

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
November 14, 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**
MN Community Foundation Statement
- 5:15 D. Financial Report (Packet Items D1-) Roll Call Vote Required**
- 5:20 E. Staff Reports (Packet Items E__)**
- 5:25 F. Old Business:**
- 5:30 G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
 - 2. 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 and lodging**
 - e. Munger Jan 8 Balancing writing and work \$100**
 - 3. Approve Resolutions 2012-10 and 2012-11 Accepting Donations**
- Regular agenda**
- 1. Approve resolution 2012-12 amending fund balance policy**
 - 2. Approve resolution 2012-13 Setting Library Schedule for 2013**

6:00 Adjourn.

Note: after December 12 mtg

Everyone is invited to attend a gathering with the Library Foundation and Friends of the Library members at KAXE after the meeting is adjourned. A great opportunity to meet Library supporters and say thank you for their efforts!

Notes from the Library Board meeting on October 10, 2012

Members present: Dennis Jerome, Cheryl Stephens, Jemma Baker, Max Peters

Members absent: Abby Kuschel, John Soll, Shannon Benolken, David Yankowiak, Vicki Harding

Staff: Marcia Anderson

City representative: Shirley Miller

As there was not a quorum to conduct any business, no decisions were made that required a quorum. However, city finance director, Shirley Miller, presented and explained the changes in the 93-01 Fund Balance Policy. She noted some restrictions and requirements of the new policy.

Marcia updated the board members present on various library activities, programs and outreach projects.

The October bill list was presented as follows and Marcia will obtain the necessary signatures to pay the bills pending board confirmation at the next meeting.

Library October bill list

Invoices due on or before 10/10/12

Amazon.com	102.49
Ameripride Linen & Apparel	51.90
Arrowhead Library System	99.34
Baker & Taylor, Inc.	3,311.58
Blue Cross/Blue Shield of MN	3,779.50
Busy Bees Cleaning	1,700.00
Cole Hardware	52.17
Computer Enterprises	1,655.20
DCR Communications	1,461.00
Delta Dental of Minnesota	228.15
Diverse Media	52.44
Fastenal Company	10.78
Fireline Sprinkler	396.24
Gale	4,604.00
Gartner Refrigeration	1,333.60
Grand Rapids City Payroll	34,377.29
Bonnie Henriksen	29.52
Darla Kirwin	17.20
Lincoln Nat'l. Life	90.70

Minnesota Energy Resources	18.90
MN Dept. of Labor & Industry	30.00
Minnesota Sales & Use Tax	57.20
Nextera Communications	95.26
Northern Business Products, Inc.	279.26
Paul Bunyan Communications	493.50
Personnel Dynamics	199.84
Pioneer Mutual Life Ins.	20.50
Pitney Bowes	143.34
Pizza Works	11.99
P.U.C.	3,694.59
Rapids Plumbing & Heating	482.70
Recorded Books	30.00
St. Paul Pioneer Press	156.00
Scheck Industrial Corp.	1,039.39
SIM Supply	186.62
Tru North Electric	874.54
Verizon Wireless	114.68
Vidcom Technology	285.00
Village Book Store	137.66
Waste Management	116.36
Xerox Corp.	128.34
Dr. Anton Treuer	72.15
Don Breneman	240.33

TOTAL \$ 62,261.25

Other items requiring board action such as approval of the minutes and donations will be managed at the next board meeting on November 14 at 5:00 pm.

Respectfully prepared,

Jeff Wartchow

Grand Rapids Area Library Board
Regular Meeting September 12, 2012

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

Staff present: Amy Dettmer

The monthly board meeting was called to order at 5:04 pm by Cheryl Stephens.

Agenda: Shannon Benolken moved to approved the agenda; second by Vicky Harding. Motion passed unanimously.

Minutes: The minutes of the August board meeting needed correction of the spelling of Vicky Harding's name. Shannon Benolken moved to approve the minutes of the August board meeting with the correction; seconded by Max Peters. Motion passed unanimously.

Communications: The Minnesota Community Foundation was discussed. Amy Dettmer reported that some money had been made.

Financial Report:

Invoices due on or before September 12, 2012

Ameripride Linen & Apparel	34.60
Arrowhead Library System	317.20
Baker & Taylor, Inc	1,675.70
Blue Cross & Blue Shield of MN	3,779.50
Burggraf's Ace Hardware INC	35.76
Busy Bees Quality Cleaning	1,700.00
Casper Construction INC	6,476.50
Cole Hardware INC	8.15
Delta Dental of Minnesota	456.30
Fidelity Security Life INS CO.	22.54
City of Grand Rapids	260.08
Grand Rapids City Payroll	34,290.69
Bonnie Henriksen	7.75
ICTV	35.00
Itasca Area Schools	340.00
Junior Library Guild	77.00
Darla Kirwin	18.16
Lincoln National Life	90.70
Minnesota Energy Resources	13.86
Minnesota Hospital Association	250.00
Minnesota Sales & Use Tax	74.47
Nextera Communications LLC	95.56
Northern Business Products INC	790.53
Paul Bunyan Communications	244.33
Personnel Dynamics, LLC	199.84
Peterson's A Nelnet CO.	98.11

Pioneer Mutual Life INS CO.	41.00
Pizza Works	11.99
P.U.C.	4,334.60
Simplex Grinnell LP	577.00
Sim Supply INC	238.13
U.S. Postal Service	500.00
Verizon Wireless	114.59
Viking Electric Supply INC	172.20
The Village Book Store	44.77
Waste Management	430.47
Xerox Corporation	25.21
Wonder Weavers – Storytellers	400.00
Dr. Anton Treuer	250.00
TOTAL	\$58,532.29

Motion was made by Abby Kuschel to approve the financial report after certain line items were explained by Amy Dettmer and discussed by all; seconded by John Soll. Roll call vote was approved unanimously.

Staff Report: Darla gave an update on Programs for Children. She gave a top ten list report for why the program's numbers were up. Community connect and the teen photo contest was also discussed.

Old Business: Vicky Harding moved to approve Abby Kuschel's letter of resignation; second by Max Peters. Motion passed unanimously. Max mentioned he found two people who may be interested in filling Abby's place. An ad will be put in the newspaper. Terms were discussed.

New Business: Consent Agenda

1. Approve payment of late bills
 - a. No late bills
2. **Approve Contracts and authorize payment**
 - a. **Nicollet Co. Hist. Soc, Leonard, \$300 plus lodging, Oct. 9 US Dakota War**
 - b. **Don Brenaman, \$100, lodging, mileage, Oct. 2 Voyageurs NP**
 - c. **Ellen Sandbeck, \$250, Oct. 16 Back to Basics**
 - d. **MN Hospital Assn, Anderson, \$250, Sept 13 Health Care Forum**
3. **Approve Resolution 2012-09 Accepting Donations**
 - a. **\$1190 Grand Rapids Area Library Foundation, Saturday Story time, September –December 2012**
 - b. **\$400 Friends of the Grand Rapids Area Library, Pharos software maintenance**
 - c. **\$368.40 Friends of the Grand Rapids Area Library, newspaper and magazine subscriptions**
 - d. **\$50 Mary Ann Wagner's book club, adult fiction**

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

Regular Agenda:

1. Authorize signing contract with Minnesota Children's Museum
 - a. A motion was made by John Soll to accept contract and authorize signing; second by Vicky Harding. Motion passed unanimously.
2. Authorize grant application for *Muslim Journeys* bookshelf
 - a. A motion was made by Dennis Jerome to authorize the grant application; second by Max Peters. Motion passed unanimously.

Cheryl Stephens adjourned the meeting at 5:49 pm.

Next Meeting will be October 10, 2012 at 5:00 pm.

Respectfully submitted

Kyla Kane

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

	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	251,683	265,150	524,716	51%
Intergovernmental	73,991	71,699	133,000	54%
Charges for Services	12,623	12,147	11,182	109%
Fines & Forfeits	12,301	15,942	15,000	106%
Blandin Grant	379	10,000	-	0%
GR Library Foundation	6,400	6,220	-	0%
Miscellaneous	32,358	46,324	18,700	248%
Other Sources-Operating Transfer	18,309	6,476	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	408,044	433,958	737,504	59%
Expenditures:				
Personnel	411,298	411,285	509,294	81%
Supplies/Materials	81,870	63,908	86,700	74%
Other Services/Charges	126,687	104,771	141,510	74%
Blandin Grant Expenditures	2,621	6,711	-	0%
TOTAL EXPENDITURES	622,476	586,675	737,504	80%
OPERATING SURPLUS (DEFICIT)	(214,432)	(152,717)	-	
ST/MN-Capital Grant	200,000	-	-	
Blandin Foundation Capital Grant	100,000	-	-	
Capital Outlay	385,699	34,281	-	
Fund Balance 10/31/XX				
Cash Flow	246,089	141,860	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 10/31/XX	\$ 389,983	\$ 239,185	\$ 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.

LIBRARY BILL LIST - NOVEMBER 14, 2012

DATE: 11/08/2012
 TIME: 14:07:23
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/14/2012

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	39.23
0201428	BAKER & TAYLOR, INC	2,488.86
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	1,415.82
0609457	FILTHY CLEAN INC	495.00
0701460	GALE	420.60
0718010	CITY OF GRAND RAPIDS	7,500.00
0805524	BONNIE HENRIKSEN	39.61
0920003	ITASCA AREA SCHOOLS	4,510.00
1205850	LEXIS NEXIS	129.24
1315656	MORNING GLORY BED & BREAKFAST	170.00
1415377	NORTHERN BUSINESS PRODUCTS INC	55.79
1605665	PERSONNEL DYNAMICS, LLC	236.99
1609925	PIZZA WORKS	11.99
1821700	MICHAEL RUSSELL	610.00
1908570	SHOWCASES	136.02
1909510	SIM SUPPLY INC	370.58
2114356	UNIQUE MANAGMENT SERVICES	1,038.20
2209450	THE VILLAGE BOOK STORE	280.01
2405650	XEROX CORPORATION	54.02
T000865	JOHN HAYES	300.00
T000866	ARN KIND	890.00
	TOTAL	22,926.56
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	7,559.00
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	51,325.57
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309335	MINNESOTA SALES & USE TAX	36.18
1405850	NEXTERA COMMUNICATIONS LLC	94.14
1409170	NICOLLET COUNTY HISTORICAL SOC	300.00
1601750	PAUL BUNYAN COMMUNICATIONS	249.17
1621130	P.U.C.	3,387.90
2205637	VERIZON WIRELESS	229.49
2301700	WASTE MANAGEMENT	116.52
T000815	ELLEN SANDBECK	250.00
T000855	DON BRENEMAN	100.00
	TOTAL PRIOR APPROVAL	63,996.99
	TOTAL ALL DEPARTMENTS	86,923.55

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 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%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	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	1,412	74%
211-00-34-00-7975	INTERNET	3,000	2,600	87%
211-00-35-00-1030	LIBRARY FINES	15,000	15,942	106%
211-00-37-00-2310	DONATIONS	2,500	12,042	482%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	450	45%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	60	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 FOUNDATIN	-	6,220	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,108	78%
211-00-37-00-2420	BLANDIN GRANTS	-	10,000	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	1,954	122%
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	433,958	62%
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	233,248	80%
211-00-75-10-1030	SALARY-PARTTIME	96,493	77,224	80%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	2,364	179%
211-00-75-10-1210	PERA	28,213	22,381	79%
211-00-75-10-1220	FICA	24,127	18,213	75%
211-00-75-10-1250	MEDICARE	5,643	4,259	75%
211-00-75-10-1310	HEALTH INSURANCE	56,045	49,973	89%
211-00-75-10-1330	LIFE INSURANCE	246	233	95%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,267	71%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,621	43%
211-00-75-20-2020	COPY SUPPLIES	1,000	600	60%
211-00-75-20-2030	PRINTING/BINDING	400	425	106%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,577	89%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	3,158	158%
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	31,525	79%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,745	75%
211-00-75-20-2130	NEWSPAPERS	1,200	531	44%
211-00-75-20-2140	PERIODICALS	7,500	526	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,295	76%
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 **OCTOBER 31, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-30-3070	LAUNDRY	480	381	79%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	18,000	72%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	6,355	318%
211-00-75-30-3210	TELEPHONE	7,500	4,856	65%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	691	69%
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	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	240	48%
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	28,944	72%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	1,418	118%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,473	45%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,805	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,431	50%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	566	57%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,048	80%
211-00-75-30-4030	ONLINE SERVICES	5,000	1,524	30%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	5,967	199%
211-00-75-30-4100	EQUIPMENT LEASES	900	668	74%
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%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	34,281	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	4,415	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,296	0%
	TOTAL EXPENDITURES	737,504	620,957	84%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (186,998)	

DATE: 11/07/2012
 TIME: 15:20:29
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
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	363,457.16	363,457.16	0.00
211-00-00-00-1010	CASH	551,516.93	512,453.80	844,538.39	219,432.34
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-DELINQNT	5,994.00	0.00	0.00	5,994.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,696.08	0.00	1,458.00	238.08
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM A/S	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	8,309.96	5,727.79	8,309.96
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	48,141.89	39,629.96	8,511.93
TOTAL		658,711.91	932,362.81	1,320,970.41	270,104.31
TOTAL ASSETS					
		658,711.91	932,362.81	1,320,970.41	270,104.31
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	829,294.01	826,476.17	16,376.60
211-00-00-00-2030	SALES TAX PAYABLE	0.00	359.46	396.53	37.07
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	1,036,993.99	826,872.70	22,407.67
TOTAL LIABILITIES					
		232,528.96	1,036,993.99	826,872.70	22,407.67
FUND EQUITY					

DATE: 11/01/2012
 TIME: 15:20:29
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
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	39,629.96	48,141.89	8,511.93
TOTAL		426,182.95	39,629.96	48,141.89	434,694.88
	FUND SURPLUS (DEFICIT)	0.00	186,998.24	0.00	(186,998.24)
TOTAL FUND EQUITY		426,182.95	226,628.20	48,141.89	247,696.64
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,263,622.19	875,014.59	270,104.31

Director's Report November 12 2012

Notes on Agenda Items

Note on Contracts: Expenses for the Civil War re-enactors (Hayes and Kind) will be reimbursed by the NEH grant for the Civil War discussion series.

Fund Balance Policy

Shirley Miller, the Finance Director for the City, recommends that we revise our fund balance policy to conform to new General Accounting Standards Board (GASB) standards.. We worked to revise the policy to meet the new standards. These are not substantive changes to the policy, but revisions in the format and language. The designated categories and the required amounts remain the same. Text in red in the document is worthy of discussion:

Priority designations (p. 2) : Minimum cash flow moved to first priority because it is the largest amount and is used the most often. Compensated absences is moved to 2nd place. It is seldom used and not depleted.

Definition of Major equipment replacement: old language specified costs over 15% of budget, which would be over \$100,000 and well above the cost of replacing even the chiller.

Calendar for 2013

Resolution 2012-13 sets closures for holidays for 2013.

Energy Project

QA graphics is working on developing the dashboard. Tom Pagel is gathering interested educators to develop display elements.

We continue to receive memorial gifts in honor of Cynthia Driscoll. I discussed with Todd an appropriate use of the funds, and he thought the Education portion of the Energy center would be a good use. (approximately \$1800 so far)

We will want to develop some kind of donor recognition method for installation in the building, and also a way to incorporate a donor list into the Educational Dashboard.

City Budget

The Council made no alterations to the City budget which affect the Library. The final budget will be adopted after the Truth in Taxation hearing on December 10.

Library Foundation

Foundation Board members are planning messages and publicity for Give to the Max Day on November 15. They plan to send out messages that can be forwarded to others to encourage donations on Givemn.org

The Foundation Board is talking about taking a distribution from their Endowment Fund this year and making a donation to the Library. Some possible purchases could include: several e-readers and books to load on them, children's Playaways, a CD player with headphones for patrons to use in the children's area.

The Library Foundation received a \$20,000 grant from the Blandin Foundation for the Educational Dashboard for the Energy Center. (this was after lengthy discussions between the Blandin Foundation and Tom Pagel and Shawn Gillen) The Library Foundation has committed to providing the additional funds needed for completion of the dashboard.

The Foundation served as the recipient for Young Explorer computers for libraries in the county from IBM. We received 2 computers with educational games designed primarily for preschoolers.

Friends of the Library

The Friends celebrated Friends of the Library Week by serving cake in the lobby on Wednesday, October 24. They are planning 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 there are so many right now, after discussion with volunteers we set a limit at one box of books.

Community Education

Darla and I met with Melanie DeBay, the new IASC Community Education Director, to talk about working more closely. Utilizing the community education brochure and their website provides more opportunities for publicity for classes and programs.

NEW: John started a twitter feed. <https://twitter.com/GRapidsLibrary> Check out the page and click on the "follow" button.

Computer Classes

We started another series of basic computer classes in October. There will be 2 in November and 2 more in December. Most of them are full.

Report to Council

The second of my twice-yearly reports to the City Council is scheduled for Monday, November 26. I will send the written report out to you either Nov 19 or 20th. I am primarily updating them on what we have been doing this summer and fall.

Assistant Director Report
November 2012

ens

Teen Advisory Board
October 30

Members present: Liz T., Jonas T., Paige C., Gabby L., Emi S.,

Members discussed winter reading slogan and graphics. Brian from ALS sent a few mockups for posters.

Members voted for their favorite. The poster will be used for any ALS libraries doing teen winter reading.

We talked about Teen Read Week which was in October. During the week, teens could fill out a survey and once the survey was completed they received a coupon for \$5.00 off library fines. There were 8 teens that completed the survey. Results are below:

1. Please circle which of the following events you and your friends would attend at the library

- A. Craft
B. Book Club 3
C. Movie 2
D. International Games Day Nov. 3, 2012 1

2. Would you join the Teen Advisory Board at the library? The Teen Advisory Board meets once a month to plan teen programs and talk about all things teen!

YES 4 Maybe 1 NO 3

3. Have you participated in the summer or winter reading programs for teens?

Summer YES 5 NO 2 Winter YES 5 NO 3

4. What kinds of things get you to come to the library? (computers, homework, see friends, etc...)

Homework 5, pick up books 1, read 2, computers 3, peace 1, books 2

Are there books you'd like to see added to the Young Adult collection? (list titles or genres)

really, they have everything I want, fantasy books, Yotsuba, Bunnydrop, Blackbird, with computer system there's everything I need, more new YA titles

The teen room monthly drawing had 15 participants that answered questions about Halloween.

National Gaming Day was held on Saturday November 3. There were 13 people that attended. There was an adult with her mentee that stayed the whole time. Plenty of snacks were eaten and lots of laughs.

The Creativity Tank did a stick bomb program in October. There were 14 people that attended. Attendees made stick bombs from popsicle sticks. Results were recorded on film and then watched.

Staff

Will has been meeting with the Rapids Reads subcommittee of the Program Committee. They are working on ideas for the 2013 Rapids Reads. They are working to find a book to use.

Tracy attended the Friends of the Library meeting in early November.

Operations

Displays in the library are geared to hunting season. We have a table with many deer hunting books and another small table with books about cooking game.

We continue to leave the information about depression on a table.

November is Native American History month and we've placed a selection of Native American materials in an area near the circulation desk where people can see them to check them out.

The U.S.-Dakota War placards from Nicollet County Historical Society were picked up by the Historical Society director after being here for 3 weeks. There were a lot of people that stopped to read them.

CIRCULATI	THIS MONTH	YTD	YTD	YTD	Express Check outs	% of total c/o
Check-outs	14,153	141,010	138,487	1.82%	3,266	23.08%
Renewals	2,088	18,861	18,443	2.27%		
Total Circulation	16,241	159,871	156,930	1.87%		
Returns	16,592	158,765	155,796	1.91%		
New cards	147	1,374	1,320	4.09%		

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
Books cataloged and processed	654	5,710	6,877	11733	1.62%
Withdrawn copies	882	4,279	7,264		
Withdrawn Titles	516	2,959	3,706		

REFERENCE	THIS MONTH	YTD	YTD 2011
tests proctored	833	7,817	7,590
computer help over 5 minutes	11	69	122
INTERNET	9	54	175
Pharos sessions ***	1,738	1,079	17,418

Non-Pharos sessions	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
VOLUNTEERS	65	293.25	672	760
	37		271	1900293.25

MEETING ROOM	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE
Total Mtg Rm Use	58	1,273	476	363

PROGRAMS & TOURS	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	CHILDREN'S PROGRAMS	TEEN PROGRAMS
	10	4	10	2	3	29
	237	205	165	42	35	684
	39	37	40	11	31	191
	1,388	1,593	683	1,772	287	5,888
	55	26	9	70	15	175
	1,407	671	106	2,440	201	4,825
						900

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2011
TOTALS	11	94.25	67

Library Volunteer and Program Report for October 2012

October Volunteers

37 volunteers/293.25 hours (Board and Program Committee members' hours of service are included)

Volunteer Activities

- Amy and Bonnie led an orientation and book shelving training for 5 new volunteers—three of the five are college educated, retired women with library and/or school media center experience; one is an ICC engineering student and the 5th is a working professional, new to the community. All love libraries!
- One of our new volunteers is helping to process discards—an extensive number of large print books, many of which will be donated to Manor House.
- Another of the new volunteers assisted Marcia with several computer classes. A sixth new volunteer will finish the computer series as Marcia's classroom assistant.
- A volunteer has helped pull discards for processing and to shift collections making room for new materials to be placed on the shelves.
- Two volunteers videotaped three library programs for ICTV.
- Regular volunteers helped with shelving, sorting and stocking books for the used book store, maintaining the New York Times bestseller list, doing the pull list and entering data from program evaluations
- Program Committee members have hosted numerous programs and a new subcommittee has been formed to help design the 2013 Rapids Reads.

Board & Program Committee Volunteers

Library Board: 4 members attended/reported 26 hours at the October meeting

Program Committee: 9 members attended/reported 33.5 hours at the October meeting

The following programs were offered in October:

Carvanserai: On Monday October 1st at 7:00 p.m. the library hosted this group of musicians and cultural ambassadors from Morocco as part of a residency organized by the Reif Center. Approximately 38 people attended.

Nature Photography: When it all Comes Together – Tuesday, October 2nd at 12:00 noon
Former U of M photographer and photography instructor, Don Breneman delivered a well-received photography class enjoyed and appreciated by 41 people. One of the participants left saying, "You could have this guy back every month. I learned so much!" Another person inquired if Grand Rapids had a photography club because returning to live in the community, she would like to meet with others who share her interest in photography.

Pharmaceuticals in Our Water: Sources & Fate – Thursday, October 4th at 7:00 p.m.
This was the 3rd in a series of programs done collaboratively with the Itasca Water Legacy Partnership. Dr. William Arnold, a professor at UofM Civil Engineering, was the presenter. 19 people attended.

Making Sense of the Civil War Series: The U. S.-Dakota War of 1862—Civil War in Minnesota

Ben Leonard, Director of Nicollet County Historical Society, spoke about the break down of relations between Dakota Indians and Euro-Americans which led to war in Minnesota in 1862 at the time that President Lincoln and political leaders in Washington were focused on events of the U. S. Civil War. The library had a standing exhibit on loan from Nicollet County Historical Society on the same topic during the month of October. Tuesday, October 9 @ 7:00 p.m./58 attended the program; between 150-200 people viewed the exhibit.

Living More With Less – Tuesday, October 18 @ 7:00 p.m

Twenty people attended this program with author Ellen Sandbeck who talked about reducing the household products and conveniences people use and collect and how people can live more simply and healthfully without them. 20 people attended.

Children's Library Summary
October 2012

We're back into the school-year mode here in the Children's Library. With a month of activities under our belt, I think it's safe to say that we are off to a great start. Monday Book Time has averaged 28 children each week, while Saturday Story Time brought in about 32 each week. These are great numbers and so encouraging. The Smart Play Spot also continues to draw in new families.

We had lots of class visits this month. Both Nancy Mike-Johnson and Julie Roy-Dahline walked their 4th grade classes over from Southwest Elementary to do research. Mrs. Roy-Dahline's class was looking to learn more about how the Dewey Decimal System works, while Mrs. Mike-Johnson's students were researching American Presidents.

We also had visits from Inger Headstart, a home school group, and both sections of Nancy O'Toole's Ready Set Grow Preschool. The special ed classes from both the high school and the middle school dropped in, as well.

On October 4, Tracy Kampa attended the Project Read Summit and gave a short presentation on the Smart Play Spot, complete with power point. (Nice pictures!)

Thursday, October 25, family movie night presented "The Pirates – Band of Misfits" to a very small but enthusiastic crowd of 7. Saturday, October 27, the artists of Creativity Tank were here to lead a great group of 24 children and 8 adults in designing and creating their own Storybook Theaters. This event was funded, in part, by Children First!

Looking ahead:

- Monday, November 5: Cake Decorating with Curtis and Michelle! Boys and girls will be frosting and decorating Pumpkin cakes (shaped like pumpkins, not made from pumpkins!) This is always a popular event.
- Tuesday, November 6: Artists from the Duluth Art Institute will be here to guide parent-and-child in creating felted butterflies from fleece. This event is made possible by the Legacy Fund.
- Thursday, November 29 @ 6:00 pm, family movie night will feature "Arthur Christmas." This holiday delight will help us kick off the season. Movie night is open to all ages, is free, and families are encouraged to bring dinner or a snack to enjoy while they watch the film on the big screen.
- Looking even farther ahead, the winter reading program: Winter Escape, will begin Saturday, December 15. More details coming soon.

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



Fund Statement(s)

January 1, 2012 - September 30, 2012

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Aurea Gerard
Title:	Partner Relations Associate
Phone:	651-325-4266 800-875-6167
Email:	aurea.gerard@mnpartners.org
Address:	55 5th St STE 600 Saint Paul, MN 55101

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

Fund Statement

January 1, 2012 - September 30, 2012

Prepared on: 10/30/2012

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2012	\$	27,508
Investment Activity		
Interest & Dividends		356
Investment Gain/(Loss)		2,304
Disbursements		
Administrative Fees		(149)
Grants Paid		(1,348)
Investment Expenses		(93)
Other Income(Expense)		
Other Income(Expense)		-
Total Other Income(Expense)		-
Ending Balance on September 30, 2012	\$	28,578
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on September 30, 2012	\$	28,578

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	28,628	100.2%	9.6%	14.2%	8.9%	1.0%
Assets Awaiting Investment	(50)	-0.2%				
	\$ 28,578	100.0%				



The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2012 - September 30, 2012

There were no contributions during this statement period.



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

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

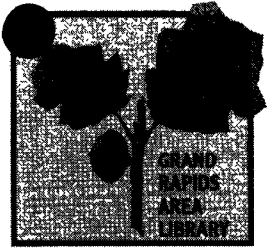
The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2012 - September 30, 2012

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,348
Grants (Paid)/Returned in the current year	<u>(1,348)</u>
Amount Available to Grant as of September 30, 2012	<u>-</u>
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of September 30, 2012	<u><u>-</u></u>

There are no future year grant commitments for this fund.





November 14, 2012

Mark Munger
5353 Knudsen Rd
Duluth, MN 55803

Dear Mr. Munger

I am pleased that you will be leading a presentation on Writing Part-time in a Full-time World—Balancing Your Passion With Work and Family for the Grand Rapids Area Library on January 8th at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will provide you with an honorarium of \$100. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

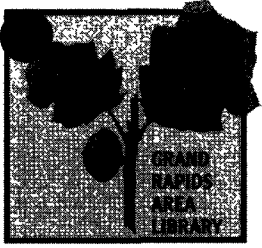
Signature

11/19/2012
Date

Approved for the Board of Directors:

Board President

14 Nov 12
Date



November 14, 2012

Leya Drabczek
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Dear Ms Drabczek

I am pleased that you will be leading a presentation, "Hoarding, Garbage and Clutter Houses" for the Grand Rapids Area Library on January 17 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. Our projector has connections only for PCs, so if you bring a Mac, please also bring an adaptor.

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

The Library will reimburse you for travel expenses, including mileage from Coon Rapids at the IRS rate in effect at the time of the program. The check will be made payable to the City of Coon Rapids. We have made a reservation for you at the Morning Glory B & B, and they will bill the Library. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

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

These terms are acceptable:

Signature

11.29.12
Date

Approved for the Board of Directors:

Board President

14 Nov 12
Date