

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 12, 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
- 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:  
Strategic Plan
- 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. 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- Accepting Donations

Regular agenda

5:30 Adjourn

.

Grand Rapids Area Library Board  
Regular Meeting May 8, 2013

**Members present:** John Soll, David Yankowiak, Max Peters, Abby Kuschel, Shannon Benolken, Jemma Baker,

Members Absent: Dennis Jerome, Jean MacDonell, Mary Helen Haarklau

Staff present: Director Marcia Anderson and Assistant director Amy Dettmer

The monthly board meeting was called to order at 5:02 pm by Shannon Benolken

**Agenda:** Abby Kuschel moved to approve the agenda; second by John Soll. Motion passed unanimously

**Minutes:** David Yankowiak moved to approve the minutes of the April 13, 2013 board meeting; a second by Max Peters and motion passed unanimously.

John Soll moved to approve the minutes of the ad hoc executive committee meeting. A second by Jemma Baker and the motion passed unanimously.

**Communications:** Director Anderson noted the quarterly statement was received from the Minnesota Community Foundation and answered some general questions from members of the board.

**Financial Report:**

Library May bill list  
Invoices due on or before 5/8/2013

Amazon.com	126.30
Ameripride Linen & Apparel	34.60
Arrowhead Library System	200.79
Baker & Taylor, Inc.	2,148.43
Blue Cross/Blue Shield of MN	4,138.00
Busy Bees Cleaning	1,700.00
Cengage Learning	119.92
Demco	2,608.81
Gartner Refrigeration	2,795.00
Grand Rapids City Payroll	35,223.27
ICTV	60.00
Junior Library Guild	74.00
Lincoln National Life	90.70
Minnesota Energy Resources	46.98
Minnesota Sales & Use Tax	43.42

Nextera Communications	97.53
Northern Business Products, Inc.	173.74
Personnel Dynamics	54.00
Pioneer Mutual Life Ins.	20.50
Pizza Works	11.99
P.U.C.	2,340.74
Pumpkin Books	97.65
RCB Collections	41.20
Recorded Books	396.00
Reif Arts Council	12.00
SIM Supply	365.93
Deena Skaaja	150.00
Tru North Electric	108.43
Unique Mgmt Services	375.90
The Timberjay	45.00
Verizon Wireless	114.76
Viking Electric	165.60
Village Book Store	44.76
VISA	148.92
Waste Management	233.25
Xerox Corp.	25.21

TOTAL \$ 54,443.33

The board members expressed some positive comments regarding the energy savings. Max Peters moved to approve the financial report. A second was made by John Soll. On a roll call vote the motion was approved unanimously

**Staff Report:** Director Anderson handed out her staff report and noted some items for discussion under the regular agenda. Assistant Director Dettmer commented on the library foundation "chair affair" fund raising project. It was noted that the "door count" in April was 17% higher this year compared to April, 2012.

**Old Business:** None to report

**New Business:**

**Consent Agenda**

1. Approve payment of late bills:
  - a. Motion Industries \$ 295.24.
  - b. Mackin Educational Res. \$ 399.20
  - c. Unique Mgmt Services \$ 152.15
  
2. Approve Contracts:
  - a. KAXE for Rotary tent usage
  - b. Skaja \$150 honorarium for May 8 program

3. Approve Resolution 2013-05 accepting donations:
  - a. \$2,556.55 Friends of the Library to replace meeting room tables
  - b. \$50 Douglas & Janet Coy for magazines subscriptions
  - c. \$50 John and Linda Jeffrey in memory of Kathy Dettmer
  - d. \$60 Affinity Plus Federal Credit Union for summer storytime supplies.
4. Authorize staff to apply for a grant from the Blandin Foundation for approximately \$10,000 for 2013-2014 programs.

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. Abby Kuschel moved to accept the withdrawal of the resignation of Director Marcia Anderson. A second by John Soll and the motion was approved by all.

2. A motion was made by Max Peters and seconded by Jemma Baker to withdraw the appointment of Amy Dettmer as interim library director (which was approved by the ad hoc Executive Committee decision of May 2.) Motion passed unanimously

3. A discussion was held regarding the disposal of the current meeting room tables. Several options were presented for consideration. A motion was made by David Yankowiak and seconded by John Soll to authorize director Anderson to dispose of the old meeting room tables. Motion was passed by all present.

4. Assistant director Dettmer presented a proposed library program to be held in July on behalf of the library program committee. The proposed program consisted of a presentation by the Boreal Brewers Association on how-to prepare a "malted beverage" at home. The intent of the program is educational with a tasting portion to follow the presentation.

Considerable discussion was held concerning the appropriateness of the tasting part of the program as it is the library policy that no consumption of alcohol is allowed on the library property. The general feeling of the board that the educational part of the program would receive public interest and support but that the tasting part went against library policy. One suggestion was that the how-to part could be at the library and the tasting could be at the KAXE/Rotary tent.

A motion was made to change the library policy to allow alcohol on library property with the permission of library board. This motion failed to receive a second.

A motion was made by David Yankowiak to convey to the program committee that it was ok to hold the educational part of the program at the library but not the

tasting part of the program proposal. A second was made by Max Peters and the motion was passed by all present.

5. Director Anderson presented the results of her discussions with the Blandin Foundation regarding funding for the strategic plan.

Anderson had consulted Kate Barr of the Nonprofit Assistance Fund, who recommended repeating the strategic planning process with Whitney Crettol, the consultant who conducted the process in 2009. She is familiar with the process and with the Library, and could provide the best consulting service throughout the planning process.

After discussion about the process, the remaining members of the Board concluded that a comprehensive planning process to develop a completely new strategic plan, mission and vision statement was probably not necessary at this time. Instead, data and observations from the community, the staff, and patrons should be collected, analyzed, and discussed at a Board retreat in late winter/early Spring 2014. A SWOT analysis can also be discussed. Modified action plans can be developed after the retreat. *(note: since several members had to leave, a quorum was not present at the conclusion of this discussion, and no vote was taken)*  
Meeting was adjourned at approximately 6:40 pm.

Respectfully submitted

Jeff Wartchow

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

RESOLUTION NO. 2013-05  
A RESOLUTION ACCEPTING DONATIONS

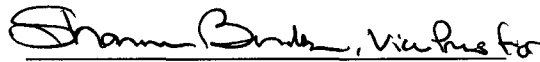
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$ 2,556.55	Friends of the Library	Replacement of meeting room tables
50.00	Douglas and Janet Coy	Magazine subscriptions
60.00	Affinity Plus Federal CU	Summer Monday storytime supplies
50.00	John and Linda Jeffery	In memory of Kathy Dettmer

Adopted this 8<sup>th</sup> day of May 2013

  
Dennis Jerome, President

  
Secretary

Board member **MAX PETERS** seconded the foregoing resolution and the following voted in favor thereof: **JOHN SOLL, DAVID YANKOWSKI, MAX PETERS, ABBY KUSCHEL, SHANNON BEVOLKEN, JEMMA BAKER**

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

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.



# Library Department Head Report

May 28, 2013



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

Our winter and spring have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

## **Strategic Plan Implementation Update**

The Library Board, supporting organizations, and staff developed a strategic plan in early 2009 and we continue to implement that plan. Library Board members and staff met in April to review progress for the year and develop action plans for the upcoming year.

### ***Goal 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.***

Our Early Literacy Stations, which contain a wealth of educational games for pre-school through elementary aged- students are used often, as are the Young Explorer stations donated by IBM.

We will add access to Tumblebooks, online interactive children's books, to our website soon, thanks to support from the Friends of the Library.

- Story Times continue every Saturday, having become a part of the Saturday routine of many families. 30-70 people have attended each week.
- We have monthly Family Movie Nights with attendance ranging from 10 to 70.
- Our 2012 winter reading program, "Winter Escape" drew 350 participants during late December, January and early February.
- The **Smart Play Spot**, installed by the Children's Museum of Minnesota, continues to be very popular, especially on cold or rainy days. The Interactive play areas provide letter/number/sound and other early literacy reinforcement opportunities.
- We continue to take advantage of Legacy-funded Programs provided through the Arrowhead Regional Library System, including Creativity Tank Art Workshops, a ventriloquist, and musicians, The Duluth Playhouse's *Ellie the Elephant* play drew a standing room only crowd on April 1.
- We have seen many class visits during May, and more are scheduled before school is out.
- Outreach to parents and children continues, with staff present at:
  - Kindergarten round up
  - Children's Fair
  - Community Connect
- The kickoff for our Summer Reading program *Dig into Reading!* was May 18, with another Creativity Tank workshop. 83 children and caregivers created masks. About 85 children signed up that Saturday to participate in our Summer Reading Program.
- Upcoming Programs for Children this summer include.
  - Lake Superior and Minnesota Zoo Animals, Sam Miltich & Friends, Cake Decorating, Gardening (and Worms) Dinosaurs, and Science Fun.

We are collaborating with KAXE to use the large tent whenever possible.

### **Goal 2: Individuals will be supported in their personal search for knowledge and development of skills.**

- Our recent programming for adults has included Endangered Bears, Garbage, Hoarding and Clutter houses, Raising chickens and bees, and Pruning Trees and Shrubs.
- Our computers continue to be used often by people taking online classes, or doing homework for local classes.



## Library Department Head Report

May 28, 2013



GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

- Online Databases provide 24/7 access to a wealth of research and learning opportunities.
- We received a grant from the St. Paul Friends of the Library to host MN Book Award nominee author Kim Hiekilla, talking about her research on women nurses in Vietnam and her book *Sisterhood of War*.
- Upcoming programs include continuing collaboration with the Master Gardeners to host several workshops on gardening, local authors and more Civil War discussions

### **Goal 3: Individuals will have access to online resources that connect them to their community and the world**

- We have been offering **beginning computer classes** this winter and spring, turning our meeting room into a computer training area using laptops purchased thanks to a Federal Broadband Access grant through the Blandin Foundation's Minnesota Intelligent Rural Communities Project. We had 78 participants in the classes October - December.
- Classes are: *Computer 101 for Beginners*, *Internet 101 for Beginners*, *Email 101 for Beginners*, *Using Google Tools*, *Social Networking 101 for Beginners*, *Online Banking & Online Bill Pay*, The last class is the evening of May 29<sup>th</sup>.
- We will offer additional computer classes this fall.
- The focus this year for our limited technology budget dollars will be maintaining computer infrastructure and ensuring staff computers are robust. We will replace only a few of our aging public computers this year, and will put replacements into next year's budget.

### **Goal 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.**

- **Legacy-Funded Programs:** We have been able to host several programs arranged by Arrowhead Regional Library System including: a workshop on creating slideshows from digital photos, Doug Ohman's photographic journey down the Mississippi, and a quartet from the DSSO. We continue to offer museum passes good for a variety of attractions throughout the region, and occasional event passes to family events such as the *James Sewell Ballet* and *The Ugly Duckling* at the Reif Center.
- **Alternate Formats:** Circulation of downloadable ebooks and audio books has skyrocketed. We are expanding our collection of *Playaway* audio book devices, thanks to the Library Foundation.
- **Rapids Reads: Conversations with Jon Hassler**
  - We collaborated with several community organizations to promote a community read program featuring the books of MN author Jon Hassler.
  - We provided books to lend, hosted a conversation with Joe Plut, author of *Conversations with Jon Hassler*, hosted a book discussion and a creative writing workshop, and encouraged book groups to discuss one of Hassler's books.
- **NEH Grant: Muslim Journeys Bookshelf**

We applied for, and received, a collection of materials on the arts, culture, religion and history of Muslim peoples from the National Endowment for the Humanities. This complemented the work of the Reif Center, who was participating in the CaravanSerai project, showcasing music and culture of Morocco. These materials were displayed at the Reif before the CaravanSerai filmmaker visits, and in the Library with displays of photographs from Morocco. We collaborated with the MacRostie Art Center to show a film of Islamic Art, part of the collection.





# Library Department Head Report

May 28, 2013



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

- **Opportunity Knocks- Volunteering**

Part of the Library's mission statement includes connecting people, and our volunteer Program Committee developed an evening designed to bring community members in the 20-40 age group together with organizations looking for members. There were 70 people networking in the community room on April 30.

**Riverfront Energy Center:**

- The Energy Center, using heat from wastewater discharged from the UPM Blandin plant, now provides the major heat source for the Library when temperatures are as low as 0 degrees.
- Work on the solar installation will proceed as funds are obtained. The bases for the remaining 2 poles have been installed. The next phase will be purchasing the poles and sunflower graphics and assembling the units
- An educational Dashboard is being developed by QA graphics, which will provide an interactive educational experience and remote observation of energy consumption and CO2 production. The Library Foundation is raising money for the Dashboard and solar installations.

**Collaboration with Community Groups**

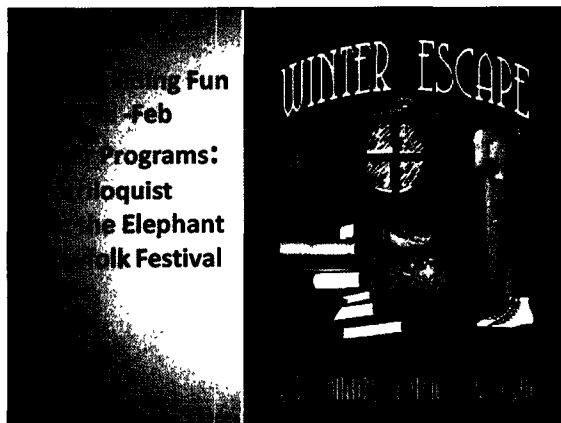
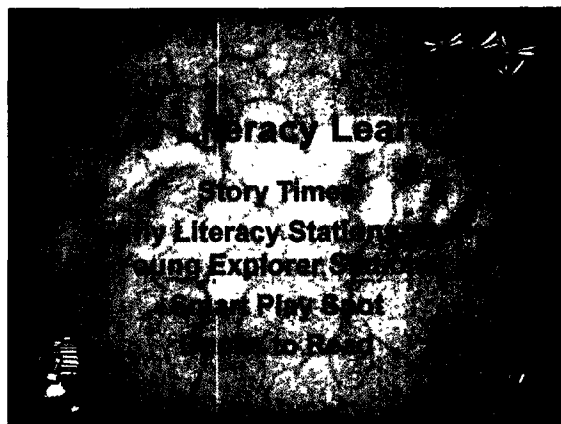
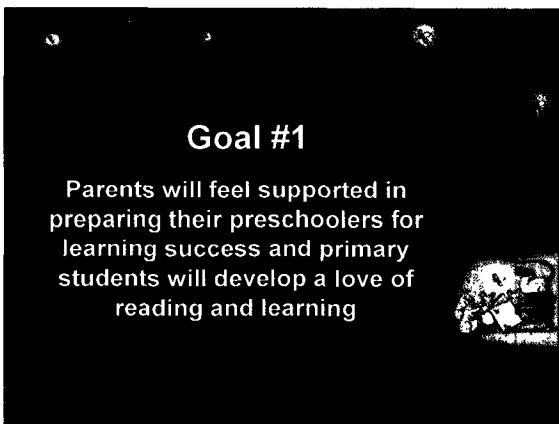
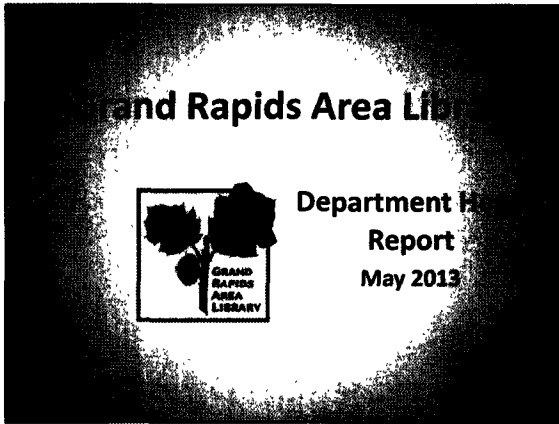
The Library is an active participant in several community efforts, and regularly collaborates with organizations on projects and events including:

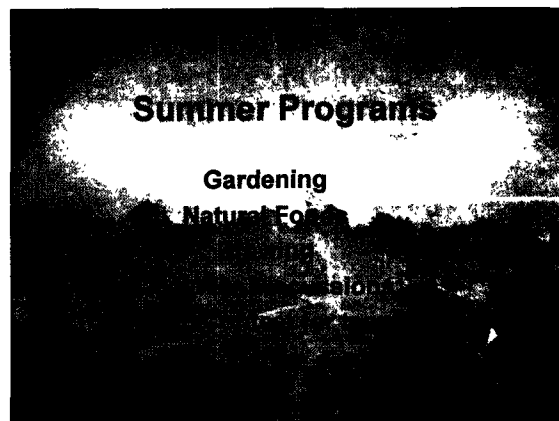
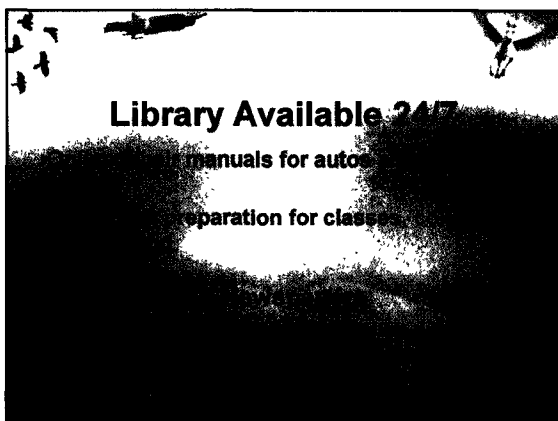
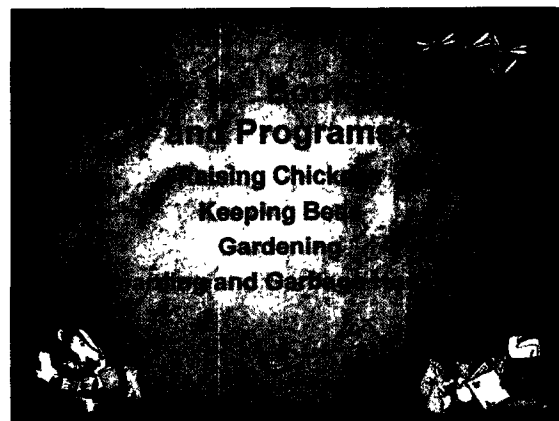
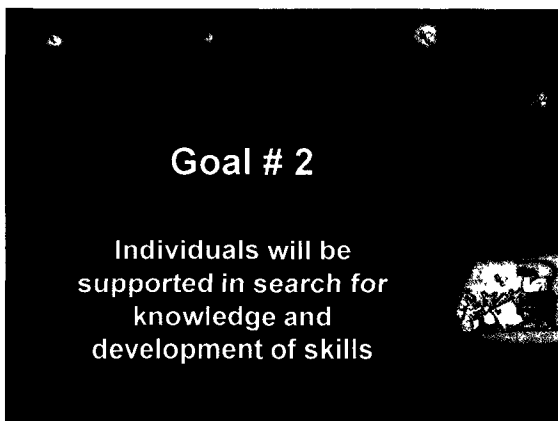
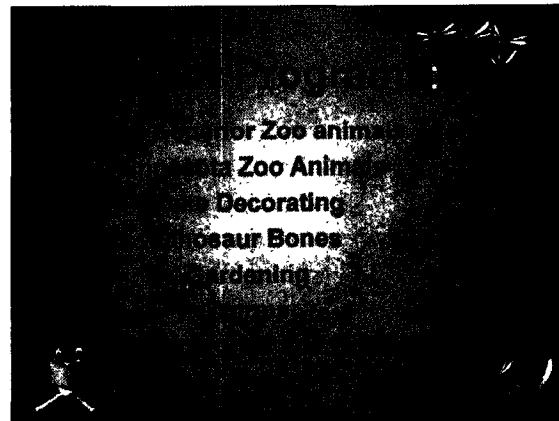
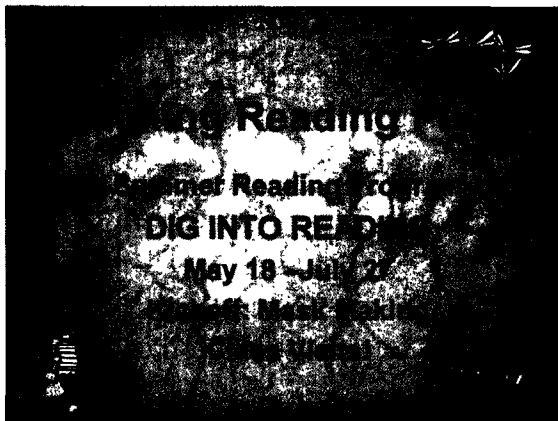
- Project Read,
- Reif Center
- Grand Rapids Human Rights Commission,
- ICC
- Garden Club and Master Gardeners
- Itasca Historical Society
- MacRostie Art Center

**Friends of the Library** continues to raise money through the used book store in the Library lobby, run by volunteers. They just donated money to purchase light weight tables for the community room.

**The Library Foundation** will hold another Chair Affair fundraiser late this summer. They recently supported the purchase of a large collection of non-fiction books for children, and they support Saturday Story times and our collection of Playaways. They are also contributing to the educational Dashboard and the solar installation.

**The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!**








### Goal # 3

Individuals will have access to online resources that connect them to their community and the world



### Goal # 3

Individuals will have access to online resources that connect them to their community and the world

101 people  
access to computer  
internet  
visitors, res

### Goal # 3

Individuals will have access to online resources that connect them to their community and the world

Classes  
held this  
(48 people  
read in

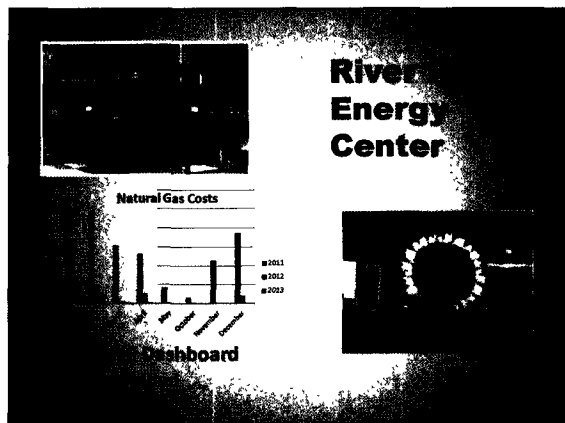
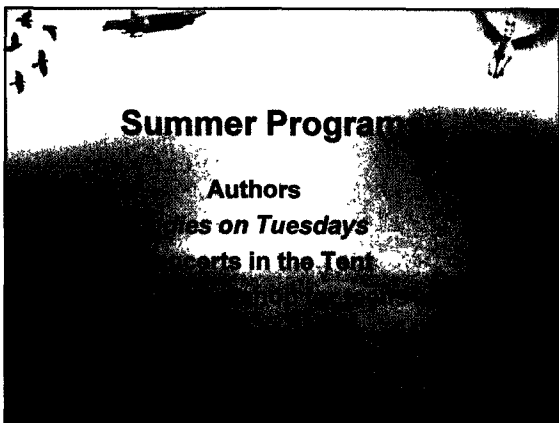
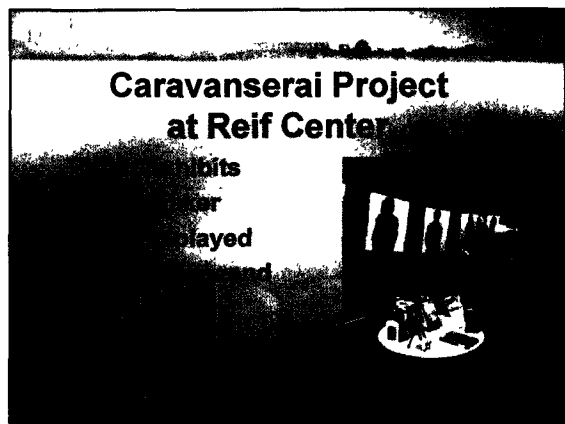
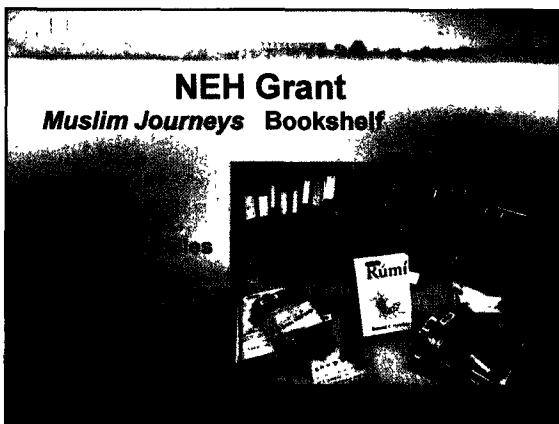
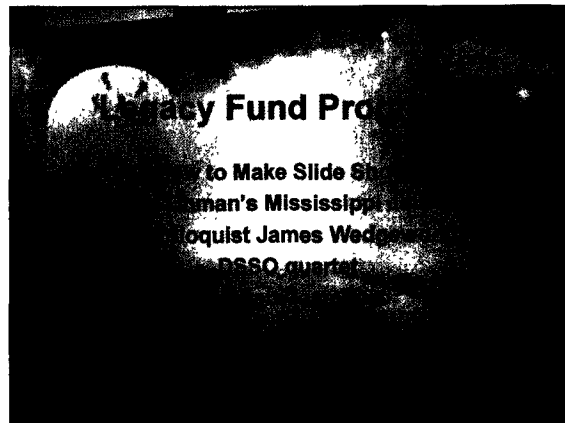
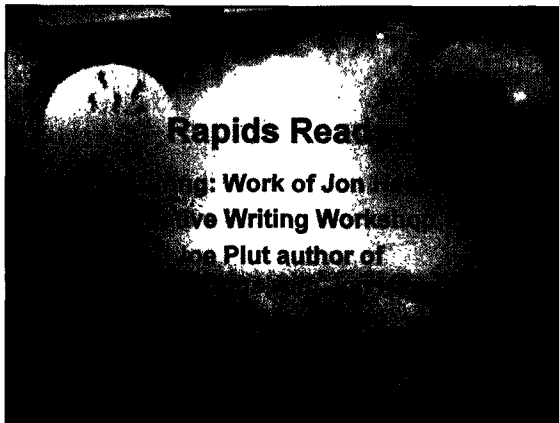
### Goal #4

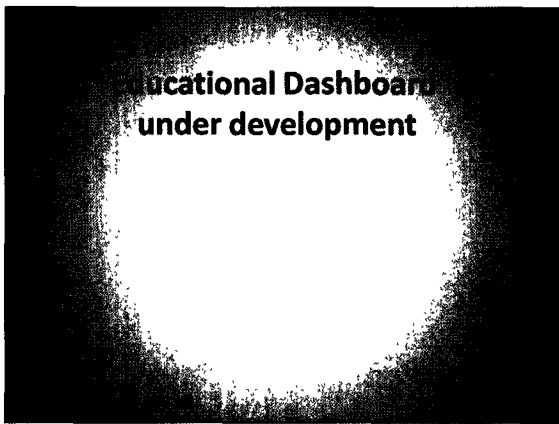
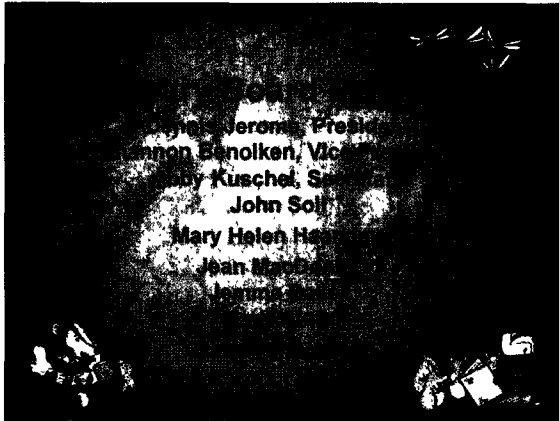
Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

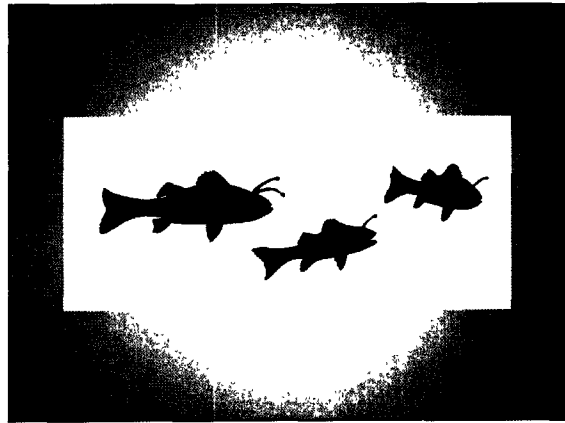
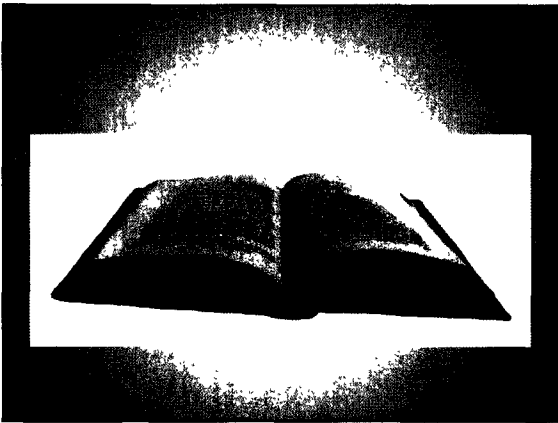
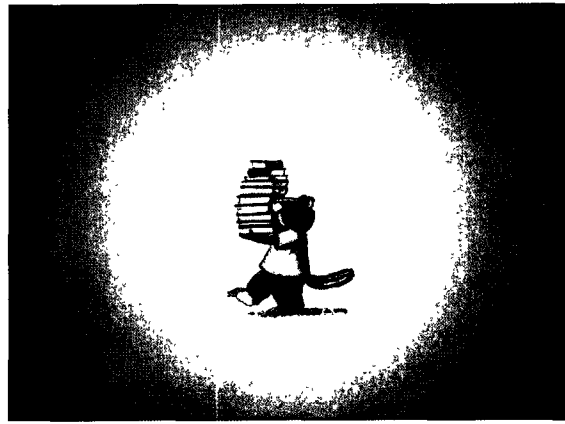
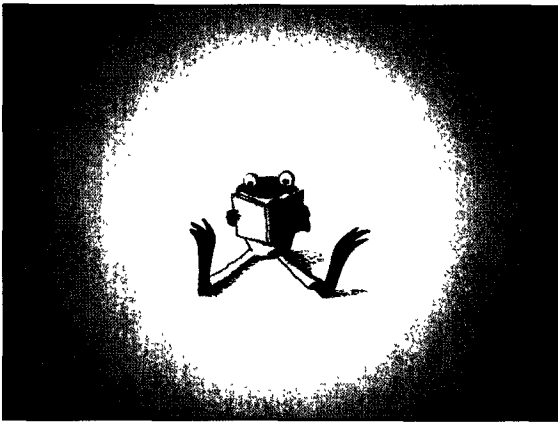


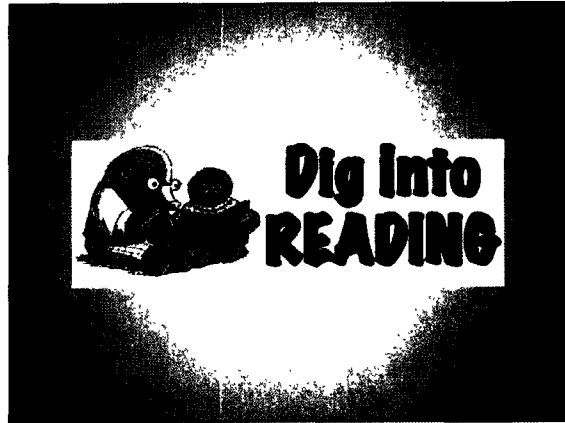
### Material in Varied Formats

Print  
(CD, Playaway)  
DVDs  
loadable Audio and











**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FIVE MONTHS ENDING MAY 31, 2013**  
*With Comparative Totals for May 31, 2012*

	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>426,183</b>	<b>431,434</b>	<b>431,434</b>	
<b>Revenues:</b>				
Taxes	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	10,046	8,592	11,182	77%
Fines & Forfeits	10,286	4,927	15,000	33%
Blandin Grant	-	2,261	-	0%
GR Library Foundation	5,030	39,997	-	0%
Miscellaneous	39,860	7,943	16,400	48%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>65,222</b>	<b>63,720</b>	<b>750,620</b>	<b>8%</b>
<b>Expenditures:</b>				
Personnel	205,765	225,684	530,955	43%
Supplies/Materials	32,951	30,616	87,600	35%
Other Services/Charges	52,571	46,135	132,065	35%
Blandin Grant	-	1,712	-	0%
<b>TOTAL EXPENDITURES</b>	<b>291,287</b>	<b>304,147</b>	<b>750,620</b>	<b>41%</b>
Revenues > Expenditures	(226,065)	(240,427)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	27,393	33,170	-	0%
<b>Fund Balance 5/31/XX</b>				
Cash Flow	75,400	94,551	368,148	
Compensated Absences	31,497	31,932	31,932	
Emergency/unanticipated Expenditures	51,625	31,354	31,354	
Major Equipment Replacement	14,203	-	-	
<b>TOTAL FUND BALANCE 5/31/XX</b>	<b>\$ 172,725</b>	<b>\$ 157,837</b>	<b>\$ 431,434</b>	

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 **MAY 31, 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%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	6,282	100%
211-00-34-00-7970	PHOTO COPIES	1,900	694	37%
211-00-34-00-7975	INTERNET	3,000	1,392	46%
211-00-34-00-7980	LIBRARY FEES	-	224	0%
211-00-35-00-1030	LIBRARY FINES	15,000	4,927	33%
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	-	160	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	2,152	61%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	917	51%
211-00-37-00-5100	INVESTMENT INCOME	6,000	175	3%
	TOTAL REVENUE	750,620	63,720	8%
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	122,112	40%
211-00-75-10-1030	SALARY-PARTTIME	101,400	40,879	40%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	909	30%
211-00-75-10-1210	PERA	29,066	11,815	41%
211-00-75-10-1220	FICA	24,857	9,558	38%
211-00-75-10-1250	MEDICARE	5,813	2,235	38%
211-00-75-10-1310	HEALTH INSURANCE	59,081	35,065	59%
211-00-75-10-1330	LIFE INSURANCE	246	96	39%
211-00-75-10-1335	DENTAL INSURANCE	1,778	637	36%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,380	79%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,071	26%
211-00-75-20-2020	COPY SUPPLIES	1,000	258	26%
211-00-75-20-2030	PRINTING/BINDING	400	210	53%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	882	22%
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	240	24%
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	14,639	39%
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	199	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	953	32%
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	190	40%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	1,248	31%
211-00-75-30-3210	TELEPHONE	6,555	2,183	33%
211-00-75-30-3220	POSTAGE/FREIGHT	500	95	19%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	528	106%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2013 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
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	191	38%
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	9,906	25%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	580	45%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	545	7%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,356	109%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,946	13%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	1,330	13%
211-00-75-30-4030	ONLINE SERVICES	4,000	1,258	31%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	2,300	77%
211-00-75-30-4100	EQUIPMENT LEASES	900	269	30%
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	21	21%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	33,170	0%
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	-	-	0%
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	-	-	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	230	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,482	0%
	<b>TOTAL EXPENDITURES</b>	<b>750,620</b>	<b>337,317</b>	<b>45%</b>
<b>SURPLUS REVENUES(EXPENDITURES)</b>		<b>\$ -</b>	<b>\$ (273,597)</b>	

DATE: 06/06/2013  
 TIME: 11:20:05  
 ID: GL450000.WOM

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 13

FUND: PUBLIC LIBRARY  
 FOR 5 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
<b>ASSETS</b>					
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	196,844.03	196,844.03	0.00
211-00-00-00-1010	CASH	415,057.53	70,188.97	352,187.87	133,058.63
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	29,260.00	0.00	0.00	29,260.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	747.34	0.00	747.34	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	14,128.88	132.00	14,128.88	132.00
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
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	9,967.61	7,172.18	2,795.43
<b>TOTAL</b>		<b>462,626.54</b>	<b>277,132.61</b>	<b>573,597.09</b>	<b>166,162.06</b>
<b>TOTAL ASSETS</b>		<b>462,626.54</b>	<b>277,132.61</b>	<b>573,597.09</b>	<b>166,162.06</b>

<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	335,714.87	323,434.65	4,684.21
211-00-00-00-2030	SALES TAX PAYABLE	0.00	156.17	197.31	41.14
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
<b>TOTAL</b>		<b>31,193.80</b>	<b>349,294.41</b>	<b>323,631.96</b>	<b>5,531.35</b>
<b>TOTAL LIABILITIES</b>		<b>31,193.80</b>	<b>349,294.41</b>	<b>323,631.96</b>	<b>5,531.35</b>
<b>FUND EQUITY</b>					

DATE: 06,00/2013  
 TIME: 11:20:05  
 ID: GL450000.WOW

CITY OF GRANVILLE, RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 13

FUND: PUBLIC LIBRARY  
 FOR 5 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
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	7,172.18	9,967.61	2,795.43
TOTAL	FUND SURPLUS (DEFICIT)	431,432.74	7,172.18	9,967.61	434,228.17
		0.00	273,597.46	0.00	(273,597.46)
TOTAL FUND EQUITY		431,432.74	280,769.64	9,967.61	160,630.71
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	630,064.05	333,599.57	166,162.06

# LIBRARY BILL LIST - JUNE 12, 2013

DATE: 06/05/2013  
 TIME: 16:16:51  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/12/2013

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	14.38
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	26.78
0201428	BAKER & TAYLOR, INC	2,293.20
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0305485	CENGAGE LEARNING INC	112.46
0409727	DIVERSE MEDIA INC	22.53
0718010	CITY OF GRAND RAPIDS	191.20
0805524	BONNIE HENRIKSEN	57.92
1021515	JUNIOR LIBRARY GUILD	63.00
1205099	LEARNING OPPORTUNITIES INC	2,008.78
1205850	LEXIS NEXIS	140.04
1401650	NARDINI FIRE EQUIPMENT CO. INC	247.60
1415377	NORTHERN BUSINESS PRODUCTS INC	366.75
1605665	PERSONNEL DYNAMICS LLC	475.24
1609925	PIZZA WORKS	11.99
1801610	RAPIDS PLUMBING & HEATING INC	104.90
1908232	JASON SHEPHARD	80.00
1909510	SIM SUPPLY INC	262.56
1920555	STOKES PRINTING COMPANY	15.02
2114356	UNIQUE MANAGMENT SERVICES	179.00
2325450	WYLDE THYME CATERING	100.00
2405650	XEROX CORPORATION	25.21
T000199	LAKE SUPERIOR ZOO &	165.00
T000713	SAM MILTICH & FRIENDS	400.00
T000715	DEB CLEVEN	70.00
T000881	ANNIE HUMPHREY	350.00
TOTAL		10,003.16

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
0718010	CITY OF GRAND RAPIDS	87.60
0718015	GRAND RAPIDS CITY PAYROLL	52,842.15
1309199	MINNESOTA ENERGY RESOURCES	35.00
1309335	MINNESOTA SALES & USE TAX	40.57
1315723	MOTION INDUSTRIES INC	295.24
1405850	NEXTERA COMMUNICATIONS LLC	97.33
1601750	PAUL BUNYAN COMMUNICATIONS	497.22
1621130	P.U.C.	2,394.72
1809158	WILLIAM RICHTER	87.01

LIBRARY BILL LIST - JUNE 12, 2013

DATE: 06/05/2013  
 TIME: 16:16:51  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/12/2013

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114356	UNIQUE MANAGMENT SERVICES	152.15
2205637	VERIZON WIRELESS	114.71
2301700	WASTE MANAGEMENT	115.20
	TOTAL PRIOR APPROVAL	61,146.62
	TOTAL ALL DEPARTMENTS	71,149.78

## **Director's Report June 2013**

Late May and early June have been very busy with children coming in for class visits and to sign up for the summer reading program. We also have many snowbirds returning, and seasonal residents here for the summer. The summer is usually our busiest season, and with the cool and rainy weather, people are flocking in for a place to hang out, and to collect reading or viewing material to use indoors.

We have a full line up of programs for children, teens and adults for the summer. The Program Committee organized programs for the entire summer, so Bonnie worked with the print shop at ALS to produce a flyer which includes all of the summer programs, including a list of the Independent films and an announcement of the book sale. Circulation and visitor count for May are both up over May of last year.

### **Building Maintenance**

We had the carpet cleaned in the lobby entry, meeting room and back hallway, plus the high traffic areas in the main library. This is done at least once each year, with some of the more heavily soiled parts being done twice each year.

### **Consider Lighting**

Ron Edminster is getting estimates for new, energy –saving lighting fixtures to replace the pendant lights. He is also getting an estimate for retrofitting the existing fixtures. There may be rebates that will cover part of the cost. The pendant lights are not very efficient. The light bulbs are expensive and replacing the ballast requires a lift because they are on the ceiling.

### **Energy Center**

Development of the Educational Dashboard continues. 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**

I need to submit a draft budget on June 14, so I would like to have a budget subcommittee to meet before then to talk about priorities, or have this discussion at the Board meeting . I plan to develop a budget with increases only in personnel costs, but also budgeting for replenishing our fund balance.

### **Downtown Business Association**

I sent in a personal membership for the Downtown Business Association (formerly the CBDA) I think it will be useful to attend monthly meetings and see if there are ways to collaborate with downtown businesses to promote the central city and encourage more people to come downtown and use the Library when they are here.

### **Grand Rapids Arts Commission**

The City Council recently appointed an Arts and Cultural Commission and we have been asked to provide the Staff Liaison for the Commission. Amy volunteered to be the responsible staff person. They will meet monthly at the Library.

### **Report to Council**

I gave a report to City Council on May 28. The written report, sent in advance of the Council meeting, and a pdf copy of the slide show is in the Board packet. The questions were about the number of people visiting, (I provided the total # of visits in 2012) and about the relationship between spending on physical materials and spending on virtual materials. (I explained that the virtual collection is purchased by ALS) The background for the slides are provided as part of the summer reading promotional materials.

### **Tables**

So far we have given away 5 of the heavy tables from the meeting room to Itasca County departments. The next step is to contact United Way and ask them to send out a message to non-profit organizations.



	THIS MONTH	YTD	YTD	YTD	Express Check outs	% of total	of annual
Check-outs	13,605	68,403	66,832	12	3,100	22.79%	
Renewals	1,840	9,450	8,783				
Total Circulation	15,445	77,853	75,615				
Returns	15,470	76,241	75,353				
New cards	203	774	728				

Door count 11439 2012 comparison 6.51%

**TECHNICAL PROCESSES**

	THIS MONTH	YTD	YTD 2012
Books cataloged and processed	682	2,957	2,703
Withdrawn copies	774	1,822	2,249
Withdrawn Titles	292	1,307	1,440

**REFERENCE**

	THIS MONTH	YTD	YTD 2012
tests proctored	921	4,566	3,959
computer help over 5 minutes	18	53	45
	4	33	12

**INTERNET**

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
Pharos sessions ***	1,631	954	8,000	4,673	8,504	5,057

**Non-Pharos sessions VOLUNTEERS**

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2012 YTD PEOPLE	2012 YTD HOURS
	100		385	821.50	206	998.25

**MEETING ROOM**

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
COMMUNITY ROOM	41	1,211	164	4,852	135	3,592
GROUP STUDY ROOM	14	121	72	542	73	466
Total Mtg Rm Use	55	1,332	236	5,394	208	4,058

**PROGRAMS & TOURS**

	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	2	3	11	3	2	21	7	
	36	157	513	111	13	830	115	
	28	27	32	11	16	114	28	
	607	864	842	564	296	3,173	651	
	25	18	25	15	14	97	31	
	612	831	462	546	128	2,579	446	

**BOOKINGS & ARRANGEMENTS**

	HRS THIS MONTH	HRS YTD	HRS YTD 2012
TOTALS	9.25	50.25	48.25

**Children's Library Summary**  
**May 2013**

May . . . the end of the school year is in sight . . . class visits are scheduled . . . the summer reading program begins.

This month we had visits from 9 groups, representing 17 classrooms – 490 students! We really promoted summer reading to them, so hopefully we will see some record-breaking numbers again this year. I also visited Deer River King Elementary School to promote summer reading and share a variety of our new books with them.

We kicked off our summer reading program “Dig Into Reading” with a special event on Saturday, May 18. The artists of the Creativity Tank were here to guide 73 boys and girls and their parents/guardians in creating masks. The children were very involved and we saw some really impressive artwork.

As of May 31, we had 325 children signed up for the summer reading program

In keeping with our “Dig” theme for summer reading, our May family movie night offering was “Journey to the Center of the Earth.” Since it is an older film (2008), only 5 people attended.

On Thursday, May 30, (the last day of school!) local gardener Jenny Behm was here to teach the kids about planting peas and beans and how to care for the plants once we get them home. Twelve boys and girls came to “Dig in the Dirt.”

Looking ahead:

Summer Saturday Story Time begins on Saturday, June 1, led Missy Gray and Suzy Hepokoski. The Saturday, June 8 Story Time will take place at stop #17 (by Libbey Funeral Home) on the “Get Fit Gala: Open Streets 2013” event.

Monday Book Time ended for the school year on May 6. We plan to offer 9 weeks of Summer Monday Book Time, beginning June 24.

We have a packed calendar of fun events in June, including a concert in the KAXE tent by the “Half-Eaten Burritos” from Grand Rapids High School;

The Zoomobile from the Minnesota Zoo;

Ojibwe storytelling and music from Anne Dunn and Annie Humphrey in the KAXE tent;

“Dig up Wonderful Worms” with Jenny Behm;

Cake decorating with Curtis and Michelle;

And, The Zoomobile from the Lake Superior Zoo, which will take the place of our family movie night in June.

# **Assistant Director Report**

## **June 2013**

### **Teens**

#### **TAB Meeting May**

Members present: Josh C., Paige C., Jotavia H., Elizabeth T., Jonas T., Marie N.,

Teens painted a chair for the Library Foundation Chair Affair fundraiser. They chose to paint the chair by splattering the paint on it. I put a coat of stain on it so it's ready to be outside! It looks really cool.

There were 6 participants in the Teen Universe monthly drawing.

Summer reading has begun for teens. For every book they read they can write a review. The reviews go in the bucket and on Fridays for 6 weeks, three winners will be drawn. Prizes are supplied by the Friends of the Library and Village Bookstore. At the end of the month there is a comic workshop for teens.

### **Staff**

The city has created an Arts and Culture Commission. It is a group of citizens involved with arts in the area. I am the city liaison for the group which means I attend meetings and help research and set agendas.

### **Operations**

We have a volunteer who makes bibliographies of materials related to programs. We have a small table with program related books and the bibliographies. Patrons are able to check out the materials and take a bibliography. The display has been popular.

## **Strategic Plan**

At the May board meeting, the discussion came down to whether we needed a process which included all of the elements used during the last planning process. (see below) The mission statement seems broad enough to encompass minor changes, and the needs of the community seem to not have changed drastically.

A possible abbreviated process would be to gather input from library patrons and staff and some community members, do a SWOT analysis internally and externally, gather demographic information, then hold a retreat and use the data collected to develop service responses, priorities and goals. A desire to hold off until there is a new director was also expressed. Several Board members had to leave before the conclusion of the discussion, leaving less than a quorum, so no action was taken.

If the desire is to use a consultant to guide the process, it must be decided now to put money into the budget for next year, and to apply for a grant for part of the funding. If the desire is to do an abbreviated process without the use of a consultant, a committee should be appointed to outline the process, identify data needed, set a timeline, and generally plan the planning process. The committee may not meet until September or October to begin the planning process, with data collection, surveys and meetings with community groups taking place during the winter, and the identification of needs, priority development, and goal setting to take place in late winter. Action plans should be in place by early April. Major changes or new initiatives will need to be put into the 2015 budget.

### **Previous Process:**

The *Strategic Planning for Results* process has been developed and refined by the Public Library Association for more than 30 years. It seeks to identify needs in a community, identify standard library service responses to those needs, and prioritize the allocation of resources to meet needs. It produces a long range strategic plan that is focused on prioritizing community needs and articulating goals in meeting those needs. Specific service responses that libraries can provide to meet those needs have been developed and described throughout the process.

### **Previous Strategic Planning process**

In 2008 we met with consultant Whitney Crettol to develop a plan for the planning process. We held 3 focus groups of community leaders, plus meetings with staff, volunteers, supporters and groups of library users to identify the needs and desires of the community. In January, the planning team, consisting of members of the Library Board, Friends of the Library, staff, the Library's volunteer program committee, and the Library Foundation, began meeting to develop a mission statement and identify service priorities, goals and objectives. A final plan for 2009-2013 was adopted on April 12, 2009.

The strategic plan has been reviewed each year to review accomplishments, identify challenges and review community data to determine if changes need to be considered.

The Strategic plan has been invaluable during the past 5 years in keeping the Library focused on the needs identified by the community, and in prioritizing resources if choices need to be made.

MIKE RUSSELL  
 2970 Airport Rd.  
 Grand Rapids, MN 55744

590964

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE 5-31-13			
NAME <i>Grand Rapids Library</i>							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RETD	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT		
1	CARPET CLEANING						
2	5/14/13	Meeting Room			265.00		
3							
4	5/19/13	Library Front Area			380.00		
5			Front Entry way				
6	5/25/13	Back offices					
7			Touch-up Salt Wick-ups		275.00		
8							
9	Includes all labor/			\$	920.00		
10			Chemicals				
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
RECEIVED BY		<i>Thantel Mike</i>					



KEEP THIS SLIP FOR REFERENCE

ORIGINAL



**QA GRAPHICS®**

# INVOICE

1250 SW State St. Ste A  
Ankeny, IA 50023  
515-965-3403

Date	Invoice #
3/26/2013	3928

Bill To
Grand Rapids Area Library 140 NE 2nd Street Grand Rapids, MN 55744

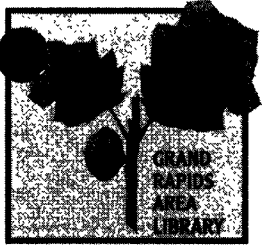
Ship To
Grand Rapids Area Library 140 NE 2nd Street Grand Rapids, MN 55744

Customer Contact	Terms	PO#
Marcia Anderson	Due on receipt	Marcia Anderson

Qty	Description	Unit Price	Total
0.4	Energy Efficiency Education Dashboard	17,020.00	6,808.00
0.4	Energy Efficiency Education Dashboard Gateway	2,300.00	920.00
0.4	QA Graphics Data Manager v3 License	2,500.00	1,000.00
0.4	3200L 32IN WIDE INTELLI TOUCH PLUS INTERACTIVE DIGITAL SIGNAGE	1,450.00	580.00
0.4	Elo IDS CPU with i5 processor	1,000.00	400.00
0.4	Sanus VisionMount Tilting Flat Wall Mount - Rated for 27" - 84" at 150 lbs with 8.5 / -10 degree tilt	155.00	62.00
0.4	Shipping costs	250.00	100.00

Delay in payment may result in a hold on your project as agreed to in our T&C's.

<b>SUBTOTAL:</b>	<b>\$9,870.00</b>
<b>SALES TAX: (6.0%)</b>	<b>\$0.00</b>
<b>TOTAL:</b>	<b>\$9,870.00</b>



June 12, 2013

Annie Humphrey  
P.O. Box 591  
Deer River, MN 56636

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

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

Dear Ms Humphrey:

I am pleased that you will be sharing a one hour concert of songs and stories entitled "Stories and culture of Our American Indian Neighbors" for the Grand Rapids Area Library on June 20 at 12:30 p.m. Weather permitting; we will do the program in the KAXE/Rotary tent next door to the Library. In case of poor weather it will be moved inside the Library. Please let me know if you have any audio visual or set up needs library staff should be aware of.

The Library will pay you an honorarium of \$350 for your appearance, which we understand will be shared with Anne Dunn. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson  
Library Director

Enc: W-9 form

These terms are acceptable:

Signature

6/20/13  
Date

Approved for the Board of Directors:

Board President

6/12/13  
Date