657.00	690,157.40	1,546.29	80,953.31	90
ALL FUND SURPLUS (DEFICIT)		(55,059.63)	0.00	(260,564.95)			

Director's Report November

Policy for discussion this month (assigned to Dave and Janet for close review)

23 ACQUISITION AND DISPOSAL OF WORKS OF ART

The library, as an important public building, is a suitable location for the display of visual art. Works of art which are purchased or accepted for display in the library or on its grounds should be of high quality and suitable for the setting and the community.

23.1 Gifts of art.

Prospective gifts of art to the library, and art purchased by the library will be reviewed by a committee appointed by the board for recommendation for approval. Recommendations will be based on the artistic merit of the work. To encourage free expression, there will be no restriction on subject matter, style or choice of materials.

23.2 Selection of Art.

Selection will be made considering the best interests of the library facility and the needs of its broad community constituency.

23.3 Acceptance without condition.

Gifts will be accepted without conditions. Gifts of art become the property of the library and the library will be free to exhibit, store, sell or trade any gift it accepts based solely on the needs of the library. Donors will sign a short release acknowledging this policy. Proceeds of any art sale will be designated for new art purchases for the library.

24 Alcohol Free Area

The Grand Rapids Area Library and its grounds will be maintained as an alcohol free area. No beverages containing alcohol may be carried onto the library grounds or sold or served in the library.

25 Tobacco Free Facility

The Grand Rapids Area Library building is a tobacco free area. No use of tobacco products is allowed in the building, or within 30 feet of the main entry. Tobacco use will be permitted outside of the north exit from the meeting room hallway. (added Sept 12, 2007)

27 POLICY ON MEMORIAL PLANTINGS ON LIBRARY GROUNDS (Adopted Aug. 8, 2007.)

General Statement: It is the policy of the Board that the Library grounds should be esthetically pleasing and provide public access to the Mississippi River for residents and visitors without placing unusual financial or staffing burdens on the library or the City of Grand Rapids.

27.1 Donations of plantings: Because of the visibility of the library grounds and proximity to the Mississippi River trail system, individuals and groups may consider the grounds a good place for plantings that honor or memorialize citizens

of the community. Therefore the Library Board has developed the following guidelines for acceptance of donated or memorial plantings.

27.1.1 Plantings may not be placed on the Library Grounds without the express consent of the Library Board after consultation with the Public Works Department.

27.1.2 Costs of plants, memorial plaques and installation of memorial plaques must be paid by the donors.

27.1.3 Markers and their mounting materials should not exceed 18 inches width or length. They should protrude less than two inches from ground level

27.1.4 Placement of plantings after acceptance by the Library Board will be determined by the Public Works Department and Library management to assure that the placement does not interfere with library operations or current or potential Mississippi trail activities.

Personnel Issues

John and Tracy have continued working extra hours. I should have an update for you on December 10 about progress towards making their positions full time.

Union Negotiations

The City is still in negotiations with the Library union for a 3 year contract to begin January 1, 2015. The Union members must decide whether to participate in the post-retirement Health Savings Plan, and they meet with a representative on Dec. 12. Negotiations should be completed by the end of the year.

Coffee with the Mayor and Administrator

This will continue for December. It will be repeated at 11:00 am on the 2nd and 3th Mondays of December.

Energy Savings

Our October PUC bill was roughly \$12.00/day less (179 Kwh/day less, about a 18% reduction) than October of 2013, and much of it can be attributed to the new lights. If that kind of savings continues, it will reduce our annual electric bills by 10-15%.

The heat exchanger has been operational for most of November, with the natural gas boilers kicking in when the water flow drops in temperature, or when the inside temperature of the building drops.

Iron Range Engineering study

The students from IRE will do a presentation of their findings on December 10 at 3 pm in City Hall.

Please attend if you have a chance. They were asked to investigate the feasibility of using river water or ground water to cool the building in the summer. An additional question was whether a wind turbine could be used to power the pump for the water.

Lights:

Ron is now looking at replacing some or all of the recessed lights (can lights) around the edge of building and in the rest rooms. These can be replaced with more efficient LED light fixtures. (see example above the table in the Riverview Room) The electrician has also suggested adding switches to control some of the fixtures that now remain on all the time.

Fines/Loan period standardization

I am part of a group of Library Directors in the ALS region looking at bringing us closer to uniformity in loan periods and in overdue fines. The idea is that if a subgroup of us can agree on making some things uniform, other libraries can adopt the same standards if they choose. (This is a federated system, meaning each library can set its own rules. However, when we move to a new catalog system, it will be

much easier if things are uniform) It will be much easier for patrons if loan periods are standardized across the region. We reached consensus on a list of items (see attached chart) ALS staff will work on making changes in the catalog to implement uniform rules.

ALS Governing Board

I have served for the last 2 months as Public Library Representative to the ALS Governing Board to complete the remainder of a term after the resignation of another Library Director. An election has just been completed and I have been re-elected by the Public Library Directors to serve as the representative to the Board for a full 3 year term.

Board Appointments

The City Council will appoint 3 Library Board members on December 8. The candidates for appointment are: Randy McCarty to fill the township slot, and Dennis Jerome, Charles Burrus and Sue Ziege to fill the City Resident slots.

ALS Standardizations Update

Loan Periods, Renewals, and Limits

Type of Material	Current Check Out Period	Change	Current Item Limits	Change	Current Renewals	Change**	Current Grace Period	Change
New books*	14 days	14 days	none	No limit	2 (unless it is requested)	1 (unless it is requested)	none	3 days
Audiobooks	28days	28 days	none	No limit	2	1		3 days
Books	28 days	28 days	60	No limit	2	1		3 days
DVDs, movies	7 days	7 days	6	7	1	1		3 days
Magazines	14 days	14 days	4	No limit	1	1		3 days
Music CDs	28 days	28 days	4	No limit	1	1		3 days
Reference	None	None	None	None	None	None	None	None

*All new items will be kept local (within our own library) for its first 3 months. This is a limit on loans within our system so that our local patrons get the chance to enjoy our new items before we ship them off to other libraries.

**Renewals will be for the original loan period (ie. 28-day items can be renewed for another 28 days).

Fines

Fines	Current Policy	Change
All books and magazines and DVDs	\$0.25 per item per day overdue,	\$0.25 per item per day overdue
New Books	\$0.50 per item per day	\$0.25 per item per day overdue
Children's books	\$.05 per item per day overdue,	\$0.25 per item per day overdue
Maximum fine per item	\$5.00	\$5.00
Maximum fine per card before patron is blocked from borrowing	\$10.00	\$10.00

	THIS MONTH	YTD	YTD .3	Express Check outs	% of total c/o
CIRCULATIC					
Check-outs	10,824	139,029	151,041	2,322	21.45%
Total Circulation	12,408	158,860	171,604		
Returns	12,414	157,380	169,919		
New cards	77	1,248	1,379		

Door count
9239
 as of 3/1 includes all visitors to library

	THIS MONTH	YTD	YTD 2013
TECHNICAL PROCESSES			
Books cataloged and processed	383	6,180	6,463
Withdrawn copies	1,649	8,699	8,264
Withdrawn Titles	234	3,664	4,482

	THIS MONTH	YTD	YTD 2013
REFERENCE			
questions	626	8,486	7,577
tests proctored	3	78	85
computer help over 5 minutes	26	192	73

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2013 YTD SESSIONS	2013 YTD HOURS
INTERNET						
Pharos sessions ***	1,050	565	15,180	9,193	14,076	7,943

	PEOPLE	HOURS	YTD HOURS	2013 YTD HOURS
Non-Pharos sessions				
VOLUNTEERS	63	246.00	632	2641.00
see attached sheet E 4 for summary	47			

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2013 YTD GROUPS	2013 YTD PEOPLE
PROGRAMS & TOURS						
BOOK TIME	4	77	54	1,268	43	1,098
SATURDAY STORY TIME	9	305	81	2,278	48	1,501
CLASS VISITS	12	331	46	1,369	38	978
NON SCHOOL GROUPS	2	67	7	209	4	90
CHILDREN'S PROGRAMS	2	44	37	1,416	27	1,612
TEEN PROGRAMS	5	41	42	478	32	425
Total Youth Programs	34	865	267	7,018	192	5,704
Total Adult Programs	5	156	51	1,515	57	1,400

	HRS THIS MONTH	HRS YTD	HRS YTD 2013
BOOKINGS & ARRANGEMENTS	8.5	99.5	82.5
TOTALS			

Assistant Director Report December 2014

Teens

*Teen Advisory Board
November 25, 2014*

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

We discussed the National Book Award and specifically, the Young People's category winner. There are 10 titles on the Young People's long list which then turns into 5 titles. The winner this year was Jacqueline Woodson's "Brown Girl Dreaming". We discussed young adult checkout statistics. The major statistic is graphic novel checkouts are 30% ahead of last year.

There were 7 teens at anime club on Friday November 14. Members watched Dragon Ball Z. The best part of the afternoon was their discussion about anime. They talked the whole time about the Dragon Ball world. Most of the time I didn't know what they were talking about!

Nine youth entered the Letters about Literature writing contest. There were 4 entries in the 7-8 grade category and 5 in the 4-6 grade category. Winning letters will be announced December 8. Winners receive a \$15.00 Village Bookstore gift certificate and second in each category receives a \$10.00 Village Bookstore gift certificate.

Operations

On Monday December 1, Garden Club members decorated a holiday tree in the lobby. It's a huge tree and quite lovely. The club decorates a tree every year.

National Novel Writing Month was in November. We opened the Riverview Room on Saturdays for writers to use. We did have one person come and use the room. We had a display table filled with writing books available for checkout. Two authors came at the beginning of November to do a writing program about making characters stronger in a story.

International Games Day was held on Saturday, November 15. There were 16 participants. The great thing about the event is it was intergenerational. One grandma came with her grandsons. A mom played games with her daughter. There was a group of 4 middle school boys playing the Wii.

Staff

Darla attended a planning meeting for Spotlight on Books in Walker. Spotlight on Books is an annual conference about children's books. It has been held at Sugar Lake Lodge the past 12 years, but is now moving to Walker.

Children's Library Summary
November 2014

We are delighted to announce record attendance at Monday Book Time for a second month! Saturdays continue to be busy as well. The last Monday of November ECFE was closed, so there was no Book Time. A few moms and kids still gathered at the library to play and visit. During this time, one little girl went to her mom and started singing "If You're Happy and You Know It," which is how each of our storytimes begin. Her mom joined in and so did a few of the other children and their parents. When the song ended, one little voice piped up, "Are you going to read a story, too?" So, apparently, they really do look forward to the storytimes we offer!

November was also a busy month for class visits, including three visits from special education classes, one visit from each of the 4th grade classes at Southwest, one Headstart class, the Cohasset preschools, and two visits from Deer River preschools. In addition, 2nd grade teacher, Jen Sjodin and 3rd grade teacher, Billie Jo Doyle, both from Forest Lake, met 46 students and parents at the library after school on November 20 . They made bookmarks, toured the Children's Library and spent time choosing books.

November 13, local artist, Betsy Whirley, guided 16 boys and girls in a Metal Tooling activity.

On Saturday, November 29, I presented a "Sheepish" story time. In addition to sheep stories, songs, and fingerplays, there were also sheep crafts, two live sheep next to the parking lot, and Marcia and her spinning wheel demonstration in the community room. About 40 children and adults attended.

Looking ahead:

- The winter reading program begins Saturday, December 13. This year's theme is something very different from what we've done in the past. Brian Minor, the graphic artist for the Arrowhead Library System has been a comic book collector since 1968. Tired of trying to come up with one more winter-themed idea, Brian presented us with classic comic-book-style graphics featuring Literary Lad and Grammar Girl, and the nefarious Mr. Ignorance in "Reading Adventures: Captains of the Comics!"
- The kick-off event for winter reading, "Winter Word Play," also takes place on Saturday, December 13. From 10:30 – 12:30 the artists of the Creativity Tank will guide participants to create a folded book in which to gather winter words. This is a free Children First event, open to all ages. Pre-registration is recommended and children 6 and under must be accompanied by an adult.
- No Family Movie Night in December. Happy Holidays from Darla and Tracy!

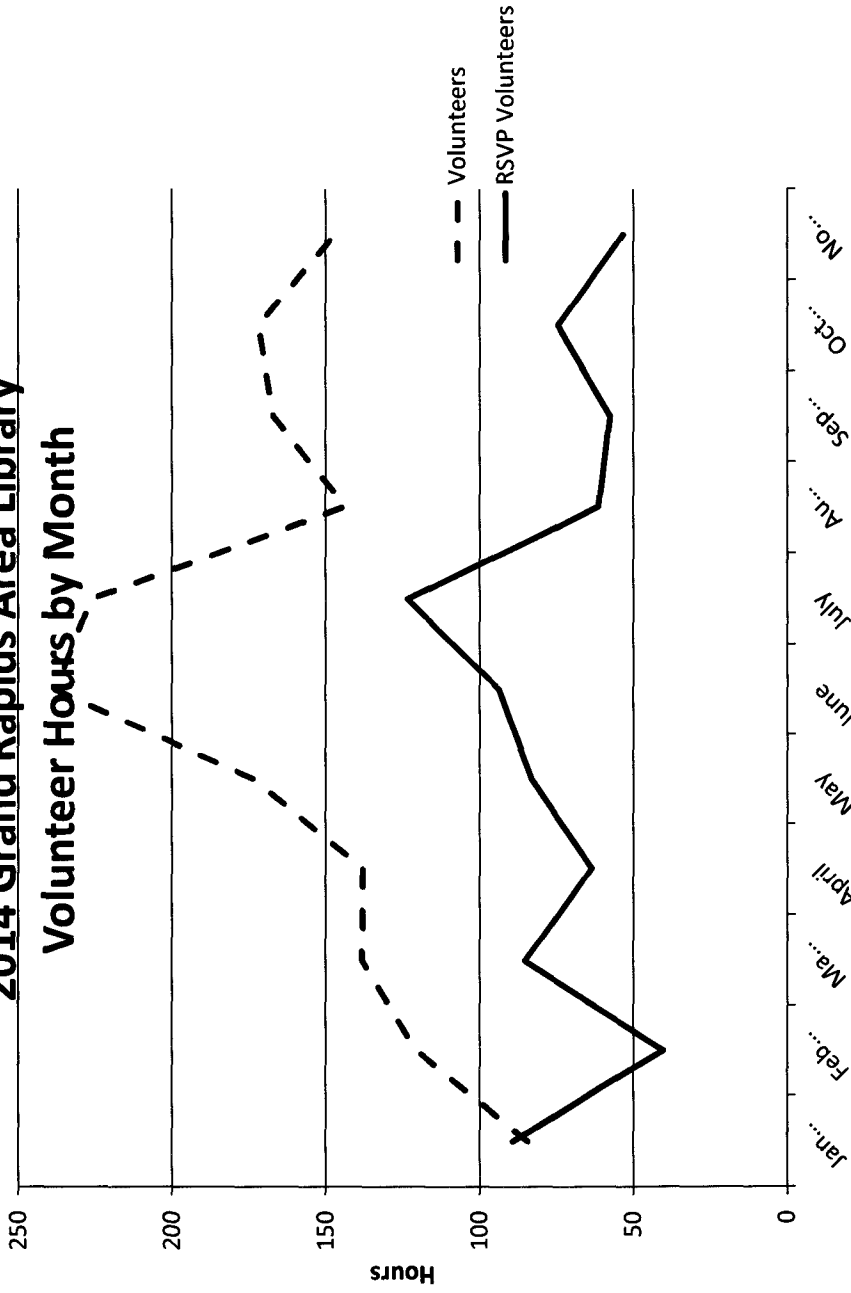
2014 Volunteer Report

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					7	17	3	4			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					9	19.25					30	224.75
October	21	171.92	7	74.5											37	265.67
November	20	147	6	53.25							4	4			30	204.25
December															0	0
Total	222	1748.92	72	824.84	13	52.5			35	85.25	17	17.5			359	2729.01

2014 Grand Rapids Area Library

Volunteer Hours by Month



MIKE RUSSELL
2970 Airport Rd.
Grand Rapids, MN 55744

402195

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 12/3/14
NAME Grand Rapids Library		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
---------	------	--------	--------	-----------	-------------	----------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Front Entry Walk		
2			
3	Repair Concrete		
4			
5	Install New Left Tile		
6			
7	Labor / Small Materials	\$	330.00
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18	Chris Russell		

RECEIVED BY

Board member *Janet Neurauter* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-13
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:

\$250 from Nick and Nancy Eltgroth Fund - unrestricted

Adopted this 10 day of December 2014



Dennis Jerome, President



Abby Kuschel, Secretary

Board member *Dave Yankowiak* seconded the foregoing resolution and the following voted in favor thereof: *Max Peters, ~~Abby Kuschel~~, John Soll, Jean MacDonell, Shannon Benolken, Mary Helen Harklau,*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

Policy for discussion this month (assigned to Dave and Janet for close review)

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(2014 Dec. note) The municipal code section 6 covers permits for serving alcohol, and alcohol consumption in public places

25 Tobacco Free Facility

The Grand Rapids Area Library building is a tobacco free area. No use of tobacco products is allowed in the building. or within 30 feet of the main entry. Tobacco use will be permitted outside of the north exit from the meeting room hallway. (added Sept 12, 2007) (2014 Dec note) The Clean indoor air act covers indoor smoking and electronic cigarettes in public places

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