

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

October 12 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

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

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

5:12 **C. Communications**

Itasca County Appropriations

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

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

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

5:30 **G. New Business:**

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

1. Approve payment of late bills

2. Approve Contracts

a. Klempnauer Miller Sept 29 \$250 honorarium plus expenses.

b. ICC October 10,11 Symposium \$500

c. Henry Nov 17, Expenses

3. Approve Resolution 2011-8 Accepting 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

4 Approve awarding fine reduction coupons to Teens participating in survey during Teen Read Week

Regular agenda

6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
SEPTEMBER 14, 2011

MEMBERS PRESENT: Jemma Baker, Shannon Benolken, Vicky Harding, Dennis Jerome, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens
NON-MEMBERS PRESENT: Marcia Anderson- Director
MEMBERS ABSENT: Gina Hawkinson

Meeting called to order at 5:30pm by Dennis Jerome

- A. Agenda-John Soll made a motion; second by Abby Kuschel to approve the agenda as presented. Motion carried.
- B. Approval Of Minutes- Abby Kuschel made a motion; second by Vicky Harding to approve the minutes for August 10, 2011 as presented. Motion carried.
- C. Communications-
 - a. Library Card Sign Up month proclamation
- D. Financial Report- Shannon Benolken made a motion; second by Vicky Harding to approve the financial report as presented. Roll Call vote taken- 8 ayes, 0 nays, motion carried unanimously

PUBLIC LIBRARY INVOICES DUE ON/BEFORE 9/14/11

0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	344.59
0201428	BAKER & TAYLOR, INC	2,425.68
0221650	BURGGRAF'S ACE HARDWARE INC	7.99
0315537	CONNECTING POINT TECHNOLOGIES	44.98
0405500	DEMCO	1,927.87
0522103	EVANS ELECTRIC INC	147.00
0701460	GALE	47.24
0718010	CITY OF GRAND RAPIDS	1,687.50
0801820	HAWK CONSTRUCTION INC	60,146.00
0809526	BONNIE HINIKER	100.00
1109660	DARLA KIRWIN	565.37
1415377	NORTHERN BUSINESS PRODUCTS INC	396.38
1524250	OXFORD UNIVERSITY PRESS	46.66
1601678	PARK GENEALOGICAL BOOKS	25.00
1605665	PERSONNEL DYNAMICS, LLC	756.55
1605735	PETERSON'S A NELNET CO	99.40
1609925	PIZZA WORKS	14.99
1801585	RAPIDS ELECTRIC INC	210.00
1805150	RECORDED BOOKS	33.00
1901355	ST PAUL PIONEER PRESS	150.80
1905525	SENTIMENTAL PRODUCTIONS	110.00
1909503	SIMPLEX GRINNELL LP	544.00
1909510	SIM SUPPLY INC	205.65
2209450	THE VILLAGE BOOK STORE	171.44
2405650	XEROX CORPORATION	22.92

T000765 LOIS MACKIN

500.00

TOTAL 70,765.61

CHECKS ISSUED-PRIOR APPROVAL

0212750 BLUE CROSS & BLUE SHIELD OF MN	7,775.00
0405447 DELTA DENTAL OF MINNESOTA	217.55
0605191 FIDELITY SECURITY LIFE INS CO	21.68
0718015 GRAND RAPIDS CITY PAYROLL	33,598.48
1101505 TRACY KAMPA	244.20
1209516 LINCOLN NATIONAL LIFE	90.30
1309199 MINNESOTA ENERGY RESOURCES	18.90
1309335 MINNESOTA SALES & USE TAX	42.86
1601750 PAUL BUNYAN TELEPHONE	243.93
1609557 PIONEER MUTUAL LIFE INS CO	20.50
1621130 P.U.C.	4,228.38
2000490 TDS Metrocom	229.98
2205637 VERIZON WIRELESS	253.08
2301700 WASTE MANAGEMENT	280.28

TOTAL PRIOR APPROVAL 47,265.12

TOTAL ALL DEPARTMENTS 118,030.73

E. Staff Report-

- a. Enter negotiations for library union contracts
- b. MN Community Foundation- will not release funds since the amount is over \$25,000
- c. Cleaning Contract- Marcia is structuring the specifics of the contract before getting bids
- d. Report on Strategic Plan Progress (Children's)- Darla Kirwin

F. Old Business-

- a. Energy building- Structure is completed
- b. Credit Bureau Success- about 40%
- c. Update Budget (City Council approved budget)

G. New Business-

- a. Consent Agenda- Shannon Benolken made a motion; second by Cheryl Stephens to approve the consent agenda as presented. Roll Call vote taken- 8 ayes, 0 nays
Motion carried unanimously.
 - i. Approve Late Bills- None
 - ii. Approve Contracts
 1. Mackin- October 15 genealogy workshops \$500 honorarium
 2. Hiniken- September 15 fall planting \$100 honorarium
 - iii. Approve Resolution 11-7 Accepting Donations
 1. Grand Rapids Garden Club \$27.95 for purchase of book
 2. Friends of Grand Rapids Library \$358.52 for Mpls Star Tribune and Horn Book subscriptions
 3. Cub Foods 125 ice cream cups for Sam Miltich Program
 4. Blackberry Seventh-Day Adventist \$140.00 for periodical subscription

b. Regular Agenda-

- i. Authorize purchase of computers and wireless network- Shannon Benolken made the motion; second by Cheryl Stephens to approve purchase of computers. Roll call vote taken- 7 ayes, 0 nays; - Cheryl Stephens made the motion; second by Max Peters to approve purchase of network. Roll call vote taken- 7 ayes, 0 nays
- ii. Authorize Grant Application to IEEE for Science Kits- Max Peters made the motion; second by Jemma Baker to approve application. Roll call vote taken- 7 ayes, 0 nays
- iii. Authorize Grant Application to Minnesota Arts Board for Summer 2012 activities- Cheryl Stephens made the motion; second by Max Peters to approve application. Roll call vote taken- 7 ayes, 0 nays
- iv. Appoint Nominating Committee- Dennis Jerome, Max Peters & Gina Hawkinson

Adjourn 6:20pm

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

RESOLUTION NO. 2011-7
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

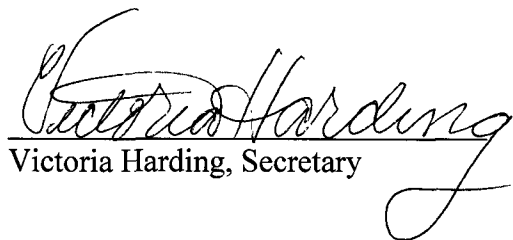
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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. Grand Rapids Garden Club \$27.50 for purchase of *English Cottage Gardening for American Gardeners* in memory of Betty Burt
2. Friends of the Grand Rapids Area Library \$358.52 for purchase of subscriptions to Mpls Star Tribune and Horn Book
3. Cub Foods 125 ice cream cups for Sam Miltich Program July
4. Blackberry Seventh-Day Adventist, \$140.00 for 6 periodical subscriptions (Parenting School Years, Prevention, Ranger Rick, Runners World, Vegetarian Times, Your Big Backyard)

Adopted this 14th day of September 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 Benolken, Vicky Harding, Dennis Jerome, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens

And the following voted against same: NONE

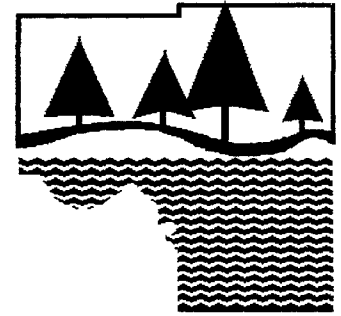
And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

ITASCA COUNTY AUDITOR/TREASURER

ITASCA COUNTY COURTHOUSE
123 NE 4TH ST.
GRAND RAPIDS, MINNESOTA 55744-2681

OFFICE 218-327-2860
FAX 218-327-7426



September 20, 2011

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-2069

Dear Mr. Weikum:

The apportionment for June 2011, includes the following totals:

Arbo Township	\$ 3,837.19
Blackberry Township	3,375.14
Feeley Township	2,274.20
Grand Rapids Township	0.00
Harris Township	15,483.19
Sago Township	1,138.10
Spang Township	1,744.64
Wabana Township	4,890.39
City of Bass Brook/Cohasset	34,036.92
City of LaPrairie	2,134.15
City of Warba	<u>368.75</u>
TOTAL	\$69,282.67

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

cc: Shirley Miller
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids MN 55744

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2011
With Comparative Totals for September 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	74,223	69,283	133,000	52%
Charges for Services	12,807	12,159	11,182	109%
Fines & Forfeits	10,839	11,176	15,000	75%
Blandin Grant	10,350	379	-	0%
GR Library Foundation	2,125	6,400	-	0%
Miscellaneous	11,675	31,184	19,400	161%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	364,086	400,573	764,938	52%
Expenditures:				
Personnel	346,009	373,408	503,061	74%
Supplies/Materials	61,202	73,629	98,725	75%
Other Services/Charges	120,381	112,984	163,152	69%
Capital Outlay	-	-	-	0%
Blandin Grant	7,998	2,621	-	0%
TOTAL EXPENDITURES	535,590	562,642	764,938	74%
OPERATING SURPLUS (DEFICIT)	(171,504)	(162,069)	-	
Blandin Foundation Capital Grant	-	100,000		
Capital Outlay	-	349,274		
Fund Balance 9/30/XX				
Cash Flow	160,873	(71,952)	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 9/30/XX	\$ 555,576	\$ 278,771	\$ 690,114	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,905 as of 6/30/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 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%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	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	1,510	79%
211-00-34-00-7975	INTERNET	3,000	2,604	87%
211-00-35-00-1030	LIBRARY FINES	15,000	11,177	75%
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	3,277	82%
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	1,482	87%
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	500,573	70%
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	208,276	72%
211-00-75-10-1030	SALARY-PARTTIME	95,197	67,547	71%
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	-	-	0%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	3,919	74%
211-00-75-10-1210	PERA	27,940	19,997	72%
211-00-75-10-1220	FICA	23,894	16,297	68%
211-00-75-10-1250	MEDICARE	5,588	3,811	68%
211-00-75-10-1310	HEALTH INSURANCE	50,665	49,519	98%
211-00-75-10-1330	LIFE INSURANCE	246	199	81%
211-00-75-10-1335	DENTAL INSURANCE	1,624	1,083	67%
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	6,459	68%
211-00-75-20-2020	COPY SUPPLIES	1,000	564	56%
211-00-75-20-2030	PRINTING/BINDING	500	507	101%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,546	64%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	9,132	365%
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	1,591	80%

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

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	45,000	27,656	61%
211-00-75-20-2120	AUDIO/VISUAL	10,000	5,746	57%
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	2,050	68%
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	310	52%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	22,101	74%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	3,421	43%
211-00-75-30-3210	TELEPHONE	7,500	5,488	73%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	690	46%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	614	41%
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	26,879	74%
211-00-75-30-3840	GARBAGE REMOVAL	900	974	108%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,749	59%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,029	76%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,527	44%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	602	60%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	13,098	131%
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	625	69%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	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	-	309,632	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	911,916	119%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (411,343)	

DATE: 10/06/2011
 TIME: 14:34:07
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
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	322,562.27	322,562.27	0.00
211-00-00-00-1010	CASH	737,795.97	457,918.02	933,978.82	261,735.17
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	205,451.43	202,595.48	2,855.95
TOTAL		779,988.42	987,718.66	1,465,785.32	301,921.76
TOTAL ASSETS					
		779,988.42	987,718.66	1,465,785.32	301,921.76
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	913,295.32	901,535.07	13,508.29
211-00-00-00-2030	SALES TAX PAYABLE	0.00	324.68	378.49	53.81
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	0.00	0.00
TOTAL		89,874.01	971,493.47	901,913.56	20,294.10
TOTAL LIABILITIES					
		89,874.01	971,493.47	901,913.56	20,294.10
FUND EQUITY					

DATE: 10/06/2011
 TIME: 14:34:07
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
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	202,595.48	205,451.43	2,855.95
TOTAL		690,114.41	202,595.48	205,451.43	692,970.36
	FUND SURPLUS (DEFICIT)	0.00	411,342.70	0.00	(411,342.70)
TOTAL FUND EQUITY		690,114.41	613,938.18	205,451.43	281,627.66
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,585,431.65	1,107,364.99	301,921.76

LIBRARY BILL LIST - OCTOBER 12, 2011

DATE: 10/06/2011
 TIME: 08:25:33
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/12/2011

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	51.90
0118660	ARROWHEAD LIBRARY SYSTEM	144.96
0201428	BAKER & TAYLOR, INC	2,465.42
0218115	BRAUN INTERTEC CORPORATION	1,275.78
0300200	CDW GOVERNMENT INC	4,770.00
0315508	COMPUTER ENTERPRISES	3,499.95
0315537	CONNECTING POINT TECHNOLOGIES	149.99
0400015	D.C.R. COMMUNICATIONS INC	60.00
0405500	DEMCO	34.15
0609457	FILTHY CLEAN	2,690.00
0701460	GALE	47.24
0701900	GAYLORD BROTHERS	260.15
0718060	GRAND RAPIDS NEWSPAPERS INC	126.00
0805524	BONNIE HENRIKSEN	24.49
0920003	ITASCA AREA SCHOOLS	840.00
1309525	MINITEX	50.00
1415377	NORTHERN BUSINESS PRODUCTS INC	411.44
1609925	PIZZA WORKS	14.99
1805150	RECORDED BOOKS	33.00
1909510	SIM SUPPLY INC	418.50
2209450	THE VILLAGE BOOK STORE	72.78
2405650	XEROX CORPORATION	105.72
T000671	KATHY & DAVID CARROLL	150.00
T000791	AMIE MILLER	566.14
	TOTAL	18,262.60
CHECKS ISSUED-PRIOR APPROVAL		
	PRIOR APPROVAL	
0405447	DELTA DENTAL OF MINNESOTA	217.55
0605191	FIDELITY SECURITY LIFE INS CO	10.84
0718015	GRAND RAPIDS CITY PAYROLL	33,616.46
1209516	LINCOLN NATIONAL LIFE	90.30
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309335	MINNESOTA SALES & USE TAX	50.29
1601750	PAUL BUNYAN TELEPHONE	244.13
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	4,479.07
1809158	WILLIAM RICHTER	175.00
2000490	TDS Metrocom	229.99
2301700	WASTE MANAGEMENT	106.12
	TOTAL PRIOR APPROVAL	39,402.49
	TOTAL ALL DEPARTMENTS	57,665.09

Director's Report October 12

Energy building

The plants are on the roof! See www.grandrapidsarealibrary.blogspot.com for photos. The air exchanger is being installed this week. Contractors have been working on modifying the Library's heating system to accommodate the connections. The chiller has been off for much of the last week of Sept and the first week of Oct, leading to warm conditions in the building.

MLA conference

6 staff members are attending 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.

Some MLA presentation materials are on line and more will be posted: <http://mnllibraryassociation.org/2011-handouts/>

Community Outreach

I did a presentation to Rotary on "What's new at the Library" with the goal of everyone learning at least one new thing about the Library.

Upcoming: Itasca Community Connect – we will have a table at this event at the Civic Center on October 18.

Communications

Itasca County. We received the first half of the allocation from Itasca County. It is about \$5000 less than last year due to Grand Rapids Township being absorbed into the City. This is what we had expected, and budgeted for. The first payment is generally larger than the second payment.

Library Foundation

Fundraising for Educational portion of Energy Project: 1) Stuffer in Grand Rapids and Cohasset PUC bills in October and November. 2) Mailer to previous Foundation Donors. 3) Event to coincide with open house December mtg. Foundation board members invite Library Board members to Gathering after December board mtg at KAXE (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. Several libraries expressed interest, so we are looking into how it might work.

Computer Equipment purchases

The computers have been replaced. The wireless network is being configured and should be in place soon. Some of the access points will require some cable installation.

New Board member recruitment

The City Clerk posted the Library Board openings in the Herald Review. The deadline for applications is December 1.

Opportunities for Board members:

Minnesota Library Association Conference in Duluth October 12-14.

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

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

Assistant Director's Report October 2011

Teens

I registered the library for National Gaming Day. This is an initiative of ALA to show that libraries are more than books. The library has participated the past few years. This website <http://batchgeo.com/map/ngd11map> shows libraries that have registered for the event. Because we registered for the event the library will receive some board games from family and party games.com. National Gaming Day is Sat. Nov. 12 and is for families.

The teen room monthly drawing had 13 participants. The questions were about art. Teen Read Week is coming up in October. A local teen, Maggie Desmond O'Brien, will do a program titled "Picture It".

Staff

Staff will be attending MLA in Duluth. Mary, Michelle, Amy, and Darla are attending on Wednesday. Marcia is going on Thursday and Will is going on Thursday and Friday. The conference changes locations every year. This year it is in Duluth which gives us a chance to attend easily.

Michelle recently completed a 3 day webinar titled RDA Workshop. It was provided by Minitex. RDA stands for Resource Description Access. It is a set of instructions for cataloguing items in the library. The current standard is the AACR2. RDA is supposed to be implemented in 2013. It is currently being tested by the Library of Congress.

Operations

The Children's Department has added orange stars to some books which are in a special collection.

	THIS MONTH	YTD	SMITHSONIAN 2010	% of total	Express Check outs
CIRCULATION					
Check-outs	13,311	124,713	140,216	-11.06%	2,856
Renewals	1,748	16,781	16,711	0.42%	21.46%
Total Circulation	15,059	141,494	156,927	-9.83%	
Returns	15,735	140,456	154,382	-9.02%	
New cards	140	1,209	1,547	-21.85%	
					Door count
					11249
					2010 comparison
					-10.33%
TECHNICAL PROCESSES					
Books cataloged and processed	622	5,991	6,878		
Withdrawn copies	372	6,995	10,555		
Withdrawn Titles	324	3,346	4,687		
REFERENCE					
tests proctored	729	6,760	8,857		
computer help over 5 minutes	10	103	72		
	17	147	174		
INTERNET					
Pharos sessions ***	2,040	1,170	16,626	10,023	22,515
					15,506
Non-Pharos sessions	87	700			801
VOLUNTEERS					
	31	261.75	379	2562.75	3062.50
MEETING ROOM					
Total Mtg Rm Use	40	814	318	6,344	430
					8,368
PROGRAMS & TOURS					
BOOK TIME	4	156	45	1,129	34
CLASS VISITS	3	62	24	630	35
NON SCHOOL GROUPS			8	98	11
SPECIAL PROGRAMS	4	87	62	2,163	58
TEEN PROGRAMS	2	16	11	161	33
Total Youth Programs	13	321	150	4,181	171
Total Adult Programs	3	57	31	736	34
					1,217
EQUIPMENT RESERVED					
TOTALS	THIS MONTH	YTD	YTD 2010		
	7	59	67		
BOOKINGS & ARRANGEMENTS					
TOTALS	HRS THIS MONTH	HRS YTD	HRS YTD 2010		
	8.5	58	81.25		

Children's Library Summary For September 2011

With the first month of school behind us, we are settling into our routines. It is great to see some familiar faces returning after the summer vacation.

Saturday Storytimes are continuing, thanks to the generosity of the Library Foundation. Missy Gray continues as the teacher, ably assisted by Suzy, Teri or Rachel. The first couple of Saturdays, our numbers were down – as families figured out their new schedules – but have more recently returned to “normal.”

Monday Book Time recommenced on September 19; Suzanna Elsen is the teacher again this year, with assistance from Suzy Hepokoski. We are happy to see familiar friends return, but also delighted to see new faces each week.

On September 15, we were visited by the two 4th grade classes from Southwest Elementary. Mrs. Mike-Johnson also let us know that her class would be back periodically to work on special projects. We look forward to getting to know those students better.

Family movie night, which takes place the fourth Thursday of each month, was pretty quiet in September as it was also Open House Night for area schools. Still, we had 12 people here to enjoy “Phineas and Ferb: Across the 2nd Dimension.”

Looking ahead:

- Tuesday, October 4, 2011 @3:30 pm, the artists of the Creativity Tank will be here to guide us in making pull-out pocket books. The design and theme: “How to B,” are based on the books of Munro Leaf.
- Thursday, October 13, 2011 @2:00 pm, eight musicians from the Minnesota Orchestra will present a Kinder Konzert! It is a wonderful opportunity for young children to hear individual instruments of the orchestra up close. Narration is provided and is based on the book, *Max Found Two Sticks*.
- Thursday, October 27 @ 6:00, Family Movie Night presents: *Spooky Buddies*. It's Halloween and the mysterious mansion across town is the scene of some very spooky action. Join the irresistible talking puppies as they work together to save the world from Warlock the Magician's dastardly deeds. Rated G. 90 minutes. Bring dinner or a snack to enjoy as you watch the film.

Library Volunteer and Program Report for September 2011

September Volunteers

31 volunteers/261.75 hours:

6 Board and 5 Program Committee members logged over 80.5 hours of service time.

Volunteer Activities

- A new volunteer started in late Sept. She will help with the pull list on day a week and work into shelving when we need shelvees in the winter.
- Another new volunteer has been helping with a variety of tasks—processing discards, sorting children’s books for the book store, cleaning travel files, moving tax forms to recycling, wiping tables in the meeting room and breaking down boxes. Staff appreciate her versatility and willingness to tackle whatever we ask of her.
- One new volunteer has come on board to help with the Used Book Store. A second volunteer will join the bookstore team in October as we plan for long-time bookstore helper, Jack Flink, to retire.
- Mary Ann continues to pick up used books and take them to Evergreen Terrace and Grand Village nursing homes.
- Nicole, a high school student, began volunteering just before the book sale. She has become a regular volunteer helping Amy shelve books in the YA collection and doing other teen related projects.
- We lost Joanne who has laminated for us the last couple of years. The staff no longer felt this task was one that should be assigned to volunteers.
- There are 3-4 individuals on a waiting list to become library volunteers.

Board & Program Committee Volunteers (included in above totals)

Board members who reported hours:

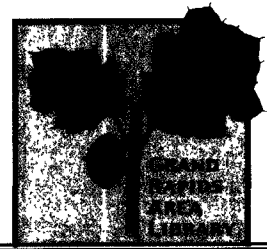
Library Board: 6

Program Committee: 5

The Program Committee offered the following programs:

- **Fall Planting For Future Beauty** • Thursday, September 15 at 7:00 p.m. • Bonnie Hinniker, speaker. • 32 attended
- **Being A Family: Joys and Challenges of GLBT Parenting** • Thursday, September 29 at 7:00 p.m. • Amie Klempnauer Miller, speaker • 15 attended • underwritten with a grant from Friends of the St. Paul Library—Minnesota Book Award Nominee

Grand Rapids Area Library Request for Board Action



Packet Item: GR 1	Board Meeting Date: Wed. October 12
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TITLE OF ISSUE: Teen Read Week fine reduction coupons

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Teen Read Week (Oct 16-22) is an initiative of the Young Adult Library Services (YALSA) division of ALA and is held annually in October. Libraries across the world celebrate Teen Read Week with a variety of special events and programs aimed at encouraging teens to read for pleasure and to visit their libraries for free reading materials.

Teens fill out a survey about teen programs and materials in the library. After finishing the survey, teens are issued a coupon for up to \$5.00 off library fines. The coupon has no expiration date but can only be used 1 time.

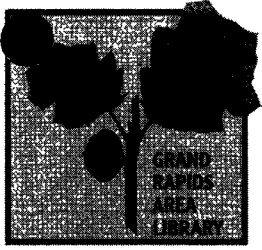
When teens pick up a survey from the reference desk it gives them a chance to talk to a librarian. I use the completed surveys to get a feel for what books teens like and to get an idea of what types of programs they may be interested in.

We have done the survey during Teen Read Week the past four years (2007, 2008, and 2009, 2010). In 2010, 18 teens completed the survey and received the coupon. There were 4 coupons that were actually used.

REQUESTED BOARD ACTION: Authorize issuing coupons for \$5.00 fine reduction to teens completing survey during Teen Read Week 2011

<p>Vote:</p> <p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td style="width: 50px;"></td> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Baker</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ Jerome</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Benolken</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ Kuschel</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Harding</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ Peters</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Hawkinson</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ Soll</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____ Stephen s</td> </tr> </table>	Aye	Nay		Aye	Nay	_____	_____	Baker	_____	_____ Jerome	_____	_____	Benolken	_____	_____ Kuschel	_____	_____	Harding	_____	_____ Peters	_____	_____	Hawkinson	_____	_____ Soll	_____	_____		_____	_____ Stephen s	<p style="text-align: center;">SUPPORTING DOCUMENTS ATTACHED</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Other (specify) _____</p> <p>_____</p> <p>_____</p>	Resolution	Contract	Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Director's Use:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Consent</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Regular</td> </tr> </table>	<input type="checkbox"/>	Consent	<input type="checkbox"/>	Regular	<table style="width: 100%; border: none;"> <tr> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> <td>Refer to: _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Table Until: _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other: _____</td> </tr> </table>	<input type="checkbox"/>	Refer to: _____	<input type="checkbox"/>	Table Until: _____	<input type="checkbox"/>	Other: _____
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October 14

Amie Miller
1711 Stanford Avenue
St. Paul MN 55105

Dear Ms Miller:

I am pleased that you will be leading a presentation, "Being A Family: Joys and Challenges of GLBT Parenting" for the Grand Rapids Area Library on September 29 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

I understand you have given your permission for your presentation to be taped by ICTV and replayed? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. I also understand you are bringing copies of your book to sell.

The Library will pay you an honorarium of \$250 for your appearance. We will also reimburse you for travel expenses, including lodging, mileage from St. Paul 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:

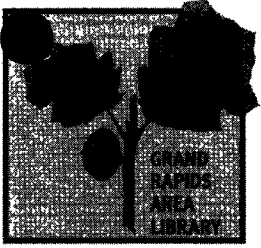
Signature

9-29-11
Date

Approved for the Board of Directors:

Board President

10/12/2011
Date



October 12, 2011

Becky Henry
13033 Ridgedale Dr. #102
Minnetonka MN 55305

Dear Ms Henry:

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

I am pleased that you will be leading a presentation on eating disorders for the Grand Rapids Area Library on November 17 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.

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 understand that you will allow videotaping and replaying of your program by Itasca Community Television. Please sign the enclosed release form for them. We can provide a copy of the tape for you if you would like. I understand you are contacting the Village Bookstore about selling copies of your book, *Just Tell Her to Stop: Stories of Families Surviving Eating Disorders* or you will bring some yourself to sell

The Library will reimburse you for travel expenses, including mileage from Minnetonka at the IRS rate in effect at the time of the program and an evening meal while in Grand Rapids. We will also pay for your stay at the Morning Glory B & B 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,

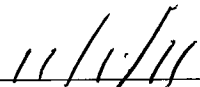
Marcia Anderson
Library Director

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

These terms are acceptable:



Signature

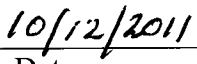


Date

Approved for the Board of Directors:



Board President



Date