

**GRAND RAPIDS AREA LIBRARY BOARD**  
**Grand Rapids Area Library**  
**May 8, 2013 5:00 P.M.**

**DRAFT**

**5:00 Call to order**

**5:01 Roll call:** *absent MacDonell, Jerome*

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

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

**5:12 C. Communications**

**1. MN Community Foundation statement March 31, 2013**

**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. Motion Industries** **\$295.24**

**b. Mackin Educational Resources** **\$399.20**

**c. Unique Management Services** **\$152.15**

**2. Approve Contracts**

a. KAXE for Rotary tent usage

b. Skaja \$150 honorarium for May 8 volunteer program

**3. Approve Resolution 2013-05 Accepting Donations**

\$ 2,556.55 Friends of the Library Replacement of meeting room tables

50.00 Douglas and Janet Coy Magazine subscriptions

50.00 John and Linda Jeffery In memory of Kathy Dettmer

60.00 Affinity Plus Federal CU Summer Monday storytime supplies

**4. Authorize staff to apply for grant from Blandin Foundation for approximately \$10,000 for programs during 2013-2014**

**Regular agenda**

**1. Accept withdrawal of resignation of Marcia Anderson (approve Executive Committee Decision of May 2)**

**2. Withdraw Appointment of Amy Dettmer as Interim Director (approve Executive Committee Decision of May 2)**

**3. Authorize disposal of surplus tables from meeting room**

**4. Event proposal: Boreal Brewers Association**

**5. Strategic Plan proposal**

**6:00 Adjourn**

Grand Rapids Area Library Board  
Regular Meeting April 10, 2013

**Members present:** John Soll, David Yankowiak, Dennis Jerome, Max Peters, Mary Helen Haarklau, Abby Kuschel, Shannon Benolken

**Members Absent:** Jemma Baker, Jean MacDonell

**Staff present:** Director Anderson and Assistant director Amy Dettmer

The monthly board meeting was called to order at 5:02 pm by Dennis Jerome

**Agenda:** Shannon Benolken moved to approve the agenda; second by John Soll.  
Motion passed unanimously

**Minutes:** Shannon Benolken moved to approve the minutes of the March 13, 2013 board meeting; a second by Abby Kuschel and motion passed unanimously.

**Communications:** None

**Financial Report:**

Library bill list

Invoices due on or before 4/10/13

Amazon.com	91.44
American Library Assoc.	327.00
Ameripride Linen & Apparel	34.60
Marcia Anderson	127.50
Arrowhead Library System	61.74
Baker & Taylor, Inc.	2,063.54
Busy Bees Cleaning	1,700.00
Cengage Learning	59.96
Cloquet Public Library	21.38
Cole Hardware	7.46
Delta Dental of Minn.	238.45
Fidelity Security Life Ins.	11.27
Gartner Refrigeration	368.00
Grand Rapids City Payroll	35,659.41
Hammerlund Construction	16,050.00
Bonnie Henriksen	9.78
Itasca Area Schools	935.00
Tracy Lampa	23.00
Lincoln National Life	90.70
Minnesota Energy Resources	25.23

Minn. Sales and Use Tax	40.80
Nextra Communications	96.63
Northern Business Products, Inc.	194.02
Paul Bunyan Communications	248.61
Personnel Dynamics	290.99
Pharos Systems Int'l.	939.00
Pioneer Mutual Life Ins.	20.50
Pitney Bowes	143.34
Pizza Works	11.99
P.U.C.	2,412.56
Recorded Books	130.35
Michael Russell	285.00
SIM Supply	106.13
Upstart	81.76
Verizon Wireless	114.76
West Publishing Co.	342.50
Xerox Corp.	111.26

TOTAL \$ 63,475.66

Abby Kuschel moved to approve the financial report. A second was made by David Yankowiak. On a roll call vote the motion was approved unanimously

**Staff Report:** Assistant Director Dettmer reported on the “Peeps” marshmallow contest and mentioned her interview on KAXE. Director Anderson handed out her staff report and commented on the joint project with the MacRostie gallery and the success of the library programs.

**Old Business:** None to report

**New Business: Consent Agenda**

1. Approve payment of late bills:
  - a. RCB Collections \$ 41.20.
  - b. Unique Mgmt. Services \$ 161.10
  
2. Approve Contracts:
  - a. Lake Superior Zoo, June 27 \$ 165.00
  - b. Paul Sailer, June 13 ..... Travel expenses
  
3. Approve Resolution 2013-04 accepting donations:
  - a. \$50.00 Ann Saxhaug & Dave Beghly –in memory of Edithmae Costello
  - b. \$2,400.00 Grand Rapids Area Library Foundation – Playaway subscription renewal
  - c. \$2,979.43 Grand Rapids Area Library Foundation – Children’s non-fiction books
  - d. \$3,614.61 Grand Rapids Area Library Foundation – Solar wiring installation

- e. \$1,000.00 Grand Rapids Area Library Foundation – Rapids Read speaker/materials
- f. \$12,337.00 Grand Rapids Area Library Foundation – ½ QA Graphics contract/dashboard

A motion was made by Abby Kuschel to approve the consent agenda; a second was made by John Soll. A roll call vote was approved by all present.

**Regular Agenda:**

1. Assistant director Dettmer noted that a meeting is required by the union to meet with the union representative regarding the summer hours. Will Richter represented the union and noted that the union did not have a problem with the proposed summer hours.

2. A motion was made by David Yankowiak and seconded by Max Peters to approve the summer schedule which is the same as last year and with the addition of the Saturday before Memorial Day (May 25) and the Saturday before Labor Day (August 31) when the library will be closed. The motion was approved by all present.

3. A motion was made by Max Peters and seconded by Abby Kuschel to accept the resignation of director Marcia Anderson. The motion was (reluctantly) approved by all present.

4. A motion was made by John Soll and seconded by Mary Helen Haarklau to appoint assistant director Amy Dettmer interim library director until a permanent director can be hired. The motion included the provision that Amy would be paid at the mid-point of her current salary and that of the director's salary. The motion passed by all present.

5. A motion was made by Max Peters and seconded by Abby Kuschel to post for the position of a new library director. Motion was approved by all present.

6. Abby Kuschel, Shannon Benolken and Dennis Jerome agreed to be on a search committee for a new library director.

7. Director Anderson presented a brief history of the strategic planning process and led a discussion of what the process entailed. The board expressed concerns regarding the necessity of a 5 year strategic plan, who or what would comprise the focus groups, the estimated expense involved and what the strategic plan would accomplish.

It was agreed that the board would look into possible funding sources to hire an expert in this field and wait until the May 8 meeting when a proposal might be forthcoming. It was understood that if outside funding is not available, this would come under next year's budget.

Dennis Jerome adjourned the meeting at 5:52. The next board meeting will be May 8 at 5 pm.

Respectfully submitted

Jeff Wartchow

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

RESOLUTION NO. 2013-04  
A RESOLUTION ACCEPTING DONATIONS

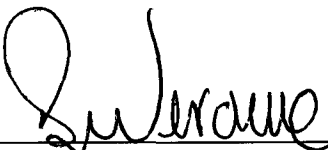
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

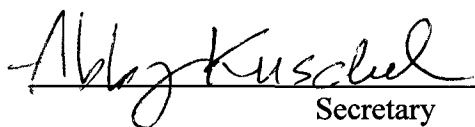
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

\$50.00 Ann Saxhaug & Dave Beghly	In memory of Edithmae Costello
\$2,400.00 Grand Rapids Area Library Foundation	Playaway subscription renewal
\$2,979.43 Grand Rapids Area Library Foundation	Children's non-fiction books
\$3,614.61 Grand Rapids Area Library Foundation	Solar wiring installation
\$1,000.00 Grand Rapids Area Library Foundation	Rapids Reads speaker and materials
\$12,337.50 Grand Rapids Area Library Foundation	½ QA Graphics contract/dashboard

Adopted this 10<sup>th</sup> day of April 2013

  
Dennis Jerome, President

  
Secretary

Board member **JOHN SOIL** seconded the foregoing resolution and the following voted in favor thereof: **JOHN SOIL, DAVID YANKOWIAK, MAY PETERS, DENNIS JEROME, MARY HELEN HAARKIALL, ABBY KUSCHEL, SHANNON BEVOLKEN**

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

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

GRAND RAPIDS AREA LIBRARY BOARD  
Executive Committee  
Grand Rapids Area Library  
May 2, 2013 3:15 P.M.

1. Roll Call
2. Accept the withdrawal of resignation effective May 2<sup>nd</sup> of Marcia Anderson, contingent on approval by the full Library Board on May 8.
3. Cancel the appointment of Amy Dettmer as Interim Director effective May 3, contingent on the approval by the full Library Board on May 8.

Grand Rapids Area Library Board  
Executive Committee  
May 2, 2013  
3:15 P.M.

Members present: Dennis Jerome, Shannon Benolken, Jemma Baker, John Soll, Max Peters

Staff present: Marcia Anderson

Dennis Jerome called the committee meeting to order. All members of the Executive Committee were present.

Shannon Benolken made a motion to accept the withdrawal of Marcia Anderson resignation effective May 2, 2013 and to make that recommendation to the full Library Board at their next meeting on May 8, 2013. Jemma Baker seconded the motion. The motion was passed unanimously.

John Soll made a motion to cancel the appointment of Amy Dettmer as Interim Director effective May 3, 2013 and to make that recommendation to the full Library Board at their next meeting. Max Peters seconded the motion. The motion was passed unanimously.

Dennis Jerome adjourned the meeting at 3:27 p.m.

Respectfully submitted,

Mary Saxton  
Administrative Assistant  
Grand Rapids Area Library

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



### **Fund Statement(s)**

January 1, 2013 - March 31, 2013

### **Confidential and Privileged Information**

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

The Grand Rapids Public Library Endowment Fund (5350)

#### **For Questions Regarding This Statement:**

<b>Contact:</b>	Aurea Gerard
<b>Title:</b>	Partner Relations Associate
<b>Phone:</b>	651-325-4266 800-875-6167
<b>Email:</b>	<a href="mailto:aurea.gerard@mnpartners.org">aurea.gerard@mnpartners.org</a>
<b>Address:</b>	55 Fifth Street East, Suite 600 Saint Paul, MN 55101



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

January 1, 2013 - March 31, 2013

Prepared on: 4/26/2013

Prepared for: Grand Rapids Public Library

Fund ID: 5350

**Fund Activity**

<b>Beginning Balance on January 1, 2013</b>	\$	<b>29,260</b>
<b>Investment Activity</b>		
Interest & Dividends		113
Investment Gain/(Loss)		1,590
<b>Disbursements</b>		
Administrative Fees		(48)
Grants Paid		(1,286)
Investment Expenses		(34)
<b>Ending Balance on March 31, 2013</b>	<b>\$</b>	<b>29,596</b>
<b>Approved Grants to be Paid (Returned)</b>		<b>-</b>
<b>Uncommitted Balance on March 31, 2013</b>	<b>\$</b>	<b>29,596</b>

**Summary of Assets**

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	30,930	104.5%	5.7%	11.0%	9.8%	3.9%
Assets Awaiting Investment	(1,334)	-4.5%				
	<u>\$ 29,596</u>	<u>100.0%</u>				



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

**Fund Statement**

January 1, 2013 - March 31, 2013

There were no contributions during this statement period.



<b>Grants Paid (Returned)</b>		
<b>Paid Date</b>	<b>Organization</b>	<b>Amount</b>
03/12/2013	Grand Rapids Public Library	\$ 1,286
		<u>\$ 1,286</u>

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

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

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

**Fund Statement**

January 1, 2013 - March 31, 2013

**Available to Grant Activity**

<b>Amount Available to Grant from Previous Year</b>	-
Available to Grant in the current year	1,286
Grants (Paid)/Returned in the current year	(1,286)
<b>Amount Available to Grant as of March 31, 2013</b>	-
Grants Scheduled to be paid in the current year	-
<b>Uncommitted Amount Available to Grant as of March 31, 2013</b>	-

**Future Year Grant Commitments**



**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2013**  
*With Comparative Totals for April 30, 2012*

	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	328,858	368,148	368,148	
Compensated Absences	31,497	31,932	31,932	
Emergency/unanticipated Expenditures	51,625	31,354	31,354	
Major Equipment Replacement	14,203	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>426,183</b>	<b>431,434</b>	<b>431,434</b>	
<b>Revenues:</b>				
Taxes	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	1,640	1,766	11,182	16%
Fines & Forfeits	4,148	3,646	15,000	24%
Blandin Grant	-	2,261	-	0%
GR Library Foundation	5,030	23,947	-	0%
Miscellaneous	39,345	7,187	16,400	44%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>50,163</b>	<b>38,807</b>	<b>750,620</b>	<b>5%</b>
<b>Expenditures:</b>				
Personnel	168,173	169,450	530,955	32%
Supplies/Materials	27,547	25,101	87,600	29%
Other Services/Charges	35,702	39,333	132,065	30%
Blandin Grant	-	1,562	-	0%
<b>TOTAL EXPENDITURES</b>	<b>231,422</b>	<b>235,446</b>	<b>750,620</b>	<b>31%</b>
Revenues > Expenditures	(181,259)	(196,639)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	16,968	33,170	-	0%
<b>Fund Balance 4/30/XX</b>				
Cash Flow	130,631	138,339	368,148	
Compensated Absences	31,497	31,932	31,932	
Emergency/unanticipated Expenditures	51,625	31,354	31,354	
Major Equipment Replacement	14,203	-	-	
<b>TOTAL FUND BALANCE 4/30/XX</b>	<b>\$ 227,956</b>	<b>\$ 201,625</b>	<b>\$ 431,434</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$29,260 as of 12/31/12. This endowment is not available for current operations.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH APRIL 30, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 575,038	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	553	29%
211-00-34-00-7975	INTERNET	3,000	1,114	37%
211-00-34-00-7980	LIBRARY FEES	-	99	0%
211-00-35-00-1030	LIBRARY FINES	15,000	3,646	24%
211-00-37-00-2310	DONATIONS	2,500	2,655	106%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	100	10%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	100	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	398	199%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,286	92%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	23,947	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	1,866	53%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	607	34%
211-00-37-00-5100	INVESTMENT INCOME	6,000	175	3%
	TOTAL REVENUE	750,620	38,807	5%
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	302,714	87,466	29%
211-00-75-10-1030	SALARY-PARTTIME	101,400	29,339	29%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	599	20%
211-00-75-10-1210	PERA	29,066	8,466	29%
211-00-75-10-1220	FICA	24,857	6,877	28%
211-00-75-10-1250	MEDICARE	5,813	1,608	28%
211-00-75-10-1310	HEALTH INSURANCE	59,081	32,052	54%
211-00-75-10-1330	LIFE INSURANCE	246	110	45%
211-00-75-10-1335	DENTAL INSURANCE	1,778	550	31%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,380	79%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	1,952	24%
211-00-75-20-2020	COPY SUPPLIES	1,000	224	22%
211-00-75-20-2030	PRINTING/BINDING	400	93	23%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	762	19%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	565	28%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	240	24%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	34	10%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,872	144%
211-00-75-20-2110	BOOKS	38,000	10,007	26%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,130	79%
211-00-75-20-2130	NEWSPAPERS	1,000	333	33%
211-00-75-20-2140	PERIODICALS	7,000	199	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	691	23%
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	156	32%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	971	24%
211-00-75-30-3210	TELEPHONE	6,555	1,722	26%
211-00-75-30-3220	POSTAGE/FREIGHT	500	76	15%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	441	88%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	1,000	668	67%
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 APRIL 30, 2013

<b>Account Number</b>	<b>Account Description</b>	<b>2013 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	7,511	19%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	465	36%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	510	6%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,356	109%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,108	7%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	1,330	13%
211-00-75-30-4030	ONLINE SERVICES	4,000	1,258	31%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	2,005	67%
211-00-75-30-4100	EQUIPMENT LEASES	900	244	27%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	151	30%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	21	21%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	33,170	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	230	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,332	0%
	<b>TOTAL EXPENDITURES</b>	<b>750,620</b>	<b>268,616</b>	<b>36%</b>
<b>SURPLUS REVENUES(EXPENDITURES)</b>		<b>\$ -</b>	<b>\$ (229,809)</b>	

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/13
<b>ASSETS</b>					
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	144,001.88	144,001.88	0.00
211-00-00-00-1010	CASH	415,057.53	43,172.08	279,600.35	178,629.26
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	806.00	0.00	0.00	806.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	2,516.79	0.00	1,880.65	636.14
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	29,260.00	0.00	0.00	29,260.00
211-00-00-00-1321	DUE FROM US GOV'T	747.34	0.00	747.34	0.00
211-00-00-00-1550	PREPAID ITEMS	0.00	0.00	0.00	0.00
211-00-00-00-1620	BUILDINGS	14,128.88	132.00	14,128.88	132.00
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	7,664.88	5,234.73	2,430.15
<b>TOTAL</b>		<b>462,626.54</b>	<b>194,970.84</b>	<b>445,593.83</b>	<b>212,003.55</b>
<b>TOTAL ASSETS</b>					
		<b>462,626.54</b>	<b>194,970.84</b>	<b>445,593.83</b>	<b>212,003.55</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	263,127.35	253,274.88	7,111.96
211-00-00-00-2030	SALES TAX PAYABLE	0.00	115.59	147.19	31.60
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	10,245.02	10,245.02	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	806.00	0.00	0.00	806.00
211-00-00-00-2220	DEFERRED REVENUES	3,178.35	3,178.35	0.00	0.00
<b>TOTAL</b>		<b>31,193.80</b>	<b>276,666.31</b>	<b>253,422.07</b>	<b>7,949.56</b>
<b>TOTAL LIABILITIES</b>					
		<b>31,193.80</b>	<b>276,666.31</b>	<b>253,422.07</b>	<b>7,949.56</b>
<b>FUND EQUITY</b>					

DATE: 05/02/2013  
 TIME: 09:38:40  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 13

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/13
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	431,432.74	0.00	0.00	431,432.74
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	5,234.73	7,664.88	2,430.15
TOTAL		431,432.74	5,234.73	7,664.88	433,862.89
	FUND SURPLUS (DEFICIT)	0.00	229,808.90	0.00	(229,808.90)
TOTAL FUND EQUITY		431,432.74	235,043.63	7,664.88	204,053.99
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	511,709.94	261,086.95	212,003.55



# LIBRARY BILL LIST - MAY 8, 2013

DATE: 05/01/2013  
 TIME: 16:14:45  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/08/2013

VENDOR #	NAME	AMOUNT DUE
<b>PUBLIC LIBRARY</b>		
0113100	AMAZON.COM	126.30
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	200.79
0201428	BAKER & TAYLOR, INC	2,148.43
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0305485	CENGAGE LEARNING INC	119.92
0405500	DEMCO	2,608.81
0701650	GARTNER REFRIGERATION CO	2,795.00
0900060	ICTV	60.00
1021515	JUNIOR LIBRARY GUILD	74.00
1415377	NORTHERN BUSINESS PRODUCTS INC	173.74
1605665	PERSONNEL DYNAMICS LLC	54.00
1609925	PIZZA WORKS	11.99
1621505	PUMPKIN BOOKS INC	97.65
1805150	RECORDED BOOKS	396.00
1805346	REIF ARTS COUNCIL	12.00
1909510	SIM SUPPLY INC	365.93
1911093	DEENA SKAJA	150.00
2018680	TRU NORTH ELECTRIC LLC	108.43
2201170	THE TIMBERJAY	45.00
2209421	VIKING ELECTRIC SUPPLY INC	165.60
2209450	THE VILLAGE BOOK STORE	44.76
2405650	XEROX CORPORATION	25.21
	<b>TOTAL</b>	<b>11,518.16</b>
<b>CHECKS ISSUED-PRIOR APPROVAL</b>		
	<b>PRIOR APPROVAL</b>	
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,138.00
0718015	GRAND RAPIDS CITY PAYROLL	35,233.27
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	46.98
1309335	MINNESOTA SALES & USE TAX	43.42
1405850	NEXTERA COMMUNICATIONS LLC	97.53
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	2,340.74
1800149	RCB COLLECTIONS	41.20
2114356	UNIQUE MANAGMENT SERVICES	375.90
2205637	VERIZON WIRELESS	114.76
2209665	VISA	148.92
2301700	WASTE MANAGEMENT	233.25
	<b>TOTAL PRIOR APPROVAL</b>	<b>42,925.17</b>
	<b>TOTAL ALL DEPARTMENTS</b>	<b>54,443.33</b>

## **Director's Report May 2013**

### **Explanation of Agenda Items**

#### **G C 2 KAXE contract**

We will be using the KAXE/Rotary tent this summer for several programs, and they asked for a contract. There will be no charge for use of the tent.

#### **G C 4 Application for program grant from Blandin Foundation**

Amy, Bonnie and I also talked with Linda about reporting on the current grant for programs, (\$10,000 for July 2012-July 2013) and the possibility of applying for a grant for programs for next year. We have about \$500 left in the grant this year. She suggested a process for both. We will probably do the actual application in July.

#### **G R 3 Tables**

The Friends of the Grand Rapids Library generously provided us with a donation for new, much lighter tables for the meeting room. It will be much easier for staff and for the groups using the meeting room to rearrange the tables into a desired configuration. The amount is included in the Donation Resolution.

The old tables must also be formally disposed of. Donating them to Habitat for Humanity or to another non-profit is one option. Another option is to make some sort of announcement to non-profits that we are giving away tables. Yet another option is to use some sort of auction process. (the Police Department uses an auction process for surplus equipment)

#### **G R 5 Strategic Planning Process for 2014 (see separate proposal from Whitney Crettol)**

A proposal is attached, including a dollar amount. This is the process we talked about at the April meeting. Whitney reiterated that the dollar amount is a maximum. If the planning is accomplished in 2 sessions rather than 3, or the sessions are shorter, it will be less.

Amy, Bonnie and I met with Linda Gibeau, one of the grants team members at the Blandin Foundation, and laid out the unique process for libraries that we had used in 2009, and hoped to use again. Linda suggested contacting the Nonprofit Assistance Fund, whom Blandin supports for organizational development assistance for the non-profits that Blandin supports. If we find that they cannot provide the type of assistance we need, we can make the case to Blandin that the library planning process is unique and ask for partial funding. (I suspect that will be the case)

I have left a message with NAF to find out if they have ever done planning with Libraries, and what they might be able to do.

#### **Temporary Help**

Amy and I met with union steward Will Richter, AFSCME rep Tim Hoschel, and Tom Pagel and Lynn DeGrio to talk about the use of temporary employees to provide fill-in help at the reference and circulation desks when people are absent. Personnel Dynamics provides the employment relationship. We have several people trained to work at circulation and reference.

#### **Energy Project update**

The dashboard is still under development. Adam Salmela, of Gartner Refrigeration, will continue working on the technical details. He has been providing input throughout the entire

project. Adam installed the heating system controls several years ago and has been working on the system regularly since then.

## **Assistant Director's Report May 2013**

### **Teens**

*Teen Advisory Board meeting  
April 2013*

Members present: Paige C., Gabby L., Emi S., Josh C., Jacob C., Jonas T., Elizabeth T.

Members discussed the Teen Photo Contest. Decided to do 3 categories: Enhanced, Not Enhanced, and Beneath the Surface.

Members discussed the Chair Affair fundraiser for the Library Foundation. At the May meeting we will paint a chair. We talked about ideas and something that could be finished in an hour. The May meeting has been changed to Tuesday May 21.

There were 20 entries in the Teen Room monthly drawing. Paige C. and Kaitlin S. were the winners.

April was National Poetry Month and there was an activity for teens. I gave 3 clues for poems. Teens found the poems in the stacks by following the clues. There were 14 teens that participated!

### **Staff**

John and Tracy continue their reference class.

### **Operations**

I have a display of cultural diversity books in the teen area, mostly fiction titles. The 7<sup>th</sup> grade at RJEMS does a cultural diversity project during the 4<sup>th</sup> quarter.

Check-outs	15,128	54,798	54,173	3,479	1.15%
Renewals	2,069	7,610	7,146		6.49%
Total Circulation	17,197	62,408	61,319		1.78%
Returns	17,815	60,771	60,584		0.31%
New cards	118	434	453		-4.19%

**TECHNICAL PROCESSES** **THIS MONTH** **YTD** **YTD 2012** **Door count** **2012 comparison**

Books cataloged and processed	531	2,275	2,177	12038	16.99%
Withdrawn copies	285	1,048	1,288		
Withdrawn Titles	279	1,015	1,058		

**REFERENCE** **THIS MONTH** **YTD** **YTD 2012**

tests proctored	921	3,645	3,170	
computer help over 5 minutes	17	35	31	
	6	29	11	

**INTERNET** **SESSIONS** **HOURS** **YTD SESSIONS** **YTD HOURS** **2012 YTD SESSIONS** **2012 YTD HOURS**

Pharos sessions ***	1,801	1,034	6,369	3,719	6,856	4,088
---------------------	-------	-------	-------	-------	-------	-------

**Non-Pharos sessions** **PEOPLE** **HOURS** **YTD PEOPLE** **YTD HOURS**

<b>VOLUNTEERS</b>	99	285	137	
	33	208.75	101	821.50
				775.75

**MEETING ROOM** **GROUPS** **PEOPLE** **YTD GROUPS** **YTD PEOPLE** **2012 YTD GROUPS** **2012 YTD PEOPLE**

COMMUNITY ROOM	37	1,146	123	3,641	113	2,748
GROUP STUDY ROOM	12	77	58	421	59	351
<b>Total Mtg Rm Use</b>	49	1,223	181	4,062	172	3,099

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

BOOK TIME	8	203	26	571	24	564
SATURDAY STORY TIME	3	179	24	707	15	691
CLASS VISITS	6	105	21	329	18	279
NON SCHOOL GROUPS	3	145	8	453	11	337
CHILDREN'S PROGRAMS	3	41	14	283	12	120
TEEN PROGRAMS	23	673	93	2,343	80	1,991
<b>Total Youth Programs</b>						
<b>Total Adult Programs</b>	7	160	21	536	25	260

**BOOKINGS & ARRANGEMENTS** **HRS THIS MONTH** **HRS YTD** **HRS YTD 2012** **TOTALS**

<b>HRS THIS MONTH</b>	10.5	41	38
<b>TOTALS</b>			

## Children's Library Summary April 2013

April has been a busy month, even without any Legacy events. We have a new Legacy coordinator at ALS, so we are between calendars right now. Monday Book Times in April were well-attended, but Saturdays were amazing! We averaged 60 people at each. We really need to look at offering two sessions on Saturdays, as the interest seems to keep growing.

This month, we also had visits from CJEMS/SPED and GRHS/SPED, Julie Roy-Dahline's 4<sup>th</sup> graders from Southwest, and Sugar Point and Ball Club Headstart classes. The May calendar is filling up quickly with end-of-the-school-year visits from many area classrooms.

Spotlight on Books, an annual event at Ruttger's Sugar Lake Lodge for teachers, librarians and others interested in children's literature, took place April 11 – 13. This was the 25<sup>th</sup> anniversary of this wonderful event. Tracy and I both attended, with Tracy doing a short presentation on Project Read. "Celebrities" included Minnesota author, Susan Marie Swanson, summer reading illustrator, Scott Nash, Minnesota Book Award winner, David LaRoche, and Newbery author, Karen Cushman, whom I got to introduce! We had also scheduled a short tour of our Smart Play Spot, but road conditions on Friday morning prohibited that.

April 18, I represented the library at Kindergarten Round-up. I chatted with about 150 families. Our poster reminding people that we loan fishing rods and life vests is always a big hit with dads, although one mom took a picture and posted it to her facebook page! We discovered that very few soon-to-be kinders know how to tie a bow, or buckle a shoe. Darn that Velcro!

"Hotel Transylvania" was our offering for Family Movie Night on Thursday, April 25. Twenty people attended. Families prefer new releases, but our license to show movies isn't for ALL companies, so it has been a real challenge lately to find films that are rated G or PG.

Saturday, April 27, Tracy and her two daughters, Patty and Kate, manned the Library booth at the Children's Fair. Tracy estimates that they made contact with at least 576 people! All interested parties were invited to make an earthworm stick puppet, in keeping with our summer reading theme, "Dig into Reading."

Looking ahead:

- Saturday, May 18: we kick off our summer reading program with a Children First event featuring the artists of the Creativity Tank. All ages are welcome to attend "Dig into Masks. No preregistration is required. Under age 6 must be accompanied by an adult.
- Thursday, May 23: Family Movie Night – "Journey to the Center of the Earth."
- Thursday, May 30: "Dig in the Dirt" with Jennifer Behm. Plant some seeds, get some gardening tips.
- Saturday, June 1: Saturday Story Times begin.

## **Library Volunteer and Program Report for April 2013**

### **April Volunteers**

33 volunteers/208.75 hours (Library Board, and Teen Advisory Committee are included in this report. The Program Committee and Friends Board did not meet in April.)

### **Volunteer Activities**

- Receiving, sorting and shelving books in the book store
- Shelving books and sorting periodicals
- Shelving books in the Children's library
- Pull list
- New York Times best seller list
- Repairing of window shade pulls in the meeting room & repairs on the Children's Smart Play Spot
- Bringing used books and magazines to nursing homes

### **Board & Program Committee Volunteers**

**Library Board:** 5 volunteers/8.5 hours

**Teen Advisory Board:** 7 volunteers/7 hours

### **The following programs were offered in April:**

#### **The Character Driven Plot: Creative Writing Seminar—Rapids Reads Program**

*Lisa Marcis, Presenter Thursday, April 4, 7:00 p.m.* 10 attended. Excellent presentation.

#### **Conversations About Conversations—Rapids Reads book discussion**

*Tuesday, April 9, 7:00 p.m.*

Program Committee member, Matt Norton prepared discussion questions and was to lead the discussion. No one showed up. (oops!)

#### **Toni Stone: First Woman to Play Professional Baseball in the Negro Leagues**

*Thursday, April 18, @ 7:00 p.m.*

This program featured a Minnesota History Player funded by the Legacy Fund. It was the evening of a horrible snowstorm—weather advisory for no travel! 2 people showed up as did the presenter. The program was exceptional! Too bad so few could see it.

#### **Introduction to Beekeeping**

*Saturday, April 27, 10:00 a.m.*

Offered in collaboration with Itasca Master Gardeners. Gene Curnow presented. 23 attended. Very well done.

**Backyard Chickens**

*Saturday, April 27, 12:00 noon*

This program was offered by Itasca Farm Service manager, Dan Brown. 27 people attended.

**Opportunity Knocks! Community Opps for 20-30 Somethings**

*Tuesday, April 30, 5:30-7:00 p.m.*

43 exhibitors set up on tables in the community room to talk about ways 20-30-somethings might engage in the community in volunteer, recreational or cultural activities. 31 attended. Wild Thyme Catering prepared appetizers and the Boreal Brewers served home-made root beer. Lots of energy! The room was crowded but this was a great first try at this sort of event. Much was learned that will be used to grow the event in the future.





# INVOICE

**BRANCH ADDRESS**  
 MOUNTAIN IRON  
 8405 ENTERPRISE DR NORTH  
 MOUNTAIN IRON MN 55768

**SHIP TO (SAME AS "SOLD TO" UNLESS SHOWN)**  
 CITY OF GRAND RAPIDS  
 140 NE 2ND STREET  
 GRAND RAPIDS, MN 55744

**INVOICE DATE**  
 05/01/13 ORIGINAL  
**INVOICE NUMBER**  
 MN13-255108

PH (218) 749-8663  
 FAX (218) 749-1531 **RECEIVED**

**PO / RELEASE NUMBER**  
 LIBRARY 043013

MAY 01 2013

**SOLD TO**  
 CITY OF GRAND RAPIDS  
 420 N POKEGAMA AVE  
 GRAND RAPIDS, MN 55744

**REMIT TO:**  
 P.O. BOX 98412  
 CHICAGO IL 60693

ENT BY: MN130949

TAKEN BY: SS

PAGE 1 OF 1

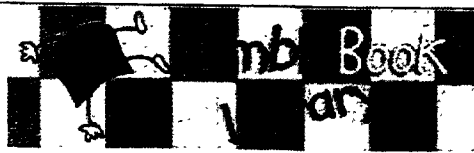
ORDER DATE 04/30/13	TERMS 1% 10&25th NET 30	SHIP DATE 05/01/13	SHIP VIA DIRECT SHIP UPS GROUND SERVICE	ACCT NUMBER 777552-02	F.O.B FOB ORG, FRT PP&ADD
ORDER DUE DATE 04/30/13	OCN OCN: 167231	COMMENTS			

LINE	VEN	MINO	DESCRIPTION	CUSTOMER INFORMATION	CUST PO ITEM	QUANTITIES			UNIT PRICE	UNIT	NET AMOUNT
						ORDER	B/O	SHIPPED			
1	00375	V 47002	01812718			6	0	6	37.820	EA	226.92
5VX490 SUPER HC V-BELT STD V-BELTS											
2	00375	V 37810	00739058			6	0	6	10.310	EA	61.86
29 HI-POWER V BELT TD V-BELTS											

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		RESTOCKING	PCT	AMOUNT		
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**TUMBLEBOOK LIBRARY** is an annual subscription to an online collection of TumbleBooks – animated, talking picture books which teach kids the joy of reading in a format they'll love. The TumbleBook Library provides enrichment to students who are reading independently with a variety of high interest material. It also provides support to students who require skill building with a variety of exercises that can be matched with other areas of the curriculum.

The TumbleBook Library collection is accessed online from every computer in your school or library with Internet connection, or from home through a direct link on your school or library website. A subscription to TumbleBook Library for 12 months allows your school or library UNLIMITED remote access to the entire collection from school, library, and home. Each school will have its own account for reporting/tracking purposes - Includes free posters, bookmarks, puzzles, games, manual and automatic mode, and Spanish and French options.

Product	Single School List Price for 1-year	Discounted 1-year subscription price
TumbleBookLibrary	\$499	<del>1200.00</del>

Pricing based on multi-site bundle discounts for 5 Northern Lights Library Network members. Pricing is valid only if all 5 purchase orders are received at Mackin by 5/31/2013.

**Provided by MACKIN EDUCATIONAL RESOURCES  
to Grand Rapids Area Library on April 23, 2013**

**MACKIN**  
EDUCATIONAL RESOURCES

3505 County Road 42 West  
Burnsville, MN 55306  
800-245-9540

Questions?  
Please contact Brian Cretzmeyer at  
[brian.cretzmeyer@mackin.com](mailto:brian.cretzmeyer@mackin.com) or  
952-500-0811

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

**INVOICE**

DATE: 5/1/2013  
 INVOICE #: 237617

**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

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
4	04-02 Placements	8.95	35.80
4	04-09 Placements	8.95	35.80
5	04-16 Placements	8.95	44.75
7	04-23 Placements	8.95	62.65
2	04-30 Placements	8.95	17.90
5	Credit for accts closed by client prior to beginning the collection process	-8.95	-44.75

<b>TOTAL</b>	<b>\$152.15</b>
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Thank you for your business.

# *Whitney Crettol Consulting*

7354 Comfort Point Road

Britt, MN 55710

(218) 741-2623

wcrettol@gmail.com

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## Strategic Planning Proposal for the Grand Rapids Area Library

April 30, 2013

It is my understanding that the Grand Rapids Area Library is seeking the services of an outside consultant to facilitate its next round of strategic planning. Since the previous Plan was developed, the composition of the Library Board has changed significantly. In addition, the Library is entering a transition period during which the Library Director position will be filled. Key areas to be addressed during this planning process include an examination of current community needs and additional support during the action planning phase (e.g. identifying areas for reallocation).

### 1. Consultant Experience

My educational background includes a Masters degree in Planning & Public Affairs from the University of Minnesota's Humphrey Institute, and a Bachelor's degree in Psychology. In addition, I have a total of 22 years applied experience in planning and administration primarily in the human services field, including 12 years of independent consulting. I have worked in state government, planning & research organizations, grassroots nonprofits, and one of the nation's largest Community Action Agencies. I practice a mission-driven philosophy of serving the public good, and have dedicated both my career and volunteer efforts to public service and the nonprofit community.

Over the past five years, I have facilitated strategic planning with 27 public libraries in the Arrowhead region, and with the Superior Public Library. I have incorporated many components of the American Library Association's Strategic Planning for Results and Implementing for Results methodology into this work.

### 2. Planning Process Detail & Timeline

A proposed planning process is outlined below, consisting of four major phases. During the first phase, the Consultant will work with Library leadership to identify any special considerations and modify the process as needed.

#### **Phase I: Planning to Plan**

This phase lays the groundwork for planning.

A. Launch Meeting (*Consultant & Library Director – by telephone*)

- Review planning objectives
- Determine Strategic Planning Team composition
- Plan information gathering and methods
- Set overall planning schedule, meeting dates, and logistics

B. Information Gathering & Review

- Review existing information sources about the Library's internal and external environments (service data, community indicators) (*Provided by Staff to Consultant*)
- Conduct a staff focus group utilizing an outcome-focused SWOT analysis (*Facilitated by Consultant*)
- Conduct two (2) focus groups with community leaders (*Facilitated by Consultant*)
- Analyze data and translate into summary form for use in the planning retreats (*Consultant*)

**Phase II: Planning Retreats**

To ensure broad participation and buy-in, the Library's Planning Team should include representatives of key stakeholder groups (e.g. board members, library staff / management, Friends, Foundation). A series of three retreats with the Planning Team is recommended to cover core elements of the strategic plan. Spacing these retreats approximately two weeks apart will allow time between sessions for interim tasks as needed, without losing momentum.

The Consultant will develop planning exercises tailored to the needs of the Library. Active, hands-on methods will be utilized to keep participants engaged in the process including a mixture of individual, small group, and large group activities (*Facilitated by the Consultant*).

RETREAT #1: Clarify the Library's Underpinnings & Environment (6 Hours)

- Organizational values / values "audit"
- Environmental scan - review and discuss information collected about the Library's internal and external environments
- Mission statement – Round 1
- Establish "short list" of potential library service responses

RETREAT #2: Establish Priorities (4 - 6 Hours)

- In-depth review and discussion of potential library service responses
- Selection of top service priorities
- Discussion of mission and organizational values – Round 2

RETREAT #3: Develop Strategic Direction (6 Hours)

- Translate top priorities into goal language
- Identify current and potential strategies for accomplishing each goal
- Finalize mission and organizational values drafts
- Next steps & wrap up

### **Phase III: Action/Implementation Planning**

The Consultant will facilitate a series of enhanced action planning sessions with library management and staff to cover the following:

- Evaluate effectiveness of current and potential strategies for each goal area.
- Develop detailed action plans for each goal (specific tasks, timelines & responsible parties) for first year of implementation.
- Identify areas for re-allocation (current non-priority, ineffective, and inefficient strategies).
- Establish progress indicators/outcome measures for each goal.
- Implementation planning (identify roles and process for monitoring progress and updating action plans).

### **Phase IV: Preparation of Written Plan & Follow-up**

The Consultant will prepare a Strategic Plan document which summarizes the planning process and results. This document will be delivered to the Library within two weeks of the final planning session. The Consultant and Library Director will participate in a telephone conference to review the document, debrief on the process, and discuss any additional follow-up support desired by the Library.

### **Proposed Timeline**

All phases of the planning process can be completed during a five-month period. In order to achieve this, the initial “launch” telephone conference is recommended to take place as soon as possible in January.

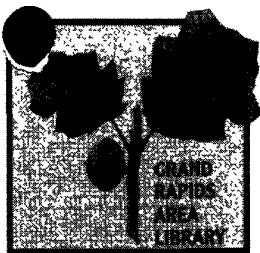
Planning Phase	January 2014	February	March	April	May
I: Planning to Plan					
II: Planning Retreats					
III: Action Planning					
IV: Plan Document & Follow-up					

### 3. Consulting Cost

The total cost for strategic planning facilitation, as proposed here, will not exceed \$9,565.  
This cost breaks out as follows:

▪ Professional time: 66 hours @ \$115/hour	\$ 7,590
▪ Travel time (reduced rate): 30 hours @ \$35/hour	\$ 1,050
▪ Expenses (mileage, long-distance telephone, retreat materials, etc.)	\$ 925
<b>Total Project Maximum:</b>	<b>\$ 9,565</b>

Should the Library wish to modify the work plan or include additional elements not described here, I would be happy to provide a revised estimate. Please feel free to contact me at (218) 741-2623 with any questions you have regarding this proposal.



May 1, 2013

Library Board Members

City Council Members

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

I am somewhat abashed to request that my resignation effective May 2 be withdrawn and rescinded. The City of Santa Fe is experiencing an unexpected but severe fiscal crisis and has implemented a hiring freeze. I have no assurance of a stable position there in the foreseeable future.

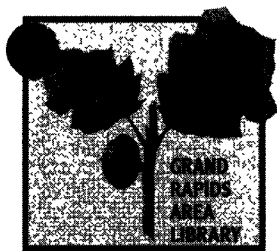
I hope to continue to provide leadership for the Grand Rapids Area Library.

Thank You for your consideration.

A handwritten signature in black ink, appearing to read "Marcia Anderson". The signature is written in a cursive, flowing style.

Marcia Anderson





May 8, 2013

Deena Skaja  
782 Lake Street  
Deer River, MN 56636

Deena Skaja:

I am pleased that you and your daughters will provide a program of music for Grand Rapids Area Library's reception honoring its volunteers on Wednesday, May 8, 2013 at 12:30 p.m. Please let me know if you have any set up needs library staff should be aware of.

The Library will pay you an honorarium of \$150 for your appearance. Payment will be mailed to you following the May Board Meeting. If these arrangements are agreeable, please sign below and complete and return one copy of this letter and the enclosed W9 to help us in processing the paperwork for your payment.

My e-mail is: [manderso@arrowhead.lib.mn.us](mailto: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: W-9 form

These terms are acceptable:

Deena Skaja  
Signature

5/13/13  
Date

Approved for the Board of Directors:

Shirley Bork Vice President for  
Board President

5/8/2013  
Date

Event Date: **June 6 & 20, July 11 & 16, August 8, 2013** Event Name: **Library Summer Children's Programs**

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## Terms and Conditions

The term "KAXE" shall refer to Northern Community Radio, Inc. and KAXE-FM, its officers, directors, employees, successors and/or assigns, and any person or organization duly authorized and designated in advance as such to act on behalf of Northern Community Radio, Inc. and/or KAXE-FM.

The term "Renter" shall refer to the individual, group, organization, or business named in the contract

The term "Executor" shall refer to the individual/agent authorized to act on behalf of the "Renter" to enter into the agreement, sign the contracts, and provide required supporting documentation and payments.

The term "TENT" shall refer to the Rotary Tent and the KAXE Amphitheater as a venue premises in its entirety. The TENT *does not* include the KAXE Station Building, KAXE Business or Personal Property, or KAXE Equipment, except as otherwise expressly stated in the contract.

In addition to the following Contract, all Individuals, community groups or organizations, and businesses intending to rent the KAXE Amphitheater and the Rotary TENT as venue for their event must meet the following criteria.

To further KAXE's Mission to build community  
To respect the ecology of the Mississippi River  
To respect the neighborhood & be safe

## Contract

**Access:** *KAXE maintains the right of refusal and/or to grant access to the TENT at its sole discretion. KAXE makes no warranty, either express or implied, as to the suitability of the TENT for, or the outcome of, any given event. KAXE cannot and does not guarantee the availability of the TENT for rental on a specified date, except as provided upon execution of the contract, acceptance of required deposits, and confirmation of licenses, permits, and/or insurance documentation required.*

**Compliance:** *Renter/Executor are responsible for compliance with all applicable federal, state, county and city laws and ordinances that may be applicable to the proposed event, including but not limited to permits and licenses, insurance, hours of operation, noise levels, health, sanitation and safety. Responsibility for ensuring appropriate compliances are met, as well as liability and damages related to non-compliance, are the sole responsibility of the Renter/Executor.*

**Alcoholic Beverages:** *No sales of alcoholic beverages shall be permitted at any event without prior verification by KAXE that Renter/Executor have obtained the proper state and local licenses, permits and insurance required to do so. Any liability and/or damages related to the service or sales of alcoholic beverages at any event are the sole responsibility of Renter/Executor.*

**Event Size:** *All events should be size appropriate. Renter/Executor are responsible for ensuring that ticket sales do not exceed the reasonable capacity of the venue for the intended event. Maximum capacity under the Rotary Tent is 300 persons with chairs, 200 persons with tables and chairs, not including other equipment. Maximum capacity of the KAXE Amphitheater area inclusive of the Rotary Tent is 500 persons, not including tables, chairs, or other equipment.*

**Equipment:** *The Rotary Tent was gifted to KAXE by The Grand Rapids Evening and Centennial Rotary Clubs, purchased through Lefty's Tent and Party Rental. In keeping with a non-competition agreement between the Rotary Clubs, KAXE, and Lefty's, all equipment rentals, tables, chairs, tents, accessories, etc. must be obtained through Lefty's. In the event Lefty's is unable to provide the items requested Renter/Executor may utilize an alternate source, upon confirmation. Responsibility for securing and paying for equipment rentals, as well as any liability and/or damages related to such equipment rentals, shall be the sole responsibility of Renter/Executor.*

**Sound:** *Event sound equipment and production is not available through KAXE except as expressly agreed in writing. Pricing for sound by KAXE, if agreed, will be in addition to the rental fees charged. Renter/Executor is responsible to obtain any sound services at their option and expense. Proper noise control must be maintained at all times during the event in accordance with local ordinance and the provisions of this contract. Responsibility for securing sound equipment rentals, payment for equipment rentals, noise control, liability and damages are the sole responsibility of the Renter/Executor.*

**Power:** *KAXE shall provide reasonable power to the TENT consisting of a portable power Cart, 150 feet of cable, and receptacles, with a capacity of up to 50 Amps. Power services stated are included in the rental fees charged unless otherwise stated in the contract. Renter/Executor maintains responsibility for power equipment used during the event except while under the direct custody and control of KAXE. Responsibility for loss or damage to power or electronic equipment or injury to persons in connection with power supply service during the event shall be the sole responsibility of Renter/Executor.*

**Parking:** *Free Parking is available, on the street and in the Grand Rapids Public Library Parking Lot. Renter/Executor is responsible for working with the Library to ensure that event parking does not interfere with normal Library operations, and ensuring compliance with all local parking ordinances. KAXE's parking lot shall be reserved for staff and volunteers working at the station unless otherwise stipulated in the contract. KAXE shall not be responsible for parking, parking violation fees, vehicles, damages or liability for any vehicles on or off the premises in connection with any event.*

**Grounds:** *Driving of stakes, erecting of structures and/or fixtures requiring soil penetration of greater than 6" (six inches) is not permitted without the express written consent of KAXE. When such activities are necessary for an event and approved by KAXE, a minimum of 15-days notice is needed for KAXE to arrange staking of underground utility services prior to the event. Renter/Executor shall be responsible for ensuring TENT grounds are maintained and returned to KAXE in the same good and clean condition as existed at the time of rental, and maintains responsibility for any damages to TENT grounds or persons during the rental period.*

**Sanitation:** *Renter/Executor must provide appropriate numbers of refuse containers and portable toilets for the anticipated number of persons attending the event. Responsibility for securing proper sanitation equipment, payment for equipment rentals, proper disposal and payment for disposal fees, liability and damages resulting from sanitation services or improper sanitation are the sole responsibility of the Renter/Executor.*

**Security:** Renter/Executor is responsible for ensuring the event does not interfere with KAXE Radio Broadcast, or disturb the peace of local residents or businesses. In the event security personnel are required to protect persons and/or equipment during an event, Renter/Executor shall be responsible for providing said services at their expense. Responsibility for securing event security, payment for security equipment and/or personnel, liability and damages connected with security equipment and personnel or improper security are the sole responsibility of the Renter/Executor.

**Fees:** Rental Fees are subject to change without prior notice. Current rates are as follows:

Daily Rate - Person or Business \$75.00  
Daily Rate - Non-Profit \$50.00 (must be registered as an active Charity with MN Attorney General's Office)  
Multi-day Rate By Quote Only

**Security Deposit:** A deposit of \$25.00 is required to secure your event reservation. Security Deposits are refundable in the event of cancellation, except as follows: If an event is cancelled within 30 days or less of the scheduled event date, KAXE will retain the deposit to defray administrative costs. Renter/Executor shall provide proof of liability insurance, liquor liability insurance, liquor license, and/or event insurance as needed prior to the event.

**Payment Schedule:** Payment may be made by check or money order payable to KAXE. We also accept Visa and MasterCard. Unless otherwise stated in the contract, the payment schedule shall be as follows: Deposit due to secure your reservation with the balance due no later than two business days prior to your event date. Late Cancellation Fees, if any, shall be deducted from refund proceeds.

**Emergency:** Renter/Executor is responsible for providing proper emergency planning. Renter/Executor is responsible to notify Meds-I-Ambulance Service prior to the event, as well as any other local authorities required. Responsibility for securing event emergency services, equipment and personnel, payment for emergency equipment and personnel, liability and damages resulting from any emergency connected with the event are the sole responsibility of the Renter/Executor.

**Insurance:** Responsibility for securing event Insurance, liability insurance, and/or food/alcoholic beverage service insurance, payment for such insurance, liability and damages related to such event shall be the sole responsibility of the Renter/Executor. Proof of required insurance(s) is required at the time of deposit to secure the event reservation.

**Liability:** Northern Community Radio, Inc. (KAXE) shall not be liable for any damage to persons or property, either on or off the premises, in connection with the proposed event, the rental of the venue premises, or other rental property. Any and all liability for property damage or personal injury, to KAXE or others, shall be the sole responsibility of the executor of the rental agreement. Proof of insurance is required at the time of deposit to secure event reservation.

**Weather:** Renter/Executor understands and agrees that the KAXE Amphitheater is an outdoor venue subject to weather conditions that are beyond the control of KAXE and outside the scope of this contract. Renter/Executor further understands and agrees that the TENT is a temporary structure designed to provide limited protection from weather conditions such as sun and rain, and that there may be situations, included but not limited to strong winds and lightning, in which the TENT will not provide protection and may even be damaged or blown over. When severe weather threatens the area where the TENT is located, evacuation of the TENT is recommended to avoid possible injury. Renter/Executor understands and agrees that in severe weather events, people must leave the TENT and seek shelter elsewhere, and that KAXE shall not be liable for event disruption due to weather conditions.

**Non-Waiver:** By entering into this rental agreement, KAXE does not intend to waive, and expressly reserves all of the rights and defenses it may have, or that may arise in connection with this agreement, or at law.

**Severability:** If any part of this agreement is amended, agreed by both parties to not apply, or deemed invalid by proper authority, it is agreed by both parties that the remainder of the contract shall remain in full force and effect without prejudice to either party.

**Northern Community Radio, Inc. (KAXE)**, a non-profit Minnesota Corporation (Owner), and **Grand Rapids Area Library** (Renter) A/an Other: Specify agree to the following Rental: Local Government Entity  
Name Type

Subject to agreement of both parties to the terms and conditions stated herein, and both parties being legally able to enter into said contract, and duly authorized to do so, in consideration of \$ ~~Waived~~ to be paid in accordance with the payment schedule, [IN-KIND DONATION]

KAXE agrees to rent **The KAXE Amphitheater**, including **The Rotary Tent**, to Renter for the period:

June 6, 2013 12:00 pm - 2:00 pm  
June 20, 2013 12:00 pm - 2:00 pm  
July 11, 2013 12:00 pm - 2:00 pm  
July 16, 2013 2:00 pm - 5:00 pm  
August 8, 2013 12:00 pm - 2:00 pm

Said rental shall include the following \_\_\_\_\_ -or-  None

Renter agrees to comply with all terms and conditions stated in the contract and to use and return rental property to KAXE in the same good and clean condition as it was delivered to renter:

Signature: [Signature] Renter/Executor Name/Title, Company: \_\_\_\_\_ DATE: 5/8/2013  
Signature: [Signature] Northern Community Radio, Inc./KAXE DATE: 5/10/13

I, Amy Dettmer, in my capacity as  
Assistant Library Director, do hereby attest  
TITLE OR CREDENTIALS

and affirm that The Grand Rapids Area Library does carry and maintain sufficient liability insurance to satisfy the terms of the **Rotary Tent Rental Agreement** (attached) concerning the event dates specified. It is further affirmed and agreed that all rental terms shall remain in full force and effect for the rental period(s) specified in the agreement, and that **Northern Community Radio (KAXE)** does not waive any of its rights under the terms of the contract in connection with these events or the rental agreement, without regard to the provision of a proper certificate of liability insurance.

*I further attest that the above statement is true and accurate to the best of my knowledge and belief, and understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability allowed by law.*

[Signature] 5-10-13  
SIGNATURE ATTESTANT FOR RENTER/EXECUTOR DATE

[Signature] 5-10-13  
SIGNATURE NORTHERN COMMUNITY RADIO, INC./KAXE DATE





115831

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/7/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (218) 326-9404 Wells Fargo Insurance Services USA, Inc. 220 First Avenue Northwest Grand Rapids, MN 55744-2700	<b>CONTACT NAME:</b> Brian Polovina <b>PHONE (A/C, No, Ext):</b> 218-326-9404 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 866-510-9593													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: League of Minnesota Cities Insurance Trust (LMCI)</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: League of Minnesota Cities Insurance Trust (LMCI)		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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<b>INSURED</b> City of Grand Rapids 420 Pokegama Avenue N  Grand Rapids MN 55744															

**COVERAGES****CERTIFICATE NUMBER:** 6020580**REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			CMC35060	1/1/2013	1/1/2014	EACH OCCURRENCE	\$ 1,500,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,500,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
A	<b>AUTOMOBILE LIABILITY</b>			CMC35060	1/1/2013	1/1/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,500,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b>						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N		N/A				E L EACH ACCIDENT	\$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE	\$
							E L DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Coverage Only.

RE: Library Children's Programs in the Rotary Tent on 6/6/13, 6/20/13, 7/11/13, 7/16/13 and 8/8/13.

**CERTIFICATE HOLDER**

Northern Community Radio, Inc. (KAXE)  
 260 NE 2nd St  
 Grand Rapids, MN 55744

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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