

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
February 12, 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)

Approve Sept special meeting minutes as amended

5:12 C. Communications

(none)

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

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

5:25 F. Old Business:

5:30 G. New Business:

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

1. Approve payment of late bills

a. Unique Management Services, Inc. \$152.15

2. Approve Contracts

a. Joel Kersting \$100 3/24 program on dogsledding

3. Approve Resolution 2014-2 Accepting Donations

a. \$10 from Grand Rapids North Star Women's Club for GFWC Clubwoman magazine

b. Stamp collection, including envelopes and first day covers, from Stan Gilmer, unrestricted

Regular agenda

1) Exclude Curtis Johnson from Library Premises for one year.

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
January 8, 2014**

Members Present: John Soll, Jean MacDonell, Max Peters, Shannon Benolken, David Yankowiak, Abby Kuschel, and Dennis Jerome

Members Absent: Mary Helen Haarklau

Staff Present: Director Marcia Anderson

Eric Scott was a guest at this meeting. Eric is the IT Director for the City, and his department supports at the library, responsible for the planning, development, and implementation of infrastructure and other important elements that contribute to the library's condition. He came to the meeting to explain why the library needs to purchase 2 new network switches.

The monthly board meeting was called to order at 5:00 PM by Dennis Jerome.

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

Election of Officers: John Soll moved to approve the current slate of officers: Dennis Jerome, President, Shannon Benolken, Vice president, and Abby Kuschel Secretary. A second was made by Abby Kuschel. The motion passed unanimously

Standing Committees: John Soll moved to approve that the standing committees continue their present structure. A second was made by Jean MacDonell. The motion passed unanimously. John Soll also mentioned that if there was a member of the board who was interested in his position as the Liaison to the Program Committee then he/she was welcome to have it. Nobody was interested, so John will resume his position. Jean MacDonell also mentioned that if there was a member of the board who was interested in her position as the Liaison to the Library Foundation then he/she was welcome to have it. Dennis Jerome will be taking her position.

Minutes: Abby Kuschel moved to approve the minutes from the December 11, 2013 board meeting. A second was made by Jean MacDonell. The motion passed unanimously.

Communications: None to report.

Financial Report: Marcia Anderson noted that she was surprised to see that the library was \$30,000 under for income in 2013. However, the library will be receiving late payments throughout January that will somewhat make up for this loss.

Grand Rapids Area Library Bill List
Invoices due on/before January 8, 2014

AMAZON.COM	\$175.09
AMERIPRIDE LINEN & APPAREL	33.41
ARROWHEAD LIBRARY SYSTEM	79.63
BAKER & TAYLOR, INC	2,969.82
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	1,855.39
CENGAGE LEARNING INC	53.48
COLE HARDWARE INC	108.93
FIDELITY SECURITY LIFE INS CO	11.27
GALE	4,597.00
GARTNER REFRIGERATION CO	2,732.53
GAYLORD BROTHERS	621.86
GRAND RAPIDS CITY PAYROLL	35,936.91
HASHI SHAFI	500.00
HENRIKSEN, BONNIE	51.74
LEARNING OPPORTUNITIES INC	72.90
MINNESOTA ENERGY RESOURCES	674.05
NARDINI FIRE EQUIPMENT CO. INC	225.00
NEXTERA COMMUNICATIONS LLC	98.48
NORTHERN BUSINESS PRODUCTS INC	75.82
PAUL BUNYAN COMMUNICATIONS	254.21
PERSONNEL DYNAMICS LLC	54.00
PITNEY BOWES	143.34
PIZZA WORKS	9.99
P.U.C.	2,484.54
RECORDED BOOKS	850.00
SIM SUPPLY INC	207.20
TRU NORTH ELECTRIC LLC	148.85
UNIQUE MANAGMENT SERVICES	250.60
VERIZON WIRELESS	122.75
THE VILLAGE BOOK STORE	43.17
VISA	794.76
WASTE MANAGEMENT	248.24
TOTAL ALL VENDORS	\$62,883.96

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

Staff Reports: Marcia Anderson's report mentioned that the Energy Center hasn't been operating for the past few weeks because of the extreme cold. Once the temperature rises above zero (January/February) it will be able to operate again. Director Anderson's report also noted that the library could not get the new lights for the pendant lights by the end of 2013. It is expected that the lights will be replaced in January or February. Her report also mentioned that the library's new website will be live soon. Users will be directed from the old website to the new one. Lastly, her report noted that circulation has been down about 1-2 percentage points from the previous year.

Old Business:

Nominations for New Board Member: Janet Neurauter will fill out an application and submit it soon. She's very excited to be on the board, and will be ready to begin by February.

New Business:

Consent Agenda:

1. Approve payment of late bills

- a. Unique management \$259.55
- b. Xerox \$68.33
- c. Itasca Area Schools \$1,160.00 (Saturday story time)
- d. Hawkinson Redi-Mix \$150.00
- e. Baker & Taylor \$243.68

2. Approve contracts

3. Approve Resolution 2014-01 Accepting Donations

\$100 Ken and Barb Sanderson for materials in memory of Breck Leistman
Subscription to Mother Jones Magazine Jackie Dowell

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

Regular Agenda: Jean MacDonell moved to approve the acceptance of the low quote from Works Computing for the purchase of 2 network switches and support and moved to authorize the payment of \$4,412.00. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

The monthly board meeting was adjourned at 5:52 PM by Dennis Jerome.

Board member SHAWNON BEVOLKEN introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-01
A RESOLUTION ACCEPTING DONATIONS

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

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,


NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$100 Ken and Barb Sanderson for materials in memory of Breck Leistman
Subscription to Mother Jones Magazine Jackie Dowell

Adopted this 8th day of January 2014



Dennis Jerome, President


Abby Kuschel, Secretary

Board member DAVID YANKOWIAK seconded the foregoing resolution and the following voted in favor thereof: JOHN SOU, JEAN MACDONELL, MAX PETERS, SHAWNON BEVOLKEN, DAVID YANKOWIAK, ABBY KUSCHEL, DENNIS JEROME

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

**Grand Rapids Area Library Board
Special Meeting
September 26, 4:30 pm 2013**

Members Present: John Soll, Shannon Benolken, , David Yankowiak, Abby Kuschel, Jean MacDonell, Mary Helen Haarklau

Members Absent: Max Peters, Jemma Baker, Dennis Jerome

Staff Present: Director Marcia Anderson

The special board meeting was called to order at 4:30 PM by Shannon Benolken.

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

B. Approve Payment of late bills as listed below:

Abby Kuschel moved to approve the agenda. Second by John Soll. Motion passed unanimously on a roll call vote.

“Approve Payment of Bills as listed below:

Abby Kuschel moved to approve Payment of bills as listed below. Second by John Soll. Motion passed unanimously on a roll call vote. “

C. Consent Agenda:

1. Approve payment of late bills

- | | |
|--|------------------------------|
| a. Carquest: paint for sunflower poles | \$310.19 (sales tax removed) |
| b. Unique Management: August Collections | \$286.40 |
| c. Mike Russell: Carpet Cleaning | \$520.00 |
| d. EBSCO : magazine renewals | \$6,859.58 |
| EBSCO credit statement | |

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

The special board meeting was adjourned at 4:35 PM by Shannon Benolken

Financial Report:

Library Bill List for September Invoices due on or before September 11, 2013

Amazon.com	36.98
Ameripride Linen and Apparel	34.60
Baker and Taylor Inc.	1,303.64
Blue Cross and Blue Shield of MN	4,138.00
Busy Bees Quality Cleaning	1,700.00
CDW Government Inc.	57.44
Computer Enterprises	7,865.00
Delta Dental of Minnesota	238.45
Fidelity Security Life Ins. Co.	11.27
Grand Rapids Arts	25.00
Grand Rapids City Payroll	35,164.02
Grand Rapids Newspapers Inc.	60.00
Junior Library Guild	28.00
Lincoln National Life	90.70
Media Working Group Inc.	25.99
Minnesota Energy Resources	35.00
Minnesota Sales and Use Tax	53.69
Nextera Communication LLC	98.94
Northern Business Products Inc.	344.94
Paul Bunyan Communications	254.21
Personnel Dynamics LLC	126.92
Pioneer Mutual Life Ins. Co.	20.50
Pizza Works	11.99
P.U.C	3,977.50
QA Graphics Inc.	2,061.00
Rapid Pest Control Inc.	80
Sammy's Pizza	39.14
Sim Supply Inc.	66.47
The Village Book Store	37.54
Two Little Hands Productions	629.95
Verizon Wireless	62.65
Viking Electronic Supply Inc.	456.28
Visa	53.00
Waste Management	117.19
Xerox Corporation	27.73
Total All Vendors	59,333.73

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2014
With Comparative Totals for January 31, 2013

	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	368,148	374,774	374,774	
Compensated Absences	31,932	31,932	31,932	
Emergency/unanticipated Expenditures	31,354	31,354	31,354	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	431,434	438,060	438,060	
Revenues:				
Taxes	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	377	364	11,182	3%
Fines & Forfeits	936	1,088	15,000	7%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	-	0%
Miscellaneous	386	244	12,500	2%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	1,699	1,696	772,657	0%
Expenditures:				
Personnel	52,924	43,612	544,347	8%
Supplies/Materials	7,556	9,092	94,600	10%
Other Services/Charges	11,917	6,357	133,710	5%
Capital Outlay	15,952	-	-	0%
Blandin Grant	603	-	-	0%
TOTAL EXPENDITURES	88,952	59,061	772,657	8%
Revenues > Expenditures	(87,253)	(57,365)	-	
Fund Balance 1/31/XX				
Cash Flow	280,895	317,409	374,774	
Compensated Absences	31,932	31,932	31,932	
Emergency/unanticipated Expenditures	31,354	31,354	31,354	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/31/XX	\$ 344,181	\$ 380,695	\$ 438,060	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$31,148 as of 09/30/13. This endowment is not available for current operations.

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

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ -	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	129	7%
211-00-34-00-7975	INTERNET	3,000	195	7%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	40	0%
211-00-35-00-1030	LIBRARY FINES	15,000	1,088	7%
211-00-37-00-2310	DONATIONS	2,500	10	0%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	39	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	-	0%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,900	195	10%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	1,696	0%
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	15,197	5%
211-00-75-10-1030	SALARY-PARTTIME	101,697	5,044	5%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	211	7%
211-00-75-10-1210	PERA	29,832	1,467	5%
211-00-75-10-1220	FICA	25,512	1,199	5%
211-00-75-10-1250	MEDICARE	5,966	281	5%
211-00-75-10-1310	HEALTH INSURANCE	63,855	17,398	27%
211-00-75-10-1330	LIFE INSURANCE	246	(11)	-4%
211-00-75-10-1335	DENTAL INSURANCE	1,858	168	9%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,657	111%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	246	3%
211-00-75-20-2020	COPY SUPPLIES	1,000	-	0%
211-00-75-20-2030	PRINTING/BINDING	600	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	334	8%
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	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,214	61%
211-00-75-20-2110	BOOKS	42,000	2,372	6%
211-00-75-20-2120	AUDIO/VISUAL	9,000	-	0%
211-00-75-20-2130	NEWSPAPERS	1,000	346	35%
211-00-75-20-2140	PERIODICALS	8,000	23	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	144	5%
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	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	38	8%

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

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	512	13%
211-00-75-30-3210	TELEPHONE	7,000	340	5%
211-00-75-30-3220	POSTAGE/FREIGHT	500	7	1%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	-	0%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	124	8%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,556	10%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	1,381	138%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	260	9%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	348	7%
211-00-75-30-4100	EQUIPMENT LEASES	900	28	3%
211-00-75-30-4150	EQUIPMENT RENTAL	-	-	0%
211-00-75-30-4200	DEPRECIATION EXPENSE	-	-	0%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	63	13%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	-	-	0%
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	-	-	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	-	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	-	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	<u>772,657</u>	<u>59,060</u>	8%
	SURPLUS REVENUES(EXPENDITURES)	<u>\$ -</u>	<u>\$ (57,364)</u>	

GRAND RAPIDS AREA PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2014

DATE: 02/07/2014
 TIME: 12:39:08
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	57.09
0114200	ANDERSON GLASS	204.00
0118660	ARROWHEAD LIBRARY SYSTEM	48.37
0201428	BAKER & TAYLOR, INC	2,372.25
0215652	BOREAL ACCESS	260.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	9.98
0701650	GARTNER REFRIGERATION CO	158.00
0718010	CITY OF GRAND RAPIDS	4,412.00
0718105	GRAYBAR ELECTRIC COMPANY INC	513.42
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,344.97
1415377	NORTHERN BUSINESS PRODUCTS INC	607.96
1605665	PERSONNEL DYNAMICS LLC	210.64
1609925	PIZZA WORKS	11.99
1901435	SALEM PRESS	140.00
1909510	SIM SUPPLY INC	106.58
1920065	STAR TRIBUNE	345.80
2018680	TRU NORTH ELECTRIC LLC	3,226.11
2209421	VIKING ELECTRIC SUPPLY INC	217.80
2405650	XEROX CORPORATION	27.73
T000301	BOUNDARY WATERS JOURNAL	23.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$ 16,007.69

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0201428	BAKER & TAYLOR, INC	243.68
0205640	LEAGUE OF MN CITIES INS TRUST	2,656.81
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	433.50
0405738	AMY DETTMER	63.00
0718010	CITY OF GRAND RAPIDS	241.78
0718015	GRAND RAPIDS CITY PAYROLL	35,570.10
0801835	HAWKINSON REDI-MIX	150.00
0920003	ITASCA AREA SCHOOLS	1,160.00
1209516	LINCOLN NATIONAL LIFE	192.20
1309199	MINNESOTA ENERGY RESOURCES	257.42
1309335	MINNESOTA REVENUE	74.41
1405850	NEXTERA COMMUNICATIONS LLC	94.89
1601750	PAUL BUNYAN COMMUNICATIONS	244.73
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,621.45
2114356	UNIQUE MANAGMENT SERVICES	259.55
2114360	UNITED PARCEL SERVICE	7.15

GRAND RAPIDS AREA PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2014

DATE: 02/07/2014
 TIME: 12:39:08
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/12/2014

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2205637	VERIZON WIRELESS	114.74
2301700	WASTE MANAGEMENT	124.30
2405650	XEROX CORPORATION	68.33
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 49,297.54
TOTAL ALL DEPARTMENTS		65,305.23

Director's report

Agenda Item G R 1

Excluding patron Curtis Johnson from the Library. Mr Johnson entered the staff work area on January 9 and verbally harassed several staff members. He refused an initial request to leave the premises. As a result of this incident, I sent him a letter temporarily excluding him from the Library and suspending library privileges. This was delivered by a police officer, along with a "do not trespass" order good for one year.

Under our existing policies, I, or another staff person can exclude a patron for 2 weeks, but longer exclusions must be authorized by the Library Board. I am requesting authorization to exclude Mr. Johnson from the Library for one year effective February 12, 2014.

Agenda Item B

In reviewing the minutes for the September special meeting to approve paying bills, it appears that I erred in transcribing notes. Item B should read:

"Approve Payment of Bills as listed below:

Abby Kuschel moved to approve Payment of bills as listed below. Second by John Soll. Motion passed unanimously on a roll call vote. "

Building Security Issues

As a result of the incident on January 09 (see exclusion letter agenda item G R 1) we have been assessing the building and making changes and upgrades. A consultant from Protective Services inc: did a 2 hour presentation for us on safety and security issues, and spent nearly 2 additional hours walking through the building and making suggestions for increasing safety.

We have been implementing many of these changes. This includes making changes in some practices, such as limiting the number of people going into the staff work room. We have had conversations with the police department about increasing the police presence in the area, and with the fire department about evacuation procedures. We have also installed better lights in some areas outside the building, (this is reflected in this month's bills from Tru-North electric) We are also having swinging gates installed at the circulation desk that are similar to the gates on the reference desk. Additional "panic" buttons are being installed at the Children's desk and the reference desk. These are tied into the alarm system in the building. Security cameras will be installed later this spring as part of a larger city-wide system.

Energy center

The heat exchanger has been in use very little, or not at all, during January. The air temperature has to be at least 0 for it to provide any heat to the system.

January statistics

Circulation is down about 6% compared to January of 2013, and the number of people coming in to the library is also down 7.3% This is not surprising due to the weather.

Assistant Director Report February 2014

Teens

There were 6 entries in the January Teen Room drawing. Josh C. won.

Teen Winter Reading will finish February 15. A 6th grade teacher let her homeroom students know about winter reading. In the past, her students participated. She has her students come to the library to collect their prizes. What's great about that is if they haven't been here before it's a good way to get them in the door!

Teen Advisory Board

January 28, 2014

Members present: Paige C, Desiree R. (There was no school due to cold weather)

I had a bunch of Advanced reader copies of books that I let the members look at and take. I get the books periodically from Kristine at the Village Bookstore.

Members looked at reviews in library journals and suggested titles to buy that looked interesting. I will go through the recommendations and read other reviews for the titles to see if I will purchase the titles for the young adult collection.

Staff

Tracy continues to attend Project Read meetings.

As the liaison for the city Arts and Culture Commission I spoke at the city council meeting on Tuesday, January 21. The Commission asked for Council permission to put out a Request for Proposals for an arts and culture plan for the city. I informed the council of what the Commission is doing and asked for permission to move ahead with it. The Council did approve posting the RFP. I also wrote a press release about the RFP for the Herald-Review.

John and Will attended training with the city IT department for the website. The site is now live and Will and John have been doing a nice job of keeping the information up-to-date.

Operations

We have dedicated a table near the reference desk for the feedback from patrons for the strategic plan. Paper surveys are available for people to fill out. There are sticky notes patrons can write comments on and hang on the easel paper. Reference staff try to remind regular patrons to fill out a survey.

Darla put the entries in the No-Snow Snowfolk contest in the lobby display case. People have stopped to look at the entries.

We put a display of books and magazines about sports in the Olympics on the table close to the circulation desk.

The library will be closed Monday, February 17 to observe Presidents' Day.

	THIS MONTH	YTD	YTD	YTD	YTD	YTD	Express Check outs	% of total of January
Check-outs	12,262	12,262	13,036	13	2,459	20.05%		
Renewals	1,696	1,696	1,952				-5.94%	
Total Circulation	13,958	13,958	14,988				-13.11%	
Returns	12,830	12,830	13,804				-6.87%	
New cards	93	93	105				-7.06%	
							-11.43%	

Door count 2013 comparison
 9468 -7.34%

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2013
Books cataloged and processed	618	618	581
Withdrawn copies	355	355	314
Withdrawn Titles	210	210	424

REFERENCE

	THIS MONTH	YTD	YTD 2013
tests proctored	719	719	899
computer help over 5 minutes	3	3	1
	10	10	10

INTERNET

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2013 YTD SESSIONS	2013 YTD HOURS
Pharos sessions ***	1,249	708	1,249	708	1,466	882

Non-Pharos sessions VOLUNTEERS

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2013 YTD PEOPLE	2013 YTD HOURS
	57	57	57	215.75	60	

MEETING ROOM

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2013 YTD GROUPS	2013 YTD PEOPLE
COMMUNITY ROOM	32	865	32	865	26	697
GROUP STUDY ROOM	12	72	12	72	18	142
Total Mtg Rm Use	44	937	44	937	44	839

PROGRAMS & TOURS

	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	2	8	2	1	2	15	17	4
	30	238	26	6	8	308	308	125
	2	2	2	1	2	15	17	4
	6	8	2	1	2	8	4	4
	2	2	2	1	2	8	4	4
	1	1	1	1	1	6	1	1
	2	2	2	2	2	8	4	4
	15	15	15	15	15	308	17	4
	4	4	4	4	4	125	4	4

BOOKINGS & ARRANGEMENTS TOTALS

	HRS THIS MONTH	HRS YTD	HRS YTD 2013
	8.5	8.5	9.5

Children's Library Summary
January 2014

January was an exceptional month – mostly due to the weather. We had very few visitors and many cancellations. We did have visits from two Headstart classes. We managed to have one Monday Book Time – with two Monday cancellations due to weather and then Martin Luther King, Jr. Day. Luckily, the weather didn't deter library users on Saturdays, where we saw great attendance, averaging 60 people each week. On February 1, we held our SnowFolk Festival event – Paint Like Picasso – in conjunction with Saturday story time. We had 102 people at two story times; many of those families stayed to paint, plus other families with older children, so that there were 105 people painting snowmen in the style of Picasso!

The children's winter reading program, "Snow Better Time to Read," is well under way. As of February 4, 2014, we have 315 boys and girls registered, with many already returning their completed reading log and choosing a free book as a reward. The free books are made possible through the generosity of the Friends of the Grand Rapids Area Library and donations from patrons.

Family Movie Night on January 23 was pretty quiet, with only three families attending.

Looking ahead:

- Judging is under way for the "No Snow" SnowFolk contest. Check out the entries in the glass display case in the lobby, and cast your vote at the Children's desk.



- February 6 @ noon: Doug Wood (author of Old Turtle) will be here to entertain. This is a Legacy program.
- February 13 @ 3:30: The Creativity Tank artists will lead us in making our own game pieces and carrying bag, for playing an Australian Aboriginal Bush Game. This is another Legacy program.
- February 27 @ 7:00: "Sean Emery, a funny guy who juggles stuff" will be here to entertain in place of family movie night. This is also a Legacy program!

February 12, 2014

Joel Kersting
Suomi Hills Kennel
37515 Orange Lake Road
Deer River MN 56636

Dear Mr. Kersting:

I am pleased that you will be leading a presentation on dogsledding for the Grand Rapids Area Library on Monday, March 24 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.

I understand you have given your permission for the presentation to be taped and replayed on ICTV. If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$100 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

Date

Approved for the Board of Directors:

Board President

Date

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

INVOICE

DATE INVOICE #
2/1/2014 251269

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
10	01-07 Placements	8.95	89.50
5	01-14 Placements	8.95	44.75
7	01-22 Placements	8.95	62.65
2	01-28 Placements	8.95	17.90
7	Credit for accts closed by client prior to beginning the collection process	-8.95	-62.65
		TOTAL	\$152.15

Thank you for your business.

AMERICAN FEDERATION OF MUSICIANS OF THE UNITED STATES AND CANADA

(HEREIN CALLED "FEDERATION")



CONTRACT

(Form L-2)

**FOR LOCAL ENGAGEMENTS ONLY
(NOT FOR USE IN CANADA)**

Whenever the term "The Local Union" is used in this contract, it shall mean Local Union No. 30-73 of the Federation.

THIS CONTRACT for the personal services of musicians on the engagement described below is made this 4th day of February, 20 14, between the undersigned purchaser of music (herein called "Purchaser") and the undersigned musician or musicians.

- Name and Address of Place of Engagement: KAXE Rotary Tent or Grand Rapids Public Library, 268 NE 2nd St. Grand Rapids, MI 55744
 Name of Band or Group: Sam Milton + Friends
 Number of Musicians: 4 Number of Vocalists: _____
- Date(s) of Engagement; daily or weekly schedule and daily clock hours: Thursday July 10th, 2014 12:30-1:30
- Type of Engagement (specify whether dance, stage show, banquet, etc.): Kids Educational Concert
- Compensation Agreed Upon: \$ 400.00
(Amount and Terms)
- Purchaser Will Make Payments As Follows: To Sam Milton
(Specify when payments are to be made)

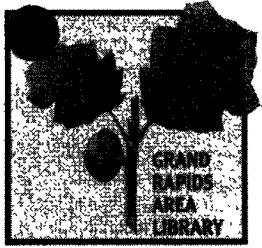
(Continued on reverse side)

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first above written.

Paula Kirwin
Print Purchaser's Full and Correct Name
(If Purchaser is Corporation, Full and Correct Corporate Name)
(X)
Signature of Purchaser (or Agent thereof)
140 NE 2nd Av.
Street Address
Grand Rapids, MI 55744
City State Zip Code
218-327-8822
Telephone

Samuel P. Milton 30-73
Print Name of Signatory Musician Home Local Union No
(X) Samuel P. Milton
Signature of Signatory Musician
326 NE 8th St.
Musician's Home Address
Grand Rapids MI 55744
City State Zip Code
218-247-4089
Telephone

Booking Agent	Agreement No.	Address	Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay
			<u>Sam Milton</u>	<u>30-73</u>		\$ <u>100.00</u>
			<u>Matthew Milton</u>	<u>30-73</u>		<u>100.00</u>
			<u>Mike Miller</u>			<u>100.00</u>
			<u>Pat Downing</u>			<u>100.00</u>



February 12, 2014

Joel Kersting
Suomi Hills Kennel
37515 Orange Lake Road
Deer River MN 56636

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

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

Dear Mr. Kersting:

I am pleased that you will be leading a presentation on dogsledding for the Grand Rapids Area Library on Monday, March 24 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.

I understand you have given your permission for the presentation to be taped and replayed on ICTV. If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$100 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: marcia.anderson@grandrapidsmn.gov. 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:

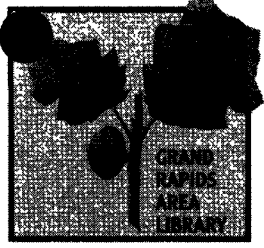
Joel Kersting
Signature

3/2/14
Date

Approved for the Board of Directors:

DuVerme
Board President

Date



February 12, 2014

Joel Kersting
Suomi Hills Kennel
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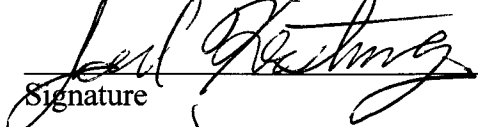
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Sincerely,

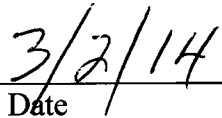
Marcia Anderson
Library Director

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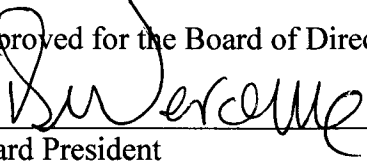


Signature



Date

Approved for the Board of Directors:



Board President

Date