

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

January 11, 2012 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call/ Introductions**

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

Election of officers

Appointment of Committees

Standing Committees:

Building and Grounds, Finance, Long-Range Planning, Personnel, Policy,

Public relations or appoint as needed,

Liaison to Program committee

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

5:12 **C. Communications**

5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

5:20 **E. Staff Reports (Packet Items E__)**

Update on Strategic Plan goals (Will Richter)

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

a. DCR Communications \$60.00

b. ALS \$52.47

2. Approve Contracts

3. Approve Resolution Accepting Donations

25.00 Michael and Sandra Hughes Undesignated

2480.00 Grand Rapids Area Library Foundation 2012 Playaway Subscription

50.00 Dora Hayes Undesignated

1000.00 Grand Rapids Area Library Foundation Early Literacy Station #1

Regular agenda

1. Approve order for demonstration solar panel unit

6:00 **Adjourn.**

Last 15 minutes: What do you want to see at each board meeting?

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
December 14, 2011 6:00PM

Members present: Shannon Benolken, Dennis Jerome, Cheryl Stephens.
Max Peters, Vicky Harding, Jemma Baker, John Soll
Member absent: Gina hawkinson, Abby Kuschel

Non-Members present: Marcia Anderson- Director

Meeting called to order at 6:00 pm by Dennis Jerome

- A. Agenda- Motion made by Shannon Benolken to approve the agenda; motion seconded by John Soll. Motion carried.
- B. Approval of Minutes- Motion made by Shannon Benolken to approve the Minutes of November 9, 2011; second by Jemma Baker. Motion carried.
- C. Communications- Director Anderson reported that she had met with the Grand Rapids City Council and updated the council on the library and answered a question regarding the Blandin Energy Building and a question regarding downloading books.
- D. Financial Report: Director Anderson noted a typo on the printed handout for ZIPLOCAL. The amount was hand corrected from \$250.80 to be \$264.00 which increased the total by \$13.80. Motion made by John Soll to approve the financial report as amended; seconded by Vicki Harding. Roll call vote taken - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

Invoices Due on Before 12/14/2011

Awe	2,480.00
Amazon.com	338.64
Ameripride Linen & Apparel	34.60
Anderson, Marcia	392.53
Arrowhead Library System	87.93
Babbitt Public Library	33.00
Baker & Taylor, Inc.	2,314.68
Blue Cross/Blue Shield of MN	3,887.50
CDW Government Inc.	1,111.73
Connecting Point Technologies	255.15
The Creative Company	95.58
D.C.R. Communications, Inc.	15.00
Delta Dental of Minnesota	217.55
EBSCO Subscription Service	7,754.29

Fidelity Security Life Ins. Co.	21.68
Filthy Clean	2,200.00
GALE	5,187.15
City of Grand Rapids	1,702.50
Grand Rapids City Payroll	50,527.33
Hawk Construction	2,753.00
Itasca Area Schools	2,457.78
Itasca County Historical Society	34.99
Laser Pros. International	79.46
Marshall Cavendish Corp.	140.65
Minnesota Energy Resources	167.76
Minnesota Sales & Use Tax	39.68
Northern Business Products, Inc.	1,154.44
Northwoods Woman	15.00
Paul Bunyan Telephone	244.13
Personnel Dynamics	136.72
Pioneer Mutual Life Ins. Co.	20.50
Pizza Works	14.99
P.U.C. (Grand Rapids)	3,193.96
RCB Collections	85.32
Recorded Books	2,523.95
Russell, Michael	365.00
Scenic Range News	20.00
SIM Supply, Inc.	309.08
TDS Metrocom	230.41
Tru North Electric	1,462.43
Verizon Wireless	126.58
Village Book Store	570.44
VISA	318.07
Waste Management	213.10
World Book Direct Marketing	899.00
Ziplocal	264.00
Patricia Walls	25.00
Becky L. Henry	203.46
Allen Bohlke	500.00
TOTAL	\$ 97,225.74

- E. Staff Report – Director Anderson answered questions regarding contract negotiations; the status of the Energy Building and the Snowfolk Festival.
- F. Old Business- Director Anderson informed the board further on the status of contract negotiations; museum passes for 2012; a new format for the library email newsletter and that a new board appointment will be made by the city council on Monday, December 19.

G. New Business-

Consent Agenda- Motion made by Max Peters to approve the consent agenda.

Motion seconded by Jemma Baker. Roll call vote taken to - 7 AYES, 0 NAYS.

Motion carried unanimously.

1. Approve payment of late bills
 - a. Xerox \$22.92
2. Approve Contracts
 - a. Allan Bohlke Household Chemistry Dec 7 \$500 Honorarium
 - b. Ellen Baker Author Jan 30 mileage (Duluth) & meal
 - c. Richard Ojakanges Oil and Global Warming Feb 28 Honorarium \$250
3. Approve Resolution 2011 10 Accepting Donations
 - a. John and Gina Hawkinson (GRACF donor advised fund) \$1000 undesignated
 - b. Bill Lindberg: physical landscape globe in round stand
 - c. Kiwanis Club of Grand Rapids Daybreakers \$500 for early literacy station

Regular Agenda-

1. Approve resolution 2011-11 setting the 2102 library calendar. Motion made by Shannon Benolken to approve the resolution as submitted. Seconded by John Soll. Motion carried. Vicki Harding noted a date typo in the resolution which needed to be changed from 2011 to be 2012.
2. Director Anderson asked what kinds of comments were being heard around the community by the board members. Generally the comments were all favorable. A concern was mentioned that the weight of the tables in the meeting room was very heavy and often difficult to move. After some discussion, it was suggested that Director Anderson look into the possibility and cost of lighter weight tables.
3. Director Anderson suggested that the board consider using laptops during the board meetings in an effort to reduce paper and copying expense. She also mentioned the possibility of using the city's system called Legistar. The board decided to try using laptops at the January meeting on an experimental basis.

Dennis Jerome adjourned the meeting at 7:00 pm. The next library board meeting will be at 5:00 pm on Wednesday, January 11 at 5:00 pm.

Submitted by Jeff Wartchow

Board member **SHANWON BEVOLKEN** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2011-11
SETTING 2012 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for ~~2012~~ 2012


January 2	New Year's Holiday	Closed
January 16	Martin Luther King Day	Closed
February 20	President's Day	Closed
April 7	Easter Saturday	Closed
May 28	Memorial Day	Closed
July 4	Independence Day	Closed
September 3	Labor Day	Closed
November 12	Veteran's Day Holiday	Closed
November 21	Pre-Thanksgiving	Close 5 p.m.
November 22	Thanksgiving	Closed
December 24	Christmas Eve	Closed
December 25	Christmas Holiday	Closed
December 31	New Year's eve	Close 5 p.m.

Although the library will close early on November 21 and December 31, no holiday pay is involved.

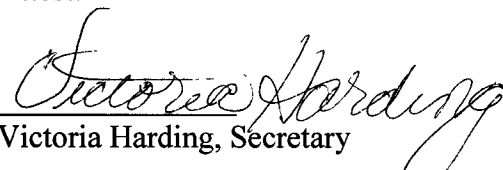
The summer schedule will be determined no later than the April Library Board meeting.

Monthly Board Meeting Date and Time: 2nd Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 14th day of December 2011.


Regina Hawkinson, President

Attest:


Victoria Harding, Secretary

Board member **JOHN SOIL** seconded the foregoing resolution and the following voted in favor thereof: **SHANWON BEVOLKEN, DENNIS JEADOME, CHERYL STEPHENS, MAX PETERS, VICKY HARDING, JEMMA BAKER, JOHN SOIL**

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member **MAX PETERS**
and moved for its adoption:

introduced the following resolution

RESOLUTION NO. 2011-10
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. John and Gina Hawkinson (GRACF donor advised fund) \$1000 undesignated
2. Bill Lindberg: physical landscape globe in round stand
3. Kiwanis Club of Grand Rapids Daybreakers \$500 for early literacy station

Adopted this 14th day of December 2011



Regina Hawkinson, President



Victoria Harding, Secretary

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

And the following voted against same: **NONE**

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

DATE: 01/05/2012
TIME: 11:32:08
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE LINEN & APPAREL	0.00	34.60
0201428	BAKER & TAYLOR, INC	0.00	2,638.25
0212750	BLUE CROSS & BLUE SHIELD OF MN	0.00	3,779.50
0315455	COLE HARDWARE INC	0.00	19.18
0400015	D.C.R. COMMUNICATIONS INC	0.00	259.60
0405447	DELTA DENTAL OF MINNESOTA	0.00	228.15
0405500	DEMCO	0.00	551.81
0409727	DIVERSE MEDIA INC	0.00	61.82
0605191	FIDELITY SECURITY LIFE INS CO	52.70	11.27
0609457	FILTHY CLEAN INC	0.00	2,200.00
0701460	GALE	0.00	47.24
0701900	GAYLORD BROTHERS	0.00	86.84
0718010	CITY OF GRAND RAPIDS	0.00	402.63
0718015	GRAND RAPIDS CITY PAYROLL	0.00	33,662.62
0805524	BONNIE HENRIKSEN	0.00	11.12
0920003	ITASCA AREA SCHOOLS	0.00	255.00
1001525	JANICKE BAKERY	0.00	10.50
1021515	JUNIOR LIBRARY GUILD	0.00	42.00
1209516	LINCOLN NATIONAL LIFE	757.00	90.70
1309199	MINNESOTA ENERGY RESOURCES	1,854.29	1,157.76
1309335	MINNESOTA SALES & USE TAX	0.00	38.47
1309398	MINNESOTA WOMEN'S PRESS	0.00	60.00
1309525	MINITEX	0.00	50.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	0.00	1,561.99
1415377	NORTHERN BUSINESS PRODUCTS INC	0.00	506.94
1600203	PDR DISTRIBUTION LLC	0.00	77.90
1601750	PAUL BUNYAN TELEPHONE	320.19	244.93
1605665	PERSONNEL DYNAMICS, LLC	0.00	655.60
1609557	PIONEER MUTUAL LIFE INS CO	0.00	20.50
1609730	PITNEY BOWES	0.00	143.34
1609925	PIZZA WORKS	0.00	14.99
1621130	P.U.C.	1,827.13	2,772.17
1801585	RAPIDS ELECTRIC INC	0.00	866.23
1805150	RECORDED BOOKS	0.00	30.20
1901435	SALEM PRESS	0.00	1,596.00
1909510	SIM SUPPLY INC	0.00	114.20
1920065	STAR TRIBUNE	0.00	296.40
2000490	TDS Metrocom	0.00	230.69
2114378	U.S. POSTAL SERVICE	0.00	500.00
2116700	UPSTART	0.00	80.00
2205637	VERIZON WIRELESS	0.00	126.58
2209421	VIKING ELECTRIC SUPPLY INC	0.00	316.92
2209450	THE VILLAGE BOOK STORE	0.00	165.43
2405650	XEROX CORPORATION	0.00	91.96

DATE: 01/05/2012
ME: 11:32:09
LD: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
T000591	DICK OJAKANGAS	0.00	250.00
TOTAL ALL VENDORS:			56,362.03

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2011**

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 506,858	\$ 415,793	82%
211-00-31-00-0200	DELINQUENT	-	3,083	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	50,203	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	9,417	9,417	0%
211-00-33-00-4060	SUPPLEMENTAL AID	18,441	18,441	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	200,000	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	69,283	52%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,900	1,863	98%
211-00-34-00-7975	INTERNET	3,000	3,382	113%
211-00-34-00-7980	LIBRARY FEES	-	2	0%
211-00-35-00-1030	LIBRARY FINES	15,000	14,303	95%
211-00-37-00-2310	DONATIONS	2,500	2,983	119%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	120	8%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	373	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	500	250%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,415	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	7,400	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	4,024	101%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	23,823	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	1,900	112%
211-00-37-00-5100	INVESTMENT INCOME	8,000	2,813	35%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	68,309	0%
		713,298	1,007,854	141%
211-00-39-00-5500	FUND BALANCE USAGE	51,640	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	290,187	285,523	98%
211-00-75-10-1030	SALARY-PARTTIME	95,197	93,401	98%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	5,155	97%
211-00-75-10-1210	PERA	27,940	27,472	98%
211-00-75-10-1220	FICA	23,894	22,376	94%
211-00-75-10-1250	MEDICARE	5,588	5,233	94%
211-00-75-10-1310	HEALTH INSURANCE	50,665	59,199	117%
211-00-75-10-1330	LIFE INSURANCE	246	282	114%
211-00-75-10-1335	DENTAL INSURANCE	1,624	1,413	87%
211-00-75-10-1347	VISION INSURANCE	-	0	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,757	125%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	7,577	80%
211-00-75-20-2020	COPY SUPPLIES	1,000	756	76%
211-00-75-20-2030	PRINTING/BINDING	500	655	131%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	4,032	101%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	10,737	429%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	18,520	228%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	110	6%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	481	193%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,394	120%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2011**

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	45,000	47,230	105%
211-00-75-20-2120	AUDIO/VISUAL	10,000	10,158	102%
211-00-75-20-2130	NEWSPAPERS	1,500	1,565	104%
211-00-75-20-2140	PERIODICALS	8,500	7,289	86%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,869	96%
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	586	73%
211-00-75-30-3040	LEGAL	500	1,203	241%
211-00-75-30-3070	LAUNDRY	600	431	72%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	28,701	96%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	7,966	100%
211-00-75-30-3210	TELEPHONE	7,500	7,610	101%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	1,402	93%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	1,380	92%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	75	19%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	565	113%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	61	41%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	377	25%
211-00-75-30-3610	GENERAL INSURANCE	11,000	6,398	58%
211-00-75-30-3810	ELECTRICITY	36,300	36,338	100%
211-00-75-30-3840	GARBAGE REMOVAL	900	1,298	144%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	13,102	66%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,246	81%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	10,989	73%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	672	67%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	15,394	154%
211-00-75-30-4030	ONLINE SERVICES	7,500	1,960	26%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	3,254	108%
211-00-75-30-4100	EQUIPMENT LEASES	900	837	93%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	25	25%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	38,342	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	349,357	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	400	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,221	0%
	TOTAL EXPENDITURES	764,938	1,151,531	151%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (143,676)	

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	469,080	506,858	93%
Intergovernmental	192,697	97,140	160,858	60%
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	37,952	19,400	196%
Other Sources-Operating Transfer	-	68,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	712,517	707,856	764,938	93%
Expenditures:				
Personnel	489,499	502,811	503,061	100%
Supplies/Materials	96,523	114,374	98,725	116%
Other Services/Charges	153,490	144,027	163,152	88%
Capital Outlay	-	-	-	0%
Blandin Grant	9,971	2,621	-	0%
TOTAL EXPENDITURES	749,483	763,833	764,938	100%
OPERATING SURPLUS (DEFICIT)	(36,966)	(55,978)	-	
ST/MN-Capital Grant	-	200,000	-	
Blandin Foundation Capital Grant	-	100,000	-	
Capital Outlay	-	387,699	-	
Fund Balance 12/31/XX				
Cash Flow	295,411	195,714	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 12/31/XX	\$ 690,114	\$ 546,437	\$ 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.

DATE: 01/06, 2
 TIME: 12:27:37
 ID: GL450000.WOW

CITY OF GR RAPIDS
 DETAILED BALANCE SHEET

AGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
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	440,638.96	440,638.96	0.00
211-00-00-00-1010	CASH	737,795.97	1,207,989.91	1,419,187.59	526,598.29
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	1,000.00	87.30	1,087.30	0.00
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	28,789.00	0.00	0.00	28,789.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	28.25	0.00	28.25	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	5,533.20	5,727.79	5,533.20	5,727.79
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	246,036.84	239,701.13	6,335.71
TOTAL		779,988.42	1,900,480.80	2,106,176.43	574,292.79
TOTAL ASSETS		779,988.42	1,900,480.80	2,106,176.43	574,292.79
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	1,162,169.86	1,150,838.63	13,937.31
211-00-00-00-2030	SALES TAX PAYABLE	0.00	456.67	485.08	28.41
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	6,634.34	6,634.34	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	51,239.13	51,239.13	821.50	821.50
TOTAL		89,874.01	1,220,500.00	1,152,145.21	21,519.22
TOTAL LIABILITIES		89,874.01	1,220,500.00	1,152,145.21	21,519.22
FUND EQUITY					

DATE: 01/06, 2
 TIME: 12:27:37
 ID: GL450000.WOW

CITY OF GF RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	690,114.41	0.00	0.00	690,114.41
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	239,701.13	246,036.84	6,335.71
TOTAL		690,114.41	239,701.13	246,036.84	696,450.12
	FUND SURPLUS (DEFICIT)	0.00	143,676.55	0.00	(143,676.55)
TOTAL FUND EQUITY		690,114.41	383,377.68	246,036.84	552,773.57
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,603,877.68	1,398,182.05	574,292.79

DATE: 01/05/2012
TIME: 11:31:16
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/11/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0201428	BAKER & TAYLOR, INC	2,638.25
0315455	COLE HARDWARE INC	19.18
0400015	D.C.R. COMMUNICATIONS INC	259.60
0405500	DEMCO	551.81
0409727	DIVERSE MEDIA INC	61.82
0609457	FILTHY CLEAN INC	2,200.00
0701460	GALE	47.24
0701900	GAYLORD BROTHERS	86.84
0805524	BONNIE HENRIKSEN	4.73
0920003	ITASCA AREA SCHOOLS	255.00
1001525	JANICKE BAKERY	10.50
1021515	JUNIOR LIBRARY GUILD	42.00
1309398	MINNESOTA WOMEN'S PRESS	60.00
1309525	MINITEX	50.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,561.99
1415377	NORTHERN BUSINESS PRODUCTS INC	506.94
1600203	PDR DISTRIBUTION LLC	77.90
1605665	PERSONNEL DYNAMICS, LLC	655.60
1609925	PIZZA WORKS	14.99
1801585	RAPIDS ELECTRIC INC	866.23
1805150	RECORDED BOOKS	30.20
1901435	SALEM PRESS	1,596.00
1909510	SIM SUPPLY INC	114.20
1920065	STAR TRIBUNE	296.40
2114378	U.S. POSTAL SERVICE	500.00
2116700	UPSTART	80.00
2209421	VIKING ELECTRIC SUPPLY INC	316.92
2209450	THE VILLAGE BOOK STORE	165.43
2405650	XEROX CORPORATION	69.04
T000591	DICK OJAKANGAS	250.00
	TOTAL	13,423.41

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
0718010	CITY OF GRAND RAPIDS	402.63
0718015	GRAND RAPIDS CITY PAYROLL	33,662.62
0805524	BONNIE HENRIKSEN	6.39
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	1,157.76
1309335	MINNESOTA SALES & USE TAX	38.47

DATE: 01/05/2012
TIME: 11:31:16
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/11/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1601750	PAUL BUNYAN TELEPHONE	244.93
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,772.17
2000490	TDS Metrocom	230.69
2205637	VERIZON WIRELESS	126.58
2405650	XEROX CORPORATION	22.92
	TOTAL PRIOR APPROVAL	42,938.62
	TOTAL ALL DEPARTMENTS	56,362.03

Director's Report

January 11, 2011

Energy Project

The heat transfer system is running! They have not yet turned off the boilers to determine how much heat is being produced, but it is working.

Library Foundation

Fundraising for Educational portion of Energy Project:

The Foundation sent out a fund raising letters in mid-December to previous donors.

Contract Negotiations

The Council approved the Contract with the Library employee union with the changes discussed at the December board meeting. I will forward a copy of the revised contract as soon as it is available.

Computer Equipment purchases

After a firmware upgrade during the last week of December, the wireless network appears to be more reliable and robust. (finally)

Early Literacy Center (partnership with MN Children's museum)

The site visit on December 21 went well. Two people from the Children's museum met a program officer from the Northland Foundation and 2 board members. The Children's Museum was looking for a local contribution, so asked the Friends of the Library and the Library Foundation for contributions to this project. They pledged a total of \$2500.

I just heard from the Children's museum on Friday that the Northland Foundation agreed to a 10,000 contribution, so the project is now fully funded! The Museum has 3 projects in the works already, and they are planning to stagger project start dates, so ours will most likely start this summer.

Early Literacy Stations

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

New Board member

Dave Yankowiak has joined the Library board.

Computer Classes to begin in earnest

We offered our first computer class on Thursday, December 8, with Cheryl Bocnuk teaching. We had 7 people attend. We will repeat the computer basics class on Wednesday, January 18 and Thursday Feb 3 and will do additional short topic-specific classes in February and March.

December Staff Meeting with PD

Officer Heath Smith attended our December staff meeting and gave guidelines and suggestions for dealing with upset or angry patrons, and when to call the PD for assistance (or suggestions)

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.

New Phone System

DCR Communications will be 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 hours information and direct calls for renewals, reference, children's and room reservation.

Assistant Director Report January 2012

Teens

TAB met in December. Members talked about winter reading. In January there will be a session for teens to make their own paper (and bows and envelopes). At the TAB meeting members tried making bows and envelopes. They were able to make the envelopes and bows without any problems. We also talked about the book bingo which teens can do when they've read 1500 pages during winter reading.

There were 16 teens that participated in the teen room monthly drawing.

Winter reading for teens started January 3rd.

Staff

Darla meets weekly with the snowfolk festival team. They did get some snow from Mt. Itasca to make some snowfolk but it's hard to make them with no snow.

Will met with a subcommittee of the program committee to plan Rapids Reads events in March and April.

I wrote a letter of support for the ICC Upward Bound Program. They are writing a grant proposal to get funds to keep the program going. They need letters of support for it. The library has had an Upward Bound student in the summer since 2008. The students we've had have done a great job.

Operations

A few months ago the library became an outlet for the Northland Reader newspaper, a free newspaper found throughout the northland. The copies have been put on the community information desk and people take them.

We have not received tax forms yet. Hopefully toward the end of the month we'll get them.

In December the display case was advertising the holiday sale and holiday books.

In the library we had a display of new paperbacks. The library bought paperbacks from different genres. Patrons have been checking out the books.

I'm working on weeding some of the adult fiction. The shelves are really full in the Ps so we'll do some shifting once the area has been weeded.

CIRCULATION	THIS MONTH	YTD	YTD <2010	Express Check outs	% of total c/o
Check-outs	11,970	164,266	180,927	2,763	23.08%
Renewals	1,740	21,868	22,261		
Total Circulation	13,710	186,134	203,188		
Returns	14,805	185,741	201,728		
New cards	80	1,489	1,934		
				Door count	2010 comparison
					-3.23%

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2010
Books cataloged and processed	623	8,170	9,176
Withdrawn copies	1,409	9,429	14,320
Withdrawn Titles	182	4,302	6,289

REFERENCE	THIS MONTH	YTD	YTD 2010
tests proctored	627	9,021	11,340
computer help over 5 minutes	13	145	113
INTERNET	9	206	216
Pharos sessions ***	1,675	986	22,018
			13,152
			28,167
			19,357

Non-Pharos sessions	42	854	991
VOLUNTEERS			
	52	277.00	486
			3300.50

MEETING ROOM	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2010 YTD GROUPS	2010 YTD PEOPLE
Total Mtg Rm Use	34	662	442	8,945	579	10,955

PROGRAMS & TOURS						
BOOK TIME	4	83	65	1,647	52	1,529
CLASS VISITS	3	51	36	926	49	1,367
NON SCHOOL GROUPS			9	106	11	149
SPECIAL PROGRAMS	7	194	82	2,760	80	2,491
TEEN PROGRAMS	2	21	21	258	40	414
Total Youth Programs	16	349	213	5,697	232	5,950
Total Adult Programs	2	52	40	1,024	45	1,512

EQUIPMENT RESERVED	THIS MONTH	YTD	YTD 2010
TOTALS	5	80	91

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2010
TOTALS	6.25	78.25	106.75

Children's Library Summary

December 2011

Happy New Year! The Children's Library staff is looking forward to 2012, anticipating another terrific year! But first let me tell you about December . . .

Only three Saturday Story Times in December, due to the holiday schedule, but they were all well attended; especially December 3, when Katie Smith, dance instructor from the Reif Center, was here with a special preview of "The Nutcracker" ballet. Katie read the story while six Reif Center dancers were on hand to model their costumes; 24 children and 20 parents attended.

There were only two Monday Book Times before the Christmas break, both well attended. The numbers have become pretty constant, as families settle into their routines.

We had visits from Bena Headstart, with 21 boys and girls, plus teachers and chaperones, and Ball Club Headstart, with 16 boys and girls, plus teachers. Also, four members of the RJEMS special education class stopped by.

The 3rd Annual "Mom's Day Out" event, presented by the Girl Scouts, was cancelled due to lack of registrations. We'll have a discussion after the first of the year to consider changing or discontinuing this event.

There were two Family Movie Nights in December. The first took place on Thursday, December 1 and featured "Cars 2." Thirty-two people attended. The second was on Thursday, December 29. "Kung Fu Panda 2: The Kaboom of Doom" brought in 19 viewers – and lots of popcorn.

Saturday, December 17, we kicked off our winter reading program: "Curl Up with a Good Book." Stacy Taylor, an artist with the Creativity Tank guided 11 children and 8 adults in designing and building structures with "found" objects. Since that Saturday, 172 boys and girls have signed up for the winter reading program, so far. Brian Minor, the graphic artist for ALS, did an amazing job on our reading logs this year, and Applebee's again provided us with certificates for a kid's meal or mozzarella sticks for each registrant.

Looking ahead:

- The 1st Annual Great Itasca SnowFolk Festival begins January 20. If any of you have any influence with Mother Nature, we'd appreciate some serious "snowball" snow, please! This event is a collaboration among the agencies who share Children First! Event funds.
- Thursday, January 26 at 6:00 pm, Family Movie Night will present *Dolphin Tale*. Families are encouraged to bring dinner or a snack to enjoy while they watch.
- Looking a little farther ahead, the library will be hosting a SnowFolk Festival event on Saturday, February 4. Hopefully, there will be fresh snow on the library grounds so that everyone can create their own SnowFolk. With or without the white stuff, everyone is still invited into the community room for a hot beverage and cookies, and to create a snowflake, guided by the artists of the Creativity Tank.

Library Volunteer and Program Report for December 2011

December Volunteers

52 volunteers/277 hours includes 7 Board and 10 Program Committee members that logged 50.75 hours of these hours.

Volunteer Activities

- Volunteer tasks in December included routine shelving books and periodicals, the pull list, shelf reading and processing discards.
- 18 Extra volunteers came in to help with the Friends of the Library Holiday book sale—set up on Tuesday, December 6th and the sale and clean-up on Wednesday, December 7th.
- Several volunteers helped throughout December to sort and restock books from the sale back into the book store and to clean up a large over flow of donated books.
- Elaine and Mary Jo have spent the last week of December culling books in the store to make it more current.

Board & Program Committee Volunteers (included in above totals)

Board members who reported hours:

Library Board: 7
Program Committee: 10

The Program Committee offered the following programs:

- **Chemistry & Chemicals in the Home** (A scholar program) • December 7 at 7:00 p.m.
 - 27 attended---great comments!
- **A La Carte: In a Fool's Kitchen, Z Puppets at the Library** • December 13 at 7:00 p.m. • 26 attended---A Legacy funded program
- **Blue Guitar Highway: Author, Musician Paul Metsa** • December 15 at 7:00 p.m. • 25 attended---Fun and entertaining; expenses paid by U of M Press.

DCR Communications, Inc

24577 Co Rd 76 Unit 39
 Grand Rapids, MN 55744
 SA

INVOICE

Invoice Number: 9142
 Invoice Date: Jan 4, 2012
 Page: 1

Voice: 218 326-2508
 Fax: 218 326-1048

RECEIVED

JAN 05 2012

CITY OF GRAND RAPIDS

Bill To:	Ship to:
Grand Rapids Library C/O Grand Rapids City Hall A/P 420 Pokegama Ave. N. Grand Rapids, MN 55744	

Customer ID	Customer PO	Payment Terms	
GRLibrary	Verbal-Marcia	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	N/A		1/4/12

Quantity	Item	Description	Unit Price	Amount
2.00	Remote Programming	4 different days changing greeting and hours for night service, Christmas, return to normal 27th, New year and return to new schedule 3rd	30.00	60.00

Subtotal	60.00
Sales Tax	
Total Invoice Amount	60.00
Payment/Credit Applied	
TOTAL	60.00

Check/Credit Memo No:

ARROWHEAD LIBRARY SYSTEM

5528 EMERALD AVENUE
MOUNTAIN IRON MN 55768
218-741-3840

Invoice

No. 00012744
Date 12/31/2011

To: GRAND RAPIDS PUBLIC LIBRARY
DIRECTOR
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Ship To: GRAND RAPIDS PUBLIC LIBRARY
DIRECTOR
140 NE 2ND ST
GRAND RAPIDS MN 55744-2826

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
		30 Days Net			
Qty	Unit	Description	Unit Price	Amount	
1	MO	OVERDUE NOTICES - DEC 2011	33.34	\$33.34	
1	EA	BORROWER CARD APPLICATIONS - MATERIALS (QTY 400)	4	\$4.00	
2.75	HR	BORROWER CARD APPLICATIONS - LABOR	5.5	\$15.13	
Special Instructions					
			SubTotal	\$52.47	
			Tax	\$0.00	
			Shipping	\$0.00	
			PAID	\$0.00	
			Total	\$52.47	

ALS Tax Exempt Number: 29684
ALS Tax ID: 41-0909324
PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.



Thank You !



Silicon Energy MN LLC

8787 Silicon Way
Mt. Iron, MN 55768

Voice: 218-789-1710
Fax: 218-789-1021

SALES ORDER

Sales Order Number: 234
Sales Order Date: Dec 21, 2011
Ship By: Dec 21, 2011
Page: 1

To:

Misc Customer

Tel:

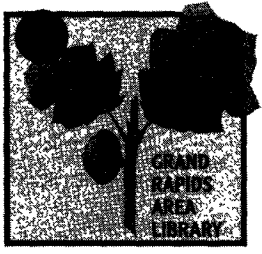
Ship To:

City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662

Customer	PO Number	Sales Rep Name
MISC	City of Grand Rapids	
FOB	Shipping Method	Payment Terms
SiE Mtn. Iron, MN	Best Way	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
4.00	SiE190	190W Cascade PV Module	750.50	3,002.00
1.00		2x2 array Pole Mount from Sid Frantz Graphics	1,160.00	1,160.00
1.00	FREIGHT	S&H Charge; FOB SiE Mtn. Iron, MN	130.00	130.00
1.00	FREIGHT	S&H Charge; FOB Ogilvie to Grand Rapids, MN	150.00	150.00
Subtotal				4,442.00
Sales Tax				
Freight				0.00
TOTAL ORDER AMOUNT				4,442.00

NOTE: Module wattage may vary at delivery and price adjusted accordingly on a \$/W basis.



December 14, 2011

Richard Ojakangas
4244 Emerson Rd
Duluth, MN 55803

Dear Mr. Ojakangas:

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

I am pleased that you will be talking on the topic of the world's oil and global warming for the Grand Rapids Area Library on February 28th at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like.

The Library will provide you with an honorarium of \$250. 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

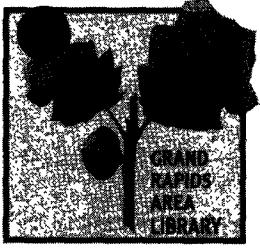
These terms are acceptable:

Richard W Ojakangas
Signature

Jan 13 '2012
Date

Approved for the Board of Directors:
Du Verouwe
Board President

14 Dec 11
Date



December 14, 2011

Ellen Baker
41010 McCulloch St.
Duluth MN 55804 (permanent) PO Box 92 Damariscotta ME 04543 (temp)

Dear Ms Baker:

I am pleased that you will be discussing your book *I Gave My Heart to Know This: A Novel* for the Grand Rapids Area Library on January 30 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will reimburse you for travel expenses, including round trip mileage from Duluth at the IRS rate in effect at the time of the program and an evening meal while in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

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

These terms are acceptable:

Ellen Baker
Signature

1-30-12
Date

Approved for the Board of Directors:

[Signature]
Board President

14 Dec 11
Date

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