

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

August 8, 2012 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call:

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

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

5:12 C. Communications

1. July payment from Itasca County
2. Budget notes to Council
3. Library reserve fund notes to Council

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

Regular agenda

1. Accept resignation

Discuss potential board members

6:00 Adjourn.

Grand Rapids Area Library Board
Regular Monthly Meeting
July 11, 2012

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

Members Absent: Vicky Harding, Jemma Baker

Staff present: Amy Dettmer

The monthly board meeting was called to order at 5:01 pm by Dennis Jerome

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

Minutes: Shannon Benolken moved to approve the minutes of the June board meeting; second by David Yankowiak. Motion passed unanimously.

Communications: None

Financial Report: Amy answered a few questions and explained some line items. One comment was that the budgeted revenue and expense seems to be on track.

Invoices due on or before July 11, 2012

AWE, Inc.	2,891.00
Amazon.com	88.10
Ameripride Linen & Apparel	34.60
Anderson Glass	213.30
Marcia Anderson	221.98
Arrowhead Library System	50.54
Baker & Taylor, Inc.	2,315.72
League of MN cities Ins Trust	9,541.00
Busy Bees Cleaning	1,700.00
CDW Government	4,251.68
Cole Hardware	44.44
Delta Dental of Minnesota	228.15
Diverse Media	29.45
Evans Electric	1,180.99
Fidelity Security Life Ins.	11.27
Gartner Refrigeration	1,801.77
Grand Rapids City Payroll	33,905.31
Itasca Area Schools	245.00
Junior Library Guild	63.00
Darla Kirwin	39.52

Learning Opportunities	542.90
Lincoln Nat'l. Life	90.70
Minnesota Energy Resources	27.92
MN Horticultural Society	34.00
Minnesota Sales & Use Tax	32.28
Nextera Communications	97.38
Northern Business Products, Inc.	271.00
Paul Bunyan Communications	244.33
Personnel Dynamics	824.22
Pioneer Mutual Life Ins.	20.50
Pitney Bowes	143.34
Pizza Works	11.99
P.U.C.	2,930.70
Pumpkin Books	123.26
Rapids Plumbing & Heating	97.00
Recorded Books	58.65
SVL Service Corp.	320.90
Silvertip Graphic Signs	3,450.00
SIM Supply	355.18
Verizon Wireless	114.78
Village Book Store	43.16
VISA	109.94
Xerox Corp.	105.46
Becky Fjelland-Davis	250.00
TOTAL	\$ 69,156.41

John Soll moved to approve the financial report. It was seconded by Max Peters and all responded favorably to a roll call vote. Motion passed unanimously.

Staff Report: Amy noted some proposed pay increases for 4 library staff due to the city council approval. She also noted that there was no appreciable storm damage and that the summer reading program attendance is up. Other items are noted in packet E.

Old Business: None to report

New Business: Consent Agenda

1. Approve the payment of late bills
 - a. None
2. Approve Contracts
 - a. Wonder Weavers program July 31... \$400
3. Approve resolution 12-07 Accepting Donations
 - a. Blandin Foundation \$10,000 for adult and children's programs

Motion by Cheryl Stephens to approve the consent agenda, a second by David Yankowiak. Roll call vote was approved by all present.

Regular Agenda:

- a. Shannon Benolken reported on proposed 2013 budget behalf of the budget committee. Some discussion was held regarding various expenses and Shannon explained certain items in the 2013 budget.

A motion was made by Shannon Benolken to approve the 2013 budget. A second by Max peters. After a roll call vote, the budget was approved unanimously.

There being no other business, the meeting was adjourned at 5:30 pm by Chair Dennis Jerome.

Respectfully submitted,

Jeff Wartchow

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

RESOLUTION NO. 2012-7
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,

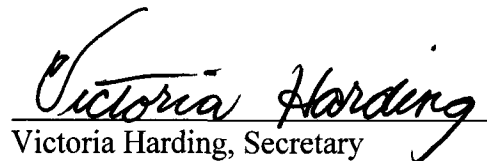
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$10,000 Blandin Foundation for adult and Children's Programs

Adopted this 11th day of July 2012



Dennis Jerome, President



Victoria Harding, Secretary

Board member David Yankowiak seconded the foregoing resolution and the following voted in favor thereof: Dennis Jerome, Cheryl Stephens, Max Peters, Abby Kuschel, John Soll, David Yankowiak, Shannon Dewoken

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

Library Fund Balances

Approximately 60% of the funding for library operations is from property taxes and state aids which are not received until the second half of the year. Therefore, like the General Fund, a portion of the fund balance is required for cash flow purposes. In response to this circumstance, the Library Board adopted resolution 93-01 establishing a fund balance designation policy.

The resolution calls for fund balances to be maintained as follows:

- Cash flow = 50% of budgeted receipts from taxes and Library System reimbursement for township taxes
 - Compensated absences = accumulated FTO balances for all employees on Dec. 31
 - Emergency/unanticipated expenditures = 7% of expenditure budget
 - Major equipment replacement = 8% of expenditure budget
- Anything over and above these designated funds is "undesigned"

Use of the Library Fund Balance:

2010 \$36,966 (from undesigned funds)
2011 \$263,931 (all of the undesigned balance, plus some from major equipment)
2012 \$34,906 (budgeted)

2012 fund balance designations

Cash flow	\$328,858	(50% of budgeted tax receipts and reimbursements)
Compensated Absences	\$31,497	Year end total accumulated FTO
Emergency Unanticipated Expenditures	\$51,625	7% of budgeted expenditures
Major Equip Replacement Fund	\$14,203	1.9% (Should be 59,000)
Total	\$426,183	

Library Budget 2013

We used the entire undesignated reserve fund for the Library and most of the Major Equipment Replacement Fund to complete the Alternative Energy Center and bring it on line. We have no more reserve funds to use for operating expenditures, as we did in 2010, 2011 and 2012 (budgeted). This year we may be dipping into the balance for "Emergency Unanticipated Expenditures" to meet operating expenses for the year. According to our policy, we should begin replacing some the reserve fund in 2013 to bring us back to the required minimum levels. However, that is not included in the 2013 budget.

We continue to hold down budgeted expenses for 2013 as follows:

- Cutting janitorial expenses by contracting for reduced services (roughly 25% decrease from 2011)
- Eliminating security strips for materials
- Limiting staff continuing education/training and professional activities (same as 2012)
- Replacing only infrastructure (switches) and staff computers and postponing replacing public computers
 - *(note: many of our computers, staff and public, were replaced in 2008, so many are at the end of their lifespan) We will let public computers die and not replace them until 2014.*
- Reduced natural gas costs as a result of the Alternative Energy Center (39% reduction in budget from 2011 costs)
- Reducing materials budget (books, CDs, DVDs, audio books) by 5% reduction from 2012 (15% from 2009 expenditure)
- Limiting budget for short term substitute for sick or vacations :
 - *(we will continue closing on weeknights 1 hour earlier than we did in 2011.)*
- Deferring some maintenance items on the *building*
 - *(ie, the interior walls need to be patched and painted, and some of the furniture needs repair or replacement. This has been postponed for several years)*

Per Capita Contribution: (for comparison purposes)

In 2009, with an estimated population of 8,743 and a levy of \$576,738, the per capita contribution was \$65.97

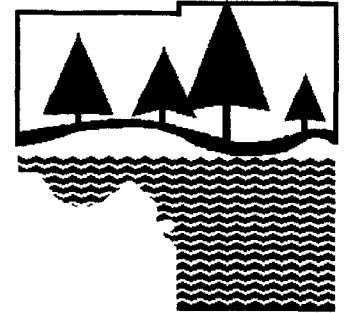
In 2012 with a population of 10,879 and a levy of 524,716, the per capita contribution was \$48.23

In 2013 with a population of 10,879, if the levy is \$574,332, the per capita contribution will be \$52.79

ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE
123 NE 4TH ST
GRAND RAPIDS, MINNESOTA 55744-2681

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



July 18, 2012

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

Dear Mr. Weikum:

The apportionment for June 2012, includes the following totals:

Arbo Township	\$ 3,155.45
Blackberry Township	4,126.81
Feeley Township	2,774.45
Grand Rapids Township	0.00
Harris Township	14,000.43
Sago Township	1,386.48
Spang Township	1,599.56
Wabana Township	4,666.07
City of Bass Brook/Cohasset	37,370.07
City of LaPrairie	1,942.34
City of Warba	<u>427.30</u>
TOTAL	\$71,448.96

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

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

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SEVEN MONTHS ENDING JULY 31, 2012
With Comparative Totals for July 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	-	-	133,000	0%
Charges for Services	11,048	10,914	11,182	98%
Fines & Forfeits	8,147	12,739	15,000	85%
Blandin Grant	379	10,000	-	0%
GR Library Foundation	5,040	5,030	-	0%
Miscellaneous	28,471	41,023	18,700	219%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	323,077	344,856	737,504	47%
Expenditures:				
Personnel	298,700	297,987	509,294	59%
Supplies/Materials	55,647	44,797	86,700	52%
Other Services/Charges	97,387	70,140	141,510	50%
Blandin Grant	2,471	29	-	0%
TOTAL EXPENDITURES	454,205	412,953	737,504	56%
Revenues > Expenditures	(131,128)	(68,097)	-	
Blandin Foundation Capital Grant	100,000	-	-	0%
Capital Outlay	287,642	27,449	-	0%
Fund Balance 7/31/XX				
Cash Flow	227,450	233,312	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 7/31/XX	\$ 371,344	\$ 330,637	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,032 as of 03/31/12. This endowment is not available for current operations.

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 524,716	\$ 233,921	45%
211-00-31-00-0200	DELINQUENT	-	1,491	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	29,739	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
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	960	51%
211-00-34-00-7975	INTERNET	3,000	1,818	61%
211-00-35-00-1030	LIBRARY FINES	15,000	12,739	85%
211-00-37-00-2310	DONATIONS	2,500	9,344	374%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	320	32%
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	2,331	58%
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	1,195	75%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	200	2%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	344,856	49%
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	165,918	57%
211-00-75-10-1030	SALARY-PARTTIME	96,493	54,651	57%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	1,728	131%
211-00-75-10-1210	PERA	28,213	15,876	56%
211-00-75-10-1220	FICA	24,127	12,932	54%
211-00-75-10-1250	MEDICARE	5,643	3,024	54%
211-00-75-10-1310	HEALTH INSURANCE	56,045	40,715	73%
211-00-75-10-1330	LIFE INSURANCE	246	151	61%
211-00-75-10-1335	DENTAL INSURANCE	1,778	872	49%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,118	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,220	38%
211-00-75-20-2020	COPY SUPPLIES	1,000	365	36%
211-00-75-20-2030	PRINTING/BINDING	400	241	60%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	3,039	76%
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	971	49%
211-00-75-20-2110	BOOKS	40,000	18,308	46%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,355	71%
211-00-75-20-2130	NEWSPAPERS	1,200	375	31%
211-00-75-20-2140	PERIODICALS	7,500	526	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,610	54%
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	260	54%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	12,900	52%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	5,709	285%
211-00-75-30-3210	TELEPHONE	7,500	3,437	46%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	119	12%
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	17,527	44%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	755	63%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,421	44%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,613	115%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,058	27%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	100	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	449	50%
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	-	27,449	0%
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	-	-	0%
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	-	-	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	-	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	29	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	737,504	440,401	60%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (95,546)	

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 07/31/12
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	260,533.64	260,533.64	0.00
211-00-00-00-1010	CASH	551,516.93	420,375.82	665,899.76	305,992.99
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	1,266.00	430.08
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	7,925.32	5,727.79	7,925.32
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	35,638.64	36,042.59	(403.95)
TOTAL		658,711.91	724,473.42	1,035,628.89	347,556.44
TOTAL ASSETS					
		658,711.91	724,473.42	1,035,628.89	347,556.44
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	650,639.87	642,726.92	11,281.49
211-00-00-00-2030	SALES TAX PAYABLE	0.00	218.44	266.03	47.59
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	858,198.83	642,992.95	17,323.08
TOTAL LIABILITIES					
		232,528.96	858,198.83	642,992.95	17,323.08
FUND EQUITY					

DATE: 08/03/2012
 TIME: 10:54:26
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 07/31/12
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	36,042.59	35,638.64	(403.95)
TOTAL		426,182.95	36,042.59	35,638.64	425,779.00
	FUND SURPLUS (DEFICIT)	0.00	95,545.64	0.00	(95,545.64)
TOTAL FUND EQUITY		426,182.95	131,588.23	35,638.64	330,233.36
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	989,787.06	678,631.59	347,556.44

LIBRARY BILL LIST - AUGUST 8, 2012

DATE: 08/02/2012
 TIME: 13:29:59
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/08/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	86.44
0201428	BAKER & TAYLOR, INC	1,525.17
0221650	BURGGRAF'S ACE HARDWARE INC	11.99
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	3.78
0718010	CITY OF GRAND RAPIDS	586.27
0718060	GRAND RAPIDS NEWSPAPERS INC	60.00
0805524	BONNIE HENRIKSEN	18.98
0920003	ITASCA AREA SCHOOLS	425.00
1309332	MN STATE RETIREMENT SYSTEM	320.42
1309495	MINUTEMAN PRESS	28.75
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	1,340.13
1605665	PERSONNEL DYNAMICS, LLC	181.61
1609925	PIZZA WORKS	11.99
1805150	RECORDED BOOKS	2,580.00
1821700	MICHAEL RUSSELL	641.00
1900800	SVL SERVICE CORPORATION	2,476.00
1903322	SCHECK INDUSTRIAL CORP	1,291.26
1909510	SIM SUPPLY INC	180.22
1920555	STOKES PRINTING COMPANY	4.79
2018680	TRU NORTH ELECTRIC LLC	120.00
2209450	THE VILLAGE BOOK STORE	68.73
2405650	XEROX CORPORATION	25.21
T000849	STEVE ANDERSON	200.00
T000850	CHRISTINA MARTIN	200.00
	TOTAL	15,807.34
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718015	GRAND RAPIDS CITY PAYROLL	34,135.32
1309199	MINNESOTA ENERGY RESOURCES	27.11
1405850	NEXTERA COMMUNICATIONS LLC	100.13
1621130	P.U.C.	3,597.72
2205637	VERIZON WIRELESS	114.78
2209665	VISA	91.48
2301700	WASTE MANAGEMENT	213.25
	TOTAL PRIOR APPROVAL	38,279.79
	TOTAL ALL DEPARTMENTS	54,087.13

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	233,920.97	524,716.00	233,920.97	0.00	290,795.03	45
211-00-31-00-0200	DELINQUENT	1,490.72	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	29,738.69	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		265,150.38	524,716.00	265,150.38	0.00	259,565.62	51
TOTAL TAXES		265,150.38	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	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	133,000.00	0.00	0.00	133,000.00	0
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	0.00	0.00	139,282.00	0
TOTAL INTERGOVERNMENTAL		0.00	139,282.00	0.00	0.00	139,282.00	0
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	160.70	1,900.00	959.50	0.00	940.50	51
211-00-34-00-7975	INTERNET	323.66	3,000.00	1,818.47	0.00	1,181.53	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		484.36	4,900.00	10,913.82	0.00	(6,013.82)	223
TOTAL CHARGES FOR SERVICES		484.36	4,900.00	10,913.82	0.00	(6,013.82)	223
FINES & FORFEITS							

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	1,398.38	15,000.00	12,738.78	0.00	2,261.22	85
TOTAL		1,398.38	15,000.00	12,738.78	0.00	2,261.22	85
TOTAL FINES & FORFEITS		1,398.38	15,000.00	12,738.78	0.00	2,261.22	85
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	25.00	2,500.00	9,344.00	0.00	(6,844.00)	374
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	50.00	1,000.00	320.00	0.00	680.00	32
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	227.92	4,000.00	2,330.67	0.00	1,669.33	58
211-00-37-00-2420	BLANDIN GRANTS	10,000.00	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	207.14	1,600.00	1,194.79	0.00	405.21	75
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	199.76	0.00	7,800.24	2
TOTAL		10,510.06	18,700.00	56,052.69	0.00	(37,352.69)	300
TOTAL MISCELLANEOUS REVENUE		10,510.06	18,700.00	56,052.69	0.00	(37,352.69)	300
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:		277,543.18	737,504.00	344,855.67	0.00	392,648.33	47

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 3
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	22,725.70	292,654.00	165,917.96	320.42	126,415.62	57
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	7,412.33	96,493.00	54,651.24	0.00	41,841.76	57
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	181.61	1,320.00	1,727.71	0.00	(407.71)	131
211-00-75-10-1210	PERA	2,157.16	28,213.00	15,876.43	0.00	12,336.57	56
211-00-75-10-1220	FICA	1,751.05	24,127.00	12,932.09	0.00	11,194.91	54
211-00-75-10-1250	MEDICARE	409.50	5,643.00	3,024.32	0.00	2,618.68	54
211-00-75-10-1330	LIFE INSURANCE	3,085.98	56,045.00	40,715.10	0.00	15,329.90	73
211-00-75-10-1335	DENTAL INSURANCE	27.50	246.00	150.65	0.00	95.35	61
211-00-75-10-1347	VISION INSURANCE	131.53	1,778.00	872.40	0.00	905.60	49
211-00-75-10-1420	UNEMPLOYMENT	0.87	0.00	0.89	0.00	(0.89)	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	(214.00)	2,775.00	2,118.07	0.00	656.93	76
TOTAL PERSONNEL		37,669.23	509,294.00	297,986.86	320.42	210,986.72	59
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	41.15	8,500.00	3,220.33	0.00	5,279.67	38
211-00-75-20-2020	COPY SUPPLIES	34.40	1,000.00	364.89	0.00	635.11	36
211-00-75-20-2030	PRINTING/BINDING	(24.80)	400.00	240.86	0.00	159.14	60
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	1,269.37	4,000.00	3,038.84	0.00	961.16	76
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	970.70	0.00	1,029.30	49
211-00-75-20-2110	BOOKS	1,583.93	40,000.00	18,307.70	0.00	21,692.30	46

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 4
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	9,000.00	6,354.63	0.00	2,645.37	71
211-00-75-20-2130	NEWSPAPERS	60.00	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	184.00	3,000.00	1,609.57	0.00	1,390.43	54
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		3,148.05	86,700.00	44,797.09	0.00	41,902.91	52
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	586.27	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	259.50	0.00	220.50	54
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	12,900.00	0.00	12,100.00	52
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,080.97	2,000.00	5,709.48	0.00	(3,709.48)	285
211-00-75-30-3210	TELEPHONE	344.46	7,500.00	3,436.81	0.00	4,063.19	46
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	118.80	0.00	881.20	12
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	17,527.15	0.00	22,402.85	44
211-00-75-30-3840	GARBAGE REMOVAL	107.62	1,200.00	755.11	0.00	444.89	63
211-00-75-30-3860	HEAT-NATURAL GAS	27.11	10,000.00	4,421.33	0.00	5,578.67	44
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,238.00	4,000.00	4,612.64	0.00	(612.64)	115
211-00-75-30-4010	BUILDING MAINT/REPAIRS	641.00	15,000.00	4,058.48	0.00	10,941.52	27
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	100.00	0.00	900.00	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	702.13	5,000.00	1,523.81	0.00	3,476.19	30

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 5
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY 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	449.41	0.00	450.59	50
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	COURTIER 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		6,487.37	141,510.00	70,139.58	939.00	70,431.42	50
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FTX	11.99	0.00	27,449.03	0.00	(27,449.03)	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		11.99	0.00	27,449.03	0.00	(27,449.03)	100
TOTAL GENERAL ADMINISTRATION		47,316.64	737,504.00	440,372.56	1,259.42	295,872.02	60
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLINDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	28.75	0.00	28.75	0.00	(28.75)	100
211-00-95-00-5755	BLINDIN GRNT-#G2006-0140 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		28.75	0.00	28.75	0.00	(28.75)	100

DATE: 08/03/2012
 TIME: 10:54:59
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2012

PAGE: 6
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		28.75	0.00	28.75	0.00	(28.75)	100
TOTAL EXPENSES:		47,345.39	737,504.00	440,401.31	1,259.42	295,843.27	60
TOTAL FUND REVENUES		277,543.18	737,504.00	344,855.67	0.00	392,648.33	47
TOTAL FUND EXPENSES		47,345.39	737,504.00	440,401.31	1,259.42	295,843.27	60
FUND SURPLUS (DEFICIT)		230,197.79	0.00	(95,545.64)			
TOTAL ALL FUND REVENUES		277,543.18	737,504.00	344,855.67	0.00	392,648.33	47
TOTAL ALL FUND EXPENSES		47,345.39	737,504.00	440,401.31	1,259.42	295,843.27	60
ALL FUND SURPLUS (DEFICIT)		230,197.79	0.00	(95,545.64)			

Director's Report

August 8, 2012

Library Use

The number of people using the library jumped in July, while the number of items checked out remained similar to June.

Energy Project

The Public Works Department is set to install a concrete pad and the pole mount for the solar sunflower to be mounted on the hillside North of the Library. The Library Foundation has committed \$6,000 for installation costs.

Early literacy learning center (MN Children's museum)

Installation has been rescheduled (again) for the 6-8th of August. We are talking about an open house, or multiple invitations to different audiences to be held shortly after

Book Sale

The volunteer committee organizing the annual Book Sale has been at work for awhile. We have had a lot of donations and many volunteers in to sort, box and transport books. Volunteers are also being recruited to help with sorting, setting up the sale, working the sale, and packing up. Call Susan Hayes if you have not already signed up for a shift this weekend! Thanks!

Budget

We had the first budget meeting with the Council on Monday. Some of the questions were about the reserve fund and its requirements and current balances. I prepared a brief summary which is included in your packet.

Resignation

Abby has moved to Harris Township, which makes her ineligible to serve as one of the City representatives on the Library Board. Abby has submitted her resignation, but indicated a willingness to serve until a replacement is appointed. (Thank you, Abby!) She will also consider applying for a township position when one opens.

I discussed this with the City Clerk, and she plans to advertise in late August or early September with other open City Board and Commission openings. Please be thinking of potential board members. In addition to Abby's position, which expires at the end of 2013, Cheri and Vicki are both serving the 3rd year of their second term, so cannot reapply.

Assistant Director Report August 2012

Teens

Short Film Contest

There were two categories teens could enter films in: "Zombies own the Night" and "Open". There were two entries, one in each category. The Zombies Own the Night winner was Marie Nalan for her film titled "Angel Don't Care". Noah Odegaard won the Open category with his film titled "Love in Different Ways". Marie's film was shown at the Reif Center during the production of "Zombie Prom". Noah's was shown at the Reif Center before the Indie film on Tuesday, July 31.

Teen Photo Contest

There were 3 categories teens could enter photos in: Enhanced, Not Enhanced, and Own the Night. There were 9 teens that entered photos in the contest. The 6 winning photos will be published in the Herald-Review and made into a bookmark. There were 2 community judges, Katie Marshall and Krista Matison. The Teen Advisory Board judged as well.

On Wednesday, July 18 the young adult author Rebecca Fjelland Davis did a mini writing workshop for teens. There were 7 teens that came.

One of the Teen Advisory Board members has a blog which she uses to post reviews of books and musings of other things happenings in the book world. One of her recent posts was about the Teen Advisory Board at the library. Here is the link to the post: <http://dancingthroughya.wordpress.com/2012/07/06/teen-advisory-board-learning-connecting-sharing/>

She also posted about ARCs (advanced reader copies) which I give out periodically at TAB meetings. Here is the link for this post: <http://dancingthroughya.wordpress.com/2012/06/23/teens-arcs/>

She posts regularly on her blog and writes very well.

Teen Advisory Board 7/31/2012

Members present: Nikki M., Paige C., Syerrah D.

Members judged photos in the photo contest. I received a bunch of ARCs from the Village Bookstore and handed those out at the meeting. Nikki M. will be leaving soon for Bemidji State University.

Operations

The lobby display case was changed to show the Teen Photo Contest winners.

Express Check outs % of total c/o
3,784 23.32%

5.10%
7.71%
5.41%
5.79%
-0.98%

YTD 99,603
13,569
113,172
111,046
914

THIS MONTH
16,223
3,035
19,258
19,721
137

YTD 94,767
12,598
107,365
104,969
923

YTD 2011
4,576
6,385
2,673

Door count 13825
2011 comparison 5.03%

23.32%

5.10%
7.71%
5.41%
5.79%
-0.98%

TECHNICAL PROCESSES

Books cataloged and processed
Withdrawn copies
Withdrawn Titles

THIS MONTH
638
54
168

YTD 3,905
2,489
1,783

YTD 2011
4,576
6,385
2,673

REFERENCE

tests proctored
computer help over 5 minutes

778
3
6

INTERNET

Pharos sessions ***

THIS MONTH
1,845

YTD 1,026

YTD 2011
12,066

Non-Pharos sessions

Volunteers

THIS MONTH
123
41

HOURS 360.25

YTD 410
186

MEETING ROOM

Total Mtg Rm Use

THIS MONTH
37

PEOPLE 1,045

YTD 339

PROGRAMS & TOURS

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

THIS MONTH
5
4
3
5
6
23
4

HOURS 225
139
46
432
51
893
110

YTD 23
27
26
23
23
125
38

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH
9

HRS YTD
67.75

HRS YTD 2011
44.5

MEETING ROOM

Total Mtg Rm Use

THIS MONTH
37

PEOPLE 1,045

YTD 339

PROGRAMS & TOURS

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

THIS MONTH
5
4
3
5
6
23
4

HOURS 225
139
46
432
51
893
110

YTD 23
27
26
23
23
125
38

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH
9

HRS YTD
67.75

HRS YTD 2011
44.5

MEETING ROOM

Total Mtg Rm Use

THIS MONTH
37

PEOPLE 1,045

YTD 339

PROGRAMS & TOURS

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

THIS MONTH
5
4
3
5
6
23
4

HOURS 225
139
46
432
51
893
110

YTD 23
27
26
23
23
125
38

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH
9

HRS YTD
67.75

HRS YTD 2011
44.5

August 8, 2012

Steve Anderson
903 3rd St.
Hudson, WI 54016

Dear Mr Anderson:

I am pleased that you will be leading a presentation, "The Nuts and Bolts of Book Collecting" for the Grand Rapids Area Library on August 2nd 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 \$200 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

August 1, 2012

City of Grand Rapids Library Board
Dennis Jerome, President
140 NE 2nd Street
Grand Rapids, MN 55744

Dear Members of the Library Board:

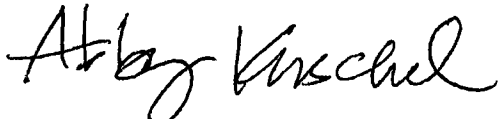
Please accept my resignation from the City of Grand Rapids Library Board due to my change of residence to Harris Township. Currently, I am serving a term that is limited to a City of Grand Rapids resident.

I have enjoyed my time on the Library Board, and would be happy to serve until a replacement is named which will allow the board to remain at full strength through the appointment process. In addition, when a township board position is available, I will definitely consider submitting my name for re-appointment to the Board.

The library is a tremendous asset to our community, and it has been a pleasure serving on the board.

Please feel free to contact me should you have any questions. I can be reached by phone, 326-5173 (home) or 259-1301 (mobile), or via email alkuschel@yahoo.com.

Sincerely,

A handwritten signature in cursive script that reads "Abby Kuschel". The signature is written in black ink and is positioned above the printed name.

Abby Kuschel

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.

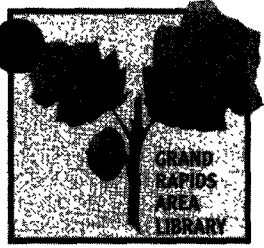
On Thursday, August 23, family movie night presented "Dr. Seuss's *The Lorax*." I don't know if it was because many people are Dr. Seuss fans, or it was just a boring Thursday night. But, in any case, we had 70 people in attendance! (The largest audience prior to this was 45!)

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.

August 8, 2012

Dr. Anton Treuer
112 American Indian Resource Center
Bemidji State University
1500 Birchmont Drive NE, Campus Box 21
Bemidji, MN 56601



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 Dr. Treuer:

I am pleased that you will be leading a presentation based on your book, *Everything You Wanted To Know About Indians...* for the Grand Rapids Area Library on Thursday, September 20 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.

The Library will pay you an honorarium of \$250 for your evening appearance and reimburse you for mileage at the IRS rate in effect at the time of the program. 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, Exp. Reimbursement form

These terms are acceptable:

Signature

9/6/12

Date

Approved for the Board of Directors:

Board President

8-8-12

Date

PERFORMANCE AGREEMENT

THIS PERFORMANCE AGREEMENT is made and entered into as of JULY 28, 2012 by and between the Grand Rapids Area Library and Four Shillings Short.

Date and Time of Program: FRIDAY: AUG 10, 2012 from 11:30 am to 12:30pm

Program Title/Theme: AROUND THE WORLD IN 30 INSTRUMENTS

Cost of Program: \$200.00

Targeted Audience Age: All Ages

Length of Performance/Presentation: 1 hour

Descriptin of Program *Around the World in 30 Instruments* is a multi-cultural educational concert presenting Traditional music from Ireland, Scotland, England, Medieval & Renaissance Europe, the Americas and India on 30 instruments including hammered dulcimer, mandolin, mandola, bouzouki, Medieval and Renaissance woodwinds, recorders, tinwhistles, banjo, North Indian Sitar, bowed Psaltery, the Charango from Bolivia, Bodhran, Doumbek, Spoons and vocals.

Requirements: We will need a table for CD's, 2 straight backed chairs without arms and some assistance loading in our instruments and equipment.

Thank you for booking Four Shillings Short and we look forward to playing at your library.

Christina Martin

Signature of Performer/Presenter

Telephone 650/274-1100

Address 1049 El Monte Ave, Suite C #303,
Mountain View CA, 94040

Email: fourshillingsshort@gmail.com

Tax ID or Social Security Number558-37-6437 (SSI for Christina Martin)

Date: 7/28/12