

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 14, 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. Distribution from MN Community Foundation

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

3. Approve Resolution Accepting Donations

a. \$500 Grand Rapids Centennial Rotary Club to purchase an Early Literacy Station #1

b. \$1530 Grand Rapids Library Foundation to purchase Saturday Storytime Jan.-May 2012

c. \$500 Friends of the Grand Rapids Area Library to purchase an Early Literacy Station #1

d. \$200 Janet Coy for purchase of magazines

Regular agenda

1. Appoint Library Board member to be liaison to the Library Foundation Board

2. Approve annual report to MN Dept of Education

3. Authorize purchase of mounting system for solar unit and payment of ½

4. Schedule “meet and confer” with union about summer Saturday schedule

5. Schedule strategic plan review and update

6. Authorize agreement with Unique Management Services for material recovery

6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
February 8, 2012

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

Member absent: Jemma Baker

Non-Member present: Marcia Anderson – Director

Meeting called to order at 5:00 pm by Dennis Jerome.

A. Agenda –

Abby Kuschel made a motion to approve the agenda. John Soll seconded the motion. The motion carried.

B. Approval of Minutes –

Cheryl Stephens made a motion to approve the minutes of the January 11, 2012 meeting. David Yankowiak seconded the motion. The motion passed.

C. Communications –

1. MN Community Foundation 2011 statement was presented. It was noted the funds cannot be transferred to the Grand Rapids Community Foundation.

D. Financial Report –

Shannon Benolken made a motion to accept the financial report as presented. Max Peters seconded the motion. Roll call vote taken: 8 AYES, 0 NAYS. The motion carried unanimously.

Payment of invoices due on/before 02/08/2012:

Amazon.com	66.04
Ameripride Linen & Apparel	34.60
Audiogo	1,980.00
Baker & Taylor, Inc	1,611.22
Cole Hardware Inc	35.58
The Design Group Inc	2,100.00
Diamond Lake Book Company	140.36
Hawk Construction Inc	198,067.00
Bonnie Henriksen	5.34
Itasca County Sheriffs Dept	10.00
Junior Library Guild	133.00
Lake Country Journal Magazine	19.95

Minneapolis/St. Paul Business	95.00
Northern Business Products Inc	290.02
Personnel Dynamics, LLC	54.00
Pizza Works	14.99
Plymouth Rocker Inc	275.00
Rapids Electric Inc	129.65
Rapids Plumbing & Heating Inc	276.25
Recorded Books	3,808.00
Silicon Energy LLC	2,850.00
Sim Supply Inc	402.54
The Village Book Store	47.93
Xerox Corporation	22.92
Boundary Waters Journal	23.00
Ellen Baker	124.90
TOTAL	212,617.29

Checks Issued – Prior Approval

Arrowhead Library System	52.47
League of MN Cities Ins Trust	2,732.07
Blue Cross & Blue Shield of MN	3,779.50
D.C.R. Communications Inc	60.00
Delta Dental of Minnesota	228.15
Grand Rapids City Payroll	37,334.26
Minnesota Energy Resources	1,870.16
Minnesota Sales & Use Tax	28.41
Pioneer Mutual Life INS Co	20.50
P.U.C.	2,830.12
TDS Metrocom	231.64
Verizon Wireless	126.58
Visa	743.96
Waste Management	106.12
TOTAL PRIOR APPROVAL	50,143.94
TOTAL ALL DEPARTMENTS	\$262,761.23

E. Staff Report –

Director Anderson reported 350 children signed up for the Winter Reading Program through the end of February.

There was a discussion about whether the heated sidewalks are working and finding a solution to the problem.

There was a discussion concerning the new phone system, a part of the city-wide upgrade.

F. Old Business –

There was a discussion of a collections process change that is underway. The major advantage of using an outside company to do collections is the reduction in staff time required to collect fines and lost material.

G. New Business –
Consent Agenda –

Abby Kuschel made a motion to approve the Consent Agenda. Vicky Harding seconded the motion. Roll call vote taken: 8 AYES, 0 NAYS. The motion carried unanimously.

1. Approve payment of late bills:
 - a. Filthy Clean \$2,200.00
2. Approve Contracts:
 - a. Don Scheese, March 15 500.00
 - b. Kevin Proescholdt, March 29 250.00
 - c. Will Steger, April 11 1,050.00
 - d. Alison Feigh, March 6 Mileage from Twin Cities
3. Approve Resolution 2012-2 Accepting Donations:
 - a. Women of the Moose for 5 children's books 35.00
 - b. Rotary Club of Grand Rapids for Early Literacy Station #2 2,600.00

Regular Agenda –

1. **Shannon Benolken made a motion to approve adding Amazon.com to the pre-approved bill paying list. Abby Kuschel seconded the motion. The motion carried.**
2. There was a discussion concerning the bids received for the cleaning contract. **David Yankowiak made a motion to accept the bid from Busy Bee Cleaning. Abby Kuschel seconded the motion. The motion carried.**

There was a discussion concerning the February 28 Library Legislative Day. Marcia Anderson is attending.

The Reif Dance Program is doing a performance in June about getting a library card and READ books. There was a discussion regarding partnering with the Reif Center in some way.

Marcia Anderson will give a demonstration of the new learning station.

The meeting was adjourned at 5:50 pm

Submitted by Donna Vennie for Jeff Wartchow

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

RESOLUTION NO. 2012-2
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,

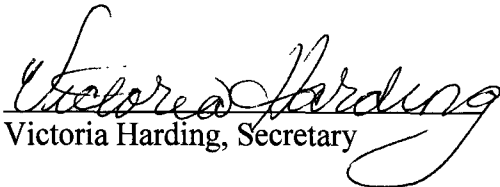
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

1. \$35.00 Women of the Moose for 5 children's books.
2. \$2600 Rotary Club of Grand Rapids for Early Literacy Station #2

Adopted this 8th day of February 2012



Dennis Jerome, President



Victoria Harding, Secretary

Board member *VICKY HARDING* seconded the foregoing resolution and the following voted in favor thereof: *SHANNON BEWICKEN, MAY PETERS, VICKY HARDING, ABBY KUSCHEL, DENNIS JEROME, JOHN SOIL, CHERYL STEPHENS, DAVID YANKOWITZ*

And the following voted against same: *NONE*

And the following abstained: *NONE*

Whereby the resolution was declared duly passed and adopted.



Minnesota
Community
Foundation

February 24, 2012

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

RE: General Support

Tracking #: MN-12-000143
Please reference this tracking number in all
future correspondence.

Dear Ms. Anderson:

I am pleased to announce that Minnesota Community Foundation has approved a designated grant of \$1,348.47, from The Grand Rapids Public Library Endowment Fund for general support.

Enclosed please find a check in the amount of \$1,348.47, which represents payment in full.

Sincerely,

Sophia M. Vazquez
Partner Relations Associate

SMV:mkm
Enclosure

DATE: 03/08/2012
TIME: 12:50:23
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/14/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE LINEN & APPAREL	685.54	51.90
0118660	ARROWHEAD LIBRARY SYSTEM	52.47	302.52
0201428	BAKER & TAYLOR, INC	4,249.47	2,775.07
0212750	BLUE CROSS & BLUE SHIELD OF MN	60,986.00	3,779.50
0305485	CENGAGE LEARNING INC	0.00	375.37
0315455	COLE HARDWARE INC	1,113.58	75.91
0315508	COMPUTER ENTERPRISES	0.00	131.99
0315537	CONNECTING POINT TECHNOLOGIES	99.72	195.76
0405447	DELTA DENTAL OF MINNESOTA	4,322.25	228.15
0405500	DEMCO	551.81	1,368.22
0409727	DIVERSE MEDIA INC	61.82	24.45
0421455	DULUTH NEWS TRIBUNE	0.00	273.00
0504300	EDGE WAVE	0.00	3,279.88
0605191	FIDELITY SECURITY LIFE INS CO	94.13	11.27
0609457	FILTHY CLEAN INC	6,903.12	4,400.00
0618115	FRANTZ GRAPHIC SERVICE	0.00	0.00
0701650	GARTNER REFRIGERATION CO	790.50	540.72
0718010	CITY OF GRAND RAPIDS	20,577.87	500.00
0718015	GRAND RAPIDS CITY PAYROLL	1,009,140.29	34,023.40
0805524	BONNIE HENRIKSEN	10.07	13.98
0920003	ITASCA AREA SCHOOLS	255.00	850.00
1021515	JUNIOR LIBRARY GUILD	175.00	108.00
1109660	DARLA KIRWIN	0.00	34.18
1209516	LINCOLN NATIONAL LIFE	2,278.80	181.40
1309199	MINNESOTA ENERGY RESOURCES	29,385.95	1,669.10
1309335	MINNESOTA SALES & USE TAX	5,535.64	29.83
1415377	NORTHERN BUSINESS PRODUCTS INC	3,374.72	619.09
1601750	PAUL BUNYAN TELEPHONE	961.59	490.88
1605665	PERSONNEL DYNAMICS, LLC	4,533.23	199.84
1609557	PIONEER MUTUAL LIFE INS CO	510.87	20.50
1609925	PIZZA WORKS	29.98	16.99
1621130	P.U.C.	47,434.52	3,022.53
1800149	RCB COLLECTIONS	0.00	480.00
1801610	RAPIDS PLUMBING & HEATING INC	2,719.15	4,042.60
1903330	SCHOOL DISTRICT #318	0.00	25.00
1908570	SHOWCASES	0.00	1,087.31
1909427	SILICON ENERGY LLC	2,850.00	5,700.00
1909510	SIM SUPPLY INC	3,889.19	109.83
1920555	STOKES PRINTING COMPANY	502.20	183.88
2000490	TDS Metrocom	3,724.87	231.64
2018680	TRU NORTH ELECTRIC LLC	413.72	504.86
2205637	VERIZON WIRELESS	4,876.66	52.04
2209450	THE VILLAGE BOOK STORE	213.36	176.67
2301700	WASTE MANAGEMENT	3,996.36	214.27

DATE: 03/08/2012
ME: 12:50:24
LD: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 03/14/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
2405650	XEROX CORPORATION	186.59	22.92
T000802	WILL STEGER	0.00	1,050.00
T000803	DON SCHEESE	0.00	500.00
T000804	KEVIN PROESCHOLDT	0.00	250.00
T000806	NCPTC	0.00	269.79
TOTAL ALL VENDORS:			74,494.24

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 29, 2012
With Comparative Totals for February 28, 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	884	636	11,182	6%
Fines & Forfeits	2,780	1,962	15,000	13%
Blandin Grant	379	-	-	0%
GR Library Foundation	-	4,010	-	0%
Miscellaneous	4,398	31,198	18,700	167%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	8,441	37,806	737,504	5%
Expenditures:				
Personnel	94,513	87,760	509,294	17%
Supplies/Materials	13,468	16,599	86,700	19%
Other Services/Charges	24,744	16,079	141,510	11%
Blandin Grant	542	-	-	0%
TOTAL EXPENDITURES	133,267	120,438	737,504	16%
Revenues > Expenditures	(124,826)	(82,632)	-	
Blandin Grant-Capital Grant	100,000	-	-	0%
Capital Outlay	12,020	6,893	-	0%
Fund Balance 2/28/XX				
Cash Flow	515,068	246,226	328,858	
Compensated Absences	25,992	31,497	31,497	
Emergency/unanticipated Expenditures	52,364	51,625	51,625	
Major Equipment Replacement	59,844	14,203	14,203	
TOTAL FUND BALANCE 2/28/XX	<u>\$ 653,268</u>	<u>\$ 343,551</u>	<u>\$ 426,183</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,789 as of 12/31/10. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 29, 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%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	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	-	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	265	14%
211-00-34-00-7975	INTERNET	3,000	371	12%
211-00-35-00-1030	LIBRARY FINES	15,000	1,962	13%
211-00-37-00-2310	DONATIONS	2,500	3,300	132%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	4,010	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,326	33%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	287	18%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	37,806	5%
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	41,015	14%
211-00-75-10-1030	SALARY-PARTTIME	96,493	13,888	14%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	254	19%
211-00-75-10-1210	PERA	28,213	3,974	14%
211-00-75-10-1220	FICA	24,127	3,265	14%
211-00-75-10-1250	MEDICARE	5,643	764	14%
211-00-75-10-1310	HEALTH INSURANCE	56,045	21,797	39%
211-00-75-10-1330	LIFE INSURANCE	246	35	14%
211-00-75-10-1335	DENTAL INSURANCE	1,778	35	2%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,732	98%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	2,919	34%
211-00-75-20-2020	COPY SUPPLIES	1,000	34	3%
211-00-75-20-2030	PRINTING/BINDING	400	33	8%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,112	28%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	328	16%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **FEBRUARY 29, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	14	6%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	381	19%
211-00-75-20-2110	BOOKS	40,000	4,963	12%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,847	65%
211-00-75-20-2130	NEWSPAPERS	1,200	273	23%
211-00-75-20-2140	PERIODICALS	7,500	198	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	497	17%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
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	69	14%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	4,400	18%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	1,492	75%
211-00-75-30-3210	TELEPHONE	7,500	1,097	15%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	22	2%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
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	480	96%
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	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	3,023	8%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	218	18%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	3,539	35%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	426	3%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	100	10%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	5,000	822	16%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	320	11%
211-00-75-30-4100	EQUIPMENT LEASES	900	46	5%
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	-	6,893	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%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	737,504	127,330	17%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (89,524)	

DATE: 03/09, 2
 TIME: 11:24:51
 ID: GL450000.WOW

CITY OF GI RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/12
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	71,357.66	71,357.66	0.00
211-00-00-00-1010	CASH	551,516.93	105,016.99	341,682.78	314,851.14
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	6,732.00	0.00	0.00	6,732.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,696.08	0.00	96.00	1,600.08
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	2,733.20	0.00	8,460.99
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	10,167.08	1,663.37	8,503.71
TOTAL		659,449.91	189,274.93	480,958.92	367,765.92
TOTAL ASSETS		659,449.91	189,274.93	480,958.92	367,765.92
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	217,261.44	323,492.78	122,068.83	15,837.49
211-00-00-00-2030	SALES TAX PAYABLE	0.00	29.85	63.55	33.70
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	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	6,732.00	0.00	0.00	6,732.00
211-00-00-00-2220	DEFERRED REVENUES	821.50	821.50	0.00	0.00
TOTAL		233,266.96	332,796.15	122,132.38	22,603.19
TOTAL LIABILITIES		233,266.96	332,796.15	122,132.38	22,603.19
FUND EQUITY					

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CITY OF GI RAPIDS
DETAILED BALANCE SHEET

AGE: 2
F-YR: 12

FUND: PUBLIC LIBRARY
FOR 2 PERIODS ENDING FEBRUARY 28, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/12
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	1,663.37	10,167.08	8,503.71
TOTAL		426,182.95	1,663.37	10,167.08	434,686.66
	FUND SURPLUS (DEFICIT)	0.00	89,523.93	0.00	(89,523.93)
TOTAL FUND EQUITY		426,182.95	91,187.30	10,167.08	345,162.73
TOTAL LIABILITIES AND FUND EQUITY		659,449.91	423,983.45	132,299.46	367,765.92

DATE: 03/08/2012
TIME: 12:46:08
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/14/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	51.90
0118660	ARROWHEAD LIBRARY SYSTEM	302.52
0201428	BAKER & TAYLOR, INC	2,775.07
0305485	CENGAGE LEARNING INC	375.37
0315455	COLE HARDWARE INC	75.91
0315508	COMPUTER ENTERPRISES	131.99
0315537	CONNECTING POINT TECHNOLOGIES	195.76
0405500	DEMCO	1,368.22
0409727	DIVERSE MEDIA INC	24.45
0421455	DULUTH NEWS TRIBUNE	273.00
0504300	EDGE WAVE	3,279.88
0609457	FILTHY CLEAN INC	2,200.00
0618115	FRANTZ GRAPHIC SERVICE	0.00
0701650	GARTNER REFRIGERATION CO	540.72
0718010	CITY OF GRAND RAPIDS	500.00
0805524	BONNIE HENRIKSEN	13.98
0920003	ITASCA AREA SCHOOLS	850.00
1021515	JUNIOR LIBRARY GUILD	108.00
1109660	DARLA KIRWIN	34.18
1415377	NORTHERN BUSINESS PRODUCTS INC	619.09
1605665	PERSONNEL DYNAMICS, LLC	199.84
1609925	PIZZA WORKS	16.99
1800149	RCB COLLECTIONS	480.00
1801610	RAPIDS PLUMBING & HEATING INC	4,042.60
1903330	SCHOOL DISTRICT #318	25.00
1908570	SHOWCASES	1,087.31
1909427	SILICON ENERGY LLC	5,700.00
1909510	SIM SUPPLY INC	109.83
1920555	STOKES PRINTING COMPANY	183.88
2018680	TRU NORTH ELECTRIC LLC	504.86
2209450	THE VILLAGE BOOK STORE	176.67
2405650	XEROX CORPORATION	22.92
T000802	WILL STEGER	1,050.00
T000803	DON SCHEESE	500.00
T000804	KEVIN PROESCHOLDT	250.00
T000806	NCPTC	269.79
	TOTAL	28,339.73

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	3,779.50
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0609457	FILTHY CLEAN INC	2,200.00

DATE: 03/08/2012
TIME: 12:46:08
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 03/14/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718015	GRAND RAPIDS CITY PAYROLL	34,023.40
1209516	LINCOLN NATIONAL LIFE	181.40
1309199	MINNESOTA ENERGY RESOURCES	1,669.10
1309335	MINNESOTA SALES & USE TAX	29.83
1601750	PAUL BUNYAN TELEPHONE	490.88
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,022.53
2000490	TDS Metrocom	231.64
2205637	VERIZON WIRELESS	52.04
2301700	WASTE MANAGEMENT	214.27
	TOTAL PRIOR APPROVAL	46,154.51
	TOTAL ALL DEPARTMENTS	74,494.24

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	130.99	1,900.00	265.29	0.00	1,634.71	14
211-00-34-00-7975	INTERNET	179.94	3,000.00	371.06	0.00	2,628.94	12
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		310.93	4,900.00	636.35	0.00	4,263.65	13
TOTAL CHARGES FOR SERVICES		310.93	4,900.00	636.35	0.00	4,263.65	13
FINES & FORFEITS							

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	889.00	15,000.00	1,961.58	0.00	13,038.42	13
TOTAL		889.00	15,000.00	1,961.58	0.00	13,038.42	13
TOTAL FINES & FORFEITS		889.00	15,000.00	1,961.58	0.00	13,038.42	13
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	3,300.00	2,500.00	3,300.00	0.00	(800.00)	132
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
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	0.00	0.00	1,400.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	1,530.00	0.00	4,010.00	0.00	(4,010.00)	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	922.75	4,000.00	1,326.25	0.00	2,673.75	33
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	179.08	1,600.00	287.19	0.00	1,312.81	18
211-00-37-00-2455	NATURAL GAS REBATE	26,250.00	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	0.00	0.00	8,000.00	0
TOTAL		32,181.83	18,700.00	35,208.44	0.00	(16,508.44)	188
TOTAL MISCELLANEOUS REVENUE		32,181.83	18,700.00	35,208.44	0.00	(16,508.44)	188
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:		33,381.76	737,504.00	37,806.37	0.00	699,697.63	5

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 3
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED 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	22,357.02	292,654.00	41,015.45	0.00	251,638.55	14
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	7,361.39	96,493.00	13,887.94	0.00	82,605.06	14
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	199.84	1,320.00	253.84	72.92	993.24	25
211-00-75-10-1210	PERA	2,149.96	28,213.00	3,973.55	0.00	24,239.45	14
211-00-75-10-1220	FICA	1,746.58	24,127.00	3,265.14	0.00	20,861.86	14
211-00-75-10-1250	MEDICARE	408.45	5,643.00	763.56	0.00	4,879.44	14
211-00-75-10-1310	HEALTH INSURANCE	3,113.48	56,045.00	21,797.46	0.00	34,247.54	39
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	34.50	90.70	120.80	51
211-00-75-10-1335	DENTAL INSURANCE	131.53	1,778.00	34.91	0.00	1,743.09	2
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	1.74	0.00	(1.74)	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	2,732.07	0.00	42.93	98
TOTAL PERSONNEL		37,496.62	509,294.00	87,760.16	163.62	421,370.22	17
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	2,763.42	8,500.00	2,919.11	842.72	4,738.17	44
211-00-75-20-2020	COPY SUPPLIES	34.40	1,000.00	34.40	0.00	965.60	3
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	32.75	0.00	367.25	8
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	960.68	4,000.00	1,112.34	0.00	2,887.66	28
211-00-75-20-2070	COMPUTER INVENTORY	327.75	2,000.00	327.75	0.00	1,672.25	16
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	13.98	250.00	13.98	0.00	236.02	6
211-00-75-20-2100	OPERATING SUPPLIES	354.86	2,000.00	380.66	0.00	1,619.34	19
211-00-75-20-2110	BOOKS	2,906.81	40,000.00	4,963.26	801.84	34,234.90	14

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 4
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	58.63	9,000.00	5,846.63	0.00	3,153.37	65
211-00-75-20-2130	NEWSPAPERS	273.00	1,200.00	273.00	0.00	927.00	23
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	197.95	0.00	7,302.05	3
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	94.37	3,000.00	496.91	0.00	2,503.09	17
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		7,787.90	86,700.00	16,598.74	1,644.56	68,456.70	21
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	69.20	17.30	393.50	18
211-00-75-30-3090	JANITORIAL SERVICES	2,200.00	25,000.00	4,400.00	2,200.00	18,400.00	26
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,116.99	2,000.00	1,492.22	0.00	507.78	75
211-00-75-30-3210	TELEPHONE	486.70	7,500.00	1,096.62	0.00	6,403.38	15
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	22.44	0.00	977.56	2
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
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	240.00	500.00	480.00	0.00	20.00	96
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	25.00	1,000.00	25.00	0.00	975.00	3
211-00-75-30-3610	GENERAL INSURANCE	0.00	11,000.00	0.00	0.00	11,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	3,022.53	0.00	36,907.47	8
211-00-75-30-3840	GARBAGE REMOVAL	108.06	1,200.00	218.12	0.00	981.88	18
211-00-75-30-3860	HEAT-NATURAL GAS	1,669.10	10,000.00	3,539.26	0.00	6,460.74	35
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	150.00	15,000.00	426.25	0.00	14,573.75	3
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	0.00	939.00	9,061.00	9
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	546.68	5,000.00	821.68	0.00	4,178.32	16

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 5
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENNUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
GENERAL SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	254.88	3,000.00	319.64	0.00	2,680.36	11
211-00-75-30-4100	EQUIPMENT LEASES	22.92	900.00	45.84	0.00	854.16	5
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		6,854.93	141,510.00	16,078.80	3,156.30	122,274.90	14
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	6,892.60	0.00	6,892.60	5,202.60	(12,095.20)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		6,892.60	0.00	6,892.60	5,202.60	(12,095.20)	100
TOTAL GENERAL ADMINISTRATION		59,032.05	737,504.00	127,330.30	10,167.08	600,006.62	19
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

DATE: 03/09/2012
 TIME: 10:20:29
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2012

PAGE: 6
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		59,032.05	737,504.00	127,330.30	10,167.08	600,006.62	19
TOTAL FUND REVENUES		33,381.76	737,504.00	37,806.37	0.00	699,697.63	5
TOTAL FUND EXPENSES		59,032.05	737,504.00	127,330.30	10,167.08	600,006.62	19
FUND SURPLUS (DEFICIT)		(25,650.29)	0.00	(89,523.93)			
TOTAL ALL FUND REVENUES		33,381.76	737,504.00	37,806.37	0.00	699,697.63	5
TOTAL ALL FUND EXPENSES		59,032.05	737,504.00	127,330.30	10,167.08	600,006.62	19
ALL FUND SURPLUS (DEFICIT)		(25,650.29)	0.00	(89,523.93)			

Director's Report

March 14, 2012

Energy Project

The heat transfer system is running great! Boilers have been running minimally during the past month. System continues to be tweaked.

Sidewalk heating system has been fixed and is operating well.

Early literacy learning center (MN Children's museum)

Darla, Tracy and I had a phone conversation with two of the exhibit designers from the Children's Museum on March 8 to discuss some ideas for the interactive literacy center here. They provided the attached catalog of items they have developed for other locations. We talked about using the river/boats/habitat as the theme.

The things pictured that we were excited about was the boat, the bait shop, the hollow tree, the puzzle stands and the large block letters with stands. We also talked about possibly using murals on a few walls. We identified the SE corner of the library as the best place to put it.

The timeline is much quicker than I had anticipated, with preliminary designs to be done by the end of March. The designers are planning to come here to present a preliminary design proposal. The entire project is scheduled to be completed and installed in July!

Collections

The Arrowhead Library System has purchased a collections module for Horizon, our Integrated Library System (catalog). We are preparing for using Unique Management Services as a collections agent.

Computer Classes

We have been doing topical computer classes (Email, Google tools, social networking). The series will repeat beginning in late March. The classes were listed in the Community Education catalog and most are already full.

Library Legislative Day

I attended Library Legislative Day in St. Paul on Feb 28. We (Library Directors and ALS staff and Board members) met with Senator Saxhaug, Rep. Anzels and Rep McElpatrick plus other Range area legislators. They all claim to be big library supporters, and most are frustrated with the reductions in local government aid.

New Phone System

The new phone system went into effect on February 19. We are still making changes to call routing, messages, rings etc. as we learn what works and what doesn't work.

Cleaning Contract

Busy Bees Started March 1 and things have been working smoothly.

Legacy Programming

We provided free tickets to the Fancy Nancy show at the Reif on Feb 24. We received a batch of 120 museum passes on March 1 and they were gone within a week. We have had a variety of programs already this year, and have more scheduled for the next few months.

Rapids Reads events begin this week

The first film screening is on March 13th and the first speaker is the 15th, Don Scheese on Wilderness and the American Consciousness. We have multiple copies of *Into the Wild* available for check out

Natural Gas Rebate

We received a rebate from MN Energy for \$26,250. Formal acceptance is on the agenda for the City Council meeting on March 12. The plan is to use that money for solar panels and installation.

Agenda Items

Library Foundation Board: Is anyone interested in being on the Library Foundation Board in the interests of maintaining good communications?

Annual Report: The annual report is prepared each year and submitted to the MN Department of Education. It includes public service statistics and revenues and expenditures. It is used for, among other things, aggregating library statistics across the country to talk about usage and funding levels. The pdf is generated from the web site used to collect the data. I also prepare a summary brochure each year that is more user friendly.

Authorize purchase of installation equipment for solar panels. We purchased the solar panels from Silicon Energy, and need to purchase the hardware and mounting to install them. It will be paid for with the MN Energy rebate. We need to pay half up front and half when the work is completed.

Meet with Union re scheduling summer Saturdays: The union contract requires a meeting with union representation before scheduling staff to work Saturdays during the summer. This should be done in time to approve summer schedule in April.

Assistant Director Report

March 2012

Teens

Winter Reading was a huge success! There were 42 teens that read to the 700 page mark and 37 that read to the 1500 page mark. The prize at the 700 mark was a free book and the prize for the 1500 page mark was a Target gift card. A teacher from the middle school talked to her homeroom about participating and there were 6 kids that participated. Last year there were 34 kids that participated.

TAB meeting minutes from February

Members present: Paige C., Emma S., Nikki M.

There was discussion about magazines. The gaming magazine (Gamepro) that was in the YA section went to online only. We talked about getting a subscription to another one. Members felt having a gaming magazine in YA is a good idea.

Members changed the bulletin board in the book sale room. The board now shows Rapids Reads events for "Into the Wild".

Operations

The lobby display case was filled during February with doll club items. Every year in March the doll club has a show in town and displays dolls in the lobby prior to the show.

One display table in the library is filled with "Into the Wild" books and information. "Into the Wild" is the selection for Rapids Reads this year.

We moved the tax form shelving unit into the lobby this year. It has cut down dramatically on congestion near the reference desk.

We have been doing a lot of test proctoring the past couple weeks. We have been proctoring both online and paper tests. It must be mid-terms!

Staff

Tracy attended the CLAS meeting in Mt. Iron. CLAS is the children's librarian group in the Arrowhead Library System. Part of the day was spent getting ideas for summer reading. Gail Nordstrom, from the Viking Library System, presented projects and books that go with the theme of Dream Big! The other part of the day was spent professionally networking.

	THIS MONTH	YTD	YTL 2011	Express Check outs	% of total of annual
Check-outs	13,284	26,666	27,827	2,955	22.24%
Renewals	1,783	3,516	3,530		
Total Circulation	15,067	30,182	31,357		
Returns	14,591	29,290	29,924		
New cards	124	250	254		

	THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
Books cataloged and processed	629	1,061	1,433	10911	-10.53%
Withdrawn copies	352	690	2,239		
Withdrawn Titles	263	463	958		

	THIS MONTH	YTD	YTD 2011
tests proctored	832	1,638	1,455
computer help over 5 minutes	9	12	23
INTERNET	3	3	50
Pharos sessions ***	1,617	950	3,356

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2011 YTD SESSIONS	2011 YTD HOURS
Pharos sessions ***	1,617	950	3,356	2,051	3,748	2,489

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2011 YTD HOURS
Non-Pharos sessions	31	79	79	90	
VOLUNTEERS	14	163.25	46	379.00	256.75

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2011 YTD GROUPS	2011 YTD PEOPLE
Total Mtg Rm Use	43	1,073	122	1,960	68	1,188
BOOK TIME	6	145	12	272	14	359
SATURDAY STORY TIME	4	202	8	355		
CLASS VISITS	7	112	9	145	12	195
NON SCHOOL GROUPS	4	216	5	233	13	364
SPECIAL PROGRAMS	3	38	7	81	7	86
TEEN PROGRAMS	24	713	41	1,086	46	1,004
Total Youth Programs	4	109	10	319	6	89

	HRS THIS MONTH	HRS YTD	HRS YTD 2011
TOTALS	10	18.5	13

Library Volunteer and Program Report for February 2012

February Volunteers

14 volunteers/163.25 hours. Board and Program Committee members' hours of service were not available for this report.

Volunteer Activities

- Routine tasks kept volunteers busy---shelving, the pull list, and sorting and stocking books for the used book store
- We've asked volunteers to do more shelf reading, cleaning and straightening the shelves
- I put out a one-page update on shelving tips as we have had some mix-ups and don't know if errors in shelving are being made by volunteers or by patrons being less careful about putting books back in place.

Board & Program Committee Volunteers (February hours not available for this report)

Library Board: Not available

Program Committee: Not available

The Program committee had a very lively February meeting. They have a wide variety of programs planned half-way into the summer. Committee members are consciously looking for partnerships with other organizations whenever possible. Programs early in February had light attendance, but the Rain Gardens program, cosponsored with Master Gardeners and the Itasca Water Legacy Project, and the scholar event on the 28th had very good response. There was great discussion around a possible program looking at the healthcare amendment and where we might find good speakers, and a thoughtful review of January programs.

The Program Committee offered the following programs in February:

- **Healthy By Choice, Not By Chance** • speakers Merry Moody and Cindy Feyder • Thursday, Feb 2nd • 20 attended but only 4 who weren't connected to the speakers or committee
- **Civil War Discussion** • discussion leader, Jon Maturi • Thursday, February 9th • 5 attended
- **Harvest the Rain** • Dr. Mary Blickenderfer, speaker • Thursday, February 16th • 29 attended
- **The World's Oil and Global Warming** • scholar program with Dr. Richard Ojakangas • Tuesday, February 28th • 55 attended

**Grand Rapids Area Library
MINNESOTA PUBLIC SINGLE LIBRARY REPORT - 2011**

**State Notes
Local Notes**

General Information G01-G24

No Notes

Public Services Information P01-P26

P23 Other Circulation

Local Note: passes + undefined+ fishing tackle

Includes circulation of museum and event passes. 2010

State Note: included 11 months of circulation. 2011 included many fewer available passes.

Public Service Hours H01-H06

H04S Number of Weeks Library is Open

Local Note: open 15 hours one week in April during move-in (and Easter Holiday)

Facilities F01-F34

F10S Latest Year Remodeled

Local Note: New carpet is not considered major remodel even if cost is over 100,000

F14 Laptops for On-Site Public Use

Local Note: Laptops are used primarily for class use, not to supplement public computers

F34 Category 6 Wiring in Library

Local Note: Library has 5 e wiring

Staff Information S01-S16

No Notes

Library Collection C01-C17

C05 Other Physical Materials

State Note: Purged miscellaneous uncataloged and non-circulating physical materials

C09 Electronic Books Licensed Regionally

State Note: increased purchasing of ebooks for download

Policies/Plans D01-D07

No Notes

Outreach Services O01-O09

No Notes

Internal Groups I01-I33

No Notes

Revenue R01-R75

Federal Direct

State Note: Broadband Stimulus funds through Blandin Foundation MIRC project (grant for portable laptop computer lab)

R28 All Other Total

State Note: fines, fees, donations, meeting room receipts and grants

R30 City Direct

State Note: For carpet project

R42 State Total

State Note: IRRRB grant for Riverfront Energy Center construction
Blandin Foundation: \$50,000 for Carpet replacement \$50,000

R53 Other Direct

State Note: for Riverfront Energy Center

Repeating Group 1

P75 Purpose

State Note: 100,000 capital XXX operating

Expenditures E01-E19

Expenditures equal or are less than

E13 Income? If No, provide explanation in state notes

State Note: using reserve fund to maintain operations

E18 Capital

State Note: Total Capital expenditure for Carpet replacement and Riverfront Energy Center

Referendums on Capital Spending V1-V5

No Notes

Grand Rapids Area Library
MINNESOTA PUBLIC SINGLE LIBRARY REPORT - 2011

CURRENT YEAR

PREVIOUS YEAR

General Information G01-G24

G01	Library Name	Grand Rapids Area Library	<i>Grand Rapids Area Library</i>
G02	Reg/Sequence Number	A1750	<i>A1750</i>
Location			
G03a	Street Address	140 NE 2nd Street	<i>140 NE 2nd Street</i>
G03b	Location is a change from previous year	No	<i>No</i>
G04	City	Grand Rapids	<i>Grand Rapids</i>
G05	ZIP	55744	<i>55744</i>
G06	ZIP Extension	2682	<i>2682</i>
Mailing Address			
G07	Mailing Address	140 NE 2nd Street	<i>140 NE 2nd Street</i>
G08	City	Grand Rapids	<i>Grand Rapids</i>
G09	ZIP	55744	<i>55744</i>
G10	ZIP Extension	2682	<i>2682</i>
Other			
G11	County	Itasca	<i>Itasca</i>
	Library Phone	218-326-7640	<i>218-326-7640</i>
G13	Library Fax	218-326-7644	<i>218-326-7644</i>
G14	TDD	218-327-8831	<i>218-327-8831</i>
G15	Web Address (URL)	www.grandrapids.lib.mn.us	<i>www.grandrapids.lib.mn.us</i>
G16	Director	Marcia L. Anderson	<i>Marcia L. Anderson</i>
G17	Director's Phone	218-326-7643	<i>218-326-7643</i>
G17a	Extension	0	<i>0</i>
G18	Director's E-mail Address	manderson@ci.grand-rapids.mn.us	<i>manderson@ci.grand-rapids.mn.us</i>
G19	Interlibrary Relationship	ME	<i>ME</i>
G20	Legal Basis	CI	<i>CI</i>
G21	Administrative Structure Code	SO	<i>SO</i>
G22	IMLS Public Library Definition	Y	<i>Y</i>
G23	Geographic Code	CI2	<i>CI2</i>
G24	Did the legal service area boundaries for this administrative entity change during the past year?	No	<i>No</i>

Public Services Information P01-P26

P01	Population of the Legal Service Area	20,696	<i>20,351</i>
P02a	Registered Borrowers - Residents	14,769	<i>14,040</i>

P02b	Registered Borrowers - Reciprocal		<i>n.c.</i>
P02c	Total Registered Borrowers	14,769	14,040
P03	Last Year Registered Borrower Records Were Purged	2009	2009
P04	Library Visits	145,442	161,988
P05	Actual Tally/Sample	Actual	Actual
P06	Reference Transactions	9,021	11,340
P07	Actual Tally/Sample	Actual	Actual
P08	Stations	0	0
P09	Annual Public Internet Computer Sessions	22,172	31,265
P10	Actual Tally/Sample	Actual	Actual
P11	Annual Public Internet Computer Sessions Universe	P09 tallies other computer usage in addition to Internet	P09 tallies other computer usage in addition to Internet
P12	ILL Provided to Other Libraries	12,344	11,680
P13	ILL Received from Other Libraries	21,486	22,349
Children's Services			
P15	Children's Circulation	72,901	64,221
P16	Children's Library Programs	213	193
P17	Children's Program Attendance	6,446	5,543
Young Adult Services			
P18	Young Adult Library Programs	32	47
P19	Young Adult Program Attendance	410	473
Adult Services			
P20	Adult Circulation	113,169	130,805
P21	Adult Library Programs	50	57
P22	Adult Program Attendance	1,482	1,928
P23	Other Circulation	1,499	7,882
P24	Total Circulation	187,569	202,908
P25	Total Programs	295	
P26	Total Attendance	8,338	

Public Service Hours H01-H06

H01aS	Monday	9:00 am-8:00 pm
H01bS	Tuesday	9:00 am-8:00 pm
H01cS	Wednesday	9:00 am-8:00 pm
H01dS	Thursday	9:00 am-8:00 pm
H01eS	Friday	9:00 am - 5:00 pm
H01fS	Saturday	10:00 am - 2:00 pm
H01gS	Sunday	closed

H02	Total Weekly Public Service Hours for This Outlet (regular)	56
H03	Total Annual Public Service Hours for This Outlet	2,601
H04S	Number of Weeks Library is Open	51
H05	Seasonal Dates	May 28-September 3
H06	Total Seasonal Weekly Public Service Hours for This Outlet	52

Facilities F01-F34

F01	Number of Central Libraries	1	<i>1</i>
F02	Number of Branch Libraries	0	<i>0</i>
F03	Number of Bookmobiles	0	<i>0</i>
F04	Supplementary Service Sites		
F05S	Outlet Type Code	CE	<i>CE</i>
F06S	Metropolitan Status Code	NO	<i>NO</i>
F07S	Facility Type	L	<i>L</i>
F08S	Square Feet	26500	<i>26500</i>
F09S	Year Built	2000	<i>2000</i>
F10S	Latest Year Remodeled	N/A	<i>N/A</i>
F11S	Previous Years Remodeled	N/A	<i>N/A</i>
F12S	Staff Internet Terminals	12	<i>12</i>
F13S	Public Internet Terminals	28	<i>32</i>
F14	Laptops for On-Site Public Use	0	<i>0</i>
F15S	Fiber Optic to Library Building	Yes	
F16S	Category 6 Wiring in Library	No	
F17S	Optimum Internet Download Speed for Public Computers	Greater than 10 Mbps	<i>Greater than 10 Mbps</i>
F18S	Typical Internet Download Speed for Public Computers	Greater than 10 Mbps	
F19S	WiFi Available to Public	Yes	<i>Yes</i>
F20S	Meeting Room Available for Public Use	Yes	<i>Yes</i>
F21S	Non-Library Sponsored Meetings	442	<i>579</i>
F22S	Number of Interactive Television Rooms Available to Public	0	<i>0</i>
F23S	Building Capable of Public Video Streaming	Yes	<i>Yes</i>
* Restroom Technology Equipment			
F24S - Braille Embosser (computer driven)			
a	Brand/Manufacturer	0	<i>0</i>
b	Quantity	0	<i>0</i>
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F25S - Braille Notetaker

a	Brand/Manufacturer	0	0
b	Quantity	0	0
	Available for Loan	Not Applicable	<i>Not Applicable</i>

S - Braillewriter (manual)

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F27S - Closed-Circuit TV

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F28S - Hardware/Software for Hard-Copy Large Print

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F29S - Magnifier

a	Brand/Manufacturer	Simplicity	<i>Simplicity</i>
b	Quantity	1	<i>1</i>
c	Available for Loan	No	<i>No</i>

F30S - Optical Character Reader (OCR)

a	Brand/Manufacturer	0	0
b	Quantity	0	0
	Available for Loan	Not Applicable	<i>Not Applicable</i>

F31S - Page Turner

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F32S - Paperless Braille Display

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F33S - Screen-Enlarging Software

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

F34S - Speech Input or Output

a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

Staff Information S01-S16

Time Equivalent

S01	Total ALA/MLS Librarians	2.00	2.00
S02	Total Librarians	4.00	4.00
S03	Total Other Staff	4.75	4.75
S04	Total Paid Employees	8.75	8.75
		0.00	0.00

S05 Total MN Certified Staff

After completing the staffing information, scroll to the Selected Salary Schedule section, which may not appear at this point on your monitor.

SELECTED SALARY SCHEDULE

(For items S06-S16, low cannot equal high. If no pay scale, put salary in high.)

Regional System Director

S06a Hourly Rate - Low \$0.00 \$0.00

S06b Hourly Rate - High \$0.00 \$0.00

Library Director

S07a Hourly Rate - Low \$24.86 \$24.86

S07b Hourly Rate - High \$32.32 \$32.32

Assistant Director

S08a Hourly Rate - Low \$22.36 \$22.36

S08b Hourly Rate - High \$29.10 \$29.10

Branch Manager

S09a Hourly Rate - Low \$0.00 \$0.00

S09b Hourly Rate - High \$0.00 \$0.00

Central Library Manager

S10a Hourly Rate - Low \$0.00 \$0.00

S10b Hourly Rate - High \$0.00 \$0.00

Department Head

S11a Hourly Rate - Low \$0.00 \$0.00

S11b Hourly Rate - High \$0.00 \$0.00

Other Librarian

S12a Hourly Rate - Low \$20.07 \$19.44

S12b Hourly Rate - High \$22.54 \$21.83

Technology/Computer Support

S13a Hourly Rate - Low \$0.00 \$0.00

S13b Hourly Rate - High \$0.00 \$0.00

Support Staff

S14a Hourly Rate - Low \$13.70 \$13.33

S14b Hourly Rate - High \$22.42 \$21.71

Secretary

S15a Hourly Rate - Low \$0.00 \$0.00

S15b Hourly Rate - High \$.00 \$.00

Shelver/Page

S16a Hourly Rate - Low \$.00 \$.00

S16b Hourly Rate - High \$.00 \$.00

rary Collection C01-C17

C01 Print Materials 73,365 74,645

C02 Audio Materials, Physical 3,151 3,221

C03 Video Materials, Physical 2,639 3,963

C04 Multi-format Materials 168 180

C05	Other Physical Materials	77	329
C06	Total Physical Materials	79,400	82,338
C07	Print Serial Subscriptions	178	182
C08	Electronic Books Licensed Locally	0	0
C09	Electronic Books Licensed Regionally	2,769	909
C10	Electronic Books Licensed Statewide	15,191	15,191
C11	Audio Materials, Downloadable Licensed Locally	0	0
C12	Audio Materials, Downloadable Licensed Regionally	5,266	4,099
C13	Video Materials, Downloadable Licensed Locally	0	0
C14	Video Materials Downloadable Licensed Regionally	0	0
C15	Databases Licensed Locally	0	0
C16	Databases Licensed Regionally	6	14
C17	Databases Licensed Statewide	45	45

Policies/Plans D01-D07

Indicate year of last revision or if none, write "None."

D01	Strategic Plan	2009	2009
D02	Disaster Plan	2007	2007
D03	Policy Manual	2007	2007
D04	Records Retention Schedule	2007	2007
D05	Building Accessibility Plan	2000	2000
D06	Technology Plan	2007	2007
D07	Internet Acceptable Use Policy	2007	2007

Outreach Services O01-O09

Indicate Yes or No if staff provided outreach services to the following:

O01	Adult Basic Education	No	No
O02	Adult Literacy Organization	Yes	Yes
O03	Child-Centered Organization	Yes	Yes
O04	Correctional Facilities	No	No
O05	Ethnic Groups	No	No
O06	Service to Homebound	No	No
O07	Schools	Yes	Yes
O08	Senior-Centered Organizations	Yes	Yes
O09	Other		

Internal Groups I01-I33

I01	Do Any Library Staff Belong to a Union?	Yes	Yes
NTACT INFORMATION - Foundation			
I02	Does This Library Have a Foundation?	Yes	Yes
I03	Foundation President's Name (For 2012)	Kathy McCarty	Kathy McCarty
I04	Mailing Address	Grand Rapids Library Foundation	Grand Rapids Library Foundation
I05	2nd Mailing Address	140 NE 2nd St.	140 NE 2nd St.
I06	City	Grand Rapids	Grand Rapids
I07	ZIP	55744	55744
I08	ZIP Extension	2682	2682
I09	Telephone	218-326-4268	218-326-4268
I10	Day/Evening/Day-Evening	Evening	Evening
CONTACT INFORMATION - Friends			
I11	Does This Library Have a Friends Group?	Yes	Yes
I12	Friends President's Name (For 2012)	Carol Steele	Bonnie Gelle
I13	Mailing Address	21950 Co Rd 445	12198 Behm Road
I14	2nd Mailing Address		
I15	City	Bovey	Grand Rapids
I16	ZIP	55709	55744
I17	ZIP Extension		
I18	Telephone	218-247-0245	218-326-6403
I19	Day/Evening/Day-Evening	Evening	Evening
LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2012			
The website will allow the person filing the report to create as many entries as necessary.			
I20	Trustee Name	Dennis L. Jerome	Dennis L. Jerome
I21	Board Position (Use correct 6 options)	President	Vice President
I22	Mailing Address	2016 Knollwood Dr	2016 Knollwood Dr
I23	2nd Mailing Address		
I24	City	Grand Rapids, MN	Grand Rapids, MN
I25	ZIP	55744	55744
I26	ZIP Extension		
I27	Telephone	218-999-5741	218-999-5741
I28	Day/Evening/Day-Evening	Day/Evening	Day/Evening
I29	Term of Office Completion Year (yyyy)	2014	2011
I20	Trustee Name	Shannon Benolken	Shannon Benolken
I21	Board Position (Use correct 6 options)	Board Member	Board Member
I22	Mailing Address	19670 Feely 6	19670 Feely 6
I23	2nd Mailing Address		
I24	City	Warba	Warba
I25	ZIP	55793	55793
I26	ZIP Extension		

I27	Telephone	218-360-4444	<i>218-360-4444</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
	Trustee Name	John soll	<i>John soll</i>
I21	Board Position (Use correct 6 options)	Board Member	<i>Board Member</i>
I22	Mailing Address	35990 McLaughlin Dr.	<i>35990 McLaughlin Dr.</i>
I23	2nd Mailing Address		
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	218-326-4679	<i>218-326-4679</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2014	<i>2011</i>
I20	Trustee Name	Jemma Baker	<i>Jemma Baker</i>
I21	Board Position (Use correct 6 options)	Board Member	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	520 Canal St	<i>520 Canal St</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
	Telephone	218-327-7291	<i>218-327-7291</i>
I28	Day/Evening/Day-Evening	Evening	<i>Evening</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2013</i>
I20	Trustee Name	Victoria Harding	<i>Victoria Harding</i>
I21	Board Position (Use correct 6 options)	Secretary	<i>Secretary</i>
I22	Mailing Address		
I23	2nd Mailing Address	916 SW 3rd Avenue	<i>916 SW 3rd Avenue</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension	3540	<i>3540</i>
I27	Telephone	218-326-9934	<i>218-326-9934</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
I20	Trustee Name	Dave Yankowiak	<i>Regina Hawkinson</i>
I21	Board Position (Use correct 6 options)	Board Member	<i>President</i>
I22	Mailing Address	715 NW 6th Ave	
	2nd Mailing Address		<i>1219 NW 9th Street</i>
I24	City	Grand Rapids	<i>Grand Rapids</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		<i>2275</i>
I27	Telephone	218-326-2822	<i>218-999-9760</i>

I28	Day/Evening/Day-Evening	Evening	<i>Evening</i>
I29	Term of Office Completion Year (yyyy)	2014	<i>2011</i>
I20	Trustee Name	Cheryl Stephens	<i>Cheryl Stephens</i>
	Board Position (Use correct 6 options)	Vice President	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	36045 Little Bass Drive	<i>36045 Little Bass Drive</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension	4998	<i>4998</i>
I27	Telephone	208-999-7155	<i>208-999-7155</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
I20	Trustee Name	Max Peters	<i>Max Peters</i>
I21	Board Position (Use correct 6 options)	Board Member	<i>Board Member</i>
I22	Mailing Address	35328 County Road 63	<i>22731 Sugar View Dr.</i>
I23	2nd Mailing Address		
I24	City	Cohasset	<i>Cohasset</i>
I25	ZIP	55721	<i>55721</i>
I26	ZIP Extension		
I27	Telephone	952-426-5400	<i>952-426-5400</i>
	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2013</i>
I20	Trustee Name	Abby Kuschel	<i>Abby Kuschel</i>
I21	Board Position (Use correct 6 options)	Board Member	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	1524 NW 9th St	<i>1524 NW 9th St</i>
I24	City	Grand Rapids MN	<i>Grand Rapids MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	218-999-7550	<i>218-999-7550</i>
I28	Day/Evening/Day-Evening	Day	<i>Day</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2013</i>
REPORT FILER - CONTACT INFORMATION			
I30	Name of Person Who Prepared the Report	Marcia L. Anderson	<i>Marcia L. Anderson</i>
I31	Phone	218-326-7643	<i>218-326-7643</i>
I32	E-mail	manderson@ci.grand-rapids.mn.us	<i>manderson@ci.grand-rapids.mn.us</i>
	Fax	218-326-7644	<i>218-326-7644</i>

Revenue R01-R75

Whole Dollars Only

Operating - Local - CITY			
R01	City Direct	\$520,383	\$519,716
	City Indirect	\$0	\$0
R03	City Total	\$520,383	\$519,716
Operating - Local - COUNTY			
R04	County Direct	\$135,332	\$144,511
R05	County Indirect		\$0
R06	County Total	\$135,332	\$144,511
Operating - Local - OTHER LOCAL TAX			
R07	Other Local Tax Direct	\$0	0
R08	Other Local Tax Indirect	\$0	0
R09	Other Local Tax Total	\$0	\$0
Operating - Local - TOTAL			
R10	Local Total	\$655,715	\$664,227
Operating - State			
R11	State Library Services	\$0	0
R12	Legacy Funding	\$0	0
R13	State Other	\$0	0
R14	State Total	\$0	\$0
Operating - Federal			
R15	LSTA Projects	\$0	\$0
	Federal Direct	\$23,823	0
	Federal Indirect	\$0	0
R18	Federal Total	\$23,823	\$0
Operating - Other - REGIONAL SYSTEM			
R19	Regional System Direct	\$0	\$8,045
R20	Regional System Indirect	\$0	\$0
R21	Regional Total	\$0	\$8,045
Operating - Other - MULTICOUNTY, MULTITYPE			
R22	Multicounty, Multitype Direct	\$0	0
R23	Multicounty, Multitype Indirect	\$0	0
R24	Multicounty, Multitype Total	\$0	\$0
Operating - Other			
R25	Other Direct	\$43,573	\$58,218
R26	Other Indirect	\$0	\$0
R27	Other Total	\$43,573	\$58,218
R28	All Other Total	\$43,573	\$66,263
Operating - TOTAL			
R29	Total of all Direct and Indirect	\$723,111	\$730,490
Total - Local - CITY			
R30	City Direct	\$50,000	\$0
R31	City Indirect	\$0	0
R32	City Total	\$50,000	\$0
Capital - Local - COUNTY			

R33	County Direct	\$0	0
R34	County Indirect	\$0	0
R35	County Total	\$0	\$0
Capital - Local - OTHER LOCAL TAX			
	Other Local Tax Direct	\$0	0
R37	Other Local Tax Indirect	\$0	0
R38	Other Local Tax Total	\$0	\$0
Capital - Local - TOTAL			
R39	Local Total	\$50,000	\$0
Capital - State			
R40	State Library Services	\$0	0
R41	State Other	\$200,000	0
R42	State Total	\$200,000	\$0
Capital - Federal			
R43	LSTA Projects	\$0	\$0
R44	Other Federal Direct	\$0	0
R45	Other Federal Indirect	\$0	0
R46	Federal Total	\$0	\$0
Capital - Other - REGIONAL SYSTEM			
R47	Regional System Direct	\$0	0
R48	Regional System Indirect	\$0	0
R49	Regional Total	\$0	\$0
Capital - Other - MULTICOUNTY, MULTITYPE			
	Multicounty, Multitype Direct	\$0	0
R51	Multicounty, Multitype Indirect	\$0	0
R52	Multicounty, Multitype Total	\$0	\$0
Capital - Other			
R53	Other Direct	\$100,000	0
R54	Other Indirect	\$0	0
R55	Other Total	\$100,000	\$0
R56	All Other Total	\$100,000	\$0
Capital - Total			
R57	Total of all Direct and Indirect	\$350,000	\$0
REVENUE - IN KIND			
R58	City In-Kind	\$0	\$0
R59	County In-Kind	\$0	0
R60	Other Local In-Kind	\$0	0
R61	Total Local In-Kind	\$0	\$0
R62	Other In-Kind Total	\$0	0
R63	Total In-Kind	\$0	\$0
C ^ PITAL - IN KIND			
	City In-Kind	\$0	0
R65	County In-Kind	\$0	0
R66	Other Local In-Kind	\$0	0
R67	Total Local In-Kind	\$0	\$0
R68	Other In-Kind Total	\$0	0

R69 Total In-Kind \$0 \$0

PHILANTHROPIC REVENUE SOURCES

Note: The Internet data collection site will create as many entries for this question as necessary.

	Applicant Name	Grand Rapids Area Library	<i>Grand Rapids ARea Library</i>
R71	Funding Source's Name	Blandin Foundation	<i>Blandin Foundation</i>
R72	Funding Source's City	Grand Rapids	<i>Grand Rapids</i>
R73	Funding Source's State	MN	<i>MN</i>
R74	Amount	\$100,000	<i>\$9,970</i>
R75	Purpose	BOTH	<i>OPERATING</i>
R70	Applicant Name	Grand Rapids Area Library	<i>Grand Rapids Area Library</i>
R71	Funding Source's Name	Grand Rapids Area Library Foundation	<i>Grand Rapids ARea Library Foundation</i>
R72	Funding Source's City	Grand Rapids	<i>Grand Rapids</i>
R73	Funding Source's State	MN	<i>MN</i>
R74	Amount	\$7,400	<i>\$6,675</i>
R75	Purpose	OPERATING	<i>OPERATING</i>
R70	Applicant Name	Grand Rapids Area Librar	
R71	Funding Source's Name	Friends of the Grand Rapids Area Librar	
R72	Funding Source's City	Grand Rapids	
R73	Funding Source's State	MN	
R74	Amount	\$1,359	
R75	Purpose	OPERATING	
	Applicant Name	Grand Rapids Area Librar	
R71	Funding Source's Name	Grand Rapids Daybreakers Kiwanis Club	
R72	Funding Source's City	Grand Rapids	
R73	Funding Source's State	MN	
R74	Amount	\$500	
R75	Purpose	OPERATING	
R70	Applicant Name	Grand Rapids Area Library	
R71	Funding Source's Name	MN Community Foundation	
R72	Funding Source's City	St Paul	
R73	Funding Source's State	MN	
R74	Amount	\$1,415	
R75	Purpose	OPERATING	
R70	Applicant Name	Grand Rapids Area Library	
R71	Funding Source's Name	Friends of the St. Paul Public Library	
R72	Funding Source's City	St. Paul	
R73	Funding Source's State	MN	
R74	Amount	\$500	
R75	Purpose	OPERATING	

Expenditures E01-E19

Whole Dollars Only

PERSONNEL

E01	Salaries & Wages	\$391,478	\$375,393
E02	Employee Benefits	\$118,088	\$114,105
E03	Total Personnel Costs	\$509,566	\$489,498

COLLECTION EXPENDITURES

E04	Print Materials	\$56,143	\$55,346
E05	Audio and Video Materials Physical	\$10,158	\$10,908
E06	Other Physical Materials	\$0	\$0
E07	Electronic Books	\$0	\$0
E08	Databases	\$0	\$0
E09	Other Electronic Materials	\$0	\$0
E10	Collection Total	\$66,301	\$66,254

OTHER

E11	All Other Expenditures	\$195,124	\$193,729
E12	Total Operating Expenditures	\$770,991	\$749,481
E13	Expenditures equal or are less than Income? If No, provide explanation in state notes	No	No

IN-KIND

E14	Personnel		
E15	Collection		
E16	Other Operating Expenditures		
E17	Total In-Kind Operating Expenditures	\$0	\$0

ITAL EXPENDITURES

E18	Capital	\$589,756	\$0
E19	In-Kind Capital	\$0	0

Referendums on Capital Spending V1-V5

V1	Authorizing Jurisdiction		
V2	Issue(s)		
V3	For		
V4	Against		
V5	Total	0	0

UNIQUE Management Services, Inc.

Library Division

AGREEMENT MATERIAL RECOVERY SYSTEM

Library: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____

90 DAY NO-RISK TRIAL

We understand that we will be allowed to submit past due patron accounts for ninety (90) days from the date when the first accounts are submitted. UMS will accept accounts up to 60 days past due. All accounts must have \$25.00 balances or greater. We understand that if we are pleased with results and satisfied with the service at the conclusion of the 90 day trial, we will be billed based upon the fees shown below for accounts processed during the trial.

At the end of ninety days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed.

INITIAL PLACEMENT AND SECONDARY PLACEMENT

We hereby assign accounts to Unique Management Services for collection. We may withdraw them at any time. Unique Management Services may proceed with whatever steps are necessary for collection of the accounts. We warrant to Unique Management Services the accuracy of the information furnished to them on accounts submitted.

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 for each submission.

We give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies.

GUARANTEE

Unique Management Services guarantees to recover, in material returned, dollar amounts collected and amounts waived, at least two times the amount of placement fees. (See Conditions)

TERM

This Agreement may be canceled by either party upon 60 days written notice. Payment terms are net receipt of invoice.

CONDITIONS

To qualify for guarantee, accounts submitted must contain a \$10.00 long overdue fee (this is a separate amount from any fines/fees the Library currently adds) and be no more than 60 days past due at time of submission.

Library Representative

Unique Management Services Representative

Date

Date

Ron Edminster

From: Sid Frantz [sid@fsginc.com]
Sent: Wednesday, February 29, 2012 2:42 PM
To: Ron Edminster; Jerry Lilyerd; Deb
Subject: solar project
Attachments: Est_335_from_Sun_Energy.pdf

Hi Ron,
Here's what I have for pricing and options for your project. I took the liberty to attach a quote from Sun Energy for the poles and installs. They are a great company to work with and they carry all necessary certifications.

Large pole mount, configured for 4 ~~Silicon Energy~~ photovoltaic panels and 3 foot radius aluminum border. \$7400.00 each. X3
\$22200.00

Aluminum sheets for the aluminum borders. \$1350.00 each. X3 \$4650.00

Tracking option, supplied with order. \$2600.00 each. X3 \$7800.00

Tracking option, added later, not including install. \$3400.00 each. X3 \$10200.00

7400
1350

8750

half down \$4,375

Thank you for the opportunity to quote your project.

Best Regards,

Sid Frantz
Frantz Graphic Services, Inc.