

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

August 13, 2014 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Forum**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Iron Range Engineering proposal
Minnesota Community Foundation
Bequest
Itasca County Tax transmittal
- 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:**
Adopt revised Bylaws
Health Insurance cost info (requested at last meeting)
- 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 2014-8 Accepting Donations**
 - a. Gift subscription to The Nation magazine for one year from Mona Monson Bittenbender
 - b. \$246.19 from Friends of the Grand Rapids Library for prize books for SRP
 - c. \$25 Dennis and Jeanne Legan for magazine subscriptions
 - d. 1168. Grand Rapids Library Foundation for Rapids Reads
- Regular agenda**
Discuss policies:
11. Library Use Privileges
12. Children's access
- 6:00 **Adjourn**

**Grand Rapids Area Library
Regular Board Meeting
July 9, 2014**

Members Present: Janet Neurauter, David Yankowiak, Mary Helen Haarklau, Dennis Jerome, Max Peters, and Abby Kuschel

Members Absent: Shannon Benolken, John Soll, and Jean MacDonell

Staff Present: Director Marcia Anderson

- The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

Agenda: Abby Kuschel moved to approve the agenda. A second was made by Janet Neurauter. The motion passed unanimously.

Minutes: Abby Kuschel moved to approve the minutes from the June 11, 2014 board meeting. A second was made by David Yankowiak. The motion passed unanimously.

Communications: None to report.

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before July 9, 2014**

AMAZON.COM	\$237.61
AMERIPRIDE LINEN & APPAREL	38.06
ARROWHEAD LIBRARY SYSTEM	37.90
BAKER & TAYLOR, INC	2,282.16
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BONNIE HENRIKSEN	108.96
BUSY BEES QUALITY CLEANING	1,700.00
COLE HARDWARE INC	111.49
DEMCO	42.94
GRAND RAPIDS CITY PAYROLL	18,342.48
JUNIOR LIBRARY GUILD	49.00
LEARNING OPPORTUNITIES INC	1,257.97
LINCOLN REPUBLIC INSURANCE CO	20.50
MARY SHIDELER	100.00
MINITEX	1,685.00
NEXTERA COMMUNICATIONS LLC	84.46
OXFORD UNIVERSITY PRESS USA	618.16
P.U.C.	3,059.61
PERSONNEL DYNAMICS LLC	491.52
PITNEY BOWES INC	117.00
PIZZA WORKS	11.99
RHODES PICTURE-POEMS	18.71
SIM SUPPLY INC	206.10
THE VILLAGE BOOK STORE	472.90
TRU NORTH ELECTRIC LLC	942.26
UNIQUE MANAGMENT SERVICES	161.10
VERIZON WIRELESS	112.48
VIKING ELECTRIC SUPPLY INC	19.05
TOTAL ALL VENDORS:	\$37,028.41

Director Marcia Anderson noted that the library has not received all of the tax payment. Max Peters moved to approve the financial report. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.

Staff Reports:

- *Director's Report:* Director Marcia Anderson noted that the river level is below the level of the pier. She also mentioned that June was a very busy month at the library and that July has been busy as well. She informed the board that the Minnesota Department of Education has concluded that families do not need to fill out an application for ECFE story time. She noted that Will Richter has been hired as an on-call firefighter for the City of Grand Rapids

Old Business:

- *Review by-laws draft (final adoption in August):* Director Marcia Anderson discussed the updated version of the by-laws: The first part of the by-laws under the mission statement has been revised and now includes the new mission statement. The duties of the secretary have also been slightly revised/reworded. There is also the possibility to have members attend meetings via tele-presence (a phone call is not sufficient). However, there would need to be a public notice if a member were to attend a meeting in this way.

New Business:

- *Consent Agenda:*
 1. Approve payment of late bills
 - a. Xerox \$133.15
 - b. Oxford University Press \$516.30
 - c. Northern Business Products \$91.21
 - d. RCB Collections \$10.42
 - e. Unique Management Services \$143.20
 2. Approve Contracts and payments
 - a. David Treuer Sept 17 honorarium plus exp \$380
 - b. Rhonda Fochs July 17 honorarium \$150
 3. Approve Resolution 2014-07 Accepting Donations
\$100 Barb and Ken Sanderson in honor of Stephen Erickson
Small wind turbine by SW Windpower plus pole and guy wires From Dan Duvelius, for use in the Riverfront Energy Center Educational Project

Abby Kuschel moved to approve the consent agenda. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

- *Regular Agenda:*

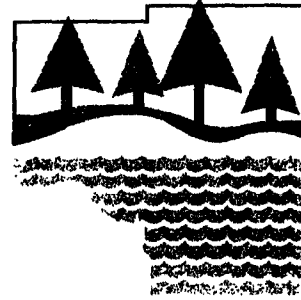
1. **Accept Resignation of Mary Saxton and authorize Director to begin replacement/reorganization process:** Marcia Anderson noted that the goal of reorganizing staff is to make John and Tracy full-time. The greatest cost of this decision is the health insurance coverage they will receive. Janet Neurauter moved to accept Mary Saxton's resignation. A second was made by David Yankowiak. The motion passed unanimously.
2. **Appoint ad-hoc personnel committee:** John Soll, Max Peters, and Dennis Jerome have volunteered to be members of this committee.
3. **Appoint ad-hoc budget committee:** Max Peters, Dennis Jerome, and Shannon Benolken have volunteered to be members of this committee.
4. **Discuss policies:**
 - a. **Intellectual Freedom (#6) and Collection Development (#7):** The members of the board discussed the availability of library material representing or requested by a variety of people with different races, religions, and genders or political persuasion. For now, these policies will remain unchanged, as the board members feel that the library is responsive to the patrons' requests and needs.

➤ The monthly board meeting was adjourned at 5:48 PM by Dennis Jerome.

**ITASCA COUNTY
AUDITOR/TREASURER**

ITASCA COUNTY COURTHOUSE
123 NE 4TH ST.
GRAND RAPIDS, MINNESOTA 55744-2681

218-327-2860
FAX 218-327-7426



JUL 25 2014

July 24, 2014

Mr. Jim Weikum
Director - Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768-2069

Dear Mr. Weikum:

The apportionment for June 2014, includes the following totals:

Arbo Township	\$ 3,353.71
Blackberry Township	3,752.76
Feeley Township	2,626.36
Harris Township	13,406.30
Sago Township	1,264.43
Spang Township	1,470.79
Wabana Township	4,904.95
City of Bass Brook/Cohasset	37,305.64
City of LaPrairie	1,794.47
City of Warba	411.46

TOTAL

\$70,290.87

PAID JUL 30 2014

V49504

101-01-002-68061

Grand Rapids Satellite

cc: Marcia Anderson
Grand Rapids Library
140 Northeast 2nd Street
Grand Rapids MN 55744

cc: Shirley Miller
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids MN 55744

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

Iron Range Engineering
Fall 2014 Project Proposal
From
City of Grand Rapids, Minnesota

Project Description

The City of Grand Rapids owns and operates the Grand Rapids Area Library. For the past several years the City has explored and implemented a number of energy conservation and alternative energy projects at the Library. These projects have been undertaken both to realize costs savings in the operation of the facility and to provide an educational showpiece for alternative energy usage.

The largest project to date involves using waste energy from an industrial discharge to provide wintertime heat to the building. UPM/Blandin discharges several million gallons a day of process water that ranges in temperature from approximately 80 to 130 degrees F. The Library withdraws a small portion of this heated water, pipes it through a large gap heat exchanger, and captures heat energy to supply a substantial portion of the heating requirements for the building and for a sidewalk snow melt system. This system has resulted in significant energy and cost savings for the City. By way of example, the natural gas cost for heating during the first four months of calendar year 2011 was \$8,127. After the system was installed and fully operational, the natural gas cost for the same months in 2013 was \$819. The system saved over 90% of the heating cost.

Other alternative energy projects that are partially implemented or are in the project planning stage include solar energy generation and wind energy generation.

After winter heating the largest energy usage at the Library facility is summer cooling. The City would like to make progress towards the lowering of cooling costs. The basic proposal is to investigate the feasibility of using groundwater or Mississippi River water as a "heat sink" in the building chiller system. The City also would like to determine if the wind energy generation system would be powerful enough to supply electrical energy for pumping the ground (or river) water through the chiller system.

Project Deliverables

It is anticipated that project deliverables will include:

- Preliminary design of:
 - Water supply sources (well and/or river water intake)
 - Piping system(s)
 - Building layout
 - Interface with wind turbine system
- Analysis of:
 - Operation of both groundwater and river water systems

- Historical river flows and temperatures
- Feasibility of using the wind turbine system to power well or river intake pumping system
- Regulatory permits necessary to construct and operate the system
- Construction cost estimates
- Potential energy cost savings
- Economic analysis (e.g. cost/benefit ratio)
- Potential project funding sources

Project design and analysis will be documented in a formal written report. It is also anticipated that the student group will give an oral presentation to the City Council and City Staff at a “work session” of the Council.

Project Duration

City Staff believe that the project can be completed in one semester, but would be willing to consider a longer time-table.

Number of Students Required

It is anticipated that the project will require 3 or 4 engineering students

Areas of Engineering Knowledge Required

Students working on this project will need to acquire knowledge related to heat exchange systems, thermodynamics, piping design, building design, and engineering economics.

Contact Information

The principal contact at the City of Grand Rapids is:

Ms. Julie Kennedy
City Engineer
420 North Pokegama Avenue
Grand Rapids, MN 55744
218-326-7625
Email: jkennedy@ci.grand-rapids.mn.us

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



Fund Statement(s)

January 1, 2014 - June 30, 2014

Confidential and Privileged Information

Enclosed are the statements for the following fund(s):

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Mousel
Title:	Partner Relations Associate
Phone:	651-325-4269 800-875-6167
Email:	mariah.mousel@mnpartners.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

Executed on 7/24/2014 9:56:08 AM

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement**

January 1, 2014 - June 30, 2014

Prepared on: 7/24/2014

Prepared for: Grand Rapids Public Library

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2014	\$	32,727
Investment Activity		
Interest & Dividends		249
Investment Gain/(Loss)		1,793
Disbursements		
Administrative Fees		(101)
Grants Paid		(1,284)
Investment Expenses		(42)
Ending Balance on June 30, 2014	\$	33,342
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on June 30, 2014	\$	33,342

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	33,342	100.0%	6.2%	17.2%	10.3%	12.9%
	<u>\$ 33,342</u>	<u>100.0%</u>				



**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2014 - June 30, 2014

There were no contributions during this statement period.



Grants Paid (Returned)		
Paid Date	Organization	Amount
03/11/2014	Grand Rapids Public Library	\$ 1,284
		<u>\$ 1,284</u>

There were no approved grants that were not yet paid during this statement period.

There were no other income or expenses during this statement period.

**The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation**

Fund Statement

January 1, 2014 - June 30, 2014

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,284
Grants (Paid)/Returned in the current year	(1,284)
Amount Available to Grant as of June 30, 2014	-
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of June 30, 2014	-

Future Year Grant Commitments



CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SEVEN MONTHS ENDING JULY 31, 2014
With Comparative Totals for July 31, 2013

	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	368,148	383,238	382,896	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	431,434	441,869	441,527	
Revenues:				
Taxes	297,044	314,529	603,975	52%
Intergovernmental	-	173	130,000	0%
Charges for Services	9,469	8,329	11,182	74%
Fines & Forfeits	7,670	8,050	15,000	54%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	13,479	4,640	-	0%
Miscellaneous	9,672	8,624	12,500	69%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	339,595	344,346	772,657	45%
Expenditures:				
Personnel	304,684	311,924	544,347	57%
Supplies/Materials	44,753	56,722	94,600	60%
Other Services/Charges	71,464	69,275	133,710	52%
Blandin Grant	2,774	-	-	0%
TOTAL EXPENDITURES	423,675	437,921	772,657	57%
Revenues > Expenditures	(84,080)	(93,575)	-	
Gr Rapids Library Foundation Captl Grant	38,258	-	-	0%
Capital Outlay	50,086	-	-	0%
Fund Balance 7/31/XX				
Cash Flow	272,240	289,663	382,896	
Compensated Absences	31,932	34,169	34,169	
Emergency/unanticipated Expenditures	31,354	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 7/31/XX	\$ 335,526	\$ 348,294	\$ 441,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,342 as of 06/30/14. This endowment is not available for current operations.

STATE OF MICHIGAN LIBRARY REVENUE & EXPENDITURES
YEAR TO DATE THROUGH JULY 31, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ 281,894	47%
211-00-31-00-0200	DELINQUENT	-	1,803	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	30,831	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	173	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,900	968	51%
211-00-34-00-7975	INTERNET	3,000	1,896	63%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	180	0%
211-00-34-00-7990	FAX MACHINE USE	-	3	0%
211-00-35-00-1030	LIBRARY FINES	15,000	8,050	54%
211-00-37-00-2310	DONATIONS	2,500	69	3%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,175	118%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	1,453	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	4,640	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	2,791	93%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,614	85%
211-00-37-00-5100	INVESTMENT INCOME	2,500	238	10%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	344,346	45%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	309,781	173,387	56%
211-00-75-10-1030	SALARY-PARTTIME	101,697	55,968	55%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	1,712	57%
211-00-75-10-1210	PERA	29,832	16,628	56%
211-00-75-10-1220	FICA	25,512	13,441	53%
211-00-75-10-1250	MEDICARE	5,966	3,144	53%
211-00-75-10-1310	HEALTH INSURANCE	63,855	44,755	70%
211-00-75-10-1330	LIFE INSURANCE	246	148	60%
211-00-75-10-1335	DENTAL INSURANCE	1,858	935	50%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	1,806	75%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	4,025	50%
211-00-75-20-2020	COPY SUPPLIES	1,000	308	31%
211-00-75-20-2030	PRINTING/BINDING	600	483	81%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,619	65%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	4,412	37%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	359	36%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	209	60%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,348	167%
211-00-75-20-2110	BOOKS	42,000	28,161	67%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,229	36%
211-00-75-20-2130	NEWSPAPERS	1,000	1,575	157%
211-00-75-20-2140	PERIODICALS	8,000	6,768	85%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,225	41%
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	656	82%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	285	59%

GENERAL FUND REVENUE & EXPENDITURES
YEAR TO DATE THROUGH JULY 31, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3090	JANITORIAL SERVICES	20,400	11,900	58%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	4,122	103%
211-00-75-30-3210	TELEPHONE	7,000	3,014	43%
211-00-75-30-3220	POSTAGE/FREIGHT	500	131	26%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%
211-00-75-30-3255	STAFF TRAINING	500	67	13%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	230	77%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	1,251	52%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	25	5%
211-00-75-30-3610	GENERAL INSURANCE	9,000	6,512	72%
211-00-75-30-3810	ELECTRICITY	39,930	15,789	40%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	1,743	109%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,911	98%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,887	38%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,007	47%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,681	168%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	513	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,928	98%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	4,988	100%
211-00-75-30-4100	EQUIPMENT LEASES	900	427	47%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	<u>772,657</u>	<u>437,921</u>	57%
SURPLUS REVENUES(EXPENDITURES)		<u>\$ -</u>	<u>\$ (93,575)</u>	

DATE: 08/08/2014
 TIME: 11:15:30
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 07/31/14
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	274,949.36	274,949.36	0.00
211-00-00-00-1010	CASH	421,741.77	351,544.54	452,532.44	320,753.87
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	4,780.00	0.00	0.00	4,780.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	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	16,251.37	876.54	16,251.37	876.54
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	8,061.55	5,758.26
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	21,665.96	11,951.38	9,714.58
TOTAL		475,610.14	662,856.21	763,746.10	374,720.25
TOTAL ASSETS					
		475,610.14	662,856.21	763,746.10	374,720.25
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	434,459.16	430,699.04	11,900.31
211-00-00-00-2030	SALES TAX PAYABLE	0.00	274.35	306.20	31.85
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS 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	ACCURED WAGES PAYABLE	12,381.99	12,381.99	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,780.00	0.00	0.00	4,780.00
211-00-00-00-2220	DEFERRED REVENUES	918.75	918.75	0.00	0.00
TOTAL		33,741.17	448,034.25	431,005.24	16,712.16
TOTAL LIABILITIES					
		33,741.17	448,034.25	431,005.24	16,712.16

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 07/31/14
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	441,868.97	0.00	0.00	441,868.97
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	11,951.38	21,665.96	9,714.58
TOTAL		441,868.97	11,951.38	21,665.96	451,583.55
	FUND SURPLUS (DEFICIT)	0.00	93,575.46	0.00	(93,575.46)
TOTAL FUND EQUITY		441,868.97	105,526.84	21,665.96	358,008.09
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	553,561.09	452,671.20	374,720.25

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2014

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	281,894.49	603,975.00	281,894.49	0.00	322,080.51	47
211-00-31-00-0200	DELINQUENT	1,802.73	0.00	1,802.73	0.00	(1,802.73)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	30,831.41	0.00	30,831.41	0.00	(30,831.41)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL							
TOTAL TAXES		314,528.63	603,975.00	314,528.63	0.00	289,446.37	52
TOTAL TAXES		314,528.63	603,975.00	314,528.63	0.00	289,446.37	52
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	130,000.00	0.00	0.00	130,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	173.00	0.00	(173.00)	100
TOTAL							
TOTAL INTERGOVERNMENTAL		0.00	130,000.00	173.00	0.00	129,827.00	0
TOTAL INTERGOVERNMENTAL		0.00	130,000.00	173.00	0.00	129,827.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	141.05	1,900.00	968.40	0.00	931.60	51
211-00-34-00-7975	INTERNET	209.34	3,000.00	1,895.95	0.00	1,104.05	63
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	0.00	180.00	0.00	(180.00)	100
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	2.81	0.00	2.81	0.00	(2.81)	100
TOTAL							
TOTAL CHARGES FOR SERVICES		393.20	11,182.00	8,329.16	0.00	2,852.84	74
TOTAL CHARGES FOR SERVICES		393.20	11,182.00	8,329.16	0.00	2,852.84	74
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 7 PERIODS ENDING JULY 31, 2014

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,105.44	15,000.00	8,050.42	0.00	6,949.58	54
TOTAL		1,105.44	15,000.00	8,050.42	0.00	6,949.58	54
TOTAL FINES & FORFEITS		1,105.44	15,000.00	8,050.42	0.00	6,949.58	54
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	25.00	2,500.00	69.00	0.00	2,431.00	3
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	1,175.00	0.00	(175.00)	118
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,414.49	0.00	1,453.46	0.00	(1,453.46)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	300.00	0.00	0.00	300.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,283.76	0.00	16.24	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	4,640.00	0.00	(4,640.00)	100
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	303.75	3,000.00	2,791.00	0.00	209.00	93
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	119.56	1,900.00	1,614.27	0.00	285.73	85
211-00-37-00-2455	NATURAL GAS REBATE	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	238.00	0.00	2,262.00	10
TOTAL		1,862.80	12,500.00	13,264.49	0.00	(764.49)	106
TOTAL MISCELLANEOUS REVENUE		1,862.80	12,500.00	13,264.49	0.00	(764.49)	106
OTHER SOURCES							
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		317,890.07	772,657.00	344,345.70	0.00	428,311.30	45

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	24,249.16	309,781.00	173,387.33	0.00	136,393.67	56
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	7,788.04	101,697.00	55,967.52	0.00	45,729.48	55
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	54.00	3,000.00	1,712.16	145.84	1,142.00	62
211-00-75-10-1210	PERA	2,322.70	29,832.00	16,628.26	0.00	13,203.74	56
211-00-75-10-1220	FICA	1,874.98	25,512.00	13,440.75	0.00	12,071.25	53
211-00-75-10-1250	MEDICARE	438.52	5,966.00	3,143.51	0.00	2,822.49	53
211-00-75-10-1310	HEALTH INSURANCE	3,847.28	63,855.00	44,755.10	0.00	19,099.90	70
211-00-75-10-1330	LIFE INSURANCE	(475.81)	246.00	147.71	0.00	98.29	60
211-00-75-10-1347	VISION INSURANCE	139.17	1,858.00	935.40	0.00	922.60	50
211-00-75-10-1420	UNEMPLOYMENT	0.87	0.00	0.89	0.00	(0.89)	100
211-00-75-10-1510	WORKERS COMPENSATION	477.40	2,400.00	1,805.80	0.00	200.00	0
TOTAL PERSONNEL		40,716.31	544,347.00	311,924.43	145.84	232,276.73	57
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	13.97	8,000.00	4,025.07	0.00	3,974.93	50
211-00-75-20-2020	COPY SUPPLIES	0.00	1,000.00	307.98	0.00	692.02	31
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	483.49	0.00	116.51	81
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	4,000.00	2,619.14	0.00	1,380.86	65
211-00-75-20-2070	ASSETS BETWEEN \$700-\$4999	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2075	INVENTORIAL SUPPLIES	0.00	12,000.00	4,412.00	0.00	7,588.00	37
211-00-75-20-2090	VOLUNTEER PRGM SUP & MATERIALS	0.00	1,000.00	359.00	0.00	641.00	36
211-00-75-20-2095	OPERATING SUPPLIES	0.00	350.00	208.96	0.00	141.04	60
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	3,348.09	0.00	(1,348.09)	167
211-00-75-20-2110	BOOKS	2,259.85	42,000.00	28,160.91	869.30	12,969.79	69

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	42.35	9,000.00	3,229.44	0.00	5,770.56	36
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	1,574.88	711.40	(1,286.28)	229
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	6,767.99	6,603.04	(5,371.03)	167
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	204.95	3,000.00	1,224.77	0.00	1,775.23	41
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		2,521.12	94,600.00	56,721.72	8,183.74	29,694.54	69
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	656.27	800.00	656.27	0.00	143.73	82
211-00-75-30-3040	LEGAL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3070	LAUNDRY	38.06	480.00	285.45	0.00	194.55	59
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	11,900.00	0.00	8,500.00	58
211-00-75-30-3100	OTHER CONTRACTED SERVICES	634.91	4,000.00	4,121.86	480.00	(601.86)	115
211-00-75-30-3210	TELEPHONE	331.90	7,000.00	3,013.69	0.00	3,986.31	43
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	130.56	0.00	369.44	26
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	1,000.00	122.70	0.00	877.30	12
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	66.84	0.00	433.16	13
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	230.00	0.00	70.00	77
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	187.95	2,400.00	1,250.93	0.00	1,149.07	52
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	150.00	0.00	0.00	150.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	25.00	500.00	25.00	0.00	475.00	5
211-00-75-30-3610	GENERAL INSURANCE	930.25	9,000.00	6,511.75	0.00	2,488.25	72
211-00-75-30-3810	ELECTRICITY	0.00	39,930.00	15,789.16	0.00	24,140.84	40
211-00-75-30-3840	GARBAGE REMOVAL	248.63	1,600.00	1,742.54	0.00	(142.54)	109
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	3,911.25	0.00	88.75	98
211-00-75-30-4000	MAINTENANCE CONTRACTS	216.12	5,000.00	1,886.62	0.00	3,113.38	38
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,005.00	15,000.00	7,007.14	1,005.00	6,987.86	53
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	1,681.41	0.00	(681.41)	168
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	10,000.00	512.75	0.00	9,487.25	5
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	2,927.87	0.00	72.13	98

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	5,000.00	4,987.50	0.00	12.50	100
211-00-75-30-4100	EQUIPMENT LEASES	117.00	900.00	426.72	0.00	473.28	47
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	500.00	87.00	0.00	413.00	17
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		6,091.09	133,710.00	69,275.01	1,485.00	62,949.99	53
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		49,328.52	772,657.00	437,921.16	9,814.58	324,921.26	58
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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 FOR 7 PERIODS ENDING JULY 31, 2014

FUND: PUBLIC LIBRARY

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		49,328.52	772,657.00	437,921.16	9,814.58	324,921.26	58
TOTAL FUND REVENUES		317,890.07	772,657.00	344,345.70	0.00	428,311.30	45
TOTAL FUND EXPENSES		49,328.52	772,657.00	437,921.16	9,814.58	324,921.26	58
FUND SURPLUS (DEFICIT)		268,561.55	0.00	(93,575.46)			
TOTAL ALL FUND REVENUES		317,890.07	772,657.00	344,345.70	0.00	428,311.30	45
TOTAL ALL FUND EXPENSES		49,328.52	772,657.00	437,921.16	9,814.58	324,921.26	58
ALL FUND SURPLUS (DEFICIT)		268,561.55	0.00	(93,575.46)			

GRAND RAPIDS AREA LIBRARY BILL LIST - AUGUST 13, 2013

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/13/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	36.66
0113233	AMERIPRIDE LINEN & APPAREL	57.09
0118660	ARROWHEAD LIBRARY SYSTEM	274.65
0201428	BAKER & TAYLOR, INC	2,560.23
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0312105	CLAFTON BUILDERS INC	1,000.00
0409727	DIVERSE MEDIA INC	42.35
0502705	EBSCO SUBSCRIPTION SERVICE	7,314.44
0718000	GRAND RAPIDS ARTS	25.00
0718010	CITY OF GRAND RAPIDS	656.27
1524250	OXFORD UNIVERSITY PRESS USA	8.37
1605665	PERSONNEL DYNAMICS LLC	272.76
1609925	PIZZA WORKS	11.99
1621505	PUMPKIN BOOKS INC	79.98
1901355	ST PAUL PIONEER PRESS	174.20
1908570	SHOWCASES	13.97
1909503	SIMPLEX GRINNELL LP	648.41
1909510	SIM SUPPLY INC	204.95
2018680	TRU NORTH ELECTRIC LLC	1,005.00
2114356	UNIQUE MANAGMENT SERVICES	187.95
2209450	THE VILLAGE BOOK STORE	83.69
T000966	DAVID TREUER	380.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 16,737.96

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	256.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	433.50
0605191	FIDELITY SECURITY LIFE INS CO	22.54
0718015	GRAND RAPIDS CITY PAYROLL	54,991.88
1209516	LINCOLN NATIONAL LIFE	-279.40
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1309199	MINNESOTA ENERGY RESOURCES	117.51
1309335	MINNESOTA REVENUE	95.48
1405850	NEXTERA COMMUNICATIONS LLC	88.06
1415377	NORTHERN BUSINESS PRODUCTS INC	91.21
1524250	OXFORD UNIVERSITY PRESS USA	516.30
1601750	PAUL BUNYAN COMMUNICATIONS	487.68
1621130	P.U.C.	3,071.52
1801519	RANGE CREDIT BUREAU INC	10.42
2114356	UNIQUE MANAGMENT SERVICES	143.20
2205637	VERIZON WIRELESS	112.48
2301700	WASTE MANAGEMENT	497.95

GRAND RAPIDS AREA LIBRARY BILL LIST - AUGUST 13, 2013

DATE: 08/07/2014
 TIME: 16:18:04
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/13/2014

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2405650	XEROX CORPORATION	133.15
T000713	SAM MILTICH & FRIENDS	400.00
T000964	RHONDA FOCHS	150.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 66,058.98
TOTAL ALL DEPARTMENTS		\$ 82,796.94

DATE: 08/07/2014
TIME: 16:18:04
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/13/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	36.66
0113233	AMERIPRIDE LINEN & APPAREL	57.09
0118660	ARROWHEAD LIBRARY SYSTEM	274.65
0201428	BAKER & TAYLOR, INC	2,560.23
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0312105	CLAFTON BUILDERS INC	1,000.00
0409727	DIVERSE MEDIA INC	42.35
0502705	EBSCO SUBSCRIPTION SERVICE	7,314.44
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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

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T000713	SAM MILTICH & FRIENDS	400.00
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TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 66,058.98
TOTAL ALL DEPARTMENTS		\$ 82,796.94

Director's Report August

Policy for discussion this month

11. Library Use Privileges
12. Children's Access

Bylaws

Chad Sterle, City Attorney, reviewed the bylaws and said they looked great. They can be adopted at the August meeting. The only change from what you saw at the July meeting was dropping a "thereby" in one section

Bequest

I was informed by one of the Edward Jones offices that Gary Eholt left a bequest to the Library. Because of the significant size of the bequest, roughly \$90,000, I have been working with Chris Jenkins, treasurer of the Library Foundation, to try to direct it to the endowment fund at the GR Community Foundation, if possible. Chris is contacting the family to determine if there is a specific directive for how it is to be used. He was just informed that we should receive \$40,000 in 2 weeks or so, with the remainder to come later.

Personnel Issues

John and Tracy have been working extra hours during the past few weeks to learn acquisitions, accounts payable, processing and other tasks. We are also figuring out additional ways to streamline workflows. Human Resources is still working on the position descriptions and valuation.

Why Treaties Matter display/collaboration

An open house with an opening ceremony was held on Friday, August 1 from 4-7 pm For the "Why Treaties Matter" exhibit. Roughly 100 people attended the opening ceremony, and most came inside to view the exhibit. It was put together by the Minnesota Humanities Council (see www.treatiesmatter.org) We are planning to host the exhibit until August 26. It will be at ICC in September, and then will be rotated around schools in the area.

We will be collaborating with ICC in September on their Shared Text project using David Treuer's book *Rez Life: An Indian's Journey through reservation life* Treuer will be speaking at the library when he is in town.

Energy Center

We just sent an application to the Iron Range Engineering program to have a group of students adopt the energy center as a project. They are to research the possibility of using river or ground water to cool the building in the summer and use wind power for the exchange. (see proposal in board packet) Ron is working with someone at PUC to erect and install the donated wind turbine.

Attendance/circ

July continues to be very busy, with over 600 people visiting most days. It has continued to be very busy, with a total of 13,212 people in the building, compared to 12,428 people in the building in June. The summer visitor pattern changes and most of the visits are before 3:30 pm.

Book Sale!

The Book Sale brought in just over \$6,000 gross, down from the last 2 years. It seemed to go smoothly.

Budget

At the budget discussion with the Council on July 21, they were not inclined to increase the levy for an increase in the fund balance. We do not have firm numbers for personnel yet, but I laid out the option of having 3 part time people again or 2 full time people.

The preliminary budget for the City must be adopted in mid-September.

Coffee with the Mayor and Administrator

More people are stopping by, or asking when the next session will be. It will be repeated at 11:00 am on the 2nd and 4th Wednesdays of each month.

Assistant Director's Report
August 2014

Teens

The Anime Club has been meeting every 2-3 weeks on Thursdays this summer. There were 9 at the July 10 meeting! One mom told me her son told her he "had found his people. They actually laughed at my jokes."

There has been a drawing for a pig snout cup and messenger bag each month this summer. There were 23 entries in July!

There were 14 photos entered in the Teen Photo Contest. First place winners received \$20.00 and second place received \$10.00. Friends of the Library supplied the prizes. Winners were:

Not Enhanced

1st Sami Bonn "Unlikely Friendship"

Tie 2nd Emily Bishop "Nature at its Finest"

Lily Duquette "Summer Blizzard"

Enhanced

1st Lily Duquette "Make a Wish"

Paws to Read

1st Marie Nalan "Red Ruffed Lemur"

2nd Heather Mostoller "Roll Over for Reading"

Standup comedian Scott Novotny visited the library thanks to Legacy funding. There were 5 people that came for his afternoon program.

TAB Meeting

July 29, 2014

Members present: Paige C., Jonas T, Elizabeth T.

Members judged photos for the photo contest. They also came up with a question for the next teen drawing. The question they came up with was: what is your favorite fair food.

Staff

I met in July with consultants for the city arts and culture plan. It was 3 days of meetings and tours around town. The community meeting which all residents are invited to will be Tuesday September 16 at 6:00 pm at the Timberlake Lodge.

Susan Hayes and I walked in the Tall Timber Days parade. She was Clifford and I was Emily Elizabeth. It was hot, but we had a great time! Take a look at this pic snapped by John Nalan!



Tracy and John have been doing a great job of learning the necessary parts of Mary's job. They have been flexible and willing to take on the new tasks.

I attended the Friends of the Library board meeting in July. Members gathered to talk about the book sale, A/V equipment for the room, get an update on summer reading, Minnesota Association of Library Friends workshops, the bookstore wall, and National Friends Week in October.

Operations

The Why Treaties Matter exhibit was erected last week and people have stopped by to view it.

The puzzle on the table by the reference desk continues to be a hit. We see people of all ages stopping to put a few pieces together.

Express Check outs % of total c/o 26.62%
3,924

-8.00%
-7.27%
-7.83%
-5.12%

YTL -J13 98,431
111,528
109,683
840

THIS MONTH 14,740
17,239
17,375
129

CIRCULATION
Check-outs 98,431
Total Circulation 111,528
Returns 109,683
New cards 840

Door count [REDACTED]
as of 3/1 includes all visitors to library

YTD 90,560
103,420
101,095
797

YTD 2013 4,059
2,790
1,840

THIS MONTH 576
270
256

TECHNICAL PROCESSES
Books cataloged and processed 576
Withdrawn copies 270
Withdrawn Titles 256

YTD 5,239
63
59
955

YTD 2013 6,154
66
58
9,897

THIS MONTH 705
14
15
1,766

REFERENCE
tests proctored 705
computer help over 5 minutes 14
INTERNET 15
Pharos sessions *** 1,766

YTD HOURS 420
1824.00

YTD HOURS 632
1824.00

PEOPLE 99
39

Non-Pharos sessions 99
VOLUNTEERS 39

YTD GROUPS 179
7,725

YTD GROUPS 179
7,725

GROUPS 34

MEETING ROOM 34
COMMUNITY ROOM

beginning March 1 we started counting all visitors no matter where they went

PEOPLE 113
136
0
33
395
71
748
93

YTD PROGRAMS YTD PEOPLE 2013 YTD GROUPS 2013 YTD PEOPLE
36 842 34 837
50 1,462 36 1,184
21 686 32 842
5 142 3 66
27 1,059 21 1,474
24 300 23 365
163 4,491 149 4,768
29 838 35 856

PROGRAMS 4
6
0
1
10
7
28
3

PROGRAMS & TOURS
BOOK TIME 4
SATURDAY STORY TIME 6
CLASS VISITS 0
NON SCHOOL GROUPS 1
CHILDREN'S PROGRAMS 10
TEEN PROGRAMS 7
Total Youth Programs 28
Total Adult Programs 3

HRS YTD 64
69

HRS YTD 2013 64
69

HRS THIS MONTH 8
69

BOOKINGS & ARRANGEMENTS 8
TOTALS 69

Board member *Janet Neukater* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-08
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:

Gift subscription to The Nation magazine for one year from Mona Monson Bittenbender
\$246.19 from Friends of the Grand Rapids Library for prize books for SRP
\$25 Dennis and Jeanne Legan for magazine subscriptions
1168. Grand Rapids Library Foundation for Rapids Reads

Adopted this 13th day of August 2014



Dennis Jerome, President



Abby Kuschel, Secretary

Board member *John Soll* seconded the foregoing resolution and the following voted in favor thereof:
J. Neukater, D. Yankowski, M. G. Haartclau, D. Jerome, A. Kuschel
John Soll,

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

**BY-LAWS
GRAND RAPIDS AREA LIBRARY
BOARD OF DIRECTORS**

ARTICLE I: PURPOSE

The mission of the Grand Rapids Area Library is to foster a welcoming environment that builds a connected, informed and engaged community.

To carry out that mission, the Library Board shall operate a free public library as authorized under Minnesota Statutes and under the City of Grand Rapids Municipal Code.

ARTICLE II: LOCATION

The principal office of the Library will be within the library building of the City of Grand Rapids. Records of the Library will be maintained there-for public inspection.

ARTICLE III: BOARD OF TRUSTEES

Section 1. Composition

The Board shall be composed of nine (9) members. Five (5) members of the Board must be residents of the City of Grand Rapids. Four (4) must be residents of other supporting governmental units.

Section 2. Selection

Appointment of members to the Library Board is made by the City Council of the City of Grand Rapids. Membership on the Library Board is open to any resident of the Library's service area. Openings will be advertised by the City, and applications will be received in the City Administrator's Office. All applicants will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

Section 3 Term of Office.

Members are appointed to three (3) year terms, with an expiration date of December 31. Individuals appointed to replace Board members whose terms had not expired at the time of resignation shall be appointed to the remainder of the original three (3) year term. Maximum service is for three (3) consecutive terms. Members may be reappointed after a one year absence.

Section 4 Vacancies

Vacancies of the Board shall exist on the death, resignation or removal of a member. Vacancies shall be filled by appointment by the Grand Rapids City Council.

4.1 Resignation.

Any Member may resign at any time by giving written notice of his or her resignation to the Board of Trustees. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Member who is absent from three (3) consecutive meetings of the Board of Trustees without good cause acceptable to the Board shall be deemed to have resigned.

4.2 Removal.

One or more Members may be removed by the Board of Trustees whenever, in its judgment, the best interests of the Library would be served. A Member may be removed by the affirmative vote by the majority of the Board of Trustees.

Section 5 Officers

The officers of the Board shall consist of President, Vice-President and Secretary. Officers shall be elected by the Board at its reorganization meeting in January of each year.

The duties of officers shall be as follows:

- A. The President will preside at the meetings of the Board of Trustees.
- B. The Vice-President shall act in the absence or disability of the President.
- C. The Secretary shall act in the absence of the President and Vice-President

Section 6 Powers and Duties of the Board

The powers and duties of the Board are those assigned to the Boards of Trustees of Public Libraries in Minnesota Statutes section 134.11.

Section 7 Compensation

Library Board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities

Section 8 Meetings

- A. Place of meetings: Meetings shall be held at the Library or at another place designated by the Board of Directors. If another place is designated, public notice must be given.
- B. Regular Meetings: Regular meetings of the Library Board shall be held monthly on a consistent schedule.
- C. Special Meetings: Special meetings of the Library Board may be called by the President, Vice-President or any two members. Such meetings shall be held at the Library or at another designated place. No items of business not specified with the notice of special meeting may be acted upon by the Board at a special meeting.
- D. Notice of Meetings: Immediately following annual reorganization, the Board shall notify the City Council and the official newspaper of the City of the time and place of regular meetings. Notice of

special meetings shall be made to the official newspaper of the City and to all members of the Board of Directors at least three (3) working days prior to a special meeting. Notice of special meetings must include a listing of any topics to be considered at the meeting.

E. Quorum: A quorum shall consist of five (5) of the members of the Library Board.

F. Conduct of Meetings:

a. Robert's Rules of Order shall constitute the rules governing all meetings of the Board unless those rules are in conflict with these by-laws or with provisions of law.

b. Meetings shall be conducted in accordance with the Open Meeting Laws of Minnesota

c. A time for public comment shall be specified at each meeting

G. Board members are allowed to participate in meetings via video connection if the requirements of MN Statutes 13D.02 are met.

Section 9 Majority Action as Board Action

Every act or decision done or made by a majority of the Board present at a duly held meeting at which a quorum is present is the act of the Library Board unless the laws of the State of Minnesota or these by-laws require different voting rules or a greater percentage for approval.

ARTICLE IV COMMITTEES

There may be Ad Hoc Committees appointed as needed, each of which shall consist of at least two persons appointed by the Board. The committee shall review matters as requested by the Board and advise the Board relative to the matters or make recommendations for consideration by the Board

ARTICLE V. LIBRARY RECORDS AND REPORTS

The Library Director shall maintain records in the Library for public and Board review. Records of Library correspondence, public relations, reports and all other library transactions shall be maintained as required by law

Financial records for the Library Board shall be maintained by the Finance Department of the City of Grand Rapids. Such records shall be audited annually as part of the audit of the City of Grand Rapids. All financial transactions of the Library or its Board must be carried out through the Finance Department.

ARTICLE VI AMENDMENT

The Board may amend these by-laws to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Amendments proposed at one regular meeting of the Board may be approved at the next regular meeting. Proposed changes to the by-laws must be mailed to board members at least 20 days prior to the meeting during which the vote on approval will take place.

BY-LAWS
GRAND RAPIDS PUBLIC AREA LIBRARY
BOARD OF DIRECTORS

ARTICLE I: PURPOSE

The mission of the Grand Rapids ~~Public Area~~ Library is to foster a welcoming environment that builds a connected, informed and engaged ~~facilitate equal access to information and to enrich, enliven and enlighten our~~ community.

~~Toward this end~~ *To carry out that mission*, the Library Board shall operate a free public library ~~and meeting rooms~~ as authorized under Minnesota Statutes and under the City of Grand Rapids Municipal Code.

ARTICLE II: LOCATION

The principal office of the Library will be within the library building of the City of Grand Rapids. Records of the Library will be maintained there, ~~and at the City of Grand Rapids Finance Office~~ for public inspection.

ARTICLE III: BOARD OF TRUSTEES

Section 1. Composition

The Board shall be composed of nine (9) members. Five (5) members of the Board must be residents of the City of Grand Rapids. Four (4) must be residents of other supporting governmental units.

Section 2. Selection

Appointment of members to the Library Board is made by the City Council of the City of Grand Rapids. Membership on the Library Board is open to any resident of the library's service area. Openings will be advertised by the City, and applications will be received in the City Administrator's Office. All applicants will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

Section 3 Term of Office.

Members are appointed to three (3) year terms, with an expiration date of December 31. Individuals appointed to replace Board members whose terms had not expired at the time of resignation shall be appointed to the remainder of the original three (3) year term. Maximum service is for ~~two~~ (2) full three (3) consecutive terms. Members may be reappointed after a one year absence.

Section 4 Vacancies

Vacancies of the Board shall exist on the death, resignation or removal of ~~any~~ a member. Vacancies shall be filled by appointment by the Grand Rapids City Council ~~of the City of Grand Rapids~~.

4.1 Resignation.

Any Member may resign at any time by giving written notice of his or her resignation to the Board of Trustees. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Member who is absent from three (3) consecutive meetings of the Board of Trustees without good cause acceptable to the Board shall be deemed to have resigned.

4.2 Removal.

One or more Members may be removed at the recommendation of the Board of Trustees whenever, in its judgment, the best interests of the Library would be served thereby. A Member may be removed by the affirmative vote by the majority of the Board of Trustees.

Section 5 Officers

The officers of the Board shall consist of President, Vice-President and Secretary. Officers shall be elected by the Board at its reorganization meeting in January of each year.

The duties of officers shall be as follows:

- A. The President will preside at all the meetings of the Board of Trustees. ~~The President, with the secretary, authorizes expenditures from the Library Fund. The president and secretary may sign an order authorizing the payment of bills listed by the Director and Finance Department upon the signature of the majority of board members.~~
- B. The Vice-President shall act in the absence or disability of the President.
- C. The Secretary, with the President, may authorize expenditures from the Library Fund.

Section 6 Powers and Duties of the Board

The powers and duties of the Board are those assigned to the Boards of Trustees of Public Libraries in Minnesota Statutes section 134.11.

Section 7 Compensation

Library Board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities

Section 8 Meetings

- A. Place of meetings: Meetings shall be held at the Library ~~unless otherwise provided by the Board or at such other place as may be designated from time to time by resolution of the Board of Directors.~~ or at another place designated by the Board of Directors. If another place is designated, public notice must be given.
- B. Regular Meetings: Regular meetings of the Library Board shall be held monthly on a consistent schedule.

- C. Special Meetings: Special meetings of the Library Board may be called by the President, Vice-President or any two members. Such meetings shall be held at the Library or at another designated place. No items of business not specified with the notice of special meeting may be acted upon by the Board at a special meeting.
- D. Notice of Meetings: Immediately following annual reorganization, the Board shall notify the City Council and the official newspaper of the City of the time and place of regular meetings. Notice of special meetings shall be made to the official newspaper of the City and to all members of the Board of Directors at least three (3) working days prior to a special meeting. ~~Such notice shall include an agenda. No items of business not on the agenda as distributed may be acted upon by the Board at a special meeting.~~ Notice of special meetings must include a listing of any topics to be considered at the meeting.
- E. Quorum: A quorum shall consist of five (5) of the members of the Library Board.
- F. Conduct of Meetings:
 - a. Robert's Rules of Order shall constitute the rules governing all meetings of the Board unless ~~they~~ those rules are in conflict with these by-laws or with provisions of law.
 - b. Meetings shall be conducted in accordance with the Open Meeting Laws of Minnesota
 - c. A time for public comment shall be specified at each meeting
- G. Are members allowed to attend by phone or video connection?? If so, does their presence count toward the quorum?

Section 9 Majority Action as Board Action

Every act or decision done or made by a majority of the Board present at a duly held meeting at which a quorum is present is the act of the Library Board unless the laws of the State of Minnesota or these by-laws require different voting rules or a greater percentage for approval.

ARTICLE IV COMMITTEES

There may be Ad Hoc Committees, appointed as needed, each of which shall consist of at least two persons appointed by the Board. The committee shall review matters as requested by the Board and advise the Board relative to the matters or make recommendations for consideration by the Board

~~The standing committees consist of Building and Grounds, Finance, Long-range Planning and Personnel, Policy, and Public relations.~~

Section 1 ~~Building and Grounds Committee~~

~~The Building and Grounds Committee inspects the building and grounds annually, and gives a report of that inspection at the June~~

meeting. The Building and Grounds Committee also undertakes first review of suggested alterations or improvement to the Library's physical plant and recommends on those suggestions.

~~Section 2~~ 1 Finance Committee

~~The Finance committee reviews the annual budget prepared by the Director and recommends alterations, revisions or approval. It reviews potential revenue sources and makes recommendations to the Board as to methods of providing adequate funding for library functions operations.~~

~~Section 3~~ 2 Long range Planning Committee

~~The Long range Planning committee annually reviews the long range plan of the library. It recommends revisions annually at the August meeting. If required it convenes planning sessions of the Board or of community members to assess and revise the plan.~~

Section 4 3 Personnel Committee

~~The Personnel Committee reviews personnel policies, requests policy revision from the City council, evaluates job descriptions, oversees the selection of personnel and hears grievances and other personnel issues as detailed in the Library's personnel policies.~~

Section 5 ~~Policy Committee~~

~~The Policy Committee receives and evaluates all recommendations for additions and changes to the Library mends any changes it feels necessary after that review. At the annual reorganization meeting it recommends alterations to policy or continuation of approval of existing policies.~~

Section 6 ~~Public Relations Committee~~

~~The Public Relations Committee communicates the library program to the general public and administrative bodies of the cities and townships served; identifies public relations goals and develops an annual plan for implementation. It reports annually to the Board on the goals and planned activities for the coming year.~~

ARTICLE V.

LIBRARY RECORDS AND REPORTS

~~The Library Director shall maintain records in the Library and available for public and Board review. These records shall include informational materials provided for the Board, reports of the Director to the board, agendas, minutes and resolutions of the Board of Directors, and copies of all policies approved by the Board. Records of Library correspondence, public relations, reports and all other library transactions shall be maintained as required by law~~

Financial records for the Library Board shall be maintained by the Finance Department of the City of Grand Rapids. Such records shall be audited annually as part of the audit of the City of Grand Rapids. All financial transactions of the Library or its Board must be carried out through the Finance Department.

ARTICLE VI

AMENDMENT

The Board may amend these by-laws to include or omit any provision that it could lawfully include or omit at the time the amendment is made. ~~Upon written notice of at least twenty (20) days, any number of amendments or an entire revision of the by-laws may be submitted and voted upon at a meeting of the Board of Directors and will be adopted at such meeting upon receiving a majority vote of members present at such meeting.~~ Amendments proposed at one regular meeting of the Board may be approved at the next regular meeting. Proposed changes to the by-laws must be mailed to board members at least 20 days prior to the meeting during which the vote on approval will take place.

10. BORROWER'S PRIVILEGES

The Library's materials will be available on loan to eligible borrowers without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

10.1 Borrower Criteria

Borrowers' privileges will be extended to individuals meeting any of the following criteria who are not excluded from eligibility by the conditions listed in section 10.2 of this policy:

- Residents of the Arrowhead Library System geographic area
- Individuals holding valid library cards from any library in the State of Minnesota
- Individuals who have paid an annual non-resident fee set by the Library Board

10.2 Suspension of Borrowers Privileges

Borrowers' privileges may be suspended in the following cases and will remain suspended until the conditions calling for suspension have been cleared:

- Individual has fines at the Grand Rapids Library in excess of the maximum amount set by board in fine and fee schedule.
- Individual holds materials more than 20 days overdue
- Individual's borrower's privileges have been suspended by another library in the Arrowhead System.

11 LIBRARY USE PRIVILEGES

Library in-house services are available to any individual whose actions are within the boundaries of the libraries published "Rules of Conduct." (See Appendix E.)

11.1 Suspension of use privileges.

User privileges may be suspended by staff for a 2 week period for violation of the library's "Rules of Conduct." The Board may impose longer or even permanent suspensions for frequent or egregious violation of the "Rules of Conduct."

12 CHILDREN'S ACCESS TO LIBRARY MATERIAL AND SERVICES

The right of children to access library resources and materials for use in their pursuit of knowledge or understanding shall not be curtailed by the policies of this board or the decisions of library staff.

12.1 Parental responsibility.

Parents are responsible for their children's reading and access to information. Parents should accompany their children to the library or arrange for suitable responsible accompaniment until such time as they feel that the child is capable of making informed decisions on such topics as choice of books, use of Internet resources and appropriate actions toward others. Parental or guardian permission is required before children sixteen and under may use Internet computers outside of the Children's Department.

12.2 Limits upon staff guidance of children's information access.

Although staff members must not prohibit children from accessing desired Information, they may attempt to lead children to resources more appropriate for their age and understanding.

12.3 Parental responsibility for safe transportation.

Parents are responsible for their children's safety. Staff members who are on duty when a child has no safe way to get home are instructed to stay in the library with the child for 15 minutes while trying to contact the parents. At the end of 15 minutes, the staff member should contact the Grand Rapids Police Department to report the unattended child.

12.4 Unattended Children in the Library.

The Grand Rapids Area Library welcomes children of all ages to use its facilities and services. Responsibility for the behavior and well-being of the children using the library rests with the parent, guardian, or caregiver assigned by the parent. The safety of all patrons, and especially the safety of the library's youngest patrons, is of primary importance to the Grand Rapids Area Library.

Children under the age of 8 and those lacking mental capacity must be within eyesight at all times of a parent/guardian or caregiver age 14 and older who is able to attend to the child's safety and ensure proper behavior. When children under the age of 8 attend a program, the parent, guardian or caregiver age 14 and older is expected to remain in the building.

Children age 8-12 are welcome in the library unattended for a period of time not to exceed 2.0 hours, provided that their behavior is not disruptive to other patrons or staff members. If there is due reason, and parents or caregivers cannot be located, staff will notify the Grand Rapids Police Department.

(Section 12.4 added 10/08//08)

13 ACCESS TO ELECTRONIC INFORMATION SOURCES

In keeping with its mission, the library will provide access to a variety of electronic information sources. In keeping with its commitment to the Freedom to Read statement of the American Library Association, filtering of computers will be kept to the minimum level to comply with federal and Minnesota law.

13.1 Children's right to access the Internet.

The policy on children's right to access library resources applies to children's use of the Internet. In keeping with the Children's Internet Protection Act and Minnesota State Law, library Internet access will be filtered as to access to illegal and pornographic materials. Such filters do not guarantee that information accessed will be appropriate to the needs of children. For that reason, children sixteen years of age or younger must have the permission of parent or guardian to use computers outside of the Children's Department.

13.2 Provision of free access to information in electronic format.

In order to provide free access to information the library will maintain a