

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 13 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**
1. **MN Community Foundation check**
- 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. **Energy Project**
  2. **Carpet progress**
- 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. **Dougherty April 30 Garden Program \$100 Honorarium**
    - b. **Miltich July 14 Summer Reading Concert \$400**
  - 3.
- Regular agenda**
1. **Vote for Itasca County Representatives to ALS board**
  2. **Set summer hours (meet with staff)**
  3. **Progress/highlights from past year**
- 6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY

March 9, 2011

5:00PM

(Amended)

Members present: Shannon Benolken, Vicky Harding, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director, Ron Edminster

Members Absent: Jemma Baker, Gina Hawkinson, Dennis Jerome

Meeting called to order at 5:00 pm by Vicky Harding

- A. Agenda- Shannon Benolken made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.
- F. Old Business-
  - i. Alternative Energy Project- Information presented by Ron Edminster.
    - Educational credits- ICC students will do some planning.
    - Environmental credits- Green 'living' roof and Solar panels
    - On budget (a little under)
    - Will be done by Mid-September
- B. Approval of Minutes- John Soll made a motion; second by Abby Kuschel to approve the Minutes of February 9, 2011. Motion carried.
- C. Communications-
  - i. Minnesota Community Foundation- \$1300-\$1400 average/yearly
    - Put on agenda for a future month. Shannon requested to discuss having this moved to the Grand Rapids Community Foundation.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 03/09/2011

SALLY ALLEMAN	\$2,487.66
AMERIPRIDE LINEN & APPAREL	\$34.90
MARCIA ANDERSON	\$127.50
ARROWHEAD LIBRARY SYSTEM	\$220.04
BAKER & TAYLOR, INC.	\$2,208.29
BURGGRAF'S ACE HARDWARE INC	\$27.76
CENGAGE LEARNING INC	\$179.88
CUB FOODS STORE #9036	\$11.88
DEMCO	\$55.54
THE DESIGN GROUP INC	\$9,000.00
DULUTH NEWS TRIBUNE	\$273.00

GALE	\$47.24
GARTNER REFRIGERATION CO	\$158.84
ICTV	\$15.00
INVEST EARLY PROJECT	\$340.00
DARLA KIRWIN	\$113.50
MARSHALL CAVENDISH CORPORATION	\$79.95
MINNEAPOLIS/ST.PAUL BUSINESS	\$95.00
MN ORINTHOLOGIST'S UNION	\$25.00
MORNING GLORY BED & BREAKFAST	\$75.00
MOTION INDUSTRIES INC	\$48.36
NORTHERN BUSINESS PRODUCTS INC	\$439.96
PERSONNEL DYNAMICS, LLC	\$793.01
PIZZA WORKS	\$14.99
RAPIDS ELECTRIC INC	\$603.41
RECORDED BOOKS	\$33.00
SAWMILL INN	\$69.05
SHOWCASES	\$1,685.34
SIM SUPPLY INC	\$145.67
STERLE LAW OFFICE	\$260.00
UNITED STATES POSTMASTER	\$500.00
UPSTART	\$90.85
THE VILLIAGE BOOKSTORE	\$226.11
WEST PUBLISHING COMPANY	\$123.00
XEROX CORPORATION	\$42.06
DAVID ABAZ	\$300.00

TOTAL \$20,950.79

CHECKS ISSUED FOR PRIOR APPROVAL

BLUE CROSS & BLUE SHEILD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$217.55
FIDELITY SECURITY LIFE INS CO	\$10.84
CITY OF GRAND RAPIDS	\$264.46
GRAND RAPIDS CITY PAYROLL	\$20,261.45
LINCOLN NATIONAL LIFE	\$63.30
MINNESOTA ENERGY RESOURCES	\$2,875.15
MINNESOTA SALES & USE TAX	\$56.55
PAUL BUNYAN TELEPHONE	\$490.00
PERSONNEL DYNAMICS, LLC	\$82.04
PIONEER MUTUAL LIFE INS CO	\$20.50
P.U.C.	\$2,918.01
MICHAEL RUSSELL	\$1,105.00
TDS METROCOM	\$231.01
VERIZON WIRELESS	\$78.39
WASTE MANAGEMENT	\$96.13
THOMAS R. HANSON	\$100.00

TOTAL PRIOR APPROVAL \$32,757.88

TOTAL ALL DEPARTMENTS \$53,708.67

- E. Staff Report- Full Board Discussion on Staff Report
  - i. Increased attendance to the children's center
  - ii. Carpet Update- Planning on moving back into the library on 4/20/2011.  
Clarification on how books will be checked out.
- G. New Business- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 7 AYES, 0 NAYS. Motion carried unanimously.
  - i. No late bills or contracts
  - ii. Approve Resolution Accepting Donations - Abby Kuschel made the motion to approve and Max Peters 2<sup>nd</sup> the motion. All in favor, motion carried.
    - a. Grand Rapids Area Library Foundation \$2400 for Playaway subscription
    - b. Grand Rapids Area Library Foundation \$1530 for Saturday Story Times for January – May**
    - c. Douglas and Janet Coy \$150 for 4 magazine subscriptions: *Humanist, Progressive, Grey's Sporting Journal, Cooks Illustrated***

Regular Agenda-

1. Roles of Board members- have Board members to go Town meetings and raise more support and awareness for the library.
2. Library Annual Report for 2010- Abby Kuschel made the motion to approve and John Soll 2<sup>nd</sup> the motion. All in favor, motion carried.
3. Strategic Planning- Meet April 19 5:30-7:00
4. Legislative Update- Legacy Programs- Marcia asked board members to write letters to our representatives to continue funding and oppose the bills that would cut funding.
5. Budget Update

Vicky Harding adjourned meeting at 6:20 pm.

Board member ABBY KUSCHEL introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2011-3  
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 Area Library Foundation \$2400 for Playaway subscription for 2011**
2. **Grand Rapids Area Library Foundation \$1530 for Saturday Story Times for January – May**
3. **Douglas and Janet Coy \$150 for 4 magazine subscriptions: *Humanist, Progressive, Grey's Sporting Journal, Cooks Illustrated***

Adopted this 9th day of March 2011

Regina Hawkinson  
Regina Hawkinson, President

Victoria Harding  
Victoria Harding, Secretary

Board member MAX PETERS seconded the foregoing resolution and the following voted in favor thereof: SHANNON BENDIKEN, VICKY HARDING, 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.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE THREE MONTHS ENDING MARCH 31, 2011**  
*With Comparative Totals for March 31, 2010*

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	332,377	295,411	295,411	
Compensated Absences	25,992	25,992	25,992	
Emergency/unanticipated Expenditures	52,364	52,364	52,364	
Major Equipment Replacement	59,844	59,844	59,844	
Undesignated	256,503	256,503	256,503	
<b>TOTAL FUND BALANCE 1/1/XX</b>	727,080	690,114	690,114	
<b>Revenues:</b>				
Taxes	-	-	534,716	0%
Intergovernmental	112	-	133,000	0%
Charges for Services	1,434	1,357	11,182	12%
Fines & Forfeits	3,137	3,738	15,000	25%
Blandin Grant	13,850	100,379	-	0%
GR Library Foundation	1,485	3,930	-	0%
Miscellaneous	2,779	3,676	19,400	19%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
<b>TOTAL REVENUES</b>	22,797	113,080	764,938	15%
<b>Expenditures:</b>				
Personnel	118,585	128,920	503,061	26%
Supplies/Materials	26,258	18,875	98,725	19%
Other Services/Charges	55,791	29,898	163,152	18%
Capital Outlay	-	12,207	-	0%
Blandin Grant	1,285	1,052	-	0%
<b>TOTAL EXPENDITURES</b>	201,919	190,952	764,938	25%
Revenues > Expenditures	(179,122)	(77,872)	-	
<b>Fund Balance 3/31/XX</b>				
Cash Flow	153,255	217,539	295,411	
Compensated Absences	25,992	25,992	25,992	
Emergency/unanticipated Expenditures	52,364	52,364	52,364	
Major Equipment Replacement	59,844	59,844	59,844	
Undesignated	256,503	256,503	256,503	
<b>TOTAL FUND BALANCE 3/31/XX</b>	<u>\$ 547,958</u>	<u>\$ 612,242</u>	<u>\$ 690,114</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,789 as of 12/31/10. This endowment is not available for current operations.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH MARCH 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	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	516	27%
211-00-34-00-7975	INTERNET	3,000	841	28%
211-00-35-00-1030	LIBRARY FINES	15,000	3,738	25%
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%
211-00-37-00-2368	BIG READ GRANT	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,238	31%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	GATES FOUNDATION GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	490	29%
211-00-37-00-5100	INVESTMENT INCOME	8,000	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	713,298	113,080	16%
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	64,818	22%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	95,197	20,265	21%
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	-	-	0%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	1,412	27%
211-00-75-10-1210	PERA	27,940	6,169	22%
211-00-75-10-1220	FICA	23,894	5,052	21%
211-00-75-10-1250	MEDICARE	5,588	1,181	21%
211-00-75-10-1310	HEALTH INSURANCE	50,665	26,795	53%
211-00-75-10-1330	LIFE INSURANCE	246	76	31%
211-00-75-10-1335	DENTAL INSURANCE	1,624	376	23%
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	2,772	126%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	3,554	37%
211-00-75-20-2020	COPY SUPPLIES	1,000	192	19%
211-00-75-20-2030	PRINTING/BINDING	500	253	51%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,208	30%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%

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

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	348	17%
211-00-75-20-2110	BOOKS	45,000	9,532	21%
211-00-75-20-2120	AUDIO/VISUAL	10,000	2,763	28%
211-00-75-20-2130	NEWSPAPERS	1,500	368	25%
211-00-75-20-2140	PERIODICALS	8,500	128	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	529	18%
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	82	14%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	7,463	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	797	10%
211-00-75-30-3210	TELEPHONE	7,500	1,757	23%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	550	37%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	50	3%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	480	96%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	-	0%
211-00-75-30-3810	ELECTRICITY	36,300	5,830	16%
211-00-75-30-3840	GARBAGE REMOVAL	900	193	21%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	8,317	42%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,115	7%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	350	35%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
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	1,103	37%
211-00-75-30-4100	EQUIPMENT LEASES	900	206	23%
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	-	11,187	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	1,020	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	205	0%
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	-	847	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	764,938	190,952	25%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (77,872)	



DATE: 04/08/2011  
 TIME: 08:57:32  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 11

FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 03/31/11
<b>ASSETS</b>					
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	104,120.08	104,120.08	0.00
211-00-00-00-1010	CASH	737,795.97	65,229.02	220,989.77	582,035.22
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	0.00	1,087.30	(87.30)
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	883.50	4,649.70
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	21,830.73	6,028.07
<b>TOTAL</b>		<b>779,988.42</b>	<b>197,207.90</b>	<b>348,939.63</b>	<b>628,256.69</b>
<b>TOTAL ASSETS</b>					
		<b>779,988.42</b>	<b>197,207.90</b>	<b>348,939.63</b>	<b>628,256.69</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	200,306.27	178,253.52	3,215.79
211-00-00-00-2030	SALES TAX PAYABLE	0.00	88.72	127.02	38.30
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
<b>TOTAL</b>		<b>89,874.01</b>	<b>258,268.46</b>	<b>178,380.54</b>	<b>9,986.09</b>
<b>TOTAL LIABILITIES</b>					
		<b>89,874.01</b>	<b>258,268.46</b>	<b>178,380.54</b>	<b>9,986.09</b>
<b>FUND EQUITY</b>					

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING MARCH 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 03/31/11
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	21,830.73	27,858.80	6,028.07
TOTAL		690,114.41	21,830.73	27,858.80	696,142.48
TOTAL FUND EQUITY		690,114.41	21,830.73	27,858.80	696,142.48
	FUND SURPLUS (DEFICIT)	0.00	77,871.88	0.00	(77,871.88)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	357,971.07	206,239.34	628,256.69

DATE: 04/07/11  
TIME: 14:06:02

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/13/11

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113233	AMERIPRIDE LINEN & APPAREL	35.92
0118660	ARROWHEAD LIBRARY SYSTEM	62.66
0201428	BAKER & TAYLOR, INC	3,412.71
0221650	BURGGRAF'S ACE HARDWARE INC	45.96
0305485	CENGAGE LEARNING INC	134.92
0315455	COLE HARDWARE INC	182.82
0315537	CONNECTING POINT TECHNOLOGIES	149.00
0400015	D.C.R. COMMUNICATIONS INC	30.00
0405500	DEMCO	152.17
0405697	THE DESIGN GROUP INC	8,000.00
0409727	DIVERSE MEDIA INC	110.65
0514155	ENCYCLOPEDIA CENTER INC	33.90
0701460	GALE	33.96
0701650	GARTNER REFRIGERATION CO	560.79
0805524	BONNIE HENRIKSEN	9.28
0914800	INVEST EARLY PROJECT	255.00
1101505	TRACY KAMPA	21.85
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1301200	MARSHALL CAVENDISH CORPORATION	129.70
1305042	MEDIA EDUCATION FOUNDATION	42.30
1309398	MINNESOTA WOMEN'S PRESS	60.00
1415377	NORTHERN BUSINESS PRODUCTS INC	781.83
1524250	OXFORD UNIVERSITY PRESS	636.00
1605665	PERSONNEL DYNAMICS, LLC	373.72
1609729	PITNEY BOWES INC	122.38
1609925	PIZZA WORKS	16.99
1800149	RCB COLLECTIONS	480.00
1805150	RECORDED BOOKS	66.00
1905150	SECURITY ACCESS CONTROL	10.00
1909510	SIM SUPPLY INC	194.29
2201170	THE TIMBERJAY	42.00
2209421	VIKING ELECTRIC SUPPLY INC	39.18
2209450	THE VILLAGE BOOK STORE	16.67
2305690	WEST PUBLISHING COMPANY	249.50
2405650	XEROX CORPORATION	110.20
T000698	ANN MARKUSEN	200.00
TOTAL		19,309.96

CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447	DELTA DENTAL OF MINNESOTA	435.10
0605191	FIDELITY SECURITY LIFE INS CO	10.84

DATE: 04/07/11  
TIME: 14:06:02

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/13/11

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718015	GRAND RAPIDS CITY PAYROLL	50,440.38
1209516	LINCOLN NATIONAL LIFE	153.60
1309199	MINNESOTA ENERGY RESOURCES	2,413.80
1309335	MINNESOTA SALES & USE TAX	32.14
1601750	PAUL BUNYAN TELEPHONE	244.99
1609557	PIONEER MUTUAL LIFE INS CO	41.00
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,912.27
2000490	TDS Metrocom	231.01
2209665	VISA	236.75
2301700	WASTE MANAGEMENT	96.76
	TOTAL PRIOR APPROVAL	61,279.48
	TOTAL ALL DEPARTMENTS	80,589.44

## **Director's Report – April**

### **Carpet**

The project has gone very smoothly so far. The carpet in the east half and Riverview room will be laid this week. The movers will return on the 18<sup>th</sup>. We should be able to move back in at the end of the week. ( 21 & 22) We are closed on Saturday for a holiday. We plan to be completely open on Monday, April 25. The noise, dust and fumes have been difficult to work with, but by keeping the main library as sealed off as possible, and the back room as ventilated as possible, it has been bearable.

Pictures are being posted regularly on the web site and on the library's blog.

### **Carpet (children's area)**

When the carpet was removed from the east end, the carpet on the story "stairs" was also removed. The original plan was to do that later with a different kind of carpet, but it appears the timeline will be moved up. Mike Russell will do it. He estimates it will take about 10 days to get the carpet, once ordered. He will install it on a weekend, and will provide carpet samples or remnants to cover the steps for the duration.

### **Grants**

We received notification that we will receive a grant of up to \$500 from the Friends of the St. Paul Library for Minnesota Book Award finalist Amy Klemptner Miller, author of "She Looks Just Like You: A Memoir of (Non-Biological Lesbian) Motherhood." The program will be held this fall.

I am working with Ron Edminster on a grant application to Minnesota Energy for the Education portion of the alternative energy project. It may be submitted from the Library Foundation as a 501c3 rather than from the City.

### **Summer Hours**

For the last 3 summers we have kept the same hours, except for closing on the Saturdays of Memorial Day and Labor Day and Independence day weekends. The dates are: May 28, July 2, Sept 5 I am proposing we continue being open on Saturdays throughout the summer, except for those three Saturdays.

June, July and August are our busiest months in terms of people coming through the door, circulation and computer use. However, the busiest time during the day is from about 10-5, with a steep drop in numbers after 5, and perhaps 5 people maximum from 7-8 pm. I have a difficult time justifying having 2 or 3 staff people in the building for the last hour to accommodate 5 people, when we find ourselves short-staffed at 11 am when there are 50 people.

I am proposing that we close at 7 pm Mondays – Thursdays for June, July and August. With those hours, we have the second shift coming in at 10:30 or 12:30 instead of 11:30 or 1:30. We will have more staff available for the mid-day rush. The concept of "Summer Hours" is very common, with most of the libraries on the Range closing earlier in the evening and/or closing on Saturday.

### **2010 Budget**

The City Council passed a resolution on Monday evening which transferred the appropriate amount from the general fund to the Library Fund to meet the required Maintenance of effort amount.

## **Assistant Director Report**

### **April 2011**

#### **Teens**

The Teen Advisory Board met in March and talked about summer reading. They decided to do a photo contest again. The theme for summer reading is "You are Here". There was a game day during Teen Tech Week at the beginning of March. The Arrowhead Library System has a Wii that we can check out for game days. There were 3 participants.

#### **Staff**

Tracy and Darla attended Spotlight on Books at Rutgers'. It is a conference for adults focused on youth literature. The main speaker this year is Sarah Weeks. She has written more than 50 books for children and young adults.

Will visited the Gilbert Public Library to find out how the director is using e-folio, an electronic portfolio site.

#### **Operations**

The meeting room has been the home of the computers for reference staff and the public during the carpet project. There are 8 computers with Pharos timekeeping software and 2 that are independent machines. It has gone quite well. Patrons have been accommodating and willing to wait if the machines are full. Reference staff is still answering questions and providing test proctoring services. Newspapers and magazines have been in the meeting room as well.

**CIRCULATION** **Express Check outs % of total Eff & Material Off**

	THIS MONTH	YTD	YTD 2010	Express Check outs % of total Eff & Material Off
Check-outs	11,360	39,187	41,371	2,367 20.84%
Renewals	2,092	5,623	6,395	-5.28%
Total Circulation	13,452	44,810	47,766	-12.07%
Returns	16,031	45,956	45,967	-6.19%
New cards	111	365	425	-0.02%
				-14.12%

Door count 2010 comparison  
NA

**TECHNICAL PROCESSES**

	THIS MONTH	YTD	YTD 2010
Books cataloged and processed	693	2,126	2,202
Withdrawn copies	129	2,368	4,344
Withdrawn Titles	258	1,216	1,203

**REFERENCE**

	THIS MONTH	YTD	YTD 2010
tests proctored	634	2,089	2,982
computer help over 5 minutes	13	36	13
INTERNET	13	63	43

Pharos sessions \*\*\*  
1,662 1,027 5,410 3,516 6,676 4,719

**Non-Pharos sessions**

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
Do not have this information	24.00	181.00	24.00	437.75
<b>VOLUNTEERS</b>			90	595.75

**MEETING ROOM**

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE
Total Mtg Rm Use	27	684	98	1,872
			148	2,493

**PROGRAMS & TOURS**

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE
BOOK TIME	6	201	20	560
CLASS VISITS	2	35	14	230
NON SCHOOL GROUPS	5	166	18	530
SPECIAL PROGRAMS	2	7	9	93
TEEN PROGRAMS	15	409	61	1,413
<b>Total Youth Programs</b>			10	247
Total Adult Programs	4	158	10	8
			64	1,413
			8	190

**EQUIPMENT RESERVED**

	THIS MONTH	YTD	YTD 2010
TOTALS	6	17	19

**BOOKINGS & ARRANGEMENTS**

	HRS THIS MONTH	HRS YTD	HRS YTD 2010
TOTALS	8	21	26.5

# **Biographical Information**

## **Dennis Jerome**

Dennis has been a member of the GRAL Library Board since January of 2009. Dennis lives in Grand Rapids Minnesota and is the Vice President of the Grand Rapids Area Library Board.

"I would like to serve as a representative from Itasca County to The Arrowhead Library System. I have been involved with libraries all my life and wish to continue to support and promote libraries. I have been familiar with ALS and its services for over 30 years as a patron and educator and rank its services as excellent. I want to be an advocate for continued financial and legislative support for all libraries including ALS.

### Education:

- Winona State University - BS Major in Social Studies & Minor in Library Science
- St.Cloud State University - Media Specialist

### Professional Experience:

I have 34 years experience as teacher and librarian/media specialist. The majority of my library experience was in middle school and high school libraries/media centers. I was fortunate enough to enter the classroom and teach 7/8th grade US History and World Geography my last years in education where I was able to make good use of all those years in the library/media center.

I have been retired for four years. I have served as a member of the Board of Trustees for Grand Rapids Area Library for two years. I also have been an on-air volunteer for 14 years at KAXE 91.7fm Grand Rapids as well as a past board member. I have been a member of KOOTASCA Thrivent Financial Board for 3 years. We give matching funds to charitable fund-raisers in our area.

I will bring to ALS Board a passion for libraries and library systems backed with years of experience."

---

## **Linda Lee Booth**

Linda Lee has previously served as the President of the Bovey Public Library Board for three (3) three-year terms. She was welcomed back on the board in 2007. She has been a positive, energetic and responsible board member who is a very serious volunteer and library advocate keeping abreast of library issues at both the state and federal levels. She is an avid supporter of libraries in general, but has done much to improve library service in Bovey. Linda has been involved in the library's automation project, employee negotiations, and worked hard to maintain library services due to LGA reductions. She was elected to the ALS Governing Board in 2005 and is currently Treasurer of the ALS Board.



AMERICAN FEDERATION OF MUSICIANS OF THE UNITED STATES AND CANADA

(HEREIN CALLED "FEDERATION")



CONTRACT (Form L-2) FOR LOCAL ENGAGEMENTS ONLY (NOT FOR USE IN CANADA)

Whenever the term "The Local Union" is used in this contract, it shall mean Local Union No. 30-73 of the Federation.

THIS CONTRACT for the personal services of musicians on the engagement described below is made this 9th day of February, 2011, between the undersigned purchaser of music (herein called "Purchaser") and the undersigned musician or musicians.

1. Name and Address of Place of Engagement: Grand Rapids Public Library, 140 NE 2nd St. Grand Rapids, MI 49504

Name of Band or Group: Sam Miltia Quartet

Number of Musicians: 4 Number of Vocalists: 0

2. Date(s) of Engagement: daily or weekly schedule and daily clock hours: July 14th 11:30 - 2011

3. Type of Engagement (specify whether dance, stage show, banquet, etc.): Concert

4. Compensation Agreed Upon: \$ 400.00 (Amount and Terms)

5. Purchaser Will Make Payments As Follows: To Sam Miltia upon completion of performance (Specify when payments are to be made)

(Continued on reverse side)

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first above written.

Signature of Purchaser: Darla Kirwin, 140 NE 2nd St, Grand Rapids, MI 49504, 28-327-8822

Signature of Signatory Musician: Samuel P. Miltia, 30-73, 326 NE 8th St, Grand Rapids MI 49504, H. 28-326-2046 C 28-244-4089

Booking Agent Agreement No. Address

Table with 4 columns: Names of All Musicians, Local Union No., U.S. Social Security Nos., Direct Pay. Includes entries for Sam Miltia, Matthew Miltia, Horn Player, and Drummer.





**MINNESOTA COMMUNITY FOUNDATION**

What's your vision?

March 11, 2011

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

RE: General Support

Tracking #: MN-11-000226  
Please reference this tracking number in all  
future correspondence.

Dear Ms. Anderson:

I am pleased to announce that Minnesota Community Foundation has approved a designated grant of \$1,414.69, from The Grand Rapids Public Library Endowment Fund for general support.

Enclosed please find a check in the amount of \$1,414.69, which represents payment in full.

Sincerely,

Sophia M. Vazquez  
Donor Relations Associate

SMV:mkm  
Enclosure

AMERICAN FEDERATION OF MUSICIANS OF THE UNITED STATES AND CANADA



(HEREIN CALLED "FEDERATION")

**CONTRACT**

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THIS CONTRACT for the personal services of musicians on the engagement described below is made this 9th day of February, 20 11, between the undersigned purchaser of music (herein called "Purchaser") and the undersigned musician or musicians.

1. Name and Address of Place of Engagement: Grand Rapids Public Library  
140 NE 2nd St. Grand Rapids, MI 55744

Name of Band or Group: Sam Miltie Quartet

Number of Musicians: 4 Number of Vocalists: 0

2. Date(s) of Engagement; daily or weekly schedule and daily clock hours:  
July 14th 11:30 - 2011

3. Type of Engagement (specify whether dance, stage show, banquet, etc.): Concert

4. Compensation Agreed Upon: \$ 400.00  
(Amount and Terms)

5. Purchaser Will Make Payments As Follows: To Sam Miltie upon completion of performance  
(Specify when payments are to be made)

(Continued on reverse side)

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first above written.

Darla Kirwin  
Print Purchaser's Full and Correct Name  
(If Purchaser is Corporation, Full and Correct Corporate Name)  
Pegina M. Hawkins  
Signature of Purchaser (or Agent thereof)  
140 NE 2nd St  
Street Address  
Grand Rapids, MI 55744  
City State Zip Code  
28-327-8822  
Telephone

Samuel P. Miltie 30-73  
Print Name of Signatory Musician Home Local Union No.  
Samuel P. Miltie  
Signature of Signatory Musician  
326 NE 8th St.  
Musician's Home Address  
Grand Rapids MI 55744  
City State Zip Code  
H-28-326-2046 C 28-24414089  
Telephone

Booking Agent \_\_\_\_\_ Agreement No. \_\_\_\_\_ Address \_\_\_\_\_

Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay
<u>Sam Miltie</u>	<u>30-73</u>		\$ <u>100</u>
<u>Matthew Miltie</u>			<u>100</u>
<u>Horn Player ( )</u>			<u>100</u>
<u>Drummer ( )</u>			<u>100</u>

6. No performance or rehearsal shall be recorded, reproduced or transmitted from the place of performance, in any manner or by any means whatsoever, in the absence of a specific written agreement with or approved in writing by the American Federation of Musicians ("Federation") relating to and permitting such recording, reproduction or transmission. This prohibition shall not be subject to any procedure of arbitration and the American Federation of Musicians ("Federation") may enforce this prohibition in any court of competent jurisdiction.
7. This contract, and the terms and conditions contained herein, may be enforced by the Purchaser, and its agents, and by each musician who is a party to this contract or whose name appears on the contract or who has, in fact, performed the engagement contracted for (herein called "participating musician(s)"), and by the agent or agent(s) of each participating musician, including the Local Union. It is expressly understood by the Purchaser and the musician(s) who are parties to this contract that neither the Federation nor the Local Union are parties to this contract in any capacity except as expressly provided in 7 above and, therefore, that neither the Federation nor the Local Union shall be liable for the performance or breach of any provision hereof.
8. A representative of the Local Union shall have access to the place of engagement covered by this contract for purposes of communicating with the musician(s) performing the engagement and the Purchaser.
9. The agreement of the musicians to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control.
10. ADDITIONAL PROVISIONS: \_\_\_\_\_

Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay
			\$ _____



April 12, 2010

William Dougherty  
8198 Cleveland St. NE  
Spring Lake Park, MN. 55432

Dear Mr. Dougherty:

I am pleased that you will be leading a presentation on spring bulbs for the Grand Rapids Area Library and the Master Gardeners on Saturday, April 30 at 1:00 p.m at the library. 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.

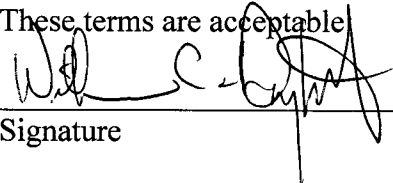
My e-mail is: [manderso@arrowhead.lib.mn.us](mailto:manderso@arrowhead.lib.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

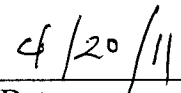
Sincerely,

Marcia Anderson  
Library Director


Enc: ICTV release form, W-9 form,

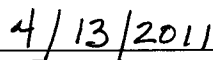
These terms are acceptable

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Date