

**GRAND RAPIDS AREA LIBRARY BOARD**  
**Grand Rapids Area Library**  
**February 13 2013 5:00 P.M.**

**5:00 Call to order**

**5:01 Roll call: *absent Jerome, Kuschel, Peters***

**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                      | \$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 Resolution Accepting Donations**

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

**Regular agenda**

- 1. Accept low quote of \$16,050 and authorize Hammerlund Construction to proceed with excavation and installation of bases and poles for solar panels.**
- 2. Authorize staff to apply for grant of \$500 from the American Indian Library Association for materials and program expenses for a summer family program.**

**6:00 Adjourn.**

**Next meeting March 13<sup>th</sup>, 5 pm**

Grand Rapids Area Library Board  
Regular Meeting January 9, 2013

**Members present:** John Soll, David Yankowiak, Shannon Benolken, Abby Kuschel, Jemma Baker, Jean MacDonnell

Members Absent: Dennis Jerome, Max Peters, Mary Helen Harlkau

Staff present: Marcia Anderson

The monthly board meeting was called to order at 5:00 pm by Shannon Benolken

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

**Election of Officers: Proposed Slate of Officers:** President: Dennis Jerome, Vice President: Shannon Benolken and Secretary: Abby Kuschel  
John Soll moved to accept the slate of officers, seconded by David Yankowiak..

It was moved by David Yankowiak and seconded by Jemma Baker that committee appointments will be made on an "as needed" basis.

John Soll agreed to serve as Board representative to the Library program committee and Jean MacDonnell agreed to serve as the Board representative to the Library Foundation.

**Minutes:** Abby Kuschel moved to approve the minutes of the December 12, 2012 board meeting, a second by David Yankowiak and motion passed unanimously.

**Communications:** none

**Financial Report:**

Library January bill list  
Invoices due on or before 1/9/13

Amazon.com	703.90
Ameripride Linen & Apparel	17.30
Arrowhead Library System	53.08
Baker & Taylor, Inc.	2,299.44
Busy Bees Cleaning	1,700.00
CDW Government	735.68
Cole Hardware	17.99
Computer Enterprises	299.98

Gartner Refrigeration	408.00
Bonnie Henriksen	57.36
Junior Library Guild	42.00
Learning Opportunities, Inc.	2,865.73
Minneapolis/St. Paul Business	96.00
Nardini Fire Equipment	225.00
Northern Business Products, Inc.	205.45
Personnel Dynamics	264.48
Pizza Works	14.99
Recorded Books	10.50
Mary Saxton	366.80
Scenic Range News	20.00
SIM Supply	97.81
Star Tribune	317.20
Unique Mgmt Services	187.95
Village Book Store	752.11
Xerox Corp.	71.83
Boundary Waters Journal	23.00
Heidi Ash	150.00

TOTAL \$ 12,003.58

Checks issued – Prior Approval

Blue Cross/ Blue Shield of MN	\$4,138.00
Delta Dental of Minnesota	238.45
Fidelity Security Life Ins. Co.	11.27
Grand Rapids City payroll	34,313.29
Lincoln National Life	90.70
Minnesota Energy Resources	18.90
Minnesota Sales & Use Tax	26.23
Mark Munger	100.00
Nextera Communications	95.48
Paul Bunyan Communications	248.81
Pioneer Mutual Life Ins. Co.	20.50
Pitney Bowes	143.34
P.U.C.	2,688.21
Unique Management Services	187.95
Verizon Wireless	114.81
Waste Management	115.54

Total \$42, 551.48

Combined Total \$54,555.06

Director Anderson noted that the financial report for 2012 was not totally complete due to some adjustments that have not been recorded for 2012. Motion was made by David Yankowiak to approve the financial report, a second was made by Jemma Baker. Roll call vote the motion approved unanimously

**Staff Report:** Director Anderson updated the board on various initiatives including a request to the city council that the library portion of the city website be upgraded; that the library legislative day is coming in March; she noted some legislative discussions were being held concerning the Legacy Fund as it pertains to regional library systems and she noted the status of various library educational programs and answered related questions. She also reported on donations, library traffic, etc.

**Old Business:** None to report

**New Business: Consent Agenda**

1. Approve payment of late bills:  
Hometown Electric of Northern Minnesota (solar) \$3,614.61
2. Approve Resolutions accepting donations:  
\$50 Leah White - Undesignated  
\$1,000 John & Gina Hawkinson Advised Fund of GRACF - undesignated  
\$1,500 Grand rapids Area Library Foundation – Speakers: Rapids Read 2012  
\$25 Sandra Krough in memory of Cynthia Driscoll – books  
\$20 Jodi Wojciechowski/ Brandon Driscoll in memory of Cynthia Driscoll – books  
\$25 Grand rapids North Star Women’s Club in memory of Ethel Brady – books  
\$25 GRHS class of 1952 - undesignated

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

**Regular Agenda:**

A motion was made by Abby Kuschel and seconded by David Yankowiak to approve the contract with QA Graphics for the educational dashboard. Motion passed unanimously.

Motion by David Yankowiak to adjourn the meeting. A second by John Soll and it was approved. The meeting adjourned at 5:38 pm.

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

Respectfully submitted  
Jeff Wartchow

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

RESOLUTION NO. 2013-01  
A RESOLUTION ACCEPTING DONATIONS

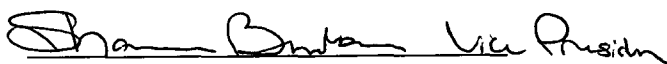
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

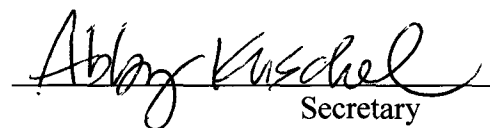
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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	Leah White	undesignated
\$1000	John and Gina Hawkinson Advised Fund of GRACF	undesignated
\$1500	Grand Rapids Area Library Foundation	Speakers: Rapids Reads 2012
\$25	Sandra Krough in memory of Cynthia Driscoll	books
\$20	Jodi Wojciechowski/Brandon Driscoll in memory of Cynthia Driscoll	books
\$25	Grand Rapids North Star Women's Club in memory of Ethel Brady	books
\$25	GRHS class of 1952	undesignated

Adopted this 9<sup>th</sup> day of January 2013

  
for Dennis Jerome, President

  
Secretary

Board member John Soll seconded the foregoing resolution and the following voted in favor thereof: John Soll, David Yankowiak, Shannon Bewicker, Abby Kuschel, Jemma Baker, Jean McDowell

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 ONE MONTH ENDING JANUARY 31, 2013**  
*With Comparative Totals for January 31, 2012*

	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	328,858	320,790	320,982	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	51,625	52,880	
Major Equipment Replacement	14,203	14,203	12,756	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>426,183</b>	<b>418,115</b>	<b>418,115</b>	
<b>Revenues:</b>				
Taxes	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	325	313	11,182	3%
Fines & Forfeits	1,073	768	15,000	5%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	2,480	-	-	0%
Miscellaneous	547	242	16,400	1%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>4,425</b>	<b>1,323</b>	<b>750,620</b>	<b>0%</b>
<b>Expenditures:</b>				
Personnel	54,292	48,425	530,955	9%
Supplies/Materials	8,811	2,186	87,600	2%
Other Services/Charges	10,923	2,852	132,065	2%
Capital Outlay	-	15,952	-	0%
Blandin Grant	-	603	-	0%
<b>TOTAL EXPENDITURES</b>	<b>74,026</b>	<b>70,018</b>	<b>750,620</b>	<b>9%</b>
Revenues > Expenditures	(69,601)	(68,695)	-	
<b>Fund Balance 1/31/XX</b>				
Cash Flow	259,257	252,287	320,982	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	52,880	52,880	
Major Equipment Replacement	14,203	12,756	12,756	
<b>TOTAL FUND BALANCE 1/31/XX</b>	<b>\$ 356,582</b>	<b>\$ 349,420</b>	<b>\$ 418,115</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,578 as of 09/30/12. This endowment is not available for current operations.

DATE: 02/07/2013  
TIME: 13:34:21  
ID: AP442000.WOW

CITY OF GRAND RAPIDS  
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/13/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE LINEN & APPAREL	502.41	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	53.08	529.46
0201428	BAKER & TAYLOR, INC	2,299.44	287.22
0205640	LEAGUE OF MN CITIES INS TRUST	138,570.00	2,729.63
0212750	BLUE CROSS & BLUE SHIELD OF MN	38,558.50	4,138.00
0221700	BUSY BEES QUALITY CLEANING	1,700.00	1,700.00
0405447	DELTA DENTAL OF MINNESOTA	2,462.05	238.45
0605191	FIDELITY SECURITY LIFE INS CO	40.78	11.27
0718010	CITY OF GRAND RAPIDS	59.80	222.92
0718015	GRAND RAPIDS CITY PAYROLL	650,556.08	38,331.72
0815468	HOMETOWN ELECTRIC OF NORTHERN	3,614.61	3,614.61
0920003	ITASCA AREA SCHOOLS	0.00	875.00
1015337	MICHELLE JOHNSON	123.16	15.04
1201407	LAKE COUNTRY JOURNAL MAGAZINE	0.00	19.95
1205099	LEARNING OPPORTUNITIES INC	2,865.73	94.75
1209516	LINCOLN NATIONAL LIFE	846.76	90.70
1309199	MINNESOTA ENERGY RESOURCES	13,996.22	199.08
1309335	MINNESOTA SALES & USE TAX	2,565.23	35.54
1309398	MINNESOTA WOMEN'S PRESS	0.00	60.00
1315656	MORNING GLORY BED & BREAKFAST	0.00	85.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	2,605.82	159.80
1405850	NEXTERA COMMUNICATIONS LLC	474.95	93.08
1415033	NORDIN PRESS LLC	0.00	478.80
1601678	PARK GENEALOGICAL BOOKS	0.00	25.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,079.52	248.81
1605665	PERSONNEL DYNAMICS LLC	3,072.48	126.92
1609557	PIONEER MUTUAL LIFE INS CO	257.89	20.50
1609925	PIZZA WORKS	14.99	11.99
1612895	PLYMOUTH ROCKET INC	0.00	275.00
1621130	P.U.C.	22,348.50	2,694.38
1700001	QA GRAPHICS INC	0.00	12,337.50
1821700	MICHAEL RUSSELL	0.00	345.00
1909510	SIM SUPPLY INC	2,175.41	114.23
2114356	UNIQUE MANAGMENT SERVICES	187.95	250.60
2205637	VERIZON WIRELESS	1,973.55	114.81
2209421	VIKING ELECTRIC SUPPLY INC	1,556.31	165.60
2209450	THE VILLAGE BOOK STORE	752.11	298.34
2209665	VISA	1,254.48	213.28
2301700	WASTE MANAGEMENT	1,350.74	115.20
000872	LEYA DRABCZAK	0.00	188.10

TOTAL ALL VENDORS: 71,589.88

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH JANUARY 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	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	92	5%
211-00-34-00-7975	INTERNET	3,000	221	7%
211-00-35-00-1030	LIBRARY FINES	15,000	768	5%
211-00-37-00-2310	DONATIONS	2,500	64	3%
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%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	78	4%
211-00-37-00-5100	INVESTMENT INCOME	6,000	-	0%
	TOTAL REVENUE	750,620	1,323	
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	17,985	6%
211-00-75-10-1030	SALARY-PARTTIME	101,400	6,520	6%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	54	2%
211-00-75-10-1210	PERA	29,066	1,774	6%
211-00-75-10-1220	FICA	24,857	1,465	6%
211-00-75-10-1250	MEDICARE	5,813	343	6%
211-00-75-10-1310	HEALTH INSURANCE	59,081	17,750	30%
211-00-75-10-1330	LIFE INSURANCE	246	(84)	-34%
211-00-75-10-1335	DENTAL INSURANCE	1,778	(101)	-6%
211-00-75-10-1347	VISION INSURANCE	-	(10)	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,730	91%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	212	3%
211-00-75-20-2020	COPY SUPPLIES	1,000	-	0%
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	-	0%
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	1,394	4%
211-00-75-20-2120	AUDIO/VISUAL	9,000	-	0%
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	129	4%
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	35	7%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	-	0%
211-00-75-30-3210	TELEPHONE	6,555	342	5%
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	-	0%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%



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

<b>Account Number</b>	<b>Account Description</b>	<b>2013 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	8,000	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	115	9%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
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	-	0%
211-00-75-30-4030	ONLINE SERVICES	4,000	275	7%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	900	-	0%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	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	-	373	0%
	<b>TOTAL EXPENDITURES</b>	<b>750,620</b>	<b>70,018</b>	<b>9%</b>
	<b>SURPLUS REVENUES(EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ (68,695)</b>	

DATE: 02/07/2013  
 TIME: 13:06:27  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2013

PAGE: 1  
 F-YR: 13

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	575,038.00	0.00	0.00	575,038.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4035	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	575,038.00	0.00	0.00	575,038.00	0
TOTAL TAXES		0.00	575,038.00	0.00	0.00	575,038.00	0
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	133,000.00	0.00	0.00	133,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	133,000.00	0.00	0.00	133,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	133,000.00	0.00	0.00	133,000.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	0.00	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	92.39	1,900.00	92.39	0.00	1,807.61	5
211-00-34-00-7975	INTERNET	220.70	3,000.00	220.70	0.00	2,779.30	7
211-00-34-00-7980	LIBRARY FEES	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		313.09	11,182.00	313.09	0.00	10,868.91	3
TOTAL CHARGES FOR SERVICES		313.09	11,182.00	313.09	0.00	10,868.91	3
<b>FINES &amp; FORFEITS</b>							

DATE: 02/07/2013  
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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 1 PERIODS ENDING JANUARY 31, 2013

PAGE: 2  
 F-YR: 13

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	768.10	15,000.00	768.10	0.00	14,231.90	5
TOTAL		768.10	15,000.00	768.10	0.00	14,231.90	5
TOTAL FINES & FORFEITS		768.10	15,000.00	768.10	0.00	14,231.90	5
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	63.95	2,500.00	63.95	0.00	2,436.05	3
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	99.97	0.00	99.97	0.00	(99.97)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,400.00	0.00	0.00	1,400.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	78.23	1,800.00	78.23	0.00	1,721.77	4
211-00-37-00-2455	NATURAL GAS REBATE	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	6,000.00	0.00	0.00	6,000.00	0
TOTAL		242.15	16,400.00	242.15	0.00	16,157.85	1
TOTAL MISCELLANEOUS REVENUE		242.15	16,400.00	242.15	0.00	16,157.85	1
<b>OTHER SOURCES</b>							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		1,323.34	750,620.00	1,323.34	0.00	749,296.66	0

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	17,984.61	302,714.00	17,984.61	0.00	284,729.39	6
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	6,519.73	101,400.00	6,519.73	0.00	94,880.27	6
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	54.00	3,000.00	54.00	54.00	2,892.00	4
211-00-75-10-1210	PERA	1,774.26	29,066.00	1,774.26	0.00	27,291.74	6
211-00-75-10-1220	FICA	1,465.41	24,857.00	1,465.41	0.00	23,391.59	6
211-00-75-10-1250	MEDICARE	342.69	5,813.00	342.69	0.00	5,470.31	6
211-00-75-10-1310	HEALTH INSURANCE	17,749.94	59,081.00	17,749.94	0.00	41,331.06	30
211-00-75-10-1330	LIFE INSURANCE	(83.70)	246.00	(83.70)	20.50	309.20	(26)
211-00-75-10-1335	DENTAL INSURANCE	(101.02)	1,778.00	(101.02)	0.00	1,879.02	(6)
211-00-75-10-1347	VISION INSURANCE	(10.40)	0.00	(10.40)	0.00	10.40	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	2,729.63	3,000.00	2,729.63	0.00	270.37	91
<b>TOTAL PERSONNEL</b>		<b>48,425.15</b>	<b>530,955.00</b>	<b>48,425.15</b>	<b>74.50</b>	<b>482,455.35</b>	<b>9</b>
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	211.85	8,000.00	211.85	0.00	7,788.15	3
211-00-75-20-2020	COPY SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	0.00	0.00	400.00	0
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	0.00	0.00	10,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	239.97	1,000.00	239.97	0.00	760.03	24
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	11.99	350.00	11.99	0.00	338.01	3
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	1,394.14	38,000.00	1,394.14	905.77	35,700.09	6

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2140	PERIODICALS	198.95	7,000.00	198.95	79.95	6,721.10	4
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	129.27	3,000.00	129.27	129.27	2,741.46	9
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>2,186.17</b>	<b>87,600.00</b>	<b>2,186.17</b>	<b>1,114.99</b>	<b>84,298.84</b>	<b>4</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3070	LAUNDRY	34.60	480.00	34.60	17.30	428.10	11
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	0.00	18,700.00	8
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-30-3210	TELEPHONE	341.89	6,555.00	341.89	0.00	6,213.11	5
211-00-75-30-3220	POSTAGE/FREIGHT	40.16	500.00	40.16	0.00	459.84	8
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	150.00	0.00	0.00	150.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	0.00	0.00	39,930.00	0
211-00-75-30-3840	GARBAGE REMOVAL	115.20	1,300.00	115.20	0.00	1,184.80	9
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	345.00	15,000.00	345.00	0.00	14,655.00	2
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	0.00	0.00	10,000.00	0
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	275.00	4,000.00	275.00	0.00	3,725.00	7

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 FOR 1 PERIODS ENDING JANUARY 31, 2013

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<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	0.00	900.00	0.00	0.00	900.00	0
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		2,851.85	132,065.00	2,851.85	17.30	129,195.85	2
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	15,952.11	0.00	15,952.11	0.00	(15,952.11)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		15,952.11	0.00	15,952.11	0.00	(15,952.11)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		69,415.28	750,620.00	69,415.28	1,206.79	679,997.93	9
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	230.00	0.00	230.00	0.00	(230.00)	100
211-00-95-00-5745	BLNDIN GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	373.10	0.00	373.10	0.00	(373.10)	100
211-00-95-00-5755	BLNDIN GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		603.10	0.00	603.10	0.00	(603.10)	100

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TOTAL BLANDIN GRANT		603.10	0.00	603.10	0.00	(603.10)	100
TOTAL EXPENSES:		70,018.38	750,620.00	70,018.38	1,206.79	679,394.83	9
TOTAL FUND REVENUES		1,323.34	750,620.00	1,323.34	0.00	749,296.66	0
TOTAL FUND EXPENSES		70,018.38	750,620.00	70,018.38	1,206.79	679,394.83	9
FUND SURPLUS (DEFICIT)		(68,695.04)	0.00	(68,695.04)			
TOTAL ALL FUND REVENUES		1,323.34	750,620.00	1,323.34	0.00	749,296.66	0
TOTAL ALL FUND EXPENSES		70,018.38	750,620.00	70,018.38	1,206.79	679,394.83	9
ALL FUND SURPLUS (DEFICIT)		(68,695.04)	0.00	(68,695.04)			

## **Director's Report February 13, 2013**

Agenda Items:

### **Contract s**

We are contracting with Terri Dufner to teach 4 computer classes at Coleraine and Calumet Libraries as part of MIRC grant we received for laptops and trainings. These Libraries just got a broadband connection that can be used for classes. The intent of the grant was that for the first round of classes someone could be brought in to teach.

This was included in your January packet but I neglected to put it on the consent agenda so you did not approve this last month

### **Statistics**

Circulation and visits are about the same as last year in January. Our story times and programs were well attended in January in spite of, or perhaps because of, the cold weather.

I am working on pulling together numbers for the annual report required by the MN Dept of Education. The final financial figures will not be ready until near the end of the month. I will also prepare a more user-friendly version for public consumption.

I should have the public version done by March 1 if any of you want to visit your annual township meeting usually held in early March.

FYI, I just looked at circulation and collection numbers for libraries in the region and the circulation numbers fall out as follows Duluth 552,000, Grand Rapids 187,000, Virginia 131,000, Cloquet,123,000 Hibbing, 101,000, International Falls 98,000

### **City administrator:**

Shawn is leaving in mid-April. Council will begin the screening process next week and hopes to name a replacement on Feb 25.

### **Muslim Journeys Collection**

We received a collection of 25 books and 3 DVDs from the National Endowment for the Humanities. It includes fiction and non-fiction books on themes including: Connected Histories, American Stories, Literary Reflections, Pathways of Faith, Points of View and Art Architecture and Film. The purpose is to familiarize public audiences in the US with the people, places, history, faith and cultures of Muslims in the US and around the world.

We will showcase the collection with a mini-film series in late February and early March in collaboration with the Reif and MacRostie. The first film will be presented by the Moroccan American filmmaker in town as part of the Carvanserai project of the Reif.

### **Energy Center**

Dashboard: QA graphics has begun work on developing an educational dashboard to display energy production and consumption.

Sunflower: Hawkinson will begin digging next week in preparation for putting in bases and poles for two additional sunflowers with solar panels.

### **Library Legislative Day**

If you can, please think about attending Library Legislative Day at the Capitol on March 6. This is an opportunity to visit Range legislators in St. Paul and talk about impacts of libraries on communities.



# Assistant Director Report

## February 2013

### Teens

Teen Winter Reading is in full swing. In January there were 11 teens that read 700 pages and 10 that read 1500 pages. There were 2 that participated in book bingo. I have been keeping track of the number of pages read and so far teens have read 20,194. On the kiosk near the circ desk there is a strong man bell which indicates how many pages have been read.

The Teen Room monthly drawing had 10 participants. The questions teens answered had to do with snow.

*Teen Advisory Board meeting--Jan. 29*  
Emi S., Paige C., Gabby L.

I had a bunch of Advanced Reader Copies from the Village Bookstore and members took many of the books.

Members talked about Teen Tech Week March 10-16.

### Staff

Darla met with Nathan Bergstedt from the paper about the new children's books which are displayed on a table near the children's department.

Darla and I worked to get summer programs in the Itasca Networks for Youth guide. We entered the programs online and then received the first proof. The guide comes out in April and includes youth programs from many different agencies in the area.

Will is part of the city Wellness committee. The committee is made of people from different departments in the city.

### Operations

The lobby display case has been changed to advertise Rapids Reads and Jon Hassler. Joseph Plut, the kickoff speaker in March who taught with Jon Hassler for many years, visited with Bonnie and Will and put a lot of nice artifacts, including pictures, in the display case.

Katie Benes from the Reif Center brought a collection of pictures about Morocco to hang on our clothesline. The pictures go along with Caravanserai. We received the Muslim Journeys Bookshelf and those items are displayed near the pictures.

Check-outs	13,036	13,036	13,382	2,674	20.51%
Renewals	1,952	1,952	1,733		-2.59%
Total Circulation	14,988	14,988	15,115		12.64%
Returns	13,804	13,804	14,699		-0.84%
New cards	105	105	126		-6.09%
					-16.67%

**TECHNICAL PROCESSES**

Books cataloged and processed	581	581	432		
Withdrawn copies	314	314	338		
Withdrawn Titles	424	424	200		

**REFERENCE**

tests proctored	899	899	806		
computer help over 5 minutes	1	1	3		
	10	10	18		

**INTERNET**

Pharos sessions ***	1,466	882	1,466	1,739	1,101
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**Non-Pharos sessions VOLUNTEERS**

	60	60	48		
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**MEETING ROOM**

Total Mtg Rm Use	44	839	44	28	628
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**PROGRAMS & TOURS**

BOOK TIME	6	117	6	6	127
SATURDAY STORY TIME	4	197	4	4	153
CLASS VISITS	2	24	2	2	33
NON SCHOOL GROUPS	1	15	1	1	17
CHILDREN'S PROGRAMS	4	26	4	4	43
TEEN PROGRAMS	17	379	17	17	373
Total Youth Programs	4	113	4	6	210

**DOOR COUNT**

			10218		0.31%
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**BOOKINGS & ARRANGEMENTS**

	9.5	9.5	8.5		
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**TOTALS**

	9.5	9.5	8.5		
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**Children's Library Summary**  
**January 2013**

Life has returned to normal in the Children's library. Registrations for the winter reading program are steady – typical for this time of year. We currently have 323 boys and girls registered, with many already exchanging their filled reading log for a new book.

Even with the cold weather, we have had record-setting attendance at Saturday Story Time. We may have to consider breaking that into 2 sessions! At the same time, we are seeing a slight decrease in attendance on Mondays. We'll have to revisit the numbers this summer and make some decisions.

We had visits from Ball Club Headstart and the RJEMS special education class this month.

We were able to put out more than 150 new titles in January that were purchased with money from the Grand Rapids Library Foundation. Mostly nonfiction, the display was ravaged by eager patrons in minutes! With the new Common Core standards being put into place in most states around the country, we will be seeing even more high quality children's nonfiction in the coming months and years.

For Family Movie Night on Thursday, January 24, which featured "Madagascar 3," we had a decent turnout even though it was a bitter cold evening! For February, we have a special event planned: instead of a movie on the fourth Thursday of the month, we will present "James Wedgwood, Ventriloquist." This Legacy-funded performance promises to be lots of fun!

Lastly, our 2<sup>nd</sup> annual Children First event for the Great Itasca SnowFolk Festival took place on Saturday, February 2. About 70 children and adults, ranging in age from 2 to 70, spent time with the artists of the Creativity Tank, creating beautiful snowflakes in a variety of media. We had hoped to build SnowFolk outdoors, also, but neither the temperature nor the quality of snow cooperated.

Please Direct Inquiries To:

XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266  
Telephone: 888-435-8333



Invoice Date: 2/1/2013  
Customer Reference:  
Due Date: 3/1/2013  
Contract Number: VMN00000X000

Purchase Order Number:

Invoice Number: 066222178  
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

	<b>Model Number:</b>	WC15PL	
	<b>Serial Number:</b>	PDG155206	
<b>Base Charge</b>		1/1/2013 TO 1/30/2013	\$ 25.21
<b>Accessories</b>		<b>Serial Number / Model Number</b>	
		PKTPRO100	\$ 0.00
		WC15ADF	\$ 0.00
		<b>Subtotal:</b>	<b>\$ 25.21</b>
		<b>Invoice Total:</b>	<b>\$ 25.21</b>
		<b>Payments Made:</b>	<b>\$ 0.00</b>
		<b>Total Amount Due:</b>	<b>\$ 25.21</b>

XEROX FEDERAL IDENTIFICATION #16-0468020

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

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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 #: 066222178 INV DATE: 2/1/2013 EIPP

Invoice Amount

\$ 25.21

202100008070060 0662221780 0300025217 294126959968



# INVOICE

INVOICE NUMBER 549620-0  
 INVOICE DATE 01/30/13  
 CUSTOMER # 7789 DEPT

PO. Box 16127 • Duluth. MN 55816-0127  
 218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

TPA # 148 GSA #

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		TERMS	ROUTE		PAYCODE	ORDER WRITER		
MICHELLE		119	10TH OF MONTH		GR	CHARGE 119		
ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
221001	GPI	PAPER,COPY,8.5X11 WE 20#	RM	10		10	3.440	34.40

Subtotal		34.40
Tax		
Total Due		34.40

THANK YOU FOR YOUR BUSINESS!!

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS.  
 TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS



Box 8048 | Madison, WI 53708-8048

Invoice Number: 4866954
Invoice Date: 2/01/13
Reference Number: 30281222
Bid/Contract:

Billing Customer: 220165574

Shipping Customer: 810256351

GRAND RAPIDS AREA LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

MICHELLE JOHNSON
GRAND RAPIDS AREA LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Ordered By: Johnson, Michelle
Purchase Order:

Table with 5 columns: Product, Qty, UOM, Description, Unit Price, Extended. Lists various library supplies like shelf labels, circulation labels, and paperfold jackets.

The following products have been canceled:

Terms: Net 30 days, Freight Prepaid and Added

Federal I.D. number: 39-1311089

Invoice Number: 4866954
Invoice Date: 2/01/13
Reference Number: 30281222
Purchase Order:
Billing Customer: 220165574

Payment due on or before 03/03/13
Net Due in U.S. Dollars 1,540.01

Questions on billing: 1-800-752-7614
email: billing@demco.com



Remit payment to: PO Box 8048, Madison, WI 53708-8048
For additional questions go to www.demco.com

Invoice Number: 4866954  
Invoice Date: 2/01/13  
Reference Number: 30281222  
Bid/Contract:



P.O. Box 8048 | Madison, WI 53708-8048

Billing Customer: 220165574

Shipping Customer: 810256351

GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

MICHELLE JOHNSON  
GRAND RAPIDS AREA LIBRARY  
140 NE 2ND ST  
GRAND RAPIDS MN 55744-2826

Ordered By: Johnson, Michelle  
Purchase Order:

Product	Qty	UOM	Description	Unit Price	Extended
12220900	1	BOX	Paperfold 9"H, 19" Jacket Length 50/BOX Manual Cancel	15.69	.00

Subtotal	1,415.47
Shipping	124.54
Net Due in U.S. Dollars	1,540.01

February 13, 2013

Terri Dufner

Dear Terri::

I am pleased that you will be leading 4 computer classes at the Calumet and Coleraine libraries as part of the MIRC project. Included are:

- Feb 5, Internet 101 at Coleraine
- Feb 12 Social Networking Coleraine
- Feb 25 Google tools in Calumet
- Mar 4 Online Banking in Calumet

I understand that you will pick up the laptops, and project from the Grand Rapids Library on the morning of the class (or the end of the day before, if preferred) and return them by the end of the day of the class.

The Library will pay you an honorarium of \$50.00 per class, for a total of \$200 for 4 classes. 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

\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



February 13, 2013

Joseph Plut  
24492 State Highway 6  
Crosby, MN 56441-2103

Dear Mr. Plut:

I am pleased that you will be leading a presentation, "An Evening with Jon Hassler" for the Grand Rapids Area Library on March 21, 2013 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 recorded 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 DVD for you if you would like.

The Library will pay you an honorarium of \$150.00 for your appearance. We will also reimburse you for travel expenses, including mileage from Crosby, MN at the IRS rate in effect at the time of the program and an evening meal while in Grand Rapids. 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: ICTV release form, W-9 form, expense reimbursement form

These terms are acceptable:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



3201 Hwy. 2 West • Grand Rapids, MN 55744  
218-326-1883

Attr: Mr. Ron Edinger

PROPOSAL SUBJECT TO

City of Grand Rapids

STREET

420 Pokegama Ave. NW

CITY, STATE AND ZIP CODE

Grand Rapids, MN 557

ARCHITECT

DATE

PHONE

218-326-7601

DATE

November 20, 2012

JOB NAME

Solar Panel Foundation Installation

JOB LOCATION

Grand Rapids Library

JOB PHONE

Fax: 218-326-7621

We hereby submit our quotation for

Price Includes

- Foundation Installation - 12 3'x4' Foundations
- 9 4" dia. columns - 10' height concrete, cover with concrete blankets for
- 2' dia. column.

We propose herefor

Sixteen Thousand

for all materials and labor to complete in accordance with above specifications, for the sum of: Sixteen Thousand Dollars

\$16,050.00

Payments to be made as follows:

dollars (\$ )

All materials purchased by us in the manner according to standard practices. Extra charge over and above the estimate or delays beyond our control. Our work is full coverage. Work

All work to be completed within the period of 30 days from the date of order. Payment of 50% of the total price is required at the time of order and the balance is due upon completion of the work.

Authorized Signature

This proposal may be withdrawn if not accepted within \_\_\_\_\_ days.

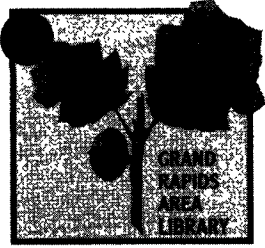
Acceptance of Proposal

I hereby accept the above price and conditions and authorize you to do the work as outlined.

Date of Acceptance

Signature

Signature



February 13, 2013

Joseph Plut  
24492 State Highway 6  
Crosby, MN 56441-2103

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

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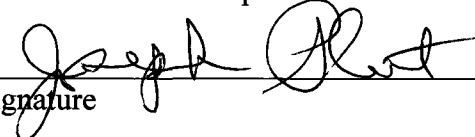
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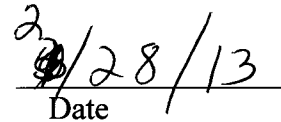
Sincerely,

Marcia Anderson  
Library Director


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

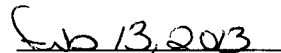
These terms are acceptable:

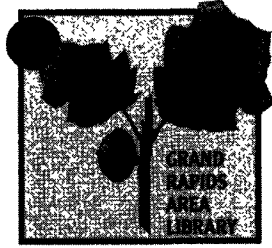
  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Date



February 13, 2013

Terri Dufner

Dear Terri::

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

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- ~~Feb 5, Internet 101 at Coleraine~~
- ~~Feb 12 Social Networking Coleraine~~
- Feb 25 Google tools in Calumet
- Mar 4 Online Banking in Calumet

I understand that you will pick up the laptops, and project from the Grand Rapids Library on the morning of the class (or the end of the day before, if preferred) and return them by the end of the day of the class.

The Library will pay you an honorarium of \$50.00 per class, for a total of <sup>\$100</sup> ~~\$200~~ <sup>TMD</sup> for ~~4~~ <sup>2</sup> classes. 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:

Terri Dufner  
Signature

2/25/13  
Date

Approved for the Board of Directors:

Don Burk for!  
Board President

Feb 12, 2013  
Date