

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

August 10 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

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

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

5:12 **C. Communications**

1. Minnesota Community Foundation

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 11-6 Accepting Donations

a. Splithand Township, \$200 for unrestricted use

b. Janet Lane \$50 Memorial for Rosalie Mellor

Regular agenda

6:00 **Adjourn.**

GRAND RAPIDS AREA LIBRARY BOARD
 REGULAR MONTHLY MEETING
 GRAND RAPIDS AREA LIBRARY
 JULY 13, 2011
 5:00PM

Members present: Vicky Harding, Gina Hawkinson, Dennis Jerome, Abby Kuschel, Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director, Amy Dettmer- Assistant Director

Members Absent: Jemma Baker, Shannon Benolken

Meeting called to order at 4:59 pm by Gina Hawkinson

- A. Agenda- Dennis Jerome made a motion; second by Abby Kuschel to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- Dennis Jerome made a motion to approve the Minutes of June 8, 2011; second by Vicky Harding. Motion carried.
- C. Communications-
 - a. Letter to Itasca County Commissioners
 - b. Budget and Memo
 - i. Next City Council meeting is July 25, 2011, Board Members are encouraged to attend to show support for the library.
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 7 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 07/13/2011

SALLY ALLEMAN	\$2,487.66
AMERIPRIDE LINEN & APPAREL	\$34.60
ARROWHEAD LIBRARY SYSTEM	\$361.49
BAKER & TAYLOR, INC	\$2,593.88
COLEHARDWARE INC	\$0.40
CONNECTING POINT TECHNOLOGIES	\$903.98
D.C.R. COMMUNICATIONS INC.	\$30.00
THE DESIGN GROUP INC	\$2,000.00
AMY DETTMER	\$8.60
DIVERSE MEDIA INC	\$24.45
GALE	\$47.24
GARDNER PUBLISHING	\$110.23
GARTNER REFERIGERATION CO	\$1,675.00
BONNIE HENRIKSEN	\$9.37
ICTV	\$135.00
INVEST EARLY PROJECT	\$255.00

JUNIOR LIBRARY GUILD	\$167.40
LANDMARK AUDIOBOOKS	\$647.50
LEARNING OPPORTUNITIES INC	\$1,663.37
LIBRARY DISPLAY DESIGN SYSTEMS	\$149.28
NORTHERN BUSINESS PRODUCTS INC	\$173.11
OCLC/FOREST PRESS	\$359.00
OXFORD UNIVERSITY PRESS	\$15.90
PERSONNEL DYNAMICS, LLC	\$1,458.40
PIZZA WORKS	\$14.99
PUMPKIN BOOKS	\$119.92
RECORDED BOOKS	\$33.00
MICHAEL RUSSELL	\$1,490.00
SCHOOL DISTRICT #318	\$50.76
SIM SUPPLY INC	\$309.99
STKOES PRINTING COMPANY	\$8.95
THE VILLIAGE BOOKSTORE	\$93.44
CATHERINE HOLM	\$150.00
TOTAL	\$17,582.27

CHECKS ISSUED FOR PRIOR APPROVAL

BLUE CROSS & BLUE SHEILD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$435.10
FIDELITY SECURITY LIFE INS CO	\$21.68
GRAND RAPIDS CITY PAYROLL	\$67,100.14
LINCOLN NATIONAL LIFE	\$180.60
MINNESOTA ENERGY RESOURCES	\$425.38
MINNESOTA SALES TAX & USE TAX	\$61.44
PAUL BUNYAN TELELPHONE	\$244.13
PIONEER MUTUAL LIFE INS CO	\$41.00
PITNEY BOWES	\$143.34
P.U.C.	\$3,164.22
MICHAEL RUSSELL	\$600.00
TDS METROCOM	\$230.57
UNITED PARCEL SERVICE	\$11.84
VERIZON WIRELESS	\$157.79
WASTE MANAGEMENT	\$98.20
TOTAL PRIOR APPROVAL	\$76,802.93
TOTAL ALL DEPARTMENTS	\$94,385.20

E. Staff Report- Full Board Discussion on Staff Report

- a. Fishing poles and equipment are in. Vicky brought up the possibility of purchasing the tackle boxes.
- b. Alternative Energy Building- Excavating has started.
- c. Procedure changes/updates-
 - i. Inter-Library Loan Process has updated to automated calls and emailing when books are checked into the system.

- ii. Circulation Hold Process has updated so that books are held for 10 days then returned to the lending library. Reduces excess holding times and saves employee time

F. Old Business-

- a. Update on Energy Building- Marcia will keep Board updated with progress
- b. Update on Budget Process- Preliminary Approval in September and Final Approval in December
- c. Update on Legislative Impacts- Slight increase in computer use for job searching, applications and unemployment purposes due to the Workforce Center being closed.

G. New Business-

- a. Consent Agenda- Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 7 AYES, 0 NAYS. Motion carried unanimously.
 - i. Late Bills- None
 - ii. Contracts- None
 - iii. Donations- GRALF \$90.00 for multiple copies of "The Late Homecomer"; GRALF \$1,020.00 for Saturday Story Time for June- August; Dennis & Jeanne Legan \$25.00 for magazine subscription "Minnesota Out of Doors"
- b. Regular Agenda- None

Gina Hawkinson adjourned meeting at 5:51 pm.

Board member
and moved for its adoption:

introduced the following resolution

RESOLUTION NO. 2011-5
A RESOLUTION ACCEPTING DONATIONS

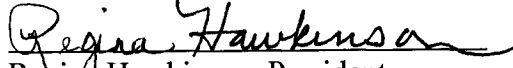
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

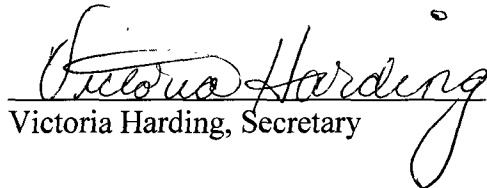
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

1. **Grand Rapids Area Library Foundation \$90 for multiple copies of "The Late Homecomer"**
2. **Grand Rapids Area Library Foundation \$1020 for Saturday Story Times for June-August**
3. **Dennis and Jeanne Legan for magazine subscription: *Minnesota Out of Doors***

Adopted this 13th day of July 2011


Regina Hawkinson, President


Victoria Harding, Secretary

Board member
and the following voted in favor thereof:

seconded the foregoing resolution

And the following voted against same:

And the following abstained:

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 SEVEN MONTHS ENDING JULY 31, 2011
With Comparative Totals for July 31, 2010**

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	332,377	339,391	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 1/1/XX	727,080	690,114	690,114	
Revenues:				
Taxes	242,067	251,683	534,716	47%
Intergovernmental	74,223	-	133,000	0%
Charges for Services	11,726	11,003	11,182	98%
Fines & Forfeits	8,152	8,039	15,000	54%
Blandin Grant	10,350	100,379	-	0%
GR Library Foundation	2,125	5,040	-	0%
Miscellaneous	9,692	28,264	19,400	146%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	358,335	422,717	764,938	55%
Expenditures:				
Personnel	276,377	298,848	503,061	59%
Supplies/Materials	52,370	55,250	98,725	56%
Other Services/Charges	102,330	92,692	163,152	57%
Capital Outlay	-	287,642	-	0%
Blandin Grant	3,114	2,471	-	0%
TOTAL EXPENDITURES	434,191	736,903	764,938	96%
Revenues > Expenditures	(75,856)	(314,186)	-	
Fund Balance 7/31/XX				
Cash Flow	256,521	25,205	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 7/31/XX	<u>\$ 651,224</u>	<u>\$ 375,928</u>	<u>\$ 690,114</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,905 as of 6/30/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JULY 31, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ 220,697	41%
211-00-31-00-0200	DELINQUENT	-	2,395	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	28,591	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%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,900	1,115	59%
211-00-34-00-7975	INTERNET	3,000	1,843	61%
211-00-35-00-1030	LIBRARY FINES	15,000	8,039	54%
211-00-37-00-2310	DONATIONS	2,500	470	19%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	50	3%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	373	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,415	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	5,040	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,795	45%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	21,323	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	972	57%
211-00-37-00-5100	INVESTMENT INCOME	8,000	1,866	23%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
	TOTAL REVENUE	713,298	422,717	59%
211-00-39-00-5500	FUND BALANCE USAGE	51,640	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	290,187	164,135	57%
211-00-75-10-1030	SALARY-PARTTIME	95,197	52,997	56%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	3,162	59%
211-00-75-10-1210	PERA	27,940	15,742	56%
211-00-75-10-1220	FICA	23,894	12,837	54%
211-00-75-10-1250	MEDICARE	5,588	3,002	54%
211-00-75-10-1310	HEALTH INSURANCE	50,665	43,130	85%
211-00-75-10-1330	LIFE INSURANCE	246	186	76%
211-00-75-10-1335	DENTAL INSURANCE	1,624	878	54%
211-00-75-10-1347	VISION INSURANCE	-	6	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,772	126%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	4,063	43%
211-00-75-20-2020	COPY SUPPLIES	1,000	370	37%
211-00-75-20-2030	PRINTING/BINDING	500	473	95%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,991	50%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	8,422	337%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	8,690	107%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	435	174%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,537	77%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JULY 31, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	45,000	22,306	50%
211-00-75-20-2120	AUDIO/VISUAL	10,000	4,951	50%
211-00-75-20-2130	NEWSPAPERS	1,500	465	31%
211-00-75-20-2140	PERIODICALS	8,500	128	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,418	47%
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	586	73%
211-00-75-30-3040	LEGAL	500	1,203	241%
211-00-75-30-3070	LAUNDRY	600	240	40%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	17,414	58%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	1,660	21%
211-00-75-30-3210	TELEPHONE	7,500	4,215	56%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	635	42%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	145	10%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	75	19%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	480	96%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	61	41%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	18,171	50%
211-00-75-30-3840	GARBAGE REMOVAL	900	587	65%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,711	59%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	2,848	71%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,037	40%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	455	46%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	11,410	114%
211-00-75-30-4030	ONLINE SERVICES	7,500	1,960	26%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	3,254	108%
211-00-75-30-4100	EQUIPMENT LEASES	900	436	48%
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	-	39,642	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	248,000	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	400	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,071	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	764,938	736,902	96%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (314,186)	

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 07/31/11
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	255,347.33	255,347.33	0.00
211-00-00-00-1010	CASH	737,795.97	377,881.50	612,794.21	502,883.26
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	6,732.00	0.00	0.00	6,732.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,000.00	87.30	1,087.30	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	28,789.00	0.00	0.00	28,789.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	28.25	0.00	28.25	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	5,533.20	1,337.00	5,533.20	1,337.00
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	53,815.17	36,301.92	17,513.25
TOTAL		779,988.42	688,468.30	911,092.21	557,364.51
TOTAL ASSETS		779,988.42	688,468.30	911,092.21	557,364.51
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	592,110.71	723,993.87	157,151.70
211-00-00-00-2030	SALES TAX PAYABLE	0.00	231.48	270.31	38.83
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	6,634.34	6,634.34	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	6,732.00	0.00	0.00	6,732.00
211-00-00-00-2220	DEFERRED REVENUES	51,239.13	51,239.13	0.00	0.00
TOTAL		89,874.01	650,215.66	724,264.18	163,922.53
TOTAL LIABILITIES		89,874.01	650,215.66	724,264.18	163,922.53
FUND EQUITY					

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 07/31/11
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	690,114.41	0.00	0.00	690,114.41
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	36,301.92	53,815.17	17,513.25
TOTAL		690,114.41	36,301.92	53,815.17	707,627.66
TOTAL FUND EQUITY		690,114.41	36,301.92	53,815.17	707,627.66
	FUND SURPLUS (DEFICIT)	0.00	314,185.68	0.00	(314,185.68)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,000,703.26	778,079.35	557,364.51

LIBRARY BILL LIST - AUGUST 10, 2011

DATE: 08/04/11
TIME: 13:06:42CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/10/11

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113100	AMAZON.COM	146.98
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	73.52
0201428	BAKER & TAYLOR, INC	2,594.02
0218115	BRAUN INTERTEC CORPORATION	596.75
0300200	CDW GOVERNMENT INC	135.00
0315455	COLE HARDWARE INC	2.29
0315508	COMPUTER ENTERPRISES	211.98
0321125	CUB FOODS STORE# 9036	21.33
0405697	THE DESIGN GROUP INC	2,361.27
0701460	GALE	47.24
0718010	CITY OF GRAND RAPIDS	2,273.77
0718060	GRAND RAPIDS NEWSPAPERS INC	55.00
0801820	HAWK CONSTRUCTION INC	146,230.00
1109660	DARLA KIRWIN	22.43
1201504	LANDMARK AUDIOBOOKS	175.50
1205099	LEARNING OPPORTUNITIES INC	21.75
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	331.46
1524250	OXFORD UNIVERSITY PRESS	258.34
1605665	PERSONNEL DYNAMICS, LLC	72.92
1609925	PIZZA WORKS	14.99
1805150	RECORDED BOOKS	33.00
1821700	MICHAEL RUSSELL	1,300.00
1900800	SVL SERVICE CORPORATION	2,404.00
1909510	SIM SUPPLY INC	62.22
1920240	STERLE LAW OFFICE	130.00
2405650	XEROX CORPORATION	118.39
	TOTAL	163,901.41
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447	DELTA DENTAL OF MINNESOTA	217.55
0718015	GRAND RAPIDS CITY PAYROLL	33,667.03
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309335	MINNESOTA SALES & USE TAX	42.98
1601750	PAUL BUNYAN TELEPHONE	243.93
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	3,669.27
2000490	TDS Metrocom	237.29
2205637	VERIZON WIRELESS	126.55
	TOTAL PRIOR APPROVAL	42,131.50
	TOTAL ALL DEPARTMENTS	206,032.91

Director's Report

Circulation and Traffic

The number of people through the door is down from last July, as is circulation and computer use. It does not feel any less busy, however. We continue to have strong attendance at both Monday and Saturday story times, and Darla will report on the successful Summer Reading Program. Since June was so cold and wet, and July was much nicer, that may account for some of the drop off.

Energy building

As of Wednesday, August 03, 2011, the cement block frame is complete and half of the brick wall is complete. I believe they are planning to put the roof on it this week. The pipes into the Library have been laid. I have been posting photos on the Library's blog once or twice each week to show progress.

Budget

The meeting with the City Council to discuss the Library budget will take place at the Council Work Session on August 22 at 4 pm.

New training opportunity for public

Just this week we gained access to Atomic Training, tutorials in software applications. Atomic Training is one of the statewide partners in the Broadband Access grant so this is provided at no charge to us. Our patrons can log on to any of the public computers in the Library, or use their own laptop and our wireless access and use any of the tutorials on Word, Excel and other Office software. Other tutorials include DreamWeaver, photoshop, Open Office and Windows 7. This is not available remotely, as the subscription is tied to our IP address. We will receive marketing material so we can do some promotion.

New Board member recruitment

Gina, John and DJ's terms expire at the end of 2011. DJ and John have indicated they would like to serve for another 3 year term. (Gina cannot, as 2 terms is the limit) Please be thinking of potential recruits to replace Gina. It must be someone who lives within the City limits. The appointment should be made by the City Council in mid-December so we can have someone in place in January.

Assistant Director Report
August 2011

Teens

Teen summer reading wrapped up. There were 35 teens that put reviews in the bucket throughout the 7 weeks. There were a total of 104 reviews. There were 17 different teens that won weekly prizes. Thank you to the Friends of the Library for the funds to purchase prizes and the Village Bookstore for donating three gift certificates.

The Teen Photo Contest ended July 23. There were 32 photos submitted by 17 teens. Winners were:

Enhanced Category

1. Katie LaPlant "Blurry Pokegama"
2. Jonah Hintgen "Lilian"
3. Kary Sheppard "Didactic Dog"

Not Enhanced Category

1. Taylor Denver "Sweet Summertime"
2. Abby Crea "Summer Felicity"
3. Amy Denver "Days Gone By"

The winners were announced on Monday August 1 at a reception held in the meeting room. There were 14 people that attended!

Operations

The children's department weeded and rearranged collections. The fiction, paperback, and Newbery collections were merged. The beauty of this is instead of looking in two spots for J.K. Rowling or Beverly Cleary, for example, no matter if it's paperback or hardcover the books are all in the same area. Tracy and Darla also added more series to the series shelves. Because of extra space in the picture book bins they moved some authors who have written a lot of picture books to their own spots. For example, Eric Carle and Nancy Carlson now have lots of room for their many books.

Staff

Tracy attended the Branch Out Conference in Northfield. It was held at St. Olaf College. Branch Out is a conference designed by and for library paraprofessionals, support staff, and media specialists. Its purpose is to bring library staff from all around Minnesota and the surrounding region together for career development and networking opportunities.

Tracy has started working on her Minnesota Certification for Library Employees. The certification has 2 levels, a basic and an advanced. Level one addresses 55 competencies.

Tracy said that ALA and the Minnesota program may partner so once a person has received the Minnesota certification they could also be certified nationally by ALA.

Express Check outs % of total c/o
 3,963 24.97%
 -12.12%
 -2.61%
 -11.10%
 -9.94%
 -23.28%

Door count 13163
 2010 comparison
 -14.58%

YTD
 94,767
 12,598
 107,365
 104,969
 923

THIS MONTH
 15,869
 2,516
 18,385
 18,528
 135

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

YTD 2010
 100,832
 12,935
 120,767
 116,549
 1,203

THIS MONTH
 606
 1,757
 456

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

YTD 2010
 7,127
 57
 120

THIS MONTH
 814
 7
 6

REFERENCE
 tests proctored
 computer help over 5 minutes

2010 YTD SESSIONS 12,130
2010 YTD HOURS 7,465
2010 YTD PEOPLE 16,973
2010 YTD GROUPS 11,696

YTD 2010
 1,123

SESSIONS
 1,944

INTERNET
 Pharos sessions ***

YTD 2010
 482
 58

PEOPLE
 121
 34

Non-Pharos sessions
VOLUNTEERS

2010 YTD HOURS 1286.00
2010 YTD PEOPLE 1981.75

YTD 2010
 227

GROUPS
 36

MEETING ROOM
 Total Mtg Rm Use

2010 YTD HOURS 4,655
2010 YTD PEOPLE 334
2010 YTD GROUPS 6,476

YTD 2010
 32
 21
 4
 54
 16
127
 25

PROGRAMS & TOURS
 BOOK TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 SPECIAL PROGRAMS
 TEEN PROGRAMS
Total Youth Programs
 Total Adult Programs

EQUIPMENT RESERVED
TOTALS

2010 YTD HOURS 809
2010 YTD PEOPLE 568
2010 YTD GROUPS 7
2010 YTD PEOPLE 1,636
2010 YTD PEOPLE 288
2010 YTD PEOPLE 3,493
2010 YTD PEOPLE 24

YTD 2010
 40
 49

THIS MONTH
 6

BOOKINGS & ARRANGEMENTS
TOTALS

2010 YTD HOURS 44.5
2010 YTD PEOPLE 63.5

YTD 2010
 44.5
 63.5

THIS MONTH
 7

BOOKINGS & ARRANGEMENTS
TOTALS

Children's Library Summary
For July 2011

Wow! What an amazing summer we've had. It wasn't only the temperatures outside that were hot – so were the numbers in the Children's Library! We had record-breaking sign-ups for our summer reading program: 674 boys and girls from ages 8 days to 14 years. We have near record returns of reading logs: 54%, so far. I hope to have lots of interesting statistics for you next month.

We also had record numbers of attendees for some of our special events, with 102 people coming out at 9:30 am to see the Titambe West African Music and Dance Ensemble, and 227 turning up at the KAXE Rotary tent to watch Dazzling Dave – one of only 13 professional Yo-Yo Masters in the world – and the only one in the Midwest! Sam Miltich and Friends drew 120 people out on a less-than-beautiful day to enjoy jazz and ice cream, also in the KAXE Rotary tent. (Thanks to KAXE for the use of their venue and to Cub Foods for the ice cream!)

Two dates for Cake Decorating with Curtis and Michelle filled quickly. Because of the nature of the event, registration is limited to 16 kids for each date, but waiting lists indicate that we could offer this workshop about once a month.

Summer Monday Book Time has been well attended and will continue through August (and longer?) Saturday Story Times are also going well, with summer visitors adding to our numbers. The staff of Camp Wannago at the YMCA has made the library a regular part of their weekly summer activities, too.

Family Movie Night in August was less well attended (20), as we had an encore performance of "Up!"

Looking ahead:

- Fun Family Fridays in August with Tracy – featuring games and crafts from around the world
- Family Movie Night: Thursday, August 25 at 6:00 pm – "Mars Needs Moms." Bring dinner or a snack to enjoy while you watch the movie. Bean bags, blankies and pillow pals are also welcome.



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

Fund Statement(s)

January 1, 2011 - June 30, 2011

Confidential and Privileged Information

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

Thank you for making Minnesota Community Foundation your partner in philanthropy. To view the Foundation's 2010 financial overview, please visit www.mncommunityfoundation.org. Go to the "About Us" section and click "Financials."

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, 2011 through June 30, 2011

Prepared For: Ms. Marcia L. Anderson

Fund#: (5350)

Copies sent to: Ms. Barbara Baird

Fund Activity

Beginning Balance on January 1, 2011	\$ 28,789
Contributions	0
Investment Activity	
Investment Gain / (Loss)	1,434
Interest & Dividends	259
Disbursements	
Grants Paid	(1,415)
Administrative Fees	(101)
Investment Expenses	(61)
Other Income (Expense)	0
Ending Balance on June 30, 2011	\$ 28,905
<i>Grants Approved Not Yet Paid</i>	<i>0</i>
<i>Uncommitted Balance on June 30, 2011</i>	<i>\$ 28,905</i>

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	One Year	Three Year	Five Year
			(Annualized)			
Multi-Asset Endow Port.	28,898	100.0%	5.8%	22.4%	1.9%	3.3%
Cash, Net	7	0.0%				
	<u>\$ 28,905</u>	<u>100.0%</u>				

What's your vision?



MINNESOTA COMMUNITY FOUNDATION

The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Fund Statement
January 1, 2011 through June 30, 2011

Activity By Category

Grants Paid (Returned)		
Pd Date	Organization Name	Amount
03/10/11	Grand Rapids Public Library	\$ 1,415
		<u>\$ 1,415</u>

What's your vision?



MINNESOTA COMMUNITY FOUNDATION

The Grand Rapids Public Library Endowment Fund
of Minnesota Community Foundation
Amount Available to Grant Statement
 January 1, 2011 through June 30, 2011

What's your vision?



MINNESOTA COMMUNITY FOUNDATION

Available to Grant Activity	
Amount Available to Grant from Previous Year	\$ 0
Available to Grant for 2011	<u>1,415</u>
Grants (Paid)/Returned in 2011	<u>(1,415)</u>
Amount Available to Grant as of June 30, 2011	<u>0</u>
<i>Uncommitted Amount Available to Grant as of June 30, 2011</i>	<u><u>\$ 0</u></u>

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.