

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 11 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**
- 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. WonderWeavers program July 31 \$400**
 - 3. Approve Resolution 12-07 Accepting Donations**
 - a. Blandin Foundation \$10,000 for adult and children's programs**
- Regular agenda**
- 1. Budget 2013**
- 6:00 Adjourn.**

Grand Rapids Area Library Board
Regular Monthly Meeting
June 13, 2012

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

Members Absent: None

Library Director: Marcia Anderson,
Staff: Amy Dettmer and Tracy Kampa

The monthly board meeting was called to order at 5:02 pm by Dennis Jerome

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

Minutes: David Yankowiak moved to approve the minutes of the May board meeting; second by Jemma Baker. Motion passed unanimously.

Communications: Director Anderson updated the board regarding her meeting with the Grand Rapids City Council..

Financial Report:

Invoices due on or before 6/13/12

5 Star Pest Control	485.00
Ameripride Linen & Apparel	34.60
Arrowhead Library System	111.33
Baker & Taylor, Inc.	1,390.90
Blue Cross/Blue Shield MN	7,559.00
Busy Bees Cleaning	1,700.00
Cole Hardware	32.97
Computer Enterprises	131.99
Delta Dental of Minnesota	228.15
Fidelity Security Life Ins.	22.54
Frantz Graphic Service	6,975.00
Grand Rapids City Payroll	51,165.37
Bonnie Henriksen	49.09
ICTV	15.00
Junior Library Guild	56.00
Learning Opportunities	79.87
Lincoln Nat'l. Life	181.40
Minnesota Energy Resources	260.56
Minnesota Sales & Use Tax	45.84

Nextera Communications	97.90
Northern Business Products, Inc.	384.07
Paul Bunyan Communications	489.54
Personnel Dynamics	199.84
Pioneer Mutual Life Ins.	20.50
Pizza Works	14.99
P.U.C.	2,231.25
Rapids Plumbing & Heating	554.00
SIM Supply, Inc.	36.87
TDS Metrocom	-312.67
Verizon Wireless	114.78
Village Book Store	130.14
Waste Management	106.75
Xerox Corp.	22.92
Clearwater Hot Club	400.00

TOTAL \$ 75,015.49

Director Anderson explained that the library is awaiting county funding that will be due in late June or early July.

Motion was made to approve the financial report by Shannon Benolken, second by John Soll. Roll call vote was approved unanimously.

Staff Report: Director Anderson reported that the Library Foundation will hold an open house on June 20 regarding the energy project. She also noted that ICC engineering will have a wind turbine project to display.

Director Anderson also that the Early Literacy Children's programs with the Children's museum has been pushed back a couple of weeks and that she would like to hold an after-hours open house to help publicize the programs.

Director Anderson also updated the board on the children's Early Literacy Stations and that the graffiti had been removed from the energy building. She noted that she will apply for another Blandin Grant, that there is a possibility for a Civil War display and that the library used book sale was in the planning stages.

Tracy reported that that the meeting room moveable wall is deteriorating badly and questioned whether actually moving the wall was worth the cost and effort. She furnished data that indicated the cost was more than the revenue and offered a schedule for new room charges which would take effect January 1, 2013 and be sufficient to cover the room expenses. The room divider would not be utilized.

Motion was made by Max Peters and seconded by David Yankowiak to approve the rate schedule and discontinue use of the room divider. The motion was approved unanimously.

Amy reported that the Upper Bound student (intern) is doing a good job and is working out well. She also mentioned that a family has adopted a space to the west of the library and has volunteered to plant flowers and create a garden.

Director Anderson noted that around 550 children have signed up for summer programs.

Old Business: None to report

New Business: Consent Agenda

1. Approve the payment of late bills (none)
2. Approve Contracts
 - a. Becky Fjelland Davis, July 18, 2 writing programs, \$250
3. Approve resolution Accepting Donations
 - a. \$20 Lisa Borelli undesignated in honor of Lois Scanlon
 - b. \$100 Barb Sanderson undesignated in honor of Lois Scanlon
 - c. \$50 Suzette Bennet undesignated in honor of William Cromell
 - d. \$100 Barb Sanderson undesignated in honor of Ken Hickman
 - e. \$200 Splithand Township undesignatedNational Endowment material for Civil War discussion series includes 75 books and study guides

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

Regular Agenda: a question was raised regarding having benches available outside. After some discussion, no action was deemed necessary at this time.

There being no other business, the meeting was adjourned at 5:45 pm by Chair Dennis Jerome.

Respectfully submitted,

Jeff Wartchow

Board member *ABBY KUSCHIEL* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-6
A RESOLUTION ACCEPTING DONATIONS

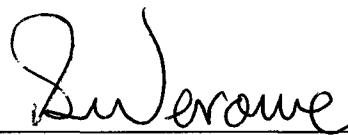
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

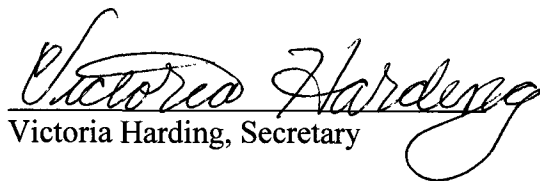
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$20	Lisa Borelli	undesignated in honor of Lois Scanlon
\$100	Barb Sanderson	undesignated in honor of Lois Scanlon
\$50	Suzette Bennett	undesignated in honor of William Cromell
\$100	Barb Sanderson	undesignated in honor of Ken Hickman
\$200	Splithand Township	undesignated
	National Endowment for the Humanities	Material for Civil War Discussion Series including 75 books and discussion guides

Adopted this 13th day of June 2012



Dennis Jerome, President



Victoria Harding, Secretary

Board member *Cheryl STEPHENS* seconded the foregoing resolution and the following voted in favor thereof: *DENNIS JEROME, CHERYL STEPHENS, MAX PETERS, ABBY KUSCHEL, VICKY HARDING, JOHN SOIL, JEMMA BAKER, DAVID YANKOWIAK, SHANNON BEWOLKE*

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 SIX MONTHS ENDING JUNE 30, 2012
With Comparative Totals for June 30, 2011

	2011 Actual	2012 Actual	2012 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	546,220	328,858	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	51,625	51,625	
Major Equipment Replacement	61,195	14,203	14,203	
TOTAL FUND BALANCE 1/1/XX	690,114	426,183	426,183	
Revenues:				
Taxes	-	-	524,716	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	10,501	10,292	11,182	92%
Fines & Forfeits	6,760	11,154	15,000	74%
Blandin Grant	379	-	-	0%
GR Library Foundation	5,040	5,030	-	0%
Miscellaneous	25,830	40,484	18,700	216%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	66,819	66,960	737,504	9%
Expenditures:				
Personnel	244,816	260,760	509,294	51%
Supplies/Materials	51,390	41,528	86,700	48%
Other Services/Charges	86,118	57,930	141,510	41%
Blandin Grant	2,071	-	-	0%
TOTAL EXPENDITURES	384,395	360,218	737,504	49%
Revenues > Expenditures	(317,576)	(293,258)	-	
Blandin Grant-Capital Grant	100,000	-	-	0%
Capital Outlay	153,220	27,437	-	0%
Fund Balance 6/30/XX				
Cash Flow	228,644	8,163	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 6/30/XX	\$ 372,538	\$ 105,488	\$ 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 JUNE 30, 2012

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 524,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	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	-	8,045	0%
211-00-34-00-7970	PHOTO COPIES	1,900	779	41%
211-00-34-00-7975	INTERNET	3,000	1,468	49%
211-00-35-00-1030	LIBRARY FINES	15,000	11,154	74%
211-00-37-00-2310	DONATIONS	2,500	9,294	372%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	270	27%
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	2,103	53%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	984	61%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	200	2%
	TOTAL REVENUE	702,598	66,960	10%
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	143,192	49%
211-00-75-10-1030	SALARY-PARTTIME	96,493	47,239	49%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	1,546	117%
211-00-75-10-1210	PERA	28,213	13,719	49%
211-00-75-10-1220	FICA	24,127	11,181	46%
211-00-75-10-1250	MEDICARE	5,643	2,615	46%
211-00-75-10-1310	HEALTH INSURANCE	56,045	37,976	68%
211-00-75-10-1330	LIFE INSURANCE	246	165	67%
211-00-75-10-1335	DENTAL INSURANCE	1,778	789	44%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,332	84%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,170	37%
211-00-75-20-2020	COPY SUPPLIES	1,000	330	33%
211-00-75-20-2030	PRINTING/BINDING	400	201	50%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,769	44%
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	16,739	42%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,293	70%
211-00-75-20-2130	NEWSPAPERS	1,200	315	26%
211-00-75-20-2140	PERIODICALS	7,500	526	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,426	48%
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	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	225	47%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	11,200	45%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	4,178	209%
211-00-75-30-3210	TELEPHONE	7,500	2,978	40%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	106	11%
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	13,929	35%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	542	45%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,394	44%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,375	84%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,267	22%
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	822	16%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	1,814	60%
211-00-75-30-4100	EQUIPMENT LEASES	900	424	47%
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	-	27,437	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	-	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	-	-	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	<u>737,504</u>	<u>387,656</u>	53%
	SURPLUS REVENUES(EXPENDITURES)	<u>\$ -</u>	<u>\$ (320,695)</u>	

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	226,398.32	226,398.32	0.00
211-00-00-00-1010	CASH	551,516.93	139,950.25	601,291.11	90,176.07
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	352.00	1,344.08
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	3,124.45	5,727.79	3,124.45
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	26,327.21	9,311.43
TOTAL		658,711.91	405,111.66	926,255.54	137,568.03
TOTAL ASSETS		658,711.91	405,111.66	926,255.54	137,568.03
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	583,451.22	581,008.46	16,751.68
211-00-00-00-2030	SALES TAX PAYABLE	0.00	191.55	214.99	23.44
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	790,983.29	581,223.45	22,769.12
TOTAL LIABILITIES		232,528.96	790,983.29	581,223.45	22,769.12
FUND EQUITY					

DATE: 01/05/2012
 TIME: 08:17:22
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	426,182.95	0.00	0.00	426,182.95
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	26,327.21	35,638.64	9,311.43
TOTAL		426,182.95	26,327.21	35,638.64	435,494.38
	FUND SURPLUS (DEFICIT)	0.00	320,695.47	0.00	(320,695.47)
TOTAL FUND EQUITY		426,182.95	347,022.68	35,638.64	114,798.91
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	1,138,005.97	616,862.09	137,568.03

LIBRARY BILL LIST - JULY 11, 2012

DATE: 07/05/2012
 TIME: 13:29:46
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2012

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0100825	AWE INC	2,891.00
0113100	AMAZON.COM	88.10
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0114200	ANDERSON GLASS	213.30
0118660	ARROWHEAD LIBRARY SYSTEM	50.54
0201428	BAKER & TAYLOR, INC	2,315.72
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	4,251.68
0315455	COLE HARDWARE INC	44.44
0409727	DIVERSE MEDIA INC	29.45
0522103	EVANS ELECTRIC INC	1,180.99
0701650	GARTNER REFRIGERATION CO	1,801.77
0920003	ITASCA AREA SCHOOLS	245.00
1021515	JUNIOR LIBRARY GUILD	63.00
1109660	DARLA KIRWIN	39.52
1205099	LEARNING OPPORTUNITIES INC	542.90
1309235	MN STATE HORTICULTURAL SOCIETY	34.00
1415377	NORTHERN BUSINESS PRODUCTS INC	271.00
1605665	PERSONNEL DYNAMICS, LLC	824.22
1609925	PIZZA WORKS	11.99
1621505	PUMPKIN BOOKS INC	123.26
1801610	RAPIDS PLUMBING & HEATING INC	97.00
1805150	RECORDED BOOKS	58.65
1900800	SVL SERVICE CORPORATION	320.90
1909450	SILVERTIP GRAPHICS SIGNS	3,450.00
1909510	SIM SUPPLY INC	355.18
2209450	THE VILLAGE BOOK STORE	43.16
2405650	XEROX CORPORATION	105.46
T000841	BECKY FJELLAND-DAVIS	250.00
	TOTAL	21,436.83

CHECKS ISSUED-PRIOR APPROVAL

PRIOR APPROVAL

0114217	MARCIA ANDERSON	221.98
0205640	LEAGUE OF MN CITIES INS TRUST	9,541.00
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	33,905.31
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	27.92
1309335	MINNESOTA SALES & USE TAX	32.28
1405850	NEXTERA COMMUNICATIONS LLC	97.38
1601750	PAUL BUNYAN COMMUNICATIONS	244.33
1609557	PIONEER MUTUAL LIFE INS CO	20.50

LIBRARY BILL LIST - JULY 11, 2012

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/11/2012

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,930.70
2205637	VERIZON WIRELESS	114.78
2209665	VISA	109.94
TOTAL PRIOR APPROVAL		47,719.58
TOTAL ALL DEPARTMENTS		69,156.41

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	0.00	0.00	524,716.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	0.00	0
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	0.00	0.00	524,716.00	0
TOTAL TAXES		0.00	524,716.00	0.00	0.00	524,716.00	0
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	8,045.00	0.00	(8,045.00)	100
211-00-34-00-7970	PHOTO COPIES	60.94	1,900.00	778.78	0.00	1,121.22	41
211-00-34-00-7975	INTERNET	185.55	3,000.00	1,468.41	0.00	1,531.59	49
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		246.49	4,900.00	10,292.19	0.00	(5,392.19)	210
TOTAL CHARGES FOR SERVICES		246.49	4,900.00	10,292.19	0.00	(5,392.19)	210
FINES & FOREFEITS							

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CITY OF GRAND RAPIDS
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	868.43	15,000.00	11,154.20	0.00	3,845.80	74
TOTAL		868.43	15,000.00	11,154.20	0.00	3,845.80	74
TOTAL FINES & FORFEITS		868.43	15,000.00	11,154.20	0.00	3,845.80	74
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,500.00	9,294.00	0.00	(6,794.00)	372
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	270.00	1,000.00	270.00	0.00	730.00	27
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	ENDORWMENT 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	159.00	4,000.00	2,102.75	0.00	1,897.25	53
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	194.33	1,600.00	983.92	0.00	616.08	61
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		623.33	18,700.00	45,513.90	0.00	(26,813.90)	243
TOTAL MISCELLANEOUS REVENUE		623.33	18,700.00	45,513.90	0.00	(26,813.90)	243
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:		1,738.25	737,504.00	66,960.29	0.00	670,543.71	9

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CITY OF GRAND RAPIDS
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	33,436.67	292,654.00	143,192.26	0.00	149,461.74	49
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	11,153.63	96,493.00	47,238.91	0.00	49,254.09	49
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	824.22	1,320.00	1,546.10	341.12	(567.22)	143
211-00-75-10-1210	PERA	3,166.58	28,213.00	13,719.27	0.00	14,493.73	49
211-00-75-10-1220	FICA	2,567.39	24,127.00	11,181.04	0.00	12,945.96	46
211-00-75-10-1250	MEDICARE	600.44	5,643.00	2,614.82	0.00	3,028.18	46
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	165.00	90.70	(9.70)	104
211-00-75-10-1335	DENTAL INSURANCE	131.53	1,778.00	789.18	0.00	988.82	44
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	5.22	0.00	(5.22)	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	2,332.07	0.00	442.93	84
TOTAL PERSONNEL		54,994.81	509,294.00	260,759.75	431.82	248,102.43	51
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	60.72	8,500.00	3,169.62	16.43	5,313.95	37
211-00-75-20-2020	COPY SUPPLIES	116.94	1,000.00	330.49	0.00	669.51	33
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	201.10	12.55	186.35	53
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	175.88	4,000.00	1,769.47	0.00	2,230.53	44
211-00-75-20-2070	COMPUTER INVENTORY	487.99	2,000.00	1,742.32	487.99	(230.31)	112
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	3,895.68	6,000.00	6,786.68	6,786.68	(7,573.36)	226
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	147.97	2,000.00	970.70	0.00	1,029.30	49
211-00-75-20-2110	BOOKS	3,176.14	40,000.00	16,739.34	1,406.48	21,854.18	45

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	127.62	9,000.00	6,293.15	88.10	2,618.75	71
211-00-75-20-2130	NEWSPAPERS	0.00	1,200.00	315.00	0.00	885.00	26
211-00-75-20-2140	PERIODICALS	34.00	7,500.00	525.95	0.00	6,974.05	7
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	355.18	3,000.00	1,425.57	318.31	1,256.12	58
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		8,578.12	86,700.00	41,529.01	9,116.54	36,054.45	58
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	0.00	0.00	800.00	0
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	224.90	17.30	237.80	50
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	11,200.00	0.00	13,800.00	45
211-00-75-30-3100	OTHER CONTRACTED SERVICES	(73.01)	2,000.00	4,177.97	0.00	(2,177.97)	209
211-00-75-30-3210	TELEPHONE	342.15	7,500.00	2,977.57	0.00	4,522.43	40
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	106.48	21.56	871.96	13
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	112.19	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	13,929.43	0.00	26,000.57	35
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,200.00	541.86	0.00	658.14	45
211-00-75-30-3860	HEAT-NATURAL GAS	27.92	10,000.00	4,394.22	0.00	5,605.78	44
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,675.00	4,000.00	3,374.64	0.00	625.36	84
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,246.32	15,000.00	3,267.48	97.00	11,635.52	22
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	0.00	5,000.00	821.68	0.00	4,178.32	16

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	126.77	3,000.00	1,813.80	320.90	865.30	71
211-00-75-30-4100	EQUIPMENT LEASES	166.26	900.00	424.20	0.00	475.80	47
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		5,358.20	141,510.00	57,929.96	1,395.76	82,184.28	42
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	44.44	0.00	27,437.04	30.68	(27,467.72)	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		44.44	0.00	27,437.04	30.68	(27,467.72)	100
TOTAL GENERAL ADMINISTRATION		68,975.57	737,504.00	387,655.76	10,974.80	338,873.44	54
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	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN 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		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		68,975.57	737,504.00	387,655.76	10,974.80	338,873.44	54
TOTAL FUND REVENUES		1,738.25	737,504.00	66,960.29	0.00	670,543.71	9
TOTAL FUND EXPENSES		68,975.57	737,504.00	387,655.76	10,974.80	338,873.44	54
FUND SURPLUS (DEFICIT)		(67,237.32)	0.00	(320,695.47)			
TOTAL ALL FUND REVENUES		1,738.25	737,504.00	66,960.29	0.00	670,543.71	9
TOTAL ALL FUND EXPENSES		68,975.57	737,504.00	387,655.76	10,974.80	338,873.44	54
ALL FUND SURPLUS (DEFICIT)		(67,237.32)	0.00	(320,695.47)			

Director's Report

July 11, 2012

Energy Project

The Library Foundation open house on June 20th from 4-6 pm for the Energy Center was successful, with quite a few people touring the building.

Early literacy learning center (MN Children's museum)

Installation has been rescheduled for the last week of July.

Blandin Foundation Grant:

We Received notification on June 27 that we have been awarded \$10,000 for programming for children and adults. It will be on the July 9th Council agenda for acceptance. The grant period is roughly July – July.

Budget:

The draft budget was submitted on June 27 after meeting with the budget committee. The City Finance Office will put all department budgets together and then review with Council during meetings throughout the remainder of the summer. The Council will adopt a draft budget in September.

Compensation Study

Springsted conducted a detailed study of compensation levels for all city staff. The results were just presented to the Council on June 25.

Results indicate that most city staff are on the low end for market rate salary scales, but on the high end for paid time off and health insurance benefits. Recommendation for immediate action to bring a short list of employees up to the minimum of the market rate pay scale immediately, and discussions about other increases will take place later. The later discussion will include balancing pay, time off, and other benefits. There are 4 library employees on the short list recommended for immediate action: John Nalan, Mary Saxton, Amy Dettmer and me. Recommended increases to bring the base pay rates up to scale range from about 90/year to 1500/year per employee. Total addition to our budget will be about 1500 this year and 3000-3500 next year.

Storm

The Library survived the major windstorm on July 2nd unscathed. We lost one Mountain ash tree on the hillside and a few willow branches along the river. There was a minor amount of water blowing in around the edges of windows and skylights in some places.

Book Sale

Preparations continue. Books are coming in, being sorted and then hauled up to the Mall. Volunteers are also being recruited to help with setting up the sale, working the sale, and packing up.

Possible additional new children's game computers

The back story is long, and if you want to hear it just ask Tracy, but here is the outcome: IBM may be donating a few "Young Explorer" computers to our library, because Itasca County is one of the 4 main focus areas for the Race to the Top Federal money. These are similar (but not as nice) as our new games computers. <http://www.littletikes.com/kids-toys/young-explorer> These units come with plastic desks and benches, which we will not use if we do get them.

Sidewalk Poetry

The poetry project was a success! We had 22 people for Joyce Sutphen's workshop, 16 people submitting 31 entries for the poetry contest (the display was moved from sidewalks to one of the empty rooms in Central School because of the rain) There were 30-50 people at each of the poetry readings that took place.

Potential Collaboration

I just spoke with someone who is working with McRostie Art Center to put together an exhibit of photographs of the Mississippi River next March or April. They may put a few of the photographs on display here for a while. We were looking at the few walls that we do have that are suitable for displaying artwork.

Agenda Items

Budget: - adopt draft budget. Please review and let me know ASAP if you see problems.

I will be gone:

July 11-16. I will most likely not be here for the July board meeting, but Amy will be. I will most likely not be within cell phone range for most of that time. (Destination is Voyageur's National Park with kayaks)

Advocacy workshop

The workshop sponsored by the Minnesota Association of Library Friends will probably be very useful if you have a chance to attend.

The Minnesota Association of Library Friends is pleased to present "Drafting the Blueprint: Strengthening Relationships Between Library Friends and the Community" a workshop series designed to help all in the library community (friends, advocates, staff and supporters) develop the tools they need to better support the library.

COST: \$10 (includes lunch) Deadline July 13

REGISTRATION: Open to all members of the community. [Register Here](#)

The workshop will be presented by Brenda Hough, nationally recognized library consultant and trainer, and Diana Weaver, Director of the Basehor (Kansas) Community Library. Each of the five workshops across the state will help participants draft a plan to better support their library in through the development of strong relationships in the community.

For more information check the [MALF blog](#)

Assistant Director Report July 2012

Teens

Teen Advisory Board Meeting June 26, 2012

Members present:

Elizabeth T., Jonas T., Nikki M., Paige C., Jennifer H.

There was a discussion about summer reading.

The Friends of the Library asked if the teens would help design a new pin for the Friends. Members spent time coming up with designs.

Teen summer reading is in full swing. ICTV staff did a film workshop for teens on June 11. Teens used Flip cameras and laptops and learned about camera shots and Moviemaker software. Teens can read books and fill out a review form which can be entered into the Friday drawing. Each Friday until July 20th three names are pulled out to win prizes.

For three weeks in June we had an Upward Bound student, Jennifer Hoffman. She performed a variety of tasks. She requested travel information from 50 states via the Internet, shelved young adult, adult, and children's materials, added program committee, teen advisory board and library board data to a Microsoft Access database, participated in a teen film program, and spent time at the circulation desk which included checking in materials, routing items to lending libraries and helping to desensitize materials. She did a nice job while she was here.

Staff

I attended a formal dinner at ICC for the Upward Bound program. The job shadowing partners for the program were invited to dinner to thank us for our service to the program. The younger Upward Bound students served the dinner while the older students sat with the adults at the tables. It was a very nice evening.

Operations

The lobby display case is filled with pictures and information about Tall Timber Days. The display will be in the case during the month of July.

In July Jon Maturi will be starting his discussion series about the Civil War. We filled a table with the 3 books that are being used for the series: *March* by Geraldine Brooks, *America's War* by Ayers, and *Antietam* by McPherson. We received multiple copies of the books and patrons can check them out. There are also discussion guides available for patrons to take.

CIRCULATION
Check-outs
Renewals
Total Circulation
Returns
New cards

THIS MONTH	YTD	Y. -011	Express Check outs % of total c/o
16,548	83,380	78,898	5.68%
1,751	10,534	10,069	4.62%
18,299	93,914	88,967	5.56%
15,972	91,325	86,428	5.67%
191	777	788	-1.40%

TECHNICAL PROCESSES
Books cataloged and processed
Withdrawn copies
Withdrawn Titles

THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
564	3,267	3,970	12511	-3.10%
186	2,435	4,628		
175	1,615	2,217		

REFERENCE
tests proctored
computer help over 5 minutes
INTERNET
Pharos sessions ***

THIS MONTH	YTD	YTD 2011	YTD HOURS	2011 YTD SESSIONS	2011 YTD HOURS
808	4,767	4,318	6,060	10,186	6,342
3	48	84			
3	15	111			

Non-Pharos sessions
VOLUNTEERS

PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2011 YTD HOURS
81	287	287	998.25	361
		145		996.75

MEETING ROOM
Total Mtg Rm Use

GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2011 YTD GROUPS	2011 YTD PEOPLE
40	1,164	302	6,005	189	3,970

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

HRS THIS MONTH	HRS YTD	HRS YTD 2011
10.5	58.75	37.5

BOOKINGS & ARRANGEMENTS
TOTALS

YTD	YTD PEOPLE	YTD HOURS	2011 YTD HOURS	2011 YTD PEOPLE	2011 YTD HOURS
809	32	742	3	49	1,259
540	20	1,028	42	9	99
2,756	106	474	3,369	106	2,756
575	23	506	506	23	575

Children's Library Summary

June 2012

We are well into our summer activities and things are really hopping in the Children's Library. To date, there are 702 boys and girls signed up for summer reading and at least 100 who have returned their completed reading logs and claimed their free books!

Beginning June 2, Missy Gray is presenting Summer Saturday Story Time at 10:30 am most Saturdays this summer. Missy shares themed stories, songs, fingerplays and a simple craft, as well as a small snack. Beginning June 11, Darla is presenting Summer Monday Book Time at 10:30 am most Mondays through August 20. The format for Mondays is very similar to that of Saturday. These groups average 25 – 35 boys and girls each week. Just a side note: while Missy has a teacher's assistant who helps her plan and carry out each theme, I have a very capable volunteer, Dion, assisting me.

On Monday, June 4, Climb Theatre presented "The Tortoise and Hare." Climb Theatre, from Minneapolis, presents programs that help children develop self-esteem, cope with bullying, and celebrate our differences. This program was made possible by the Legacy Fund. Seventy-one children and adults attended this excellent interactive program.

While Tracy entertained 12 boys and girls from Hill City ECFE on Thursday, June 7, I traveled to Park Rapids for a "Spotlight on Books" planning meeting. Spotlight is an annual conference for adults focused on youth literature which is held at Ruttger's Sugar Lake Lodge each spring.

Wednesday, June 13, saw 16 young chefs each frosting and decorating their own "pillow to dream on" cake, led by library staff member, Michelle Johnson, and her husband, Curtis. This is a very popular annual event, with waiting lists long enough to fill at least two more sessions!

On Tuesday, June 26, we gathered at the KAXE/Rotary tent to enjoy the awesome antics of physical comic, Kenny Ahern. His humor and ability to draw in all audience members, no matter their age, made him a huge hit with the 80+ people in attendance. (It's difficult to get a really accurate head count at an outdoor event.) This was one of two Kids' Stuff programs provided by the Arrowhead Library System each summer.

Family movie night, June 28 at 6:00 pm featured *Journey 2: The Mysterious Island*. 28 people attended, bringing a wide variety of snacks to enjoy.

Looking ahead:

- 7/2/12: Deer River native, author Julia Maki, talks about her book *My Mom Hunts Submarines*.
- 7/12/12: Sam Miltich and Friends perform in the KAXE/Rotary Tent
- 7/17/12: Magician Star Michaelina will be here – our second Kids' Stuff program.
- 7/24/12: Lori Kangas-Olson (Mad Scientist) presents fun science activities
- 7/26/12: Family Movie Night: *Big Miracle*
- 7/28/12: Summer Reading Program ends
- 7/31/12: The WonderWeavers storytellers entertain

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2009-2011 EXPENDITURES, 2012 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2013
AND 2014 BUDGETS**

	<u>2009 ACTUAL</u>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>2012 BUDGET</u>	<u>YTD ACTUAL 5/31/2012</u>	<u>PROPOSED 2013 BUDGET</u>	<u>PROPOSED 2014 BUDGET</u>
REVENUES							
TAXES							
Current	\$ 476,847	\$ 414,157	\$ 419,068	\$ 524,716			
Delinquent	4,472	7,166	3,459				
Annexation	0		-				
Fiscal Disparities	18,950	32,011	51,061				
TOTAL TAXES	<u>500,269</u>	<u>453,334</u>	<u>473,588</u>	<u>524,716</u>	-	<u>564,716</u>	-
INTERGOVERNMENTAL							
Market Value Homestead Credit	34,117	10,067	9,417				
Supplemental Aid	41,477	38,008	37,378				
State of Minnesota			200,000				
Library Contracts	146,294	144,623	135,333	133,000		133,000	
Total Intergovernmental	<u>221,887</u>	<u>192,697</u>	<u>382,127</u>	<u>133,000</u>	-	<u>133,000</u>	-
CHARGES FOR SERVICES							
ALS Cross-overs	6,282	8,045	8,045	6,282	8,045	6,282	
Photo-copies	2,021	2,356	1,863	1,900	718	1,900	
Internet	3,132	3,244	3,382	3,000	1,283	3,000	
Fax Machine Use	492	269	2	-	-		
TOTAL Charges for Services	<u>11,926</u>	<u>13,914</u>	<u>13,292</u>	<u>11,182</u>	<u>10,046</u>	<u>11,182</u>	-
Fines and Forfeits							
Library Fines	15,409	14,970	14,303	15,000	10,286	15,000	
Total Fines and Forfeits	<u>15,409</u>	<u>14,970</u>	<u>14,303</u>	<u>15,000</u>	<u>10,286</u>	<u>15,000</u>	-
Miscellaneous Revenue							
Donations	3,700	3,625	2,983	2,500	9,294	2,500	
Memorial Books	601	1,613	120	1,000	35	1,000	
Donations-Library Programs	-	278	873	200		200	
Endowment Fund Income	3,464	3,048	134	1,400	1,348	1,400	
Grand Rapids Lib Foundation	1,709	6,675	7,400	-	5,030	-	
Meeting Room Receipts	4,834	3,310	4,024	4,000	1,944	3,500	
Blandin Grants	1,970	9,971	100,379	-	-	-	
Miscellaneous	1,757	2,534	1,905	1,600	790	1,800	
MIRC	-	-	23,823	-			
Natural Gas Rebate	-	-	-	-	26,250	-	
Investment Income	10,580	6,548	6,206	8,000	200	8,000	
Total Miscellaneous Revenue	<u>28,615</u>	<u>37,602</u>	<u>147,848</u>	<u>18,700</u>	<u>44,891</u>	<u>18,400</u>	-
Other Sources							
Operating Transfer - In	1,085		68,309				
Fund Balance Usage	-	36,966		34,906	-		
Total Revenues	<u>779,191</u>	<u>749,483</u>	<u>1,099,467</u>	<u>737,504</u>	<u>65,222</u>	<u>742,298</u>	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2009-2011 EXPENDITURES, 2012 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2013
AND 2014 BUDGETS**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	YTD ACTUAL 5/31/2012	PROPOSED 2013 BUDGET	PROPOSED 2014 BUDGET
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	269,553	280,256	291,040	292,654	109,756	298,681	
Salary-Full time overtime	-	-	-	-	-	-	
Salary-Part Time	70,447	83,350	95,283	96,493	36,085	100,501	
Salary-Part time overtime	-	-	-	-	-	-	
Contracted Services	27,239	11,788	5,155	1,320	722	1,320	
PERA	22,948	25,446	28,008	28,213	10,553	28,709	
FICA	20,029	21,431	22,794	24,127	8,614	24,551	
Medicare	4,684	5,012	5,331	5,643	2,014	5,742	
Health Insurance	56,011	58,644	57,503	56,045	34,890	57,430	
Life Insurance	862	168	282	246	138	246	
Dental Insurance	1,098	1,353	1,413	1,778	662	1,778	
Unemployment	-	-	-	-	-	-	
Worker's Comp	2,117	2,050	2,757	2,775	2,332	3,000	
Total Personnel	474,988	489,499	509,567	509,294	205,765	521,959	-
Supplies and materials							
Office Supplies	7,565	9,848	7,592	8,500	3,092	8,000	
Copy supplies	808	895	756	1,000	214	1,000	
Printing/binding	135	823	570	400	189	400	
Bindings	-	-	-	200	-	200	
Computer supplies	4,350	4,226	4,032	4,000	1,594	4,000	
Computer Inventory	2,054	1,595	10,737	2,000	1,254	2,000	
Assets between 700 and 4999	5,687	7,108	18,520	6,000	-	10,000	
Inventorial supplies Equip<700	-	-	110	1,000	908	1,000	
Volunteer Prgm Supplies & Mat	165	185	481	250	330	350	
Operating Supplies	971	1,519	2,394	2,000	823	2,000	
Books	46,326	46,049	47,290	40,000	13,563	38,000	
Audio/Visual	9,936	10,908	10,158	9,000	6,056	9,000	
Newspapers	1,153	1,787	1,565	1,200	315	1,000	
Periodicals	7,629	7,510	7,289	7,500	492	7,000	
Maintenance tools/supplies	3,238	4,071	2,869	3,000	1,070	3,000	
Other supplies/Materials	272	-	-	350	22	350	
Equipment/Parts	-	-	-	300	-	300	
Volunteer Coordinator Materials	-	-	-	-	-	-	
Total supplies and materials	90,289	96,523	114,363	86,700	29,921	87,600	-
Services and Charges							
Professional Services	-	-	-	100	-	100	
Accounting Services	833	586	586	800	-	800	
Legal	65	-	1,203	500	-	500	
Laundry	520	382	431	480	190	480	
Janitorial Services	27,585	28,983	28,701	25,000	9,500	20,400	
Other Contracted Services	6,078	5,881	7,966	2,000	4,006	4,000	
Telephone	6,342	6,859	7,796	7,500	2,635	7,500	
Postage/Freight	1,269	826	1,420	1,000	85	500	
Seminar/Meetings/School	2,388	584	1,380	500	110	500	
Staff Training	438	-	128	500	-	500	
Community Ed/Promotion	25	68	75	300	-	300	
Professional Service-Collections	1,073	486	565	500	240	1,000	
Auto Mileage/travel	-	-	61	150	-	150	
Publishing and Advertising	1,454	669	377	1,000	25	500	
General Insurance	8,133	7,251	6,398	11,000	-	8,000	

**CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY
 ACTUAL 2009-2011 EXPENDITURES, 2012 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2013
 AND 2014 BUDGETS**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	YTD ACTUAL 5/31/2012	PROPOSED 2013 BUDGET	PROPOSED 2014 BUDGET
Electricity	38,521	41,427	39,169	39,930	10,999	39,930	
Garbage Removal	1,728	1,064	1,298	1,200	542	1,300	
Heat-Natural Gas	17,286	12,985	13,102	10,000	4,366	8,000	
Maintenance Contracts	3,032	2,971	3,246	4,000	1,700	4,000	
Building Maintenance/Repairs	33,270	15,982	10,989	15,000	1,924	15,000	
Grounds maintenance	1,045	2,965	672	1,000	100	1,000	
Computer Maintenance/Repairs	6,406	11,217	15,394	10,000	548	10,000	
On-line Services	4,568	1,960	1,960	5,000	822	4,000	
General Equip Maint/Repair	8,771	9,446	3,254	3,000	1,366	3,000	
Equipment Leases	783	816	837	900	258	900	
Miscellaneous	33	30	-	50	-	50	
Dues & Subscriptions	-	-	30	-	-	500	
Interlibrary Loan Charges	58	52	25	100	-	100	
Facility Maintenance	-	-	-	-	-	-	
Big Read Grant	-	-	-	-	-	-	
Total Other Services	171,702	153,490	147,062	141,510	39,416	133,010	
Capital Outlay							
Equipment/Mach/Furn/Fixture	18,914	-	40,262	-	23,943	-	-
Building/Bldg Improvements			549,524				
Total Capital Outlay	18,914	-	589,786	-	23,943	-	-
_ANDIN GRANT							
Blandin Grant Prgm Development				-		-	-
Blandin Grant Contract Services				-		-	-
Blandin Grant Materials							
Blandin Grant Youth Programs	188	5,712	400	-			
Blandin Grant Adult Programs	511	3,909	2,221	-			
Small Blandin Grant	1,270	350	-	-			
Total Blandin Grant	1,970	9,971	-	-		-	-
GRAND TOTAL	757,864	749,483	1,363,398	737,504	299,044	742,569	-
REVENUE/(EXPENDITURES)	\$ 21,328	\$ (0)	\$ (263,931)	\$ -	\$ (233,822)	\$ (271)	\$ -

Children's Library Summary
July 2012

Our summer reading program has ended, and what a summer we had! We had 752 boys and girls, ages 2.5 weeks up to 14 years sign up to keep track of the time they spent reading, or were read to. This is a new record for us. Of that number, 393 have returned their completed reading log and received a new free book to keep. (That works out to about 52%! Another record!) The broad selection of prize books is made possible mostly by the generosity of the Friends of the Library, supplemented by some donations. We are very grateful for our Friends.

We had great attendance at storytimes and all the other events held in the Children's Library in July. Julia Maki, originally from Deer River, was here on July 2 to share her new book, *My Mom Hunts Submarines*, and spoke to a group of 61 parents and children.

Sam Miltich and Friends performed in the KAXE/Rotary Tent on Thursday, July 12 to a very diverse audience of 103. Cub Foods provided dreamsicles to go along with our summer reading theme: Dream Big – READ! This program was made possible by a program grant from the Blandin Foundation.

On July 17, Magician Star Michaelina presented her entertaining show to 183 audience members. Her appearance was part of the Arrowhead Library System's Kids' Stuff program.

On July 24, the Mad, Mad Scientist, Lori Kangas-Olson presented several fun and original science activities to a crowd of 65! Her program was underwritten by the Friends of the Library.

We wrapped up the month with the WonderWeavers, a very talented storytelling duo from Eden Prairie on July 31. They entertained a lively crowd of 61. This program was also made possible by a Blandin Foundation program grant.

Family movie night, featuring "Big Miracle" drew a small audience of 20.

Looking ahead:

- Monday Book Time and Saturday Story Time continue at 10:30 am for 3 more weeks.
- The musical duo "Four Shillings Short" will perform in the KAXE/Rotary Tent on Friday August 10 at 11:30 am, presenting *Around the World in 30 Instruments*.
- Tracy Kampa will present three Fun Family Fridays at 10:30 am, building on our summer reading theme.
- Family movie night on August 23, will feature "Dr. Seuss' The Lorax."

ALPHA LIBRARY BILL LIST - JULY 11, 2012

DATE: 07/05/2012
 TIME: 13:32:28
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100825	AWE INC	0.00	2,891.00
0113100	AMAZON.COM	176.57	88.10
0113233	AMERIPRIDE LINEN & APPAREL	2,218.77	34.60
0114200	ANDERSON GLASS	14,924.74	213.30
0114217	MARCIA ANDERSON	323.11	221.98
0118660	ARROWHEAD LIBRARY SYSTEM	603.11	50.54
0201428	BAKER & TAYLOR, INC	11,523.89	2,315.72
0205640	LEAGUE OF MN CITIES INS TRUST	350,570.00	9,541.00
0221700	BUSY BEES QUALITY CLEANING	5,100.00	1,700.00
0300200	CDW GOVERNMENT INC	17,890.78	4,251.68
0315455	COLE HARDWARE INC	6,001.31	44.44
0405447	DELTA DENTAL OF MINNESOTA	13,069.95	228.15
0409727	DIVERSE MEDIA INC	111.71	29.45
0522103	EVANS ELECTRIC INC	920.27	1,180.99
0605191	FIDELITY SECURITY LIFE INS CO	301.28	11.27
0701650	GARTNER REFRIGERATION CO	4,840.92	1,801.77
0718015	GRAND RAPIDS CITY PAYROLL	2,615,117.31	33,905.31
0920003	ITASCA AREA SCHOOLS	1,530.00	245.00
1021515	JUNIOR LIBRARY GUILD	594.00	63.00
1109660	DARLA KIRWIN	152.75	39.52
1205099	LEARNING OPPORTUNITIES INC	2,462.94	542.90
1209516	LINCOLN NATIONAL LIFE	5,512.50	90.70
1309199	MINNESOTA ENERGY RESOURCES	53,487.67	27.92
1309235	MN STATE HORTICULTURAL SOCIETY	0.00	34.00
1309335	MINNESOTA SALES & USE TAX	33,640.99	32.28
1405850	NEXTERA COMMUNICATIONS LLC	2,147.08	97.38
1415377	NORTHERN BUSINESS PRODUCTS INC	9,139.83	271.00
1601750	PAUL BUNYAN COMMUNICATIONS	2,990.95	244.33
1605665	PERSONNEL DYNAMICS, LLC	6,892.74	824.22
1609557	PIONEER MUTUAL LIFE INS CO	1,536.06	20.50
1609730	PITNEY BOWES	286.68	143.34
1609925	PIZZA WORKS	85.94	11.99
1621130	P.U.C.	111,782.39	2,930.70
1621505	PUMPKIN BOOKS INC	0.00	123.26
1801610	RAPIDS PLUMBING & HEATING INC	11,851.55	97.00
1805150	RECORDED BOOKS	3,873.15	58.65
1900800	SVL SERVICE CORPORATION	0.00	320.90
1909450	SILVERTIP GRAPHICS SIGNS	488.25	3,450.00
1909510	SIM SUPPLY INC	8,118.89	355.18
2205637	VERIZON WIRELESS	15,499.94	114.78
2209450	THE VILLAGE BOOK STORE	830.89	43.16
2209665	VISA	25,042.92	109.94
2405650	XEROX CORPORATION	489.65	105.46
T000841	BECKY FJELLAND-DAVIS	0.00	250.00

TOTAL ALL VENDORS: 69,156.41

DETAILED LIBRARY BILL LIST - JULY 11, 2012

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

DATE: 07/05/12
 TIME: 13:33:32
 ID: AP441000.WOW

INVOICES DUE ON/BEFORE 07/11/2012

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100	AMAZON.COM							
10354503438426600-L	06/14/12	01	8 BOOKS	211-00-75-20-2110		00104104	07/11/12	59.75
		03	4 BOOKS	211-00-75-20-2110		00104104		28.35
						INVOICE TOTAL:		88.10
						VENDOR TOTAL:		88.10
0113233	AMERIPRIDE LINEN & APPAREL							
3500331119-L	06/12/12	01	2-3X10 MATS/CUST#41-513	211-00-75-30-3070		00104101	07/11/12	5.40
		02	2-5X12 MATS	211-00-75-30-3070		00104101		11.90
						INVOICE TOTAL:		17.30
3500335522-L	06/26/12	01	2-3X10 MAT	211-00-75-30-3070		00104159	07/11/12	5.40
		02	2-5X12 MAT/CUST#41-513	211-00-75-30-3070		00104159		11.90
						INVOICE TOTAL:		17.30
						VENDOR TOTAL:		34.60
0114200	ANDERSON GLASS							
1035791-L	06/26/12	01	REPLACE EXT HANDICAP BUTTON	211-00-75-30-4010		00104151	07/11/12	213.30
						INVOICE TOTAL:		213.30
						VENDOR TOTAL:		213.30
0114217	MARCIA ANDERSON							
L	06/11/12	01	REIMB LODGING ALEX MIRC CONF	999-99-00-00-1000		00000000	07/11/12	109.79
		02	REIMB LIBR DIR MTG LODGING	999-99-00-00-1000		00000000		92.19
						INVOICE TOTAL:		109.79
						VENDOR TOTAL:		92.19

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0114217	06/11/12	03	REIMB LIBR DIR MTG MEALS	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	20.00
						INVOICE TOTAL:		221.98
						VENDOR TOTAL:		221.98
0118660	05/31/12	01	OVERDUE POSTAGE/MAY	211-00-75-30-3220 POSTAGE/FREIGHT		00104100	07/11/12	21.56
12847-L		02	OVERDUE MAILERS/MAY	211-00-75-20-2010 OFFICE SUPPLIES		00104100		16.43
		03	SUMMER READING SHEETS	211-00-75-20-2030 PRINTING/BINDING		00104100		12.55
						INVOICE TOTAL:		50.54
						VENDOR TOTAL:		50.54
0100825	05/30/12	01	EARLY LITERACY STATION	211-00-75-20-2075 ASSETS BETWEEN \$700-\$4999		00104098	07/11/12	2,841.00
GRAL12001-1-L		02	SHIPPING/CUST#GRAL	211-00-75-20-2075 ASSETS BETWEEN \$700-\$4999		00104098		50.00
						INVOICE TOTAL:		2,891.00
						VENDOR TOTAL:		2,891.00
0201428	06/04/12	01	9 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104105	07/11/12	116.40
2027081000-L		01	6 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104105	07/11/12	87.27
						INVOICE TOTAL:		116.40
						VENDOR TOTAL:		87.27
						INVOICE TOTAL:		87.27

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0201428	BAKER & TAYLOR, INC								
2027097991-L		06/08/12	01 4	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	58.66
					BOOKS		INVOICE TOTAL:		58.66
2027111488-L		06/14/12	01 2	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	23.24
					BOOKS		INVOICE TOTAL:		23.24
2027117080-L		06/14/12	01 40	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	278.75
					BOOKS		INVOICE TOTAL:		278.75
2027117830-L		06/15/12	01 20	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	289.57
					BOOKS		INVOICE TOTAL:		289.57
2027120731-L		06/19/12	01 16	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	106.09
					BOOKS		INVOICE TOTAL:		106.09
2027128806-L		06/19/12	01 10	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	83.68
					BOOKS		INVOICE TOTAL:		83.68
2027130840-L		06/19/12	09 24	BOOKS/CUST#209977	211-00-75-20-2110		00104105	07/11/12	231.56
					BOOKS		INVOICE TOTAL:		231.56
2027139675-L		06/25/12	01 6	BOOKS/CUST#209977	211-00-75-20-2110		00104212	07/11/12	44.94
					BOOKS		INVOICE TOTAL:		44.94
2027148162-L		06/25/12	01 12	BOOKS/CUST#209977	211-00-75-20-2110		00104169	07/11/12	173.82
					BOOKS		INVOICE TOTAL:		173.82

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0201428	BAKER & TAYLOR, INC							
2027148167-L	06/27/12	01	9 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104212	07/11/12	100.08
						INVOICE TOTAL:		100.08
2027148218-L	06/27/12	01	26 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104212	07/11/12	370.41
						INVOICE TOTAL:		370.41
2027148224-L	06/25/12	01	19 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104169	07/11/12	294.48
						INVOICE TOTAL:		294.48
2027150277-L	06/26/12	01	7 BOOKS/CUST#209977	211-00-75-20-2110 BOOKS		00104212	07/11/12	56.77
						INVOICE TOTAL:		56.77
						VENDOR TOTAL:		2,315.72
0205640	LEAGUE OF MN CITIES INS TRUST							
L	06/18/12	01	LIBR 2012 GEN LIAB INS PREMIUM	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	9,541.00
						INVOICE TOTAL:		9,541.00
						VENDOR TOTAL:		9,541.00
0221700	BUSY BEES QUALITY CLEANING							
3226-L	06/20/12	01	JANITORIAL/JUNE	211-00-75-30-3090 JANITORIAL SERVICES		00104155	07/11/12	1,700.00
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00
0300200	CDW GOVERNMENT INC							
L500650-L	06/05/12	01	CISCO DIRECT WS-C2960G-48TC L	211-00-75-20-2075 ASSETS BETWEEN \$700-\$4999		00103751	07/11/12	3,895.68
						INVOICE TOTAL:		3,895.68

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0300200			CDW GOVERNMENT INC					
L629166-L	06/08/12	02	CISCO SMARTNET 8X5XNBD	211-00-75-20-2070 COMPUTER INVENTORY		00103751	07/11/12	356.00
						INVOICE TOTAL:		356.00
						VENDOR TOTAL:		4,251.68
0315455			COLE HARDWARE INC					
1860426-L	06/19/12	01	BRASS NIPPLE/SOLAR	211-00-75-50-5500		00104091	07/11/12	5.19
		02	BRASS ELBOW/SOLAR	2009-11B EQPT/MACH/FURN/FI		00104091		3.70
		03	HOSE WASHER/SOLAR	211-00-75-50-5500		00104091		0.16
		04	HOSE ADAPT/SOLAR/GRPUBLIB	2009-11B EQPT/MACH/FURN/FI		00104091		3.97
		05	BRASS BUSHING/SOLAR	211-00-75-50-5500		00104091		2.59
		06	BRASS NIPPLE/SOLAR	2009-11B EQPT/MACH/FURN/FI		00104091		3.59
						INVOICE TOTAL:		19.20
1860562-L	06/19/12	01	DUCT TAPE/SOLAR/GRPUBLIB	211-00-75-50-5500		00104091	07/11/12	6.49
		02	HOSE REPAIR MALE/SOLAR	2009-11B EQPT/MACH/FURN/FI		00104091		4.99
						INVOICE TOTAL:		11.48
1861797-L	06/25/12	01	GARDEN HOSE ADAPTOR SOLAR	211-00-75-50-5500		00104167	07/11/12	2.99
						INVOICE TOTAL:		2.99
1861799-L	06/25/12	01	DBL MALE ADAPTER SOLAR	211-00-75-50-5500		00104167	07/11/12	5.99
						INVOICE TOTAL:		5.99

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0605191	07/02/12	01	LIBR JUL VISION INS PREMIUM	999-99-00-00-1000		00000000	07/11/12	11.27
			HOLDING ACCOUNT					
			INVOICE TOTAL:					11.27
			VENDOR TOTAL:					11.27
T000841	07/18/12	01	HONORARIUM PROGRAM 07/18/12	211-00-75-30-3100		00104168	07/11/12	250.00
			OTHER CONTRACTED SERVICES					
			INVOICE TOTAL:					250.00
			VENDOR TOTAL:					250.00
0701650	06/29/12	01	COUPLER/SNUBBERS/GAUGE	211-00-75-30-4070		00104206	07/11/12	126.77
			GENERAL EQUIP MAINT/REPAIR					
			INVOICE TOTAL:					126.77
42092-L	07/03/12	01	MAY INSP HVAC CONT #C-0658	211-00-75-30-4000		00104271	07/11/12	1,675.00
			MAINTENANCE CONTRACTS					
			INVOICE TOTAL:					1,675.00
			VENDOR TOTAL:					1,801.77
0718015	06/28/12	01	LIBR 6/29/12 PAYROLL	999-99-00-00-1000		00000000	07/11/12	16,897.50
			HOLDING ACCOUNT					
			INVOICE TOTAL:					17,007.81
			VENDOR TOTAL:					33,905.31
0920003	05/30/12	01	SAT STORYTIME/APRIL	211-00-75-30-3100		00104162	07/11/12	110.00
			OTHER CONTRACTED SERVICES					
			INVOICE TOTAL:					33,905.31
			VENDOR TOTAL:					33,905.31

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0920003	ITASCA AREA SCHOOLS							
1552-L	05/30/12	02	SAT STORYTIME/MAY	211-00-75-30-3100		00104162	07/11/12	135.00
				OTHER CONTRACTED SERVICES				
								INVOICE TOTAL: 245.00
								VENDOR TOTAL: 245.00
1021515	JUNIOR LIBRARY GUILD							
153858-L	06/28/12	01	9 BOOKS/CUST#J018260	211-00-75-20-2110		00104158	07/11/12	63.00
				BOOKS				
								INVOICE TOTAL: 63.00
								VENDOR TOTAL: 63.00
1109660	DARLA KIRWIN							
06-23-12/REIMB	06/23/12	01	REIMBURSE 2 DVDS	211-00-75-20-2120		00104148	07/11/12	39.52
				AUDIO/VISUAL				
								INVOICE TOTAL: 39.52
								VENDOR TOTAL: 39.52
1205099	LEARNING OPPORTUNITIES INC							
17732-L	06/19/12	01	32 BOOKS/SO#6637	211-00-75-20-2110		00104156	07/11/12	542.90
				BOOKS				
								INVOICE TOTAL: 542.90
								VENDOR TOTAL: 542.90
1209516	LINCOLN NATIONAL LIFE							
L	07/02/12	01	JUL SUPLMNTAL LIFE INS PREMIUM	999-99-00-00-1000		00000000	07/11/12	90.70
				HOLDING ACCOUNT				
								INVOICE TOTAL: 90.70
								VENDOR TOTAL: 90.70
1309199	MINNESOTA ENERGY RESOURCES							

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1309199	06/18/12	01	LIBR JUN NAT'L GAS SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	27.92
							INVOICE TOTAL:	27.92
							VENDOR TOTAL:	27.92
1309335	06/20/12	01	LIBR MAY SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	32.28
							INVOICE TOTAL:	32.28
							VENDOR TOTAL:	32.28
1309235	06/28/12	01	YEARLY MAGAZINE SUBSCRIPTION	211-00-75-20-2140 PERIODICALS		00104164	07/11/12	34.00
							INVOICE TOTAL:	34.00
							VENDOR TOTAL:	34.00
1405850	06/11/12	01	LIBR JUN PHONE SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	97.38
							INVOICE TOTAL:	97.38
							VENDOR TOTAL:	97.38
1415377	06/05/12	01	RECEIPT PRINTER PAPER	211-00-75-20-2060 COMPUTER SUPPLIES		00104171	07/11/12	86.89
							INVOICE TOTAL:	86.89
							VENDOR TOTAL:	86.89
464347-L	06/08/12	01	RUBBER BANDS/CUST#7789	211-00-75-20-2010 OFFICE SUPPLIES		00104171	07/11/12	15.74

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1415377	NORTHERN BUSINESS PRODUCTS INC							
464347-L	06/08/12	02	POSTAGE METER INK CARTRIDGE	211-00-75-20-2010 OFFICE SUPPLIES		00104171	07/11/12	39.99
						INVOICE TOTAL:		55.73
465232-L	06/12/12	01	LASER TONER/BLACK	211-00-75-20-2060 COMPUTER SUPPLIES		00104171	07/11/12	88.99
						INVOICE TOTAL:		88.99
467819-L	06/19/12	01	JUMBO PAPER CLIPS	211-00-75-20-2010 OFFICE SUPPLIES		00104171	07/11/12	4.99
						INVOICE TOTAL:		4.99
467838-L	06/19/12	05	1 CS COPIER PAPER #7789	211-00-75-20-2020 COPY SUPPLIES		00104171	07/11/12	34.40
						INVOICE TOTAL:		34.40
						VENDOR TOTAL:		271.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	07/02/12	01	LIBR JUL INTERNET SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	84.95
		02	LIBR JUL ALARM SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000		159.38
						INVOICE TOTAL:		244.33
						VENDOR TOTAL:		244.33
1605665	PERSONNEL DYNAMICS, LLC							
31608-L	06/06/12	01	D.MOERAKKEN/7.75 HR/WK 6/2	211-00-75-10-1050 CONTRACTED SERVICES		00104095	07/11/12	141.28
						INVOICE TOTAL:		141.28
31701-L	06/16/12	01	D.MOERAKKEN/8 HR/WK 6/16	211-00-75-10-1050 CONTRACTED SERVICES		00104095	07/11/12	145.84
						INVOICE TOTAL:		141.28

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1605665	PERSONNEL DYNAMICS, LLC							
31701-L	06/16/12	02	J.WARTCHOW/4 HR/BRD MTG	211-00-75-10-1050		00104095	07/11/12	54.00
				CONTRACTED SERVICES		INVOICE TOTAL:		199.84
31746-L	06/27/12	01	D.MOERAKKEN 26.5 H/WK 6/23	211-00-75-10-1050		00104154	07/11/12	483.10
				CONTRACTED SERVICES		INVOICE TOTAL:		483.10
						VENDOR TOTAL:		824.22
1609557	PIONEER MUTUAL LIFE INS CO							
L	06/25/12	01	LIBR JUN LIFE INS PREMIUM	999-99-00-00-1000		00000000	07/11/12	20.50
				HOLDING ACCOUNT		INVOICE TOTAL:		20.50
						VENDOR TOTAL:		20.50
1609730	PITNEY BOWES							
L	06/18/12	01	LIBR PSTG MACHINE/LEASE PMT	999-99-00-00-1000		00000000	07/11/12	143.34
				HOLDING ACCOUNT		INVOICE TOTAL:		143.34
						VENDOR TOTAL:		143.34
1609925	PIZZA WORKS							
766832-L	06/26/12	01	PIZZA/TEEN MTG	211-00-75-30-3100		00104149	07/11/12	11.99
				OTHER CONTRACTED SERVICES		INVOICE TOTAL:		11.99
						VENDOR TOTAL:		11.99
1621130	P.U.C.							
L	06/18/12	01	LIBR MAY ELEC/WTR/SWR	999-99-00-00-1000		00000000	07/11/12	2,907.76
				HOLDING ACCOUNT				

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1621130	P.U.C.							
L	06/18/12	02	LIBR MAY IRRIG WTR	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	10.53
		03	LIBR PUMP HSE MAY WTR/SWR	999-99-00-00-1000 HOLDING ACCOUNT		00000000		12.41
						INVOICE TOTAL:		2,930.70
						VENDOR TOTAL:		2,930.70
1621505			PUMPKIN BOOKS INC					
49589-L	06/28/12	01	14 BOARD BOOKS	211-00-75-20-2110 BOOKS		00104264	07/11/12	111.86
		02	SHIPPING/GR LIBR	211-00-75-20-2110 BOOKS		00104264		11.40
						INVOICE TOTAL:		123.26
						VENDOR TOTAL:		123.26
1801610			RAPIDS PLUMBING & HEATING INC					
6590-L	05/24/12	01	TESTED RPZ	211-00-75-30-4010 BUILDING MAINT/REPAIRS		00104099	07/11/12	97.00
						INVOICE TOTAL:		97.00
						VENDOR TOTAL:		97.00
1805150			RECORDED BOOKS					
74548137-L	06/05/12	01	1 BCD/CUST#1409920	211-00-75-20-2120 AUDIO/VISUAL		00104097	07/11/12	58.65
						INVOICE TOTAL:		58.65
						VENDOR TOTAL:		58.65
1909450			SILVERTIP GRAPHICS SIGNS					
12801-L	05/26/12	01	INST/DESIGN/SIGN SOLAR	211-00-75-50-5500 2009-11B EQPT/MACH/FURN/FI		00104161	07/11/12	3,450.00
						INVOICE TOTAL:		3,450.00
						VENDOR TOTAL:		3,450.00

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1909510			SIM SUPPLY INC					
280213-L	06/07/12	01	1 CASE TOILET TISSUE	211-00-75-20-2150		00104094	07/11/12	36.87
			MAINTENANCE TOOLS/SUPPLIES					
		02	1 CASE BOWL CLEANER	211-00-75-20-2150		00104094		30.24
			MAINTENANCE TOOLS/SUPPLIES					
		03	1 CS GLASS CLNR/GR LIBR	211-00-75-20-2150		00104094		30.65
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					97.76
280579-L	06/14/12	01	1 CS PAPER TOWELS/GR LIBR	211-00-75-20-2150		00104094	07/11/12	25.20
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					25.20
280580-L	06/14/12	01	1 CS PAPER TOWELS/GR LIBR	211-00-75-20-2150		00104094	07/11/12	25.20
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					25.20
280884-L	06/21/12	01	1 CASE PAPER TOWELS	211-00-75-20-2150		00104094	07/11/12	76.75
			MAINTENANCE TOOLS/SUPPLIES					
		02	1 CASE HAND SOAP/GR LIBR	211-00-75-20-2150		00104094		52.21
			MAINTENANCE TOOLS/SUPPLIES					
		03	1 CASE CAN LINERS	211-00-75-20-2150		00104094		41.19
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					170.15
281171-L	06/28/12	01	1 CS T-TISSUE GR LIBR	211-00-75-20-2150		00104153	07/11/12	36.87
			MAINTENANCE TOOLS/SUPPLIES					
			INVOICE TOTAL:					36.87
			VENDOR TOTAL:					355.18
1900800			SVL SERVICE CORPORATION					
120309-022-L	06/13/12	01	FLOW SWITCH/CUST#989111	211-00-75-30-4070		00104102	07/11/12	320.90
			GENERAL EQUIP MAINT/REPAIR					
			INVOICE TOTAL:					320.90
			VENDOR TOTAL:					320.90

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INVOICES DUE ON/BEFORE 07/11/2012

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2205637			VERIZON WIRELESS					
L	06/11/12	01	LIBR DIRECTOR MAY CELL PHN	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	62.74
		02	LIBR MAY MIFI SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000		52.04
						INVOICE TOTAL:		114.78
						VENDOR TOTAL:		114.78
2209450			THE VILLAGE BOOK STORE					
14793-L	06/14/12	01	3 BOOKS/GR PUB LIBR	211-00-75-20-2110 BOOKS		00104092	07/11/12	43.16
						INVOICE TOTAL:		43.16
						VENDOR TOTAL:		43.16
2209665			VISA					
L	06/18/12	01	5/10 DDP YOGA WRKOT MP3 COMBO	999-99-00-00-1000 HOLDING ACCOUNT		00000000	07/11/12	109.94
						INVOICE TOTAL:		109.94
						VENDOR TOTAL:		109.94
2405650			XEROX CORPORATION					
62407918-L	06/30/12	01	BASE CHARGE/COPIER	211-00-75-30-4100 EQUIPMENT LEASES		00104210	07/11/12	22.92
		02	MTR USAGE/2856 #941269599	211-00-75-20-2020 COPY SUPPLIES		00104210		82.54
						INVOICE TOTAL:		105.46
						VENDOR TOTAL:		105.46
						TOTAL ALL INVOICES:		69,156.41

WonderWeavers - Storytellers, LLC

18061 Duck Lake Trail - Eden Prairie, MN 55346
Phone: 952-934-4194 - Fax: 952-937-9643 Toll-Free 866-207-8147

Contract of Agreement

Date: 7/8/2012

Invoice number: 2012-135

This will confirm an agreement between us that WonderWeavers will provide the following services for you.

Date of Event 7/31/2012 **Time** 2:00 - 2:45 PM
Event Description Summer Reading Program
Program Booked Once upon a Dream
Characters Booked two storytellers
Company Name Grand Rapids Public Library
Client Name Darla
Contact Person
Location of Event Grand Rapids Public Library
Client's requests
Performer's needs


The fee is **\$400.00** payable to WonderWeavers, 18061 Duck Lake Trail, Eden Prairie, MN 55346, the day of the event unless other arrangements are made at the time of the booking

Cancellations must be made at least 2 weeks in advance of the contract date(s). Cancellations made after this time will be charged 50% of the original fee. (In case of severe weather or other uncontrollable events we will make every effort to reschedule the event.)


You may accept this agreement by signing on the line indicated and returning a copy to us. We look forward to working with you.

Thank you!

Tina Rohde/Colleen Shaskin
WonderWeavers
(Tax ID# 41-1955385)



Accepted



Date