

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

May 9 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *Benolken Absent***
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Minnesota Community Foundation quarterly statement
Showing net gain for first quarter of \$524
- 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. **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**
- Regular agenda**
1. **Authorization to submit grant application to Blandin Foundation for programming.**
 2. **Appoint ad-hoc Technology Planning Committee**
 3. **Appoint ad-hoc Budget Committee**
- 6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
April 11, 2012

Members present: Shannon Benolken, Vicky Harding, , Dennis Jerome, Max Peters, John Soll, Cheryl Stephens, David Yankowiak

Member absent: Jemma Baker, Abby Kuschel

Non-Member present: Marcia Anderson – Director

Meeting called to order at 5:00 pm by Dennis Jerome.

A. Agenda –

Shannon Benolken made a motion to approve the agenda. John Soll seconded the motion. The motion carried.

Michelle Johnson, union steward, represented the union in a brief conversation about Saturday hours during the summer.

B. Approval of Minutes –

Cheryl Stephens made a motion to approve the minutes of the March 14, 2012 meeting. Vicki Harding seconded the motion. The motion passed.

C. Communications –

1. none

D. Financial Report –

Cheryl Stephens made a motion to accept the financial report as presented. John Soll seconded the motion. Roll call vote taken: 7 AYES, 0 NAYS. The motion carried unanimously.

INVOICES DUE ON/BEFORE 04/11/2012

AMERIPRIDE LINEN & APPAREL	34.60
ARROWHEAD LIBRARY SYSTEM	65.88
BAKER & TAYLOR, INC	1,875.79
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	76.62
COLE HARDWARE INC	114.70
DIVERSE MEDIA INC	25.44
BONNIE HENRIKSEN	15.76
JUNIOR LIBRARY GUILD	84.00
DARLA KIRWIN	118.57
LEARNING OPPORTUNITIES INC	2,090.55
NARDINI FIRE EQUIPMENT CO. INC	38.40
NORTHERN BUSINESS PRODUCTS INC	250.21
NORTHLAND MACHINES	70.00
PERSONNEL DYNAMICS, LLC	54.00
PHAROS SYSTEMS INT'L INC	939.00
PIZZA WORKS	11.99
SIM SUPPLY INC	311.11
VIKING ELECTRIC SUPPLY INC	172.20
THE VILLAGE BOOK STORE	79.93

WEST PUBLISHING COMPANY	268.00
XEROX CORPORATION	98.87
	TOTAL 8,495.62

CHECKS ISSUED-PRIOR APPROVAL

PRIOR APPROVAL	
MARCIA ANDERSON	101.13
BLUE CROSS & BLUE SHIELD OF MN	3,779.50
DELTA DENTAL OF MINNESOTA	228.15
FIDELITY SECURITY LIFE INS CO	11.27
FRANTZ GRAPHIC SERVICE	4,375.00
GRAND RAPIDS CITY PAYROLL	36,132.54
LINCOLN NATIONAL LIFE	90.70
MINNESOTA ENERGY RESOURCES	511.91
MINNESOTA SALES & USE TAX	38.19
NEXTERA COMMUNICATIONS LLC	131.85
PAUL BUNYAN TELEPHONE	244.77
PIONEER MUTUAL LIFE INS CO	20.50
PITNEY BOWES	143.34
P.U.C.	2,823.99
TDS Metrocom	234.47
VERIZON WIRELESS	270.58
WASTE MANAGEMENT	107.62
TOTAL PRIOR APPROVAL	49,245.51
Total All Vendors	57,741.13

- E. Staff Reports reviewed
- F. Old Business –
Brief discussion of ALS/NCLC merger. No questions or concerns raised.

- G. New Business –
Consent Agenda –
Cheryl Stephens made a motion to approve the Consent Agenda. John Soll seconded the motion. Roll call vote taken: 8 AYES, 0 NAYS. The motion carried unanimously.

- 1. Approve payment of late bills:
none
- 2. Approve Contracts:
none
- 3. Approve Resolution 2012-4 Accepting Donations:
 - a. **Public Utilities Commission \$5000 for Education portion of Riverfront Energy Center**

Regular agenda

- 1. **Max Peters moved to approve Resolution 2012-5 Setting summer hours. Dave Yankowiak seconded. The motion was approved unanimously.**
 - a. **(same schedule as winter 2012 except closed May 26 and Sept. 1)**

The meeting was adjourned at 5:30 pm to begin the annual strategic plan review.

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

RESOLUTION NO. 2012-4
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

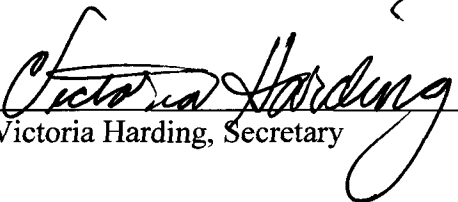
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

- a. **Public Utilities Commission \$5000 for Education portion of Riverfront Energy Center**

Adopted this 11th day of April 2012


Dennis Jerome, President


Victoria Harding, Secretary

Board member John SOLI seconded the foregoing resolution and the following voted in favor thereof: SHANNON BEVOIKEN, LICKY HARDING, DENNIS JEROME, MAX PETERS, JOHN SOLI, CHERYL STEPHENS, DAVID YANKOWIAK

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

Board member MAX PETERS introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2012-5

A resolution setting summer hours, 2012

WHEREAS, The Library Board sets the open hours for the library, and

WHEREAS, the Library Board recognizes that the hours of work of union staff members at the library are dependent upon the schedule of open hours, and

WHEREAS, the Union Contract, Section 6.8 –Additional Saturdays – Sundays states: Without waiving the Employer’s authority to determine and modify employee work schedules pursuant Section 6.1, the Employer will meet and confer with the Union before scheduling bargaining unit employees to work Sundays or summer Saturdays,

NOW THEREFORE, BE IT RESOLVED, having conferred with a union representative, the Board of the Grand Rapids Area Library establishes the following hours for summer, 2012: Summer schedule will remain the same as winter schedule 2012.

Monday-Thursday: 9 a.m. – 7 p.m.

Friday: 9 a.m. – 5 p.m.

Saturday: 10 a.m. – 2 p.m.

Except Library Closed:

Saturday, May 26 (Memorial Day Weekend)

Saturday, September 1 (Labor Day Weekend)

Adopted this 11th Day of April, 2012.

Dennis Jerome, President

Attest:

Victoria Harding, Secretary

DAVE YANKOWIAK
Board members seconded the foregoing resolution and the following voted in favor thereof: SHANUON BENOLKER, VIKKY HARDING, DENNIS JEROME, MAX PETERS, JOHN SOIL, CHERYL STEPHENS, DAVID YANKOWIAK; and the following voted against same: NONE, whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FOUR MONTHS ENDING APRIL 30, 2012
With Comparative Totals for April 30, 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	9,623	1,640	11,182	15%
Fines & Forfeits	4,328	4,148	15,000	28%
Blandin Grant	379	-	-	0%
GR Library Foundation	3,930	5,030	-	0%
Miscellaneous	4,445	39,345	18,700	210%
Other Sources-Operating Transfer	18,309	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	41,014	50,163	737,504	7%
Expenditures:				
Personnel	169,032	168,173	509,294	33%
Supplies/Materials	36,829	27,430	86,700	32%
Other Services/Charges	56,250	33,533	141,510	24%
Blandin Grant	1,527	-	-	0%
TOTAL EXPENDITURES	263,638	229,136	737,504	31%
Revenues > Expenditures	(222,624)	(178,973)	-	
Blandin Grant-Capital Grant	100,000	-	-	0%
Capital Outlay	135,024	16,968	-	0%
Fund Balance 4/30/XX				
Cash Flow	288,572	132,917	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 4/30/XX	\$ 432,466	\$ 230,242	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,484 as of 03/31/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 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	-	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	591	31%
211-00-34-00-7975	INTERNET	3,000	1,049	35%
211-00-35-00-1030	LIBRARY FINES	15,000	4,148	28%
211-00-37-00-2310	DONATIONS	2,500	9,094	364%
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	1,737	43%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	680	43%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	200	2%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	50,163	7%
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	87,464	30%
211-00-75-10-1030	SALARY-PARTTIME	96,493	28,550	30%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	522	40%
211-00-75-10-1210	PERA	28,213	8,395	30%
211-00-75-10-1220	FICA	24,127	6,862	28%
211-00-75-10-1250	MEDICARE	5,643	1,605	28%
211-00-75-10-1310	HEALTH INSURANCE	56,045	31,804	57%
211-00-75-10-1330	LIFE INSURANCE	246	110	45%
211-00-75-10-1335	DENTAL INSURANCE	1,778	526	30%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,332	84%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	3,063	36%
211-00-75-20-2020	COPY SUPPLIES	1,000	179	18%
211-00-75-20-2030	PRINTING/BINDING	400	128	32%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,250	31%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,021	51%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	908	91%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	281	112%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	790	39%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **APRIL 30, 2012**

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	40,000	11,906	30%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,041	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	1,034	34%
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	138	29%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	7,800	31%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	4,041	202%
211-00-75-30-3210	TELEPHONE	7,500	2,376	32%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	56	6%
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	8,767	22%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	328	27%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,106	41%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,700	42%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,439	10%
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	812	27%
211-00-75-30-4100	EQUIPMENT LEASES	900	235	26%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	16,968	0%
	TOTAL EXPENDITURES	737,504	246,103	33%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (195,940)	

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 04/30/12
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	141,327.64	141,327.64	0.00
211-00-00-00-1010	CASH	551,516.93	120,650.84	470,016.83	202,150.94
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	224.00	1,472.08
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	25,623.34	22,353.15	3,270.19
TOTAL		658,711.91	290,726.27	705,808.52	243,629.66
TOTAL ASSETS		658,711.91	290,726.27	705,808.52	243,629.66
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	451,849.32	436,731.93	4,077.05
211-00-00-00-2030	SALES TAX PAYABLE	0.00	113.41	159.25	45.84
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	659,303.25	436,891.18	10,116.89
TOTAL LIABILITIES		232,528.96	659,303.25	436,891.18	10,116.89
FUND EQUITY					

DATE: 05/03/2012
 TIME: 08:31:54
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 04/30/12
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	22,353.15	25,623.34	3,270.19
TOTAL		426,182.95	22,353.15	25,623.34	429,453.14
	FUND SURPLUS (DEFICIT)	0.00	195,940.37	0.00	(195,940.37)
TOTAL FUND EQUITY		426,182.95	218,293.52	25,623.34	233,512.77
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	877,596.77	462,514.52	243,629.66

LIBRARY BILL LIST - MAY 9, 2012

DATE: 05/03/2012
 TIME: 09:07:36
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/09/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	110.53
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	70.91
0201428	BAKER & TAYLOR, INC	1,232.66
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	947.59
0315455	COLE HARDWARE INC	0.94
0315508	COMPUTER ENTERPRISES	21.99
0502705	EBSCO SUBSCRIPTION SERVICE	294.00
0900060	ICTV	45.00
0920003	ITASCA AREA SCHOOLS	425.00
1015337	MICHELLE JOHNSON	49.78
1021515	JUNIOR LIBRARY GUILD	171.00
1205099	LEARNING OPPORTUNITIES INC	292.52
1205850	LEXIS NEXIS	128.34
1309495	MINUTEMAN PRESS	16.98
1415377	NORTHERN BUSINESS PRODUCTS INC	716.21
1605665	PERSONNEL DYNAMICS, LLC	214.20
1609925	PIZZA WORKS	11.99
1615675	POSITIVE PROMOTIONS	140.95
1801610	RAPIDS PLUMBING & HEATING INC	416.00
1805150	RECORDED BOOKS	34.95
1905445	SELCO	25.00
1909510	SIM SUPPLY INC	158.83
2018680	TRU NORTH ELECTRIC LLC	739.67
2201170	THE TIMBERJAY	42.00
2209421	VIKING ELECTRIC SUPPLY INC	34.72
2209450	THE VILLAGE BOOK STORE	18.36
2305690	WEST PUBLISHING COMPANY	180.50
2405650	XEROX CORPORATION	22.92
T0000199	LAKE SUPERIOR ZOO &	165.00
T000715	DEB CLEVEN	65.00
T000815	ELLEN SANDBECK	250.00
	TOTAL	8,778.14
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,779.50
0405447	DELTA DENTAL OF MINNESOTA	228.15
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	33,837.44
1309199	MINNESOTA ENERGY RESOURCES	54.57
1309335	MINNESOTA SALES & USE TAX	45.33
1405850	NEXTERA COMMUNICATIONS LLC	95.94

LIBRARY BILL LIST - MAY 9, 2012

DATE: 05/03/2012
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/09/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1601750	PAUL BUNYAN COMMUNICATIONS	244.77
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,920.96
2205637	VERIZON WIRELESS	114.82
2301700	WASTE MANAGEMENT	107.37
	TOTAL PRIOR APPROVAL	41,460.62
	TOTAL ALL DEPARTMENTS	50,238.76

DATE: 05/03/2012
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2012

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ 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	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	167.82	1,900.00	591.29	0.00	1,308.71	31
211-00-34-00-7975	INTERNET	384.79	3,000.00	1,049.13	0.00	1,950.87	35
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		552.61	4,900.00	1,640.42	0.00	3,259.58	33
TOTAL CHARGES FOR SERVICES		552.61	4,900.00	1,640.42	0.00	3,259.58	33
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2012

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	887.61	15,000.00	4,148.13	0.00	10,851.87	28
TOTAL		887.61	15,000.00	4,148.13	0.00	10,851.87	28
TOTAL FINES & FORFEITS		887.61	15,000.00	4,148.13	0.00	10,851.87	28
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	294.00	2,500.00	9,094.00	0.00	(6,594.00)	364
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	1,020.00	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	260.92	4,000.00	1,736.92	0.00	2,263.08	43
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	120.12	1,600.00	680.38	0.00	919.62	43
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	199.76	8,000.00	199.76	0.00	7,800.24	2
TOTAL		1,894.80	18,700.00	44,374.53	0.00	(25,674.53)	237
TOTAL MISCELLANEOUS REVENUE		1,894.80	18,700.00	44,374.53	0.00	(25,674.53)	237
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:		3,335.02	737,504.00	50,163.08	0.00	687,340.92	7

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2012

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	22,291.11	292,654.00	87,464.49	0.00	205,189.51	30
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	7,265.46	96,493.00	28,549.50	0.00	67,943.50	30
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	141.28	1,320.00	522.04	214.20	583.76	56
211-00-75-10-1210	PERA	2,138.24	28,213.00	8,394.85	0.00	19,818.15	30
211-00-75-10-1220	FICA	1,736.53	24,127.00	6,862.05	0.00	17,264.95	28
211-00-75-10-1250	MEDICARE	406.10	5,643.00	1,604.73	0.00	4,038.27	28
211-00-75-10-1310	HEALTH INSURANCE	3,113.48	56,045.00	31,803.92	0.00	24,241.08	57
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	110.00	0.00	136.00	45
211-00-75-10-1335	DENTAL INSURANCE	131.53	1,778.00	526.12	0.00	1,251.88	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	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	(400.00)	2,775.00	2,332.07	0.00	442.93	84
TOTAL PERSONNEL		36,852.10	509,294.00	168,173.25	214.20	340,906.55	33
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	120.60	8,500.00	3,063.43	12.54	5,424.03	36
211-00-75-20-2020	COPY SUPPLIES	34.40	1,000.00	179.15	0.00	820.85	18
211-00-75-20-2030	PRINTING/BINDING	25.00	400.00	128.45	41.65	229.90	43
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	137.99	4,000.00	1,250.33	0.00	2,749.67	31
211-00-75-20-2070	COMPUTER INVENTORY	692.94	2,000.00	1,020.69	670.95	308.36	85
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	406.21	1,000.00	908.08	0.00	91.92	91
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	251.13	250.00	280.87	157.93	(188.80)	176
211-00-75-20-2100	OPERATING SUPPLIES	78.66	2,000.00	789.76	158.24	1,052.00	47
211-00-75-20-2110	BOOKS	2,045.87	40,000.00	11,906.29	1,138.22	26,955.49	33

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 4 PERIODS ENDING APRIL 30, 2012

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	49.95	9,000.00	6,040.59	0.00	2,959.41	67
211-00-75-20-2130	NEWSPAPERS	42.00	1,200.00	315.00	42.00	843.00	30
211-00-75-20-2140	PERIODICALS	294.00	7,500.00	491.95	294.00	6,714.05	10
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	175.84	3,000.00	1,033.52	121.96	1,844.52	39
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	21.58	350.00	21.58	21.58	306.84	12
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		4,376.17	86,700.00	27,429.69	2,659.07	56,611.24	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	34.60	480.00	138.40	17.30	324.30	32
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	7,800.00	0.00	17,200.00	31
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,091.99	2,000.00	4,040.99	425.00	(2,465.99)	223
211-00-75-30-3210	TELEPHONE	340.71	7,500.00	2,375.86	0.25	5,123.89	32
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	56.32	16.72	926.96	7
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	8,767.48	0.00	31,162.52	22
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,200.00	327.74	2.00	870.26	27
211-00-75-30-3860	HEAT-NATURAL GAS	54.57	10,000.00	4,105.74	0.00	5,894.26	41
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	27.67	15,000.00	1,439.16	579.43	12,981.41	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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CITY OF GRAND RAPIDS
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 FOR 4 PERIODS ENDING APRIL 30, 2012

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FUND: PUBLIC LIBRARY

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:		44,916.73	737,504.00	246,103.45	5,268.97	486,131.58	34
TOTAL FUND REVENUES		3,335.02	737,504.00	50,163.08	0.00	687,340.92	7
TOTAL FUND EXPENSES		44,916.73	737,504.00	246,103.45	5,268.97	486,131.58	34
FUND SURPLUS (DEFICIT)		(41,581.71)	0.00	(195,940.37)			
TOTAL ALL FUND REVENUES		3,335.02	737,504.00	50,163.08	0.00	687,340.92	7
TOTAL ALL FUND EXPENSES		44,916.73	737,504.00	246,103.45	5,268.97	486,131.58	34
ALL FUND SURPLUS (DEFICIT)		(41,581.71)	0.00	(195,940.37)			

Director's Report

May 9, 2012

Energy Project

UPM Blandin shut down on April 13 for about 10 days so our system switched back to the gas boilers (just in time for the snow storm!) The system will remain on natural gas for the rest of the season and the heat exchange unit will be cleaned. (Note: our Natural gas bill for March was \$54)

Shawn Gillen submitted a description of the project for a "City of Excellence" Award from the League of Minnesota Cities.

Early literacy learning center (MN Children's museum)

Darla, Tracy and I had a Skype meeting with the exhibit designers from the MN Children's Museum on April 24 to talk about preliminary designs for Boat, Bait shop, tree, farmer's market cart and garden, puzzle stand, and murals. We are providing local signs and logos. The murals will have familiar animals, fish and birds. The computers in the children's area have already been moved. We will be talking about a final design on May 18. 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.

Collections

We have been working with Unique Management Systems to set parameters for reports. Since each of the 6 libraries in the region who are participating will have slightly different parameters, it is taking a while.

Computer Classes

The second series of 6 beginning computer classes began in late March and continues through late May. Attendance has ranged from 4-8 people. I have been teaching the classes so far, using curricula and handouts designed by Cheryl Bocnuk. There are 2 classes remaining in May. We will not offer classes during the summer but will resume in late September or early October. Will Richter will observe Cheryl's classes during May, and will most likely teach the fall classes.

Report to Council

I am scheduled to provide the Department Head report to the City Council on May 29. This is the twice-yearly update. I plan to focus on updating the council on the energy project, computer classes, downloadable ebooks and audiobooks, and children's activities. I usually go through several of the goals of the strategic plan and remind them that it was a community-based strategic plan. I will also talk about upcoming activities and the Early Literacy Center. I hope to be able to show some pictures.

Agenda Items

Authorization to submit application to Blandin Foundation for grant for programming. I would like to prepare and submit an application for \$\$ for programming for the coming year. It would be approximately \$10,000 to cover children's and adult programming.

Technology Plan (appoint committee): I want to prepare a technology plan for the upcoming year or two (to coincide with the remaining length of our Strategic Plan). It will look at services for the public and staff needs. I would like to work with 3-4 board members on this. I anticipate one meeting to scope out the plan, a data collection period, and then a meeting to come up with goals and priorities. It should be done (or at least roughly drafted) by the end of June.

Budget Committee (appoint committee): the budget process will begin soon. I would like to have a budget committee to review draft budget after preparation. (I anticipate one meeting in late May or early June) I do not have the schedule yet.

**Assistant Director Report
May 2012**

Teens

April was National Poetry Month. The activity for teens was to find 3 poems in the library based off a clue sheet. When the 3 poems were found the teens brought them to the reference desk and could choose a book or a prize from the prize bag. There were 12 that participated.

I shifted the YA fiction and graphic novel collections because the graphic novels were filling the shelves. Shifting gives more room for the collection.

The middle school art teacher always has her kids create forms with paper mache in the spring. She has donated 2 of the creations in the past and this year she gave us another one. It is a hybrid of a zebra, tiger, and duck. It's on top of one of the shelves in YA.

Teen Advisory Board Minutes Meeting Tuesday April 24

Members present: Joe E. Bobby T., Jonas T., Nikki M., Paige C.

Members talked about the film contest that will take place this summer during teen summer reading. The contest will be in collaboration with ICTV and the Reif Center. There will be 2 categories: Open and Zombies Own the Night.

Members changed out the board from the Friends Booksale room. They took down the Rapids Reads information and put up some summery information.

Staff

I met with Bonnie and Katie Benes from the Reif to talk about films for the summer Tuesday night foreign films series. We had previously watched the films and at the meeting decided which ones would be good to show this summer.

I attended the KAXE book club in April. They were discussing *The Hunger Games* by Suzanne Collins so I went to talk about the book and dystopian fiction in general.

Darla attended the Spotlight on Books planning committee meeting in early May. The committee is made up of a few librarians from the northern part of the state. They discussed the recently finished conference and started planning next years. The conference is always held at Ruttger's Sugar Lake Lodge.

The city has another health challenge for 6 weeks. Staff commits to exercising a minimum of 30 minutes a day, 4 times per week and keeps track on tear off sheets provided by the city. The sheets get turned in to Admin. Individuals who meet the challenge each week and turn in their sheets are entered into a drawing at the end of the 6 weeks. Will, Marcia, and I are taking the challenge!

Operations

A display in the lobby case recently reflected the photography program to be held on Sat. May 12 at 10:30 am.

There is a gardening display on the table on the way to children's.

Marcia has been working hard to change out the shelves which house the music CDs. A library in southern Minnesota was finished using their music CD bins so we took them. Marcia has been putting the bins in. Now patrons can more easily browse the CD collection. Children's also has some of the bins for their CDs and DVDs.

Tax form dissemination has slowed considerably. Will consolidated forms in the shelving unit in the lobby.

Express Check outs % of total c/o 3,046 22.95%

Y. _011 47,468

YTD 54,173

THIS MONTH 13,272

CIRCULAR...
Check-outs 54,173 14.13%
Renewals 7,243 -1.34%
Total Circulation 61,319 12.08%
Returns 60,584 7.98%
New cards 84 6.59%

Door count 2011 comparison
10290 NA

YTD 2011

YTD 2,177

THIS MONTH 477

TECHNICAL PROCESSES
Books cataloged and processed 2,630
Withdrawn copies 3,153
Withdrawn Titles 1,627

YTD 2011

YTD 3,170

THIS MONTH 707

REFERENCE
tests proctored 31 55
computer help over 5 minutes 11 65

2011 YTD SESSIONS 6,377
2011 YTD HOURS 4,088
2011 YTD PEOPLE 106
2011 YTD GROUPS 3,738
2011 YTD PEOPLE 684
2011 YTD PEOPLE 93
2011 YTD PEOPLE 1,686
2011 YTD PEOPLE 308

YTD SESSIONS 6,856

HOURS 998

SESSIONS 1,714

INTERNET
Pharos sessions ***

YTD PEOPLE 137

HOURS 199.50

PEOPLE 42

Non-Pharos sessions
VOLUNTEERS

YTD PEOPLE 108

PEOPLE 750

GROUPS 42

MEETING ROOM
Total Mtg Rm Use

YTD PEOPLE 215

PEOPLE 99

GROUPS 4

PROGRAMS & TOURS
BOOK TIME 24 564
SATURDAY STORY TIME 15 691
CLASS VISITS 18 279
NON SCHOOL GROUPS 11 337
SPECIAL PROGRAMS 12 120
TEEN PROGRAMS 8 93

YTD PEOPLE 80

PEOPLE 305

GROUPS 15

Total Youth Programs
Total Adult Programs

YTD PEOPLE 25

PEOPLE 92

GROUPS 5

BOOKINGS & ARRANGEMENTS

HRS YTD 2011 22.5

HRS YTD 38

HRS THIS MONTH 10

TOTALS

Library Volunteer and Program Report for April 2012

April Volunteers

33 volunteers/199.5 hours. Board and Program Committee members' hours of service are included in this report

Volunteer Activities

- Volunteers helped with routine tasks---shelving, the pull list, sorting and stocking books for the used book store, maintaining the New York Times bestseller list and entering data from program evaluations
- Susan Hayes sewed table covers for the used book sale and composed and typed job descriptions for book sale leadership team members.
- Volunteer have stamped books deleted from the collections.
- Three teen volunteers helped pass out information and greet visitors to the library booth at the Children's Fair.
- Program Committee members have been actively engaged in sub committees planning for upcoming events.
- A volunteer videotaped the Will Steger program (last in the Rapids Reads series) and had great fun doing it. He has volunteered to do future videotaping as needed.
- Library staff hosted a volunteer appreciation reception on April 25th. The event started with lunch of sloppy joes, chips and fruit and was followed by a delightful program presented by the Duluth Superior Symphony Orchestra Wind Ensemble. Twenty-one people came for all or part of the event. Those who came were given book lights in appreciation for their gift of service to the library. Festive decorations and door prizes added to the celebration. Winners of the prizes (flower centerpieces) were Elaine Wilson and Kathy McCarty. Staff member Michelle Johnson baked and decorated a sheet cake for the party.

Board & Program Committee Volunteers

Library Board: 6 members attended/recorded hours at the March meeting

Program Committee: 7 members attended/recorded hours at the March meeting

The following programs were offered in April:

- An Evening with Arctic Explorer Will Steger (held at Itasca Community College) Wednesday, April 11, 93 people
- Vikings & Voyageurs (a Legacy funded event)—Thursday, April 19th, 19 attended
- Around the World in 45 Minutes (a Legacy funded event, also volunteer recognition) April 25, 1:00 p.m. 52 attended

Children's Library Summary

April 2012

April has been another busy month in the Children's Library. Saturday story times are becoming more popular every week, with an average of 30 children, plus their parents attending.

April 10, Sheila Packa, former Duluth Poet Laureate, presented a poetry writing workshop, "The Poetry of Place" for area boys and girls. Ten children and 6 adults attended. On Saturday, April 14, a Minnesota History Player presented the life of children's author, Maud Hart Lovelace, to a small but enthusiastic group. A woodwind quartet from the Duluth Superior Symphony Orchestra was here on Wednesday, April 25, to take us "Around the World in 45 Minutes." Fifty-two people of all ages attended. All of these programs are made available to us by the Legacy Fund.

District 318 Kindergarten Round-up took place on Tuesday, April 17. I was able to visit with 145 families and share information about the services provided by our library. The most "impressive" information I shared was about borrowing fishing rods, life jackets and tackle!

Family movie night, on April 26, featured "Puss in Boots." 14 people attended.

The annual Children's Fair took place at the IRA Civic Center on Saturday, April 28. Tracy, Patty, and Kate Kampa and Cinderella visited with 350 children who also decorated crowns.

Visitors this month included Ball Club and Bena Headstart classes.

The truly high point of the month was a Skype meeting with Michelle and Gregg from the Minnesota Children's Museum. Plans are moving along quickly; it is all very exciting!

Looking ahead:

- *Mixi, Makesi, Musica* – making your own music and creating musical instruments from the contents of your recycling bins! May 14 @ 10:30 am.
- *Now I Lay Me Down to Dream*- Summer reading program (Dream Big – Read!) kick-off event on May 19, at 10:30 am.
- *Muppets* – Family Movie Night. May 24 at 6:00 pm.
- *Time to Grow!* Celebrating the end of the school year. Gardening with Jenny Behm. Thursday, May 31 at 3:45 pm.

May 8, 2012

Ellen Sandbeck
4781 Emerson Rd.
Duluth MN 55803

Dear Ms Sandbeck:

I am pleased that you will be leading a presentation, "Back to Basics: Living More with Less" for the Grand Rapids Area Library on May 16 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will pay you an honorarium of \$250 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

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

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member
moved for its adoption:

introduced the following resolution and

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
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.



(HEREIN CALLED "FEDERATION")

CONTRACT

(Form L-2)

FOR LOCAL ENGAGEMENTS ONLY
(NOT FOR USE IN CANADA)



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

THIS CONTRACT for the personal services of musicians on the engagement described below is made this 25th day of Jun, 2012, between the undersigned purchaser of music (herein called "Purchaser") and the undersigned musician or musicians.

1. Name and Address of Place of Engagement: Kaxe Rotary Tent (at Grand Rapids Public Library - FRainey) 260 NE 2nd St. Grand Rapids, MI 55744

Name of Band or Group: Big Dipper Quartet
Number of Musicians: 4 Number of Vocalists: _____

2. Date(s) of Engagement; daily or weekly schedule and daily clock hours:
July 12th, 2012 11:30-12:30

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

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

5. Purchaser Will Make Payments As Follows: To Sum miltich upon Completion of Performance
(Specify when payments are to be made)

(Continued on reverse side)

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

Donna Kirwan
Print Purchaser's Full and Correct Name
If Purchaser is Corp, Part, Trust and Correct Corporate Name
Donna Kirwan
Signature of Purchaser or Agent thereof
140 NE 2nd St
Street Address
Grand Rapids, MI 55744
City State Zip Code
218-327-8822
Telephone

Samuel P. Miltich 30-73
Print Name of Signatory Musician Home Local Union No
Sam P Miltich
Signature of Signatory Musician
326 NE 8th St.
Musician's Home Address
Grand Rapids MI 55744
City State Zip Code
218-326-2046 # 218-244-4089c.
Telephone

Booking Agent _____ Agreement No _____ Address _____

Names of All Musicians	Local Union No.	U.S. Social Security Nos.	Direct Pay
<u>Samuel P. Miltich</u>	<u>30 73</u>		<u>\$ 100.00</u>
<u>Matthew Miltich</u>			<u>100.00</u>
<u>Mike Miller</u>			<u>100.00</u>
<u>Don Vidal</u>			<u>100.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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



Fund Statement(s)

January 1, 2012 - March 31, 2012

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):
The Grand Rapids Public Library Endowment Fund

Visit MNIDEAOpen.org to vote for your favorite idea for working together across cultures and faiths. The three ideas that receive the most votes between May 15 and May 25 will each get a \$15,000 grant to turn their idea into reality.

For Questions Regarding This Statement:

Contact: Sophia Vazquez
Donor Relations Associate
Phone: (651) 325-4251
(800) 875-6167
Fax: (651) 224-9502
E-mail: smv@saintpaulfoundation.org
Address: 55 Fifth Street East, Suite 600
Saint Paul, MN 55101-1797

The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2012 through March 31, 2012

Prepared For: Ms. Marcia L. Anderson

Fund#: (5350)

Copies sent to: Ms. Barbara Baird



Fund Activity	
Beginning Balance on January 1, 2012	\$ 27,508
Contributions	0
Investment Activity	
Investment Gain / (Loss)	1,847
Interest & Dividends	106
Disbursements	
Grants Paid	(1,348)
Administrative Fees	(49)
Investment Expenses	(31)
Other Income (Expense)	0
Ending Balance on March 31, 2012	\$ 28,032
<i>Grants Approved Not Yet Paid</i>	<i>0</i>
<i>Uncommitted Balance on March 31, 2012</i>	<i>\$ 28,032</i>

Summary of Assets						
			Investment Performance			
			YTD	One Year	Three Year	Five Year
Asset Detail	\$	%	(Annualized)			
Multi-Asset Endow Port.	28,081	100.2%	7.1%	4.1%	15.7%	1.8%
Cash, Net	(49)	-0.2%				
	<u>\$ 28,032</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2012 through March 31, 2012

Activity By Category

Grants Paid (Returned)		
Pd Date	Organization Name	Amount
02/24/12	Grand Rapids Public Library	\$ 1,348
		\$ 1,348



**The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Amount Available to Grant Statement
January 1, 2012 through March 31, 2012**



Available to Grant Activity	
Amount Available to Grant from Previous Year	\$ 0
Available to Grant for 2012	1,348
Grants (Paid)/Returned in 2012	(1,348)
Amount Available to Grant as of March 31, 2012	0
<i>Uncommitted Amount Available to Grant as of March 31, 2012</i>	\$ 0

Minnesota Community Foundation

To help you with your charitable planning, we have created this Amount Available to Grant Statement. You will receive this as a quarterly addendum with your regular Fund Statement. The purpose is to provide you with timely information on how much money you have available for grantmaking in the current year. Please note that the current year's available to grant amount may include an unused amount from the previous year(s).

We hope that you will find this information of value in managing your Fund. As always, if you have questions, please feel free to call the Foundation.