

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

September 12, 5:00 P.M.

DRAFT

- 5:00 Call to order
- 5:01 Roll call: *absent Yankowiak*
- 5:05 A. Approval of agenda (Packet Item A)
- 5:10 B. Minutes. (Packet Item B)
- 5:12 C. Communications
Minnesota Community Foundation
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required
- 5:20 E. Staff Reports (Packet Items E__)
Darla – update on Programs for Children
- 5:25 F. Old Business:
Accept letter of resignation – Kuschel
Budget
- 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 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

Regular agenda

1. Authorize signing Contract with Minnesota Children’s Museum
2. Authorize Grant Application for *Muslim Journeys* bookshelf (see Director’s Report)

6:00 Adjourn.

Next meeting: October 11, Shirley Miller will talk about Fund Balance Policy and budget process

**Grand Rapids Area Library Board
Regular Meeting August 8, 2012**

Members present: Cheryl Stephens, Max Peters, Abby Kuschel,
John Soll, David Yankowiak, Shannon Benolken, Vicki Harding

Members Absent: Dennis Jerome, Jemma Baker

Staff present: Amy Dettmer

The monthly board meeting was called to order at 5:00 pm by Cheryl Stephens

Agenda: Abby Kuschel moved to approve the agenda; second by Vicki Harding.
Motion passed unanimously

Minutes: The minutes of the July board meeting needed to be clarified in that the budget that was approved was the “proposed” budget that was submitted to the Grand Rapids City Council. Shannon Benolken moved to approve the minutes of the July board meeting with that clarification; second by David Yankowiak.
Motion passed unanimously.

Communications: Amy Dettmer reported that the library had received the payment from Itasca County and that she had provided the city council with appropriate budget notes and explained about the library reserve fund.

Financial Report:

Invoices due on or before August 8, 2012

Ameripride Linen & Apparel	34.60
Arrowhead Library System	86.44
Baker & Taylor, Inc.	1,525.17
Burgraff's Ace Hardware	11.99
Busy Bees Cleaning	1,700.00
Cole Hardware	3.78
City of Grand Rapids	586.27
Grand Rapids City Payroll	34,135.32
Grand Rapids Newspapers	60.00
Bonnie Henriksen	18.98
Itasca Area Schools	425.00
Minnesota Energy Resources	27.11
MN State Retirement System	320.42
Minuteman Press	28.75
Minitex	1,685.00
Nextera Communications	100.13

Northern Business Products, Inc.	1,340.13
Personnel Dynamics	181.61
Pizza Works	11.99
P.U.C.	3,597.72
Recorded Books	2,580.00
Michael Russell	641.00
SVL Service Corp.	2,476.00
Scheck Industrial Corp.	1,291.26
SIM Supply	180.22
Stokes Printing	4.79
Tru North Electric	120.00
Verizon Wireless	114.78
Village Book Store	68.73
VISA	91.48
Waste Management	213.25
Xerox Corp.	25.21
Steve Anderson	200.00
Christina Martin	200.00
 TOTAL	 \$ 54,087.13

Motion was made by Abby Kuschel to approve the financial report after certain line items were explained by Amy Dettmer; second by David Yankowiak. Roll call vote was approved unanimously

Cheryl Stephens reported that book sales netted more than \$8,000 but sales were not as good as last year.

Staff Report: Amy Dettmer noted that public works had not installed a cement pad for the solar panel; she gave an update on the display with the Children's Museum and the photo contest reception. She also noted that there were two winners in the short film contest and that a teen blog was promoting the library.

It was mentioned that board member Abby Kuschel recently moved to Harris Township and thus would not be able to represent the City of Grand Rapids on the board.

Old Business: None to report

New Business: Consent Agenda

1. Approve payment of late bills
2. Approve contracts
 - a. Treuer program Sept. 20, \$250 plus mileage
 - b. Anderson Book Collecting program Aug. 2 , \$200 honorarium
 - c. 4 Shillings Short Aug. 10, \$200 honorarium
3. Approve Resolution 2012-08 accepting donations
 - a. \$25 from Dennis Legan, undesignated

b. \$50 from Suzette Bennett in honor of Pat Cromell, undesignated

A motion was made by Shannon Benolken to approve the consent agenda; a second was made by Vicki Harding. Roll call vote was approved by all present.

Regular Agenda:

Discussion was held regarding a Grand Rapids replacement for Abby Kuschel because of her recent move to Harris Township. The board was not certain when her resignation should become effective so a motion was made by Vicki Harding to table acceptance of her resignation until the next board meeting. The motion was seconded by Max Peters. Motion passed unanimously. Abby indicated that she was willing to continue on the board.

Cheryl Stephens adjourned the meeting at 5:30 pm.

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

Respectfully submitted

Jeff Wartchow

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

RESOLUTION NO. 2012-8
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:

\$25 from Dennis Legan, undesignated
\$50 from Suzette Bennett in honor of Pat Cromell, undesignated

Adopted this 8th day of August 2012

Cheryl Stephens *vice president*
Dennis Jerome, President

Victoria Harding
Victoria Harding, Secretary

Board member VICKI HARDING seconded the foregoing resolution and the following voted in favor thereof: CHERYL STEPHENS, MAX PETERS, JOHN SOIL, ABBY KUSCHEL, DAVID YANKOWIAK, SHANNON BENOLKE, VICKI HARDING

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2012
With Comparative Totals for August 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	-	71,699	133,000	54%
Charges for Services	11,557	11,421	11,182	102%
Fines & Forfeits	9,609	13,809	15,000	92%
Blandin Foundation Grant	379	10,000	-	0%
GR Library Foundation	5,040	5,030	-	0%
Miscellaneous	29,704	42,300	18,700	226%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	326,281	419,409	737,504	57%
Expenditures:				
Personnel	336,304	335,723	509,294	66%
Supplies/Materials	61,758	48,135	86,700	56%
Other Services/Charges	105,718	77,861	141,510	55%
Blandin Foundation Grant	2,621	1,136	-	0%
TOTAL EXPENDITURES	506,401	462,855	737,504	63%
OPERATING SURPLUS (DEFICIT)	(180,120)	(43,446)	-	
Blandin Foundation Capital Grant	100,000	-	-	0%
Capital Outlay	349,080	34,224	-	0%
Fund Balance 8/31/XX				
Cash Flow	117,020	251,188	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 8/31/XX	\$ 260,914	\$ 348,513	\$ 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.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **AUGUST 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%
211-00-33-00-4250	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	1,146	60%
211-00-34-00-7975	INTERNET	3,000	2,139	71%
211-00-35-00-1030	LIBRARY FINES	15,000	13,809	92%
211-00-37-00-2310	DONATIONS	2,500	9,712	388%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	370	37%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	35	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,348	96%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	5,030	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	1,401	88%
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	419,410	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	188,361	64%
211-00-75-10-1030	SALARY-PARTTIME	96,493	62,161	64%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	1,928	146%
211-00-75-10-1210	PERA	28,213	18,043	64%
211-00-75-10-1220	FICA	24,127	14,692	61%
211-00-75-10-1250	MEDICARE	5,643	3,436	61%
211-00-75-10-1310	HEALTH INSURANCE	56,045	43,801	78%
211-00-75-10-1330	LIFE INSURANCE	246	178	72%
211-00-75-10-1335	DENTAL INSURANCE	1,778	1,004	56%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,326	39%
211-00-75-20-2020	COPY SUPPLIES	1,000	399	40%
211-00-75-20-2030	PRINTING/BINDING	400	249	62%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,606	90%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,742	87%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	6,787	113%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	908	91%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	330	132%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,143	57%
211-00-75-20-2110	BOOKS	40,000	20,203	51%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,573	73%
211-00-75-20-2130	NEWSPAPERS	1,200	375	31%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2140	PERIODICALS	7,500	526	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,946	65%
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	294	61%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	14,600	58%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	5,721	286%
211-00-75-30-3210	TELEPHONE	7,500	3,891	52%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	642	64%
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	21,862	55%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	1,186	99%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,435	44%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,805	120%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,058	27%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	101	10%
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	3,105	104%
211-00-75-30-4100	EQUIPMENT LEASES	900	475	53%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	34,224	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	415	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	722	0%
	TOTAL EXPENDITURES	737,504	497,080	67%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (77,670)	

DATE: 09/06/2012
 TIME: 14:05:13
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 08/31/12
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	294,824.33	294,824.33	0.00
211-00-00-00-1010	CASH	551,516.93	495,927.33	725,420.18	322,024.08
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	5,994.00	0.00	0.00	5,994.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,696.08	0.00	1,330.00	366.08
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	38,905.59	39,629.96	(724.37)
TOTAL		658,711.91	837,967.21	1,133,091.37	363,587.75
TOTAL ASSETS		658,711.91	837,967.21	1,133,091.37	363,587.75
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	710,160.29	700,722.41	9,756.56
211-00-00-00-2030	SALES TAX PAYABLE	0.00	266.04	315.11	49.07
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	917,766.85	701,037.52	15,799.63
TOTAL LIABILITIES		232,528.96	917,766.85	701,037.52	15,799.63
FUND EQUITY					

DATE: 09/06/2012
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 08/31/12
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	38,905.59	(724.37)
TOTAL		426,182.95	39,629.96	38,905.59	425,458.58
	FUND SURPLUS (DEFICIT)	0.00	77,670.46	0.00	(77,670.46)
TOTAL FUND EQUITY		426,182.95	117,300.42	38,905.59	347,788.12
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,035,067.27	739,943.11	363,587.75

DATE: 09/06/2012
 TIME: 14:05:40
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2012

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	45
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-DELINQUEN	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	250.00	0.00	250.00	0.00	(250.00)	100
211-00-33-00-6300	LIBRARY CONTRACTS	71,448.96	133,000.00	71,448.96	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		71,698.96	139,282.00	71,698.96	0.00	67,583.04	51
TOTAL INTERGOVERNMENTAL		71,698.96	139,282.00	71,698.96	0.00	67,583.04	51
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	8,135.85	0.00	(8,135.85)	100
211-00-34-00-7970	PHOTO COPIES	186.50	1,900.00	1,146.00	0.00	754.00	60
211-00-34-00-7975	INTERNET	320.47	3,000.00	2,138.94	0.00	861.06	71
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		506.97	4,900.00	11,420.79	0.00	(6,520.79)	233
TOTAL CHARGES FOR SERVICES		506.97	4,900.00	11,420.79	0.00	(6,520.79)	233
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
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 FOR 8 PERIODS ENDING AUGUST 31, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,070.70	15,000.00	13,809.48	0.00	1,190.52	92
TOTAL		1,070.70	15,000.00	13,809.48	0.00	1,190.52	92
TOTAL FINES & FORFEITS		1,070.70	15,000.00	13,809.48	0.00	1,190.52	92
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	368.40	2,500.00	9,712.40	0.00	(7,212.40)	388
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	50.00	1,000.00	370.00	0.00	630.00	37
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	35.00	0.00	(35.00)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,400.00	1,348.47	0.00	51.53	96
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	5,030.00	0.00	(5,030.00)	100
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	257.50	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	206.58	1,600.00	1,401.37	0.00	198.63	88
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		882.48	18,700.00	57,330.26	0.00	(38,630.26)	307
TOTAL MISCELLANEOUS REVENUE		882.48	18,700.00	57,330.26	0.00	(38,630.26)	307
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:		74,159.11	737,504.00	419,409.87	0.00	318,094.13	57

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	188,361.33	0.00	104,292.67	64
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	7,509.46	96,493.00	62,160.70	0.00	34,332.30	64
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	1,927.55	0.00	(607.55)	146
211-00-75-10-1210	PERA	2,166.98	28,213.00	18,043.41	0.00	10,169.59	64
211-00-75-10-1220	FICA	1,759.42	24,127.00	14,691.51	0.00	9,435.49	61
211-00-75-10-1250	MEDICARE	411.46	5,643.00	3,435.78	0.00	2,207.22	61
211-00-75-10-1310	HEALTH INSURANCE	3,085.98	56,045.00	43,801.08	0.00	12,243.92	78
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	178.15	0.00	67.85	72
211-00-75-10-1335	DENTAL INSURANCE	131.53	1,778.00	1,003.93	0.00	774.07	56
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	1.76	0.00	(1.76)	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	2,118.07	0.00	656.93	76
TOTAL PERSONNEL		37,736.41	509,294.00	335,723.27	0.00	173,570.73	66
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	78.64	8,500.00	3,326.39	0.00	5,173.61	39
211-00-75-20-2020	COPY SUPPLIES	34.40	1,000.00	399.29	0.00	600.71	40
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	249.33	0.00	150.67	62
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	475.95	4,000.00	3,605.78	0.00	394.22	90
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-\$4999	0.00	6,000.00	6,786.68	0.00	(786.68)	113
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	0.00	250.00	329.96	0.00	(79.96)	132
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	1,760.55	40,000.00	20,203.28	0.00	19,796.72	51

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	18.16	9,000.00	6,572.79	0.00	2,427.21	73
211-00-75-20-2130	NEWSPAPERS	0.00	1,200.00	375.00	0.00	825.00	31
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	335.98	3,000.00	1,945.55	0.00	1,054.45	65
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		2,703.68	86,700.00	48,134.88	0.00	38,565.12	56
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	480.00	294.10	0.00	185.90	61
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	14,600.00	0.00	10,400.00	58
211-00-75-30-3100	OTHER CONTRACTED SERVICES	11.99	2,000.00	5,721.47	0.00	(3,721.47)	286
211-00-75-30-3210	TELEPHONE	339.89	7,500.00	3,891.29	0.00	3,608.71	52
211-00-75-30-3220	POSTAGE/FREIGHT	500.00	1,000.00	641.68	0.00	358.32	64
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	221.98	0.00	278.02	44
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	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
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	1,000.00	25.00	0.00	975.00	3
211-00-75-30-3610	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	21,861.75	0.00	18,068.25	55
211-00-75-30-3840	GARBAGE REMOVAL	430.47	1,200.00	1,185.58	0.00	14.42	99
211-00-75-30-3860	HEAT-NATURAL GAS	13.86	10,000.00	4,435.19	0.00	5,564.81	44
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	0.00	15,000.00	4,058.48	0.00	10,941.52	27
211-00-75-30-4015	GROUNDS MAINTENANCE	1.29	1,000.00	101.29	0.00	898.71	10
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	ONLINE SERVICES	0.00	5,000.00	1,523.81	0.00	3,476.19	30

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	0.00	3,000.00	3,105.06	0.00	(105.06)	104
211-00-75-30-4100	EQUIPMENT LEASES	25.21	900.00	474.62	0.00	425.38	53
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDowment FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		3,057.31	141,510.00	77,861.32	939.00	62,709.68	56
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	6,515.25	0.00	34,224.36	0.00	(34,224.36)	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		6,515.25	0.00	34,224.36	0.00	(34,224.36)	100
TOTAL GENERAL ADMINISTRATION		50,012.65	737,504.00	495,943.83	939.00	240,621.17	67
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	415.00	0.00	(415.00)	100
211-00-95-00-5745	BLIND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLIND GRANT-ADULT PROGRAMS	657.75	0.00	721.50	0.00	(721.50)	100
211-00-95-00-5755	BLIND GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		657.75	0.00	1,136.50	0.00	(1,136.50)	100

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FUND: PUBLIC LIBRARY

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TOTAL BLANDIN GRANT		657.75	0.00	1,136.50	0.00	(1,136.50)	100
TOTAL EXPENSES:		50,670.40	737,504.00	497,080.33	939.00	239,484.67	68
TOTAL FUND REVENUES		74,159.11	737,504.00	419,409.87	0.00	318,094.13	57
TOTAL FUND EXPENSES		50,670.40	737,504.00	497,080.33	939.00	239,484.67	68
FUND SURPLUS (DEFICIT)		23,488.71	0.00	(77,670.46)			
TOTAL ALL FUND REVENUES		74,159.11	737,504.00	419,409.87	0.00	318,094.13	57
TOTAL ALL FUND EXPENSES		50,670.40	737,504.00	497,080.33	939.00	239,484.67	68
ALL FUND SURPLUS (DEFICIT)		23,488.71	0.00	(77,670.46)			

LIBRARY BILL LIST - SEPTEMBER 12, 2012

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/12/2012

VENDOR #	NAME	AMOUNT DUE
<hr/>		
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	317.20
0201428	BAKER & TAYLOR, INC	1,675.70
0221650	BURGGRAF'S ACE HARDWARE INC	35.76
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0301705	CASPER CONSTRUCTION INC	6,476.50
0315455	COLE HARDWARE INC	8.15
0718010	CITY OF GRAND RAPIDS	260.08
0805524	BONNIE HENRIKSEN	7.75
0900060	ICTV	35.00
0920003	ITASCA AREA SCHOOLS	340.00
1021515	JUNIOR LIBRARY GUILD	77.00
1109660	DARLA KIRWIN	18.16
1309234	MINNESOTA HOSPITAL ASSOCIATION	250.00
1415377	NORTHERN BUSINESS PRODUCTS INC	790.53
1605665	PERSONNEL DYNAMICS, LLC	199.84
1605735	PETERSON'S A NELNET CO	98.11
1609925	PIZZA WORKS	11.99
1909503	SIMPLEX GRINNELL LP	577.00
1909510	SIM SUPPLY INC	238.13
2114378	U.S. POSTAL SERVICE	500.00
2209421	VIKING ELECTRIC SUPPLY INC	172.20
2209450	THE VILLAGE BOOK STORE	44.77
2405650	XEROX CORPORATION	25.21
T000566	DR. ANTON TREUER	250.00
	TOTAL	14,143.68
CHECKS ISSUED-PRIOR APPROVAL		
	PRIOR APPROVAL	
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,779.50
0405447	DELTA DENTAL OF MINNESOTA	456.30
0605191	FIDELITY SECURITY LIFE INS CO	22.54
0718015	GRAND RAPIDS CITY PAYROLL	34,290.69
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	13.86
1309335	MINNESOTA SALES & USE TAX	74.47
1405850	NEXTERA COMMUNICATIONS LLC	95.56
1601750	PAUL BUNYAN COMMUNICATIONS	244.33
1609557	PIONEER MUTUAL LIFE INS CO	41.00
1621130	P.U.C.	4,334.60
2205637	VERIZON WIRELESS	114.59
2301700	WASTE MANAGEMENT	430.47
T000277	WONDER WEAVERS - STORYTELLERS	400.00
	TOTAL PRIOR APPROVAL	44,388.61
	TOTAL ALL DEPARTMENTS	58,532.29

Director's Report Sept 12, 2012

Alternative Energy

The solar sunflower is being erected. The solar panels are mounted on a pole on the hillside north of the Library. The surrounding sunflower graphic is partially assembled and a test run was completed on Thursday. Some adjustments need to be made to allow for complete tracking with the sun. The person who will do the connections (from Hibbing Community College) was in on Friday.

The Blandin Foundation has committed \$20,000 for the development and installation of the education dashboard which will show energy consumption, generation and avoided CO2 production, as well as provide other information about savings. The grant will go to the Library Foundation, and they will contribute the remaining money needed for the dashboard (roughly \$4,000)

Children's

We are entering into a contract with the Children's Museum of Minnesota that spells out responsibilities for the play structures. We received complete sets of all of the loose props (vegetables, fish, letters, etc. to use as replacements) Children (and parents, grandparents etc) are excited and enthusiastic.

Foundation

The Library Foundation has committed to providing \$8,000 for funding for materials, including adult and children's titles. (topics to be chosen at our discretion)

Programs

The Health Care Forum scheduled for Sept 13 is shaping nicely, and we have had a lot of interest in it. Program Committee members Rob Drake and Lisa have done a lot work lining up speakers, sponsors and publicity, as well as arranging for live-streaming to Big Fork Valley Hospital. The sponsors are paying the speakers, and we will pay for the streaming.

Notes on contracts:

Matthew Anderson (MN Hospital Assn)- Health Care Forum - We have been reimbursed by ICC for his honorarium

Ben Leonard (Nicollet Co. Historical Society) Part of the Civil War Series. We will be reimbursed by the Civil War Discussion Grant.

Ellen Sandbeck was scheduled to speak in May, but had to cancel due to illness. She has been rescheduled for October.

Don Brenaman - Photographer - Voyageurs National Park. We are collaborating with the Garden Club to bring him to town. They will reimburse us for half of his expenses.

Anton Treuer was approved last month. The Grand Rapids Human Rights commission will reimburse us \$150 for his honorarium for September 20th.

Grant application (agenda item)

ALA and the National Endowment for the Humanities are inviting applications for a collection of materials similar to the "We the People" collection on the Civil War that we received in 2011. The collection is described as:

The Muslim Journeys Bookshelf is a collection of 25 books selected to help public audiences in the United States become more familiar with the people, places, history, faith and cultures of Muslims around the world, including those within the U.S. The Bookshelf will be awarded to 1,000 libraries across the country in December 2012, for use in presenting public programs in 2013. Advisors to the project include distinguished scholars knowledgeable about Muslim worlds, librarians, and other cultural programming experts.

<http://www.ala.org/programming/muslimjourneys>

The Reif Center is hosting a series of programs this year through *CaravanSerai: A place where cultures meet* which is featuring the culture and music of Morocco. This seems like a perfect opportunity for collaboration to bring additional resources for cultural exploration. The application is due October 25 and the grants will be awarded in December for programming in 2013.

Collections- Unique Management Services

We have been sending accounts to UMS for 2 months now, and have seen successful returns. People tend to respond more quickly to a letter from UMS than to a letter from us about overdue accounts, and they have the capacity to track people with bad addresses. Through the end of August we have submitted 65 accounts totaling \$4947, and have received \$491 in cash and \$424 in returned material. For those 65 accounts we will be charged \$581. My hope over the long term is that we recover as much in cash as we pay in fees.

Computer Classes

We are starting another series of 6 computer classes on October 3. Will and I will teach them. This time we are offering the same class twice each day, once early afternoon and again in late afternoon to limit the set-up and take-down time needed. The classes were advertised in the Community Education brochure and some are full already. We may have a volunteer who can assist with classes.

Upcoming Community Events

We will have a table at the Community Connect event on October 4 at the Civic Center, Tracy is doing a brief presentation about the Smart Play Spot at the Project READ Community Summit on October 4.

Assistant Director's Report September 2012

Teens

The teen photo contest reception was held on Monday August 6. The winners were announced. There were 18 people in attendance at the reception.

Photo contest winners:

Enhanced

Kaitlin Skaja "Lepidoptera"

Michaela Salmela "Eventide"

Not Enhanced

Jacqui Gerlach "Spring Snow"

Kayli Salmela "My Wish"

Own the Night

Sabrina Salmela "Midsummer Night's Reality"

Michaela Salmela "Holidazzle Parade of Lights"

The Herald-Review published the winning photos in August. All the photos were in color!

The TeenWorks group visited the library in early August. There were 7 teens in the group. I talked about how the library can help with jobs and careers. I also gave them a tour of the facility.

I talked with Kari Person, who works with the TRIO program, and more specifically, the Educational Talent Search portion of the program, about ways we can possibly collaborate.

Teen Advisory Board

August 28, 2012

Members present: Paige C.

Paige and I changed the bulletin board in the Friends store. It now reflects the two author programs in September. Paige talked about the advance reader copy books she read.

Staff

Michelle attended RDA training to learn more about the changes for cataloging.

Tracy met with a Northern Lights Community School student who would like to add a library to the school.

Operations

The three Civil War books which are being used for the discussion series continue to be checked out. All are on display on a table located on the way to the children's dept.

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

THIS MONTH	YTD	YTD 2011	Express Check outs % of total c/o
14,538	114,141	111,402	2.46%
1,818	15,389	15,032	2.37%
16,356	129,530	126,434	2.45%
17,439	128,487	124,720	3.02%
184	1,098	1,069	2.71%

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
712	4,617	5,369	12546	-9.33%
491	2,980	6,623		
440	2,223	3,022		

REFERENCE
 tests proctored
 computer help over 5 minutes

THIS MONTH	YTD	YTD 2011
697	6,242	6,031
4	55	93
16	37	130

INTERNET
 Pharos sessions ***

SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2011 YTD SESSIONS	2011 YTD HOURS
2,018	1,168	14,084	8,254	14,586	8,853

Non-Pharos sessions
VOLUNTEERS

PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
121	330.00	531	1685.00
35			2301.00

MEETING ROOM
 Total Mtg Rm Use

GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2011 YTD GROUPS	2011 YTD PEOPLE
45	860	384	7,910	278	5,530

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

2	87	25	1,054	41	973
3	72	30	1,239	21	568
8	119	11	474	8	98
7	277	30	1,668	58	2,076
3	22	26	239	9	145

Total Youth Programs
 Total Adult Programs

23	577	148	4,839	137	3,860
3	94	41	710	28	679

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH	HRS YTD	HRS YTD 2011
7	74.75	49.5

Children's Library Summary
August 2012

Summer is winding down; by the time you read this, the kids will be back in school. It has been such a great summer in the Children's Library. We had a great response to our summer reading program, setting a new record for both sign-ups (752) and returned records – 53%! Our summer programs were all well-attended and well-received. And to cap it all off, we have the new Smart Play Spot installation from the Minnesota Children's Museum! It is so much fun to watch the little imaginations at work.

On August 10, the musical duo, *Four Shillings Short*, performed in the KAXE/Rotary Tent for a crowd of about 90 people, ranging in age from newborn to 90! This program was paid for by a Blandin Foundation Program grant.

Tracy Kampa again presented Fun Family Fridays on three Fridays in August. Total attendance was 67 boys, girls, parents and grandparents. The Friends of the Grand Rapids Area Library made this program possible.

On Thursday, August 23, family movie night presented "Dr. Seuss's *The Lorax*." I don't know if it was because many people are Dr. Seuss fans, or it was just a boring Thursday night. But, in any case, we had 70 people in attendance! (The largest audience prior to this was 45!)

Looking ahead:

- We're now starting to focus on back- to-school ideas and events. September is **Library Card Sign-up Month** and this year's spokesperson is Troy Polamalu, safety for the Pittsburgh Steelers! (Some people have all the hair!!) We'll be promoting library cards for everyone this month.
- Monday Book Time, led by a teacher from ECFE/Invest Early, will begin again on Monday, September 17 at 9:30 and 10:30. This is a great first social experience for many young children, and features stories, songs, fingerplays, a snack, a simple craft, and time to interact for both children and parents. Book Time is made possible by a Blandin Foundation program grant.
- Saturday Story Times, led by ECFE teacher, Missy Gray, will resume on Saturday, September 15 at 10:30 am. This program follows the same format as Monday Book Time, while providing an opportunity for working parents to interact with their preschoolers at the library. Saturday Story Time is made possible by a grant from the Grand Rapids Library Foundation.
- Thursday, September 27, *Glen Everhart's Heebie Jeebies Family Comedy Music Show* will be in the Library Community Room at 6:00 pm (in place of our usual movie night.) Glen's show is interactive and appropriate for the whole family. His visit is made possible by the Legacy Fund.

Library Volunteer and Program Report for August 2012

August Volunteers

35 volunteers/330.5 hours. Board and Program Committee members' hours of service are included in this report

Volunteer Activities

- 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
- Several volunteers helped with clean-up and haul away recycling after the used book sale
- Several high school and middle school students helped over the summer, many of them in the Children's library
- Program Committee members contributed significant time in laying plans for the Healthcare Reform Forum to be held in September and in the delivery of a cooking program

Board & Program Committee Volunteers

Library Board: 7 members attended/recorded 8 hours at the August meeting

Program Committee: 7 members attended/recorded 28 hours at the August meeting

The following programs were offered in August:

The Nuts and Bolts of Book Collecting, Thursday, August 2

Steve Anderson, Owner of Ross & Haines Old Books, presented this program as a preview to the Used Book Sale

Making Sense of the Civil War, part 2, August 9, 2012

Jon Maturi facilitated an ongoing discussion of the Civil War as part of a grant from American Library Association and National Endowment for the Humanities

Around the World in 30 Instruments, Friday August 10

Four Shillings Short Duo presented a musical program in the KAXE-Rotary tent

Raw Food...Any Meal, Any Day, Thursday, August 16

Presenters: Stephanie Kessler & Sandy Brumback, a mother-daughter team gave a delightful food demonstration and tasting program that was highly reviewed

PERSONAL/PROFESSIONAL SERVICE AGREEMENT

This Agreement is between the Grand Rapids Area Library, (the "ORGANIZATION"), and the Minnesota Children's Museum ("CONTRACTOR"), 10 West 7th Street, St. Paul, MN 55102, a nonprofit corporation duly organized under the laws of the State of Minnesota ,

The parties agree as follows:

1. TERM AND COST OF THE AGREEMENT

CONTRACTOR agrees to furnish services to the Grand Rapids Area Library commencing March 1, 2012 and terminating September 1, 2012, unless terminated earlier in accordance with the Default and Cancellation provisions of this Agreement.

The total cost of this Agreement, including all reimbursable expenses, shall not exceed **forty five thousand Dollars (\$45,000)**. CONTRACTOR shall be paid \$ 0 by Organization. Total project expenses will be offset by MCM grant funding.

2. SERVICES TO BE PROVIDED

Contractor will provide a portfolio of component options for review and selection. Contractor shall, in collaboration with Grand Rapids Area Library, select component options from portfolio, design space, fabricate components and install a Smart Play Spot. The Smart Play Spot engages children in research-based learning through play, promotes parent and caregiver engagement. Through this collaborative project, Grand Rapids Area Library will work with Minnesota Children's Museum to create a community-based, collaborative approach to enhancing early literacy development.

The environment will include a variety of wall-mounted components: structures, interactive stations, signage and décor and free-standing components: interactive Smart Play Spot components, loose parts and storage elements (both custom-fabricated and purchased). It will integrate existing furnishing into the space, working seamlessly to create a cohesive plan that supports project and learning goals.

CONTRACTOR'S Project Coordinator and Smart Play Spot Developer shall:

- Work with the Project Team to develop the project plan supporting project and learning goals
- Manage the Museum budget
- Hire and supervise employees/contractors (Designers, Fabricators, Graphic Artists, Props Specialist, Scenic Painter, Installers, etc.)
- Manage the timeline
- Keep records and submit updates/reports
- Monitor progress and ensure successful completion of the project

- Provide a manual for Grand Rapids Area Library that includes information needed to properly maintain, clean and operate the Smart Play Spot
- Project evaluation will be conducted at the discretion of the Contractor
- Submit invoices for payment according to the following payment schedule:
 - 25% due upon signing of the Agreement
 - 50% due upon completion of Final Design Drawings
 - 25% due upon installation of Smart Play Spot

Organization:

Grand Rapids Area Library Project Manager shall:

- Lead and be a member of the Project Team
- Facilitate and coordinate input from community
- Manage the Project Team
- Manage the project schedule – schedule meetings, plans, goals and agendas
- Oversee the project budget
- Process invoices and payments per payment schedule
- Monitor progress and ensure successful completion of the project
- Provide assistance to Contractor’s Project Manager to conduct project evaluation per requirements of Arts and Cultural Heritage Fund.

3. OWNERSHIP OF THE SMART PLAY SPOT; INTELLECTUAL PROPERTY RIGHTS

- A. Ownership of the Smart Play Spot. Subject to payment of the Consideration and the provisions of Section 3.B., the tangible components of the Smart Play Spot will become the sole property of the Grand Rapids Area Library upon installation. The Grand Rapids Area Library shall be solely responsible for all maintenance, repair, loose parts and disposition costs except repairs covered under warranty. Grand Rapids Area Library agrees to use reasonable efforts to maintain the Smart Play Spot per the CONTRACTOR’s instructions while on display at any Grand Rapids Area Library location. Grand Rapids Area Library will have the exclusive right to determine whether to make repairs or dispose of the Smart Play Spot. However, if the Smart Play Spot has been partially or fully-funded by grants funds, it must remain open and accessible to the public for a minimum of three years and must remain within the state of Minnesota.
- B. Intellectual Property Rights. Notwithstanding anything herein to the contrary, the parties agree that the CONTRACTOR retains ownership of all inventions and technology arising out of or in connection with the Services, including without limitation all right, title, and interest in and to (i) all trade secrets, and all trade secret rights and equivalent rights arising under common law, state law, Federal law and laws of foreign countries; (ii) all moral rights, copyrights, other literary property or authors’ rights, whether or not protected by copyright, under

common law, state law, Federal law and laws of foreign countries; (iii) all inventions and technology, whether or not patentable, and (iv) all proprietary indicia, trademarks, service marks, trade names, trade dress, symbols, logos and/or brand names under common law, state law, Federal law and laws of foreign countries (collectively, the “Intellectual Property Rights”), which are necessary to or useful in the design, creation and operation of the Smart Play Spot. Notwithstanding the foregoing, Grand Rapids Area Library shall have a non-exclusive, perpetual, royalty-free license, without any right of assignment or sublicense, to use the Smart Play Spot Intellectual Property Rights for the display and use of the Smart Play Spot as contemplated by this Agreement.

4. WARRANTY AND ANNUAL INSPECTION

- A. Beginning one year after installation date, CONTRACTOR will perform an annual inspection of the Smart Play Spot to assess its condition and identify necessary or appropriate maintenance or repairs. Grand Rapids Area Library will pay CONTRACTOR a fee of \$100, plus mileage costs, for each such inspection. If Grand Rapids Area Library notifies CONTRACTOR prior to inspection of minor touch-up painting and/or repairs, and CONTRACTOR can complete such work in one hour or less, such work will be performed at the time of inspection without additional charge to Grand Rapids Area Library. If Grand Rapids Area Library requests CONTRACTOR to complete additional repairs, CONTRACTOR may, at its sole discretion, agree to perform such work at a rate of \$50 per hour, plus materials and mileage. If CONTRACTOR, at any time and in its sole discretion, determines that the SMART PLAY SPOT fails to meet its standard of quality, and Grand Rapids Area Library fails to make recommended repairs, CONTRACTOR may require removal of all Recognition and/or Attribution Identification relating to CONTRACTOR from the Smart Play Spot. Annual inspections will cease immediately, at such time when Recognition and/or Attribution Identification is removed from Smart Play Spot.
- B. CONTRACTOR provides a one-year warranty for all materials and Smart Play Spot construction and/or component projects completed in conjunction with work performed as defined above. Warranty period begins on final completion date of project. All expenses incurred for materials, construction costs and/or labor relative to warranty repairs will be the full and complete responsibility of CONTRACTOR with the exception of shipping and travel expenses. This excludes regular wear and tear. Any purchased item or component not modified by CONTRACTOR will be subject to the terms of the manufacturer’s warranty only.

5. PAYMENT FOR SERVICES

Payment for services shall be made directly to CONTRACTOR after completion of the services upon the presentation of a claim as provided by law governing the Grand Rapids Area Library's payment of claims and/or invoices. CONTRACTOR shall submit invoices for services rendered on forms which may be furnished by the Grand Rapids Area Library . Payment shall be made within ten (10) days from receipt of the invoice.

6. INDEPENDENT CONTRACTOR

CONTRACTOR shall select the means, method, and manner of performing the services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting CONTRACTOR as the agent, representative, or employee of the Grand Rapids Area Library for any purpose. CONTRACTOR is and shall remain an independent contractor for all services performed under this Agreement. CONTRACTOR shall secure at its own expense all personnel required in performing services under this Agreement. Any personnel of CONTRACTOR or other persons while engaged in the performance of any work or services required by CONTRACTOR will have no contractual relationship with Grand Rapids Area Library and will not be considered employees of Grand Rapids Area Library. Grand Rapids Area Library shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Economic Security Law or the Workers' Compensation Act of the State of Minnesota on behalf of any personnel, including, without limitation, claims of discrimination against CONTRACTOR, its officers, agents, contractors, or employees. CONTRACTOR shall defend, indemnify, and hold harmless Grand Rapids Area Library, its officials, officers, agents, volunteers, and employees from all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from Grand Rapids Area Library, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Re-employment Compensation, disability, severance pay, and retirement benefits.

7. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

A. In accordance with Grand Rapids Area Library's policies against discrimination, CONTRACTOR agrees that it shall not exclude any person from full employment rights nor prohibit participation in or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable Federal or State laws against discrimination shall be subjected to discrimination.

8. INDEMNIFICATION

- A. CONTRACTOR agrees to defend, indemnify, and hold Grand Rapids Area Library, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of CONTRACTOR, a subcontractor, anyone employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of CONTRACTOR to perform any obligation under this Agreement.
- B. Grand Rapids Area Library severally, agree to defend, indemnify and hold harmless the CONTRACTOR, its directors, officers, employees and agents, from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, resulting directly from any act or omission of Grand Rapids Area Library, a subcontractor, anyone employed by them, and/or anyone for whose acts and/or omissions they be liable in connection with the display and use of the Smart Play Spot, and against all loss by reason of the failure of Grand Rapids Area Library to perform any obligation under this Agreement.

9. INSURANCE

- A. Workers Compensation Insurance. Each party agrees to provide workers' compensation insurance for their respective employees.
- B. General Liability Insurance. The Museum agrees to maintain one or more policies of general liability insurance at its sole expense during the period in which the Museum is obligated to indemnify Grand Rapids Area Library under Section 7 of this Agreement in the minimum amount of one million dollars (\$1,000,000) with a five million dollar (\$5,000,000) aggregate to cover such indemnification obligation. Grand Rapids Area Library agrees to maintain one or more policies of general liability insurance at its sole expense during the period in which Grand Rapids Area Library is obligated to indemnify the Museum under Section 8 of this Agreement in the minimum amount of one million dollars (\$1,000,000) with a minimum of five million dollar (\$5,000,000) aggregate to cover such indemnification obligation. In connection with the foregoing, the insured party shall name the other party hereto, including such party's directors, officers, employees, agents and representatives, as an additional insured. Each such policy shall require that additional insured party receive at least thirty (30) days written notice prior to any cancellation, amendment or endorsement thereof. At least thirty (30) days prior to the scheduled installation of the Smart Play Spot at Grand Rapids Area Library, each party shall furnish the other party

with certificates of insurance giving evidence that the required insurance coverage is in full force and effect.

10. ASSIGNMENT

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of both parties.

11. AGREEMENT BINDING

This Agreement shall be binding upon the parties and their respective successors and assigns.

12. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to Grand Rapids Area Library shall be sent to Marcia Anderson. Notice to CONTRACTOR shall be sent to the address stated in the opening paragraph of the Agreement or to the address stated in CONTRACTOR's Form W-9 provided to Grand Rapids Area Library.

13. ATTRIBUTION

The Smart Play Spot will include a credit noting: "This Smart Play Spot was created by Minnesota Children's Museum, in partnership with Grand Rapids Area Library or similar language agreed to by both parties.

14. PROMOTIONAL LITERATURE

A. Parties agree that they will maintain in close proximity to the Smart Play Spot area a small display containing Museum's printed materials on early learning and general brochures from both parties.

15. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Ramsey, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

16. ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the Services by Minnesota Children's Museum. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement will be valid or binding.

17. AMENDMENT

Any amendment, modification or waiver of this Agreement or any of its provisions will be effective only if it is in writing and signed by both parties.

IN WITNESS THEREOF, the authorized representatives of Grand Rapids Area Library and the CONTRACTOR as of the effective date have duly executed this Agreement.

Grand Rapids Area Library

Minnesota Children's Museum

Signature: _____

Signature: _____

Print Name: _____

Print Name: Carol Aegerter

Title: _____

Title: VP of Finance and Administration

Date: _____

Date: _____

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



Fund Statement(s)

January 1, 2012 - June 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 Patterson
Title:	Partner Relations Associate
Phone:	651-325-4266 800-875-6167
Email:	aurea.patterson@mnpartners.org
Address:	55 Fifth St E, Ste 600 St. Paul, MN 55101

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

Fund Statement

January 1, 2012 - June 30, 2012

Prepared on: 7/31/2012

Prepared for: Grand Rapids Public Library

Fund ID: 5350



Fund Activity

Beginning Balance on January 1, 2012	\$	27,508
Investment Activity		
Interest & Dividends		242
Investment Gain/(Loss)		1,189
Disbursements		
Administrative Fees		(98)
Grants Paid		(1,348)
Investment Expenses		(62)
Other Income(Expense)		
Other Income(Expense)		-
Total Other Income(Expense)		-
Ending Balance on June 30, 2012	\$	27,431
Approved Grants to be Paid (Returned)		
Uncommitted Balance on June 30, 2012	\$	27,431

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
(Annualized)						
Multi-Asset Endowment Portfolio	27,431	100.0%	5.0%	0.4%	11.1%	0.6%
	\$ 27,431	100.0%				

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

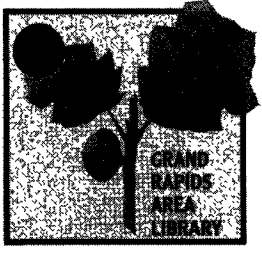
The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
 January 1, 2012 - June 30, 2012

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 June 30, 2012	<u>-</u>
Grants Scheduled to be paid in the current year	
Uncommitted Amount Available to Grant as of June 30, 2012	<u><u>-</u></u>

There are no future year grant commitments for this fund.





September 12, 2012

Matthew Anderson
Minnesota Hospital Association
2550 University Ave. W. Ste 350-S
St. Paul MN 55114

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. Anderson:

I am pleased that you will be part of the panel discussion on health care for the Grand Rapids Area Library on September 13 at 7:00 p.m.

This program will also be live-streamed to the Bigfork Valley Hospital in Bigfork.

The Library will pay you an honorarium of \$250 for your appearance. At your request we are making the check payable to the Minnesota Hospital Association. 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. Robert Drake continues to do the coordination of the set up and arrangements.

Sincerely,

Marcia Anderson
Library Director

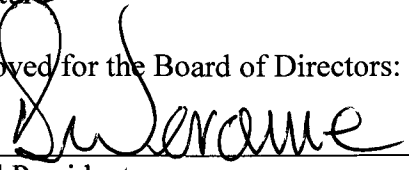
Enc: ICTV release form, W-9 form, expense reimbursement form

These terms are acceptable:

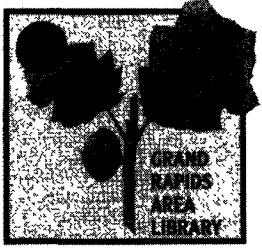

Signature

9/13/12
Date

Approved for the Board of Directors:


Board President

12 Sept 12
Date



September 12, 2012

Don Breneman
2108 Draper Ave
Roseville MN 55113

Dear Mr. Breneman:

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

I am pleased that you will be leading a presentation on photography and Voyageurs National Park for the Grand Rapids Area Library on October 2 at noon. 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. I understand you have given 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. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will pay you an honorarium of \$100 for your appearance plus provide lodging for one night and reimbursement for mileage from Roseville at the IRS rate in effect at the time of the program. We have made reservations for you at the Morning Glory Bed and Breakfast at 726 NW 2nd Ave. in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. 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:

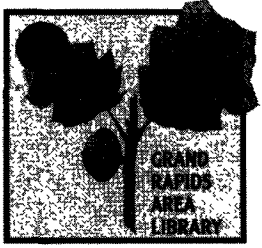
Donald Z Breneman
Signature

19 Sep 2012
Date

Approved for the Board of Directors:

[Signature]
Board President

12 Sept 12
Date



September 12, 2012

Ben Leonard
Nicollet County Historical Society
1851 N Minnesota Ave
St. Peter, MN 56082

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. Leonard

I am pleased that you will be leading a presentation/discussion for the series: *Making Sense of the Civil War Part 4: The US-Dakota War of 1862* for the Grand Rapids Area Library on October 9 at 7 pm.. Please let me know if you have any audio visual or set up needs library staff should be aware of. We hope that you will be able to provide us with a standing display for the first 2 weeks of October.

Many library programs are videotaped by our local public access television station. I understand you have given your permission for your program 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 pay the Nicollet County Historical Society an honorarium of \$300 for your appearance plus provide lodging for you for one night. We have made reservations for you at the Morning Glory Bed and Breakfast at 726 NW 2nd Ave in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

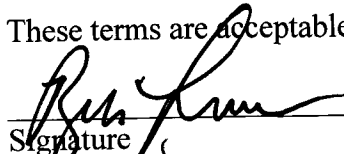
My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

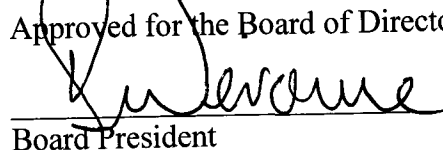
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These terms are acceptable:



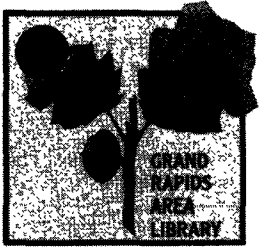
Signature

9/18/12
Date

Approved for the Board of Directors:


Board President

12 Sept 12
Date



September 12, 2012

Ellen Sandbeck
4781 Emerson Rd.
Duluth MN 55803

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 Ms Sandbeck:

I am pleased that you will be leading a presentation, "Back to Basics: Living More with Less" for the Grand Rapids Area Library on October 16 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. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will pay you an honorarium of \$250 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:

Ellen B Sandbeck
Signature

Sept. 17, 2012
Date

Approved for the Board of Directors:

[Signature]
Board President

12 Sept 12
Date