

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 8, 2014 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: absent Benolken

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

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

5:12 C. Communications

Museum pass program ended

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

5:20 E. Staff Reports (Packet Items E__)

5:25 F. Old Business:

5:30 G. New Business:

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

1. Approve payment of late bills

2. Approve Contracts

a. Jessica Z

3. Approve Resolution 2014- 10 Accepting Donations

Foreign Affairs subscription from Pete Anderson in honor of Catherine Anderson

\$200 from Al and Carol Gauper in memory of LaVerne Gauper

Regular agenda

1. Approve Teen Read Week Fine Amnesty

2. Authorize soliciting quotes for microfilm machine

3. Authorize applying for a grant from the Minnesota Historical Society for a microfilm machine

4. Recruitment of Applicants for Board

5. Discuss policies:

Meeting room

6. Strategic Plan brief update

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
September 13, 2014**

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

Roll Call:

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

Public Forum:

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

Minutes: Janet Neurauter moved to approve the minutes from the August 13, 2014 board meeting. A second was made by Abby Kuschel. The motion passed unanimously.

Communications:

Library Use Statistics: The statistics gathered from the one day probably have a large margin of error for various reasons, but they are a general indication of the proportion of use between city residents and non-residents. .

Financial Report:

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

AMAZON.COM	277.71
AMERIPRIDE LINEN & APPAREL	19.03
ANDERSON GLASS	1,755.00
ARROWHEAD LIBRARY SYSTEM	158.78
BAKER & TAYLOR, INC	1,596.90
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	16.36
DELTA DENTAL OF MINNESOTA	216.75
DEMCO	84.99
FIDELITY SECURITY LIFE INS CO	11.27
GRAND RAPIDS CITY PAYROLL	39,083.76
GRAND RAPIDS NEWSPAPERS INC	60
JUNIOR LIBRARY GUILD	42
LINCOLN NATIONAL LIFE	239.8
LINCOLN REPUBLIC INSURANCE CO	20.5
MINNESOTA ENERGY RESOURCES	39.49
MINNESOTA REVENUE	31.85
NEXTERA COMMUNICATIONS LLC	91.72
PAUL BUNYAN COMMUNICATIONS	243.84
PERSONNEL DYNAMICS LLC	208.96
PIZZA WORKS	11.99
P.U.C.	3,038.19
SHOWCASES	17.18
SIM SUPPLY INC	407.6
TRU NORTH ELECTRIC LLC	92.25
VERIZON WIRELESS	112.46
VIKING ELECTRIC SUPPLY INC	2,549.40
THE VILLAGE BOOK STORE	23.96
WASTE MANAGEMENT	248.18
XEROX CORPORATION	30.5
ZIPLOCAL	271.92
TOTAL ALL VENDORS	\$57,041.34

Marcia explained that in the Revenue Expenditure Report the Operating Supplies was 295% of budget because lighting was replaced in the library.

Max Peters 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:***

Some things in the Director's report are on the agenda. Lights were finally replaced after a year of experimentation. A rebate from PUC should come in soon.

Old Business:

Update on bequest:

Specifically for the benefit of children, the bequest will need to be put in an endowment fund. It can't be put into a community fund or the library foundation, because then it will belong to that foundation. Marcia said that she may need to set up a separate endowment fund for the bequest.

Update on budget:

At the most recent City Council meeting, it was decided that the library's budget would need to be reduced by \$27,000. By repurposing staff computers as public computers and by the Personnel Budget being reduced because health insurance won't be as costly as expected, that target was achieved. The Council will accept the initial levy on September 22, which can be reduced but cannot be increased after that date. After that, the final levy accepted before the 15th of December.

New Business:

- ***Consent Agenda:***

1. **Approve payment of late bills (none)**
2. **Approve Contracts (none)**
3. **Approve Resolution 2014 - Accepting Donations**
 - a. \$2240. Grand Rapids Library Foundation for Fall Saturday Story Times

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

Regular Agenda:

1. **Approve position descriptions**

Only internal applications will be accepted for the new positions. At the latest, Marcia expects the new positions to begin at the beginning of the year.

John Soll moved to approve the position descriptions. A second was made by Mary Helen Haarklau. Motion passed unanimously.

2. **Discuss children's proposal**

Tracy and Darla's children's library proposal was well received. The Library Foundation is open to funding the requests. A group of children and their parents will be brought together soon to talk about the proposal.

- **Discuss policies:**

- 1. Loan Periods**

No changes made to policy.

- 2. Borrowing Privileges**

No changes made to policy.

- 3. Access to Electronic Resources**

No changes made to policy.

Adjourn: The monthly board meeting was adjourned at 6:06 PM by Dennis Jerome.

John Soll moved to adjourn. A second was made by Janet Neurauter. The motion passed unanimously.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2014
With Comparative Totals for September 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	10,280	9,228	11,182	83%
Fines & Forfeits	10,053	10,285	15,000	69%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	18,099	6,880	-	0%
Miscellaneous	10,893	9,829	12,500	79%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	418,352	421,215	772,657	55%
Expenditures:				
Personnel	382,467	395,012	544,347	73%
Supplies/Materials	60,796	71,762	94,600	76%
Other Services/Charges	89,837	86,304	133,710	65%
Blandin Grant	2,774	-	-	0%
TOTAL EXPENDITURES	535,874	553,077	772,657	72%
OPERATING SURPLUS (DEFICIT)	(117,522)	(131,863)	-	
Gr Rapids Library Foundation Captl Grant	40,726	-	-	
Capital Outlay	50,491	-	-	
Fund Balance 9/30/XX				
Cash Flow	240,861	251,375	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 9/30/XX	\$ 304,147	\$ 310,006	\$ 441,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,342 as of 06/30/14. This endowment is not available for current operations.



CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH SEPTEMBER 30, 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	1,265	67%
211-00-34-00-7975	INTERNET	3,000	2,459	82%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	220	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	10,285	69%
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	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	6,880	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	3,044	101%
211-00-37-00-2450	MISCELLANEOUS	1,900	2,072	109%
211-00-37-00-5100	INVESTMENT INCOME	2,500	533	21%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	421,215	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	221,886	72%
211-00-75-10-1030	SALARY-PARTTIME	101,697	72,540	71%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,048	68%
211-00-75-10-1210	PERA	29,832	21,144	71%
211-00-75-10-1220	FICA	25,512	17,252	68%
211-00-75-10-1250	MEDICARE	5,966	4,035	68%
211-00-75-10-1310	HEALTH INSURANCE	63,855	52,450	82%
211-00-75-10-1330	LIFE INSURANCE	246	192	78%
211-00-75-10-1335	DENTAL INSURANCE	1,858	1,214	65%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,249	94%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	4,626	58%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,153	115%
211-00-75-20-2030	PRINTING/BINDING	600	588	98%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,886	72%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	417	21%
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	5,968	298%
211-00-75-20-2110	BOOKS	42,000	33,727	80%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,291	37%
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	1,960	65%
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	381	79%



CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	4,601	115%
211-00-75-30-3210	TELEPHONE	7,000	3,904	56%
211-00-75-30-3220	POSTAGE/FREIGHT	500	181	36%
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	1,457	61%
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	8,372	93%
211-00-75-30-3810	ELECTRICITY	39,930	21,912	55%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	1,991	124%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,990	100%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,887	38%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	9,487	63%
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	2,928	98%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	4,988	100%
211-00-75-30-4100	EQUIPMENT LEASES	900	488	54%
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	553,077	72%
SURPLUS REVENUES/(EXPENDITURES)		\$ -	\$ (131,863)	



DATE: 10/03/2014
 TIME: 09:25:30
 ID: GI450000.MOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 09/30/14
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	349,238.90	349,238.90	0.00
211-00-00-00-1010	CASH	421,741.77	430,611.94	571,357.64	280,996.07
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 A/S	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	876.54
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	10,364.85	3,454.96
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	28,126.01	3,050.41
TOTAL		475,610.14	825,723.61	975,338.77	325,994.98
TOTAL ASSETS					
		475,610.14	825,723.61	975,338.77	325,994.98
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	553,317.27	545,780.65	8,123.81
211-00-00-00-2030	SALES TAX PAYABLE	0.00	354.34	388.96	34.62
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	0.00	0.00
TOTAL		33,741.17	566,972.35	546,169.61	12,938.43
TOTAL LIABILITIES					
		33,741.17	566,972.35	546,169.61	12,938.43

DATE: 10/03/2014
 TIME: 09:25:30
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 09/30/14
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	28,126.01	31,176.42	3,050.41
TOTAL		441,868.97	28,126.01	31,176.42	444,919.38
	FUND SURPLUS (DEFICIT)	0.00	131,862.83	0.00	(131,862.83)
TOTAL FUND EQUITY		441,868.97	159,988.84	31,176.42	313,056.55
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	726,961.19	577,346.03	325,994.98

GRAND RAPIDS AREA LIBRARY BILL LIST - OCTOBER 8, 2014

DATE: 10/01/2014
 TIME: 15:17:37
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/08/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	244.37
0113233	AMERIPRIDE LINEN & APPAREL	57.09
0118660	ARROWHEAD LIBRARY SYSTEM	73.31
0201428	BAKER & TAYLOR, INC	2,865.25
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	461.90
0701650	GARTNER REFRIGERATION CO	590.48
0718000	GRAND RAPIDS ARTS	25.00
0718010	CITY OF GRAND RAPIDS	637.14
0805830	HEWLETT-PACKARD COMPANY	3,172.30
0900060	ICTV	15.00
0920040	ITASCA COUNTY FARM SERVICE	9.99
1415377	NORTHERN BUSINESS PRODUCTS INC	1,364.48
1524250	OXFORD UNIVERSITY PRESS USA	84.83
1605665	PERSONNEL DYNAMICS LLC	126.92
1605735	PETERSON'S A NELNET CO	95.66
1609729	PITNEY BOWES INC	126.50
1609925	PIZZA WORKS	11.99
1805150	RECORDED BOOKS	46.79
1908570	SHOWCASES	46.71
1909510	SIM SUPPLY INC	317.31
2018680	TRU NORTH ELECTRIC LLC	725.00
2114356	UNIQUE MANAGMENT SERVICES	205.85
2209421	VIKING ELECTRIC SUPPLY INC	70.47
2209450	THE VILLAGE BOOK STORE	88.72
2405650	XEROX CORPORATION	30.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,193.56

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	216.75
0718015	GRAND RAPIDS CITY PAYROLL	35,205.78
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1309199	MINNESOTA ENERGY RESOURCES	39.49
1309266	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	48.12
1405850	NEXTERA COMMUNICATIONS LLC	89.95
1621130	P.U.C.	3,084.55
2205637	VERIZON WIRELESS	52.04
2209665	VISA	137.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 43,623.18

TOTAL ALL DEPARTMENTS \$ 56,816.74

DATE: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	100.95	1,900.00	1,264.81	0.00	635.19	67
211-00-34-00-7975	INTERNET	253.44	3,000.00	2,458.73	0.00	541.27	82
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	0.00	220.00	0.00	(220.00)	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		394.39	11,182.00	9,228.35	0.00	1,953.65	83
TOTAL CHARGES FOR SERVICES		394.39	11,182.00	9,228.35	0.00	1,953.65	83
FINES & FORFEITS							

DATE: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	951.11	15,000.00	10,284.69	0.00	4,715.31	69
TOTAL		951.11	15,000.00	10,284.69	0.00	4,715.31	69
TOTAL FINES & FORFEITS		951.11	15,000.00	10,284.69	0.00	4,715.31	69
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	200.00	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	0.00	300.00	0.00	0.00	300.00	0
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	6,880.00	0.00	(6,880.00)	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	90.00	3,000.00	3,043.50	0.00	(43.50)	101
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	148.54	1,900.00	2,071.54	0.00	(171.54)	109
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	532.84	0.00	1,967.16	21
TOTAL		438.54	12,500.00	16,709.10	0.00	(4,209.10)	134
TOTAL MISCELLANEOUS REVENUE		438.54	12,500.00	16,709.10	0.00	(4,209.10)	134
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:		1,784.04	772,657.00	421,214.64	0.00	351,442.36	55

DATE: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

PAGE: 3
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ 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	221,885.71	0.00	87,895.29	72
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	6,510.73	101,697.00	72,539.92	0.00	29,157.08	71
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	126.92	3,000.00	2,048.04	126.92	825.04	72
211-00-75-10-1210	PERA	2,230.10	29,832.00	21,143.82	0.00	8,688.18	71
211-00-75-10-1220	FICA	1,795.79	25,512.00	17,252.49	0.00	8,259.51	68
211-00-75-10-1250	MEDICARE	419.98	5,966.00	4,034.97	0.00	1,931.03	68
211-00-75-10-1310	HEALTH INSURANCE	3,847.28	63,855.00	52,449.66	0.00	11,405.34	82
211-00-75-10-1330	LIFE INSURANCE	22.24	246.00	192.19	20.50	33.31	86
211-00-75-10-1335	DENTAL INSURANCE	139.17	1,858.00	1,213.74	216.75	427.51	77
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	2.63	0.00	(2.63)	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	2,248.60	0.00	151.40	94
TOTAL PERSONNEL		39,563.66	544,347.00	395,011.77	364.17	148,971.06	73
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	142.54	8,000.00	4,625.91	0.00	3,374.09	58
211-00-75-20-2020	COPY SUPPLIES	151.99	1,000.00	1,153.47	0.00	(153.47)	115
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	587.58	0.00	12.42	98
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	250.13	4,000.00	2,885.63	164.19	950.18	76
211-00-75-20-2070	COMPUTER INVENTORY	280.34	2,000.00	417.34	280.34	1,302.32	35
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	2,915.05	12,000.00	7,567.75	0.00	4,432.25	63
211-00-75-20-2090	INVENTORIAL SUPPLIES	17.37	1,000.00	376.37	17.37	606.26	39
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	70.47	2,000.00	5,967.96	70.47	(4,038.43)	302
211-00-75-20-2110	BOOKS	2,462.46	42,000.00	33,726.50	1,306.05	6,967.45	83

DATE: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	61.79	9,000.00	3,291.23	29.99	5,678.78	37
211-00-75-20-2130	NEWSPAPERS	60.00	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	327.30	3,000.00	1,959.67	212.30	828.03	72
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	590.48	300.00	590.48	0.00	(290.48)	197
TOTAL SUPPLIES & MATERIALS		7,329.92	94,600.00	71,761.72	2,080.71	20,757.57	78
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	57.09	480.00	380.60	19.03	80.37	83
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	391.99	4,000.00	4,600.84	480.00	(1,080.84)	127
211-00-75-30-3210	TELEPHONE	333.79	7,000.00	3,904.33	0.00	3,095.67	56
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	181.20	0.00	318.80	36
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	637.14	500.00	703.98	0.00	(203.98)	141
211-00-75-30-3260	COMMUNITY ED PROMOTION	25.00	300.00	255.00	0.00	45.00	85
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	205.85	2,400.00	1,456.78	0.00	943.22	61
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	8,372.25	0.00	627.75	93
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	21,911.90	0.00	18,018.10	55
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,600.00	1,990.72	0.00	(390.72)	124
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,990.23	0.00	9.77	100
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	5,000.00	1,886.62	0.00	3,113.38	38
211-00-75-30-4010	BUILDING MAINT/REPAIRS	725.00	15,000.00	9,487.14	0.00	5,512.86	63
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	1,773.66	0.00	(773.66)	177
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	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	0.00	3,000.00	2,927.87	206.50	(134.37)	104

DATE: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

PAGE: 5
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	4,987.50	0.00	12.50	100
211-00-75-30-4100	EQUIPMENT LEASES	30.50	900.00	487.72	0.00	412.28	54
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	30.00	500.00	117.00	0.00	383.00	23
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		5,066.61	133,710.00	86,303.98	705.53	46,700.49	65
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		51,960.19	772,657.00	553,077.47	3,150.41	216,429.12	72
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: 10/03/2014
 TIME: 09:24:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2014

PAGE: 6
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		51,960.19	772,657.00	553,077.47	3,150.41	216,429.12	72
TOTAL FUND REVENUES		1,784.04	772,657.00	421,214.64	0.00	351,442.36	55
TOTAL FUND EXPENSES		51,960.19	772,657.00	553,077.47	3,150.41	216,429.12	72
FUND SURPLUS (DEFICIT)		(50,176.15)	0.00	(131,862.83)			
TOTAL ALL FUND REVENUES		1,784.04	772,657.00	421,214.64	0.00	351,442.36	55
TOTAL ALL FUND EXPENSES		51,960.19	772,657.00	553,077.47	3,150.41	216,429.12	72
ALL FUND SURPLUS (DEFICIT)		(50,176.15)	0.00	(131,862.83)			

Director's Report October

Policy for discussion this month

Meeting Room Policy and see attached meeting room rates

If goal is to encourage gathering, should we be charging groups? Which, how?

Now the philosophy is pretty much cost recovery. We bring in enough to cover the cost of cleaning, utilities, staff time for reservations, maintenance etc.

One thing to consider is whether new AV equipment should be available to public, should there be an extra charge? Is this competition with local meeting venues?

Strategic Plan update

I will go through just a few of the things we identified during the planning process.

Personnel Issues

John and Tracy have continued working extra hours. Revised position descriptions are again under review by Springsted to determine pay grade.

Budget

The preliminary budget for the City was adopted on-September 22. It can be lowered before final adoption on December 15, but cannot be revised upward.

Light replacement/Chiller rebate:

We should receive a rebate for installation of energy efficient lights and a high-efficiency chiller of \$2943, according to the document I received and signed on Tuesday!.

Virtual Desktop project

The City is in the process of moving to a Virtual Desktop environment where all programs, files etc. reside on central servers, and there are thin clients at each workstation. The total cost of operation should be lower because the thin clients cost less and last about twice as long as computers. We are serving as the pilot project, so the staff computers will be replaced soon with thin clients. Amy's computer was the first trial, and it has been working fine for several weeks. After the staff computers have been replaced, we will repurpose them for use on the public network. We have received the thin clients, and they are scheduled to be installed in mid-October

Coffee with the Mayor and Administrator

More people are stopping by, or asking when the next session will be. It will be repeated at 11:00 am on the 2nd and 4th Mondays of each month. (except when Monday is a holiday)

AV proposal

Our sound system in the community room is getting old and becoming less effective. We are looking at replacing the sound system and the projector, and gathering information about options, including whether to use a very large TV/Monitor or to go with a projection system. We have a proposal from Chris Wicklund, a local person, and I have just started talking with AVI systems, the company that installed the system in City Hall. I plan to have a conversation with the AV person at the Timberlake to get some perspective. The Friends of the Library and the Foundation are willing to support the project.

Assistant Director Report October 2014

Teens

Teen Advisory Board Meeting Tuesday September 29

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

We had a nice discussion about anime club. There were 8 at the last meeting in September. Crunchyroll website offers a free subscription to libraries. The site streams anime and has a huge catalog of titles available. The only stipulation is we have to view 2 shows within a 90 day period. I also signed up for Rightstuf anime club. They have a list of titles available to show and will even send discs to watch. The library has a public viewing license for Funimation. We are able to stream anime on their website or get DVDs of some titles and show them. I show TV-14, PG-13, PG or G titles. Long story short, there is no shortage of anime to watch!

Teen Read Week is scheduled for October 12-18. We talked about the survey for Teen Read Week and members had few suggestions for the 5 question survey. Add: if you didn't participate in teen summer/winter reading will you? Add: list title, authors, genres.

We discussed the teen room monthly drawing. There were 11 that participated in the September drawing. For October, members wanted to have participants match a character from a scary movie with the title of the movie. I did make up the sheets and put them in the teen room.

Teens can ask at the reference desk about the Teens' Top Ten. (TTT is a list of 25 books nominated by teen book groups. Teens vote for their favorites and the top ten is announced during Teen Read Week.) When they ask about it they get a prize and the list of nominated. There were 9 that participated in September.

Staff

I attended the Friends of the Library meeting on Monday the 29th. Kathy McCarty from the Library Foundation was at the meeting. Kathy proposed an idea about the Foundation and Friends splitting profits and expenses from the Tall Timber Days book sale. The Friends also talked about Monday October 20 which will be their celebration day during National Friends of the Library Week (Oct. 20-24). I proposed a writing contest for young people in November in conjunction with National Novel Writing Month. The Friends will provide the prizes which are gift certificates from The Village Bookstore.

Operations

Will R. put out a nice display of musician biographies.

The ICHS took out their display from the lobby case. I have been in contact with a gentleman who will put in a display of Sugar Hills memorabilia.

We used to have headphones people could use while in the library. The headphones would break and then wouldn't work for people. We decided to go ditch the headphones and are now selling ear buds for \$2.00. People have been receptive to it and we have sold several pair.

The energy center dashboard is now operational in the library. The computer is touch screen. There are different modules people can select. Some have activities like quizzes. People have been asking about it and using it!

CIRCULATION	THIS MONTH	YTD	YTD 2013	Express Check outs	% of total c/o
Check-outs	12,501	115,559	123,704	3,315	26.52%
Total Circulation	14,271	132,000	140,499		
Returns	14,430	130,533	139,338		
New cards	110	1,024	1,109		

Door count
11483
 as of 3/1 includes all visitors to library

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2013
Books cataloged and processed	643	5,069	5,154
Withdrawn copies	801	5,136	3,688
Withdrawn Titles	397	2,766	2,480

REFERENCE	THIS MONTH	YTD	YTD 2013
tests proctored	758	6,606	7,577
computer help over 5 minutes	2	71	85
INTERNET	44	126	73
Pharos sessions ***	1,369	707	12,731
			7,912
			14,076
			7,943

Non-Pharos sessions	632
VOLUNTEERS	2641.00
	496
HOURS	246.00
PEOPLE	47
HOURS	246.00

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2013 YTD GROUPS	2013 YTD PEOPLE
BOOK TIME	6	147	42	989	43	1,098
SATURDAY STORY TIME	8	180	64	1,770	48	1,501
CLASS VISITS	5	156	26	842	38	978
NON SCHOOL GROUPS	2	67	7	209	4	90
CHILDREN'S PROGRAMS	3	158	35	1,372	27	1,612
TEEN PROGRAMS	4	33	28	333	32	425
Total Youth Programs	28	741	202	5,515	192	5,704
Total Adult Programs	5	231	39	1,252	44	1,047

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2013
TOTALS	7.5	77.5	82.5

Children's Library Summary
September 2014

School is back in session and fall is here! September is generally pretty quiet, as the kids are just getting back into the swing of things.

Friday, September 5 (First Friday) the Children's Library presented a Story Walk on the grounds of Old Central School, featuring *Little Blue Truck*. Not sure how many families walked through, but many left us great reviews. We are looking forward to trying it again at the Open Streets event in June.

Friday, September 12, the library hosted a storytime workshop, which was attended by 35 librarians from all around us – including Mora and Bemidji. The workshop was great, but the community room was extremely warm and uncomfortable.

Book Time resumed on Monday, September 15, with several very young families in attendance. I am always so impressed with how Char handles the “busy-ness” of all those little people – always reminding parents/caregivers that the behaviors are developmentally appropriate.

Saturday Story Time continues to be well attended, also. It's a different group than we see on Mondays; it's good to know that we are reaching a variety of families.

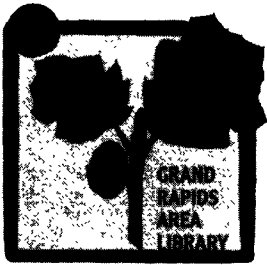
Class visits from the schools have begun. The 4th grades from Southwest have been coming to the library on a regular basis for a number of years already, with this year being no exception. But this year we were glad to welcome the three Murphy 4th grades – all 75 of them! They were so well-behaved and attentive that we will welcome them back gladly, anytime.

Family Movie Night took place on Thursday, September 25, featuring *Disneynature: Bears*, and with 33 children and adults in attendance.

Tuesday, September 30 from 5 – 7 pm, about 65 staff, students and parents from Murphy Elementary School gathered at the library to find out what we have to offer, sign up for library cards, check out books and other materials, and hear stories read by Georgia Niles and Sean Martinson. If you have never heard Sean do his “Grover” voice, you are missing out!

Looking Ahead:

- October 16 @ 2:00 pm: The artists of the Creativity Tank will be here for a Fall Frolic – guiding us to create colorful autumn foliage from felted wool fibers.
- October 23 @ 6:00 pm: Family Movie Night will feature a pre-Halloween theme.



October 8, 2014

Jessica Zikri

Dear Jessica:

I am pleased that you will be leading a presentation, "Minnesota Muslimah: Living Islam in the Land of 10,000 Lakes" for the Grand Rapids Area Library on October 30th at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like

The Library will pay you an honorarium of 300 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: manderso@arrowhead.lib.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: ICTV release form, W-9 form

These terms are acceptable:



Signature

10/22/14
Date

Approved for the Board of Directors:


Board President

8 Oct 14
Date

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

RESOLUTION NO. 2014-10
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:

Foreign Affairs Magazine subscription from Pete Anderson
\$200 for materials in memory of LaVerne Gauper from Carol and Al Gauper

Adopted this 8th day of October 2014



Dennis Jerome, President


Abby Kuschel, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:
John Soll, Janet Neurater, Mary Helen Haarklau, Dennis Jerome, Max Peters, Abby Kuschel, ~~John Soll~~ Jean MacDonell

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

Teen Read Week Fine Amnesty

Teen Read Week (October 12-18, 2014) is an initiative of the Young Adult Library Services (YALSA) division of ALA and is held annually in October. Libraries across the world celebrate Teen Read Week with a variety of special events and programs aimed at encouraging teens to read for pleasure and to visit their libraries for free reading materials.

Teens fill out a survey during TRW about teen programs and materials in the library. After finishing the survey, teens are issued a coupon for up to \$5.00 off library fines (not used toward Lost books fees). The coupon has no expiration date but can only be used 1 time.

When teens pick up a survey from the reference desk it gives them a chance to talk to a librarian and start to make a connection with a face in the library. It also shows some goodwill on the part of the library to teen users. I use the completed surveys to get a feel for what books teens like and to get an idea of what types of programs they may be interested in.

We have done the survey during Teen Read Week since 2007. Statistics for the past four years are below:

	Completed Survey	Coupons used
2010	18	4
2011	12	2
2012	8	2
2013	17	6

14. MEETING ROOM POLICY

The Library Meeting Room is provided by the library to encourage cultural activities and to further the free exchange of information and ideas among community members.

14.1 Advertising.

Advertising and other publicity for any event held in the meeting room will include the name of the sponsoring group or individual.

14.2 Free entrance to meeting room events.

Events in the meeting room must be free to the public unless they are sponsored or co-sponsored by the library or a library support group.

14.3 Fees for meeting room use.

Fees for meeting room use may be established to cover costs related to the use of the rooms. Fees will be approved by the Board as part of the library's Fine and Fee Schedule.

14.4 Rules and procedures.

Rules and procedures for meeting room use will be reviewed by the Library Board each year.

14.5 Responsibility for normal care of the facilities.

Groups and individuals using the meeting room will be responsible for maintaining order among those in attendance and for returning the room to its previous condition at the end of the meeting. Charges may be imposed for return of the room to its previous arrangement or for extraordinary cleaning costs.

Grand Rapids Area Library Room Use Fees

Community Room:

Library sponsored programs, City of Grand Rapids, Book Groups:	Free
Non-profit and non-profit eligible* groups	\$7.50/hour
All others (including individuals)	\$15/hour

Discount: A 25% discount applies to groups reserving and paying in advance for 6 or more meetings.

Groups whose meetings end by 9 a.m. will be charged for a two hour time block regardless of beginning time.

Groups whose meetings begin after 5:00 p.m. will be charged for a two hour time block regardless of end time.

Group Study Room (2 hour maximum for reservations):

Unreserved:	Free
Non-profit and non-profit eligible* groups:	\$5 single use \$2 each additional use <u>in a series</u>
All others:	\$5 each use

Riverview Room: Reserved for Library or City of Grand Rapids use

*Non-profit eligible is defined in Minnesota Statutes 317A. Under this statute a non-profit corporation may not: "(1) be formed for a purpose involving pecuniary gain to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government; and (2) pay dividends or other pecuniary remuneration, directly or indirectly, to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government."

Approved June 13, 2012