

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 12, 2012

5:00 P.M.

**DRAFT**

**5:00 Call to order**

**5:01 Roll call:**

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

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

**5:12 C. Communications**

1. Library Report to Council November 19
2. Explanation of Library Funding Sources 2011
3. Alternative Energy Project Solar Cost

**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:**

Approve Resolution 2012-12 amending Fund Balance Policy

**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**

Unique Management Services Inc. \$187.95

**2. Approve Contracts**

**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**

**6:00 Adjourn.**

**Annual get-together with Library Foundation members at KAXE after meeting**

Grand Rapids Area Library Board  
Regular Meeting November 14, 2012

**Members present:** Dennis Jerome, Cheryl Stephens, Max Peters,  
Yankowiak, Shannon Benolken, Vicki Harding

John Soll, David

**Members Absent:** Abby Kuschel, Jemma Baker

**Staff present:** Marcia Anderson

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

**Agenda:** Shannon Benolken moved to approve the agenda; second by Cheryl Stephens. Motion passed unanimously

**Minutes:** Shannon Benolken moved to approve the minutes of the September board meeting, a second by Vicki Harding and motion passed unanimously.

**Communications:** Director Anderson reported that the library had received a letter from the Minnesota Foundation regarding the fund balance.

**Financial Report:**

Invoices due on or before November 14, 2012

Ameripride Linen & Apparel	34.60
Arrowhead Library System	39.23
Baker & Taylor, Inc.	2,488.86
Blue Cross/Blue Shield of MN	7,559.00
Busy Bees Cleaning	1,700.00
CDW Government	1,415.82
Delta Dental of Minnesota	228.15
Fidelity Security Life Ins.	11.27
Filthy Clean	495.00
Gale	420.00
Grand Rapids City	7,500.00
Grand Rapids City Payroll	51,325.57
Bonnie Henriksen	39.61
Itasca Area Schools	4,510.00
Lexis Nexis	129.24
Lincoln National Life	90.70
Minnesota Energy Resources	18.90
Minnesota Sales & Use Tax	36.18
Morning Glory B & B	170.00
Nextera Communications	94.14
Nicollet Cty. Historical Soc.	300.00
northern Business Products, Inc.	55.79
Paul Bunyan Communications	249.17
Personnel Dynamics	236.99
Pizza Works	11.99
P.U.C.	3,387.90

Michael Russell	610.00
Showcases	136.02
^IM Supply	370.58
Unique Mgmt Services	1,038.20
Verizon Wireless	229.49
Village Book Store	280.01
Waste Management	116.52
Xerox Corp.	54.02
Ellen Sandbeck	250.00
Don Breneman	100.00
John Hayes	300.00
Arn Kind	890.00

TOTAL \$ 86,923.55

Motion was made by Max Peters to approve the financial report, a second by John Soll. Roll call vote was approved unanimously

**Staff Report:** Director Anderson updated the board on the energy project and various educational programs and answered related questions. She also reported on donations, library traffic, etc.

**Old Business:** None to report

**ew Business: Consent Agenda**

1. Approve contracts
  - a. Hayes Nov. 15 Civil War \$300
  - b. Kind Dec. 8 Civil War \$890
  - c. Drabczek (City of Coon Rapids) Jan. 17, mileage and lodging
  - d. Ash Feb. 12 Hearts and Chocolate \$150 & lodging
  - e. Munger Jan. 8 Balancing Writing & Work \$100
2. Approve Resolutions 2012-10 and 2012-11 accepting donations:

Resolution 2012-10

\$ 20	Leonard & Elaine Wilson	Books	In memory of William & Patricia Cromell
\$ 10	Judd & Jeanne Watson		In memory of William & Patricia Cromell
\$ 20	Debra Bruns		In memory of William & Patricia Cromell
\$ 5	Olaf & Alice Grimsbo		In memory of William & Patricia Cromell
\$ 15	Ruth Sejnoha		In memory of William & Patricia Cromell
\$150	Human Rights Commission		Partial honorarium for Treuer program
\$ 25	Stephen Mehlberg		Undesignated
\$ 50	Grand Rapids State Bank		In memory of Cynthia Driscoll /Energy Project
\$ 50	John & Gina Hawkinson	I	In memory of Cynthia Driscoll/ Energy Project
\$ 20	James & Margaret Weyrens		In memory of Cynthia Driscoll/ Energy Project
\$100	John & Emilie Zasada		In memory of Cynthia Driscoll/ Energy Project
^ 50	Anne Dodge Simpson		In memory of Cynthia Driscoll/ Energy Project
25	Kathryn Jensen & Robert Bloecher		In memory of Cynthia Driscoll/ Energy Project
\$ 25	Charlotte & Peter McDermott II		In memory of Cynthia Driscoll/ Energy Project
\$ 50	Gerald & Ann Graf		In memory of Cynthia Driscoll/ Energy Project
\$ 50	Bob & Peg Schwob		In memory of Cynthia Driscoll/ Energy Project

\$ 25	Loree Miltich	In memory of Cynthia Driscoll/ Energy Project
\$ 25	Ann Clark & Michael McGinnis	In memory of Cynthia Driscoll/ Energy Project
^100	Robert & Karen Hoyle	In memory of Cynthia Driscoll/ Energy Project
100	Ken & Barbara Sanderson	In memory of Cynthia Driscoll/ Energy Project
\$ 50	James Marshall	In memory of Cynthia Driscoll/Energy Project
\$100	Laurie Jacobi	In memory of Cynthia Driscoll/Energy Project
\$500	Thomas Brackett	In memory of Cynthia Driscoll/Energy Project
\$ 50	Lee Jess D.D.S.	In memory of Cynthia Driscoll/Energy Project
\$100	Todd Driscoll	In memory of Vivian Trbojevich Energy Project

Resolution 2012-11

\$200	John & Mary Anne Morefield	In memory of Cynthia Driscoll/Energy Project
\$50	Caroline Bailon	In memory of Cynthia Driscoll/Energy Project
\$35	Anne C. Phillips	In memory of Cynthia Driscoll/Energy Project
\$20	Joan Huge Beech	In memory of Cynthia Driscoll/Energy Project
\$20	Robert & Carolyn Rabey	In memory of Cynthia Driscoll/Energy Project
\$40	Margaret Fahlman	In memory of Cynthia Driscoll/Energy Project
\$5	Deb DeGrio	In memory of Cynthia Driscoll/Energy Project
\$20	Ross & Margaret Cass	In memory of Cynthia Driscoll/Energy Project
\$20	Jeff & Joni Wartchow	In memory of Cynthia Driscoll/Energy Project
\$100	Deborah T. Hunt	In memory of Cynthia Driscoll/Energy Project
\$25	Philip & Patricia Anderson	In memory of Cynthia Driscoll/Energy Project
\$150	Book Wolves	Books in memory of Cynthia Driscoll
\$50	David Brum	Bicycling Times Magazine (3 years)
50	GWFC/North Star Women's Club	Books in memory of Agnes Lander
\$25	John Klosterman & Laura Christie	In memory of Hellen Sheer
	Grand Rapids Area Library Foundation	2 Young Explorers IBM computer stations

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.

**Regular Agenda:**

Discussion was held regarding the wording of the resolution concerning the requirement to maintain a minimum cash flow requirement for fund balances. Director Anderson will get clarification and report back to the board at the next meeting. A motion was made by John Soll and seconded by Max peters to table the adoption of resolution 2012-12. Roll call vote was passed by all present.

Dave Yankowiak made a motion to adopt Resolution 2012-13 concerning the scheduled holidays in 2013. Vicki Harding seconded and the motion passed unanimously.

Dennis Jerome adjourned the meeting at 5:45 pm.

Next meeting will be December 12, 2012 at 5:00 pm.

Respectfully submitted

Jeff Wartchow

Board member DAVE YANUKOWIAK introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-13  
SETTING 2013 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2011:


January 1	New Year's Holiday	Closed
January 21	Martin Luther King Day	Closed
February 18	President's Day	Closed
March 30	Easter Saturday	Closed
May 27	Memorial Day	Closed
July 4	Independence Day	Closed
September 2	Labor Day	Closed
November 11	Veteran's Day Holiday	Closed
November 27	Pre-Thanksgiving	Close 5 p.m.
November 28	Thanksgiving	Closed
December 24	Christmas Eve	Closed
December 25	Christmas Holiday	Closed
December 31	New Year's eve	Close 5 p.m.

Although the library will close early on November 21 and December 31, no holiday pay is involved.

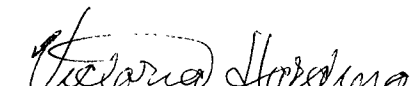
The summer schedule will be determined no later than the April Library Board meeting.

Monthly Board Meeting Date and Time: 2<sup>nd</sup> Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 14<sup>th</sup> day of November 2011.

  
Dennis Jerome, President

Attest:

  
Victoria Harding, Secretary

Board member VICK: HARDING seconded the foregoing resolution and the following voted in favor thereof: DENNIS JEROME, CHERYL STEPHENS, MAX PETERS, JOHN SOIL, DAVID YANUKOWIAK, VICKI HARDING, SHANNON BENDIKEN

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

Board member ~~SHAWN BENDIK~~ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-10  
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,

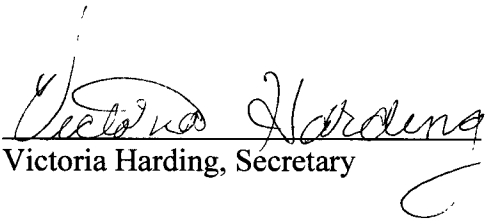
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$ 20	Leonard & Elaine Wilson	Books in memory of William & Patricia Cromell
\$ 10	Judd & Jeanne Watson	In memory of William & Patricia Cromell
\$ 20	Debra Bruns	In memory of William & Patricia Cromell
\$ 5	Olaf & Alice Grimsbo	In memory of William & Patricia Cromell
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\$100	Todd Driscoll	In memory of Vivian Trbojevich Energy Project

Adopted this 14<sup>th</sup> day of November 2012



Dennis Jerome, President



Victoria Harding, Secretary

Board member Cheryl Stephens seconded the foregoing resolution and the following voted in favor thereof: DENNIS JEROME, CHERYL STEPHENS, MAX PETERS, JOHN SOU, DAVID YANKOWIAT, VICKI HARDING, SHANNON BENOIKEN

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 2012-11  
A RESOLUTION ACCEPTING DONATIONS

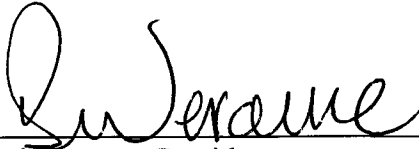
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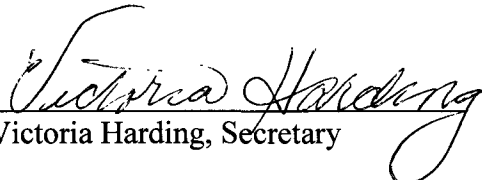
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	Grand Rapids Area Library Foundation	2 Young Explorers IBM Computer Stations

Adopted this 14<sup>th</sup> day of November 2012

  
Dennis Jerome, President

  
Victoria Harding, Secretary

Board member Cheryl Stephens seconded the foregoing resolution and the following voted in favor thereof: Dennis Jerome, Cheryl Stephens, Max Peters, John Soll, David Yankowink, Shannon Bewick, Vicki Harding  
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 ELEVEN MONTHS ENDING NOVEMBER 30, 2012**  
*With Comparative Totals for November 30, 2011*

	2011 Actual	2012 Actual	2012 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	
<b>TOTAL FUND BALANCE 1/1/XX</b>	690,114	426,183	426,183	
<b>Revenues:</b>				
Taxes	251,683	265,150	524,716	51%
Intergovernmental	73,991	71,699	133,000	54%
Charges for Services	12,920	12,394	11,182	111%
Fines & Forfeits	13,224	16,864	15,000	112%
Blandin Grant	379	10,000	-	0%
GR Library Foundation	6,400	6,220	-	0%
Miscellaneous	36,205	47,393	18,700	253%
Other Sources-Operating Transfer	18,309	6,477	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
<b>TOTAL REVENUES</b>	413,111	436,197	737,504	59%
<b>Expenditures:</b>				
Personnel	448,544	464,601	509,294	91%
Supplies/Materials	106,157	75,785	86,700	87%
Other Services/Charges	138,707	114,171	141,510	81%
Blandin Grant	2,621	6,849	-	0%
<b>TOTAL EXPENDITURES</b>	696,029	661,406	737,504	90%
<b>OPERATING SURPLUS (DEFICIT)</b>	(282,918)	(225,209)	-	
ST/MN-Capital Grant	200,000	-	-	
Blandin Foundation Capital Grant	100,000	-	-	
Capital Outlay	387,699	34,910	-	
<b>Fund Balance 11/30/XX</b>				
Cash Flow	175,603	68,739	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	
<b>TOTAL FUND BALANCE 11/30/XX</b>	<u>\$ 319,497</u>	<u>\$ 166,064</u>	<u>\$ 426,183</u>	

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 **NOVEMBER 30, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 524,716	\$ 233,921	45%
211-00-31-00-0200	DELINQUENT	-	1,491	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	29,739	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	250	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	71,449	54%
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	1,491	78%
211-00-34-00-7975	INTERNET	3,000	2,767	92%
211-00-35-00-1030	LIBRARY FINES	15,000	16,864	112%
211-00-37-00-2310	DONATIONS	2,500	12,218	489%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	600	60%
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	-	6,220	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,217	80%
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	2,089	131%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	960	12%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	6,477	0%
	TOTAL REVENUE	702,598	436,196	62%
11-00-39-00-5500	FUND BALANCE USAGE	34,906	-	0%
11-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	292,654	266,913	91%
211-00-75-10-1030	SALARY-PARTTIME	96,493	88,332	92%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	2,418	183%
211-00-75-10-1210	PERA	28,213	25,560	91%
211-00-75-10-1220	FICA	24,127	20,792	86%
211-00-75-10-1250	MEDICARE	5,643	4,862	86%
211-00-75-10-1310	HEALTH INSURANCE	56,045	52,036	93%
211-00-75-10-1330	LIFE INSURANCE	246	219	89%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,350	76%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	4,596	54%
211-00-75-20-2020	COPY SUPPLIES	1,000	600	60%
211-00-75-20-2030	PRINTING/BINDING	400	495	124%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,216	80%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	3,321	166%
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	392	157%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,143	57%
211-00-75-20-2110	BOOKS	40,000	34,893	87%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,790	75%
211-00-75-20-2130	NEWSPAPERS	1,200	1,328	111%
211-00-75-20-2140	PERIODICALS	7,500	7,074	94%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,566	86%
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%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **NOVEMBER 30, 2012**

<b>Account Number</b>	<b>Account Description</b>	<b>2012 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	415	87%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	19,700	79%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	6,367	318%
211-00-75-30-3210	TELEPHONE	7,500	5,264	70%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	719	72%
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	1,278	256%
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	9,541	87%
211-00-75-30-3810	ELECTRICITY	39,930	31,835	80%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	1,418	118%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,488	45%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,805	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,137	54%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	566	57%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,168	82%
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	694	77%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
11-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	34,910	0%
11-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	4,715	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,134	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>737,504</b>	<b>696,315</b>	<b>94%</b>
	<b>SURPLUS REVENUES(EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ (260,119)</b>	

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	414,591.58	414,591.58	0.00
211-00-00-00-1010	CASH	551,516.93	517,120.82	926,000.56	142,637.19
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	9,629.96	5,727.79	9,629.96
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	59,294.34	48,866.26	10,428.08
TOTAL		658,711.91	1,000,636.70	1,463,041.38	196,307.23
TOTAL ASSETS		658,711.91	1,000,636.70	1,463,041.38	196,307.23
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	910,756.18	905,356.54	13,794.80
211-00-00-00-2030	SALES TAX PAYABLE	0.00	396.54	422.77	26.23
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	0.00	0.00
TOTAL		232,528.96	1,118,493.24	905,779.31	19,815.03
TOTAL LIABILITIES		232,528.96	1,118,493.24	905,779.31	19,815.03
<b>FUND EQUITY</b>					

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
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	48,866.26	59,294.34	10,428.08
TOTAL		426,182.95	48,866.26	59,294.34	436,611.03
	FUND SURPLUS (DEFICIT)	0.00	260,118.83	0.00	(260,118.83)
TOTAL FUND EQUITY		426,182.95	308,985.09	59,294.34	176,492.20
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,427,478.33	965,073.65	196,307.23

## LIBRARY BILL LIST - DECEMBER 12, 2012

DATE: 12/06/2012  
 TIME: 16:23:32  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/12/2012

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0114200	ANDERSON GLASS	300.00
0118660	ARROWHEAD LIBRARY SYSTEM	109.64
0201428	BAKER & TAYLOR, INC	2,693.52
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	120.00
0315455	COLE HARDWARE INC	25.19
0315508	COMPUTER ENTERPRISES	162.93
0405500	DEMCO	883.16
0502705	EBSCO SUBSCRIPTION SERVICE	7,344.82
0701650	GARTNER REFRIGERATION CO	1,935.00
0900060	ICTV	45.00
1021515	JUNIOR LIBRARY GUILD	56.00
1205099	LEARNING OPPORTUNITIES INC	499.94
1415377	NORTHERN BUSINESS PRODUCTS INC	397.81
1605665	PERSONNEL DYNAMICS, LLC	54.00
1609925	PIZZA WORKS	11.99
1805150	RECORDED BOOKS	1,320.00
1909510	SIM SUPPLY INC	184.23
2018680	TRU NORTH ELECTRIC LLC	380.85
2209450	THE VILLAGE BOOK STORE	55.13
2405650	XEROX CORPORATION	25.21
2609600	ZIPLOCAL	264.00
	TOTAL	18,603.02
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	34,064.39
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	15.10
1309335	MINNESOTA SALES & USE TAX	37.07
1405850	NEXTERA COMMUNICATIONS LLC	96.60
1601750	PAUL BUNYAN COMMUNICATIONS	249.17
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,891.25
2301700	WASTE MANAGEMENT	115.72
	TOTAL PRIOR APPROVAL	37,819.92
	TOTAL ALL DEPARTMENTS	56,422.94



## Library Department Head Report

November 26, 2012



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

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

### Strategic Plan Implementation Update

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

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

- We received a **Smart Play Spot** from the Minnesota Children's Museum, with support from the Blandin Foundation, the Northland Foundation, MN Legacy funding, the Grand Rapids Area Library Foundation, and the Friends of the Grand Rapids Area Library.
  - The Smart Play Spot features many early literacy learning elements that promote the acquisition of skills needed to become proficient in reading and learning such as: recognizing letters, using books, telling stories, building vocabulary and hearing sounds.
- We Received 2 Young Explorer educational computers for young children from IBM.
- Our **Story Times** continue every Saturday throughout the year, having become a part of the Saturday routine of many families. 30-60 people attend each week. Our Monday Book Times continue to be popular.
- We have monthly **Family Movie Nights**, with attendance ranging from 10 to 70 people
- 774 children participated in the 2012 **summer reading program: Dream Big – Read!** and the attendance at summer programs was outstanding, including:
  - Planting sunflowers, Theater, Cake Decorating, Comedians, Musicians, Magicians and a Mad Scientist, Storytellers, and visits with 2 local authors.
- We collaborated with KAXE to use their tent for 3 children's programs this summer.
- We continue to take advantage of Programs provided through the Arrowhead Regional Library System and Funded by Legacy-dollars, including: A visit by animals from the Lake Superior Zoo, Glen Everhart's Heebie Jeebies, musicians from the CaravanSerai project, and a "Fleece to Felt" workshop from the Duluth Art Institute.
- Our **winter reading program** for kids begins December 15 with the theme "Winter Escape."
- **Upcoming Programs** for Children this winter include: ventriloquist James Wedgewood, and the Duluth Playhouse production of "Ellie the Elephant," both Legacy-funded events.
- In February the Children's Library will collaborate with other agencies in the Greater Grand Rapids area to celebrate the second annual "**Grand SnowFolk Festival.**" The library's event will include snowfolk construction on library grounds, snowflake construction with the artists of the Creativity Tank in the library community room, hot cocoa and cookies.

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

- We are one of 4 libraries in the state participating in a **Civil War discussion** series with a grant from the National Endowment for the Humanities. We received multiple copies of several books on the topic, and Judge John Maturi led discussions this fall. As part of the series, we also hosted a speaker on the U.S Dakota War of 1862, and borrowed an educational display from the Nicolet County Historical Society



# Library Department Head Report

November 26, 2012



GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

that many people were able to view. We also invited historical re-enactors to portray Civil War soldiers, one from Virginia and one from the First Minnesota Regiment

- A recent experiment was the forum on the new health care laws, which included a panel of experts in the health care field sponsored by several organizations. At the request of the Bigfork Valley Hospital, we **live-streamed the program**. The set up also allowed people to log in and view the speakers online. As a result, 97 people were in the Library and the hospital, and 50 more people logged in to view it online. The panel appeared again the next day at ICC. This was a success in community collaboration.
- Other **recent programming** for adults has included programs on water quality in collaboration with the Itasca Water Legacy Partnership, cooking with raw foods, and book collecting
- Online Databases provide 24/7 access to a wealth of research and learning opportunities.
- **Upcoming programs** include a
  - Living History-the Civil War: The First MN Regiment
  - Hoarding and Garbage and Clutter Houses
  - Hearts and Chocolate
  - Bears of the Wild

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

- Our computers continue to be used often by people taking online classes, or doing homework for local classes.
- We have been offering **beginning computer classes** including:
  - *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners, Online Banking & Online Bill Pay*
  - So far this fall we have had 40 participants in 6 classes, and we have 6 classes remaining in November and December.
  - We collaborated with ICTV this summer to provide a video workshop and contest for teens.
- The focus this year for our limited technology budget dollars has been maintaining computer infrastructure and ensuring circulation computers are robust. None of our public computers has been replaced.

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

- **Sidewalk poetry (First Friday collaboration)**  
Members of our volunteer program committee worked with arts organizations and downtown businesses to celebrate poetry on July 6. Joyce Sutphen, MN Poet Laureate, presented a poetry workshop on Friday afternoon. Because of rainy weather, the sidewalk poetry turned into poetry on chalkboards and butcher paper in Central School. There were poetry readings at Central School and MacRostie. Ms Sutphen's visit was made possible by Legacy dollars.
- Recent **author visits** include: Darby Nelson, Ellen Sandbeck, Anton Treuer, Pat McGauley, and Mary Casanova.
- Other **Recent programs** have included: Writing Workshops for teens and adults, 10 films in the *Indies on Tuesday* International independent film series at the Reif during the summer, and photographers
- **Legacy-Funded Programs:** We have been able to host several adult programs arranged by Arrowhead Regional Library System and funded by the MN Arts and Culture Fund, including Cal Rice on Bhutan





## Library Department Head Report

November 26, 2012



GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

- We continue to offer **museum passes** good for a variety of attractions throughout the region, and occasional event passes to family events in the area.
- **Alternate Formats:** We are expanding our collection of *Playaway* audio book devices, thanks to the Library Foundation. Circulation of downloadable eBooks and audio books has skyrocketed. 9249 audio and ebook titles have been checked out by Grand Rapids patrons this year. The ebooks and audiobooks are purchased by the regional library system and available to everyone in the region. Currently we have roughly 4500 downloadable ebook titles and 5500 downloadable audiobook titles. Circulation of downloadable material regionwide is expected to top 100,000 this year.
- **Upcoming Programs:**
  - 50 Gazillion things to do with a mason jar
  - Publishing a book on your own (Kate Leibfried)
  - David Lien and his Grand Canyon adventures
  - Mark Munger on writing part time in a full time world
  - Display of photos of Morocco in conjunction with CaravanSerai at the Reif
  - *Rapids Reads* in March

### Riverfront Energy Center:

The Energy Center, using heat from wastewater discharged from the UPM Blandin plant, came online in early January. The system required tweaking for awhile, but performed better than expected, providing the major heat source for the Library when temperatures were as low as 10 degrees.

The heat exchanger is back up and running well this fall. We used no natural gas in October, compared with using 203 therms last year, thus reducing our gas bill by \$152.66 compared with the bill for last October

The Library Foundation continues to raise money for additions to the educational portion of the project, which includes demonstration solar and wind power generation. The next phase is the purchase and development of the Dashboard, which will provide an interactive educational experience and remote observation of energy consumption and CO2 production. The first of 3 solar sunflowers was erected this summer. Each sunflower will have 4 solar panels and all 12 panels need to be generating power before there is enough to feed the electricity into the building for consumption. We need to raise additional money to raise the 2<sup>nd</sup> and 3<sup>rd</sup> sunflowers.

### Communications about library news

We have over 450 names on our general email newsletter list for announcing news, upcoming events and volunteer opportunities. People can now easily subscribe to the newsletter list from our web site and from our blog. Several staff members rotate responsibility for a regular column, *@your library*, in the Herald Review. We have a Grand Rapids Area Library Facebook page maintained by a volunteer. We continue to update our Library blog. We also do regular news releases to local papers and talk regularly with local radio stations. We now have a twitter feed. We also had a table at Itasca Community Connect this fall to promote Library services.

### Community Education

Community organizations regularly provide displays in the Library, including: NAMI for Mental Health Awareness month, Disability Awareness, and 4-H groups in the region taking turns creating a display for their space.

Alternative Energy project at the Library.

Part 1. Heat extracted from wastewater by the heat exchanger now provides the majority of heat for the Library

Cost of Solar Sunflower, including base and pole. \$24,000

This does not include the cost of connecting the solar panels into the Library's electrical system. The solar panels will not be able to generate sufficient usable electricity until all 12 panels are connected.

Much of the cost for the first solar sunflower has been offset by a rebate we received from Minnesota Energy.

The Library Foundation is raising money for the educational portion of the alternative energy project, which will eventually include a demonstration solar project (three sunflowers with a total of 12 solar panels) a demonstration wind turbine, and an educational dashboard. The dashboard will show energy consumption throughout the building, as well as energy produced by the heat exchanger and solar and wind units. It will also demonstrate avoided CO<sub>2</sub> production. The dashboard will be accessible through the internet and will include additional educational materials for used by teachers and students.

# 2011 Library Operating Budget

## Sources:

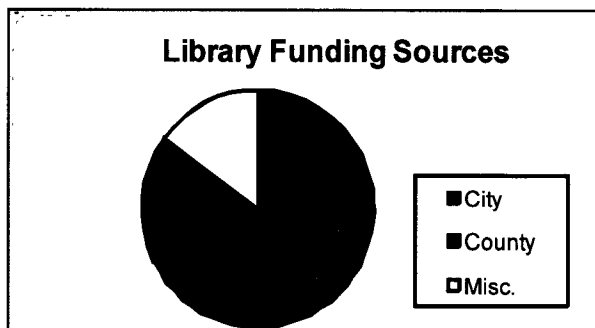
### Taxpayers:

City of Grand Rapids  $\approx 67.5\% = \$520,383$

Itasca County: Surrounding cities and township  $\approx 17.6\% = \$135,332$  see note

Grants, donations, fines, fees, fund balance  $\approx 14.9\% = \$115,276$  see note 2

Total Operating Budget: \$770,991



*Note 1:* Library Tax levied by Itasca County on residents of Cities and Townships of Arbo, Cohasset, Harris, Sago, Wabana, Blackberry, Feeley, LaPrairie, Spang, Warba. This is paid to the Grand Rapids Library by agreement with Arrowhead Library System.

*Note 2:* Includes \$47,800 from Library Fund Balance, \$23,823 grant for Portable Computer Lab and \$8023 from Arrowhead Library System, as well as other small grants, donations, fines, and fees.

The Arrowhead Library System provides the following support to libraries in the region:

- Regional catalog and all support for the system, including internet connection
- Delivery of materials between libraries (Roughly 34,000 items to or from Grand Rapids in 2011)
- Online Databases
- Downloadable ebooks and audiobooks
- Arts, Culture and History Programs and museum passes funded by Legacy Funds
  - Scheduling and payment are handled by ALS staff
- Children's Programs for Summer Reading Programs
  - Scheduling and payment are handled by ALS staff
- Support for collaborative efforts among libraries in the region

## **Director's Report December 12, 2012**

### **Notes on Agenda Items**

#### **Fund Balance Policy:**

I spoke with Shirley Miller, Finance Director, about the concerns with language in the proposed Fund Balance Policy that seemed to require maintaining a constant fund balance rather than allowing it to drop throughout the year before tax revenues are received.

She explained that the intent is to allow the balance to drop down during the year and the auditors will look at the balances at year end. The language is standard, and it is modeled on the language of the City's fund balance policy.

The other question was about the consequences and next steps if the balance at the end of the year is below the policy. She reiterated that it is a policy set by the Library Board, not by ordinance or statute. It states a goal established by the Board as a desirable amount. If the goal is not met, it would be wise to set a specific line item in the budget to build up the balance again during the next few years.

#### **Report to Council**

The written report to the City Council is included in your packet. The question after the presentation was about the cost of the solar project, so I wrote up an explanation for the Council, which is included in your packet. After the meeting concluded there was a question about the funding sources for the Library so I prepared a breakdown of revenue sources for them, which is also included in your packets under the Communication section.

### **Energy Project**

#### **Heat**

The UPM plant is planning to shut down one of its lines on December 12 for 3 days. Ron will monitor the water temperature coming into the heat exchanger and the building temperature to determine whether the boilers in the building need to be turned on. The boilers have not been on yet this fall.

#### **Sunflower/solar panels**

We have had a complaint about the solar panel sunflower sometimes blocking the view of the river from at least one of the offices across the street just north of the Library. The complaint went to the City Engineer and to the Mayor, rather than to the Library.

### **City Budget**

The final budget will be adopted after the Truth in Taxation hearing on December 10.

### **Library Foundation**

Foundation Board members participated in the Give to the Max Day on November 15.

### **Friends of the Library**

The Friends held a holiday book sale during the first week of December with many holiday books and leftovers from the summer book sale. We continue to see many donated books coming into the Library, most usable, some not. Because of the volume of books we already have, we set a limit at one box of books.

**Programming**

Grand Rapids Area Library

We have had a successful Civil War discussion series based on materials provided by NEH/ALA through the Regional Library Systems. We had a visit and talk from a Confederate soldier (John Hayes) and are expecting a visit from a soldier (Arn Kind) from the First Minnesota Regiment on December 8 who will talk about the life of a soldier. This has been a popular series of events and the participants and discussion leader are planning to continue occasional discussions throughout 2013 to commemorate significant events.

**MN Book Award winner program funding**

We just received notification that our application for reimbursement for hosting a MN Book Award winner was approved by the Friends of the St Paul Public Library. We will be hosting Kim Heikkela, author of Sisterhood of War in February. We will be reimbursed for her honorarium and travel expenses.

**Computer Classes**

Classes continue through December (we have 2 one the 12<sup>th</sup> and 2 one the 19<sup>th</sup>) We will repeat the series of beginning classes in the spring beginning in April.

**Appointments to Library Board.**

Applications were submitted to Council before December 1, with a suggested agenda date of Dec. 10, but the City Clerk has not yet received a recommendation. Presumably the appointments will be on the agenda for 12/17.

## **Assistant Director Report December 2012**

### **Teens**

Teen Advisory Board

Nov. 27, 2012

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

Members discussed the poster for winter reading. Brian, the graphic designer at ALS designed a poster which the Board had wanted changed a little. Brian made the changes and the Board really likes it. Brian also made an activity booklet and members spent time doing some of the pages.

I discussed the National Book Award finalists for Young People's Literature. I gave the descriptions of the 5 finalist books. Members thought some of the books sounded good.

The Teen Universe monthly drawing winner was picked. It was Marie N. The questions teens answered had to do with Thanksgiving.

I had some advanced reader copies of books that I gave away.

-Teen Winter Reading will start December 21.

### **Staff**

-Will has attended 2 meetings at ALS headquarters regarding the Arrowhead System strategic plan Goal 2: To advance the introduction and efficient use of new and proven technology in member libraries.

-Amy and Tracy met with a class from Northern Lights Community School. The students learned about where things are located in the library and also found some books of interest to them.

-Melanie DeBay from Community Ed came to train me, Bonnie, and Darla on how to add events to the Community Ed site.

### **Operations**

-Recently, the library purchased new paperback books. One display table in the library is showing off the new books.

-The Twitter feed has been popular. John has posted 65 tweets. There are 56 followers.

-The lobby display case advertised the Friends of the Library Holiday Book Sale.

-We have displays of ice fishing books and another display with books from bibliographies for programs. We have a volunteer who is now doing bibliographies of materials for programs. We put the bibliographies out for each program.



## Children's Library Summary

November 2012

The Children's Library has been a very busy place this month, even without Monday Book Time. (Because of ECFE's schedule and our Veteran's Day Monday, we were only able to offer 1 Book Time all month!) Missy Gray continues to provide our Saturday Story Time, to record-breaking audiences.

Seven schools or classes visited us this month, including Bena Headstart (2), Deer River Invest Early – which actually has so many classes they had to come on two days, Ball Club Headstart, and a class from Northern Lights Charter School. In addition, Darla visited one ECFE classroom of three- year- olds for a story time. As always, we had visits from the special ed classes at both GRHS and RJEMS.

Monday, November 5 – a no-school day – saw 16 children and 4 adults decorating pumpkin cakes with Curtis and Michelle. This is a very popular offering; since class size is limited, we almost always have a waiting list equal to, or longer than, the list of attendees!

No school on Tuesday, November 6, made it possible for us to offer "Fleece to Felt" from the Duluth Art Institute. Although everyone made a beautiful butterfly, the entire class only lasted 20 minutes! Luckily, the artist was scheduled at several libraries in the area. This was Legacy Fund event.

Due to the Thanksgiving holiday, family movie night was rescheduled to Thursday, November 29 at 6:00 pm. This month's offering, just in time to kick off the holiday season, was "Arthur Christmas." This animated film answers the age-old question, "How does Santa get to all those children in one night?" There were 34 children and adults in attendance.

Looking ahead:

- Our winter reading program kicks off on Saturday, December 15. This year's theme is "Winter Escape." All area boys and girls age birth through 14 years are invited to participate. Everyone who completes the program by February 23 may choose a brand new book to keep. Last winter, we had 375 boys and girls sign up. We're always hoping to increase our numbers. So cross your fingers for us!
- The next Family Movie Night will be Thursday, December 27 at 6:00 pm. The movie will be "Brave," a Disney Pixar film about a brave and resourceful Scottish princess.



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

**INVOICE**

DATE 12/1/2012 INVOICE # 231118

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

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

QUANTITY	DESCRIPTION	RATE	AMOUNT
5	11-06 Placements	8.95	44.75
5	11-13 Placements	8.95	44.75
8	11-20 Placements	8.95	71.60
8	11-27 Placements	8.95	71.60
1	Credit for accts identified as bankruptcy prior to beginning the collection process	-8.95	-8.95
4	Credit for accts closed by client prior to beginning the collection process	-8.95	-35.80

Thank you for your business.	<b>TOTAL</b>	<b>\$187.95</b>
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UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/30/2012 5:31 PM JWB

SUMMARY STATUS REPORT

PAGE: 620

MS. MARCIA ANDERSON  
 GRAND RAPIDS AREA LIBRARY  
 140 NE 2ND STREET  
 GRAND RAPIDS MN 55744

CREDITOR: 1634 -- GRAND RAPIDS AREA LIBRARY

DATES LISTED: 01/01/1900 TO 11/30/2012

Accounts Submitted	:	146	Dollars Submitted	:	13,351.01	Dollars Received	:	958.28
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	1,618.71
Incorrect Addresses	:	29	Dollars in Skips	:	2,226.62	Dollars Waived	:	1,002.25
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	0.00	Total Activated	:	4,985.14
Accounts in Process	:	117	Dollars in Process	:	11,014.45	% of Dollars Activated	:	45.26%
# of Accounts Activated	:	49						
% of Accounts Activated	:	41.88%						

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

RESOLUTION NO. 2012-12

A RESOLUTION AMENDING RESOLUTION NO. 93-01

THE GRAND RAPIDS AREA LIBRARY FUND BALANCE POLICY

WHEREAS, it is important to establish sound financial management policies to ensure financial stability for the Grand Rapids Area Library, and

WHEREAS, fund balance reserves are an important component in ensuring the overall financial health of the Library, by giving the Library sufficient funds to meet contingency and cash-flow timing needs, and

WHEREAS, in establishing an appropriate fund balance, the Library needs to consider the demands of cash flow, need for emergency reserves, ability to manage fluctuations of major revenue sources, and long-term fiscal health.

NOW THEREFORE, BE IT RESOLVED, the Grand Rapids Area Library, City of Grand Rapids, Itasca County, Minnesota, adopts the following General Fund Balance Policy

Governmental Accounting Standards Board Statement 54 divides the fund balance into five classifications based on constraints imposed upon the use of resources reported in the governmental funds.

- Nonspendable – consists of amounts that cannot be spent because it is not in spendable form, such as prepaid items, land held for resale.
- Restricted – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.
- Committed – consists of amounts that are constrained for specific purposes that are internally imposed by formal action (resolution) of the Board of Trustees. The committed amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified use by resolution.

The Library Board of Trustees' policy for maintaining a minimum amount of committed funds is:

- Minimum cash flow – to equal 50% of the following year receipts from property taxes and Library System reimbursement for township taxes.
- Compensated absences – equal to the sum of flexible time off and compensatory time for Library employees each December 31.
- Emergency or unanticipated expenditures – equal to 7% of the following year adopted expenditure budget.
- Major equipment replacement – to equal 8% of the following year adopted expenditure budget.
- Assigned – consists of amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed.

- Unassigned – the residual classification for the general fund and also reflects negative amounts in other funds.

The Finance Director shall maintain the above commitments on the Library's financial records and shall annually adjust these designations.

In the event that a sufficient committed fund balance does not exist to permit the designations per the above listing, designations shall be made in the following order to the extent possible.

1. Minimum Cash flow
2. Compensated absences (change priority order)
3. Emergency or unanticipated expenditures
4. Major equipment replacement

**DEFINITIONS:**

**Fund balance** – the difference between governmental fund assets and liabilities.

**Minimum cash flow** – sufficient amount of cash available to meet current operating expenditures during a calendar period without having to resort to temporarily borrowing between receipts of major revenue items

**Compensated Absences** - Flexible Time Off and compensatory time according to personnel policy and the Fair Labor Standards Act.

**Emergency or unanticipated expenditures** – expenditures which cannot be absorbed by the current operating budget, including unforeseen expenditures, anticipated expenditures of an uncertain amount, or unforeseen shortfalls of anticipated revenues.

**Major equipment replacement** – Replacement of essential capital equipment such as the boiler. (Remove threshold amount)

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2012.

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

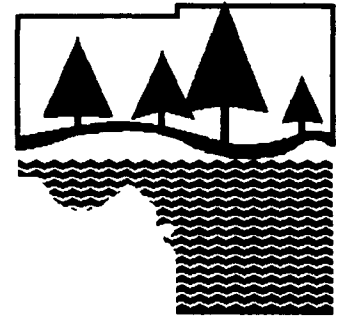
Attest:

\_\_\_\_\_

# ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE  
123 NE 4<sup>TH</sup> ST  
GRAND RAPIDS, MINNESOTA 55744-2681

OFFICE 218-327-2860  
FAX 218-327-7426



December 10, 2012

Mr. Jim Weikum  
Director - Arrowhead Library System  
5528 Emerald Avenue  
Mountain Iron, MN 55768-2069

Dear Mr. Weikum:

The apportionment for November 2012, includes the following totals:

Arbo Township	\$ 2,567.72
Blackberry Township	3,358.15
Feeley Township	2,257.69
Grand Rapids Township	0.00
Harris Township	11,392.72
Sago Township	1,128.24
Spang Township	1,301.62
Wabana Township	3,796.97
City of Bass Brook/Cohasset	30,409.56
City of LaPrairie	1,580.57
City of Warba	<u>347.72</u>
<b>TOTAL</b>	<b>\$58,140.96</b>

cc: Marcia Anderson  
Grand Rapids Library  
140 Northeast 2<sup>nd</sup> Street  
Grand Rapids MN 55744

cc: Shirley Miller  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids MN 55744

Sincerely,  
JEFF WALKER, Auditor/Treasurer

By: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Jeff Walker", is written over a horizontal line.

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

RESOLUTION NO. 2012-12

A RESOLUTION AMENDING RESOLUTION NO. 93-01

THE GRAND RAPIDS AREA LIBRARY FUND BALANCE POLICY

WHEREAS, it is important to establish sound financial management policies to ensure financial stability for the Grand Rapids Area Library, and

WHEREAS, fund balance reserves are an important component in ensuring the overall financial health of the Library, by giving the Library sufficient funds to meet contingency and cash-flow timing needs, and

WHEREAS, in establishing an appropriate fund balance, the Library needs to consider the demands of cash flow, need for emergency reserves, ability to manage fluctuations of major revenue sources, and long-term fiscal health.

NOW THEREFORE, BE IT RESOLVED, the Grand Rapids Area Library, City of Grand Rapids, Itasca County, Minnesota, adopts the following General Fund Balance Policy

Governmental Accounting Standards Board Statement 54 divides the fund balance into five classifications based on constraints imposed upon the use of resources reported in the governmental funds.

- Nonspendable – consists of amounts that cannot be spent because it is not in spendable form, such as prepaid items, land held for resale.
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- Emergency or unanticipated expenditures – equal to 7% of the following year adopted expenditure budget.
- Major equipment replacement – to equal 8% of the following year adopted expenditure budget.
- 
- Assigned – consists of amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed.

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2. Compensated absences
3. Emergency or unanticipated expenditures
4. Major equipment replacement

**DEFINITIONS:**

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**Minimum cash flow** – sufficient amount of cash available to meet current operating expenditures during a calendar period without having to resort to temporarily borrowing between receipts of major revenue items

**Compensated Absences** - Flexible Time Off and compensatory time according to personnel policy and the Fair Labor Standards Act.

**Emergency or unanticipated expenditures** – expenditures which cannot be absorbed by the current operating budget, including unforeseen expenditures, anticipated expenditures of an uncertain amount, or unforeseen shortfalls of anticipated revenues.

**Major equipment replacement** – Replacement of essential capital equipment such as the boiler.

Adopted this \_\_12\_\_ day of \_\_December\_\_ 2012.

  
Library Board President

Attest:

  
Victoria Harding