

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
September 10, 2014 5:00 P.M.

- 5:00 Call to order**
- 5:01 Roll call:**
- 5:05 A. Approval of agenda (Packet Item A)**
- 5:10 B. Minutes. (Packet Item B)**
- 5:12 C. Communications**
Library Use statistics
- 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:**
Update on budget
Update on bequest
- 5:30 G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
 - a. Unique Management Services 205.85
 - 2. Approve Contracts**
 - 3. Approve Resolution 2014-9 Accepting Donations**
 - a. \$2240. Grand Rapids Library Foundation for Fall Saturday Story Times
- Regular agenda**
- 1. Approve position descriptions**
 - 2. Discuss children's proposal**
- Discuss policies:**
- 9 Loan Periods**
 - 10. Borrowing Privileges**
 - 13. Access to Electronic Resources**
- 6:00 Adjourn**
- .

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

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

Roll Call:

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

Public Forum:

Agenda: Janet Neurauter moved to approve the agenda. A second was made by David Yankowiak. The motion passed unanimously.

Minutes: John Soll moved to approve the minutes from the July 9, 2014 board meeting. A second was made by Abby Kuschel. The motion passed unanimously.

Communications:

- *Iron Range Engineering Proposal:* The city made a proposal to the Iron Range Engineering Program to adopt the alternative energy project for engineering students this fall.
- *Minnesota Community Foundation Quarterly Statement* The balance statement has has increased.
- *Bequest:* Marcia Anderson noted that the library has been given a generous monetary donation that will benefit the library in the future. Chris Jenkins from the Library Foundation is meeting with the family.
- *Itasca County Tax Transmittal Letter:*

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before August 13, 2014**

AMAZON.COM	\$36.66
AMERIPRIDE LINEN & APPAREL	57.09
ARROWHEAD LIBRARY SYSTEM	274.65
BAKER & TAYLOR, INC	2,560.23
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CITY OF GRAND RAPIDS	656.27
CLAFTON BUILDERS INC	1,000.00
DAVID TREUER	380.00
DELTA DENTAL OF MINNESOTA	433.50
DIVERSE MEDIA INC	42.35
EBSCO SUBSCRIPTION SERVICE	7,314.44
FIDELITY SECURITY LIFE INS CO	22.54
GRAND RAPIDS ARTS	25.00
GRAND RAPIDS CITY PAYROLL	54,991.88
LEAGUE OF MN CITIES INS TRUST	256.00
LINCOLN NATIONAL LIFE	-279.40
LINCOLN REPUBLIC INSURANCE CO	20.50
MINNESOTA ENERGY RESOURCES	117.51
MINNESOTA REVENUE	95.48
NEXTERA COMMUNICATIONS LLC	88.06
NORTHERN BUSINESS PRODUCTS INC	91.21
OXFORD UNIVERSITY PRESS USA	524.67
P.U.C.	3,071.52
PAUL BUNYAN COMMUNICATIONS	487.68
PERSONNEL DYNAMICS LLC	272.76
PIZZA WORKS	11.99
PUMPKIN BOOKS INC	79.98
RANGE CREDIT BUREAU INC	10.42
RHONDA FOCHS	150.00
SAM MILTICH & FRIENDS	400.00
SHOWCASES	13.97
SIM SUPPLY INC	204.95
SIMPLEX GRINNELL LP	648.41
ST PAUL PIONEER PRESS	174.20
THE VILLAGE BOOK STORE	83.69
TRU NORTH ELECTRIC LLC	1,005.00

UNIQUE MANAGMENT SERVICES	331.15
VERIZON WIRELESS	112.48
WASTE MANAGEMENT	497.95
XEROX CORPORATION	133.15
TOTAL ALL VENDORS:	\$82,796.94

Marcia Anderson noted that there is nothing out of the ordinary on the financial report. Abby Kuschel moved to approve the financial report. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

Staff Reports:

- *Director's Report:* Director Anderson noted that the library is looking to make two part time employees full time in replacement of part-time employee Mary Saxton, who has recently resigned.

Old Business:

- *Adopt Revised Bylaws:* Abby Kuschel moved to approve the adoption of the revised bylaws. A second was made by David Yankowiak. The motion passed unanimously.
- *Health Insurance Cost Information:* Director Anderson noted that a single employee's health coverage costs the library approximately \$6,600 per year; family coverage costs the library \$14,000 per year.

New Business:

- *Consent Agenda:*
 1. Approve payment of late bills: (none)
 2. Approve Contracts (none)
 3. Approve Resolution 2014-8 - Accepting Donations
 - Gift subscription to The Nation magazine for one year from Mona Monson Bittenbender
 - a. \$246.19 Friends of the Grand Rapids Library for prize books for SRP
 - b. \$25 Dennis and Jeanne Legan for magazine subscriptions
 - c.\$1168. Grand Rapids Library Foundation for Rapids Reads

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

- *Regular Agenda:*

1. Discuss Policies:

- a. **11: Library Use Privileges:** This policy states that anyone is welcome in the library as long as he/she behaves. The library staff has the authority to suspend a patron from the library for two weeks.. This policy is acceptable as written.
- b. **12: Children's Access:** Children have access to everything in the library. However, parents/guardians are responsible for accompanying their children if needed. Children also need parental permission on file when wanting to use the Internet. Marcia Anderson answered questions from the board regarding children who need to wait for their ride after the library has closed. Additionally, there is a rule that states that children need to be within eyesight of their parents. This policy was accepted as written.

The policies designated for discussion next month are 9, 10, 13

Adjourn: The monthly board meeting was adjourned at 5:40 PM by Dennis Jerome.

Library usage statistics

First , the caveats:

Horizon, our Integrated Library System, is aging and was set up before many of the needs for accurate statistics for borrowers were recognized. It is complex, tying together data on materials, borrowers and locations. It also is very large, with data from 29 public libraries, plus several school libraries, Mail-a-Book and the Bookmobile. Add to this the fact that many people are entering data and many people are editing records as people move into, out of and within the region. Boundaries also change. We still have many records with "Grand Rapids Township" as the residency code that would be included in the "something other than Grand Rapids" count.

This all adds up to the conclusion that combining data elements that include borrower residency, location of activities, and number of items checked out produces numbers that have a large potential for error. After working with ALS staff and trying several measurements, a snapshot of current checkouts is what we determined to be the most useful:

On September 2, 2014 there were 6486 items currently checked out by 1434 people that had been checked out from the Grand Rapids Library.

482 (34%) people were registered as Grand Rapids residents with 2333 items checked out.

952 (66%) people were registered as something other than Grand Rapids with 4153 items checked out.

A safe statement may be something like "at any given moment, one – half to two-thirds of the users of the library are people who live outside of the City" and "City residents pay much more on a per-capita basis than non-city residents"

This is just a snapshot of use at one time. This proportion could be quite different in June, when we have many kids books checked out for summer reading. It could also be quite different in January, when we have many fewer seasonal residents using the library, and when many snowbirds are out of town for the winter. Circulation is only one measure that we use for tracking services. We also have people using the computers, attending Story Times, attending programs for adults and just using the space for work, study, relaxing or killing time between appointments. We don't ask people where they live except when we are issuing a card.

This is also true of other communities in Itasca County, I believe, and, in fact this is an issue all over the state. For example, Proctor and Hermantown residents pay the minimum, and they use the Duluth Library because there is no library up on the hill.

A discussion with Itasca County should involve the Arrowhead Library System also, because they receive the funds levied by the County for all of the areas not served by a library. ALS Director is Jim Weikum. 218-741-3840.

UNIQUE MANAGEMENT SERVICES, INC.
 119 EAST MAPLE STREET
 JEFFERSONVILLE, IN 47130 USA
 (812) 285-0886

INVOICE

DATE 9/1/2014
 INVOICE # 270524

Remittance Address:
 PO Box 1524
 Jeffersonville IN 47131-1524

BILL TO: Grand Rapids Area Library
 Attn: Marcia Anderson
 140 NE 2nd Street
 Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
2	08-05 Placements	8.95	17.90
9	08-12 Placements	8.95	80.55
9	08-19 Placements	8.95	80.55
6	08-26 Placements	8.95	53.70
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85

TOTAL

\$205.85

Thank you for your business.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2014
With Comparative Totals for August 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	9,925	8,806	11,182	79%
Fines & Forfeits	8,905	9,267	15,000	62%
Blandin Foundation Grant	2,261	-	-	0%
GR Library Foundation	16,038	4,640	-	0%
Miscellaneous	10,381	9,260	12,500	74%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	414,276	416,966	772,657	54%
Expenditures:				
Personnel	343,547	355,448	544,347	65%
Supplies/Materials	56,414	62,049	94,600	66%
Other Services/Charges	78,766	77,969	133,710	58%
Blandin Foundation Grant	2,774	-	-	0%
TOTAL EXPENDITURES	481,501	495,466	772,657	64%
OPERATING SURPLUS (DEFICIT)	(67,225)	(78,501)	-	
Gr Rapids Library Foundation Captl Grant	40,726	-	-	0%
Capital Outlay	50,498	-	-	0%
Fund Balance 8/31/XX				
Cash Flow	291,151	304,737	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 8/31/XX	\$ 354,437	\$ 363,368	\$ 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 **AUGUST 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	1,154	61%
211-00-34-00-7975	INTERNET	3,000	2,187	73%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	180	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	9,267	62%
211-00-37-00-2310	DONATIONS	2,500	69	3%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,175	118%
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 FOUNDATIN	-	4,640	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	2,939	98%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,808	95%
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	416,966	54%
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	197,637	64%
211-00-75-10-1030	SALARY-PARTTIME	101,697	66,029	65%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	1,921	64%
211-00-75-10-1210	PERA	29,832	18,914	63%
211-00-75-10-1220	FICA	25,512	15,457	61%
211-00-75-10-1250	MEDICARE	5,966	3,615	61%
211-00-75-10-1310	HEALTH INSURANCE	63,855	48,602	76%
211-00-75-10-1330	LIFE INSURANCE	246	170	69%
211-00-75-10-1335	DENTAL INSURANCE	1,858	1,075	58%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,027	84%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	4,133	52%
211-00-75-20-2020	COPY SUPPLIES	1,000	308	31%
211-00-75-20-2030	PRINTING/BINDING	600	543	91%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,636	66%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	4,412	37%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	359	36%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	209	60%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	5,897	295%
211-00-75-20-2110	BOOKS	42,000	30,348	72%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,229	36%
211-00-75-20-2130	NEWSPAPERS	1,000	1,575	157%
211-00-75-20-2140	PERIODICALS	8,000	6,768	85%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,632	54%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
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	324	67%

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

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,600	67%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	4,209	105%
211-00-75-30-3210	TELEPHONE	7,000	3,458	49%
211-00-75-30-3220	POSTAGE/FREIGHT	500	149	30%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%
211-00-75-30-3255	STAFF TRAINING	500	67	13%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	230	77%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	1,251	52%
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	7,442	83%
211-00-75-30-3810	ELECTRICITY	39,930	18,827	47%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	1,991	124%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,951	99%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,887	38%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,762	58%
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	457	51%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	772,657	495,466	64%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (78,501)	

DATE: 09/04/2014
 TIME: 09:00:58
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
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	314,033.12	314,033.12	0.00
211-00-00-00-1010	CASH	421,741.77	425,268.38	517,726.35	329,283.80
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	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	32,727.00	0.00	0.00	32,727.00
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	9,213.20	876.54
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	4,606.61
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	20,283.90	10,892.52
TOTAL		475,610.14	785,174.27	877,507.94	383,276.47
TOTAL ASSETS					
		475,610.14	785,174.27	877,507.94	383,276.47
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	499,669.43	488,198.46	4,189.46
211-00-00-00-2030	SALES TAX PAYABLE	0.00	306.20	352.24	46.04
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	513,276.37	488,550.70	9,015.50
TOTAL LIABILITIES					
		33,741.17	513,276.37	488,550.70	9,015.50

DATE: 09/04/2014
 TIME: 09:00:58
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
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	20,283.90	31,176.42	10,892.52
TOTAL		441,868.97	20,283.90	31,176.42	452,761.49
	FUND SURPLUS (DEFICIT)	0.00	78,500.52	0.00	(78,500.52)
TOTAL FUND EQUITY		441,868.97	98,784.42	31,176.42	374,260.97
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	612,060.79	519,727.12	383,276.47

DATE: 09/04/2014
 TIME: 08:59:09
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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-DELINQUENT	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	70,290.87	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		70,290.87	130,000.00	70,463.87	0.00	59,536.13	54
TOTAL INTERGOVERNMENTAL		70,290.87	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	185.82	1,900.00	1,154.22	0.00	745.78	61
211-00-34-00-7975	INTERNET	290.58	3,000.00	2,186.53	0.00	813.47	73
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	0.00	180.00	0.00	(180.00)	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		476.40	11,182.00	8,805.56	0.00	2,376.44	79
TOTAL CHARGES FOR SERVICES		476.40	11,182.00	8,805.56	0.00	2,376.44	79
FINES & FORFEITS							

DATE: 09/04/2014
 TIME: 08:59:09
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	1,216.96	15,000.00	9,267.38	0.00	5,732.62	62
TOTAL		1,216.96	15,000.00	9,267.38	0.00	5,732.62	62
TOTAL FINES & FORFEITS		1,216.96	15,000.00	9,267.38	0.00	5,732.62	62
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	1,175.00	0.00	(175.00)	118
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	4,640.00	0.00	(4,640.00)	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	147.50	3,000.00	2,938.50	0.00	61.50	98
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	193.37	1,900.00	1,807.64	0.00	92.36	95
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		340.87	12,500.00	13,900.20	0.00	(1,400.20)	111
TOTAL MISCELLANEOUS REVENUE		340.87	12,500.00	13,900.20	0.00	(1,400.20)	111
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:		72,325.10	772,657.00	416,965.64	0.00	355,691.36	54

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	24,249.20	309,781.00	197,636.53	0.00	112,144.47	64
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	10,061.67	101,697.00	66,029.19	0.00	35,667.81	65
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	208.96	3,000.00	1,921.12	208.96	869.92	71
211-00-75-10-1210	PERA	2,285.46	29,832.00	18,913.72	0.00	10,918.28	63
211-00-75-10-1220	FICA	2,015.95	25,512.00	15,456.70	0.00	10,055.30	61
211-00-75-10-1250	MEDICARE	471.48	5,966.00	3,614.99	0.00	2,351.01	61
211-00-75-10-1310	HEALTH INSURANCE	3,847.28	63,855.00	48,602.38	0.00	15,252.62	76
211-00-75-10-1330	LIFE INSURANCE	22.24	246.00	169.95	119.90	(43.85)	118
211-00-75-10-1347	VISION INSURANCE	139.17	1,858.00	1,074.57	0.00	783.43	58
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	1.76	0.00	(1.76)	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	2,027.20	0.00	372.80	84
TOTAL PERSONNEL		43,523.68	544,347.00	355,448.11	328.86	188,570.03	65
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	102.17	8,000.00	4,132.74	107.67	3,759.59	53
211-00-75-20-2020	COPY SUPPLIES	0.00	1,000.00	307.98	0.00	692.02	31
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	543.29	59.80	(3.09)	101
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	16.36	4,000.00	2,635.50	16.36	1,348.14	66
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	4,412.00	3,172.30	4,415.70	63
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	359.00	0.00	641.00	36
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	2,549.40	2,000.00	5,897.49	2,549.40	(6,446.89)	422
211-00-75-20-2110	BOOKS	1,940.57	42,000.00	30,347.67	1,849.12	9,803.21	77

DATE: 09/04/2014
 TIME: 08:59:09
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	3,229.44	0.00	5,770.56	36
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,574.88	0.00	(574.88)	157
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	407.60	3,000.00	1,632.37	370.33	997.30	67
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	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		5,016.10	94,600.00	62,049.31	8,124.98	24,425.71	74
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	38.06	480.00	323.51	19.03	137.46	71
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	13,600.00	0.00	6,800.00	67
211-00-75-30-3100	OTHER CONTRACTED SERVICES	11.99	4,000.00	4,208.85	555.00	(763.85)	119
211-00-75-30-3210	TELEPHONE	331.96	7,000.00	3,458.11	0.00	3,541.89	49
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	149.04	18.48	332.48	34
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	66.84	0.00	433.16	13
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	230.00	0.00	70.00	77
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,400.00	1,250.93	0.00	1,149.07	52
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	271.92	(68.84)	114
211-00-75-30-3610	GENERAL INSURANCE	930.25	9,000.00	7,442.00	0.00	1,558.00	83
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	18,827.35	0.00	21,102.65	47
211-00-75-30-3840	GARBAGE REMOVAL	248.18	1,600.00	1,990.72	0.00	(390.72)	124
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,950.74	0.00	49.26	99
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	1,755.00	15,000.00	8,762.14	1,345.00	4,892.86	67
211-00-75-30-4015	GROUPS MAINTENANCE	92.25	1,000.00	1,773.66	92.25	(865.91)	187
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: 09/04/2014
 TIME: 08:59:09
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

PAGE: 5
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	0.00	900.00	457.22	30.50	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	0.00	500.00	87.00	0.00	413.00	17
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		5,107.69	133,710.00	77,968.74	2,538.68	53,202.58	60
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		53,647.47	772,657.00	495,466.16	10,992.52	266,198.32	66
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	BLND 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	BLND 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: 09/04/2014
 TIME: 08:59:09
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2014

PAGE: 6
 F-YR: 14

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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:		53,647.47	772,657.00	495,466.16	10,992.52	266,198.32	66
TOTAL FUND REVENUES		72,325.10	772,657.00	416,965.64	0.00	355,691.36	54
TOTAL FUND EXPENSES		53,647.47	772,657.00	495,466.16	10,992.52	266,198.32	66
FUND SURPLUS (DEFICIT)		18,677.63	0.00	(78,500.52)			
TOTAL ALL FUND REVENUES		72,325.10	772,657.00	416,965.64	0.00	355,691.36	54
TOTAL ALL FUND EXPENSES		53,647.47	772,657.00	495,466.16	10,992.52	266,198.32	66
ALL FUND SURPLUS (DEFICIT)		18,677.63	0.00	(78,500.52)			

GRAND RAPIDS AREA LIBRARY BILL LIST - SEPTEMBER 10, 2014

DATE: 09/04/2014
 TIME: 16:25:08
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/10/2014

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	277.71
0113233	AMERIPRIDE LINEN & APPAREL	19.03
0114200	ANDERSON GLASS	1,755.00
0118660	ARROWHEAD LIBRARY SYSTEM	158.78
0201428	BAKER & TAYLOR, INC	1,596.90
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	16.36
0405500	DEMCO	84.99
0718060	GRAND RAPIDS NEWSPAPERS INC	60.00
1021515	JUNIOR LIBRARY GUILD	42.00
1605665	PERSONNEL DYNAMICS LLC	208.96
1609925	PIZZA WORKS	11.99
1908570	SHOWCASES	17.18
1909510	SIM SUPPLY INC	407.60
2018680	TRU NORTH ELECTRIC LLC	92.25
2209421	VIKING ELECTRIC SUPPLY INC	2,549.40
2209450	THE VILLAGE BOOK STORE	23.96
2405650	XEROX CORPORATION	30.50
2609600	ZIPLOCAL	271.92

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 9,324.53

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	11.27
0718015	GRAND RAPIDS CITY PAYROLL	39,083.76
1209516	LINCOLN NATIONAL LIFE	239.80
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1309199	MINNESOTA ENERGY RESOURCES	39.49
1309335	MINNESOTA REVENUE	31.85
1405850	NEXTERA COMMUNICATIONS LLC	91.72
1601750	PAUL BUNYAN COMMUNICATIONS	243.84
1621130	P.U.C.	3,038.19
2205637	VERIZON WIRELESS	112.46
2301700	WASTE MANAGEMENT	248.18

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 48,076.81

TOTAL ALL DEPARTMENTS \$ 57,401.34

Director's Report September

Policy for discussion this month

9. Loan Periods (note loan periods and fine and fee schedules are on our web site at: <http://www.cityofgrandrapidsmn.com/library/policies/renewals-fines>)
10. Borrowing Privileges
11. Access to Electronic Resources

Bequest

The Library Foundation received just over \$90,000 from the estate of Gary Ehalt. They voted to add it to their endowment fund. The assets subject to probate, including a house and some personal property, are to be directed to the Library for an endowed fund to be used for children's programs and materials. I have met twice with the attorney for the estate, John Licke, to determine what that means and how best to make sure the wishes of Mr. Ehalt are met. I have also met with Chris Fulton of Grand Rapids Community Foundation.

Personnel Issues

John and Tracy have continued working extra hours during the past few weeks to learn acquisitions, accounts payable, processing and other tasks. Revised position descriptions need to be approved by the Board, then sent to Springstead for review.

Budget

Tom Pagel asked me to reduce our budget. I eliminated the \$15,000 fund balance payback, since the Council was not looking favorably on that. I also sat down with our IT department and planned out the most strategic computer equipment replacements. Staff computers are being replaced this year with thin clients connecting to a City-Wide virtual desktop. Those computers can then be used to replace public computers as needed. There are no IT infrastructure items needing replacement, so I zeroed out the line item for computer replacement. However, I did slightly increase the line items for computer inventory, which would include printers, monitors and other peripheral items. I also increased the line item for leases so we can lease a color copier/printer for public use. The preliminary budget for the City must be adopted in late-September.

Bylaws

The City Council approved the revised bylaws at their 8/22 meeting, so they are now official! A job well done!

Why Treaties Matter display/collaboration

The exhibit was packed up and shipped off to ICC during the last week of August. It will be at ICC during September. Many people viewed it, and some took the time to say "Thank You" for having it in the library.

Energy Center

We have 7 students from the Iron Range Engineering program assigned to the Energy Center project to determine the feasibility of using water from the river or groundwater in the heat exchanger to use to cool the building. They will also look at the possibility of using the recently donated wind turbine to provide the power to run the cooling system. Glen Hodgson is the project facilitator.

We will move the touchscreen dashboard inside to the catalog area near the door as soon as we receive the stand to support it. This will allow more visibility and better access.

Light replacement:

The replacement of the pendant lights and ballasts was completed on September 1 when a lift was brought in to replace all the high ballasts. On September 4, a site inspection was completed and all the invoices were submitted for an application for an energy conservation rebate from PUC. The total cost was \$5770, less than we anticipated. We may also be able to get a rebate for replacing the chiller with a much more efficient unit. Ron is working on this.

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.

Attendance/circ

August slowed down, as it does every year. But we still had more than 500 people visiting most days.

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 Wednesdays of each month.

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.

Children's library proposal:

Since the strategic planning process identified the development of a space for the 7-12 year old age group, Darla and Tracy have been looking for ideas. They came up with the attached proposal. The specifics, including the budget, are not firm, but we would like your feedback and ideas. Is this what you had in mind when we discussed this in February? We also thought a "focus group" made up of kids in this age group would be useful. Board members with children in this age range: would you be interested in bringing your kids to such a focus group?

**Assistant Director Report
September 2014**

TAB meeting August 26,2014
Paige C., Emi S., Desiree R.

Members discussed summer reading statistics. Members learned about the Teens Top Ten nominee books. There are 25 books nominated by teen book groups. Teens read and then vote for their favorites. Our library has 10 of the titles on the list. We divided into 2 teams and I gave each team 5 titles of books that we have. They found the ones checked in and put a marker in the back of each book. The gist of the marker is teens can come to the reference desk to get the list of nominees and a prize!!! We spent time looking at the kiosk that was moved to the YA area. Members talked about what to put on the kiosk: posters, questions that teens can answer, New York Times bestsellers, upcoming programs, books to movies list, and clip art. A couple members stayed late to cut out book covers from library journals which were then put on the kiosk.

Teens

Anime Club has been a big hit. There were 7 teens at the August meeting. I will continue to run the club for as long as kids show up. At the August meeting members talked and decided they wanted to have the club on Saturdays. The next meeting is Saturday, September 27 from 2-3:30pm.

Operations

John attended the city website team meeting. Changes were made on the site so pages can be shared more easily.

I continue to work with the Arts and Culture Commission. The consultants will be returning in less than 2 weeks for a community meeting. If you aren't busy on Tuesday September 16 from 6-7:30pm, perhaps you'd like to attend the community meeting. It will take place at Timberlake Lodge and will be a community conversation about arts and culture in Grand Rapids-where it is now and where it should go. There will be a second community meeting in October.

People have been hanging community events posters on the bulletin board in the lobby. It's great they are finding it and posting events on it.

The Friends of the Library have a board meeting at the end of the month which I will attend.

Express Check outs % of total c/o 3,421 27.37%

-7.62%
-6.95%
-7.40%
-7.02%

YTD 103,058
117,729
116,103
914

THIS MONTH 12,498
14,309
15,008
117

CIRCULATION
Check-outs
Total Circulation
Returns
New cards

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

YTD 4,426
4,335
2,369

THIS MONTH 439
77
141

TECHNICAL PROCESSES
Books cataloged and processed
Withdrawn copies
Withdrawn Titles

YTD 5,848
69
82

THIS MONTH 609
6
23

REFERENCE
tests proctored
computer help over 5 minutes

YTD 11,362
7,205
12,705

SESSIONS 1,465

INTERNET
Pharos sessions ***

HOURS 794
420
246.00

PEOPLE 99
47

Non-Pharos sessions
VOLUNTEERS

PEOPLE 0
128
0
67
155
24
374
183

PROGRAMS 0
8
0
2
5
4
19
5

PROGRAMS & TOURS
BOOK TIME
SATURDAY STORY TIME
CLASS VISITS
NON SCHOOL GROUPS
CHILDREN'S PROGRAMS
TEEN PROGRAMS
Total Youth Programs
Total Adult Programs

YTD 842
1,590
686
209
1,214
300
4,841
1,021

HRS YTD 70

BOOKINGS & ARRANGEMENTS
TOTALS

2013 YTD GROUPS 37
40
32
4
26
29
168
38

HRS YTD 2013 69

2013 YTD PEOPLE 939
1,319
842
90
1,591
405
5,186
921

Library Volunteer and Program Report for August 2014

August Volunteers

There were 47 regular library volunteers who worked a total of 245.75 hours in August. (Program Committee, Library Board, Library Foundation Board and Teen Advisory Committee members are included as volunteers in this report.) An additional --- people worked the library book sale adding another....hours to the total.

Volunteer Activities

- Volunteers received numerous boxes of books back from the Used Book Sale and have begun working them into the used book store. A purge of the book store was completed prior to this so the available materials were completely updated.
- Volunteers regularly do the pull list on Mondays, Tuesdays, Wednesdays and Thursdays .
- A student volunteer worked over the summer to clean all of the tables and chairs in the meeting room.
- Elaine completed a cleaning of the travel documents for Reference.
- We have a very complete team of shelvees working all days of the week.

Board & Committee Volunteers

Library Board: 6 board members, total of 6 hours

Teen Advisory Board: 3 volunteers/4 hours

Program Committee: 7 volunteers/17 hours

Library Foundation Board: 6 volunteers/6 hours

The following programs were offered in August

Rockin' & Rollin' Back to the 50's

Thursday, August 7, 12:30 p.m. • Rob Larson • 48 attended

KAXE/Rotary Tent

Members of the Classic Car Club also brought autos of the 50's and Friends of Library provided rootbeer floats on a stick. Children had fun jumping rope and hula hooping to the music. Some assisted living patrons attended and their attendants got them up to dance! Good program to repeat next year.

Civil War Discussion: The Atlanta Campaign • 9 attended

Monday, August 11, 7:00 p.m. • Jon Maturi, discussion leader

There continues to be interest in this discussion series which Jon Maturi will continue through the middle of 2015.

Yoga On the Lawn

Saturday, August 16, 8:45 a.m. • Heidi Henriksen • 40 attended

Very well received—recommended doing more outdoor programs of this nature.

Music & Cultures of Latin America

Wednesday, August 20, 7:00 p.m. • Nixon Bustos, Bass & Melanie Sever, Flute Duluth Superior Symphony Orchestra • 19 attended

Lots of enthusiasm and enjoyment. Was participatory which audience enjoyed!

What's Happening with Minnesota's Moose?

Thursday, August 21, 7:00 p.m. • Michelle Carstensen • 43 attended

Excellent program. Many DNR colleagues of the presenter appreciated speaker's professionalism and receiving an update on her research.

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 BUDGET</u>	<u>PROPOSED 2015 BUDGET</u>
REVENUES							
Taxes							
Current	\$ 476,847	\$ 414,157	\$ 419,068	\$ 439,231	\$ 465,824	\$ 603,975	\$ -
Delinquent	4,472	7,166	3,459	3,608	440		
Fiscal Disparities	18,950	32,011	51,061	49,220	66,325		
Total Taxes	<u>500,269</u>	<u>453,334</u>	<u>473,588</u>	<u>492,059</u>	<u>532,589</u>	<u>603,975</u>	<u>612,718</u>
Intergovernmental							
Market Value Homestead Credit	34,117	10,067	9,417	-	-	-	
Supplemental Aid	41,477	38,008	37,378	38,071	37,808	-	
State of Minnesota			200,000	250	-	-	
Library Contracts	146,294	144,623	135,333	129,590	125,549	130,000	127,000
Total Intergovernmental	<u>221,887</u>	<u>192,697</u>	<u>382,127</u>	<u>167,911</u>	<u>163,357</u>	<u>130,000</u>	<u>127,000</u>
Charges for Services							
ALS Cross-overs	6,282	8,045	8,045	8,136	6,282	6,282	6,282
Photo-copies	2,021	2,356	1,863	1,589	1,604	1,900	1,600
Internet	3,132	3,244	3,382	3,050	2,976	3,000	3,000
Library Fees-Proctoring	-	-	-	-	20		200
Fax Machine Use	492	269	2	-	-	-	-
Total Charges for Services	<u>11,926</u>	<u>13,914</u>	<u>13,292</u>	<u>12,775</u>	<u>10,882</u>	<u>11,182</u>	<u>11,082</u>
Fines and Forfeits							
Library Fines	15,409	14,970	14,303	17,952	13,207	15,000	14,000
Total Fines and Forfeits	<u>15,409</u>	<u>14,970</u>	<u>14,303</u>	<u>17,952</u>	<u>13,207</u>	<u>15,000</u>	<u>14,000</u>
Miscellaneous Revenue							
Donations	3,700	3,625	2,983	13,288	4,678	2,500	2,000
Memorial Books	601	1,613	120	670	245	1,000	1,000
Donations-Library Programs	-	278	873	710	398	300	2,300
Endowment Fund Income	3,464	3,048	134	3,101	4,753	1,300	1,300
Grand Rapids Lib Foundation	1,709	6,675	7,400	7,720	58,875	-	-
Meeting Room Receipts	4,834	3,310	4,024	3,394	3,922	3,000	3,400
Blandin Grants	1,970	9,971	100,379	7,739	2,261	-	-
Miscellaneous	1,757	2,534	1,905	2,224	2,709	1,900	1,900
MIRC	-	-	23,823	747	-	-	-
Natural Gas Rebate	-	-	-	26,250	-	-	-
Investment Income	10,580	6,548	6,206	2,295	1,353	2,500	2,500
Total Miscellaneous Revenue	<u>28,615</u>	<u>37,602</u>	<u>147,848</u>	<u>68,138</u>	<u>79,195</u>	<u>12,500</u>	<u>14,400</u>
Other Sources							
Operating Transfer - In	1,085		68,309	6,477	-		-
Fund Balance Usage	-	36,966		-	-	-	
Total Revenues	<u>779,191</u>	<u>749,483</u>	<u>1,099,467</u>	<u>765,312</u>	<u>799,230</u>	<u>772,657</u>	<u>779,200</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	PROPOSED 2015 BUDGET
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	269,553	280,256	291,040	296,090	303,426	309,781	-
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	70,447	83,350	95,283	98,105	101,660	101,697	-
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	27,239	11,788	5,155	2,756	3,219	3,000	-
PERA	22,948	25,446	28,008	28,377	29,366	29,832	-
FICA	20,029	21,431	22,794	23,055	23,734	25,512	-
Medicare	4,684	5,012	5,331	5,392	5,550	5,966	-
Health Insurance	56,011	58,644	57,503	54,166	58,405	63,855	-
Life Insurance	862	168	282	246	246	246	-
Dental Insurance	1,098	1,353	1,413	1,482	1,548	1,858	-
Unemployment	-	-	-	-	-	200	-
Worker's Comp	2,117	2,050	2,757	2,118	2,160	2,400	-
Total Personnel	474,988	489,499	509,567	511,787	529,315	544,347	565,658
Supplies and materials							
Office Supplies	7,565	9,848	7,592	4,719	3,971	8,000	6,000
Copy Supplies	808	895	756	687	788	1,000	800
Printing/binding	135	823	570	515	596	600	600
Bindings	-	-	-	-	-	-	-
Computer Supplies	4,350	4,226	4,032	3,320	2,639	4,000	4,000
Computer Inventory	2,054	1,595	10,737	4,357	1,642	2,000	3,000
Assets between 700 and 4999	5,687	7,108	18,520	8,442	9,720	12,000	-
Inventorial Supplies Equip<700	-	-	110	1,537	400	1,000	1,000
Volunteer Prgm Supplies & Mat	165	185	481	449	314	350	350
Operating Supplies	971	1,519	2,394	1,326	3,710	2,000	2,000
Books	46,326	46,049	47,290	41,122	36,327	42,000	42,000
Audio/Visual	9,936	10,908	10,158	8,458	10,074	9,000	9,000
Newspapers	1,153	1,787	1,565	1,665	1,397	1,000	1,000
Periodicals	7,629	7,510	7,289	7,073	6,282	8,000	8,000
Maintenance Tools/Supplies	3,238	4,071	2,869	2,663	2,137	3,000	2,500
Other Supplies/Materials	272	-	-	22	-	350	300
Equipment/Parts	-	-	-	-	-	300	300
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	90,289	96,523	114,363	86,355	79,997	94,600	80,850
Services and Charges							
Professional Services	-	-	-	-	-	100	100
Accounting Services	833	586	586	586	668	800	800
Legal	65	-	1,203	-	-	500	-
Laundry	520	382	431	433	450	480	480
Janitorial Services	27,585	28,983	28,701	21,400	20,400	20,400	20,400
Other Contracted Services	6,078	5,881	7,966	5,633	7,969	4,000	6,000
Telephone	6,342	6,859	7,796	5,838	5,658	7,000	6,500
Postage/Freight	1,269	826	1,420	901	424	500	500
Seminar/Meetings/School	2,388	584	1,380	222	528	1,000	1,000
Staff Training	438	-	128	-	-	500	500
Community Ed/Promotion	25	68	75	264	25	300	200
Professional Service-Collections	1,073	486	565	1,654	2,753	2,400	2,500
Auto Mileage/travel	-	-	61	-	-	150	60
Publishing and Advertising	1,454	669	377	25	697	500	500
General Insurance	8,133	7,251	6,398	6,271	7,594	9,000	9,000
Electricity	38,521	41,427	39,169	37,218	37,065	39,930	36,000

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	PROPOSED 2015 BUDGET
Garbage Removal	1,728	1,064	1,298	1,650	1,571	1,600	1,800
Heat-Natural Gas	17,286	12,985	13,102	4,706	1,827	4,000	4,000
Maintenance Contracts	3,032	2,971	3,246	4,895	8,375	5,000	6,000
Building Maintenance/Repairs	33,270	15,982	10,989	12,564	8,461	15,000	15,000
Grounds maintenance	1,045	2,965	672	566	521	1,000	1,000
Computer Maintenance/Repairs	6,406	11,217	15,394	8,168	8,830	10,000	9,000
On-line Services	4,568	1,960	1,960	1,524	3,359	3,000	3,000
General Equip Maint/Repair	8,771	9,446	3,254	8,124	8,630	5,000	6,000
Equipment Leases	783	816	837	862	891	900	1,900
Miscellaneous	33	30	-	-	-	50	50
Dues & Subscriptions	-	-	30	30	181	500	300
Interlibrary Loan Charges	58	52	25	-	122	100	100
Facility Maintenance	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
Total Other Services	171,702	153,490	147,062	123,534	126,998	133,710	132,690
Capital Outlay							
Equipment/Mach/Furn/Fixture	18,914	-	40,262	30,647	50,222	-	-
Building/Bldg Improvements	-	-	549,524	-	-	-	-
Total Capital Outlay	18,914	-	589,786	30,647	50,222	-	-
Blandin Grant							
Blandin Grant Prgm Development	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-
Blandin Grant Youth Programs	188	5,712	400	4,715	1,145	-	-
Blandin Grant Adult Programs	511	3,909	2,221	3,024	1,116	-	-
Small Blandin Grant	1,270	350	-	-	-	-	-
Total Blandin Grant	1,970	9,971	-	7,739	2,261	-	-
GRAND TOTAL	757,864	749,483	1,363,398	760,062	788,794	772,657	779,198
REVENUE/(EXPENDITURES)	\$ 21,328	\$ (0)	\$ (263,931)	\$ 5,250	\$ 10,436	\$ -	\$ 2

UNIQUE MANAGEMENT SERVICES, INC.
 119 EAST MAPLE STREET
 JEFFERSONVILLE, IN 47130 USA
 (812) 285-0886

INVOICE

DATE 9/1/2014
 INVOICE # 270524

Remittance Address:
 PO Box 1524
 Jeffersonville IN 47131-1524

BILL TO: Grand Rapids Area Library
 Attn: Marcia Anderson
 140 NE 2nd Street
 Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
2	08-05 Placements	8.95	17.90
9	08-12 Placements	8.95	80.55
9	08-19 Placements	8.95	80.55
6	08-26 Placements	8.95	53.70
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85

TOTAL

\$205.85

Thank you for your business.

Board member *Max Peters*
moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2014-09
A RESOLUTION ACCEPTING DONATIONS

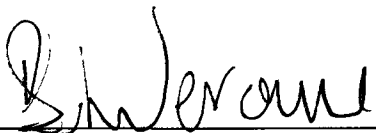
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$2240. Grand Rapids Library Foundation for Fall Saturday Story Times

Adopted this 10th day of September 2014



Dennis Jerome, President



Abby Kuschel, Secretary

Board member *Jean MacDonell* seconded the foregoing resolution and the following voted in favor thereof:

*Mary Helen Haarklau, Dennis Jerome, Abby Kusche II
Janet Neurater, John Soll*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.

City of Grand Rapids Job Description

Job Title: Library Public Services Clerk-H – Circulation
Department: Library
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs intermediate administrative support work providing customer service at the circulation desk of the library, circulating materials to customers, maintaining serials records and processing serials, processing acquisitions and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Library Director.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Works at the public service desk with responsibility for all duties required at this desk when scheduled.
- Provides friendly and courteous service to library patrons in person and over the telephone.
- Maintains reserve shelf items.
- Checks out books and other library materials to library users.
- Checks in library materials.
- ~~Provides directional information to library users.~~
- Assists library users in registering for computers and using equipment.
- Assists library users in the use of the Library's catalogs and in locating library materials and refers inquiries to other staff as appropriate
- ~~Registers the public as library users.~~
- ~~Creates and updates patron records regarding internet, expiration dates, fines etc.~~
- Answers patron questions and solves problems regarding circulation of library materials.
- Requests, Retrieves and routes materials requested by patrons and other libraries.
- Maintains accurate records of payments and other transactions regarding library fines, fees, and sales.
- Maintains periodical collection including:
 - Ordering and monitor-ing subscriptions,
 - Checking-in and processing magazines and newspapers,
 - Weeding and discarding items on a regular schedule.

Creates order records and receives books from vendors

Receive materials and supplies and processes invoices for payment.

Processes materials at direction of Catalog Technician

- Assists with data entry and special projects using office and library software and internet resources.
- Sorts and distributes mail
- Participates in weeding, shelf reading, shelving and inventory activities as assigned.
- Maintains confidentiality of patron records and transactions.
- Assist in promoting Library using social media, print or electronic communication

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Knowledge

- Basic knowledge of library practices, procedures and techniques; regulations and policies pertaining to library services.

Skills

- Skills in word processing and other office applications, filing and using the library equipment including the online catalog and automation system. Skills in dealing effectively with people.

Abilities

- Ability to learn a variety of procedures; understand the role and the purpose of the library; establish good rapport with library users; work quickly and pay attention to accuracy; work with interruptions in a hectic environment; maintain confidentiality; maintain effective working relationship with fellow employees, supervisors and the public and to communicate effectively.
- Ability to make arithmetic calculations using whole numbers, fractions and decimals.
- ~~Ability to calculate rates, ratios and percentages.~~ Ability to be accurate when performing extremely detailed tasks with exact rules.

Education and/or Experience

High school diploma or GED and moderate experience working in a library, at a circulation desk, or equivalent combination of education and experience.

Tools and Equipment Used:

Library computer system: Personal computer with word processing, spreadsheet and internet access; copy and fax machines, telephone; postage machine, communications device for the deaf; microfilm reader printer

Physical Demands This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Library Public Services Clerk-II– Children’s Library
Department: Library
FLSA Status: Non-exempt
Approved By:
Approved Date:

Summary: Performs intermediate administrative support work providing a professional and friendly atmosphere and guidance to children and parents to allow access to library services, processes acquisitions, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Library Director.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- ~~Greets, offers assistance, and assists those who enter the Children’s Department~~
- ~~Provides basic reference services at the children’s desk~~
- Works at the public service desks with responsibility for all duties required at this desk when scheduled
- Provide friendly and courteous service to library patrons in person and over the telephone
- Assists library users in the use of the Library’s catalogs and in locating library materials and refers inquiries to other staff as appropriate
- Maintains the order and accessibility of materials in the department
- Develops displays and finding aids to guide children to books and information
- Assists in carrying out summer and winter reading programs
- Maintains awareness of children’s literature and children’s reading interests
- Maintains meeting room schedules and carries out correspondence with meeting room user groups
- Creates and updates patron records
- Maintains confidentiality of patron records and transactions
- Assists in promoting Library using social media, print or electronic communication
- Creates order records and receives books from vendors
- Receive materials and supplies and processes invoices for payment
- Participates in weeding, shelf reading, shelving and inventory activities as assigned
- Performs processing of materials under direction of Catalog Technician
- Assists with data entry and special projects using office and library software and internet resources.
-
- Performs other duties as required for the effective functioning of the library

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Knowledge of:

- ~~Children’s library operations~~
- Children’s learning patterns and interests
- Current reading and cultural interests of children

- ~~Library organizational systems~~
- Basic knowledge of library practices, procedures and techniques; regulations and policies pertaining to library services.

Skill to:

- Communicate effectively and professionally with children
- Use personal computers and various other office equipment
- Make effective use of the library's on-line automated system

Ability to:

- Work effectively with co-workers, children and parents
- Communicate effectively with library patrons and meeting room users and maintain confidentiality
- Maintain accurate records of meeting room use, program attendance and reference questions
- Communicate effectively orally and in writing
- Make arithmetic computations using whole numbers, fractions and decimals
- ~~Compute rates, ratios and percentages~~
- Ability to be accurate when performing extremely detailed tasks with exact rules.
- Ability to work with interruptions in a hectic environment

Education and/or Experience

High school diploma or GED and moderate experience working with children, in library services, or equivalent combination of education and experience.

TOOLS AND EQUIPMENT USED:

- ~~Computer and other office equipment as required~~
- Library computer system: Personal computer with word processing, spreadsheet and internet access; copy and fax machines, telephone; postage machine, communications device for the deaf; microfilm reader printer

Physical Demands This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work frequently standing, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A Middle-Age Kid Area at Your Library

Over the past six years or so, we have made a concerted effort to upgrade the services we provide our preschoolers. Both in response to focus groups, and a real need realized by our staff, we have added remarkably popular Saturday Story Times, continued our efforts to provide the best materials available to this group, and leaped at the chance to have our Smart Play Spot installed. The efforts have paid off, as we see more young patrons attending story times and participating in reading programs. (And we have many more preschool groups coming to “play” at the library.)

Meanwhile, our teens were also being encouraged to use the library. They have their own room, their own advisor, their own programming, an amazing collection of books and media, and their own advisory board. All are so vital in keeping teens active, engaged, and reading!

It is time now to focus on our middle children. These are the kids who still play in the Play Spot, but actually make correct change when purchasing their market goods. They still want books on bulldozers, but will remember the Dewey number from one visit to the next. They know that titles and authors will get them farther in their search for a coveted book than knowing what picture is on the cover of the book. They are my patrons who want me to know that they are too old for picture books (but love it when I tell them that I still read them!) They are roughly ages 7-12, and they need a spot to call their own.

I had an epiphany while visiting a library in Wisconsin this summer. Their space wasn't really any bigger than ours, but they had cleverly divided it, so all the “little kid” books were in one spot while the “big kid” books were together in another. That's what we were missing in helping older kids feel welcome in our library. We have fabulous materials for them, yes, but they have to walk through the “little kid” stuff to get there. Sitting at my desk, it feels like we are a children's library for the under 6 gang, not a place in which a ten year old would feel welcomed and comfortable.

So, we have a problem. Thankfully, we have many people willing and eager to help solve it. (And, hopefully, we'll eventually have the funds available!) The plans for this space are ever-evolving as I continue to research (I've woken up more than once with an “Oh! Maybe we should...” thought,) but here are the basics:

4 Ipads containing apps appropriate for this age group...no more baby games on their computers! (Why Ipads? That is their reality now...very few kids use anything other than a tablet in an educational setting. Plus, it allows us the flexibility to change apps as we see fit. We can also get security devices to keep them where we want them!)

4 soft “comfy” chairs to relax in while they are using the Ipads.

2 side tables to fit between the chairs (to which the tablets can be tethered)

3 café tables, with two chairs each. (Why café tables? Because it will keep very young children off the “big kid” stuff.) We envision these tables will host games, puzzles (with more than 24 pieces!) and some drawing supplies. (Of the colored pencil, blank paper variety.)

We also may need another long book bin, to replace the Juvenile Books in Series bins we will lose by rearranging the children’s area.

The children’s area will be rearranged to put same age areas together. We hope to move the picture books to where the computers are now, thus putting them by the Smart Play Spot. We will move a couple of stacks of non-fiction, which will open both the area directly in front of the children’s desk, and will provide a clear sight-line to the windows where we hope to put the big kids’ computers and seating area. The area in front of the children’s desk will have the taller tables between a set of book bins (for the Books in Series collection) and the stacks that were moved.

So, obviously, we are literally and figuratively at the bottom line. What’s this going to cost? Estimates are very, very rough, but this is what I know now:

4 Ipads at no more than \$400 per.....	\$1600
4 “comfy” library seats (we have options).....	\$1200
2 side tables.....	\$800
3 café tables.....	\$600
6 chairs.....	\$1200
Book Bins (this is a generous guess).....	\$5000
Two display areas for new books and big kid books.....	\$1500
Security cables, ipad cases, misc. supplies.....	\$1000
Cost of labor.....	?????
Very Rough Estimate.....	\$12,900 (plus labor)

*** please note that there is “wobble room” in each of these line items

9 LOAN PERIODS

Loan periods will be established to maximize effective use of library materials, will be set by the library director after consultation with staff and will be reported to the Board at the beginning of each year. Loan periods will be enforced through notices and fines.

10. BORROWER'S PRIVILEGES

The Library's materials will be available on loan to eligible borrowers without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

10.1 Borrower Criteria

Borrowers' privileges will be extended to individuals meeting any of the following criteria who are not excluded from eligibility by the conditions listed in section 10.2 of this policy:

- Residents of the Arrowhead Library System geographic area
- Individuals holding valid library cards from any library in the State of Minnesota
- Individuals who have paid an annual non-resident fee set by the Library Board

10.2 Suspension of Borrowers Privileges

Borrowers' privileges may be suspended in the following cases and will remain suspended until the conditions calling for suspension have been cleared:

- Individual has fines at the Grand Rapids Library in excess of the maximum amount set by board in fine and fee schedule.
- Individual holds materials more than 20 days overdue
- Individual's borrower's privileges have been suspended by another library in the Arrowhead System.

11 LIBRARY USE PRIVILEGES

Library in-house services are available to any individual whose actions are within the boundaries of the libraries published "Rules of Conduct." (See Appendix E.)

11.1 Suspension of use privileges.

User privileges may be suspended by staff for a 2 week period for violation of the library's "Rules of Conduct." The Board may impose longer or even permanent suspensions for frequent or egregious violation of the "Rules of Conduct."

12 CHILDREN'S ACCESS TO LIBRARY MATERIAL AND SERVICES

The right of children to access library resources and materials for use in their pursuit of knowledge or understanding shall not be curtailed by the policies of this board or the decisions of library staff.

12.1 Parental responsibility.

Parents are responsible for their children's reading and access to information. Parents should accompany their children to the library or arrange for suitable responsible accompaniment until such time as they feel that the child is capable of making informed decisions on such topics as choice of books, use of Internet resources and appropriate actions toward others. Parental or guardian permission is required before children sixteen and under may use Internet computers outside of the Children's Department.

12.2 Limits upon staff guidance of children's information access.

Although staff members must not prohibit children from accessing desired information, they may attempt to lead children to resources more appropriate for their age and understanding.

12.3 Parental responsibility for safe transportation.

Parents are responsible for their children's safety. Staff members who are on duty when a child has no safe way to get home are instructed to stay in the library with the child for 15 minutes while trying to contact the parents. At the end of 15 minutes, the staff member should contact the Grand Rapids Police Department to report the unattended child.

12.4 Unattended Children in the Library.

The Grand Rapids Area Library welcomes children of all ages to use its facilities and services. Responsibility for the behavior and well-being of the children using the library rests with the parent, guardian, or caregiver assigned by the parent. The safety of all patrons, and especially the safety of the library's youngest patrons, is of primary importance to the Grand Rapids Area Library.

Children under the age of 8 and those lacking mental capacity must be within eyesight at all times of a parent/guardian or caregiver age 14 and older who is able to attend to the child's safety and ensure proper behavior. When children under the age of 8 attend a program, the parent, guardian or caregiver age 14 and older is expected to remain in the building.

Children age 8-12 are welcome in the library unattended for a period of time not to exceed 2.0 hours, provided that their behavior is not disruptive to other patrons or staff members. If there is due reason, and parents or caregivers cannot be located, staff will notify the Grand Rapids Police Department.

(Section 12.4 added 10/08//08)

13 ACCESS TO ELECTRONIC INFORMATION SOURCES

In keeping with its mission, the library will provide access to a variety of electronic information sources. In keeping with its commitment to the Freedom to Read statement of the American Library Association, filtering of computers will be kept to the minimum level to comply with federal and Minnesota law.

13.1 Children's right to access the Internet.

The policy on children's right to access library resources applies to children's use of the Internet. In keeping with the Children's Internet Protection Act and Minnesota State Law, library Internet access will be filtered as to access to illegal and pornographic materials. Such filters do not guarantee that information accessed will be appropriate to the needs of children. For that reason, children sixteen years of age or younger must have the permission of parent or guardian to use computers outside of the Children's Department.

13.2 Provision of free access to information in electronic format.

In order to provide free access to information the library will maintain a predetermined daily free use time allowance for patrons, and allow staff to make special arrangements for extended use for research, off-campus class activities, and access for senior citizens and the visually impaired.

13.3 Equity in access.

In order to provide equity in access to Internet computers, the library may enforce time limits and impose charges for use after a predetermined period of time each day.

Loan Periods and Fines

nt

The table below shows how long you may borrow various items from the library and the fines that are levied if an item is returned late.

TYPE OF MATERIAL	LOAN PERIOD FINES	
New Books (Adult)	2 weeks	.50/day
Adult Books	4 weeks	.25/day
Magazines	2 weeks	.25/day
CDs (music/book) & Books on Tape	4 weeks	.25/day
Videos and DVDs	1 week	.25/day
Young Adult Books	4 weeks	.25/day
Juvenile Books	4 weeks	.05/day
Juvenile Videos	1 week	.25/day

Renewals

Books may be renewed twice unless they are on hold for another patron.

Original Loan Period	Renewal Period
1 day	1 day
1 week	1 week
2 weeks	1 week
4 weeks	2 weeks

Materials from other libraries may be renewed at the discretion of the owning library.

Fees for Special Services

SERVICE	FEE (\$)
Interlibrary loan for which lending library charges fee	full cost
Processing Fee -- Lost Materials	5.00
Materials 60 or more days overdue	15.00

Photocopies	0.15/page
Copies from Microfilm	0.15/page
Computer prints in black & white	0.15/page
Computer prints in color	2.00/page
Projectors loan fee	2.00
Computer use (MN library card holder)	1 hour free/day
Microfilm Rental	amount charged