

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

May 11 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Benolken, Jerome***
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
- 1. MN Community Foundation statement**
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
- 1..**
- 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 (none so far)**
- 2. Approve Contracts (none so far)**
- 3. Approve Resolution Accepting Donations (none so far)**
- 4.**
- Regular agenda**
- 1. Authorize staff to apply for \$2000 grant from Target**
- 2. Review strategic plan update**
- 6:00 **Adjourn.**

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

Members present: Jemma Baker, Shannon Benolken, Vicky Harding, Gina Hawkinson,
Dennis Jerome , Max Peters, John Soll, Cheryl Stephens

Non-Members present: Marcia Anderson- Director

Members Absent: Abby Kuschel

Meeting called to order at 5:02 pm by Gina Hawkinson

- A. Agenda- Shannon Benolken made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.
- B. Approval of Minutes- John Soll made a motion to amend the minutes to make corrections; second by Dennis Jerome to approve the Minutes of March 9, 2011 as corrected. Motion carried.
- C. Communications-
 - i. Minnesota Community Foundation check- \$1400
- D. Financial Report- Roll call vote taken to approve the financial report as submitted - 8 AYES, 0 NAYS, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 04/13/2011

SALLY ALLEMAN	\$2,487.66
AMERIPRIDE LINEN & APPAREL	\$35.92
ARROWHEAD LIBRARY SYSTEM	\$62.66
BAKER & TAYLOR, INC.	\$3,412.71
BURGGRAF'S ACE HARDWARE INC	\$45.96
CENGAGE LEARNING INC	\$134.92
COLEHARDWARE INC	\$182.82
CONNECTING POINT TECHNOLOGIES	\$149.00
D.C.R. COMMUNICATIONS INC.	\$30.00
DEMCO	\$152.17
THE DESIGN GROUP INC	\$8,000.00
DIVERSE MEDIA INC	\$110.65
ENCYCLOPDEIA CENTER INC	\$33.90
GALE	\$33.96
GARTNER REFRIGERATION CO	\$560.79
BONNIE HENRIKSEN	\$9.28
INVEST EARLY PROJECT	\$255.00
TRACY KAMPA	\$21.85

LAKE COUNTRY JOURNAL MAGAZINE	\$19.95
MARSHALL CAVENDISH CORPORATION	\$129.70
MEDIA EDUCATION FOUNDATION	\$42.30
MINNESOTA WOMEN'S PRESS	\$60.00
NORTHERN BUSINESS PRODUCTS INC	\$781.83
OXFORD UNIVERSITY PRESS	\$636.00
PERSONNEL DYNAMICS, LLC	\$373.72
PITNEY BOWES INC	\$122.38
PIZZA WORKS	\$16.99
RCB COLLECTIONS	\$480.00
RECORDED BOOKS	\$66.00
SECURITY ACCESS CONTROL	\$10.00
SIM SUPPLY INC	\$194.29
THE TIMBERJAY	\$42.00
VIKING ELECTRIC SUPPLY INC	\$39.18
THE VILLIAGE BOOKSTORE	\$16.67
WEST PUBLISHING COMPANY	\$249.50
XEROX CORPORATION	\$110.20
ANN MARKUSEN	\$200.00
TOTAL	\$19,309.96

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	\$10.84
GRAND RAPIDS CITY PAYROLL	\$50,440.38
LINCOLN NATIONAL LIFE	\$153.60
MINNESOTA ENERGY RESOURCES	\$2,413.80
MINNESOTA SALES & USE TAX	\$32.14
PAUL BUNYAN TELEPHONE	\$244.99
PIONEER MUTUAL LIFE INS CO	\$41.00
PITNEY BOWES	\$143.34
P.U.C.	\$2,912.27
TDS METROCOM	\$231.01
VISA	\$236.75
WASTE MANAGEMENT	\$96.13
TOTAL PRIOR APPROVAL	\$61,279.48
TOTAL ALL DEPARTMENTS	\$80,589.44

E. Staff Report- Full Board Discussion on Staff Report

- i. Door count
- ii. Children's Area steps carpet
- iii. E-Folio's- online portfolios.

F. Old Business-

- i. Energy Project- Construction for building was approved on Monday, April 11, 2011 by City council. Bids are out and due back by May 10, 2011. Building will start June 1, 2011

and be finished by October 1, 2011. This is just for the building, not the educational aspect inside it.

ii. Carpet Progress- Finished laying carpet. Movers coming in on April 16 & 17 to move stacks back. Closed April 19& 20 to clean.

G. New Business- Vicky Harding made the motion to approve and John Soll 2nd the motion. Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 8 AYES, 0 NAYS. Motion carried unanimously.

i. No late bills

ii. Approve Contracts - All in favor, motion carried.

a. Dougherty- April 30 Garden Program \$100.00 Honorarium

b. Miltich- July 14 Summer Reading Concert \$400.00

iii. Library Report for 2010- Abby Kuschel made the motion to approve and John Soll 2nd the motion. All in favor, motion carried.

Regular Agenda-

i. Vote for Itasca County Representatives to the ALS Board

- Shannon moved that Grand Rapids cast votes for Dennis Jerome and Linda Lee Booth, Cheryl Stephens 2nd the motion. Unanimous Approval

ii. Set summer hours

-Marcia proposed these hours as the new summer hours: Mon-Thurs 9-7, Fri 9-5, Sat 10-2 & Sun Closed. Closed May 28, July 2, Sep. 3

-Meet with library staff: Amy, Faye, Tracy, Will, Bonnie, John, Mary & Michelle to discuss the new hours and any comments and concerns.

- Dennis Jerome motioned to approve summer hours as presented, Jemma Baker 2nd the motion. Unanimous approval

iii. Progress & Highlights

Gina Hawkinson adjourned meeting at 5:55 pm.

Board member Dennis Jerome introduced the following resolution and moved for its adoption:

RESOLUTION NO. 11-4

A resolution setting summer hours, 2011.

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, conditional upon a favorable report from a board committee after a meeting of that committee with union representation, the Board of the Grand Rapids Area Library establishes the following hours for summer, 2011:

Summer schedule to be as follows:

Monday-Thursday: 9 a.m. – 7 p.m.

Friday: 9 a.m. – 5 p.m.

Saturday 10 a.m. – 2 p.m.

Library Closed: Saturday, May 28 (Memorial Day Weekend)

Saturday, July 2 (Fourth of July Weekend)

Saturday, September 3 (Labor Day Weekend)

Adopted this 13th Day of April, 2011.

Regina Hawkinson
Regina Hawkinson, President

Attest:

Victoria Harding
Victoria Harding, Secretary

Board member Jemma Baker seconded the foregoing resolution and the following voted in favor thereof; and the following voted against same: NONE, whereby the resolution was declared duly passed and adopted.

Jemma Baker
Shannon Beaulieu
Vicky Harding
Gina Hawkinson
Dennis Jerome
Max Peters
John Soti
Cheryl Stephens

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FOUR MONTHS ENDING APRIL 30, 2011
With Comparative Totals for April 30, 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	-	-	534,716	0%
Intergovernmental	112	-	133,000	0%
Charges for Services	9,943	9,623	11,182	86%
Fines & Forfeits	4,346	4,328	15,000	29%
Blandin Grant	10,350	100,379	-	0%
GR Library Foundation	1,485	3,930	-	0%
Miscellaneous	4,890	4,445	19,400	23%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	31,126	141,014	764,938	18%
Expenditures:				
Personnel	153,645	169,032	503,061	34%
Supplies/Materials	31,599	36,463	98,725	37%
Other Services/Charges	67,881	51,214	163,152	31%
Capital Outlay	-	135,024	-	0%
Blandin Grant	1,493	1,527	-	0%
TOTAL EXPENDITURES	254,618	393,260	764,938	51%
Revenues > Expenditures	(223,492)	(252,246)	-	
Fund Balance 4/30/XX				
Cash Flow	108,885	87,145	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 4/30/XX	\$ 503,588	\$ 437,868	\$ 690,114	

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, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-0210	ANNEXATION	-	-	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%
211-00-33-00-6300	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	607	32%
211-00-34-00-7975	INTERNET	3,000	971	32%
211-00-34-00-7980	LIBRARY FEES	-	-	0%
211-00-35-00-1030	LIBRARY FINES	15,000	4,328	29%
211-00-37-00-2310	DONATIONS	2,500	160	6%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	-	0%
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	-	3,930	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	1,238	31%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	635	37%
211-00-37-00-5100	INVESTMENT INCOME	8,000	624	8%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
	TOTAL REVENUE	713,298	141,014	20%
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	86,889	30%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	95,197	27,552	29%
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	-	-	0%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	1,412	27%
211-00-75-10-1210	PERA	27,940	8,297	30%
211-00-75-10-1220	FICA	23,894	6,783	28%
211-00-75-10-1250	MEDICARE	5,588	1,586	28%
211-00-75-10-1310	HEALTH INSURANCE	50,665	33,132	65%
211-00-75-10-1330	LIFE INSURANCE	246	104	42%
211-00-75-10-1335	DENTAL INSURANCE	1,624	502	31%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,772	126%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	3,722	39%
211-00-75-20-2020	COPY SUPPLIES	1,000	227	23%
211-00-75-20-2030	PRINTING/BINDING	500	253	51%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	1,490	37%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	5,159	206%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	8,690	107%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH APRIL 30, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	75	30%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	366	18%
211-00-75-20-2110	BOOKS	45,000	11,479	26%
211-00-75-20-2120	AUDIO/VISUAL	10,000	3,649	36%
211-00-75-20-2130	NEWSPAPERS	1,500	410	27%
211-00-75-20-2140	PERIODICALS	8,500	128	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	814	27%
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	1,203	241%
211-00-75-30-3070	LAUNDRY	600	118	20%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	9,951	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	1,067	13%
211-00-75-30-3210	TELEPHONE	7,500	2,344	31%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	566	38%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	50	3%
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	8,433	23%
211-00-75-30-3840	GARBAGE REMOVAL	900	390	43%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	9,940	50%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	1,646	41%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,247	22%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	455	46%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	-	0%
211-00-75-30-4025	COMPUTER LEASES	-	-	0%
211-00-75-30-4030	ONLINE SERVICES	7,500	275	4%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	1,579	53%
211-00-75-30-4100	EQUIPMENT LEASES	900	227	25%
211-00-75-30-4150	EQUIPMENT RENTAL	-	-	0%
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	-	34,308	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	100,716	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	680	0%
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	-	847	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	<u>764,938</u>	<u>393,260</u>	51%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (252,246)	

DATE: 05/05/2011
 TIME: 11:42:41
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/11
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	137,741.38	137,741.38	0.00
211-00-00-00-1010	CASH	737,795.97	93,840.89	375,142.03	456,494.83
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	0.00	5,533.20	0.00
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	27,858.80	22,253.91	5,604.89
TOTAL		779,988.42	259,528.37	541,786.07	497,730.72
TOTAL ASSETS		779,988.42	259,528.37	541,786.07	497,730.72
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	354,458.53	376,689.85	47,499.86
211-00-00-00-2030	SALES TAX PAYABLE	0.00	127.02	152.23	25.21
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	412,459.02	376,842.08	54,257.07
TOTAL LIABILITIES		89,874.01	412,459.02	376,842.08	54,257.07
FUND EQUITY					

DATE: 05/05/2011
 TIME: 11:42:41
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 4 PERIODS ENDING APRIL 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/11
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	22,253.91	27,858.80	5,604.89
TOTAL		690,114.41	22,253.91	27,858.80	695,719.30
TOTAL FUND EQUITY	FUND SURPLUS (DEFICIT)	690,114.41	22,253.91	27,858.80	695,719.30
		0.00	252,245.65	0.00	(252,245.65)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	686,958.58	404,700.88	497,730.72

LIBRARY BILL LIST - MAY 11, 2011

DATE: 05/05/11
TIME: 11:02:31CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/11/11

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113100	AMAZON.COM	107.04
0113233	AMERIPRIDE LINEN & APPAREL	35.92
0118660	ARROWHEAD LIBRARY SYSTEM	27.37
0201428	BAKER & TAYLOR, INC	1,482.50
0315455	COLE HARDWARE INC	125.33
0315508	COMPUTER ENTERPRISES	13,493.29
0315537	CONNECTING POINT TECHNOLOGIES	355.96
0321125	CUB FOODS STORE# 9036	75.26
0400015	D.C.R. COMMUNICATIONS INC	30.00
0405697	THE DESIGN GROUP INC	14,700.00
0522103	EVANS ELECTRIC INC	140.00
0701460	GALE	47.24
0718060	GRAND RAPIDS NEWSPAPERS INC	130.80
0914800	INVEST EARLY PROJECT	255.00
1101505	TRACY KAMPA	29.98
1201504	LANDMARK AUDIOBOOKS	823.00
1309400	MINNESOTA VACUUM	78.98
1315656	MORNING GLORY BED & BREAKFAST	75.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	2,157.20
1415377	NORTHERN BUSINESS PRODUCTS INC	300.97
1609925	PIZZA WORKS	14.99
1805150	RECORDED BOOKS	33.00
1903330	SCHOOL DISTRICT #318	75.00
1908570	SHOWCASES	103.14
1909510	SIM SUPPLY INC	95.57
1920555	STOKES PRINTING COMPANY	3.58
2209450	THE VILLAGE BOOK STORE	20.57
2405650	XEROX CORPORATION	21.03
TOTAL		37,325.38

CHECKS ISSUED-PRIOR APPROVAL
PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	8,981.00
0205715	BESTER BROS TRANSFER & STG INC	16,696.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447	DELTA DENTAL OF MINNESOTA	217.55
0605191	FIDELITY SECURITY LIFE INS CO	21.68
0718015	GRAND RAPIDS CITY PAYROLL	33,621.30
1209516	LINCOLN NATIONAL LIFE	90.30
1309266	MN DEPT OF LABOR & INDUSTRY	150.00
1309335	MINNESOTA SALES & USE TAX	38.30
1415533	NORTHLAND FLOORING & DESIGN	83,000.00
1601750	PAUL BUNYAN TELEPHONE	244.35

LIBRARY BILL LIST - MAY 11, 2011

DATE: 05/05/11
TIME: 11:02:31CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/11/11

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,602.34
1809158	WILLIAM RICHTER	61.20
2000490	TDS Metrocom	237.72
2205637	VERIZON WIRELESS	74.55
2301700	WASTE MANAGEMENT	197.54
T000702	WILLIAM DOUGHERTY	100.00
	TOTAL PRIOR APPROVAL	150,241.83
	TOTAL ALL DEPARTMENTS	187,567.21

Director's report May 2011

Carpet

The carpet project continued to go well. We were closed April 21 and 22nd to clean everything and move computers and everything else back into place. We opened on Monday, April 25 and have been busy!

Carpet (children's area)

When the carpet was removed from the east end, the carpet on the story "stairs" was also removed. Mike Russell came in and covered the area with carpet samples, which is very eye-catching! He ordered the fish carpet and it should be installed by mid-May.

Grants

An application to the Wisconsin Public Service Foundation was approved by the Library Foundation last week. This is the giving arm of Minnesota Energy's parent company. They prefer giving to a 501c3 organization rather than a government entity. I am working with the Library Foundation to pull all the documentation and narratives together. Ron Edminster has been talking with their representatives, and they have looked positively on our project.

I am investigating additional possible sources for grant funding for the Energy education center, both local and national. One possibility I just stumbled across is the Kresge Foundation, which funds capital projects and energy/conservation projects. It will take more investigation to see if our project qualifies under either category.

When I was searching for grant sources, I found that Target gives \$2000 for programs promoting family literacy and reading so I worked with Tracy last week and applied for a grant to partially cover the cost of Saturday story times for next year (the deadline was April 30)

Circulation

Our circulation for April was only down 40% compared with last April. I say "only" because we experienced major disruption and had a 50% reduction in hours for most of the month! I am pleased that many people continued to come to the library to check out materials, attend programs and use the computers. We did see an increase over last April in the number of books requested, which is what we wanted to see. We encouraged people to request books in advance for pickup.

Use of the Express Check out also increased to 27% of the total check outs, which is an improvement. We will continue to encourage people to use the express checkout.

Strategic Plan Update

As of today (Thursday) I have not written out the strategic plan update. Will has been gone much of the last 2 weeks, which means I have been at the reference desk much more. I may be able to do it on Monday and Tuesday so I can have it for the meeting.

MN Community Foundation

We had a brief discussion about this fund at a previous board meeting and decided to invite Wendy Roy to discuss the possibility of moving this to the GR Community Foundation. She is very willing to discuss it, but cannot attend in May. She will attend the June board meeting. I will also do some digging into the history of that fund and try to find the background on where the money came from and why it was deposited at the MN Community Foundation.

We're in American Libraries Magazine! (or at least the online version).

<http://americanlibrariesmagazine.org/news/ala/branding-your-library-success-story>

Riverfront Energy Center (the official project name)

Deadline for bids for the project is May 10, so we should have a contractor on board soon.

Portable Computer Lab

The computers have arrived and are being assembled. Cheryl Bocnuk is developing curriculum and will do a “train the trainer” session in late May. We will hold some “trial” classes in early summer before widely advertising them for the fall.

Annual Report Summary

I've completed a brochure-style annual report summary, and have included it in your packet. I will have printed copies available at the board meeting.

Assistant Director Report

May 2011

Teens

TAB met in April. The group talked about the photo contest which will take place this summer. TAB will decide the winners at their July meeting.

Staff

Tracy met with the Baby Steps Director Jennifer Osoinach for the annual meeting to talk about the program. The library will continue to be part of the program. It is very successful at the library/

Will attended the Minnesota Library Association Institute for Leadership Excellence (MILE). The institute takes place every 2 years. This year it was held at Cragun's Resort near Brainerd. THE theme was Emerging Leaders. Librarians from the state gather to learn leadership techniques.

Darla came back May 2 after being on medical leave for 6 weeks. She still has restricted movements because of her shoulder, and cannot lift anything, but she is very happy to be back!

Operational

We increased the number of shelves for the CDs. The shelves have an accordion structure which holds the CDs in place. In the past there have been too many CDs per accordion space. When people browse the CDs sometimes the CDs fall to the floor and cause a loud noise. The increase of shelves allows us to put fewer CDs per accordion space which should make it easier to browse the CDs.

We decided to leave the tax forms shelf in the lobby. It has made the middle of the library feel less crowded and larger. We also moved some cabinets to the back which freed up even more room. We put a small table near the DVD shelf and people have been using it.

Displays

Two tables in the library have book displays. The table on the way to children's is full of gardening books. At the end of April we had a Master Gardener present. I made a bibliography of gardening materials we have and put the sheets with books. NAMI asked if we would do a display during May of mental illness books. The mental illness focus for May is Post Traumatic Stress Disorder.

The Society for Creative Anachronism put up a display in the lobby case. Saturday May 7 was Medieval Day at the library so the case fits in great with what they did. It is filled with items. The SCA is an international organization dedicated to researching and re-creating the arts and skills of pre-17th-century Europe.

Children's Library Summary

For March/April 2011

Things were pretty quiet around the library, with the new carpet project, but we did manage to keep up with our regularly scheduled programming. Attendance at Book Time and Saturday Story Time did not seem to be affected by the change of venue. It's great to see that we have such a loyal group of families.

Tracy continues to visit the 6th grade at St. Joseph's School.

On March 1, I was invited to attend the Literacy Fair at Southwest Elementary. It was great to see the creativity as students illustrated their favorite books, created timelines for their favorite plots, and designed advertising for favorite titles.

The only class to visit us in March was Charlie Schweigert's 4th graders.

Family Movie Night on March 24 featured *MegaMind*, and brought in 28 children and adults to enjoy the show.

On Thursday, April 12, Duluth Poet Laureate, Sheila Packa, presented a poetry writing workshop for homeschooled students. This event was moved to the Grand Rapids Fire Hall, and 30 boys and girls enjoyed an afternoon of creativity. One of the students was so pleased with his results that he came back to the library to share his writing with Tracy.

Thursday, April 21, Family Movie Night featured the Disney film, *Tangled*, and was enjoyed by 34 children and adults.

Upcoming events in May:

- May 21: Summer Reading Program Kick-off Event with the artists of the Creativity Tank
- May 26: Grand Rapids High School Drummers (after school)
- May 26: Family Movie Night featuring *Yogi Bear*

	THIS MONTH	YTD	YTD 2010	Express Check outs % of total c/v-3 Apr 2011	2010 comparison
CIRCULATION					
Check-outs	8,281	47,468	55,271	-14.12%	2,311 27.91%
Renewals	1,620	7,243	8,129	-10.90%	
Total Circulation	9,901	54,711	63,400	-13.71%	
Returns	10,150	56,106	61,747	-9.14%	
New cards	60	425	578	-26.47%	
				Door count	12144 10.32%
TECHNICAL PROCESSES					
Books cataloged and processed	504	2,630	2,960		
Withdrawn copies	785	3,153	4,771		
Withdrawn Titles	411	1,627	1,555		
REFERENCE					
tests proctored	417	2,506	3,950		
computer help over 5 minutes	19	55	18		
2	2	65	59		
INTERNET					
Pharos sessions ***	967	587	6,377	4,103	8,844 6,200
Non-Pharos sessions					
VOLUNTEERS					
	91		181		269
			24.00	437.75	910.50
MEETING ROOM					
FULL ROOM	8	240	59	1,653	80 2,275 hide 25
SOUTH ROOM			6	79	21 372 26, 27, 28
NORTH ROOM	3	26	14	187	25 358 29 for board
GROUP STUDY ROOM			27	219	54 401 distribution
SMALL STUDY ROOMS			3	28	28
Total Mtg Rm Use	11	266	109	2,138	208 3,406
PROGRAMS & TOURS					
BOOK TIME	6	124	26	684	24 669
CLASS VISITS			14	230	21 351
NON SCHOOL GROUPS					2 26
SPECIAL PROGRAMS	5	149	23	679	24 630
TEEN PROGRAMS	1	7	8	93	13 87
Total Youth Programs	12	280	71	1,686	84 1,763
Total Adult Programs	3	61	13	308	12 297
EQUIPMENT RESERVED					
TOTALS	THIS MONTH	YTD	YTD 2010		
	2	19	29		

2011 Strategic Plan Update:

Library Board members and staff met to review progress on the strategic plan and to begin the process of developing action plans for 2011-2012.

The library's mission statement:

The Grand Rapids Area Library is a welcoming place that builds an informed, engaged and enlightened community by helping children develop a love of reading, supporting lifelong learning, connecting individuals, and enriching leisure time.

Below are the goals and primary strategies that resulted from the initial planning process. These goals were reviewed for progress and a decision was made to continue the strategy, alter it, or drop it. The possibilities for additional strategies were also discussed.

Comments, updates and additions for 2011-2012 are indicated in red.

Goals and strategies:

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

To achieve this goal the library will:

- Offer programs for preschoolers and their families to support parents and caregivers in preparing young children for learning to read
 - Continue Monday Book Times
 - Continue Saturday Story times weekly all year around
- Support Summer and Winter Reading programs and other programs to develop and maintain early literacy and reading skills
 - Continue Summer and Winter Programs
 - Promote Reading Programs to parents as a way to continue and improve reading levels (use handouts from Jim Trelease as one way to educate parents)
- Offer high-interest books and engaging programs to improve reading skills of beginning readers (ages 5-9) (F. Continue improving collection, find appropriate online games or Literacy stations)
 - Continue summer programs and occasional Saturday programs
- Work with schools, day-cares and other agencies to provide services to preschool and elementary students
 - Do Child care providers need support in literacy programming or in obtaining CE requirements?
 - Look at inviting more classes K-4 to visit
- Strategy D Examine family friendly hours (surveys) possibly Sunday or extended Saturday hours do regular week-long hourly door counts
- Look into offering parenting classes or early literacy support classes for parents

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

To achieve this goal the library will:

- Offer a collection of general information resources in print, electronic and other formats on a wide variety of topics
 - Market Databases to appropriate audiences

- Support achievement of personal educational goals for adults and families at all levels of educational achievement.
 - Continue Upgrading Collections
- Implement and enhance book discussion groups, community forums, author visits, lectures and discussion and other opportunities for exploring and learning at all ages.
 - Promote Book Club Cooperation

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

To achieve this goal the library will:

- Provide computers in the library with internet access and up-to-date software.
 - Maintain up-to-date hardware and software
- Provide wireless internet access.
- Provide individual assistance with computers.
 - Continue technology volunteers if possible
- Provide instruction on using the Library Catalog. (continue)
- Collaborate with other organizations to provide training and resources.
 - Provide referral information for beginning computer classes
 - Provide beginning computer (internet) classes
 - Provide workshops on other tech tools (smart phones, e-books or audiobooks)
- Provide a web site that serves as an access point for online resources.
- Ensure staff members keep abreast of current technology. (continue)

Goal 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

To achieve this goal the library will:

- Build collections of high-demand popular and informational materials in a wide range of formats
 - Investigate circulating Kindles or other e-book readers
- Coordinate a community-wide reading project annually (use a multi-organization community committee)
- Promote the museum pass program currently organized by ALS and funded by Arts and Culture Legacy funding

Goal 5: Adults and teens will have the skills and resources they need to identify and prepare for rewarding career opportunities.

To achieve this goal the library will:

- Provide resources to assist with job searching and career planning
 - Focus on Adults
 - Work with Workforce center
- Provide computers for use in job searches, applications or training
 - Support distance students

Goal 6: Individuals and organizations will experience a comfortable, safe and welcoming place in which to sit quietly and read or meet and interact with others.

To achieve this goal the library will:

- **Maintain an attractive and functional physical space**
 - Develop List of what should happen in next 2 years
 - Obtain Sign for Young Adult Area
 - Obtain Display spaces for brochures and community information
 - Replace worn furniture

Goal 7: Individuals will develop an understanding and appreciation of diversity in culture, beliefs and lifestyles.

To achieve this goal the library will:

- Offer programs on various aspects of different cultures, beliefs and lifestyles
 - Continue diversity of programs
 - Continue recording programs when possible
- Mount exhibits and displays that reflect diversity
 - Work with Human Rights Commission on programming and promoting collection



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

Fund Statement(s)

January 1, 2011 - March 31, 2011

Confidential and Privileged Information

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

The Saint Paul Foundation's Facing Race Ambassador Award honors leaders committed to ending racism. We congratulate the 2011 Ambassador Award recipients, Nathaniel Abdul Khaliq and Velma Korbel, and Honorable Mentions, A. Lori Saroya, Rev. Paul Slack and Dr. Anton Treuer.

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 March 31, 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)	1,079
Interest & Dividends	110
Disbursements	
Grants Paid	(1,415)
Administrative Fees	(49)
Investment Expenses	(30)
Other Income (Expense)	0
Ending Balance on March 31, 2011	\$ 28,484
<i>Grants Approved Not Yet Paid</i>	<i>0</i>
<i>Uncommitted Balance on March 31, 2011</i>	<i>\$ 28,484</i>

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	One Year	Three Year	Five Year
			(Annualized)			
Multi-Asset Endow Port.	28,477	100.0%	4.1%	14.3%	1.5%	2.7%
Cash, Net	7	0.0%				
	<u>\$ 28,484</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 March 31, 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 March 31, 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 March 31, 2011	<u>0</u>
<i>Uncommitted Amount Available to Grant as of March 31, 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.