

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 11 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call:

5:05 A. Approval of agenda (Packet Item A)

Meet and confer with union representative about scheduling summer

Saturday hours.

5:10 B. Minutes. (Packet Item B)

5:12 C. Communications

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

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

5:25 F. Old Business:

5:30 G. New Business:

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

- 1. Approve payment of late bills**
- 2. Approve Contracts**
- 3. Approve Resolution Accepting Donations**

Regular agenda

- 1. Set summer hours**

6:00 Adjourn. (goal: 5:30)

Strategic Plan progress review and planning.

Revisit goals/progress

plan for next year.

**Grand Rapids Area Library Board
Regular Monthly Meeting
March 14, 2012**

Members present: Dennis Jerome, Cheryl Stephens, Max Peters, Abby Kushel, 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 5:00 pm by Dennis Jerome

Agenda: John Soll moved to approve the agenda; second by Vicky Harding. Motion passed

Minutes: Cheryl Stephens moved to approve the minutes of the February board meeting; second by Vicky Harding. Motion passed by all.

Financial Report:

Invoices due on or before 3/14/12

Ameripride Linen & Apparel	51.90
Arrowhead Library System	302.52
Baker & Taylor, Inc.	2,775.07
Blue Cross/Blue shield	3,779.50
Cengage Learning	375.37
Cole Hardware	75.91
Computer Enterprises	131.99
Connecting Point	195.76
Delta Dental of Minnesota	228.15
DEMCO	1,368.22
Diverse Media, Inc.	24.45
Duluth News Tribune	273.00
Edge Wave	3,279.88
Fidelity Security Life Ins.	11.27
Filthy Clean	4,400.00
Frantz Graphic	0
Gartner Refrigeration	540.72
Grand Rapids City	500.00
Grand Rapids City Payroll	34,023.40
Henriksen, Bonnie	13.98
Itasca Area Schools	850.00
Junior Library Guild	108.00
Kirwin, Darla	34.18
Lincoln National Life	181.40
Minnesota Energy Resources	1,669.10

Minnesota Sales & Use Tax	29.83
Northern Business Products, Inc.	619.09
Paul Bunyan Telephone	490.88
Personnel Dynamics	199.84
Pioneer Mutual Life Ins.	20.50
Pizza Works	16.99
P.U.C.	3,022.53
RCB Collections	480.00
Rapids Plumbing & Heating	4,042.60
School Dist. # 318	25.00
Showcases	1,087.31
Silicon Energy LLC	5,700.00
SIM Supply, Inc.	109.83
Stokes Printing	183.88
TDS Metrocom	231.64
TRU North Electric	504.86
Verizon Wireless	52.04
Village Book Store	176.67
Waste Management	214.27
Xerox Corp.	22.92
Will Steger	1,050.00
Don Scheese	500.00
Kevin Proescholdt	250.00
NCPTC	269.79
TOTAL	\$ 74,494.24

Director Anderson commented on a few items and answered a few questions and noted the rebate from Minnesota Energy Resources.

Motion to approve the financial report by Abby Kushel, second by Max Peters. Roll call vote was approved by all present.

Staff Report: Director Anderson reported on several items including an update on the heating system and the money saved; that the library is moving ahead with the solar installation; a developing partnership with the Children’s Museum; an update on the new telephone system; commented on Saturday staffing needs and mentioned the availability of passes and tickets for attractions and events.

Old Business: None to report

New Business: Consent Agenda

1. Approve the payment of bills
2. Approve resolution accepting donations
 - a. \$500 Grand Rapids Centennial Rotary Club to purchase an Early Literacy Station #1
 - b. \$1,530 Grand Rapids Library Foundation to purchase Saturday Storytime Jan.-May, 2012-03-15

- c. \$500 Friends of the Grand Rapids Area Library to purchase an Early Literacy Station #1
- d. \$200 Janet Coy to purchase magazines

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. Members present were asked for someone to be a liason to the Library Foundation Board.
2. A draft copy of the annual report to the Minnesota Dept.of Education was passed around. Motion by Abby Kushel, second by Max peters to approve the report. Motion passed.
3. Motion by Max Peters, second by Jemma Baker to authorize the purchase of a mounting system and pay one half (\$4375) of the amount at time of placing order for the solar system. Motion passed.
4. Director Anderson noted that she would schedule a “meet and confer” with the union regarding the summer Saturday work schedule. The library union steward has agreed to meet with Board members at the April 11th Board meeting to confer before scheduling summer Saturday hours (as required by union contract)
5. A discussion was held regarding a time to meet for the annual strategic plan review and update. It was generally agreed to meet following the regular April 11 board meeting.
6. A motion by Vicky Harding, second by John Soll to authorize an agreement with Unique Management Services for material recovery. Motion passed.

There being no further business, Dennis Jerome adjourned the meeting at 5:34 pm.

Respectfully submitted,

Jeff Wartchow

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

RESOLUTION NO. 2012-3
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,

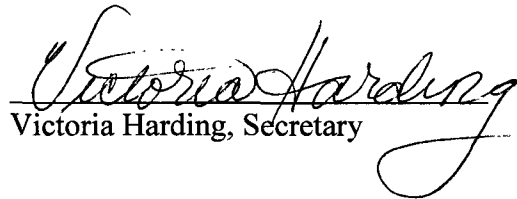
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

1. \$500 Grand Rapids Centennial Rotary Club to purchase an Early Literacy Station
2. \$1530 Grand Rapids Library Foundation to purchase Saturday Storytime Jan.-May 2012
3. \$500 Friends of the Grand Rapids Area Library to purchase an Early Literacy Station
4. \$200 Janet Coy for purchase of magazines

Adopted this 14th day of March 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 Kushel, Vicky 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.

DATE: 04/05/2012
TIME: 08:53:35
ID: AP442000.WOW

CITY OF GRAND RAPIDS
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113233	AMERIPRIDE LINEN & APPAREL	1,037.07	34.60
0114217	MARCIA ANDERSON	101.13	101.13
0118660	ARROWHEAD LIBRARY SYSTEM	354.99	65.88
0201428	BAKER & TAYLOR, INC	7,024.54	1,875.79
0212750	BLUE CROSS & BLUE SHIELD OF MN	91,908.50	3,779.50
0221700	BUSY BEES QUALITY CLEANING	0.00	1,700.00
0300200	CDW GOVERNMENT INC	10,991.37	76.62
0315455	COLE HARDWARE INC	2,066.52	114.70
0405447	DELTA DENTAL OF MINNESOTA	6,471.60	228.15
0409727	DIVERSE MEDIA INC	86.27	25.44
0605191	FIDELITY SECURITY LIFE INS CO	135.56	11.27
0618115	FRANTZ GRAPHIC SERVICE	4,375.00	4,375.00
0718015	GRAND RAPIDS CITY PAYROLL	1,380,887.05	36,132.54
0805524	BONNIE HENRIKSEN	24.05	15.76
1021515	JUNIOR LIBRARY GUILD	283.00	84.00
1109660	DARLA KIRWIN	34.18	118.57
1205099	LEARNING OPPORTUNITIES INC	0.00	2,090.55
1209516	LINCOLN NATIONAL LIFE	3,051.15	90.70
1309199	MINNESOTA ENERGY RESOURCES	41,078.69	511.91
1309335	MINNESOTA SALES & USE TAX	12,362.05	38.19
1401650	NARDINI FIRE EQUIPMENT CO. INC	2,934.60	38.40
1405850	NEXTERA COMMUNICATIONS LLC	654.47	131.85
1415377	NORTHERN BUSINESS PRODUCTS INC	4,338.80	250.21
1415535	NORTHLAND MACHINES	0.00	70.00
1601750	PAUL BUNYAN TELEPHONE	1,281.54	244.77
1605665	PERSONNEL DYNAMICS, LLC	5,025.57	54.00
1608100	PHAROS SYSTEMS INT'L INC	0.00	939.00
1609557	PIONEER MUTUAL LIFE INS CO	770.59	20.50
1609730	PITNEY BOWES	143.34	143.34
1609925	PIZZA WORKS	46.97	11.99
1621130	P.U.C.	68,389.36	2,823.99
1909510	SIM SUPPLY INC	5,026.55	311.11
2000490	TDS Metrocom	5,540.59	234.47
2205637	VERIZON WIRELESS	7,968.57	270.58
2209421	VIKING ELECTRIC SUPPLY INC	2,880.58	172.20
2209450	THE VILLAGE BOOK STORE	526.65	79.93
2301700	WASTE MANAGEMENT	5,454.80	107.62
2305690	WEST PUBLISHING COMPANY	0.00	268.00
2405650	XEROX CORPORATION	231.09	98.87

TOTAL ALL VENDORS:

57,741.13

TE: 04/05/2012
TIME: 08:52:29
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/11/2012

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	65.88
0201428	BAKER & TAYLOR, INC	1,875.79
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	76.62
0315455	COLE HARDWARE INC	114.70
0409727	DIVERSE MEDIA INC	25.44
0805524	BONNIE HENRIKSEN	15.76
1021515	JUNIOR LIBRARY GUILD	84.00
1109660	DARLA KIRWIN	118.57
1205099	LEARNING OPPORTUNITIES INC	2,090.55
1401650	NARDINI FIRE EQUIPMENT CO. INC	38.40
1415377	NORTHERN BUSINESS PRODUCTS INC	250.21
1415535	NORTHLAND MACHINES	70.00
1605665	PERSONNEL DYNAMICS, LLC	54.00
1608100	PHAROS SYSTEMS INT'L INC	939.00
1609925	PIZZA WORKS	11.99
1909510	SIM SUPPLY INC	311.11
2209421	VIKING ELECTRIC SUPPLY INC	172.20
2209450	THE VILLAGE BOOK STORE	79.93
2305690	WEST PUBLISHING COMPANY	268.00
2405650	XEROX CORPORATION	98.87
	TOTAL	8,495.62
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114217	MARCIA ANDERSON	101.13
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
0618115	FRANTZ GRAPHIC SERVICE	4,375.00
0718015	GRAND RAPIDS CITY PAYROLL	36,132.54
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	511.91
1309335	MINNESOTA SALES & USE TAX	38.19
1405850	NEXTERA COMMUNICATIONS LLC	131.85
1601750	PAUL BUNYAN TELEPHONE	244.77
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,823.99
2000490	TDS Metrocom	234.47
2205637	VERIZON WIRELESS	270.58
2301700	WASTE MANAGEMENT	107.62
	TOTAL PRIOR APPROVAL	49,245.51
	TOTAL ALL DEPARTMENTS	57,741.13

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2012
With Comparative Totals for March 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	1,357	1,041	11,182	9%
Fines & Forfeits	3,738	3,123	15,000	21%
Blandin Grant	379	-	-	0%
GR Library Foundation	3,930	4,010	-	0%
Miscellaneous	3,676	39,116	18,700	209%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	34,906	0%
TOTAL REVENUES	13,080	47,290	737,504	6%
Expenditures:				
Personnel	131,924	131,248	509,294	26%
Supplies/Materials	19,842	22,753	86,700	26%
Other Services/Charges	47,390	26,026	141,510	18%
Blandin Grant	1,052	-	-	0%
TOTAL EXPENDITURES	200,208	180,027	737,504	24%
Revenues > Expenditures	(187,128)	(132,737)	-	
Blandin Grant-Capital Grant	100,000	-	-	0%
Capital Outlay	12,207	16,968	-	0%
Fund Balance 3/31/XX				
Cash Flow	446,885	179,153	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 3/31/XX	<u>\$ 590,779</u>	<u>\$ 276,478</u>	<u>\$ 426,183</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$27,508 as of 12/31/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 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%
211-00-33-00-4025	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	405	21%
211-00-34-00-7975	INTERNET	3,000	636	21%
211-00-35-00-1030	LIBRARY FINES	15,000	3,123	21%
211-00-37-00-2310	DONATIONS	2,500	9,500	380%
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	-	4,010	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,476	37%
211-00-37-00-2420	BLANDIN GRANTS	-	-	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,600	506	32%
211-00-37-00-2455	NATURAL GAS REBATE	-	26,250	0%
211-00-37-00-5100	INVESTMENT INCOME	8,000	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,598	47,290	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	65,173	22%
211-00-75-10-1030	SALARY-PARTTIME	96,493	21,284	22%
211-00-75-10-1050	CONTRACTED SERVICES	1,320	308	23%
211-00-75-10-1210	PERA	28,213	6,257	22%
211-00-75-10-1220	FICA	24,127	5,126	21%
211-00-75-10-1250	MEDICARE	5,643	1,199	21%
211-00-75-10-1310	HEALTH INSURANCE	56,045	28,690	51%
211-00-75-10-1330	LIFE INSURANCE	246	83	34%
211-00-75-10-1335	DENTAL INSURANCE	1,778	395	22%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,775	2,732	98%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	2,930	34%
211-00-75-20-2020	COPY SUPPLIES	1,000	145	14%
211-00-75-20-2030	PRINTING/BINDING	400	62	15%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,112	28%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	328	16%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	6,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	502	50%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	30	12%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	553	28%

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

Account Number	Account Description	2012 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	40,000	9,772	24%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,991	67%
211-00-75-20-2130	NEWSPAPERS	1,200	273	23%
211-00-75-20-2140	PERIODICALS	7,500	198	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	858	29%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	104	22%
211-00-75-30-3090	JANITORIAL SERVICES	25,000	6,100	24%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,000	2,524	126%
211-00-75-30-3210	TELEPHONE	7,500	1,920	26%
211-00-75-30-3220	POSTAGE/FREIGHT	1,000	40	4%
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	480	96%
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	5,847	15%
211-00-75-30-3840	GARBAGE REMOVAL	1,200	326	27%
211-00-75-30-3860	HEAT-NATURAL GAS	10,000	4,051	41%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,700	42%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	832	6%
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	396	13%
211-00-75-30-4100	EQUIPMENT LEASES	900	212	24%
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%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	-	0%
	TOTAL EXPENDITURES	737,504	196,994	27%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (149,705)	

CITY OF GF RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 03/31/12
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	107,490.20	107,490.20	0.00
211-00-00-00-1010	CASH	551,516.93	115,464.00	419,269.64	247,711.29
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	160.00	1,536.08
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	21,796.10	22,353.15	(557.05)
TOTAL		658,711.91	247,874.75	621,159.89	285,426.77
TOTAL ASSETS		658,711.91	247,874.75	621,159.89	285,426.77
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	19,194.44	401,079.64	385,358.32	3,473.12
211-00-00-00-2030	SALES TAX PAYABLE	0.00	68.06	106.45	38.39
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	608,488.22	385,464.77	9,505.51
TOTAL LIABILITIES		232,528.96	608,488.22	385,464.77	9,505.51
FUND EQUITY					

DATE: 04/0 12
 TIME: 13:50:16
 ID: GL450000.WOW

CITY OF GI RAPIDS
 DETAILED BALANCE SHEET

JE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 03/31/12
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	22,353.15	21,796.10	(557.05)
TOTAL		426,182.95	22,353.15	21,796.10	425,625.90
	FUND SURPLUS (DEFICIT)	0.00	149,704.64	0.00	(149,704.64)
TOTAL FUND EQUITY		426,182.95	172,057.79	21,796.10	275,921.26
TOTAL LIABILITIES AND FUND EQUITY		658,711.91	780,546.01	407,260.87	285,426.77

DATE: 04/04/2012
 TIME: 13:51:21
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

PAGE: 1
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	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	139.38	1,900.00	404.95	0.00	1,495.05	21
211-00-34-00-7975	INTERNET	260.54	3,000.00	635.81	0.00	2,364.19	21
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		399.92	4,900.00	1,040.76	0.00	3,859.24	21
TOTAL CHARGES FOR SERVICES		399.92	4,900.00	1,040.76	0.00	3,859.24	21
FINES & FORFEITS							

DATE: 04/04/2012
 TIME: 13:51:21
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

PAGE: 2
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,094.57	15,000.00	3,123.07	0.00	11,876.93	21
TOTAL		1,094.57	15,000.00	3,123.07	0.00	11,876.93	21
TOTAL FINES & FORFEITS		1,094.57	15,000.00	3,123.07	0.00	11,876.93	21
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	6,200.00	2,500.00	9,500.00	0.00	(7,000.00)	380
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	1,348.47	1,400.00	1,348.47	0.00	51.53	96
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	4,010.00	0.00	(4,010.00)	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	149.75	4,000.00	1,476.00	0.00	2,524.00	37
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	158.49	1,600.00	506.46	0.00	1,093.54	32
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	0.00	0.00	8,000.00	0
TOTAL		7,856.71	18,700.00	43,125.93	0.00	(24,425.93)	231
TOTAL MISCELLANEOUS REVENUE		7,856.71	18,700.00	43,125.93	0.00	(24,425.93)	231
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:		9,351.20	737,504.00	47,289.76	0.00	690,214.24	6

DATE: 04/04/2012
 TIME: 13:51:21
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

PAGE: 3
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	24,157.93	292,654.00	65,173.38	0.00	227,480.62	22
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	7,396.10	96,493.00	21,284.04	0.00	75,208.96	22
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	54.00	1,320.00	307.84	0.00	1,012.16	23
211-00-75-10-1210	PERA	2,283.06	28,213.00	6,256.61	0.00	21,956.39	22
211-00-75-10-1220	FICA	1,860.38	24,127.00	5,125.52	0.00	19,001.48	21
211-00-75-10-1250	MEDICARE	435.07	5,643.00	1,198.63	0.00	4,444.37	21
211-00-75-10-1310	HEALTH INSURANCE	3,113.48	56,045.00	28,690.44	0.00	27,354.56	51
211-00-75-10-1330	LIFE INSURANCE	27.50	246.00	82.50	90.70	72.80	70
211-00-75-10-1335	DENTAL INSURANCE	131.53	1,778.00	394.59	0.00	1,383.41	22
211-00-75-10-1347	VISION INSURANCE	0.87	0.00	2.61	0.00	(2.61)	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	0.00	2,775.00	2,732.07	0.00	42.93	98
TOTAL PERSONNEL		39,459.92	509,294.00	131,248.23	90.70	377,955.07	26
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	(8.49)	8,500.00	2,930.29	0.00	5,569.71	34
211-00-75-20-2020	COPY SUPPLIES	110.35	1,000.00	144.75	0.00	855.25	14
211-00-75-20-2030	PRINTING/BINDING	0.00	400.00	61.80	0.00	338.20	15
211-00-75-20-2043	BINDINGS	0.00	200.00	0.00	0.00	200.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	4,000.00	1,112.34	0.00	2,887.66	28
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	327.75	0.00	1,672.25	16
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	341.60	1,000.00	501.87	76.62	421.51	58
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	15.76	250.00	29.74	0.00	220.26	12
211-00-75-20-2100	OPERATING SUPPLIES	172.20	2,000.00	552.86	0.00	1,447.14	28
211-00-75-20-2110	BOOKS	4,809.12	40,000.00	9,772.38	0.00	30,227.62	24

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	144.01	9,000.00	5,990.64	0.00	3,009.36	67
211-00-75-20-2130	NEWSPAPERS	0.00	1,200.00	273.00	0.00	927.00	23
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	197.95	0.00	7,302.05	3
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	360.77	3,000.00	857.68	0.00	2,142.32	29
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		5,945.32	86,700.00	22,753.05	76.62	63,870.33	26
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	103.80	0.00	376.20	22
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	25,000.00	6,100.00	0.00	18,900.00	24
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,031.78	2,000.00	2,524.00	0.00	(524.00)	126
211-00-75-30-3210	TELEPHONE	612.27	7,500.00	1,920.33	0.00	5,579.67	26
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	1,000.00	39.60	0.00	960.40	4
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	480.00	0.00	20.00	96
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	5,846.52	0.00	34,083.48	15
211-00-75-30-3840	GARBAGE REMOVAL	107.62	1,200.00	325.74	0.00	874.26	27
211-00-75-30-3860	HEAT-NATURAL GAS	511.91	10,000.00	4,051.17	0.00	5,948.83	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	405.81	15,000.00	832.06	0.00	14,167.94	6
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	547.75	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

DATE: 04/04/2012
 TIME: 13:51:21
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

PAGE: 5
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	76.49	3,000.00	396.13	0.00	2,603.87	13
211-00-75-30-4100	EQUIPMENT LEASES	166.26	900.00	212.10	0.00	687.90	24
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		5,194.49	141,510.00	26,025.52	939.00	114,545.48	19
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	10,075.00	0.00	16,967.60	0.00	(16,967.60)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		10,075.00	0.00	16,967.60	0.00	(16,967.60)	100
TOTAL GENERAL ADMINISTRATION		60,674.73	737,504.00	196,994.40	1,106.32	539,403.28	27
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 04/04/2012
 TIME: 13:51:21
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2012

PAGE: 6
 F-YR: 12

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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:		60,674.73	737,504.00	196,994.40	1,106.32	539,403.28	27
TOTAL FUND REVENUES		9,351.20	737,504.00	47,289.76	0.00	690,214.24	6
TOTAL FUND EXPENSES		60,674.73	737,504.00	196,994.40	1,106.32	539,403.28	27
FUND SURPLUS (DEFICIT)		(51,323.53)	0.00	(149,704.64)			
TOTAL ALL FUND REVENUES		9,351.20	737,504.00	47,289.76	0.00	690,214.24	6
TOTAL ALL FUND EXPENSES		60,674.73	737,504.00	196,994.40	1,106.32	539,403.28	27
ALL FUND SURPLUS (DEFICIT)		(51,323.53)	0.00	(149,704.64)			

Director's Report

April 11, 2012

Early literacy learning center (MN Children's museum)

Darla, Tracy and I met with two of the exhibit designers from the Children's Museum on March 29 to discuss some preliminary proposals for the interactive literacy center here. We talked about using the river/boats/habitat as the theme. The primary things we will be using are: the boat, the bait shop, the hollow tree, the puzzle stands and the large block letters with stands and a farmer's market cart with a small garden plot. Each of these items will have interactive literacy elements (letters, numbers, sounds, colors, rhymes) or an opportunity for creative play. We will have murals on the walls in that corner. We identified the SE corner of the library as the best place to put it and will move the large shelving unit a few feet west to accommodate everything. The entire project is scheduled to be completed and installed in early July! I will have a layout at the board meeting.

Collections

The Arrowhead Library System has purchased a collections module for Horizon, our Integrated Library System (catalog). We are preparing for using Unique Management Services as a collections agent. It should start May 1 with accounts that are 60 days past due.

Computer Classes

We have started the second series of topical computer classes (Email, Google tools, social networking). There were 8 people for the Computer 101 class and 4 for the Internet class. There are between 6 and 9 people signed up for each of the next 4 classes during April and May. We will repeat the series at least once during the fall.

Legacy Programming

We are taking advantage of the opportunities for programs arranged through ALS. The Creativity Tank workshop was the most recent. This month we have a history player being Maud Hart Lovelace, and an author reenacting a voyageur, and the DSSO doing an afternoon music program. Next month (May 3) we will have a music program in the evening inside the library after closing time. "Happy Days are Here Again" music of the 30's 40's and 50's

Sidewalk Poetry in the works: We have invited Joyce Sutphen, the MN Poet Laureate, to present a poetry workshop on Friday, July 6, then send people out with sidewalk chalk or sidewalk paint to put poems on sidewalks in the central business district. Poetry will be judged, and people attending First Friday events will have an opportunity to vote for their favorite poem on the sidewalk. An award ceremony will take place sometime during the evening. Legacy Funds are paying for Sutphen, and the planning is being done with the planners of First Fridays. We are also looking into the possibility of doing permanent poetry imprints into sections of new or repaired sidewalks in the city.

Rapids Reads events Events have been generally successful so far. We have had attendance ranging from 10-30 at the events. We have multiple copies of *Into the Wild* available for check out. The remaining event is Will Steger at ICC on April 11.

Agenda Items

Approve scheduling summer Saturdays: The union contract requires a meeting with union representation before scheduling staff to work Saturdays during the summer. Michele Johnson, union steward, has agreed to a brief meeting at the beginning of the agenda.

Proposal:

Open all Saturdays during the summer of 2012 from 10:00-2:00 (regular hours) except May 26 (Memorial Day Weekend) and Sept. 1 (Labor Day weekend)

We have been open on Saturdays since 2007. When we were open on the Saturdays of holiday weekends they were very, very slow. We have been closing around July 4 when the day falls near a weekend, but since it is mid-week this summer, there is no logical Saturday closure

Last summer we continued Saturday Story times during the summer, at the request of parents. They were well attended through mid-August. Circulation and traffic is not heavy, but busy enough to justify being open. One down side is that keeping the building cool in the summer is expensive. Closing on Saturdays would cut some electricity expense.

Assistant Director Report

April 2012

Teens

The first week in March was Teen Tech Week. There were two activities for teens during the week. In Teen Universe I put a fish bowl full of ear buds. The person with the closest guess won all the ear buds plus a goody bag. There were 54 ear buds in the bowl and the closest guess was 52. The girl who won was super excited. There were 13 teens that participated. The other activity was the Teens' Choice Awards. Teens voted for their favorites in 4 categories: book, movie, band/musician, and website. There were 5 participants.

Our high school volunteer from Deer River HS helped me weed the Young Adult graphic novels, fiction and nonfiction. Nikki pulled the books and I decided which ones to keep or delete. I had never done a major weeding project and the shelves were getting full so it was time to weed.

Teen Advisory Board

March 27, 2012

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

There was a long discussion about the teen photo contest. We decided to have 3 categories this year: enhanced, not enhanced, and a summer reading theme related. The summer reading theme is Own the Night. Prizes will be awarded to the top 2 photographers in each category.

There was some discussion about summer reading and the structure for giving prizes. Currently the program is set up like this: when teens read a book they can write a review of it. The review goes in a bucket and each week (for 7 weeks) there are three names that are drawn to win prizes. Part of the issue is not every teen wins a prize or gets something for participating. We decided to talk about it at our next meeting.

I did a review of Teen Tech Week. I talked about how many kids participated in the activities.

Operations

The doll club had a display in the lobby display case.

Everett fixed book bins in the children's department. Some of the dividers were loose and he glued them to the bottoms of the bins.

There was a display on a table for National Craft Month which was in March. ABC's of Quilting lent the library three quilts which were displayed on the line.

Staff

Tracy attended the Southwest Elementary School Literacy Fair in March. The Literacy Fair is setup like a science fair; kids do projects and family members come to view the projects. Tracy handed out library card applications. She also brought back to the children's department coupons to give Southwest kids when they come to the library.

Tracy attended a Project Read meeting. The group did a book drive at the middle school with the books to be given away at the Children's Fair in April. The other big project is in conjunction with business people in the community.

Darla and Tracy attended *Spotlight on Books* at Ruttger's at the end of March. The conference is for adults but is all about children's literature. Featured authors this year were Gary Schmidt, author of several titles for children and YA, Margi Preus, from Duluth, and Brian Lies, who lives in Massachusetts. Darla introduced Brian Lies who is the illustrator for the children's summer reading program.

Check-outs	14,235	YTD	40,901	YTD 2011	39,187	4.37%	3,279	23.03%
Renewals	1,669		5,192		5,623	-7.66%		
Total Circulation	15,904		46,093		44,810	2.86%		
Returns	15,983		45,280		45,956	-1.47%		
New cards	119		369		365	1.10%		

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2011	Door count	2011 comparison
Books cataloged and processed	639	1,700	2,126	11528	NA
Withdrawn copies	252	942	2,368		
Withdrawn Titles	345	808	1,216		

REFERENCE	THIS MONTH	YTD	YTD 2011
tests proctored	832	1,638	2,089
computer help over 5 minutes	13	25	36
INTERNET	SESSIONS	HOURS	YTD SESSIONS
Pharos sessions ***	1,786	1,039	5,142
			3,090
			5,410
			3,516

Non-Pharos sessions	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
VOLUNTEERS	16	197.25	95	90
	29	197.25	75	576.25
				437.75

MEETING ROOM	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE	2011 YTD GROUPS	2011 YTD PEOPLE
Total Mtg Rm Use	51	1,028	173	2,988	98	1,872

PROGRAMS & TOURS	BOOK TIME	SATURDAY STORY TIME	CLASS VISITS	NON SCHOOL GROUPS	SPECIAL PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
	8	5	5	3	3	24	10	
	193	232	87	66	22	600	151	
	20	13	14	8	10	65	20	
	465	587	232	299	103	1,686	168	
	20	14	18	7	59	10	247	
	560	230	530	86	1,406	20	247	

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2011
TOTALS	9.5	28	21

Children's Library Summary February and March 2012

First, an apology. I was gone the last week of February, visiting my new grandson. When I returned, there were so many things to catch up with, I completely forgot about my report to the board. So, this will be a double!

The Children's library is a busy place. We completed our winter reading program on Saturday, February 25. 365 boys and girls registered to participate. Of that number, 66% returned completed reading logs. Interestingly, 71% of boys who registered finished; only 61% of girls who registered finished. 60 Baby Steps coupons were issued also.

We've had many visitors, including RJEMS special education class, boys and girls from Bena, Ball Club, and Leech Lake Headstart programs, and Southwest Kinders. Ruth Ann Trembath brought her Invest Early class of 3, 4 and 5-year-olds to do some research and "write" their first paper!

On February 4, we held a "Snowflake Frenzy" in conjunction with the First Annual Great Itasca SnowFolk Festival. We made snowflakes from a variety of materials in the community room, guided by the artists of the Creativity Tank and some of us built snow sculptures in the back yard, using snow delivered to us by the city of GR.

Legacy programs filled out our schedule of offerings. In February, we enjoyed the music and comedy of "The Okee Dokee Brothers," and learned some engineering skills from "321 Art Studio" as 49 boys, girls and caregivers built bridges from toothpicks and gum drops. I'm proud to report that a 14-year-old girl from GR built a better, stronger bridge than two 16-year-old boys from International Falls! The artists of the Creativity Tank were here again, on March 23, to guide 36 of us as we made our own "Medicine Bags."

Twenty-one people attended Family Movie Night in February, with 19 attending in March.

Looking ahead:

- Children's Poetry Writing Workshop on Tuesday, April 10 at 1:00 pm; this is a Legacy event.
- Saturday, April 14 at 10:30 am, a Minnesota History Player will be here to introduce us to Minnesota author, Maud Hart Lovelace, famous for the Betsy-Tacy series of books. This is also a Legacy Event.
- Tuesday, April 17 – Kindergarten Round-up at the IRA Civic Center
- Wednesday, April 25 @ 1:00 pm, a woodwind quartet from the Duluth-Superior Symphony Orchestra will present "Around the World in 45 Minutes." This is another Legacy funded event.
- Thursday, April 26 @ 6:00 pm, Family Movie Night will feature "Puss in Boots."
- Saturday, April 28 Children's Fair at the IRA Civic Center

Library Volunteer and Program Report for March 2012

March Volunteers

29 volunteers/197.25 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
- We've asked volunteers to continue shelf reading and straightening the shelves when they have extra time
- One volunteer has stamped books deleted from the collection and added email addresses to Marcia's newsletter list.
- I had to relieve one volunteer of his duties because of considerable absenteeism and his lack of ability to sort books efficiently and accurately
- I enrolled a new volunteer to sort books for the Used Book Store
- We continue to receive calls from people who would like to volunteer at the library-- building a waiting list as positions become available

Board & Program Committee Volunteers

Library Board: 8 members attended/recorded hours at the March meeting

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

The Program Committee thanked Teresa Alto for her many years of service to the Committee as she retired at the March meeting. Teresa has made huge contribution of time, effort and ideas. She has served as Chair and Recorder during her years of service. She is being replaced by another ICC faculty member, Lisa Marcis. The first March program was for parents and teens to explore internet safety. The remaining March programs focused on themes of "Into the Wild," the book chosen for the community read—Rapids Reads. Program Committee members have supported and shown much enthusiasm for this project. I led an orientation of member responsibilities for the committee at the March meeting.

The following programs were offered in March:

- Safe, responsible use of Technology--Tuesday, March 6 (13 attended)
- Into the Wild Film Screenings—Tuesday March 13 (17 attended) and Thursday April 5
- Wilderness and the American Consciousness—Thursday, March 15 (18 attended)
- Book discussion of Into the Wild—Wednesday, March 28 (20 attended)
- Lost in Minnesota—Wednesday, March 21 (23 attended)
- The Importance of Wilderness—Thursday, March 29 (31 attended)