

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

November 9 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:** *Absent: Soll*

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

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

5:12 **C. Communications**

Minnesota Community Foundation

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

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

5:25 **F. Old Business:**

Update on energy building

Update on computer replacement

5:30 G. New Business:

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

2. Approve Contracts

3. Approve Resolution 11-9 Accepting Donations

1. Friends of the Grand Rapids Library \$600 for support for staff attendance at MLA Conference
2. Friends of the grand Rapid 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

Regular agenda

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

6:00 Adjourn.

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
OCTOBER 12, 2011 5:00PM

Members present: Jemma Baker, Shannon Benolken, Gina Hawkinson, Dennis Jerome,
Abby Kuschel, Cheryl Stephens
Non-Members present: Marcia Anderson- Director
Members Absent: Vicky Harding, Max Peters, John Soll

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

- A. Agenda- Shannon Benolken made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- Abby Kuschel made a motion to approve the Minutes of September 14, 2011; second by Cheryl Stephens. Motion carried.
- C. Communications-
 - i. Itasca County Appropriations
- D. Financial Report- Dennis Jerome made a motion; second by Jemma Baker 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 10/12/2011

AMERIPRIDE LINEN & APPAREL	\$51.90
ARROWHEAD LIBRARY SYSTEM	\$144.96
BAKER & TAYLOR, INC	\$2,465.42
BRAUN INTERTEC CORPORATION	\$1,275.78
CDW GOVERNMENT INC	\$4,770.00
COMPUTER ENTERPISES	\$3,499.95
CONNECTING POINT TECHNOLOGIES	\$149.99
D.C.R. COMMUNICATIONS INC.	\$60.00
DEMCO	\$34.15
FILTHY CLEAN	\$2,690.00
GALE	\$47.24
GAYLORD BROTHERS	\$260.15
GRAND RAPIDS NEWSPAPERS INC	\$126.00
BONNIE HENRIKSEN	\$24.49
ITASCA AREA SCHOOLS	\$840.00
MINITEX	\$50.00
NORTHERN BUSINESS PRODUCTS INC	\$411.44
PIZZA WORKS	\$14.99

RECORDED BOOKS	\$33.00
SIM SUPPLY INC	\$418.50
THE VILLAGE BOOKSTORE	\$72.78
XEROX CORPORATION	\$105.72
KATHY & DAVID CARROLL	\$150.00
AMIE MILLER	\$566.14
TOTAL	\$18,262.60

CHECKS ISSUED FOR PRIOR APPROVAL

DELTA DENTAL OF MINNESOTA	\$217.55
FIDELITY SECURITY LIFE INS CO	\$10.84
GRAND RAPIDS CITY PAYROLL	\$33,616.46
LINCOLN NATIONAL LIFE	\$90.30
MINNESOTA ENERGY RESOURCES	\$18.90
MINNESOTA SALES TAX & USE TAX	\$50.29
PAUL BUNYAN TELEPHONE	\$244.13
PIONEER MUTUAL LIFE INS CO	\$20.50
PITNEY BOWES	\$143.34
P.U.C.	\$4,479.07
WILLIAM RICHTER	\$175.00
TDS METROCOM	\$229.99
WASTE MANAGEMENT	\$106.12
TOTAL PRIOR APPROVAL	\$39,402.49
TOTAL ALL DEPARTMENTS	\$57,665.09

E. Staff Report

- i. Looking into working with other organizations to start a bicycle sharing program.

F. Old Business-

- a. Nomination committee found a candidate for spot opening on December 31, 2011

G. New Business-

- a. 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 - 6 AYES, 0 NAYS. Motion carried unanimously.

- i. Late Bills- None

- ii. Contracts-

- 1. Klempnauer Miller, Sept 29 \$250 Honorarium plus expenses
 - 2. ICC, Oct 10, 11 Symposium \$500
 - 3. Henry, Nov 17, Expenses

- iii. Donations-

- 1. Friends of the Grand Rapids Area Library \$400.00 for support of Pharos software
 - 2. Grand Rapids Area Library Foundation \$1360 for Fall Saturday Story times

- iv. Approve awarding fine reduction coupons to teens participating in survey during Teen Read Week

- b. Regular Agenda- None

Gina Hawkinson adjourned meeting at 5:18 pm.

Board member **Shannon Bewolken** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2011-8
A RESOLUTION ACCEPTING DONATIONS

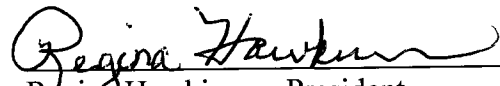
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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 Area Library \$400.00 for support of Pharos software
2. Grand Rapids Area Library Foundation \$1360 for Fall Saturday Story times

Adopted this 12th day of October 2011


Regina Hawkinson, President


Victoria Harding, Secretary

Board member **Cheryl Stephens** seconded the foregoing resolution and the following voted in favor thereof: **JEMMA BAKER, SHANNON BEWOLKEN, GINA HAWKINSON, DENNIS JEROME, ABBY KUSCHEL, CHERYL STEPHENS**

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

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2011
With Comparative Totals for October 31, 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	13,202	12,553	11,182	112%
Fines & Forfeits	12,597	12,113	15,000	81%
Blandin Grant	10,350	379	-	0%
GR Library Foundation	2,125	6,400	-	0%
Miscellaneous	13,995	31,412	19,400	162%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	373,507	406,840	764,938	53%
Expenditures:				
Personnel	381,799	411,225	503,061	82%
Supplies/Materials	78,555	81,396	98,725	82%
Other Services/Charges	128,720	122,043	163,152	75%
Capital Outlay	-	-	-	0%
Blandin Grant	8,886	2,621	-	0%
TOTAL EXPENDITURES	597,960	617,285	764,938	81%
OPERATING SURPLUS (DEFICIT)	(224,453)	(210,445)	-	
ST/MN-Capital Grant	-	200,000	-	
Blandin Foundation Capital Grant	-	100,000	-	
Capital Outlay	-	382,946	-	
Fund Balance 10/31/XX				
Cash Flow	107,924	46,000	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 10/31/XX	<u>\$ 502,627</u>	<u>\$ 396,723</u>	<u>\$ 690,114</u>	

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 OCTOBER 31, 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%
211-00-31-00-4055	FISCAL DISPARITIES	-	28,591	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	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	1,612	85%
211-00-34-00-7975	INTERNET	3,000	2,896	97%
211-00-35-00-1030	LIBRARY FINES	15,000	12,113	81%
211-00-37-00-2310	DONATIONS	2,500	1,397	56%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	50	3%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	373	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
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	3,392	85%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	21,323	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	1,596	94%
211-00-37-00-5100	INVESTMENT INCOME	8,000	1,866	23%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
	TOTAL REVENUE	713,298	706,840	99%
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	230,347	79%
211-00-75-10-1030	SALARY-PARTTIME	95,197	75,064	79%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	4,363	82%
211-00-75-10-1210	PERA	27,940	22,142	79%
211-00-75-10-1220	FICA	23,894	18,042	76%
211-00-75-10-1250	MEDICARE	5,588	4,219	76%
211-00-75-10-1310	HEALTH INSURANCE	50,665	52,852	104%
211-00-75-10-1330	LIFE INSURANCE	246	227	92%
211-00-75-10-1335	DENTAL INSURANCE	1,624	1,208	74%
211-00-75-10-1347	VISION INSURANCE	-	3	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	6,783	71%
211-00-75-20-2020	COPY SUPPLIES	1,000	589	59%
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	2,690	67%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	9,840	394%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	16,040	197%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	110	6%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	460	184%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,773	89%

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

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	45,000	32,678	73%
211-00-75-20-2120	AUDIO/VISUAL	10,000	6,662	67%
211-00-75-20-2130	NEWSPAPERS	1,500	616	41%
211-00-75-20-2140	PERIODICALS	8,500	153	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,347	78%
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	344	57%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	24,301	81%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	4,519	56%
211-00-75-30-3210	TELEPHONE	7,500	6,100	81%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	713	48%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	1,648	110%
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	480	96%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	61	41%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	126	8%
211-00-75-30-3610	GENERAL INSURANCE	11,000	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	30,372	84%
211-00-75-30-3840	GARBAGE REMOVAL	900	974	108%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,777	59%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,029	76%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,879	46%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	672	67%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	13,158	0%
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	-	39,642	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	343,304	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	1,000,230	131%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (293,390)	

DATE: 11/03/2011
 TIME: 08:52:32
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
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	356,449.01	356,449.01	0.00
211-00-00-00-1010	CASH	737,795.97	665,454.07	996,221.84	407,028.20
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	230,280.50	7,670.85
TOTAL		779,988.42	1,261,641.37	1,589,600.10	452,029.69
TOTAL ASSETS		779,988.42	1,261,641.37	1,589,600.10	452,029.69
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	975,538.34	990,661.17	40,391.37
211-00-00-00-2030	SALES TAX PAYABLE	0.00	378.50	413.39	34.89
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	476.25	476.25
TOTAL		89,874.01	1,033,790.31	991,550.81	47,634.51
TOTAL LIABILITIES		89,874.01	1,033,790.31	991,550.81	47,634.51
FUND EQUITY					

DATE: 11/03/2011
 TIME: 08:52:32
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
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	230,280.50	237,951.35	7,670.85
TOTAL		690,114.41	230,280.50	237,951.35	697,785.26
	FUND SURPLUS (DEFICIT)	0.00	293,390.08	0.00	(293,390.08)
TOTAL FUND EQUITY		690,114.41	523,670.58	237,951.35	404,395.18
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,557,460.89	1,229,502.16	452,029.69

LIBRARY BILL LIST - NOVEMBER 9, 2011

DATE: 11/03/2011
 TIME: 09:11:10
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/09/2011

VENDOR #	NAME	AMOUNT DUE

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		
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

LIBRARY BILL LIST - NOVEMBER 9, 2011

DATE: 11/03/2011
 TIME: 09:11:10
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/09/2011

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
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
	TOTAL ALL DEPARTMENTS	90,264.19

Director's Report November 9

Library Use:

Circulation and visits are down roughly 8% from last October. A drop in circulation and visits is happening at libraries all over the state this year, as I discovered at a statewide Library Director's meeting on Friday. The best guess is that the economy is improving, so fewer people are searching for free entertainment. We also do not have the Museum passes this fall, which were very popular. Computer use is also down, but we are seeing increased use of the wireless network. People are bring in laptops, tablets and smart phones and using the network.

Energy building

The heat exchange equipment is supposed to arrive during the first week of November, with installation and testing to follow. The heat system in the building has been modified and connections established. There are still workers here this week. The system is projected to be up and running by December 1.

MLA conference

6 staff members attended the Minnesota Library Association Conference in Duluth this year on October 12, 13 and 14, most for 1 day. The Friends of the Library are contributing \$100 per staff member to underwrite most of the registration cost. I received a "scholarship" to attend the sessions on Thursday that cover assisting job seekers and small businesses.

I sent out summaries prepared by each staff person. Rather than asking for detailed reports on each session, I asked each person to report on 2 new things they learned, 2 new ideas they want to try or learn more about, and 2 people they talked with at the conference.

I found one chart in the materials I received which is very useful and I will provide copies to you. It clearly illustrates the shift in libraries from a focus on "stuff" to a focus on services.

Some MLA presentation materials are on line, if you care to review any: <http://mnlibraryassociation.org/2011-handouts/>

Community Outreach

We had a table at the Itasca Community Connect at the Civic Center on October 18. We promoted children's activities and our online databases for repairs and test/career preparation. We were able to talk with many people who were not aware of all of the Library services. We also talked with people from a variety of agencies.

Bike Share

We were approached in August with a suggestion to lend bikes for short term use. I talked with Megan Bown of Get Fit Itasca and she later had conversations with several other people who are interested in seeing some kind of community bike program developed. A few of us met in late October and came up with some ideas to work on. The model that seemed to work best for a trial is a "Yellow Bike Program" where bikes would be designated as community bikes and placed in spots around town for use in riding from point to point. ICC may be able to provide space, tools and an instructor for bike maintenance and repair classes to help recruit volunteer bike mechanics. Get Fit Itasca has written a grant application which includes dollars for some kind of bike share program. This will develop further over the fall and winter.

Jack's retirement

Jack Flink, a volunteer for the past 12 years or so, "retired" in October at the age of 84. Jack spent 2 or 3 mornings each week sorting incoming donations. He passed the best looking books to staff for review and possible addition to the collection, tossed the worst looking ones, and sorted the rest for the Friends' book store. He spent more time during the summer when donations came in for the annual book sale. This past summer he said he would ease off after the book sale, so Bonnie recruited several people to replace him as sorters.

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.

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

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

At the last meeting Library directors around the region we discussed using Unique Management and automating the process of collections to reduce some of the labor required. We are continuing to figure out how this might work, and how the initial start up cost will be paid.

Computer Equipment purchases

The computers have been replaced. The wireless network is partially installed and the remaining access points should be in place this week. Some of the access points require some cable installation and the electrician is scheduled to be here this week. We tried placing our existing game software on the new computer designated for the children's area, but the software we have is not compatible with Windows 7, and we have not been able to locate new game software that is compatible with Windows 7.

Fundraising for Early Literacy Stations

We have been talking about replacing some of the game computers with Early Literacy Stations. At the MLA Conference I learned that the company is offering about a 5% discount if a Station is ordered by November 15. I approached the Friends of the Library and the Library Foundation and received commitments totaling \$1500 for the purchase of one station. I am approaching several other Civic organizations with funding requests to get commitments close to \$2600 before the deadline.

New Board member recruitment

The City Clerk posted the Library Board openings in the Herald Review. The deadline for applications (and reapplications) is December 1. We have received one application so far, from Dave Yankowiak.

Opportunities for Board members:

Blandin Foundation Leadership Series <http://www.blandinfoundation.org/events/events-archive-detail.php?intResourceID=1695> Next session is November 8

Turning the Page Advocacy online workshops <http://www.ala.org/ala/mgrps/divs/pla/education/turningthepage/>

**Assistant Director Report
November 2011**

Teens

Teen Read Week was held Oct. 16-22. A local teen, Maggie Desmond-O'Brien, did a program about online photo editing. One of the participants came because I said I'd have spicy cheese dip. I did have the dip and he came to the program (and ate a lot of spicy cheese dip!)

The teen room monthly drawing had 18 participants-one of the highest numbers ever.

I finished writing a letter of recommendation for a member of the Teen Advisory Board. He would like to attend Hibbing Community College next year and needed a letter written for him. He is very artistic and wants to go into art.

Staff

Tracy met with the Project Read group during October. There is a new director and the director wanted to review goals, etc...

Darla met with Children First to discuss winter programs.

Will is going to be a final judge in the nonfiction category for the Minnesota Book Awards.

John attended the first day of the Minnesota Voluntary Certification at ALS.

Will is working with a subcommittee of the Program Committee to plan the 2012 Rapids Reads project. This year the book of choice is "Into the Wild".

Many staff attended the Minnesota Library Association annual conference held in Duluth.

Operations

The first week of October was mental illness awareness week and we did a display in the library featuring a lot of mental illness books.

We also had a table with ghost and Halloween stories for all ages. We had a table dedicated to Teen Read Week with photography books on it.

In October the library had a genealogy workshop and we put some of our genealogy books on display.

Our teen volunteer, Nikki, from Deer River did the display case in the lobby. She put in a bunch of board games and signs to advertise National Gaming Day which will be Saturday Nov. 12

Express Check outs % of total c/o 22.88%

3,151 -10.59%

YTD 2010 154,891

YTD 138,487

THIS MONTH 13,774

CIRCULATION

Check-outs	138,487	154,891	-10.59%
Renewals	18,443	18,388	0.30%
Total Circulation	156,930	173,279	-9.44%
Returns	155,796	170,406	-8.57%
New cards	1,320	1,712	-22.90%

Door count 11546

2010 comparison -8.30%

TECHNICAL PROCESSES

Books cataloged and processed	6,877	7,753
Withdrawn copies	7,264	10,901
Withdrawn Titles	3,706	5,045

REFERENCE

tests proctored	7,590	9,729
computer help over 5 minutes	122	87
INTERNET	175	191

Pharos sessions *** 2,034

HOURS 1,169

SESSIONS 2,034

YTD HOURS 11,192

YTD SESSIONS 18,660

YTD HOURS 24,677

YTD HOURS 17,054

Non-Pharos sessions VOLUNTEERS

PEOPLE 60

HOURS 248.25

YTD PEOPLE 412

YTD HOURS 2811.00

YTD HOURS 3308.50

MEETING ROOM

GROUPS 48

PEOPLE 1,149

YTD GROUPS 366

YTD PEOPLE 7,493

YTD GROUPS 485

YTD PEOPLE 9,326

PROGRAMS & TOURS

BOOK TIME	278	55	1,407	42	1,248
CLASS VISITS	41	26	671	39	1,041
NON SCHOOL GROUPS	8	9	106	11	149
SPECIAL PROGRAMS	277	70	2,440	66	2,073
TEEN PROGRAMS	40	15	201	37	399
Total Youth Programs	644	175	4,825	195	4,910
Total Adult Programs	164	35	900	39	1,347

EQUIPMENT RESERVED

THIS MONTH 9

YTD 68

YTD 2010 77

BOOKINGS & ARRANGEMENTS

HRS THIS MONTH 9

HRS YTD 67

HRS YTD 2010 91.25

TOTALS

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

Fund Statement(s)

January 1, 2011 - September 30, 2011

Confidential and Privileged Information

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

Please visit our new and improved websites at
saintpaulfoundation.org, mncommunityfoundation.org and
mnpartners.org.

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 September 30, 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)		(1,038)
Interest & Dividends		378
Disbursements		
Grants Paid		(1,415)
Administrative Fees		(153)
Investment Expenses		(89)
Other Income (Expense)		0
Ending Balance on September 30, 2011	\$	26,473
<i>Grants Approved Not Yet Paid</i>		0
<i>Uncommitted Balance on September 30, 2011</i>	\$	26,473

Minnesota Community Foundation

Summary of Assets						
			Investment Performance			
			YTD	One Year	Three Year	Five Year
Asset Detail	\$	%	(Annualized)			
Multi-Asset Endow Port.	26,466	100.0%	-2.9%	3.9%	3.0%	1.2%
Cash, Net	7	0.0%				
	<u>\$ 26,473</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2011 through September 30, 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 September 30, 2011

Available to Grant Activity

Amount Available to Grant from Previous Year	\$	0
Available to Grant for 2011		1,415
Grants (Paid)/Returned in 2011		(1,415)
Amount Available to Grant as of September 30, 2011		0
<i>Uncommitted Amount Available to Grant as of September 30, 2011</i>	\$	0



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.