

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 10, 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:** *absent Kuschel*

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

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

5:12 **C. Communications**

5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

5:20 **E. Staff Reports (Packet Items E__)**

5:25 **F. Old Business:**

5:30 **G. New Business:**

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.)

Roll Call Vote Required.

1. **Approve payment of late bills**

2. **Approve Contracts**

a. Hayes Nov. 15 Civil War children's program \$300 Honorarium

3. **Approve Resolution 2012-10 Accepting Donations**

\$ 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

Regular agenda

1. Adopt Resolution amending resolution 93-01 Fund Balance Policy

2. Authorize continued use of Unique Management Services with recommended changes

3. Authorize use of Teen Read Week fine waiver coupon
- 6:00 Adjourn.**

Reminder: if you know someone interested in the Library Board appointment, please have them download an application from the Library (or the City) web site and return it to City Hall by October 12. Applications can also be picked up at the Library or at City Hall.

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

Board member John Soll moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2012-9
A RESOLUTION ACCEPTING DONATIONS

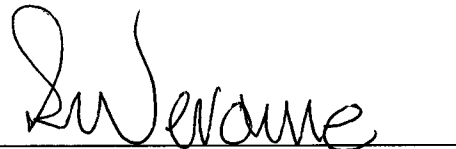
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

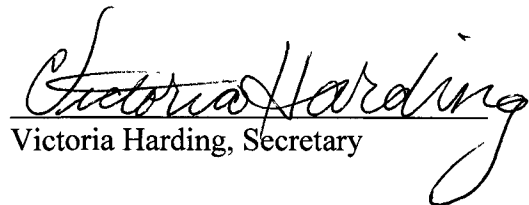
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$1190 Grand Rapids Area Library Foundation, Saturday Storytime, September –December 2012
- \$400 Friends of the Grand Rapids Area Library, Pharos software maintenance
- \$368.40 Friends of the Grand Rapids Area Library, newspaper and magazine subscriptions
- \$50 Mary Ann Wagner’s book club, adult fiction

Adopted this 12th day of September 2012



Dennis Jerome, President


Victoria Harding, Secretary

Board member Vicki Harding seconded the foregoing resolution and the following voted in favor thereof: Cheryl Stephens, Shannon Benolken, Vicki Harding, Max Peters, Jemma Baker, John Soll, Abby Kuschel, Dennis Jerome

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 REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 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	1,297	68%
211-00-34-00-7975	INTERNET	3,000	2,415	81%
211-00-35-00-1030	LIBRARY FINES	15,000	15,112	101%
211-00-37-00-2310	DONATIONS	2,500	11,057	442%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	425	43%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	35	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	2,588	65%
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	1,714	107%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	595	7%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	424,192	60%
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	210,805	72%
211-00-75-10-1030	SALARY-PARTTIME	96,493	69,746	72%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	2,127	161%
211-00-75-10-1210	PERA	28,213	20,216	72%
211-00-75-10-1220	FICA	24,127	16,456	68%
211-00-75-10-1250	MEDICARE	5,643	3,848	68%
211-00-75-10-1310	HEALTH INSURANCE	56,045	46,887	84%
211-00-75-10-1330	LIFE INSURANCE	246	206	84%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,135	64%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,394	40%
211-00-75-20-2020	COPY SUPPLIES	1,000	537	54%
211-00-75-20-2030	PRINTING/BINDING	400	317	79%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,742	94%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,742	87%
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	359	144%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,143	57%
211-00-75-20-2110	BOOKS	40,000	23,574	59%
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%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,183	73%
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%
211-00-75-30-3070	LAUNDRY	480	329	68%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	16,300	65%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	5,733	287%
211-00-75-30-3210	TELEPHONE	7,500	4,101	55%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	664	66%
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	25,556	64%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	1,302	108%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,454	45%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,805	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,326	42%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	566	57%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	548	5%
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	643	71%
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%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	-	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	415	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,257	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	737,504	553,126	75%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (128,934)	

ALPHA LIBRARY BILL LIST - OCTOBER 10, 2012

DATE: 10/04/2012
 TIME: 16:50:46
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/10/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	264.67	102.49
0113233	AMERIPRIDE LINEN & APPAREL	3,524.40	51.90
0118660	ARROWHEAD LIBRARY SYSTEM	1,057.29	99.34
0201428	BAKER & TAYLOR, INC	17,040.48	3,311.58
0212750	BLUE CROSS & BLUE SHIELD OF MN	280,879.50	3,779.50
0221700	BUSY BEES QUALITY CLEANING	10,200.00	1,700.00
0315455	COLE HARDWARE INC	8,892.79	52.17
0315508	COMPUTER ENTERPRISES	16,072.27	1,655.20
0400015	D.C.R. COMMUNICATIONS INC	43,161.51	1,461.00
0405447	DELTA DENTAL OF MINNESOTA	19,752.90	228.15
0409727	DIVERSE MEDIA INC	141.16	52.44
0601690	FASTENAL COMPANY	3,676.30	10.78
0609683	FIRELINE SPRINKLER INC	0.00	396.24
0701460	GALE	47.24	4,604.00
0701650	GARTNER REFRIGERATION CO	17,676.23	1,333.60
0718015	GRAND RAPIDS CITY PAYROLL	3,842,984.86	34,377.29
0805524	BONNIE HENRIKSEN	115.63	29.52
1109660	DARLA KIRWIN	210.43	17.20
1209516	LINCOLN NATIONAL LIFE	7,681.13	90.70
1309199	MINNESOTA ENERGY RESOURCES	58,727.15	18.90
1309266	MN DEPT OF LABOR & INDUSTRY	460.00	30.00
1309335	MINNESOTA SALES & USE TAX	54,652.78	57.20
1405850	NEXTERA COMMUNICATIONS LLC	3,630.42	95.26
1415377	NORTHERN BUSINESS PRODUCTS INC	12,974.73	279.26
1601750	PAUL BUNYAN COMMUNICATIONS	5,705.44	493.50
1605665	PERSONNEL DYNAMICS, LLC	9,999.66	199.84
1609557	PIONEER MUTUAL LIFE INS CO	2,297.43	20.50
1609730	PITNEY BOWES	430.02	143.34
1609925	PIZZA WORKS	121.91	11.99
1621130	P.U.C.	166,241.04	3,694.59
1801610	RAPIDS PLUMBING & HEATING INC	14,468.55	482.70
1805150	RECORDED BOOKS	6,511.80	30.00
1901355	ST PAUL PIONEER PRESS	0.00	156.00
1903322	SCHECK INDUSTRIAL CORP	1,291.26	1,039.39
1909510	SIM SUPPLY INC	12,195.95	186.62
2018680	TRU NORTH ELECTRIC LLC	5,948.33	874.54
2205637	VERIZON WIRELESS	21,452.59	114.68
2209195	VIDCOM TECHNOLOGY LLC	0.00	285.00
2209450	THE VILLAGE BOOK STORE	1,009.77	137.66
2301700	WASTE MANAGEMENT	17,141.51	116.36
2405650	XEROX CORPORATION	776.55	128.34
T000566	DR. ANTON TREUER	250.00	72.15
T000855	DON BRENEMAN	100.00	240.33

TOTAL ALL VENDORS: 62,261.25

LIBRARY BILL LIST - OCTOBER 10, 2012

DATE: 10/04/2012
 TIME: 16:51:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/10/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	102.49
0113233	AMERIPRIDE LINEN & APPAREL	51.90
0118660	ARROWHEAD LIBRARY SYSTEM	99.34
0201428	BAKER & TAYLOR, INC	3,311.58
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	52.17
0315508	COMPUTER ENTERPRISES	1,655.20
0400015	D.C.R. COMMUNICATIONS INC	1,461.00
0409727	DIVERSE MEDIA INC	52.44
0601690	FASTENAL COMPANY	10.78
0609683	FIRELINE SPRINKLER INC	396.24
0701460	GALE	4,604.00
0701650	GARTNER REFRIGERATION CO	1,333.60
0805524	BONNIE HENRIKSEN	29.52
1109660	DARLA KIRWIN	17.20
1415377	NORTHERN BUSINESS PRODUCTS INC	279.26
1605665	PERSONNEL DYNAMICS, LLC	199.84
1609925	PIZZA WORKS	11.99
1801610	RAPIDS PLUMBING & HEATING INC	482.70
1805150	RECORDED BOOKS	30.00
1901355	ST PAUL PIONEER PRESS	156.00
1903322	SCHECK INDUSTRIAL CORP	1,039.39
1909510	SIM SUPPLY INC	186.62
2018680	TRU NORTH ELECTRIC LLC	874.54
2209195	VIDCOM TECHNOLOGY LLC	285.00
2209450	THE VILLAGE BOOK STORE	137.66
2405650	XEROX CORPORATION	128.34
T000566	DR. ANTON TREUER	72.15
T000855	DON BRENEMAN	240.33
	TOTAL	19,001.28

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	3,779.50
0405447	DELTA DENTAL OF MINNESOTA	228.15
0718015	GRAND RAPIDS CITY PAYROLL	34,377.29
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309266	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA SALES & USE TAX	57.20
1405850	NEXTERA COMMUNICATIONS LLC	95.26
1601750	PAUL BUNYAN COMMUNICATIONS	493.50
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34

LIBRARY BILL LIST - OCTOBER 10, 2012

DATE: 10/04/2012
 TIME: 16:51:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/10/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1621130	P.U.C.	3,694.59
2205637	VERIZON WIRELESS	114.68
2301700	WASTE MANAGEMENT	116.36
TOTAL PRIOR APPROVAL		43,259.97
TOTAL ALL DEPARTMENTS		62,261.25

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2012
With Comparative Totals for September 30, 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	69,283	71,699	133,000	54%
Charges for Services	12,159	11,848	11,182	106%
Fines & Forfeits	11,176	15,112	15,000	101%
Blandin Grant	379	10,000	-	0%
GR Library Foundation	6,400	6,220	-	0%
Miscellaneous	31,184	44,164	18,700	236%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	400,573	424,192	737,504	58%
Expenditures:				
Personnel	373,408	373,546	509,294	73%
Supplies/Materials	74,730	54,165	86,700	62%
Other Services/Charges	117,609	89,462	141,510	63%
Blandin Grant	2,621	1,672	-	0%
TOTAL EXPENDITURES	568,368	518,845	737,504	70%
OPERATING SURPLUS (DEFICIT)	(167,795)	(94,653)	-	
Blandin Foundation Capital Grant	100,000	-		
Capital Outlay	382,948	34,281		
Fund Balance 9/30/XX				
Cash Flow	95,479	199,924	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 9/30/XX	\$ 239,373	\$ 297,249	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$27,431 as of 06/30/12. This endowment is not available for current operations.

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	524,716.00	233,920.97	0.00	290,795.03	43
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,490.72	0.00	(1,490.72)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	29,738.69	0.00	(29,738.69)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	524,716.00	265,150.38	0.00	259,565.62	51
TOTAL TAXES		0.00	524,716.00	265,150.38	0.00	259,565.62	51
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	250.00	0.00	(250.00)	100
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	133,000.00	71,448.98	0.00	61,551.04	54
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	6,282.00	0.00	0.00	6,282.00	0
TOTAL		0.00	139,282.00	71,698.96	0.00	67,583.04	51
TOTAL INTERGOVERNMENTAL		0.00	139,282.00	71,698.96	0.00	67,583.04	51
CHARGES FOR SERVICES							
211-00-34-00-7950	ALS CROSS-OVERS	0.00	0.00	8,135.85	0.00	(8,135.85)	100
211-00-34-00-7970	PHOTO COPIES	136.60	1,900.00	1,297.24	0.00	602.76	68
211-00-34-00-7975	INTERNET	226.69	3,000.00	2,415.04	0.00	584.96	61
211-00-34-00-7980	LIBRARY FEES	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		363.29	4,900.00	11,848.13	0.00	(6,948.13)	242
TOTAL CHARGES FOR SERVICES		363.29	4,900.00	11,848.13	0.00	(6,948.13)	242
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL W/TE OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,092.71	15,000.00	15,111.59	0.00	(111.59)	101
TOTAL		1,092.71	15,000.00	15,111.59	0.00	(111.59)	101
TOTAL FINES & FORFEITS		1,092.71	15,000.00	15,111.59	0.00	(111.59)	101
MISCELLANEOUS REVENUE							
211-00-37-00-2320	DONATIONS	945.00	2,500.00	11,057.40	0.00	(8,557.40)	442
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	53.00	1,000.00	425.00	0.00	575.00	43
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	33.00	0.00	(35.00)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	150.00	200.00	150.00	0.00	50.00	75
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,400.00	1,348.47	0.00	51.53	96
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	6,220.00	0.00	(6,220.00)	100
211-00-37-00-2368	SIS READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	4,000.00	2,588.17	0.00	1,411.83	65
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	10,000.00	0.00	(10,000.00)	100
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	162.51	1,600.00	1,713.87	0.00	(113.87)	107
211-00-37-00-2455	NATURAL GAS REBATE	0.00	0.00	26,250.00	0.00	(26,250.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	8,000.00	594.85	0.00	7,405.15	7
TOTAL		1,312.51	18,700.00	60,382.76	0.00	(41,682.76)	323
TOTAL MISCELLANEOUS REVENUE		1,312.51	18,700.00	60,382.76	0.00	(41,682.76)	323
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	34,906.00	0.00	0.00	34,906.00	0
TOTAL		0.00	34,906.00	0.00	0.00	34,906.00	0
TOTAL OTHER SOURCES		0.00	34,906.00	0.00	0.00	34,906.00	0
TOTAL REVENUES:		2,768.51	737,504.00	424,191.82	0.00	313,312.18	58

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL./ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	22,443.37	292,654.00	210,804.70	0.00	81,849.30	72
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	7,584.84	96,493.00	59,745.94	0.00	26,747.46	72
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	199.84	1,320.00	2,127.39	72.92	(880.32)	157
211-00-75-10-1210	PERA	2,172.64	28,213.00	20,215.85	0.00	7,997.15	72
211-00-75-10-1220	FICA	3,764.09	24,127.00	16,455.60	0.00	7,671.40	68
211-00-75-10-1250	MEDICARE	412.55	5,643.00	3,848.33	0.00	1,794.67	68
211-00-75-10-1310	HEALTH INSURANCE	3,085.98	56,045.00	46,887.06	0.00	9,157.94	84
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	205.65	0.00	40.35	84
211-00-75-10-1335	JEWELRY INSURANCE	131.53	1,778.00	1,135.46	0.00	642.54	64
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	2.63	0.00	(2.63)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	0.00	2,775.00	2,119.07	0.00	656.93	76
TOTAL PERSONNEL		37,823.01	509,294.00	373,546.28	72.92	135,674.80	73
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	58.22	8,500.00	3,394.16	9.55	5,096.29	40
211-00-75-20-2020	COPY SUPPLIES	137.53	1,000.00	536.82	0.00	463.18	54
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	316.68	67.35	15.97	96
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	135.95	4,000.00	3,741.77	0.00	258.23	94
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	1,742.32	0.00	257.68	87
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4995	0.00	6,000.00	8,441.88	1,655.20	(4,097.08)	168
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	908.08	0.00	91.92	91
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	25.52	250.00	359.48	0.00	(109.48)	144
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,142.90	0.00	857.10	57
211-00-75-20-2110	BOOKS	2,658.95	40,000.00	23,574.31	1,145.12	15,280.57	62

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL./ BALANCE	EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIC/VISUAL	82.44	9,000.00	6,745.44	90.21	2,164.35	76
211-00-75-20-2130	NEWSPAPERS	156.00	1,200.00	531.03	156.00	513.00	57
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	525.95	0.00	6,974.05	7
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	237.27	3,000.00	2,182.82	36.87	780.31	74
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	21.58	0.00	328.42	6
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		3,495.92	86,700.00	54,165.19	3,160.30	29,374.51	66
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	586.27	0.00	213.73	73
211-00-75-30-3040	LEGAL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3070	LAUNDRY	34.60	400.00	328.70	34.60	116.70	76
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	16,300.00	0.00	8,700.00	65
211-00-75-30-3100	OTHER CONTRACTED SERVICES	11.99	2,000.00	5,733.46	0.00	13,733.46	287
211-00-75-30-3210	TELEPHONE	95.26	7,800.00	4,101.23	0.00	3,398.77	55
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	664.12	22.44	313.44	69
211-00-75-30-3230	SEMINARS/MEETINGS/SCHOOL	0.00	500.00	221.98	0.00	278.02	44
211-00-75-30-3255	STAFF TRAINING	9.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	500.00	240.00	0.00	260.00	48
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	150.00	0.00	0.00	150.00	0
211-00-75-30-3310	PUBLISHING & ADVERTISING	0.00	1,000.00	25.00	0.00	975.00	3
211-00-75-30-3310	GENERAL INSURANCE	0.00	11,000.00	9,541.00	0.00	1,459.00	87
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	25,956.34	0.00	14,373.66	64
211-00-75-30-3840	GARBAGE REMOVAL	116.36	1,200.00	1,301.94	0.00	(101.94)	108
211-00-75-30-3860	HEAT-NATURAL GAS	18.90	10,000.00	4,454.09	0.00	5,545.91	45
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	4,000.00	4,805.00	0.00	(805.00)	120
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,267.57	15,000.00	6,326.05	410.33	8,263.62	45
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	565.50	464.21	(29.71)	103
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	547.75	939.00	8,513.25	15
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ON-LINE SERVICES	0.00	5,000.00	1,523.81	0.00	3,476.19	30

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	1,822.29	3,000.00	5,966.74	2,378.98	(5,345.72)	278
211-00-75-30-4100	EQUIPMENT LEASES	169.55	500.00	643.17	0.00	256.83	71
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	FEES & SUBSCRIPTIONS	30.00	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4345	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDORSEMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		6,265.52	141,510.00	89,462.15	4,249.56	47,798.29	66
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	56.96	0.00	34,281.32	56.96	(34,338.28)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		56.96	0.00	34,281.32	56.96	(34,338.28)	100
TOTAL GENERAL ADMINISTRATION		47,641.41	737,504.00	551,454.94	7,539.74	178,509.32	76
BLANDIN GRANT							
211-00-95-00-5720	BLIND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLIND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLIND GRANT-YOUTH PROGRAMS	0.00	0.00	615.00	0.00	(415.00)	100
211-00-95-00-5745	BLIND GRNT-#62006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLIND GRANT-ADULT PROGRAMS	533.00	0.00	1,256.50	0.00	(1,256.50)	100
211-00-95-00-5755	BLIND GRNT-#62006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		535.00	0.00	1,671.50	0.00	(1,671.50)	100

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	COLL/ EXP.
TOTAL BEARDIN GRANT		535.00	0.00	1,571.50	0.00	(1,571.50)	100
TOTAL EXPENSES:		48,176.41	737,504.00	553,126.44	7,539.74	176,837.82	76
TOTAL FUND REVENUES		2,768.51	737,504.00	424,151.82	0.00	313,312.18	58
TOTAL FUND EXPENSES		48,176.41	737,504.00	553,126.44	7,539.74	176,837.82	76
FUND SURPLUS (DEFICIT)		(45,407.90)	0.00	(128,934.62)			
TOTAL ALL FUND REVENUES		2,768.51	737,504.00	424,151.82	0.00	313,312.18	58
TOTAL ALL FUND EXPENSES		48,176.41	737,504.00	553,126.44	7,539.74	176,837.82	76
ALL FUND SURPLUS (DEFICIT)		(45,407.90)	0.00	(128,934.62)			

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 9/30/12	NET DEBITS	NET CREDITS	BALANCE 9/30/12
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	329,201.62	329,201.62	0.00
211-00-00-00-1010	CASH	551,516.93	501,701.83	783,017.60	270,201.16
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	TAKES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAKES RECEIVABLE-DELINQUENT	5,994.00	0.00	0.00	5,994.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,696.08	0.00	1,394.00	302.08
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM 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	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	45,482.51	39,629.96	5,852.55
TOTAL		658,711.91	884,695.92	1,225,130.08	318,277.75
TOTAL ASSETS		658,711.91	884,695.92	1,225,130.08	318,277.75
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	767,757.71	757,709.96	9,146.69
211-00-00-00-2030	SALES TAX PAYABLE	0.00	323.25	359.43	36.18
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	975,421.48	758,069.39	15,176.87
TOTAL LIABILITIES		232,528.96	975,421.48	758,069.39	15,176.87
FUND EQUITY					

DATE: 10 / 2012
 TIME: 09:52:11
 ID: GL450000.WOM

CITY OF G. J RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
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	39,629.96	45,482.51	5,952.55
TOTAL		426,182.95	39,629.96	45,482.51	432,035.50
	FUND SURPLUS (DEFICIT)	0.00	128,934.62	0.00	(128,934.62)
TOTAL FUND EQUITY		426,182.95	168,564.58	45,482.51	303,100.88
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,143,986.06	803,551.90	318,277.75

Director's Report October 10, 2012

Agenda Items

Fund Balance Policy

Shirley Miller, the Finance Director for the City, recommends that we revise our fund balance policy to conform to new GASB standards. She will be on hand to explain the background and proposed changes. 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 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.

Collections- Unique Management Services

Amy and I will review the first 3 months of data and recommend specific changes to the way we are using Unique. So far, we have sent about 90 accounts to UMS. Possible changes include raising the threshold and not sending accounts that are only fines.

Teen Read Week Coupon

We have been offering a voucher for \$5.00 off a fine for teens who complete a survey during Teen Read Week. Amy has written a short explanation and analysis of previous years' results, which is included in your packet. She wants to off the vouchers again this year. Board action is needed because it is a potential reduction in revenue.

Computer Classes

We started another series of 6 computer classes on October 3. Will and I will teach them, with assistance from a new volunteer, Sharon Phelps. On October 3 we had 8 in the first class and 5 in the second class. Sharon's assistance with beginners was invaluable. Since she will be leaving town at the end of the month, Bonnie is seeking someone else to assist the classes in November and December.

Community Events/Public Relations

We had a table at the Community Connect event on October 4 at the Civic Center. We promoted the Smart Play Spot, story times, and some of our practical databases. Even though the number of interactions may be lower than we like, this is a useful event for networking with agencies, and good community relations. Tracy did a brief presentation about the Smart Play Spot at the Project READ Community Summit on October 4.

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

Ongoing I did another monthly interview with Michael Davis of KOZY. He airs the complete interview at the beginning of the month, then chops it into small segments to play throughout the month. Will, Amy, Tracy and I are sharing the responsibility for the column in the Herald Review. We each take a Sunday during the month.

Energy Project

1. One solar sunflower is up and connected. It cannot begin producing electricity until all three are up and connected. The cost of each additional sunflower will be \$24,000

2. QA graphics is working on developing the dashboard. Tom Pagel is gathering interested educators to develop display elements. The data cables were just installed in the building.
3. We have been receiving 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 \$1300 so far) More will come later.
 - a. 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.

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 applied for a 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)

Assistant Director Report October 2012

Teens

Teen Advisory Board Meeting September 25, 2012

Members present: Paige C., GiGi L, Syerrah D., Beth T., Emi S.

Members talked about Teen Read Week and the survey for teens.

Members changed out the board bulletin board in the Friends book store.

The September Teen Universe drawing had 8 participants. Teens tried to figure out which movie an actor/actress was in. The winner was a regular library user who has never won before. She was very excited!

Staff

The library had a booth at the Itasca Community Connect event on October 4. Marcia, Will and I took turns manning the booth. We had a laptop to show people ebooks/audiobooks and databases. Pat Fidely helped, too.

Tracy presented at the Project Read Community Summit on Thursday October 4 at the Blandin Foundation. She spoke about the Smart Play Spot.

Will is gearing up for Rapids Reads. There are people from the Program Committee he will work with to generate ideas.

John started a Twitter feed.

Operations

October is National Disability Employment Month and Homes, Inc. has a display in the library. They used a small table and added materials from the library about disabilities.

Banned Books week is Sept. 30-Oct. 6. Michelle put a display in the case in the lobby and on tables in the library. She put books in a dog kennel with a padlock on the outside. People have been asking about banned books and what they are.

The Nicollet County Historical Society loaned us a US- Dakota War display. The director of the historical society will be here on Tuesday October 9 to speak about the war. There are 12 panels which highlight some of the important pieces of the war. We'll have the display until the end of October.

Nan added the Twitter and Facebook icons to our webpage and John made signs for the doors about Twitter and Facebook.

CIRCULATION
Check-outs
Renewals
Total Circulation
Returns
New cards

**Door count 2011 comparison
9595 -14.00%**

**YTD 2011
5,991**

**YTD
5,056**

**THIS MONTH
439**

TECHNICAL PROCESSES
Books cataloged and processed
Withdrawn copies
Withdrawn Titles

**YTD 2011
6,760**

**YTD
6,984**

**THIS MONTH
742**

REFERENCE
tests proctored
computer help over 5 minutes

**YTD 2011
103**

**YTD
58**

**THIS MONTH
3**

INTERNET
Pharos sessions ***

**YTD 2011
147**

**YTD
45**

**THIS MONTH
8**

**Non-Pharos sessions
VOLUNTEERS**

**YTD 2011
607**

**YTD
212.00**

**THIS MONTH
76**

**MEETING ROOM
Total Mtg Rm Use**

**YTD 2011
234**

**YTD
212.00**

**THIS MONTH
31**

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

**YTD 2011
8,791**

**YTD
881**

**THIS MONTH
34**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
315**

**YTD
315**

**THIS MONTH
8.5**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
1,129**

**YTD
97**

**THIS MONTH
4**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
1,388**

**YTD
149**

**THIS MONTH
3**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
518**

**YTD
44**

**THIS MONTH
4**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
165**

**YTD
62**

**THIS MONTH
1**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
1,730**

**YTD
13**

**THIS MONTH
2**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
252**

**YTD
365**

**THIS MONTH
14**

**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
5,204**

**YTD
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**THIS MONTH
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**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
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**YTD
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**BOOKINGS & ARRANGEMENTS
TOTALS**

**YTD 2011
45**

Children's Library Summary
September 2012

The Children's Library has been a little quiet this month. Children and parents are settling into the school year routine, kids have access to their school libraries. All these factor into a slower time at our library. Except on Mondays and Saturdays!

Monday Book Time, led by ECFE/Invest Early teacher, Susanna Elsen, is off to another great year. Attendance is good and children are enthusiastic. Saturday Story Times with Missy Gray have also resumed, also with excellent attendance. There was some concern that the new Smart Play Spot might be a distraction during story times. But we haven't seen that happen. In fact, on a Saturday before story times began again for the fall, several families were here in the Play Spot and I heard children asking their parents when they were going to hear stories.

Thursday, September 27, musician Glen Everhart was here to present his *Heebie Jeebie's Family Comedy Music Show*, in place of our usual family movie night. Glen was very high-energy and very entertaining. Six-two people were in attendance for this Legacy Funded event. Their #1 comment on the surveys was "when can we have him back?" Glen also donated a copy of his CD to the Children's Library.

Looking ahead:

- Thursday, October 25 at 6:00 pm, Family movie night presents "The Pirates – Band of Misfits." All ages are welcome. Bring dinner or a snack to enjoy while you watch.

- Saturday, October 27 at 11:00 am, the Artists of the Creativity Tank will guide us in making our own Storybook Theater. This is a free, Children First event. All ages are welcome; children under the age of 6 must be accompanied by a parent. Pre-registration is required.

October 10, 2012

John Hayes
38110 County Rd 569
Cohasset MN 55721

Dear Mr. Hayes:

I am pleased that you will be leading a presentation and displaying artifacts about the Civil War for children for the Grand Rapids Area Library on November 15 at 6 pm. I understand that you will also be present at the 7:00 p.m discussion. 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 one.

The Library will pay you an honorarium of \$300 for your appearance. 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

Date

Approved for the Board of Directors:

Board President

Date

Board member
moved for its adoption:

introduced the following resolution and

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
\$ 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

Adopted this 10th day of October 2012

Dennis Jerome, President

Victoria Harding, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 12-11

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:

TRW fine coupons

Teen Read Week is an initiative of the Young Adult Library Services (YALSA) division of ALA and is held annually in October. Libraries across the world celebrate Teen Read Week with a variety of special events and programs aimed at encouraging teens to read for pleasure and to visit their libraries for free reading materials.

Teens fill out a survey about teen programs and materials in the library. After finishing the survey, teens are issued a coupon for up to \$5.00 off library fines. The coupon has no expiration date but can only be used 1 time.

When teens pick up a survey from the reference desk it gives them a chance to talk to a librarian. I use the completed surveys to get a feel for what books teens like and to get an idea of what types of programs they may be interested in.

We have done the survey during Teen Read Week the past five years (2007, 2008, and 2009, 2010, 2011). Statistics for the past two years are below:

	Completed Survey	Coupons used
2010	18	4
2011	12	2

Library Volunteer and Program Report for September 2012

September Volunteers

31 volunteers/212 hours Board and Program Committee members' hours of service are included

Volunteer Activities

- Long time volunteer, Shirley Twaddle, resigned as she and her husband are moving to Winona. A small reception was held for Shirley to thank her for her contribution of time and service to the library. We gave her a \$15 gift card to DQ.
- Library volunteers are helping intermittently with videotaping programs for ICTV.
- Gus Kirwin has helped repair items for the new Smart Play Spot in the Children's Library.
- A young college student who did an internship with Amy during the summer came back to do a couple special projects such as compiling reading lists. She will only be with us a short time.
- Regular volunteers helped with shelving, sorting and stocking books for the used book store, maintaining the New York Times bestseller list, helping librarians do the pull list and entering data from program evaluations
- Program Committee members contributed significant toward the Healthcare Reform Forum held on September 20th and attending other programs. One program committee member is now putting all adult programs on Facebook.

Board & Program Committee Volunteers

Library Board: 7 members attended/recorded 9 hours at the September meeting

Program Committee: 9 members attended/recorded 48 hours at the September meeting

The following programs were offered in September:

Making Sense of the Civil War

Part 3: The Shape of the War & Antietam

Jon Maturi, facilitator

Tuesday, September 11 @ 7:00 p.m./15 attended

What's Happening with Healthcare Reform?

Guest panel, moderated by Robert Drake and Lisa Marcis

Thursday, September 13 @ 7:00 p.m./90 attended in person; 52 tapped into Live Stream; 7

attended at Bigfork Valley Hospital via Live Stream

Financial supporters: Bigfork Valley Hospital, Grand Itasca Clinic & Hospital, Paul Bunyan

Communications and Itasca Community College. The Reif Center provided tech support, risers and speakers.

Everything You Want to Know About Indians But Were Afraid to Ask

Dr. Anton Treuer- Thursday, September 20 @ 7:00 p.m./48 attended

Financial support from Grand Rapids Human Rights Commission

Guest Author: Mary Casanova

Tuesday, September 25 @ 7:00 p.m./ 12 attended

Underwritten by the publisher of her book, “Frozen”—University of MN Press

This was a difficult program to market. Mary Casanova is a well known children’s author, but was featuring a new YA book with adult subject matter. She was interesting and engaging as a speaker in spite of the small attendance.

Bonnie Henriksen
Grand Rapids Area Library
140 NE 2nd St.
Grand Rapids Mn. 55744
e: bhenriks@arrowhead.lib.mn.us
w: 218-327-8828

Invoice Date: 10-15-12

INVOICE

This invoice is for the preparation and presentation of an hour and a half presentation on THE AMERICAN CIVIL WAR & THE LIFE OF A SOLDIER at the Grand Rapids Area Library in Grand Rapids, MN. This presentation will take place at 10:00 a.m. on **Saturday, December 8, 2012.**

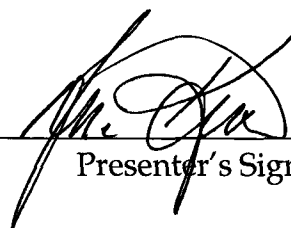
For this presentation, the **Grand Rapids Area Library** agrees to pay an honorarium of **\$500**, plus mileage (Figured according a rate of 51 cents per mile.). According to Google Maps, the distance from Mankato, MN to the **Grand Rapids Area Library**, in Grand Rapids, MN is 250 miles. Round trip = 500 miles x \$0.51 per mile = **\$255.00**. **Grand Rapids Area Library** will also pay **\$85** for Friday evening lodging and a per diem of **\$50.00** for breakfast and lunch and dinner.

(For more information about Lyceum Fees see the following website.)


www.historicalexperiences.org/

Total compensation of **\$890.00** (Honorarium plus mileage, lodging & per diem) will be paid to

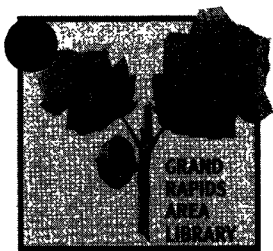
Arn Kind
20150 589th Ave.
Mankato, Mn. 56001
(507) 625-8011



Presenter's Signature



Employer's Signature



October 11, 2012

The following Library Board members authorize the payment of invoices due on/before 10/10/2012 listed on the Library Bill List.

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643

Reference: (218) 327-8820

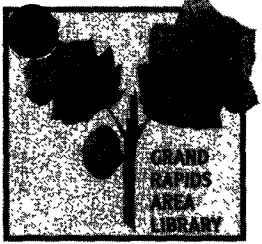
Children (218) 327-8823

Office: (218) 326-7640

Fax: (218) 326-7644

TTY: (218) 327-8831

Sam Bouda
DuVerame
Baker
Cheryl Stephens
Max Felt
Arling Kuschel



October 10, 2012

John Hayes
38110 County Rd 509
Cohasset MN 55721

469

GRAND RAPIDS AREA LIBRARY
140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Mr. Hayes:

I am pleased that you will be leading a presentation and displaying artifacts about the Civil War for children for the Grand Rapids Area Library on November 15 at 6 pm. I understand that you will also be present at the 7:00 p.m discussion. 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 one.

The Library will pay you an honorarium of \$300 for your appearance. 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

Approved for the Board of Directors:

Board President

Date

Date

John W. Hayes

17 Oct 2012

[Signature]

10 Oct 12