

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

September 11, 2013 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

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

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

5:12 **C. Communications**

1. Itasca County Transmitting funds

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. 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

Regular agenda

1. Adopt test proctor policy

6:00 **Adjourn**

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GRAND RAPIDS AREA LIBRARY BOARD

Special Meeting

September 26, 2013 4:30 P.M.

DRAFT

4:30 Call to order

4:31 Roll call:

4:32 A. Approval of agenda (Packet Item A)

4:33 B. Approve Payment of Bills as listed Roll Call Vote Required

4:34 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

4:35 Adjourn

**Grand Rapids Area Library Board
Regular Meeting
August 14, 2013**

Roll Call:

Members Present: John Soll, Shannon Benolken, Jemma Baker, David Yankowiak, Abby Kuschel, and Dennis Jerome

Members Absent: Max Peters, Mary Helen Haarklau, and Jean MacDonell

Staff Present: Director Marcia Anderson

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

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

Minutes: Abby Kuschel moved to approve the minutes from the July 10, 2013 board meeting. A second was made by John Soll. The motion passed unanimously.

Communications: Director Marcia Anderson briefly discussed the report from the Minnesota Community Foundation.

Financial Report:

NAME	AMOUNT DUE
AMERIPRIDE LINEN & APPAREL	\$34.6
ARROWHEAD LIBRARY SYSTEM	1,382.89
BAKER & TAYLOR, INC	1,462.51
BLUE CROSS & BLUE SHIELD OF MN	4,138.00
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	451.62
COLE HARDWARE INC	5.49
DELTA DENTAL OF MINNESOTA	238.45
DIVERSE MEDIA INC	17.03
FIDELITY SECURITY LIFE INS CO	22.54
GARTNER REFRIGERATION CO	2,816.00
CITY OF GRAND RAPIDS	667.56
GRAND RAPIDS CITY PAYROLL	35,140.41
BONNIE HENRIKSEN	44.36
ITASCA AREA SCHOOLS	425
JUNIOR LIBRARY GUILD	185
DARLA KIRWIN	51.12
LINCOLN NATIONAL LIFE	181.4
MINNESOTA ENERGY RESOURCES	35
MINNESOTA SALES & USE TAX	35.07
MINITEX	1,685.00

NEXTERA COMMUNICATIONS LLC	94.98
NORTHERN BUSINESS PRODUCTS INC	629.63
PAUL BUNYAN COMMUNICATIONS	249.17
PERSONNEL DYNAMICS LLC	521.88
PIONEER MUTUAL LIFE INS CO	20.5
PIZZA WORKS	11.99
P.U.C.	3,727.59
QA GRAPHICS INC	2,467.50
RECORDED BOOKS	7.95
SVL SERVICE CORPORATION	2,525.00
ST PAUL PIONEER PRESS	174.2
SHOWCASES	32.29
SIMPLEX GRINNELL LP	612
SIM SUPPLY INC	180.51
UNIQUE MANAGMENT SERVICES	563.85
VERIZON WIRELESS	166.75
THE VILLAGE BOOK STORE	97.36
WASTE MANAGEMENT	117.19
XEROX CORPORATION	144.05
TOTAL ALL VENDORS:	63,063.44

Director Marcia Anderson noted that the maintenance contracts were over-the budgeted amount for the year. This was because of an accounting error and the different pricing structure for the iPrism Filter. She also mentioned that the income from Library Contracts was not showing up on the financial report. Director Anderson then answered some general questions from the board.

Shannon Benolken moved to approve the financial report. A second was made by Jemma Baker. On a roll call vote the motion passed unanimously.

Staff Report: Director Marcia Anderson noted that the chair affair was a great success with over 150 people who attended the event. The book sale was also a success although fewer books were sold than last year. There were many volunteers. Director Anderson mentioned that the book sale has been making less money over the last couple of years.

Marcia Anderson also told the board that students from the Minnesota College of Art of Design put up a display in the Central School consisting of local history books and a place for people to relax and read. The Grand Rapids Area Library will look after this display and accept donations for local history and Minnesota books.

Director Marcia Anderson also discussed the Energy Project. The open house for the building will be from 4-6 PM on the first Friday of September (September 6). The touch screen computer will be put in this building. Lastly, Marcia Anderson mentioned that the successful programs at the library during the summer were the Minnesota Zoo, Lake Superior Zoo, and all programs for kids.

Old Business:

Budget (Fund Balance): The budget fund balance policy sets the desired level for a fund balance, and prioritizes the categories. Marcia Anderson noted that the Library's current

balance is lower than this policy. If funds are available through the CIP fund for major equipment replacement it may not be necessary to have that portion of the fund balance at the desired level.

New Business:

Consent Agenda:

1. Approve payment of late bills (none)
2. Approve Contracts (none)
 - a.
3. Approve Resolution 2013- Accepting Donations
 - \$ 1020 *Grand Rapids Area Library Foundation* Summer Sat Story Times
 - \$ 850 *Grand Rapids Area Library Foundation* Sign Language Materials
 - \$9870 *Grand Rapids Area Library Foundation* QA Graphics 40% of EEED Books, bookshelf, soft stools, rug for use in Central School *MCAD Works Curious Neighbors project*

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

Regular Agenda:

Web Site Administration:

Director Marcia Anderson mentioned that E3 Consulting is going to revise the City's website and the Library's website will be included in the design. At least three Library staff members will be trained to maintain the Library's pages. Many board members agreed that the person who handles the website should be someone who can keep up on it. They also agreed that the website needs to be cohesive, eye-catching, and current.

There is a possible opportunity to take on some responsibility for updating other City departmental pages. Board members urged caution and recommended time commitments and responsibilities be clearly defined and a rate of reimbursement for time be established. A question was also raised about the relationship to the VGR portal.

The monthly board meeting was adjourned at 6:02 PM by Dennis Jerome.

Board member Shannon Bewaken introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-08
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:

- \$ 1020 Grand Rapids Area Library Foundation Summer Sat Story Times
 - 850 Grand Rapids Area Library Foundation Sign Language Materials
 - 9870 Grand Rapids Area Library Foundation QA Graphics 40% of EEED
- Books, bookshelf, soft stools, rug for use in Central School MCAD Works Curious Neighbors project

Adopted this 14th day of Aug 2013



Dennis Jerome, President

Secretary

Board member Abby Kuschel seconded the foregoing resolution and the following voted in favor thereof: John Soll, Shannon Bewaken, Jemma Baker, David Yankowiak, Abby Kuschel, Dennis Jerome

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

**Grand Rapids Area Library Board
Special Meeting
September 26, 2013**

Roll Call:

Members Present: John Soll, Shannon Benolken, Jemma Baker, David Yankowiak, Abby Kuschel, and Dennis Jerome

Members Absent: Max Peters, Mary Helen Haarklau, and Jean MacDonell

Staff Present: Director Marcia Anderson

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

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ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE
133 N. 4TH ST.
GRAND RAPIDS, MINNESOTA 55701-3741

OFFICE 218-327-2860
FAX 218-327-7426

August 22, 2013

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-7060

Dear Mr. Weikum:

The appointment for June 2013, includes the following totals:

Arbo Township	\$ 3,127.11
Blackberry Township	3,938.94
Feeley Township	2,651.86
Grand Rapids Township	0.00
Harris Township	13,964.93
Sago Township	1,311.86
Spang Township	1,562.21
Wabana Township	4,800.37
City of Bass Brook/Cohasset	36,455.35
City of LaPrairie	1,500.57
City of Warba	409.15
TOTAL	\$69,722.38

PAID AUG 29 2013

V48369

101-01-002-68061

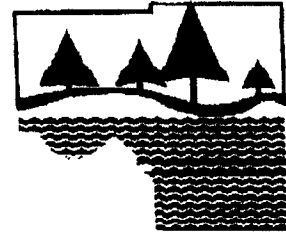
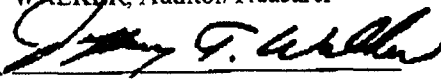
Grand Rapids Satellite

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

cc: Shirley Miller
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids MN 55744

JEFF WALKER, Auditor/Treasurer

By:



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CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2013
With Comparative Totals for August 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	11,485	9,852	11,182	88%
Fines & Forfeits	14,019	8,727	15,000	58%
Blandin Foundation Grant	10,000	2,261	-	0%
GR Library Foundation	6,220	16,038	-	0%
Miscellaneous	42,849	10,381	16,400	63%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	421,422	414,025	750,620	55%
Expenditures:				
Personnel	335,723	343,928	530,955	65%
Supplies/Materials	50,669	48,919	87,600	56%
Other Services/Charges	83,197	73,729	132,065	56%
Blandin Foundation Grant	1,136	2,774	-	0%
TOTAL EXPENDITURES	470,725	469,350	750,620	63%
OPERATING SURPLUS (DEFICIT)	(49,303)	(55,325)	-	
Gr Rapids Library Foundation Captl Grant	-	40,726	-	0%
Capital Outlay	34,224	50,166	-	0%
Fund Balance 8/31/XX				
Cash Flow	245,331	303,383	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 8/31/XX	\$ 342,656	\$ 366,669	\$ 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 **AUGUST 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%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	6,282	100%
211-00-34-00-7970	PHOTO COPIES	1,900	1,130	59%
211-00-34-00-7975	INTERNET	3,000	2,156	72%
211-00-34-00-7980	LIBRARY FEES	-	284	0%
211-00-35-00-1030	LIBRARY FINES	15,000	8,726	58%
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	2,721	78%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	1,769	98%
211-00-37-00-5100	INVESTMENT INCOME	6,000	520	9%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	750,620	454,751	61%
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	191,404	63%
211-00-75-10-1030	SALARY-PARTTIME	101,400	63,754	63%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,724	91%
211-00-75-10-1210	PERA	29,066	18,497	64%
211-00-75-10-1220	FICA	24,857	14,961	60%
211-00-75-10-1250	MEDICARE	5,813	3,499	60%
211-00-75-10-1310	HEALTH INSURANCE	59,081	45,604	77%
211-00-75-10-1330	LIFE INSURANCE	246	220	89%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,099	62%
211-00-75-10-1347	VISION INSURANCE	-	7	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,160	72%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,530	32%
211-00-75-20-2020	COPY SUPPLIES	1,000	487	49%
211-00-75-20-2030	PRINTING/BINDING	400	387	97%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,327	58%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,074	54%
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	217	62%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,447	172%
211-00-75-20-2110	BOOKS	38,000	19,962	53%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,113	90%
211-00-75-20-2130	NEWSPAPERS	1,000	567	57%
211-00-75-20-2140	PERIODICALS	7,000	233	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,310	44%
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	294	61%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,600	67%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,237	56%

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

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3210	TELEPHONE	6,555	3,563	54%
211-00-75-30-3220	POSTAGE/FREIGHT	500	185	37%
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	1,563	156%
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	20,917	52%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	932	72%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	650	8%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	6,712	168%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,024	20%
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	3,220	107%
211-00-75-30-4100	EQUIPMENT LEASES	900	493	55%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	151	30%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	38	38%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	50,166	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	519,517	69%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (64,765)	

DATE: 09/05/2013
 TIME: 16:18:32
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
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	302,359.59	302,359.59	0.00
211-00-00-00-1010	CASH	415,057.53	464,367.53	534,115.09	345,309.97
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	18,775.35	16,591.88	2,183.47
TOTAL		462,626.54	788,287.84	870,459.57	380,454.81
TOTAL ASSETS		462,626.54	788,287.84	870,459.57	380,454.81
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	520,294.80	514,082.72	10,752.35
211-00-00-00-2030	SALES TAX PAYABLE	0.00	286.10	331.62	45.52
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	534,004.27	514,414.34	11,603.87
TOTAL LIABILITIES		31,193.80	534,004.27	514,414.34	11,603.87
FUND EQUITY					

DATE: 09/05/2013
 TIME: 16:18:32
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
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	16,591.88	18,775.35	2,183.47
TOTAL		431,432.74	16,591.88	18,775.35	433,616.21
	FUND SURPLUS (DEFICIT)	0.00	64,765.27	0.00	(64,765.27)
TOTAL FUND EQUITY		431,432.74	81,357.15	18,775.35	368,850.94
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	615,361.42	533,189.69	380,454.81

LIBRARY BILL LIST - SEPTEMBER 11, 2013

DATE: 09/03/2013
 TIME: 16:20:18
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2013

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	36.98
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0201428	BAKER & TAYLOR, INC	1,303.64
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	57.44
0315508	COMPUTER ENTERPRISES	7,865.00
0718000	GRAND RAPIDS ARTS	25.00
0718060	GRAND RAPIDS NEWSPAPERS INC	60.00
1021515	JUNIOR LIBRARY GUILD	28.00
1305045	MEDIA WORKING GROUP INC	25.99
1415377	NORTHERN BUSINESS PRODUCTS INC	344.94
1605665	PERSONNEL DYNAMICS LLC	126.92
1609925	PIZZA WORKS	11.99
1700001	QA GRAPHICS INC	2,061.00
1801555	RAPID PEST CONTROL INC	80.00
1901500	SAMMY'S PIZZA	39.14
1909510	SIM SUPPLY INC	66.47
2023550	TWO LITTLE HANDS PRODUCTIONS	629.95
2209421	VIKING ELECTRIC SUPPLY INC	456.28
2209450	THE VILLAGE BOOK STORE	37.54
2405650	XEROX CORPORATION	27.73
	TOTAL	15,018.61
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,138.00
0405447	DELTA DENTAL OF MINNESOTA	238.45
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	35,164.02
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	35.00
1309335	MINNESOTA SALES & USE TAX	53.69
1405850	NEXTERA COMMUNICATIONS LLC	98.94
1601750	PAUL BUNYAN COMMUNICATIONS	254.21
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,977.50
2205637	VERIZON WIRELESS	62.65
2209665	VISA	53.00
2301700	WASTE MANAGEMENT	117.19
	TOTAL PRIOR APPROVAL	44,315.12
	TOTAL ALL DEPARTMENTS	59,333.73

Director's Report

Energy Center open house

There were 25 visitors at the open house on Friday afternoon. Tom Pagel provided the technical explanations of the heat exchange system. Erin Shea from Silicon Energy provided expertise on solar energy generation, and Randy and Kathy McCarty represented the Library Foundation. Some people were just curious, some were really interested in learning more alternative energy because they were interested in doing a home system, and some were students at the HS or college level.

I updated the alternative energy web page so there is link to the Educational Dashboard, and a more concise description of the project. There is also a link to the Foundation's Razoo page for online donations.

Budget process update

Department Heads met on Friday morning to discuss budget options . Because of a decrease in the amount of money received from fiscal disparities, and because of an increase in bonded indebtedness from infrastructure improvements, the budget must increase if services are to remain the same. (maintaining the same tax rate would require cutting roughly 800,000 from the operating budget) The discussion among the department heads at this point is how to tell that story in such a way that it is understandable.

Council will meet Monday afternoon at 4, and possibly Tuesday afternoon at 4 if needed for more discussion. There is a special meeting at 7:15 on Wednesday morning to adopt a preliminary budget. There will undoubtedly be further discussions. The Council can adopt a lower budget in December, if they choose.

Library Foundation update

Chair Affair update: The Chair Affair netted just over \$7000, so it was a success!

The Big Red Chair is being replaced with a Big Cedar Chair. The Library Foundation officially gave it to the City in July.

The Foundation has agreed to fund 2 story times each Saturday during the fall (Sept – Dec) as a trial to see how it is received. The first Saturday was very quiet, with only about 15 at the first session and 8 at the second session. Saturday was quiet in general, so this is not surprising!

Computer Classes to start again

We will offer another series of beginner computer classes in late September and October.

**Assistant Director Report
September 2013**

*Teen Advisory Board
August 27*

Members present: Paige C., Emi S., Jotavia H.

Members discussed Teens Top Ten. This is a chance for teens to vote for their favorite books. There are about 25 titles that have been nominated by book groups throughout the country. Teens can vote for their favorites until mid-October. The top ten will be announced in October during Teen Read Week. I talked about the book sale and Chair Affair fundraiser. Members redid the bulletin board in the Friends book sale room. There were 5 entries in the teen room monthly drawing with 2 winners.

I gave a tour and talked to the Young Leaders, Vibrant Communities participants on Friday, August 16. The program is put on by Maven Perspectives with sponsorships from the Grand Rapids Area Chamber of Commerce and Itasca County Health and Human Services. Young adults 18-24 were invited to participate. The two week program helps prepare them for the future by learning how to become employed, build self-confidence, make good choices, and become team players. I also attended the graduation ceremony at the Timberlake Lodge on August 23.

Preston Gunderson performed at the library on August 13. He is a 23 year old young man from Virginia who was one of 200 flown to L.A. as part of "The Voice" TV show. He sang a few of his original songs and talked about his songwriting process. There were 13 in attendance. One young girl with a myriad of health problems asked to sing a song she wrote. She had a guitar accompaniment and sang the song. It was very touching as her father mentioned to me after that she sometimes has trouble talking. She was able to sing with no problem.

Staff

Will and I continue to work on the website redesign. We met with Eric of E3 Consulting to review changes we'd like to see. Eric will set it up the library page and enter the information for us.

John and Tracy met with Mollie Stanford, the Youth Services Regional Librarian, to complete their Minnesota Voluntary library certificate. Mollie was hired recently to be the Youth Services person for the Arrowhead Library System.

Operations

All of the Teen Photo Contest photos have been in the lobby display case during August. There were 11 participants in the contest with a total of 22 photos.

	THIS MONTH	YTD	YTD %	Express Check outs % of total c/o
Check-outs	13,122	111,553	114,141	2,881 21.96%
Renewals	1,873	14,975	15,389	-2.27%
Total Circulation	14,995	126,528	129,530	-2.69%
Returns	15,694	125,377	128,487	-2.32%
New cards	143	983	1,098	-2.42%
				-10.47%

Door count 2012 comparison
 11808 -5.88%

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2012
Books cataloged and processed	559	4,618	4,617
Withdrawn copies	377	3,167	2,980
Withdrawn Titles	219	2,059	2,223

REFERENCE

	THIS MONTH	YTD	YTD 2012
tests proctored	692	6,846	6,242
computer help over 5 minutes	7	73	55
INTERNET	8	66	37
Pharos sessions ***	1,580	840	12,705

Non-Pharos sessions VOLUNTEERS

	PEOPLE	HOURS
	152	784
	128	522.00

MEETING ROOM

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
COMMUNITY ROOM	32	685	265	7,698	227	6,428
GROUP STUDY ROOM	10	70	104	782	103	699
Total Mtg Rm Use	42	755	369	8,480	330	7,127

PROGRAMS & TOURS

	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	3	102	0	24	117	40	418	65
	4	135	0	4	117	29	168	38
	0	0	842	32	1,591	405	5,186	921
	1	24	90	4	1,591	26	168	38
	5	117	90	26	1,591	29	168	38
	6	40	842	32	1,591	405	5,186	921
Total Youth Programs	19	418	168	37	939	25	1,054	41
Total Adult Programs	3	65	38	40	1,319	30	1,239	710

BOOKINGS & ARRANGEMENTS

	HRS THIS MONTH	HRS YTD	HRS YTD 2012
TOTALS	6.5	75.5	74.75

Children's Library Summary

August 2013

Summer reading is over – in fact, summer is almost over! I promised a more comprehensive report on summer reading results and here it is: Of the 752 children who signed up for the summer reading program, 383 (51%) were boys, 365 (49%) were girls. Of the 752 who signed up 380 (51%) returned their completed reading log. Of the 383 boys who signed up, 200 (52%) returned their log. Of the 365 girls who signed up, 180 (49%) returned their log. These percentages are typical over the course of many reading programs, summer and winter!

August is a time to slow down and begin to look toward back to school and fall programming. But we did manage to fit in a few fun events. On Thursday, August 8, The Simple Guys performed in the KAXE/Rotary tent for an audience of 65. It should be noted that all 3 of this summer's music events were sponsored by the Friends of the Grand Rapids Area Library. When Tracy and I attend gatherings of librarians from the Arrowhead system, they are always impressed by the quantity and quality of programs our Friends support.

Also in August, Tracy presented three Fun Family Friday events. Attendance grew as each week passed, with 23 children and 7 adults attending on August 16 – during the county fair! Summer Book Time on Monday was well-attended all month, surprising as August is usually our slowest month. The same was true for Summer Saturday Story Times, averaging 38 people each week.

On Thursday, August 22, a family of three attended Family Movie Night, which featured “the almost 35th Anniversary edition of The Muppet Movie.”

Looking ahead:

- Saturday Story Times begin again on Sept. 7. Thanks to a generous grant from the Library Foundation, we will be offering **two** sessions, at 10:15 and 11:15 each Saturday until Christmas. We will re-evaluate the program at that time. Our Saturday sessions are very popular and have become overcrowded. This makes it difficult for Missy and Suzy to connect with families as they would like.
- Monday Book Time will resume on September 16, with sessions at 9:30 and 10:30. The teacher this year is Char Zanardi, ably assisted by Suzy Hepokoski.
- Thursday, September 26, Family Movie Night will feature “Super Buddies” at 6:00 pm.



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LIBRARY - SUNFLOWERS

PAGE 1 OF 2
REF# 390526



21201308290508100002827480000390526890

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AUG 30 2013

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ADMINISTRATION

ANY PRODUCT RETURNED FOR CREDIT MUST BE ACCOMPANIED BY THIS RECEIPT.

SEE CARQUEST STORE FOR DETAILS OF THE COAST TO COAST GUARANTEE.

GRAND RAPIDS CITY DEPARTMENTS #
420 POKEGAMA AVE N
GRAND RAPIDS, MN 55744

GRAND RAPIDS CITY DEPARTMENTS
500 4TH ST SE
GRAND RAPIDS, MN 55744

INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.	
5081-282748	0094	8/29/2013	PW			PORK	CHARGE	
MFG. PART NUMBER	ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX	
1 SCO 75260 SCOTT RAGS WHITE ON PROMO THROUGH 8/31/2013 REG. PRICE \$16.14	1	1	26.65	15.99	0.00	15.99	Y/Y	
2 NSN 441-21-01 FUL-BASE - MEDIUM HC63	1	1	56.62	33.97	0.00	33.97	Y/Y	
3 NSN 422-23-01 FUL-SEAL SELECT 4.6 VOC HC60	1	1	112.12	67.27	0.00	67.27	Y/Y	
4 NSN IBC-01 FUL-THANE MIX HC60	1	1	321.60	192.96	0.00	192.96	Y/Y	
WARRANTY DISCLAIMER: The manufacturer's warranty, if any, constitutes the only warranty with respect to the sale of all goods. SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize any person to grant any warranty or assume any liability by Seller.								
SHIP VIA	DELV. TIME	DELV. ID	FREIGHT	TAXABLE AMT.	SALES TAX	TOTAL CORE	PREV. DEPOSIT	
	RECEIVED BY X						CONTINUED	
12:43 PM						PAY THIS AMOUNT	CUSTOMER COPY	



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PAGE 2 OF 2
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21201308290508100002827480000390526890

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SEE CARQUEST STORE FOR DETAILS OF THE COAST TO COAST GUARANTEE.

GRAND RAPIDS CITY DEPARTMENTS #
420 POKEGAMA AVE N
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INVOICE NO.	CUSTOMER NO.	DATE	CUST. P.O. NO.		SALES ID	TEAMMATE ID	FORM OF PYMT.	
5081-282748	0094	8/29/2013	PW			PORK	CHARGE	
MFG. PART NUMBER	ORDERED	SHIPPED	LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAX	
* 5316 IBC GREEN								
<i>Sunflowers</i>								
WARRANTY DISCLAIMER: The manufacturer's warranty, if any, constitutes the only warranty with respect to the sale of all goods. SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize any person to grant any warranty or assume any liability by Seller.								
SHIP VIA	DELV. TIME	DELV. ID	FREIGHT	TAXABLE AMT.	SALES TAX	TOTAL CORE	PREV. DEPOSIT	
	RECEIVED BY X			310.19	21.33		331.52	
12:43 PM						PAY THIS AMOUNT	CUSTOMER COPY	

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

INVOICE

DATE INVOICE #
 9/1/2013 243181

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	
10	08-06 Placements	8.95	89.50
6	08-13 Placements	8.95	53.70
9	08-20 Placements	8.95	80.55
8	08-27 Placements	8.95	71.60
1	Credit for accts closed by client prior to beginning the collection process	-8.95	-8.95
	Total cumulative recovery of \$11,764.16, yielding an ROI of 3.64 to 1.		
Thank you for your business.		TOTAL	\$286.40

MIKE RUSSELL
 2970 Airport Rd.
 Grand Rapids, MN 55744

590997

CUSTOMER'S ORDER NO.		DEPARTMENT			DATE 9/3/13		
NAME Grand Rapids Library							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RETD PAID OUT	
QUANTITY	DESCRIPTION				PRICE	AMOUNT	
1							
2	8/11/13	OFFICE AREA CLEANING					
3	8/13/13	Includes Coffee Spot Treatments					
4							
5							
6	8/15/13	MEETING ROOM CLEANING					
7							
8							
9	8/14/13	COFFEE SPOT CLEANING					
10							
11	Labor / Chemicals					520.00	
12							
13							
14							
15							
16							
17							
18							
19							
20							
RECEIVED BY <i>Owner Mike Russell</i>							



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Fax: 205-980-3951
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Statement of Account
All transactions occurring after 08/31/2013
will be summarized on the next statement.

GRAND RAPIDS AREA LIB
140 NE 2ND ST
GRAND RAPIDS MN 55744

Date: August 31, 2013
Account: CG29367

Document Date	Sfx	Document Number	PO Number	Document	Amount	Finance Charge	Amount Due
11/03/2010	00	1299833	credit balance remaining	Credit	-27.44	0.00	-27.44
04/13/2011	00	23215		Credit	-24.95	0.00	-24.95
07/13/2012	00	22660		Credit	-937.00	0.00	-937.00
12/13/2012	00	08217		Credit	-39.00	0.00	-39.00
04/13/2013	00	02443		Credit	-24.00	0.00	-24.00

Invoices due upon receipt as publishers are paid in advance. Late payment will incur a finance charge of 1% per 30 days until paid. We appreciate your prompt payment and your business.

Deposit for Pending Orders: 0.00
Deposit for Account Balance: 0.00

Amounts are quoted in United States Dollar					Amount Due
Current	Over 30 Days	Over 60 Days	Over 90 Days		
0.00	0.00	0.00	-1,052.39		-1,052.39



P.O. BOX 830625 FAX 800/828-6645
BIRMINGHAM, AL 35283 /847/639-2899 /800/323-6501

INVOICE

BILLING ADDRESS:
GRAND RAPIDS AREA LIB

140 NE 2ND ST
GRAND RAPIDS MN 55744

Account No	Date	Invoice No	Page No
CG-S-29367-00	06-01-2013	5127	1

Subscription Renewals at current rates	7,394.36
Estimated publisher price increases	517.61
Amount Due	7,911.97

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WELLS FARGO BANK, SAN FRANCISCO, CALIFOR
ACCOUNT NUMBER: 28882732884
ABA FOR WIRE: 121000248
ABA FOR ACH'S: 121000248

Notice of Special Meeting

The Grand Rapids Area Library Board will hold a special meeting on September 26 at 4:30 pm in the Riverview Room of the Grand Rapids Library to approve payment of invoices.