

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
January 8, 2014 5:00 P.M.

5:00 Call to order

5:01 Roll call:

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

Election of officers

Appointment of Committees

Standing Committees:

Building and Grounds, Finance, Long-Range Planning, Personnel, Policy,
Public relations or appoint as needed,
Liaison to Program committee
Liaison to Library Foundation

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

5:12 C. Communications

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:

Nominations

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 \$ 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

Regular agenda

- 1. Accept low quote of XXX from XXX for purchase of network switches.

6:00 Adjourn

Grand Rapids Area Library
Regular Board Meeting
December 11, 2013

Members Present: John Soll, David Yankowiak, Dennis Jerome, Max Peters, Jemma Baker, and Abby Kuschel

Members Absent: Mary Helen Haarklau, Shannon Benolken, and Jean Macdonell

Staff Present: Director Marcia Anderson

Janet Neurauter was a guest at this meeting and is considering a position on the library board.

The monthly board meeting was called to order at 5:08 PM by Dennis Jerome.

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

Minutes: David Yankowiak moved to approve the minutes from the November 13, 2013 board meeting. A second was made by Jemma Baker. The motion passed unanimously.

Communications: Director Marcia Anderson noted that the total tax revenue for the year is \$7,000 less than what was budgeted for.

Financial Report:**Grand Rapids Area Library Bill List
Invoices due on/before December 11, 2013**

Amazon.com	\$384.32
Ameripride Linen and Apparel	35.79
Arrowhead Library System	104.19
Baker and Taylor, Inc.	732.38
Baker and Taylor Entertainment	761.23
Busy Bees Quality Cleaning	1,700.00
Cole Hardware Inc.	11.54
Delta Dental of Minnesota	238.45
Demco	308.46
Gale	421.56
Gartner Refrigeration Co.	2,337.80
Grand Rapids City Payroll	35,279.47
Bonnie Henriksen	21.36
Itasca Area Schools	5,280.00
Learning Opportunities Inc.	341.00
Lincoln National Life	90.70
M.E. Sharpe Inc.	249.00
Minnesota Energy Resources	149.03
Minnesota Revenue	30.46
Nextera Communications LLC	108.18
Northern Business Products Inc.	40.70
Pioneer Mutual Life Ins. Co.	20.50
Pizza Works	14.99
P.U.C	3,392.03
Rapids Plumbing and Heating Inc.	653.00
Recorded Books	4.70
Salem Press	140.00
Scenic Range News	20.00
Sim Supply Inc.	131.74
Stokes Printing Company	6.82
Tru North Electric LLC	545.85
Viking Electric Supply Inc.	382.80
The Village Book Store	113.51
Xerox Corporation	27.73
Total All Vendors	\$54,079.29

Director Marcia Anderson noted that the library is expected to come in under budget for expenditures despite having to pay for natural gas. She then answered general questions from the board regarding the 2014 budget. Max Peters moved to approve the

financial report. A second was made by John Soll. On a roll call vote the motion passed unanimously.

Staff Reports: Director Marcia Anderson noted that there is an estimate for the library's light replacement included in the report. She would like to get this replacement done this year. Marcia Anderson also mentioned that the library website is new and will be included on the city's website. This website can be made live soon (once updated and improved), and people can start utilizing it. Marketing will be done to promote this new website. Marcia Anderson also noted that the ALS lean management study is underway. Assistant Director Amy Dettmer's staff report briefly discussed National Novel Night. She mentioned that this program was worth repeating next year because it is a great way to encourage people to write. Lastly, Marcia Anderson answered some general questions from the board. One of these questions was regarding request the library made for a grant from IRRRB. IRRRB denied the grant for 2 additional solar sunflowers.

Old Business: Director Marcia Anderson asked the board members if they had any nominations for new library board members. None of the members had a nominee.

New Business:

Consent Agenda:

1. Approve payment of late bills
 - a. Unique management \$250.60
 - b. Recorded Books \$850 (to be paid 2014)
 - c. Cengage \$4597 (to be paid 2014)
2. Approve Contracts
3. Approve Resolution 2013-12 Accepting Donations
 - \$25 Grand Rapids North Star Women's Club for cookbook in memory of Cathy Tanner
 - \$100 Leah White (undesignated)
 - \$1000 John and Gina Hawkinson Advised Fund (undesignated)

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

Regular Agenda:

1. **Adopt revised 2014 budget** – Director Marcia Anderson noted that the library's budget has not changed too much since June. The only minor adjustment that has been made is that \$3,000 has been taken out of the natural gas line item and put into the reserves. Max Peters moved to accept the 2014 budget. A second was made by Jemma Baker. On a roll call vote the motion passed unanimously.

- 2. Authorize purchase of bulbs from Greybar for \$5,786 and installation of lights by Tru North Electric for no more than \$2,000** – Director Marcia Anderson noted that the cost does not include the rebate from PUC. Abby Kuschel moved to approve the purchase and installation of these lights. A second was made by John Soll. On a roll call vote the motion passed unanimously.
- 3. Accept low quote for Watchguard Firewall from CDW-G for \$1,855.39** – Director Marcia Anderson noted that there is money saved in the computer budget for a replacement such as this. This quote will cover the replacement of Firewall, iPrism, and the computer that supplies the filter for the public catalog computers. David Yankowiak moved to accept this quote. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

Before the meeting was adjourned, Marcia Anderson asked the members of the board if they had thought of any survey questions. The board discussed information the library needs from its users and brainstormed survey questions. They also discussed ways to distribute information to the city about the library.

The monthly board meeting was adjourned at 6:07 PM by Dennis Jerome.

Board member ABBY KUSCHEL introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-12
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,

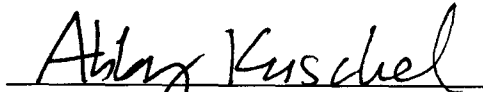
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$25 Grand Rapids North Star Women's Club for cookbook in memory of Cathy Tanner
- \$100 Leah White (undesignated)
- \$ 1000 John and Gina Hawkinson Advised Fund (undesignated)

Adopted this 11th day of December 2013



Dennis Jerome, President



Abby Kuschel, Secretary

Board member MAY PETERS seconded the foregoing resolution and the following voted in favor thereof: JOHN SOHL, DAVID YANKOWIAK, DENNIS JEROME, MAY PETERS, JEMMA BAKER, ABBY KUSCHEL

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2013
With Comparative Totals for December 31, 2012

PRELIMINARY	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	328,858	368,148	368,148	
Compensated Absences	31,497	31,932	31,932	
Emergency/unanticipated Expenditures	51,625	31,354	31,354	
Major Equipment Replacement	14,203	-	-	
TOTAL FUND BALANCE 1/1/XX	426,183	431,434	431,434	
Revenues:				
Taxes	492,059	527,493	556,400	95%
Intergovernmental	167,911	144,186	151,638	95%
Charges for Services	12,775	10,843	11,182	97%
Fines & Forfeits	17,952	13,184	15,000	88%
Blandin Grant	7,739	2,262	-	0%
GR Library Foundation	7,720	18,150	-	0%
Miscellaneous	52,679	14,243	16,400	87%
Other Sources-Operating Transfer	6,477	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	765,312	730,361	750,620	97%
Expenditures:				
Personnel	511,786	516,933	530,955	97%
Supplies/Materials	86,357	79,024	87,600	90%
Other Services/Charges	123,533	120,828	132,065	91%
Blandin Grant	7,739	2,774	-	0%
TOTAL EXPENDITURES	729,415	719,559	750,620	96%
OPERATING SURPLUS (DEFICIT)	35,897	10,802	-	
GR Library Foundation Capital Grant	-	40,725	-	
Capital Outlay	30,647	50,222	-	
Fund Balance 12/31/XX				
Cash Flow	334,108	369,453	368,148	
Compensated Absences	31,497	31,932	31,932	
Emergency/unanticipated Expenditures	51,625	31,354	31,354	
Major Equipment Replacement	14,203	-	-	
TOTAL FUND BALANCE 12/31/XX	\$ 431,433	\$ 432,739	\$ 431,434	

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 DECEMBER 31, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 490,853	\$ 461,553	94%
211-00-31-00-0200	DELINQUENT	-	393	0%
211-00-31-00-4055	FISCAL DISPARITIES	65,547	65,547	100%
211-00-33-00-4060	SUPPLEMENTAL AID	18,638	18,638	100%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	125,549	94%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	6,282	100%
211-00-34-00-7970	PHOTO COPIES	1,900	1,590	84%
211-00-34-00-7975	INTERNET	3,000	2,950	98%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	20	0%
211-00-35-00-1030	LIBRARY FINES	15,000	13,184	88%
211-00-37-00-2310	DONATIONS	2,500	4,418	177%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	245	25%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	260	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	398	199%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,286	92%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	58,875	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	3,922	112%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,702	150%
211-00-37-00-5100	INVESTMENT INCOME	6,000	1,011	17%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	750,620	771,086	103%
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	302,714	295,342	98%
211-00-75-10-1030	SALARY-PARTTIME	101,400	98,908	98%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	3,219	107%
211-00-75-10-1210	PERA	29,066	28,581	98%
211-00-75-10-1220	FICA	24,857	23,117	93%
211-00-75-10-1250	MEDICARE	5,813	5,406	93%
211-00-75-10-1310	HEALTH INSURANCE	59,081	58,405	99%
211-00-75-10-1330	LIFE INSURANCE	246	246	100%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,548	87%
211-00-75-10-1347	VISION INSURANCE	-	0	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,160	72%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,962	50%
211-00-75-20-2020	COPY SUPPLIES	1,000	734	73%
211-00-75-20-2030	PRINTING/BINDING	400	581	145%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,639	66%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,642	82%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	9,720	97%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	400	40%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	314	90%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,710	186%
211-00-75-20-2110	BOOKS	38,000	35,431	93%
211-00-75-20-2120	AUDIO/VISUAL	9,000	10,074	112%
211-00-75-20-2130	NEWSPAPERS	1,000	1,397	140%
211-00-75-20-2140	PERIODICALS	7,000	6,282	90%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,137	71%
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	668	83%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	450	94%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH DECEMBER 31, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	6,809	170%
211-00-75-30-3210	TELEPHONE	6,555	5,563	85%
211-00-75-30-3220	POSTAGE/FREIGHT	500	263	53%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	528	106%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	25	8%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	1,000	2,494	249%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	697	139%
211-00-75-30-3610	GENERAL INSURANCE	8,000	7,594	95%
211-00-75-30-3810	ELECTRICITY	39,930	34,443	86%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	1,571	121%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,569	20%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	6,937	173%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,461	56%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	371	37%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,830	88%
211-00-75-30-4030	ONLINE SERVICES	4,000	3,359	84%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	8,630	288%
211-00-75-30-4100	EQUIPMENT LEASES	900	863	96%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	500	181	36%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	122	122%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	50,222	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	1,145	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,629	0%
	TOTAL EXPENDITURES	750,620	769,781	103%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ 1,305	

DATE: 01/02/2014
 TIME: 15:50:35
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 12/31/13
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	461,599.67	461,599.67	0.00
211-00-00-00-1010	CASH	415,057.53	788,442.87	806,197.81	397,302.59
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	806.00	0.00	0.00	806.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	2,516.79	0.00	2,516.79	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	29,260.00	0.00	0.00	29,260.00
211-00-00-00-1321	DUE FROM US GOV'T	747.34	0.00	747.34	0.00
211-00-00-00-1550	PREPAID ITEMS	0.00	0.00	0.00	0.00
211-00-00-00-1620	BUILDINGS	14,128.88	16,251.37	14,128.88	16,251.37
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	36,492.79	33,721.92	2,770.87
TOTAL		462,626.54	1,302,786.70	1,318,912.41	446,500.83
TOTAL ASSETS		462,626.54	1,302,786.70	1,318,912.41	446,500.83
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	792,411.56	784,685.66	9,238.53
211-00-00-00-2030	SALES TAX PAYABLE	0.00	452.73	481.92	29.19
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	10,245.02	10,245.02	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	806.00	0.00	0.00	806.00
211-00-00-00-2220	DEFERRED REVENUES	3,178.35	3,178.35	918.75	918.75
TOTAL		31,193.80	806,287.66	786,086.33	10,992.47
TOTAL LIABILITIES		31,193.80	806,287.66	786,086.33	10,992.47
FUND EQUITY					

DATE: 01/02/2014
 TIME: 15:50:35
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 12/31/13
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	431,432.74	0.00	0.00	431,432.74
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	33,721.92	36,492.79	2,770.87
TOTAL		431,432.74	33,721.92	36,492.79	434,203.61
	FUND SURPLUS (DEFICIT)	0.00	0.00	1,304.75	1,304.75
TOTAL FUND EQUITY		431,432.74	33,721.92	37,797.54	435,508.36
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	840,009.58	823,883.87	446,500.83

GRAND RAPIDS LIBRARY BILL LIST - JANUARY 8, 2014

DATE: 01/02/2014
 TIME: 15:50:20
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/08/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	175.09
0113233	AMERIPRIDE LINEN & APPAREL	33.41
0118660	ARROWHEAD LIBRARY SYSTEM	79.63
0201428	BAKER & TAYLOR, INC	2,969.82
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0305485	CENGAGE LEARNING INC	53.48
0315455	COLE HARDWARE INC	108.93
0701650	GARTNER REFRIGERATION CO	2,732.53
0701900	GAYLORD BROTHERS	621.86
0805524	BONNIE HENRIKSEN	51.74
1205099	LEARNING OPPORTUNITIES INC	72.90
1401650	NARDINI FIRE EQUIPMENT CO. INC	225.00
1415377	NORTHERN BUSINESS PRODUCTS INC	75.82
1605665	PERSONNEL DYNAMICS LLC	54.00
1609925	PIZZA WORKS	9.99
1909510	SIM SUPPLY INC	207.20
2018680	TRU NORTH ELECTRIC LLC	148.85
2209450	THE VILLAGE BOOK STORE	43.17
T000937	HASHI SHAFI	500.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$9,863.42

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0300200	CDW GOVERNMENT INC	1,855.39
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0701460	GALE	4,597.00
0718015	GRAND RAPIDS CITY PAYROLL	35,936.91
1309199	MINNESOTA ENERGY RESOURCES	674.05
1405850	NEXTERA COMMUNICATIONS LLC	98.48
1601750	PAUL BUNYAN COMMUNICATIONS	254.21
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,484.54
1805150	RECORDED BOOKS	850.00
2114356	UNIQUE MANAGMENT SERVICES	250.60
2205637	VERIZON WIRELESS	122.75
2209665	VISA	794.76
2301700	WASTE MANAGEMENT	248.24

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$53,020.54

TOTAL ALL DEPARTMENTS 62,883.96

Children's Library Summary
December 2013

December, as always, is a quieter month in the Children's Library. Families have programs, parties and other activities, as well as getting ready for the holidays. But, we did have a few visitors. The special education class from the middle school visited us twice this month. Cass Lake Headstart was here to check out the Smart Play Spot; twelve extremely well-behaved children, along with their six adults, were just delightful. Sixty-six members of the Deer River 5th grade came to visit and learn about using the library, but their 4th grade counterparts had to reschedule due to inclement weather. Several other visits will be rescheduled also, due to the weather.

Saturday attendance at Story Time was down a little, in part due to the holiday season; but in larger part due to the continuing unfriendly weather conditions. Char Zanardi is back as our Monday Book Time teacher. We are quite pleased that she has chosen to continue with us after her husband's passing.

The children's winter reading program, "Snow Better Time to Read," kicked off on Saturday, December 14. After the usual storytime, families were invited to stay for "Sled It." This program, presented by the artists of the Creativity Tank, guided 35 individuals to build and paint their own wooden collage that might resemble a sled. This was a Children First! Event.

As of January 4 we have more than 150 children signed up to participate and read. It's not too late to sign up; the winter reading program continues through February 22. When participants turn in their completed reading log, they choose a new, free book to keep.

Looking ahead:

- Family Movie Night, Thursday, January 23 @ 6:00 pm: "Despicable Me 2"
- 3rd Annual Great Itasca SnowFolk Festival takes place January 31 through February 8
- "No Snow" SnowFolk contest begins January 18.



Director's Report January 8, 2014

Energy Center

The UPM Blandin Plant has been shut down twice from December 9-January 2nd so the Heat exchanger was turned off and we were using Natural Gas in the boilers. The pipes carrying wastewater to and from the screen house were flushed and winterized to prevent freezing. Cost to us was for the antifreeze used for the pipes. When operating, the heat exchanger will extract enough heat to heat the building when temperatures are as low as 0. This means we will continue to use natural gas for awhile this winter.

Building Light Replacement

The manufacturer could not get the lights to us by the end of the year, so this will be done in January.

Web Site

We just got a scrolling banner of new materials ready to go. Will and John are continuing to update and learn the process of adding material. Check out the draft!

<http://www.cityofgrandrapidsmn.com/library>

Statistics:

The number of people coming through the doors during December was only down 151 from last year, despite the cold weather. December is always the slowest month of the year. The total for the year is only 181 fewer than last year. (Note: this does not include the number attending programs, only the numbers into the library)

ALS Lean Library Management Studies

I am part of the Oversight Team for studies that ALS is conducting on several processes: Delivery, New Book Processing, Mail-a-Book, and Print Shop. The study is being led by John Huber, author of *Lean Library Management*, who has been doing library consulting for about 12 years.

Restructuring the delivery route system is in the works. One possibility under consideration is delivering in zones.

Another possible change under consideration is programming the system to issue hold slips with patron names coded so we could allow patrons to pick up and check out their own holds. This would mean doing some rearranging in the area near the check out desk to set up a shelving unit.

Processing streamlining: Michelle, Darla, Tracy and I sat down to talk about processing new children's books and eliminated some steps in processing. The goal is to reduce the staff time it requires to get a new book on the shelf. When Michelle returns we will also meet with Amy and Will to talk about streamlining the processing for Young Adult and adult materials.

Assistant Director Report
January 2014

Teens

*Teen Advisory Board
December 17, 2013*

I was not at the December meeting due to a death in the family. Will was the library staff person at the meeting.

7 members present.

Members changed out the board in the bookstore. Members talked about winter reading. Talked about theme for drawing in teen room.

Teen Room monthly drawing had 8 participants. Josh C. was the winner.

Teen Winter Reading started December 20. Teens keep track of pages read and get to choose a book for reading 700 pages. When they read 1500 they get a \$5.00 Target gift card.

Operations

There were a bunch of new paperbacks purchased recently. They have been set out on a table with a sign stating New Paperbacks. People have been checking them out!

The table on the way to the children's department had Christmas craft books and now has materials related to 4 common new year's resolutions.

The display case features stamps collected by a local gentleman. He collected different kinds of stamps and many are in beautiful display books.

A few months ago the MacRostie Art Center donated to the library a puppet titled "Mother Nature". When the fire alarms were tested in December we were able to attach the puppet to the wall above the windows to the back work room. Here is a description of the puppet: "Mother Nature" was created during a summer puppet-making program at MacRostie Art Center in which students of all ages worked with self-described "Puppet Lady" Theresa Linnihan. A puppeteer, producer, and designer from Brooklyn, NY, Theresa also creates puppet pageants and parades at various Brooklyn sites for The Puppeteers Cooperative and works with Lincoln Center Out of Doors. She manages The New York Puppet Library at Brooklyn College and teaches puppetry and improvisation. She has worked for more than fifteen years as a member of the Czechoslovak-American Marionette Theater and was previously the director of the Newburyport Children's Theater in Massachusetts.

Staff

John, Faye and Will attended an Active Shooters presentation in December. It was held at the Public Works building. The presenter talked about what to do if a shooter comes into the building. Long story short, escape if you can, hide if you can't escape, fight or otherwise disrupt the shooter if you can't hide or run.

In December, Will and John met with the city Information Technology (IT) Department. Erik and Lasha trained Will and John on how to add content to the website.

CIRCULATION
 Check-outs 9,763 THIS MONTH YTD 160,804 Y1 - _J12 164,412 Express Check outs % of total c/o 1,944 Dec-13 19.91%
 Renewals 1,944 22,507 -0.71%
 Total Circulation 11,707 183,311 -2.01%
 Returns 13,441 183,360 6.32%
 New cards 79 1,458 2.60%

Door count 8172 2012 comparison -0.04%

TECHNICAL PROCESSES
 Books cataloged and processed 266
 Withdrawn copies 1,651
 Withdrawn Titles 445

REFERENCE
 tests proctored 593
 computer help over 5 minutes 19
INTERNET 3
 Pharos sessions *** 1,076

Non-Pharos sessions 48
VOLUNTEERS 44

MEETING ROOM
 COMMUNITY ROOM 37
 GROUP STUDY ROOM 21
Total Mtg Rm Use 58

PROGRAMS & TOURS
BOOK TIME 6
 SATURDAY STORY TIME 8
 CLASS VISITS 4
 NON SCHOOL GROUPS 2
 CHILDREN'S PROGRAMS 2
 TEEN PROGRAMS 2
Total Youth Programs 22
 Total Adult Programs 1

BOOKINGS & ARRANGEMENTS 9
TOTALS 117.5

THIS MONTH 9,763
YTD 160,804
Y1 - _J12 164,412
Express Check outs % of total c/o 1,944
Dec-13 19.91%

THIS MONTH 266
YTD 6,729
YTD 2012 6,437

THIS MONTH 593
YTD 9,781
YTD 2012 9,224

SESSIONS 3
HOURS 93
YTD SESSIONS 61
YTD HOURS 630
2012 YTD SESSIONS 18,111
2012 YTD HOURS 10,347
2012 YTD HOURS 12,008

PEOPLE 48
HOURS 208.75
2012 YTD HOURS 787
2012 YTD HOURS 3349.75

GROUPS 37
PEOPLE 897
YTD GROUPS 425
YTD PEOPLE 11,621
2012 YTD GROUPS 347
2012 YTD PEOPLE 9,611

PROGRAMS & TOURS
BOOK TIME 6
 SATURDAY STORY TIME 8
 CLASS VISITS 4
 NON SCHOOL GROUPS 2
 CHILDREN'S PROGRAMS 2
 TEEN PROGRAMS 2
Total Youth Programs 22
 Total Adult Programs 1

HRS THIS MONTH 9
HRS YTD 117.5
HRS YTD 2012 112.75

Library Volunteer and Program Report for December 2013

December Volunteers

44 volunteers/208.75 hours (Library Board, Program Committee and Teen Advisory Committee volunteers are included in this report. Friends of the Library data not available.)

Volunteer Activities

- Book donations to the used book store have slowed down. Volunteers are sorting through boxes that have been stored through fall and early winter to stock the book store. There was not a special holiday sale this year. Rather, holiday themed books were integrated into the book store and special coupons were handed out to patrons to use the store.
- Bonnie and Amy led another orientation and shelf training for three new volunteers. One of these will work primarily in Childrens while the others will shelve in the regular stacks.
- Processing discards from library collections continues.
- A volunteer continues to pick up donated books and take them to two nursing homes.
- One volunteer is working on organizing and shelving magazines and periodicals.

Board & Committee Volunteers

Library Board: 5 volunteers/12 hours

Teen Advisory Board: 7 volunteers/7 hours

Program Committee: 7 volunteers/20.5 hours

The following programs were offered in December

- The program on U.S. Panama Relations was postponed because of severe weather. It is rescheduled for February 6th.
- *Adventures in Costa Rica* was the program on Friday, Dec 27 at 12:00 noon. David Lien presented photographs and numerous facts and highlights from his adventures in that region. 17 people attended.

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

INVOICE

DATE: 1/1/2014
 INVOICE #: 249980

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
7	12-03 Placements	8.95	62.65
9	12-10 Placements	8.95	80.55
6	12-16 Placements	8.95	53.70
5	12-24 Placements	8.95	44.75
4	12-31 Placements	8.95	35.80
2	Credit for accts closed by client prior to beginning the collection process	-8.95	-17.90

Thank you for your business.

TOTAL

\$259.55

Please Direct Inquiries To:



XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266
Telephone: 888-435-6333

Invoice Date: 01/01/2014
Customer Reference:
Due Date: 02/01/2014
Contract Number: VMN00000X000

Purchase Order Number:
Invoice Number: 071810351
Customer Number: 941269599

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

TO ORDER SUPPLIES CALL 1-800-822-2200 OR LOGON TO WWW.XEROX.COM/SUPPLIES

INVOICE DETAIL

Model Number: WC15PL
Serial Number: PDG155206

Base Charge 12/01/2013 TO 12/30/2013 \$ 27.73
Total Meter Usage Charge 10/30/2013 TO 12/27/2013 \$ 40.60

Meter Usage	Beginning Read	Ending Read	Usage
1st Meter Read	142998	144158	1160
Meter Charge	Quantity	Rate	Total
Net Billable Prints - 1	1160	.035	\$ 40.60

Accessories

Serial Number / Model Number
PKTPRO100 \$ 0.00
WC15ADF \$ 0.00

Subtotal: \$ 68.33
Invoice Total: \$ 68.33
Payments Made: \$ 0.00
Total Amount Due: \$ 68.33

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

When paying by mail
send payment to:
XEROX CORPORATION
26152 NETWORK PLACE
CHICAGO, IL 60673-1261

Please check here if your "Bill To" address or "Ship To / Installed At" location has changed and provide updates on reverse side.

CN: 941269599 INV #: 071810351 INV DATE: 01/01/2014 EIPP

Invoice Amount
\$ 68.33

ITASCA AREA SCHOOLS COLLABORATIVE

101 1st Avenue NE
PO Box 307
Deer River MN 56636

INVOICE

Number	Date	Page
1953	12/31/2013	Pg 1 of 1

Ext Invoice No Ref:

Bill To: GRAND RAPIDS PUBLIC LIBRARY
CITY OF GRAND RAPIDS
ATTN: DARLA KIRWIN
140 NE 2ND ST
GRAND RAPIDS MN 55744

STORY TIME SERVICES

Customer	Terms	Due Date
1 1020 GRAND RAPIDS PUBLIC LIBRARY	Due on Receipt	12/31/2013

No.	SKU Code/Description/Comments	U/M	Units	Rate	Total
1	M NOVEMBER & DECEMBER STORY TIME; SEE ATTACHED FOR DETAIL	EA	1.00	1,160.00	1,160.00

OK

Subtotal	\$1,160.00
Sales Tax	\$0.00
Invoice Total	\$1,160.00
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$1,160.00



Hawkinson Redi-Mix
 3000 Rangeline Road
 P.O. Box 867
 Grand Rapids, MN 55744
 Phone 326-6681 or 326-5911

THIS DELIVERY TICKET WAS
 GENERATED BY AN MPAG
 AUTOMATED BATCHER

DATE	CUSTOMER NO.	CUSTOMER P.O. NO.	PROJECT NUMBER	FORMULA	CASH / CHARGE
12/10/13	PUBL302		EXTRAS		CHA

SOLD TO	PUBLIC WORKS 420 NORTH POKEGAMA AV GRAND RAPIDS, MN. 55744	SHIPPED TO

QUANTITY	CODE	DESCRIPTION	TAX1	TAX2	UNIT PRICE	AMOUNT
1.00	907	HOT WATER		Y	150.00	150.00

TIME	PLANT	DRIVER	TRUCK	LOAD	ORDERED	DELIVERED	SUB TOTAL	
08:24AM	02	DRIVER?	000	0	0.00	0.00	150.00	
LEFT PLANT	SLUMP	AIR	Excessive Water is Detrimental to Concrete Performance Water Added by Request/Authorized By:				TAX1	10.31
			GALLONS X				0.00	
ARRIVE JOB	<p>WARNING</p> <p>IRRITATING TO THE SKIN AND EYES Contains Portland Cement. Wear Rubber Boots and Gloves. PROLONGED CONTACT MAY CAUSE BURNS. Avoid contact with Eyes and Prolonged Contact with Skin. In Case of Contact with Skin or Eyes, Flush Thoroughly with Water. If Irritation Persists, Get Medical Attention. KEEP CHILDREN AWAY.</p>						MILEAGE TOTAL	160.31
LEFT JOB							TOTAL DISCOUNT	
RETURN PLANT							TOTAL	
INSPECTOR							CONTROL No.	23966

POUR TYPE:	BATCH DATA:	EXTRAS
<p>Received by: _____</p>		

AXLES

Not filed if no payment received within 90 days - 1 1/2% penalty on balance due 1st of month due date (annual rate 18%) - \$1.50 minimum interest charge. If more mixing material added on site, we disclaim responsibility for the strength of this concrete. Setting in to or out of job site is the customer's responsibility.

CONTROL No. ✓

BAKER & STAYLOR

The Future Delivered

INVOICE

INVOICE #: 2028934055
 INVOICE DATE: 12/31/13
 ACCOUNT #: 209977 L025981 2 800000
 ATN #: M0M9833354
 PAGE: 001

GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

FED TAX ID: 56-1761729
 SHIPPED FROM: HOMENCE
 CUSTOMER SERVICE: 800.340.5370/INTL 704.998.3399
 CREDIT:
 GST/TAX ID#: 00 00000000000000
 PO#:

BILL TO: ACCOUNT #: 209977 L025981 2 800000
 SAN #: 3085937 0001
 NAME: GRAND RAPIDS AREA LIBRARY
 ADDRESS: 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

SHIP TO: ACCOUNT #: 209977 L025981 2 000000
 SAN #: 3085937 0001
 NAME: GRAND RAPIDS AREA LIBRARY
 ADDRESS: 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	PAGAN LORD			CORNWELL, BERNA		HRD		9780061969706		HARPE	27.99	44.6%	15.51	15.51
1	HAZARDOUS DUTY			GRIFFIN, W. E.		HRD		0061969702		PEUSA	27.95	44.6%	15.48	15.48
1	DEATH TRADE			HIGGINS, JACK		HRD		0399160671		PEUSA	26.95	44.6%	14.93	14.93
1	INVENTION OF WINGS			KIDD, SUE MONK		HRD		9780399165894		PEUSA	27.95	44.6%	15.48	15.48
1	DELIVERING DEATH			KRAMER, JULIE		HRD		0670024783		PCKHC	24.99	44.6%	13.84	13.84
1	RIVER ROAD			KRENTZ, JAYNE A		HRD		1451664664		PEUSA	26.95	44.6%	14.93	14.93
1	IN THE BLOOD			UNGER, LISA		HRD		9780399165122		SIMON	25.99	44.6%	14.40	14.40
1	STANDUP GUY			WOODS, STUART		HRD		1451691173		PEUSA	26.95	44.6%	14.93	14.93
1	SLIM FOR LIFE MY INSIDER SECRETS TO SIMP			MICHAELS, JILLI		PAP		9780385349246		RANDO	15.00	35.0%	9.75	9.75
9								0385349246						129.25

PAGE TOTAL
 USD CURRENCY

BAKER & TAYLOR

The Future Valley, Inc.

INVOICE

INVOICE #: 2028934055
 INVOICE DATE: 12/31/13
 ACCOUNT #: 209977 L025981 2 800000
 ATIS #: N0M9833354
 PAGE: 002

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	STAR WOLF	62392788		LASKY, KATHRYN		PAP	0000000001	9780545279727	0545279720	SCHOL	6.99	35.1%	4.54	4.54
1	HIGH TIME FOR HEROES	62442095		OSBORNE, MARY P		HRD	0000000009	9780307980496	0307980499	RANDJ	12.99	44.6%	7.20	7.20
1	HEARTS	65448017		ROME, THEREZA		SAL	0000000009	9781935179597	1935179594	CANWP	12.95	20.1%	10.35	10.35
1	ALIS PRETTY LITTLE LIES	65262166		SHEPARD, SARA		PAP	0000000001	9780062233370	0062233378	HAPAP	9.99	35.0%	6.49	6.49
1	HUNTED	62402978		STIEFVATER, MAG		HRD	0000000001	9780545522441	0545522447	SCHDH	12.99	44.6%	7.20	7.20
1	WEDDING WINGS	63448017		THORPE, KIKI		PAP	0000000011	9780736430777	0736430776	RANDJ	5.99	35.1%	3.89	3.89
1	WAIT WAIT	63356823		NAKAWAKI, HATSU		HRD	0094519300	9781592701384	1592701388	CNSRJ	14.95	44.6%	8.28	8.28
1	SHUNNING SARAH	63036919		KRAMER, JULIE		PAP	0093441054	9781651664645	1651664648	POCKE	7.99	35.0%	5.19	5.19
1	BIG SKY SECRETS	63036919		MILLER, LINDA L		PAP	0093441060	9780573778317	0573778317	HARLQ	7.99	35.0%	5.19	5.19
1	HEART OF STONE	63036919		WARREN, CHRISTI		PAP	0093441066	9781250012654	1250012651	STMAP	7.99	35.0%	5.19	5.19
1	LOVE SENSE THE REVOLUTIONARY NEW SCIENCE	63543596		JOHNSON, SUE, D		HRD	0095085339	9780316133760	0316133760	LITTL	27.00	44.6%	14.96	14.96
1	EXTREME BRICKS SPECTACULAR RECORD BREAKI	63390856		HERMAN, SARAH		HRD	0094607120	9781626362125	1626362122	NORTD	24.95	44.6%	13.82	13.82
1	ART AS THERAPY	63256862		BOTTON, ALAIN D		HRD	0094188121	9780714865911	0714865915	PHAJD	39.95	44.6%	22.13	22.13
13														114.43
22														245.68

PAGE TOTAL USD CURRENCY 114.43
 SUB TOTAL USD CURRENCY 245.68

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE	245.68
REMIT TO:	BAKER & TAYLOR
	P.O. BOX 277930
	ATLANTA, GA 30384-7930
	NEW REMITTANCE ADDRESS

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE