

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

May 14, 2014 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**

**MN Community Foundation Statement**

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

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

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

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

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

**1. Approve payment of late bills**

**2. Approve Contracts**

**3. Approve Resolution 2014-05 Accepting Donations**

**a. \$2400 Grand Rapids Area Library Foundation for Saturday  
Story Times Jan-April 2014**

**Regular agenda**

**Begin Bylaw Review Process**

**Begin Policy Review Process**

6:00 **Adjourn**

**Grand Rapids Area Library  
Regular Board Meeting  
April 9, 2014**

**Members Present:** Dennis Jerome, Janet Neurauter, Max Peters, John Soll, and Jean MacDonell

**Members Absent:** Shannon Benolken, David Yankowiak, Mary Helen Haarklau, and Abby Kuschel

**Staff Present:** Director Marcia Anderson

- The monthly board meeting was called to order at 5:01 PM by Dennis Jerome.

**Agenda:** John Soll moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

**Minutes:** Max Peters moved to approve the minutes from the March 12, 2014 board meeting. A second was made by Jean Macdonell. The motion passed unanimously.

**Communications:** None to report.

**Financial Report:**

**Grand Rapids Area Library Bill List  
Invoices Due On/Before April 9, 2014**

AMAZON.COM	\$341.32
AMERIPRIDE LINEN & APPAREL	38.06
ANDERSON, MARCIA	122.70
ARROWHEAD LIBRARY SYSTEM	109.64
BAKER & TAYLOR, INC.	1,629.33
BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
DETTMER, AMY	40.09
FIDELITY SECURITY LIFE INS. CO.	11.27
GARTNER REFRIGERATION CO.	450.00
GRAND RAPIDS CITY PAYROLL	36,754.47
HENRIKSEN, BONNIE	26.75
LAKE COUNTRY JOURNAL MAGAZINE	19.95
LEARNING OPPORTUNITIES INC.	895.52
LINCOLN NATIONAL LIFE	96.10
LINCOLN REPUBLIC INSURANCE CO.	20.50
MINNESOTA REVENUE	36.15
NEXTERA COMMUNICATIONS LLC	84.46
NORTHERN BUSINESS PRODUCTS INC.	134.20
PERSONNEL DYNAMICS LLC	210.64
PHAROS SYSTEMS INT'L INC.	879.00
PITNEY BOWES	143.34
PIZZA WORKS	12.99
P.U.C.	2,404.36
RECORDED BOOKS	467.60
SIM SUPPLY INC.	277.01
THOMSON REUTERS – WEST	202.50
VERIZON WIRELESS	112.46
WASTE MANAGEMENT	250.49
<b>TOTAL ALL VENDORS</b>	<b>\$52,169.90</b>

Director Marcia Anderson answered general questions from the board regarding various financial report line items. Janet Neurauter moved to approve the financial report. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

**Staff Reports:** Marcia Anderson's staff report consisted of a few updates on some items. Director Anderson noted that there are new pendant lights in the library. She also answered questions from the board regarding the 2013 Annual Report to the Community and her staff report.

Old Business: None to report.

New Business:

- *Consent Agenda:*

1. **Approve payment of late bills**
  - a. UMS \$125.30
  - b. MN Women's Press Inc. \$60
  - c. Xerox \$117.82
2. **Approve Contracts**
  - a. Diffley April 30 organic garden \$500 honorarium
  - b. Dooley May 8 local foods cooking \$200 honorarium
3. **Approve Resolution 2014-04; Accepting Donations**
  - a. \$34 from Grand Rapids Garden Club for Northern Gardner magazine
  - b. \$100 from Shirley Stanek in honor of Chet Stanek

John Soll moved to approve the consent agenda. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

- **Regular Agenda:**

1. **Approve summer schedule of Saturdays:** Director Marcia Anderson proposed that the library be closed the Saturday of Memorial Day Weekend, the Saturday of Labor Day Weekend, and Saturday July 5<sup>th</sup>. After a discussion with union steward Will Richter, John Soll moved to approve the summer schedule of Saturdays. A second was made by Max Peters. The motion passed unanimously.
  2. **Adopt strategic plan 2014-2017:** Marcia Anderson noted that the strategic plan is a work in progress, and some changes will be made. Dennis Jerome moved to approve the adoption of the strategic plan for 2014 – 2017. A second was made by Max Peters. The motion passed unanimously.
  3. **Authorize use of meeting room by Uncommon Loons on Sunday June 29 in case of inclement weather:** The Uncommon Loons would like to use the lawn of the library for a performance on June 27, 28, and 29 of 2014. They would also like to use the meeting room on Sunday, June 29. However, the library does not normally let people use the meeting room when the library is closed. Director Anderson is willing to make an exception and let the Uncommon Loons use the meeting room in the case of inclement weather. Jean Macdonell moved to approve the authorization of the use of the meeting room by Uncommon Loons on Sunday, June 29 in case of inclement weather. A second was made by John Soll. The motion passed unanimously.
- The monthly board meeting was adjourned at 5:40 PM by Dennis Jerome.

Board member John Soll introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-04  
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:

- \$34 Grand Rapids Garden Club for Northern Gardner magazine subscription
- \$100 Shirley Stanek in memory of Chester Stanek

Adopted this 9<sup>th</sup> day of April 2014

  
Dennis Jerome, President

  
Abby Kuschel, Secretary

Board member JEAN MARDONELL seconded the foregoing resolution and the following voted in favor thereof: DENNIS JEROME, JAVET NEURAUTER, MAX PETERS, JOHN SOLL, JEAN MARDONELL

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

ALPHA GRAND RAPIDS AREA LIBRARY BILL LIST - MAY 14, 2014

DATE: 05/08/2014  
 TIME: 10:29:10  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/14/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	621.02	442.39
0113233	AMERIPRIDE LINEN & APPAREL	1,918.48	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	506.71	155.88
0201428	BAKER & TAYLOR, INC	9,100.60	3,687.54
0205640	LEAGUE OF MN CITIES INS TRUST	370,442.00	11,163.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	162,327.50	4,699.00
0221700	BUSY BEES QUALITY CLEANING	6,800.00	1,700.00
0315455	COLE HARDWARE INC	3,117.22	0.72
0405447	DELTA DENTAL OF MINNESOTA	12,571.20	216.75
0405500	DEMCO	2,098.35	138.09
0405738	AMY DETTMER	103.09	15.10
0409727	DIVERSE MEDIA INC	72.91	27.95
0605191	FIDELITY SECURITY LIFE INS CO	290.05	22.54
0618215	MICHAEL FREDERICK	0.00	20.00
0701650	GARTNER REFRIGERATION CO	9,521.09	2,535.08
0701900	GAYLORD BROTHERS	621.86	108.82
0718015	GRAND RAPIDS CITY PAYROLL	1,864,331.03	55,131.33
0718070	GRAND RAPIDS STATE BANK	8,940.56	18,250.00
1021515	JUNIOR LIBRARY GUILD	63.00	183.00
1209516	LINCOLN NATIONAL LIFE	4,189.35	639.10
1301253	MATTHEW BENDER & COMPANY INC	0.00	149.63
1309199	MINNESOTA ENERGY RESOURCES	63,937.92	865.81
1309235	MN STATE HORTICULTURAL SOCIETY	0.00	62.00
1309335	MINNESOTA REVENUE	14,880.83	55.42
1309398	MINNESOTA WOMEN'S PRESS	60.00	60.00
1405850	NEXTERA COMMUNICATIONS LLC	1,825.43	89.56
1415377	NORTHERN BUSINESS PRODUCTS INC	4,786.73	2,035.42
1601750	PAUL BUNYAN COMMUNICATIONS	2,528.50	488.40
1605665	PERSONNEL DYNAMICS LLC	820.96	126.92
1609925	PIZZA WORKS	46.96	11.00
1621130	P.U.C.	88,669.31	2,390.26
1801519	RANGE CREDIT BUREAU INC	0.00	50.16
1908570	SHOWCASES	0.00	867.67
1909510	SIM SUPPLY INC	6,969.87	152.70
2114356	UNIQUE MANAGMENT SERVICES	814.45	268.50
2201170	THE TIMBERJAY	0.00	45.00
2205637	VERIZON WIRELESS	8,762.61	112.46
2209421	VIKING ELECTRIC SUPPLY INC	1,337.60	149.40
2301700	WASTE MANAGEMENT	6,755.44	606.25
2405650	XEROX CORPORATION	538.95	145.55
T000944	ATINA DIFFLEY	50.00	50.00
T000945	BETH DOOLEY	200.00	200.00

TOTAL ALL VENDORS: 108,156.46

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2014**  
*With Comparative Totals for April 30, 2013*

	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	368,148	383,238	383,238	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>431,434</b>	<b>441,869</b>	<b>441,869</b>	
<b>Revenues:</b>				
Taxes	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	1,957	1,755	11,182	16%
Fines & Forfeits	3,775	4,116	15,000	27%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	11,609	2,400	-	0%
Miscellaneous	7,410	5,518	12,500	44%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>27,012</b>	<b>13,789</b>	<b>772,657</b>	<b>2%</b>
<b>Expenditures:</b>				
Personnel	169,523	170,607	544,347	31%
Supplies/Materials	25,365	36,114	94,600	38%
Other Services/Charges	42,047	39,191	133,710	29%
Blandin Grant	1,562	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>238,497</b>	<b>245,912</b>	<b>772,657</b>	<b>32%</b>
Revenues > Expenditures	(211,485)	(232,123)	-	
Library Foundation Grant-Capital Grant	12,338	-	-	0%
Capital Outlay	43,040	-	-	0%
<b>Fund Balance 4/30/XX</b>				
Cash Flow	125,961	151,115	383,238	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
<b>TOTAL FUND BALANCE 4/30/XX</b>	<b>\$ 189,247</b>	<b>\$ 209,746</b>	<b>\$ 441,869</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,235 as of 03/31/14. This endowment is not available for current operations.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **APRIL 30, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	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	590	31%
211-00-34-00-7975	INTERNET	3,000	1,026	34%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	140	0%
211-00-35-00-1030	LIBRARY FINES	15,000	4,116	27%
211-00-37-00-2310	DONATIONS	2,500	44	2%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,075	108%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	39	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	2,400	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	2,071	69%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,005	53%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	13,789	2%
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	309,781	88,515	29%
211-00-75-10-1030	SALARY-PARTTIME	101,697	28,610	28%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	894	30%
211-00-75-10-1210	PERA	29,832	8,492	28%
211-00-75-10-1220	FICA	25,512	6,872	27%
211-00-75-10-1250	MEDICARE	5,966	1,607	27%
211-00-75-10-1310	HEALTH INSURANCE	63,855	33,639	53%
211-00-75-10-1330	LIFE INSURANCE	246	532	216%
211-00-75-10-1335	DENTAL INSURANCE	1,858	557	30%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	886	37%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,602	45%
211-00-75-20-2020	COPY SUPPLIES	1,000	203	20%
211-00-75-20-2030	PRINTING/BINDING	600	214	36%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,634	66%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	4,412	37%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	359	36%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,746	137%
211-00-75-20-2110	BOOKS	42,000	17,295	41%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,142	35%
211-00-75-20-2130	NEWSPAPERS	1,000	689	69%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	653	22%
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	-	0%
211-00-75-30-3070	LAUNDRY	480	379	79%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,698	67%
211-00-75-30-3210	TELEPHONE	7,000	1,680	24%
211-00-75-30-3220	POSTAGE/FREIGHT	500	74	15%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%
211-00-75-30-3255	STAFF TRAINING	500	67	13%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	230	77%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	748	31%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%



CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH APRIL 30, 2014

<b>Account Number</b>	<b>Account Description</b>	<b>2014 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3610	GENERAL INSURANCE	9,000	3,721	41%
211-00-75-30-3810	ELECTRICITY	39,930	7,497	19%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	981	61%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,715	93%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,671	33%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,312	15%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	1,681	168%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	513	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,243	41%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	2,716	54%
211-00-75-30-4100	EQUIPMENT LEASES	900	254	28%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	<u>772,657</u>	<u>245,912</u>	32%
	SURPLUS REVENUES(EXPENDITURES)	<u>\$ -</u>	<u>\$ (232,123)</u>	

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/14
<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	146,478.10	146,478.10	0.00
211-00-00-00-1010	CASH	421,741.77	17,284.47	263,664.63	175,361.61
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	4,780.00	0.00	0.00	4,780.00
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
211-00-00-00-1315	DUE FROM MN FOUNDATION	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	32,727.00	0.00	0.00	32,727.00
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	16,251.37	0.00	16,251.37	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.00	444.25	444.25	444.25
211-00-00-00-1620	BUILDINGS	13,819.81	0.00	4,606.60	9,213.21
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	11,285.38	11,285.38	0.00
<b>TOTAL</b>		<b>475,610.14</b>	<b>189,312.01</b>	<b>442,286.08</b>	<b>222,636.07</b>
<b>TOTAL ASSETS</b>					
		<b>475,610.14</b>	<b>189,312.01</b>	<b>442,286.08</b>	<b>222,636.07</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	245,414.63	237,813.16	8,058.96
211-00-00-00-2030	SALES TAX PAYABLE	0.00	127.30	178.85	51.55
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	12,381.99	12,381.99	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,780.00	0.00	0.00	4,780.00
211-00-00-00-2220	DEFERRED REVENUES	918.75	918.75	0.00	0.00
<b>TOTAL</b>		<b>33,741.17</b>	<b>258,842.67</b>	<b>237,992.01</b>	<b>12,890.51</b>
<b>TOTAL LIABILITIES</b>					
		<b>33,741.17</b>	<b>258,842.67</b>	<b>237,992.01</b>	<b>12,890.51</b>

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/14
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	441,868.97	0.00	0.00	441,868.97
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	11,285.38	11,285.38	0.00
TOTAL		441,868.97	11,285.38	11,285.38	441,868.97
	FUND SURPLUS (DEFICIT)	0.00	232,123.41	0.00	(232,123.41)
TOTAL FUND EQUITY		441,868.97	243,408.79	11,285.38	209,745.56
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	502,251.46	249,277.39	222,636.07

GRAND RAPIDS AREA LIBRARY BILL LIST - MAY 14, 2014

DATE: 05/08/2014  
 TIME: 10:21:55  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/14/2014

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	442.39
0113233	AMERIPRIDE LINEN & APPAREL	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	155.88
0201428	BAKER & TAYLOR, INC	3,687.54
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	0.72
0405500	DEMCO	138.09
0405738	AMY DETTMER	15.10
0409727	DIVERSE MEDIA INC	27.95
0618215	MICHAEL FREDERICK	20.00
0701650	GARTNER REFRIGERATION CO	2,535.08
0701900	GAYLORD BROTHERS	108.82
1021515	JUNIOR LIBRARY GUILD	183.00
1301253	MATTHEW BENDER & COMPANY INC	149.63
1309235	MN STATE HORTICULTURAL SOCIETY	62.00
1415377	NORTHERN BUSINESS PRODUCTS INC	2,035.42
1605665	PERSONNEL DYNAMICS LLC	126.92
1609925	PIZZA WORKS	11.00
1801519	RANGE CREDIT BUREAU INC	50.16
1908570	SHOWCASES	867.67
1909510	SIM SUPPLY INC	152.70
2114356	UNIQUE MANAGMENT SERVICES	143.20
2201170	THE TIMBERJAY	45.00
2209421	VIKING ELECTRIC SUPPLY INC	149.40
2405650	XEROX CORPORATION	27.73

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 12,873.46

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	11,163.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	216.75
0605191	FIDELITY SECURITY LIFE INS CO	22.54
0718015	GRAND RAPIDS CITY PAYROLL	55,131.33
0718070	GRAND RAPIDS STATE BANK	18,250.00
1209516	LINCOLN NATIONAL LIFE	639.10
1309199	MINNESOTA ENERGY RESOURCES	865.81
1309335	MINNESOTA REVENUE	55.42
1309398	MINNESOTA WOMEN'S PRESS	60.00
1405850	NEXTERA COMMUNICATIONS LLC	89.56
1601750	PAUL BUNYAN COMMUNICATIONS	488.40
1621130	P.U.C.	2,390.26
2114356	UNIQUE MANAGMENT SERVICES	125.30
2205637	VERIZON WIRELESS	112.46

GRAND RAPIDS AREA LIBRARY BILL LIST - MAY 14, 2014

DATE: 05/08/2014  
 TIME: 10:21:55  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/14/2014

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	606.25
2405650	XEROX CORPORATION	117.82
T000944	ATINA DIFFLEY	50.00
T000945	BETH DOOLEY	200.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 95,283.00
TOTAL ALL DEPARTMENTS		108,156.46

CITY OF GRAND RAP.  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	603,975.00	0.00	0.00	603,975.00	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-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	603,975.00	0.00	0.00	603,975.00	0
TOTAL TAXES		0.00	603,975.00	0.00	0.00	603,975.00	0
<b>INTERGOVERNMENTAL</b>							
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	130,000.00	0.00	0.00	130,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	130,000.00	0.00	0.00	130,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	130,000.00	0.00	0.00	130,000.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	0.00	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	162.89	1,900.00	589.63	0.00	1,310.37	31
211-00-34-00-7975	INTERNET	271.37	3,000.00	1,025.66	0.00	1,974.34	34
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100.00	0.00	140.00	0.00	(140.00)	100
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	0.00	0.00	0.00	0.00	0.00	0
TOTAL		534.26	11,182.00	1,755.29	0.00	9,426.71	16
TOTAL CHARGES FOR SERVICES		534.26	11,182.00	1,755.29	0.00	9,426.71	16
<b>FINES &amp; FORFEITS</b>							

CITY OF GRAND RA.  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,087.19	15,000.00	4,115.65	0.00	10,884.35	27
TOTAL		1,087.19	15,000.00	4,115.65	0.00	10,884.35	27
TOTAL FINES & FORFEITS		1,087.19	15,000.00	4,115.65	0.00	10,884.35	27
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	2,500.00	44.00	0.00	2,456.00	2
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	1,075.00	0.00	(75.00)	108
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	38.97	0.00	(38.97)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	300.00	0.00	0.00	300.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,283.76	0.00	16.24	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	2,400.00	0.00	2,400.00	0.00	(2,400.00)	100
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	475.00	3,000.00	2,071.00	0.00	929.00	69
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	326.63	1,900.00	1,004.90	0.00	895.10	53
211-00-37-00-2455	NATURAL GAS REBATE	0.00	0.00	0.00	0.00	0.00	0
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	0.00	2,500.00	0.00	0.00	2,500.00	0
TOTAL		3,201.63	12,500.00	7,917.63	0.00	4,582.37	63
TOTAL MISCELLANEOUS REVENUE		3,201.63	12,500.00	7,917.63	0.00	4,582.37	63
<b>OTHER SOURCES</b>							
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
TOTAL REVENUES:		4,823.08	772,657.00	13,788.57	0.00	758,868.43	2

CITY OF GRAND RA  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2014

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							
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	24,249.18	309,781.00	88,515.23	0.00	221,265.77	29
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	7,824.64	101,697.00	28,609.92	0.00	73,087.08	28
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	126.92	3,000.00	893.88	0.00	2,106.12	30
211-00-75-10-1210	PERA	2,325.35	29,832.00	8,491.58	0.00	21,340.42	28
211-00-75-10-1220	FICA	1,877.28	25,512.00	6,872.13	0.00	18,639.87	27
211-00-75-10-1250	MEDICARE	439.05	5,966.00	1,607.25	0.00	4,358.75	27
211-00-75-10-1310	HEALTH INSURANCE	3,847.28	63,855.00	33,639.12	0.00	30,215.88	53
211-00-75-10-1330	LIFE INSURANCE	565.55	246.00	532.37	0.00	(286.37)	216
211-00-75-10-1335	DENTAL INSURANCE	139.17	1,858.00	556.68	0.00	1,301.32	30
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	3.48	0.00	(3.48)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	200.00	0.00	0.00	200.00	0
211-00-75-10-1510	WORKERS COMPENSATION	221.40	2,400.00	885.60	0.00	1,514.40	37
TOTAL PERSONNEL		41,616.69	544,347.00	170,607.24	0.00	373,739.76	31
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	1,114.58	8,000.00	3,601.54	0.00	4,398.46	45
211-00-75-20-2020	COPY SUPPLIES	37.49	1,000.00	202.56	0.00	797.44	20
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	213.77	0.00	386.23	36
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	695.45	4,000.00	2,634.23	0.00	1,365.77	66
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	4,412.00	0.00	7,588.00	37
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	359.00	0.00	641.00	36
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2100	OPERATING SUPPLIES	286.85	2,000.00	2,746.35	0.00	(746.35)	137
211-00-75-20-2110	BOOKS	2,348.18	42,000.00	17,295.13	0.00	24,704.87	41



CITY OF GRAND RAJ  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2014

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2120	AUDIO/VISUAL	312.70	9,000.00	3,142.09	0.00	5,857.91	35
211-00-75-20-2130	NEWSPAPERS	45.00	1,000.00	689.28	0.00	310.72	69
211-00-75-20-2140	PERIODICALS	62.00	8,000.00	164.95	0.00	7,835.05	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	86.01	3,000.00	652.61	0.00	2,347.39	22
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>							
		4,988.26	94,600.00	36,113.51	0.00	58,486.49	38
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3070	LAUNDRY	57.09	480.00	379.27	0.00	100.73	79
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	61.00	4,000.00	2,697.97	100.00	1,202.03	70
211-00-75-30-3210	TELEPHONE	333.76	7,000.00	1,680.46	0.00	5,319.54	24
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	74.36	0.00	425.64	15
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	1,000.00	122.70	0.00	877.30	12
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	66.84	0.00	433.16	13
211-00-75-30-3300	COMMUNITY ED PROMOTION	0.00	300.00	230.00	0.00	70.00	77
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	193.36	2,400.00	748.26	0.00	1,651.74	31
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	150.00	0.00	0.00	150.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	930.25	9,000.00	3,721.00	0.00	5,279.00	41
211-00-75-30-3810	ELECTRICITY	606.25	39,930.00	7,497.39	0.00	32,432.61	19
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,600.00	981.04	0.00	618.96	61
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,715.45	0.00	284.55	93
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	5,000.00	1,670.50	0.00	3,329.50	33
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	2,311.88	0.00	12,688.12	15
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,681.41	0.00	(681.41)	168
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	512.75	0.00	9,487.25	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	1,242.87	0.00	1,757.13	41



CITY OF GRAND RA.  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
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ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		52,882.21	772,657.00	245,911.98	100.00	526,645.02	32
TOTAL FUND REVENUES		4,823.08	772,657.00	13,788.57	0.00	758,868.43	2
TOTAL FUND EXPENSES		52,882.21	772,657.00	245,911.98	100.00	526,645.02	32
FUND SURPLUS (DEFICIT)		(48,059.13)	0.00	(232,123.41)			
TOTAL ALL FUND REVENUES		4,823.08	772,657.00	13,788.57	0.00	758,868.43	2
TOTAL ALL FUND EXPENSES		52,882.21	772,657.00	245,911.98	100.00	526,645.02	32
ALL FUND SURPLUS (DEFICIT)		(48,059.13)	0.00	(232,123.41)			

## Director's report March

### Agenda Items:

**laws Review:** DJ and Jean agreed to be on a review committee for reviewing the bylaws, and that got side-tracked by the start of the strategic planning process. I would like to re-start it again. Any other volunteers? Any overall recommendations? (ie. Shorter and more general is better, or longer and more detailed is better)

**Policy Review:** I would like to start a policy review process and assign several policies to small groups, and have you think about them and test them against current reality. The first step will be reading The Freedom to Read statement, The Library Bill of Rights and the Code of Ethics, all from the American Library Association and Included as Appendices in our policy manual. These should be included in your Board book, either paper or electronic. The second step will be reviewing our policies to make sure each of them conform, as well as meeting the requirements of state law!

If you don't have a policy manual that includes these documents, let me know, and I can provide either paper or electronic documents.

### Council Work session

I have been asked to talk to the City Council on Monday, May 12 at their 4 pm work session. The Audit Management Report pointed out that the Library's fund balance is about \$93,000 less than the target set in our fund balance policy. This raised red flags for the Council. I need to remind them that we did have a plan to build up the fund balance again, but they chose to cut that from our proposed budget last year. We did wind up adding to our fund balance last year because we could not purchase the replacement light fixtures that we had reserved money for.

### Strategic Plan

We made some small changes to the furniture configuration in the Library near the entrance to make it more open and provide more space for sitting. We also purchased a bulletin board for placement of community rent and resource notices in the Lobby

We are still talking about how to create a child-friendly space and the Friends and the Foundation have both expressed a willingness to provide support.

I had a conversation with the Program Committee last week and talked about what we had heard from people about having more discussion-type programs and do-it-yourself workshop type programs and programs or activities that take advantage of the River and the grounds. They were enthusiastic about expanding the options for programs. They have already scheduled a river walk with John Latimer in late May and are planning a butterfly walk.

### ECFE/ Story Time update

ECFE teachers have been providing our story times, both Monday and Saturday, for years. We pay them \$4000 for the school year for Mondays, and \$80/session for Saturdays. They provide a teacher, an assistant, plus snacks and craft material. We have not required registration for any of the classes, and have always provided numbers to ECFE. This past year, we were asked to ask families to fill out a two-page form which asked for demographic and income information. I contacted the head of ECFE and pointed out that this was a very intimidating form and not something that we wanted to subject families to for a Library program. I offered to collect basic information in some other format if they were required to have it. I did not hear back from ECFE. I have since heard through the grapevine that there is some state requirement for this particular form for funding, but I have not heard directly from ECFE. If that is true, we may be looking at alternative ways to provide story times.

### Fishing Equipment

We received additional fishing rods from the DNR to add to our collection of equipment. There was an article Wednesday's Herald Review about the recent donation.

### MN Power Foundation

I worked with the Library Foundation on a grant application to the MN Power Foundation for completion of the solar sunflowers. They rejected an application 2 years ago, but did issue an invitation to apply again for

funds to complete a project. The application will be for enough money to complete the installation of the solar panels, including the mounting and tracking hardware and the sunflower graphics. They meet in May so we should hear something later this month.

**Volunteer Event**

Bonnie organized a volunteer event on Wednesday, May 7 and nearly 30 people attended, including FOL, Foundation Board members and volunteers who come in regularly. The Harpist played in the Library for about 45 minutes, and we received positive comments on that.

# Assistant Director Report

## May 2014

### Teens

#### *Teen Advisory Board Meeting April 29*

Members present: Emi S., Paige C., Gabby L., Jonas T., Elizabeth T., Desiree R.

Talked about teen photo contest and changes to make to it. The summer reading theme is Paws to Read. One of the categories for the photo contest will be photos of animals. The animals could be pets or random animals.

I asked members if they had any ideas about who to contact for judging Battle of the Bands. Members gave suggestions.

There were 18 entries in the teen room monthly drawing. There were 2 winners this month, Matt R. and Gabby L.

### Staff

Tracy continues to attend Project Read meetings.

Darla and Tracy attended Spotlight on Books at Sugar Lake Lodge. Spotlight is every April at Sugar Lake Lodge and is a conference for adults focused on youth literature. Darla is on the planning committee and wrote press releases for newspapers. She also introduced the keynote speaker, Will Alexander, before he spoke. Tracy did two presentations during the weekend. She showed how to repair paperback books and also talked about Project Read. The cool thing about Spotlight is people come from all over the state to attend.

Tracy and Michelle visited Arrowhead Library System headquarters for a seminar on cataloging. This was the 2<sup>nd</sup> of a 2-part series.

Will attended the city website admin meeting. The committee meets once a month to discuss the city website. John and Will are the library web gurus.

I continue to work with the Arts and Culture Commission. The Commission is in the process of working with consultants to do an arts and culture plan for the city.

### Operations

Hopefully you will notice the major change in the library when you walk in. We removed the monstrous table with dividers that we had community information on. We swapped it out with small café tables and took off the divider to make a large table space. We added a bulletin board in the lobby for flyers from the community. We moved one small rectangle table to the magazine area. A huge positive change I've noticed is patrons can see the reference desk more easily.

The 2<sup>nd</sup> annual Peeps Diorama contest was a success. There were 15 dioramas and 100 people that voted for their favorite diorama. We'll have the 3<sup>rd</sup> annual contest next year!

CIRCULA. J THIS MONTH YTD Y. 2013 Express Check outs % of total c/o -pr-14

Check-outs	12,602	49,017	54,798	-10.55%	2,774	22.01%
Renewals	1,830	7,109	7,610	-6.58%		
Total Circulation	14,432	56,126	62,408	-10.07%		
Returns	14,635	54,792	60,771	-9.84%		
New cards	114	386	434	-11.06%		

Door count 10313  
as of 3/1 includes all visitors to library

**TECHNICAL PROCESSES**  
Books cataloged and processed  
Withdrawn copies  
Withdrawn Titles

<b>THIS MONTH</b>	<b>YTD</b>	<b>YTD 2013</b>
437	2,137	2,275
692	2,529	1,048
571	1,489	1,015

**REFERENCE**  
tests proctored  
computer help over 5 minutes

<b>THIS MONTH</b>	<b>YTD</b>	<b>YTD 2013</b>
705	2,882	3,645
17	36	35
2	41	29

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

<b>SESSIONS</b>	<b>HOURS</b>	<b>YTD SESSIONS</b>	<b>YTD HOURS</b>	<b>2013 YTD SESSIONS</b>	<b>2013 YTD HOURS</b>
1,359	1,651	5,326	3,989	6,369	3,719

**Non-Pharos sessions**  
**VOLUNTEERS**

<b>PEOPLE</b>	<b>HOURS</b>	<b>YTD HOURS</b>	<b>2013 YTD HOURS</b>
48	289.00	226	821.50

**MEETING ROOM**  
COMMUNITY ROOM

<b>GROUPS</b>	<b>YTD GROUPS</b>	<b>2013 YTD GROUPS</b>
45	145	181

beginning March 1 we started counting all visitors no matter where they went

**PROGRAMS & TOURS**

<b>BOOK TIME</b>	<b>PROGRAMS</b>	<b>PEOPLE</b>	<b>YTD PROGRAMS</b>	<b>YTD PEOPLE</b>	<b>2013 YTD PROGRAMS</b>	<b>2013 YTD PEOPLE</b>
SATURDAY STORY TIME	6	130	24	427	26	571
CLASS VISITS	4	104	30	959	24	707
NON SCHOOL GROUPS	3	43	11	195	21	329
CHILDREN'S PROGRAMS	2	40	7	283	8	453
TEEN PROGRAMS	3	139	10	177	14	283
<b>Total Youth Programs</b>	<b>18</b>	<b>456</b>	<b>82</b>	<b>2,041</b>	<b>93</b>	<b>2,343</b>
Total Adult Programs	5	125	16	441	21	536

**BOOKINGS & ARRANGEMENTS**  
**TOTALS**

<b>HRS THIS MONTH</b>	<b>HRS YTD</b>	<b>HRS YTD 2013</b>
8	38	41

## CHILDREN'S LIBRARY SUMMARY

**April 2014**

Who would have guessed that as the snow melted, our attendance at Book Time and Storytime would grow again! Mondays especially, have seen a very nice increase in numbers. We also had 2 visits from the middle school special education class, and a visit from Mrs. Francisco's 3<sup>rd</sup> grade at Southwest.

April 11 and 12, Tracy and I attended Spotlight on Books at Sugar Lake Lodge, where we met three Minnesota authors, one who also illustrates his books. Will Alexander won the National Book award last year for "Goblin Secrets;" Michael Hall creates amazing picture books, and "cousin" Mary Logue's first picture book, "Sleep Like a Tiger" was named a Caldecott Honor book.

I attended Kindergarten Round-up on April 15 and visited with about 150 families. Many were familiar faces from the library. It's always fun to watch dads' eyes light up when they see the poster informing them that the library has fishing rods and life jackets.

Saturday, April 24 was the annual Children's Fair at the IRC. Tracy and her two daughters manned a booth where they interacted with more than 650 families!

April's family movie was "Frozen" and, although there were no Marines present, there were 26 people in attendance, and many were singing along.

As we continue to weed, repair and improve the Children's library, we are always hoping for new ideas from our patrons.

Looking ahead:

- 17 class visits scheduled in May!
- Monday, May 19: we have a Special Book Time event with Reif Center dance instructor Brianna Hall and some of the cast of "Alice in Wonderland."
- Thursday, May 22: family movie night features "Cloudy with a Chance of Meatballs 2."





**Minnesota Department of Public Safety**  
**Alcohol and Gambling Enforcement Division**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY**  
**TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number	
Grand Rapids Players		07/1947	416053919	
Address	City	State	Zip Code	
PO BOX 26 / 1944 NE 7 <sup>th</sup> AVE	Grand Rapids	Minnesota	55744	
Name of person making application		Business phone	Home phone	
John E Schroeder		218-999-9650	218-398-7806	
Date(s) of event	Type of organization			
June 27, 28, 29	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip
X Stephanie Schroeder - Sec.		Grand Rapids	Minnesota	55744
Add New Officer				

Location where permit will be used. If an outdoor area, describe.  
 Outdoors Riverfront Park, grassy area west of Grana Rapids Area Public Library.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
 No arrangement currently made, but purchase or donation will be sought with Jerry's warehouse liquors for wine.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Great Lakes Agency - Don Lathrop  
 Coverage \$1,000,000

**APPROVAL**  
 APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

\_\_\_\_\_ Signature City Clerk or County Official                     
 \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

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



### **Fund Statement(s)**

January 1, 2014 - March 31, 2014

### **Confidential and Privileged Information**

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

#### **For Questions Regarding This Statement:**

<b>Contact:</b>	Aurea Gerard
<b>Title:</b>	Partner Relations Associate
<b>Phone:</b>	651-325-4266 800-875-6167
<b>Email:</b>	<a href="mailto:aurea.gerard@mnpartners.org">aurea.gerard@mnpartners.org</a>
<b>Address:</b>	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

**The Grand Rapids Public Library Endowment Fund (5350)  
of Minnesota Community Foundation**

**Fund Statement**

January 1, 2014 - March 31, 2014

Prepared on: 4/30/2014

Prepared for: Grand Rapids Public Library

**Fund ID: 5350**

**Fund Activity**

<b>Beginning Balance on January 1, 2014</b>	\$	<b>32,727</b>
<b>Investment Activity</b>		
Interest & Dividends		109
Investment Gain/(Loss)		744
<b>Disbursements</b>		
Administrative Fees		(52)
Grants Paid		(1,284)
Investment Expenses		(10)
<b>Ending Balance on March 31, 2014</b>	\$	<b>32,235</b>
<b>Approved Grants to be Paid (Returned)</b>		-
<b>Uncommitted Balance on March 31, 2014</b>	\$	<b>32,235</b>

**Summary of Assets**

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	33,571	104.1%	2.5%	14.0%	9.6%	14.4%
Assets Awaiting Investment	(1,335)	-4.1%				
	\$ 32,235	100.0%				



Minnesota Community Foundation

**The Grand Rapids Public Library Endowment Fund (5350)**  
**of Minnesota Community Foundation**  
**Fund Statement**  
January 1, 2014 - March 31, 2014

There were no contributions during this statement period.



<b>Grants Paid (Returned)</b>		
<b>Paid Date</b>	<b>Organization</b>	<b>Amount</b>
03/11/2014	Grand Rapids Public Library	\$ 1,284
		<b>\$ 1,284</b>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)**  
**of Minnesota Community Foundation**  
**Fund Statement**  
January 1, 2014 - March 31, 2014

**Available to Grant Activity**

<b>Amount Available to Grant from Previous Year</b>	-
Available to Grant in the current year	1,284
Grants (Paid)/Returned in the current year	<u>(1,284)</u>
<b>Amount Available to Grant as of March 31, 2014</b>	<u>-</u>
Grants Scheduled to be paid in the current year	-
<b>Uncommitted Amount Available to Grant as of March 31, 2014</b>	<u><u>-</u></u>

**Future Year Grant Commitments**

