

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

November 13, 2013 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Kuschel*
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
1. MN Community Foundation statement thru September 2013
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
- 5:30 **G. New Business:**
- Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
 2. **Approve Contracts**
 - a. **Shafi Somali program January 14 \$500**
- Regular agenda**
1. **Approve Resolution 2013-11 setting Library Calendar for 2014**
 2. **2014 Budget**
 3. **Strategic Plan process**

6:00 **Adjourn**

Grand Rapids Area Library
Regular Board Meeting
October 9, 2013

Members Present: Dennis Jerome, Abby Kuschel, David Yankowiak, Mary Helen Haarklau, and Jean MacDonell

Members Absent: Max Peters, Shannon Benolken, Jemma Baker, and John Soll

Staff Present: Director Marcia Anderson

The monthly board meeting was called to order at 5:05 PM by Dennis Jerome.

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

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

Communications: None to report.

Financial Report:

Grand Rapids Public Library Bill List

Invoices due on/before October 9, 2013

Amazon.com	\$436.36
Ameripride Linen and Apparel	51.90
Arrowhead Library System	175.84
Baker and Taylor Inc.	3,221.71
Blue Cross and Blue Shield of MN	4,138.00
Bonnie Henriksen	20.35
Burggraf's Ace Hardware Inc.	1.99

Busy Bee's Quality Cleaning	1,700.00
Carquest Auto Parts	310.19
CDW Government Inc.	346.13
Cole Hardware Inc.	12.63
D.C.R. Communications Inc.	70.00
Delta Dental of Minnesota	238.45
Ebsco Subscription Service	6,859.58
Grand Rapids City Payroll	35,143.16
Itasca Area Schools	680.00
Junior Library Guild	42.00
Mangseth Painting Inc.	910.00
Michael Russell	520.00
Minnesota Energy Resources	35.00
Minnesota Sales and Use Tax	50.55
MN Dept of Labor and Industry	30.00
Nextera Communications LLC	97.59
Northern Business Products Inc.	378.65
Personnel Dynamics LLC	314.27
Peterson's A Nelnet Co.	95.43
Pioneer Mutual Life Ins. Co.	20.50
Pitney Bowes	143.34
Pizza Works	11.99
P.U.C.	3,695.27
Rapid Plumbing and Heating Inc.	1,927.35
Recorded Books	66.00
Sim Supply Inc.	37.27

Stephanie Kessler	100.00
SVL Service Corporation	169.00
The Village Book Store	67.16
Tru North Electric LLC	80.45
Unique Management Services	286.40
Verizon Wireless	114.74
Waste Management	136.34
Xerox Corporation	105.82
Total All Vendors	\$62,841.41

Director Marcia Anderson noted that the library is on track for the year. There is nothing significantly over in expenditures and nothing significantly under in revenue. Jean MacDonell moved to approve the financial report. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

Staff Report: Director Marcia Anderson noted that the city council authorized approval to apply for a grant from IRRRB.

Old Business: None to report.

New Business:

Consent Agenda:

1. Approve payment of late bills

- a. Unique Management Services Inc (Sept). \$187.95

2. Approve Contracts

- a. Kessler raw food program honorarium \$100
- b. ICC shared text speaker \$500

3. Approve Resolution 2013-9 Accepting Donations

- \$2560.00 Grand Rapids Area Library Foundation Fall Sat Story Times
- \$2467.50 Grand Rapids Area Library Foundation QA Graphics 10% of EEED
- \$24.00 TOPS MN #793 for Nutrition Action Magazine

Approve Resolution 2013-10 Accepting Donations

- \$2061.00 Grand Rapids Area Library Foundation QA Graphics iPad app dev.

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

Regular Agenda:

1. Adopt test proctor policy: Marcia Anderson mentioned that test proctoring was not a major issue for education exams, but it is very problematic for some professional exams. Therefore, it would be reasonable to charge for the professional exams. Jean MacDonell moved to approve the adoption of the test proctor policy. A second was made by David Yankowiak. The motion passed unanimously.
2. Appoint committee to plan Strategic Plan update process: The board decided that this committee should meet in late October - early November to start planning. Abby Kuschel and Dennis Jerome volunteered to be on this committee. Shannon Benolken and Max Peters were appointed.
3. Appoint committee to review/update bylaws: Jean MacDonell and Dennis Jerome volunteered to be on this committee.
4. Appoint nominating committee: Mary Helen Haarklau volunteered to be on this committee. Diane Lavar (sp??) was mentioned as a possibility.
5. Authorize issuing \$5.00 fine waiver coupons to teens completing survey during Teen Read Week: Marcia noted that 5- 10 surveys were previously taken by teens, but they would like more for this upcoming Teen Read Week. Jean MacDonell moved to approve the issuing of \$5.00 fine waivers to teens that complete the survey. A second was made by Abby Kuschel. On a roll call vote the motion passed unanimously.

The monthly board meeting was adjourned at 5:37 PM by Dennis Jerome.

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

RESOLUTION NO. 2013-09
A RESOLUTION ACCEPTING DONATIONS

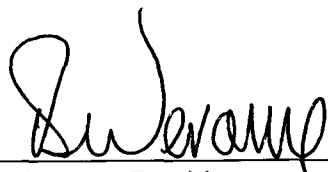
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

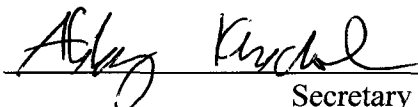
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$ 2560.00 Grand Rapids Area Library Foundation Fall Sat Story Times
- \$2467.50 Grand Rapids Area Library Foundation QA Graphics 10% of EEED
- \$24.00 TOPS MN #793 for Nutrition Action Magazine

Adopted this 11th day of Sept 2013



Dennis Jerome, President



Secretary

Board member **DAVID YANKOWIAK** seconded the foregoing resolution and the following voted in favor thereof: **ABBY KUSCHEL, DAVID YANKOWIAK, DENNIS JEROME, MARY HELEN HAARKIALL, JEAN MARDONELL**

And the following voted against same: **NONE**

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 2013-10
A RESOLUTION ACCEPTING DONATIONS

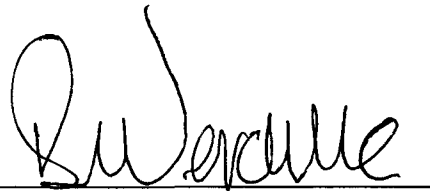
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

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

\$2061.00 Grand Rapids Area Library Foundation QA Graphics iPad app

Adopted this 10th day of October 2013



Dennis Jerome, President

Secretary

Board member *DAVID YANKOWIAK* seconded the foregoing resolution and the following voted in favor thereof: *DENNIS JEROME, ABBY KUSCHEL, DAVID YANKOWIAK, MARY HELEN HAARKIAN, JEAN MACDONELL*

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 TEN MONTHS ENDING OCTOBER 31, 2013
With Comparative Totals for October 31, 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	12,147	10,579	11,182	95%
Fines & Forfeits	15,942	10,948	15,000	73%
Blandin Grant	10,000	2,261	-	0%
GR Library Foundation	6,220	18,099	-	0%
Miscellaneous	46,324	11,500	16,400	70%
Other Sources-Operating Transfer	6,476	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	433,958	420,153	750,620	56%
Expenditures:				
Personnel	411,285	421,407	530,955	79%
Supplies/Materials	64,035	67,950	87,600	78%
Other Services/Charges	107,768	93,006	132,065	70%
Blandin Grant Expenditures	6,711	2,774	-	0%
TOTAL EXPENDITURES	589,799	585,137	750,620	78%
OPERATING SURPLUS (DEFICIT)	(155,841)	(164,984)	-	
Blandin Foundation Capital Grant	-	40,726	-	
Capital Outlay	34,281	50,491	-	
Fund Balance 10/31/XX				
Cash Flow	138,736	193,399	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 10/31/XX	\$ 236,061	\$ 256,685	\$ 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 **OCTOBER 31, 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%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	6,282	100%
211-00-34-00-7970	PHOTO COPIES	1,900	1,421	75%
211-00-34-00-7975	INTERNET	3,000	2,591	86%
211-00-34-00-7980	LIBRARY FEES	-	284	0%
211-00-35-00-1030	LIBRARY FINES	15,000	10,948	73%
211-00-37-00-2310	DONATIONS	2,500	3,318	133%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	120	12%
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	3,402	97%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,195	122%
211-00-37-00-5100	INVESTMENT INCOME	6,000	520	9%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
		750,620	460,879	
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	237,599	78%
211-00-75-10-1030	SALARY-PARTTIME	101,400	79,055	78%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	3,165	106%
211-00-75-10-1210	PERA	29,066	22,955	79%
211-00-75-10-1220	FICA	24,857	18,566	75%
211-00-75-10-1250	MEDICARE	5,813	4,342	75%
211-00-75-10-1310	HEALTH INSURANCE	59,081	52,004	88%
211-00-75-10-1330	LIFE INSURANCE	246	233	95%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,324	74%
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	2,690	34%
211-00-75-20-2020	COPY SUPPLIES	1,000	661	66%
211-00-75-20-2030	PRINTING/BINDING	400	459	115%
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	237	68%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,710	186%
211-00-75-20-2110	BOOKS	38,000	29,735	78%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,513	95%
211-00-75-20-2130	NEWSPAPERS	1,000	1,377	138%
211-00-75-20-2140	PERIODICALS	7,000	6,282	90%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,739	58%
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%

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

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	480	381	79%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	3,529	88%
211-00-75-30-3210	TELEPHONE	6,555	4,681	71%
211-00-75-30-3220	POSTAGE/FREIGHT	500	243	49%
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	408	82%
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	28,567	72%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	1,322	102%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	746	9%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	6,712	168%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,546	30%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	291	29%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	1,330	13%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
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	692	77%
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	116	116%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	50,491	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	635,627	85%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (174,749)	

DATE: 11/08/2013
 TIME: 08:06:50
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
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	372,761.84	372,761.84	0.00
211-00-00-00-1010	CASH	415,057.53	473,101.83	657,661.53	230,497.83
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	4,105.37	14,128.88	4,105.37
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	29,917.43	29,917.43	100.00
TOTAL		462,626.54	879,886.47	1,077,633.81	264,879.20
TOTAL ASSETS		462,626.54	879,886.47	1,077,633.81	264,879.20
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	643,874.09	634,003.51	7,093.85
211-00-00-00-2030	SALES TAX PAYABLE	0.00	380.21	410.67	30.46
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	165.00	165.00
TOTAL		31,193.80	657,677.67	634,579.18	8,095.31
TOTAL LIABILITIES		31,193.80	657,677.67	634,579.18	8,095.31
FUND EQUITY					

DATE: 11/08/2013
 TIME: 08:06:50
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
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	29,817.43	29,917.43	100.00
TOTAL		431,432.74	29,817.43	29,917.43	431,532.74
	FUND SURPLUS (DEFICIT)	0.00	174,748.85	0.00	(174,748.85)
TOTAL FUND EQUITY		431,432.74	204,566.28	29,917.43	256,783.89
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	862,243.95	664,496.61	264,879.20

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 13, 2013

DATE: 11/06/2013
 TIME: 15:49:32
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/13/2013

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	335.75
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	41.10
0201428	BAKER & TAYLOR, INC	3,850.58
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	222.00
0315455	COLE HARDWARE INC	11.98
0718000	GRAND RAPIDS ARTS	25.00
0718010	CITY OF GRAND RAPIDS	7,500.00
1021515	JUNIOR LIBRARY GUILD	21.00
1205099	LEARNING OPPORTUNITIES INC	1,689.89
1205850	LEXIS NEXIS	141.53
1415377	NORTHERN BUSINESS PRODUCTS INC	165.76
1601678	PARK GENEALOGICAL BOOKS	16.00
1605665	PERSONNEL DYNAMICS LLC	126.92
1801610	RAPIDS PLUMBING & HEATING INC	581.04
1805150	RECORDED BOOKS	1,414.40
1909510	SIM SUPPLY INC	392.28
2114356	UNIQUE MANAGMENT SERVICES	205.85
2209421	VIKING ELECTRIC SUPPLY INC	248.44
2209450	THE VILLAGE BOOK STORE	94.97
2405650	XEROX CORPORATION	55.21
2609600	ZIPLOCAL	264.00

TOTAL UN-PAID TO BE APPROVED IN THE SUM OF: 19,138.30

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	8,276.00
0405447	DELTA DENTAL OF MINNESOTA	238.45
0605191	FIDELITY SECURITY LIFE INS CO	22.54
0718015	GRAND RAPIDS CITY PAYROLL	52,870.34
0920020	ITASCA COMMUNITY COLLEGE	500.00
1209516	LINCOLN REPUBLIC	181.40
1309199	MINNESOTA ENERGY RESOURCES	61.43
1309335	MINNESOTA REVENUE	43.53
1405850	NEXTERA COMMUNICATIONS LLC	97.02
1601750	PAUL BUNYAN COMMUNICATIONS	508.42
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,954.96
2114356	UNIQUE MANAGMENT SERVICES	187.95
2205637	VERIZON WIRELESS	229.50
2301700	WASTE MANAGEMENT	254.44

TOTAL PRIOR APPROVAL IN THE SUM OF: 67,446.48

TOTAL ALL DEPARTMENTS \$86,584.78

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 the 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.spokanelibrary.org/?page=vision>

Grand Rapids MI Public Library, Mission, Vision Values

<http://www.grpl.org/about/about-grpl/mission-vision-values/>

Haverhill, MA Mission, Vision and Values

<http://www.haverhillpl.org/about/policies/our-mission-our-vision-our-values/>

San Jose Public Library, Mission, Vision Values

<http://www.sjpl.org/mission>

Nampa ID mission vision values

http://www.nampalibrary.org/files/nampa/2012%20NPL%20Mission%20Vision%20Values_0.pdf

American Library Association, Core values of librarianship

<http://www.ala.org/advocacy/intfreedom/statementspols/corevalues>

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

Writing a mission statement

http://www.webjunction.org/documents/webjunction/Writing_a_Mission_Statement.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.**

Director's Report November 13, 2013

Energy Center

No update on IRRRB grant application

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 from Nov 12-Nov 22 so the Heat exchanger will be turned off and we will be using Natural Gas in the boilers.

Light Replacement

Ron is working to find acceptable LED lights to replace the bulbs and ballasts in the current pendant lights. He is still trying different options of size and brightness. As soon as a suitable alternative is found, he will solicit formal bids from several companies. We still plan to do this this year.

Budget process update

In September, The Council adopted a budget with a levy increase, but has been trying to reduce it since then. The Council can adopt a lower budget in December, if they choose. The Library's budget includes a line item of \$15,000 to begin replenishing our reserve fund. This was cut at the last budget meeting on October 21. More accurately, the Library's proposed budget was cut, and it is up to the Library Board to determine if the cut should come from the line for reserve payback or from somewhere else in the budget.

A copy of the revised budget is attached.

Calendar for next year.

We must formally adopt a calendar of holidays for 2014, which is included in the resolution to be adopted.

We generally meet with the Library Union in March to discuss summer Saturday hours. (This discussion is required by the union contract) We have, over the past few summers, remained open all Saturdays except the Saturdays before Memorial Day and Labor Day, and the Saturday next to the 4th of July if it falls on a Friday, Saturday, Sunday or Monday. July 4 falls on a Friday in 2014, so I will suggest being closed on Saturday, July 5.

Strategic Planning Process

Shannon, Max, Abby, Marcia and Amy met to begin planning the planning process. A draft process is included in your packet and this will be on the agenda for discussion and approval.

Library Foundation

The Foundation has just developed a brochure, some of which will be used for Give to the Max Day on November 14. Please promote this as a great opportunity to support the Library. The Community Foundation is hosting a day of giving, offering people to contribute online or in person, and offering organizations a chance to hang out and meet people.

Get together

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ALS Lean Library Management Studies

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Inter Library Delivery is the first process being studied, the movement of requested items and returning items between libraries around the region. That involves the entire process from printing the list of requested books and pulling them off the shelf, through the transport to another library, to the processing and placement on a hold shelf. I filmed staff doing (and explaining) their procedures.

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.

The next process to be studied is new book processing (covering, labeling, cataloging etc). The 4 Library Directors on the oversight team have been asked to document the process used. While the primary focus is on what ALS does internally, I hope to learn some ways to make our processing more efficient, and require less staff time.

Speaking of efficiency, Michelle, John and Tracy attended a cataloging workshop at ALS, and among other things, learned some shortcuts to use in Horizon. We immediately added barcode scanners to Michelle's and Mary's computers so they can avoid keying in barcode and isbn numbers when processing new books or deleting books.

Assistant Director' Report

November 2013

Teens

Teen Advisory Board

October 29

Members present: Emi S., Gabby L., Paige C., Jonas T., Jacob C., Marie N.

We discussed findings of the Teen Read Week survey-

- A. 17 filled out the survey- 1 coupon returned so far. The number 1 reason teens come to library is for books and the second is for homework.
- B. The majority of teens would attend a Hunger Games Party and International Games Day-both of which are happening in November!
- C. Almost all have participated in winter and summer reading.

We discussed numbers of YA materials-

- A. Since November of 2006 the YA collection (fiction, nonfiction, graphic novels, and magazines) has increased from 1263 to almost 4000 items.
- B. Fiction accounts for approximately 65% of monthly checkouts, graphic novels roughly 32%, and nonfiction and magazines roughly 1.5%.

The October Teen room drawing had 19 entries, which is one of the highest number of participants in the monthly contest. Jordan G. was the winner.

Staff

Tracy, John and Michelle went to ALS for a 2 day workshop on cataloging. John and Tracy are finishing their voluntary certification.

I went on KAXE in October to talk about NaNoWriMo, National Novel Writing Month, which the library is promoting in November. We had an open house on Friday, November 1 (First Friday) and 12 people came to learn more about it! We also had an author panel which Nathan Bergstedt moderated on November 7. There were 13 people in attendance.

Tracy presented at the Project Read summit held on Thursday, November 7 at Blandin Foundation. She talked about collection of books for the Bright Red Bookshelf. The library is a collection site.

Operations

The lobby display case reflects an event happening on November 16-International Games Day! I registered the library for the event and we received free games.

The table next to the reference desk is dedicated for NaNoWriMo. There are books from our nonfiction collection. In addition, Nathan Bergstedt and Maggie Tiede agreed to let me hang the novels they are working on in November. They email me the pages they finish and I hang them on the clothesline!

Will put up display of hunting books on the large table on the way to childrens.

CIRCULAT.	THIS MONTH	YTD	YTD 2012	Express Check outs % of total c/o
Check-outs	14,406	138,110	141,010	2,987 20.73%
Renewals	2,087	18,882	18,861	-2.06%
Total Circulation	16,493	156,992	159,871	0.11%
Returns	15,851	155,189	158,765	-1.80%
New cards	138	1,247	1,374	-2.25%
				-9.24%

Door count 12255 2012 comparison 9.30%

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2012
Books cataloged and processed	722	5,876	5,710
Withdrawn copies	2,593	6,281	4,279
Withdrawn Titles	1,158	3,638	2,959

REFERENCE	THIS MONTH	YTD	YTD 2012
tests proctored	838	8,415	7,817
computer help over 5 minutes	14	99	69
INTERNET	10	83	54
Pharos sessions ***	1,625	960	15,701

Non-Pharos sessions	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
VOLUNTEERS	71	HOURS	941	2641.00	17,418	10,222

MEETING ROOM	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
COMMUNITY ROOM	42	1,079	344	9,735	294	8,387
GROUP STUDY ROOM	13	82	129	956	128	894
Total Mtg Rm Use	55	1,161	473	10,691	476	10,064

PROGRAMS & TOURS	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	8	8	9	1	5	31	8	
	159	283	153	5	57	657	201	
	51	56	47	4	28	223	52	
	1,257	1,784	1,131	90	1,617	6,361	1,242	
	39	37	40	11	33	191	44	
	1,388	1,593	683	165	1,772	5,888	1,067	

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2012
TOTALS	17	99.5	94.25

Children's Library Summary

October 2013

This has been a busy October! We had lots of visitors, and great attendance for most events.

Three classes from Southwest School visited the library this month. Mrs. Francisco's 3rd grade, Mrs. Mike-Johnson's 4th grade, and Mrs. Roy-Dahline's 4th grade each walked to the library; and each of them had good weather for their walk! In addition, the special education classes from both the middle school and the high school visited twice, each. Ready, Set Grow! Preschool visited us to learn more about the library, to check out some books for their classroom, and to spend some time in the Smart Play Spot. The Sugar Point Headstart class also came for stories and time in the Smart Play Spot (before they headed off to lunch at Pizza Hut!)

Our new schedule of Saturday Story Times has been really well received. As more people come to realize that we now have two sessions each Saturday, they tell us they are feeling more relaxed about getting to one or the other. This month we averaged 71 people each Saturday!

We have again had a change in our Monday Book Time staff. Char Zanardi, who came out of retirement to teach this year, has now taken a leave to care for her critically ill husband. We miss Char, and hope that David will be able to make a return to good health. In the meantime, Cody Geisler has come on board as a sub. She seems very child-oriented, and lots of fun.

On Wednesday, October 23, we celebrated The Friends of the Grand Rapids Area Library! They do so much for us every year – quietly and behind the scenes, making many programs and opportunities possible. The mayor signed a proclamation for National Friends of Libraries Week, and library staff put together a wonderful display in the glass case in the lobby, highlighting many of the Friends projects. The Friends served cake in the lobby from 5 -7.

October's Family Movie Night was a pretty quiet event. Five people attended "Paranorman," a movie I would not recommend to future viewers. Luckily, we had leftover cake from the Friends' celebration to make up for it!

Looking ahead:

- November 15: An artist from the Duluth Art Institute will be here to guide us in metal tooling; each participant will create a custom picture frame.
- November 16: International Games Day will take place in the community room from 12:30 – 2:00. Some games will be provided, but feel free to bring your own favorites.
- No Family Movie Night in November – it's Thanksgiving!
- The Winter Reading program kicks off Saturday, December 14.

**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>YTD ACTUAL 11/30/2013</u>	<u>PROPOSED 2014 BUDGET</u>
REVENUES							
TAXES							
Current	\$ 476,847	\$ 414,157	\$ 419,068	\$ 439,231	\$ 575,038	\$ 247,982	_____
Delinquent	4,472	7,166	3,459	3,608	-	299	_____
Fiscal Disparities	18,950	32,011	51,061	49,220	-	48,763	_____
TOTAL TAXES	<u>500,269</u>	<u>453,334</u>	<u>473,588</u>	<u>492,059</u>	<u>575,038</u>	<u>297,044</u>	<u>603,975</u>
INTERGOVERNMENTAL							
Market Value Homestead Credit	34,117	10,067	9,417	-	-	-	_____
Supplemental Aid	41,477	38,008	37,378	38,071	-	-	_____
State of Minnesota	-	-	200,000	250	-	-	_____
Library Contracts	146,294	144,623	135,333	129,590	133,000	125,548	130,000
Total Intergovernmental	<u>221,887</u>	<u>192,697</u>	<u>382,127</u>	<u>167,911</u>	<u>133,000</u>	<u>125,548</u>	<u>130,000</u>
CHARGES FOR SERVICES							
ALS Cross-overs	6,282	8,045	8,045	8,136	6,282	6,282	6,282
Photo-copies	2,021	2,356	1,863	1,589	1,900	1,506	1,900
Internet	3,132	3,244	3,382	3,050	3,000	2,812	3,000
Fax Machine Use	492	269	2	-	-	-	_____
TOTAL Charges for Services	<u>11,926</u>	<u>13,914</u>	<u>13,292</u>	<u>12,775</u>	<u>11,182</u>	<u>10,600</u>	<u>11,182</u>
Fines and Forfeits							
Library Fines	15,409	14,970	14,303	17,952	15,000	11,882	15,000
al Fines and Forfeits	15,409	14,970	14,303	17,952	15,000	11,882	15,000
Miscellaneous Revenue							
Donations	3,700	3,625	2,983	13,288	2,500	3,418	2,500
Memorial Books	601	1,613	120	670	1,000	145	1,000
Donations-Library Programs	-	278	873	710	200	398	300
Endowment Fund Income	3,464	3,048	134	3,101	1,400	1,286	1,300
Grand Rapids Lib Foundation	1,709	6,675	7,400	7,720	-	58,825	_____
Meeting Room Receipts	4,834	3,310	4,024	3,394	3,500	3,542	3,000
Blandin Grants	1,970	9,971	100,379	7,739	-	2,261	_____
Miscellaneous	1,757	2,534	1,905	2,224	1,800	2,444	1,900
MIRC	-	-	23,823	747	-	-	_____
Natural Gas Rebate	-	-	-	26,250	-	-	_____
Investment Income	10,580	6,548	6,206	2,295	6,000	1,011	2,500
Total Miscellaneous Revenue	<u>28,615</u>	<u>37,602</u>	<u>147,848</u>	<u>68,138</u>	<u>16,400</u>	<u>73,330</u>	<u>12,500</u>
Other Sources							
Operating Transfer - In	1,085	-	68,309	6,477	-	-	-
Fund Balance Usage	-	36,966	-	-	-	-	-
Total Revenues	<u>779,191</u>	<u>749,483</u>	<u>1,099,467</u>	<u>765,312</u>	<u>750,620</u>	<u>518,404</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**

	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 BUDGET</u>	<u>YTD ACTUAL 11/30/2013</u>	<u>PROPOSED 2014 BUDGET</u>
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	269,553	280,256	291,040	296,090	302,714	272,245	<u>544,347</u>
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	70,447	83,350	95,283	98,105	101,400	90,618	-
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	27,239	11,788	5,155	2,756	3,000	3,165	-
PERA	22,948	25,446	28,008	28,377	29,066	26,305	-
FICA	20,029	21,431	22,794	23,055	24,856	21,275	-
Medicare	4,684	5,012	5,331	5,392	5,813	4,975	-
Health Insurance	56,011	58,644	57,503	54,166	58,681	55,392	-
Life Insurance	862	168	282	246	246	261	-
Dental Insurance	1,098	1,353	1,413	1,482	1,858	1,461	-
Unemployment	-	-	-	-	-	-	-
Worker's Comp	2,117	2,050	2,757	2,118	3,000	2,160	-
Total Personnel	<u>474,988</u>	<u>489,499</u>	<u>509,567</u>	<u>511,787</u>	<u>530,634</u>	<u>477,857</u>	<u>544,347</u>
Supplies and materials							
Office Supplies	7,565	9,848	7,592	4,719	8,000	3,052	<u>8,000</u>
Copy supplies	808	895	756	687	1,000	661	<u>1,000</u>
Printing/binding	135	823	570	515	400	531	<u>600</u>
Bindings	-	-	-	-	200	-	-
Computer supplies	4,350	4,226	4,032	3,320	4,000	2,639	<u>4,000</u>
Computer Inventory	2,054	1,595	10,737	4,357	2,000	1,642	<u>2,000</u>
Assets between 700 and 4999	5,687	7,108	18,520	8,442	10,000	7,865	<u>12,000</u>
Inventorial supplies Equip<700	-	-	110	1,537	1,000	400	<u>1,000</u>
Volunteer Prgm Supplies & Mat	165	185	481	449	350	252	<u>350</u>
Operating Supplies	971	1,519	2,394	1,326	2,000	3,710	<u>2,000</u>
Books	46,326	46,049	47,290	41,122	38,000	32,117	<u>42,000</u>
Audio/Visual	9,936	10,908	10,158	8,458	9,000	9,279	<u>9,000</u>
Newspapers	1,153	1,787	1,565	1,665	1,000	1,397	<u>1,000</u>
Periodicals	7,629	7,510	7,289	7,073	7,000	6,282	<u>8,000</u>
Maintenance tools/supplies	3,238	4,071	2,869	2,663	3,000	2,098	<u>3,000</u>
Other supplies/Materials	272	-	-	22	350	-	<u>350</u>
Equipment/Parts	-	-	-	-	300	-	<u>300</u>
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	<u>90,289</u>	<u>96,523</u>	<u>114,363</u>	<u>86,355</u>	<u>87,600</u>	<u>71,925</u>	<u>94,600</u>
Services and Charges							
Professional Services	-	-	-	-	100	-	<u>100</u>
Accounting Services	833	586	586	586	800	668	<u>800</u>
Legal	65	-	1,203	-	500	-	<u>500</u>
Laundry	520	382	431	433	480	416	<u>480</u>
Janitorial Services	27,585	28,983	28,701	21,400	20,400	18,700	<u>20,400</u>
Other Contracted Services	6,078	5,881	7,966	5,633	4,000	6,809	<u>4,000</u>
Telephone	6,342	6,859	7,796	5,838	6,555	5,043	<u>7,000</u>
Postage/Freight	1,269	826	1,420	901	500	263	<u>500</u>
Seminar/Meetings/School	2,388	584	1,380	222	500	528	<u>1,000</u>
Staff Training	438	-	128	-	500	-	<u>500</u>
Community Ed/Promotion	25	68	75	264	300	25	<u>300</u>
Professional Service-Collections	1,073	486	565	1,654	1,000	2,243	<u>2,400</u>
Auto Mileage/travel	-	-	61	-	150	-	<u>150</u>
Publishing and Advertising	1,454	669	377	25	500	697	<u>500</u>
General Insurance	8,133	7,251	6,398	6,271	8,000	9,540	<u>9,000</u>
Electricity	38,521	41,427	39,169	37,218	39,930	31,959	<u>39,930</u>
Garbage Removal	1,728	1,064	1,298	1,650	1,300	1,322	<u>1,600</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	YTD ACTUAL 11/30/2013	PROPOSED 2014 BUDGET
Heat-Natural Gas	17,286	12,985	13,102	4,706	8,000	895	1,000
Maintenance Contracts	3,032	2,971	3,246	4,895	4,000	6,712	5,000
Building Maintenance/Repairs	33,270	15,982	10,989	12,564	15,000	8,205	15,000
Grounds maintenance	1,045	2,965	672	566	1,000	291	1,000
Computer Maintenance/Repairs	6,406	11,217	15,394	8,168	10,000	8,830	10,000
On-line Services	4,568	1,960	1,960	1,524	4,000	3,359	3,000
General Equip Maint/Repair	8,771	9,446	3,254	8,124	3,000	5,895	5,000
Equipment Leases	783	816	837	862	900	720	900
Miscellaneous	33	30	-	-	50		50
Dues & Subscriptions	-	-	30	30	500	181	500
Interlibrary Loan Charges	58	52	25	-	100	122	100
Facility Maintenance	-	-	-	-	-		
Fund Balance Payback	-	-	-	-	-		3,000
Total Other Services	171,702	153,490	147,062	123,534	132,065	113,423	133,710
Capital Outlay							
Equipment/Mach/Furn/Fixture	18,914	-	40,262	30,647	-		-
Building/Bldg Improvements			549,524	-			
Total Capital Outlay	18,914	-	589,786	30,647	-		-
BLANDIN GRANT							
Blandin Grant Prgm Development				-	-		-
Blandin Grant Contract Services				-	-		-
Blandin Grant Materials							
Blandin Grant Youth Programs	188	5,712	400	4,715	-		
Blandin Grant Adult Programs	511	3,909	2,221	3,024	-		
Small Blandin Grant	1,270	350	-	-	-		
Total Blandin Grant	1,970	9,971	-	7,739	-		-
GRAND TOTAL	757,864	749,483	1,363,398	760,062	750,299	663,205	772,657
REVENUE/(EXPENDITURES)	\$ 21,328	\$ (0)	\$ (263,931)	\$ 5,250	\$ 321		\$ -

Strategic Planning Subcommittee mtg.

November 5, 2013

Shannon, Abby, Max, Marcia, Amy met on 11/5 to start planning the strategic planning process.

DRAFT PLANNING PROCESS

Strategic Planning Objective: Discover gaps between what we are currently providing/doing and current community needs/priorities

A. Identify Community Needs (Staff and Board)

1. Data Gathering (Environmental Scan)

- a. Gather existing community surveys, community visions, demographics

Possibilities:

United Way, Blandin Foundation, Kootasca,
Grand Itasca (in process? Contact: Kelly Kirwin)

2. Gather input

- a. Focus Groups:

Library Users
Community leaders

- b. Survey Library users

Online and paper

- c. Is there a way to survey non-users?

3. Analyze data and translate into summary form for use in planning sessions

B. Priority setting/planning sessions (Planning Team)

2 sessions of 3 hours each, approximately 2 weeks apart.

Participants: Board members, plus a rep from each: Library Foundation, Friends, Program Committee, 3-4 staff members,
Evening off site over dinner?

Suggestions: Forest History Center, restaurant (Sawmill, Timberlake, Forest Lake have back rooms), Cohasset Community Center

Facilitator for discussion:

Suggestions: Jackie David. and Becky LaPlant, Paula F. from Maven Perspectives, Ed Zabinski

- a. Session #1

Review data and input
Conduct SWOT analysis
Identify top service priorities

- b. Staff meets to review and evaluate priorities

- c. Session #2

Translate top priorities into goal language
Identify current and potential strategies for accomplishing each goal
Review mission statement: does it still fit or need tweaking?

C. Action/Implementation planning (staff)

Evaluate effectiveness of current and potential strategies for each goal area

Develop detailed action plans for each goal: specific tasks, timelines & responsible parties

Identify areas for re-allocation (current non-priority, ineffective and inefficient strategies)

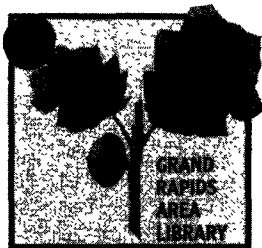
Establish progress indicators/outcome measures for each goal

Identify roles and process for monitoring progress and updating action plans

Timeline

Planning Phase	December	January 2014	February	March	April
Data Gathering	Design surveys & groups	Conduct surveys and focus groups	Staff SWOT Summarize data (week 1)		
Planning Retreats			2 nd and 4 th week		
Action Planning				Staff develop action plan	
Documentation				draft	Complete

It may be possible to begin or complete some of the discussions in half hour chunks at Board meetings.



November 13, 2013

Hashi Shafi
Executive Director
Somali Action Alliance
2525 East Franklin Ave Suite 100
Minneapolis, MN 55406

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

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

Dear Mr. Shafi:

I am pleased that you will be leading a presentation on Somalis in Minnesota for the Grand Rapids Area Library on January 14, 2014 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. I understand that you have agreed to your presentation being taped. If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$500 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Hashi Shafi

Signature

11/29/13

Date

Approved for the Board of Directors:

B. W. ...

Board President

13 Nov 13

Date

Marcia Anderson
Grand Rapids Public Library
140 N.E. Second Street
Grand Rapids, MN 55744-2826



Fund Statement(s)

January 1, 2013 - September 30, 2013

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Aurea Gerard
Title:	Partner Relations Associate
Phone:	651-325-4266 800-875-6167
Email:	aurea.gerard@mnpartners.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2013 - September 30, 2013

Prepared on: 10/30/2013

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2013	\$	29,260
Investment Activity		
Interest & Dividends		349
Investment Gain/(Loss)		3,068
Disbursements		
Administrative Fees		(147)
Grants Paid		(1,286)
Investment Expenses		(97)
Ending Balance on September 30, 2013	\$	31,148
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2013	\$	31,148

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	31,197	100.2%	11.7%	14.6%	10.8%	7.4%
Assets Awaiting Investment	(49)	-0.2%				
	<u>\$ 31,148</u>	<u>100.0%</u>				



**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2013 - September 30, 2013

There were no contributions during this statement period.



Grants Paid (Returned)		
Paid Date	Organization	Amount
03/12/2013	Grand Rapids Public Library	\$ 1,286
		\$ 1,286

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2013 - September 30, 2013

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,286
Grants (Paid)/Returned in the current year	<u>(1,286)</u>
Amount Available to Grant as of September 30, 2013	<u>-</u>
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2013	<u><u>-</u></u>

Future Year Grant Commitments

