

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 13 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: *absent Benolken*

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

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

5:12 C. Communications

Minnesota Community Foundation Statement

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. Cloquet Public Library \$21.38 for lost book

b. Unique Management Services (Feb placements) \$214.80

2. Approve Contracts

a. Heikkela \$100.00 honorarium plus expenses Feb21

b. Miltich \$400.00 July 11 program

3. Approve Resolution Accepting Donations

a. \$50 Nancy Dicken---Books In memory of Edithmae R Costello

b. \$34 Grand Rapids Garden Club---Magazine subscription

Regular agenda

1. Approve Annual Report to MN Dept of Education and authorize signature

2. Approve transfer of \$1763 in best-seller money to ALS for purchase of downloadable materials.

3. Set date and time for strategic plan update

6:00 Adjourn.

after adjournment

Legislative Issues Briefing

Data privacy

Legacy funding

Statewide Homework Help

Other statewide funding issues

Next meeting April 10, 5 pm

Tom Pagel, City Administrator will visit in April

**Grand Rapids Area Library Board
Regular Meeting February 13, 2013**

Members present: John Soll, David Yankowiak, Shannon Benolken, Jean MacDonnell, Mary Helen Harklau,

Members Absent: Dennis Jerome, Max Peters, Jemma Baker, Abby Kuschel

Staff present: Director Anderson

The monthly board meeting was called to order at 5:01 pm by Shannon Benolken

Agenda: Jean MacDonnell moved to approve the agenda; second by John Soll.
Motion passed unanimously

Minutes: John Soll moved to approve the minutes of the January 9, 2013 board meeting; a second by David Yankowiak and motion passed unanimously.

Communications: none

Financial Report:

Library January bill list

Invoices due on or before 2/13/13

Ameripride Linen & Apparel	34.60
Arrowhead Library System	529.46
Baker & Taylor, Inc.	287.22
League of MN Cities Ins. Trust	2,729.63
Blue Cross/Blue Shield of MN	4,138.00
Busy Bees Cleaning	1,700.00
Delta Dental of Minnesota	238.45
Fidelity Security Life Ins.	11.37
City of Grand Rapids	222.92
Grand rapids City Payroll	38,331.72
Hometown Elect. Of North.	3,614.61
Itasca Area Schools	875.00
Michelle Johnson	15.04
Lake Country Journal Magazine	19.95
Learning Opportunities, Inc.	94.75
Lincoln National Life	90.70
Minnesota Energy Resources	199.08
Minnesota Sales and Use Tax	35.54
Minnesota Women's Press	60.00

Morning Glory B & B	85.00
Nardini Fire Equipment	159.80
Nextera Communications	93.08
Nordin Press LLC	478.80
Park Genealogical Books	25.00
Paul Bunyan Communications	248.81
Personnel Dynamics	126.92
Pioneer Mutual Life Ins. Co.	20.50
Pizza Works	11.99
Plymouth Rocket Inc.	275.00
P.U.C.	2,694.38
QA Graphics	12,337.50
Michael Russell	345.00
SIM Supply	114.23
Unique Mgmt Services	250.60
Verizon wireless	114.81
Viking Electric Supploy	165.80
Village Book Store	298.34
Visa	213.28
Waste Mgmt.	115.20
Leya Drabczak	188.10

TOTAL \$ 71,589.88

Director Anderson clarified some questions from the board and Shannon Benolken presented an explanation of "fiscal disparities". David Yankowiak moved to approve the financial report. A second was made by Jean MacDonnell. On a roll call vote the motion was approved unanimously

Staff Report: Director Anderson updated the board on various library initiatives and activities including an update on the energy center educational dashboard project.

Old Business: None to report

New Business: Consent Agenda

1. Approve payment of late bills:
 - a. Xerox \$ 25.21
 - b. Northern Business Products \$ 482.89
 - c. Demco \$1,540.01

2. Approve Contracts:
 - a. Joseph Plut March 13 - \$150 honorarium plus expenses;
 - b. Terri Dufner - \$200 4 computer classes

3. Approve Resolutions accepting donations:
 - a. \$49.97 Grand Rapids Women of the Moose for children's books
 - b. \$50 Ann McDonald for children's books in memory of Cynthia Driscoll
 - c. \$63.95 James Fidely & Louise Koglin-Fidely for magazines
 - d. \$1,615 Grand Rapids Area Library Foundation for Saturday story times January – May;
 - e. 25 books & 3 DVDs Muslim Journeys Bookshelf from National Endowment for the Humanities.

A motion was made by John Soll to approve the consent agenda; a second was made by David Yankowiak. Roll call vote was approved by all present.

Regular Agenda:

Director Anderson passed out a copy of the proposal from Hammerlund Construction for the excavation and installation of the bases and poles for the solar panels in the amount of \$16,050. This was the low quote. After further explanation by director Anderson, a motion was made by David Yankowiak to accept the proposal. Jean MacDonnell seconded the motion and the motion passed by a roll call vote all in favor.

A motion was made by John Soll and seconded by Mary Halen Harklau to authorize the staff to apply for a grant in the amount of \$500 from the American Indian Library Assoc. for materials and program expenses for a summer family program. The motion passed unanimously.

Motion was made by Jean MacDonnell to adjourn the meeting. A second by David Yankowiak. Motion was approved. The meeting adjourned at 5:42 pm.

Next meeting will be March 13, 2013 at 5:00 pm.

Respectfully submitted

Jeff Wartchow

Board member John Soll introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-02
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:

\$49.97	Grand Rapids Women of the Moose	Children's Books
\$50.00	Ann McDonald	Children's/in memory of Cynthia Driscoll
\$63.95	James Fideldy & Louise Koglin-Fideldy	Magazines
\$1615	Grand Rapids Area Library Foundation	Sat story times Jan – May
	25 books and 3 DVDs Muslim Journeys bookshelf	National Endowment for the Humanities

Adopted this 13th day of February 2013


Dennis Jerome, President


Secretary

Board member DAVID YAKOWIAK seconded the foregoing resolution and the following voted in favor thereof: JOHN SOLL, DAVID YAKOWIAK, SHANNON BENOIKEN, JEAN MACDONWELL, MARY HELEN HARKJAU

And the following voted against same: NONE
And the following abstained: NONE
Whereby the resolution was declared duly passed and adopted.

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



Fund Statement(s)

January 1, 2012 - December 31, 2012

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
Phone:	651-325-4266 800-875-6167
Email:	aurea.gerard@mnpartners.org
Address:	55 5th Street East, Suite 600 St. Paul, MN 55101

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

January 1, 2012 - December 31, 2012

Prepared on: 2/7/2013

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2012	\$	27,508
Investment Activity		
Interest & Dividends		506
Investment Gain/(Loss)		2,915
Disbursements		
Administrative Fees		(197)
Grants Paid		(1,348)
Investment Expenses		(123)
Other Income(Expense)		
Other Income(Expense)		-
Total Other Income(Expense)		-
Ending Balance on December 31, 2012	\$	29,260
<hr/>		
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2012	\$	29,260
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Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	29,308	100.2%	12.4%	12.4%	8.7%	1.6%
Assets Awaiting Investment	(48)	-0.2%				
	<u>\$ 29,260</u>	<u>100.0%</u>				



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

January 1, 2012 - December 31, 2012

There were no contributions during this statement period.



Grants Paid (Returned)		
Paid Date	Organization	Amount
02/24/2012	Grand Rapids Public Library	\$ 1,348
		\$ 1,348

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, 2012 - December 31, 2012

Available to Grant Activity

Amount Available to Grant Carried Forward From 2012	-
Available to Grant for 2013	1,286
Grants (Paid)/Returned	_____
Amount Available to Grant for 2013	1,286
Grants Scheduled to be paid January 1, 2013 - December 31, 2013	-
Uncommitted Amount Available to Grant for 2013	1,286

Future Year Grant Commitments



ALPHA LIBRARY BILL LIST - MARCH 13, 2013

DATE: 03/07/2013
 TIME: 15:41:54
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	703.90	23.94
0113233	AMERIPRIDE LINEN & APPAREL	1,002.30	51.90
0114200	ANDERSON GLASS	182.00	362.29
0121200	AUDIOGO	0.00	2,100.00
0201428	BAKER & TAYLOR, INC	2,586.66	3,168.59
0205640	LEAGUE OF MN CITIES INS TRUST	348,195.00	9,540.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	111,536.00	8,276.00
0221700	BUSY BEES QUALITY CLEANING	3,400.00	1,700.00
0300200	CDW GOVERNMENT INC	4,997.34	565.00
0305485	CENGAGE LEARNING INC	0.00	59.96
0405447	DELTA DENTAL OF MINNESOTA	4,898.30	238.45
0405500	DEMCO	1,540.01	1,540.01
0421455	DULUTH NEWS TRIBUNE	0.00	287.56
0605191	FIDELITY SECURITY LIFE INS CO	81.56	11.27
0718015	GRAND RAPIDS CITY PAYROLL	853,167.40	34,777.48
0900060	ICTV	46,518.78	15.00
0920059	ITASCA COUNTY SHERIFFS DEPT	985.53	10.00
1021515	JUNIOR LIBRARY GUILD	42.00	77.00
1205099	LEARNING OPPORTUNITIES INC	2,960.48	18.95
1309199	MINNESOTA ENERGY RESOURCES	29,200.80	437.76
1309335	MINNESOTA SALES & USE TAX	6,701.94	31.33
1315656	MORNING GLORY BED & BREAKFAST	85.00	170.00
1405850	NEXTERA COMMUNICATIONS LLC	960.76	95.48
1415377	NORTHERN BUSINESS PRODUCTS INC	6,202.49	728.55
1601750	PAUL BUNYAN COMMUNICATIONS	1,619.28	248.81
1605665	PERSONNEL DYNAMICS LLC	5,368.78	199.84
1609925	PIZZA WORKS	26.98	11.99
1621130	P.U.C.	46,290.61	2,757.52
1805150	RECORDED BOOKS	10.50	586.25
1909510	SIM SUPPLY INC	3,450.31	89.48
2205637	VERIZON WIRELESS	4,011.63	114.76
2209450	THE VILLAGE BOOK STORE	1,050.45	50.39
2209665	VISA	3,708.95	1,108.99
2301700	WASTE MANAGEMENT	2,739.67	116.77
2305690	WEST PUBLISHING COMPANY	0.00	146.00
2405650	XEROX CORPORATION	219.02	50.42
T000875	JOSEPH PLUT	0.00	150.00
T000876	THERESA M DUFNER	0.00	100.00
T000877	KIM HEIKKILA	0.00	313.40
TOTAL ALL VENDORS:			70,331.14

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 29, 2013
With Comparative Totals for February 28, 2012

	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	328,858	328,858	328,858	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	51,625	51,625	
Major Equipment Replacement	14,203	14,203	14,203	
TOTAL FUND BALANCE 1/1/XX	426,183	426,183	426,183	
Revenues:				
Taxes	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	641	827	11,182	7%
Fines & Forfeits	2,029	1,987	15,000	13%
Blandin Grant	-	2,261	-	0%
GR Library Foundation	4,010	1,615	-	0%
Miscellaneous	31,259	1,611	16,400	10%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	37,939	8,301	750,620	1%
Expenditures:				
Personnel	91,788	91,455	530,955	17%
Supplies/Materials	16,808	14,572	87,600	17%
Other Services/Charges	20,831	23,951	132,065	18%
Blandin Grant	-	1,336	-	0%
TOTAL EXPENDITURES	129,427	131,314	750,620	17%
Revenues > Expenditures	(91,488)	(123,013)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	6,893	15,952	-	0%
Fund Balance 2/28/XX				
Cash Flow	230,477	189,893	328,858	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	51,625	51,625	
Major Equipment Replacement	14,203	14,203	14,203	
TOTAL FUND BALANCE 2/28/XX	\$ 327,802	\$ 287,218	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$29,260 as of 12/31/12. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 575,038	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	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	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	226	12%
211-00-34-00-7975	INTERNET	3,000	601	20%
211-00-35-00-1030	LIBRARY FINES	15,000	1,987	13%
211-00-37-00-2310	DONATIONS	2,500	98	4%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	100	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	1,615	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	1,190	34%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	222	12%
211-00-37-00-5100	INVESTMENT INCOME	6,000	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	750,620	8,301	1%
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	40,826	13%
211-00-75-10-1030	SALARY-PARTTIME	101,400	14,062	14%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	254	8%
211-00-75-10-1210	PERA	29,066	3,977	14%
211-00-75-10-1220	FICA	24,857	3,241	13%
211-00-75-10-1250	MEDICARE	5,813	758	13%
211-00-75-10-1310	HEALTH INSURANCE	59,081	25,276	43%
211-00-75-10-1330	LIFE INSURANCE	246	55	22%
211-00-75-10-1335	DENTAL INSURANCE	1,778	275	15%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,730	91%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	1,795	22%
211-00-75-20-2020	COPY SUPPLIES	1,000	103	10%
211-00-75-20-2030	PRINTING/BINDING	400	-	0%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	582	15%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
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	12	3%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	38,000	4,836	13%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,586	73%
211-00-75-20-2130	NEWSPAPERS	1,000	-	0%
211-00-75-20-2140	PERIODICALS	7,000	199	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	219	7%
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	69	14%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	12	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3210	TELEPHONE	6,555	801	12%
211-00-75-30-3220	POSTAGE/FREIGHT	500	40	8%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
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	251	25%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	2,758	7%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	232	18%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	438	5%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,356	109%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	345	2%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	391	4%
211-00-75-30-4030	ONLINE SERVICES	4,000	1,258	31%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	10	0%
211-00-75-30-4100	EQUIPMENT LEASES	900	50	6%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	500	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	15,952	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	230	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,107	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	750,620	147,266	20%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (138,965)	

DATE: 03/01/2013
 TIME: 15:16:31
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 2 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/13
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	73,109.20	73,109.20	0.00
211-00-00-00-1010	CASH	415,057.53	9,700.41	148,102.93	276,655.01
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	5,994.00	0.00	0.00	5,994.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	2,516.79	0.00	1,752.65	764.14
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	0.00	14,128.88	0.00
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	5,234.73	3,186.62	2,048.11
TOTAL		467,814.54	88,044.34	241,027.62	314,831.26
TOTAL ASSETS		467,814.54	88,044.34	241,027.62	314,831.26
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	129,602.93	126,919.51	14,281.01
211-00-00-00-2030	SALES TAX PAYABLE	0.00	31.36	72.16	40.80
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	5,994.00	0.00	0.00	5,994.00
211-00-00-00-2220	DEFERRED REVENUES	3,178.35	3,178.35	0.00	0.00
TOTAL		36,381.80	143,057.66	126,991.67	20,315.81
TOTAL LIABILITIES		36,381.80	143,057.66	126,991.67	20,315.81
FUND EQUITY					

DATE: 03/01/2013
 TIME: 15:16:31
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 2 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/13
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	3,186.62	5,234.73	2,048.11
TOTAL		431,432.74	3,186.62	5,234.73	433,480.85
	FUND SURPLUS (DEFICIT)	0.00	138,965.40	0.00	(138,965.40)
TOTAL FUND EQUITY		431,432.74	142,152.02	5,234.73	294,515.45
TOTAL LIABILITIES AND FUND EQUITY		467,814.54	285,209.68	132,226.40	314,831.26

ALPHA LIBRARY BILL LIST - MARCH 13, 2013

DATE: 03/07/2013
 TIME: 15:41:54
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	703.90	23.94
0113233	AMERIPRIDE LINEN & APPAREL	1,002.30	51.90
0114200	ANDERSON GLASS	182.00	362.29
0121200	AUDIOGO	0.00	2,100.00
0201428	BAKER & TAYLOR, INC	2,586.66	3,168.59
0205640	LEAGUE OF MN CITIES INS TRUST	348,195.00	9,540.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	111,536.00	8,276.00
0221700	BUSY BEES QUALITY CLEANING	3,400.00	1,700.00
0300200	CDW GOVERNMENT INC	4,997.34	565.00
0305485	CENGAGE LEARNING INC	0.00	59.96
0405447	DELTA DENTAL OF MINNESOTA	4,898.30	238.45
0405500	DEMCO	1,540.01	1,540.01
0421455	DULUTH NEWS TRIBUNE	0.00	287.56
0605191	FIDELITY SECURITY LIFE INS CO	81.56	11.27
0718015	GRAND RAPIDS CITY PAYROLL	853,167.40	34,777.48
0900060	ICTV	46,518.78	15.00
0920059	ITASCA COUNTY SHERIFFS DEPT	985.53	10.00
1021515	JUNIOR LIBRARY GUILD	42.00	77.00
1205099	LEARNING OPPORTUNITIES INC	2,960.48	18.95
1309199	MINNESOTA ENERGY RESOURCES	29,200.80	437.76
1309335	MINNESOTA SALES & USE TAX	6,701.94	31.33
1315656	MORNING GLORY BED & BREAKFAST	85.00	170.00
1405850	NEXTERA COMMUNICATIONS LLC	960.76	95.48
1415377	NORTHERN BUSINESS PRODUCTS INC	6,202.49	728.55
1601750	PAUL BUNYAN COMMUNICATIONS	1,619.28	248.81
1605665	PERSONNEL DYNAMICS LLC	5,368.78	199.84
1609925	PIZZA WORKS	26.98	11.99
1621130	P.U.C.	46,290.61	2,757.52
1805150	RECORDED BOOKS	10.50	586.25
1909510	SIM SUPPLY INC	3,450.31	89.48
2205637	VERIZON WIRELESS	4,011.63	114.76
2209450	THE VILLAGE BOOK STORE	1,050.45	50.39
2209665	VISA	3,708.95	1,108.99
2301700	WASTE MANAGEMENT	2,739.67	116.77
2305690	WEST PUBLISHING COMPANY	0.00	146.00
2405650	XEROX CORPORATION	219.02	50.42
T000875	JOSEPH PLUT	0.00	150.00
T000876	THERESA M DUFNER	0.00	100.00
T000877	KIM HEIKKILA	0.00	313.40
TOTAL ALL VENDORS:			70,331.14

Director's Report March 2013

Explanation of Agenda Items

G C 2 Contract: Heikkila

Kim Heikkila, Professor at St. Catherine University and author of "Sisterhood of War" was a finalist for a Minnesota Book Award for 2012. We applied for and received a grant from the Friends of the St. Paul Library, who administer the MN Book Awards and a fund for promoting the authors and presenting programs. We will be reimbursed for Heikkila's honorarium, and travel and lodging expenses

G R 1 Annual Report

We are required to submit an annual statistical report to the MN Department of Education each year by April 1. It covers programming, computer use, collections, and revenue and expenditures. I plan to complete the report for your approval at the meeting, and I hope to have at least a draft report done by Saturday so you can look at it in advance.

G R 2 Best seller \$ for purchase of downloadable materials

Each year we receive roughly 1800 from the Regional Library System to be used exclusively for the purchase of best sellers. The goal is to make sure every library has copies of the most popular material. This year we have the option of designating that the money to be allocated to the ALS Overdrive budget to be used for purchase of downloadable materials. Since our patrons downloaded over 10,000 items last year, about 10% of the total downloads in the region, I think it's reasonable that we make a small contribution to the regionwide pool.

G R 3 Set time for strategic plan overview and update (2 hours in April some time?)

It is time once again for a review and progress report on the Strategic Plan and a time for any changes in direction for the next year. Please bring your calendars so we can try to find about 2 hours to meet some time April. Before that meeting I will provide you with a written outline of progress made, and an updated community profile.

Post adjournment legislative issues briefing.

I will send you talking points and explanations developed by the Minnesota Library Association and I would like to take about 15 minutes and go over some of the issues being pursued at the legislature. You may not need to actively lobby, anyone in our delegation, but it would be useful if you were aware of the issues.

Energy Project update

The Dashboard is under development

Hammerlund began digging holes on March 7 for the concrete bases for the poles.

The Grand Rapids Rotary held a meeting at the Library on Feb 25 and was able to view the heat exchanger and receive an explanation from Adam Salmala. It's running smoothly

Children's non-fiction purchase publicity

Darla and I were able to talk with Nathan Bergstadt from the Herald Review about the collection and about children's literacy and love your library month. The story appeared in the Feb 17?? Paper. John tweeted a link to the story and Jennifer Austin from KBJR called to ask if she could do a story also. She interviewed Darla and I on Feb. 22. I'm not sure if the video aired, but there is a story on northlandsnewscenter.com.

Library Legislative Day

I was able to attend Library Legislative Day on March 6, and met with Saxhaug, Anzelc, Metsa (Virginia) and Persell (Bemidji and Cass County, plus a small slice of Itasca County) All are Library supporters, and recognize the important role we play in small communities.

Including Regional Libraries in Legacy funding was raised at all meetings. The other item being promoted is funding for providing statewide access to Homework Help. There are several vendors that provide online tutoring services, including Tutor.com and Brainfuse. These services are currently provided by Rochester PL and the Metro area libraries.

Rapids Reads

Materials, books by and about Jon Hassler and creative writing, have been received and are on display. Events will begin in late March with the kickoff by Joe Plut, author of *Conversations with Jon Hassler*.

We will present a seminar on Creative Writing in April 4, presented by ICC English Instructor Lisa Marcis and a discussion on April 9

Peeps Diorama Contest

We are holding the first annual Peeps Diorama Contest with 3 different age categories. Entries are due on March 25.

Art Exhibit from Morocco

In collaboration with the Reif Center, we are hosting parts of the photography collection accompanying the CaravanSerai project. In February we hosted photos of rural areas. We just put up a collection of photos of women.

Upcoming: Mississippi Then and Now

In April we will also collaborate with MacRostie Art Center and host a few pieces of a travelling collection of photographs of the Mississippi by Henry Bosse (late 1800s) and Chris Faust (early 2000s) of the same landscapes.

Burglary

The windows in the back entry were replaced on Monday, March 4. Vacuuming was not enough to remove the broken glass in the back so Mike Russell came in and cleaned the carpet. The repair and clean up costs (around \$700 for glass replacement and carpet clean up, plus time and materials for Public Works) will outstrip the actual cash lost (around \$120 from the cash drawers, plus whatever was in the donation box) .The donation box has been rebuilt. We have changed our end of day cash handling procedures.

Assistant Director Report March 2013

Teens

Teen Advisory Board Meeting February 26, 213

3 members present: Gabby L., Emi S., Jotavia H.

Members talked about the Peeps Diorama Contest. We will make a diorama and enter it. Members also talked about Advanced Reader Copies of books.

Teen Winter Reading ended in February. There were 40 that read 700 pages and 28 that read 1500. There were 5 that participated in Book Bingo.

The Teen Universe monthly drawing had 18 participants. That's close to a new record. Teens had to match the celebrity couples. I guess they liked it!!!

Staff

I did an interview with Heidi Holtan which aired on KAXE on Monday February 25. I talked about the book *13 Reasons Why* by Jay Asher. There was recently some controversy about the book at the high school. The book is read in 9th grade English and a parent had an issue with some content in the book. Heidi and I gave a synopsis of the book and talked about young adult literature in general.

Will continues to be part of the city Wellness team. The team decides wellness activities for city employees.

Operations

As part of Caravanserai at the Reif Center, there are 3 different series of photos about Morocco. We had a series of the Moroccan landscape recently and on Thursday the series changed to Moroccan women.

Rose from Project Care dropped off a 3-panel board advertising Project Care. It will be on display through March.

	THIS MONTH	YTD	YTL	12	Express Check outs	%
Check-outs	12,675	25,711	26,666	26,666	2,505	19.76%
Renewals	1,890	3,842	3,516	3,516		-3.58%
Total Circulation	14,565	29,553	30,182	30,182		9.27%
Returns	14,065	27,869	29,290	29,290		-2.08%
New cards	109	214	250	250		-4.85%
						-14.40%

Door count 10218 2012 comparison
0.31%

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2012
Books cataloged and processed	663	1,244	1,061
Withdrawn copies	130	444	690
Withdrawn Titles	73	497	463

REFERENCE

	THIS MONTH	YTD	YTD 2012
tests proctored	865	1,764	1,638
computer help over 5 minutes	8	9	12
INTERNET	10	20	3
Pharos sessions ***	1,442	852	2,908

Non-Pharos sessions VOLUNTEERS

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
	59	119	119	48
	20	187.50	20	403.25
				379.00

MEETING ROOM

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
COMMUNITY ROOM	31	912	57	1,609	65	1,411 Hide
GROUP STUDY ROOM	17	117	35	259	35	178 25 & 26
Total Mtg Rm Use	48	1,029	92	1,868	100	1,589 for board distribution

PROGRAMS & TOURS

	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	4	4	9	2	3	7	39	10
	76	202	122	181	53	79	1,013	242
	10	8	11	3	7	39	41	10
	193	399	146	196	79	7	1,086	319
	12	8	9	5	7	41	10	
	272	355	145	233	81	1,086	319	

BOOKINGS & ARRANGEMENTS TOTALS

	HRS THIS MONTH	HRS YTD	HRS YTD 2012
	9.5	19	18.5

Children's Library Summary

February 2012

The winter reading program in the Children's library wrapped up on Saturday, February 23. We finished with 350 boys and girls registered to read (or be read to,) 182 returning their completed reading logs and choosing a free book.

In February, I Love to Read Month, we had many visitors. The special ed classes from the high school and the middle school each visited twice; Leech Lake, Bena and Ballclub Headstarts all came to see us; Mrs. Roy-Dahline's fourth grade from Southwest hiked over; Melissa MacLean's class from Invest Early came for a story time; and to top things off, 14 Uruguayan students came to tour our library! Tracy Kampa also made a trip to visit Mrs. Roy-Dahline's classroom.

In place of Family Movie Night in February, we were fortunate to welcome ventriloquist, James Wedgwood through the Legacy Fund. James was very entertaining and even spent a few minutes showing the audience of 111 how he uses his voice to make his puppets appear to talk.

Our Saturday Story Time continues to draw a large audience each week. There has been some discussion of dividing Saturday into two groups – like we do for Monday Book Time. There are pros and cons to the idea, of course.

February was also the month when we needed to get all our summer plans together if we wanted them to appear in the Itasca Network for Youth Activity Guide. It's amazing what you can accomplish when you're on a deadline!

Bonnie Henriksen, Amy Dettmer and Darla Kirwin also put together a grant application to bring Native American performers to the library this summer for a special program, and to purchase a collection of Native American fiction and nonfiction for the Children's library. We should find out how we did on April 1.

Looking ahead:

- **March 23 @ 10:30 am: Legacy program: Casey Aro, singer and storyteller in place of Saturday Story Time.**
- **March 28 @ 6:00 pm: Family movie night presents "Rise of the Guardians." Families are invited to bring dinner or a snack. Pillows are also welcome.**
- **April 1 @ 10:30 am: Legacy program: Ellie the Elephant and the Silly Shades Brigade.**

Library Volunteer and Program Report for February 2013

February Volunteers

20 volunteers/187.5 hours (Board, Program Committee members' and Friends of Library Board hours are NOT included as their meetings fell within the time frame of the earlier report.)

Volunteer Activities

- Receiving, sorting and shelving books in the book store
- Shelving books and sorting periodicals
- Shelving books in the Children's library
- Pull list
- New York Times best seller list

Board & Program Committee Volunteers

Library Board:

Program Committee:

Friends of the Library Board:

Teen Advisory Board: 3 members attended/reported 3 hours of service

The following programs were offered in February:

Journey Down the Mississippi—Part 2, February 6, 2013, 12:00 noon

Doug Ohman, Professional Photographer

28 attended—Engaging speaker as always! Doug has a special following of GRAL patrons. He adapted his program at the last minute as we had requested Part 2 and he had assumed we would want Part 1. He combined slides from both and ad-libbed eloquently. The program was arranged by ALS with support from The Arts & Cultural Heritage Fund.

Minnesota Rails, February 7, 2013

Steve Glischinski, Professional Photographer and Writer

29 attended—Great presentation! Speaker had a good variety slides and interesting stories relating to Minnesota railroads and their history in Minnesota. He was knowledgeable and spoke comfortably. Audience members came from the region—one man from Hibbing met a friend (and fellow model train enthusiast) from Deer River. Upon leaving, he said, "This is such a great library, with many interesting things going on. Hibbing library doesn't compare!" The speaker and his expenses were underwritten by his book publisher, University of Minnesota Press. Village Book Store handled book sales.

My Heart is In Chocolate, February 12, 2013

Heidi Ash, Duluth Chocolatier

22 attended—This delightful Valentine's themed program featured a speaker who could talk about her business and the history of chocolate as well as her personal life experience of being a heart transplant recipient. She provided yummy chocolate samples as did another chocolatier who had been invited to speak but had declined.

Caravanserai: Morocco, February 20, 2013, 12:30 p.m.

Hakim Belabbes, Moroccan American Filmmaker

10 attended—This program was an extension of our collaboration with the Reif. We had projector problems so the showing was not the best. The speaker did a great job of engaging the audience in conversation to bridge cultural understanding.

Sisterhood of War, February 21, 2013

Kim Heikkila, Professor, College of St. Catherine

35 attended—Excellent presentation, speaker is compassionate for her topic and well informed; the program was well organized—good use of slides and information. The program was financially supported with a grant from Friends of St. Paul Library, featuring Minnesota Book Award Nominees.

Board member
moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2013-03
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:

\$50 Nancy Dicken Large print/audio books in memory of Edithmae Ranfranz Costello
\$34 Grand Rapids Garden Club Magazine subscription

Adopted this 13th day of March 2013

Dennis Jerome, President

Secretary

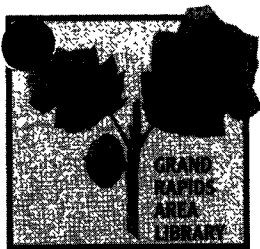
Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



March 13, 2013

Kim Heikkila
1874 Saunders Ave
St Paul MN 55116

Dear Ms Heikkila

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

I am pleased that you will be leading a presentation and talking about your book *Sisterhood of War* for the Grand Rapids Area Library on February 21 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like.

The Library will pay you an honorarium of \$100.00 for your appearance. We will also reimburse you for travel expenses, including mileage from St Paul at the IRS rate in effect at the time of the program and an evening meal while in Grand Rapids. We have made arrangements for your lodging at the Morning Glory B & B and they will bill the Library directly. 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. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form, expense reimbursement form

These terms are acceptable:

Kim Heikkila
Signature

2-21-13
Date

Approved for the Board of Directors:
[Signature]
Board President

3-13-13
Date

AMERICAN FEDERATION OF MUSICIANS OF THE UNITED STATES AND CANADA

(HEREIN CALLED "FEDERATION")



CONTRACT
(Form L-2)
FOR LOCAL ENGAGEMENTS ONLY
(NOT FOR USE IN CANADA)

Whenever the term "The Local Union" is used in this contract, it shall mean Local Union No. 30-73 of the Federation.

THIS CONTRACT for the personal services of musicians on the engagement described below is made this 3rd day of March, 2013, between the undersigned purchaser of music (herein called "Purchaser") and the undersigned musician or musicians.

- Name and Address of Place of Engagement: KAYE Rotary Tent Co Grand Rapids
Public library if Raining, 260 NE 2nd St. Grand Rapids MI 55744
Name of Band or Group: Sam Miltian Friends
Number of Musicians: 4 Number of Vocalists: _____
- Date(s) of Engagement; daily or weekly schedule and daily clock hours: July 11th, 2013 12:30 - 1:30
- Type of Engagement (specify whether dance, stage show, banquet, etc.): Kids educational concert
- Compensation Agreed Upon: \$ 400.00 (Amount and Terms)
- Purchaser Will Make Payments As Follows: To Sam Miltian at the start of concert
(Specify when payments are to be made)

(Continued on reverse side)

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first above written.

Paula Kirwin
Purchaser's Full and Correct Name
(If Purchaser is Corporation, Full and Correct Corporate Name)
Paula A. Kirwin
Signature of Purchaser (or Agent thereof)
140 NE 2nd St.
Street Address
Grand Rapids MI 55744
City State Zip Code
218-327-8822
Telephone

Sam Miltian
Print Name of Signatory Musician Home Local Union No.
Samuel P. Miltian
Signature of Signatory Musician
326 NE 8th St.
Musician's Home Address
Grand Rapids, MI 55744
City State Zip Code
H. 218-326-2046 C 218-244-4089
Telephone

Booking Agent

Agreement No.

Address

Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay
<u>Sam Miltian</u>	<u>30-73</u>		\$ <u>100.00</u>
<u>Matthew Miltian</u>	<u>30-73</u>		<u>100.00</u>
<u>Pat Downing</u>			<u>100.00</u>
<u>Mike Miller</u>			<u>100.00</u>

