

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 9, 2013 5:00 P.M.

DRAFT

5:00 **Call to order**

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

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

5:10 **B. Minutes. August, September, September special (Packet Items B)**

5:12 **C. Communications**

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

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

5:25 **F. Old Business:**

5:30 **G. New Business:**

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

1. Approve payment of late bills

a. Unique Management Services Inc (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.

Regular agenda

1. Adopt test proctor policy

2. Appoint committee to plan Strategic Plan update process

3. Appoint committee to review/update bylaws

4. Appoint nominating committee

5. Authorize issuing \$5.00 fine waiver coupons to teens completing survey during Teen Read Week

6:00 Adjourn

Grand Rapids Area Library Board Regular Meeting September 11, 2013

Roll Call:

Members Present: Jemma Baker, Dennis Jerome, David Yankowiak, and Mary Helen Haarklau

Members Absent: Shannon Benolken, Max Peters, Abby Kuschel, Jean MacDonell, and John Soll

Staff Present: Assistant Director Amy Dettmer

Staff Absent: Director Marcia Anderson

There were not enough members of the board present to form a quorum. The members present voted on necessary items, but Amy Dettmer is going to email the members who were absent and have them vote on the items requiring roll call votes and the proctor policy discussion.

The monthly board meeting was called to order at 5:14 PM by Dennis Jerome.

Agenda: All members present moved to approve the agenda.

Minutes: David Yankowiak moved to approve the minutes from the August 14, 2013 board meeting. A second was made by Mary Helen Haarklau. The motion passed unanimously.

Communications:

1. Itasca County Transmitting Funds

Assistant Director Amy Dettmer noted that the library received its first payment from the county. They receive two per year.

Financial Report:

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

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

Assistant Director Amy Dettmer mentioned that QA Graphics and Two Little Hands Productions have been reimbursed by the Library Foundation and the donations show as income from the Foundation.

Mary Helen Haarklau moved to approve the financial report. A second was made by Jemma Baker. On a roll call vote the motion passed unanimously. (One more vote is required.)

Staff Report: Amy Dettmer updated the club on a few current events:

- 25 people attended the Energy Center event held on the first Friday of September. Tom Pagal did the explanation of the system.
- \$7,000 was made during the Chair Affair.
- Computer classes are going to be held beginning at the end of September. There are 5 people signed up so far.
- Story time will be held on Saturdays at 10:15 AM and 11:15 AM.

Old Business: None to report.

New Business:

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

1. Approve payment of late bills

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

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

David Yankowiak moved to approve the consent agenda. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously. (One more vote is required.)

Regular Agenda:

1. Adopt Test Proctor Policy

Amy Dettmer noted that the library would like to start charging for Professionals who come in to test for licenses. They don't want to charge for university students because they require less time than professionals do. The members of the board agreed that the testing is a great service that the library provides, and it should be charged for. They agreed that \$20.00 is a very reasonable price.

Mary Helen Haarklau moved to accept a testing charge. A second was made by Jemma Baker. The motion passed unanimously. (One more vote is required.)

The monthly board meeting was adjourned at 5:36 PM by Dennis Jerome.

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

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

Members Absent: Max Peters, Jemma Baker, Dennis Jerome

Staff Present: Director Marcia Anderson

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

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

B. Approve Payment of late bills as listed below:

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

C. Consent Agenda:

1. Approve payment of late bills

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

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

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

Financial Report:

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

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

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2013
With Comparative Totals for September 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 | 11,848 | 10,223 | 11,182 | 91% |
| Fines & Forfeits | 15,112 | 9,883 | 15,000 | 66% |
| Blandin Grant | 10,000 | 2,261 | - | 0% |
| GR Library Foundation | 6,220 | 16,038 | - | 0% |
| Miscellaneous | 44,163 | 10,894 | 16,400 | 66% |
| Other Sources-Operating Transfer | 6,477 | - | - | 0% |
| Other Sources (Fund Balance Usage) | - | - | - | 0% |
| TOTAL REVENUES | 430,668 | 416,065 | 750,620 | 55% |
| Expenditures: | | | | |
| Personnel | 373,546 | 382,467 | 530,955 | 72% |
| Supplies/Materials | 54,888 | 60,637 | 87,600 | 69% |
| Other Services/Charges | 93,086 | 84,860 | 132,065 | 64% |
| Blandin Grant | 1,672 | 2,774 | - | 0% |
| TOTAL EXPENDITURES | 523,192 | 530,738 | 750,620 | 71% |
| OPERATING SURPLUS (DEFICIT) | (92,523) | (114,673) | - | |
| Gr Rapids Library Foundation Captl Grant | - | 40,726 | | |
| Capital Outlay | 34,281 | 50,491 | | |
| Fund Balance 9/30/XX | | | | |
| Cash Flow | 202,054 | 243,710 | 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 9/30/XX | \$ 299,379 | \$ 306,996 | \$ 431,434 | |

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$29,763 as of 06/30/13. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 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 | 1,282 | 67% |
| 211-00-34-00-7975 | INTERNET | 3,000 | 2,375 | 79% |
| 211-00-34-00-7980 | LIBRARY FEES | - | 284 | 0% |
| 211-00-35-00-1030 | LIBRARY FINES | 15,000 | 9,883 | 66% |
| 211-00-37-00-2310 | DONATIONS | 2,500 | 3,306 | 132% |
| 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 | - | 56,764 | 0% |
| 211-00-37-00-2375 | MEETING ROOM RECEIPTS | 3,500 | 2,955 | 84% |
| 211-00-37-00-2420 | BLANDIN GRANTS | - | 2,261 | 0% |
| 211-00-37-00-2450 | MISCELLANEOUS | 1,800 | 2,047 | 114% |
| 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% |
| | TOTAL REVENUE | 750,620 | 456,791 | |
| 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 | 214,501 | 71% |
| 211-00-75-10-1030 | SALARY-PARTTIME | 101,400 | 71,355 | 70% |
| 211-00-75-10-1050 | CONTRACTED SERVICES | 3,000 | 3,038 | 101% |
| 211-00-75-10-1210 | PERA | 29,066 | 20,722 | 71% |
| 211-00-75-10-1220 | FICA | 24,857 | 16,760 | 67% |
| 211-00-75-10-1250 | MEDICARE | 5,813 | 3,920 | 67% |
| 211-00-75-10-1310 | HEALTH INSURANCE | 59,081 | 48,616 | 82% |
| 211-00-75-10-1330 | LIFE INSURANCE | 246 | 206 | 84% |
| 211-00-75-10-1335 | DENTAL INSURANCE | 1,778 | 1,186 | 67% |
| 211-00-75-10-1347 | VISION INSURANCE | - | 3 | 0% |
| 211-00-75-10-1510 | WORKERS COMPENSATION | 3,000 | 2,160 | 72% |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 8,000 | 2,665 | 33% |
| 211-00-75-20-2020 | COPY SUPPLIES | 1,000 | 599 | 60% |
| 211-00-75-20-2030 | PRINTING/BINDING | 400 | 447 | 112% |
| 211-00-75-20-2043 | BINDINGS | 200 | - | 0% |
| 211-00-75-20-2060 | COMPUTER SUPPLIES | 4,000 | 2,546 | 64% |
| 211-00-75-20-2070 | COMPUTER INVENTORY | 2,000 | 1,420 | 71% |
| 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 | 3,447 | 172% |
| 211-00-75-20-2110 | BOOKS | 38,000 | 23,585 | 62% |
| 211-00-75-20-2120 | AUDIO/VISUAL | 9,000 | 8,419 | 94% |
| 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 | 1,347 | 45% |
| 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 | 329 | 68% |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 20,400 | 15,300 | 75% |

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

| Account Number | Account Description | 2013 Budget | Year to Date | Percent of Budget |
|---------------------------------------|-------------------------------|------------------------|-------------------------|------------------------------|
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 4,000 | 3,029 | 76% |
| 211-00-75-30-3210 | TELEPHONE | 6,555 | 4,100 | 63% |
| 211-00-75-30-3220 | POSTAGE/FREIGHT | 500 | 215 | 43% |
| 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 | 1,849 | 185% |
| 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 | 24,612 | 62% |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 1,300 | 1,068 | 82% |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 8,000 | 685 | 9% |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 4,000 | 6,712 | 168% |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 15,000 | 4,534 | 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% |
| 211-00-75-30-4030 | ONLINE SERVICES | 4,000 | 3,359 | 84% |
| 211-00-75-30-4070 | GENERAL EQUIP MAINT/REPAIR | 3,000 | 5,317 | 177% |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 900 | 664 | 74% |
| 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 | 581,229 | 77% |
| SURPLUS REVENUES(EXPENDITURES) | | \$ - | \$ (124,438) | |

DATE: 10/02/2013
 TIME: 15:03:43
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2013

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/13 | NET DEBITS | NET CREDITS | BALANCE 09/30/13 |
|------------------------------------|-----------------------------|---------------------|---------------|----------------|---------------------|
| 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 | 337,502.75 | 337,502.75 | 0.00 |
| 211-00-00-00-1010 | CASH | 415,057.53 | 467,869.55 | 601,446.68 | 281,480.40 |
| 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 | 2,785.37 | 14,128.88 | 2,785.37 |
| 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 | 16,591.88 | 13,325.55 |
| TOTAL | | 462,626.54 | 838,075.10 | 972,934.32 | 327,767.32 |
| TOTAL ASSETS | | 462,626.54 | 838,075.10 | 972,934.32 | 327,767.32 |
| LIABILITIES AND FUND EQUITY | | | | | |
| LIABILITIES | | | | | |
| 211-00-00-00-2020 | ACCOUNTS PAYABLE | 16,964.43 | 587,626.39 | 577,263.01 | 6,601.05 |
| 211-00-00-00-2030 | SALES TAX PAYABLE | 0.00 | 336.66 | 376.27 | 39.61 |
| 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 | 0.00 | 0.00 |
| TOTAL | | 31,193.80 | 601,386.42 | 577,639.28 | 7,446.66 |
| TOTAL LIABILITIES | | 31,193.80 | 601,386.42 | 577,639.28 | 7,446.66 |
| FUND EQUITY | | | | | |

DATE: 10/02/2013
 TIME: 15:03:43
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2013

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/13 | NET DEBITS | NET CREDITS | BALANCE 09/30/13 |
|-----------------------------------|------------------------------|---------------------|---------------|----------------|---------------------|
| 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 | 16,591.88 | 29,917.43 | 13,325.55 |
| TOTAL | | 431,432.74 | 16,591.88 | 29,917.43 | 444,758.29 |
| | FUND SURPLUS (DEFICIT) | 0.00 | 124,437.63 | 0.00 | (124,437.63) |
| TOTAL FUND EQUITY | | 431,432.74 | 141,029.51 | 29,917.43 | 320,320.66 |
| TOTAL LIABILITIES AND FUND EQUITY | | 462,626.54 | 742,415.93 | 607,556.71 | 327,767.32 |

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2013

DATE: 10/02/2013
 TIME: 15:41:09
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/09/2013

| VENDOR # | NAME | AMOUNT DUE |
|----------------|--------------------------------|------------|
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 436.36 |
| 0113233 | AMERIPRIDE LINEN & APPAREL | 51.90 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 175.84 |
| 0201428 | BAKER & TAYLOR, INC | 3,221.71 |
| 0221650 | BURGGRAF'S ACE HARDWARE INC | 1.99 |
| 0221700 | BUSY BEES QUALITY CLEANING | 1,700.00 |
| 0300200 | CDW GOVERNMENT INC | 346.13 |
| 0315455 | COLE HARDWARE INC | 12.63 |
| 0400015 | D.C.R. COMMUNICATIONS INC | 70.00 |
| 0805524 | BONNIE HENRIKSEN | 20.35 |
| 0920003 | ITASCA AREA SCHOOLS | 680.00 |
| 1021515 | JUNIOR LIBRARY GUILD | 42.00 |
| 1301067 | MANGSETH PAINTING INC | 910.00 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 378.65 |
| 1605665 | PERSONNEL DYNAMICS LLC | 314.27 |
| 1605735 | PETERSON'S A NELNET CO | 95.43 |
| 1609925 | PIZZA WORKS | 11.99 |
| 1801610 | RAPIDS PLUMBING & HEATING INC | 1,927.35 |
| 1805150 | RECORDED BOOKS | 66.00 |
| 1900800 | SVL SERVICE CORPORATION | 169.00 |
| 1909510 | SIM SUPPLY INC | 37.27 |
| 2018680 | TRU NORTH ELECTRIC LLC | 80.45 |
| 2209450 | THE VILLAGE BOOK STORE | 67.16 |
| 2405650 | XEROX CORPORATION | 105.82 |
| T000909 | STEPHANIE KESSLER | 100.00 |
| TOTAL | | 11,022.30 |

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

| | | |
|---------|--------------------------------|-----------|
| 0212750 | BLUE CROSS & BLUE SHIELD OF MN | 4,138.00 |
| 0301685 | CARQUEST AUTO PARTS | 310.19 |
| 0405447 | DELTA DENTAL OF MINNESOTA | 238.45 |
| 0502705 | EBSCO SUBSCRIPTION SERVICE | 6,859.58 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 35,143.16 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 35.00 |
| 1309266 | MN DEPT OF LABOR & INDUSTRY | 30.00 |
| 1309335 | MINNESOTA SALES & USE TAX | 50.55 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 97.59 |
| 1609557 | PIONEER MUTUAL LIFE INS CO | 20.50 |
| 1609730 | PITNEY BOWES | 143.34 |
| 1621130 | P.U.C. | 3,695.27 |
| 1821700 | MICHAEL RUSSELL | 520.00 |
| 2114356 | UNIQUE MANAGMENT SERVICES | 286.40 |
| 2205637 | VERIZON WIRELESS | 114.74 |

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2013

DATE: 10/02/2013
TIME: 15:41:09
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/09/2013

| VENDOR # | NAME | AMOUNT DUE |
|------------------------------|-----------------------|------------|
| ----- | | |
| CHECKS ISSUED-PRIOR APPROVAL | | |
| PRIOR APPROVAL | | |
| 2301700 | WASTE MANAGEMENT | 136.34 |
| | TOTAL PRIOR APPROVAL | 51,819.11 |
| | TOTAL ALL DEPARTMENTS | 62,841.41 |

Director's Report

Energy Center

Jim Plummer from IRRRB stopped by the week after the open house and asked for a tour. He also met with Tom Pagel. Tom completed an application for a grant for the remainder needed to complete the solar sunflowers (about\$ 40,000)

Budget process update

Council adopted a preliminary budget and will be fine tuning and considering ways to lower that budget. A budget meeting to discuss items on the Capital Improvement plan will be on October 7th. Library items included in the plan are a replacement for the express check machine (about \$12,000) and a new chiller (about\$ 60,000). The Council can adopt a lower budget in December, if they choose.

Computer Classes started again

We started another series of beginner computer classes in late September and will continue through October. The first 2 classes were full, with 7 people attending each. We have a volunteer assistant who can assist with classes and can be available for follow up "tutoring" with the students. This is one of the Reading Corps volunteers.

Exam Proctor Policy

(on the agenda again since no quorum to approve last month)

Board Committees to be formed:

Strategic Plan Process: in April there was a discussion about updating our strategic plan for another 3 year time period. The consensus was that it would be preferable to do this in an abbreviated fashion and that there is enough expertise and experience on the Board to conduct the process. In preparation, I would like a committee of 3-4 Board members to work on developing a process and timeline. The "planning to plan" process should take place in November/early December, with the actual data/information gathering to begin in January and the plan to be developed by April.

Bylaws revision: The bylaws have never been updated and given the recent discovery that certain provisions do not meet the requirements of the Open Meeting Law, it is time for them to be reviewed and updated. (Note: term limit provision may also be reviewed). When I told Chad Sterle, City Attorney, that we would probably review the bylaws, he offered his assistance.

Nominations: Jemma,(City) Jean (City) and Max (township/Cohasset) will reach the end of their terms December 31. (Jean completed Abby's unexpired term). They are all eligible to be reappointed. If they choose not to seek reappointment, replacements must be found. Unfortunately, Jemma is not able to continue with another term, so a City resident must be found to replace her. The openings must be advertised. Board members wishing to be reappointed must send an email or write a letter to the City Clerk by October 25th. The City clerk will run an ad for vacant positions on Boards and Commissions, and will include the Library. Please be thinking of people who would make good board members.

October 2013
Assistant Director report

Teens

Teen Advisory Board Meeting
September

Members present: Emi S., Paige C., Owen B., Gabby L.

We had a new member at the meeting!

Members discussed the Teen Read Week survey to decide if changes should be made. A few changes will be made. I told them about NaNoWriMo taking place in November and how they can participate.

There were 14 participants in the teen room monthly drawing. Emi S. and Gabby L. won the drawing and both picked a book from the prize cart.

Bonnie has placed a volunteer with me named Maggie. She has been working on redoing the lexile level booklet I did a few years ago. A lexile is a measure of the difficulty of text in a book. Students have been coming in asking for books in a certain lexile range so the volunteer is updating the booklet-deleting titles we no longer have and adding new ones.

Staff

Will attended a talk by the state Law Librarian at ALS Headquarters. Liz Reppe, the state Law Librarian gave sites with credible law information.

Tracy, John, and I went to ALS Headquarters for a presentation titled "Library Advocacy". It was done by Mark Ranum, the Director of Plum Creek Library System and Executive Director of the Pioneerland System. He gave an overview of library funding and gave information about advocating for the library. He was really good.

I talked to the Program Committee at their October meeting about some November writing activities taking place in the library.

Marcia and Will represented the library at the Community Connect event. People attending could stop by the library booth to learn about what the library offers.

Darla and Tracy attended the Children's Librarians of ALS meeting in Mt. Iron. The afternoon session was about History Day.

Operations

We have been using display space to highlight magazines and Oversize books. Home Power magazine was on a display table and a gentleman was very excited we had it. There were two Alaska magazines on the table and after seeing the two magazines a person actually checked all the issues out! The display case in the lobby is now filled with magazines, too and a sign with info about the digital magazines.

Express Check outs % of total c/o
 2,562 21.08%

YTD
 123,704
 16,790
 140,494
 139,333
 1,109

THIS MONTH
 12,151
 1,815
 13,966
 13,956
 126

YTD 2012
 126,857
 16,773
 143,630
 142,173
 1,227

Door count
 10487 9.30%

TECHNICAL PROCESSES

Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH
 536
 521
 421

YTD
 5,154
 3,688
 2,480

YTD 2012
 5,056
 3,397
 2,443

REFERENCE

tests proctored
 computer help over 5 minutes

THIS MONTH
 731
 12
 7

YTD
 7,577
 85
 73

YTD 2012
 6,984
 58
 45

INTERNET

Pharos sessions ***

SESSIONS
 1,371

HOURS
 747

YTD SESSIONS
 14,076

YTD HOURS
 7,943

2012 YTD SESSIONS
 15,680

2012 YTD HOURS
 9,143

Non-Pharos sessions

VOLUNTEERS

PEOPLE
 86
 55

HOURS
 295.00

YTD HOURS
 870

2012 YTD HOURS
 1900.00

MEETING ROOM

COMMUNITY ROOM
 GROUP STUDY ROOM
 Total Mtg Rm Use

GROUPS
 37
 12
 49

PEOPLE
 958
 92
 1,050

YTD PEOPLE
 8,656
 874
 9,530

2012 YTD GROUPS
 250
 114
 364

2012 YTD PEOPLE
 7,219
 789
 8,008

PROGRAMS & TOURS

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

PEOPLE
 159
 182
 136
 21
 20
 518
 126

YTD PEOPLE
 1,098
 1,501
 978
 90
 1,612
 425
 5,704
 1,047

2012 YTD PEOPLE
 29
 33
 30
 11
 31
 28
 162
 44

2012 YTD GROUPS
 250
 114
 364

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH
 7

HRS YTD
 82.5

HRS YTD 2012
 83.25

Library Volunteer and Program Report for September 2013

September Volunteers

55 volunteers/295 hours (Library Board, Program Committee, Friends of the Library and Teen Advisory Committee are included in this report.)

Regular Volunteer Activities

- Amy Dettmer & Bonnie Henriksen led a book shelf training for 6 new volunteers
- The library now has 3 AmeriCorps/Reading Corp volunteers helping in Children's
- Receiving, sorting and shelving books in the book store continues to demand lots of volunteer time as well as tolerance by staff
- Shelving books and sorting periodicals in both Adult and Children's
- Pull list—a former volunteer returned to help with this and other volunteers love doing it!
- New York Times best seller list
- Creating reading lists of materials in our library related to each program we offer
- Processing discards from library collections

Of Special Note

One of our newer volunteers is a young woman who is also interning for the Herald Review. She will cover library stories of human interest as possible. She wrote an article about the used book sale and also one about the Snell family who has created and maintains the garden by the staff entrance. Watch for more!

Board & Committee Volunteers

Library Board: 4 volunteers/10.5 hours

Teen Advisory Board: 4 volunteers/4 hours

Program Committee: 9 volunteers/25 hours

Friends of the Library: 9 volunteers/44 hours

The following programs were offered in September

- Invasive Aquatic Species, Sept 5th—30 people attended
- Residential Wind & Solar, Sept 12th—34 people attended
- Hearing Loss and What To Do About It, Sept 23—20 people attended
- The Civil War on the Water, Sept 30—10 people attended

Children's Library Summary
September 2013

Fall is here; schools are back in session. September was a relatively quiet month in the Children's Library.

Two classes from Southwest School, Mrs. Roy-Dahline's 4th grade and Mrs. Francisco's 3rd grade, visited the library this month, along with Mrs. Harrington's 6th grade. All three classes plan additional visits in the future.

We began our new schedule of Saturday Story Times on September 7. The weather was great – attendance was not. By the 21st, attendance was improving. More people were aware of the new times and many families were finally returning to their “fall” schedule. On the 28th, we saw (at least) 71 children and adults at the two sessions!

On Monday, September 16, Monday Book Time also resumed. Teacher Suzanna Elsen has taken a year off to bond with her new baby, so Teacher Char Zanardi has come out of retirement to help us out for a year, ably assisted by Suzy Hepokoski. We are seeing very good attendance, with many new faces and lots of grandparents.

Twenty-one children and adults attended Family Movie Night on Thursday, September 26, which featured “Super Buddies,” the fifth title in this series about five golden retriever puppies.

September was Library Card Sign-up month. Posters featuring Lual Deng reminded visitors to get their own library card – the smartest card in your wallet – and sign up for a special drawing in the Children's Library. Four boys and girls will each choose a book series to keep.

A new (yes, again) Legacy Fund coordinator is in place at the Arrowhead System, so we should see some additional Legacy programming soon.

Looking ahead:

- Just in time for Halloween! Thursday, October 24, Family Movie Night will feature “Paranorman,” an animated thriller. This film is not recommended for the preschool crowd.

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

INVOICE

DATE: 10/1/2013
 INVOICE #: 244531

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

| P.O. NUMBER | TERMS | PROJECT |
|-------------|--------|----------|
| | Net 30 | 1634 ERK |

| QUANTITY | DESCRIPTION | RATE | AMOUNT |
|----------|---|--------|--------|
| | | \$8.95 | |
| 9 | 09-03 Placements | 8.95 | 80.55 |
| 3 | 09-10 Placements | 8.95 | 26.85 |
| 4 | 09-17 Placements | 8.95 | 35.80 |
| 7 | 09-24 Placements | 8.95 | 62.65 |
| 2 | Credit for accts closed by client prior to beginning the collection process | -8.95 | -17.90 |

TOTAL \$187.95

Thank you for your business.

September 11, 2013

Barbara McDonald
Itasca Community College
1851 E Hwy 169
Grand Rapids, MN 55744

Barbara:

We are pleased to collaborate with ICC on the shared text project for this fall. We will contribute \$500 toward bringing a speaker from the Blue Zone project. I understand that this speaker will be presenting at the Library on October 8 at 7:00 p.m in addition to presenting at the college earlier in the day. Please send us an invoice for this amount.

Bonnie Henriksen is working with Teresa Alto on the speaker arrangements.

Thank you for the opportunity to share in this exciting project!

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions..

Sincerely,

Marcia Anderson
Library Director

Enc:

Approved for the Board of Directors:

Board President

Date

Exam Proctoring Policy

The Grand Rapids Area Library supports the goal of lifelong learning. To that end, the Library provides exam-proctoring service on a case-by-case basis. We can usually meet all of the requirements for proctoring but we do have some limitations.

Note: Professional exams are subject to a \$20.00 fee per exam.

Library will provide:

1. Staff member who is authorized to provide proctoring
 - a. (limited staffing prevents the library from monitoring the student during the test)
2. Space for test taking during open hours. However, there will not be a separate quiet area
3. The ability to complete most on-line exams (we are unable to install special software on library computers)
4. *The ability to mail or fax a completed exam*

The student will:

1. Contact the library and make arrangements with Reference staff at least 24 hours in advance
2. Coordinate delivery / receipt of exam materials with school library
3. Present photo ID at time of testing
4. Supply all materials needed including paper, pencils and calculators.
5. Provide envelopes and postage if needed

If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

Questions: Contact Reference staff at 248-326-7640 (option 3)

examproctor@grand-rapids.mn.us

Background:

We proctored 85 tests last year, and we have already proctored about 70 exams this year. Most are degree seeking students taking tests from schools offering online classes. In general, these exams require only about 10-15 minutes of staff time, including making the appointment, receiving/printing the test or the password from the institution, getting the student set up and logged in, and mailing or faxing the test to the institution, if needed. This is not an onerous amount of time, and certainly fits within our mission of supporting lifelong learning.

However, we are seeing an increase in professional licensure or certification exam proctoring, which tends to require more time. The institutions offering these professional education courses are usually for-profit. For example, during the last week of August Will and I both worked with a woman taking an insurance licensure course through Kaplan. Between contacting the institution, completing the proctor information form, getting the student set up, providing a letter on letterhead, then having to provide additional verification, this exam took about an hour of staff time. This kind of professional exam has typically required similar time commitments on the part of staff.

Our options are either to refuse to proctor this kind of test or start charging in an attempt to recoup some costs.

Other Library Policies

Proctoring policies across the state range from charging nothing to charging \$10 for all tests, to charging for-profit institutions \$25.

Some libraries limit proctoring to a designated time during the week.

The other available option in the area for proctoring is the ICC testing center, which is open for 3 hours on Tuesday through Thursday afternoons.

TRW fine amnesty

Request for Action:

Authorize issuing \$5.00 fine waiver coupons to teens completing survey during Teen Read Week

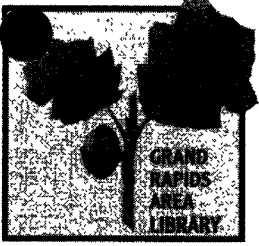
Teen Read Week is an initiative of the Young Adult Library Services (YALSA) division of ALA and is held annually in October. Libraries across the world celebrate Teen Read Week with a variety of special events and programs aimed at encouraging teens to read for pleasure and to visit their libraries for free reading materials.

Teens fill out a survey about teen programs and materials in the library. After finishing the survey, teens are issued a coupon for up to \$5.00 off library fines. The coupon has no expiration date but can only be used 1 time.

When teens pick up a survey from the reference desk it gives them a chance to talk to a librarian and start to make a connection with a face in the library. I use the completed surveys to get a feel for what books teens like and to get an idea of what types of programs they may be interested in.

We have done the survey during Teen Read Week the past five years (2007, 2008, and 2009, 2010, 2011). Statistics for the past three years are below:

| | Completed Survey | Coupons used |
|------|------------------|--------------|
| 2010 | 18 | 4 |
| 2011 | 12 | 2 |
| 2012 | 8 | 2 |



September 8, 2013

Stephanie Kessler
35003 Red Pine Road
Deer River, MN 56636

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

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

Dear Stephanie;

I am very pleased that you were able to do a presentation on Raw Foods for the Grand Rapids Area Library on August 8.

I appreciate your willingness to demonstrate alternative methods of preparing and enjoying food! The audience also appeared to enjoy it very much.

The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us if you have any questions

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

9-16-13

Date

Approved for the Board of Directors:

Board President

11 Sept 13

Date