

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

August 15 , 2018 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Benolken, MacDonell, Tabbert,*
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**
Annual Report Acknowledgement
Minnesota Foundation 2nd Quarter Statement
Itasca Co. Tax transmittal letter
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**
Approve Financial reports and payment of bills as listed
- 5:20 **E. Staff Reports (Packet Items E__)**
- 5:25 **F. Old Business:**
budget
- 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**
Unique Management Services July placements \$179
 2. **Approve Contracts and payment to presenters**
 - a. Jodi Nordlund “Cooking with Carrots” Aug 9, \$50
 3. **Approve Resolution 2017-10 Accepting Donations**
\$200 from Splithand Township
\$1690.37 from Friends of the Library for mobile shelving unit
\$42.00 from Neal Nicolaus and Susan Johnston for *Sun* Magazine
- Regular agenda**
1. **Authorize accepting low quote of \$3384.00 from SHI for wireless access points**
 2. **Green Card Voices Display**
 3. **Authorize purchase of and payment for 21 computers from Tech Soup for \$6,153.00**
- 6:00 **Adjourn**
- .

Grand Rapids Area Library Board Regular Board Meeting

July 11, 2018 Meeting

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

Roll Call:

Members Present: Sue Zeige, Lisa Tabbert, Jean MacDonell, Deb Kee, Dennis Jerome, and Shannon Benolken

Members Absent: Richard Thouin, Max Peters, Randy McCarty

Staff Present: Marcia Anderson

Public Comment:

A. Approval of Agenda: A motion was made to approve the agenda by Shannon Benolken and was seconded by Lisa Tabbert, the motion was passed unanimously.

B. Minutes: A motion was made to approve minutes by Deb Kee and was seconded by Jean MacDonell, the motion was passed unanimously.

C. Communications

D. Financial Report

- a. A motion was made to approve the financial reports and payment of bills as listed by Sue Zeige a second was made by Shannon Benolken. On a roll call vote the motion was passed unanimously.

ALPHA PUBLIC LIBRARY BILL LIST - JULY 11, 2018

DATE: 07/05/2018
 TIME: 15:07:53
 REPORT ID:AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY

PAGE: 1

INVOICES DUE ON/BEFORE 07/11/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	3,053.43	84.18
0113233	AMERIPRIDE SERVICES INC	2,430.65	53.36
0114200	ANDERSON GLASS	4,249.37	400.00
0201428	BAKER & TAYLOR LLC	15,664.52	2,017.63
0221700	BUSY BEES QUALITY CLNG SVC INC	10,200.00	1,700.00
0301530	CANON FINANCIAL SERVICES, INC	402.00	67.00
0405500	DEMCO INC	4,166.41	198.35
0718015	GRAND RAPIDS CITY PAYROLL	3,548,835.10	39,222.96
0805107	HEARTLAND PAPER COMPANY	364.15	117.29
0914800	INVEST EARLY PROJECT	4,400.00	480.00
1015337	MICHELLE JOHNSON	184.95	125.00
1209516	LINCOLN NATIONAL LIFE	8,425.21	39.00
1309199	MINNESOTA ENERGY RESOURCES	21,886.31	151.53
1309335	MINNESOTA REVENUE	25,303.08	61.07
1309525	MINITEX	0.00	1,685.00
1405850	NEXTERA COMMUNICATIONS LLC	2,695.33	82.10
1415377	NORTHERN BUSINESS PRODUCTS INC	10,394.35	188.53
1516220	OPERATING ENGINEERS LOCAL #49	621,977.00	11,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	3,644.62	243.80
1605665	PERSONNEL DYNAMICS LLC	7,235.98	409.49
1621130	P.U.C.	164,597.90	3,159.90
1903340	SVL SERVICE CORPORATION	0.00	2,595.00
1909510	SIM SUPPLY INC	8,271.45	333.28
1915248	SOFTWARE HARDWARE INTEGRATION	55,270.92	18.00
2114356	UNIQUE MANAGEMENT SERVICES	689.15	80.55
2114750	UNUM LIFE INSURANCE CO OF AMER	1,552.26	19.27
2205637	VERIZON WIRELESS	21,563.14	52.04
2209421	VIKING ELECTRIC SUPPLY INC	854.51	356.83
2308300	BETSY WHIRLEY	750.00	250.00
TOTAL ALL VENDORS:			65,407

Staff Reports:

Old Business:

- a. Budget: Discussion of approaching townships and County for increasing levy for library services.

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 public. A motion was made to approve the consent agenda as submitted by Lisa Tabbert, a second was made by Max Peters. On a roll call vote the motion was passed unanimously.

A motion was made by Shannon Benolken, a second was made by Deb Kee

1. Approve payment of late bills (none)
2. Approve contracts and payment to presenters
 - a. Behm, July 26, *Our Backyard*, \$125
 - b. Magner, July 12, *Our Backyard*, \$125
3. Approve Resolution 2017-08 Accepting Donations
 - a. \$133.82 from Friends of the Library for Children's Programs supplies
 - b. \$225 from Circle of Healing for Children's books in honor of Joan Bibeau

Regular Agenda:

1. Adopt draft speaker honorarium policy
 - a. Policy was not adopted: recommended using the document as guidelines for negotiations with presenters.

Adjourn: The monthly board meeting was adjourned at 5:38 by Dennis Jerome.



Board President
Grand Rapids Area Library
140 NE 2nd Street
Grand Rapids, MN 55744

July 6, 2018

Dear Board President:

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Department of Education no later than April 1 each year. State Library Services appreciates your timely submission and accepts the library's report for 2017.

The information and performance measures in the Minnesota Public Library Report are used to assess and improve public library services by decision makers and other stakeholders at the federal, state and local levels.

Public libraries remain popular community assets throughout the state. In 2017, there were more than 3.8 million registered public library customers—seven out of ten Minnesotans. Minnesota libraries owned almost 17 million items for loan to customers. Customers borrowed or downloaded those items 49 million times. Customers went online during 10.9 million library computer and wireless sessions. Libraries sponsored 69,790 programs that attracted more than 1.6 million diverse individuals of all ages.

Report data for all Minnesota public libraries is accessible from the State Library Services Statistics page (<https://education.mn.gov/MDE/dse/Lib/sls/stat/>) on the Minnesota Department of Education website. 2017 annual reports will be added in August.

Thank you for your library's contribution.

Sincerely,

Joe Manion

Joseph Manion
Library Development and Services Specialist
651-582-8640 | joe.manion@state.mn.us

Minnesota Department of Education
1500 Highway 36 West, Roseville, MN 55113
education.mn.gov

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2018 - June 30, 2018

Confidential and Privileged Information

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

The Grand Rapids Public Library Endowment Fund (5350)

For Questions Regarding This Statement:

Contact:	Mariah I. Brook
Title:	Philanthropic Advisor
Phone:	651-325-4269 800-875-6167
Email:	mariah.brook@spmcf.org
Address:	101 Fifth Street East, Suite 2400 Saint Paul, MN 55101-1800

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

Fund Statement

January 1, 2018 - June 30, 2018

Prepared on: 8/2/2018

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2018	\$	35,509
Investment Activity		
Interest & Dividends		281
Investment Gain/(Loss)		(17)
Disbursements		
Administrative Fees		(143)
Grants Paid		(1,314)
Investment Expenses		(75)
Ending Balance on June 30, 2018	\$	34,242
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on June 30, 2018	\$	34,242

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	34,244	100.0%	0.6%	7.6%	6.6%	7.9%
Money Market	(2)	0.0%	0.7%	1.2%	0.6%	0.4%
	\$ 34,242	100.0%				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2018 - June 30, 2018

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/21/2018	Grand Rapids Public Library	\$ 1,314
		<u>\$ 1,314</u>

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

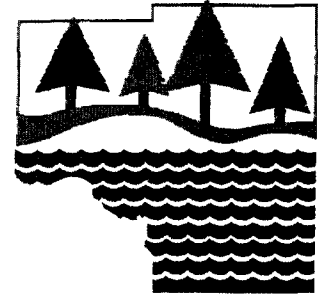
There were no other income or expenses during this statement period.

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2018 - June 30, 2018

Available to Grant Activity

Amount Available to Grant from Previous Year	-
Available to Grant in the current year	1,314
Grants (Paid)/Returned in the current year	(1,314)
Amount Available to Grant as of June 30, 2018	-
Grants Scheduled to be paid in the current year	-
Uncommitted Amount Available to Grant as of June 30, 2018	-

Future Year Grant Commitments



July 25, 2018

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

Dear Mr. Weikum:

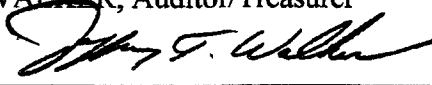
The apportionment for June 2018 includes the following totals:

Arbo Township	\$ 4,156.43
Blackberry Township	4,867.49
Feeley Township	2,785.18
Harris Township	13,631.93
Sago Township	1,468.59
Spang Township	967.12
Wabana Township	4,525.86
City of Bass Brook/Cohasset	42,616.80
City of LaPrairie	2,171.96
City of Warba	<u>522.21</u>
TOTAL	\$77,713.57

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

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

Sincerely,
JEFF WALKER, Auditor/Treasurer

By: 

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

draft 2

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	YTD ACTUAL 6/30/2018	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET
REVENUES								
Taxes								
Current	\$ 522,516	\$ 530,305	\$ 542,057	\$ 569,504	\$ 702,687	\$ -	\$ 702,687	\$ 702,687
Delinquent	2,361	1,335	4,013	5,745	-	-	-	-
Fiscal Disparities	36,650	39,917	45,367	51,725	-	-	-	-
Total Taxes	561,527	571,557	591,438	626,974	702,687	-	702,687	702,687
Intergovernmental								
Market Value Homestead Credit	-	-	-	-	-	-	-	-
Supplemental Aid	40,965	36,122	36,327	36,789	-	-	-	-
State of Minnesota	-	49	-	-	-	-	-	-
Library Contracts	127,592	128,168	129,117	132,011	128,000	-	128,000	128,000
Total Intergovernmental	168,557	164,338	165,445	168,800	128,000	-	128,000	128,000
Charges for Services								
ALS Cross-overs	5,282	5,282	5,282	5,282	5,282	5,282	5,282	5,282
Photo Copies	1,679	1,932	2,402	2,706	1,900	1,460	2,200	2,200
Internet	3,355	3,522	3,531	3,784	3,200	1,813	3,500	3,500
Library Fees-Proctoring	320	700	315	565	600	400	600	600
Passport Processing Fee	-	3,025	26,350	26,300	26,000	18,880	35,000	38,500
Fax Machine Use	3	129	714	908	400	559	800	800
Total Charges for Services	10,639	14,591	38,594	39,545	37,382	28,394	47,382	50,882
Fines and Forfeits								
Library Fines	13,319	12,695	12,298	12,432	11,000	5,879	12,000	12,000
Total Fines and Forfeits	13,319	12,695	12,298	12,432	11,000	5,879	12,000	12,000
Miscellaneous Revenue								
Donations	1,386	22,852	157,716	3,304	1,500	5,220	1,500	1,500
Memorial Books	1,475	3,314	995	-	1,000	540	1,000	1,000
Donations-Children's Library	1,952	2,134	2,853	1,774	1,000	290	1,000	1,000
Donations-Library Programs	380	200	650	180	200	-	200	200
Endowment Fund Income	1,797	(414)	1,881	4,680	1,300	1,314	1,300	1,300
Grand Rapids Lib Foundation	6,907	22,698	24,334	20,939	4,000	5,100	8,000	8,000
Meeting Room Receipts	3,749	4,312	3,860	4,358	4,000	2,771	4,500	4,500
Blandin Grants	-	-	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-	-
Miscellaneous	2,742	8,531	4,524	3,049	2,000	706	2,000	2,000

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY
 ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	YTD ACTUAL 6/30/2018	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET
Energy Rebates	2,943	-	1,140	-	-	450	-	-
Investment Income	2,648	2,865	2,789	3,415	2,800	355	3,000	3,000
Total Miscellaneous Revenue	25,979	66,492	200,743	41,698	17,800	16,746	22,500	22,500
Other Sources								
Insurance Recovery	-	-	-	3,057	-	-	-	-
Operating Transfer - In	-	-	4,142	-	-	-	-	-
Fund Balance Usage	-	-	-	-	-	-	-	-
Total Revenues	780,021	829,674	1,012,660	892,505	896,869	51,019	912,569	916,069

draft 2

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

draft 2

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	YTD ACTUAL 6/30/2018	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET
EXPENSES								
Operating Transfer Out	-	-	-	-	-	-	-	-
Personnel								
Salary-Full time	316,446	390,436	404,327	407,393	419,062	199,082	442,059	442,059
Salary-Full time overtime	-	-	185	-	-	-	-	-
Salary-Part Time	98,873	25,722	22,109	29,400	23,538	13,657	22,803	22,803
Salary-Part time overtime	-	-	-	-	-	-	-	-
Contracted Services	2,283	5,543	13,195	12,144	11,504	3,487	11,504	7,000
PERA	29,909	31,243	31,865	32,306	33,195	15,557	34,865	34,865
FICA	24,435	24,371	25,034	25,648	27,441	13,039	28,821	28,821
Medicare	5,715	5,700	5,855	5,998	6,418	3,049	6,740	6,740
Health Insurance	62,215	63,417	73,619	74,948	132,480	66,064	142,668	142,668
Life Insurance	214	221	213	228	221	121	221	221
Dental Insurance	1,602	1,638	1,490	1,423	-	-	-	-
Unemployment	-	-	-	-	-	-	-	-
Worker's Comp	2,913	2,322	2,142	2,668	2,610	1,012	2,255	2,255
Total Personnel	544,605	550,613	580,032	592,158	656,469	315,068	691,936	687,432
Supplies and materials								
Office Supplies	5,931	8,017	5,945	6,105	7,000	4,006	7,000	7,000
Copy Supplies	1,503	1,382	1,310	1,413	1,000	857	1,400	1,400
Printing/binding	783	808	1,207	770	900	452	900	900
Bindings	-	-	-	-	-	-	-	-
Computer Supplies	3,094	2,192	2,818	2,391	2,600	1,706	2,600	2,600
Computer Inventory	1,802	5,421	3,762	1,466	2,500	737	2,500	2,500
Assets between 700 and 4999	7,568	-	4,142	-	14,000	1,690	5,900	5,900
Inventory Supplies Equip<700	376	5,985	1,412	784	1,000	1,785	1,000	1,000
Volunteer Prgm Supplies & Mat	334	423	508	489	400	663	500	500
Operating Supplies	6,230	1,620	613	1,192	2,000	807	2,000	2,000
Books	43,071	44,307	40,265	46,719	44,000	24,808	44,000	44,000
Audio/Visual	6,029	8,362	7,679	13,627	9,000	5,508	9,000	9,000
Newspapers	1,655	1,671	2,515	2,399	1,400	1,093	1,400	1,400
Periodicals	6,768	6,838	6,836	6,206	8,000	117	7,000	7,000
Maintenance Tools/Supplies	2,490	3,473	2,879	2,933	2,500	1,622	2,500	2,500
Other Supplies/Materials	-	-	-	-	-	-	-	-
Equipment/Parts	590	-	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	YTD ACTUAL 6/30/2018	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET
Total supplies and materials	88,224	90,499	81,891	86,493	96,300	45,851	87,700	87,700	87,700
Services and Charges									
Professional Services	656	722	394	395	-	395	500	500	500
Accounting Services	75	-	880	880	900	-	900	900	900
Legal	506	557	610	657	650	347	650	650	650
Laundry	20,400	20,400	20,400	20,400	20,400	10,200	20,400	20,400	20,400
Janitorial Services	9,671	12,751	12,229	17,690	6,000	7,555	6,000	6,000	6,000
Other Contracted Services	5,362	6,042	5,297	5,293	7,200	2,581	6,000	6,000	6,000
Telephone	304	86	3,988	3,055	2,500	1,286	3,000	3,000	3,000
Postage/Freight	123	-	350	846	500	398	500	500	500
Seminar/Meetings/School	799	-	376	235	500	-	500	500	500
Staff Training	255	289	251	379	300	270	300	300	300
Community Ed/Promotion	2,289	2,029	2,032	1,862	2,000	680	2,000	2,000	2,000
Professional Service-Collections									
Auto Mileage/travel	297	264	557	1,526	300	351	300	300	300
Publishing and Advertising	9,229	7,184	5,151	8,056	9,000	4,506	9,000	9,000	9,000
General Insurance	32,697	30,020	30,228	31,817	28,000	12,827	30,000	30,000	30,000
Electricity	2,971	3,230	3,576	4,011	3,600	1,711	3,600	3,600	3,600
Garbage Removal	5,181	3,594	4,175	3,779	4,000	1,399	4,000	4,000	4,000
Heat-Natural Gas	7,621	7,754	8,972	9,215	7,000	5,310	8,000	8,000	8,000
Maintenance Contracts	11,871	14,106	26,860	45,633	15,000	8,497	15,000	15,000	15,000
Building Maintenance/Repairs	1,774	462	11,430	2,134	1,000	759	1,000	1,000	1,000
Grounds Maintenance	8,113	9,096	8,575	8,540	9,000	454	9,000	9,000	9,000
Computer Maintenance/Repairs	3,624	1,791	2,774	2,957	3,000	2,564	3,000	3,000	3,000
On-line Services	3,653	11,568	9,643	12,168	7,000	1,780	9,000	9,000	9,000
General Equip Maint/Repair	844	1,092	804	804	800	402	1,440	1,440	1,440
Equipment Leases									
Miscellaneous	117	110	130	88	300	-	300	300	300
Dues & Subscriptions									
Interlibrary Loan Charges									
Endowment Fund Expenditures									
Fund Balance Payback									
Total Other Services	128,432	133,146	315,449	182,605	144,100	64,300	149,490	140,937	140,937
Capital Outlay									
Equipment/Mach/Furn/Fixture		55,944	11,729	-	-	-	-	-	-
Building/Bldg Improvements		-	-	-	-	1,228	-	-	-

**CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY
 ACTUAL 2014-2017 EXPENDITURES, 2018 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2019 BUDGET**

draft 2

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	YTD ACTUAL 6/30/2018	PROPOSED 2019 BUDGET	PROPOSED 2019 BUDGET
Total Capital Outlay	-	55,944	11,729	-	-	1,228	-	-
Blandin Grant								
Blandin Grant Prgm Development	-	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-	-
Blandin Grant Youth Programs	-	-	-	-	-	-	-	-
Blandin Grant Adult Programs	-	-	-	-	-	-	-	-
Small Blandin Grant	-	-	-	-	-	-	-	-
Total Blandin Grant	-	-	-	-	-	-	-	-
GRAND TOTAL	761,261	830,202	989,101	861,255	896,869	426,447	929,126	916,069
REVENUE/(EXPENDITURES)	\$ 18,760	\$ (529)	\$ 23,559	\$ 31,250	\$ -	\$ (375,428)	\$ (16,557)	\$ -

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SEVEN MONTHS ENDING JULY 31, 2018
With Comparative Totals for July 31, 2017

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	414,074	429,619	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	483,660	514,910	514,910	
Revenues:				
Taxes	370,319	401,315	702,687	57%
Intergovernmental	76,687	-	133,282	0%
Charges for Services	25,048	31,999	32,100	100%
Fines & Forfeits	7,233	6,688	11,000	61%
Blandin Grant	-	-	-	0%
GR Library Foundation	8,566	5,100	4,000	128%
Miscellaneous	8,329	36,379	13,800	264%
Other Sources-Insurance Recovery	3,057	-	-	0%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	499,240	481,481	896,869	54%
Expenditures:				
Personnel	335,882	366,291	656,469	56%
Supplies/Materials	41,132	49,616	96,300	52%
Other Services/Charges	98,123	76,819	144,100	53%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	475,136	492,726	896,869	55%
OPERATING SURPLUS (DEFICIT)	24,104	(11,246)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	4,408	-	0%
Fund Balance 7/31/XX				
Cash Flow	438,177	413,966	429,619	
Compensated Absences	39,670	40,717	40,717	
Emergency/unanticipated Expenditures	29,916	44,574	44,574	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 7/31/XX	\$ 507,763	\$ 499,257	\$ 514,910	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$34,242 as of 6/30/18. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JULY 31, 2018

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ 343,346	49%
211-00-31-00-0200	DELINQUENT	-	3,962	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	54,008	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	-	5,282	0%
211-00-34-00-7970	PHOTO COPIES	1,900	1,760	93%
211-00-34-00-7975	INTERNET	3,200	2,043	64%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	440	73%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	21,766	84%
211-00-34-00-7990	FAX MACHINE USE	400	707	177%
211-00-35-00-1030	LIBRARY FINES	11,000	6,688	61%
211-00-37-00-2310	DONATIONS	1,500	25,556	1704%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	540	54%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	290	29%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,314	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	4,000	5,100	128%
211-00-37-00-2368	DONATIONS-ADA PROJECT	-	4,000	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	3,021	76%
211-00-37-00-2450	MISCELLANEOUS	2,000	853	43%
211-00-37-00-2455	ENERGY REBATES	-	450	0%
211-00-37-00-5100	INVESTMENT INCOME	2,800	355	13%
		<u>896,869</u>	<u>481,481</u>	<u>54%</u>
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	419,062	231,818	55%
211-00-75-10-1030	SALARY-PARTTIME	23,538	15,286	65%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	3,742	33%
211-00-75-10-1210	PERA	33,195	18,135	55%
211-00-75-10-1220	FICA	27,441	15,144	55%
211-00-75-10-1250	MEDICARE	6,418	3,542	55%
211-00-75-10-1310	HEALTH INSURANCE	132,480	77,280	58%
211-00-75-10-1330	LIFE INSURANCE	221	143	65%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	1,200	46%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	4,052	58%
211-00-75-20-2020	COPY SUPPLIES	1,000	987	99%
211-00-75-20-2030	PRINTING/BINDING	900	536	60%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	2,010	77%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	944	38%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	1,690	12%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,785	178%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	663	166%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	940	47%
211-00-75-20-2110	BOOKS	44,000	27,101	62%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,537	62%
211-00-75-20-2130	NEWSPAPERS	1,400	1,093	78%
211-00-75-20-2140	PERIODICALS	8,000	151	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,126	85%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	395	0%
211-00-75-30-3010	ACCOUNTING SERVICES	900	1,100	122%
211-00-75-30-3070	LAUNDRY	650	400	62%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	11,900	58%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JULY 31, 2018

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	8,920	149%
211-00-75-30-3210	TELEPHONE	7,200	2,969	41%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	1,623	65%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	458	92%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	295	98%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	680	34%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	351	117%
211-00-75-30-3610	GENERAL INSURANCE	9,000	5,257	58%
211-00-75-30-3810	ELECTRICITY	28,000	16,105	58%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	2,146	60%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,496	37%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	5,310	76%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	11,494	77%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	759	76%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	454	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,564	85%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	1,780	25%
211-00-75-30-4100	EQUIPMENT LEASES	800	335	42%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	28	28%
211-00-75-30-4900	TRANSFER TO RESERVE	15,000	-	0%
211-00-75-50-5900	BUILDING/BLDG IMPROV	-	4,408	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>497,134</u>	55%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(15,653)</u>	

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 07/31/18
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	322,834.04	322,834.04	0.00
211-00-00-00-1010	CASH	511,932.32	481,880.76	535,279.52	458,533.56
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	11,000.00	0.00	0.00	11,000.00
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
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	35,509.00	0.00	0.00	35,509.00
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	14,274.39	2,280.37	13,820.22	2,734.54
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,264.95	6,572.37	4,692.58
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	21,588.01	20,956.01	632.00
TOTAL		572,825.71	839,848.13	899,462.16	513,211.68
TOTAL ASSETS		572,825.71	839,848.13	899,462.16	513,211.68
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	26,882.96	537,690.16	513,073.36	2,266.16
211-00-00-00-2030	SALES TAX PAYABLE	0.00	312.14	368.90	56.76
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	19,372.55	19,372.55	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	11,000.00	0.00	0.00	11,000.00
211-00-00-00-2220	DEFERRED REVENUES	660.00	660.00	0.00	0.00
TOTAL		57,915.51	558,034.85	513,442.26	13,322.92

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: PUBLIC LIBRARY
 FOR 7 PERIODS ENDING JULY 31, 2018

ACCOUNT #	DESCRIPTION	BALANCE 01/01/18	NET DEBITS	NET CREDITS	BALANCE 07/31/18
TOTAL LIABILITIES		57,915.51	558,034.85	513,442.26	13,322.92
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	514,910.20	0.00	0.00	514,910.20
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	20,956.01	21,588.01	632.00
TOTAL	FUND SURPLUS (DEFICIT)	514,910.20	20,956.01	21,588.01	515,542.20
		0.00	15,653.44	0.00	(15,653.44)
TOTAL FUND EQUITY		514,910.20	36,609.45	21,588.01	499,888.76
TOTAL LIABILITIES AND FUND EQUITY		572,825.71	594,644.30	535,030.27	513,211.68

PUBLIC LIBRARY BILL LIST - AUGUST 8, 2018

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/08/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	73.30
0113233	AMERIPRIDE SERVICES INC	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	111.63
0201428	BAKER & TAYLOR LLC	2,240.15
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0502705	EBSCO SUBSCRIPTION SERVICE	13.68
0701650	GARTNER REFRIGERATION CO	826.75
0718010	CITY OF GRAND RAPIDS	1,100.00
0805107	HEARTLAND PAPER COMPANY	91.07
0914800	INVEST EARLY PROJECT	640.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1405725	NETWORK SERVICE COMPANY	321.01
1415377	NORTHERN BUSINESS PRODUCTS INC	322.76
1605665	PERSONNEL DYNAMICS LLC	254.54
1615423	POKEGAMA ELECTRIC INC	3,180.00
1801517	RANGE CORNICE & ROOFING CO	2,065.00
1805150	RECORDED BOOKS INC	7.95
1909510	SIM SUPPLY INC	91.52
1915248	SOFTWARE HARDWARE INTEGRATION	207.00
1920555	STOKES PRINTING & OFFICE	9.99
2018680	TRU NORTH ELECTRIC LLC	105.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,584.66

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0301530	CANON FINANCIAL SERVICES, INC	134.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718015	GRAND RAPIDS CITY PAYROLL	39,541.68
1015337	MICHELLE JOHNSON	184.95
1301145	MARCO TECHNOLOGIES, LLC	120.43
1301300	DIANA R MAGNER	125.00
1309199	MINNESOTA ENERGY RESOURCES	97.10
1309335	MINNESOTA REVENUE	56.46
1516220	OPERATING ENGINEERS LOCAL #49	11,216.00
1621130	P.U.C.	3,278.70
2114750	UNUM LIFE INSURANCE CO OF AMER	20.50
2205637	VERIZON WIRELESS	60.84
2209665	VISA	631.97
2301700	WASTE MANAGEMENT OF MN INC	284.39
2308300	BETSY WHIRLEY	125.00
T000624	HEIDI AMOUTA	150.00
T001191	JENNA JUSTINE JOY HASS	150.00

PUBLIC LIBRARY BILL LIST - AUGUST 8, 2018

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/08/2018

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 56,308.59
TOTAL ALL DEPARTMENTS		69,893.25

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2018

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	702,687.00	343,345.64	0.00	359,341.36	.49
211-00-31-00-0200	DELINQUENT	0.00	0.00	3,961.53	0.00	(3,961.53)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	54,008.05	0.00	(54,008.05)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	702,687.00	401,315.22	0.00	301,371.78	57
TOTAL TAXES		0.00	702,687.00	401,315.22	0.00	301,371.78	57
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	5,282.00	0.00	0.00	5,282.00	0
TOTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
TOTAL INTERGOVERNMENTAL		0.00	133,282.00	0.00	0.00	133,282.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	0.00	5,282.00	0.00	(5,282.00)	100
211-00-34-00-7970	PHOTO COPIES	299.90	1,900.00	1,759.74	0.00	140.26	93
211-00-34-00-7975	INTERNET	229.92	3,200.00	2,043.25	0.00	1,156.75	64
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	600.00	440.00	0.00	160.00	73
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,886.25	26,000.00	21,766.25	0.00	4,233.75	84
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	148.77	400.00	707.36	0.00	(307.36)	177
TOTAL		3,604.84	32,100.00	31,998.60	0.00	101.40	100
TOTAL CHARGES FOR SERVICES		3,604.84	32,100.00	31,998.60	0.00	101.40	100

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2018

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	808.83	11,000.00	6,688.13	0.00	4,311.87	61
TOTAL		808.83	11,000.00	6,688.13	0.00	4,311.87	61
TOTAL FINES & FORFEITS		808.83	11,000.00	6,688.13	0.00	4,311.87	61
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	20,336.40	1,500.00	25,556.10	0.00	(24,056.10)	1704
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	540.00	0.00	460.00	54
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	290.00	0.00	710.00	29
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	200.00	0.00	0.00	200.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,313.91	0.00	(13.91)	101
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	4,000.00	5,100.00	0.00	(1,100.00)	128
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	4,000.00	0.00	(4,000.00)	100
211-00-37-00-2375	MEETING ROOM RECEIPTS	249.25	4,000.00	3,020.50	0.00	979.50	76
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	147.39	2,000.00	853.35	0.00	1,146.65	43
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	450.00	0.00	(450.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,800.00	354.79	0.00	2,445.21	13
TOTAL		20,733.04	17,800.00	41,478.65	0.00	(23,678.65)	233
TOTAL MISCELLANEOUS REVENUE		20,733.04	17,800.00	41,478.65	0.00	(23,678.65)	233
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		25,146.71	896,869.00	481,480.60	0.00	415,388.40	54

EXPENSES

GENERAL ADMINISTRATION

211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

PERSONNEL

211-00-75-10-1010	SALARY-FULL TIME	32,736.66	419,062.00	231,818.24	0.00	187,243.76	55
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	1,629.60	23,538.00	15,286.30	0.00	8,251.70	65
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	254.54	11,504.00	3,741.52	0.00	7,762.48	33
211-00-75-10-1210	PERA	2,577.47	33,195.00	18,134.80	0.00	15,060.20	55
211-00-75-10-1220	FICA	2,105.54	27,441.00	15,144.24	0.00	12,296.76	55
211-00-75-10-1250	MEDICARE	492.41	6,418.00	3,541.72	0.00	2,876.28	55
211-00-75-10-1310	HEALTH INSURANCE	11,216.00	132,480.00	77,280.00	0.00	55,200.00	58
211-00-75-10-1330	LIFE INSURANCE	22.27	221.00	143.22	0.00	77.78	65
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.51	0.00	0.54	0.00	(0.54)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	187.91	2,610.00	1,200.37	0.00	1,409.63	46
TOTAL PERSONNEL		51,222.91	656,469.00	366,290.95	0.00	290,178.05	56

SUPPLIES & MATERIALS

211-00-75-20-2010	OFFICE SUPPLIES	17.79	7,000.00	4,051.88	0.00	2,948.12	58
211-00-75-20-2020	COPY SUPPLIES	130.42	1,000.00	987.23	0.00	12.77	99
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	536.32	0.00	363.68	60
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	304.97	2,600.00	2,010.49	0.00	589.51	77
211-00-75-20-2070	COMPUTER INVENTORY	207.00	2,500.00	944.45	207.00	1,348.55	46
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	14,000.00	1,690.37	0.00	12,309.63	12
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	1,784.94	0.00	(784.94)	178

DATE: 08/02/2018
 TIME: 08:15:47
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2018

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL. EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	662.70	0.00	(262.70)	166
211-00-75-20-2100	OPERATING SUPPLIES	2,292.51	2,000.00	940.32	0.00	1,059.68	47
211-00-75-20-2110	BOOKS	28.89	44,000.00	27,100.87	0.00	16,899.13	62
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	5,536.73	0.00	3,463.27	62
211-00-75-20-2130	NEWSPAPERS	33.63	1,400.00	1,093.23	0.00	306.77	78
211-00-75-20-2140	PERIODICALS	503.60	8,000.00	150.60	0.00	7,849.40	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	0.00	2,500.00	2,125.89	0.00	374.11	85
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		3,518.81	96,300.00	49,616.02	207.00	46,476.98	52
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.85	0.00	(394.85)	100
211-00-75-30-3010	ACCOUNTING SERVICES	1,100.00	900.00	1,100.00	0.00	(200.00)	122
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	53.36	650.00	400.20	0.00	249.80	62
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	11,900.00	0.00	8,500.00	58
211-00-75-30-3100	OTHER CONTRACTED SERVICES	600.00	6,000.00	8,920.00	425.00	(3,345.00)	156
211-00-75-30-3210	TELEPHONE	326.95	7,200.00	2,969.24	0.00	4,230.76	41
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	1,622.50	0.00	877.50	65
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	59.95	500.00	457.55	0.00	42.45	92
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	295.00	0.00	5.00	98
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	680.32	0.00	1,319.68	34
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	351.00	0.00	(51.00)	117
211-00-75-30-3610	GENERAL INSURANCE	751.00	9,000.00	5,257.00	0.00	3,743.00	58
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	16,105.39	0.00	11,894.61	58
211-00-75-30-3840	GARBAGE REMOVAL	150.00	3,600.00	2,145.86	0.00	1,454.14	60
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,496.49	0.00	2,503.51	37
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	5,310.17	0.00	1,689.83	76
211-00-75-30-4010	BUILDING MAINT/REPAIRS	931.75	15,000.00	11,493.91	0.00	3,506.09	77
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	759.06	0.00	240.94	76

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 7 PERIODS ENDING JULY 31, 2018

PAGE: 6
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		63,527.73	896,869.00	497,134.04	632.00	399,102.96	56
TOTAL FUND REVENUES		25,146.71	896,869.00	481,480.60	0.00	415,388.40	54
TOTAL FUND EXPENSES		63,527.73	896,869.00	497,134.04	632.00	399,102.96	56
FUND SURPLUS (DEFICIT)		(38,381.02)	0.00	(15,653.44)			
TOTAL ALL FUND REVENUES		25,146.71	896,869.00	481,480.60	0.00	415,388.40	54
TOTAL ALL FUND EXPENSES		63,527.73	896,869.00	497,134.04	632.00	399,102.96	56
ALL FUND SURPLUS (DEFICIT)		(38,381.02)	0.00	(15,653.44)			

Director's Report- Aug 2018

Accessibility Project

Work on the interior entryway has been rescheduled for August 2 and 3rd. We will need to route people through the book store and the staff room during most of the dismantling and construction. We borrowed stanchions from the Civic Center to use for guiding people. They had the frame and doors installed by about 5 pm on Thursday. They returned on Monday to do caulking around the frame and make adjustments. We still need to find a permanent home for the buttons to open the doors, modify the door to the small room, and a few clean up items. They look great!

Budget

It's budget time again! The budget committee met and discussed the draft budget (included in your packet). I am working on a draft letter to townships to request an additional levy for library support. I am also working with Jim Weikum at ALS on a letter to Itasca County requesting an increase in the county levy for library services, since it has been flat since 2011.

I had a meeting with Tom Pagel on July 26 to review the Library budget. The Council has directed no levy increase for 2019. Council work session to discuss budgets is August 6.

Book sale Donations

We have been receiving many donations of books, CDs, DVDs etc. for the book sale. We found a variety of popular DVDS that can be added to the collection.

Quote for Wireless Access Points

We budgeted this year for replacing the Wireless Access points, as the current ones are now 6 years old.

The quotes came in under \$4,000 rather than the \$6000 budgeted. The low quote is from SHI, a company used regularly by our IT department. The access points are made by Watchguard, which is also the maker of several of our switches and our firewall.

Green Card Voices Display

The Grand Rapids Human Rights Commission asked if we would be willing to host a display that is part of a project called *Green Card Voices*. In late November and early December. A panel of student speakers is planned for the 20th of November, and another speaker in early November is a possibility.

The display is similar in content to the "Tracks in the Snow" exhibit, with photos and stories of immigrants in Minnesota. The display is similar in construction to the "Why Treaties Matter" exhibit we had a few years ago, using 20 3'X 6' freestanding banners. It can be set up along the wall going down to Children's.

For detailed information see: <http://www.greencardvoices.com/programs/exhibits/>

The Vision statement of the organization is below.

Vision

Green Card Voices was born from the idea that the broad narrative of current immigrants should be communicated in a way true to each immigrant's story. Green Card Voices seeks to be a new lens for those in the immigration dialogue.

Green Card Voices aspires to build a bridge between immigrants, non-immigrants, and advocates from across the country by sharing the first-hand immigration stories of foreign-born Americans, by helping us see the 'wave of immigrants' as individuals, with interesting stories of family, hard work, and cultural diversity.

Acquanesia

The Reif, the Grand Rapids Players, Itasca Waters and KAXE are working with a group out of Minneapolis called Northern Lights Inc. to stage a water-education based community activity on September 28 and 29. It will involve stations along the river from the Library into Veterans' Park (both sides of the river). Stations will be staffed by people playing various roles. Community members will be invited to form teams to solve a water-themed mystery by gathering clues at each station. The Library lawns will be sites for one or two stations at the beginning or end of the challenge (or both). Staff involvement will be minimal.

Assistant Director Report
August 2018

Teens

The Teen Advisory Board did not meet in July.

I held a board game playing session in July. There was 1 attendee.

The last day for Teen Summer Reading is Saturday, August 4. Currently, there are 21 that read 500 pages, 17 that read 1000, and 12 that read 2000.

The Teen Photo Contest finished. There were 2 categories for entries, General and Reading Takes You Everywhere. Teens could enter by submitting a hard copy of the photo, emailing, or posting on Facebook. There were 12 photos entered from 7 teens. Judges are local artists/photographer.

Staff

John and Michelle attended a Sirsi-Dynix BLUECloud training at ALS. BLUECloud is a next generation library services platform encompassing circulation, cataloging, acquisitions and serials. We currently use a Sirsi-Dynix product called Horizon. Training included creating and editing bibliographic and item/copy records, using drop & drag bib editing, conducting smart searches for copy cataloging, and adding multiple copies quickly.

Operations

The display table has books that highlight our collection of automobile materials. As you probably know the car show and swap meet was last week which is why Marcia created the display.

The lobby display case will be changed out with a Back to School theme for August. A local artist will display in September.

I had a display in the Young Adult area for SYNC which is a free summer audiobook program for teens 13+. SYNC gave away two complete audiobook downloads a week - pairs of high interest titles, based on weekly themes. In 2018, 26 titles were given away over 13 weeks.

We have received a ton of book and other material donations for the book sale. Volunteers have been boxing the books and hauling to the mall. There are 450 boxes of items for the sale!

July 2018 in the Children's Library

After months of planning and weeks of execution, (note: no actual executions took place,) Summer Reading 2018 is in the books. We had a record number of packets leave the building (as of this writing it is 990.) Last year we had 860 or so, our previous record was 896 two years ago.

Programming has been great. Our new programs, Tiny Explorers, and Page Turners Book Club, have been very well received. We had our last Page Turners yesterday, (August 2) and the Book Club members asked if we could please do it next summer? "Next summer?" said one member, "That's too far away, can't we do it next month?" While I'm not ready to jump in in September, I am looking at whether this program can be a year-around offering. It is unique in that, in order to assure no barrier to access, we provide the books to the kids, which they then get to keep. With careful purchase last spring, our three titles, 12 copies each, came to slightly under \$100. If I can keep the costs this low, it is feasible to do it throughout the year, if I can commit the time to do it well. Stay tuned.

We have hosted Tiny Explorers (babies age birth-23 months) twice, with a third scheduled in August. We scatter developmental stations around the community room, and let the kids do what they will with the materials. Caregivers interact with the children, and with one another. I see a need for this program to continue in the winter months, so we will probably resurrect it in January or so.

Monday Book Time has been very well attended as well, with an average of 51 people per week over 9 weeks. I added a scarf song or two to each program, and it was glorious seeing those scarves fly as we sang! Lego club continues to be a favorite of many patrons, and they are so proud to display their creations in the library! Cake Decorating, and Summer Artastic, return programs, continue to be solid programs for us.

We had collaborations this summer with 4-H and with KAXE. Our 4-H collaboration, while lightly attended, opens up exciting future collaborations. Their programming is excellent, and I hope to work with them in the future. (Their third program with us needed to be postponed until fall, so we will be seeing them at least one more time.) We collaborated with KAXE on two programs, one being Stories by the River, where people were invited to the KAXE tent for movies and popcorn. Thus far, our two programs (a third is scheduled for August,) have seen over 30 participants per program. Our second program was "Our Backyard," a nature program focusing on local phenology. KAXE staff combed through the local talent for three people to lead the programs. Two of those three had to cancel at the last minute. Thankfully, the incomparable Jenny Behm and

newcomer-to-library-programming Diana Magner filled in at the last minute. Diana did a stellar program on nature journaling, and each participant left with a journal in which they had both written and sketched their observations. Jenny took her group down to the river where they studied river bugs and plants. Both the programs were wonderful, and I hope to use both Jenny's and Diana's skills in the future.

Add to the above a couple of big Kids' Stuff programs, Saturday Story Time, Climb Theater, an upcoming Legacy concert, and one lone carrot program, and you've got one busy, crazy, and exhausting summer at the library...just the way we like it. Now, let the planning begin for Summer Reading, 2019- It's Showtime at Your Library!

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

SEND REMITTANCE TO:
P.O. Box 645525
Pittsburgh, PA 15264-5253

Grand Rapids Area Library
Attn: Marcia Anderson
140 NE 2nd Street

BILL TO: Grand Rapids, MN 55744

INVOICE

DATE

INVOICE #

8/1/2018

465948

\$8.95

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 KRH

QUANTITY	DESCRIPTION	RATE	AMOUNT
3	07-03 Placements	8.95	26.85
8	07-10 Placements	8.95	71.60
6	07-17 Placements	8.95	53.70
2	07-24 Placements	8.95	17.90
3	07-31 Placements	8.95	26.85
2	Credit for accounts closed by client prior to beginning the collection process	-8.95	-17.90
Total cumulative recovery of \$56,587.58, yielding an ROI of 4.34 to 1.			

Thank you for your business.

TOTAL

\$179.00

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 07/31/2018 4:57 PM JWB

ACCOUNT STATUS REPORT

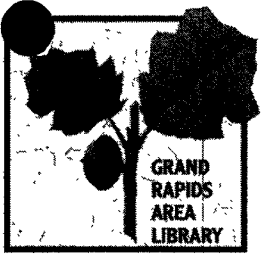
PAGE: 665

MS. MARCIA ANDERSON
GRAND RAPIDS AREA LIBRARY
140 NE ONE STREET
GRAND RAPIDS MN 56744

CREDITOR: 1634 -- GRAND RAPIDS AREA LIBRARY
DATES LISTED: 01/01/1900 TO 07/31/2018

ALL AMOUNTS LISTED

Accounts Submitted	:	1,731	Dollars Submitted	:	148,495.90	Dollars Received	:	14,498.29
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	27,365.98
Incorrect Addresses	:	392	Dollars in Ships	:	27,845.74	Dollars Waived	:	14,705.56
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	57.94	Total Activated	:	75,493.91
Accounts in Process	:	1,347	Dollars in Process	:	110,598.90	% of Dollars Activated	:	68.26%
# of Accounts Activated	:	806						
% of Accounts Activated	:	59.84%						



Wednesday, August 15, 2018

Jodi Nordlund
606 Reynolds St.
Grand Rapids, MN 55744

GRAND RAPIDS AREA LIBRARY
140 NE Second Street
Grand Rapids, MN 55744

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

Dear Ms. Nordlund:

I am pleased that you will be leading a program for the library titled "Cooking with Carrots" as part of the One Vegetable, One Community promotion. This program will be held August 9, 2018.

The Library will pay you \$50 for reimbursement of expenses for the program. Payment will be after the program. If these arrangements are agreeable, please sign below, and return one copy of this contract, and the included W-9, to the library.

My e-mail is: manderson@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Marcia Anderson
Library Director

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member *Deb Tree* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-09
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:

\$200 from Splithand Township
\$1690.37 from Friends of the Library for mobile shelving unit
\$42.00 from Neal Nicolaus and Susan Johnston for *Sun Magazine*

Adopted this 8 day of August, 2018



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Dick Thouin* seconded the foregoing resolution and the following voted in favor thereof:

Dennis Jerome, Richard Thouin, Randy McCarty, Deborah Tree, Susan Zeige

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.



INSIGHT PUBLIC SECTOR SLED
 6820 S HARL AVE
 TEMPE AZ 85283-4318
 Tel: 800-467-4448

SOLD-TO PARTY 10811234
 CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

SHIP-TO PARTY
 CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

We deliver according to the following terms:
Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 220319366
Document Date	: 30-JUL-2018
PO Number	
PO Release	:
Sales Rep	: Shawn Wood
Email	: SHAWN.WOOD@INSIGHT.COM
Telephone	: 6515236161
Sales Rep 2	: Jo Schmitt
Email	: JO.SCHMITT@INSIGHT.COM
Telephone	: 4801115016

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with U.S. Communities.
 Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
<u>WGA35443</u>	WatchGuard AP325 - wireless access point - Competitive Trade In - with 3 years Basic Wi-Fi U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	8	439.21	3,513.68
<u>WG8038</u>	WatchGuard network device mounting kit U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	8	11.78	94.24
			Product Subtotal	3,607.92
			TAX	0.00
			Total	3,607.92

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Shawn Wood
 6515236161
 SHAWN.WOOD@INSIGHT.COM
 Fax 4807609899

Jo Schmitt
 4801115016
 JO.SCHMITT@INSIGHT.COM
 Fax 4807606219

U.S. Communities IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the U.S. Communities Technology Products, Services, Solutions & Related Products and Services Contract.

This competitively solicited contract is available to participating agencies of the U.S. Communities Government Purchasing Alliance. U.S. Communities assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html



Pricing Proposal
Quotation #: 15670493
Created On: 7/19/2018
Valid Until: 8/18/2018

City of Grand Rapids

Erik Scott

MN
United States
Phone: (218) 326-7618
Fax:
Email: Escott@ci.grand-rapids.mn.us

Inside Account Executive

Michael Williamson

290 Davidson Ave.
Somerset NJ 08873
Phone: 800-477-6479
Fax: 800-477-6479
Email: Michael_Williamson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 WatchGuard AP325 - Wireless access point - with 3 years Basic Wi-Fi - GigE, 802.11ac Wave 2 - Wi-Fi - Dual Band - Competitive Trade In - internal WatchGuard Technologies - Part#: WGA35443	8	\$411.00	\$3,288.00
2 WatchGuard - Network device mounting kit - ceiling mountable, wall mountable WatchGuard Technologies - Part#: WG8038	8	\$12.00	\$96.00
		Subtotal	\$3,384.00
		Total	\$3,384.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Erik Scott

From: TechSoup <customerservice@techsoup.org>
Sent: Tuesday, August 14, 2018 1:13 PM
To: Erik Scott
Cc: Erik Scott
Subject: Payment Needed for Request Number 2244630

Send your check to complete your request.

techsoup

Complete your request by sending payment via check.

Hi, Grand Rapids Area Library.

You selected the option to pay by check for this donation request.

Please make a check out to TechSoup Global for the total amount listed below and include the donation request number on the check.

Send to:

TechSoup

Attention: Client Services

435 Brannan Street, Suite 100

San Francisco, CA 94107

After we receive your payment, we'll process your request in approximately two to three business days. For most donations, you'll receive another email at that time with detailed instructions about how to obtain your donation.

If your organization's nonprofit status is not yet verified, the donation request will not be fulfilled until we've confirmed your eligibility.

You can view the status of your request at any time in your account.

If this request was not placed by you or your organization, please contact us immediately.

Products Requested

Title: Lenovo ThinkCentre M92p Desktop, Core i5, Windows 10

Quantity: 21

Item Price: \$293.00

Sales tax: \$0.00

Shipping: \$0.00 (Ground)

Total: \$6,153.00

Donation Request Details

Your donation request number: 2244630

Requested on: 8/14/2018 11:13:10 AM

Requested by: Erik Scott

Grand Rapids Area Library

140 NE 2nd. St.

Grand Rapids MN 55744

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Lenovo ThinkCentre M92p Desktop, Core i5, Windows 10

- **Donor Partner:** Refurbished Hardware
- **Platform:** Windows
- **Format:** Hardware
- **Product ID:** HW-50637
- **Availability:** Available

Description

This is a Condition A refurbished Lenovo ThinkCentre M92p desktop computer that includes

- An Intel Core i5 processor, a 2-TB hard disk drive, and 8 GB RAM
- Windows 10 Pro (64-bit), including Windows Defender
- Microsoft Office 2010 Home and Business
- An AC power cord
- A one-year warranty

The make and model pictured may not be the make and model you receive. All software is preinstalled. The keyboard and mouse are new, not refurbished. A monitor is not included, but through TechSoup, you can request a refurbished LCD monitor. See the Hardware Specifications section below for more technical information and the **Hardware Details** tab for warranty and fulfillment information.

Hardware Specifications

This is a Condition A desktop. It meets the highest functional and cosmetic standards of refurbished hardware. It will meet or exceed these specifications.

PROCESSOR:

3.2-GHz dual-core Core i5

RAM:

8 GB

HARD DISK DRIVE:

2 TB

OPTICAL DISK DRIVE:

CD-ROM/DVD-ROM

INPUT DEVICES:

keyboard with numeric keypad and mouse

POWER CORD:

standard

INTERFACE PORTS:

Ethernet, USB (multiple), serial, speaker/headphone, microphone-in, VGA, DisplayPort

CASE:

small form factor



Pricing Proposal
Quotation #: 15670493
Created On: 7/19/2018
Valid Until: 8/18/2018

City of Grand Rapids

Inside Account Executive

Erik Scott
MN
United States
Phone: (218) 326-7618
Fax:
Email: Escott@ci.grand-rapids.mn.us

Michael Williamson
290 Davidson Ave.
Somerset NJ 08873
Phone: 800-477-6479
Fax: 800-477-6479
Email: Michael_Williamson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 WatchGuard AP325 - Wireless access point - with 3 years Basic Wi-Fi - GigE, 802.11ac Wave 2 - Wi-Fi - Dual Band - Competitive Trade In - internal WatchGuard Technologies - Part#: WGA35443	8	\$411.00	\$3,288.00
2 WatchGuard - Network device mounting kit - ceiling mountable, wall mountable WatchGuard Technologies - Part#: WG8038	8	\$12.00	\$96.00
		Subtotal	\$3,384.00
		Total	\$3,384.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



INSIGHT PUBLIC SECTOR SLED
 6820 S HARL AVE
 TEMPE AZ 85283-4318
 Tel: 800-467-4448

SOLD-TO PARTY 10811234
 CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

SHIP-TO PARTY
 CITY OF GRAND RAPIDS
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2658

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 220319366
Document Date	: 30-JUL-2018
PO Number	:
PO Release	:
Sales Rep	: Shawn Wood
Email	: SHAWN.WOOD@INSIGHT.COM
Telephone	: 6515236161
Sales Rep 2	: Jo Schmitt
Email	: JO.SCHMITT@INSIGHT.COM
Telephone	: 4801115016

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with U.S. Communities.
 Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
<u>WGA35443</u>	WatchGuard AP325 - wireless access point - Competitive Trade In - with 3 years Basic Wi-Fi U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	8	439.21	3,513.68
<u>WG8038</u>	WatchGuard network device mounting kit U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	8	11.78	94.24
			Product Subtotal	3,607.92
			TAX	0.00
			<u>Total</u>	<u>3,607.92</u>

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Shawn Wood
 6515236161
 SHAWN.WOOD@INSIGHT.COM
 Fax 4807609899

Jo Schmitt
 4801115016
 JO.SCHMITT@INSIGHT.COM
 Fax 4807606219

U.S. Communities IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the U.S. Communities Technology Products, Services, Solutions & Related Products and Services Contract.

This competitively solicited contract is available to participating agencies of the U.S. Communities Government Purchasing Alliance. U.S. Communities assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Thanks for choosing Insight!

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- (<https://twitter.com/greencardvoices>)
- (<https://www.youtube.com/channel/UC5OqvHDfd3KmaNFXffQo-4Q>)
- (<https://www.instagram.com/greencardvoices/>)



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(<http://www.greencardvoices.com>)

Exhibits

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In 2013, Green Card Voices produced its first touring photo exhibit **“Immigrants Telling Their Life Stories”** as part of its mission to share immigrant stories with as many people possible. The exhibit featuring 20 Twin Cities’ immigrants has traveled to over 35 locations (see below) throughout Minnesota and has since evolved to meet high demand.



It includes portraits of immigrants, their 200-word bio, a quote and a **QR code** (viewers can scan them with

iphone/ipad and watch the first-person video story). The videos are a novel way to engage with the audience and has been received with positive reviews.

In the past couple of years Green Card Voices produced four additional exhibits in collaboration with our local partners in Central Minnesota (St. Cloud and Willmar), Fargo (North Dakota), and Atlanta (Georgia).

We have the following six exhibits available for rentals:

WORKING THROUGH GREEN CARD VOICES (please see Brochure

<http://www.greencardvoices.com/wp-content/uploads/2018/07/Exhibit-brochure-2018.pdf>):

1. TWIN CITIES EXHIBIT
2. GREEN CARD YOUTH VOICES EXHIBIT (Minneapolis)
3. GREEN CARD YOUTH VOICES EXHIBIT (St. Paul)

- For all, contact: Zamzam Ahmed, zamzam@greencardvoices.org (<mailto:zamzam@greencardvoices.org>)

BOOKING THROUGH OUR PARTNER ORGANIZATIONS:

- **CENTRAL MINNESOTA EXHIBIT**
 - Contact: #unitecloud (Natalie Ringsmuth, natalie@unitecloud.org (<http://natalie@unitecloud.org>))
- **WILLMAR EXHIBIT**
 - Contact: Willmar Lakes Area, Vision 2040 (<http://willmarlakesarea2040.com/get-involved>)
- **GREEN CARD YOUTH VOICES EXHIBIT (Fargo)**
 - Contact: Lutheran Social Services of North Dakota (Cari Logan, clogan@lssnd.org (mailto:clogan@lssnd.org))
- **GREEN CARD YOUTH VOICES EXHIBIT (Atlanta)**
 - Contact: Darlene X. Rodriguez (darlene@greencardvoices.com (mailto:darlene@greencardvoices.com))



ST PAUL YOUTH EXHIBIT

ELM Summit	Hamline University, 1536 Hewitt Ave, St Paul, MN 55104	Aug 15 2018
East Side Freedom Library	1105 Greenbrier St. St. Paul MN 55106	Jun 1-30 2018
Success Beyond the Classroom: Young Author Conference	Bethel University, St. Paul MN	May 19 - June 1 2018
Hamline University	1536 Hewitt Ave, St Paul, MN 55104	April 20 - May 16 2018
Dreamland theater	677 Hamline Ave N, St Paul, MN 55104	May 16 2018
State English Learner Summit	Mankato, MN	Apr 12 2018
The George Latimer Central Library	90 W 4th St Saint Paul 55102	Mar 23 - April 20 2018 (Book reading hosted on Mar 14 at 2 pm)
Success Beyond the Classroom: Young Author Conference	Bethel University, St. Paul MN	Mar 14-16 2018
» Science Museum of Minnesota	120 W Kellogg Blvd, St Paul, MN 55102	Mar 16-23 2018

TWIN CITIES EXHIBIT (managed by GCV)

Stillwater Public Library	Stillwater, MN	Apr 1-30, 2018
Hennepin Technical College	Brooklyn Park and Eden Prairie Campus	Nov 1- 30, 2017