

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

February 8, 2012

5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Baker***
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
1. **MN Community Foundation 2011 statement**
- 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:**
- Collections process change underway**
- 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**
 - a. **Filthy Clean \$2,200.00**
 2. **Approve Contracts**
 - a. Don Scheese March 15 \$500
 - b. Kevin Proescholdt March 29 \$250
 - c. Will Steger April 11 \$1050
 - d. Alison Feigh March 6 Mileage from Twin Cities
 3. **Approve Resolution 2012-2 Accepting Donations**
 - a. \$35.00 Women of the Moose for 5 children's books.
 - b. \$2600 Rotary Club of Grand Rapids for Early Literacy Station #2
- Regular agenda**
1. **Add Amazon.com to the pre-approved bill paying list**
 2. **Accept bid for cleaning contract (discussion)**
- 6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
January 11, 2012

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

Member absent: Shannon Benolken

Non-Member present: Marcia Anderson – Director

Meeting called to order at 5:00 pm by Dennis Jerome. New board member David Yankowiak was introduced followed by other board members introducing themselves

Will Richter, Reference Librarian, presented an update to the strategic plan goals: collection development priorities, holding a class on “Library Catalog Basics”, and updating the board on the community read effort coming up. Will passed around handouts and cookies were also passed around.

- A. Agenda – Motion made by Abby Kuschel to approve the agenda; motion seconded by Cheryl Stephens. Motion carried.
Election of Officers – Dennis Jerome was nominated for board chair. After no further nominations, Cheryl Stephens moved to approve the nomination, a second by John Soll and the motion carried.
Cheryl Stephens was nominated for vice-chair. After no further nominations, Dennis Jerome moved to approve the nomination, second by Jemma Baker and the motion carried.
Vicky Harding was nominated as board secretary. After no further nominations, Cheryl Stephens moved to approve the nomination, a second by Max Peters and motion carried.
After some discussion, it was unanimously decided to appoint committees on an “as needed” basis. John Soll agreed to continue to be board liaison to the library program committee.
- B. Approval of Minutes – Motion made by John Soll to approve the Minutes of December 14, 2011; second by Max Peters. Motion carried
- C. Communications – Director Anderson reported that the library had received notice and a check from the Itasca County.
- D. Financial Report – Director Anderson presented a preliminary annual financial report noting that the final report should be available in February or March. She also commented on a couple of specific line items in the report.

Payment of invoices due on/before 1/11/2012:

Ameripride Linen & Apparel	34.60
Baker & Taylor, Inc	2,638.25
Cole Hardware Inc	19.18
D.C.R. Communications, Inc	259.60
DEMCO	551.81
Diverse media, Inc	61.82
Filthy Clean	2,200.00
GALE	47.24
Gaylord Brothers	86.84
Henriksen, Bonnie	4.73
Itasca Area Schools	255.00
Janicke Bakery	10.50
Junior Library Guild	42.00
MINITEX	50.00
Minnesota Women's Press	60.00
Nardini Fire Equip. Co.	1,561.69
Northern Business Products Inc	506.94
PDR Distribution	77.90
Personnel Dynamics, LLC	665.60
Pizza Works	14.99
Rapids Electric	866.23
Recorded Books	30.20
Salem Press	1,596.00
SIM Supply Inc	114.20
Star Tribune	296.40
U.S. Postal Service	500.00
Upstart	80.00
Viking Electric Supply	316.92
Village Book Store	165.43
Xerox Corp.	69.04
Dick Ojakangas	250.00
TOTAL	\$ 13,423.41

Checks Issued – Prior Approval

Blue Cross & Blue Shield of MN	3,779.50
Delta Dental of Minnesota	228.15
Fidelity Security Life Ins.	11.27
City of Grand Rapids	402.63
Grand Rapids City Payroll	33,662.62
Henriksen, Bonnie	6.39
Lincoln National Life	90.70
Minnesota Energy Resources	1,157.76
Minnesota Sales & Use Tax	38.47
Paul Bunyan Telephone	244.93

Pioneer Mutual Life Ins.	20.50
Pitney Bowes	143.34
Public Utilities Comm. GR	2,772.17
TDS Metrocom	230.69
Verizon Wireless	126.58
Xerox Corp.	22.92
TOTAL	\$ 42,938.62

Combined Total \$ 56,362.03

Abby Kuschel moved to accept the financial report as presented. The motion was seconded by Vicky Harding and the motion carried.

- E. Staff Report – Director Anderson gave an update on the “Early Literacy Center” project and passed around an information sheet on the project. She also gave an update on the Laura Erickson’s Owl program. Other staff reports were included in the meeting materials.
- F. Old Business – Director Anderson offered an update on the Blandin heat transfer system.
- G. New Business –
 Consent Agenda – Motion made by Jemma Baker to approve the consent agenda. Motion seconded by Abby Kuschel. Roll Call vote taken to – 8 AYES, 0 NAYS. Motion carried unanimously.

- 1. Approve payment of late bills:
 - a. DCR Communications \$60.00
 - b. ALS \$52.47
- 2. Approve Contracts:
- 3. Approve Resolution 2012-1 Accepting Donations:
 - a. Michael and Sandra Hughes, \$25 undesignated
 - b. Grand Rapids Area Library Foundation, \$2,480 for 2012 Playaway Subscription.
 - c. Dora Hayes, \$50 undesignated
 - d. Grand Rapids Area Library foundation, \$1000 for Early Literacy Station #1

Regular Agenda –

- 1. Director Anderson presented a sales order from Silicon Energy for solar panels which will be used for display and fund raising and for some energy generation. Funds for this are to come from anticipated \$5,000 project support from the Grand Rapids P.U.C. Motion by Vicky Harding, second by John Soll to purchase the solar panels. Motion carried.

Everyone seemed to be able to use the laptops without much difficulty.

Dennis Jerome adjourned the meeting at 5:47 pm. The next library board meeting will be on Wednesday, February 8 at 5:00 pm.

Submitted by Jeff Wartchow

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

RESOLUTION NO. 2012-1
A RESOLUTION ACCEPTING DONATIONS

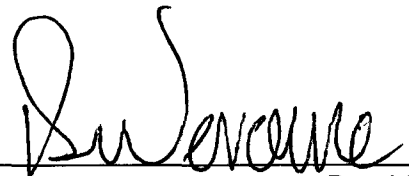
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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


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

25.00	Michael and Sandra Hughes	Undesignated
2480.00	Grand Rapids Area Library Foundation	2012 Playaway Subscription
50.00	Dora Hayes	Undesignated
1,000.00	Grand Rapids Area Library Foundation	Early Literacy Station #1

Adopted this 11th day of January 2012



President


Victoria Harding, Secretary

Board member ABBY KUSCHEL seconded the foregoing resolution and the following voted in favor thereof:

DEUNIS JEROME, CHERYL STEPHENS, MAX PETERS,
VICKY HARDING, JEMMA BAKER, JOHN SOLL,
ABBY KUSCHEL, DAVID YANKOWIAK

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

TE: 02/03/2012
TIME: 10:51:41
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/08/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	0.00	66.04
0113233	AMERIPRIDE LINEN & APPAREL	305.14	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	52.47	52.47
0121200	AUDIOGO	0.00	1,980.00
0201428	BAKER & TAYLOR, INC	2,638.25	1,611.22
0205640	LEAGUE OF MN CITIES INS TRUST	147,914.00	2,732.07
0212750	BLUE CROSS & BLUE SHIELD OF MN	31,781.50	3,779.50
0315455	COLE HARDWARE INC	599.64	35.58
0400015	D.C.R. COMMUNICATIONS INC	32,983.91	60.00
0405447	DELTA DENTAL OF MINNESOTA	2,172.90	228.15
0405697	THE DESIGN GROUP INC	0.00	2,100.00
0409115	DIAMOND LAKE BOOK COMPANY	0.00	140.36
0718015	GRAND RAPIDS CITY PAYROLL	387,083.76	37,334.26
0801820	HAWK CONSTRUCTION INC	0.00	198,067.00
0805524	BONNIE HENRIKSEN	4.73	5.34
0920059	ITASCA COUNTY SHERIFFS DEPT	0.00	10.00
1021515	JUNIOR LIBRARY GUILD	42.00	133.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	0.00	19.95
1309099	MINNEAPOLIS/ST. PAUL BUSINESS	0.00	95.00
1309199	MINNESOTA ENERGY RESOURCES	14,630.32	1,870.16
1309335	MINNESOTA SALES & USE TAX	2,385.59	28.41
1415377	NORTHERN BUSINESS PRODUCTS INC	2,775.67	290.02
1605665	PERSONNEL DYNAMICS, LLC	4,167.23	54.00
1609557	PIONEER MUTUAL LIFE INS CO	258.92	20.50
1609925	PIZZA WORKS	14.99	14.99
1612895	PLYMOUTH ROCKET INC	0.00	275.00
1621130	P.U.C.	21,175.43	2,830.12
1801585	RAPIDS ELECTRIC INC	1,008.13	129.65
1801610	RAPIDS PLUMBING & HEATING INC	1,289.50	276.25
1805150	RECORDED BOOKS	30.20	3,808.00
1909427	SILICON ENERGY LLC	0.00	2,850.00
1909510	SIM SUPPLY INC	1,348.91	402.54
2000490	TDS Metrocom	1,828.29	231.64
2205637	VERIZON WIRELESS	2,693.17	126.58
2209450	THE VILLAGE BOOK STORE	165.43	47.93
2209665	VISA	9,538.12	743.96
2301700	WASTE MANAGEMENT	1,212.41	106.12
2405650	XEROX CORPORATION	142.09	22.92
T000301	BOUNDARY WATERS JOURNAL	0.00	23.00
T000428	ELLEN BAKER	0.00	124.90
TOTAL ALL VENDORS:			262,761.23

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2011
With Comparative Totals for December 31, 2010**

PRELIMINARY	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	332,377	339,391	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 1/1/XX	727,080	690,114	690,114	
Revenues:				
Taxes	453,334	473,589	487,921	97%
Intergovernmental	192,697	182,127	179,795	101%
Charges for Services	13,914	13,292	11,182	119%
Fines & Forfeits	14,970	14,303	15,000	95%
Blandin Grant	9,971	379	-	0%
GR Library Foundation	6,675	7,400	-	0%
Miscellaneous	20,956	37,957	19,400	196%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	712,517	747,356	764,938	98%
Expenditures:				
Personnel	489,499	509,567	503,061	101%
Supplies/Materials	96,523	114,467	98,725	116%
Other Services/Charges	153,490	146,958	163,152	90%
Capital Outlay	-	-	-	0%
Blandin Grant	9,971	2,621	-	0%
TOTAL EXPENDITURES	749,483	773,613	764,938	101%
OPERATING SURPLUS (DEFICIT)	(36,966)	(26,257)	-	
ST/MN-Capital Energy Grant	-	200,000	-	
Blandin Foundation-Energy Grant	-	50,000	-	
Blandin Foundation-Carpet Grant	-	50,000	-	
City-Carpet Contribution	-	50,000	-	
Capital Outlay-Energy Project	-	(487,843)	-	
Capital Outlay-Carpet Project	-	(100,023)	-	
Fund Balance Contribution	-	(237,866)	-	
Fund Balance 12/31/XX				
Cash Flow	551,914	328,858	546,220	
Compensated Absences	25,992	31,497	29,153	
Emergency/unanticipated Expenditures	52,364	52,880	53,546	
Major Equipment Replacement	59,844	12,756	61,195	
TOTAL FUND BALANCE 12/31/XX	\$ 690,114	\$ 425,991	\$ 690,114	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$26,473 as of 9/30/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JANUARY 31, 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	116	6%
211-00-34-00-7975	INTERNET	3,000	167	6%
211-00-35-00-1030	LIBRARY FINES	15,000	899	6%
211-00-37-00-2310	DONATIONS	2,500	-	0%
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	-	2,480	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	404	10%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	99	6%
211-00-37-00-5100	INVESTMENT INCOME	8,000	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	4,199	1%
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	509,294	24,176	5%
211-00-75-10-1030	SALARY-PARTTIME	-	8,409	0%
211-00-75-10-1050	CONTRACTED SERVICES	-	54	0%
211-00-75-10-1210	PERA	-	2,360	0%
211-00-75-10-1220	FICA	-	1,936	0%
211-00-75-10-1250	MEDICARE	-	453	0%
211-00-75-10-1310	HEALTH INSURANCE	-	(666)	0%
211-00-75-10-1330	LIFE INSURANCE	-	7	0%
211-00-75-10-1335	DENTAL INSURANCE	-	(97)	0%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	-	2,732	0%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	138	2%
211-00-75-20-2020	COPY SUPPLIES	1,000	-	0%
211-00-75-20-2030	PRINTING/BINDING	400	-	0%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	152	4%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	-	0%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2100	OPERATING SUPPLIES	2,000	26	1%
211-00-75-20-2110	BOOKS	40,000	1,939	5%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,788	64%
211-00-75-20-2130	NEWSPAPERS	1,200	-	0%
211-00-75-20-2140	PERIODICALS	7,500	198	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	403	13%
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	35	7%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	-	0%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	145	7%
211-00-75-30-3210	TELEPHONE	7,500	483	6%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	-	0%
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	-	0%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,000	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	4	0%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	1,870	19%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	276	2%
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	275	6%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	65	2%
211-00-75-30-4100	EQUIPMENT LEASES	900	23	3%
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%
	TOTAL EXPENDITURES	737,504	51,285	7%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (47,086)	

DATE: 02/03/2012
TIME: 10:49:41
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/08/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	66.04
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0121200	AUDIOGO	1,980.00
0201428	BAKER & TAYLOR, INC	1,611.22
0315455	COLE HARDWARE INC	35.58
0405697	THE DESIGN GROUP INC	2,100.00
0409115	DIAMOND LAKE BOOK COMPANY	140.36
0801820	HAWK CONSTRUCTION INC	198,067.00
0805524	BONNIE HENRIKSEN	5.34
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1021515	JUNIOR LIBRARY GUILD	133.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1309099	MINNEAPOLIS/ST. PAUL BUSINESS	95.00
1415377	NORTHERN BUSINESS PRODUCTS INC	290.02
1605665	PERSONNEL DYNAMICS, LLC	54.00
1609925	PIZZA WORKS	14.99
1612895	PLYMOUTH ROCKET INC	275.00
1801585	RAPIDS ELECTRIC INC	129.65
1801610	RAPIDS PLUMBING & HEATING INC	276.25
1805150	RECORDED BOOKS	3,808.00
1909427	SILICON ENERGY LLC	2,850.00
1909510	SIM SUPPLY INC	402.54
2209450	THE VILLAGE BOOK STORE	47.93
2405650	XEROX CORPORATION	22.92
T000301	BOUNDARY WATERS JOURNAL	23.00
T000428	ELLEN BAKER	124.90
	TOTAL	212,617.29

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0118660	ARROWHEAD LIBRARY SYSTEM	52.47
0205640	LEAGUE OF MN CITIES INS TRUST	2,732.07
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,779.50
0400015	D.C.R. COMMUNICATIONS INC	60.00
0405447	DELTA DENTAL OF MINNESOTA	228.15
0718015	GRAND RAPIDS CITY PAYROLL	37,334.26
1309199	MINNESOTA ENERGY RESOURCES	1,870.16
1309335	MINNESOTA SALES & USE TAX	28.41
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,830.12
2000490	TDS Metrocom	231.64
2205637	VERIZON WIRELESS	126.58
2209665	VISA	743.96
2301700	WASTE MANAGEMENT	106.12

DATE: 02/03/2012
TIME: 10:49:41
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/08/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL	50,143.94
	TOTAL ALL DEPARTMENTS	262,761.23

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2012
With Comparative Totals for January 31, 2011

	2011 Actual	2012 Actual	2012 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	546,220	328,858	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	52,880	52,880	
Major Equipment Replacement	61,195	12,756	12,756	
TOTAL FUND BALANCE 1/1/XX	690,114	425,991	425,991	
Revenues:				
Taxes	-	-	524,716	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	504	283	11,182	3%
Fines & Forfeits	1,343	899	15,000	6%
Blandin Grant	50,000	-	-	0%
Grand Rapids Library Foundation	-	2,480	-	0%
Miscellaneous	749	537	18,700	3%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	52,596	4,199	737,504	1%
Expenditures:				
Personnel	53,086	39,366	509,294	8%
Supplies/Materials	8,501	8,643	86,700	10%
Other Services/Charges	14,500	3,276	141,510	2%
Capital Outlay	3,020	-	-	0%
Blandin Grant	372	-	-	0%
TOTAL EXPENDITURES	79,479	51,285	737,504	7%
Revenues > Expenditures	(26,883)	(47,086)	-	
Fund Balance 1/31/XX				
Cash Flow	519,337	281,772	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	52,880	52,880	
Major Equipment Replacement	61,195	12,756	12,756	
TOTAL FUND BALANCE 1/31/XX	\$ 663,231	\$ 378,905	\$ 425,991	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$26,473 as of 9/30/11. This endowment is not available for current operations.

Director's Report February 8, 2011

Energy Project

The good news: The heat transfer system is running great! When the boilers were turned off on January 9 and 10, the warm sunny days, the system provided all of the heat. It continues to provide a significant amount of heat.

The bad news: The system for heating the sidewalks is either plugged or not transferring heat properly. There were two engineers here today (Thursday) pondering the problem and trying to develop a solution.

Early Literacy Stations

The first station is up and running and popular! We received a commitment of \$2600 for another unit from the evening Rotary Club. I will order that unit shortly.

Collections

The Arrowhead Library System is purchased a collections module for Horizon, our Integrated Library System (catalog). This will allow libraries to more easily automate the process of collecting for overdue items and retrieving lost books. We will work with a company called Unique Management Services <http://www.unique-mgmt.com/ReferenceDesk.aspx> (this page answers every question you might have) They specialize in library collections. The major advantage to using them is the reduction in staff time required to collect fines and lost material. We have just begun this process and have not begun to work out the details.

Computer Classes

We began a series of Computer Basics classes on Wednesday, January 18 (4 attended) and Thursday Feb 3 (7 people attended) and will do additional short topic-specific classes in February and March. The series will repeat beginning in late March. The classes were listed in the Community Education catalog and most are already full.

MN Library Trustees and Advocates

MLTA is now a division of the MN Library Association and are working to revitalize the trustee association. I have packets of information to hand out at the board meeting. They are a great source of info on Library Boards of Trustees.

New Phone System

DCR Communications is providing a new phone system as part of a city-wide upgrade. We will take advantage of new features to provide an automated voice attendant to provide hour's information and direct calls for renewals, reference, children's and room reservation. They installed the new phones on February 1 and 2. The switch to the new system will take place after hours on Friday, Feb 17. You should hear the new automated attendant beginning Saturday, Feb 18. If it does not work properly, they have Monday to make adjustments, as we are closed that day.

Library Foundation support committed

Saturday Story times for Winter and Spring (18 for Jan-May) \$1530

Support for programs for Rapids Reads up to \$1800

\$500 ***Wilderness and the American Consciousness*** Don Scheese Thursday, March 15, 7 pm
Gustavus Adolphus American Studies Professor

\$250 ***The Importance of Wilderness*** Kevin Proescholdt Thursday March 29th 7 pm
(former Executive Director of Friends of the BWCA)

\$1050 ***An Evening with Will Steger***, Wednesday April 11 7 pm (Davies Hall)

Rapids Reads is a community read program to get people excited about reading by encouraging adults throughout the community to read one notable book and participate in a variety of related programs. The goals of Rapids Reads are to:

- Make reading fun, interesting and thought-provoking for a broad audience
- Offer a variety of approachable and meaningful programs
- Encourage discussion through the exchange of ideas and experiences

The book selected for 2012 is ***Into the Wild***, by Jon Krakauer, a true story exploring themes related to Americans' fascination with wilderness and civil disobedience.

Cleaning Contract

We received 4 responses: Busy Bee Cleaning, Filthy Clean, Clean Advantage, and Jemma Baker, (DBA Dust in Time Cleaning). The quotes ranged from 1700/mo to 2100/mo. The specifications included slightly less service than we are currently receiving. I will contact references on Monday and have more information by the time of the Board Meeting.

Assistant Director Report February 2012

Teens

Teen Winter Reading has been going well. As of January 31, there were 12 teens that reached the 700 page mark and 11 that reached the 1500 page mark. TWR goes until Feb. 27. There was a winner in the book bingo. There will be another book bingo drawing at the end of February. The teen room monthly drawing had 10 participants.

On January 19 I did a paper making program. Teens used a blender, wrapping paper, glue, and water to make their own paper. I did put a picture on our website at <http://www.grandrapids.lib.mn.us/teens.htm> to show one teens finished paper. Take a look!

TAB Minutes

Members present: Joseph E., Bobby T., Nikki M., Emma S., Paige C.

Members had a long discussion about Teen Tech Week which is March 4-10. We brainstormed ideas for what to do during the week.

I talked about winter reading and how it's going.

Joseph and Paige showed some of their work that is online. Paige has her own blog and Joseph has his artwork on bluecanvas.com.

Staff

Darla met with the Snowfolk Festival committee in January. The library has an event on Sat. the 4th to build snowfolk.

Will continues to firm up programs and publicity for Rapids Reads. He has contacted the graphic designer at ALS who has designed posters and bookmarks.

Operations

The display case in the lobby has posters for Rapids Reads, children's and teen winter reading programs. There is a display for the Printz Award in the teen area. The award is given each year in January for a book "which exemplifies literary excellence in young adult literature."

We continue to place new paperbacks on a table. People seem pleased with the selection and the ease of finding the new books.

We recently started a continuous order plan for DVDs through Recorded Books. We will receive the top 5 box office hits each month. We received our first 5 the first week in February.

	THIS MONTH	YTD	YTD 2011	Express Check outs	% of total	of January 2012
Check-outs	13,382	13,382	14,204	2,927	21.87%	
Renewals	1,733	1,733	1,853			
Total Circulation	15,115	15,115	16,057			
Returns	14,699	14,699	14,729			
New cards	126	126	118			

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
Books cataloged and processed	432	432	821	10682	-12.04%
Withdrawn copies	338	338	1,115		
Withdrawn Titles	200	200	513		

REFERENCE

	THIS MONTH	YTD	YTD 2011
tests proctored	806	806	541
computer help over 5 minutes	3	3	7
INTERNET	18		29
Pharos sessions ***	1,739	1,101	1,739

Non-Pharos sessions

	THIS MONTH	HOURS	YTD HOURS	2011 YTD SESSIONS	2011 YTD HOURS
VOLUNTEERS	48	48	48	1,811	1,176

MEETING ROOM

	THIS MONTH	HOURS	YTD HOURS	2011 YTD GROUPS	2011 YTD PEOPLE
Total Mtg Rm Use	32	215.75	32	32	603

PROGRAMS & TOURS

	THIS MONTH	PEOPLE	YTD PEOPLE	2011 YTD GROUPS	2011 YTD PEOPLE
BOOK TIME	6	127	6	8	204
SATURDAY STORY TIME	4	153	4	7	91
CLASS VISITS	2	33	2	6	145
NON SCHOOL GROUPS	1	17	1	3	24
SPECIAL PROGRAMS	4	43	4	24	464
TEEN PROGRAMS	17	373	17	2	52
Total Youth Programs	17	373	17	2	52
Total Adult Programs	6	210	6	2	52

BOOKINGS & ARRANGEMENTS

	HRS THIS MONTH	HRS YTD	HRS YTD 2011
TOTALS	8.5	8.5	8.5

Children's Library Summary

January 2012

The new year is off to a great start in Children's. We are seeing great attendance at both Monday Book Time and Saturday Story Time – I'm assuming that at least part of the credit goes to our "non-winter" weather. We kicked off our winter reading program, "Curl Up with a Good Book," in December, and as of January 31, we have 333 boys and girls registered to read – and many have already turned in their completed reading logs and chosen their free books! You should stop down and see all the "curling stones" on and around our bulletin board.

We've had visits from the RJEMS special education class, and 19 boys and girls from Bena Headstart also came for a visit.

Thursday, January 26 we showed "Dolphin Tale" for family movie night, with 17 children and adults in attendance. This film is based on a true story, and with Harry Connick, Jr. and Morgan Freeman, you can't really go wrong!

The 1st Annual Great Itasca SnowFolk Festival began January 20. Our event, "The Snowflake Frenzy" takes place Saturday, February 4, from 10 am to 2 pm. In addition to snowfolk construction outside, we will also provide sidewalk chalk so that participants can draw some snowfolk, as well. These artists are invited inside to warm up with cocoa and cookies and to join the artists of the Creativity Tank in creating original snowflakes from a variety of materials. Families with young children can earn a Baby Steps coupon, too!

Looking ahead:

- Tuesday, February 7 @7:00 pm, *The Okee Dokee Brothers*, a bluegrass/comedy duo will perform. This event is made possible through the Legacy Fund.
- Tuesday, February 21 @ 1:00 pm, *Studio 321*, a Chisholm-based artists' group, will be here to guide boys and girls in a Magic-School-Bus-type activity (complete with Miss Frizzle) building bridges from toothpicks and gum drops. This is also a Legacy Fund event.
- Thursday, February 23 @ 6:00 pm is Family Movie Night. The film is "Winnie the Pooh" – the newly redone version with voices of Craig Ferguson and John Cleese.

Library Volunteer and Program Report for January 2012

December Volunteers

32 volunteers/215.75 hours includes 7 Board and 9 Program Committee members that logged 46 hours of these hours.

Volunteer Activities

- Routine tasks kept volunteers busy---shelving, shelf reading, sorting and stocking books for the used book store

Board & Program Committee Volunteers (included in above totals)

Board members who reported hours:

Library Board: 7

Program Committee: 9

Program committee members have brainstormed programs to nearly fill the schedule through June 2012 and have been busy contacting potential speakers. 3 program committee members were present on Saturday, January 14 to help with the Tech Petting Zoo, displaying and demonstrating tech gadgets for patrons. Multiple committee members have also shown up for each program and helped with set-up, distributing promotional materials, hosting and introducing speakers. There is much active support from committee members in organizing and promoting Rapids Reads 2012 events.

The Program Committee offered the following programs:

- **Laura Erickson Speaking for the Owls** • January 5 at 7:00 p.m. • 101 attended---great comments! Packed house! Laura did an excellent program. She brought a live owl with her to show.
- **Tech Petting Zoo II** • Saturday, January 14 at 10:30 a.m.-12:30 p.m. • 57+/- attended--
-Program Committee members were at tables in the library helping patrons learn new tech gadgets like smart phones, iPads, iPods, Kindles, etc.
- **Cruising 101: Everything You Want to Know About Cruising** • January 19 at 7:00 p.m. • 17 attended • Diane Skelly, The Travel Master did an informal program about cruising.
- **Tales of a Teacher's First Year** • John Salls, author • January 24 at 7:00 p.m. • small crowd of 10; presentation was mostly reading from his book; not the lively discussion that was hoped for. Author is self published and sold his own books.
- **I Gave My Heart To Know This** • Ellen Baker, author • January 30 at 7:00 p.m. • 14 attended; excellent presentation about the research that was gathered to frame the book, the writing process. Village Book Store sold books.

Filthy Clean
 PO Box 187
 Grand Rapids, MN 55744
 218-327-9186
 www.filthycleanmn.com

Invoice

Date	Invoice #
1/31/2012	5888

Bill To
City of Grand Rapids-Public Library Ron Edminster 402 Pokegama Ave N Grand Rapids, MN 55744

P.O. No.

Description	Qty	Rate	Amount
Monthly Cleaning Services		2,200.00	2,200.00
		Subtotal	\$2,200.00
Accounts over 30 days will be assessed a monthly finance charge of 1.5% (18% Annual)		Sales Tax (6.875%)	\$0.00
		Total	\$2,200.00

February 8, 2012

Will Steger

Dear Mr Steger:

I am pleased that you will be leading a presentation for the Grand Rapids Community on Wednesday, April 11 at 7:00 p.m at Itasca Community College. Please let me know if you have any audio visual or set up needs library staff should be aware of. We are looking forward to your presentation as part of our Community Read program based on the book *Into the Wild* by Jon Krakauer.

Many library programs are videotaped by our local public access television station, ICTV. Will you give your permission for your presentation to be taped and replayed? If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$1050 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form,
These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Quotes for cleaning contract

2100/mo	Filthy Clean
2025/mo	Dust in Time (Jemma Baker)
1890/mo	Clean Advantage (Sandra Fischer)
1700/mo	Busy Bees Quality Cleaners

..Title

Accept quote for cleaning contract at the Library

..Body

Background Information:

Staff solicited quotes from cleaning contractors to do regular cleaning of the Library. We received 4 quotes ranging from \$1700/mo to \$2100/mo. This is a budgeted item for the Library.

Requested City Council Action

Accept low quote of \$1700/month from Busy Bees Quality Cleaning Service and authorize staff to negotiate contract terms. Authorize City Administrator to sign contract.

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



Fund Statement(s)

January 1, 2011 - December 31, 2011

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):
The Grand Rapids Public Library Endowment Fund

Please read the enclosed letter that highlights important information about your fund and fund statement.

For Questions Regarding This Statement:

Contact: Sophia Vazquez
Donor Relations Associate
Phone: (651) 325-4251
(800) 875-6167
Fax: (651) 224-9502
E-mail: smv@saintpaulfoundation.org
Address: 55 Fifth Street East, Suite 600
Saint Paul, MN 55101-1797

**The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2011 through December 31, 2011**

Prepared For: Ms. Marcia L. Anderson

Fund#: (5350)

Copies sent to: Ms. Barbara Baird

Fund Activity

Beginning Balance on January 1, 2011	\$ 28,789
Contributions	0
Investment Activity	
Investment Gain / (Loss)	(71)
Interest & Dividends	532
Disbursements	
Grants Paid	(1,415)
Administrative Fees	(209)
Investment Expenses	(118)
Other Income (Expense)	0
Ending Balance on December 31, 2011	\$ 27,508
<i>Grants Approved Not Yet Paid</i>	<i>0</i>
Uncommitted Balance on December 31, 2011	\$ 27,508

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	One Year	Three Year	Five Year
			(Annualized)			
Multi-Asset Endow Port.	27,487	99.9%	1.1%	1.1%	9.9%	1.0%
Cash, Net	7	0.0%				
Income Earned, not Recd	14	0.1%				
	<u>\$ 27,508</u>	<u>100.0%</u>				



The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2011 through December 31, 2011

Activity By Category

Grants Paid (Returned)		
Pd Date	Organization Name	Amount
03/10/11	Grand Rapids Public Library	\$ 1,415
		<u>\$ 1,415</u>



The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Amount Available to Grant Statement
January 1, 2011 through December 31, 2011

Available to Grant Activity

Amount Available to Grant from Previous Year	\$	0
Available to Grant for 2011		1,415
		<hr/>
Grants (Paid)/Returned in 2011		(1,415)
		<hr/>
Amount Available to Grant as of December 31, 2011		0
		<hr/>
<i>Uncommitted Amount Available to Grant as of December 31, 2011</i>	\$	0
		<hr/> <hr/>

To help you with your charitable planning, we have created this Amount Available to Grant Statement. You will receive this as a quarterly addendum with your regular Fund Statement. The purpose is to provide you with timely information on how much money you have available for grantmaking in the current year. Please note that the current year's available to grant amount may include an unused amount from the previous year(s).

We hope that you will find this information of value in managing your Fund. As always, if you have questions, please feel free to call the Foundation.



The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Amount Available to Grant Statement
as of January 1, 2012

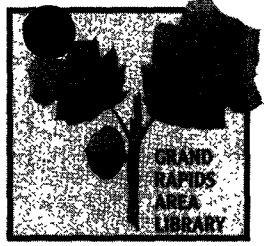
Available to Grant Activity

Amount Available to Grant from Previous Year	\$	0
Available to Grant for 2012		1,348
Amount Available to Grant as of 2012		1,348
<i>Uncommitted Amount Available to Grant as of 2012</i>	\$	1,348

To help you with your charitable planning, we have created this Amount Available to Grant Statement. You will receive this as a quarterly addendum with your regular Fund Statement. The purpose is to provide you with timely information on how much money you have available for grantmaking in the current year. Please note that the current year's available to grant amount may include an unused amount from the previous year(s).

We hope that you will find this information of value in managing your Fund. As always, if you have questions, please feel free to call the Foundation.





February 8, 2012

Alison Feigh

Dear Ms Feigh:

I am pleased that you will be leading a presentation on internet safety for the Grand Rapids Area Library on Tuesday, March 6 at 6:00 p.m.* Please let me know if you have any audio visual or set up needs that library staff should be aware of. *I can email p.pt. ahead or bring on flash drive * 6:30 p.m.*

Many library programs are videotaped by our local public access television station. Will you give your permission for your presentation to be taped and replayed? If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like. *Yes, please. We may have it available for one wk on our site.*

Paul Bunyan Telecommunications is paying you an honorarium of \$250 for your appearance. We will pay you mileage from the Twin Cities at the current IRS rate in effect at the time of the program. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

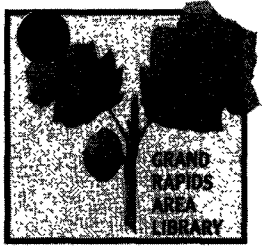
Enc: ICTV release form, W-9 form, Expense Reimbursement Form
These terms are acceptable:

Marcia Anderson
Signature

2/15/12
Date

Approved for the Board of Directors:
Debra Werone
Board President

8 Feb 12
Date



February 8, 2012

Kevin Proescholdt
2833 43rd Ave. S.
Minneapolis, MN 55406

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

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

Dear Mr Proescholdt:

I am pleased that you will be leading a presentation for the Grand Rapids Area Library on Thursday, March 29 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of. We are looking forward to your presentation as part of our Community Read program based on the book *Into the Wild* by Jon Krakauer.

Many library programs are videotaped by our local public access television station. Will you give your permission for your presentation to be taped and replayed? If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$250 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form,
These terms are acceptable:

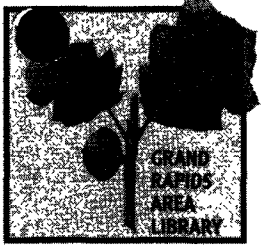
Kevin Proescholdt
Signature

17 Feb. 2012
Date

Approved for the Board of Directors:

Shelene
Board President

8 Feb 12
Date



February 8, 2012

Don Scheese

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

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

Dear Mr Scheese:

I am pleased that you will be leading a presentation on Wilderness and the American Consciousness for the Grand Rapids Community on Thursday, March 15 at 7:00 p.m at the Library Please let me know if you have any audio visual or set up needs we should be aware of. We are looking forward to your presentation as part of our Community Read program based on the book *Into the Wild* by Jon Krakauer.

Many library programs are videotaped by our local public access television station, ICTV. Will you give your permission for your presentation to be taped and replayed? If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$500 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form,
These terms are acceptable:

Don Scheese
Signature

2/15/2012
Date

Approved for the Board of Directors:
Duerrme
Board President

8 febr 12
Date

February 8, 2012

ORIGINAL

Will Steger

Dear Mr Steger:

I am pleased that you will be leading a presentation for the Grand Rapids Community on Wednesday, April 11 at 7:00 p.m at Itasca Community College. Please let me know if you have any audio visual or set up needs library staff should be aware of. We are looking forward to your presentation as part of our Community Read program based on the book *Into the Wild* by Jon Krakauer.

Many library programs are videotaped by our local public access television station, ICTV. Will you give your permission for your presentation to be taped and replayed? If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like.

The Library will pay you an honorarium of \$1050 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form,
These forms are acceptable:

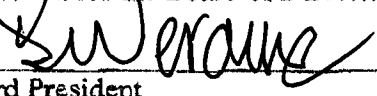
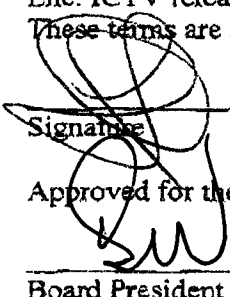
Signature

Approved for the Board of Directors.

Board President

Date

Date



April 2012

11 Apr 12