

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

February 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**

1. **Children's Museum/IMLS letter of support**

2. **IMLS project abstract**

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

**NOTE: Items DA 1 and DA2 are summaries for 2010**

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

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

1. **DNR partner project.**

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. **Personnel dynamics \$82.04**

b. **Mike Russell for carpet spec prep and carpet cleaning \$1105**

2. **Approve Contracts**

a. **David Abaz: Food Sustainability April 7, \$300 honorarium plus lodging**

b. **Paul Hillmer: Hmong culture and history, March 1, \$500 honorarium**

c.

3. **Approve Resolution 2011-12 Accepting Donations**

a. **100.00 Carol & Dale Meredith & family for children's materials in honor of Ina Kuoksa**

**Regular agenda**

1. **Approve increase of 3% for Janitorial Services (Alleman)**

2. **Discuss painting interior of library**

6:00 **Adjourn.**

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

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

Non-Members present: Marcia Anderson- Director

Meeting called to order at 5:00pm by President Gina Hawkinson

- A. Agenda- Dennis Jerome made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.
  - i. Election of Officers
    - President- Gina Hawkinson
    - Vice President- Dennis Jerome
    - Secretary- Vicky Harding
 Shannon Benolken made a motion; second by Cheryl Stephens to approve the officers.
  - ii. Appointment of Committees- Motion by Vicky Harding to continue the same as in the past. Form committees as needed. Cheryl Stephens second the motion.
- B. Approval of Minutes- Dennis Jerome made a motion; second by Shannon Benolken to approve the Minutes of December 8, 2010. Motion carried.
- C. Communications-
  - i. Letter re: nomination for the ALS- Shannon Benolken made a motion; second by Abby Kuschel nominated Dennis Jerome to be the representative.
  - ii. Proposal from the Design Group- no action needed
  - iii. Agreement between GRPUC and the City related to the Library Heat Project- no action needed.
- D. Financial Report- Shannon Benolken made a motion; second by Cheryl Stephens to approve report as submitted. Roll call vote taken - 9 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 01/12/2011

SALLY ALLEMAN	2,487.66
AMAZON.COM	78.24
AMERIPRIDE LINEN & APPAREL	23.34
ARROWHEAD LIBRARY SYSTEM	68.40
BAKER & TAYLOR, INC	3,134.44
BIG KIDS PRODUCTION INC	124.55
COLE HARDWARE INC	5.86
CONNECTION POINT TECHNOLOGIES	19.98

GALE	47.24	
GARTNER REFRIGERATION CO	874.00	
CITY OF GRAND RAPIDS	1,687.50	
BRANDY HANSON	26.77	
BONNIE HENRIKSEN	8.65	
DARLA KIRWIN	123.12	
LEARNING OPPORTUNITIES INC	1,311.49	
NARDINI FIRE EQUIPMENT CO INC	1,439.84	
NORTHERN BUSINESS PRODUCTS INC	1,030.51	
PERSONNEL DYNAMICS, LLC	1,210.92	
PIZZA WORKS	31.98	
RANGE CREDIT BUREAU INC	5.95	
RECORDED BOOKS	2,430.20	
SELCO	28.25	
SIM SUPPLY INC	270.30	
STAR TRIBUNE	286.52	
THE VILLAGE BOOK STORE	3,184.95	
XEROX CORPORATION	72.89	
AMY SORENSON	13.17	
JENNY SHAFER	33.08	
DUANE SCHWARTZ	11.00	
	TOTAL	20,070.80
CHECKS ISSUED- PRIOR APPROVAL		
BLUE CROSS & BLUE SHEILD OF MN	3,004.00	
FIDELITY SECURITY LIFE INS CO	10.84	
GRAND RAPIDS CITY PAYROLL	32,743.06	
DARLA KIRWIN	60.83	
LINCOLN NATIONAL LIFE	63.30	
MINNESOTA DEPT OF ADMIN	42.56	
MINNESOTA ENERGY RESOURCES	2,196.90	
MINNESOTA SALES & USE TAX	44.96	
PAUL BUNYAN TELEPHONE	490.21	
PITNEY BOWES	143.34	
P.U.C.	2,932.65	
TDS Metrocom	229.79	
VERIZON WIRELESS	195.68	
WASTE MANAGEMENT	94.96	
TOM HANSON	183.00	
	TOTAL PRIOR APPROVAL	42,436.08
	TOTAL ALL DEPARTMENTS	62,506.88

E. Staff Report- Full Board Discussion on Staff Report

- i. Dennis Jerome made a motion; second by Vicky Harding to designate the Herald Review as the official newspaper of the library.
- ii. Dennis made a motion; second by Abby Kuschel to appoint John Soll as the Board Representative to the Program Committee

F. Old Business- None

G. New Business- Shannon Benolken made a motion; second by Abby Kuschel to approve the Consent Agenda, including bills, contract and donations as submitted.

**1. Approve payment of late bills**

a. ALS invoice \$52.53

**2. Approve Contracts**

a. Tom Hanson Great Decisions kick-off Jan 31 \$100 honorarium, mileage, lodging, meal

**3. Approve Resolution 2011-1 Accepting Donations**

1000.00 John and Gina Hawkinson Advised Fund of the GRACF (unrestricted)

220.00 Carol & Dale Meredith & family  
for children's materials in honor of Ina Kuoksa

20.00 David and Andrea Walkosz  
for children's materials in honor of Ina Kuoksa

Roll call vote taken- 9 AYES, 0 NAYS. Motion carried unanimously.

Gina Hawkinson adjourned meeting at 5:45pm.

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

RESOLUTION NO. 2011-1  
A RESOLUTION ACCEPTING DONATIONS

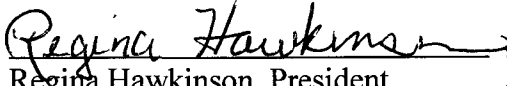
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

220.00 Carol & Dale Meredith & family for children's materials in honor of Ina Kuoksa  
20.00 David and Andrea Walkosz for children's materials in honor of Ina Kuoksa  
1000.00 John and Gina Hawkinson Advised Fund of the Grand Rapids Area Community Foundation (unrestricted)

Adopted this 12th day of January 2011

  
Regina Hawkinson, President

  
Victoria Harding, Secretary

Board member ABBY KUSCHEL seconded the foregoing resolution and the following voted in favor thereof:

JEMMA BAKER, SHANNON BEVOLKEO, VICKY HARDING,  
GINA HAWKINSON, DENNIS JEROME, ABBY KUSCHEL,  
MAX PETERS, JOHN SOIL, 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 ONE MONTH ENDING JANUARY 31, 2011**  
*With Comparative Totals for January 31, 2010*

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	332,377	290,164	290,164	
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>	<b>727,080</b>	<b>684,867</b>	<b>684,867</b>	
<b>Revenues:</b>				
Taxes	-	-	534,716	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	431	388	11,182	3%
Fines & Forfeits	527	938	15,000	6%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	-	0%
Miscellaneous	1,506	541	19,400	3%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
<b>TOTAL REVENUES</b>	<b>2,464</b>	<b>1,867</b>	<b>764,938</b>	<b>0%</b>
<b>Expenditures:</b>				
Personnel	46,655	56,108	503,061	11%
Supplies/Materials	5,533	6,470	98,725	7%
Other Services/Charges	12,260	8,109	163,152	5%
Capital Outlay	-	3,020	-	
Blandin Grant	509	372	-	0%
<b>TOTAL EXPENDITURES</b>	<b>64,957</b>	<b>74,079</b>	<b>764,938</b>	<b>10%</b>
Revenues > Expenditures	(62,493)	(72,212)	-	
<b>Fund Balance 1/31/XX</b>				
Cash Flow	269,884	217,952	290,164	
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 1/31/XX</b>	<b>\$ 664,587</b>	<b>\$ 612,655</b>	<b>\$ 684,867</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$26,939 as of 9/30/10. This endowment is not available for current operations.

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

Account Number	Account Description	2010 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%
211-00-33-00-4025	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	132	7%
211-00-34-00-7975	INTERNET	3,000	256	9%
211-00-35-00-1030	LIBRARY FINES	15,000	939	6%
211-00-37-00-2310	DONATIONS	2,500	-	0%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	273	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	-	0%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	268	16%
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%
		713,298	1,867	0%
211-00-39-00-5500	FUND BALANCE USAGE	51,640	0	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	290,187	21,984	8%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	95,197	7,196	8%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	163	0%
211-00-75-10-1210	PERA	27,940	2,116	8%
211-00-75-10-1220	FICA	23,894	1,720	0%
211-00-75-10-1250	MEDICARE	5,588	402	7%
211-00-75-10-1310	HEALTH INSURANCE	50,665	19,523	39%
211-00-75-10-1330	LIFE INSURANCE	246	55	22%
211-00-75-10-1335	DENTAL INSURANCE	1,624	172	11%
211-00-75-10-1347	VISION INSURANCE	-	6	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	1,556	16%
211-00-75-20-2020	COPY SUPPLIES	1,000	34	3%
211-00-75-20-2030	PRINTING/BINDING	500	-	0%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	177	4%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
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	-	0%
211-00-75-20-2110	BOOKS	45,000	2,152	5%

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

<b>Account Number</b>	<b>Account Description</b>	<b>2010 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-20-2120	AUDIO/VISUAL	10,000	2,397	24%
211-00-75-20-2130	NEWSPAPERS	1,500	-	0%
211-00-75-20-2140	PERIODICALS	8,500	23	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	130	4%
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	943	189%
211-00-75-30-3070	LAUNDRY	600	29	5%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	2,488	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	15	0%
211-00-75-30-3210	TELEPHONE	7,500	481	6%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	-	0%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	50	3%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	-	0%
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	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	900	-	0%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	3,028	15%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	-	0%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	7,500	275	4%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	800	27%
211-00-75-30-4100	EQUIPMENT LEASES	900	-	0%
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	-	2,000	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	1,020	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	25	0%
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	-	347	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>764,938</b>	<b>74,079</b>	<b>10%</b>
	<b>SURPLUS REVENUES(EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ (72,212)</b>	



DATE: 02/05 11  
 TIME: 13:42:02  
 ID: GL450000.WOW

CITY OF G. RAPIDS  
 DETAILED BALANCE SHEET

AGE: 1  
 F-YR: 10

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

ACCOUNT #	DESCRIPTION	BALANCE 01/01/10	NET DEBITS	NET CREDITS	BALANCE 12/31/10
<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	415,313.94	415,313.94	0.00
211-00-00-00-1010	CASH	670,069.25	843,405.58	778,793.63	734,681.20
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	14,722.00	0.00	0.00	14,722.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,027.50	0.00	1,027.50	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	27,226.00	0.00	0.00	27,226.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	72,512.37	0.00	72,512.37	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	4,019.42	5,533.20	4,019.42	5,533.20
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	48,950.67	47,802.14	1,148.53
<b>TOTAL</b>		<b>789,686.54</b>	<b>1,313,203.39</b>	<b>1,319,469.00</b>	<b>783,420.93</b>
<b>TOTAL ASSETS</b>					
		<b>789,686.54</b>	<b>1,313,203.39</b>	<b>1,319,469.00</b>	<b>783,420.93</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	30,968.86	744,164.94	738,384.67	25,188.59
211-00-00-00-2030	SALES TAX PAYABLE	0.00	573.93	573.93	0.00
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	6,452.41	6,452.41	6,634.34	6,634.34
211-00-00-00-2200	DEFERRED REVENUES-TAXES	14,722.00	0.00	0.00	14,722.00
211-00-00-00-2220	DEFERRED REVENUES	10,463.00	10,463.00	50,859.75	50,859.75
<b>TOTAL</b>		<b>62,606.27</b>	<b>761,654.28</b>	<b>796,452.69</b>	<b>97,404.68</b>
<b>TOTAL LIABILITIES</b>					
		<b>62,606.27</b>	<b>761,654.28</b>	<b>796,452.69</b>	<b>97,404.68</b>
<b>FUND EQUITY</b>					

DATE: 02/03 11  
 TIME: 13:42:02  
 ID: GL450000.WOW

CITY OF G RAPIDS  
 DETAILED BALANCE SHEET

AGE: 2  
 F-YR: 10

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

ACCOUNT #	DESCRIPTION	BALANCE 01/01/10	NET DEBITS	NET CREDITS	BALANCE 12/31/10
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	727,080.27	0.00	0.00	727,080.27
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	47,802.14	48,950.67	1,148.53
TOTAL		727,080.27	47,802.14	48,950.67	728,228.80
TOTAL FUND EQUITY		727,080.27	47,802.14	48,950.67	728,228.80
	FUND SURPLUS (DEFICIT)	0.00	42,212.55	0.00	(42,212.55)
TOTAL LIABILITIES AND FUND EQUITY		789,686.54	851,668.97	845,403.36	783,420.93

DATE: 02/03/11  
TIME: 14:09:48

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/09/11

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113233	AMERIPRIDE LINEN & APPAREL	29.12
0201428	BAKER & TAYLOR, INC	1,596.19
0305485	CENGAGE LEARNING INC	59.96
0321125	CUB FOODS STORE# 9036	24.50
0405500	DEMCO	1,447.62
0405697	THE DESIGN GROUP INC	3,020.00
0701460	GALE	47.24
0701650	GARTNER REFRIGERATION CO	2,919.63
0914800	INVEST EARLY PROJECT	170.00
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1201504	LANDMARK AUDIOBOOKS	638.00
1205099	LEARNING OPPORTUNITIES INC	315.20
1315725	THE MOTOR SHOP	75.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,437.60
1415377	NORTHERN BUSINESS PRODUCTS INC	320.18
1605665	PERSONNEL DYNAMICS, LLC	309.22
1609925	PIZZA WORKS	14.99
1612895	PLYMOUTH ROCKET INC	275.00
1909510	SIM SUPPLY INC	128.26
1920240	STERLE LAW OFFICE	942.50
2209450	THE VILLAGE BOOK STORE	100.76
T000301	BOUNDARY WATERS JOURNAL	23.00
T000435	THOMAS R. HANSON	247.00
T000690	PAUL HILLMER	500.00
	TOTAL	17,138.63
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0118660	ARROWHEAD LIBRARY SYSTEM	52.53
0205640	LEAGUE OF MN CITIES INS TRUST	2,772.05
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,004.00
0405447	DELTA DENTAL OF MINNESOTA	217.55
0718015	GRAND RAPIDS CITY PAYROLL	33,418.25
1209516	LINCOLN NATIONAL LIFE	63.30
1309098	MINNESOTA DEPT OF ADMN	42.56
1309199	MINNESOTA ENERGY RESOURCES	3,027.70
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,148.78
1809158	WILLIAM RICHTER	50.00
1821700	MICHAEL RUSSELL	840.00
2000490	TDS Metrocom	231.01
2205637	VERIZON WIRELESS	68.53
2301700	WASTE MANAGEMENT	95.33

DATE: 02/03/11  
TIME: 14:09:48

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/09/11

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL	47,052.09
	TOTAL ALL DEPARTMENTS	64,190.72

DEC

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2010**  
*With Comparative Totals for December 31, 2009*

<b>PRELIMINARY</b>	2009 Actual	2010 Actual	2010 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	370,084	332,377	332,377	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>705,752</b>	<b>727,080</b>	<b>727,080</b>	
<b>Revenues:</b>				
Taxes	500,269	453,334	471,641	96%
Intergovernmental	221,887	192,697	185,075	104%
Charges for Services	11,926	13,914	11,382	122%
Fines & Forfeits	15,409	14,970	16,000	94%
Blandin Grant	1,970	10,350	-	0%
GR Library Foundation	5,173	6,675	-	0%
Miscellaneous	21,472	15,278	18,050	85%
Other Sources-Operating Transfer	1,085	-	-	0%
Other Sources (Fund Balance Usage)	-	-	46,141	0%
<b>TOTAL REVENUES</b>	<b>779,191</b>	<b>707,218</b>	<b>748,289</b>	<b>95%</b>
<b>Expenditures:</b>				
Personnel	474,988	489,499	487,331	100%
Supplies/Materials	90,289	96,471	91,100	106%
Other Services/Charges	171,702	153,490	169,623	90%
Capital Outlay	18,914	-	-	0%
Blandin Grant	1,970	9,971	-	0%
<b>TOTAL EXPENDITURES</b>	<b>757,863</b>	<b>749,431</b>	<b>748,054</b>	<b>100%</b>
Revenues > Expenditures	21,328	(42,213)	235	
<b>Fund Balance 12/31/XX</b>				
Cash Flow	391,412	290,164	332,612	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
<b>TOTAL FUND BALANCE 12/31/XX</b>	<b>\$ 727,080</b>	<b>\$ 684,867</b>	<b>\$ 727,315</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$26,939 as of 9/30/10. This endowment is not available for current operations.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **DECEMBER 31, 2010**

DEC

Account Number	Account Description	2010 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 440,413	\$ 414,157	94%
211-00-31-00-0200	DELINQUENT	-	7,166	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	31,228	32,011	103%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	10,067	10,067	100%
211-00-33-00-4060	SUPPLEMENTAL AID	38,008	38,008	100%
211-00-33-00-6300	LIBRARY CONTRACTS	137,000	144,511	105%
211-00-33-00-6310	ALS REIMBURSEMENT	-	112	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,800	2,356	131%
211-00-34-00-7975	INTERNET	3,000	3,222	107%
211-00-34-00-7980	LIBRARY FEES	-	22	0%
211-00-34-00-7990	FAX MACHINE USE	300	269	90%
211-00-35-00-1030	LIBRARY FINES	16,000	14,970	94%
211-00-37-00-2310	DONATIONS	2,500	2,625	105%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	200	1,613	807%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	34	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	-	244	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,485	114%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	6,675	0%
211-00-37-00-2368	BIG READ GRANT	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	6,000	3,310	55%
211-00-37-00-2420	BLANDIN GRANTS	-	10,350	0%
211-00-37-00-2450	MISCELLANEOUS	50	2,534	5067%
211-00-37-00-5100	INVESTMENT INCOME	8,000	3,433	43%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	<b>TOTAL REVENUE</b>	<b>702,148</b>	<b>707,218</b>	<b>101%</b>
211-00-39-00-5500	FUND BALANCE USAGE	46,141	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	280,187	280,256	100%
211-00-75-10-1030	SALARY-PARTTIME	92,277	83,350	90%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	11,788	222%
211-00-75-10-1210	PERA	26,073	25,446	98%
211-00-75-10-1220	FICA	23,093	21,431	93%
211-00-75-10-1250	MEDICARE	5,401	5,012	93%
211-00-75-10-1310	HEALTH INSURANCE	50,224	58,644	117%
211-00-75-10-1330	LIFE INSURANCE	922	168	18%
211-00-75-10-1335	DENTAL INSURANCE	1,434	1,353	94%
211-00-75-10-1347	VISION INSURANCE	-	(0)	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,050	93%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	9,848	141%
211-00-75-20-2020	COPY SUPPLIES	1,000	895	89%
211-00-75-20-2030	PRINTING/BINDING	500	851	170%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,000	4,226	211%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,595	80%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,100	7,108	78%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	185	74%

DEC

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **DECEMBER 31, 2010**

<b>Account Number</b>	<b>Account Description</b>	<b>2010 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,519	76%
211-00-75-20-2110	BOOKS	45,000	45,969	102%
211-00-75-20-2120	AUDIO/VISUAL	7,000	10,908	156%
211-00-75-20-2130	NEWSPAPERS	2,400	1,787	74%
211-00-75-20-2140	PERIODICALS	8,000	7,510	94%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,000	4,071	204%
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	-	0%
211-00-75-30-3070	LAUNDRY	600	382	64%
211-00-75-30-3090	JANITORIAL SERVICES	28,983	28,983	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	16,500	5,881	36%
211-00-75-30-3210	TELEPHONE	5,000	6,859	137%
211-00-75-30-3220	POSTAGE/FREIGHT	2,000	826	41%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	584	58%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	500	68	14%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	400	486	121%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	669	45%
211-00-75-30-3610	GENERAL INSURANCE	13,000	7,251	56%
211-00-75-30-3810	ELECTRICITY	33,000	41,427	126%
211-00-75-30-3840	GARBAGE REMOVAL	1,500	1,064	71%
211-00-75-30-3860	HEAT-NATURAL GAS	23,000	12,985	56%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	2,971	50%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	12,000	15,982	133%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	2,965	297%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	11,217	112%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	7,500	1,960	26%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	9,446	315%
211-00-75-30-4100	EQUIPMENT LEASES	840	816	97%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	52	26%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	5,712	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	3,909	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	350	0%
	<b>TOTAL EXPENDITURES</b>	<b>748,054</b>	<b>749,431</b>	<b>100%</b>
	<b>SURPLUS REVENUES(EXPENDITURES)</b>	<b>\$ 235</b>	<b>\$ (42,213)</b>	

January 19, 2011

Dianne Krizan  
President  
Minnesota Children's Museum  
10 West Seventh Street  
Saint Paul, MN 55102

Dear Ms. Krizan,

I am writing to express our ardent support for the Minnesota Children's Museum application to the Institute of Museum and Library Services National Leadership Implementation grant. We are very much looking forward to becoming an early literacy environment test site for Minnesota Children's Museum in its efforts to continue to refine, test, and expand the Supporting Early Literacy Learning (SELL) project.

The three early learning environments installed in local Twin Cities' public libraries as a result of the IMLS planning grant have been very successful, captivating the imaginations and creativity of thousands of children and families over the past year. We are eager to pursue our role in this collaboration, which is likely to include working on the design and implementation of a new early learning environment in the Grand Rapids Area Library to test the SELL model in a northern Minnesota rural area. We look forward to participating in the training that will be provided in order to engage parents and children to support optimum play and learning in the library environment and inspire parents to continue the learning at home.

Grand Rapids Area Library is committed to being an active partner for the next three years as we work collaboratively to evolve the current SELL model into an easily replicable national model to advance our common goals for promoting early childhood literacy through play-based learning. Promoting Early Childhood Literacy was the number one priority adopted in the Library's 2009 strategic plan, and we are eager to use as many tactics as possible to accomplish this.

Thank you very much for this exciting opportunity to work with Minnesota Children's Museum on the SELL project. I look forward to a successful outcome of this IMLS National Leadership Implementation grant proposal!

Sincerely,

Marcia L. Anderson  
Library Director



## **Abstract**

It is January 2011, and America is at a crossroads. Given our massive economic challenges, social and cultural shifts and widespread educational disparities, we have reached a critical juncture where new and innovative ideas, and creative, sustained and profound collaborations are required to stem the flow of decline in American society. Research tells us that language and literacy proficiency are key indicators of future success in school (*Getting Ready*, 2005; NAEYC, 1998; National Academy of Sciences, 1998.). According to the IMLS report on *Museums, Libraries and 21<sup>st</sup> Century Skills*, creativity and innovation, critical thinking and problem solving, and basic literacy are some of the essential skills that are required if our nation is to move forward with a strong and prepared workforce. As Minnesota Children's Museum has learned from our recently concluded IMLS National Leadership Collaborative Planning grant, Supporting Early Literacy Learning (SELL), children's museums and libraries are ideal partners with complementary and yet distinct strengths and expertise. The Museum partnership with three local library systems resulted in the creation of stimulating and effective early learning environments in libraries that spark creativity, imagination and learning for young children and engage and inspire the adults in their lives to increase family early literacy activities. Evaluation results for these three early literacy environments support the enhancement and expansion of the project to spread the message of the importance of early literacy to all adults, so that they understand their crucial role in the development of children's early literacy skills, and the connection between early literacy and school readiness that helps to assure their success in school and in life.

**Lead Applicant:** Jill Measells, Vice President of Learning Experiences, Minnesota Children's Museum

**Formal Partners:** Saint Paul, Dakota County and Hennepin County Public Libraries and Twin Cities Public Television

**Time frame:** October 1, 2011 through October 31, 2014

### **Intended Audience, Outcomes and Primary Goals:**

The target audience includes children ages birth through eight, and adults. The intent of the project is to spark creativity and the development of early literacy skills in young children through immersive, 3-D early literacy environments in libraries, and to promote school readiness through early literacy and other 21<sup>st</sup> Century skills. For all adults who care for children, we intend to increase awareness of their critical role in the success of their children and to inspire them to increase positive, literacy-focused adult-child interactions.

Museums and libraries are participating partners in this project and benefit by increasing their knowledge around the critical importance of playful literacy experiences, enhancing their reputations as trusted early childhood education resources, expanding their opportunities to share knowledge and expertise, creating awareness around early literacy within other related fields, and increasing professional development opportunities for staff around early literacy and play. Our primary goals are to:

- Support and promote high quality, innovative early literacy experiences that combine the unique and complementary expertise of museums and libraries for children ages birth through eight and adults
- Provide accessible early literacy environment designs for museums and libraries to customize and implement in their own communities
- Provide accessible and easily customized messaging to promote ways adults can support children's early literacy learning
- Share knowledge around the critical importance of play in the development of children's early literacy skills with the museum and library fields

### **Activities and Tangible Products**

- A. Research, design and installation of customizable early literacy environments
- B. Production of adult messaging graphics, interstitials and training media for the environments
- C. Evaluation and remediation of early literacy environments and supporting materials
- D. Dissemination of the results of the project to museum, library and other related fields

## **Director's Report February 2011**

### **December 2010**

The figures for 2010 in the financial reports in your packets are still preliminary figures. The final numbers will not be available until later this month. Interest income has not been credited, and there are still a few expenses trailing in. However, it does look like we are doing ok. We will be dipping into our reserves for about \$38,000, which is better than the 46,000 we budgeted.

### **Library Use:**

Circulation is up over last January, and the number of people through the door is also higher. Computer use is down compared to last January. Our story times and children's programs were well attended. I will complete the annual report with the complete figures by late February. Tax forms were delayed until the end of January, and we still have not received the 1040 instruction booklets. After doing a brief survey of other libraries in the region and learning that the majority charge for tax forms that staff search for and print, I decided that we would start charging for the forms that we must search for and retrieve from irs.gov, as we charge for printing for other reference questions.

### **Carpet**

The low quote was submitted by Northland Flooring for the carpet. Bester Bros. submitted the low quote for moving the stacks. Based on a call made on Friday afternoon to carpet manufacturers, it looks like carpet could be delivered by April 1.

We continue to plan for limited hours with limited services beginning the 3rd or 4th week of March, and continuing through April.

### **Alternative Energy project**

Update by Tom Pagel, City Engineer

### **Broadband Access Grant (portable computer lab)**

The YMCA took on the administration for the collaborative project. We are working on putting together details for purchase of computers, which the Y will actually purchase and bill us for. Cheryl Bocnuck, trainer at ICC, has agreed to serve as training developer for the initial start up. We hope to have some classes ready for trial runs by May.

### **Collaboration with DNR**

Chris Kavenaugh (DNR fisheries division) submitted a grant application for one of the DNR's "Gateway to the Outdoors" funds to purchase fishing rods, reels and tackle for use on the fishing pier on the river. They received a grant for about 2,000. Chris, Randy McCarty and I met on Feb 3 to talk about purchasing options, publicity and other details. The Rotary Club has agreed to provide some volunteer help with initial purchasing and ongoing maintenance. I will be contacting some of the Fishing in Neighborhood programs in the metro area to find more details about the procedures they use for lending equipment.

### **Children's Museum and IMLS grant application (Packet items C )**

I was contacted by the Children's museum (St Paul) and asked if we would be interested in partnering with them to be a test site for a project they have been working on. They received a grant 2 years ago from the Institute of Museum and Library Services to work with 3 libraries in the Metro area to develop Early Literacy Centers. These ELCs provide an opportunity to build Early Literacy Skills through play and interaction. They are now seeking additional funding from IMLS for developing for ELCs at other test sites. They wanted a site in a rural community with strong support for early childhood literacy programs. It helps that we have the space! We are excited about the possibility of being involved in designing something unique to our area that will be appealing to our kids!

In late January I stopped at the Sun Ray library in St Paul which has a center with a theme of food and a restaurant. I watched several kids and parents play together, and kids interacting with each other. I

also talked with the Branch Supervisor, who said it is very popular, and kids were drawn to it. Each of the 3 libraries trial libraries has a different theme for their center. Here is a link to the announcement of the Hopkins center: <http://www.hclib.org/News.cfm?ID=4692&agency=Ho>

The Children's museum will not hear until September whether they receive the grant.

### **Painting**

When looking at carpeting and space during the last few weeks, we've noticed marks and dings on the painted walls. Someone from Mangseth painting came to look at the walls. Contrary to my hopes for minor touch-ups along the floors, the entire walls would need to be repainted. We could do half of the walls for about \$1400 now, and if all goes well, do the other half later. The worst areas are in the children's area and in the small study rooms, and those would be done first. There is no great advantage to doing it immediately, so we could also include it in the 2012 budget. Darla and I were also tossing around the idea of putting fish carpet on the lower walls of the story step area to match the carpet which will go on the steps. <http://www.joycarpets.com/products/listing/item148.aspx>

# Assistant Director Report

## February 2011

### **Teens**

The January TAB meeting took place on Tuesday, January 25. The group talked about Teen Tech Week which is in March. The monthly drawing in Teen Universe had 15 participants. Winter reading is going strong. There are 12 teens that have turned in their reading logs that have read at least 1500 pages!

### **Staff**

I attended a Chess Club meeting at ICC to see about a possible collaboration for chess instruction at the library. The ICC chess club may hold a tournament at the library in the future.

In late January I attended a Get Fit Itasca meeting at the Blandin Foundation. The group will be setting up 5 large kiosks in the area with maps of trails. Input was asked for from the community for trail maps and a celebration day in May. A few years ago I put together a bibliography of materials in the library that relate to fitness.

Will received the books he will be reading as a final judge for the Minnesota Book Awards. He is a judge in the Memoir/Creative Nonfiction category. The titles are:

*Carrier: Untangling the Danger in My DNA*, by Bonnie J. Rough (Counterpoint)

*Crossing the Barriers: The Autobiography of Allan H. Spear*, by Allan H. Spear (University of Minnesota Press)

*News to Me: Adventures of an Accidental Journalist*, by Laurie Hertzell (University of Minnesota Press)

*She Looks Just Like You: A Memoir of (Nonbiological Lesbian) Motherhood*, by Amie Klemptner Miller (Beacon Press)

He will go to St. Paul in early March to meet with the other judges in his category to decide the winning book which will be announced at a gala event on April 16, 2011.

Darla is the library contact for the Spotlight on Books, a conference for adults focused on youth literature. Spotlight on Books is held annually at Ruttger's Lodge with people coming from all over the Midwest. Final planning preparations are underway and instead of having an onsite meeting somewhere the planners had a meeting via Skype. Darla participated in the meeting.

### **Operations**

The computer tweaking has been received very well. Patrons no longer have to make a reservation to get a computer. They can sit at any computer that is available.

The library is the only tax form outlet in town. We have seen many people come through the doors to get the forms. We also receive a lot of questions from people who need assistance.

**Children's Library Summary**  
**For January 2011**

January has been a good month in the Children's library. Attendance at Book Time and Saturday story times suffered a little, due to the low temperatures, but it was not a significant drop. And on Monday, January 24, when there was no school, we saw many new faces at Book Time!

The Headstart class from Bena visited again, bringing 23 students and 5 adults. Homeschoolers on the Edge, a homeschool group from the Bigfork/Marcell area also visited, with 6 children and 3 adults. Because of cold temperatures, Charlie Schweigert's fourth graders from Southwest were not able to walk to the library this month, so Darla went to them. Bringing a supply of new titles to share, there was a lively discussion of new interests and old favorites. Tracy went to St. Joseph's Catholic School to work with students on their History Day projects.

Our winter reading program, "The Snowflake Reading Club," began on Saturday, January 8. So far, we have 304 children registered – a new record! The program ends Saturday, February 12.

On Thursday, January 20, eight children and 3 adults enjoyed the Family Movie Night presentation of "Nanny McPhee Returns." Several families informed me it was just too cold to go out!

Monday, January 24, a no-school day, six boys and girls and their parents came to "Let It Snow," where we looked at snowflakes and how they form, how snow becomes ice (not just on the roads!) and what happens when ice and salt meet. We also collaged snowmen in the style of children's author/illustrator, Lois Ehlert.

Upcoming events in February:

- A history player from the Minnesota History Center will be here to tell us about a famous Minnesotan: Frederick McKinley Jones, on Tuesday, February 8. This is a Legacy fund program.
- The artists of the Creativity Tank will be here to help us wrap up our winter reading program and lead us in making heart-shaped journals on Saturday, February 12. This is also a Legacy fund program.
- Thursday, February 17 at 6:00 pm is Family Movie Night, featuring *Despicable Me*.
- Friday, February 25, Tracy and Darla will attend the CLAS (Children's Librarians of the Arrowhead System) meeting at ALS Headquarters in Mountain Iron. This will be an information/training event to get ready for our summer reading program, "One World, Many Stories."

# **Teen Advisory Board Minutes**

## **January 25, 2011**

**Members present: Lex D., Syerrah D., Hannah T., Jacob T., Jonas T., Joe E., Emma S.**

### Teen Tech Week:

Teen Tech Week is scheduled for March. Members decided to do Teen Tech Week from Friday, March 4- Sunday, March 13. We will have a game day during the week and a bingo board. The bingo board will have tech activities for teens to do. When a teen gets a bingo they can bring in the sheet for a prize. We'll work on the bingo board at the February meeting.

There were advanced reader copies of books available for members to take. We will discuss the books at the next meeting. Kristine Arntson, the children's and young adult book buyer at the Village Bookstore receives the books. She then passes the books on to Amy.

**CIRCULATION**

	THIS MONTH	YTD	YTD 2010	Express Check outs	% of total	2010 comparison
Check-outs	14,204	14,204	12,163	2,949	20.76%	
Renewals	1,846	1,846	2,495			
Total Circulation	16,050	16,050	14,658			
Returns	14,722	14,722	12,782			
New cards	131	131	186			

**TECHNICAL PROCESSES**

	THIS MONTH	YTD	YTD 2010
Books cataloged and processed	821	821	428
Withdrawn copies	1,115	1,115	1,812
Withdrawn Titles	513	513	773

**REFERENCE**

	THIS MONTH	YTD	YTD 2010
tests proctored	541	541	7
computer help over 5 minutes	7	7	
INTERNET	29		58

**Pharos sessions \*\*\***

	HOURS	YTD SESSIONS	YTD HOURS	2010 YTD SESSIONS	2010 YTD HOURS
Pharos sessions ***	1,176	1,811	1,176	2,028	1,435

**Non-Pharos sessions**

	HOURS	YTD PEOPLE	YTD HOURS	2010 YTD HOURS
Non-Pharos sessions	46	71	71	145.50

**VOLUNTEERS**

	HOURS	YTD PEOPLE	YTD HOURS	2010 YTD HOURS
VOLUNTEERS				

**MEETING ROOM**

	PEOPLE	YTD GROUPS	YTD PEOPLE	2010 YTD GROUPS	2010 YTD PEOPLE
Total Mtg Rm Use	35	603	40	879	

**PROGRAMS & TOURS**

	BOOK TIME	CLASS VISITS	NON SCHOOL GROUPS	SPECIAL PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
BOOK TIME	8	204	4	98			
CLASS VISITS	7	91	5	114			
NON SCHOOL GROUPS			1	13			
SPECIAL PROGRAMS	6	145	6	202			
TEEN PROGRAMS			2	7			
Total Youth Programs	21	440	18	434			
Total Adult Programs	2	52	2	46			

**EQUIPMENT RESERVED**

	THIS MONTH	YTD	YTD 2010
EQUIPMENT RESERVED	6	6	6

**TOTALS**

	HRS THIS MONTH	HRS YTD	HRS YTD 2010
TOTALS	8.5	10	10

# Grand Rapids Area Library Request for Board Action



<b>Packet Item:</b> G Reg 1	<b>Board Meeting Date:</b> 2/9/2011
-----------------------------	-------------------------------------

**TITLE OF ISSUE:**    **Approve Increase of 3% for Janitorial Services for Bud and Sally Alleman**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

We have had a contract for cleaning and minor maintenance services with Bud and Sally Alleman since 1984. They come in 6 days each week for 2-3 hours after closing and do cleaning and light maintenance (changing light bulbs, minor faucet repairs etc. picking up book drop)  
 We have been including a 3% increase in their payment in the budget each year.  
 However, we also need to formally vote on a motion to approve an increase in compensation for them for 2011.  
 2010 payment: \$28,983  
 2011 payment (proposed): \$29,852

**REQUESTED BOARD ACTION:**    **Authorize Increase of 3% for Janitorial Services provided by Bud and Sally Alleman**

**Vote:**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

**Vote Record:**

Aye	Nay		Aye	Nay
_____	_____	Benolken	_____	_____
_____	_____	Baker	_____	_____
_____	_____	Peters	_____	_____
_____	_____	Harding	_____	_____
_____	_____	Hawkinson	_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____

**SUPPORTING DOCUMENTS ATTACHED**

Resolution	Contract	Minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		
_____		
_____		

**Director's Use:**

<input type="checkbox"/>	Consent
<input type="checkbox"/>	Regular

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table Until: _____
<input type="checkbox"/>	Other: _____





February 9, 2011

David Abazs  
Round River Farm & Renewables  
5879 Nikolai Road  
Finland MN 55603

Dear Mr. Abazs

I am pleased that you will be providing a presentation on Food Sustainability/creating a local food system for the Grand Rapids Area Library on April 7 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

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 \$300 for your appearance. We will also reimburse you for lodging or pay for your lodging 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](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, expense reimbursement form

These terms are acceptable:

David Abazs  
Signature

3/1/2011  
Date

Approved for the Board of Directors:

Regina M. Hawken  
Board President

2/9/2011  
Date



February 9, 2011

Paul Hillmer, Ph D  
Professor, History Dept  
Concordia University – St. Paul  
275 N Syndicate  
St Paul MN 55104

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 Professor Hillmer:

I am pleased that you will be leading a presentation on the historical context for Kalia Yang's *The Late Homecomer* for the Grand Rapids Area Library on March 1 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. 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?

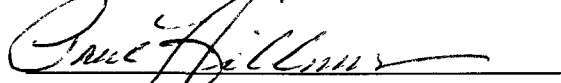
The Library will pay you an honorarium of \$500 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment. My e-mail is: [manderso@arrowhead.lib.mn.us](mailto:manderso@arrowhead.lib.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

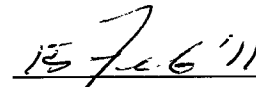
Sincerely,

Marcia Anderson  
Library Director


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

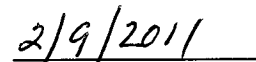
These terms are acceptable:

  
Signature

  
Date

Approved for the Board of Directors:

  
Board President

  
Date