

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

June 11, 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**

Department Head Report to City Council

5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

5:20 **E. Staff Reports (Packet Items E__)**

5:25 **F. Old Business:**

5:30 **G. New Business:**

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. **Approve payment of late bills**

a. **Unique Management Services Inc. \$161.10**

2. **Approve Contracts**

a. **Shideler program honorarium 06/05/2014 \$100**

3. **Approve Resolution 2014-06 Accepting Donations**

a. **Grand Rapids Area Library Foundation \$2,240**

Saturday Story Time (May-August)

Regular agenda

1. **Fund Balance Policy discussion**

2. **Bylaws discussion**

6:00 **Adjourn**

**Grand Rapids Area Library
Regular Board Meeting
May 14, 2014**

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

Members Absent: Shannon Benolken

Staff Present: Director Marcia Anderson

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

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

Minutes: Jean MacDonell moved to approve the minutes from the April 9, 2014 board meeting. A second was made by Max Peters. The motion passed unanimously.

Communications:

- *Minnesota Community Foundation Statement:* Director Marcia Anderson noted that the balance is increasing, and the library has received an annual grant.

Financial Report:

**Grand Rapids Area Library Bill List
Invoices Due On/Before May 14, 2014**

Amazon.com	\$442.39
Ameripride Linen and Apparel	38.06
Arrowhead Library System	155.88
Baker and Taylor Inc.	3,687.54
Blue Cross and Blue Shield of Minnesota	4,699.00
Busy Bees Quality Cleaning	1,700.00
Cole Hardware Inc.	0.72
Delta Dental of Minnesota	216.75
Demco	138.09
Dettmer, Amy	15.10
Diffley, Atina	50.00
Diverse Media Inc.	27.95
Dooley, Beth	200.00
Fidelity Security Life Insurance Co.	22.54
Frederick, Michael	20.00
Gartner Refrigeration Co.	2,535.08
Gaylord Brothers	108.82
Grand Rapids City Payroll	55,131.33
Grand Rapids State Bank	18,250.00
Junior Library Guild	183.00
League of Minnesota Cities Insurance Trust	11,163.00
Lincoln National Life	639.10
Matthew Bender and Company Inc.	149.63
Minnesota Energy Resources	865.81
Minnesota Revenue	55.42
Minnesota State Horticulture Society	62.00
Minnesota Women's Press	60.00
Nextera Communications LLC	89.56
Northern Business Products Inc.	2,035.42
Paul Bunyan Communications	488.40
Personnel Dynamics LLC	126.92
Pizza Works	11.00
P.U.C.	2,390.26
Range Credit Bureau Inc.	50.16
Showcases	867.67
Sim Supply Inc.	152.70

The Timberjay	45.00
Unique Management Services	268.50
Verizon Wireless	112.46
Viking Electric Supply Inc.	149.40
Waste Management	606.25
Xerox Corporation	145.55
Total All Vendors	\$108,156.46

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

Staff Reports:

- *Director's Report:* Director Marcia Anderson noted that the Early Childhood Family Education (ECFE) teachers lead the library's story times. The ECFE administrators have requested that the families at the library fill out a form that is quite intimidating, as it requires a great deal of information. So far, we have avoided asking families to complete this form. There may be more information available this summer to determine if there are alternate ways to gather information, or alternate providers other than ECFE . Director Marcia Anderson also mentioned that the library has acquired additional fishing equipment for library patrons to use.

Old Business: None to report.

New Business:

- *Consent Agenda:*
 1. Approve Payment of Late Bills
 2. Approve Contracts
 3. Approve Resolution 2014-05 Accepting Donations
 - a. \$2400 Grand Rapids Area Library Foundation for Saturday Story Times Jan-April 2014

Jean MacDonell moved to approve the consent agenda. A second was made by David Yankowiak. On a roll call vote the motion passed unanimously.

- *Regular Agenda:*

Board member **JEAN MACDONELL** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-05
A RESOLUTION ACCEPTING DONATIONS

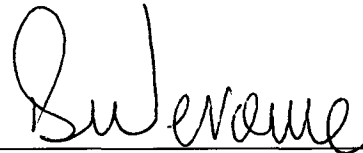
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

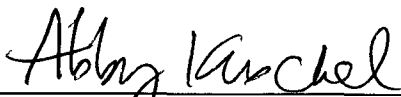
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- a. \$2400 Grand Rapids Area Library Foundation for Saturday Story Times
Jan-April 2014

Adopted this 14th day of May 2014



Dennis Jerome, President



Abby Kuschel, Secretary

Board member **DAVID YANKOWIAK** seconded the foregoing resolution and the following voted in favor thereof: **DENNIS JEROME, JANET NEURAUER, MAX PETERS, JOHN SOLI, DAVID YANKOWIAK, MARY HELEN HARRKLAU, JEAN MACDONELL, ABBY KUSCHEL**

And the following voted against same: **NONE**

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

1. **Begin Bylaw Review Process:** Dennis Jerome and Jean MacDonell previously volunteered to work on this process.
 2. **Begin Policy Review Process:** Most of the library's policies were written in 2006. Marcia Anderson thinks it would be a good idea to meet and discuss the policies to determine if they still apply to the current state of the library. A few policies will be assigned to each board member to review.
 3. **Fund Balance Policy Review Process:** Director Anderson noted that the fund balance is lower than the standard set by the Fund Balance Policy. She is planning a discussion on the fund balance to take place between three or four board members; this group will then discuss their ideas with the entire library board in June. The board will then bring their thoughts to the city council. Max Peters, Dennis Jerome, Shannon Benolken, and John Soll have agreed to meet and discuss this topic within the next few weeks.
 4. **Trustee Workshop:** A few members of the board have expressed interest in this event, suggested by ALS staff. Marcia Anderson will suggest two times for members to meet.
 5. **Suggestions for Joint Gathering with GRAL Foundation and Friends:** The consensus is that an evening in January would work best for a joint gathering.
- The monthly board meeting was adjourned at 5:52 PM by Dennis Jerome.



Library Department Head Report

May 27, 2013



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our winter and spring have been filled with programs and activities around the Library. We continue to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community this winter and developed a revised strategic plan for 2014-2017. We heard requests for more activities and a space for elementary school-aged children and more spaces for people to come together in the Library. We heard many suggestions for making better use of the outdoor space and the Mississippi River area. People are interested in opportunities to be creative at the library, and to work collaboratively.

The Strategic Plan was revised to incorporate many of these suggestions, and adopted by the Library Board in April.

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

- **Saturday Story Times Continue**, thanks to the generosity of the Library Foundation. Even during the horrible weather this winter the attendance ranged from 46 to 102, now split between 2 sessions instead of jammed into one. We are the only Library in the area that is open on Saturdays, so we have drawn families from throughout Itasca County, and farther east.
- We have monthly **Family Movie Nights** with attendance ranging from 5 to 70.
- We have seen many **class visits** already this spring. Several Southwest 3rd and 4th grade classes have been walking to the Library regularly. So far in May we have had class visits by 258 students, and we are expecting 250 more classes before the end of May.
- 326 children signed up for Our **Winter Reading Program**, "**Snow Better Time to Read**" starring Melvin Moose, and so far we have 150 children signed up for our **Summer Reading Program** "**Paws to Read**"
- We are exploring ways to design a space just for 6-12 year olds, with some art or other interactive projects available, and will look for additional programming to engage this age group.
- Upcoming Programs: Stubby the Elephant (theater) Jack Pearson: Musician and Storyteller, The Zinghoppers (music) and Z Puppets Rosenschnoz

Service Priority # 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

- Our **recent programming** for adults has included such practical programs as:
Continuing Civil War discussions (part of the ongoing series started in early 2012)
A memoir of the Peace Corps in Panama,
Celebration of progress during National Novel Writing Month.
Autism
Costa Rica (David Lien)
- We provide people with **instructional or informational** materials for the practical necessities, such as building a deck, home repair or remodeling, cooking and crafts
- **Upcoming programs** include:
History Programs: Lost Towns of Minnesota, History of the Cuyuna Iron Range, History Player
Virginia May Hope, WWII WASP Pilot



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GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Summer Concerts in the Tent

Tuesday Independent Film Series in collaboration with the Reif Center

- We now provide access to online **live Homework Help** through Brain Fuse, and online **live job search help** through JobNow, both provided through the Arrowhead Library System.

Service Priority #3: *Individuals will have access to online resources that connect them to their community and the world*

- We continue to offer **beginning computer classes**, turning our meeting room into a computer training space. We offered 5 classes this spring, with a total of 25 participants -
- Classes are: *Computer 101 for Beginners, Internet 101 for Beginners, Email 101 for Beginners, Using Google Tools, Social Networking 101 for Beginners.*
- Our computers continue to be used often by people taking **online classes**, or doing homework for local classes.
- **Online Databases** provide 24/7 access to a wealth of research and learning opportunities

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

- **Legacy-Funded Programs:** We have been able to host several programs arranged by Arrowhead Regional Library System and we continue to offer Museum Passes to local attractions
- **Rapids Reads 2014** took place during April and early May. The book chosen was *Turn Here Sweet Corn*, a memoir of organic farming and the struggle to maintain the family, the small farm, and the community, by Minnesota author Atina Diffley. The author was here on April 30, providing a workshop on organic gardening, and a talk on organic farming. We also had Beth Dooley, a cookbook author who focuses on local foods. She worked with members of the Grand Rapids Farmer's market to obtain some local produce to use in creating some great salads! Many book groups read and discussed the book, and we still have books available for check out.
- **A commitment to cultural diversity in programming and displays continues.**
Recent programming included Somalies in Minnesota
We are collaborating with ICC to bring in David Treuer, Author of *Rez Life* this fall. We received an award from the Minnesota Book Award Authors in Communities program to support his appearance.
- **Creativity Encouraged!**
We sponsored a Snowfolk contest in February, asking for creations of non-snow folk and we sponsored a Peeps diorama contest in April. We received many entries in both contests, and many votes for the People's Choice Awards
- **Alternate Formats are very popular:**
Circulation of downloadable ebooks and audio books is high. **Our patrons have downloaded 5595 titles this year as of May 21.** On that date there were 7004 audiobook titles and 8090 ebook titles in the catalog. These are available to all holders of an ALS library card.

Service Priority #5: *Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.*

- We are working on finding alternative LED lights to replace the current bulbs in the 26 pendant fixtures. These should use less energy, and be easier to maintain. We are waiting now for lights to



Library Department Head Report

May 27, 2013



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

be shipped.

- The chiller unit has been ordered and should be installed during the first week of June.
- We are planning more programs to utilize the space outside the Library, including a Spring River Walk with John Latimer and a Monarch Butterfly walk in June

Service Priority # 6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.

- We have rearranged some of tables to provide more open space and more seating near the entrance. This provides more work space and more discussion space near the doors.
- We are planning more programs that involve discussion, and collaboration.

Riverfront Energy Center:

- The Energy Center, using heat from wastewater discharged from the UPM Blandin plant, now provides the major heat source for the Library when temperatures are as low as 0 degrees.
- Because we had so many days below zero this winter when the heat exchanger could not work, our heating costs were higher than last winter, \$ 4824 for October –March 2013-14 compared with \$1027 last winter.
- Work on the solar installation will proceed as funds are obtained. (\$40,000 needed) The bases and poles for the remaining two sunflowers have been installed. The next phase will be purchasing the sunflower graphics add-ons and assembling the units. We are still searching for grant funding to complete the project.

Communication and Publicity

- We send out an email newsletter to about 550 people once or twice each month, highlighting upcoming programs.
- 4 Library Staff members contribute to a weekly library column in the Herald Review.
- We produced a flyer highlighting summer programming to be included in the mailing to resorts by Visit Grand Rapids.
- We had a table at the Children's Fair in April with activities for children and handed out flyers with summer events.
- We were the last to migrate our web page to the City Web site in mid- February. Our virtual library includes access to the Library Catalog, the Calendar of events, library information, online databases and downloadable audio and ebooks. As of May 20, our pages had received 9075 hits, averaging nearly 3000 hits per month.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out! We provide a popular, safe, spot to visit.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2014
With Comparative Totals for May 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	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	8,592	7,361	11,182	66%
Fines & Forfeits	4,927	4,996	15,000	33%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	11,609	2,400	-	0%
Miscellaneous	7,943	6,158	12,500	49%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	35,332	20,915	772,657	3%
Expenditures:				
Personnel	226,113	230,144	544,347	42%
Supplies/Materials	31,417	39,789	94,600	42%
Other Services/Charges	51,857	49,336	133,710	37%
Blandin Grant	1,712	-	-	0%
TOTAL EXPENDITURES	311,099	319,269	772,657	41%
Revenues > Expenditures	(275,767)	(298,354)	-	
Library Foundation Grant-Capital Grant	28,388	-	-	0%
Capital Outlay	43,040	-	-	0%
Fund Balance 5/31/XX				
Cash Flow	77,729	84,884	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 5/31/XX	\$ 141,015	\$ 143,515	\$ 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 **MAY 31, 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	652	34%
211-00-34-00-7975	INTERNET	3,000	1,287	43%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	140	0%
211-00-35-00-1030	LIBRARY FINES	15,000	4,996	33%
211-00-37-00-2310	DONATIONS	2,500	44	2%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,075	108%
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 FOUNDATIN	-	2,400	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	2,232	74%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,246	66%
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	20,915	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	124,889	40%
211-00-75-10-1030	SALARY-PARTTIME	101,697	40,402	40%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	1,021	34%
211-00-75-10-1210	PERA	29,832	11,984	40%
211-00-75-10-1220	FICA	25,512	9,691	38%
211-00-75-10-1250	MEDICARE	5,966	2,267	38%
211-00-75-10-1310	HEALTH INSURANCE	63,855	37,486	59%
211-00-75-10-1330	LIFE INSURANCE	246	597	243%
211-00-75-10-1335	DENTAL INSURANCE	1,858	696	37%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	1,107	46%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,639	45%
211-00-75-20-2020	COPY SUPPLIES	1,000	203	20%
211-00-75-20-2030	PRINTING/BINDING	600	437	73%
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	100	29%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,297	165%
211-00-75-20-2110	BOOKS	42,000	19,933	47%
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	735	24%
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	209	44%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	3,375	84%
211-00-75-30-3210	TELEPHONE	7,000	2,125	30%
211-00-75-30-3220	POSTAGE/FREIGHT	500	88	18%
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	748	31%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MAY 31, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,651	52%
211-00-75-30-3810	ELECTRICITY	39,930	9,658	24%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	1,245	78%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,794	95%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,671	33%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	4,060	27%
211-00-75-30-4015	GROUPS 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	1,243	41%
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>319,269</u>	41%
	SURPLUS REVENUES(EXPENDITURES)	<u>\$ -</u>	<u>\$ (298,354)</u>	

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 05/31/14
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	201,615.00	201,615.00	0.00
211-00-00-00-1010	CASH	421,741.77	25,465.04	340,553.75	106,653.06
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	0.00	0.00	16,251.37
211-00-00-00-1551	PREPAID INSURANCE	0.00	444.25	0.00	444.25
211-00-00-00-1620	BUILDINGS	0.00	13,819.81	0.00	8,061.56
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	0.00	0.00
TOTAL		475,610.14	254,407.66	575,463.75	154,554.05
TOTAL ASSETS					
		475,610.14	254,407.66	575,463.75	154,554.05
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	322,303.75	311,085.64	4,442.32
211-00-00-00-2030	SALES TAX PAYABLE	0.00	178.85	217.65	38.80
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	ACCRUED WAGES PAYABLE	12,381.99	0.00	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	335,783.34	311,303.29	9,261.12
TOTAL LIABILITIES					
		33,741.17	335,783.34	311,303.29	9,261.12

DATE: 06/06/2014
 TIME: 09:07:48
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 05/31/14
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	11,285.38	13,063.56	1,778.18
TOTAL		441,868.97	11,285.38	13,063.56	443,647.15
	FUND SURPLUS (DEFICIT)	0.00	298,354.22	0.00	(298,354.22)
TOTAL FUND EQUITY		441,868.97	309,639.60	13,063.56	145,292.93
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	645,422.94	324,366.85	154,554.05

GRAND RAPIDS AREA LIBRARY BILL LIST - JUNE 11, 2014

DATE: 06/05/2014
 TIME: 15:46:39
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/11/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	18.94
0113233	AMERIPRIDE LINEN & APPAREL	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	240.70
0201428	BAKER & TAYLOR, INC	2,055.10
0221650	BURGGRAF'S ACE HARDWARE INC	6.48
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0701650	GARTNER REFRIGERATION CO	2,170.35
0701900	GAYLORD BROTHERS	23.12
0717995	GRAND FORKS FIRE EQUIPMENT LLC	59.15
0900060	ICTV	50.00
0912445	ILLINOIS LIBRARY ASSOCIATION	362.78
0920050	ITASCA COUNTY HISTORICAL	10.00
1021515	JUNIOR LIBRARY GUILD	49.00
1605665	PERSONNEL DYNAMICS LLC	126.92
1609925	PIZZA WORKS	11.99
1821700	MICHAEL RUSSELL	1,055.00
1909510	SIM SUPPLY INC	112.93
1920555	STOKES PRINTING COMPANY	9.87
2008551	THOMSON REUTERS - WEST	159.00
2209421	VIKING ELECTRIC SUPPLY INC	149.40
2209450	THE VILLAGE BOOK STORE	68.68
2405650	XEROX CORPORATION	27.73
T000715	DEB CLEVEN	90.00
T000954	RICHARD C JOHNSON	28.22
T000955	CHRISTINA COTRUVO	20.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 9,128.42

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405447	DELTA DENTAL OF MINNESOTA	216.75
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	36,721.07
1209516	LINCOLN NATIONAL LIFE	119.90
1209522	LINCOLN REPUBLIC INSURANCE CO	41.00
1309199	MINNESOTA ENERGY RESOURCES	78.29
1309335	MINNESOTA REVENUE	51.55
1405850	NEXTERA COMMUNICATIONS LLC	87.43
1601750	PAUL BUNYAN COMMUNICATIONS	244.20
1621130	P.U.C.	2,160.64
2205637	VERIZON WIRELESS	112.48
2301700	WASTE MANAGEMENT	263.55
T000944	ATINA DIFFLEY	450.00

GRAND RAPIDS AREA LIBRARY BILL LIST - JUNE 11, 2014

DATE: 06/05/2014
TIME: 15:46:39
ID: AP443000.CGR

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/11/2014

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:\$	45,257.13
	TOTAL ALL DEPARTMENTS	54,385.55

ALPHA GRAND RAPIDS AREA LIBRARY BILL LIST - JUNE 11, 2014

DATE: 06/05/2014
 TIME: 15:48:15
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/11/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100010	5 STAR PEST CONTROL &	125.00	485.00
0113100	AMAZON.COM	1,063.41	18.94
0113233	AMERIPRIDE LINEN & APPAREL	2,753.97	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	662.59	240.70
0201428	BAKER & TAYLOR, INC	12,788.14	2,055.10
0212750	BLUE CROSS & BLUE SHIELD OF MN	200,559.50	4,699.00
0221650	BURGGRAF'S ACE HARDWARE INC	5,876.40	6.48
0221700	BUSY BEES QUALITY CLEANING	8,500.00	1,700.00
0405447	DELTA DENTAL OF MINNESOTA	15,029.25	216.75
0605191	FIDELITY SECURITY LIFE INS CO	348.06	11.27
0701650	GARTNER REFRIGERATION CO	16,476.17	2,170.35
0701900	GAYLORD BROTHERS	730.68	23.12
0717995	GRAND FORKS FIRE EQUIPMENT LLC	39.65	59.15
0718015	GRAND RAPIDS CITY PAYROLL	2,261,631.31	36,721.07
0900060	ICTV	134,241.57	50.00
0912445	ILLINOIS LIBRARY ASSOCIATION	0.00	362.78
0920050	ITASCA COUNTY HISTORICAL	10,869.00	10.00
1021515	JUNIOR LIBRARY GUILD	246.00	49.00
1209516	LINCOLN NATIONAL LIFE	5,156.57	119.90
1209522	LINCOLN REPUBLIC INSURANCE CO	1,282.07	41.00
1309199	MINNESOTA ENERGY RESOURCES	70,522.57	78.29
1309335	MINNESOTA REVENUE	17,555.83	51.55
1405850	NEXTERA COMMUNICATIONS LLC	2,281.98	87.43
1601750	PAUL BUNYAN COMMUNICATIONS	3,047.90	244.20
1605665	PERSONNEL DYNAMICS LLC	3,648.63	126.92
1609925	PIZZA WORKS	57.96	11.99
1621130	P.U.C.	102,360.35	2,160.64
1821700	MICHAEL RUSSELL	1,545.00	1,055.00
1909510	SIM SUPPLY INC	8,465.00	112.93
1920555	STOKES PRINTING COMPANY	729.35	9.87
2008551	THOMSON REUTERS - WEST	361.50	159.00
2205637	VERIZON WIRELESS	11,126.65	112.48
2209421	VIKING ELECTRIC SUPPLY INC	1,565.13	149.40
2209450	THE VILLAGE BOOK STORE	43.17	68.68
2301700	WASTE MANAGEMENT	8,618.47	263.55
2405650	XEROX CORPORATION	586.87	27.73
T000715	DEB CLEVEN	0.00	90.00
T000944	ATINA DIFFLEY	500.00	450.00
T000954	RICHARD C JOHNSON	0.00	28.22
T000955	CHRISTINA COTRUVO	0.00	20.00

TOTAL ALL VENDORS: 54,385.55

Director's Report June

Chiller unit replacement

The contract for replacing the chiller unit was awarded to Rapids Plumbing in late April, with installation anticipated for late May or early June. On Monday, June 2 they pulled the old unit early in the day. On Wednesday we were told that the new unit was still in Texas and it would be here and installed "sometime next week". Rapids Plumbing is saying it was an error on the part of the shipping company. I think it is also bad planning and bad project management to have removed the old unit before making sure the new unit is in hand. We are trying to keep the building cool by drawing in as much fresh air as possible, and using fans inside the building to keep air moving. We are also hoping for continued cool nights and not-so-hot days.

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 am exploring several options for replacing her hours, including rewriting the job description to make it primarily a customer service position rather than a technical services position. The other option I am exploring is eliminating that position and making both John Nalan and Tracy Kampa full time and adding some additional responsibilities to each of their job descriptions. One of the additional factor to consider is that we will be required to offer health insurance to employees working 30 hours or more. Right now, only full-time employees are covered under the City's health insurance plan.

Why Treaties Matter display/collaboration

Barb Sanderson, City Council member and member of the Grand Rapids Human Rights Commission, approached me last week and asked if we would be interested in hosting an exhibit during August 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 meeting with several people on June 11 to decide what form the opening should take.

Energy Center Sunflowers

The Library Foundation has still not heard from the Minnesota Power Foundation in response to a grant application for completing the solar sun flowers.

Attendance/circ

May attendance and check out was close to last year. We had many school groups in and I suspect that the people counter may not accurately count groups of children coming in, so the actual numbers may be larger. June started out with a bang, with 629 people on Monday, Jun 2.

Security measures

2 people were in on May 31 doing final measurements of the openings at the circulation desk in preparation for installing swinging gates. They said it would be installed this week, but I haven't seen or heard anything yet.

**Assistant Director Report
June 2014**

Teens

TAB Meeting
May 27, 2014

Members Present: Jonas T., Desiree R., Paige C., Emi S., Jordan G.

At our May meeting we always play games. This year was no different. We spent our time playing Apples to Apples which the kids find entertaining. We also spent some time talking about what we're reading right now.

There were 6 entries in the monthly drawing. Erika R. won.

Summer reading has begun! Teens read and keep track of the number of pages read. When they reach 1000 they can choose a free book. When they reach 2000 they get a \$5.00 Target gift card. Thank you Friends of the Library for the prizes!

Darla has some books that are in need of new covers. We came up with the idea to have teens create a new cover for one of the books. Four of the books have been checked out so far. When they return the new cover, they receive a certificate for volunteer service and a special mystery prize. One teen who is participating showed me drawings she has done for art class. She's very talented. I'm excited to see what she draws!

The first annual Battle of the Bands is Thursday June 12. There are three acts signed up so far.

The first anime club will be Thursday June 12 at 1:30 pm.

Operations

There is a Judy Garland display on the table on the way to children's.

The display case has a Wizard of Oz display. Darla and I put print books and audio books in the case along with the Peeps Wizard of Oz diorama. Muggs and Nellie (a grandma and grandchild) made the Peeps diorama for the contest in April and graciously let us borrow it for our display!

Staff

Will attended the web admin meeting this past week. He and John continue to be the web gurus for the library.

Darla, Bonnie, and I attended the Friends of the Library annual meeting. There was a lovely dinner catered by Deb Kleven and a short business meeting. The highlight of the evening was the presentation by the Snell family who created and maintain the Hobbit garden near the staff entrance.

I continue to work with the Arts and Culture Commission. In 2 weeks' time we will have our first meetings with the consultants.

	THIS MONTH	YTD	Y1 - _013	Express Check outs	% of total c/o
CIRCULATION				2,893	24.15%
Check-outs	11,981	60,998	68,403		-10.83%
Renewals	1,675	8,785	9,450		-7.04%
Total Circulation	13,656	69,783	77,853		-10.37%
Returns	13,996	68,789	76,241		-9.77%
New cards	159	545	774		-29.59%

Door count 10268
as of 3/1 includes all visitors to library

	THIS MONTH	YTD	YTD 2013
TECHNICAL PROCESSES			
Books cataloged and processed	690	2,827	2,957
Withdrawn copies	380	2,909	1,822
Withdrawn Titles	230	1,719	1,307

	THIS MONTH	YTD	YTD 2013
REFERENCE			
tests proctored	891	3,773	4,566
computer help over 5 minutes	5	41	53
INTERNET			
Pharos sessions ***	1,360	697	6,686

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2013 YTD SESSIONS	2013 YTD HOURS
Non-Pharos sessions VOLUNTEERS	45	289.00	271	1090.00	385	1090.00

	GROUPS	YTD GROUPS	2013 YTD GROUPS
MEETING ROOM COMMUNITY ROOM	45	145	236

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

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2013 YTD PROGRAMS	2013 YTD PEOPLE
PROGRAMS & TOURS						
BOOK TIME	4	106	28	533	28	607
SATURDAY STORY TIME	6	176	36	1,135	27	864
CLASS VISITS	10	491	21	686	32	842
NON SCHOOL GROUPS	1	40	1	40		
CHILDREN'S PROGRAMS	3	104	10	387	11	564
TEEN PROGRAMS	2	11	12	188	16	296
Total Youth Programs	26	928	108	2,969	114	3,173
Total Adult Programs	7	125	23	566	28	651

	HRS THIS MONTH	HRS YTD	HRS YTD 2013
BOOKINGS & ARRANGEMENTS	9	47	50.25
TOTALS			

Children's Library Summary

May 2014

Whew! May was a busy month! With many class visits, and a visit from some Bridges Kinship Mentors and Mentees we racked up a whopping 531 visitors! Book Time and Story Time were both well attended, including a special Monday Book Time with Brianna Hall from the Reif Center dance program. Brianna brought "Alice" and "The White Rabbit" to interact with the families and introduce them to the story of *Alice in Wonderland* to be performed the first weekend in June.

Saturday, May 17, we kicked off our summer reading program, "Paws to Read," with a special Children First event with the artists of the Creativity Tank. They led 53 children and adults in a variety of "paw" print-making activities.

As of June 3, we have signed up 446 boys and girls for the summer reading program. That is an excellent start!

Thursday, May 22, only 5 people attended family movie night, which featured "Cloudy with a Chance of Meatballs 2." It's been pretty slim pickin's lately in the movie options! Not too many that are rated G or PG, and our license only covers certain studios. Things are looking up later in the summer.

Looking ahead:

- The Summer Art Series collaboration with the MAC begins Friday, June 13.
- Tuesday, June 17 @ 3:30 – *Stubby the Elephant* presented by Climb Theater.
- Wednesday, June 25 @ 1:00 – *Cake Decorating with Michelle and Trish*.
- Thursday, June 26 in place of family movie night, there will be a Family Monarch Walk with Carrie Thorvig.

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

INVOICE

DATE INVOICE #
 6/1/2014 256505

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	
4	05-06 Placements	8.95	35.80
3	05-13 Placements	8.95	26.85
7	05-20 Placements	8.95	62.65
8	05-28 Placements	8.95	71.60
4	Credit for accts closed by client prior to beginning the collection process	-8.95	-35.80
	Total cumulative recovery of \$19,732.20, yielding an ROI of 3.93 to 1.		

TOTAL

\$161.10

Thank you for your business.

June 11, 2014

Mary Shideler

Dear Ms Shideler

I am pleased that you presented a program your travels in Antarctica for the Grand Rapids Area Library on June 5 at 7:00 p.m. I know many people enjoy your presentations.

I understand that will you give your permission for your program to be recorded and replayed by our local community television station. If so, please sign the enclosed form.

The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return both copies 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

BY-LAWS
GRAND RAPIDS PUBLIC AREA LIBRARY
BOARD OF DIRECTORS

ARTICLE I: PURPOSE

The mission of the Grand Rapids Public Area Library is to 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~~ three (3) terms.

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~~.

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 Directors. ~~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.~~ When a regular board meeting is cancelled for lack of quorum, the President, with the Secretary, may authorize payment of bills that were listed for approval at that meeting.
- 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.

(need provision for emergency action or authorization, need to check with City Atty)

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.

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

Ad-hoc committees shall be appointed by the President as needed.

(do we need more?)

~~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 and 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.

Fund Balance Policy Discussion
June 2014

Dennis Jerome, Max Peters, Marcia Anderson and Barb Baird, City Finance Director, met to talk about the Fund Balance and came up with the following draft rationale and talking points.

The purpose of the fund Balance:

Fund the Library's expenditures during the first 7 months of the year before revenues are received

Reserve funds required to pay obligations to staff

Provide a reserve for shortfalls in property tax collections

Provides small cushion during time of cuts in LGA, or drop in property values

Fund emergency expenditures in case of a disaster

Fund occasional un-budgeted projects

Examples:

- Major building expense: In 2007 the siding needed to be restained at a cost of roughly \$20,000. This was not considered capital, so the funds came from the Library's fund balance
- Fluctuations in expenditures (or timing) for budgeted items: In 2013 we had planned to replace lights with more energy-efficient fixtures but could not, so the money reserved went into the fund balance. This year, we plan to do the lights, and we had some unanticipated expenditures to do some security-related upgrades, so we will likely overspend the building maintenance budget.
- Unanticipated equipment failure: The express check machine is in the CIP plan for 2015, but if it fails earlier I will most likely replace it using reserve funds. It handles around 22% of our checkouts.

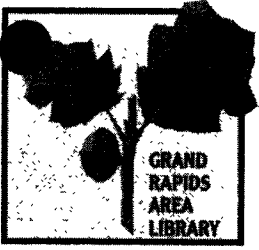
Proposed Target for increasing the fund balance. :

\$75,000 over and above the 50% cash flow and required amount for compensated absences.

Budget 15,000 each year for 5 years.

GRAND RAPIDS PUBLIC LIBRARY
FUND BALANCE COMPARISONS
2006-2013

	2013	2012	2011	2010	2009	2008	2007	2006
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
Non-Spendable								
Prepaid items	\$ 16,251	\$ 14,129	\$ 5,728	\$ 5,533	\$ 4,019	\$ 6,396	\$ 10,001	\$ 1,881
Committed								
Cash Flow	366,987	354,019	323,130	333,858	328,358	548,286	364,783	342,949
Compensated absences	34,169	31,932	31,497	29,153	25,992	32,699	32,699	36,987
Emergency/unanticipated	24,462	31,354	51,625	53,546	52,364	55,240	55,240	52,891
Major eqpt. Replacement	-		14,203	61,195	59,844	63,131	63,131	60,447
Total committed	425,618	417,305	420,455	477,752	466,558	699,356	515,853	493,274
Undesignated fund Balance				206,829	256,503	-	123,471	-
Total fund Balance	\$ 441,869	\$ 431,434	\$ 426,183	\$ 690,114	\$ 727,080	\$ 705,752	\$ 649,325	\$ 495,155



June 11, 2014

Mary Shideler

Dear Ms Shideler

I am pleased that you presented a program your travels in Antarctica for the Grand Rapids Area Library on June 5 at 7:00 p.m. I know many people enjoy your presentations.

I understand that will you give your permission for your program to be recorded and replayed by our local community television station. If so, please sign the enclosed form.

The Library will pay you an honorarium of \$100 for your appearance. If these arrangements are agreeable, please sign below and complete and return both copies 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:

Mary Shideler
Signature

6/5/14
Date

Approved for the Board of Directors:

Don Banks For
Board President

6/11/14
Date