

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 13 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**

Library Department Head Report to Council

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

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

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

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

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

1. Approve payment of late bills

2. Approve Contracts

a. Becky Fjelland Davis, July 18, 2 writing programs, \$250

3. Approve Resolution 12-06 Accepting Donations

\$20	Lisa Borelli	undesignated in honor of Lois Scanlon
\$100	Barb Sanderson	undesignated in honor of Lois Scanlon
\$50	Suzette Bennett	undesignated in honor of William Cromell
\$100	Barb Sanderson	undesignated in honor of Ken Hickman
\$200	Splithand Township	undesignated

National Endowment for the Humanities Material for Civil War Discussion Series including 75 books and discussion guides

Regular agenda

1. Discuss divider wall

2. Adjust meeting Room Rental Rates

6:00 **Adjourn.**

Grand Rapids Area Library Board
Regular Monthly Meeting
May 9, 2012

Members present: Dennis Jerome, Cheryl Stephens, Max Peters, Abby Kuschel, Vicky Harding, Jemma Baker, John Soll, David Yankowiak

Members Absent: Shannon Benolken

Library Director: Marcia Anderson

The monthly board meeting was called to order at 5:01 pm by Dennis Jerome

Agenda: Cheryl Stephens moved to approve the agenda; second by Abby Kuschel. Motion passed unanimously

Minutes: John Soll moved to approve the minutes of the April board meeting; second by David Yankowiak. Motion passed unanimously.

Communications: Minnesota Community Foundation quarterly statement showing a net gain for the first quarter of \$ 524 reported by director Anderson.

Financial Report:

Invoices due on or before 5/9/12

Amazon.com	110.53
Ameripride Linen & Apparel	34.60
Arrowhead Library System	70.91
Baker & Taylor, Inc.	1,232.66
Blue Cross/Blue Shield MN	3,779.50
Busy Bees Cleaning	1,700.00
CWD Government	947.59
Cole Hardware	.94
Computer Enterprises	21.99
Delta Dental of Minnesota	228.15
EBSCO Subscription Service	294.00
Fidelity Security Life Ins.	11.27
Grand Rapids City Payroll	33,837.44
ICTV	45.00
Itasca Area Schools	425.00
Michele Johnson	49.78
Junior Library Guild	171.00
Learning Opportunities	292.52
Lexis Nexis	128.34
Minnesota Energy Resources	54.57
Minnesota Sales & Use Tax	45.33

Minuteman Press	16.98
Nextera Communications	95.94
Northern Business Products, Inc.	716.21
Paul Bunyan Communications	244.77
Personnel Dynamics	214.20
Pioneer Mutual Life Ins.	20.50
Pizza Works	11.99
Positive Promotions	140.95
P.U.C.	2,920.96
Rapids Plumbing & Heating	416.00
Recorded Books	34.95
Selco	25.00
SIM Supply, Inc.	158.83
TRU North Electric	739.67
The Timberjay	42.00
Verizon Wireless	114.82
Viking Electric Supply	34.72
Village Book Store	18.36
Waste Management	107.37
West Publishing	180.50
Xerox Corp.	22.92
Lake Superior Zoo	165.00
Deb Cleven	65.00
Ellen Sandbeck	250.00

TOTAL \$ 50,238.76

Motion to approve the financial report by Abby Kushel, second by Vicki Harding. Roll call vote was approved unanimously.

Staff Report: Director Anderson reported that the heat exchanger will be closed by Blandin this spring for maintenance; that the library collaboration will be finalized next week; that the computer classes have been well received and attended and that several holding bins were received from the Rochester library at no cost.

Director Anderson also updated the summer program information and noted collaborative efforts with the Reif Center and ICTV. She mentioned that computer usage was decreasing but that wireless usage was increasing. There were 15-20 people at the volunteer appreciation event and she also provided an update on children's programs.

Old Business: None to report

New Business: Consent Agenda

1. Approve the payment of bills
2. Approve Contracts
 - a. Lake Superior Zoo \$165 June 7th 2 programs
 - b. Samuel Miltich/Clearwater Hot Club \$400 July 12th
 - c. Ellen Sandbeck \$250 May 16th

3. Approve resolution Accepting Donations
 - a. Friends of the Library \$294 Book Page Subscription
 - b. Library Foundation \$1020 Summer Saturday Story Time

Motion by Cheryl Stephens to approve the consent agenda, a second by Jemma Baker. Roll call vote was approved by all present.

Regular Agenda:

1. There was a motion by Cheryl Stephens for the board to authorize director Anderson to apply for a grant from the Blandin Foundation. The motion was seconded by John Soll and approved unanimously.
2. Director Anderson explained that the state requires a technology plan and David Yankowiak, Dennis Jerome and Jemma baker offered to assist director Anderson in this regard.
3. Dennis Jerome and Cheryl Stephens offered to assist director Anderson with the budget. Shannon Benolken was volunteered to continue in that capacity.

There being no further business, Dennis Jerome adjourned the meeting at 5:35 pm.

Respectfully submitted,

Jeff Wartchow

Board member Cheryl Stephens introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-5
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,

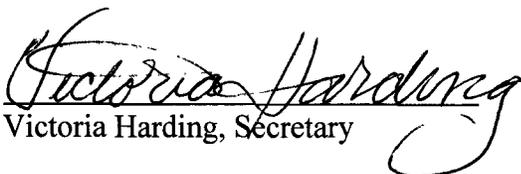
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$294 Friends of the Grand Rapids Area Library Book Page subscription
\$1020 Library Foundation Summer Saturday Story Times

Adopted this 9th day of May 2012



Dennis Jerome, President


Victoria Harding, Secretary

Board member Jemma Baker seconded the foregoing resolution and the following voted in favor thereof: Dennis Jerome, Cheryl Stephens, Max Peters, Abby Kuschel, Vicki Harding, Jemma Baker, John Soll, David Yankowiak

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.



Library Department Head Report

May 29, 2012



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our winter and spring have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, supporting organizations and staff developed a strategic plan in early 2009 and we continue to implement that plan. Library Board members and staff met in April to review progress for the year and develop action plans for the upcoming year.

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

- We have received donations to cover the cost of 2 Literacy Stations, which contain a wealth of educational games for pre-school through elementary aged- students.
- Story Times continue every Saturday, having become a part of the Saturday routine of many families. 30-50 people have attended each week.
- We have monthly Family Movie Nights.
- 994 Children participated in the 2011 summer reading program and the 2012 winter reading program. This is double the participation in 2008/2009
- We continue to take advantage of Legacy-funded Programs provided through the Arrowhead Regional Library System. (Okee Dokee Boys, DSSO Music Around the World, PuppetTellers, History Players Frederick McKinley, Maud Hart Lovelace, Creativity Tank Art Workshops)
- Outreach to parents and children continues, with staff present at:
 - Kindergarten round up
 - Children's Fair
 - SW School literacy fair
 - Community Connect
- Dream Big, Read! Kickoff for our Summer Reading program was May 19, with another Creativity Tank art workshop. 63 children created personalized pillowcases to go along with the Dream Big, Read! theme. About 100 children signed up that Saturday to participate in our Summer Reading Program.
- Upcoming Programs for Children this summer include.
 - Lake Superior Zoo animals, Kenny Ahern (comedian), Sam Miltich & Friends, Star Michaelina (Magician), Cake Decorating, Climb Theater, Wonder Weavers StorytellersWe are collaborating with KAXE to use the tent whenever possible.

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

- Our recent programming for adults has included programs on Preserving Food, Birds and Bird watching (Laura Erickson), Photography,
- Our computers continue to be used often by people taking online classes, or doing homework for local classes.
- We offered two "Tech Petting Zoos" to demonstrate ereaders audio players and other gadgets and how to download eBooks and audio books.
- Online Databases provide 24/7 access to a wealth of research and learning opportunities.
- Upcoming programs include a video workshop for teens and biologist/author Darby Nelson on the state of lakes.



Library Department Head Report

May 29, 2012



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

- We have been offering **beginning computer classes** this winter and spring, turning our meeting room into a computer training area using laptops purchased thanks to a Federal Broadband Access grant through the Blandin Foundation's Minnesota Intelligent Rural Communities Project
- Classes are: *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners, Online Banking & Online Bill Pay*, The 13th class is the evening of May 29th. Total Attendance so far this year= 69
- We will repeat the series of 6 at least once this fall.
- We upgraded our public wireless network in December: The connection is now faster and more reliable. We have an average of about 20 people/day using the wireless network.
- The focus this year for our limited technology budget dollars will be maintaining computer infrastructure and ensuring circulation computers are robust. Few, if any of our public computers will be replaced.

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

- **Legacy-Funded Programs:** We have been able to host several programs arranged by Arrowhead Regional Library System and funded by the MN Arts and Culture Fund, including: *Happy Days are Here Again*. 120 people spread out in the Children's Library to listen to Rhonda Laurie and the Café Street Band perform music of the 30's, 40's and 50's. Jack Salmala, author of *Vikings and Voyageurs*, was accompanied by a French Voyageur and some of his tools. We continue to offer museum passes good for a variety of attractions throughout the region, and occasional event passes to family events such as the *Fancy Nancy* play at the Reif Center.
- **Alternate Formats:** Circulation of downloadable eBooks and audio books has skyrocketed since formats expanded to Kindle devices. We are expanding our collection of *Playaway* audio book devices, thanks to the Library Foundation.
- **Rapids Reads: *Into the Wild* by Jon Krakauer**
 - We collaborated with several community organizations including: Isaac Walton League, Lake Associations, Book Groups, ICC Natural Resources Club to promote a community read program
 - We provided books to lend, several showings of the film based on the book, Speakers included: Will Steger, Kevin Proescholdt, Professor Don Scheese, Harlow Thompson of Itasca County Search and Rescue

Riverfront Energy Center:

The Energy Center, using heat from wastewater discharged from the UPM Blandin plant, came online in early January. The system required tweaking for awhile, but performed better than expected, providing the major heat source for the Library when temperatures were as low as 10 degrees.

Our Natural Gas Bills were as follows: \$1800/Dec \$1600/Jan, \$511/Feb. \$54/March

- The Solar Panels and mounting units and a sunflower design for the frame have been purchased. Work on solar installation will proceed as funds are obtained.
- The next phase is the purchase and development of the Dashboard, which will provide an interactive educational experience and remote observation of energy consumption and CO₂ production. The Library Foundation is raising money for the Dashboard.



Library Department Head Report

May 29, 2012



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Projects in the works:

- **Children's Museum of Minnesota will install a *Play and Learn* space** in one corner of the library in early July – we are a test site for the Museum's development of a project in a rural area. Interactive play areas will provide letter/number/sound and other early literacy reinforcement opportunities.
 - Play structures have local themes (boat, bait shop, garden, Farmer's Market, Peter Pan tree, murals of animals and fish in river habitat)
 - Thanks to Blandin Foundation, Northland Foundation, Grand Rapids Area Library Foundation, Friends of the Grand Rapids Area Library for contributions to the project.
 - We will hold an open house in mid-July when the installation is complete.
- **Sidewalk poetry (1st Friday collaboration)**
Members of our volunteer program committee are working with arts organizations and several downtown businesses to celebrate poetry on July 6. Joyce Sutphen, MN Poet Laureate will present a poetry workshop on Friday afternoon and will invite people to write poetry in chalk on the downtown sidewalks. Entries in the contest will be judged and winners announced during the evening.
- **Teen video workshop and contest in June in collaboration with ICTV**
- ***Indies on Tuesday* International independent film series begins June 12 at the Reif**
- **Civil War series begins later this summer with lectures and discussions**

Communications about library news

We have over 400 names on our general email newsletter list for announcing news, upcoming events and volunteer opportunities. People can now easily subscribe to the newsletter list from our web site and from our blog. Several staff members rotate responsibility for a regular column, *@your library*, in the Herald Review. We have a Grand Rapids Area Library Facebook page maintained by a volunteer. We continue to update our Library blog. We also do regular news releases to local papers and talk regularly with local radio stations.

ALPHA LIBRARY BILL LIST - JUNE 13, 0212

DATE: 06/07/2012
 TIME: 08:55:00
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/13/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100010	5 STAR PEST CONTROL &	106.88	485.00
0113233	AMERIPRIDE LINEN & APPAREL	1,863.10	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	491.78	111.33
0201428	BAKER & TAYLOR, INC	10,132.99	1,390.90
0212750	BLUE CROSS & BLUE SHIELD OF MN	184,676.00	7,559.00
0221700	BUSY BEES QUALITY CLEANING	3,400.00	1,700.00
0315455	COLE HARDWARE INC	4,680.34	32.97
0315508	COMPUTER ENTERPRISES	15,026.60	131.99
0405447	DELTA DENTAL OF MINNESOTA	10,869.10	228.15
0605191	FIDELITY SECURITY LIFE INS CO	259.85	22.54
0618115	FRANTZ GRAPHIC SERVICE	4,375.00	6,975.00
0718015	GRAND RAPIDS CITY PAYROLL	2,186,235.86	51,165.37
0805524	BONNIE HENRIKSEN	39.81	49.09
0900060	ICTV	90,807.82	15.00
1021515	JUNIOR LIBRARY GUILD	538.00	56.00
1205099	LEARNING OPPORTUNITIES INC	2,383.07	79.87
1209516	LINCOLN NATIONAL LIFE	4,692.05	181.40
1309199	MINNESOTA ENERGY RESOURCES	52,596.11	260.56
1309335	MINNESOTA SALES & USE TAX	27,846.42	45.84
1405850	NEXTERA COMMUNICATIONS LLC	1,656.49	97.90
1415377	NORTHERN BUSINESS PRODUCTS INC	8,334.82	384.07
1601750	PAUL BUNYAN COMMUNICATIONS	1,921.44	489.54
1605665	PERSONNEL DYNAMICS, LLC	6,068.90	199.84
1609557	PIONEER MUTUAL LIFE INS CO	1,282.27	20.50
1609925	PIZZA WORKS	70.95	14.99
1621130	P.U.C.	98,043.79	2,231.25
1801610	RAPIDS PLUMBING & HEATING INC	10,909.55	554.00
1909510	SIM SUPPLY INC	7,588.02	36.87
2000490	TDS Metrocom	6,246.42	-312.67
2205637	VERIZON WIRELESS	13,545.57	114.78
2209450	THE VILLAGE BOOK STORE	700.75	130.14
2301700	WASTE MANAGEMENT	9,096.87	106.75
2405650	XEROX CORPORATION	466.73	22.92
T000222	CLEARWATER HOT CLUB	0.00	400.00
TOTAL ALL VENDORS:			75,015.49

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2012
With Comparative Totals for May 31, 2011

	2011 Actual	2012 Actual	2012 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	546,220	328,858	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	51,625	51,625	
Major Equipment Replacement	61,195	14,203	14,203	
TOTAL FUND BALANCE 1/1/XX	690,114	426,183	426,183	
Revenues:				
Taxes	-	-	524,716	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	10,005	10,046	11,182	90%
Fines & Forfeits	5,521	10,286	15,000	69%
Blandin Grant	379	-	-	0%
GR Library Foundation	3,930	5,030	-	0%
Miscellaneous	18,433	39,861	18,700	213%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	56,577	65,223	737,504	9%
Expenditures:				
Personnel	206,946	205,765	509,294	40%
Supplies/Materials	44,997	29,921	86,700	35%
Other Services/Charges	73,761	39,191	141,510	28%
Blandin Grant	1,971	-	-	0%
TOTAL EXPENDITURES	327,675	274,877	737,504	37%
Revenues > Expenditures	(271,098)	(209,654)	-	
Blandin Grant-Capital Grant	100,000	-	-	0%
Capital Outlay	135,024	23,943	-	0%
Fund Balance 5/31/XX				
Cash Flow	240,098	95,261	328,858	
Compensated Absences	29,153	31,497	31,497	
Emergency/unanticipated Expenditures	53,546	51,625	51,625	
Major Equipment Replacement	61,195	14,203	14,203	
TOTAL FUND BALANCE 5/31/XX	\$ 383,992	\$ 192,586	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,032 as of 03/31/12. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MAY 31, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 524,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-4250	STATE OF MINNESOTA	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	6,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	8,045	0%
211-00-34-00-7970	PHOTO COPIES	1,900	718	38%
211-00-34-00-7975	INTERNET	3,000	1,283	43%
211-00-35-00-1030	LIBRARY FINES	15,000	10,286	69%
211-00-37-00-2310	DONATIONS	2,500	9,294	372%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	35	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,348	96%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	5,030	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,944	49%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	790	49%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	200	2%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	65,222	9%
211-00-39-00-5500	FUND BALANCE USAGE	34,906	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	292,654	109,756	38%
211-00-75-10-1030	SALARY-PARTTIME	96,493	36,085	37%
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	-	-	0%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	722	55%
211-00-75-10-1210	PERA	28,213	10,553	37%
211-00-75-10-1220	FICA	24,127	8,614	36%
211-00-75-10-1250	MEDICARE	5,643	2,014	36%
211-00-75-10-1310	HEALTH INSURANCE	56,045	34,890	62%
211-00-75-10-1330	LIFE INSURANCE	246	138	56%
211-00-75-10-1335	DENTAL INSURANCE	1,778	658	37%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,332	84%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,092	36%
211-00-75-20-2020	COPY SUPPLIES	1,000	214	21%
211-00-75-20-2030	PRINTING/BINDING	400	189	47%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,594	40%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,254	63%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MAY 31, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	908	91%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	330	132%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	823	41%
211-00-75-20-2110	BOOKS	40,000	13,563	34%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,056	67%
211-00-75-20-2130	NEWSPAPERS	1,200	315	26%
211-00-75-20-2140	PERIODICALS	7,500	492	7%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,070	36%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	22	6%
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	190	40%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	9,500	38%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	4,006	200%
211-00-75-30-3210	TELEPHONE	7,500	2,521	34%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	85	8%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	240	48%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,000	25	3%
211-00-75-30-3610	GENERAL INSURANCE	11,000	-	0%
211-00-75-30-3810	ELECTRICITY	39,930	10,999	28%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	542	45%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,366	44%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,700	42%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,924	13%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	100	10%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	548	5%
211-00-75-30-4030	ONLINE SERVICES	5,000	822	16%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	1,366	46%
211-00-75-30-4100	EQUIPMENT LEASES	900	258	29%
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%
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	-	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	23,943	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	-	0%
	TOTAL EXPENDITURES	737,504	298,820	41%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (233,598)	

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 05/31/12
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	175,473.61	175,473.61	0.00
211-00-00-00-1010	CASH	551,516.93	136,990.32	519,860.86	168,646.39
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	5,994.00	0.00	0.00	5,994.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,696.08	0.00	288.00	1,408.08
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	27,508.00	0.00	0.00	27,508.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	66,159.11	0.00	66,159.11	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	5,727.79	3,124.45	5,727.79	3,124.45
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	25,704.81	26,327.21	(622.40)
TOTAL		658,711.91	341,293.19	793,836.58	206,168.52
TOTAL ASSETS		658,711.91	341,293.19	793,836.58	206,168.52
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	502,020.97	491,005.72	8,179.19
211-00-00-00-2030	SALES TAX PAYABLE	0.00	159.26	191.54	32.28
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	198,067.00	198,067.00	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	8,452.02	8,452.02	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	5,994.00	0.00	0.00	5,994.00
211-00-00-00-2220	DEFERRED REVENUES	821.50	821.50	0.00	0.00
TOTAL		232,528.96	709,520.75	491,197.26	14,205.47
TOTAL LIABILITIES		232,528.96	709,520.75	491,197.26	14,205.47
FUND EQUITY					

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 05/31/12
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	426,182.95	0.00	0.00	426,182.95
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	26,327.21	25,704.81	(622.40)
TOTAL		426,182.95	26,327.21	25,704.81	425,560.55
	FUND SURPLUS (DEFICIT)	0.00	233,597.50	0.00	(233,597.50)
TOTAL FUND EQUITY		426,182.95	259,924.71	25,704.81	191,963.05
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	969,445.46	516,902.07	206,168.52

LIBRARY BILL LIST - JUNE 13, 0212

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/13/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	111.33
0201428	BAKER & TAYLOR, INC	1,390.90
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	32.97
0315508	COMPUTER ENTERPRISES	131.99
0618115	FRANTZ GRAPHIC SERVICE	6,975.00
0805524	BONNIE HENRIKSEN	49.09
0900060	ICTV	15.00
1021515	JUNIOR LIBRARY GUILD	56.00
1205099	LEARNING OPPORTUNITIES INC	79.87
1415377	NORTHERN BUSINESS PRODUCTS INC	384.07
1605665	PERSONNEL DYNAMICS, LLC	199.84
1609925	PIZZA WORKS	14.99
1801610	RAPIDS PLUMBING & HEATING INC	554.00
1909510	SIM SUPPLY INC	36.87
2209450	THE VILLAGE BOOK STORE	130.14
2405650	XEROX CORPORATION	22.92
T000222	CLEARWATER HOT CLUB	400.00
	TOTAL	12,804.58
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	7,559.00
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	22.54
0718015	GRAND RAPIDS CITY PAYROLL	51,165.37
1209516	LINCOLN NATIONAL LIFE	181.40
1309199	MINNESOTA ENERGY RESOURCES	260.56
1309335	MINNESOTA SALES & USE TAX	45.84
1405850	NEXTERA COMMUNICATIONS LLC	97.90
1601750	PAUL BUNYAN COMMUNICATIONS	489.54
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,231.25
2000490	TDS Metrocom	-312.67
2205637	VERIZON WIRELESS	114.78
2301700	WASTE MANAGEMENT	106.75
	TOTAL PRIOR APPROVAL	62,210.91
	TOTAL ALL DEPARTMENTS	75,015.49

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL. BALANCE	% EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	524,716.00	0.00	0.00	524,716.00	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	524,716.00	0.00	0.00	524,716.00	0
TOTAL TAXES		0.00	524,716.00	0.00	0.00	524,716.00	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	133,000.00	0.00	0.00	133,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	6,282.00	0.00	0.00	6,282.00	0

TOTAL		0.00	139,282.00	0.00	0.00	139,282.00	0
TOTAL INTERGOVERNMENTAL		0.00	139,282.00	0.00	0.00	139,282.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	8,045.00	0.00	8,045.00	0.00	(8,045.00)	100
211-00-34-00-7970	PHOTO COPIES	126.55	1,900.00	717.84	0.00	1,182.16	38
211-00-34-00-7975	INTERNET	233.73	3,000.00	1,282.86	0.00	1,717.14	43
211-00-34-00-7980	LIBRARY FEES	0.00	0.00	0.00	0.00	0.00	0
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		8,405.28	4,900.00	10,045.70	0.00	(5,145.70)	205
TOTAL CHARGES FOR SERVICES		8,405.28	4,900.00	10,045.70	0.00	(5,145.70)	205
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	6,137.64	15,000.00	10,285.77	0.00	4,714.23	69
TOTAL		6,137.64	15,000.00	10,285.77	0.00	4,714.23	69
TOTAL FINES & FORFEITS		6,137.64	15,000.00	10,285.77	0.00	4,714.23	69
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	2,500.00	9,294.00	0.00	(6,794.00)	372
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	35.00	0.00	(35.00)	100
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	0.00	1,400.00	1,348.47	0.00	51.53	96
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	5,030.00	0.00	(5,030.00)	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	206.83	4,000.00	1,943.75	0.00	2,056.25	49
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	109.21	1,600.00	789.59	0.00	810.41	49
211-00-37-00-2455	NATURAL GAS REBATE	0.00	0.00	26,250.00	0.00	(26,250.00)	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	0.00	8,000.00	199.76	0.00	7,800.24	2
TOTAL		516.04	18,700.00	44,890.57	0.00	(26,190.57)	240
TOTAL MISCELLANEOUS REVENUE		516.04	18,700.00	44,890.57	0.00	(26,190.57)	240
OTHER SOURCES							
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	34,906.00	0.00	0.00	34,906.00	0
TOTAL		0.00	34,906.00	0.00	0.00	34,906.00	0
TOTAL OTHER SOURCES		0.00	34,906.00	0.00	0.00	34,906.00	0
TOTAL REVENUES:		15,058.96	737,504.00	65,222.04	0.00	672,281.96	9

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 5 PERIODS ENDING MAY 31, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	22,291.10	292,654.00	109,755.59	0.00	182,898.41	38
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	7,535.78	96,493.00	36,085.28	0.00	60,407.72	37
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	199.84	1,320.00	721.88	0.00	598.12	55
211-00-75-10-1210	PERA	2,157.84	28,213.00	10,552.69	0.00	17,660.31	37
211-00-75-10-1220	FICA	1,751.60	24,127.00	8,613.65	0.00	15,513.35	36
211-00-75-10-1250	MEDICARE	409.65	5,643.00	2,014.38	0.00	3,628.62	36
211-00-75-10-1310	HEALTH INSURANCE	27.50	246.00	137.50	90.70	17.80	93
211-00-75-10-1330	LIFE INSURANCE	131.53	1,778.00	657.65	0.00	1,120.35	37
211-00-75-10-1335	DENTAL INSURANCE	0.87	0.00	4.35	11.27	(15.62)	100
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	0.00	2,775.00	2,332.07	0.00	442.93	84
TOTAL PERSONNEL		37,591.69	509,294.00	205,764.94	101.97	303,427.09	40
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	6.41	8,500.00	3,092.47	0.00	5,407.53	36
211-00-75-20-2020	COPY SUPPLIES	34.40	1,000.00	213.55	0.00	786.45	21
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	188.55	0.00	211.45	47
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	343.26	4,000.00	1,593.59	0.00	2,406.41	40
211-00-75-20-2070	COMPUTER INVENTORY	233.64	2,000.00	1,254.33	0.00	745.67	63
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	6,000.00	0.00	0.00	6,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	908.08	0.00	91.92	91
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	250.00	329.96	0.00	(79.96)	132
211-00-75-20-2100	OPERATING SUPPLIES	32.97	2,000.00	822.73	0.00	1,177.27	41
211-00-75-20-2110	BOOKS	1,671.86	40,000.00	13,563.20	0.00	26,436.80	34

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	15.00	9,000.00	6,055.59	0.00	2,944.41	67
211-00-75-20-2130	NEWSPAPERS	0.00	1,200.00	315.00	0.00	885.00	26
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	491.95	0.00	7,008.05	7
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	36.87	3,000.00	1,070.39	0.00	1,929.61	36
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	21.58	0.00	328.42	6
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		2,374.41	86,700.00	29,920.97	0.00	56,779.03	35
OTHER SERVICES & CHARGES							
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	51.90	480.00	190.30	0.00	289.70	40
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	9,500.00	0.00	15,500.00	38
211-00-75-30-3100	OTHER CONTRACTED SERVICES	(35.01)	2,000.00	4,005.98	0.00	(2,005.98)	200
211-00-75-30-3210	TELEPHONE	342.67	7,500.00	2,520.64	0.00	4,979.36	34
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	84.92	0.00	915.08	8
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
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	0.00	0.00	300.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	500.00	240.00	0.00	260.00	48
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	1,000.00	25.00	0.00	975.00	3
211-00-75-30-3610	GENERAL INSURANCE	0.00	11,000.00	0.00	0.00	11,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	10,998.73	0.00	28,931.27	28
211-00-75-30-3840	GARBAGE REMOVAL	106.75	1,200.00	541.86	0.00	658.14	45
211-00-75-30-3860	HEAT-NATURAL GAS	260.56	10,000.00	4,366.30	0.00	5,633.70	44
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	4,000.00	1,699.64	0.00	2,300.36	42
211-00-75-30-4010	BUILDING MAINT/REPAIRS	485.00	15,000.00	1,924.16	0.00	13,075.84	13
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	100.00	0.00	900.00	10
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	547.75	939.00	8,513.25	15
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	5,000.00	821.68	0.00	4,178.32	16

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 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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:		50,429.89	737,504.00	298,819.54	1,040.97	437,643.49	41
TOTAL FUND REVENUES		15,058.96	737,504.00	65,222.04	0.00	672,281.96	9
TOTAL FUND EXPENSES		50,429.89	737,504.00	298,819.54	1,040.97	437,643.49	41
FUND SURPLUS (DEFICIT)		(35,370.93)	0.00	(233,597.50)			
TOTAL ALL FUND REVENUES		15,058.96	737,504.00	65,222.04	0.00	672,281.96	9
TOTAL ALL FUND EXPENSES		50,429.89	737,504.00	298,819.54	1,040.97	437,643.49	41
ALL FUND SURPLUS (DEFICIT)		(35,370.93)	0.00	(233,597.50)			

Director's Report

June 13, 2012

Energy Project

Shawn's application of the project for a "City of Excellence" Award from the League of Minnesota Cities did not win!

The roof is very green now! It can be seen from the sidewalks on Pokegama and 2nd.

The Library Foundation is holding an open house on June 20th from 4-6 pm for the Energy Center.

Early literacy learning center (MN Children's museum)

Installation is still scheduled for the last week of June and the first week of July. We are talking about an open house, or multiple invitations to different audiences.

Computer Classes

The second series of 6 beginning computer classes concluded in late May. We had a total of XX people attend classes this year. Attendance has ranged from 4-8 people per class. We will not offer classes during the summer but will resume in early October. We will offer each class twice on one day to minimize time spent in putting up and taking down computers. Will and I will teach.

Report to Council

I provided the first of the twice-yearly reports to city council on Tuesday, May 29th. The written report is included in your packet. During that meeting I also received, along with Ron Edminster and Tom Pagel, the first "Matt Romanick award for Innovation"

Updates:

It is finally summer, and that brings:

Turtles: we generally have painted turtles, softshell turtles and snappers coming ashore to lay eggs.

Fishing: We have had many people using the fishing pier and other areas along the shore to fish. We have had a few people check out fishing equipment.

Graffiti: This section of the River front got hit on Wednesday night, June 6. The PUC screen house, our Energy Building and the KAXE/Rotary tent all got hit with graffiti. As of today (Saturday) Public Works has not been able to get the paint off.

What's New:

Signs: 3 interpretive signs have been installed along the walkway. They were designed and developed by the River Front Task Force, with contributions from the Grand Rapids Rotary and the Blandin Foundation. One side of each shows history of the riverfront. The other side shows wildlife along the river.

Literacy Station: We finally ordered and received the 2nd Literacy Station for the Children's Library. This one contains many of the same educational programs as the first one, but also includes more reading and letter/number games for younger children. I took a couple of pictures of Rotary members with the station, and will submit a news release on Monday. (The Rotary Club contributed 2600 for this station).

Planting in progress:

We have a family volunteering to put plants and ornamentation in the small plot by the west entrance to the

Blandin Foundation Grant:

I spoke with Linda Gibeau at the Blandin Foundation about a grant for programming, and she encouraged me to apply. I plan to have that submitted by June 15.

Budget: We have not received target numbers yet.

I attended part of the Blandin MIRC (broadband) Conference in Alexandria on May 31, where the discussion was all about access to broadband and increasing service. I then continued south to attend a statewide

meeting of Library Directors in Marshall. Sharing ideas and strategies for budgets, staffing, relations with local governments, and a variety of other topics is always useful at these meetings.

Donations:

We received material and support from the National Endowment for the Humanities (through the regional library systems) to conduct a series on the civil war. Below is Bonnie's explanation:

Making Sense of the Civil War

Grand Rapids Area Library is one of four Minnesota libraries selected to offer a discussion series on the Civil War. The American Library Association and the National Endowment for the Humanities have provided funding to assist each of the four libraries, Roseville, SELCO, Grand Rapids and Marshall in offering this series of programs.

*Each library will receive 25 copies of three different books, a discussion and reading guide and publicity materials. The books are: *March* by Geraldine Brooks, *Crossroads of Freedom: Antietam* by James McPherson, and *America's War: Talking About the Civil War and Emancipation on Their 150th Anniversaries* edited by Edward L. Ayers.*

Participating libraries will plan a series of reading and discussion programs to take place by late November 2012. Each library is responsible for recruiting a scholar to lead the discussion, and for promoting the programs to the widest possible public audience.

Grand Rapids Area Library's scholar will be Jon Maturi. Mr. Maturi will adjust the suggested curriculum to include a discussion on the U. S. - Dakota War of 1862 in this its sesquicentennial year and move the topic of Gettysburg to 2013 which is the anniversary year for that notable event. We are currently seeking another speaker to share information on the U.S.-Dakota War.

The grant includes resources to pay the scholars/speakers \$300 for each of the 5 presentations; and \$300 for additional promotion and publicity.

Dates for the discussions/programs at Grand Rapids Area Library are: July 12, August 9, September 11, October 18 and November 15. All programs will be held at 7:00 p.m.

Book Sale

The volunteer committee organizing the annual Book Sale has been at work for awhile. We are seeing more donations and have more sorters coming in to sort donations and box them for other volunteers to transport to Central Square mall. Several volunteers boxed up 160 boxes of books from the Greenway HS library, which closed. Volunteers are also being recruited to help with setting up the sale, working the sale, and packing up.

Agenda Items

Meeting Room Wall: See description from Tracy. The divider wall in the community room has been getting more and more difficult to open and close, and it will be expensive to repair or replace. Tracy has a proposal.

Proposed change to meeting room fee structure. See explanation from Tracy

I will be gone:

June 16-June 25. Amy will be here and can take care of any urgent issues. I will be in cell phone range, and can pick up and return both voice mail and email messages. 218-398-2172

July 11-16. I will most likely not be here for the July board meeting, but Amy will be. I will most likely not be within cell phone range for most of that time.

Assistant Director Report June 2012

Teens

The May Teen Universe drawing had 5 participants. Sondra S. won.

Summer reading started. When teens read a book (fiction, nonfiction, graphic novel) or listen to one they can fill out a review form. They can put the completed review form(s) in the teen summer reading bucket. For seven Fridays starting June 8, 3 names will be drawn to win prizes. The Friends of the Library and Village Bookstore have donated money for prizes and gift certificates.

We have another Upward Bound student. She started on Monday June 11. She will be with us for 3 weeks to do job shadowing. We have had an Upward Bound student since 2008.

Teen Advisory Board

Members present: Joseph E., Paige C., Sondra S.

Teen Advisory Board met in May and had the end of the year celebration.

Operations

Two teen volunteers, Marie Nalan and Nikki Mentges designed the summer reading display in the lobby case. Nikki designed the paper signs and Marie colored the pillowcases and put the plastic beneath the signs.

We put some of Ray Bradbury's books on display. He passed away in early June.

The library purchased hydrangeas for the front of the library. The city crew moved some of the rose bushes to make room for the new plants.

Staff

Darla met with the Spotlight on Books committee in early June to continue planning the 2013 event.

Michelle attended a catalogers meeting at ALS. Discussion centered on RDA and changes for cataloging materials.

CIRCULATION **THIS MONTH** **YTD** **YTD J11** **Express Check outs % of total c/o** **E-3**

Check-outs	12,659	66,832	60,859	2,795	22.08%	May-12
Renewals	1,630	8,783	8,501			
Total Circulation	14,289	75,615	69,360			
Returns	14,862	75,353	69,437			
New cards	133	586	617			

Door count **2011 comparison**
10739 **-3.10%**

TECHNICAL PROCESSES

Books cataloged and processed	526	2,703	3,310		
Withdrawn copies	961	2,249	4,071		
Withdrawn Titles	382	1,440	1,935		

REFERENCE

tests proctored	789	3,959	3,349		
computer help over 5 minutes	14	45	69		
	1	12	92		

INTERNET

Pharos sessions ***	1,648	969	8,504	5,057	8,065	5,077
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Non-Pharos sessions

VOLUNTEERS

	69		206	274	
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MEETING ROOM

Total Mtg Rm Use

	37	222.50	145	998.25	437.75
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PROGRAMS & TOURS

BOOK TIME

SATURDAY STORY TIME

CLASS VISITS

NON SCHOOL GROUPS

SPECIAL PROGRAMS

TEEN PROGRAMS

Total Youth Programs

Total Adult Programs

	1	48	25	612	32	809
	3	140	18	831	19	458
	7	183	25	462	30	889
	4	209	15	546	9	99
	2	8	14	128	90	2,255
	17	588	97	2,579	18	458
	6	186	31	446		

BOOKINGS & ARRANGEMENTS

TOTALS

HRS THIS MONTH	10.25	HRS YTD	48.25	HRS YTD 2011	31.5
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Library Volunteer and Program Report for May 2012

April Volunteers

37 volunteers/222.5 hours. Board and Program Committee members' hours of service are included in this report

Volunteer Activities

- Volunteers helped with routine tasks---shelving, sorting and stocking books for the used book store, maintaining the New York Times bestseller list and entering data from program evaluations
- The used book sale committee has begun making arrangements for the annual book sale.
- A volunteer stamped and deleted books from the children's collections.
- Several volunteers helped set up chairs and usher patrons into the library for the Greatest Generation Jazz program.
- A new book sorting volunteer came on board to help sort books for the used bookstore.
- Volunteers help staff with the pull list several days each week.
- Three volunteers help shelve books in the Children's Library.

Board & Program Committee Volunteers

Library Board: 7 members attended/recorded hours at the March meeting

Program Committee: 8 members attended/recorded hours at the March meeting

The following programs were offered in May:

- **Happy Days Are Here Again**, A Legacy program celebrating the music of the Greatest Generation. Rhonda Laurie, a Twin Cities jazz vocalist and her band performed to a library FULL of guests on May 3rd.
- **Fishing For Tackle**, Bob Halver, a local tackle collector shared insights about starting and maintaining a collection as a hobby. 8 people attended. May 8, 2012.
- **Back to the Basics: Living More With Less**---cancelled due of a personal emergency for the speaker. Will be rescheduled later in the year. Speaker—Ellen Sandbeck, author of "*Green Barbarians*."
- **Preserve Your Harvest** was a 2-hour workshop offered collaboratively with Itasca Master Gardeners. Deb Botzek-Linn, a U of M Extension Educator presented to 27 people on Monday afternoon, May 21st.

Board member
moved for its adoption:

introduced the following resolution and

RESOLUTION NO. 2012-6
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:

\$20	Lisa Borelli	undesignated in honor of Lois Scanlon
\$100	Barb Sanderson	undesignated in honor of Lois Scanlon
\$50	Suzette Bennett	undesignated in honor of William Cromell
\$100	Barb Sanderson	undesignated in honor of Ken Hickman
\$200	Splithand Township	undesignated
	National Endowment for the Humanities	Material for Civil War Discussion Series including 75 books and discussion guides

Adopted this 13th day of June 2012

Dennis Jerome, President

Victoria Harding, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

The moveable wall in the Community Room is beginning to show wear. Maintenance costs are an ongoing concern, and we may be looking at replacement part costs or even wall replacement costs in the future. (How far in the future is anybody's guess.) Before we incur these costs, however, I thought it would behoove us to look at a cost/ benefit analysis of using the room as a split entity.

2011 Monies Earned from Divided Meeting Room

January:	12 th	\$18
	13 th	\$10
	26 th	\$18
	Wall pulled for NAMI	
February:	Wall pulled twice for book club/ NAMI	
March:	Wall pulled once for NAMI	
April:	Carpet replacement month	
May:	11 th	\$10
	12 th	\$10
	Wall pulled for NAMI	
June:	Wall pulled once for NAMI	
July:	Wall pulled once for NAMI	
August:	Wall pulled once for NAMI	
September:	Wall pulled once for NAMI	
October:	Wall pulled once for NAMI	
November:	Wall pulled twice for NAMI/ Program Comm.	
December:	Wall pulled twice for NAMI/ Library Foundation	

NAMI (National Alliance on Mental Illness) pays for the entire room, but we split it for them to accommodate their board meeting and their public meeting. We can accommodate their board meeting in our group study room as opposed to the North half of the community room.

Total for 2011: \$66

*Yes, 2011 was a bit of an anomaly due to carpet replacement. However, I'm not convinced that the money we take in due to the split wall is worth the

wear and tear on the wall and on staff/ maintenance time. It takes approximately 10 minutes to pull the wall (usually some tables and chairs have to be moved) and 10 minutes to put it back – providing there is no mechanical issue. It was pulled 19 times in 2011, which averaged out, brought in app. \$3.47 each time it was pulled. (And took at least \$5 of staff time each time it was pulled, if there were no hang-ups...sometimes more.)

I propose that the Meeting Room is offered to the community as a single entity, and that we reserve the ability to split the room for library and/ or city use, should the need arise. This will allow us to preserve the wall for a significantly longer period of time at a minimum loss to the library. (And actually, factoring in staff time and ongoing maintenance issues, the gains are rather substantial.) Obviously, if we choose to continue to offer the room to the community as a split option, we will need to start looking at wall repair and replacement options sooner.

Hi, Tracy,

I spoke with Al Schwartz - the Kwik-Wall representative for Minnesota – and his initial estimate for wall replacement is \$12,500-\$14,000. That figure could increase by several thousand dollars if the track components need replacement.

Cheerio,

Will Richter, MLIS
Reference Librarian
Grand Rapids Area Library

140 NE 2nd St
Grand Rapids, MN 55744
t 218-327-8820
f 218-326-7644

Grand Rapids Area Library Room Use Fees

Community Room:

Library sponsored programs, City of Grand Rapids, Book Groups:	Free
Non-profit and non-profit eligible* groups	\$7.50/hour
All others (including individuals)	\$15/hour

Discount: A 25% discount applies to groups reserving and paying in advance for 6 or more meetings.

Groups whose meetings end by 9:00 a.m. will be charged for a two hour time block regardless of beginning time.

Groups whose meetings begin after 5:00 p.m. will be charged for a two hour time block regardless of end time.

Group Study Room (2 hour maximum for reservations):

Unreserved:	Free
Non-profit and non-profit eligible* groups:	\$5 single use \$2 each additional use <u>in a series</u>
All others:	\$5 each use

Riverview Room: Reserved for Library or City of Grand Rapids use

*Non-profit eligible is defined in Minnesota Statutes 317A. Under this statute a non-profit corporation may not: "(1) be formed for a purpose involving pecuniary gain to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government; and (2) pay dividends or other pecuniary remuneration, directly or indirectly, to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government."

Children's Library Summary

May 2012

May is a transitional month in the Children's Library. We are seeing some of our programs wind down, while others are just beginning! ECFE Book Time with Susanna Elsen ended on Monday, May 7. But our summer reading program, "Dream Big, Read!" began on Saturday, May 19. To kick off our summer reading, the artists of the Creativity Tank were here to guide us as we each decorated our own pillowcase on which to "dream big." Ninety-two children and adults attended this program, which was done in collaboration with Children First! Seventy-seven boys and girls signed up for the summer reading program that day. Since then, sign up has been steady, now totaling more than 500! Since we signed up nearly 700 boys and girls last year, we are on track for a very successful summer.

On Monday, May 10, Darla again attended the Deer River King Elementary school book fair/reading celebration and shared information about the summer reading program and new books at the Grand Rapids Area Library.

On May 14, Richie Johnson, musician and comedian was here to present "Mixi, Makesi, Musica," with 48 people in attendance learning to make their own songs and play them on their own instruments created from the contents of the recycling bin. This event was sponsored by ALS and the Legacy Fund.

We had visits from the special education classes, Mrs. Marty-Rasmussen's and Mrs. Martinson's kinders from Forest Lake, the 1st graders from St. Joseph's, and all three 2nd grades from Murphy.

Family Movie Night, on May 24, featured "Puss in Boots." 24 people attended.

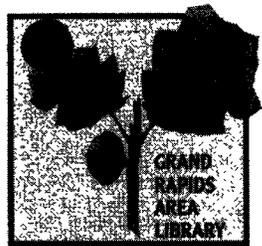
To wrap up the month, and the school year, Master Gardener, Jenny Behm, was here to teach us many new things about gardening. The 45 people in attendance each took home a Mammoth sunflower they had potted with Jenny.

Looking ahead:

- *Climb Theatre presents "The Tortoise and the Hare."* June 4 @ 10:30 am. This is a Legacy event.
- *Cake decorating with Curtis and Michelle.* June 13 @ 11:30. This class is filled
- *Kenny Ahearn, physical comic.* June 26 @ 1:00 in the KAXE/Rotary Tent. This is a Kids' Stuff program.
- *Journey 2: The Mysterious Island.* June 28 @6:00 pm.

June 13, 2012

Becky Fjelland-Davis
54601 185th St.
Good Thunder, MN 56037



GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

Dear Ms. Fjelland-Davis:

I am pleased that you will be leading two presentations, "Creating a Character out of Thin Air" (1:00 pm) and "Prairie-Dogging Your Way to a Story: From Here to There by Way of the Zoo" (7:00 pm) for the Grand Rapids Area Library on Wednesday July 18 at 1:00 p.m. and 7:00 pm. 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 \$250.00 for your appearance. If this arrangement is agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

7-12-12
Date

Approved for the Board of Directors:

Board President

27 Jul 12
Date