

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
May 9, 2018 5:00 P.M.

DRAFT

- 5:00 Call to order**
- 5:01 Roll call: *absent MacDonnell***
- 5:02 Public Comment (if anyone wishes to address the Board)**
- 5:05 A. Approval of agenda (Packet Item A)**
- 5:10 B. Minutes. (Packet Item B)**
- 5:12 C. Communications**
-
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 E. Staff Reports (Packet Items E__)**
- 5:25 F. Old Business:**
-
- 5:30 G. New Business:**
Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
(none)
 - 2. Approve Contracts and payment to presenters**
(none)
 - 3. Approve Resolution Accepting Donations**
-
- Regular agenda**
- 1. Accept proposal from Marco for lease of Konica copier.**
 - 2. Appoint budget committee – strategy**
-
- 6:00 Adjourn**

Grand Rapids Area Library Board Regular Board Meeting

April 11, 2018 Meeting

Call to Order: The monthly board meeting was called to order at 5:02 by Jean MacDonnell.

Roll Call:

Members Present: Sue Zeige, Jean MacDonell, Shannon Benolken, Richard Thouin, Lisa Tabbert, and Deb Kee

Members Absent: Max Peters, Randy McCarty, and Dennis Jerome

Staff Present: Marcia Anderson

Public Comment: Will Richter, present to help set schedule for the summer on Saturday's.

A. Approval of Agenda: A motion was made to approve the agenda by Sue Zeige and was seconded by Lisa Tabbert, the motion was passed unanimously.

B. Minutes: A motion was made to approve minutes by Lisa Tabbert and was seconded by Deb Kee, the motion was passed unanimously.

C. Communications

D. Financial Report

- a. A motion was made to approve the financial reports and payment of bills as listed by Shannon Benolken a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

DATE: 04/05/2018
TIME: 09:05:45
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/11/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	2,211.64	568.91
0113233	AMERIPRIDE SERVICES INC	1,298.85	26.68
0114200	ANDERSON GLASS	1,291.37	2,550.00
0201428	BAKER & TAYLOR LLC	7,669.30	2,390.52
0212124	BLACKSTONE PUBLISHING	979.96	450.00
0221700	BUSY BEES QUALITY CLNG SVC INC	5,100.00	1,700.00
0301530	CANON USA INC	268.00	67.00
0405500	DEMCO INC	1,526.35	2,306.59
0718015	GRAND RAPIDS CITY PAYROLL	1,724,137.94	39,739.93
0920020	ITASCA COMMUNITY COLLEGE	0.00	250.00
1021515	JUNIOR LIBRARY GUILD	161.00	168.00
1305060	MEDS-1 AMBULANCE SERVICE INC	556.98	196.91
1415377	NORTHERN BUSINESS PRODUCTS INC	2,762.97	576.86
1524250	OXFORD UNIVERSITY PRESS USA	1,675.34	864.62
1601750	PAUL BUNYAN COMMUNICATIONS	2,083.36	243.92
1605665	PERSONNEL DYNAMICS LLC	2,319.76	464.88
1621125	PUBLIC UTILITIES COMMISSION	76,083.59	194.10
1805150	RECORDED BOOKS	2,461.70	1,000.00
1909510	SIM SUPPLY INC	5,597.02	62.86
2018225	TREASURE BAY PRINTING	150.00	48.90
2114356	UNIQUE MANAGEMENT SERVICES	510.15	26.85
2301700	WASTE MANAGEMENT	7,794.65	280.83
TOTAL ALL VENDORS:			54,178.36

E. Staff Reports

F. Old Business

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 public. Deb Kee made a motion to approve the consent agenda as submitted and a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

1. Approve payment of late bills
 - a. APG Media (Herald Review) Vol Coord. Ads \$262
 - b. Minute Man Press, Mural Story Poster \$31
2. Approve contracts and payment to presenters
 - a. University of MN, 4 4-H Summer Library Programs for \$200
 - b. Whirley, 3 summer art programs at \$125 each
 - c. Johnson, 2 cake decorating programs at \$125 each
3. Approve Resolution 2018-05 Accepting Donations
 - a. Friends of the Library \$229 for Book Page.
 - b. Friends of the Library \$1,638.17 for YA books and magazine displays.

Regular Agenda:

1. Authorize signature on grant agreement with Minnesota Department of Education for \$12,050 for accessibility project
 - a. A motion was made to authorize the signature on the grant agreement by Lisa Tabbert and a second was made by Deb Kee, the motion was passed unanimously.
2. Set summer schedule
 - a. Board agreed that the library should remain open on Saturdays. Regular hours will be kept except for the closing on Saturdays and Mondays during Memorial Day and Labor Day weekends. A motion was made by Sue Zeige to approve the schedule and a second was made by Shannon Benolken, the motion was passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:18 by Jean MacDonell.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FOUR MONTHS ENDING APRIL 30, 2018
With Comparative Totals for April 30, 2017

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	414,074	429,619	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	483,660	514,910	514,910	
Revenues:				
Taxes	-		702,687	0%
Intergovernmental	-		133,282	0%
Charges for Services	12,639	21,184	32,100	66%
Fines & Forfeits	4,209	3,857	11,000	35%
Blandin Grant	-		-	0%
GR Library Foundation	4,276		4,000	0%
Miscellaneous	5,444	11,423	13,800	83%
Other Sources-Insurance Recovery	3,057		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
TOTAL REVENUES	29,625	36,464	896,869	4%
Expenditures:				
Personnel	195,385	212,858	656,469	32%
Supplies/Materials	27,278	32,543	96,300	34%
Other Services/Charges	53,207	38,969	144,100	27%
Blandin Grant	-		-	0%
TOTAL EXPENDITURES	275,869	284,370	896,869	32%
OPERATING SURPLUS (DEFICIT)	(246,245)	(247,905)	-	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-	646	-	0%
Fund Balance 4/30/XX				
Cash Flow	167,829	181,068	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 4/30/XX	\$ 237,415	\$ 266,359	\$ 514,910	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,509 as of 12/31/17. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 2018**

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	1,900	921	48%
211-00-34-00-7975	INTERNET	3,200	1,147	36%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	340	57%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	13,175	51%
211-00-34-00-7990	FAX MACHINE USE	400	319	80%
211-00-35-00-1030	LIBRARY FINES	11,000	3,857	35%
211-00-37-00-2310	DONATIONS	1,500	2,227	148%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	540	54%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	25	3%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,314	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	4,000	-	0%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	2,071	52%
211-00-37-00-2450	MISCELLANEOUS	2,000	442	22%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	355	13%
		896,869	36,464	4%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	419,062	133,846	32%
211-00-75-10-1030	SALARY-PARTTIME	23,538	10,566	45%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	2,632	23%
211-00-75-10-1210	PERA	33,195	10,433	31%
211-00-75-10-1220	FICA	27,441	8,853	32%
211-00-75-10-1250	MEDICARE	6,418	2,070	32%
211-00-75-10-1310	HEALTH INSURANCE	132,480	43,632	33%
211-00-75-10-1330	LIFE INSURANCE	221	76	34%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	752	29%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,082	44%
211-00-75-20-2020	COPY SUPPLIES	1,000	444	44%
211-00-75-20-2030	PRINTING/BINDING	900	113	13%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	968	37%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	737	29%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,741	174%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	399	100%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	158	8%
211-00-75-20-2110	BOOKS	44,000	17,624	40%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,061	56%
211-00-75-20-2130	NEWSPAPERS	1,400	827	59%
211-00-75-20-2140	PERIODICALS	8,000	86	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,301	52%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	370	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	240	37%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,870	65%
211-00-75-30-3210	TELEPHONE	7,200	1,651	23%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 2018**

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	935	37%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	324	65%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	270	90%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	510	26%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	351	117%
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,004	33%
211-00-75-30-3810	ELECTRICITY	28,000	6,953	25%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	1,143	32%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,158	29%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	1,763	25%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,079	41%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	759	76%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	454	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,862	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	178	3%
211-00-75-30-4100	EQUIPMENT LEASES	800	268	34%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	28	28%
211-00-75-30-4900	TRANSFER TO RESERVE	15,000	-	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	646	0%
	TOTAL EXPENDITURES	896,869	285,016	32%
	SURPLUS REVENUES/(EXPENDITURES)	-	(248,551)	

PUBLIC LIBRARY BILL LIST - MAY 9, 2018

DATE: 05/03/2018
 TIME: 09:38:34
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/09/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	147.31
0113233	AMERIPRIDE SERVICES INC	53.36
0114200	ANDERSON GLASS	140.00
0118660	ARROWHEAD LIBRARY SYSTEM	34.11
0201428	BAKER & TAYLOR LLC	2,876.31
0212124	BLACKSTONE PUBLISHING	197.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	26.97
0405223	DEER RIVER HIRED HANDS INC	150.00
0618080	FRAME UP	102.63
0718010	CITY OF GRAND RAPIDS	542.22
0914800	INVEST EARLY PROJECT	640.00
1021515	JUNIOR LIBRARY GUILD	189.60
1201730	LATVALA LUMBER COMPANY INC.	103.73
1309398	MINNESOTA WOMEN'S PRESS	60.00
1415377	NORTHERN BUSINESS PRODUCTS INC	326.87
1605665	PERSONNEL DYNAMICS LLC	1,010.40
1800149	RCB COLLECTIONS	53.82
1909510	SIM SUPPLY INC	370.48
2009470	THE TIMBERJAY	49.00
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	350.00
2114356	VIKING MANAGEMENT SERVICES	62.65
2209421	VIKING ELECTRIC SUPPLY INC	155.14
2305720	WESTON WOODS STUDIOS INC	485.64
T000715	DEB CLEVEN	105.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 9,933.23

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	42,604.31
0718060	GRAND RAPIDS HERALD REVIEW	262.00
1209516	LINCOLN NATIONAL LIFE	39.00
1309199	MINNESOTA ENERGY RESOURCES	98.00
1309335	MINNESOTA REVENUE	54.01
1309495	MINUTEMAN PRESS	31.00
1401450	JOHN NALAN	59.95
1405850	NEXTERA COMMUNICATIONS LLC	85.01
1415479	NORTHERN DRUG SCREENING INC	20.00
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1621130	P.U.C.	2,340.97
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	60.92

DATE: 05/03/2018
 TIME: 09:38:35
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/09/2018

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2209665	VISA	101.75
2308300	BETSY WHIRLEY	125.00
T000249	ERIKA LYNN BAILEY-JOHNSON	150.00
T000250	JOAQUIN MUNOZ	400.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 57,799.99
TOTAL ALL DEPARTMENTS		67,733.22

DATE: 05/03/2018
 TIME: 11:18:41
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 04/30/18
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	204,676.72	204,676.72	0.00
211-00-00-00-1010	CASH	511,932.32	36,248.14	326,660.96	221,519.50
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	11,000.00	0.00	0.00	11,000.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	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
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	35,509.00	0.00	0.00	35,509.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	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	14,274.39	0.00	13,820.22	454.17
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	3,755.64	7,509.31
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	13,610.05	10,828.63	2,781.42
TOTAL		572,825.71	265,799.86	559,742.17	278,883.40
TOTAL ASSETS					
		572,825.71	265,799.86	559,742.17	278,883.40
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	328,998.68	300,806.27	(1,309.45)
211-00-00-00-2030	SALES TAX PAYABLE	0.00	142.19	194.54	52.35
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS 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	19,372.55	19,372.55	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	11,000.00	0.00	0.00	11,000.00
211-00-00-00-2220	DEFERRED REVENUES	660.00	660.00	0.00	0.00
TOTAL		57,915.51	349,173.42	301,000.81	9,742.90

DATE: 05/03/2018
 TIME: 11:18:41
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 18

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 04/30/18
TOTAL LIABILITIES		57,915.51	349,173.42	301,000.81	9,742.90
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	514,910.20	0.00	0.00	514,910.20
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	10,828.63	13,610.05	2,781.42
TOTAL	FUND SURPLUS (DEFICIT)	514,910.20	10,828.63	13,610.05	517,691.62
		0.00	248,551.12	0.00	(248,551.12)
TOTAL FUND EQUITY		514,910.20	259,379.75	13,610.05	269,140.50
TOTAL LIABILITIES AND FUND EQUITY		572,825.71	608,553.17	314,610.86	278,883.40

DATE: 05/03/2018
 TIME: 11:17:44
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
TOTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	5,282.00	0.00	5,282.00	0.00	(5,282.00)	100
211-00-34-00-7970	PHOTO COPIES	246.61	1,900.00	920.72	0.00	979.28	48
211-00-34-00-7975	INTERNET	265.10	3,200.00	1,147.15	0.00	2,052.85	36
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100.00	600.00	340.00	0.00	260.00	57
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,575.00	26,000.00	13,175.00	0.00	12,825.00	51
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	116.02	400.00	319.05	0.00	80.95	80
TOTAL		9,584.73	32,100.00	21,183.92	0.00	10,916.08	66
TOTAL CHARGES FOR SERVICES		9,584.73	32,100.00	21,183.92	0.00	10,916.08	66

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	946.92	11,000.00	3,857.06	0.00	7,142.94	35
TOTAL		946.92	11,000.00	3,857.06	0.00	7,142.94	35
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	2,227.17	0.00	(727.17)	148
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	540.00	0.00	460.00	54
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	25.00	0.00	975.00	3
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,313.91	1,300.00	1,313.91	0.00	(13.91)	101
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	4,000.00	0.00	(4,000.00)	100
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	4,000.00	2,070.75	0.00	1,929.25	52
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	133.69	2,000.00	441.85	0.00	1,558.15	22
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	450.00	0.00	(450.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	354.79	2,800.00	354.79	0.00	2,445.21	13
TOTAL		1,802.39	17,800.00	11,423.47	0.00	6,376.53	64
TOTAL MISCELLANEOUS REVENUE		1,802.39	17,800.00	11,423.47	0.00	6,376.53	64
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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TOTAL REVENUES:		12,334.04	896,869.00	36,464.45	0.00	860,404.55	4

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	32,592.01	419,062.00	133,846.38	0.00	285,215.62	32
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	4,506.07	23,538.00	10,565.55	0.00	12,972.45	45
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	363.92	11,504.00	2,631.53	646.48	8,225.99	28
211-00-75-10-1210	PERA	2,699.31	33,195.00	10,432.85	0.00	22,762.15	31
211-00-75-10-1220	FICA	2,274.90	27,441.00	8,852.83	0.00	18,588.17	32
211-00-75-10-1250	MEDICARE	532.02	6,418.00	2,070.37	0.00	4,347.63	32
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	43,632.00	0.00	88,848.00	33
211-00-75-10-1330	LIFE INSURANCE	23.50	221.00	76.00	0.00	145.00	34
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	(0.99)	0.00	0.99	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	187.91	2,610.00	751.64	0.00	1,858.36	29
TOTAL PERSONNEL		54,396.15	656,469.00	212,858.16	646.48	442,964.36	33

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	93.90	7,000.00	3,081.84	0.00	3,918.16	44
211-00-75-20-2020	COPY SUPPLIES	67.98	1,000.00	443.68	0.00	556.32	44
211-00-75-20-2030	PRINTING/BINDING	79.90	900.00	113.42	31.00	755.58	16
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	295.98	2,600.00	968.43	83.00	1,548.57	40
211-00-75-20-2070	COMPUTER INVENTORY	252.00	2,500.00	737.45	252.00	1,510.55	40
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	14,000.00	0.00	0.00	14,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	102.63	1,000.00	1,740.80	0.00	(740.80)	174

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CITY OF GRAND RAPIDS
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 FOR 4 PERIODS ENDING APRIL 30, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	105.00	400.00	399.22	0.00	0.78	100
211-00-75-20-2100	OPERATING SUPPLIES	116.08	2,000.00	157.63	116.08	1,726.29	14
211-00-75-20-2110	BOOKS	3,178.50	44,000.00	17,624.19	0.00	26,375.81	40
211-00-75-20-2120	AUDIO/VISUAL	670.36	9,000.00	5,061.14	0.00	3,938.86	56
211-00-75-20-2130	NEWSPAPERS	49.00	1,400.00	827.47	49.00	523.53	63
211-00-75-20-2140	PERIODICALS	60.00	8,000.00	86.00	0.00	7,914.00	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	397.45	2,500.00	1,301.35	41.11	1,157.54	54
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		5,468.78	96,300.00	32,542.62	572.19	63,185.19	34
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	370.00	0.00	370.00	0.00	(370.00)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	53.36	650.00	240.12	26.68	383.20	41
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	6,800.00	0.00	13,600.00	33
211-00-75-30-3100	OTHER CONTRACTED SERVICES	650.00	6,000.00	3,870.00	1,150.00	980.00	84
211-00-75-30-3210	TELEPHONE	328.93	7,200.00	1,650.50	85.01	5,464.49	24
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	935.35	0.00	1,564.65	37
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	59.95	500.00	323.60	0.00	176.40	65
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	270.00	0.00	30.00	90
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	62.65	2,000.00	510.27	0.00	1,489.73	26
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	351.00	262.00	(313.00)	204
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	3,004.00	0.00	5,996.00	33
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	6,952.58	0.00	21,047.42	25
211-00-75-30-3840	GARBAGE REMOVAL	150.00	3,600.00	1,143.17	0.00	2,456.83	32
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,157.52	0.00	2,842.48	29
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	1,762.67	0.00	5,237.33	25
211-00-75-30-4010	BUILDING MAINT/REPAIRS	140.00	15,000.00	6,078.88	0.00	8,921.12	41
211-00-75-30-4015	GROUND MAINTENANCE	39.06	1,000.00	759.06	39.06	201.88	80

CITY OF GRAND RAPIDS
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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	454.18	0.00	8,545.82	5
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,861.87	0.00	1,138.13	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	7,000.00	178.33	0.00	6,821.67	3
211-00-75-30-4100	EQUIPMENT LEASES	67.00	800.00	268.00	0.00	532.00	34
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	27.74	0.00	72.26	28
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	15,000.00	0.00	0.00	15,000.00	0
TOTAL OTHER SERVICES & CHARGES		4,371.95	144,100.00	38,968.84	1,562.75	103,568.41	28
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	645.95	0.00	645.95	0.00	(645.95)	100
TOTAL CAPITAL OUTLAY		645.95	0.00	645.95	0.00	(645.95)	100
TOTAL GENERAL ADMINISTRATION		64,882.83	896,869.00	285,015.57	2,781.42	609,072.01	32
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRANT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		64,882.83	896,869.00	285,015.57	2,781.42	609,072.01	32
TOTAL FUND REVENUES		12,334.04	896,869.00	36,464.45	0.00	860,404.55	4
TOTAL FUND EXPENSES		64,882.83	896,869.00	285,015.57	2,781.42	609,072.01	32
FUND SURPLUS (DEFICIT)		(52,548.79)	0.00	(248,551.12)			
TOTAL ALL FUND REVENUES		12,334.04	896,869.00	36,464.45	0.00	860,404.55	4
TOTAL ALL FUND EXPENSES		64,882.83	896,869.00	285,015.57	2,781.42	609,072.01	32
ALL FUND SURPLUS (DEFICIT)		(52,548.79)	0.00	(248,551.12)			

Director's Report- May 2018

Accessibility Project

The contractors have ordered parts and supplies for the interior door frame, and work on the interior entryway and the Riverview room will be scheduled when a delivery date is in sight. The aluminum door frame has a custom color, so that will take longer. I will work with the contractors on scheduling so we can minimize the disruption. (expected to be late May) Construction has begun on the Riverview Room, and the interior dividing wall has been mostly constructed. Most of the electrical work has been done, and new, more efficient lights have been installed.

The door opener will be installed later, at the same time a new opener is installed on the interior door. The electrical work for both doors will be done at that time.

Application for grant from Northland Foundation for hosting conversations about aging

I received a message from the Northland Foundation saying they were interested in the project, but they suggested using an existing curriculum and resubmitting an application for a grant for a smaller amount. Bonnie and I have a phone call scheduled with them on Tuesday morning to discuss options.

I attended a community meeting hosted by the Area Agency on Aging to gather input for regional and statewide planning to develop more options and support for people to age in place. Some of the problems (or future problems) raised included: lack of transportation, lack of affordable accessible housing, workforce shortages for support services, plus a lack of advance planning on the part of current and future seniors.

Data Privacy

I attended a workshop at ALS last week that covered labor law and hiring practices, and another that covered data practices. Reduced to the basics: the only patron data we keep that is public is the person's name. All information collected on the application for a library card, and anything that connects a person with what they have checked out or are researching is private data and cannot be released (except to parents of minors) without a court order.

I plan to review basic privacy protections and procedures at our next staff meeting on May 11.

FYI: The investigators for the GR Police Department know they need to get an order before they ask us for anything.

I will have copies of our summer schedule of children's programs at the Board meeting. The list is quite long!

Assistant Director Report
May 2018

Teen Advisory Board

April 24, 2018

Members present: Sarah K. and Emma O.

Members discussed summer reading and decided to keep the reading program similar to last year. There are 3 page markers where teens can earn prizes; 500, 1000, and 2000 pages. At 500 pages a teen earns a prize from the prize bag. Reading 1000 pages earns a teen a free book and an entry into the Grand Prize drawing. Reading 2000 pages earns a teen a Target gift card and a second entry into the grand prize drawing. The grand prize is a \$100.00 gift card to the Village Bookstore.

Members spent time revising 2 sides of the kiosk in the teen area. They finished the book voting graphic and made a new changed out the question to what animal would you be

There were 4 attendees at the April 14 Anime Club. We watched Knight's and Magic and ate snacks! The next Anime Club is Saturday, May 5.

There were 7 entries in the teen room drawing. There were 2 questions participants had to answer. Anneliese M. was the winner.

Staff

John attended a meeting on April 9 at ALS headquarters about Horizon acquisitions. Horizon is the automation software we use to receive items, check out and checkin. John already does acquisitions; this meeting reinforced and enhanced his knowledge of the software.

Tracy attended the 2nd Annual NE MN Library Staff Serving Youth Unconference on Tuesday, April 17, 2018 at ALS. The audience for the conference was: ALS member public, school, academic, and special library staff who work with and care about children and libraries
Description: What's an Unconference, you ask? It's a day where YOU select the topics by voting, creating a fabulous opportunity to ask questions about topics YOU are interested in, brainstorm ideas with your peers, and share best practices.

Lobby Display Case

April was National Poetry Month. To celebrate I made a Poet-Tree out of construction paper and taped it to the case. I put out green leaves and patrons could write a poem on a leaf which was then put on the tree. We ended up with about 20 poems.

The One Vegetable, One Community veggie for this year is the carrot. Bonnie H. made an awesome display in the case which highlights three library programs in May and brings attention to the vegetable.

CIRCULATION	THIS MONTH	YTD	YTD 2017
Check-outs	11,460	44,125	45,028
Total Circulation	13,172	51,158	52,184
Returns	13,418	50,317	51,494
New cards	104	377	380

Door count 10824

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2017
Books cataloged and processed	618	2,449	2,204
Withdrawn copies	143	2,442	2,031

REFERENCE	THIS MONTH	YTD	YTD 2017	YTD 2017	2017 YTD HOURS
tests proctored	1,035	3,913	3,307		
computer help over 5 minutes	6	30	31		
Passports	81	361	165		
INTERNET	107	508	392		
Pharos sessions ***	1,114	742	4,041	2,715	4,500
					2,889

Non-Pharos sessions VOLUNTEERS	PEOPLE	HOURS	YTD HOURS
	178	703	593
	44	270.50	955.50

MEETING ROOM COMMUNITY ROOM/GSR	GROUPS	YTD GROUPS
	58	213

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
BOOK TIME	8	184	26	592	22	552
SATURDAY STORY TIME	6	160	30	611	28	765
CLASS VISITS	8	282	19	771	24	631
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	75	15	322	15	341
TEEN PROGRAMS	3	27	10	318	18	270
Total Youth Programs	29	728	100	2,614	107	2,559
Total Adult Programs	4	101	16	303	17	465

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2017
TOTALS	9.5	34.5	32

April in the Children's Library

"Boy, it feels busy this month!" I muttered to myself last Thursday when the last of my 81 young second grade visitors from Southwest left the building. So I did a little digging. In April of 2015 we had a single class of 17 children visit the library. April of 2016 saw 157 visitors and last April we hosted 130 students and their teachers. This year? We had 321 April visitors to the children's library! Whew! Those numbers are approaching our May numbers.

April regular programming also saw good numbers. 14 people were here for Artastic, 11 for Full Steam Ahead, and 25 dropped in to Lego Club. We also hosted an Earth Day event, Pot It, with the artists from the Creativity Tank. It was a beautiful day and they set up a table outside the library entrance. 25 people, both kids and adults, created pots in which to plant.

April was also a big month for outreach. I went to Kindergarten Round-Up and handed out our hot-off-the-presses summer programming flyers to 387 people. (We had received them a full 7 hours earlier!) The last Saturday in April Dion braved the Children's Fair, handing out flyers and make-your-own bird feeder kits (with pipe cleaners and cheerios) to 780 eager folks.

We are, of course, madly preparing for our very busy summer. Brian, our graphics arts designer at Arrowhead Library System, gently broke it to me ("HOLY COW, you got a lot of programs this summer!") that we couldn't fit our information on the 8.5x14 sheet we've been using the last several years, so we have graduated to a really big 17x22 programming sheet. Come on down to the Children's Desk and grab one for yourself, we think it suitable for framing.