

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

March 9, 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: *absent Hawkinson, Baker***
- 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:**
- 1. Alternative Energy Project (Ron Edminster)**
- 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**
- a. Grand Rapids Area Library Foundation \$2400 for Playaway subscription for 2011**
- b. Grand Rapids Area Library Foundation \$1530 for Saturday Story Times for January – May**
- c. Douglas and Janet Coy \$150 for 4 magazine subscriptions:**
 Humanist, Progressive, Grey's Sporting Journal, Cooks Illustrated
- Regular agenda**
- 1. Authorize application for grant from Friends of the St Paul Library for MN Book Award Program**
- 2. Approve annual report**
- 6:00 **Adjourn.**

B

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
February 09, 2011
5:00PM

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

Non-Members present: Marcia Anderson- Director

Members Absent: Jemma Baker, John Soll

Meeting called to order at 5:02 pm by President 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- Abby Kuschel made a motion; second by Vicky Harding to approve the Minutes of January 12, 2011. Motion carried.
- C. Communications-
 - i. Children’s Museum wants to use the library as a test site.
- 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 01/12/2011

SALLY ALLEMAN	2,487.66
AMERIPRIDE LINEN & APPAREL	29.12
BAKER & TAYLOR, INC	1,596.19
CENGAGE LERNING INC	59.96
CUB FOODS STORE #9036	24.50
DEMCO	1,447.62
THE DESIGN GROUP INC	3,020.00
GALE	47.24
GARTNER REFRIGERATION CO	2,919.63
INVEST EARLY PROJECT	170.00
ITASCA COUNTY SHERIFFS DEPT	10.00
LANDMARK AUDIOBOOKS	638.00
LEARNING OPPORTUNITIES INC	315.20
THE MOTOR SHOP	75.00
NARDINI FIRE EQUIPMENT CO INC	1,437.60
NORTHERN BUSINESS PRODUCTS INC	320.18
PERSONNEL DYNAMICS, LLC	309.22
PIZZA WORKS	14.99
PLYMOUTH ROCKET INC	275.00

SIM SUPPLY INC	128.26
STERLE LAW OFFICE	942.50
THE VILLAGE BOOK STORE	100.76
BOUNDARY WATERS BOOK STORE	23.00
THOMAS R. HANSON	247.00
PAUL HILLMER	500.00

TOTAL	17,138.63
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CHECKS ISSUED- PRIOR APPROVAL

ARROWHEAD LIBRARY SYSTEM	52.53
LEAGUE OF MN CITIES INS TRUST	2,772.05
BLUE CROSS & BLUE SHEILD OF MN	3,004.00
DELTA DENTAL OF MINNESOTA	217.55
GRAND RAPIDS CITY PAYROLL	33,418.25
LINCOLN NATIONAL LIFE	63.30
MINNESOTA DEPT OF ADMIN	42.56
MINNESOTA ENERGY RESOURCES	3,027.70
MINNESOTA SALES & USE TAX	20.50
PIONERR MUTUAL LIFE INS CO	3,148.78
P.U.C.	50.00
WILLIAM RICHTER	840.00
MICHAEL RUSSELL	231.01
TDS Metrocom	68.53
WASTE MANAGEMENT	95.33

TOTAL PRIOR APPROVAL	47,052.09
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TOTAL ALL DEPARTMENTS	64,190.72
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E. Staff Report- Full Board Discussion on Staff Report

- i. Update on carpet, Gina suggested setting up an outline of projects for employees to complete during this time.
- ii. Charging for forms
- iii. Portable Computer Lab- co-coordinating with the YMCA for purchasing
- iv. Chess Club
- v. Alternative Energy coming to visit the board in March

F. Old Business-

- i. Discussed the DNR project- rules and regulations

G. New Business-

- i. Consent Agenda-
 - a. Approval of late bills-
 - i. Personnel Dynamics \$82.04
 - ii. Mike Russell for carpet spec prep and cleaning \$1105.00

- a. Approval of contracts-
 - i. David Abaz: Food Sustainability April 7, \$300.00 Honorarium plus lodging
 - ii. Paul Hillmer: Hmong culture and history, March 1, \$500.00 Honorarium
- b. Approval Resolution 2011-12 Accepting Donations
 - i. \$100.00 Carol & Dale Meredith & family for children's materials in honor of Ina Kuoksa

Roll call vote taken to approve the Consent Agenda, including bills, contract and donations as submitted. - 7 AYES, 0 NAYS. Motion carried unanimously.

H. Regular Agenda-

- i. Discussion to approve the 3% raise for janitorial services. Shannon Benolken made a motion to open the position for bids in October. Second by Dennis Jerome. Abby Kuschel suggested using a City Employee already cleaning other City buildings. Roll call vote- 7 AYES, 0 NAYS. Motion to approve the 3% raise and to be put up for proposals carried unanimously.
- ii. Discussion of painting interior- Shannon Benolken recused herself from the discussion due to conflict of interest. There was a general consensus to put this in the budget for next year.

Gina Hawkinson adjourned meeting at 5:47pm.

Board member
and moved for its adoption:

introduced the following resolution

RESOLUTION NO. 2011-2
A RESOLUTION ACCEPTING DONATIONS

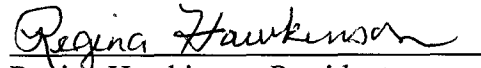
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and


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:

100.00 Carol & Dale Meredith & family for children's materials in honor of Ina Kuoksa

Adopted this 9th day of February 2011


Regina Hawkinson, President


Victoria Harding, Secretary

Board member seconded the foregoing resolution
and the following voted in favor thereof: SHANNON BEWOLKEN,
VICKY HARDING, GINA HAWKINSON, DENNIS JEROME,
ABBY KUSCHEL, MAX PETERS, CHERYL STEPHENS

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2011
With Comparative Totals for February 28, 2010

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	332,377	295,079	295,079	
Compensated Absences	25,992	25,992	25,992	
Emergency/unanticipated Expenditures	52,364	52,364	52,364	
Major Equipment Replacement	59,844	59,844	59,844	
Undesignated	256,503	256,503	256,503	
TOTAL FUND BALANCE 1/1/XX	727,080	689,782	689,782	
Revenues:				
Taxes	-	-	534,716	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	807	641	11,182	6%
Fines & Forfeits	1,555	1,902	15,000	13%
Blandin Grant	13,850	50,000	-	0%
GR Library Foundation	-	-	-	0%
Miscellaneous	2,159	973	19,400	5%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	18,371	53,516	764,938	7%
Expenditures:				
Personnel	81,601	98,392	503,061	20%
Supplies/Materials	14,923	12,525	98,725	13%
Other Services/Charges	30,990	19,716	163,152	12%
Capital Outlay	-	12,020	-	0%
Blandin Grant	802	542	-	0%
TOTAL EXPENDITURES	128,316	143,195	764,938	19%
Revenues > Expenditures	(109,945)	(89,679)	-	
Fund Balance 2/28/XX				
Cash Flow	222,432	205,400	295,079	
Compensated Absences	25,992	25,992	25,992	
Emergency/unanticipated Expenditures	52,364	52,364	52,364	
Major Equipment Replacement	59,844	59,844	59,844	
Undesignated	256,503	256,503	256,503	
TOTAL FUND BALANCE 2/28/XX	\$ 617,135	\$ 600,103	\$ 689,782	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,789 as of 12/31/10. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 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	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	248	13%
211-00-34-00-7975	INTERNET	3,000	393	13%
211-00-34-00-7980	LIBRARY FEES	-	-	0%
211-00-35-00-1030	LIBRARY FINES	15,000	1,902	13%
211-00-37-00-2310	DONATIONS	2,500	-	0%
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	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	208	5%
211-00-37-00-2420	BLANDIN GRANTS	-	50,000	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	392	23%
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	713,298	53,516	8%
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	47,076	16%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	95,197	14,437	15%
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	-	-	0%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	1,038	20%
211-00-75-10-1210	PERA	27,940	4,460	16%
211-00-75-10-1220	FICA	23,894	3,635	15%
211-00-75-10-1250	MEDICARE	5,588	850	15%
211-00-75-10-1310	HEALTH INSURANCE	50,665	23,739	47%
211-00-75-10-1330	LIFE INSURANCE	246	80	33%
211-00-75-10-1335	DENTAL INSURANCE	1,624	297	18%
211-00-75-10-1347	VISION INSURANCE	-	7	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	3,296	35%
211-00-75-20-2020	COPY SUPPLIES	1,000	103	10%
211-00-75-20-2030	PRINTING/BINDING	500	99	20%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	519	13%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	309	15%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH FEBRUARY 28, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2110	BOOKS	45,000	4,937	11%
211-00-75-20-2120	AUDIO/VISUAL	10,000	2,544	25%
211-00-75-20-2130	NEWSPAPERS	1,500	368	25%
211-00-75-20-2140	PERIODICALS	8,500	48	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	304	10%
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	64	11%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	4,975	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	525	7%
211-00-75-30-3210	TELEPHONE	7,500	1,042	14%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	33	2%
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	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	-	0%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	-	0%
211-00-75-30-3810	ELECTRICITY	36,300	2,918	8%
211-00-75-30-3840	GARBAGE REMOVAL	900	96	11%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	5,903	30%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,105	7%
211-00-75-30-4015	GROUNDNS MAINTENANCE	1,000	350	35%
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	1,007	34%
211-00-75-30-4100	EQUIPMENT LEASES	900	42	5%
211-00-75-30-4150	EQUIPMENT RENTAL	-	-	0%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-30-4650	FACILITY MAINTENANCE	-	-	0%
211-00-75-30-4900	TRANSFER TO RESERVE	-	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	11,000	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	1,020	0%
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	-	-	0%
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	-	-	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	-	0%
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	-	-	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	195	0%
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	-	347	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	764,938	143,195	19%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (89,679)	

DATE: 03/03/11
TIME: 14:16:12

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/09/11

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113233	AMERIPRIDE LINEN & APPAREL	34.90
0114217	MARCIA ANDERSON	127.50
0118660	ARROWHEAD LIBRARY SYSTEM	220.04
0201428	BAKER & TAYLOR, INC	2,208.29
0221650	BURGGRAF'S ACE HARDWARE INC	27.76
0305485	CENGAGE LEARNING INC	179.88
0321125	CUB FOODS STORE# 9036	11.88
0405500	DEMCO	55.54
0405697	THE DESIGN GROUP INC	9,000.00
0421455	DULUTH NEWS TRIBUNE	273.00
0701460	GALE	47.24
0701650	GARTNER REFRIGERATION CO	158.84
0900060	ICTV	15.00
0914800	INVEST EARLY PROJECT	340.00
1109660	DARLA KIRWIN	113.50
1301200	MARSHALL CAVENDISH CORPORATION	79.95
1309099	MINNEAPOLIS/ST. PAUL BUSINESS	95.00
1309284	MN ORNITHOLOGIST'S UNION	25.00
1315656	MORNING GLORY BED & BREAKFAST	75.00
1315723	MOTION INDUSTRIES INC	48.36
1415377	NORTHERN BUSINESS PRODUCTS INC	439.96
1605665	PERSONNEL DYNAMICS, LLC	793.01
1609925	PIZZA WORKS	14.99
1801585	RAPIDS ELECTRIC INC	603.41
1805150	RECORDED BOOKS	33.00
1901825	SAWMILL INN	69.05
1908570	SHOWCASES	1,685.34
1909510	SIM SUPPLY INC	145.67
1920240	STERLE LAW OFFICE	260.00
2114373	UNITED STATES POSTMASTER	500.00
2116700	UPSTART	90.85
2209450	THE VILLAGE BOOK STORE	226.11
2305690	WEST PUBLISHING COMPANY	123.00
2405650	XEROX CORPORATION	42.06
T000691	DAVID ABAZ	300.00
TOTAL		20,950.79
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	3,887.50
0405447	DELTA DENTAL OF MINNESOTA	217.55
0605191	FIDELITY SECURITY LIFE INS CO	10.84
0718010	CITY OF GRAND RAPIDS	264.46

DATE: 03/03/11
TIME: 14:16:12

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 03/09/11

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0718015	GRAND RAPIDS CITY PAYROLL	20,261.45
1209516	LINCOLN NATIONAL LIFE	63.30
1309199	MINNESOTA ENERGY RESOURCES	2,875.15
1309335	MINNESOTA SALES & USE TAX	56.55
1601750	PAUL BUNYAN TELEPHONE	490.00
1605665	PERSONNEL DYNAMICS, LLC	82.04
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,918.01
1821700	MICHAEL RUSSELL	1,105.00
2000490	TDS Metrocom	231.01
2205637	VERIZON WIRELESS	78.39
2301700	WASTE MANAGEMENT	96.13
T000435	THOMAS R. HANSON	100.00
	TOTAL PRIOR APPROVAL	32,757.88
	TOTAL ALL DEPARTMENTS	53,708.67

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2010
With Comparative Totals for December 31, 2009

PRELIMINARY	2009 Actual	2010 Actual	2010 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	370,084	332,377	332,377	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
TOTAL FUND BALANCE 1/1/XX	705,752	727,080	727,080	
Revenues:				
Taxes	500,269	453,334	471,641	96%
Intergovernmental	221,887	192,697	185,075	104%
Charges for Services	11,926	13,914	11,382	122%
Fines & Forfeits	15,409	14,970	16,000	94%
Blandin Grant	1,970	10,350	-	0%
GR Library Foundation	5,173	6,675	-	0%
Miscellaneous	21,472	20,244	18,050	112%
Other Sources-Operating Transfer	1,085	-	-	0%
Other Sources (Fund Balance Usage)	-	-	46,141	0%
TOTAL REVENUES	779,191	712,184	748,289	95%
Expenditures:				
Personnel	474,988	489,499	487,331	100%
Supplies/Materials	90,289	96,523	91,100	106%
Other Services/Charges	171,702	153,489	169,623	90%
Capital Outlay	18,914	-	-	0%
Blandin Grant	1,970	9,971	-	0%
TOTAL EXPENDITURES	757,863	749,482	748,054	100%
Revenues > Expenditures	21,328	(37,298)	235	
Fund Balance 12/31/XX				
Cash Flow	391,412	295,079	332,612	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
TOTAL FUND BALANCE 12/31/XX	\$ 727,080	\$ 689,782	\$ 727,315	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,789 as of 12/31/10. This endowment is not available for current operations.

Director's Report: February

This is a very short report, since it's written on Feb 26. I may have another page for you at the Board meeting!

Carpet Planning

We have started to publicize the fact that the carpet will be replaced later in March. Darla attended a multi-district teacher workshop and all 500 teachers received a handout with the hours and the fact that they could request books in advance, request collections for homework assignments, or request that we provide demonstrations of using databases and the catalog.

We are recruiting volunteers to help with multiple tasks on March 18 and 19, and will continue to utilize volunteers after the 21st.

We are relocating a few of our programs, and have notified all meeting room users that they need to move April meetings. We provided a list of other City-owned venues they could use.

City featured on MPR site

Grand Rapids and the cost-saving measures implemented by the City was recently featured by MPR in their "Cities in Crisis Series" The alternative energy project is mentioned, although with limited accuracy. A written story is on their web site at:

<http://minnesota.publicradio.org/display/web/2011/02/14/cities-in-crisis-grand-rapids-mandate/>

I'm not sure if there has been an on-air story or not.

Library Foundation

The Library Foundation chose to redirect their fundraising focus to contributing to the alternative energy project. Perhaps focusing specifically on the education portion.

Strategic Plan update

It is time to review and update the strategic plan. This is an annual review of the existing goals and accomplishments, and a time to plan for the next year. (you should have a copy of the 2009-2013 plan in your board book. If you do not have a copy, let me know and I will provide one)

Here is my suggestion:

We finish the April Board meeting (April 13) by 5:45 and devote about an hour to beginning the review process. I will ask staff members to attend this meeting.

We can complete the process with another session on April 20th from 5:30-7:00.

Alternative Energy Project

Tom Pagel, city engineer, and Shawn will both be at the Capitol on March 9, so I asked Ron Edminster, Facilities Manager, to come and give us an update on what the latest plan is. If he can't be there, I will sit down with him and Tom on Tuesday morning and have them give me the latest updates, complete with diagrams.

Assistant Director Report March 2011

Teens

Teen Advisory Board met and gave ideas for a teen bingo sheet.

Teen Tech Week is happening March 4-March 13.

Winter Reading ended February 28th. Teens kept track of how many pages they read. Once they reached 700 pages they could choose a free book and when they read 1500 they received a Target gift card. There were 34 teens that read 700 pages and 34 that read 1500 pages. In 2010 there were 13 teens participated in Teen Winter Reading. It is an increase of 262%!!!!!!!

Saturday, February 26, Chris Monroe, an author/illustrator visited and did a cartooning class for teens. There were 13 participants. She showed pictures on her computer of her favorite cartoons (some from the early 1900s) and talked to teens about how to get ideas for cartoons. The teens in attendance seemed to enjoy the session and gave her positive evaluations. Chris is the author/illustrator of "Monkey with a Tool Belt" which was a 2009 Minnesota Book Award winner in the Children's Literature category.

Staff

Darla presented at the multi school district meeting on February 22. She was asked to present about what's new at the library. She brought Newbery and Caldecott Award books and other new titles recently added to the children's collection. She also touched on reaching reluctant readers. It was 55 minutes.

Darla went to the Southwest Elementary Literacy Fair. Some classes from Southwest Elementary visit the library and she wanted to see what the fair was all about. Students did projects related to books. She said there were many dioramas and even some PowerPoint presentations!

Will was one of three final judges in the creative nonfiction/memoir category for the Minnesota Book Awards. He has been reading the nominated books and went to St. Paul to confer with the other judges and choose the winning book in his category. The announcement will be made in April but he maybe he can give us a little hint!

In February, staff was required to attend a Right to Know training. This was required of all city employees. It was about hazardous materials.

Operations

For many years, to get paid staff did a paper time card. Recently the city implemented a computer version of the time card. For the past few months staff has been doing time cards both on the computer and paper. We are finally switching to only computer. All requests for time off are done through the system and staff approve their time card via the computer.

	THIS MONTH	YTD	YTD 2010	Express Check outs	% of total February 2010
CIRCULATION					
Check-outs	13,623	27,827	25,846	7.66%	21.98%
Renewals	1,677	3,530	4,190	-15.75%	
Total Circulation	15,300	31,357	30,036	4.40%	
Returns	15,195	29,924	27,768	7.76%	
New cards	136	254	271	-6.27%	
				Door count	2010 comparison
				12194	6.70%
TECHNICAL PROCESSES					
Books cataloged and processed	612	1,433	1,325		
Withdrawn copies	1,124	2,239	2,008		
Withdrawn Titles	445	958	1,012		
REFERENCE					
tests proctored	914	1,455	1,951		
computer help over 5 minutes	16	23	9		
INTERNET					
Pharos sessions ***	21	50	24		
	1,937	1,313	3,748	2,489	4,078
					1,426
Non-Pharos sessions	44		90	114	
VOLUNTEERS					
		256.75		256.75	320.75
MEETING ROOM					
Total Mtg Rm Use	36	585	71	1,188	92
					1,631
PROGRAMS & TOURS					
BOOK TIME	6	155	14	359	10
CLASS VISITS	5	104	12	195	9
NON SCHOOL GROUPS	7	219	13	364	1
SPECIAL PROGRAMS	4	62	7	86	11
TEEN PROGRAMS	22	540	46	1,004	5
Total Youth Programs	4	37	6	89	36
Total Adult Programs					5
					124
EQUIPMENT RESERVED					
TOTALS	THIS MONTH	YTD	YTD 2010		
	5	11	11		
BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	HRS YTD 2010		
TOTALS	4.5	13	18.25		

Children's Library Summary

For February 2011

What can I say – February in the Children's Library rocked! Attendance at Book Time and Saturday story times continues to hold strong. Our biggest success of the month was the winter reading program. We set new records for both registration – 331, and return of completed reading records – 256; for those who like statistics, that's 77%!! Stop down and take a look at the 331 snowmen marching around the bulletin board and across walls and windows.

On Tuesday, February 8 we had a history player from the Minnesota History Center here to present the life of Frederick McKinley Jones. The turnout for this Legacy Fund event was disappointing (11), but those of us who attended had an outstanding look at an important figure from our state's history. The children in attendance (all 4 of them) were captivated by the props and stories.

On Saturday, February 12, the artists of the Creativity Tank were here to guide 21 young artists in making a heart-shaped journal. Nine adults also attended.

Classes visiting the library this month included Bena and Ballclub Headstart classes, Charlie Schweigert's 4th graders and Mrs. Coleman's kindergarten class from Southwest.

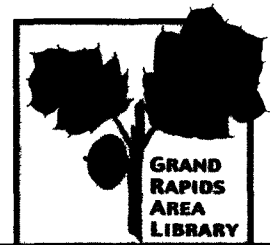
Tracy continues to visit St. Joseph's school to read to students in grade 6. On Tuesday, February 22, I provided a break-out session for elementary teachers attending a Multi-District Teacher Workshop Day at Grand Rapids High School. And on Friday, February 25, Tracy and I attended a summer reading program workshop and meeting of the Children's Librarians of the Arrowhead System (CLAS) at ALS headquarters.

Family Movie Night was a success, with 22 children and 7 adults attending an encore performance of *Despicable Me*. (We had a snowstorm in December; so many fans missed the first showing.)

Upcoming events in March (besides the carpet):

- Thursday, March 24 at 6:00 pm, Family Movie Night will feature *MegaMind*.
- Beginning March 21, I will be off work for 6 weeks, recuperating from rotator cuff surgery.

Grand Rapids Area Library Request for Board Action



Packet Item: GR 1	Board Meeting Date: 3/9/2011
--------------------------	-------------------------------------

TITLE OF ISSUE: Minnesota Book Awards grant

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The Friends of the St. Paul library has grant funds available for Minnesota Book Awards authors to conduct evening programs at libraries. Amy Dettmer and Bonnie Henriksen would like to apply for a grant to bring an author to our library. They would like to invite Amy Klempnauer Miller author of "She Looks Just Like You: A Memoir of (Non-Biological Lesbian) Motherhood". The book is one of four finalists in the Memoir/Creative Fiction category for the 2011 Minnesota Book Awards. They will request the maximum amount of \$500.00.

REQUESTED BOARD ACTION: Approve grant writing opportunity

<p>Vote:</p> <p>Motion By: _____</p> <p>Second By: _____</p> <p>Vote Record:</p> <table style="width:100%"> <tr> <td style="width:15%">Aye</td> <td style="width:15%">Nay</td> <td style="width:15%">Baker</td> <td style="width:15%">Aye</td> <td style="width:15%">Nay</td> <td style="width:15%">Jerome</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>Benolken</td> <td>_____</td> <td>_____</td> <td>Kuschel</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>Harding</td> <td>_____</td> <td>_____</td> <td>Peters</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>Hawkinson</td> <td>_____</td> <td>_____</td> <td>Soll</td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> <td>_____</td> <td>_____</td> <td>Stephen s</td> </tr> </table>	Aye	Nay	Baker	Aye	Nay	Jerome	_____	_____	_____	_____	_____	_____	_____	_____	Benolken	_____	_____	Kuschel	_____	_____	Harding	_____	_____	Peters	_____	_____	Hawkinson	_____	_____	Soll	_____	_____		_____	_____	Stephen s	<p style="text-align: center;">SUPPORTING DOCUMENTS ATTACHED</p> <table style="width:100%"> <tr> <td style="width:33%">Resolution</td> <td style="width:33%">Contract</td> <td style="width:33%">Minutes</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>Other (specify) _____</p> <p>_____</p> <p>_____</p>	Resolution	Contract	Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Director's Use:</p> <table style="width:100%"> <tr> <td style="width:10%"><input type="checkbox"/></td> <td>Consent</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Regular</td> </tr> </table>	<input type="checkbox"/>	Consent	<input type="checkbox"/>	Regular	<table style="width:100%"> <tr> <td><input type="checkbox"/></td> <td>Refer to: _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Table Until: _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other: _____</td> </tr> </table>	<input type="checkbox"/>	Refer to: _____	<input type="checkbox"/>	Table Until: _____	<input type="checkbox"/>	Other: _____
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Board member
and moved for its adoption:

introduced the following resolution

RESOLUTION NO. 2011-3
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. **Grand Rapids Area Library Foundation \$2400 for Playaway subscription for 2011**
2. **Grand Rapids Area Library Foundation \$1530 for Saturday Story Times for January – May**
3. **Douglas and Janet Coy \$150 for 4 magazine subscriptions: *Humanist, Progressive, Grey’s Sporting Journal, Cooks Illustrated***

Adopted this 9th day of March 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.



MINNESOTA COMMUNITY FOUNDATION

What's your vision?



February 17, 2011

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

Dear Marcia:

You have entrusted your permanently endowed fund to Minnesota Community Foundation and The Saint Paul Foundation, and we are committed to managing your endowment with the goal of maintaining its future purchasing power. To fulfill this commitment, we must periodically review our spending policy, the calculation used to determine how much is annually available to distribute out of permanently endowed funds. After careful consideration of the economic environment and community needs, we have decided to adjust the spending policy calculation.

Effective January 1, 2012, the spending policy provides for a distribution of 5¼ percent of the underlying assets, based upon a five-year moving average of the value of the assets. The new policy reduces the distribution by one-quarter of one percent, from 5½ percent to 5¼ percent, and bases the distribution percentage on a five-year moving average of the value of the assets, rather than on a four-year moving average of the value of the assets.

The current spending policy was implemented in 1984 and has remained unchanged in the intervening years. With the economic downturn of the last two years and the projections that future investment performance and economic growth will be less than historical averages, a board-appointed task force recommended the changes to the spending policy, which staff endorsed and the board approved.

Lowering the distribution by one-quarter of one percent recognizes the current and projected economic environment while also acknowledging the current great need of nonprofits and individuals in the community. As a guiding principle, the Foundations are committed to balancing the current needs of the community with a commitment to future generations.

We recognize that changes in your endowment's distribution amount will impact your organization, and we hope that advance notice of the change will make it easier to adjust to the new rate. The board will continue to review the spending policy every five years, beginning in 2015 to ensure the spending policy reflects our commitment to the objective of preserving purchasing power over time.

Recently you should have received an invitation for our annual investment briefing which will cover the spending policy and the long-term investment perspective of the endowment portfolio. This briefing will be led by Jack Pohl, vice president of investments, and will occur in person on February 24 or as a webinar on February 25.

We value our partnership with you and the trust you have placed in the Foundations. If you have any immediate questions, please feel free to contact Jean Vukas Roberts, vice president of development at 651.325.4263.

Sincerely,

A handwritten signature in black ink that reads "Carleen K. Rhodes". The signature is written in a cursive style with a long horizontal flourish at the end.

Carleen K. Rhodes
President and CEO



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

Fund Statement(s)

January 1, 2010 - December 31, 2010

Confidential and Privileged Information

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

Check out the enclosed winter issue of MNSights. Please note that MNSights will be on hiatus until fall 2011 as we revamp the publication. We look forward to bringing you a new and improved magazine later this year.

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, 2010 through December 31, 2010

Prepared For: Ms. Marcia L. Anderson

Fund#: (5350)

Copies sent to: Ms. Barbara Baird, Ms. Charlotte McDermott

Fund Activity

Beginning Balance on January 1, 2010	\$	27,226
Contributions		0
Investment Activity		
Investment Gain / (Loss)		2,901
Interest & Dividends		471
Disbursements		
Grants Paid		(1,485)
Administrative Fees		(206)
Investment Expenses		(118)
Other Income (Expense)		0
Ending Balance on December 31, 2010	\$	28,789
<i>Grants Approved Not Yet Paid</i>		<i>0</i>
<i>Uncommitted Balance on December 31, 2010</i>	<i>\$</i>	<i>28,789</i>

Summary of Assets

			Investment Performance			
			YTD	One Year	Three Year	Five Year
Asset Detail	\$	%	(Annualized)			
Multi-Asset Endow Port.	28,768	99.9%	12.8%	12.8%	-1.7%	3.1%
Cash, Net	7	0.0%				
Income Earned, not Recd	14	0.0%				
	<u>\$ 28,789</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, 2010 through December 31, 2010

Activity By Category

Grants Paid (Returned)		
Pd Date	Organization Name	Amount
03/04/10	Grand Rapids Public Library	\$ 1,485
		\$ 1,485

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, 2010 through December 31, 2010**

Available to Grant Activity

Amount Available to Grant from Previous Year	\$	0
Available to Grant for 2010		1,485
Grants (Paid)/Returned in 2010		(1,485)
Amount Available to Grant as of December 31, 2010		0
<i>Uncommitted Amount Available to Grant as of December 31, 2010</i>	\$	0

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.

What's your vision?



MINNESOTA COMMUNITY FOUNDATION

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

Available to Grant Activity

Amount Available to Grant from Previous Year	\$ 0
Available to Grant for 2011	<u>1,415</u>
Amount Available to Grant as of 2011	<u>1,415</u>
<i>Uncommitted Amount Available to Grant as of 2011</i>	\$ <u><u>1,415</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).

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What's your vision?



MINNESOTA COMMUNITY FOUNDATION

Grand Rapids Area Library
MINNESOTA PUBLIC SINGLE LIBRARY REPORT - 2010

CURRENT YEAR

PREVIOUS YEAR

General Information G01-G24

G01	Library Name	Grand Rapids Area Library	<i>Grand Rapids Area Library</i>
G02	Reg/Sequence Number	A1750	<i>A1750</i>
Location			
G03a	Street Address	140 NE 2nd Street	<i>140 NE 2nd Street</i>
G03b	Location is a change from previous year	No	<i>No</i>
G04	City	Grand Rapids	<i>Grand Rapids</i>
G05	ZIP	55744	<i>55744</i>
G06	ZIP Extension	2682	<i>2682</i>
Mailing Address			
G07	Mailing Address	140 NE 2nd Street	<i>140 NE 2nd Street</i>
G08	City	Grand Rapids	<i>Grand Rapids</i>
G09	ZIP	55744	<i>55744</i>
G10	ZIP Extension	2682	<i>2682</i>
Other			
G11	County	Itasca	<i>Itasca</i>
G12	Library Phone	218-326-7640	<i>218-326-7640</i>
G13	Library Fax	218-326-7644	<i>218-326-7644</i>
G14	TDD	218-327-8831	<i>218-327-8831</i>
G15	Web Address (URL)	www.grandrapids.lib.mn.us	<i>www.grandrapids.lib.mn.us</i>
G16	Director	Marcia L. Anderson	<i>Marcia L. Anderson</i>
G17	Director's Phone	218-326-7643	<i>218-326-7643</i>
G17a	Extension	0	<i>0</i>
G18	Director's E-mail Address	manderson@ci.grand-rapids.mn.us	<i>manderso@arrowhead.lib.mn.us</i>
G19	Interlibrary Relationship	ME	<i>ME</i>
G20	Legal Basis	CI	<i>CI</i>
G21	Administrative Structure Code	SO	<i>SO</i>
G22	FSCS Public Library Definition	Y	<i>Y</i>
G23	Geographic Code	CI2	<i>CI2</i>
G24	Did the legal service area boundaries for this administrative entity change during the past year?	No	<i>Yes</i>

Public Services Information P01-P24

P01	Population of the Legal Service Area	20,351	<i>20,645</i>
P02a	Registered Borrowers - Residents	14,040	<i>13,049</i>
P02b	Registered Borrowers - Reciprocal	n.c.	<i>n.c.</i>
P02c	Total Registered Borrowers	14,040	<i>13,049</i>
P03	Last Year Registered Borrower Records Were Purged	2009	<i>2009</i>
P04	Library Visits	161,988	<i>156,830</i>

P05	Actual Tally/Sample	Actual	<i>Actual</i>
P06	Reference Transactions	11,340	<i>11,617</i>
P07	Actual Tally/Sample	Actual	<i>Actual</i>
P08	Stations	0	<i>0</i>
P09	Users of Public Internet Computers	31,265	<i>31,068</i>
P10	Actual Tally/Sample	Actual	<i>Actual</i>
P11	Users of Public Internet Computers Universe	P09 tallies other computer usage in addition to Internet	<i>P09 tallies other computer usage in addition to Internet</i>
P12	ILL Provided to Other Libraries	11,680	<i>11,154</i>
P13	ILL Received from Other Libraries	22,349	<i>18,997</i>
Children's Services			
P15	Children's Circulation	64,221	<i>61,251</i>
P16	Children's Library Programs	193	<i>168</i>
P17	Children's Program Attendance	5,543	<i>4,159</i>
Young Adult Services			
P18	Young Adult Library Programs	47	<i>33</i>
P19	Young Adult Program Attendance	473	<i>286</i>
Adult Services			
P20	Adult Circulation	130,805	<i>129,528</i>
P21	Adult Library Programs	57	<i>60</i>
P22	Adult Program Attendance	1,928	<i>2,408</i>
P23	Other Circulation	7,882	<i>116</i>
P24	Total Circulation	202,908	<i>190,895</i>

Public Service Hours H01-H06

H01aS	Monday	9 a.m. -8 p.m.	<i>9 a.m. -8 p.m.</i>
H01bS	Tuesday	9. a.m. -8 p.m.	<i>9. a.m. -8 p.m.</i>
H01cS	Wednesday	9. a.m. -8 p.m.	<i>9. a.m. -8 p.m.</i>
H01dS	Thursday	9. a.m. -8 p.m.	<i>9. a.m. -8 p.m.</i>
H01eS	Friday	9 a.m. -5 p.m.	<i>9 a.m. -5 p.m.</i>
H01fS	Saturday	10 a.m. - 2 p.m.	<i>10 a.m. - 2 p.m.</i>
H01gS	Sunday	Closed	<i>Closed</i>
H02	Total Weekly Public Service Hours for This Outlet (regular)	56	<i>56</i>
H03	Total Annual Public Service Hours for This Outlet	2803	<i>2780</i>
H04S	Number of Weeks Library is Open	52	
H05	Seasonal Dates	0	<i>0</i>
H06	Total Weekly Public Service Hours for This Outlet (seasonal)	0	

Facilities F01-F34

F01	Number of Central Libraries	1	<i>1</i>
F02	Number of Branch Libraries	0	
F03	Number of Bookmobiles	0	
F04S	Outlet Type Code	CE	<i>CE</i>
F05S	Metropolitan Status Code	NO	<i>NO</i>

F06S	Facility Type	L	<i>L</i>
F07S	Square Feet	26500	<i>26500</i>
F08S	Year Built	2000	<i>2000</i>
F09S	Latest Year Remodeled	N/A	<i>N/A</i>
F10S	Previous Years Remodeled	N/A	<i>N/A</i>
F11	Staff Internet Terminals	12	<i>12</i>
F12	Public Internet Terminals	32	<i>32</i>
F13	Number of Laptops for On-Site Public Use	0	<i>0</i>
F14S - Internet Connectivity: Check all that apply. If you are unsure of your Internet speed, consult with the regional system.			
a	Dial-up	No	No
b	ISDN	No	No
c	DSL	No	Yes
d	Cable	No	No
e	Municipal	No	No
f	Dedicated Connection	Yes	Yes
g	Satellite	No	No
h	Frame Relay	No	No
i	Fiber Optic	Yes	Yes
j	Wireless	No	Yes
k	None	No	No
F15S	Internet Speed for Public Computers	Greater than 10 Mbps	<i>6.0 Mbps - 10 Mbps</i>
F16S	Wireless Capacity?	Yes	<i>Yes</i>
F17S	Is Wireless Provided by City?	No	<i>No</i>
F18S	Number of Wireless Public Sessions	n.c.	<i>n.c.</i>
F19S	Wireless Bandwidth Compared with Wired Bandwidth	Equal To	<i>Less Than</i>
F20S	Meeting Room Available for Public Use	Yes	<i>Yes</i>
F21S	Non-Library Sponsored Meetings	579	<i>572</i>
F22S	Number of Interactive television rooms available to public	0	<i>0</i>
F23S	Building capable of public video streaming	Yes	<i>Yes</i>
Accessibility Equipment			
F24S - Braille Embosser (computer driven)			
a	Brand/Manufacturer	0	<i>0</i>
b	Quantity	0	<i>0</i>
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F25S - Braille Notetaker			
a	Brand/Manufacturer	0	<i>0</i>
b	Quantity	0	<i>0</i>
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F26S - Braillewriter (manual)			
a	Brand/Manufacturer	0	<i>0</i>
b	Quantity	0	<i>0</i>
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F27S - Closed-Circuit TV			

a	Brand/Manufacturer	0	0
b	Quantity	0	0
	Available for Loan	Not Applicable	<i>Not Applicable</i>
28S - Hardware/Software for Hard-Copy Large Print			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F29S - Magnifier			
a	Brand/Manufacturer	Simplicity	<i>Simplicity</i>
b	Quantity	1	<i>1</i>
c	Available for Loan	No	<i>No</i>
F30S - Optical Character Reader (OCR)			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F31S - Page Turner			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F32S - Paperless Braille Display			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
33S - Screen-Enlarging Software			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>
F34S - Speech Input or Output			
a	Brand/Manufacturer	0	0
b	Quantity	0	0
c	Available for Loan	Not Applicable	<i>Not Applicable</i>

Staff Information S01-S16

Full Time Equivalent

S01	Total ALA/MLS Librarians	2.00	<i>2.00</i>
S02	Total Librarians	4.00	<i>4.00</i>
S03	Total Other Staff	4.75	<i>4.75</i>
S04	Total Paid Employees	8.75	<i>8.75</i>
S05	Total MN Certified Staff	0.00	<i>0.00</i>

After completing the staffing information, scroll to the Selected Salary Schedule section, which may not appear at this point

on your monitor.

SELECTED SALARY SCHEDULE

(For items S06-S16, low cannot equal high. If no pay scale, put salary in high.)

Assistant Director

Regional System Director

S06a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S06b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
------	--------------------	--------	---------------

Library Director

S07a	Hourly Rate - Low	\$24.86	<i>\$24.86</i>
------	-------------------	---------	----------------

S07b	Hourly Rate - High	\$32.32	<i>\$32.32</i>
------	--------------------	---------	----------------

Assistant Director

S08a	Hourly Rate - Low	\$22.36	<i>\$22.36</i>
------	-------------------	---------	----------------

S08b	Hourly Rate - High	\$29.10	<i>\$29.10</i>
------	--------------------	---------	----------------

Branch Manager

S09a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S09b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
------	--------------------	--------	---------------

Central Library Manager

S10a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S10b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
------	--------------------	--------	---------------

Department Head

S11a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S11b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
------	--------------------	--------	---------------

Other Librarian

S12a	Hourly Rate - Low	\$19.44	<i>\$19.44</i>
------	-------------------	---------	----------------

S12b	Hourly Rate - High	\$21.83	<i>\$21.83</i>
------	--------------------	---------	----------------

Technology/Computer Support

S13a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S13b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
------	--------------------	--------	---------------

Support Staff

S14a	Hourly Rate - Low	\$13.33	<i>\$13.33</i>
------	-------------------	---------	----------------

S14b	Hourly Rate - High	\$21.71	<i>\$21.71</i>
------	--------------------	---------	----------------

Secretary

S15a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S15b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
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Shelver/Page

S16a	Hourly Rate - Low	\$0.00	<i>\$0.00</i>
------	-------------------	--------	---------------

S16b	Hourly Rate - High	\$0.00	<i>\$0.00</i>
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Library Collection C01-C17

C01	Print Materials	74,645	<i>77,159</i>
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C02	Audio Materials, Physical	3,221	<i>3,120</i>
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C03	Video Materials, Physical	3,963	<i>3,930</i>
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C04	Multi-format Materials	180	187
C05	Other Physical Materials	329	44
C06	Total Physical Materials	82,338	84,440
C07	Print Serial Subscriptions	182	188
C08	Electronic Books Licensed Locally	0	0
C09	Electronic Books Licensed Regionally	909	0
C10	Electronic Books Licensed Statewide	15,191	15187
C11	Audio Materials, Downloadable Licensed Locally	0	0
C12	Audio Materials, Downloadable Licensed Regionally	4,099	4,011
C13	Video Materials, Downloadable Licensed Locally	0	0
C14	Video Materials Downloadable Licensed Regionally	0	0
C15	Databases Licensed Locally	0	0
C16	Databases Licensed Regionally	14	6
C17	Databases Licensed Statewide	45	14

Policies/Plans D01-D07

Indicate year of last revision or if none, write "None."

D01	Strategic Plan	2009	2009
D02	Disaster Plan	2007	2007
D03	Policy Manual	2007	2007
D04	Records Retention Schedule	2007	2007
D05	Building Accessibility Plan	2000	2000
D06	Technology Plan	2007	2007
D07	Internet Acceptable Use Policy	2007	2007

Outreach Services O01-O09

Indicate Yes or No if staff provided outreach services to the following:

O01	Adult Basic Education	No	No
O02	Adult Literacy Organization	Yes	Yes
O03	Child Centered Organization	Yes	Yes
O04	Correctional Facilities	No	No
O05	Ethnic Groups	No	No
O06	Service to Homebound	No	No
O07	Schools	Yes	Yes
O08	Senior - Centered Organizations	Yes	Yes
O09	Other		

Internal Groups I01-I33

I01	Do any library staff belong to a union?	Yes	Yes
CONTACT INFORMATION - Foundation			
I02	Does this library have a Foundation?	Yes	Yes
I03	Foundation President's Name (For 2011)	Kathy McCarty	Sarah Bignall
I04	Mailing Address	Grand Rapids Library Foundation	Grand Rapids Library Foundation

I05	2nd Mailing Address	140 NE 2nd St.	<i>140 NE 2nd St.</i>
I06	City	Grand Rapids	<i>Grand Rapids</i>
I07	ZIP	55744	<i>55744</i>
I08	ZIP Extension	2682	<i>2682</i>
I09	Telephone	218-326-4268	<i>218-326-2146</i>
I10	Day/Evening/Day-Evening	Evening	<i>Evening</i>

CONTACT INFORMATION - Friends

I11	Does this library have a Friends Group?	Yes	<i>Yes</i>
I12	Friends President's Name (For 2011)	Bonnie Gelle	<i>Bonnie Gelle</i>
I13	Mailing Address	12198 Behm Road	<i>12198 Behm Road</i>
I14	2nd Mailing Address		
I15	City	Grand Rapids	<i>Grand Rapids</i>
I16	ZIP	55744	<i>55744</i>
I17	ZIP Extension		
I18	Telephone	218-326-6403	<i>218-326-6403</i>
I19	Day/Evening/Day-Evening	Evening	<i>Evening</i>

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2011

The website will allow the person filing the report to create as many entries as necessary.

I20	Trustee Name	Dennis L. Jerome	<i>Dennis L. Jerome</i>
I21	Board Position	Vice President	<i>Vice President</i>
I22	Mailing Address	2016 Knollwood Dr	<i>2016 Knollwood Dr</i>
I23	2nd Mailing Address		
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	218-999-5741	<i>218-999-5741</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2011	<i>2011</i>
I20	Trustee Name	Shannon Benolken	<i>Shannon Benolken</i>
I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address	19670 Feely 6	<i>19670 Feely 6</i>
I23	2nd Mailing Address		
I24	City	Warba	<i>Warba</i>
I25	ZIP	55793	<i>55793</i>
I26	ZIP Extension		
I27	Telephone	218-360-4444	<i>218-360-4444</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
I20	Trustee Name	John soll	<i>John soll</i>
I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address	35990 McLaughlin Dr.	<i>35990 McLaughlin Dr.</i>
I23	2nd Mailing Address		
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		

I27	Telephone	218-326-4679	<i>218-326-4679</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2011	<i>2011</i>
I20	Trustee Name	Jemma Baker	<i>J. W. (Butch) Burnett, M. D.</i>
I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	520 Canal St	<i>2810 Meyers Bay Road</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	218-327-7291	<i>(218) 327-1863</i>
I28	Day/Evening/Day-Evening	Evening	<i>Evening</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2010</i>
I20	Trustee Name	Victoria Harding	<i>Victoria Harding</i>
I21	Board Position	Secretary	<i>Secretary</i>
I22	Mailing Address		
I23	2nd Mailing Address	916 SW 3rd Avenue	<i>916 SW 3rd Avenue</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension	3540	<i>3540</i>
I27	Telephone	218-326-9934	<i>(218) 326-9934</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
I20	Trustee Name	Regina Hawkinson	<i>Regina Hawkinson</i>
I21	Board Position	President	<i>President</i>
I22	Mailing Address		
I23	2nd Mailing Address	1219 NW 9th Street	<i>1219 NW 9th Street</i>
I24	City	Grand Rapids	<i>Grand Rapids</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension	2275	<i>2275</i>
I27	Telephone	218-999-9760	<i>(218) 326-3976</i>
I28	Day/Evening/Day-Evening	Evening	<i>Evening</i>
I29	Term of Office Completion Year (yyyy)	2011	<i>2011</i>
I20	Trustee Name	Cheryl Stephens	<i>Cheryl Stephens</i>
I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	36045 Little Bass Drive	<i>36045 Little Bass Drive</i>
I24	City	Grand Rapids, MN	<i>Grand Rapids, MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension	4998	<i>4998</i>
I27	Telephone	208-999-7155	<i>(208) 999-7155</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2012	<i>2012</i>
I20	Trustee Name	Max Peters	<i>Katherine Gillen</i>

I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address	22731 Sugar View Dr.	<i>121 S Pokegama Avenue</i>
I23	2nd Mailing Address		
I24	City	Cohasset	<i>Grand Rapids MN</i>
I25	ZIP	55721	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	952-426-5400	<i>(218) 999-5856</i>
I28	Day/Evening/Day-Evening	Day/Evening	<i>Day/Evening</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2010</i>
I20	Trustee Name	Abby Kuschel	<i>Abby Kuschel</i>
I21	Board Position	Board Member	<i>Board Member</i>
I22	Mailing Address		
I23	2nd Mailing Address	1524 NW 9th St	<i>1524 NW 9th St</i>
I24	City	Grand Rapids MN	<i>Grand Rapids MN</i>
I25	ZIP	55744	<i>55744</i>
I26	ZIP Extension		
I27	Telephone	218-999-7550	<i>218-999-7550</i>
I28	Day/Evening/Day-Evening	Day	<i>Day</i>
I29	Term of Office Completion Year (yyyy)	2013	<i>2010</i>

REPORT FILER - CONTACT INFORMATION

I30	Name of person who prepared the public library report	Marcia L. Anderson	<i>Marcia L. Anderson</i>
I31	Phone	218-326-7643	<i>218-326-7643</i>
I32	E-mail	manderson@ci.grand-rapids.mn.us	<i>manderso@arrowhead.lib.mn.us</i>
I33	Fax	218-326-7644	<i>218-326-7644</i>

Revenue R01-R75

Whole Dollars Only

Operating - Local - CITY

R01	City Direct	\$501,407	<i>\$576,738</i>
R02	City Indirect	0	<i>\$0</i>
R03	City Total	\$501,407	<i>\$576,738</i>

Operating - Local - COUNTY

R04	County Direct	\$144,511	<i>\$144,531</i>
R05	County Indirect	\$0	<i>\$0</i>
R06	County Total	\$144,511	<i>\$144,531</i>

Operating - Local - OTHER LOCAL TAX

R07	Other Local Tax Direct	0	<i>\$0</i>
R08	Other Local Tax Indirect	0	<i>\$0</i>
R09	Other Local Tax Total	\$0	<i>\$0</i>

Operating - Local - TOTAL

R10	Local Total	\$645,918	<i>\$721,269</i>
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Operating - State

R11	State Library Services	0	<i>\$0</i>
R12	Legacy Funding	0	

R13	State Other	0	\$0
R14	State Total	\$0	\$0
Operating - Federal			
R15	LSTA Projects	\$0	\$0
R16	Federal Direct	0	\$0
R17	Federal Indirect	0	\$0
R18	Federal Total	\$0	\$0
Operating - Other - REGIONAL SYSTEM			
R19	Regional System Direct	\$8,045	\$8,045
R20	Regional System Indirect	\$0	\$0
R21	Regional Total	\$8,045	\$8,045
Operating - Other - MULTICOUNTY, MULTITYPE			
R22	Multicounty, Multitype Direct	0	\$0
R23	Multicounty, Multitype Indirect	0	\$0
R24	Multicounty, Multitype Total	\$0	\$0
Operating - Other			
R25	Other Direct	\$58,218	\$50,753
R26	Other Indirect	\$0	\$0
R27	Other Total	\$58,218	\$50,753
R28	All Other Total	\$66,263	\$58,798
Operating - TOTAL			
R29	Total of all Direct and Indirect	\$712,181	\$780,067
Capital - Local - CITY			
R30	City Direct	\$0	\$0
R31	City Indirect	0	\$0
R32	City Total	\$0	\$0
Capital - Local - COUNTY			
R33	County Direct	0	\$0
R34	County Indirect	0	\$0
R35	County Total	\$0	\$0
Capital - Local - OTHER LOCAL TAX			
R36	Other Local Tax Direct	0	\$0
R37	Other Local Tax Indirect	0	\$0
R38	Other Local Tax Total	\$0	\$0
Capital - Local - TOTAL			
R39	Local Total	\$0	\$0
Capital - State			
R40	State Library Services	0	\$0
R41	State Other	0	\$0
R42	State Total	\$0	\$0
Capital - Federal			
R43	LSTA Projects	\$0	\$0
R44	Other Federal Direct	0	\$0
R45	Other Federal Indirect	0	\$0
R46	Federal Total	\$0	\$0
Capital - Other - REGIONAL SYSTEM			
R47	Regional System Direct	0	\$0
R48	Regional System Indirect	0	\$0

R49	Regional Total	\$0	\$0
Capital - Other - MULTICOUNTY, MULTITYPE			
R50	Multicounty, Multitype Direct	0	\$0
R51	Multicounty, Multitype Indirect	0	\$0
R52	Multicounty, Multitype Total	\$0	\$0
Capital - Other			
R53	Other Direct	0	\$0
R54	Other Indirect	0	\$0
R55	Other Total	\$0	\$0
R56	All Other Total	\$0	\$0
Capital - Total			
R57	Total of all Direct and Indirect	\$0	\$0
REVENUE - IN KIND			
R58	City In-Kind	\$0	\$0
R59	County In-Kind	0	\$0
R60	Other Local In-Kind	0	\$0
R61	Total Local In-Kind	\$0	\$0
R62	Other In-Kind Total	0	\$0
R63	Total In-Kind	\$0	\$0
CAPITAL - IN KIND			
R64	City In-Kind	0	\$0
R65	County In-Kind	0	\$0
R66	Other Local In-Kind	0	\$0
R67	Total Local In-Kind	\$0	\$0
R68	Other In-Kind Total	0	\$0
R69	Total In-Kind	\$0	\$0

PHILANTHROPIC REVENUE SOURCES

Note: The Internet data collection site will create as many entries for this question as necessary.

R70	Applicant Name	Grand Rapids ARea Library	<i>Grand Rapids Area Library</i>
R71	Funding Source's Name	Blandin Foundation	<i>Blandin Foundation</i>
R72	Funding Source's City	Grand Rapids	<i>Grand Rapids</i>
R73	Funding Source's State	MN	<i>MN</i>
R74	Amount	\$9,970	<i>\$1,970</i>
R75	Purpose	OPERATING	<i>Operating</i>
R70	Applicant Name	Grand Rapids Area Library	<i>Grand Rapids Area Library</i>
R71	Funding Source's Name	Grand Rapids ARea Library Foundation	<i>MN Humanities Center</i>
R72	Funding Source's City	Grand Rapids	<i>St. Paul</i>
R73	Funding Source's State	MN	<i>Minnesota</i>
R74	Amount	\$6,675	<i>\$1,000</i>
R75	Purpose	OPERATING	<i>Operating</i>

Expenditures E01-E20

Whole Dollars Only

PERSONNEL

E01	Salaries & Wages	\$375,393	\$367,239
		\$114,105	\$107,749

E02	Employee Benefits		
E03	Total Personnel Costs	\$489,498	\$474,988
COLLECTION EXPENDITURES			
E04	Print Materials	\$55,346	\$55,108
E05	Audio and Video Materials Physical	\$10,908	\$9,936
E06	Other Physical Materials	\$0	\$0
E07	Electronic Books	\$0	\$0
E08	Databases	\$0	\$2,882
E09	Other Electronic Materials	\$0	\$0
E10	Collection Total	\$66,254	\$67,926
OTHER			
E11	All Other Expenditures	\$193,729	\$214,949
E12	Total Operating Expenditures	\$749,481	\$757,863
E13	Expenditures equal or are less than Income? If No, provide explanation in state notes	No	Yes
IN-KIND			
E14	Personnel		
E15	Collection		
E16	Other Operating Expenditures		
E17	Total In-Kind Operating Expenditures	\$0	\$0
CAPITAL EXPENDITURES			
E18	Capital	\$0	\$0
E19	In-Kind Capital	0	\$0

Referendums on Capital Spending V1-V5

V1	Authorizing Jurisdiction		
V2	Issue(s)		
V3	For		
V4	Against		
V5	Total	0	0