

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 8, 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Kuschel***
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Library Department Head Report to City Council
- 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:**
1..
- 5:30 **G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
 - a. **Mike Russell Carpet Cleaning \$600**
 2. **Approve Contracts**
 - a. **Holm, August 4, Yoga as Muse, \$150 Honorarium**
 - b. **Klinkenburg, June 27, Miss Valley Traveler, \$100 Honorarium**
- Regular agenda**
MN Community Foundation endowment fund (with Wendy Roy)
Review strategic plan update and action plan
- 6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
May 11, 2011
5:00PM

Members present: Jemma Baker, Vicky Harding, Gina Hawkinson, Abby Kuschel, Max Peters, Cheryl Stephens

Non-Members present: Marcia Anderson- Director

Members Absent: Shannon Benolken, Dennis Jerome, John Soll,

Meeting called to order at 5:02 pm by Gina Hawkinson

- A. Agenda- Abby Kuschel made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- Abby Kuschel made a motion to approve the Minutes of April 13, 2011. Motion carried; second by Cheryl Stephens. Motion carried .
- C. Communications-
 - i. Minnesota Community Foundation Quarterly statement
 - a. Wendy Roy can come to the June meeting to discuss moving fund.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 6 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 05/13/2011

SALLY ALLEMAN	\$2,487.66
AMAZON.COM	\$107.04
AMERIPRIDE LINEN & APPAREL	\$35.92
ARROWHEAD LIBRARY SYSTEM	\$27.37
BAKER & TAYLOR, INC	\$1,482.50
COLEHARDWARE INC	\$125.33
COMPUTER ENTERPRISES	\$13,493.29
CONNECTING POINT TECHNOLOGIES	\$355.96
CUB FOOD STORE #9036	\$75.26
D.C.R. COMMUNICATIONS INC.	\$30.00
THE DESIGN GROUP INC	\$14,700.00
EVANS ELECTRIC INC	\$140.00
GALE	\$47.24
GRAND RAPIDS NEWSPAPER INC	\$130.80
INVEST EARLY PROJECT	\$255.00
TRACY KAMP	\$29.98
LANDMARK AUDIOBOOKS	\$823.00
MINNESOTA VACUUM	\$78.98

MORNING GLORY BED & BREAKFAST	\$75.00
NARDINI FIRE EQUIPMENT CO. INC	\$2,157.20
NORTHERN BUSINESS PRODUCTS INC	\$300.97
PIZZA WORKS	\$14.99
RECORDED BOOKS	\$33.00
SCHOOL DISTRICT #318	\$75.00
SHOWCASES	\$103.14
SIM SUPPLY INC	\$95.57
STOKES PRINTING COMPANY	\$3.58
THE VILLIAGE BOOKSTORE	\$20.57
XEROX CORPORATION	\$21.03
TOTAL	\$37,325.38

CHECKS ISSUED FOR PRIOR APPROVAL

LEAGUE OF MN CITIES INS TRUST	\$8,981.00
BESTER BROS TRANSFER & STG INC	\$16,696.00
BLUE CROSS & BLUE SHIELD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$217.55
FIDELITY SECURITY LIFE INS CO	\$21.68
GRAND RAPIDS CITY PAYROLL	\$33,621.30
LINCOLD NATIONAL LIFE	\$90.30
MN DEPT OF LABOR & INDUSTRY	\$150.00
MINNESOTA SALES & USE TAX	\$38.30
NOTHLAND FLOORING & DESIGN	\$83,000.00
PAUL BUNYAN TELEPHONE	\$244.35
PIONEER MUTUAL LIFE INS CO	\$20.50
P.U.C.	\$2,602.34
WILLIAM RICHTER	\$61.20
TDS METRCOM	237.72
VERIZON VIERLESS	74.55
WASTE MANAGEMENT	197.54
WILLIAM DOUGHERTY	100.00
TOTAL PRIOR APPROVAL	\$150,241.83
TOTAL ALL DEPARTMENTS	\$187,567.21

E. Staff Report- Full Board Discussion on Staff Report

- i. Carpet project completed
- ii. Children's Area steps carpet- done in June
- iii. Grants- Target Grant gives \$2,000.00 for programs promoting family literacy.
- iv. Circulation
- v. Strategic Planning update- look over and bring back at June meeting
- vi. Riverfront Energy Center- check w/Ron on bids
- vii. Portable Computer Lab
- viii. Annual Report Summary

F. Old Business

G. New Business- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 6 AYES, 0 NAYS. Motion carried unanimously.

- i. No late bills or contracts
- ii. Approve Contracts – None
- iii. Approve Resolution Acceptance Donations- None

Regular Agenda-

- i. Approval of Target Grant Application
 - Max Peters motioned to approve application, Jemma Baker 2nd the motion.
- ii. Appoint Committee for the 2012 Budget
 - Cheryl Stevens, Max Peters & Gina Hawkinson volunteered, Shannon had expressed interest earlier, so she was appointed to the committee in absentia.

Gina Hawkinson adjourned meeting at 5:38 pm.

GRAND RAPIDS AREA LIBRARY BOARD
SPECIAL MEETING
GRAND RAPIDS AREA LIBRARY
JUNE 1, 2011
5:00PM

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

Non-Members present: Marcia Anderson- Director, Shawn Gillen-City Administrator, Tom Pagel-City Engineer, Barb Baird-Assistant Finance Director

Members Absent: Jemma Baker, John Soll

Meeting called to order at 5:02 pm by Gina Hawkinson

A. Agenda- Shannon Benolken made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.

G. New Business:

Shannon Benolken made a motion; second by Dennis Jerome to **authorize expenditure of up to \$150,000 from Library Fund Balances for Construction of Energy Center**

Discussion:

Tom Pagel presented background on project and reasons for higher-than-anticipated costs. The equipment costs more than the initial estimates. Heat will be used for sidewalk heat, baseboard heat and pre-heating air. The building and equipment is expected to have a 40 year lifespan.

Shawn clarified that is cost was less, The Library's portion would be less than \$150,000. Tom said change orders resulting in an increased cost are highly unlikely.

Shawn also said the Council would be responsive in the event of reserve shortfalls resulting from major equipment failures or something similar.

A roll call vote was held and everyone present voted aye.

5:30 Adjourn.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2011
With Comparative Totals for May 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	-	-	534,716	0%
Intergovernmental	112	-	133,000	0%
Charges for Services	10,314	10,003	11,182	89%
Fines & Forfeits	5,585	5,512	15,000	37%
Blandin Grant	10,350	100,379	-	0%
GR Library Foundation	-	3,930	-	0%
Miscellaneous	6,635	18,432	19,400	95%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	32,996	156,565	764,938	20%
Expenditures:				
Personnel	189,113	206,381	503,061	41%
Supplies/Materials	34,996	44,145	98,725	45%
Other Services/Charges	78,734	68,463	163,152	42%
Capital Outlay	-	135,024	-	0%
Blandin Grant	1,740	1,971	-	0%
TOTAL EXPENDITURES	304,583	455,984	764,938	60%
Revenues > Expenditures	(271,587)	(299,419)	-	
Fund Balance 5/31/XX				
Cash Flow	60,790	39,972	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 5/31/XX	\$ 455,493	\$ 390,695	\$ 690,114	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,484 as of 03/31/11. This endowment is not available for current operations.

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

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
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	770	41%
211-00-34-00-7975	INTERNET	3,000	1,188	40%
211-00-35-00-1030	LIBRARY FINES	15,000	5,512	37%
211-00-37-00-2310	DONATIONS	2,500	160	6%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	-	0%
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	-	3,930	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,658	41%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	13,423	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	779	46%
211-00-37-00-5100	INVESTMENT INCOME	8,000	624	8%
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	156,565	22%
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	108,959	38%
211-00-75-10-1030	SALARY-PARTTIME	95,197	34,859	37%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	1,631	31%
211-00-75-10-1210	PERA	27,940	10,427	37%
211-00-75-10-1220	FICA	23,894	8,515	36%
211-00-75-10-1250	MEDICARE	5,588	1,991	36%
211-00-75-10-1310	HEALTH INSURANCE	50,665	36,465	72%
211-00-75-10-1330	LIFE INSURANCE	246	131	53%
211-00-75-10-1335	DENTAL INSURANCE	1,624	627	39%
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	2,772	126%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	3,895	41%
211-00-75-20-2020	COPY SUPPLIES	1,000	261	26%
211-00-75-20-2030	PRINTING/BINDING	500	389	78%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,650	41%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	8,106	324%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	8,690	107%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	381	152%

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

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,243	62%
211-00-75-20-2110	BOOKS	45,000	14,214	32%
211-00-75-20-2120	AUDIO/VISUAL	10,000	3,733	37%
211-00-75-20-2130	NEWSPAPERS	1,500	410	27%
211-00-75-20-2140	PERIODICALS	8,500	128	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,045	35%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	1,203	241%
211-00-75-30-3070	LAUNDRY	600	171	29%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	12,438	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	1,339	17%
211-00-75-30-3210	TELEPHONE	7,500	2,929	39%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	583	39%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	145	10%
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	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	11,338	31%
211-00-75-30-3840	GARBAGE REMOVAL	900	390	43%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,267	56%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,646	41%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,945	26%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	455	46%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	8,788	88%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	7,500	275	4%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	1,579	53%
211-00-75-30-4100	EQUIPMENT LEASES	900	248	28%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	34,308	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	100,716	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,971	0%
	TOTAL EXPENDITURES	764,938	455,984	60%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (299,419)	

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 05/31/11
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	171,385.08	171,385.08	0.00
211-00-00-00-1010	CASH	737,795.97	110,167.91	472,829.21	375,134.67
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	0.00	5,533.20	0.00
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	27,858.80	22,611.80	5,247.00
TOTAL		779,988.42	309,499.09	673,474.84	416,012.67
TOTAL ASSETS		779,988.42	309,499.09	673,474.84	416,012.67
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	452,145.71	440,179.05	13,301.88
211-00-00-00-2030	SALES TAX PAYABLE	0.00	152.26	188.33	36.07
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	510,171.44	440,367.38	20,069.95
TOTAL LIABILITIES		89,874.01	510,171.44	440,367.38	20,069.95
FUND EQUITY					

DATE: 06/02/2011
 TIME: 11:04:49
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 05/31/11
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	22,611.80	27,858.80	5,247.00
TOTAL		690,114.41	22,611.80	27,858.80	695,361.41
TOTAL FUND EQUITY		690,114.41	22,611.80	27,858.80	695,361.41
	FUND SURPLUS (DEFICIT)	0.00	299,418.69	0.00	(299,418.69)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	832,201.93	468,226.18	416,012.67

LIBRARY BILL LIST - JUNE 8, 2011

DATE: 06/02/2011
 TIME: 10:04:30
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/08/2011

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100010	5 STAR PEST CONTROL &	0.00	485.00
0112460	SALLY ALLEMAN	12,438.30	2,487.66
0113100	AMAZON.COM	185.28	54.94
0113233	AMERIPRIDE LINEN & APPAREL	2,203.59	35.26
0118660	ARROWHEAD LIBRARY SYSTEM	431.00	166.71
0201428	BAKER & TAYLOR, INC	11,834.13	2,304.54
0212750	BLUE CROSS & BLUE SHIELD OF MN	161,334.00	3,887.50
0221650	BURGGRAF'S ACE HARDWARE INC	5,179.67	11.48
0300200	CDW GOVERNMENT INC	5,510.02	786.07
0315446	CONSUMER REPORT BOOKS	0.00	36.47
0315455	COLE HARDWARE INC	4,376.89	15.97
0315508	COMPUTER ENTERPRISES	13,807.97	2,499.95
0315537	CONNECTING POINT TECHNOLOGIES	24,641.13	7,100.00
0321125	CUB FOODS STORE# 9036	193.23	32.29
0400015	D.C.R. COMMUNICATIONS INC	252.50	30.00
0405500	DEMCO	1,655.33	85.04
0618080	FRAME UP	174.84	15.00
0701460	GALE	222.92	47.24
0718010	CITY OF GRAND RAPIDS	24,164.91	1,687.50
0718015	GRAND RAPIDS CITY PAYROLL	2,191,234.80	7,036.05
0805524	BONNIE HENRIKSEN	17.93	101.99
0914800	INVEST EARLY PROJECT	1,020.00	255.00
1109660	DARLA KIRWIN	236.62	51.70
1205850	LEXIS NEXIS MATTHEW BENDER	0.00	120.56
1309199	MINNESOTA ENERGY RESOURCES	87,403.58	2,950.05
1309495	MINUTEMAN PRESS	2,631.45	60.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	6,969.85	96.00
1415377	NORTHERN BUSINESS PRODUCTS INC	10,595.73	602.50
1601750	PAUL BUNYAN TELEPHONE	7,040.01	244.25
1605665	PERSONNEL DYNAMICS, LLC	12,191.11	218.76
1609925	PIZZA WORKS	352.80	17.23
1621130	P.U.C.	113,216.13	2,904.99
1801610	RAPIDS PLUMBING & HEATING INC	2,154.50	101.00
1805150	RECORDED BOOKS	2,562.20	33.00
1809158	WILLIAM RICHTER	206.06	94.86
1903330	SCHOOL DISTRICT #318	103.00	174.00
1909510	SIM SUPPLY INC	9,437.28	206.55
2000490	TDS Metrocom	8,814.41	230.74
2205637	VERIZON WIRELESS	10,825.13	74.51
2209450	THE VILLAGE BOOK STORE	3,549.06	190.10
2209665	VISA	12,339.88	217.00
2301700	WASTE MANAGEMENT	6,941.73	98.69
2405650	XEROX CORPORATION	540.71	21.03
T000698	ANN MARKUSEN	200.00	56.10

LIBRARY BILL LIST - JUNE 8, 2011

DATE: 06/02/2011
TIME: 10:04:30
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/08/2011

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
T000713	SAM MILTICH QUARTET	0.00	400.00
T000715	DEB CLEVEN	0.00	70.00
T000716	DEAN KLINKENBURG	0.00	100.00
TOTAL ALL VENDORS:			38,495.28

Director's report June 2011

Carpet (on-going never-ending)

Mike Russell will be in on Saturday or Sunday June 4 or 5 to put the fish carpet in the children's area.

Grants

Response from the Wisconsin Public Service Foundation (MN Energy) has been positive. Ron Edminster has been talking with their representatives, and they have looked positively on the alternative project, and asked for more details on the building. The request is actually from the Library Foundation because WPSF prefers to use 501c3 organizations.

Circulation and computer use

The circulation for May was less than February, which is usually the case, and almost exactly the same as circulation for May of 2010.

Use of the Express Check out also increased to more than 23% of the total check outs, which is an improvement over the 20% rate in Jan and Feb. We will continue to encourage people to use the express checkout.

We have been operating with 14 public computers for the last 6 months, rather than the 16 we had last fall. We have not yet had lines forming because they are all full. If that continues to be the case, I will probably replace 2 fewer computers this year than I had originally planned.

Strategic Plan Update

In your packet is a copy of the strategic plan update (you received a paper copy at the May board meeting) and a copy of the action planning document staff put together based on the updated plan. Much of it is a continuation of what we have been doing. I will try to send this document to you with updates every other month or so.

MN Community Foundation

We had a brief discussion about this fund at a previous board meeting and decided to invite Wendy Roy to discuss the possibility of moving this fund, established in 1988, to the GR Community Foundation. She will attend the June board meeting. I have not yet found the background on where the money came from and why it was deposited at the MN Community Foundation.

Portable Computer Lab

The computers have arrived and have been loaded with software. Cheryl Bocnuk has been developing curriculum and conducted a "train the trainer" session on June 1. We will hold some "trial" classes in early summer before widely advertising them for the fall.

Library Foundation

The Foundation is committed to raising funds for part of the educational portion of the alternative energy project.

Assistant Director Report

June 2011

Teens

The Teen Advisory Board met in May. The group had their end of the year celebration. There was pizza and licorice and lemonade. The celebration always involves playing games and the game is always Apples to Apples. Out of the 6 kids at the meeting there were 2 different families represented.

Hannah Trostle, a member of Tab for two years, will be going to Macalester College in the fall. Two other members are students at ICC.

Teen Summer Reading starts Monday June 6. As in the past teens can read books and then fill out a review. Three winners will be drawn each Friday from June 10-July 22. The grand prizes will be two 25.00 gift certificates from the Village Bookstore. The bookstore also donated gift certificates as prizes! The photo contest will take place again also.

Staff

Will attended a computer training with Cheryl Bocnuk. The training was part of the grant that Marcia coauthored with ElderCircle and the YMCA. In addition, local banks were included in the grant. The training Will went to covered online banking and e-literacy.

Tracy continues to be involved with Project Read.

Operations

International Falls had some paperback spinners they aren't using anymore. We said we would take two of the spinners. We have put one near the DVDs and display Playaways on it. The other is in YA and has new books displayed. The benefit of the spinners is when there are few books or audiobooks the items are easy to see because the covers show.

Annie Erickson from ICC dropped off 5 copies of "Spring Thaw", the literary publication at ICC. We put the copies on a large display table and surrounded them with poetry books.

We continue to have the gardening display which has been popular.

	THIS MONTH	YTD	YTD %010	Express Check outs % of total circ-3 Months
Check-outs	13,391	60,859	68,514	-11.17%
Renewals	1,258	8,501	9,577	-11.24%
Total Circulation	14,649	69,360	78,091	-11.18%
Returns	13,328	69,434	76,265	-8.96%
New cards	192	617	770	-19.87%

Door count 11083 **2010 comparison** -3.31%

	THIS MONTH	YTD	YTD 2010
Books cataloged and processed	680	3,310	3,922
Withdrawn copies	918	4,071	7,089
Withdrawn Titles	308	1,935	2,540

	THIS MONTH	YTD	YTD 2010
tests proctored	843	3,349	4,924
computer help over 5 minutes	14	69	33
INTERNET	27	92	72

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2010 YTD SESSIONS	2010 YTD HOURS
Pharos sessions ***	1,688	974	8,065	5,077	10,924	7,594

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2010 YTD PEOPLE	2010 YTD HOURS
Non-Pharos sessions VOLUNTEERS	93		274		347	
			24.00	437.75		1182.00

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2010 YTD GROUPS	2010 YTD PEOPLE
MEETING ROOM Total Mtg Rm Use	33	818	142	2,956	263	4,407

	PROGRAMS & TOURS	BOOK TIME	CLASS VISITS	NON SCHOOL GROUPS	SPECIAL PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	6	125	32	30	809	30	834	
	5	228	19	29	458	29	779	
	7	210	30	2	889	2	26	
	1	6	9	31	99	16	855	
Total Youth Programs	19	569	90	108	2,255	108	2,595	
Total Adult Programs	5	150	18	16	458	16	390	

	EQUIPMENT RESERVED TOTALS	THIS MONTH	YTD	YTD 2010
		7	26	37

	BOOKINGS & ARRANGEMENTS TOTALS	HRS THIS MONTH	HRS YTD	HRS YTD 2010
		9	31.5	46.5

MIKE RUSSELL
 2970 Airport Rd.
 Grand Rapids, MN 55744

583105

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE			
				5-21-11			
NAME Grand Rapids Library							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RETD	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT		
1	CARPET CLEANING WORK						
2	4/28/11	Meeting Room/Front Entry					
3		Labor / Chemicals			215.00		
4							
5	4/23/11	Carpet Work Kids Area					
6		Carpet Samples (No Charge)					
7		Labor Only			100.00		
8							
9	5/8/11	Office Areas					
10		Plus Front Entryway					
11		Labor / Chemicals			285.00		
12				\$	600.00		
13							
14							
15							
16							
17							
18							
19							
20							
RECEIVED BY							
Owner: Mike Russell							



KEEP THIS SLIP FOR REFERENCE
 ORIGINAL

June 8, 2011

Dear Mr Klinkenburg:

I am pleased that you will be leading a presentation, "The Mississippi Valley Traveler" for the Grand Rapids Area Library on Monday June 27 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderson@ci.grand-rapids.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

2011 Strategic Plan Update:

Library Board members and staff met to review progress on the strategic plan and to begin the process of developing action plans for 2011-2012.

The library's mission statement:

The Grand Rapids Area Library is a welcoming place that builds an informed, engaged and enlightened community by helping children develop a love of reading, supporting lifelong learning, connecting individuals, and enriching leisure time.

Below are the goals and primary strategies that resulted from the initial planning process. These goals were reviewed for progress and a decision was made to continue the strategy, alter it, or drop it. The possibilities for additional strategies were also discussed.

Comments, updates and additions for 2011-2012 are indicated in red.

Goals and strategies:

Goal 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

To achieve this goal the library will:

- Offer programs for preschoolers and their families to support parents and caregivers in preparing young children for learning to read
 - Continue Monday Book Times
 - Continue Saturday Story times weekly all year around
- Support Summer and Winter Reading programs and other programs to develop and maintain early literacy and reading skills
 - Continue Summer and Winter Programs
 - Promote Reading Programs to parents as a way to continue and improve reading levels (use handouts from Jim Trelease as one way to educate parents)
- Offer high-interest books and engaging programs to improve reading skills of beginning readers (ages 5-9) (F. Continue improving collection, find appropriate online games or Literacy stations)
 - Continue summer programs and occasional Saturday programs
- Work with schools, day-cares and other agencies to provide services to preschool and elementary students
 - Do Child care providers need support in literacy programming or in obtaining CE requirements?
 - Look at inviting more classes K-4 to visit
- Strategy D Examine family friendly hours (surveys) possibly Sunday or extended Saturday hours do regular week-long hourly door counts
- Look into offering parenting classes or early literacy support classes for parents

Goal 2: Individuals will be supported in their personal search for knowledge and development of skills.

To achieve this goal the library will:

- Offer a collection of general information resources in print, electronic and other formats on a wide variety of topics
 - Market Databases to appropriate audiences

- Support achievement of personal educational goals for adults and families at all levels of educational achievement.
 - Continue Upgrading Collections
- Implement and enhance book discussion groups, community forums, author visits, lectures and discussion and other opportunities for exploring and learning at all ages.
 - Promote Book Club Cooperation

Goal 3: Individuals will have access to online resources that connect them to their community and the world.

To achieve this goal the library will:

- Provide computers in the library with internet access and up-to-date software.
 - Maintain up-to-date hardware and software
- Provide wireless internet access.
- Provide individual assistance with computers.
 - Continue technology volunteers if possible
- Provide instruction on using the Library Catalog. (continue)
- Collaborate with other organizations to provide training and resources.
 - Provide referral information for beginning computer classes
 - Provide beginning computer (internet) classes
 - Provide workshops on other tech tools (smart phones, e-books or audiobooks)
- Provide a web site that serves as an access point for online resources.
- Ensure staff members keep abreast of current technology. (continue)

Goal 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

To achieve this goal the library will:

- Build collections of high-demand popular and informational materials in a wide range of formats
 - Investigate circulating Kindles or other e-book readers
- Coordinate a community-wide reading project annually (use a multi-organization community committee)
- Promote the museum pass program currently organized by ALS and funded by Arts and Culture Legacy funding

Goal 5: Adults and teens will have the skills and resources they need to identify and prepare for rewarding career opportunities.

To achieve this goal the library will:

- Provide resources to assist with job searching and career planning
 - Focus on Adults
 - Work with Workforce center
- Provide computers for use in job searches, applications or training
 - Support distance students

Goal 6: Individuals and organizations will experience a comfortable, safe and welcoming place in which to sit quietly and read or meet and interact with others.

To achieve this goal the library will:

- **Maintain an attractive and functional physical space**
 - Develop List of what should happen in next 2 years
 - Obtain Sign for Young Adult Area
 - Obtain Display spaces for brochures and community information
 - Replace worn furniture

Goal 7: Individuals will develop an understanding and appreciation of diversity in culture, beliefs and lifestyles.

To achieve this goal the library will:

- Offer programs on various aspects of different cultures, beliefs and lifestyles
 - Continue diversity of programs
 - Continue recording programs when possible
- Mount exhibits and displays that reflect diversity
 - Work with Human Rights Commission on programming and promoting collection

YEAR 2 Action Plans (Progress)

May 2011 – May 2012

GOAL # 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

Strategy A: On-site Children's Programming

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Annual program plan for children's/family programming targeting ages 5-9: <ul style="list-style-type: none"> • Continue Programming for ages 5-9; focus three Saturday programs for school year 2011-2012 	Darla & Tracy	May 2012
2. Continue pre-literacy story time targeting ages 2-5 at family-friendly times (Saturday). <ul style="list-style-type: none"> ▪ Continue very successful Saturday Story Times with pre-literacy focus ▪ Saturday storytimes monthly during June, July/ August 	Darla & Tracy	June 2011-May 2012
3. Summer Reading Program: <ul style="list-style-type: none"> ▪ Summer Reading programs and activities scheduled through July, 2011 	Darla & Tracy	July 2012
4. Conduct family story time once per week. <ul style="list-style-type: none"> • Saturday Story Times are ongoing • Baby Steps program affiliation will continue 	Darla & Tracy Darla & Tracy	May 2012 May 2012
5. Maintain ECFE preschool story times twice per week. <ul style="list-style-type: none"> • Book Time will be scheduled through May 2012 	Darla Darla	May 2012

Strategy B: In-Reach

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Class visits: <ul style="list-style-type: none"> ▪ Promote class visits to teachers 	Darla	

Strategy C: Outreach

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Child care providers: <ul style="list-style-type: none">▪ Maintain contacts with Itasca County Childcare coordinator about needs of providers and how we may fill them	Darla	May 2012
2. Develop Cabin Kit backpacks. <ul style="list-style-type: none">• Cabin kits will be further promoted	Tracy & Darla	

Strategy D: Engaging Parents

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Examine family-friendly hours: <ul style="list-style-type: none">▪ Review current traffic information.▪ Include question specific to hours of operation on citywide survey. (no additional citywide survey scheduled soon)▪ Make recommendation for changing hours.	Marcia Marcia (City Administrator) Marcia	??
2. Family programming (see Strategy A).		

Strategy E: Resources

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Collection: <ul style="list-style-type: none">▪ Weeding analysis is always ongoing – at least once per year per collection	Darla & Tracy	May 2012
2. Technology: <ul style="list-style-type: none">▪ The Children’s Library would like to purchase 4 Early Literacy Stations to replace the existing games computers. Obstacle: cost▪ Seek additional funding sources	Tracy & Darla & Marcia	May 2012

Strategy F: Public Relations

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Public relations email list: <ul style="list-style-type: none">▪ Expand organizations on email list.▪ Negotiate designated ‘library’ section on bulletin boards at these organizations.▪ Send out monthly calendar and event flyers for organizations to post and promote to their clientele.▪ Coordinate information sent to resorts.▪ Library program calendar sent to area resorts	Tracy (Darla) Tracy (Darla) Tracy (Darla) Tracy (Bonnie) Tracy & Darla	May 2012 May 2012 Monthly ongoing calendar sent to resorts May 2011

GOAL # 2: Individuals will be supported in their personal search for knowledge and development of skills.

Strategy G: Collection Development

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Establish 2011 nonfiction collection priorities for print and DVDs: <ul style="list-style-type: none"> ▪ Tier 1 - Top 3 priorities ▪ Tier 2 - Supporting areas 	(Will, Amy)	December 2010
2. Establish 2012 nonfiction collection priorities for print and DVDs: <ul style="list-style-type: none"> ▪ Tier 1 – Top 3 priorities. ▪ Tier 2 – Supporting areas. 	Will, Amy	December 2011

Strategy H: Adult Programming

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Develop 2011-2012 program plan: <ul style="list-style-type: none"> ▪ Goal of at least two adult programs per month. ▪ Programming in support of established library priorities, including: cultural diversity, making career choices, and reading-viewing-listening for pleasure. 	Program Committee Chair (Committee members)	July 2011
2. Change main display table monthly to link with current programming.	Will	Monthly (June 2011 – May 2012)
3. Submit application for program funding for 2011/2012 to Blandin Foundation.	Marcia	Sept 1, 2011
4. Develop 2011/12 calendar for display case. <ul style="list-style-type: none"> ▪ Coordinate displays. 	Amy	Monthly

Strategy I: Technology

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Develop plan to promote awareness and use of databases. Chilton's Small Engine Repair and Learning Express <ul style="list-style-type: none"> ▪ Support book clubs 	Amy Will	July 1, 2010 Sept HS Counselors

GOAL # 3: Individuals will have access to online resources that connect them to their community and the world.

Strategy J: Equipment

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1.	Marcia	May 2010
2. Investigate Office 2010 and ensure necessary preliminary steps for timely upgrade (upgrade potentially to occur in 2012)	Marcia (City IT Department)	August 2010
3.		
4. Budget replacements for 2011 Budgeted for 11 computers		January 2010
5. Continuing training as needed in various applications	Marcia	As needed

Strategy K: Increase Capacity to Provide One-to-One Technology Assistance

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Continue Technology Volunteer initiative: <ul style="list-style-type: none"> ▪ Recruit qualified volunteers for technology volunteer positions (Goal = 2 by this summer) ▪ Provide orientation/training for volunteers. ▪ PR to promote availability of technology help at library. 	Bonnie Will Bonnie	July 2011
2. Library staff training: <ul style="list-style-type: none"> ▪ Encourage attendance at 3 trainings/webinars/ web courses each year. (MLA in Duluth in October) ▪ Budget for professional memberships/assistance 	Marcia (All Staff) Marcia	May 2012 June 2011
3. Maintain flyer for referral to beginning computer classes in the community	Will	ongoing

Strategy L: Group Workshops

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Instruction on basic catalog use: <ul style="list-style-type: none"> ▪ Continue quarterly <i>Catalog Basics</i> course. 	Will	Quarterly 2011-12
1. Partner with other organizations to provide subject specific workshops as needed <ul style="list-style-type: none"> a. received grant/equipment purchase and development of classes Apr. 2011 Pilot classes to be done in May/roll out in October 	Marcia	

GOAL #4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

Strategy M: Community-wide Reading Event

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Rapids Reads 2012	Program Committee (Will)	February/March 2012
Strategy: Promote Museum Pass program		
ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
Contact Family organizations with promotional material		ongoing

Goal #5: Adults and teens will have the skills and resources they need to identify and prepare for rewarding career opportunities.

Strategy: Provide support for job searchers and career changers

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
1. Investigate feasibility of hosting job search club or support group Develop plan and timeline, if feasible	Marcia	August
2. Promote Learning Express Database	Amy, Will, Marcia	Develop by July 2011
3. Publicize availability of computers and job search materials Promote with learning express, efolio	Marcia, will	October 2011

Goal 6: Individuals and Organizations will experience a comfortable, safe and welcoming place in which to sit quietly and read or meet and interact with others.

Strategy: Maintain and attractive and Functional Physical Space

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
Develop list of what needs to be done over next 2 years.	Marcia (Facilities)	June 2011
Obtain Display spaces for brochures and community information		
Repair/Replace worn furniture		
Paint library interior		

Goal 7: Individuals will develop an understanding and appreciation of diversity in culture, beliefs and lifestyles.

Strategy: Offer programs and displays on various aspects of different cultures, beliefs and lifestyles

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE
Continue programming exploring different cultures, beliefs, lifestyles	Program Committee and Staff	ongoing
Continue recording programs when possible		
Mount exhibits and displays that reflect diversity		

s:\current staff activities\strategic plan 2011-2012 progress.doc

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

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 G. New Business:

Regular agenda

**Authorize expenditure of up to \$150,000 from Library Fund Balances
for Construction of Energy Center**

5:30 Adjourn.

Special Meeting: June 1 2011

Background on Alternative Energy Project funding

The original estimates for the heat exchange equipment and the building were roughly \$350,000, and we received grants from IRR for \$200K and the Blandin Foundation for \$50K. We had committed to using \$100,000 from the reserve fund for the project, with the expectation of saving at least \$10-12K each year in natural gas costs, depending on the price of natural gas.

When the actual bids came in, they were higher than anticipated. Through some changes, the cost was reduced to 450,000 for construction. The engineering and design work and soil testing that has already been done brings the total to around \$500,000. This does not include the educational components of the project, which was part of the commitment to IRR.

At Monday's Council meeting, the council approved the quote, and agreed to contribute 100,000 from the general fund, but it is contingent on the Library board's approval of a \$150,000 contribution.

Background on Reserve Fund

I have attached a copy of the resolution establishing balances for the reserve fund, and copy of the *April 30 Schedule of Changes in revenue, expenditures and fund balances*.

The resolution will give you the rationale for the amounts designated for each fund. They are based on a percentage of the annual budget.

The Schedule of changes provides the amounts of the designated fund balances required for 2011. The "undesignated" line item is the available amount over and above what is required. This "extra" is what we have been using to fill the gap in the budget without reducing services.

For 2010 we used approximately 20,000 from the reserve fund.

For 2011 we have budgeted to use approximately \$51,000 from the reserve fund.

For 2012 the preliminary estimate (drawn up last year and not yet revised) is to use \$84,000 from the reserve fund. By early next week I should have a better idea of the reality of that budget projection. (these figures don't yet include any reduction in natural gas costs!)

Another consideration: We have no idea of the level of support we will receive from Itasca County next year. They have been providing library support at only the statutory minimum level. The budget bill that passed the legislature suspended the required minimum level of support for libraries for 2012 and 2013, but that bill was vetoed by the Governor. No one knows what will eventually emerge. For 2012 I had estimated \$133,000 from Itasca County. If they have no minimum level, they may provide nothing or they may provide \$130,000, or anything in between.

GRAND RAPIDS AREA LIBRARY BOARD
SPECIAL MEETING
GRAND RAPIDS AREA LIBRARY
JUNE 1, 2011
5:00PM

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

Non-Members present: Marcia Anderson- Director, Shawn Gillen-City Administrator, Tom Pagel-City Engineer, Barb Baird-Assistant Finance Director

Members Absent: Jemma Baker, John Soll

Meeting called to order at 5:02 pm by Gina Hawkinson

A. Agenda- Shannon Benolken made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.

G. New Business:

Shannon Benolken made a motion; second by Dennis Jerome to **authorize expenditure of up to \$150,000 from Library Fund Balances for Construction of Energy Center**

Discussion:

Tom Pagel presented background on project and reasons for higher-than-anticipated costs. The equipment costs more than the initial estimates. Heat will be used for sidewalk heat, baseboard heat and pre-heating air. The building and equipment is expected to have a 40 year lifespan.

Shawn clarified that is cost was less, The Library's portion would be less than \$150,000. Tom said change orders resulting in an increased cost are highly unlikely.

Shawn also said the Council would be responsive in the event of reserve shortfalls resulting from major equipment failures or something similar.

A roll call vote was held and everyone present voted aye.

5:30 Adjourn.

LIBRARY BILL - JUNE 8, 2011

DATE: 06/02/11
 TIME: 10:05:03
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 06/08/2011

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
0405500	DEMCO						
CM4184067-L	05/03/11	01	RETURN REMOVABLE SHELF LABELS	211-00-75-20-2010	00098463	06/08/11	-51.36
		02	REFUND SALES TAX/#220165574	OFFICE SUPPLIES			-3.53
				OFFICE SUPPLIES			-54.89
							85.04
0618080	FRAME UP						
348133-L	05/16/11	01	40X30 FOAM CORE	211-00-75-20-2095	00098444	06/08/11	15.00
		02	INVOICE 348133	VOLUNTEER PRGM SUP & MATER			
				** COMMENT **			
0701460	GALE						
17179697-L	05/06/11	01	2 BOOKS/CUST#154757	211-00-75-20-2110	00098457	06/08/11	47.24
		02	INVOICE 17175697	BOOKS			
				** COMMENT **			
0718010	CITY OF GRAND RAPIDS						
11/187-L	03/31/11	01	1ST QUARTER IT SERVICES	211-00-75-30-4020	00098453	06/08/11	1,687.50
		02	INVOICE 11/187	COMPUTER MAINT/REPAIR			
				** COMMENT **			
0718015	GRAND RAPIDS CITY PAYROLL						
L	05/05/11	01	LIBR 5/6/11 PAYROLL	999-99-00-00-1000		06/08/11	7,036.05
				HOLDING ACCOUNT			
							7,036.05
							7,036.05

Give figure for payroll acct

7,036.05
 7,036.05

DETAILED LIBRARY . LIST - MAY 11, 2011

DATE: 05/05/11
 TIME: 11:08:53
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 05/11/2011

INVOICE #	INVOICE DATE	INVOICE #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
0522103	EVANS ELECTRIC INC						
8458-L	04/27/11	01	CONNECT POWER/CARPET REMOVE	211-00-75-50-5500	00098232	05/11/11	140.00
		02	INVOICE 8458	2009-11B EQPT/MACH/FURN/FI			
			** COMMENT **				
							INVOICE TOTAL: 140.00
							VENDOR TOTAL: 140.00
0605191	FIDELITY SECURITY LIFE INS CO						
L	05/02/11	01	MAY VISION INSURANCE	999-99-00-00-1000		05/11/11	10.84
		02	APRIL VISION INSURANCE	HOLDING ACCOUNT			
				999-99-00-00-1000			10.84
				HOLDING ACCOUNT			
							INVOICE TOTAL: 21.68
							VENDOR TOTAL: 21.68
0701460	GALE						
L	04/06/11	01	2 BOOKS	211-00-75-20-2110	00097980	05/11/11	47.24
		02	INVOICE 17144483	BOOKS			
				** COMMENT **			
							INVOICE TOTAL: 47.24
							VENDOR TOTAL: 47.24
0718015	GRAND RAPIDS CITY PAYROLL						
L	04/21/11	01	LIBRARY 4/7 PAYROLL	999-99-00-00-1000		05/11/11	16,793.51
		02	LIBRARY 4/21 PAYROLL	HOLDING ACCOUNT			
				999-99-00-00-1000			16,827.79
				HOLDING ACCOUNT			
							INVOICE TOTAL: 33,621.30
							VENDOR TOTAL: 33,621.30
0718060	GRAND RAPIDS NEWSPAPERS INC						
L	04/24/11	01	ENERGY CENTER BID AD	211-00-75-50-5500	00098228	05/11/11	130.80
				2009-11B EQPT/MACH/FURN/FI			



June 8, 2011

Catherine Holm
1655 Bystrom Road
Cook, MN 55723

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

Director: (218) 326-7643
Reference: (218) 327-8820
Circulation: (218) 326-7641
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Ms Holm:

I am pleased that you will be leading a presentation, "Yoga as Muse" for the Grand Rapids Area Library on Thursday, August 4th at 7:00 p.m. I understand you will also read from your book "My Heart is A Mountain" Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

The Library will pay you an honorarium of \$150 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form,

These terms are acceptable:

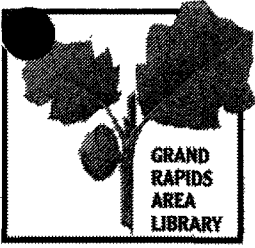
Catherine Holm
Signature

6/22/11
Date

Approved for the Board of Directors:

Regina Hawkinson

6/8/2011



June 8, 2011

Dear Mr Klinkenburg:

I am pleased that you will be leading a presentation, "The Mississippi Valley Traveler" for the Grand Rapids Area Library on Monday June 27 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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

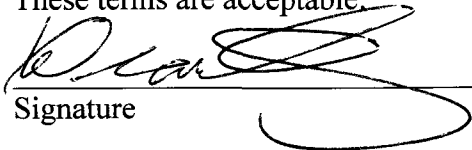
The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderson@ci.grand-rapids.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

5/23/11
Date

Approved for the Board of Directors:


Board President

6/8/2011
Date

LIBRARY BILL LIST - JUNE 8, 2011

DATE: 06/02/11
TIME: 10:03:02CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/08/11

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0112460	SALLY ALLEMAN	2,487.66
0113100	AMAZON.COM	54.94
0113233	AMERIPRIDE LINEN & APPAREL	35.26
0118660	ARROWHEAD LIBRARY SYSTEM	166.71
0201428	BAKER & TAYLOR, INC	2,304.54
0221650	BURGGRAF'S ACE HARDWARE INC	11.48
0300200	CDW GOVERNMENT INC	786.07
0315446	CONSUMER REPORT BOOKS	36.47
0315455	COLE HARDWARE INC	15.97
0315508	COMPUTER ENTERPRISES	2,499.95
0315537	CONNECTING POINT TECHNOLOGIES	7,100.00
0321125	CUB FOODS STORE# 9036	32.29
0400015	D.C.R. COMMUNICATIONS INC	30.00
0405500	DEMCO	85.04
0618080	FRAME UP	15.00
0701460	GALE	47.24
0718010	CITY OF GRAND RAPIDS	1,687.50
0805524	BONNIE HENRIKSEN	101.99
0914800	INVEST EARLY PROJECT	255.00
1109660	DARLA KIRWIN	51.70
1205850	LEXIS NEXIS MATTHEW BENDER	120.56
1309495	MINUTEMAN PRESS	60.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	96.00
1415377	NORTHERN BUSINESS PRODUCTS INC	602.50
1605665	PERSONNEL DYNAMICS, LLC	218.76
1609925	PIZZA WORKS	17.23
1801610	RAPIDS PLUMBING & HEATING INC	101.00
1805150	RECORDED BOOKS	33.00
1903330	SCHOOL DISTRICT #318	174.00
1909510	SIM SUPPLY INC	206.55
2209450	THE VILLAGE BOOK STORE	190.10
2405650	XEROX CORPORATION	21.03
T000698	ANN MARKUSEN	56.10
T000713	SAM MILTICH QUARTET	400.00
T000715	DEB CLEVEN	70.00
T000716	DEAN KLINKENBURG	100.00
	TOTAL	20,756.64

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0718015	GRAND RAPIDS CITY PAYROLL	7,036.05
1309199	MINNESOTA ENERGY RESOURCES	2,950.05

LIBRARY BILL LIST - JUNE 8, 2011

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DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/08/11

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR	APPROVAL	
PRIOR APPROVAL		
1601750	PAUL BUNYAN TELEPHONE	244.25
1621130	P.U.C.	2,904.99
1809158	WILLIAM RICHTER	94.86
2000490	TDS Metrocom	230.74
2205637	VERIZON WIRELESS	74.51
2209665	VISA	217.00
2301700	WASTE MANAGEMENT	98.69
	TOTAL PRIOR APPROVAL	17,738.64
	TOTAL ALL DEPARTMENTS	38,495.28