

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 9, 2014 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call:

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

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

5:12 C. Communications

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:

Review by-laws draft (final adoption in August)

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

- 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 payment

- 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

Regular agenda

1. Accept Resignation of Mary Saxton and authorize Director to begin replacement/reorganization process
2. Appoint ad-hoc personnel committee
3. Appoint ad-hoc budget committee
4. Discuss policies:
 - a. #6: Intellectual Freedom
 - b. #7: Collection Development

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
June 11, 2014**

Members Present: Janet Neurauter, John Soll, David Yankowiak, Mary Helen Haarklau, Jean MacDonell, Shannon Benolken, and Abby Kuschel

Members Absent: Dennis Jerome and Max Peters

Staff Present: Director Marcia Anderson

- The monthly board meeting was called to order at 5:05 PM by Shannon Benolken.

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

Minutes: David Yankowiak moved to approve the minutes from the May 14, 2014 board meeting. A second was made by John Soll. The motion passed unanimously.

Communications:

- *Department Head Report to City Council:* Director Marcia Anderson noted that the oral report went quite well. The council was impressed by the amount of activities that the library is undertaking.

Financial Report:

The Grand Rapids Area Library Bill List
Invoices Due On/Before June 11, 2014

5 STAR PEST CONTROL	\$485.00
AMAZON.COM	18.94
AMERIPRIDE LINEN & APPAREL	38.06
ARROWHEAD LIBRARY SYSTEM	240.70
ATINA DIFFLEY	450.00
BAKER & TAYLOR, INC.	2,055.10
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BURGGRAF'S ACE HARDWARE INC.	6.48
BUSY BEES QUALITY CLEANING	1,700.00
CHRISTINA COTRUVO	20.00
DEB CLEVEN□	90.00
DELTA DENTAL OF MINNESOTA	216.75
FIDELITY SECURITY LIFE INS. CO.	11.27
GARTNER REFRIGERATION CO.	2,170.35
GAYLORD BROTHERS	23.12
GRAND FORKS FIRE EQUIPMENT LLC	59.15
GRAND RAPIDS CITY PAYROLL	36,721.07
ICTV	50.00
ILLINOIS LIBRARY ASSOCIATION	362.78
ITASCA COUNTY HISTORICAL	10.00
JUNIOR LIBRARY GUILD□	49.00
LINCOLN NATIONAL LIFE	119.90
LINCOLN REPUBLIC INSURANCE CO.	41.00
MICHAEL RUSSELL	1,055.00
MINNESOTA ENERGY RESOURCES	78.29
MINNESOTA REVENUE	51.55
NEXTERA COMMUNICATIONS LLC	87.43
P.U.C.□	2,160.64
PAUL BUNYAN COMMUNICATIONS	244.20
PERSONNEL DYNAMICS LLC	126.92
PIZZA WORKS	11.99
RICHARD C. JOHNSON	28.22
SIM SUPPLY INC.	112.93
STOKES PRINTING□ COMPANY	9.87
THE VILLAGE BOOK STORE	68.68
THOMSON REUTERS-WEST	159.00
VERIZON WIRELESS	112.48
VIKING ELECTRIC SUPPLY INC.	149.40
WASTE MANAGEMENT	263.55
XEROX CORPORATION	27.73
TOTAL ALL VENDORS	\$54,385.55

Marcia Anderson answered general questions from the board regarding items on the financial report. Janet Neurauter moved to approve the financial report. A second was made by David Yankowiak. On a roll call vote the motion passed unanimously.

Staff Reports:

- *Director's Report:* Marcia Anderson noted that Mary Saxton, who works 30 hours a week, will be retiring in July. Marcia Anderson is contemplating whether she should hire a new part-time worker or if she should make two other employees' schedules full-time. Marcia Anderson also noted that the Why Treaties Matter exhibit will be on display at the library for two to three weeks starting on August first. She also mentioned that the library was denied a grant from the Minnesota Power Foundation for the Solar sunflowers.

Old Business:

Policy Review

Marcia Anderson handed out a table of Library Policies to review, with each policy assigned to 2 or 3 people. Board members need to closely scrutinize those policies assigned, and make sure they fit with the goals of the Strategic Planning Process, and with the principles of the Library Bill of Rights, the Freedom to Read statement, and the Code of Ethics. Several policies will be discussed each month. The July discussion will be on policies 6, Intellectual Freedom, and 7, Collection Development, which everyone should review and consider.

New Business:

- *Consent Agenda:*
 1. Approve payment of late bills
 - Unique Management Services Inc. \$161.10
 2. Approve Contracts
 - Shideler program honorarium 06/05/2014 \$100
 3. Approve Resolution 2014-06 Accepting Donations
 - Grand Rapids Area Library Foundation \$2,240
Saturday Story Time (May-August)

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

- *Regular Agenda:*

1. **Fund Balance Policy Discussion** – An ad-hoc committee made up of Max Peters and Dennis Jerome met with Marcia Anderson and City Finance Director Barb Baird to discuss the Library's Fund Balance and to clarify the rationale behind the policy. The committee proposed a draft rationale and talking points for discussion with Council. This discussion may not take place until the end of July. Janet Neurauter moved to accept the draft rationale as recommended by the ad-hoc committee. A second was made by Abby Kuschel. The motion passed unanimously.

2. **Bylaws Discussion** – The board discussed the length of terms for all library board members; they agreed that more than nine years is too many years to serve consecutively. Marcia Anderson noted that a specific time and day of meetings is not included in the bylaws and that a time for Public Comment will be added to the agenda. The board members also discussed the potential for tele-presence and phone-presence versus only physical-presence at board meetings. Additionally, they briefly discussed board member attendance and what qualifies as unexcused absences and excused absences and what the procedure for removal of board member should be.

➤ The monthly board meeting was adjourned at 6:15 PM by Shannon Benolken.

Board member ABBY KUSCHEL introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-06
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

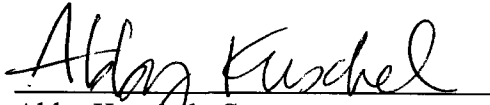
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

\$2,240.00 Grand Rapids Area Library Foundation
for Saturday Story Times Jan-April 2014

Adopted this 11th day of June 2014


Dennis Jerome, President


Abby Kuschel, Secretary

Board member John Soll seconded the foregoing resolution and the following voted in favor thereof: JANET NEURATER, JOHN SOLL, DAVID YANKOWIAK, MARY HELEN HAMKILAU, JEAN MACDOWELL, SHANNON BELOKEN, ABBY KUSCHEL

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
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	YTD ACTUAL 9/30/2014
REVENUES							
Taxes							
Current	\$ 476,847	\$ 414,157	\$ 419,068	\$ 439,231	\$ 465,824	\$ 603,975	\$ -
Delinquent	4,472	7,166	3,459	3,608	440		-
Fiscal Disparities	18,950	32,011	51,061	49,220	66,325		-
Total Taxes	500,269	453,334	473,588	492,059	532,589	603,975	-
Intergovernmental							
Market Value Homestead Credit	34,117	10,067	9,417	-	-	-	-
Supplemental Aid	41,477	38,008	37,378	38,071	37,808	-	-
State of Minnesota			200,000	250	-	-	-
Library Contracts	146,294	144,623	135,333	129,590	125,549	130,000	-
Total Intergovernmental	221,887	192,697	382,127	167,911	163,357	130,000	-
Charges for Services							
ALS Cross-overs	6,282	8,045	8,045	8,136	6,282	6,282	-
Photo-copies	2,021	2,356	1,863	1,589	1,604	1,900	-
Internet	3,132	3,244	3,382	3,050	2,976	3,000	-
Library Fees-Proctoring	-	-	-	-	20		-
Fax Machine Use	492	269	2	-	-	-	-
Total Charges for Services	11,926	13,914	13,292	12,775	10,882	11,182	-
Fines and Forfeits							
Library Fines	15,409	14,970	14,303	17,952	13,207	15,000	-
Total Fines and Forfeits	15,409	14,970	14,303	17,952	13,207	15,000	-
Miscellaneous Revenue							
Donations	3,700	3,625	2,983	13,288	4,678	2,500	-
Memorial Books	601	1,613	120	670	245	1,000	-
Donations-Library Programs	-	278	873	710	398	300	-
Endowment Fund Income	3,464	3,048	134	3,101	4,753	1,300	-
Grand Rapids Lib Foundation	1,709	6,675	7,400	7,720	58,875	-	-
Meeting Room Receipts	4,834	3,310	4,024	3,394	3,922	3,000	-
Blandin Grants	1,970	9,971	100,379	7,739	2,261	-	-
Miscellaneous	1,757	2,534	1,905	2,224	2,709	1,900	-
MIRC	-	-	23,823	747	-	-	-
Natural Gas Rebate	-	-	-	26,250	-	-	-
Investment Income	10,580	6,548	6,206	2,295	1,353	2,500	-
Total Miscellaneous Revenue	28,615	37,602	147,848	68,138	79,195	12,500	-
Other Sources							
Operating Transfer - In	1,085		68,309	6,477	-		-
Fund Balance Usage	-	36,966		-	-	-	-
Total Revenues	779,191	749,483	1,099,467	765,312	799,230	772,657	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	YTD ACTUAL 9/30/2014
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	269,553	280,256	291,040	296,090	303,426	309,781	-
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	70,447	83,350	95,283	98,105	101,660	101,697	-
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	27,239	11,788	5,155	2,756	3,219	3,000	-
PERA	22,948	25,446	28,008	28,377	29,366	29,832	-
FICA	20,029	21,431	22,794	23,055	23,734	25,512	-
Medicare	4,684	5,012	5,331	5,392	5,550	5,966	-
Health Insurance	56,011	58,644	57,503	54,166	58,405	63,855	-
Life Insurance	862	168	282	246	246	246	-
Dental Insurance	1,098	1,353	1,413	1,482	1,548	1,858	-
Unemployment	-	-	-	-	-	200	-
Worker's Comp	2,117	2,050	2,757	2,118	2,160	2,400	-
Total Personnel	474,988	489,499	509,567	511,787	529,315	544,347	-
Supplies and materials							
Office Supplies	7,565	9,848	7,592	4,719	3,971	8,000	-
Copy Supplies	808	895	756	687	788	1,000	-
Printing/binding	135	823	570	515	596	600	-
Bindings	-	-	-	-	-	-	-
Computer Supplies	4,350	4,226	4,032	3,320	2,639	4,000	-
Computer Inventory	2,054	1,595	10,737	4,357	1,642	2,000	-
Assets between 700 and 4999	5,687	7,108	18,520	8,442	9,720	12,000	-
Inventorial Supplies Equip<700	-	-	110	1,537	400	1,000	-
Volunteer Prgm Supplies & Mat	165	185	481	449	314	350	-
Operating Supplies	971	1,519	2,394	1,326	3,710	2,000	-
Books	46,326	46,049	47,290	41,122	36,327	42,000	-
Audio/Visual	9,936	10,908	10,158	8,458	10,074	9,000	-
Newspapers	1,153	1,787	1,565	1,665	1,397	1,000	-
Periodicals	7,629	7,510	7,289	7,073	6,282	8,000	-
Maintenance Tools/Supplies	3,238	4,071	2,869	2,663	2,137	3,000	-
Other Supplies/Materials	272	-	-	22	-	350	-
Equipment/Parts	-	-	-	-	-	300	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	90,289	96,523	114,363	86,355	79,997	94,600	-
Services and Charges							
Professional Services	-	-	-	-	-	100	-
Accounting Services	833	586	586	586	668	800	-
Legal	65	-	1,203	-	-	500	-
Laundry	520	382	431	433	450	480	-
Janitorial Services	27,585	28,983	28,701	21,400	20,400	20,400	-
Other Contracted Services	6,078	5,881	7,966	5,633	7,969	4,000	-
Telephone	6,342	6,859	7,796	5,838	5,658	7,000	-
Postage/Freight	1,269	826	1,420	901	424	500	-
Seminar/Meetings/School	2,388	584	1,380	222	528	1,000	-
Staff Training	438	-	128	-	-	500	-
Community Ed/Promotion	25	68	75	264	25	300	-
Professional Service-Collections	1,073	486	565	1,654	2,753	2,400	-
Auto Mileage/travel	-	-	61	-	-	150	-
Publishing and Advertising	1,454	669	377	25	697	500	-
General Insurance	8,133	7,251	6,398	6,271	7,594	9,000	-
Electricity	38,521	41,427	39,169	37,218	37,065	39,930	-
Garbage Removal	1,728	1,064	1,298	1,650	1,571	1,600	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2010-2013 EXPENDITURES, 2014 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2015 BUDGET**

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	YTD ACTUAL 9/30/2014
Heat-Natural Gas	17,286	12,985	13,102	4,706	1,827	4,000	-
Maintenance Contracts	3,032	2,971	3,246	4,895	8,375	5,000	-
Building Maintenance/Repairs	33,270	15,982	10,989	12,564	8,461	15,000	-
Grounds maintenance	1,045	2,965	672	566	521	1,000	-
Computer Maintenance/Repairs	6,406	11,217	15,394	8,168	8,830	10,000	-
On-line Services	4,568	1,960	1,960	1,524	3,359	3,000	-
General Equip Maint/Repair	8,771	9,446	3,254	8,124	8,630	5,000	-
Equipment Leases	783	816	837	862	891	900	-
Miscellaneous	33	30	-	-	-	50	-
Dues & Subscriptions	-	-	30	30	181	500	-
Interlibrary Loan Charges	58	52	25	-	122	100	-
Facility Maintenance	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
Total Other Services	171,702	153,490	147,062	123,534	126,998	133,710	-
Capital Outlay							
Equipment/Mach/Furn/Fixture	18,914	-	40,262	30,647	50,222	-	-
Building/Bldg Improvements	-	-	549,524	-	-	-	-
Total Capital Outlay	18,914	-	589,786	30,647	50,222	-	-
Blandin Grant							
Blandin Grant Prgm Development	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-
Blandin Grant Youth Programs	188	5,712	400	4,715	1,145	-	-
Blandin Grant Adult Programs	511	3,909	2,221	3,024	1,116	-	-
Small Blandin Grant	1,270	350	-	-	-	-	-
Total Blandin Grant	1,970	9,971	-	7,739	2,261	-	-
GRAND TOTAL	757,864	749,483	1,363,398	760,062	788,794	772,657	-
REVENUE/(EXPENDITURES)	\$ 21,328	\$ (0)	\$ (263,931)	\$ 5,250	\$ 10,436	\$ -	\$ -

**PROPOSED
2015
BUDGET**

\$ -

127,000
127,000

6,282
1,600
2,800
140
-
10,822

14,000
14,000

2,000
1,000
300
1,300
-
3,000
-
1,900
-
-
2,500
12,000

-

163,822

**PROPOSED
2015
BUDGET**

<u>4,000</u>
<u>6,000</u>
<u>15,000</u>
<u>1,000</u>
<u>9,000</u>
<u>3,000</u>
<u>6,000</u>
<u>900</u>
<u>50</u>
<u>300</u>
<u>100</u>
<u>-</u>
<u>15,000</u>
<u>147,190</u>

<u>-</u>
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<u>-</u>
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<u>793,568</u>

<u>\$ (629,746)</u>

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SIX MONTHS ENDING JUNE 30, 2014
With Comparative Totals for June 30, 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	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	9,042	7,830	11,182	70%
Fines & Forfeits	6,265	6,477	15,000	43%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	11,609	4,640	-	0%
Miscellaneous	8,696	6,610	12,500	53%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	37,873	25,557	772,657	3%
Expenditures:				
Personnel	265,688	271,570	544,347	50%
Supplies/Materials	41,518	45,236	94,600	48%
Other Services/Charges	61,768	58,747	133,710	44%
Blandin Grant	2,374	-	-	0%
TOTAL EXPENDITURES	371,348	375,553	772,657	49%
Revenues > Expenditures	(333,475)	(349,996)	-	
Library Foundation Grant-Capital Grant	28,388	-	-	0%
Capital Outlay	47,566	-	-	0%
Fund Balance 6/30/XX				
Cash Flow	15,495	33,242	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 6/30/XX	\$ 78,781	\$ 91,873	\$ 441,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,235 as of 03/31/14. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,900	797	42%
211-00-34-00-7975	INTERNET	3,000	1,611	54%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	140	0%
211-00-35-00-1030	LIBRARY FINES	15,000	6,477	43%
211-00-37-00-2310	DONATIONS	2,500	44	2%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,175	118%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	39	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	2,350	78%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,481	78%
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	25,557	3%
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	149,138	48%
211-00-75-10-1030	SALARY-PARTTIME	101,697	48,179	47%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	1,512	50%
211-00-75-10-1210	PERA	29,832	14,306	48%
211-00-75-10-1220	FICA	25,512	11,566	45%
211-00-75-10-1250	MEDICARE	5,966	2,705	45%
211-00-75-10-1310	HEALTH INSURANCE	63,855	41,334	65%
211-00-75-10-1330	LIFE INSURANCE	246	661	269%
211-00-75-10-1335	DENTAL INSURANCE	1,858	835	45%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	1,328	55%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,688	46%
211-00-75-20-2020	COPY SUPPLIES	1,000	203	20%
211-00-75-20-2030	PRINTING/BINDING	600	447	74%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,634	66%
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	24,876	59%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,187	35%
211-00-75-20-2130	NEWSPAPERS	1,000	689	69%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,020	34%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	247	52%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	3,487	87%
211-00-75-30-3210	TELEPHONE	7,000	2,569	37%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	500	110	22%
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	909	38%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	5,582	62%
211-00-75-30-3810	ELECTRICITY	39,930	12,718	32%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	1,494	93%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,860	97%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,671	33%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,002	33%
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	282	31%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	<u>772,657</u>	<u>375,553</u>	<u>49%</u>
	SURPLUS REVENUES(EXPENDITURES)	<u>\$ -</u>	<u>\$ (349,996)</u>	

DATE: 07/02/2014
 TIME: 13:10:35
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14
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	238,275.96	238,275.96	0.00
211-00-00-00-1010	CASH	421,741.77	31,171.55	395,581.01	57,332.31
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	32,727.00	0.00	0.00	32,727.00
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	444.25	16,251.37	444.25
211-00-00-00-1551	PREPAID INSURANCE	0.00	13,819.81	6,909.90	6,909.91
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	13,063.56	11,795.43	1,268.13
TOTAL		475,610.14	296,775.13	668,813.67	103,571.60
TOTAL ASSETS					
		475,610.14	296,775.13	668,813.67	103,571.60
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	377,346.49	367,291.34	5,605.28
211-00-00-00-2030	SALES TAX PAYABLE	0.00	221.26	266.12	44.86
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	390,868.49	367,557.46	10,430.14
TOTAL LIABILITIES					
		33,741.17	390,868.49	367,557.46	10,430.14

DATE: 07/02/2014
 TIME: 13:10:35
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14
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	11,795.43	13,063.56	1,268.13
TOTAL		441,868.97	11,795.43	13,063.56	443,137.10
	FUND SURPLUS (DEFICIT)	0.00	349,995.64	0.00	(349,995.64)
TOTAL FUND EQUITY		441,868.97	361,791.07	13,063.56	93,141.46
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	752,659.56	380,621.02	103,571.60

GRAND RAPIDS AREA LIBRARY BILL LIST - JULY 9, 2014

DATE: 07/02/2014
 TIME: 11:40:37
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/09/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	237.61
0113233	AMERIPRIDE LINEN & APPAREL	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	37.90
0201428	BAKER & TAYLOR, INC	2,282.16
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	111.49
0405500	DEMCO	42.94
0805524	BONNIE HENRIKSEN	108.96
1021515	JUNIOR LIBRARY GUILD	49.00
1205099	LEARNING OPPORTUNITIES INC	1,257.97
1309525	MINITEX	1,685.00
1524250	OXFORD UNIVERSITY PRESS USA	618.16
1605665	PERSONNEL DYNAMICS LLC	491.52
1609729	PITNEY BOWES INC	117.00
1609925	PIZZA WORKS	11.99
1909510	SIM SUPPLY INC	206.10
2018680	TRU NORTH ELECTRIC LLC	942.26
2209421	VIKING ELECTRIC SUPPLY INC	19.05
2209450	THE VILLAGE BOOK STORE	472.90
T000956	RHODES PICTURE-POEMS	18.71

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,448.78

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0718015	GRAND RAPIDS CITY PAYROLL	18,342.48
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1405850	NEXTERA COMMUNICATIONS LLC	84.46
1621130	P.U.C.	3,059.61
1908345	MARY SHIDELER	100.00
2114356	UNIQUE MANAGMENT SERVICES	161.10
2205637	VERIZON WIRELESS	112.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 26,579.63

TOTAL ALL DEPARTMENTS 37,028.41

Director's Report July

Chiller unit replacement

The unit was installed, attached, tested and finally started late on Thursday, June 12. During the 10 days we were without air conditioning over 5000 people visited the Library. You can understand why I was upset! It seems to be working well, so far. We won't have an estimate for cost savings until early August when we receive the bill for July.

Personnel Issues

Retirement: Mary Saxton is planning to retire at the end of July. Her position is 30 hours/week and the classification is Technical Processing Clerk. I started working with Lynn DeGrio, our Human Services Director, to rewrite the position descriptions for John Nalan and Tracy Kampa, making them full time and adding some additional responsibilities. The positions will need to be evaluated, then a dollar figure will be attached. Unfortunately, Lynn's husband was in a motorcycle accident so she has been out of town for the last 2 weeks and the project is on hold right now.

Why Treaties Matter display/collaboration

Bonnie Henriksen and I met with Barb Sanderson, City Council member and member of the Grand Rapids Human Rights Commission, plus people from ICC and the school district to talk about an exhibit entitled "Why Treaties Matter" It was put together by the Minnesota Humanities Council (see www.treatiesmatter.org . It will be at ICC in September, and then will be rotated around schools in the area. We are planning to host the exhibit from July 29- August 15. An open house with an opening ceremony will be held on Friday, August 1 from 4-7 pm.

Energy Center Sunflowers

The Library Foundation heard from the Minnesota Power Foundation in response to a grant application for completing the solar sun flowers. We were turned down, but encouraged to apply to a local source.

Attendance/circ

June started out with a bang, with 629 people on Monday, Jun 2. It has continued to be very very busy, with a total of 12,428 people in the building. The summer visitor pattern changes and most of the visits are before 3:30 pm.

Security measures

The swinging gates were installed at the ends of the Circulation desk last week. They do provide a barrier and make people stop before going in. The only other major security item we were discussing was video cameras, and those are being considered as part of a larger package with several city buildings.

Book Sale!

We started to collect donations for the Book Sale in June, and are receiving many donations. If anyone is interested in volunteering at the sale during Tall Timber Days, let me know. If you want to make it a family affair, I think a 10 or 12-year old can help straighten books, hand out bags, and direct people to the sales counter.

Budget

I had to submit a budget with only a week's notice after I returned from vacation. I kept most items very close to this year's amount, and added a line item for Fund Balance Replacement at 15,000 as we discussed. Finance Department calculated the personnel budget based on current staffing levels, so that may be very different. I decreased the amount in the Electricity line item, anticipating savings from the new, more efficient chiller unit. I won't have a realistic estimate until early August when we receive a bill for July. I am scheduled to meet with Council on July 21 to discuss the initial budget. The preliminary budget for the City must be adopted in mid-September.

Coffee with the Mayor and Administrator

The first session was June 23rd and a couple of people stopped by to chat. It will be repeated at 11:00 am on the 2nd and 4th Wednesdays of each month. To start with, they will be sitting in the middle of the Library where all the action is. They may decide to move to a quieter location later on.

Score one for patron privacy!

Darla and I met with ECFE (Early Childhood Family Education) on June 26 about the 3-page application form they wanted families to complete for Story Times. After discussing it for a while, we reached a point where they said the form was required, and we said No, we don't ask for applications for programs. We agreed to make a couple of phone calls before abandoning our long-standing partnership. I contacted the head of State Library Services (part of the MN Dept of Education) and ECFE contacted the people at MDE who collect the data. They did determine that since families attend this occasionally, not on a daily basis, filling out the form would be optional. We just need to make it available. We can continue!

Big River

The river level has been up over the main deck of the fishing pier since Monday. It has not yet risen high enough to spill over the banks on this side and reach the walk way.

Play performances

The Uncommon Loons performed on the lawn on the West side of the Library on Friday, June 27 and Sunday, June 29. On Saturday evening they moved in to the community room because of rain and thunderstorms. Friday about 100-105 people attended, Saturday 60-75, and Sunday at least 30.

Assistant Director Report

July 2014

Teens

*TAB meeting
June 24, 2014*

Members present: Paige C., Jonas T., Elizabeth T., Hallie B., Desiree R.

We talked about summer reading. I updated members about Battle of the Bands and upcoming events. Members then spent the time looking through Publisher's Weekly, Booklist, and Voice of Youth Advocates at book reviews. They suggested titles that looked like they might be interesting for the young adult collection. AS part of summer reading teens can put their name in a drawing for a messenger bag and cup. The winner in June was Brienna Z.

The first annual Battle of the Bands was held June 12. It was originally scheduled to be in the KAXE/Rotary tent but it was raining so we moved to the community room. Kathy Dodge and Katie Benes judged. There were 3 groups registered but only 2 showed: Olivia Skaja and Kaitlin Skaja. The winner was Olivia. She is going to music camp this summer in New York and is using her prize money toward the camp.

For 3 weeks in June we had an Upward Bound student job shadowing. Her name is Hallie Bishop and she will be a senior at Hill City. Hallie was great. She requested travel information from 50 states via the Internet and processed it when it arrived, shelved young adult materials daily, posted the New York Times bestseller list weekly, participated in a Teen Advisory Board meeting, and helped with crowd control at a children's program! She spent time at the circulation desk which included checking in materials, sorting them on carts, and working with the Serials Clerk to learn how periodicals are entered into the system. She spent time with the technical services department learning how materials are processed and ordered, and visited the children's area for an afternoon.

The library has participated in the job shadowing program for at least 5 summers. We have been very fortunate with the students we get. They are able to work independently and have been friendly and courteous. Upward Bound thanks the job shadow partners by having a formal dinner at the college where students learn how to eat in a formal setting. The partners are invited to sit with their students and talk to each other. I went to the dinner this year.

I gave a tour to the TeenWorks program. There were 11 teens and their 2 instructors. The program is a collaboration between the Grand Rapids Area Chamber of Commerce and Itasca County Health and Human Services. It is for 13-15 year olds and helps prepare them for the work world.

Operations

The lobby display case has been busy in June! We had a display for the Wizard of Oz Festival with a Peeps diorama from this year's contest. The Itasca County Historical Society provided two displays; one is still in the case and will be until July 18. The first display was women working during WWII. The current display is about lost towns in northern Minnesota which complements the program on July 17.

The table on the way to the children's department is filled with materials relating to soccer since the World Cup is happening right now.

On a large table near the reference desk there is a 1000 piece puzzle that patrons have been working on. It's fun to see who stops by to put in pieces.

Staff

I am still the city liaison for arts and culture. The Arts and Culture Commission met with the 3 consultants on June 20. On June 19 there was a meet and greet with members of the arts community. The Commission continues to work on an arts and culture plan for city and the consultants will be back in July.

Express Check outs % of total c/o
 3,864 26.07%

YTD -013
 83,077
 11,024
 94,101
 91,619
 738

THIS MONTH
 14,822
 1,573
 16,395
 14,928
 123

CIRCULATION
 Check-outs
 Renewals
 Total Circulation
 Returns
 New cards

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

YTD 2013
 3,522
 2,457
 1,636

THIS MONTH
 584
 1,079
 253

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

2013 YTD SESSIONS
 8,131
 5,456
 9,511
 5,486

YTD 9511
 5,300
 59
 43

THIS MONTH
 761
 8
 2

REFERENCE
 tests proctored
 computer help over 5 minutes
INTERNET
 Pharos sessions ***

2013 YTD HOURS
 482
 1090.00

YTD HOURS
 321
 364.00

THIS MONTH
 50
 52

Non-Pharos sessions
VOLUNTEERS

2013 YTD GROUPS
 236

YTD GROUPS
 145

THIS MONTH
 45

MEETING ROOM
 COMMUNITY ROOM

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

2013 YTD PEOPLE
 29
 32
 32
 16
 19
128
 31

YTD PEOPLE
 729
 1,326
 686
 109
 664
 229
3,743
 745

THIS MONTH
 4
 8
 0
 3
 7
 5
27
 3

PROGRAMS & TOURS
 BOOK TIME
 SATURDAY STORY TIME
 CLASS VISITS
 NON SCHOOL GROUPS
 CHILDREN'S PROGRAMS
 TEEN PROGRAMS
Total Youth Programs
 Total Adult Programs

2013 YTD HRS
 56
 56

YTD HRS
 56

THIS MONTH
 9

BOOKINGS & ARRANGEMENTS
TOTALS

Children's Library Summary

June 2014

June has been a great month in the Children's Library. First of all, as of July 1, 2014 at 11:36 am, there are **772** boys and girls signed up for summer reading! Our past record was 752 for the whole 10 weeks; This year, we still have 4 weeks left, and no place to go but up! The really important number, of course, is how many of those boys and girls return their completed reading logs and choose a free book. The program ends Saturday, July 26.

Saturday, June 7, Missy and Suzy presented Saturday Story Time "on the Street" as part of the Open Streets/Get Fit Gala. The weather was less than fantastic, but didn't keep the regulars away! Saturday Story Time is made possible by the Library Foundation.

Something new we are trying this year is a Summer Art series. On six Fridays we offer an art experience for all boys and girls. Five of these classes are led by artists from the MAC, using the art suitcases. These are not artsy-crafty, cut-and-paste kinds of classes. Each class looks at the style of a different artist, and endeavors to create in that style. Some of the artists to be showcased are Jackson Pollack, M. C. Escher, and Claude Monet. The sixth class, a Suminagashi printing class, was led by Betsy Whirley, whose offer to teach led to the whole series idea! Thank you, Betsy! And, by the way, Betsy's class was a huge hit! This series is made possible by the Friends.

Tuesday, June 17, performers from CLIMB Theatre were here to present "Stubby the Elephant" to an audience of 66. It was an excellent performance. This was a Legacy event.

Jack Pearson, Song-Strummin" Story Guy, was here on Tuesday, June 24. This performance was provided by the Arrowhead Library System, as part of the Kids' Stuff program.

Wednesday, June 25, 14 boys and girls joined Mich and Trish to decorate paw print cakes. They were all very original! This event is made possible by the Friends.

I am offering Monday Book Time (with a little help from Marcia) on eight Mondays in June and July. The response has been great, averaging 30 children each week. Summer Monday Book Time is made possible by the Friends.

Looking Ahead:

- "Wicked Cool Science" with Lori Kangas-Olson on July 8 and 22.
- Sam Miltich and Friends in the KAXE tent on Thursday, July 10 at 12:30. Bring your lunch and enjoy some jazz and swing.
- "The Zinghoppers" will be here on Wednesday, July 23.
- Family Movie Night, Thursday, July 24 @ 6:00: "The Lego Movie."

Library Volunteer and Program Report for June 2014

June Volunteers

52 volunteers/363.5 hours (Program Committee and Teen Advisory Committee volunteers are included in this report. Library Board and Friends of the Library data not available.)

Volunteer Activities

- Book donations for the used book store and summer used book sale are beginning to pick up. Volunteers have been sorting books and reboxing them for the sale. Five men have stepped up to the task of hauling books from the library to a storage space near Central Square Mall.
- Elaine has helped pull books from library collections and other volunteers have been processing discards.
- During June we had another intern from Itasca Community College's Upward Bound program. She had time to shadow nearly every staff member and learn the different duties associated with different positions. She helped Amy with several teen programming tasks.
- As a result of another orientation and shelf training in May, we now have additional new shelvers working in both the adult and children's areas of the library.
- Three different volunteers do the pull list.
- We are well covered with volunteers in every area of need except for periodic cleaning of shelves, children's book bins and the tables and chairs in the community room. Bonnie has interviewed two possible candidates for these tasks and is waiting to see if these individuals can take on these duties.
- The Schnell family has been working on the garden by the staff entrance. It looks lovely!

Board & Committee Volunteers

Library Board: info not available

Teen Advisory Board: 5 volunteers/4.5 hours

Program Committee: 7 volunteers/17 hours

The following programs were offered in June

- Antarctica with Mary Shideler--June 5, 90 people attended (a second program has been set up for September as some people were turned away)
- Radio Ice Box Theater: History & Future of Radio, Legacy event, June 10
- Sharing the Cost of Street Improvements--Tom Pagel talked about the potential of initiating a local sales tax to off-set cost of street improvements; only 3 people attended.

Tom is scheduling weekly meetings in the library with individuals who have city related questions

- Virginia Mae Hope, WWII Airforce Service Pilot, June 19, 80 people attended. This was a fantastic collaborative effort. Legacy funds underwrote the cost for a Minnesota History Center re-enactor to tell the story of Virginia Mae Hope. Itasca County Historical Center installed an exhibit in the lobby display case showing what women of Itasca County contributed to the war effort. Janice Evenson, a former WWII marine and pilot trainer from Effie, MN, was invited to be the library's special guest for the evening. Several local book groups read Fannie Flagg's most recent novel on the same topic and were invited to attend. There was extraordinary interest in the history and role of women of the time period. Live re-enactment and the sharing of personal experiences was a great way to share the information.
- Searching for Monarchs--program committee member and elementary teacher Carrie Thorvig, facilitated this program with a short presentation inside the library and a field trip along the river. 41 people attended and were fully engaged and entertained! The Program Committee has responded to the focus group request (during strategic planning) to offer more programming using the library grounds. This is one of 4 programs May-Oct that is testing this demand.

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 revisionf 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 Librarytmends 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.

Customer Information

Please Direct Inquiries To:

Page 1 of 1



XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266
Telephone: 888-435-6333

Invoice Date: 07/01/2014
Customer Reference:
Due Date: 08/01/2014
Contract Number: VMN00000X000

Purchase Order Number:
Invoice Number: 074670765
Customer Number: 941269599

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

TO ORDER SUPPLIES CALL 1-800-822-2200 OR LOGON TO WWW.XEROX.COM/SUPPLIES

INVOICE DETAIL

Model Number: WC15PL
Serial Number: PDG155206

Base Charge 06/01/2014 TO 06/30/2014 \$ 27.73
Total Meter Usage Charge 03/25/2014 TO 06/30/2014 \$ 105.42

Meter Usage	Beginning Read	Ending Read	Usage
1st Meter Read	146732	149744	3012
Meter Charge	Quantity	Rate	Total
Net Billable Prints - 1	3012	035	\$ 105.42

Accessories

Serial Number / Model Number	
PKTPRO100	\$ 0.00
WC15ADF	\$ 0.00
Subtotal:	\$ 133.15
Invoice Total:	\$ 133.15
Payments Made:	\$ 0.00
Total Amount Due:	\$ 133.15

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

When paying by mail
send payment to:
XEROX CORPORATION
26152 NETWORK PLACE
CHICAGO, IL 60673-1261

Please check here if your "Bill To" address or "Ship To / Installed At" location has changed and provide updates on reverse side.

CN: 941269599 INV #. 074670765 INV DATE: 07/01/2014 EIPP

Invoice Amount
\$ 133.15

202100008070060 0746707652 0300133158 294126959962

Invoice

Payment

OXFORD UNIVERSITY PRESS

Invoice

website: www.oup.com/us
 Oxford University Press USA
 2001 Evans Road Cary, NC 27513
 SAN # 202-5892 FEI 98-6001062

Invoice No. 96962689
Invoice Date: 06/19/2014

Bill-To Acct: 1077991
GRAND RAPIDS PUBLIC LIBRARY
 140 NE 2ND ST
 GRAND RAPIDS MN 55744-2826

Ship-To Acct: 1077991
GRAND RAPIDS PUBLIC LIBRARY
 ATTN: WILL RICHTER
 140 NE 2ND ST
 GRAND RAPIDS MN 55744-2826

Payment Terms: 60 Days	Due Date: 08/18/2014	Page: 1 of 1
Shipped via: Ground (Standard)	Delivery:	PO Number: 1706 06/19/2014

QTY	ISBN	TITLE	AUTHOR	UNIT PRICE	DISC CODE	DISC %	NET VALU
1	9780195159479	CENTRAL ASIA NCWH: C	GOLDEN	56.00	LB/06	0.0	56.00
1	9780195170733	CHINA NOWH RLB	ROPP	59.20	LB/06	0.0	59.20
1	9780195165937	INDIAN OCEAN IN WORLD HIST NOWH C	ALPERS	59.20	LB/06	0.0	59.20

CUSTOMER SERVICE 800-445-9714
ORDERS 800-451-7556 FAX: 919-677-1303
BUSINESS HOURS: 8:00 AM - 6:00 PM EST, MON. - FRI.
CREDIT DEPARTMENT 800-732-3120 FAX: 919-677-8828
BUSINESS HOURS: 7:30 AM - 4:45 PM EST, MON. - FRI.

Remit Payment to:
 Oxford University Press USA
 PO Box 935696
 Atlanta, GA 31193-5696

SUMMARY			
Delivered:		Subtotal(USD)	\$ 174.40
Qty:	3	Shipping	\$ 11.34
Lines:	3	Free S & H	\$ - 11.34
		Total	\$ 174.40
		Prepaid Balance	\$ 0.00
		Amount Due	\$ 174.40

Damage or shortage claims must be submitted within 25 days of receipt of shipment

Thank you for your order! Your order was handled with care by Oxford's representatives in the Library Sales Department. In order to provide for proper crediting, a copy of the invoice must accompany all books that are being returned. Should you have any questions, please contact Scott Davis at 1-800-624-0153.

OUP is now on PubEasy. Retailers and wholesalers can sign-up with PubEasy to search titles and place/track orders anytime. If you prefer to receive your invoices via e-mail, please submit your e-mail address to invoices@oup.com.

OXFORD

UNIVERSITY PRESS

Invoice

website: www.oup.com/us
 Oxford University Press USA
 2001 Evans Road Cary, NC 27513
 SAN # 202-5892 FEI 98-6001062

COPY

Invoice No. 96968598
Invoice Date: 06/25/2014

Bill-To Acct: 1077991
 GRAND RAPIDS PUBLIC LIBRARY
 140 NE 2ND ST
 GRAND RAPIDS MN 55744-2826

Ship-To Acct: 1077991
 GRAND RAPIDS PUBLIC LIBRARY
 ATTN: WILL RICHTER
 140 NE 2ND ST
 GRAND RAPIDS MN 55744-2826

Payment Terms: 60 Days	Due Date: 08/24/2014	Page: 1 of 1
Shipped via: Ground (Standard)	Delivery:	PO Number: 1706 06/19/2014

QTY	ISBN	TITLE	AUTHOR	UNIT PRICE	DISC CODE	DISC %	NET VALUE
1	9780195158496	BALKANS IN WORLD HISTORY NOWH C	WACHTEL	56.00	LB/06	0.0	56.00
1	9780195368093	JAPAN IN WORLD HISTORY C	HUFFMAN	55.50	LB/06	0.0	55.50
1	9780195161748	SILK ROAD IN WORLD HISTORY NOWH C	LIU	59.20	LB/06	0.0	59.20
1	9780195160758	SOUTHEAST ASIA NOWH C	LOCKARD	56.00	LB/06	0.0	56.00
1	9780195156485	TECHNOLOGY NOWH C	HEADRICK	56.00	LB/06	0.0	56.00
1	9780195157314	TRANS SAHARAN AFRICA NOWH C	AUSTEN	59.20	LB/06	0.0	59.20

CUSTOMER SERVICE 800-445-9714
ORDERS 800-451-7556 FAX: 919-677-1303
BUSINESS HOURS: 8:00 AM - 6:00 PM EST, MON. - FRI.
CREDIT DEPARTMENT 800-732-3120 FAX: 919-677-8828
BUSINESS HOURS: 7:30 AM - 4:45 PM EST, MON. - FRI.

Remit Payment to:
 Oxford University Press USA
 PO Box 935696
 Atlanta, GA 31193-5696

SUMMARY

Delivered:	Subtotal(USD)	\$	341.90
Qty: 6	Shipping	\$	11.33
Lines: 6	Free S & H	\$ -	11.33
	Total	\$	341.90
	Prepaid Balance	\$	0.00
	Amount Due	\$	341.90

Damage or shortage claims must be submitted within 25 days of receipt of shipment

Thank you for your order! Your order was handled with care by Oxford's representatives in the Library Sales Department. In order to provide for proper crediting, a copy of the invoice must accompany all books that are being returned. Should you have any questions, please contact Scott Davis at 1-800-624-0153.

OUP is now on PubEasy. Retailers and wholesalers can sign-up with PubEasy to search titles and place/track orders anytime. If you prefer to receive your invoices via e-mail, please submit your e-mail address to invoices@oup.com.



STATEMENT AS OF 06/30/14

Account Number 7789

**PO. Box 16127 • Duluth, MN 55816-0127
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775**

Remit Payment To:

GRAND RAPIDS AREA LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN 55744

Northern Business Products
P.O. Box 16127
Duluth, MN 55816-0127

Page 1 of 1

LAST PAYMENT APPLIED ON 05/16/14 CHECK #118492 FOR \$ 2035.42

INVOICE NUMBER	INVOICE DATE	REMARKS	CHECK/PO	INVOICE AMOUNT	AMOUNT DUE
-					
696396-0	03/26/14	INVOICE	MARY	532.40	532.40
	05/16/14	PAYMENT	118492	-1064.80	-532.40
710644-0	05/07/14	INVOICE	MARY	17.98	-514.42
713049-0	05/14/14	INVOICE	MARY	39.85	-474.57
715342-0	05/21/14	INVOICE	MARY	127.57	-347.00
715627-0	05/21/14	INVOICE	MARY	4.99	-342.01
717144-0	05/28/14	INVOICE	MARY	14.06	-327.95
719418-0	06/04/14	INVOICE	MARY	83.99	-243.96
721793-0	06/11/14	INVOICE	MARY	228.87	-15.09
724251-0	06/18/14	INVOICE	MARY	99.86	84.77
726555-0	06/25/14	INVOICE	MARY	6.44	91.21

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL AMOUNT DUE
419.16	204.45	.00	-532.40	91.21

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS.
TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS

DATE 06/30/14



P.O. Box 16127 • Duluth, MN 55816-0127
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

GRAND RAPIDS AREA LIBRAR

Account Number 7789

Remit Payment To:

Northern Business Products
P.O. Box 16127
Duluth, MN 55816-0127

INVOICE NUMBER	AMOUNT DUE
696396-0	532.40
	-1064.80
710644-0	17.98
713049-0	39.85
715342-0	127.57
715627-0	4.99
717144-0	14.06
719418-0	83.99
721793-0	228.87
724251-0	99.86
726555-0	6.44

To properly credit to your account please cut here and return with payment.

TOTAL AMOUNT DUE

91.21



INVOICE

INVOICE NUMBER 724251-0
 INVOICE DATE 06/18/14
 CUSTOMER # 7789 DEPT

PO. Box 16127 • Duluth, MN 55816-0127
 218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

TPA # 148 GSA #

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		TERMS	ROUTE	PAYCODE	ORDER WRITER			
MARY		119	GR	CHARGE	119			
		10TH OF MONTH						
ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
15948CT	COX	CLEANER, DISINFECT, WIPES, LEMON	CT	1		1	34.990	34.99
15949CT	COX	CLEANER, DISINFECT, WIPES, FRESH	CT	1		1	34.990	34.99
810341296	MMM	TAPE, MAGIC, 3/4"X36YD, BXD	RL	12		12	2.490	29.88

Subtotal 99.86
Tax
Total Due 99.86

THANK YOU FOR YOUR BUSINESS!!

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS.
 TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS



INVOICE

INVOICE NUMBER 726555-0
 INVOICE DATE 06/25/14
 CUSTOMER # 7789 DEPT

PO. Box 16127 • Duluth, MN 55816-0127
 218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

TPA # 148 GSA #

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		PAID BY	TERMS	ROUTE		PAYCODE	ORDER WRITER		
MARY		119	10TH OF MONTH	GR		CHARGE	119		
ITEM NUMBER	MFG	ITEM DESCRIPTION		UM	ORD QTY	B O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
660415	PAP	TAPE, COR, DRYLINE GRP		EA	2		2	3.222	6.44

Subtotal 6.44

Tax

Total Due 6.44

THANK YOU FOR YOUR BUSINESS!!

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS.
 TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS

RCB COLLECTIONS range credit bureau inc.
 310 E HOWARD ST
 PO BOX 706
 HIBBING MN 55746
 218-263-8886

COLLECTION STATEMENT
 PAYMENTS THROUGH: 06/30/2014
 CREDITOR: 26723

GRAND RAPIDS AREA LIBRARY
 140 NE 2ND ST
 GRAND RAPIDS MN 55744

ACCOUNT NAME	ACCOUNT NUMBER	COMP	DATE	AMOUNT PAID	DUE AGENCY	DUE YOU PAY	DATE LISTED	TOTAL PAID	UNPAID BALANCE
DATE	AUXILIARY CLIENT	CLIENT NUMBER	RATE						
*** PAID TO AGENCY ***									
		G-226593	50	\$17.18	\$8.59	\$8.59	A 03/13/2000	\$17.18	\$0.00
		-226593							
		H-569889	50	\$30.09	\$15.04	\$15.05	A 09/23/2010	\$30.09	\$119.91
		H-583667	50	\$41.06	\$20.53	\$20.53	A 04/13/2011	\$41.06	\$0.00
				TOTALS:	\$88.33	\$44.16	\$44.17		
*** PAID DIRECT ***									
DND	H-581199	50		\$15.00	\$7.50	\$7.50	D 02/28/2011	\$15.00	\$9.90
DND	H-581199	20		\$9.90	\$1.98	\$7.92	E 02/28/2011	\$9.90	\$0.00
	H-562717	40		\$13.88	\$5.55	\$8.33	D 05/27/2010	\$13.88	\$57.97
	H-595415	50		\$36.75	\$18.37	\$18.38	D 10/28/2011	\$36.75	\$0.00
	H-562975	40		\$52.98	\$21.19	\$31.79	D 05/27/2010	\$52.98	\$0.00
				TOTALS:	\$128.51	\$54.59	\$73.92		
GRAND TOTALS:				\$216.84	\$98.75	\$118.05			

over

26723

-- GRAND RAPIDS AREA LIBRARY

	DUE YOU		DUE AGENCY
	-----		-----
AGENCY PAYMENTS:	\$44.17	DIRECT PAYMENTS:	\$54.59

	\$44.17	-----> LESS DUE YOU:	\$-44.17

		* PLEASE REMIT:	\$10.42 *

TURN OVER YOUR PAST DUE ACCOUNTS. WE HAVE TRAINED PROFESSIONALS
 READY TO COLLECT THE MONEY OWED TO YOU. IT'S THE RIGHT CHOICE...
 IT'S OUR BUSINESS!

If you have any questions regarding this statement
 Please call 218-263-8886

UNIQUE MANAGEMENT SERVICES, INC.
 119 EAST MAPLE STREET
 JEFFERSONVILLE, IN 47130 USA
 (812) 285-0886

INVOICE

DATE INVOICE #
 7/1/2014 258532

BILL TO: Grand Rapids Area Library
 Attn: Marcia Anderson
 140 NE 2nd Street
 Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

QUANTITY	DESCRIPTION	RATE	AMOUNT
		\$8.95	
6	06-10 Placements	8.95	53.70
9	06-17 Placements	8.95	80.55
4	06-24 Placements	8.95	35.80
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85
	Total cumulative recovery of \$20,617.10, yielding an ROI of 4 to 1.		

TOTAL	\$143.20
--------------	-----------------

Thank you for your business.

July 9, 2014

Rhonda Fochs
35656 18th Ave.
Motley MN 56466

Dear Ms Fochs

I am pleased that you will be leading a presentation about your research and your book on Lost Towns in Minnesota for the Grand Rapids Area Library on July 17 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. I understand that you have given your permission for it to be taped and rebroadcast. If so, please sign the enclosed form. I understand that you will bring copies of your book to sell.

The Library will pay you an honorarium of \$150 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

July 9, 2014

David Treuer

Dear Mr. Treuer

I am pleased that you will be leading a presentation about your experiences and your book for the Grand Rapids Area Library on September 17 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will pay you an honorarium of \$350 for your appearance. We will also contribute \$30 toward your expenses. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member *Abby Kuschel* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-07
A RESOLUTION ACCEPTING DONATIONS

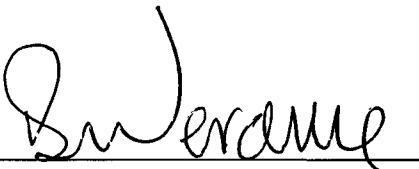
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and


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 Barb and Ken Sanderson in memory of Stephen Erickson
From Dan Duvelius, small wind turbine by SW Windpower plus pole and guy wires for use in the Riverfront Energy Center Educational Project

Adopted this 10th day of July 2014


Dennis Jerome, President


Abby Kuschel, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:
J. Neurater, D. Yankowiak, Mary H. Haarklau, D. Jerome, M. Peters, A. Kuschel

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

June 26, 2014

Marcia Anderson, Director
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids MN 55744

Dear Marcia,

I am writing this letter as the formal announcement my retirement from the Grand Rapids Area Library as Office and Technical Processing Clerk. My last day of work will be July 31, 2014.

I would like to thank you for the wonderful last few years of working for the library. After twenty-three years of library work, I will miss my coworkers and the library a great deal, but I am ready to begin the next phase of my life.

Please do not hesitate to contact me, if you need assistance after I retire. I would be more than happy to answer any questions that might arise.

Sincerely,

Mary Saxton
Office and Technical Process Clerk
Grand Rapids Area Library
140 NE 2nd St.
Grand Rapids MN 55744
218-326-7640 x 1

6 STATEMENT ON INTELLECTUAL FREEDOM

The Grand Rapids Library supports the right of individuals within its community to free access to the literary and informational output of society as a whole. The Library will work to provide materials to express the full range of viewpoints on topics of interest and controversy.

6.1 Intellectual Freedom Documents

The Library supports The Library Bill of Rights and The Freedom to Read Statement of the American Library Association. The Library will develop policies to implement those statements when they are not in conflict with state law, and make efforts to influence changes in law which will allow full and equal access to ideas for all (Texts of those statements are included in Appendix C.)

6.1.1 Labeling of materials

No library material will be labeled for the purpose of rating the suitability of its content for prospective readers.

6.1.2 Sequestering of materials

No library material will be sequestered except to protect it from damage or theft.

6.1.3 Removal of selected materials

No library material which was selected in accordance with the policies of the Board shall be removed from the collection except by express order of a court of competent jurisdiction or by the withdrawal policy of this board and the established weeding procedures of the library.

6.1.4 Responsibility for Children's Reading

Responsibility for a child's reading rests with the parent or legal guardian. No material eligible for selection under the library's policies and guidelines shall be excluded from the collection because it may fall into the hands of children.

7 COLLECTION DEVELOPMENT

The Library's efforts in obtaining, developing access to, and withdrawing materials will be focused on fulfilling the Library's purpose and mission as defined in Section 3 of this policy. The Library Director will establish selection guidelines for the use of staff.

7.1 Statement of Collection Scope

The Grand Rapids Area Library Board of Trustees acknowledges the Library's responsibility, as a reference and referral library of the State of Minnesota, to provide materials to meet the varied information needs of the public it serves and to fill at least 95% of all information and title requests from locally available resources.

7.2 Inclusiveness

The Library collection shall include representative materials of all races and nationalities, and all political, religious, economic and social views. The collection will be carefully developed in order that a full range of opinion on controversial issues will be represented and that the needs of special groups will be balanced with general demand.

7.3 Collection focus

The collection will be focused on currently useful materials. Specialized research materials will be made available through participation in the Arrowhead Regional Library System and other statewide programs.

7.4 Currency of materials

In order to keep the collection current procedures be implemented to weed five percent (5%) of the collection yearly.

7.5 Donations

Donations of books and other materials will be accepted without condition. Materials must meet established Selection Guidelines if they are to be added to the collection. Disposal of materials not selected for inclusion in the collection will be treated as surplus as indicated in Board Resolution 2002-09 as exhibited in Appendix D

7.6 Responsibility for collection development

The Director is ultimately responsible for the selection of materials to implement the purpose, mission and policies of the Library and its Board of Directors.



July 9, 2014

Rhonda Fochs
35656 18th Ave.
Motley MN 56466

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Ms Fochs

I am pleased that you will be leading a presentation about your research and your book on Lost Towns in Minnesota for the Grand Rapids Area Library on July 17 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. I understand that you have given your permission for it to be taped and rebroadcast. If so, please sign the enclosed form. I understand that you will bring copies of your book to sell.

The Library will pay you an honorarium of \$150 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

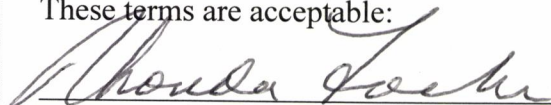
My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

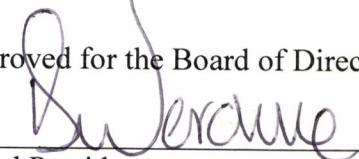


Signature




Date

Approved for the Board of Directors:



Board President



Date



July 9, 2014

David Treuer

Dear Mr. Treuer

I am pleased that you will be leading a presentation about your experiences and your book for the Grand Rapids Area Library on September 17 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. Do you wish to bring copies of your book to sell or would you like us to ask our local bookstore to bring books to sell?

The Library will pay you an honorarium of \$350 for your appearance. We will also contribute \$30 toward your expenses. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.


My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

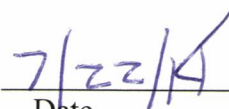
Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

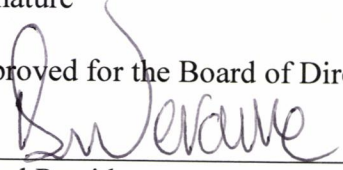
These terms are acceptable:



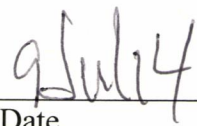
Signature



Date

Approved for the Board of Directors:


Board President



Date

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