

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 14 6:00 P.M.

DRAFT

6:00 **Call to order** *absent Kuschel, Hawkinson*

6:01 **Roll call:**

6:05 **A. Approval of agenda (Packet Item A)**

6:10 **B. Minutes. (Packet Item B)**

6:12 **C. Communications**

Library Department Head Report to Council 11/28

6:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

6:20 **E. Staff Reports (Packet Items E__)**

6:25 **F. Old Business:**

6:30 **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. **Xerox \$22.92**

2. Approve Contracts

a. Allan Bohlke Household Chemistry Dec 7 \$500 Honorarium

b. Ellen Baker Author Jan 20 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

Regular agenda

1. Approve Resolution Setting Library Calendar for 2012

2. Discussion: What have you been hearing in the community about the Library? (Questions, comments, complaints suggestions or anything else)

7:00 **Adjourn.**

Post adjournment gathering with Library Foundation Board at KAXE

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
November 9, 2011 5:00PM

Members present: Shannon Benolken, Gina Hawkinson, Dennis Jerome, Abby Kuschel,
Cheryl Stephens. Max Peters, Vicky Harding

Non-Members present: Marcia Anderson- Director

Members Absent: John Soll, Jemma Baker

Meeting called to order at 5:03 pm by Gina Hawkinson

- A. Agenda- Dennis Jerome made a motion; second by Cheryl Stephens to approve the Agenda with the addition of Item G R 2 Set December meeting time. Motion carried.
- B. Approval of Minutes- Shannon Benolken made a motion to approve the Minutes of October, 2011; second by Vicki Harding. Motion carried.
- C. Communications-
 - i. Minnesota Community Foundation (balance is down)
- D. Financial Report- Shannon Benolken made a motion; second by Max Peters to approve the financial report as submitted. Roll call vote taken - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 11/09/2011

PUBLIC LIBRARY

0113233 AMERIPRIDE LINEN & APPAREL	34.60
0114200 ANDERSON GLASS	352.00
0118660 ARROWHEAD LIBRARY SYSTEM	301.17
0201428 BAKER & TAYLOR, INC	1,815.11
0300200 CDW GOVERNMENT INC	257.32
0315537 CONNECTING POINT TECHNOLOGIES	149.99
0405697 THE DESIGN GROUP INC	2,000.00
0409727 DIVERSE MEDIA INC	39.44
0609457 FILTHY CLEAN	2,200.00
0701460 GALE	46.49
0801820 HAWK CONSTRUCTION INC	33,672.00
0805524 BONNIE HENRIKSEN	3.29
0920020 ITASCA COMMUNITY COLLEGE	500.00
0920060 ITASCA COUNTY TREASURER	70.00
1021515 JUNIOR LIBRARY GUILD	56.00
1109660 DARLA KIRWIN	21.36
1201504 LANDMARK AUDIOBOOKS	823.00
1205099 LEARNING OPPORTUNITIES INC	1,749.07
1205650 THE LERNER PUBLISHING GROUP	319.18
1205850 LEXIS NEXIS MATTHEW BENDER	122.36
1315656 MORNING GLORY BED & BREAKFAST	80.00
1415377 NORTHERN BUSINESS PRODUCTS INC	338.92
1605665 PERSONNEL DYNAMICS, LLC	444.11
1609925 PIZZA WORKS	14.99
1801585 RAPIDS ELECTRIC INC	95.80
1805150 RECORDED BOOKS	33.00
1815702 ROSEN PUBLISHING	709.90

1909510 SIM SUPPLY INC	296.80
2209421 VIKING ELECTRIC SUPPLY INC	181.32
2209450 THE VILLAGE BOOK STORE	135.07
2405650 XEROX CORPORATION	47.89
T000793 DUANE SCHWARTZ	11.00
	TOTAL 46,921.18

CHECKS ISSUED-PRIOR APPROVAL	
0212750 BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447 DELTA DENTAL OF MINNESOTA	217.55
0718015 GRAND RAPIDS CITY PAYROLL	33,886.74
1015337 MICHELLE JOHNSON	97.52
1109660 DARLA KIRWIN	98.24
1209516 LINCOLN NATIONAL LIFE	90.30
1309199 MINNESOTA ENERGY RESOURCES	27.90
1309266 MN DEPT OF LABOR & INDUSTRY	30.00
1309335 MINNESOTA SALES & USE TAX	53.81
1601750 PAUL BUNYAN TELEPHONE	244.13
1609557 PIONEER MUTUAL LIFE INS CO	20.50
1621130 P.U.C.	3,493.76
1809158 WILLIAM RICHTER	128.13
2000490 TDS Metrocom	230.41
2205637 VERIZON WIRELESS	126.52
2209665 VISA	710.00

TOTAL PRIOR APPROVAL 43,343.01

E. Staff Report

F. Old Business-

- a. Update on Energy Building (equipment should arrive this week)
- b. Update on computer replacement (wireless access points installed, public computers replaced, no educational software available for Windows 7 computers so doing fundraising for Early Literacy Stations)

G. New Business-

Consent Agenda- Shannon Benolken made a motion: second by Cheryl Stephens to approve the Consent Agenda, including bills, contract and donations as submitted. Roll call vote taken to - 7 AYES, 0 NAYS. Motion carried unanimously.

1. Late Bills- None
2. Contracts- None
3. Donations-
 - a. Friends of the Grand Rapids Library \$600 for support for staff attendance at MLA Conference
 - b. Friends of the grand Rapid Library \$30.36 for postage
 - c. Friends of the St. Paul Public Library \$500 for MN Book Award author Klempnauer Miller
 - d. Grand Rapids North Star Women's Club \$70.00 for books in memory of Carol Seward and Sharon Varin on Travel, Music, Nursing, Flower Gardening

Regular Agenda-

1. Patron Exclusion (Packet Item G R 1 exclusion letter)

Shannon Benolken made a motion, second by Dennis Jerome to send a letter to Terese Forward suspending library privileges and excluding her from the facilities and grounds for one year.

2. Set December meeting time;

By consensus the meeting time for the December 14 meeting was set at 6 pm, with a gathering with the Library Foundation members to follow at 7 pm in the KAXE board room.

Gina Hawkinson adjourned meeting at 5:45 pm.

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

RESOLUTION NO. 2011-9
A RESOLUTION ACCEPTING DONATIONS

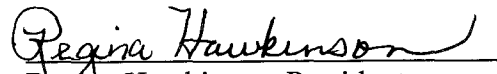
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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. Friends of the Grand Rapids Library \$600 for support for staff attendance at MLA Conference
2. Friends of the Grand Rapids Library \$30.36 for postage
3. Friends of the St. Paul Public Library for MN Book Award author Klemphauer Miller
4. Grand Rapids North Star Women's Club \$70.00 for books in memory of Carol Seward and Sharon Varin on Travel, Music, Nursing, Flower Gardening

Adopted this 9th day of November 2011


Regina Hawkinson, President


Victoria Harding, Secretary

Board member **Cheryl Stephens** seconded the foregoing resolution and the following voted in favor thereof: **SHANNON BEVOLKEN, MAY PETERS, GINA HAWKINSON, DENNIS JEROME, ABBY KUSCHEL, CHERYL STEPHENS, VICKY HARDING**

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

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.



Library Department Head Report November 28, 2011



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our summer and fall have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and create a welcoming place for our community.

Strategic Plan implementation update:

The Library Board, supporting organizations and staff developed a strategic plan in early 2009 and we are making progress implementing that plan. Library Board members and staff met in April to review progress for the year and develop action plans for the upcoming year.

Goal I: *Parents will feel supported in preparing their preschoolers for learning success and primary students will develop a love of reading and learning*

- Our Summer Reading Program for children was very successful, with record high participation (674 sign ups) and completion rates.
- We offered a variety of entertaining programs (music, drumming, YoYos) in the meeting room and in the KAXE/Rotary tent
- Our story times, both Mondays and Saturdays, have been very well attended. By popular demand we offered Saturday Story Times every Saturday through the summer. We also tried offering a Story Time on Monday mornings all summer, and they were well received.
- Thanks to contributions from the Library Foundation, the Friends of the Library, the Grand Rapids Rotary and Centennial Rotary Clubs, we just ordered a Literacy Station to increase the learning opportunities for children in the library.

Goal II: *Individuals will be supported in their personal search for knowledge and development of skills.*

- Our computers are used regularly by students taking online classes, and students doing work for local classes.
- Some of the more practical programs have been on gardening, energy conservation, and genealogy.
- “How to” books continue to be very popular, and online repair manuals are popular.

Goal III: *Individuals will have access to online resources that connect them to their community and the world.*

- Our “portable computer lab” has been used by Elder Circle for training at area senior centers.
- Our wireless network was replaced in November, resulting in much faster speeds and more reliable connections for people bringing in their own laptops or other devices.
- The upgraded wireless network will allow us to hold computer classes in our meeting room. The first Computer Basics class is scheduled for December 8th, and we will do an additional series of classes beginning in February.

Goal IV: *Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.*

- We hosted art, music, history, geology and many other programs this summer and fall.
- Availability and use of downloadable ebooks and audio books provided by the Arrowhead Library System has grown quickly, especially after the availability of books for Kindle devices. We anticipate another spike after Christmas this year.
- In collaboration with the DNR and the evening Rotary club, we provided fishing tackle and equipment for loan.
- Ensembles from the MN Orchestra provided two concerts in the Library in October for more than 140 people.
- Our popular museum and events pass program will resume this winter, funded by Legacy funds through the Arrowhead Regional Library System.
- We will do another *Rapids Reads* Community Read project with events in March & April. The selected book is “Into the Wild” by Jon Krakauer.

Community Collaboration

We have been collaborating with a variety of community organizations and agencies to provide programs and services including: Itasca Community College, Itasca Genealogy Society, Elder Circle, and the Garden Club.

Alternative Energy project

The energy building is complete and modifications have been made to the heating systems in the Library building. The heat transfer equipment is expected to arrive on November 25 or 28, and will be installed immediately. The system is expected to be operational by December 11. The Library Foundation is raising money for the educational pieces of the project, including an interactive dashboard and demonstration solar and wind power units.

Libraries of Minnesota

The Grand Rapids Area Libraries, both new and old, are included in two books published this year. The old Carnegie Library building is included in *Carnegie Libraries of Minnesota* by Kevin Clemens, and the new Library is included in *Libraries of Minnesota*, with photographs by Doug Ohman and text by several Minnesota authors.

Hours change

After January 2nd we will begin closing one hour earlier, at 7 pm, Monday – Thursday. Friday and Saturday hours will remain the same.

The Library continues to be well used, and a very popular place to visit!

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2011
With Comparative Totals for November 30, 2010

	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	242,067	251,683	534,716	47%
Intergovernmental	79,171	73,991	133,000	56%
Charges for Services	13,561	12,920	11,182	116%
Fines & Forfeits	13,971	13,224	15,000	88%
Blandin Grant	10,350	379	-	0%
GR Library Foundation	6,675	6,400	-	0%
Miscellaneous	14,887	36,205	19,400	187%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	380,682	413,111	764,938	54%
Expenditures:				
Personnel	417,745	448,544	503,061	89%
Supplies/Materials	84,429	105,956	98,725	107%
Other Services/Charges	140,334	135,786	163,152	83%
Capital Outlay	-	-	-	0%
Blandin Grant	9,715	2,621	-	0%
TOTAL EXPENDITURES	652,223	692,907	764,938	91%
OPERATING SURPLUS (DEFICIT)	(271,541)	(279,796)	-	
ST/MN-Capital Grant	-	200,000	-	
Blandin Foundation Capital Grant	-	100,000	-	
Capital Outlay	-	387,699	-	
Fund Balance 11/30/XX				
Cash Flow	60,836	(28,104)	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 11/30/XX	\$ 455,539	\$ 322,619	\$ 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 **NOVEMBER 30, 2011**

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ 220,697	41%
211-00-31-00-0200	DELINQUENT	-	2,395	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	28,591	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	-	4,708	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	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	1,722	91%
211-00-34-00-7975	INTERNET	3,000	3,153	105%
211-00-35-00-1030	LIBRARY FINES	15,000	13,224	88%
211-00-37-00-2310	DONATIONS	2,500	1,397	56%
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	-	6,400	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,907	98%
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	1,857	109%
211-00-37-00-5100	INVESTMENT INCOME	8,000	2,813	35%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
		713,298	713,110	
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	252,417	87%
211-00-75-10-1030	SALARY-PARTTIME	95,197	82,416	87%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	4,500	85%
211-00-75-10-1210	PERA	27,940	24,275	87%
211-00-75-10-1220	FICA	23,894	19,777	83%
211-00-75-10-1250	MEDICARE	5,588	4,625	83%
211-00-75-10-1310	HEALTH INSURANCE	50,665	56,185	111%
211-00-75-10-1330	LIFE INSURANCE	246	254	103%
211-00-75-10-1335	DENTAL INSURANCE	1,624	1,334	82%
211-00-75-10-1347	VISION INSURANCE	-	4	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	6,870	72%
211-00-75-20-2020	COPY SUPPLIES	1,000	624	62%
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	3,707	93%
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%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **NOVEMBER 30, 2011**

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	460	184%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,855	93%
211-00-75-20-2110	BOOKS	45,000	41,686	93%
211-00-75-20-2120	AUDIO/VISUAL	10,000	9,558	96%
211-00-75-20-2130	NEWSPAPERS	1,500	1,269	85%
211-00-75-20-2140	PERIODICALS	8,500	7,289	86%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,616	87%
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	396	66%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	26,501	89%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	7,696	96%
211-00-75-30-3210	TELEPHONE	7,500	6,737	90%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	734	49%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	1,330	89%
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	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	33,566	92%
211-00-75-30-3840	GARBAGE REMOVAL	900	1,187	132%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,944	60%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,029	76%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	8,707	58%
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	648	72%
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	1,080,606	141%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (367,496)	

DATE: 12/08/2011
 TIME: 10:43:42
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
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	390,145.02	390,145.02	0.00
211-00-00-00-1010	CASH	737,795.97	673,535.43	1,085,556.90	325,774.50
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	1,699.64	5,533.20	1,699.64
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	237,951.35	236,166.34	1,785.01
TOTAL		779,988.42	1,303,418.74	1,718,517.01	364,890.15
TOTAL ASSETS					
		779,988.42	1,303,418.74	1,718,517.01	364,890.15
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	1,064,873.40	1,072,556.75	32,951.89
211-00-00-00-2030	SALES TAX PAYABLE	0.00	418.19	456.66	38.47
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	764.00	764.00
TOTAL		89,874.01	1,123,165.06	1,073,777.41	40,486.36
TOTAL LIABILITIES					
		89,874.01	1,123,165.06	1,073,777.41	40,486.36
FUND EQUITY					

DATE: 12/08/2011
 TIME: 10:43:42
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
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	236,166.34	237,951.35	1,785.01
TOTAL	FUND SURPLUS (DEFICIT)	690,114.41	236,166.34	237,951.35	691,899.42
		0.00	367,495.63	0.00	(367,495.63)
TOTAL FUND EQUITY		690,114.41	603,661.97	237,951.35	324,403.79
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,726,827.03	1,311,728.76	364,890.15

LIBRARY BILL LIST - DECEMBER 14, 2011

DATE: 12/08/2011
 TIME: 12:52:09
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/14/2011

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100825	AWE INC	2,480.00
0113100	AMAZON.COM	338.64
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	87.93
0201125	BABBITT PUBLIC LIBRARY	33.00
0201428	BAKER & TAYLOR, INC	2,314.68
0300200	CDW GOVERNMENT INC	1,111.73
0315537	CONNECTING POINT TECHNOLOGIES	255.15
0318220	THE CREATIVE COMPANY	95.58
0400015	D.C.R. COMMUNICATIONS INC	15.00
0502705	EBSCO SUBSCRIPTION SERVICE	7,754.29
0609457	FILTHY CLEAN	2,200.00
0701460	GALE	5,187.15
0718010	CITY OF GRAND RAPIDS	1,702.50
0801820	HAWK CONSTRUCTION INC	2,753.00
0920003	ITASCA AREA SCHOOLS	2,457.78
0920050	ITASCA COUNTY HISTORICAL	34.99
1201705	LASER PROS INTERNATIONAL	79.46
1301200	MARSHALL CAVENDISH CORPORATION	140.65
1415377	NORTHERN BUSINESS PRODUCTS INC	1,154.44
1415635	NORTHWOODS WOMAN	15.00
1605665	PERSONNEL DYNAMICS, LLC	136.72
1609925	PIZZA WORKS	14.99
1800149	RCB COLLECTIONS	85.32
1805150	RECORDED BOOKS	2,523.95
1821700	MICHAEL RUSSELL	365.00
1903225	SCENIC RANGE NEWS	20.00
1909510	SIM SUPPLY INC	309.08
2018680	TRU NORTH ELECTRIC LLC	1,462.43
2209450	THE VILLAGE BOOK STORE	570.44
2315643	WORLD BOOK DIRECT MARKETING	899.00
2609600	ZIPLOCAL	250.00
T000794	PATRICIA WALLS	25.00
T000795	BECKY L. HENRY	203.46
T000796	ALLAN BOHLKE	500.00
	TOTAL	37,611.76

\$264.00

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0114217	MARCIA ANDERSON	392.53
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447	DELTA DENTAL OF MINNESOTA	217.55
0605191	FIDELITY SECURITY LIFE INS CO	21.68
0718015	GRAND RAPIDS CITY PAYROLL	50,527.33

LIBRARY BILL LIST - DECEMBER 14, 2011

DATE: 12/08/2011
TIME: 12:52:09
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/14/2011

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309199	MINNESOTA ENERGY RESOURCES	167.76
1309335	MINNESOTA SALES & USE TAX	39.68
1601750	PAUL BUNYAN TELEPHONE	244.13
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,193.96
2000490	TDS Metrocom	230.41
2205637	VERIZON WIRELESS	126.58
2209665	VISA	318.07
2301700	WASTE MANAGEMENT	213.10
	TOTAL PRIOR APPROVAL	59,600.78
	TOTAL ALL DEPARTMENTS	97,212.54

Director's Report December 14, 2011

Library Use:

Our circulation is roughly the same as it was last month, although the number of people coming in was lower.

Energy building

The heat exchange equipment was delivered on November 29 and is being connected. The heat system in the building has been modified and connections established. The system was supposed to be up and running by December 11. It's not, but Climate makers is still planning to have running for testing this week.

Library Foundation

Fundraising for Educational portion of Energy Project:

- 1) Stuffer in Grand Rapids and Cohasset PUC bills in October and November.
- 2) Grant Application to MN Power Foundation and Lake Country Power in the works.
- 3) Received \$2000 from MN Energy Resources (first installment of 6,000 over 3 years)

December mtg. Foundation board members invite Library Board members to Gathering after December board meeting at KAXE (potluck)

Contract Negotiations

The Library union contract expires at the end of this year. The first round of discussions will take place on the morning of December 14th, so I may be able to report something at the board meeting.

Cleaning

Filthy Clean is continuing to do the cleaning this month, and the owner has suggested ways we might trim costs. We will write specifications and request bids from several vendors later this month.

Collection Agency

I have been talking with other Library Directors in the region about working with Unique Management Systems (UMS) to automate the process of sending notices for long overdue fines and lost materials. There are 6 libraries interested, at this point, so the ALS Board is considering putting the set up fee into their 2012 budget. The cost to us then would be \$10 per account that we send to UMS. For more information: <http://www.unique-mgmt.com/MaterialRecovery.aspx>

Computer Equipment purchases

Wireless network is up and running and much appreciated by patrons. We purchased a service contract as there are some issues that continue to be difficult to resolve.

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

Way back in January I let you know about a possible partnership with the MN Children's Museum to install an interactive early literacy center. They were applying for a grant from the Institute for Museum and Library Services to develop a pilot project to develop Early Literacy Centers that could be easily replicated at libraries. They wanted to work with us as a test site in a rural area. We found out in September that they did not receive the IMLS grant. However, since they received a pledge of \$25000 from the Blandin Foundation, they are pursuing other funding to raise a total of \$45,000 to install an ELC here, including a request to the Northland Foundation.

The latest development is that the Northland Foundation has requested a site visit on December 21. Two people from the Children's museum are meeting a program officer from the Northland Foundation here on that day. The Children's Museum is also looking for a local contribution, so I am asking the Friends of the Library and the Library Foundation for contributions to this project.

Early Literacy Stations

I approached the Friends of the Library and the Library Foundation and received commitments totaling \$1500 for the purchase of one station. I also received a commitment of \$500 from the Noon Rotary Club, so went ahead and ordered one station in time to receive the discounted price of 2480 with shipping. We chose to order an "Afterschool edge" station first to serve children k-4th grade. It has arrived and is up and running. We also received a commitment of 2600 for another unit from the evening Rotary Club. I will order that unit shortly.

New Board member recruitment

The deadline for applications (and reapplications) was December 1. We received one application, from Dave Yankowiak. The Council will make the appointment on December 19th.

Computer Class

We offered our first computer class on Thursday, December 8, with Cheryl Bocnuk teaching. We had 8 people signed up.

Library Volunteer and Program Report for November 2011

November Volunteers

22 volunteers/212.5 hours includes 6 Board and 8 Program Committee members that logged 26.75 hours of these hours.

Volunteer Activities

- Volunteer tasks in November were routine: shelving books and periodicals, doing the pull list shelf reading and processing discards.
- Mary Jo Wimmer has located a couple new shelf units and worked to keep the used book store looking nice and well stocked. She is also helping to organize a holiday book sale for Friends of the Library.
- Members of the program committee met for a brainstorming session for 2012 programs and generated a wonderful list of prospects. Several of these individuals have already contacted possible speakers and arranged for programs January through June.

Board & Program Committee Volunteers (included in above totals)

Board members who reported hours:

Library Board: 6

Program Committee: 8

The Program Committee offered the following programs:

- **The Schoolmarm as Feminist** • November 3 at 7:00 p.m. • 32 attended
- **The Lowdown on Eating Disorders** • November 17 at 7:00 p.m. • 10 attended
- **Goldie's Bucket List (reprise)** • November 29 at 7:00 p.m. • 27 attended

Assistant Director Report
December 2011

Teens

There is a book titled "Mini Weapons of Mass Destruction" by John Austin. In November we had a program for teens titled Mini Weapons of Mass Fun. Teens were able to build catapults, shooters and more using the instructions in the book. Teens had fun shooting marshmallows in the meeting room and no eyes were even shot out! 11 teens attended.

The teen room monthly drawing had 9 entries. There were 2 winners.

We also had a program in November for National Gaming Day. There were board games and video games for attendees to play. This was an all ages event and 11 attended. It was a nice mix of ages; 2 grandmas came with their grandchildren and then towards the end 2 ladies came in and then there were a few assorted children that stopped by. National Gaming Day is an initiative of the American Library Association to help bring awareness that games do belong in libraries. Each year games are donated by a game company and distributed to libraries that register.

The American Libraries online magazine called in early November to ask me some questions about how we were celebrating National Gaming Day. The library was mentioned in this article:

<http://americanlibrariesmagazine.org/news/ala/libraries-promote-national-gaming-day-fun-and-games-your-library>

The Teen Advisory Board met in November. Members reviewed the Teen Read Week survey which is below.

Total Surveys Returned: 12 as of 11/19/2011 only 1 teen had used their \$5.00 off fines coupon

Which events would you/your friends attend?

Craft: IIII (4)

Book Club: IIIII (5)

Movie: IIIIII (7)

National Gaming Day: IIIII (6)

1. Would you join the teen advisory board?

Yes: IIIIIII (9)

No: III (3)

2. Summer/winter reading programs for teens

Summer –

Yes: III (3)

No: IIIIIII (9)

Winter --

Yes: III (3)

No: IIIIIII (9)

3. Why do you come to the library?

Books, book hunting, teen advisory board, homework, volunteering, computers, YA novels, summer reading, movies, audio books, graphic novels

4. Books you'd like to see

Realistic fiction, more mystery & classics turned into manga, sci-fi, works by Malinda Lo, works by Cindy Pon, more Nicholas Sparks, Susane Collasanti, the new Eragon book, more graphic novels and more Rick Riordan books

Staff

Darla has been meeting with the SnowFolk Festival committee. The festival will take place over 3 weekends in Jan./Feb. with activities for families.

Will has been meeting with the program committee to plan events for Rapids Reads. Rapids Reads is a community reading project where people read the same book and there are programs to go along with the book. The book chosen this year is *Into the Wild*. In March and April there will be programs relating to the book.

Michelle will be participating in a webinar about RDA and FRBR. These two concepts will change some aspects of cataloging.

Operations

The end of the calendar year means deleting back issues of magazines. The library keeps 2 years of back issues of magazines so we have to move out the oldest issues. John has been working on deleting the 2009 magazines. Some patrons get the old issues so he calls them to let them know when the magazines are ready to be picked up.

Children's Library Summary October/November 2011

This report should bring you up to speed on what's been happening in the Children's Library. (I'd really rather tell you about my 3 ½ weeks in Colorado with my new grandson, who is perfect and wonderful. Stop by my office if you want to see a few pictures!)

Saturday Story Times continue to be well attended, averaging between 18 and 25 children, plus adults, each week. Monday Book Time is also doing well – we seem to add a new family every few weeks.

October 4, the artists of the Creativity Tank were here to lead us in making pull-out pocket books. This was a Children First event; 7 boys and girls attended.

As part of their residency in Grand Rapids, eight musicians from the Minnesota Orchestra presented a multi-media performance of *Max Found Two Sticks* on Thursday, October 13 to an enthusiastic intergenerational crowd of 67 people. It was a great opportunity to hear individual instruments of the orchestra up close.

We hope to be able to provide more opportunities like this.

Family Movie Night on Thursday, October 27 presented *Spooky Buddies*. Thirty-eight people attended this Halloween treat.

We had several groups visit us in October, including 30 boys and girls from Bena Headstart along with teachers and chaperones, six members of the special education class from RJEMS and eight Tiger Cubs and their families.

Tuesday, November 15, the Creativity Tank was here to guide us in making funky Fimo Puppets in celebration of the birthday of Carlo Collodi, the author of *Pinocchio*. Twenty-nine people participated in the puppet-making.

We had visits from the special education class at RJEMS, 34 preschoolers from Deer River, and 15 children from Ball Club Headstart.

There was no movie in November, because Thanksgiving fell on that Thursday, but Family Movie Night will take place on Thursday, December 1 at 6:00 pm. The Film is *Cars 2*. Bring dinner or a snack to enjoy while you watch!

Looking ahead:

- Saturday, December 3, Katie Smith, dance instructor at the Reif Center, will be here with Nutcracker dancers in costume to read *The Nutcracker* for Saturday Story Time.
- Saturday, December 10, the Children's Library and Girl Scout troop 1496 present the 3rd annual *Mom's Day Out*, from 10 am to 1 pm. Ages 3 – 10 are welcome; preregistration is required.

- Saturday, December 17, we kick-off our winter reading program: “Curl Up with A Good Book.” The artists of the Creativity Tank will be here from 11 am to 1 pm to help us with “Let’s Build It,” amazing construction with found objects. All ages are welcome. Preregistration is recommended to assure adequate supplies.
- Thursday, December 29 at 6:00 pm, Family Movie Night presents *Kung Fu Panda 2*.
- And looking waaay ahead, have you heard about the Great Itasca SnowFolk Festival?

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

THIS MONTH	YTD	YTD 2010	Express Check outs	% of total c/o
13,809	152,296	168,825	3,255	23.57%
1,685	20,128	20,302		
15,494	172,424	189,127		
15,140	170,936	186,748		
89	1,409	1,856		

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH	YTD	YTD 2010	Door count	2010 comparison
670	7,547	8,326	10429	-10.61%
756	8,020	11,248		
414	4,120	5,361		

REFERENCE
 tests proctored
 computer help over 5 minutes

THIS MONTH	YTD	YTD 2010
804	8,394	10,652
10	132	98
22	197	200

INTERNET
 Pharos sessions ***

SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2010 YTD SESSIONS	2010 YTD HOURS
1,683	974	20,343	12,166	26,517	18,283

Non-Pharos sessions
VOLUNTEERS

PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2010 YTD HOURS
52	212.50	434	3023.50	3308.50

MEETING ROOM
 Total Mtg Rm Use

GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2010 YTD GROUPS	2010 YTD PEOPLE
42	790	408	8,283	541	10,381

PROGRAMS & TOURS
 BOOK TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 SPECIAL PROGRAMS
 TEEN PROGRAMS

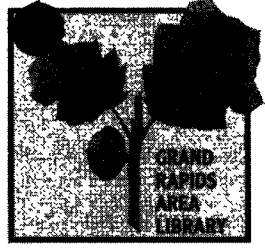
PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2010 YTD PEOPLE	2010 YTD HOURS
6	157	61	1,564	48	1,432
7	204	33	875	47	1,316
5	126	9	106	11	149
4	36	19	2,566	73	2,316
22	523	197	5,348	39	411
3	72	38	972	218	5,624
				44	1,477

EQUIPMENT RESERVED
TOTALS

THIS MONTH	YTD	YTD 2010
7	75	87

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH	HRS YTD	HRS YTD 2010
5	72	99.75



December 14, 2011

Allan Bohlke
5772 Deer Trail Circle
Woodbury, MN 55129

Dear Mr Bohlke:

I am pleased that you will be presenting a program on *Chemistry and Chemicals for the home* for the Grand Rapids Area Library on December 7 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.

The Library will provide you with an honorarium of \$500. 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