

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

January 9, 2013

5:00 P.M.

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent* Jerome
- 5:05 **A. Approval of agenda (Packet Item A)**
Election of officers
Appointment of Committees
Standing Committees:
Building and Grounds, Finance, Long-Range Planning, Personnel, Policy,
Public relations or appoint as needed,
Liaison to Program committee
Liaison to Library Foundation
- 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. **Hometown Electric of Northern MN Inc. (solar) \$3,614.61**
 2. **Approve Contracts**
 3. **Approve Resolution Accepting Donations**
- | | | |
|--------|---|-----------------------------|
| \$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 |
- Regular agenda**
1. **Approve Contract with QA Graphics for educational dashboard**
- 6:00 **Adjourn.**

Grand Rapids Area Library Board
Regular Meeting December 12, 2012

Members present: Dennis Jerome, Shannon Benolken, Cheryl Stephens, Vicky Harding, Abby Kuschel, David Yankowiak, Max Peters, and John Soll.

Members absent: Jemma Baker

Staff present: Marcia Anderson

The monthly board meeting was called to order at 5:07 pm.

Agenda: Cheryl Stephens moved to approved the agenda; second by John Soll. Motion passed unanimously.

Minutes: Shannon Benolken moved to approve the minutes of the November board meeting; seconded by Cheryl Stephens. Motion passed unanimously.

Communications: The November Librarian's report to the City Council was discussed. No action needed.

Financial Report:

Invoices due on or before December 12, 2012

Ameripride Linen & Apparel	34.60
Anderson Glass	300.00
Arrowhead Library System	109.64
Baker & Taylor, Inc	2,693.52
Busy Bees Quality Cleaning	1,700.00
CDW Government Inc	120.00
Cole Hardware INC	25.19
Computer Enterprises	162.93
Delta Dental of Minnesota	228.15
DEMCO	883.16
EBSCO Subscription Service	7,344.82
Fidelity Security Life Ins Co.	11.27
Gartner Refrigeration Co.	1,935.00
Grand Rapids City Payroll	34,064.39
ICTV	45.00
Junior Library Guild	56.00
Learning Opportunities Inc	499.94
Lincoln National Life	90.70
Minnesota Energy Resources	15.10
Minnesota Sales & Use Tax	37.07
Nextera Communications LLC	96.60
Northern Business Products INC	397.81
Paul Bunyan Communications	249.17
Personnel Dynamics, LLC	54.00

Pioneer Mutual Life INS CO.	20.50
Pizza Works	11.99
P.U.C.	2,891.25
Recorded Books	1,320.00
Sim Supply INC	184.23
Tru North Electric LLC	380.85
The Village Book Store	55.13
Waste Management	115.72
Xerox Corporation	25.21
Ziplocal	264.00
TOTAL	\$56,422.94

Motion was made by David Yankowiak to approve the financial report after certain line items were discussed; seconded by Vicky Harding. Roll call vote was approved unanimously.

Staff Report:

1. Marcia Anderson gave an update on the December Holiday Book Sale and library statistics. A complaint about the solar panels was also discussed.
2. Assistant Director Reports:
 - a. Winter reading program starts Saturday
 - b. Positive reviews and praise for the Civil War reenactment.

Old Business: Max Peters moved to approve resolution 2012-12 amending the fund balance policy; second by John Soll. Motion passed unanimously.

New Business: Consent Agenda: A motion was made by Shannon Benolken to approve the consent agenda; a second was made by Cheryl Stephens. Roll call vote was approved by all present.

1. **Approve payment of late bills**
Unique Management Services Inc. \$187.95
3. **Approve Resolution 2012-14 Accepting Donations**
 - a. **\$500 Lisa Storm in memory of Kathleen Quiel for the Children's Library**
 - b. **\$150 Book Wolves in memory of Cynthia Driscoll for books**
 - c. **\$ 25 William & Margaret Marshall in memory of Cynthia Driscoll for the Energy Project**

Regular Agenda:

1. Collection charges for overdue books was discussed
 - a. Policy of not sending accounts with only overdue fines and no lost items will be put in writing.

The meeting was adjourned at 5:46 pm by Dennis Jerome.

Respectfully submitted
Kyla Kane

Board member **Shannon Benolke** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-14
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,

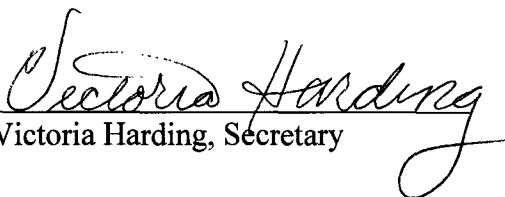
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$500 Lisa Storm in memory of Kathleen Quiel for the Children's Library
- \$150 Book Wolves in memory of Cynthia Driscoll for books
- \$ 25 William & Margaret Marshall in memory of Cynthia Driscoll for the Energy Project

Adopted this 12th day of December 2012



Dennis Jerome, President


Victoria Harding, Secretary

Board member **Cheryl Stephens** seconded the foregoing resolution and the following voted in favor thereof: **Dennis Jerome, Shannon Benolke, Cheryl Stephens, Vicky Harding, Abby Kuschel, Max Peters, David Yankowink, John Soll**

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

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2012
With Comparative Totals for December 31, 2011

PRELIMINARY	2011 Actual	2012 Actual	2012 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	546,220	328,858	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	51,625	51,625	
Major Equipment Replacement	61,195	14,203	14,203	
TOTAL FUND BALANCE 1/1/XX	690,114	426,183	426,183	
Revenues:				
Taxes	473,588	488,193	505,681	97%
Intergovernmental	182,127	148,875	152,035	98%
Charges for Services	13,292	12,674	11,182	113%
Fines & Forfeits	14,303	17,627	15,000	118%
Blandin Grant	379	10,000	-	0%
GR Library Foundation	7,400	7,720	-	0%
Miscellaneous	40,069	47,751	18,700	255%
Other Sources-Operating Transfer	68,309	6,477	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	799,467	739,317	737,504	100%
Expenditures:				
Personnel	509,567	502,835	509,294	99%
Supplies/Materials	114,363	84,670	86,700	98%
Other Services/Charges	147,061	116,823	141,510	83%
Blandin Grant	2,621	7,739	-	0%
TOTAL EXPENDITURES	773,612	712,067	737,504	97%
OPERATING SURPLUS (DEFICIT)	25,855	27,250	-	
ST/MN-Capital Grant	200,000	-	-	
Blandin Foundation Capital Grant	100,000	-	-	
Capital Outlay	589,786	35,318	-	
Fund Balance 12/31/XX				
Cash Flow	282,289	320,790	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	51,625	51,625	
Major Equipment Replacement	61,195	14,203	14,203	
TOTAL FUND BALANCE 12/31/XX	\$ 426,183	\$ 418,115	\$ 426,183	

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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH DECEMBER 31, 2012

PRELIMINARY

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 505,681	\$ 436,010	86%
211-00-31-00-0200	DELINQUENT	-	3,493	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	48,690	0%
211-00-33-00-4060	SUPPLEMENTAL AID	19,035	19,035	100%
211-00-33-00-4250	STATE OF MINNESOTA	-	250	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	129,590	97%
211-00-33-00-6310	ALS REIMBURSEMENT	6,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	8,136	0%
211-00-34-00-7970	PHOTO COPIES	1,900	1,557	82%
211-00-34-00-7975	INTERNET	3,000	2,982	99%
211-00-35-00-1030	LIBRARY FINES	15,000	17,627	118%
211-00-37-00-2310	DONATIONS	2,500	12,238	490%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	670	67%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	560	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	150	75%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,348	96%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	7,720	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,349	84%
211-00-37-00-2420	BLANDIN GRANTS	-	10,000	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	2,224	139%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	960	12%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	6,477	0%
	TOTAL REVENUE	702,598	739,317	105%
211-00-39-00-5500	FUND BALANCE USAGE	34,906	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	292,654	289,357	99%
211-00-75-10-1030	SALARY-PARTTIME	96,493	95,861	99%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	2,683	203%
211-00-75-10-1210	PERA	28,213	27,729	98%
211-00-75-10-1220	FICA	24,127	22,552	93%
211-00-75-10-1250	MEDICARE	5,643	5,274	93%
211-00-75-10-1310	HEALTH INSURANCE	56,045	55,437	99%
211-00-75-10-1330	LIFE INSURANCE	246	288	117%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,530	86%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	4,704	55%
211-00-75-20-2020	COPY SUPPLIES	1,000	681	68%
211-00-75-20-2030	PRINTING/BINDING	400	515	129%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,288	82%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	4,357	218%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	8,442	141%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	908	91%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	449	180%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,161	58%
211-00-75-20-2110	BOOKS	40,000	41,572	104%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,168	80%
211-00-75-20-2130	NEWSPAPERS	1,200	1,665	139%
211-00-75-20-2140	PERIODICALS	7,500	7,074	94%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,663	89%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	22	6%
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	586	73%
211-00-75-30-3040	LEGAL	500	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH DECEMBER 31, 2012

PRELIMINARY

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	480	433	90%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	21,400	86%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	6,382	319%
211-00-75-30-3210	TELEPHONE	7,500	5,724	76%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	742	74%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	222	44%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	264	88%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	1,654	331%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,000	25	3%
211-00-75-30-3610	GENERAL INSURANCE	11,000	6,271	57%
211-00-75-30-3810	ELECTRICITY	39,930	34,524	86%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	1,650	137%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,507	45%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,805	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,362	56%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	566	57%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,168	82%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	5,000	1,524	30%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	8,124	271%
211-00-75-30-4100	EQUIPMENT LEASES	900	862	96%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	35,318	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	4,715	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	3,024	0%
	TOTAL EXPENDITURES	737,504	747,384	101%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (8,068)	

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
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	448,904.87	448,904.87	0.00
211-00-00-00-1010	CASH	551,516.93	824,880.08	987,315.34	389,081.67
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	1,696.08	0.00	1,696.08	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	27,508.00	0.00	0.00	27,508.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	66,159.11	0.00	66,159.11	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	5,727.79	14,038.18	5,727.79	14,038.18
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	64,731.77	59,730.76	5,001.01
TOTAL		658,711.91	1,352,554.90	1,569,533.95	441,732.86
TOTAL ASSETS		658,711.91	1,352,554.90	1,569,533.95	441,732.86
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	972,070.96	964,604.10	11,727.58
211-00-00-00-2030	SALES TAX PAYABLE	0.00	422.78	451.36	28.58
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	198,067.00	198,067.00	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	8,452.02	8,452.02	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	821.50	821.50	866.25	866.25
TOTAL		232,528.96	1,179,834.26	965,921.71	18,616.41
TOTAL LIABILITIES		232,528.96	1,179,834.26	965,921.71	18,616.41
FUND EQUITY					

DATE: 01/04/2013
 TIME: 08:30:27
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	426,182.95	0.00	0.00	426,182.95
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	59,730.76	64,731.77	5,001.01
TOTAL		426,182.95	59,730.76	64,731.77	431,183.96
	FUND SURPLUS (DEFICIT)	0.00	8,067.51	0.00	(8,067.51)
TOTAL FUND EQUITY		426,182.95	67,798.27	64,731.77	423,116.45
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,247,632.53	1,030,653.48	441,732.86

LIBRARY BILL LIST - JANUARY 9, 2013

DATE: 01/03/2013
 TIME: 16:34:59
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/09/2013

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	703.90
0113233	AMERIPRIDE LINEN & APPAREL	17.30
0118660	ARROWHEAD LIBRARY SYSTEM	53.08
0201428	BAKER & TAYLOR, INC	2,299.44
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	735.68
0315455	COLE HARDWARE INC	17.99
0315508	COMPUTER ENTERPRISES	299.98
0701650	GARTNER REFRIGERATION CO	408.00
0805524	BONNIE HENRIKSEN	57.36
1021515	JUNIOR LIBRARY GUILD	42.00
1205099	LEARNING OPPORTUNITIES INC	2,865.73
1309099	MINNEAPOLIS/ST. PAUL BUSINESS	96.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	225.00
1415377	NORTHERN BUSINESS PRODUCTS INC	205.45
1605665	PERSONNEL DYNAMICS, LLC	264.48
1609925	PIZZA WORKS	14.99
1805150	RECORDED BOOKS	10.50
1901850	MARY SAXTON	366.80
1903225	SCENIC RANGE NEWS	20.00
1909510	SIM SUPPLY INC	97.81
1920065	STAR TRIBUNE	317.20
2114356	UNIQUE MANAGMENT SERVICES	187.95
2209450	THE VILLAGE BOOK STORE	752.11
2405650	XEROX CORPORATION	71.83
T000301	BOUNDARY WATERS JOURNAL	23.00
T000870	HEIDI ASH	150.00
TOTAL		12,003.58

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
0718015	GRAND RAPIDS CITY PAYROLL	34,313.29
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309335	MINNESOTA SALES & USE TAX	26.23
1321500	MARK MUNGER	100.00
1405850	NEXTERA COMMUNICATIONS LLC	95.48
1601750	PAUL BUNYAN COMMUNICATIONS	248.81
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,688.21

LIBRARY BILL LIST - JANUARY 9, 2013

DATE: 01/03/2013
 TIME: 16:34:59
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/09/2013

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114356	UNIQUE MANAGMENT SERVICES	187.95
2205637	VERIZON WIRELESS	114.81
2301700	WASTE MANAGEMENT	115.54
TOTAL PRIOR APPROVAL		42,551.48
TOTAL ALL DEPARTMENTS		54,555.06

Director's Report January 9, 2013

Notes on Agenda Items

Election of Officers

President, Vice President and Secretary need to be elected.

The following standing committees are listed in the bylaws:

Building and Grounds, Finance, Long-Range Planning, Personnel, Policy, Public Relations.

The Board may choose to appoint people to one or all of these standing committees or may choose to form them on an ad-hoc basis.

Suggested appointments:

Liaison to Program Committee

Liaison to Library Foundation

G C 1. Late Bills –

Hometown electric The invoice covers parts and labor for the installation of a connection for the solar panels to the Library Building's electrical system. (It will not be connected until all three panels are up and running) This company is one of the few installers in the state certified to make the connections for the manufacturer of the panels.

Contract

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.

I purchased one additional laptop with the money still remaining in the grant. When not used for classes, I hope to keep this one in the library for use in the children's department by a caregiver needing computer access, or for those occasions when someone needs Office 2010.

QA Graphics contract

Adam Salmela from Gartner Refrigeration has been working with QA Graphics to plan an educational "dashboard" for use in the Energy Building. This will show not only how the heat exchanger in the building is working, but how the Library building is using energy. It will eventually show solar and wind power generated, when those are installed. It will also provide other energy conservation information. (details and examples are in the proposal) The Library Foundation has received a grant of \$20,000 towards this project and has committed to fund up to \$6000 to complete the project. In addition to Adam, The contract has been reviewed by Erik Scott, City IT administrator, Ron Edminster, City Building Maintenance Manager, and Tom Pagel, City Engineer, as well as by the City Attorney.

Other Information

Heat

The UPM plant shut down one of its lines on December 12 for 3 days. The heating system retained enough heat to keep the building warm. The boilers have been on only minimally this

fall, even with the cold weather in December. Our bill for December should still be quite small. It will not be available until 1/11

City Budget

The final budget was adopted after the Truth in Taxation hearing on December 10. There was no change in the Library budget from earlier versions.

UMS Collections Report

Since July: 153 accounts were submitted with total charges of \$14,489.95 in lost books and fines.

Received \$1,022.82 cash, \$1728.48 in returned materials and waived \$1153.50

We have been charged a total of \$1369.35 for the 153 accounts, and collected a total of \$2751.30 in cash and returned materials.

We also avoided spending 5-10 hrs/month in staff time.

Computer Classes

Classes continued through December. We had to cancel the last class because 3 of the 4 registrants called to withdraw. The 4th person was invited to the earlier class held on the same day or to sign up for the class to be held in May. We will repeat the series of beginning classes in the spring in April and May.

Web redesign

The City has begun a process of redesigning the City web site and will use a content management system to allow easy updating. We will take advantage of this and redesign and move our web pages to the new site. Our current web site is hosted on the servers at ALS and maintained by a volunteer. This is assuming that the connections to the library catalog and to databases can be maintained with no issues.

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. The distribution of Legacy Funds (proceeds from the sales tax for Arts and Culture funding) is always an issue.

Assistant Director Report January 2012

Teens

Teen Advisory Board..... December 18, 2012

Members present: Jacob C., Josh C., Emi S.

Members discussed making a graphic to show how many pages teens read during winter reading. It was decided to make a strong man bell. The hope is enough pages will be read to ring the bell.

I talked about the brand new New York Times young adult bestseller list. Mid-December was the very first time the NYT has had a YA list. In the past the YA titles were lumped in with children's titles. It's great there is a YA list.

I gave members library periodicals VOYA and Publisher's Weekly that have book reviews. They read reviews and gave some ideas about books that looked like they might be something other teens would like.

Teen Winter Reading began December 21. Teens keep track of pages read and when they reach 700 they can choose a book from the prize cart. Once they have read 1500 pages they get a Target gift card. Thanks to the Friends of the Library for the prizes! So far there have been 4 teens read to 700 and 3 read to 1500.

I did a program in December where teens could decorate a gift box and make some Christmas treats.

The Teen Universe monthly drawing had 10 participants. Jordan G. was the winner. He was very excited about winning.

Staff

Will is the library liaison for the city website redesign committee. The city has committed funds to redo the website and the library will take part in the process. The first meeting will be Monday, January 7.

Operations

The library purchased a bunch of new paperbacks and has had them on display.

There are ice fishing books on display.

There is a small table with books related to upcoming programs. The programs are Mark Munger talking about finding balance in life and writing and Leya Drabczak who will be talking about hoarding and clutter in homes.

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

THIS MONTH
 10,254
 2,067
 12,321
 13,436
 80

YTD
 164,412
 22,728
 187,140
 187,160
 1,547

YTD 2011
 164,266
 21,868
 186,134
 185,741
 1,489

Express Check outs % of total c/o
 0.09%
 3.93%
 0.54%
 0.76%
 3.90%

Door count
 8323
 2011 comparison
 -13.23%

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH
 807
 1,362
 230

YTD
 6,869
 6,470
 3,547

YTD 2011
 8,170
 9,429
 4,302

REFERENCE
 tests proctored
 computer help over 5 minutes

INTERNET
 Pharos sessions ***

THIS MONTH
 618
 10
 7
 1,352

YTD
 9,224
 85
 61
 834

YTD 2011
 9,021
 145
 206
 20,300

HOURS
 834
 12,008
 22,018
 13,152

SESSIONS
 834
 12,008
 22,018
 13,152

2011 YTD SESSIONS
 20,300
 12,008
 22,018
 13,152

2011 YTD HOURS
 20,300
 12,008
 22,018
 13,152

Non-Pharos sessions
 58

VOLUNTEERS
 52

MEETING ROOM
 Total Mtg Rm Use

GROUPS
 37

PEOPLE
 58

HOURS
 235.75

YTD PEOPLE
 787

YTD HOURS
 323

2011 YTD HOURS
 3300.50

2011 YTD PEOPLE
 439

2011 YTD GROUPS
 439

2011 YTD HOURS
 8,945

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

PEOPLE
 626

YTD PEOPLE
 11,471

YTD GROUPS
 555

YTD HOURS
 65

2011 YTD PEOPLE
 1,510

2011 YTD GROUPS
 44

2011 YTD HOURS
 1,892

2011 YTD PEOPLE
 905

2011 YTD GROUPS
 11

2011 YTD HOURS
 165

2011 YTD PEOPLE
 1,931

2011 YTD GROUPS
 40

2011 YTD HOURS
 325

2011 YTD PEOPLE
 21

2011 YTD GROUPS
 213

2011 YTD HOURS
 5,697

2011 YTD PEOPLE
 40

2011 YTD GROUPS
 40

2011 YTD HOURS
 1,647

2011 YTD PEOPLE
 926

2011 YTD GROUPS
 106

2011 YTD HOURS
 2,760

2011 YTD PEOPLE
 258

2011 YTD GROUPS
 213

2011 YTD HOURS
 5,697

2011 YTD PEOPLE
 1,024

2011 YTD GROUPS
 40

2011 YTD HOURS
 1,647

2011 YTD PEOPLE
 926

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 2,760

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2011 YTD PEOPLE<

Children's Library Summary
December 2012

Life in the Children's Library gets a little crazy in December; everyone's schedules are disrupted by the holidays and other special events. Due to the ECFE schedule, we were only able to offer two Monday Book Time days. Saturday Story Times went on as usual, except for December 22, but we did not see quite the number of attendees we are used to.

We had visits from Ball Club Headstart and Sugar Point Headstart (formerly known as Bena Headstart,) as well as two visits from the RJEMS Special Ed classes.

Our winter reading program, "Winter Escape," kicked off on Saturday, December 15. All "the usual suspects" were in to sign up during the next two weeks. Once the kids are back in school we will see an uptick in registrations as teachers send out additional reminders, and families get back into their regular routines. As of January 3 we have 156 boys and girls who have signed up.

We had a very small turnout for our family movie night, "Brave," on Thursday, December 27. Families have so many other choices, but we like to keep the continuity going.

Looking ahead:

- Book Time and Saturday Story Time resume regular schedules.
- Winter Reading continues.
- Our next family movie night will be Thursday, January 24 at 6:00 pm. We do not know what our movie will be yet, because there are very few offerings with "G" or "PG" ratings that are available to us (and child-friendly) right now. We'll keep watch, and cross our fingers for a great option and good weather!

Library Volunteer and Program Report for December 2012

December Volunteers

52 volunteers/235.75 hours (Board and Program Committee members' hours of service are included)

Volunteer Activities

- 18 individuals volunteered to help with the special holiday used book sale on December 6th and 7th. They contributed at least 52 and a half hours of time and energy.
- We now have a very efficient staff of 3 volunteers working the used book store, sorting books, creating displays, retiring old materials, etc.
- Three volunteers are regularly helping shelve books in the Children's library and we are looking for one additional person to help in that area.
- A couple of volunteers have now migrated to the south until spring. Others are picking up their responsibilities and we still have a good contingent of shelvers and people doing the pull list
- Hundreds of large print books were pulled from the library collections and processed as discards. These books were shared with a new start-up library in Remer and with Manor House in Grand Rapids.

Board & Program Committee Volunteers

Library Board: 8 members attended/reported 12 hours of service at the December Board meeting

Program Committee: 7 members attended/reported 24.5 hours of service at the December meeting. Terry Stephens was recognized for more than six years of service as his second term expired.

The following programs were offered in December:

50 Gazillion Ways to Use a Mason Jar Tuesday December 4th, 7:00 p.m.

12 people attended

This was a new format for a library program. We invited people to bring ideas and share them. Much discussion was generated. Program Committee member Carrie Thorvig facilitated and actually helped the audience to understand and learn about Pinterest, an internet bulletin board.

Meet a Civil War Soldier Saturday, December 8th, 10:00 a.m.-12:45 p.m.

30 people attended

Probably the most astounding program ever offered here! Arn Kind is an elementary school teacher and Civil War re-enactor. He is incredibly informed about history and he knows how to draw in an audience of all ages! He brought props to engage the audience in hands-on learning as well as to show artifacts from this time period. The program was scheduled to last for 90

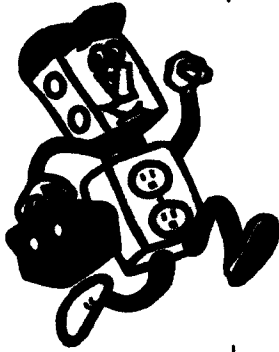
minutes and he (with the audience's permission) went one hour and fifteen minutes over! No one wanted him to stop. The program was the last of the "official" events in our Civil War Discussion Series underwritten with a grant from the American Library Association and National Endowment for the Humanities.

The New Normal: Choosing to Self-Publish Your Book Monday, December 10th, 7:00 p.m.
20 people attended

Kate Leibfried, a young woman who grew up in Grand Rapids, has written and self published her first novel. She talked about her consideration of whether to self publish or pursue a traditional nationally known publisher and the pros and cons she discovered for each. It was not a particularly polished program, but there was much interest from the audience—many of whom were writers—who appreciated Kate's authenticity.

Exploring (& Rafting) the Grand Canyon Thursday, December 27, 12:00 noon
30 people attended

David Lien returned for another program about his adventures of mountain climbing. This program was well done and positively received. Great for a noon time program over the holiday break.



HOMETOWN ELECTRIC

OF NORTHERN MN. INC.

501 18TH AVE. W.

EVELETH, MN. 55734

1(218)744-0444

1(888)800-0444

Invoice

Page 1 of 2

City of Grand Rapids
 Library Foundation Board
 Grand Rapids, MN 55745

*GRAND RAPIDS
 AREA LIBRARY*

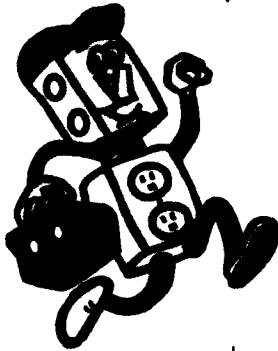
Invoice#: 2590
 Invoice Date: 01/02/2013
 Due Date: 02/01/2013
 Customer ID: GRAND RAPI
 Phone#: (218) 259-4709 Ext.:

Job: Solar
 Job#: 3588

Item	Description	Qty	Price	Total
1397	3/4" SS Steel Conn	12.00	392.00 C	47.04
2124	3/4" 1-Hole Strap	6.00	122.00 C	7.32
1517	3/4" SS Steel Cplg	12.00	188.38 C	22.61
2195	1" Conduit Hanger w/Bolt	3.00	95.33 C	2.86
1144	3/4" LT Flex	6.00	124.08 C	7.45
1833	3/4" LT Flex Conn	1.00	602.18 C	6.02
1853	3/4" 90D LT Flex Conn	1.00	806.40 C	8.06
2017	1" PVC Coup	1.00	18.44 C	0.19
1976	1-1/4" PVC Female Adpt	2.00	42.74 C	0.86
1963	1" PVC Term Adpt	1.00	28.39 C	0.28
7457	1-1/4" PVC Type LB Condulet	2.00	429.06 C	8.58
2407	4" Sq Box/1-1/2"D/Comb KO	1.00	84.00 C	0.84
2409	4" Sq Box/2-1/8"D/Comb KO	2.00	138.00 C	2.76
4380	4" Sq Flat Blank Cover	2.00	165.47 C	3.31
2412	4-11/16" Sq Box/1-1/2"D/Comb KO	1.00	210.00 C	2.10
4382	4-11/16" Sq Flat Blank Cover	1.00	96.00 C	0.96
5968	12 Gauge 1-5/8 x 1-5/8 Channel	10.00	477.34 C	47.73
2178	3/4" Unistrut Clamp-EMT	14.00	164.44 C	23.02
2599	#12 THHN CU Stranded Wire	550.00	558.82 M	307.35
2600	#10 THHN CU Stranded Wire	500.00	168.00 M	84.00
7429	4" Square Cover Grnd Fault RCP	1.00	155.89 C	1.56
7339	1" Plastic Anchor w/#12 Screw	20.00	12.00 C	2.40
2946	30A/3P 4WSN 240V GD Fus Safety Sw-Nema3R	1.00	94.57 E	94.57
T100	G-E TINI62 Neutral Kit	1.00	25.09 E	25.09
T101	TB 2522 .375 CGB	2.00	6.25 E	12.50
T102	TB 2520 .125 CGB	1.00	6.13 E	6.13

Past due invoices subject to service charge of 1 1/2 % per month or maximum permitted
 CONTINUED

Customer Copy



HOMETOWN ELECTRIC

OF NORTHERN MN. INC.

501 13TH AVE. W.

EVELETH, MN. 55734

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Invoice

Page 2 of 2

Job: Solar
Job#: 3588

Invoice#: 2590

Item	Description	Qty	Price	Total
1181	3/4" PVC	20.00	55.20 C	11.04
1974	3/4" PVC Female Adpt	2.00	34.26 C	0.69
7492	1 Inch X 3/4 Inch Steel Reducer Bus	2.00	220.80 C	4.42
1962	3/4" PVC Term Adpt	1.00	22.80 C	0.23
T103	WIE WAS150 WP K/O Seal	1.00	16.18 E	16.18
7618	1-INCH TYPE-LB CONDUIT BODY	2.00	355.20 C	7.10
1001	3/4" EMT	20.00	46.80 C	9.36
Material Subtotal :				774.61
Sales Tax @ 6.875%:				53.26 tax exempt
Material :				827.87
L100	Journeyman	21.50	90.00 H	1,935.00
L102	Apprentice #3	19.00	45.00 H	855.00
Labor :				2,790.00
M174	State of Minnesota Electrical Ins. Fees	1.00	50.00 E	50.00
Misc Charges :				50.00
Non Taxable Subtotal :				2,840.00
Total Due				3614.61 43,668.87

Past due invoices subject to service charge of 1 1/2 % per month or maximum permitted by law.

Customer Copy

January 9, 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. 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