

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
December 10, 2013 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: absent *Haarklav, Benolken*

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

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

5:12 C. Communications

Letter from Itasca County re tax revenue 2nd half 2013

Library Director's report to Council 11/25/13

5:15 D. Financial Report (Packet Items D1-) *Financial Report Requirements*

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.) *Consent Agenda Requirements*

1. Approve payment of late bills

a. Unique management \$250.60

o. 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 (undesigned)

\$ 1000 John and Gina Hawkinson Advised Fund (undesigned)

Regular agenda

1. Adopt revised 2014 budget

2. Authorize purchase of bulbs from Greybar for no more than \$5768 and installation of lights by Tru North Electric for no more than \$2,000.

3. Accept quote for Watchguard Firewall

6:00 Adjourn

Reminder: Get together with Friends of the Library and Library Foundation Board members at my house after the meeting.

1010 NW 4th Avenue 999-5485

Just west of Highway 38, we are the 2nd house North of 10th St.

Bring snacks, munchies, sweets or beverages.

**Grand Rapids Area Library
Regular Board Meeting
November 13, 2013**

Members Present: Max Peters, John Soll, Shannon Benolken, Jemma Baker, Jean MacDonell, Dennis Jerome, David Yankowiak, and Mary Helen Haarklau

Members Absent: Abby Kuschel

Staff Present: Director Marcia Anderson

The monthly board meeting was called to order at 5:06 PM by Dennis Jerome

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

Minutes: Jean MacDonell moved to approve the minutes from the October 9, 2013 board meeting. A second was made by David Yankowiak. The motion passed unanimously.

Communications:

1. MN Community Foundation statement through September 2013

Director Marcia Anderson noted that the quarterly statement from the MN Community Foundation shows an investment gain.

Financial Report:

Director Marcia Anderson noted that the library has not received its 2nd payment for taxes. They won't receive this payment until mid December. She also mentioned that the month's financial report doesn't show anything too out of the ordinary. Lastly, she noted that the library should be under budget for expenses for November. John Soll moved to approve the financial report. A second was made by Jemma Baker. On a roll call vote the motion passed unanimously.

Grand Rapids Public Library Bill List
Invoices due on/before November 13, 2013

Amazon.com	\$335.75
Ameripride Linen and Apparel	34.60
Arrowhead Library System	41.10
Baker and Taylor, Inc.	3,850.58
Blue Cross and Blue Shield of MN	8,276.00
Busy Bees Quality Cleaning	1,700.00
CDW Government Inc	222.00
City of Grand Rapids	7,500.00
Cole Hardware Inc.	11.98
Delta Dental of Minnesota	238.45
Fidelity Security Life Ins. Co.	22.54
Grand Rapids Arts	25.00
Grand Rapids City Payroll	52,870.34
Itasca Community College	500.00
Junior Library Guild	21.00
Learning Opportunities Inc.	1,689.89
Lords Nexus	141.53
Lincoln Republic	181.40
Minnesota Energy Resources	61.43
Minnesota Revenue	43.53
Nayra Communications LLC	97.02
Northern Business Products Inc.	165.76
Paul Genealogical Books	16.00
Paul Purnan Communications	508.42
Personnel Dynamics LLC	126.92
Pioneer Mutual Life Ins. Co.	20.50
P.U.C.	3,954.96
Rapids Plumbing and Heating Inc.	581.04
Recorded Books	1,414.40
Sim Supply Inc.	392.28
Usage Management Services	393.80
Verizon Wireless	229.50
Wilson Electric Supply Inc.	248.44
The Village Book Store	94.97
Waste Management	254.44
Xerox Corporation	55.21
Ziploc	264.00
Total All Vendors	\$86,584.78

Staff Reports: Marcia Anderson told the members of the board that the Blandin Plant shut down for a couple of weeks, which caused the heat exchanger for the building to shut off. The library had to switch to an alternate heating source – natural gas – to heat the building. Next, Marcia Anderson discussed the ALS “Lean” process improvement studies. The desire are to decrease the amount of book handling as the books go from one building to another and decrease the transportation time from library to library in order to make the process more efficient. Lastly, Marcia Anderson discussed the National Novel Month activity that has occurred at the library recently. One event was an evening when local authors come to the library to explain their writing processes and other relevant information. Marcia Anderson thinks this is a good program and should continue, as it is a good opportunity to support local authors.

Old Business: Director Marcia Anderson noted that she needs to attain by-laws from other libraries for the by-laws committee. Suggestions for appointments to replace Jemma are still needed.

New Business:

Consent Agenda:

1. Approve payment of late bills
2. Approve contracts
 - a. Shafi Somali program January 14 \$500

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

Regular Agenda:

1. Approve Resolution 2013-11 setting Library Calendar for 2014

The 2014 calendar shows which holidays the library will be closed. Jean MacDonell moved to approve the resolution. A second was made by Mary Helen Haarklau. The motion passed unanimously.

2. 2014 Budget

Marcia Anderson noted that the City Council approved a higher levy but wants to make it lower before final passage. The Council targeted the designated payback to the Library’s reserve fund as a place to cut. Marcia answered general questions from the board regarding where the \$15,000 will be taken from. It could be taken from any part of the budget or from the reserves. The general consensus was to move \$3,000 from the line item for natural gas to the line item for reserve fund payback. A formal vote will be held in December.

3. Strategic Plan process

A planning team met to draft a preliminary process. . Focus groups, data gathering, and some surveys will be done in January. Planning retreats will be held in February with Board plus reps from Friends and Foundation. (tentatively 12th and 26th 5-8)

Marcia raised the idea of developing a Values Statement as part of the planning process, and will send examples of statements from other libraries.

Board members were asked to bring possible questions for a survey and suggestions for community leaders for a focus group to the December Board meeting.

The monthly board meeting was adjourned at 6:15 PM by Dennis Jerome.

Board member JENN MACDOWELL introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-111
SETTING 2014 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2014:


January 1	New Year's Holiday	Closed
January 20	Martin Luther King Day	Closed
February 17	President's Day	Closed
April 19	Easter Saturday	Closed
May 26	Memorial Day	Closed
July 4	Independence Day	Closed
September 1	Labor Day	Closed
November 11	Veteran's Day	Closed
November 26	Pre-Thanksgiving	Close 5 p.m.
November 27	Thanksgiving	Closed
December 24	Christmas Eve	Closed
December 25	Christmas Holiday	Closed
December 31	New Year's eve	Close 5 p.m.

Although the library will close early on November 26 and December 31, no holiday pay is involved.

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

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 13th day of November 2013.


Dennis Jerome, President

Attest:


Abby Kuschel, Secretary

Board member MARY HELEN HAARKIAU seconded the foregoing resolution and the following voted in favor thereof: MAX PETERS, JOHN SOLL, SHARON BEDOLKEN, JEMMA BAKER, JENN MACDOWELL, DENNIS JEROME, DAVID YANKOWIAK, MARY HELEN HAARKIAU
And the following voted against same: NONE
And the following abstained: NONE
Whereby the resolution was declared duly passed and adopted.

ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE
123 NE 4TH ST
GRAND RAPIDS, MINNESOTA 55744-2631

OFFICE 218-327-2361
FAX 218-327-7426

December 3, 2013

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-2069

Dear Mr. Weikum:

The apportionment for November 2013, includes the following totals:

Arbo Township	\$ 2,503.86
Blackberry Township	3,153.90
Feeley Township	2,123.33
Grand Rapids Township	0.00
Harris Township	11,181.68
Sago Township	1,050.40
Spang Township	1,250.86
Wabana Township	3,843.64
City of Bass Brook/Cohasset	29,189.66
City of LaPrairie	1,201.50
City of Warba	<u>327.60</u>
TOTAL	\$55,826.43

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

Stirley Miller
City of Grand Rapids
1000 Park Forest Avenue
Grand Rapids, MN 55744

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2009-2012 EXPENDITURES, 2013 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 BUDGET</u>	<u>PROPOSED 2014 BUDGET</u>
REVENUES						
TAXES						
Current	\$ 476,847	\$ 414,157	\$ 419,068	\$ 439,231	\$ 575,038	_____
Delinquent	4,472	7,166	3,459	3,608	-	_____
Fiscal Disparities	8,950	32,011	51,061	49,220	-	_____
TOTAL TAXES	<u>500,269</u>	<u>453,334</u>	<u>473,588</u>	<u>492,059</u>	<u>575,038</u>	<u>603,975</u>
INTERGOVERNMENTAL						
Market Value Homestead Credit	54,417	10,067	9,417	-	-	_____
Supplemental Aid	47,417	38,008	37,378	38,071	-	_____
State of Minnesota	-	-	200,000	250	-	_____
Library Contracts	148,254	44,623	135,333	129,590	133,000	130,000
Total Intergovernmental	<u>221,867</u>	<u>192,697</u>	<u>382,127</u>	<u>167,911</u>	<u>133,000</u>	<u>130,000</u>
CHARGES FOR SERVICES						
ALS Cross-overs	6,282	6,045	8,045	8,136	6,282	6,282
Photo-copies	2,021	2,356	1,863	1,589	1,900	1,900
Internet	3,102	3,244	3,382	3,050	3,000	3,000
Fax Machine Use	-32	269	2	-	-	_____
TOTAL Charges for Services	<u>11,926</u>	<u>13,914</u>	<u>13,292</u>	<u>12,775</u>	<u>11,182</u>	<u>11,182</u>
Fines and Forfeits						
Library Fines	15,409	14,970	14,303	17,952	15,000	15,000
Total Fines and Forfeits	<u>15,409</u>	<u>14,970</u>	<u>14,303</u>	<u>17,952</u>	<u>15,000</u>	<u>15,000</u>
Miscellaneous Revenues						
Donations	3,700	3,625	2,983	13,288	2,500	2,500
Memorial Books	601	1,613	120	670	1,000	1,000
Donations-Library Programs	-	278	873	710	200	300
Endowment Fund Income	3,414	2,043	134	3,101	1,400	1,300
Grand Rapids Lib Foundation	1,709	6,675	7,400	7,720	-	_____
Meeting Room Rentals	4,804	3,310	4,024	3,394	3,500	3,000
Blandin Grants	1,500	9,971	100,379	7,739	-	_____
Miscellaneous	1,187	2,534	1,905	2,224	1,800	1,900
MIRC	-	-	23,823	747	-	_____
Natural Gas Rebate	-	-	-	26,250	-	_____
Investment Income	10,600	8,548	6,206	2,295	6,000	2,500
Total Miscellaneous Revenue	<u>23,500</u>	<u>37,602</u>	<u>147,848</u>	<u>68,138</u>	<u>16,400</u>	<u>12,500</u>
Other Sources						
Operating Transfer In	1,085	-	68,309	6,477	-	-
Fund Balance Transfers	-	38,966	-	-	-	-
Total Revenues	<u>779,311</u>	<u>749,483</u>	<u>1,099,467</u>	<u>765,312</u>	<u>750,620</u>	<u>772,657</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2009-2012 EXPENDITURES, 2013 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	PROPOSED 2014 BUDGET
EXPENSES						
Operating Transfer Out	-	-	-	-	-	-
Personnel						
Salary-Full time	263,313	250,256	291,040	296,090	302,714	<u>544,347</u>
Salary-Full time parttime	-	-	-	-	-	-
Salary-Part Time	70,447	83,350	95,283	98,105	101,400	-
Salary-Part time per ma	-	-	-	-	-	-
Contracted Services	27,239	11,788	5,155	2,756	3,000	-
PERA	22,948	23,446	28,008	28,377	29,066	-
FICA	17,115	14,431	22,794	23,055	24,856	-
Medicare	4,624	5,012	5,331	5,392	5,813	-
Health Insurance	36,011	31,644	57,503	54,166	58,681	-
Life Insurance	862	168	282	246	246	-
Dental Insurance	1,115	1,353	1,413	1,482	1,858	-
Unemployment	-	-	-	-	-	-
Worker's Comp	2,118	2,160	2,757	2,118	3,000	-
Total Personnel	<u>477,148</u>	<u>489,499</u>	<u>509,567</u>	<u>511,787</u>	<u>530,634</u>	<u>544,347</u>
Supplies and materials						
Office Supplies	1,617	9,843	7,592	4,719	8,000	<u>8,000</u>
Copy supplies	103	895	756	687	1,000	<u>1,000</u>
Printing/binding	111	323	570	515	400	<u>600</u>
Bindings	-	-	-	-	200	-
Computer supplies	4,300	4,226	4,032	3,320	4,000	<u>4,000</u>
Computer files	2,074	1,595	10,737	4,357	2,000	<u>2,000</u>
Assets between 10 and 4999	5,111	1,103	18,520	8,442	10,000	<u>12,000</u>
Inventory's supplies Equip<700	-	-	110	1,537	1,000	<u>1,000</u>
Volunteer Program Supplies & Mat	-	35	481	449	350	<u>350</u>
Operating Supplies	1,519	1,519	2,394	1,326	2,000	<u>2,000</u>
Books	41,122	40,349	47,290	41,122	38,000	<u>42,000</u>
Audio/Visual	1,719	10,908	10,158	8,458	9,000	<u>9,000</u>
Newspapers	1,665	1,787	1,565	1,665	1,000	<u>1,000</u>
Periodicals	7,073	7,510	7,289	7,073	7,000	<u>8,000</u>
Maintenance and supplies	3,111	1,071	2,869	2,663	3,000	<u>3,000</u>
Other supplies/Materials	111	-	-	22	350	<u>350</u>
Equipment/Parts	-	-	-	-	300	<u>300</u>
Volunteer Coordinator Materials	-	-	-	-	-	-
Total supplies and materials	<u>90,211</u>	<u>90,523</u>	<u>114,363</u>	<u>86,355</u>	<u>87,600</u>	<u>94,600</u>
Services and Charges						
Professional Services	-	-	-	-	100	<u>100</u>
Accounting Services	586	586	586	586	800	<u>800</u>
Legal	-	-	1,203	-	500	<u>500</u>
Laundry	-	432	431	433	480	<u>480</u>
Janitorial Services	27,017	25,983	28,701	21,400	20,400	<u>20,400</u>
Other Contract Services	5,381	5,381	7,966	5,633	4,000	<u>4,000</u>
Telephone	6,555	6,359	7,796	5,838	6,555	<u>7,000</u>
Postage/Freight	1,420	1,226	1,420	901	500	<u>500</u>
Seminar/Meeting/Workshop	2,222	584	1,320	222	500	<u>1,000</u>
Staff Training	-	-	128	-	500	<u>500</u>
Community Education	-	75	75	264	300	<u>300</u>
Professional Services-Consultants	1,654	1,654	585	1,654	1,000	<u>2,400</u>
Auto Mileage/Travel	-	-	61	-	150	<u>150</u>
Publishing and Advertising	1,000	139	377	25	500	<u>500</u>
General Insurance	7,271	7,271	6,398	6,271	8,000	<u>9,000</u>
Electricity	39,930	41,427	39,169	37,218	39,930	<u>39,930</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2009-2012 EXPENDITURES, 2013 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2014 BUDGET

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	PROPOSED 2014 BUDGET
Garbage Removal	1,726	1,064	1,298	1,650	1,300	1,600
Heat-Natural Gas	17,286	12,985	13,102	4,706	8,000	1,000
Maintenance Contracts	3,032	2,971	3,246	4,895	4,000	5,000
Building Maintenance/Repairs	35,270	15,382	10,989	12,564	15,000	15,000
Grounds maintenance	1,045	2,335	672	566	1,000	1,000
Computer Maintenance/Repairs	6,406	11,217	15,394	8,168	10,000	10,000
On-line Services	4,500	930	1,960	1,524	4,000	3,000
General Equip Maint/Repair	8,771	9,446	3,254	8,124	3,000	5,000
Equipment Lease	783	816	837	862	900	900
Miscellaneous	35	30	-	-	50	50
Dues & Subscriptions	-	-	30	30	500	500
Interlibrary Loan Charges	65	52	25	-	100	100
Facility Maintenance	-	-	-	-	-	-
Total Other Services	171,007	153,490	147,062	123,534	132,065	133,710
Capital Outlay						
Equipment/Machinery/Furniture	18,914	-	40,262	30,647	-	-
Building/Bldg Improvements	-	-	549,524	-	-	-
Total Capital Outlay	18,914	-	589,786	30,647	-	-
BLANDIN GRANT						
Blandin Grant Program Development	-	-	-	-	-	-
Blandin Grant Outreach Services	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-
Blandin Grant Youth Programs	81	5,712	400	4,715	-	-
Blandin Grant Adult Programs	51	3,909	2,221	3,024	-	-
Small Blandin Grant	1,273	350	-	-	-	-
Total Blandin Grant	1,975	9,971	-	7,739	-	-
GRAND TOTAL	757,634	749,483	1,363,398	760,062	750,299	772,657
REVENUE/(EXPENSE) DIFFERENCE	\$ 21,228	\$ (0)	\$ (263,931)	\$ 5,250	\$ 321	\$ -

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 11, 2013

DATE: 12/05/2013
 TIME: 15:24:23
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/11/2013

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	384.32
0113233	AMERIPRIDE LINEN & APPAREL	35.79
0118660	ARROWHEAD LIBRARY SYSTEM	104.19
0201428	BAKER & TAYLOR, INC	732.38
0201429	BAKER & TAYLOR ENTERTAINMENT	761.23
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	11.54
0405500	DEMCO	308.46
0701460	GALE	421.56
0701650	GARTNER REFRIGERATION CO	2,337.80
0805524	BONNIE HENRIKSEN	21.36
0920003	ITASCA AREA SCHOOLS	5,280.00
1205099	LEARNING OPPORTUNITIES INC	341.00
1300047	M.E. SHARPE INC	249.00
1415377	NORTHERN BUSINESS PRODUCTS INC	40.70
1609925	PIZZA WORKS	14.99
1801610	RAPIDS PLUMBING & HEATING INC	653.00
1805150	RECORDED BOOKS	4.70
1901435	SALEM PRESS	140.00
1903225	SCENIC RANGE NEWS	20.00
1909510	SIM SUPPLY INC	131.74
1920555	STOKES PRINTING COMPANY	6.82
2018680	TRU NORTH ELECTRIC LLC	545.85
2209421	VIKING ELECTRIC SUPPLY INC	382.80
2209450	THE VILLAGE BOOK STORE	113.51
2405650	XEROX CORPORATION	27.73
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		14,770.47
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0405447	DELTA DENTAL OF MINNESOTA	238.45
0718015	GRAND RAPIDS CITY PAYROLL	35,279.47
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	149.03
1309335	MINNESOTA REVENUE	30.46
1405850	NEXTERA COMMUNICATIONS LLC	108.18
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,392.03
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		39,308.82
TOTAL ALL DEPARTMENTS		54,079.29

ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 11, 2013

DATE: 12/05/2013
 TIME: 15:48:58
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/11/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	1,769.05	384.32
0113233	AMERIPRIDE LINEN & APPAREL	7,222.92	35.79
0118660	ARROWHEAD LIBRARY SYSTEM	2,692.83	104.19
0201428	BAKER & TAYLOR, INC	24,085.19	732.38
0201429	BAKER & TAYLOR ENTERTAINMENT	0.00	761.23
0221700	BUSY BEES QUALITY CLEANING	18,700.00	1,700.00
0315455	COLE HARDWARE INC	11,539.64	11.54
0405447	DELTA DENTAL OF MINNESOTA	26,650.90	238.45
0405500	DEMCO	4,426.77	308.46
0701460	GALE	0.00	421.56
0701650	GARTNER REFRIGERATION CO	68,079.11	2,337.80
0718015	GRAND RAPIDS CITY PAYROLL	4,931,116.21	35,279.47
0805524	BONNIE HENRIKSEN	189.77	21.36
0920003	ITASCA AREA SCHOOLS	3,340.00	5,280.00
1205099	LEARNING OPPORTUNITIES INC	6,678.10	341.00
1209516	LINCOLN NATIONAL LIFE	8,580.12	90.70
1300047	M.E. SHARPE INC	0.00	249.00
1309199	MINNESOTA ENERGY RESOURCES	75,810.32	149.03
1309335	MINNESOTA REVENUE	62,462.46	30.46
1405850	NEXTERA COMMUNICATIONS LLC	5,346.71	108.18
1415377	NORTHERN BUSINESS PRODUCTS INC	13,040.76	40.70
1609557	PIONEER MUTUAL LIFE INS CO	2,975.37	20.50
1609925	PIZZA WORKS	138.85	14.99
1621130	P.U.C.	208,111.31	3,392.03
1801610	RAPIDS PLUMBING & HEATING INC	12,518.24	653.00
1805150	RECORDED BOOKS	2,611.45	4.70
1901435	SALEM PRESS	0.00	140.00
1903225	SCENIC RANGE NEWS	20.00	20.00
1909510	SIM SUPPLY INC	14,738.41	131.74
1920555	STOKES PRINTING COMPANY	2,820.35	6.82
2018680	TRU NORTH ELECTRIC LLC	20,755.46	545.85
2209421	VIKING ELECTRIC SUPPLY INC	7,810.15	382.80
2209450	THE VILLAGE BOOK STORE	1,454.63	113.51
2405650	XEROX CORPORATION	1,218.21	27.73
TOTAL ALL VENDORS:			54,079.29



Library Department Head Report

November 25, 2013



Our summer and fall have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, supporting organizations, and staff developed a strategic plan in early 2009 and we continue to implement that plan. Library Board members and staff met in April to review progress for the year and develop action plans for the upcoming year. The Board is planning to go through the process again and develop another strategic plan early in 2014.

Goal 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

- We added access to **Tumblebooks**, online interactive children's books, to our website and in the Library, thanks to support from the Friends of the Library. Most of the online books are picture books geared for young children.
- **We added a second Story Time each Saturday**, thanks to the generosity of the Library Foundation. Average Saturday attendance during October and early November was 75 people, now split between 2 sessions instead of jammed into one. We are the only Library in the area that is open on Saturdays, so we have drawn families from throughout the County, and farther east.
- We have monthly **Family Movie Nights** with attendance ranging from 5 to 70.
- Our Summer reading program, themed **"Dig into Reading"** was popular
 - 752 children signed up to track their reading, and 51% returned a completed book log.
 - 15 Programs for kids and families were attended by 1120 people
 - **Summer programs** included.
 - Visits by Lake Superior and Minnesota Zoo Animals, Cake Decorating, Gardening (and Worms) Dinosaurs, and a fun science workshop led by the Mad Scientist
 - An outdoor music series for families, with lunchtime programs by Sam Miltich and Friends, the Half-Eaten Burritos and the Simple Guys
 - We are collaborating with KAXE to use the large tent whenever possible during the summer so we can accommodate larger crowds.
- The **Smart Play Spot**, installed by the Children's Museum of Minnesota, continues to be very popular, especially on cold or rainy days. The Interactive play areas provide letter/number/sound and other early literacy skill reinforcement opportunities.
- We have seen many **class visits** already this fall. Several Southwest 3rd and 4th grade classes have been walking to the Library regularly, and we have seen an increase in the number of visits by preschool and Headstart classes. From early September through the middle of November, we have had 19 class visits totaling 444 students.
- Our **Winter Reading Program** begins in mid-December, with a kickoff craft workshop on December 14. The theme is **"Snow Better Time to Read"** starring Melvin Moose
- **Coming up this winter** is another fun Snowfolk festival. On February 1st we have both indoor and outdoor activities planned. Later in February we will have a juggling show.



Library Department Head Report

November 25, 2013



Goal 2: Individuals will be supported in their personal search for knowledge and development of skills.

- Our **recent programming** for adults has included such practical programs as:
 - Hearing loss: What causes it and how to fix it
 - Living off the Grid
 - Trapping
 - Real Food Cooking
 - Investment Clubs
 - Aquatic Invasive Species
 - Issues around non-ferrous metal mining
 - Continuing Civil War discussions (Gettysburg address discussed on November 25 at 7:00 pm) part of the ongoing series started in early 2012,
- We provide people with **instructional or informational** materials for the practical necessities, such as building a deck, home repair or remodeling, cooking and crafts
- **Upcoming programs** include:
 - A memoir of the Peace Corps in Panama,
 - Celebration of progress during National Novel Writing Month.
 - Autism
 - Somalis in Minnesota
 - Costa Rica (David Lien)

Goal 3: Individuals will have access to online resources that connect them to their community and the world

- We have been offering **beginning computer classes** this winter and spring, turning our meeting room into a computer training space. We had 7 participants in each of the 5 classes in September and October -
- Classes are: *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners*, We will repeat the series next spring.
- Our computers continue to be used often by people taking **online classes**, or doing homework for local classes.
- **Online Databases** provide 24/7 access to a wealth of research and learning opportunities.
- **Use of our wireless access** throughout the building is increasing as more people are using laptops or tablets. Use of our computers is declining slightly.

Goal 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

- **Legacy-Funded Programs:** We have been able to host several programs arranged by Arrowhead Regional Library System including:
 - **Alabaster Falls**
 - **Song Writing Workshop** for teens
 - **Metat Tooling workshop** for kids and families
 - We continue to offer **museum passes** good for a variety of attractions throughout the region, including the Forest History Center, the Judy Garland and Children's Museum, and the Minnesota Discovery Center, as well as the Duluth Depot and the Duluth Children's Museum



Library Department Head Report

November 25, 2013



- November is **National Novel Writers' Month**, and we are supporting writers in their creative endeavors. We held a kick-off and introduction Friday, Nov. 1, We are offering 2 programs by writers during November, opening the Riverview Room on Saturdays for writers to gather and discuss, and will celebrate progress on Friday, December 6.
- We were one of only 2 Libraries in the region registered for **International Games Day** participation on November 16. We had 12 people come in for an afternoon of board games, video games and family fun!
- We encouraged teen creativity with songwriting and cartooning workshops and a photography contest. Our **Teen Advisory Board** develops some great programs, including the recent party in celebration of the new "Hunger Games" movie. The Teen Winter Reading program will have a zombie theme.
- We collaborated with ICC to bring one of the "Shared Text" speakers to the library. Nick Buettner, part of the Blue Zones project to study long-lived communities, shared research on healthy living.
- **Rapids Reads 2014** is in the planning stages for April, 2014. The book chosen is *Turn Here Sweet Corn*, a memoir of organic farming and the struggle to maintain the family, the small farm, and the community, by Minnesota author Atina Diffley
- **Alternate Formats are very popular:**
 - Circulation of downloadable ebooks and audio books jumped. **Our patrons have downloaded 12,359 titles this year as of November 17.** This compares to 10,400 for all of 2012. On that date there were 6,029 audiobook titles and 6,065 ebook titles in the catalog. These are available to all holders of an ALS library card.
 - We are expanding our collection of *Playaway* audio book devices, thanks to the Library Foundation, and continue to build our collection of DVDs and books on CDs, both popular formats.

Riverfront Energy Center:

- The Energy Center, using heat from wastewater discharged from the UPM Blandin plant, now provides the major heat source for the Library when temperatures are as low as 0 degrees.
- Work on the solar installation will proceed as funds are obtained. (\$40,000 needed) The bases and poles for the remaining two sunflowers have been installed. The next phase will be purchasing the sunflower graphics add-ons and assembling the units
- An educational Dashboard has been developed by QA graphics. This provides an interactive educational experience and remote observation of energy consumption and CO2 production. The dashboard is accessible from the [Energy Center website](#), and using a touchscreen computer in the energy building. There is also an iPad app that allows the dashboard to be viewed on an iPad. The Library Foundation raised money for the Dashboard and the initial pole installation
- We held an open house to show off the Energy Center and the Dashboard on September 6 during the First Friday Art Walk, and had 25 visitors.
- The Unit has been shut off since Nov 12. because the Blandin plant is shut down. It should be turned on again on November 26



Library Department Head Report

November 25, 2013



Building

We are working on finding alternative LED lights to replace the current bulbs in the 26 pendant fixtures. These should use less energy, and be easier to maintain.

Library Supporters

Friends of the Library continues to raise money through the used book store in the Library lobby, run by volunteers

The Library Foundation completed a Chair Affair Fundraiser, raising over \$8000.

Friends, Foundation, staff and many volunteers spent many hours collecting, sorting and selling for the annual books sale in August. The sale raised about \$7000.

Process Management Study

We are participating in a Lean Library Management study of the Arrowhead Library System led by consultant John Huber. We are examining handling and delivery of materials all over the region, and purchase and processing of new materials. The goal is to reduce the amount of staff time spent handling items, and to reduce the time it takes for an item to be delivered from one library to another.

Communication

We send out an email newsletter to about 550 people once or twice each month, highlighting upcoming programs. 4 Library Staff members contribute to a weekly library column in the Herald Review. We talk about programs on KOZY and KAXE radio stations and many of our adult programs are recorded by ICTV and replayed for several months. .

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out! We provide a popular, safe, spot to visit.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2013
With Comparative Totals for November 30, 2012

	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	265,150	297,044	575,038	52%
Intergovernmental	71,699	69,722	133,000	52%
Charges for Services	12,394	10,914	11,182	98%
Fines & Forfeits	16,864	11,882	15,000	79%
Blandin Foundation Grant	10,000	2,261	-	0%
GR Library Foundation	6,220	18,100	-	0%
Miscellaneous	47,393	12,504	16,400	76%
Other Sources-Operating Transfer	6,477	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	436,197	422,427	750,620	56%
Expenditures:				
Personnel	464,601	477,861	530,955	90%
Supplies/Materials	75,826	71,926	87,600	82%
Other Services/Charges	117,204	113,426	132,065	86%
Blandin Grant	6,848	2,774	-	0%
TOTAL EXPENDITURES	664,479	665,987	750,620	89%
OPERATING SURPLUS (DEFICIT)	(228,282)	(243,560)	-	
GR Library Foundation Capital Grant	-	40,725	-	
Capital Outlay	35,318	50,558	-	
Fund Balance 11/30/XX				
Cash Flow	65,258	114,755	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 11/30/XX	\$ 162,583	\$ 178,041	\$ 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 **NOVEMBER 30, 2013**

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 526,275	\$ 247,982	47%
211-00-31-00-0200	DELINQUENT	-	299	0%
211-00-31-00-4055	FISCAL DISPARITIES	48,763	48,763	100%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	69,722	52%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	6,282	100%
211-00-34-00-7970	PHOTO COPIES	1,900	1,506	79%
211-00-34-00-7975	INTERNET	3,000	2,812	94%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	313	0%
211-00-35-00-1030	LIBRARY FINES	15,000	11,882	79%
211-00-37-00-2310	DONATIONS	2,500	3,418	137%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	145	15%
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	-	58,825	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	3,542	101%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,444	136%
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	463,152	62%
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	272,245	90%
211-00-75-10-1030	SALARY-PARTTIME	101,400	90,618	89%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	3,165	106%
211-00-75-10-1210	PERA	29,066	26,305	91%
211-00-75-10-1220	FICA	24,857	21,275	86%
211-00-75-10-1250	MEDICARE	5,813	4,975	86%
211-00-75-10-1310	HEALTH INSURANCE	59,081	55,392	94%
211-00-75-10-1330	LIFE INSURANCE	246	261	106%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,461	82%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,160	72%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,052	38%
211-00-75-20-2020	COPY SUPPLIES	1,000	661	66%
211-00-75-20-2030	PRINTING/BINDING	400	531	133%
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	7,865	79%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	400	40%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	252	72%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,710	186%
211-00-75-20-2110	BOOKS	38,000	32,117	85%
211-00-75-20-2120	AUDIO/VISUAL	9,000	9,279	103%
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	2,098	70%
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	416	87%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	6,809	170%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2013**

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3210	TELEPHONE	6,555	5,043	77%
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	2,243	224%
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	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	31,959	80%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	1,322	102%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	895	11%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	6,712	168%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,205	55%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	291	29%
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	5,898	197%
211-00-75-30-4100	EQUIPMENT LEASES	900	720	80%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	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	-	50,558	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	716,545	95%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (253,393)	

DATE: 12/06/2013
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
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	425,662.76	425,662.76	0.00
211-00-00-00-1010	CASH	415,057.53	476,886.88	738,261.58	153,682.83
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	6,105.37	14,128.88	6,105.37
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	33,472.84	33,372.84	100.00
TOTAL		462,626.54	942,127.85	1,214,690.19	190,064.20
TOTAL ASSETS		462,626.54	942,127.85	1,214,690.19	190,064.20
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	724,474.14	717,896.73	10,387.02
211-00-00-00-2030	SALES TAX PAYABLE	0.00	410.67	448.84	38.17
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	693.75	693.75
TOTAL		31,193.80	738,308.18	719,039.32	11,924.94
TOTAL LIABILITIES		31,193.80	738,308.18	719,039.32	11,924.94
FUND EQUITY					

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
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	33,372.84	33,472.84	100.00
TOTAL		431,432.74	33,372.84	33,472.84	431,532.74
	FUND SURPLUS (DEFICIT)	0.00	253,393.48	0.00	(253,393.48)
TOTAL FUND EQUITY		431,432.74	286,766.32	33,472.84	178,139.26
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	1,025,074.50	752,512.16	190,064.20

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 11, 2013

DATE: 12/05/2013
 TIME: 15:24:23
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/11/2013

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	384.32
0113233	AMERIPRIDE LINEN & APPAREL	35.79
0118660	ARROWHEAD LIBRARY SYSTEM	104.19
0201428	BAKER & TAYLOR, INC	732.38
0201429	BAKER & TAYLOR ENTERTAINMENT	761.23
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	11.54
0405500	DEMCO	308.46
0701460	GALE	421.56
0701650	GARTNER REFRIGERATION CO	2,337.80
0805524	BONNIE HENRIKSEN	21.36
0920003	ITASCA AREA SCHOOLS	5,280.00
1205099	LEARNING OPPORTUNITIES INC	341.00
1300047	M.E. SHARPE INC	249.00
1415377	NORTHERN BUSINESS PRODUCTS INC	40.70
1609925	PIZZA WORKS	14.99
1801610	RAPIDS PLUMBING & HEATING INC	653.00
1805150	RECORDED BOOKS	4.70
1901435	SALEM PRESS	140.00
1903225	SCENIC RANGE NEWS	20.00
1909510	SIM SUPPLY INC	131.74
1920555	STOKES PRINTING COMPANY	6.82
2018680	TRU NORTH ELECTRIC LLC	545.85
2209421	VIKING ELECTRIC SUPPLY INC	382.80
2209450	THE VILLAGE BOOK STORE	113.51
2405650	XEROX CORPORATION	27.73

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: 14,770.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0405447	DELTA DENTAL OF MINNESOTA	238.45
0718015	GRAND RAPIDS CITY PAYROLL	35,279.47
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	149.03
1309335	MINNESOTA REVENUE	30.46
1405850	NEXTERA COMMUNICATIONS LLC	108.18
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,392.03

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: 39,308.82

TOTAL ALL DEPARTMENTS 54,079.29

Director's Report December 11, 2013

Energy Center

IRRRB turned down grant application for completion of solar installation.

Heat Transfer seems to be working well and keeping the Library warm. The Dashboard is now showing real time data for temperatures and gas usage.

The UPM Blandin Plant will be shut down again from December 9-January 2nd so the Heat exchanger will be turned off and we will be using Natural Gas in the boilers. The pipes carrying wastewater to and from the screen house will be flushed and winterized to prevent freezing. I have not received the MN Energy bill for November, so I don't know how much the cost was during the November 2 week shutdown.

Building Light Replacement

Ron is still working to find acceptable LED lights to replace the bulbs and ballasts in the current pendant lights. He is hoping to have a formal quote from 2 companies for your consideration at the Board meeting. We still plan to do the replacement this year.

The electrician was here in late November to replace lights and ballasts. He got the row of lights in the Riverview room to come on and stay on. Unfortunately, the lights stay on all the time now. He's looking at the possibility of a just a switch to activate that row of lights.

Report to Council

My written report to the Council is attached. The verbal report was much shorter. Barb Sanderson asked about computer use, and I was able to provide 2012 usage statistics. The Mayor commented that on his recent visit to Grace House several people had mentioned the Library as the only available computer access. The Mayor also asked about the carpet.

Budget update

We received the notification about payment from Itasca County, but have not received the check yet. The total amount received will be roughly 7,000 less than budgeted

Budget process update

A copy of the revised budget is attached, which reflects the \$15,000 decrease by the council. As was discussed at the last meeting, I decreased the Natural gas line item by 3000 and designated that as going into the reserve fund.

Web Site

The Library's section of the City's new web site is nearly ready to go, and Will Richter and John Nalan will be trained next week on how to maintain and update it. Once they are trained and ready to go, we will make it live from the City's web site, and do publicity about the new site and what is available. We will phase out the existing site gradually. We will NOT have responsibility for other City web pages, as we had discussed as a possibility earlier this fall.

Strategic Planning Process

Data gathering will begin in January, and the plan is to meet twice in February for planning retreats **Please bring suggested questions to the December meeting, either for a survey or to be asked of a focus group. Also bring suggestions for Community Leaders who should participate in a focus group**

At the November Board meeting I raised of idea of developing a Values statement as part of the Strategic Planning process and was asked to provide some examples. Below are links to examples from other libraries:

Spokane public library, Mission and Values statement

[http://www.spokanepl.org/mission-values-statement](#)

Grand Rapids MI Public Library, Mission, Vision Values

[http://www.grandrapidslibrary.org/mission-vision-values](#)

Haverhill, MA Mission, Vision and Values

[http://www.haverhillpubliclibrary.org/mission-vision-values/significance.html](#)

San Jose Public Library, Mission, Vision Values

[http://www.sanjosepl.org/mission-vision-values](#)

Nampa ID mission vision values

[http://www.nampalibrary.org/mission-vision-values/Vision%20Statement](#)

American Library Association, Core values of librarianship

[http://www.ala.org/ala/aboutala/corevalues/corevalues.cfm](#)

(also includes links to Library Bill of Rights and Freedom to Read Statement)

Writing a mission statement

[http://www.libraryjournal.com/20060901/060901lib01.html](#)

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. He was in the region this week, and visited Cloquet Library and here in addition to scrutinizing ALS processes.

Inter Library Delivery is the first process being studied, the movement of requested items and returning items between libraries around the region. We have the highest circulation in the region, and we also request the most items from other libraries, so streamlining the process could save significant amounts of time. One possible outcome is developing a way to allow patrons to pick up and check out their own holds. The delivery routes are being closely scrutinized to try to come up with efficient deliveries and avoid duplication.

The next process being studied is new book processing (covering, labeling, cataloging etc) While he was here, he challenged us to examine every label, stamp, sticker and bar code that we put on an item to make sure it is absolutely necessary, and to standardize as much as possible.

Get together

Board members and families are invited to join the Library Foundation Board and Friends of the Library Board for an informal get-together after the December Board meeting. Since KAXE (the usual

venue) is booked, you are all invited to my house at 1010 NW 4th Ave. (3 blocks south of the Civic Center) (phone 999-5485) **Bring beverages, sweets, snacks or similar munchies.**

Express Check outs % of total c/o
2,821 21.82%

-2.02%
-1.42%
-1.80%
-2.19%
-6.00%

YTD 2012
154,158
20,661
159,871
173,724
1,467

YTD
151,041
20,367
156,992
169,919
1,379

THIS MONTH
12,931
1,655
14,586
14,703
132

CIRCULATION
Check-outs
Renewals
Total Circulation
Returns
New cards

Door count 2012 comparison
10459 0.16%

YTD 2012

YTD

THIS MONTH

TECHNICAL PROCESSES

Books cataloged and processed
Withdrawn copies
Withdrawn Titles

6,062
5,108
3,317

6,463
8,264
4,482

584
1,983
844

YTD 2012

YTD

THIS MONTH

REFERENCE

tests proctored
computer help over 5 minutes

9,224
85
61

9,188
108
90

773
9
7

INTERNET
Pharos sessions ***
YTD HOURS 9,717
YTD SESSIONS 17,035
YTD HOURS 18,948
YTD SESSIONS 11,174

YTD 2012

YTD

THIS MONTH

Non-Pharos sessions
VOLUNTEERS

990

990

49

672

YTD HOURS 3141.00

YTD HOURS 2429.00

PEOPLE 48

2429.00

MEETING ROOM
COMMUNITY ROOM
GROUP STUDY ROOM
Total Mtg Rm Use

YTD HOURS 2429.00

YTD HOURS 3141.00

YTD HOURS 2429.00

672

YTD PEOPLE 10,724
1,045
11,769

YTD GROUPS 388
145
533

YTD PEOPLE 989
89
1,078

YTD GROUPS 401
154
555

10,394
1,077
11,471

PROGRAMS & TOURS

BOOK TIME
SATURDAY STORY TIME
CLASS VISITS
NON SCHOOL GROUPS
CHILDREN'S PROGRAMS
TEEN PROGRAMS

YTD PEOPLE 1,292
2,073
1,363
90
1,654
516
6,988

YTD GROUPS 53
64
54
4
30
41
246

YTD PEOPLE 35
289
232
37
34
627

1,510
1,892
905
165
1,931
325
6,728

YTD PEOPLE 1,292
2,073
1,363
90
1,654
516
6,988

YTD GROUPS 53
64
54
4
30
41
246

YTD PEOPLE 35
289
232
37
34
627

YTD PEOPLE 45
44
56
11
40
37
233

1,510
1,892
905
165
1,931
325
6,728

HRS YTD 2012
112.75

HRS YTD 108.5

HRS THIS MONTH 9

BOOKINGS & ARRANGEMENTS
TOTALS

Children's Library Summary November 2013

Lots of visitors and busy days in the Children's Library this month! The middle school special education class visited only once this month. Mrs. Roy-Dahline's 4th graders from Southwest also walked over one day. Preschool classes from King Elementary School and the Goodall Resource Center, both in Deer River, and the Cohasset Preschool all visited the library for stories and time in the Smart Play Spot. Headstart classes from Ball Club and Sugar Point also visited.

Our new schedule of Saturday story times continues to be popular; we are gradually seeing more families choose the 11:15 session, which eases some of the congestion at 10:15. This month we averaged 72 people over 4 Saturdays. On November 30, the Saturday after Thanksgiving, Darla and Marcia presented a special story time; sheep/wool/spinning and weaving were the themes. Marcia brought in her spinning wheel and lots of other neat supplies, including some wool for us to glue on our paper sheep. One of our Reading Corps volunteers arranged for us to have a live sheep named Missy (outside) for the kids to see and pet. We had small groups, but everyone enjoyed the program.

Cody Geisler continues as our Monday Book Time teacher. Char Zanardi's husband, David, has passed away after a brief illness, and Char hopes to rejoin us soon.

An artist from the Duluth Art Institute was here on November 15 to lead 17 people, ages 6 to 75, in metal tooling. Each participant created a unique picture frame. No two were alike and they were all beautiful.

Also this month, Tracy and I completed a major weeding project in our nonfiction collection. Books that were out of date or in poor condition were withdrawn to make room for new nonfiction, which is really well-written, with enticing new titles and subjects.



There was no Family Movie Night in November, as the fourth Thursday of the month was Thanksgiving.

Looking ahead:

- The Winter Reading Program, "Snow Better Time to Read," kicks off on Saturday, December 14. Beginning at noon, all ages are invited to "Sled It" with the artists of the Creativity Tank. The artists will guide us in constructing a wooden collage that might resemble a sled! Pre-registration is recommended to assure adequate supplies.
- Family Movie Night, Thursday, December 26 will feature "Monsters University."

Library Volunteer and Program Report for November 2013

November Volunteers

48 volunteers/242 hours (Library Board, Program Committee and Teen Advisory Committee volunteers are included in this report. Friends of the Library data not available.)

Regular Volunteer Activities

- Bonnie Johnson completed a thorough reading of all hard-cover fiction shelves.
- We began accepting used book donations again after a one month moratorium. Volunteers continue to sort, shelve the store or box donations. Many of the books deleted from the library collections or left over from the summer book sale are being discarded.
- There has been turnover of volunteers in the Children's Library. One adult volunteer--a snowbird has left until spring, a Reading Corps volunteer was forced to quit because of personal commitments and a new mother-son team also quit before even starting. Two retired teachers have just begun as a "shelving team."
- Creating reading lists of materials in our library related to each program we offer—this has become an appreciated service for those who attend programs.
- Processing discards from library collections continues. Elaine helps to pull these books from the collections and other volunteers help to desensitize and mark them as discards.
- Susan Hayes met with Barb Meyer, a new volunteer who will help with next summer's book sale.
- Gus Kirwin continues to help with repairs to equipment in the Children's play space. This month he repaired fishing poles.

Board & Committee Volunteers

Library Board: 7 volunteers/15.5 hours

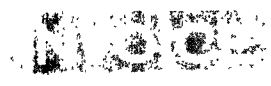
Teen Advisory Board: 6 volunteers/6 hours

Program Committee: 8 volunteers/25 hours

The following programs were offered in November

- Local Fiction Writers, November 7th—this was a kick-off for NaNoWri Mo--13 people attended
- Mining Forum, November 12th—75 people attended—Robert Drake and Carolin Humpal from the Program Committee did a stellar job of pulling an informative program together representing diverse perspectives on mining expansion.
- Susan Hawkinson compared writing experiences from two very different books she has written. The most recent is a children's book. November 21--17 people attended.
- Civil War Discussion: The Gettysburg Address, the popular discussion series continues! November 25th—19 people attended.

UNIVERSITY MICRO SERVICES



12/1/2013 248597

Grand Rapids Area Library
Attn: Marcia Anderson
146 NE 2nd Street
Grand Rapids, MN 55744

P.O. TERMS PROJECT

\$8.95

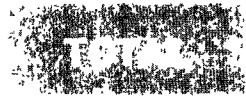
Net 30

1634 ERK

QUANTITY DESCRIPTION UNIT PRICE AMOUNT

8	11-05 Placements		8.95	71.60
6	11-12 Placements		8.95	53.70
6	11-19 Placements		8.95	53.70
8	11-26 Placements		8.95	71.60

Thank you for your business



\$250.60

Recorded Books, LLC

270 Skipjack Road
Prince Frederick, MD 20678

Pro-Forma Invoice

Date: November 26, 2013

Bill to: Grand Rapids Area Library
Attn: Amy Dettmer
140 NE 2nd St
Grand Rapids, MN 55744

Customer # i409920

<u>Qty</u>	<u>Description</u>	<u>Amount</u>
	Continuous Order Plan <i>January 2014-December 2014</i>	
1	Distributed CD 2 COP	\$850.00 *
	SHIPPING :	\$0.00
	INVOICE TOTAL:	\$850.00 *

** The invoice total is an estimate. Processing and tax are not included in this estimate unless otherwise noted.
These fees may be billed under separate cover*

PLEASE REMIT PAYMENT ALONG WITH A COPY OF THIS INVOICE TO:
RECORDED BOOKS LLC **TIN# 134077163**
PO BOX 64900
BALTIMORE, MD 21264-4900

DIRECT ALL CORRESPONDENCE TO:
 CENGAGE Learning
 27500 Drake Rd.
 Farmington Hills, MI 48331
 PHONE: 248-699-4253, 800-877-4253
 FAX: 248-699-8061

Debtor in Possession
 Case No. 13-44106 (ESS)
 (Bankruptcy DNY)

BRINGING YOU RESOURCES FROM:

Gale
 Macmillan Library Ref USA
 Primary Source Microform
 Greenwood Press Lucent Books

Proforma Order

NO 50837092

Date 12 03 13

Page 1 of 2

Order No. 652668125

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers.

Federal ID No. 59-2124491 Canadian G.S.T # T P S 14074 8831 RT0001 Canadian Q.S.T # T V Q 1023272543

ACCOUNT NO. 154757

ACCOUNT NO. 154757

BILL TO MARY SAXTON
 GRAND RAPIDS PUBLIC LIBRARY
 MARY SAXTON
 140 NE 2ND ST
 GRAND RAPIDS MN 557442826

SHIP TO AMY DETTMER
 GRAND RAPIDS PUBLIC LIBRARY
 140 NE 2ND ST
 GRAND RAPIDS MN 557442826

AVAILABLE	PENDING	ISBN	TITLE / AUTHOR / EDITION	PRICE	DISCOUNT	NET AMOUNT
			This is an invoice of your standing orders from 01/01/14 to 12/31/14. Please return payment with a copy of this invoice to The Gale Group, P.O. #5501 Chicago, IL 60694-5501 within 30 days. (Thank you for your standing order) Start date 1/1/2014 ending 12/31/2014. (Thank you for your standing order)			

4	BOOKS	SUBTOTAL				
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RETURN POLICY

Unless otherwise noted, you have 30 days from the date of invoice to decide if print titles meet your needs. If you would like to return a product, please send it to the "Return Books To" address below. Gale does not pay return shipping. Products should be returned undamaged and shipped via traceable means. Please include a return label indicating quantity, title and original invoice number. Our return address is: CENGAGE LEARNING, 10650 TOEBBEN DRIVE, INDEPENDENCE, KY 41051

4,597.00

DETACH THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
PD-WESTERN	12 03 13	50837092	154757	01 02 14	4 597 00

RETURN THIS STUB WITH PAYMENT TO

MAIL CHECKS TO: Gale CENGAGE Learning
 P.O. BOX 25501
 Chicago, IL 60694-5501

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 04
 Independence, KY 41051

AVAILABLE	PENDING	ISBN	TITLE / AUTHOR / EDITION	PRICE	DISCOUNT	NET AMOUNT
			LARGE PRINT COLLECTION (Thank you for your standing order) REFERENCE COLLECTION (Thank you for your standing order)			

ENERGY EFFICIENT LIGHTING MEASURES

PROJECT DETAILS:

Existing Lighting: HID w/ LED, Incandescent, Fluorescent, Library, Warehouse, etc. (including the proposed LED lighting)

GRPU Rate: Demand Demand: \$14.00 per kW Rebate: \$3.00 per kW All lighting: \$5.00 per kW
 On-Peak: \$0.04370 per kWh \$0.0350 per kWh \$0.0280 per kWh

AREA DESCRIPTION	Existing System					Proposed System					Energy Savings					
	Lighting Type	Lighting Size	Ballast Factor	# of Fixtures	Watts/Fixture	Lighting Type	Lighting Size	Ballast Factor	# of Fixtures	Watts/Fixture	Hours of Operation	kW Reduced	kWh Reduced	Cost Saved	Rebate	Cost Payback
Library	Metal Halide	MH250		28	1	250	262	LED				5.66	18,875	\$1,775	\$1,131	

AC or Refrigeration Savings?
 Demand Saved = 19.304 kW
 Btu Saved = 19,304 Btu/Hr
 Tons of Cooling Saved = 1.61 Tons
 Cooling Months = 422
 Cooling Hours = 815
 AC or Refrigeration kWh savings = 0.48 kWh
 AC or Refrigeration kW Savings = \$55.88 per Year
 AC or Refrigeration Cost Savings =

Total kW saved = 6.14 kW
 Total kWh Saved = 19,690 kWh/Year
 Total Cost Savings = \$1,830.92
 Total Rebate = \$1,159.72
 Incremental Cost = \$7,560.00
 Payback without Rebate = 4.13 Years
 Payback with Rebate = 3.50 Years

Disclaimer: All values are estimates based on information provided at the time. These values are not to be taken as fact and proof of installation is needed for rebates to be issued

Pendant Lighting replacement

In June, Ron Edminster, Facilities Manager, began exploring options and costs for replacing the ballasts and bulbs in the hanging pendant lights with energy efficient LED lights. An additional advantage is that the lights will be easier to maintain because it will no longer require a lift to replace the ballasts. The Grand Rapids PUC offers rebates for reductions in KW usage, (see attached sheet for details).

After spending several months trying different bulbs from different suppliers it appears that the best bulbs are supplied by Greybar, one of the vendors on the State Contract. (discounts already negotiated)

Cost: \$5786 (Maximum) \$206/bulb X 28 fixtures

\$2000 labor for installation (Tru North Electric)

Estimated rebate from PUC is \$1159.72 (it may be more because we are looking at lower wattage bulbs than used for the original estimate.

Estimated annual cost savings is \$1830.92

Requested Board Action:

Authorize purchase of bulbs from Greybar for \$5786 and installation of lights by Tru North Electric for no more than \$2,000.