

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

November 12, 2014 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 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**
Quarterly report from the Minnesota Foundation
- 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:**
Suggestions for new Board members (Deadline is Nov. 17)
- 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**
 - a. **Foster \$200 writing characters workshop Nov 12**
 - b. **Simar \$200 writing characters workshop Nov 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

Regular agenda

1. **Discuss Holiday-related closures under negotiation (Easter Saturday and Thanksgiving Friday)**
2. **Approve Resolution 2014-12 setting 2015 Library Calendar**
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

6:00 Adjourn

Grand Rapids Area Library Regular Board Meeting October 8, 2014

Call to Order: The monthly board meeting was called to order at 5:05 PM by Dennis Jerome.

Roll Call:

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

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

Minutes: Janet Neurauder moved to approve the minutes from the September 10, 2014 board meeting. A second was made by Abby Kuschel. The motion passed unanimously.

Communications:

- ***Museum Pass Program ended:*** Director Marcia Anderson noted that the Arrowhead Library System decided to end the Museum Pass Program. It was consuming too much staff time and the privilege of the program was abused on at least one occasion by a patron listing a pass on Craigslist in order to make a profit.

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before September 10, 2014**

AMAZON.COM	\$244.37
AMERIPRIDE LINEN & APPAREL	57.09
ARROWHEAD LIBRARY SYSTEM	73.31
BAKER & TAYLOR, INC	2,865.25
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	461.90
DELTA DENTAL OF MINNESOTA	216.75
GARTNER REFRIGERATION CO	590.48
GRAND RAPIDS ARTS	25.00
CITY OF GRAND RAPIDS	637.14
GRAND RAPIDS CITY PAYROLL	35,205.78
HEWLETT-PACKARD COMPANY	3,172.30
ICTV	15.00
ITASCA COUNTY FARM SERVICE	9.99
LINCOLN REPUBLIC INSURANCE CO	20.50
MINNESOTA ENERGY RESOURCES	39.49
MN DEPT OF LABOR & INDUSTRY	30.00
MINNESOTA REVENUE	48.12
NEXTERA COMMUNICATIONS LLC	89.95
NORTHERN BUSINESS PRODUCTS INC	1,364.48
OXFORD UNIVERSITY PRESS USA	84.83
PERSONNEL DYNAMICS LLC	126.92
PETERSON'S A NELNET CO	95.66
PITNEY BOWES INC	126.50
PIZZA WORKS	11.99
P.U.C.	3,084.55
RECORDED BOOKS	46.79
SHOWCASES	46.71
SIM SUPPLY INC	317.31
TRU NORTH ELECTRIC LLC	725.00
UNIQUE MANAGMENT SERVICES	205.85
VERIZON WIRELESS	52.04
VIKING ELECTRIC SUPPLY INC	70.47
THE VILLAGE BOOK STORE	88.72
VISA	137.00
XEROX CORPORATION	30.50
TOTAL ALL VENDORS	\$56,816.74

Marcia Anderson stated that nothing was extremely over or under budget this month. Abby Kuschel moved to approve the financial report. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

Staff Reports:

- ***Director's Report:*** Marcia Anderson explained to the board that the library will receive a rebate just under \$3,000 for the new chiller and lights. She also noted that the Virtual Desktop project is on track and the Horizon server has been updated. Director Anderson told the board members that the AV proposal was plodding along. The board members discussed the AV proposal.
- ***Assistant Director's Report:*** Marcia Anderson noted that there have been many class visits in September and October.

Old Business: None to report.

New Business:

- ***Consent Agenda:***
 1. Approve payment of late bills
 2. Approve Contracts
 - a. Jessica Zikri \$300 honorarium Oct 30 "Minnesota Muslimah" program
 3. Approve Resolution 2014 - Accepting Donations
Foreign Affairs subscription from Pete Anderson in honor of Catherine Anderson
\$200 from Al and Caron Guaper in memory of LaVerne Guaper

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

- **Regular Agenda:**
 1. Approve Teen Read Week Fine Amnesty - Marcia Anderson explained the Teen Read Week Fine Amnesty to the board members. Max Peters moved to approve the Teen Read Week Fine Amnesty. A second was made by David Yankowiak. On a roll call vote the motion passed unanimously.
 2. Authorize soliciting quotes for microfilm machine - The average cost of a new microfilm machine is between \$4,000 to \$12,000. David Yankowiak asked whether digitizing the information would be practical for the library. Marcia Anderson responded that digitizing the information would be too expensive and impractical at this time.

Three quotes are needed to apply for the grant, which would pay for most, if not all, of the machine..

3. **Authorize applying for a grant from the Minnesota Historical Society for a microfilm machine** - Max Peters moved to authorize soliciting quotes for microfilm machine (see Regular Agenda No.2, above) and apply for a grant from the Minnesota Historical Society for a microfilm machine. A second was made by John Soll. The motion passed unanimously.
4. **Recruitment of Applicants for Board** - Dennis Jerome, John Soll, and David Yankowiak's terms will end at the end of this year. Dennis Jerome seeks to be re-appointed. Both John Soll and David Yankowiak do not wish to be re-appointed. Marcia Anderson asked board members to suggest replacements for the two opening spots. Director Anderson said that she will ask Charlie Schweigert, a recently retired teacher, if he is interested in becoming a member.
5. **Discuss policies:**
 - **Meeting Room** - Marcia Anderson explained that room fees were based on a cost recovery basis. She asked the board members if they thought that the library should continue its current policy of not charging reservation fees for book groups. The option of not charging all groups was discussed, but since no issues have been brought forward by any users, the board decided that the policy should not be changed. A discussion was had about whether the projector and sound system should be included when a group reserves the meeting room. The board decided not to change the current policy.
6. **Strategic Plan brief update**

Adjourn: The monthly board meeting was adjourned at 5:54 PM by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2014 - September 30, 2014

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

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

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

January 1, 2014 - September 30, 2014

Prepared on: 10/27/2014

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2014	\$	32,727
Investment Activity		
Interest & Dividends		351
Investment Gain/(Loss)		1,482
Disbursements		
Administrative Fees		(150)
Grants Paid		(1,284)
Investment Expenses		(74)
Ending Balance on September 30, 2014	\$	33,052
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2014	\$	33,052

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	33,052	100.0%	5.5%	11.0%	13.2%	10.4%
	<u>\$ 33,052</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2014 - September 30, 2014

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/11/2014	Grand Rapids Public Library	\$ 1,284
		<u>\$ 1,284</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

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

Fund Statement

January 1, 2014 - September 30, 2014

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,284
Grants (Paid)/Returned in the current year	<u>(1,284)</u>
Amount Available to Grant as of September 30, 2014	<u>-</u>
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2014	<u><u>-</u></u>

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2014
With Comparative Totals for October 31, 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	10,579	9,722	11,182	87%
Fines & Forfeits	10,948	11,663	15,000	78%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	18,099	6,907	-	0%
Miscellaneous	11,990	14,342	12,500	115%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	420,643	427,626	772,657	55%
Expenditures:				
Personnel	421,407	452,561	544,347	83%
Supplies/Materials	68,028	79,979	94,600	85%
Other Services/Charges	99,851	94,228	133,710	70%
Blandin Grant Expenditures	2,774	-	-	0%
TOTAL EXPENDITURES	592,060	626,769	772,657	81%
OPERATING SURPLUS (DEFICIT)	(171,417)	(199,143)	-	
Blandin Foundation Capital Grant	40,726	-	-	
Capital Outlay	50,491	-	-	
Fund Balance 10/31/XX				
Cash Flow	186,966	184,095	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 10/31/XX	\$ 250,252	\$ 242,726	\$ 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 **OCTOBER 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	1,394	73%
211-00-34-00-7975	INTERNET	3,000	2,783	93%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	260	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	11,663	78%
211-00-37-00-2310	DONATIONS	2,500	69	3%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,375	138%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	1,453	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	3,504	117%
211-00-37-00-2450	MISCELLANEOUS	1,900	5,314	280%
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%
		772,657	427,626	55%
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	258,259	83%
211-00-75-10-1030	SALARY-PARTTIME	101,697	82,913	82%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,121	71%
211-00-75-10-1210	PERA	29,832	24,533	82%
211-00-75-10-1220	FICA	25,512	19,998	78%
211-00-75-10-1250	MEDICARE	5,966	4,677	78%
211-00-75-10-1310	HEALTH INSURANCE	63,855	56,062	88%
211-00-75-10-1330	LIFE INSURANCE	246	170	69%
211-00-75-10-1335	DENTAL INSURANCE	1,858	1,353	73%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,470	103%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	5,488	69%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,381	138%
211-00-75-20-2030	PRINTING/BINDING	600	638	106%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,094	77%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	727	36%
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	5,996	300%
211-00-75-20-2110	BOOKS	42,000	39,235	93%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,218	47%
211-00-75-20-2130	NEWSPAPERS	1,000	1,635	163%
211-00-75-20-2140	PERIODICALS	8,000	6,768	85%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,057	69%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 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	-	0%
211-00-75-30-3070	LAUNDRY	480	422	88%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	4,911	123%
211-00-75-30-3210	TELEPHONE	7,000	4,358	62%
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	704	141%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	255	85%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	1,672	70%
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	9,303	103%
211-00-75-30-3810	ELECTRICITY	39,930	24,563	62%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	2,483	155%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	4,030	101%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	3,942	79%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	9,891	66%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,774	177%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	513	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	3,427	114%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	2,933	59%
211-00-75-30-4100	EQUIPMENT LEASES	900	666	74%
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	626,769	81%
SURPLUS REVENUES/(EXPENDITURES)		\$ -	\$ (199,143)	

DATE: 11/ 014
 TIME: 08:31:24
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CITY OF (J RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
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	402,763.45	402,763.45	0.00
211-00-00-00-1010	CASH	421,741.77	438,498.04	647,242.23	212,997.58
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	876.54	16,251.37	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	11,516.50	2,303.31
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	31,176.42	30,548.40	628.02
TOTAL		475,610.14	887,134.26	1,108,321.95	254,422.45
TOTAL ASSETS					
		475,610.14	887,134.26	1,108,321.95	254,422.45
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	629,351.86	619,841.70	6,150.27
211-00-00-00-2030	SALES TAX PAYABLE	0.00	388.96	436.81	47.85
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	90.00	90.00
TOTAL		33,741.17	643,041.56	620,368.51	11,068.12
TOTAL LIABILITIES					
		33,741.17	643,041.56	620,368.51	11,068.12

DATE: 11 / 014
TIME: 08:31:24
ID: GL450000.WOW

CITY OF J RAPIDS
DETAILED BALANCE SHEET

AGE: 2
F-YR: 14

FUND: PUBLIC LIBRARY
FOR 10 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
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	30,548.40	31,176.42	628.02
TOTAL	FUND SURPLUS (DEFICIT)	441,868.97	30,548.40	31,176.42	442,496.99
TOTAL FUND EQUITY		441,868.97	199,142.66	0.00	(199,142.66)
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	229,691.06	31,176.42	243,354.33
			872,732.62	651,544.93	254,422.45

GRAND RAPIDS AREA LIBRARY BILL LIST - NOVEMBER 12, 2014

DATE: 11/05/2014
 TIME: 14:58:41
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/12/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	187.81
0113233	AMERIPRIDE LINEN & APPAREL	41.86
0114200	ANDERSON GLASS	67.50
0118660	ARROWHEAD LIBRARY SYSTEM	50.06
0201428	BAKER & TAYLOR, INC	2,767.06
0212124	BLACKSTONE AUDIO, INC	521.67
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	826.37
0315455	COLE HARDWARE INC	1.20
0405500	DEMCO	665.24
0409727	DIVERSE MEDIA INC	32.87
0701650	GARTNER REFRIGERATION CO	2,055.00
0701900	GAYLORD BROTHERS	41.52
1021515	JUNIOR LIBRARY GUILD	91.00
1205099	LEARNING OPPORTUNITIES INC	2,121.57
1205850	LEXIS NEXIS	162.00
1415377	NORTHERN BUSINESS PRODUCTS INC	308.27
1605665	PERSONNEL DYNAMICS LLC	72.92
1609925	PIZZA WORKS	9.99
1908570	SHOWCASES	130.19
1909510	SIM SUPPLY INC	97.22
2018680	TRU NORTH ELECTRIC LLC	336.39
2021500	TUMBLEWEED PRESS INC	499.00
2114356	UNIQUE MANAGMENT SERVICES	375.90
2209421	VIKING ELECTRIC SUPPLY INC	26.41
2209450	THE VILLAGE BOOK STORE	178.81
2405650	XEROX CORPORATION	213.54

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,581.37

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	216.75
0605191	FIDELITY SECURITY LIFE INS CO	11.92
0718015	GRAND RAPIDS CITY PAYROLL	53,524.55
1209516	LINCOLN NATIONAL LIFE	211.40
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1309199	MINNESOTA ENERGY RESOURCES	39.49
1309335	MINNESOTA REVENUE	34.62
1405850	NEXTERA COMMUNICATIONS LLC	97.18
1601750	PAUL BUNYAN COMMUNICATIONS	488.08
1621130	P.U.C.	2,651.34
2205637	VERIZON WIRELESS	112.43
2209665	VISA	372.66

GRAND RAPIDS AREA LIBRARY BILL LIST - NOVEMBER 12, 2014

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2014

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	492.67
T000987	JESSICA ZIKRI	300.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF		\$ 63,272.59
TOTAL ALL DEPARTMENTS		\$ 76,853.96

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	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-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL							
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							
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	128.79	1,900.00	1,393.60	0.00	506.40	73
211-00-34-00-7975	INTERNET	324.40	3,000.00	2,783.13	0.00	216.87	93
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	0.00	260.00	0.00	(260.00)	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							
TOTAL CHARGES FOR SERVICES		493.19	11,182.00	9,721.54	0.00	1,460.46	87
FINES & FORFEITS							
TOTAL							
TOTAL CHARGES FOR SERVICES		493.19	11,182.00	9,721.54	0.00	1,460.46	87

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	1,378.35	15,000.00	11,663.04	0.00	3,336.96	78
TOTAL		1,378.35	15,000.00	11,663.04	0.00	3,336.96	78
TOTAL FINES & FORFEITS		1,378.35	15,000.00	11,663.04	0.00	3,336.96	78
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,500.00	69.00	0.00	2,431.00	3
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	0.00	0.00	1,453.46	0.00	(1,453.46)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	380.00	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	26.75	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	460.50	3,000.00	3,504.00	0.00	(504.00)	117
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	3,242.19	1,900.00	5,313.73	0.00	(3,413.73)	280
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	430.69	2,500.00	963.53	0.00	1,536.47	39
TOTAL		4,540.13	12,500.00	21,249.23	0.00	(8,749.23)	170
TOTAL MISCELLANEOUS REVENUE		4,540.13	12,500.00	21,249.23	0.00	(8,749.23)	170
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:		6,411.67	772,657.00	427,626.31	0.00	345,030.69	55

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 10 PERIODS ENDING OCTOBER 31, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	36,373.78	309,781.00	258,259.49	0.00	51,521.51	83
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	10,373.39	101,697.00	82,913.31	0.00	18,783.69	82
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	72.92	3,000.00	2,120.96	0.00	879.04	71
211-00-75-10-1210	PERA	3,389.17	29,832.00	24,532.99	0.00	5,299.01	82
211-00-75-10-1220	FICA	2,745.98	25,512.00	19,998.47	0.00	5,513.53	78
211-00-75-10-1250	MEDICARE	642.23	5,966.00	4,677.20	0.00	1,288.80	78
211-00-75-10-1330	LIFE INSURANCE	3,612.36	63,855.00	56,062.02	0.00	7,792.98	88
211-00-75-10-1335	DENTAL INSURANCE	139.17	1,858.00	1,352.91	0.00	76.35	69
211-00-75-10-1347	VISION INSURANCE	1.85	0.00	4.48	0.00	(4.48)	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	2,470.00	0.00	(70.00)	103
TOTAL PERSONNEL		57,549.71	544,347.00	452,561.48	0.00	91,785.52	83
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	731.79	8,000.00	5,487.89	41.52	2,470.59	69
211-00-75-20-2020	COPY SUPPLIES	105.40	1,000.00	1,380.99	0.00	(380.99)	138
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	637.64	0.00	(37.64)	106
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	208.26	4,000.00	3,093.89	0.00	906.11	77
211-00-75-20-2070	COMPUTER INVENTORY	309.29	2,000.00	726.63	0.00	1,273.37	36
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	177.61	2,000.00	5,995.57	0.00	(3,995.57)	300
211-00-75-20-2110	BOOKS	5,320.44	42,000.00	39,234.75	0.00	2,765.25	93

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 FOR 10 PERIODS ENDING OCTOBER 31, 2014

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	32.87	9,000.00	4,218.43	0.00	4,781.57	47
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,634.88	0.00	(634.88)	163
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	97.22	3,000.00	2,056.89	0.00	943.11	69
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		6,982.88	94,600.00	79,979.11	41.52	14,579.37	85
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	0.00	0.00	500.00	0
211-00-75-30-3070	LAUNDRY	41.86	480.00	422.46	0.00	57.54	88
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	309.99	4,000.00	4,910.83	480.00	(1,390.83)	135
211-00-75-30-3210	TELEPHONE	341.18	7,000.00	4,357.94	0.00	2,642.06	62
211-00-75-30-3220	POSTAGE/FREIGHT	9.50	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	0.00	500.00	703.98	0.00	(203.98)	141
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	214.80	2,400.00	1,671.58	0.00	728.42	70
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	930.25	9,000.00	9,302.50	0.00	(302.50)	103
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	24,563.24	0.00	15,366.76	62
211-00-75-30-3840	GARBAGE REMOVAL	245.33	1,600.00	2,483.39	0.00	(883.39)	155
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	4,029.72	0.00	(29.72)	101
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	5,000.00	3,941.62	0.00	1,058.38	79
211-00-75-30-4010	BUILDING MAINT/REPAIRS	403.89	15,000.00	9,891.03	0.00	5,108.97	66
211-00-75-30-4015	GROUNDS 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	512.75	0.00	9,487.25	5
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	499.00	3,000.00	3,426.87	206.50	(633.37)	121

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	0.00	5,000.00	2,932.50	0.00	2,067.50	59
211-00-75-30-4100	EQUIPMENT LEASES	147.50	900.00	665.72	0.00	234.28	74
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		4,843.30	133,710.00	94,228.38	686.50	38,795.12	71
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		69,375.89	772,657.00	626,768.97	728.02	145,160.01	81
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:		69,375.89	772,657.00	626,768.97	728.02	145,160.01	81
TOTAL FUND REVENUES		6,411.67	772,657.00	427,626.31	0.00	345,030.69	55
TOTAL FUND EXPENSES		69,375.89	772,657.00	626,768.97	728.02	145,160.01	81
FUND SURPLUS (DEFICIT)		(62,964.22)	0.00	(199,142.66)			
TOTAL ALL FUND REVENUES		6,411.67	772,657.00	427,626.31	0.00	345,030.69	55
TOTAL ALL FUND EXPENSES		69,375.89	772,657.00	626,768.97	728.02	145,160.01	81
ALL FUND SURPLUS (DEFICIT)		(62,964.22)	0.00	(199,142.66)			

Director's Report November

Policy for discussion this month (assigned to John, Mary Helen and Jean for close review)

16 CODE OF ETHICS

The Library Board adopts the American Library Association Code of ethics as the Code of Ethics of the Grand Rapids Area Library. See Appendix F. *(included in your packet)*

17 CONFIDENTIALITY OF LIBRARY RECORDS

The Library Board supports the confidential status of library records that link and individual with the materials borrowed or used, topics researched or names of correspondents.

17.1 Conformity with Minnesota Statutes.

The library will protect the confidentiality of library records in conformity with the laws of the state of Minnesota, especially Minnesota statute 13.40 and "definition of individual" in Minnesota Statute 13.02.

17.2 Responsibility of staff members and volunteers.

All staff members and volunteers are required to respect the privacy of all library users and the confidentiality of their records.

18 POLICY ON CONSULTATION WITH THE CITY OF GRAND RAPIDS TO MAINTAIN CONSISTENT PERSONNEL POLICIES

It is the policy of the library board to maintain personnel policies consistent with the personnel policies of the City of Grand Rapids.

Personnel Issues

John and Tracy have continued working extra hours. Lynn DeGrio and I have been revising position descriptions and going back and forth with Springsted to insure we have the appropriate language to description the responsibilities and qualifications needed. (Springsted is the company that just did a compensation study for the City and made position descriptions more standard and worked to equalize pay grades.)

Union Negotiations

The City has begun negotiations with all unions for 3 year contracts to begin January 1, 2015. We just met with the Library union to discuss terms. One of the issues under negotiation is paid Holidays, and I have written a separate verbose explanation of paid holidays and other closed days. The Library Board has the authority to determine which days the Library is closed or open, with only a few exceptions determined by state statute.

Once the question of paid holidays is decided. A calendar must be adopted for 2015.

Library Board meeting days

Also looking ahead to 2015, the 2nd Wednesday of November is November 11, which is a legal holiday and according to statute "no public business shall be conducted" which means the board meeting must be moved to another day. This must also be noted with the adoption of the calendar. I am suggesting Thursday, November 12 at 5 pm unless that proves unworkable for many people.

Virtual Desktop project

Most of the staff computers have been replaced by thin clients at each workstation, and we are using a Virtual Desktop environment where all programs, files etc. reside on central servers. The total cost of operation should be lower because the thin clients cost less and last about twice as long as computers. There have been a few bugs to be worked out, but all seems to be going smoothly. We will

probably not replace the workstations dedicated to circulation, as we have found there is a slower response time for reading barcodes, and this would be highly problematic when checking books in or out. The computers have been repurposed for use on the public network, bringing us back up to a comfortable number of computers for public use. (several times on Saturday they were all in use with 1 or 2 people waiting for a few minutes)

Coffee with the Mayor and Administrator

This will continue for November and December. It will be repeated at 11:00 am on the 2nd and 4th Mondays of November, and the 2nd and 3rd Mondays of December.

GiveMn.org

The Library Foundation is part of GiveMN.org, so if you hear of someone wanting to make online contributions, steer them to that web site!

Energy Savings

Our September PUC bill was roughly \$13.00/day less (291 Kwh/day less, about a 27% reduction) than September of 2013, and much of it can be attributed to the new lights. If that kind of savings continues, it will significantly reduce our annual electric bills.

Assistant Director's Report November 2014

Teens

*Teen Advisory Board
Tuesday, October 28*

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

--Teen survey:

There were 20 teens completed surveys during Teen Read Week! 20 beats the old record of 19.

Result Highlights:

-The majority of respondents wanted anime club (10) and said they would attend International Games Day (5) and participate in a writing contest (6).

-The number one reason they come to the library is for books (13).

-(10) participated in summer and winter reading and (6) who haven't participated in a summer or winter program said they would in the future.

--Emi wrote a book recommendation at the end of the meeting and put it on the kiosk in the teen area. I added some paper and markers to the kiosk for other to write their recommendations. There was a 6th grade class that walked over from the middle school and I noticed after they left some of the students recommended books using the paper and posting on kiosk.

--Anime Club-There were 11 attendees at the October Anime Club! Paige B. won the drawing kit that Carol Steele from the Friends donated as a prize.

--There were 16 participants in the teen room monthly drawing. Desiree R. won.

Staff

--Tracy was the keynote speaker at the Project Read Community Summit at the beginning of October at Blandin Foundation. She presented (At Least) 50 Ways to Love Your Reader.

--The consultants doing the arts and culture plan for the city were in town for another visit at the end of October. They met with department heads, arts and culture commissioners and had a 2nd community meeting. I was involved in the meetings.

Operations

--November is National Novel Writing Month and we are promoting it. Saturdays in November the Riverview Room is open for people to gather and write. The Village Bookstore called and wondered if we are promoting NaNoWriMo. I let them know we are and dropped off our promotion poster. The bookstore then dropped off some promotional pieces they put together.

--A community member has a collection of Sugar Hills memorabilia. We had it in the display case in early November and will put it back in there toward the middle of the month.

--To coincide with our November 6 program, ElderCircle has put a display of caregiving and dementia materials in the display case.

--We have two more public computers in service! Erik and Lasha repurposed Windows 7 staff machines to make them public computers. They are working on getting a few more in service, too. We still have one Windows XP public computer that will be one of the next to go.

CIRCULATION	THIS MONTH	YTD	YTD 2013	Express Check outs	% of total c/o
Check-outs	12,646	128,205	138,110	3,288	26.00%
Total Circulation	14,452	146,452	157,018		
Returns	14,433	144,966	155,216		
New cards	147	1,171	1,247		

Door count
11672
 as of 3/1 includes all visitors to library

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2013
Books cataloged and processed	728	5,797	5,879
Withdrawn copies	1,914	7,050	6,281
Withdrawn Titles	664	3,430	3,638

REFERENCE	THIS MONTH	YTD	YTD 2013
questions	817	7,860	7,577
tests proctored	4	75	85
computer help over 5 minutes	40	166	73
INTERNET	SESSIONS	HOURS	YTD SESSIONS
Pharos sessions ***	1,399	716	14,130
			8,628
			14,076
			7,943

Non-Pharos sessions	PEOPLE	HOURS	YTD HOURS
VOLUNTEERS	56	246.00	632
	47		2641.00

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2013 YTD GROUPS	2013 YTD PEOPLE
BOOK TIME	8	202	50	1,191	43	1,098
SATURDAY STORY TIME	8	203	72	1,973	48	1,501
CLASS VISITS	8	196	34	1,038	38	978
NON SCHOOL GROUPS	2	67	7	209	4	90
CHILDREN'S PROGRAMS	3	23	35	1,372	27	1,612
TEEN PROGRAMS	4	51	37	437	32	425
Total Youth Programs	33	742	235	6,220	192	5,704
Total Adult Programs	7	107	46	1,359	44	1,047

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2013
TOTALS	13.5	91	82.5

Children's Library Summary

October 2014

We have had record attendance at story times in the month of October! Last year at this time, we were considering reducing Monday Book Times to just one on Mondays. But now we're looking at two large groups of very young families! That's the great thing about working in Children's – there are always surprises, nothing stays the same for long!

October was also a big month for class visits to the library. Cohasset fourth graders, Mrs. Roy-Dahline's Southwest fourth grade, Mrs. Skrbec's Southwest third grade, and Mrs. Harrington's sixth grade class from the middle school all made their way to the library. In addition, the middle school sp ed class visited twice, and Mrs. O'Toole brought classes from Ready, Set, Grow preschool on two different days.

On Thursday, October 16, Staci Taylor of the Creativity Tank was here to guide 17 young artists in a Fall Frolic – creating colorful autumn leaves from felted wool fibers.

October Family Movie Night featured *Hotel Transylvania*, for a small, but enthusiastic audience of six.

November 3, we welcomed 3-2-1 Art Studio of Chisholm, Minnesota. They presented a cartooning workshop, courtesy of the Legacy Fund. We heard great reviews from the 28 attendees.

Looking ahead:

- More class visits are scheduled, including three area preschools and two Headstart classes.
- November 13, at 3:30 pm, local artist Betsy Whirley, will guide us in a Metal Tooling program. Open to all ages, this looks to be a fun activity.
- On November 20, Forest Lake school will sponsor a Family Night at the library.
- No Family Movie Night in November – Happy Thanksgiving!
- Saturday, November 29, I will present a special Saturday storytime @ 10:30. This is a repeat of the post-Thanksgiving program of last year. The theme is "Sheep." There will be sheep books, songs and fingerplays; sheep crafts and snacks; a "real live" sheep in front of the building; and local spinners and weavers providing demonstrations and hands-on opportunities .

November 12, 2014

Angela Foster
30036 St. Croix Rd
Pine City MN 55063

Dear Ms Foster:

I am pleased that you will be leading a presentation, "Seven Ways to Strengthen Your Characters" for the Grand Rapids Area Library on November 12 from 6-8 pm Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will pay you an honorarium of \$200 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

November 12, 2014

Candace Simar
28718 Co Rd 107
Pequot Lakes MN 56472

Dear Ms Simar:

I am pleased that you will be leading a presentation, "Seven Ways to Strengthen Your Characters" for the Grand Rapids Area Library on November 12 from 6-8 pm Please let me know if you have any audio visual or set up needs library staff should be aware of.

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Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-11
A RESOLUTION ACCEPTING DONATIONS

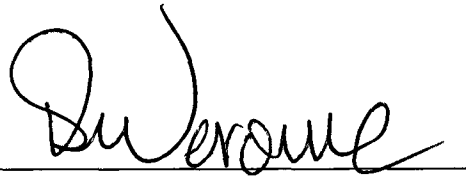
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$380 from Friends of the St. Paul Library for David Treuer appearance (MNBA)
\$26.75 from Grand Rapids Library Foundation for Book Sale printing

Adopted this 12 day of November 2014



Dennis Jerome, President



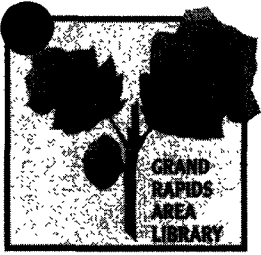
Abby Kuschel, Secretary

Board member *Janet Neuraüter* seconded the foregoing resolution and the following voted in favor thereof: *David Yankowski, Max Peters, Abby Kuschel, John Soll, Janet Neuraüter, Jean MacDonell*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



November 12, 2014

Angela Foster
30036 St. Croix Rd
Pine City MN 55063

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

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

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Sincerely,

Marcia Anderson
Library Director

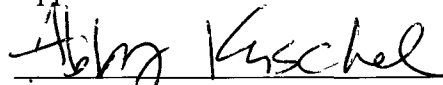
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These terms are acceptable:

Signature

Date

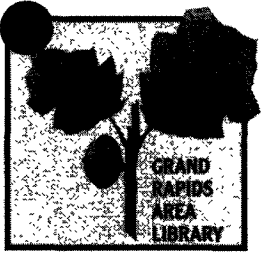
Approved for the Board of Directors:



Board President

11/12/14

Date



November 12, 2014

Candace Simar
28718 Co Rd 107
Pequot Lakes MN 56472

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

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Library Director

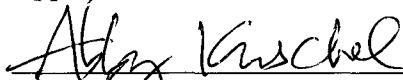
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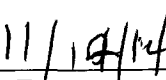
Signature

Date

Approved for the Board of Directors:



Board President



Date

Holiday Schedule considerations

Agenda Item G R 1 and 2

- 1. G R 1 Discuss Holiday Discuss Holiday-related closures under negotiation (Easter Saturday and Thanksgiving Friday)**
- 2. Approve Resolution 2014-12 setting 2015 Library Calendar**

First, Definitions:

Legal Holiday:

We are closed on legal holidays defined by MN Statutes 645.44 and cannot “conduct public business” on those holidays. These and other holidays are listed in the Union Contract. Under the union contract, staff members receive one day of holiday pay, and are scheduled to work no more than 4 of the remaining 5 open days. If holidays fall on a Sunday, it is observed on Monday.

Closed Days

We have been closing a few days, primarily the Saturdays of Memorial Day and Labor Day weekends and sometimes the Saturday closest to July 4th. When we were open, these tended to be very, very slow Saturdays. A closed day is not a paid holiday and everyone is scheduled to work the remaining 5 open days in the week. Closed days are not negotiated in the contract, and are determined by the Library Board each year when setting the calendar.

Under negotiation for the 2015-2017 contract:

Option A: Eliminating the Saturday before Easter as a paid holiday and substituting the Friday after Thanksgiving and adding a ½ day floating holiday. This was proposed by the City to make the Library union more consistent with the other City unions.

Option B: Eliminate the Saturday before Easter as a holiday and substitute 1.5 floating holidays to be used during the year.

Concerns:

Scheduling around holidays can be tricky. For example The week before Memorial day weekend, everyone is scheduled for Mon-Friday and we are closed on Saturday. That is easy. Monday is a Holiday, so people are scheduled for 4 days, but we must still cover 5 open days (Tues-Sat)

If we are closed Thursday and Friday for Thanksgiving, we could either open on Saturday (more difficult to schedule staff) or stay closed the entire weekend (very easy scheduling).

I have pulled together some statistics on the number of people, computer use and circulation for the past several years. For comparison, I have also included numbers from the weekend before Thanksgiving last year, and the range of numbers of people visiting the library on Fridays and Saturdays during October of 2014. The Fridays have been very slow, but Saturdays much closer to normal Saturdays. I have also included the schedules of some of the other larger libraries in the region around Thanksgiving weekend. See the accompanying sheet.

One other thing to consider is that small businesses in town are promoting “Small Business Saturday” as a reason to come downtown to shop on that Saturday. I think if the Library is open it provides one more reason for people to come downtown.

Optional Closed days for 2015:

Friday, July 3, Everyone’s day off would be the day before the July 4th Holiday

Saturdays:

Saturday before Memorial Day

Saturday before Labor Day

Saturday, December 26: work days would be Mon-Wed. Holidays Thursday-Friday and closed on Dec 26

Saturday, January 2, 2016 work days would be Mon-Thursday, Holiday Friday and Closed Saturday.

We closed on these Saturdays in 2009/2010. Part of the consideration was energy costs, as letting the building cool for 2 days, heating it for 4 hours, then letting it cool again for another 1.5 days did not make sense. As long as the heat exchanger is up and running, that is not as much of a consideration this year, unless the temperatures are well below zero.

I have included some statistics on December 26 and January 2 attendance and circulation, but they are inconclusive except to say that January 2nd is usually busier than December 26.

Board member Jean MacDonell introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-12
SETTING 2015 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2015:

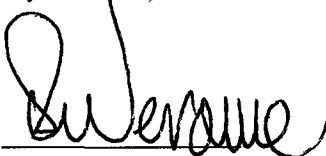
H January 1	New Year's Holiday	Closed
H January 19	Martin Luther King Day	Closed
H February 16	President's Day	Closed
May 23	Saturday before Memorial Day	Closed
H May 25	Memorial Day	Closed
July 3	Friday	Closed
H July 4	Independence Day	Closed
September 5	Saturday before Labor Day	Closed
H September 7	Labor Day	Closed
H November 11	Veteran's Day	Closed
November 25	Pre-Thanksgiving	Close 5 p.m.
H November 26	Thanksgiving	Closed
H November 27	Day after thanksgiving	Closed
H December 24	Christmas Eve	Closed
H December 25	Christmas Holiday	Closed
December 26	Saturday after Christmas	Closed
December 31	New Year's Eve	Close 5 p.m.

Although the library will close early on November 25 and December 31, no holiday pay is involved.

The summer schedule will be determined no later than the April Library Board meeting.

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library. (November meeting to be held on Thursday Nov. 12)

Adopted this 12th day of November 2014.


Dennis Jerome, President

Attest:


Abby Kuschel, Secretary

Board member Max Peters seconded the foregoing resolution and the following voted in favor thereof: Janet Neurauter, David Yankowick, Max Peters, Abby Kuschel, John Soll, Jean MacDonnell

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

	2009	2010	2011	2012	2013	2014
People	people	people	people	people	people	people
Friday after Thanksgiving	NA	NA	230	198	268	452
Saturday after Thanksgiving	NA	NA	175	155	276	384
	2009	2010	2011	2012	2013	2014
Circulation	circ	circ	circ	circ	circ	circ
Friday after Thanksgiving	493	334	427	325	403	781
Saturday after Thanksgiving	245	279	199	318	343	435

For comparison

October Fridays 314-436-
October Saturdays 225-311

other large libraries in the region

Cloquet closed Thurs/Fri. open Sat
Duluth closed Thurs/Fri. open Sat
Ifalls closed Thurs open Fri/Sat
Hibbing closed Thurs open Fri *
Virginia closed Thurs open Fri*
* closed Saturdays

Computer Use	4/hr	5.25/hr
Friday after Thanksgiving		
Saturday after Thanksgiving	6/hr	6.25/hr

Christmas/New Year	2009	2010	2011	2012	2013
People		mon	Tues 12/1	Wed	Thurs
26-Dec	sat	NA	453	398	299
2-Jan	sat	NA	NA	429	329
circulation		27-Dec	Tues 12/1	Wed	Thurs
26-Dec	closed	589	739	414	516
2-Jan	closed	754	690	739	588