

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 10, 2013 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: *Baker, MacDonell, Yankowiak?*

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

5:10 B. Minutes. (Packet Item 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. 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 Strle for Dog Training book

Regular agenda

1. Authorize soliciting quotes for lighting replacement

2. Approve refinishing front doors

3. Authorize purchase of staff and public computers

6:00 Adjourn

.

Grand Rapids Area Library Board
Regular Meeting June 12, 2013

Members present: John Soll, Jemma Baker, Abby Kuschel, David Yankowiak, Dennis Jerome, Jean MacDonell, and Max Peters

Members absent: Shannon Benolken and Mary Helen Haarklau

Staff Present: Director Marcia Anderson and Assistant Director Amy Dettmer

The monthly board meeting was called to order at 5:00 PM by Dennis Jerome.

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

Minutes: John Soll moved to approve the minutes of the May 8, 2013 board meeting. A second was made by Max Peters. The motion passed unanimously.

Communications: Director Anderson discussed the semi-annual library report she gave to the city council and let the members of the board know of any questions the city council had regarding the report.

Financial Report:

Library Bill List for June
Invoices due on or before June 12, 2013

5 Star Pest Control	\$485.00
Amazon.com	14.38
Ameripride Linen and Apparel	34.60
Arrowhead Library System	26.78
Baker and Taylor Inc.	2,293.20
Blue Cross and Blue Shield of MN	4,138.00
Busy Bees Quality Cleaning	1,700.00
Cengage Learning Inc.	112.46
Delta Dental of Minnesota	238.45
Diverse Media Inc.	22.53
Fidelity Security Life Ins. Co.	11.27
City of Grand Rapids	278.80
Grand Rapids City Payroll	52,842.15
Bonnie Henriksen	57.92
Junior Library Guild	63.00
Learning Opportunities Inc.	2,008.78
Lexis Nexis	140.04
Minnesota Energy Resources	35.00

Minnesota Sales and Use Tax	40.57
Motion Industries Inc.	295.24
Nardini Fire Equipment Co. Inc.	247.60
Nextera Communications LLC	97.33
Northern Business Products Inc.	366.75
Paul Bunyan Communications	497.22
Personnel Dynamics LLC	475.24
Pizza Works	11.99
P.U.C.	2,394.72
Rapids Plumbing and Heating Inc.	104.90
William Richter	87.01
Jason Shephard	80.00
Sim Supply Inc.	262.56
Stokes Printing Company	15.02
Unique Management Services	331.15
Verizon Wireless	114.71
Waste Management	115.20
Wylde Thyme Catering	100.00
Xerox Corporation	25.21
Lake Superior Zoo	165.00
Sam Miltich and Friends	400.00
Deb Cleven	70.00
Annie Humphrey	350.00
TOTAL	\$71,149.78

Abby Kuschel moved to approve the financial report. A second was made by Dave Yankowiak. On a roll call vote, the motion passed unanimously.

Staff Report: Director Anderson expressed a need for replacing the library lights. There were no details regarding this replacement yet, but estimates on the matter are to be made in the near future. Assistant Director Dettmer discussed the Grand Rapids Art Commission. Interviews were done and appointments of nine members made by the City Council. She also explained that although there is no clear focus yet for the group, but there will be no duplication of other groups. Director Anderson also discussed the chair fundraising event by the Library Foundation. The chairs will be displayed throughout the town from July 4 - August 6. Lastly, Assistant Director Dettmer noted that the library summer reading program already has more than 500 kids signed up and that it was a goal to beat last summer's attendance.

Old Business:

1. Strategic Plan Process: Director Anderson led the discussion on the Strategic Plan process. This process will not be from scratch and will consist of an in depth review of data. A committee will be formed around September - October to decide what information will be needed. The committee will also determine how to take community needs and

develop a plan. The board members agreed that this was a good approach to the process. A day next March will be used to fully determine the plan.

New Business:

Consent Agenda:

1. Approve payment of late bills
 - a. Mike Russell carpet cleaning \$920.00
 - b. QA Graphics \$9,870.00
2. Approve Contracts
 - a. Dunn/Humphrey June 20 program \$350 honorarium
3. Approve Resolution 2013- 06 Accepting Donations
 - a. \$100 Earl E. Orf & Diana L. Hestwood for children's books
(in memory of Sandy Conrad)
 - b. \$16,050 Grand Rapids Are Library Foundation for Solar Footings

A motion was made by Abby Kuschel to approve the consent agenda. A second was made by Max Peters. A roll call vote was approved by all present.

Regular Agenda:

1. Budget Discussion: The budget was presented by Director Anderson to the members of the board. The decision on the budget was an estimate at what the library would need, and it was roughly the same as last year. The budget for staff costs, materials and computers, and periodicals was increased. The reserve fund also had a \$15,000 pay back, as the funds needed to be replenished. The feedback made by members of the board was positive, as they thought the budget was communicated well. Another budget sheet will be distributed in July.

The monthly board meeting was adjourned at 5:30 PM by Dennis Jerome.

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

RESOLUTION NO. 2013-06
A RESOLUTION ACCEPTING DONATIONS

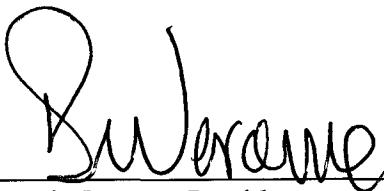
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$ 100 Earl E. Orf & Diana L. Hestwood In memory of Sandy Conrad for children's books
\$16,050 Grand Rapids Area Library Foundation Riverfront Energy (solar) project

Adopted this 12th day of June 2013



Dennis Jerome, President



Secretary

Board member MAX PETERS seconded the foregoing resolution and the following voted in favor thereof: JOHN SOIL, JEMMA BAKER, ABBY KUSCHEL, DAVID GAUKOWIAK, DENNIS JEROME, JEAN MARDONELL, MAX PETERS

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 SIX MONTHS ENDING JUNE 30, 2013
With Comparative Totals for June 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	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	10,429	8,869	11,182	79%
Fines & Forfeits	11,340	5,843	15,000	39%
Blandin Grant	-	2,261	-	0%
GR Library Foundation	5,030	39,997	-	0%
Miscellaneous	40,513	8,320	16,400	51%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	67,312	65,290	750,620	9%
Expenditures:				
Personnel	260,318	266,088	530,955	50%
Supplies/Materials	41,649	34,364	87,600	39%
Other Services/Charges	63,652	55,557	132,065	42%
Blandin Grant	35	2,374	-	0%
TOTAL EXPENDITURES	365,654	358,383	750,620	48%
Revenues > Expenditures	(298,342)	(293,093)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	27,437	43,296	-	0%
Fund Balance 6/30/XX				
Cash Flow	3,079	31,759	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 6/30/XX	\$ 100,404	\$ 95,045	\$ 431,434	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$29,596 as of 03/31/13. This endowment is not available for current operations.

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

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 575,038	\$ -	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	775	41%
211-00-34-00-7975	INTERNET	3,000	1,588	53%
211-00-34-00-7980	LIBRARY FEES	-	224	0%
211-00-35-00-1030	LIBRARY FINES	15,000	5,843	39%
211-00-37-00-2310	DONATIONS	2,500	2,755	110%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	100	10%
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	-	39,997	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	2,365	68%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	981	55%
211-00-37-00-5100	INVESTMENT INCOME	6,000	175	3%
	TOTAL REVENUE	750,620	65,290	9%
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	145,209	48%
211-00-75-10-1030	SALARY-PARTTIME	101,400	48,539	48%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	2,075	69%
211-00-75-10-1210	PERA	29,066	14,044	48%
211-00-75-10-1220	FICA	24,857	11,361	46%
211-00-75-10-1250	MEDICARE	5,813	2,657	46%
211-00-75-10-1310	HEALTH INSURANCE	59,081	38,828	66%
211-00-75-10-1330	LIFE INSURANCE	246	165	67%
211-00-75-10-1335	DENTAL INSURANCE	1,778	825	46%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,380	79%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,441	31%
211-00-75-20-2020	COPY SUPPLIES	1,000	327	33%
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	1,610	40%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	565	28%
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	162	46%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,872	144%
211-00-75-20-2110	BOOKS	38,000	16,811	44%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,232	80%
211-00-75-20-2130	NEWSPAPERS	1,000	333	33%
211-00-75-20-2140	PERIODICALS	7,000	233	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	991	33%
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	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	225	47%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	1,685	42%
211-00-75-30-3210	TELEPHONE	6,555	2,642	40%
211-00-75-30-3220	POSTAGE/FREIGHT	500	126	25%

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

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
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	999	100%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	368	74%
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	13,212	33%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	697	54%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	580	7%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	5,246	131%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,024	20%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	286	29%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	1,330	13%
211-00-75-30-4030	ONLINE SERVICES	4,000	1,657	41%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	2,612	87%
211-00-75-30-4100	EQUIPMENT LEASES	900	413	46%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	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	-	43,297	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	745	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,629	0%
	TOTAL EXPENDITURES	750,620	401,679	54%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (336,389)	

DATE: 07/02/2013
 TIME: 15:17:45
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
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	232,055.16	232,055.16	0.00
211-00-00-00-1010	CASH	415,057.53	72,255.20	416,927.58	70,385.15
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	132.00	14,128.88	132.00
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	10,399.50	8,055.38
TOTAL		462,626.54	322,897.24	676,775.25	108,748.53
TOTAL ASSETS		462,626.54	322,897.24	676,775.25	108,748.53
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	400,465.10	388,320.70	4,820.03
211-00-00-00-2030	SALES TAX PAYABLE	0.00	197.31	220.78	23.47
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	414,085.78	388,541.48	5,649.50
TOTAL LIABILITIES		31,193.80	414,085.78	388,541.48	5,649.50
FUND EQUITY					

DATE: 07/02/2013
 TIME: 15:17:45
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
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	10,399.50	18,454.88	8,055.38
TOTAL		431,432.74	10,399.50	18,454.88	439,488.12
	FUND SURPLUS (DEFICIT)	0.00	336,389.09	0.00	(336,389.09)
TOTAL FUND EQUITY		431,432.74	346,788.59	18,454.88	103,099.03
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	760,874.37	406,996.36	108,748.53

LIBRARY BILL LIST - JULY 10, 2013

DATE: 07/02/2013
 TIME: 14:33:53
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/10/2013

VENDOR #	NAME	AMOUNT DUE
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	221.15
0201428	BAKER & TAYLOR, INC	1,986.33
0205350	BEIER'S GREENHOUSE	285.91
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0305485	CENGAGE LEARNING INC	59.96
0405500	DEMCO	277.95
0718010	CITY OF GRAND RAPIDS	176.90
0920003	ITASCA AREA SCHOOLS	425.00
1105225	KEEWATIN PUBLIC LIBRARY	16.99
1309146	MACROSTIE ART CENTER	20.00
1309230	MINNESOTA HISTORICAL SOCIETY	93.50
1309235	MN STATE HORTICULTURAL SOCIETY	34.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	890.00
1415377	NORTHERN BUSINESS PRODUCTS INC	894.20
1605665	PERSONNEL DYNAMICS LLC	1,166.04
1609925	PIZZA WORKS	11.99
1908570	SHOWCASES	238.39
1909510	SIM SUPPLY INC	349.24
2018680	TRU NORTH ELECTRIC LLC	158.34
2209450	THE VILLAGE BOOK STORE	12.00
	TOTAL	9,052.49
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,138.00
0405447	DELTA DENTAL OF MINNESOTA	476.90
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	35,211.13
1209516	LINCOLN NATIONAL LIFE	90.70
1301008	MACKIN EDUCATIONAL RESOURCES	399.20
1309199	MINNESOTA ENERGY RESOURCES	35.00
1309335	MINNESOTA SALES & USE TAX	41.14
1405850	NEXTERA COMMUNICATIONS LLC	95.71
1601750	PAUL BUNYAN COMMUNICATIONS	249.17
1609557	PIONEER MUTUAL LIFE INS CO	41.00
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	3,305.96
1700001	QA GRAPHICS INC	9,870.00
1821700	MICHAEL RUSSELL	920.00
2205637	VERIZON WIRELESS	275.01
2301700	WASTE MANAGEMENT	116.79
T000887	LODEN BOOKS LLC	147.23
	TOTAL PRIOR APPROVAL	55,567.55
	TOTAL ALL DEPARTMENTS	64,620.04

Director's Report June 2013

June was very busy with people escaping the cool and rainy weather. Circulation is down slightly from last year, but more people are downloading ebooks and audiobooks (1200 downloads in June)

Agenda Items:

Building Maintenance

Front Door Refinishing

The large wooden doors on the front of the building need to be refinished, as they are getting weathered by the elements. The choice is to take them off to work on off-site and rig up some kind of security for the Lobby, or to have them refinished while they are hanging. I will have an estimate on Monday or Tuesday.

Consider Lighting

Ron Edminster obtained an estimate of approximately \$7560 to retrofit the pendant lights with LED lights. According to estimates by the PUC, the savings in energy costs is 1800/year (about 4-5% of our budget for electricity) He is also getting an estimate for retrofitting the long fixtures. The estimated rebate from PUC is \$1160 for the retrofit. If you choose to go ahead with this, we will obtain formal quotes for the project from at least 2 companies.

Energy Center

Development of the Educational Dashboard continues. The touch screen monitor is installed in the Energy Building, the server is being configured and the data points are ready to be connected. We are working on finalizing the design of the secondary pages, which will provide educational demonstrations, monitoring data and energy –saving features of the building.

Budget

Amy and I met with Tom Pagel, City Administrator, and Ron Edminster, Facilities Manager, about the budget for next year. I submitted a request for \$40,000 from the Capital Improvement Project fund for replacing our chiller unit. It is reaching the end of its life cycle and is very inefficient. The Council will begin budget discussions at the July 15 work session. The Library Budget will most likely be reviewed at one of the August work sessions. I also met with the City IT department to talk about computer replacements and I will add some additional money for public computer replacements.

New Products

Zinio downloadable magazines are now available through our web site (and the ALS web site and probably the web site of every library in the region) there are only about 80 titles available now, but probably more will be added. I pledged about \$1000 from our online services budget to get it started this year.

Tumblebooks for kids was offered at a discount through the Northern Lights Library Network, and the Friends of the Library are paying for the subscription. It is also available through our web site. We are purchasing a thin client that is capable of running the graphics and will install it in the Children's library.

Wellness Collection

We are housing a "Wellness" Collection for use by City employees. These have been purchased from the City budget for its employee wellness program. It consists of about 10 DVD and book titles, some with multiple copies for use in book discussions.

Library Foundation Chair Affair

We have a long row of beautiful chairs lined up right now. They were all decorated by artists and will be auctioned off at the Chair Affair fundraiser on August 6th. Between now and then, many of them will be displayed around town.

Book sale

We are collecting books for the book sale to be held at Central Sq. Mall during Tall Timber Days. There is a team of volunteers doing the planning and organizing. Susan Hayes is recruiting volunteers, Cheri

Stephens is in charge of the logistics and set up at the Mall, and Mary Jo Wimmer is in charge of the sorting process. Bonnie Henrickson is doing some overall support and volunteer recruitment. Please let your friends and neighbors know that we need: 1)books and other materials 2)volunteers for pre-sale sorting, set up and help during the sale and 3) shoppers!

Assistant Director Report

July 2013

Teens

Teen Advisory Board meeting
June 25, 2013

Members present: Paige C. Jotavia H., Hannah R.

Members decided on a name for the Adirondack chair which is going to the Chair Affair Fundraiser. In May they splatter painted the chair and at this meeting they named it "The Great Splatsby." Awesome name!!!!!!!!!!

I brought a few donations we received and asked members if they thought we should add to the YA collection. One was a graphic novel about World War II. They did decide to add to the collection.

We talked about the digital magazines which went live on July 1. For 3 weeks we had an Upward Bound student job shadow in the library. Hannah Ross performed a variety of tasks and visited all the departments. She requested travel information from 50 states via the Internet, shelved young adult materials, requested consumer guides from the Attorney General's Office, participated in a Teen Advisory Board meeting, and was even the photographer for a photo shoot with Clifford and the Cat in the Hat! She helped pull materials that had been requested by patrons. She spent time with Faye at the circulation desk which included checking in materials and sorting them and working with John to learn how magazines are entered into the system. She spent time with Mary and Michelle learning how materials are processed, and visited Tracy in children's.

On Thursday June 27, Faye and I attended a dinner at ICC for Upward Bound job shadow partners. The students wore formal attire and learned about formal dinners while eating the meal. It was a fun evening.

On Friday June 28 there was a Legacy program about making mini-comics. Todd Balthazor, a comic artist from the Twin Cities, showed kids how to make a mini-comic. All attendees made their own. There were 4 attendees.

Summer reading is in full swing. Through June there were 16 kids that participated in writing reviews for books read and then putting the reviews in a bucket for a chance to win a prize.

Staff

Tracy attended the Project Read meeting in June.

Operations

We are borrowing Cat in the Hat and Clifford the Big Red Dog costumes from Project Read for publicity for the book sale.

CIRCULATION	THIS MONTH	YTD	YTD 2012	Express Check outs	% of total c/o	Jun-13
Check-outs	14,674	83,077	83,380	3,476	23.69%	
Renewals	1,575	11,025	10,534			
Total Circulation	16,249	94,102	93,914			
Returns	15,376	91,617	91,325			
New cards	122	697	777			

Door count 11750 2012 comparison -6.08%

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2012
Books cataloged and processed	565	3,522	3,267
Withdrawn copies	635	2,457	2,435
Withdrawn Titles	329	1,636	1,615

REFERENCE

	THIS MONTH	YTD	YTD 2012
tests proctored	734	5,300	9,224
computer help over 5 minutes	6	59	85
INTERNET	10	43	61

Pharos sessions ***

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
Pharos sessions ***	1,511	813	9,511	5,486	20,300	12,008

Non-Pharos sessions VOLUNTEERS

	PEOPLE	HOURS	YTD HOURS	2012 YTD HOURS
Non-Pharos sessions	97	482	787	
VOLUNTEERS	41	303.00	1393.00	2429.00

MEETING ROOM

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
COMMUNITY ROOM	39	1,396	203	6,248	401	10,394
GROUP STUDY ROOM	11	77	83	619	154	1,077
Total Mtg Rm Use	50	1,473	286	6,867	555	11,471

PROGRAMS & TOURS

	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
BOOK TIME	1	37	644	29	15	14	97	31
SATURDAY STORY TIME	5	204	1,068	32	15	14	97	31
CLASS VISITS	0	0	842	32	15	14	97	31
NON SCHOOL GROUPS	5	682	1,246	16	15	14	97	31
CHILDREN'S PROGRAMS	3	23	319	19	15	14	97	31
TEEN PROGRAMS	14	946	4,119	128	15	14	97	31
Total Youth Programs	3	80	731	31	15	14	97	31
Total Adult Programs							2,579	446

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2012
TOTALS	9.8	60.05	48.25

Children's Library Summary

June 2013

As you may remember, we kicked off our summer reading program with a special event in May, and that momentum just keeps growing. As of July 2, we had 707 children registered to read. In addition, our events so far this summer have been well attended.

On Thursday, June 6, the Half-Eaten Burritos, and band comprised of high school students, performed to an audience of 125 people of all ages, in the KAXE/Rotary tent. Then on a rainy Monday, June 17, the Minnesota Zoo Zoomobile presented a fascinating program to a record-breaking crowd in the community room. (The temperature outside was too cold for the snakes.) Anne Dunn and Annie Humphrey, Ojibwe storytellers and musicians shared their culture with 34 of us on Thursday, June 20.

Monday, June 24 was my first summer Monday Book Time of the year and I was joined by Nate Bergstedt, education and arts editor for the Herald-Review. We had a great turnout, and I think everyone enjoyed having Nate add his voices to the stories.

Jenny Behm was on hand to present a program on Wonderful Worms on Tuesday, June 25. Forty-four children and adults attended this interesting, hands-on event. On Wednesday, June 26, Curtis and Michelle led 17 boys and girls as they decorated "dirt cakes." And, in place of our regular Family Movie Night, Jessamy and the Zoomobile from the Lake Superior Zoo in Duluth were here to present two programs, with 76 and 78 people attending. All the animals were interesting, but I have to say, my favorite was Milton the Tortoise.

Looking ahead:

- Summer Monday Book Times continue.
- Thursday, July 11 Sam Miltich and Friends, with special guest vocalist, Charmin Michelle, will be in the tent at 12:30.
- Tuesday, July 16 at 3:00 pm, the Science Museum of Minnesota will present a program on Dinosaurs, in the tent.
- On Tuesdays, July 23 and 30, Lori Kangas-Olson, the Mad Scientist returns to present her entertaining, educational (and messy) science program. Pre-registration is required.
- Wednesday, July 24, Curtis and Michelle will again be decorating "dirt cakes" with boys and girls, ages 8 – 14. Pre-registration IS required.
- Thursday, July 25, Family Movie Night celebrates our 5th year! Special events are being planned.
- In August, Tracy will present 3 Fun Family Fridays.

Library Volunteer and Program Report for June 2013

June Volunteers

41 volunteers/302.75 hours (Library Board, Program Committee, 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

Of Special Note

About 5 individuals were trained to help sort donated items for the summer used book sale. The young woman who did an assessment through ODC at the library last month has agreed to volunteer a few hours a week on an ongoing basis. She will help with publicity for the book sale. Amy supervised a short term “internship” with a teen girl from the Upward Bound program at ICC. A couple of our summer teen volunteers worked with Bonnie and Marcia to do a “photo shoot” in character costumes to use for book sale promotion. A program committee member came in and corrected a typo in the summer program brochure—placing a label with correct info over a misprint.

Board & Committee Volunteers

Library Board: 6 volunteers/18 hours

Teen Advisory Board: 3 volunteers/3 hours

Program Committee: 7 volunteers/19.5 hours

The following programs were offered in June:

- Lunch hour concert: Half-Eaten Burritos, Thursday, June 6, 12:30 p.m. 125 attended
- Oranges are Sweet, A local WWII Flying Ace, Thursday, June 13, 7:00 p.m. 23 attended
- Stories and Culture of Our American Indian Neighbors, June 20, 12:30 34 attended
- The Civil War Remembered: Discussion of The Battle of Vicksburg, Monday, June 24, 7:00 p.m. 23 attended
- Lake Superior Zoo: Colorful Creatures & Animals from Around the World, Thursday, June 27, 6:00 and 6:45. 78 people attended each of the two programs.

ENERGY EFFICIENT LIGHTING MEASURES

PROJECT DETAILS:

Consider replacing HID with LED in Grand Rapids Library. Wattages according to ball received on 6/25/13.

GRPU Rate: Demand: [REDACTED] per kW
On-Peak: \$0.04370 per kWh

Demand: \$14.00 per kW
On-Peak: \$0.04370 per kWh

Rebate: \$300 per kW
\$0.035 per kWh

All lighting: \$200 per kW
\$0.035 per kWh

Existing System

Proposed System

AREA DESCRIPTION:	Lighting Type	Lighting Size	Ballast Factor	# of Fixtures	Lamps/ Fixture	Watts/ Lamp	Fixture Watt	Lighting Type	Lighting Size	Ballast Factor	# of Fixtures	Lamps/ Fixture	Watts/ Lamp	Fixture Watt	Hours of Operation	Energy Savings		Cost Saved	Rebate	Cost Payback
																Reduced kW	Reduced kWh			
Library	Metal Halide	MH1250	[REDACTED]	28	1	250	262	LED	[REDACTED]	[REDACTED]	28	1	60.0	60.0	3,337	5.66	18,875	\$1,775	\$1,131	[REDACTED]

AC or Refrigeration Savings?

Demand Saved = [REDACTED] kW
 Btu Saved = 19,304 Btu/Hr
 Tons of Cooling Saved = 1.61 Tons
 Cooling Months = 3
 Cooling Hours = 422
 AC or Refrigeration kWh Savings = 815 kWh
 AC or Refrigeration kW Savings = 0.48 kW
 AC or Refrigeration Cost Savings = \$55.88 per Year

Estimated EER [REDACTED] ID

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

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

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

INVOICE

DATE INVOICE #
 7/1/2013 240496

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

P.O. NUMBER	TERMS	PROJECT
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	Net 30	1634 ERK
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QUANTITY	DESCRIPTION	RATE	AMOUNT
		\$8.95	
6	06-04 Placements	8.95	53.70
8	06-11 Placements	8.95	71.60
9	06-18 Placements	8.95	80.55
8	06-25 Placements	8.95	71.60
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85

TOTAL	\$250.60
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Thank you for your business.

Please Direct Inquiries To:



XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266
Telephone: 888-435-6333

Invoice Date: 07/02/2013
Customer Reference:
Due Date: 08/02/2013
Contract Number: VMN00000X000

Purchase Order Number:
Invoice Number: 068926996
Customer Number: 941269599

Ship To / Installed At:

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

Bill To:

GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

TO ORDER SUPPLIES CALL 1-800-822-2200 OR LOGON TO WWW.XEROX.COM/SUPPLIES

INVOICE DETAIL

Model Number: WC15PL
Serial Number: PDG155206

Base Charge 06/01/2013 TO 06/30/2013 \$ 25.21
Total Meter Usage Charge 03/25/2013 TO 06/30/2013 \$ 91.11

Meter Usage	Beginning Read	Ending Read	Usage
1st Meter Read	137098	139963	2865
Meter Charge	Quantity	Rate	Total
Net Billable Prints - 1	2865	0318	\$ 91.11

Accessories

Serial Number / Model Number
PKTPRO100 \$ 0.00
WC15ADF \$ 0.00

Subtotal: \$ 116.32
Invoice Total: \$ 116.32
Payments Made: \$ 0.00
Total Amount Due: \$ 116.32

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

When paying by mail
send payment to:
XEROX CORPORATION
26152 NETWORK PLACE
CHICAGO, IL 60673-1261

Please check here if your "Bill To" address or "Ship To / Installed At" location has changed and provide updates on reverse side

CN: 941269599 INV #. 068926996 INV DATE: 07/02/2013 EIPP

Invoice Amount
\$ 116.32

202100008070060 0689269967 0300116320 294126959960

Computer Purchases

We need to replace the remainder of our staff Windows XP computers this year. They were all purchased in 2008. This includes 5 computers assigned to people, and 3 computers at the circulation desk for checkin and checkout. We also need to replace some ailing public computers. The circulation computers and the public computers can be slightly less powerful than the computers assigned to staff. They use fewer resources. The optional quote is for a slightly less powerful quote for staff computers.

I have attached a copy of a quote from Computer Enterprises and an estimate for a similar computer from HP.

All of these come with a three year warranty. If these are purchased locally, it means they can be repaired within a day or 2, instead of waiting a week for parts from HP. This is critical for staff computers, less so for the public computers.

My goal is to purchase 5 staff computers, plus 3 less powerful circulation computers, plus 2 or 3 public computers.

I am also looking at a thin client at a cost of \$430 for use in providing Tumblebooks in the library.

Mangseth PAINTING



(218) 326-2486 • Fax (218) 492-1825 • P.O. Box 521 • Grand Rapids, Minnesota 55744

July 10 2013

City of Grand Rapids
Public Library
420 Pokegama Ave. North
Grand Rapids MN 55744

Subject: Public Library entrance doors

We herewith submit our estimate and bid for refinishing the 2 wood front entrance doors as per the following specifications:

Exterior sides only

- Remove existing finish to bare wood
- Clean and prepare doors for finishing
- Stain and finish with 3 coats clear varnish

\$630.00

Interior sides

- Lightly sand to remove loose varnish
- Touch- up stain to help blend into existing color
- Apply 2 coats varnish

\$280.00

Respectfully submitted,
Dennis Benolken
Mangseth Painting