

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

- 5:00 Call to order**
- 5:01 Roll call: absent Macdonell, Haarklau, Peters**
- 5:05 A. Approval of agenda (Packet Item A)**
- 5:10 B. Minutes. (Packet Item B)**
- 5:12 C. Communications**
Statement from Minnesota Community Foundation
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
- 5:20 E. Staff Reports (Packet Items E1-E5__)**
- 5:25 F. Old Business:**
Budget Fund Balance (see Director's report)
- 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.**
 - 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
(see Director's report)
- Regular agenda**
- 1. Web site administration (see Director's report)**
- 6:00 Adjourn**
- .

Grand Rapids Area Library Board Regular Meeting July 10, 2013

Members present: Dennis Jerome, Abby Kuschel, Max Peters, Mary Helen Haarklau, and John Soll

Members absent: Shannon Benolken, Jemma Baker, David Yankowiak, and Jean Macdonnel

Staff present: Director Marcia Anderson

Staff absent: Assistant Director Amy Dettmer

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

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

Minutes: Max Peters moved to approve the minutes of the June 12, 2013 board meeting. A second was made by John Soll. The motion passed unanimously.

Communications: None to report.

Financial Report:

Library Bill List for July Invoices due on or before July 10, 2013

Ameripride Linen and Apparel	\$34.60
Arrowhead Library System	221.15
Baker and Taylor Inc.	1,986.33
Beier's Greenhouse	285.91
Blue Cross and Blue Shield of MN	4,138.00
Busy Bees Quality Cleaning	1,700.00
Cengage Learning Inc.	59.96
Delta Dental of Minnesota	476.90
Demco	277.95
Fidelity Security Life Ins. Co.	11.27
City of Grand Rapids	176.90
Grand Rapids City Payroll	35,211.13
Itasca Area Schools	425.00
Keewatin Public Library	16.99
Lincoln National Life	90.70

Mackin Educational Resources	399.20
Macrostie Art Center	20.00
Minnesota Energy Resources	35.00
Minnesota Historical Society	93.50
MN State Horticultural Society	34.00
Minnesota Sales and Use Tax	41.14
Nardini Fire Equipment Co. Inc.	890.00
Nextera Communications LLC	95.71
Northern Business Products Inc.	894.20
Paul Bunyan Communications	249.17
Personnel Dynamics LLC	1,166.04
Pioneer Mutual Life Ins. Co.	41.00
Pitney Bowes	143.34
Pizza Works	11.99
P.U.C.	3,305.96
QA Graphics Inc.	9,870.00
Michael Russell	920.00
Showcases	238.39
Sim Supply Inc.	349.24
Tru North Electric LLC	158.34
Verizon Wireless	275.01
The Village Book Store	12.00
Waste Management	116.79
Loden Books LLC	147.23
TOTAL	\$64,620.04

Director Marcia Anderson noted that the revenue side of the financial report looked abysmal. She also mentioned that there was nothing outstanding on the report.

John Soll 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 mentioned that the interactive Tumblebooks for children will now be accessible from the library's website and will be available in the children's area of the library. She also said that the downloadable magazines from Zinio will be available through the library's website as well. Director Anderson also noted that the American Library Association and IMLS will be providing online access to new health insurance information. This information will be available on the computers at the library and will greatly assist those who do not have computers at home to access this information. Lastly, she mentioned that the Chair Affair fundraising is still going and that there is a link on the library's website that shows all of the chairs from the fundraiser.

Old Business: None to report.

New Business:

Consent Agenda:

1. Approve payment of late bills
 - a. Xerox \$116.32
 - b. Unique Management Services Inc. \$250.60
2. Approve Contracts
 - a.
3. Approve Resolution 2013-07 Accepting Donations
\$250 Nick and Nancy Eltgroth Fund undesignated
\$ 20 Sharon and Frank Sterle for Dog Training book

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

Regular Agenda:

1. Authorize soliciting quotes for lighting replacement

The lights in the library that need to be replaced are the hanging pendant lights. There are 28 of them, and they currently burn too much electricity. Director Marcia Anderson would like an inexpensive way to replace the sockets or the entire light fixture. Through one quote, someone would be able to provide LED lights, get different light fixtures, and replace the ballasts. This replacement could be done at around \$7,000. Even though the budget for the repairs is \$15,000, this price is fairly expensive, and another quote should be solicited to compare prices and productivity. The members of the board said that they should choose someone who will do a great job replacing the lights and not necessarily choose the lowest price.

Abby Kuschel moved to solicit more quotes. A second was made by John Soll. The motion passed unanimously.

2. Approve refinishing front doors

Director Marcia Anderson mentioned that there was a relative of Shannon Benolken who could refinish the doors with the doors still attached. Director Anderson and the other board members noted that it would be desirable for the doors to stay attached during the refinishing process to avoid a security issue. John Soll mentioned that the refinishing could be done at night or on weekends when library is closed to avoid interference. Under city policies, if the task costs less than \$1,500, another quote does not need to be solicited.

Abby Kuschel moved to approve this door quote. A second was made by Max Peters. The motion passed unanimously.

3. Authorize purchase of staff and public computers

Director Marcia Anderson noted that there was a quote from the local company, Computer Enterprises, for 10 new computers for the library. A higher standard of computers would be available to the staff of the library while a lower standard would be available for the public who don't need as advanced computers. A quote was also solicited from HP for comparison purposes. This quote comes with keyboards and mice for the computers. The board decided that it is a better idea to buy locally because the staff computers need a quick turnaround and Computer Enterprises would be able to quickly fix any computers that may need repair in the future.

Max Peters moved to approve the quote for the 10 computers from Computer Enterprise. A second was made by Mary Helen Haarklau. The motion passed unanimously.

The monthly board meeting was adjourned at 5:46 PM by Dennis Jerome.

Board member John Soll moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2013-07
A RESOLUTION ACCEPTING DONATIONS

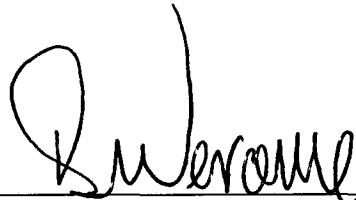
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

- \$ 250 Nick and Nancy Eltgroth Fund undesignated
- \$ 20 Sharon and Frank Strle Dog Training Book In memory of Jim Herford

Adopted this 10th day of July 2013



Dennis Jerome, President



Secretary

Board member Max Peters seconded the foregoing resolution and the following voted in favor thereof: Dennis Jerome, Abby Kuschel, Max Peters, Mary Helen Hankkian, John Soll

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 SEVEN MONTHS ENDING JULY 31, 2013
With Comparative Totals for July 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	-	-	133,000	0%
Charges for Services	10,914	9,469	11,182	85%
Fines & Forfeits	12,739	7,670	15,000	51%
Blandin Grant	10,000	2,261	-	0%
GR Library Foundation	5,030	13,479	-	0%
Miscellaneous	41,418	9,672	16,400	59%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	345,251	339,595	750,620	45%
Expenditures:				
Personnel	297,987	304,611	530,955	57%
Supplies/Materials	45,431	37,894	87,600	43%
Other Services/Charges	74,804	69,059	132,065	52%
Blandin Grant	479	2,774	-	0%
TOTAL EXPENDITURES	418,701	414,338	750,620	55%
Revenues > Expenditures	(73,450)	(74,743)	-	
Gr Rapids Library Foundation Captl Grant	-	38,258	-	0%
Capital Outlay	27,709	47,972	-	0%
Fund Balance 7/31/XX				
Cash Flow	227,699	283,691	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 7/31/XX	\$ 325,024	\$ 346,977	\$ 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 JULY 31, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 575,038	\$ 247,982	43%
211-00-31-00-0200	DELINQUENT	-	299	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	48,763	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
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	1,011	53%
211-00-34-00-7975	INTERNET	3,000	1,892	63%
211-00-34-00-7980	LIBRARY FEES	-	284	0%
211-00-35-00-1030	LIBRARY FINES	15,000	7,670	51%
211-00-37-00-2310	DONATIONS	2,500	3,282	131%
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	-	51,737	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	2,415	69%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	1,391	77%
211-00-37-00-2455	NATURAL GAS REBATE	-	-	0%
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	377,853	50%
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	168,307	56%
211-00-75-10-1030	SALARY-PARTTIME	101,400	56,136	55%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,597	87%
211-00-75-10-1210	PERA	29,066	16,270	56%
211-00-75-10-1220	FICA	24,857	13,160	53%
211-00-75-10-1250	MEDICARE	5,813	3,078	53%
211-00-75-10-1310	HEALTH INSURANCE	59,081	41,841	71%
211-00-75-10-1330	LIFE INSURANCE	246	151	61%
211-00-75-10-1335	DENTAL INSURANCE	1,778	912	51%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,160	72%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,490	31%
211-00-75-20-2020	COPY SUPPLIES	1,000	452	45%
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	2,057	51%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,017	51%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	400	40%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	178	51%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,991	150%
211-00-75-20-2110	BOOKS	38,000	18,556	49%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,457	83%
211-00-75-20-2130	NEWSPAPERS	1,000	507	51%
211-00-75-20-2140	PERIODICALS	7,000	233	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,169	39%
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%

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

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	260	54%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	11,900	58%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,225	56%
211-00-75-30-3210	TELEPHONE	6,555	3,153	48%
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	-	0%
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	16,939	42%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	814	63%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	615	8%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	8,383	210%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,024	20%
211-00-75-30-4015	GROUPS 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	3,220	107%
211-00-75-30-4100	EQUIPMENT LEASES	900	466	52%
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	-	47,972	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	<u>750,620</u>	<u>462,310</u>	62%
SURPLUS REVENUES(EXPENDITURES) \$		-	\$ (84,457)	

LIBRARY BILL LIST AUGUST 14, 2013

DATE: 08/08/2013
 TIME: 14:30:39
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/14/2013

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	1,382.89
0201428	BAKER & TAYLOR, INC	1,462.51
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	451.62
0315455	COLE HARDWARE INC	5.49
0409727	DIVERSE MEDIA INC	17.03
0701650	GARTNER REFRIGERATION CO	2,816.00
0718010	CITY OF GRAND RAPIDS	667.56
0805524	BONNIE HENRIKSEN	44.36
0920003	ITASCA AREA SCHOOLS	425.00
1021515	JUNIOR LIBRARY GUILD	185.00
1109660	DARLA KIRWIN	51.12
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	629.63
1605665	PERSONNEL DYNAMICS LLC	521.88
1609925	PIZZA WORKS	11.99
1700001	QA GRAPHICS INC	2,467.50
1805150	RECORDED BOOKS	7.95
1900800	SVL SERVICE CORPORATION	2,525.00
1901355	ST PAUL PIONEER PRESS	174.20
1908570	SHOWCASES	32.29
1909503	SIMPLEX GRINNELL LP	612.00
1909510	SIM SUPPLY INC	180.51
2114356	UNIQUE MANAGMENT SERVICES	313.25
2209450	THE VILLAGE BOOK STORE	97.36
2405650	XEROX CORPORATION	27.73
	TOTAL	18,529.47
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	22.54
0718015	GRAND RAPIDS CITY PAYROLL	35,140.41
1209516	LINCOLN NATIONAL LIFE	181.40
1309199	MINNESOTA ENERGY RESOURCES	35.00
1309335	MINNESOTA SALES & USE TAX	35.07
1405850	NEXTERA COMMUNICATIONS LLC	94.98
1601750	PAUL BUNYAN COMMUNICATIONS	249.17
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,727.59
2114356	UNIQUE MANAGMENT SERVICES	250.60
2205637	VERIZON WIRELESS	166.75

LIBRARY BILL LIST AUGUST 14, 2013

DATE: 08/08/2013
 TIME: 14:30:39
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/14/2013

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	117.19
2405650	XEROX CORPORATION	116.32
	TOTAL PRIOR APPROVAL	44,533.97
	TOTAL ALL DEPARTMENTS	63,063.44

DATE: 08/08/2013
 TIME: 15:26:31
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
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	267,195.57	267,195.57	0.00
211-00-00-00-1010	CASH	415,057.53	386,521.64	470,905.03	330,674.14
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	1,114.87	14,128.88	1,114.87
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	18,454.88	16,026.96	2,427.92
TOTAL		462,626.54	673,286.96	771,520.57	364,392.93
TOTAL ASSETS		462,626.54	673,286.96	771,520.57	364,392.93
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	454,559.74	451,724.98	14,129.67
211-00-00-00-2030	SALES TAX PAYABLE	0.00	232.39	286.08	53.69
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	468,215.50	452,011.06	14,989.36
TOTAL LIABILITIES		31,193.80	468,215.50	452,011.06	14,989.36
FUND EQUITY					

DATE: 08/08/2013
 TIME: 15:26:31
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
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	16,026.96	18,454.88	2,427.92
TOTAL		431,432.74	16,026.96	18,454.88	433,860.66
	FUND SURPLUS (DEFICIT)	0.00	84,457.09	0.00	(84,457.09)
TOTAL FUND EQUITY		431,432.74	100,484.05	18,454.88	349,403.57
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	568,699.55	470,465.94	364,392.93

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



Fund Statement(s)

January 1, 2013 - June 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
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Email:	aurea.gerard@mnpartners.org
Address:	55 Fifth Street East, Suite 600 Saint Paul, MN 55101

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

January 1, 2013 - June 30, 2013

Prepared on: 7/26/2013

Prepared for: Grand Rapids Public Library

Fund ID: 5350



Fund Activity

Beginning Balance on January 1, 2013	\$	29,260
Investment Activity		
Interest & Dividends		247
Investment Gain/(Loss)		1,703
Disbursements		
Administrative Fees		(99)
Grants Paid		(1,286)
Investment Expenses		(63)
Ending Balance on June 30, 2013	\$	29,763
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on June 30, 2013	\$	29,763

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	29,763	100.0%	6.5%	14.1%	11.9%	3.9%
	<u>\$ 29,763</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2013 - June 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
		<u>\$ 1,286</u>

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 - June 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 June 30, 2013		<u>-</u>
Grants Scheduled to be paid in the current year		-
Uncommitted Amount Available to Grant as of June 30, 2013		<u><u>-</u></u>

Future Year Grant Commitments



Director's Report August 2013

Agenda Items

Budget

At the Budget Discussion with the City Council, the question came up of why the reserve fund needed to include major equipment if major equipment is included in the CIP budget. (40,000 to replace the chiller is included in the Capital Improvement Program for 2014) This is a valid point if the Council's commitment is there to use CIP funds to replace the major items.

A related question was about budgeting for Natural Gas. We've spent less than \$1000 so far this year, and can expect to spend less than \$2000 total for 2013 if everything continues to work, and if the UPM plant does not shut down during November or December. I budgeted \$4000 for 2014 to cover something not working as planned for a month and incurring expenses for running the boilers. The question was whether this could come out of the "Emergency Unanticipated Expenditure" fund balance instead of including extra within the budget to cover possible .

Both of these suggestions are reasonable, and would allow us to lower the total Library Levy amount for next year, but it is a question that needs discussion. I will have some numbers for you on Wednesday.

Website

The City is in the process of replacing the current website with something that is more functional and more appealing. I requested that a Library section be included in that upgrade. We just started working with the consultant on the design. Will and Amy are the lead staff on this project. Currently our web site is hosted by ALS and administered by a volunteer, Nan, who keeps threatening to retire and is urging us to find a replacement for her.

There has been some discussion about responsibility for maintaining the home page of the City's site, and I am exploring the idea of us taking on that role. I have 3 people who are interested in learning to use the Content Management System for updating . We need to clearly define the responsibilities, and make sure that if it is more than 3 or 4 hours/week spread among 3 staff, we can charge extra time back to individual departments. (For example, if Tracy spends 3 hours constructing forms for the Parks Department, those 3 hours will be charged back to Parks. Tracy is scheduled to work 30 hours/week, and these 3 hours would be additional hours for her.) This just came up, so discussions will continue during August. The question is whether you are comfortable with the Library assuming the role of Web administration.

MCAD donation (on donation resolution)

Several MCAD (Minneapolis College of Art and Design) students were in the community this summer, and they produced an exhibit in Central School called *Curious Neighbors*. They collected stories and artifacts from the community. When they were preparing to take down the exhibit, they

asked if they could install a rug, some soft chairs and a bookshelf in a corner of Central School to create a small reading corner with some local history/Minnesota books. I agreed to take responsibility for it, and try to include additional donated books on local history, natural history or anything related. The books will have both a library sticker and an MCAD project sticker.

Energy Project

The Educational Dashboard is substantially complete, and will be accessible via the internet as soon as Erik has a free moment to make the *final connections*. The touch screen is in my office at the moment, because when it arrived, it was too hot in the energy building for the computer. We may wind up moving the screen into the Riverview Room during the hot season, and moving it back when the weather cools. Someone suggested having an open house during First Friday, and I am working on that possibility for September. The biggest question is whether we can get a technical expert to do the explanations, and I am working on that.

Chair Affair Report

The Chair Affair fundraiser by the Library Foundation was successful. At least 150 people attended the event on August 6. Sale of the chairs and other items brought in at least \$5000, and sponsorships brought in about \$3000. I will provide an update when more firm numbers are available. Mike and Mary Ives and the Timberlake lodge provided a tremendous amount of support for the event, including pulling a trailer full of chairs during the Tall Timber Days parade! If you run into them, please thank them for their support.

Chair replacement

The Big Red Chair, constructed by Doug Heiken in 2008 as part of the first Chair Affair Fundraiser, was removed because it was rotting and presenting a hazard. The Library Foundation agreed to purchase materials more resistant to weather and Doug agreed to construct a second chair. The City Council has agreed to accept the chair for placement on City property, at the intersection of Highways 2 and 169.

Book Sale report

Receipts for the book sale this year were roughly \$7300 which is slightly less than last year, but still very good. We had a fantastic group of volunteers sorting, boxing, transporting, organizing and selling. The leadership team was Susan Hayes, Cheri Stephens and Mary Jo Wimmer. Thanks to all!

Assistant Director Report
August 2013

I gave a tour of the library to the North Homes GRHS Summer Program. North Homes has staff at the during the school year at the high school. Kids in the program can visit the staff if they are having issues with school or classmates, etc.. This is the first year they have had a summer program and it provides continuation of services. They visited the library on Wednesday July 24 for about an hour. I showed them around the library and talked about how to use the catalog and self-check machine.

I also gave a tour to the TeenWorks program on Friday, August 2. TeenWorks is a 2 week program through the Itasca County Health and Human Services and Chamber of Commerce where teens learn how to be effective workers and to enhance their life skills. There were 7 teens and 2 adults that visited the library for a tour.

Teen Summer Reading has come to a close. Teens read and then filled out a review for each book read. On 6 Fridays, 3 names were chosen to win prizes. There were 27 kids who participated. The Teen Photo Contest has ended. There were 11 teens who entered photos with 22 photos entered.

Paige C. from the Teen Advisory Board and her sister rode the float in the Tall Timber Days parade. Thanks Paige!

Teen Advisory Board Meeting
July 30

Members present: Marie N., Paige C., Jotavia H., Gabby L.

Members judged the teen photo contest entries. I got some advanced reader copy books from the bookstore and members took some of those.

Staff

Darla attended a Spotlight on Books meeting in Park Rapids. Spotlight is the children's book conference held at Sugar Lake Resort each year.

Will, Darla, and I met with Eric Eiesland, of E3Consulting Services to talk about the library website. The city is redoing the site and we met with Eric to talk about things.

Operations

Al-Anon donated 3 different titles to the library. We have a small display with the items.

To celebrate the birth of Prince George we made a display of books about the royals and England.

We received a display of large banners that we will have for a few weeks. The banners show buildings around Minnesota which are historic. Old Central School is one of the buildings! The city hall in Bigfork is another historic building.

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

THIS MONTH	YTD	YTD -J12	Express Check outs % of total c/o
15,354	98,431	99,603	-1.18%
2,070	13,097	13,569	-3.48%
17,424	111,528	113,174	-1.45%
18,059	109,678	111,048	-1.23%
143	840	914	-8.10%

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH	YTD	YTD 2012	2012 comparison
537	4,059	3,905	-3.20%
333	2,790	2,489	
204	1,840	1,783	

REFERENCE
 tests proctored
 computer help over 5 minutes

THIS MONTH	YTD	YTD 2012
854	6,154	5,545
7	66	51
15	58	21

INTERNET
 Pharos sessions ***

SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
1,614	870	11,125	6,356	120,666	7,086

Non-Pharos sessions
 VOLUNTEERS

PEOPLE	HOURS	YTD HOURS	2012 YTD HOURS
150	632	410	1358.50
62	431.00	1824.00	

MEETING ROOM
 COMMUNITY ROOM
 GROUP STUDY ROOM
 Total Mtg Rm Use

GROUPS	PEOPLE	YTD PEOPLE	2012 YTD PEOPLE
30	765	233	193
11	93	94	92
41	858	327	285

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

YTD	2012 YTD
193	23
116	27
0	26
66	3
228	23
46	23
649	125
125	38

Total Youth Programs
 Total Adult Programs

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2012
TOTALS	9	69	67.75

Children's Library Summary

July 2013

Our summer reading program ended on Saturday, July 27, with 752 boys and girls signed up! (That is 2 people more than last year!) Of those 752, 350 returned their completed reading logs by the end of Saturday, with 25 more trickling in during the next few days. I will provide a more comprehensive report for August.

Our July events were all very well attended. On Thursday, July 11, Sam Miltich and Friends, with special guest, Charmin Michelle, entertained an audience of 80 in the KAXE/Rotary tent.

Tuesday, July 16, an educator from the Minnesota Science Museum presented a program on dinosaurs – again in the KAXE tent. This fascinating program was attended by 125 people of all ages. Typically, the Science Museum doesn't do any outreach programming in the summer. But given our summer reading theme, "Dig Into Reading," they were happy to make an exception this year!

On July 23, 36 boys and girls, and again on July 30, 23 children and 8 adults came to see The Mad, Mad Scientist, Lori Kangas-Olson who was here to present her fun, messy science program. The event lasted almost two hours and participants completed 9 experiments!

Curtis and Michelle presented a second "dirt" cake decorating class on Wednesday, July 24, to 13 children; lucky for me there were two cakes leftover, which Curtis decorated for Family Movie Night on Thursday, July 25. Twenty-one adults and children enjoyed cake and ice cream as we celebrated another year of family-friendly movies at the library, and watched "Wings of Life," a beautiful DisneyNature film.

Looking ahead:

- Summer Monday Book Times will continue through August 19. Since late June, we have had a guest reader at each Monday and Saturday storytime; Nathan Bergstedt, education and arts editor for the Herald-Review has added his voice to a story or two each week.
- Fun Family Fridays with Tracy begin August 2 at 10:00. The first week will focus on the book, "The Matchbox Diary." Fun Family Fridays continue on August 9 and 16.
- Thursday, August 22, is our next scheduled Family Movie Night. There is a dearth of good family-friendly movies right now, so we are still contemplating what to offer this month. We are open to suggestions, but keep in mind that if it is not a relatively new release, no one will come.

Library Volunteer and Program Report for July 2013

July Volunteers

62 volunteers/431.25 hours (Library Board, Program Committee, Friends of the Library and Teen Advisory Committee are included in this report.)

Regular Volunteer Activities

- Receiving, sorting and shelving books in the book store
- Shelving books and sorting periodicals in both Adult and Childrens
- Pull list
- New York Times best seller list
- Receiving and sorting books for the store and used book sale
- Creating reading lists of materials in our library related to each program we offer
- Processing discards from library collections
- Lots of preparation for the used book sale

Of Special Note

ODC (Occupational Development Center) did another assessment for an individual this month. The person was a middle aged man with back and leg injuries. This man devoted his 15 hour assessment to cleaning picture books and cubbies in the Children's Library. He was honored to have this assignment and did a great job with it. We were fortunate to have a recent high school graduate work in Children's this summer while her family was in Minnesota from Finland. She was a pleasant addition to our summer "staff." We have had 2 other students working in Children's helping to shelve books and prepare craft projects. July is heavy with volunteer hours committed to the used book sale—enlisting, organizing and training more volunteers to work the sale, sort books and haul boxes of books to the mall. An excellent volunteer team leads this effort. A family team—mom, 3 sons and grandmother-- has groomed a lovely garden by the staff entrance.

Board & Committee Volunteers

Library Board: 5 volunteers/12 hours

Teen Advisory Board: 4 volunteers/4 hours

Program Committee: 7 volunteers/41.25 hours

Friends of the Library: 7 volunteers/32 hours

The following programs were offered in July:

- Lunch hour concert: Sam Miltich & Friends, Thursday, July 11, 12:30 p.m. 80 attended, Underwritten by Friends of the Library
- Focus on Brewing Beer, Thursday, June 18, 7:00 p.m. 10 attended
- Flower Arranging, Wednesday, July 31, 7:00 12 attended
- The Civil War Remembered: Discussion of The Battle of Vicksburg, Monday, July 8, 7:00 p.m. 23 attended

Library Fund Balance

	2013	2014	2015
cash flow	\$ 354,019	\$ 365,992	
compensated absences	\$ 31,932	\$ 32,000	
emergency unanticipated expenditures	\$ 52,453	\$ 53,947	
major equipment replacement	\$ 60,496	\$ 61,653	
Fund Balance Policy Recommended Level	\$ 467,058	\$ 513,592	
Current Balance	\$ 431,434	\$ 431,434	
shortfall with no budgeted additions	\$ 35,624	\$ 82,158	

anticipated major expenditures

chiller		40000	
express checkout			15000