

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

February 14, 2018 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Thouin, Benolken, Peters*
- 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**
Year-End statement from Minnesota Foundation
- 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:**
- 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**
(none)
 2. **Approve Contracts and payment to presenters**
(none)
 3. **Approve Resolution 2018-02 Accepting Donations**
\$25 from Kathy and Randy McCarty in memory of Robert Urista to purchase Charlie Takes His Shot for the Children's collection
\$50 from Patricia Hutton in memory of Loretta Schmidt for purchase of books

Regular agenda

1. **Accept Resignation of Bonnie Henriksen from position of Volunteer Coordinator and authorize staff to begin recruitment process**
2. **Accept quote of \$2700 from Anderson Glass for replacement of door opener on exterior front entrance door.**
3. **Accept quote of \$14,660 from Anderson Glass for reconstruction of interior entryway and replacement of doors**
4. **Accept quote of \$3750 from Tru North Electric for electrical work for Riverview room door, lights and outlet and for door opener for interior entryway.**

6:00 **Adjourn** 5, Approve Resolution 2018-03 Accepting Donations
\$2000 from G-RALF for accessibility project
\$2000 from FOL for accessibility project

Grand Rapids Area Library Board Regular Board Meeting

January 10, 2018 Meeting

Call to Order: The monthly board meeting was called to order at 5:03 by Dennis Jerome.

Roll Call:

Members Present: Dennis Jerome, Sue Zeige, Richard Thouin, Deb Kee, Lisa Tabbert and Max Peter

Members Absent: Randy McCarty, Shannon Benolken, Jean MacDonell

Staff Present: Marcia Anderson

Public Comment: (If anyone wishes to address the board)

1. Election of Officers: Deb Kee made a motion to approve the election of a slate of officers, a second was made by Richard Thouin and the motion carried unanimously.

Slate: Dennis Jerome, President, Randy McCarty, Vice President, Jean MacDonell, Secretary

2. Appointment of Liaisons to Foundation and Program Committee: **Dennis Jerome was appointed as Program Committee Liaison, Lisa Tabbert as Liaison to the Library Foundation Board.**
3. Meeting Schedule: All agreed to the current meeting schedule of the second Wednesday of every month at 5:00.
4. Board List: Made sure all contact information was correct.

A. Approval of Agenda: A motion was made by to approve the agenda by Richard Thouin and was seconded by Sue Zeige the motion was passed unanimously.

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

C. Communications: (none)

D. Financial Report

- a. A motion was made to approve the financial reports and payment of bills as listed by Deb Kee a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

INVOICES DUE ON/BEFORE 01/10/2018

VENDOR #	NAME	PAID FISCAL	THIS YEAR	AMOUNT DUE
0100020	ABDO PUBLISHING CO	0.00		148.11
0113100	AMAZON.COM	0.00		2,180.09
0113233	AMERIPRIDE LINEN & APPAREL	0.00		80.04
0118660	ARROWHEAD LIBRARY SYSTEM	0.00		231.19
0201428	BAKER & TAYLOR, INC	0.00		3,201.90
0205345	JENNIFER BEHM	0.00		125.00
0212124	BLACKSTONE PUBLISHING	0.00		929.96
0221700	BUSY BEES QUALITY CLNG SVC INC	0.00		1,700.00
0301530	CANON USA INC	67.00		67.00
0308220	CHERRY PUBLISHING/SLPG BEAR PR	0.00		56.58
0315455	COLE HARDWARE INC	0.00		22.96
0405500	DEMCO	0.00		97.05
0605191	FIDELITY SECURITY LIFE INS CO	0.00		6.26
0701636	GARETH STEVENS PUBLISHING LLLP	0.00		136.52
1650	GARTNER REFRIGERATION CO	0.00		5,461.00
0718015	GRAND RAPIDS CITY PAYROLL	0.00		38,434.09
0914690	INSIGHT PUBLIC SECTOR SLED	0.00		716.88
1000035	J. APPLESEED PUBLISHERS CO-OP	0.00		284.64
1021515	JUNIOR LIBRARY GUILD	0.00		161.00
1115550	KOOTASCA COMMUNITY ACTION INC	0.00		200.00
1209516	LINCOLN NATIONAL LIFE	1,207.51		39.00
1309199	MINNESOTA ENERGY RESOURCES	0.00		113.80
1309335	MINNESOTA REVENUE	0.00		52.83
1405850	NEXTERA COMMUNICATIONS LLC	0.00		83.66
1415377	NORTHERN BUSINESS PRODUCTS INC	0.00		256.92
1516220	OPERATING ENGINEERS LOCAL #49	0.00		10,600.00
1524250	OXFORD UNIVERSITY PRESS USA	0.00		1,255.79
1601750	PAUL BUNYAN COMMUNICATIONS	520.96		244.24
1605665	PERSONNEL DYNAMICS LLC	0.00		300.11
1621130	P.U.C.	0.00		2,437.32
1801610	RAPIDS PLUMBING & HEATING INC	0.00		129.00
1805150	RECORDED BOOKS	0.00		2,449.40
1815702	ROSEN PUBLISHING	0.00		386.93
1901435	SALEM PRESS	0.00		1,458.00
1909510	SIM SUPPLY INC	0.00		231.55
1920065	STAR TRIBUNE	0.00		430.04
1920555	STOKES PRINTING & OFFICE	0.00		195.68
2005150	TECH LOGIC CORPORATION	0.00		400.00
4356	UNIQUE MANAGEMENT SERVICES	0.00		143.20
2114750	UNUM LIFE INSURANCE CO OF AMER	0.00		20.50
2205637	VERIZON WIRELESS STORE	0.00		112.88

3450	THE VILLAGE BOOK	0.00	16.95
9665	VISA	0.00	334.25
2301700	WASTE MANAGEMENT	0.00	278.99

ATE: 01/04/2018
 TIME: 12:51:56
 D: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE:

INVOICES DUE ON/BEFORE 01/10/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
2308300	BETSY WHIRLEY	0.00	125.00
TOTAL ALL VENDORS:			76,336.31

E. Staff Reports: The door closer on the outside front door needs to be replaced, and Nathan is obtaining quotes for a replacement .

F. Old Business

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

1. Approve payment of late bills (none)
2. Approve Contracts and payment to presenters
 - a. Wild and Free Program \$150
 - b. Artaria Strings Program \$150
3. Approve Resolution 2018-01 Accepting Donations
 - a. \$50 from Leah White, undesignated
 - b. \$500 from TJ Maroney/Barzen Donor Advised Fund
 - c. Subscription to Mother Jones from Jackie Dowell
 - d. \$100 from Charolette McDermott

Regular Agenda:

- a. Union Contract: The city is contributing 100% of the family level premium for employees for the duration of the 2-year contract. The current contract negotiations resulted in the Saturday after Thanksgiving being designated a ½ day Holiday, and the assumption that the Library would be closed and staff would not be working on that day. After reviewing the average number of people visiting on the Saturdays after Thanksgiving 2014-2017 (average 193, range 187-207) compared to other Saturdays in November during those years (average 244, range 59-327) the Board felt it is important to be open on that day. Options for staffing

were discussed, including hiring substitutes, paying staff Holiday pay, and staffing with exempt employees.

b. Small Meeting Room Policy Revision: There is now more space available and opportunity for groups to use the rooms. The proposal is to change the policy so that you pay a \$5 reservation fee for the first 3 hours and if you would like to continue to use after that it will be \$5 an hour per additional hour.

i. A motion was made by Sue Zeige to pass the small meeting room policy, and a second was made by Richard Thouin, the motion was passed unanimously.

c. ALA Inclusion Policy:

i. A motion was made by Deb Kee to formally adopt the ALA Inclusion Policy and a second was made by Max Peters, the motion was passed unanimously.

d. Accept Low Quote from Rapids Plumbing for Drinking Fountain:

i. A motion was made by Richard Thouin to accept the low quote of \$1799, and a second was made by Max Peters. The motion was passed unanimously.

Adjourn: The monthly board meeting was adjourned at 5:39 by Dennis Jerome.

Marcia Anderson
140 NE Second Street
Grand Rapids, MN 55744

Fund Statement(s)

January 1, 2017 - December 31, 2017

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:	Partner Relations Associate
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, 2017 - December 31, 2017

Prepared on: 1/30/2018

Prepared for: Marcia Anderson

Fund ID: 5350

Fund Activity

Beginning Balance on January 1, 2017	\$	32,087
Investment Activity		
Interest & Dividends		533
Investment Gain/(Loss)		4,560
Disbursements		
Administrative Fees		(279)
Grants Paid		(1,258)
Investment Expenses		(135)
Ending Balance on December 31, 2017	\$	35,509
Approved Grants to be Paid (Returned)		-
Uncommitted Balance on December 31, 2017	\$	35,509

Summary of Assets

Asset Detail	\$	%	Investment Performance			
			YTD	1 Year	3 Year	5 Year
			(Annualized)			
Multi-Asset Endowment Portfolio	35,511	100.0%	16.0%	16.0%	7.5%	9.2%
Money Market	(2)	0.0%	0.8%	0.8%	0.4%	0.2%
	<u>\$ 35,509</u>	<u>100.0%</u>				

The Grand Rapids Public Library Endowment Fund (5350)
of Minnesota Community Foundation
Fund Statement
January 1, 2017 - December 31, 2017

There were no contributions during this statement period.

Grants Paid (Returned)		
Paid Date	Organization	Amount
03/08/2017	Grand Rapids Public Library	\$ 1,258
		<u>\$ 1,258</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, 2017 - December 31, 2017

Available to Grant Activity

Amount Available to Grant Carried Forward From 2017 -

Available to Grant for 2018

Grants (Paid)/Returned

Amount Available to Grant for 2018 -

Grants Scheduled to be paid January 1, 2018 - December 31, 2018 -

Uncommitted Amount Available to Grant for 2018 -

Future Year Grant Commitments

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2018
With Comparative Totals for January 31, 2017

	2017 Actual	2018 Actual	2018 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	414,074	350,319	350,319	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	483,660	419,905	419,905	
Revenues:				
Taxes	-	-	702,687	0%
Intergovernmental	-	-	133,282	0%
Charges for Services	2,943	4,053	32,100	13%
Fines & Forfeits	811	757	11,000	7%
Blandin Grant	-	-	-	0%
Grand Rapids Library Foundation	-	-	4,000	0%
Miscellaneous	1,360	374	13,800	3%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	5,114	5,183	896,869	1%
Expenditures:				
Personnel	41,588	44,048	656,469	7%
Supplies/Materials	9,625	8,417	96,300	9%
Other Services/Charges	17,656	3,820	144,100	3%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	68,869	56,285	896,869	6%
OPERATING SURPLUS (DEFICIT)	(63,755)	(51,102)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 1/31/XX				
Cash Flow	350,319	299,217	350,319	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/31/XX	\$ 419,905	\$ 368,803	\$ 419,905	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,509 as of 12/31/17. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,083

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 14, 2018

E: 02/07/2018
 L E: 13:46:46
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/14/2018

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	31.55
0113233	AMERIPRIDE SERVICES INC	53.36
0118660	ARROWHEAD LIBRARY SYSTEM	237.89
0201428	BAKER & TAYLOR, LLC	2,356.00
0212124	BLACKSTONE PUBLISHING	50.00
0215750	BOUNDARY WATERS JOURNAL	26.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405223	DEER RIVER HIRED HANDS INC	150.00
0405500	DEMCO	1,429.30
0421455	DULUTH NEWS TRIBUNE	298.48
0900060	ICTV	20.00
0920003	ITASCA AREA SCHOOLS	2,960.00
1209795	LIVE OAK MEDIA	26.29
1415377	NORTHERN BUSINESS PRODUCTS INC	153.73
1524250	OXFORD UNIVERSITY PRESS USA	386.37
1605665	PERSONNEL DYNAMICS LLC	482.42
1805150	RECORDED BOOKS	12.30
1821700	MICHAEL RUSSELL	205.00
1908570	SHOWCASES	406.08
1909510	SIM SUPPLY INC	339.32
2114356	UNIQUE MANAGEMENT SERVICES	241.65
2209450	THE VILLAGE BOOK STORE	24.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,589.74

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0605191	FIDELITY SECURITY LIFE INS CO	6.57
0718010	CITY OF GRAND RAPIDS	254.77
0718015	GRAND RAPIDS CITY PAYROLL	63,171.65
1209516	LINCOLN NATIONAL LIFE	39.00
1309199	MINNESOTA ENERGY RESOURCES	678.61
1309335	MINNESOTA REVENUE	53.12
1405850	NEXTERA COMMUNICATIONS LLC	81.71
1516220	OPERATING ENGINEERS LOCAL #49	10,600.00
1601750	PAUL BUNYAN COMMUNICATIONS	244.24
1621130	P.U.C.	2,408.36
2205637	VERIZON WIRELESS	164.92
2209665	VISA	515.26
2301700	WASTE MANAGEMENT	281.17
2308300	BETSY WHIRLEY	125.00
T001178	ARTARIA	150.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 78,899.38

TOTAL ALL DEPARTMENTS 90,489.12

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 702,687	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	5,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	153	8%
211-00-34-00-7975	INTERNET	3,200	296	9%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	600	40	7%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	3,500	13%
211-00-34-00-7990	FAX MACHINE USE	400	64	16%
211-00-35-00-1030	LIBRARY FINES	11,000	757	7%
211-00-37-00-2310	DONATIONS	1,500	100	7%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	-	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	4,000	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	180	5%
211-00-37-00-2450	MISCELLANEOUS	2,000	94	5%
211-00-37-00-5100	INVESTMENT INCOME	2,800	-	0%
		896,869	5,183	1%
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	36,113	9%
211-00-75-10-1030	SALARY-PARTTIME	23,538	2,224	9%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	245	2%
211-00-75-10-1210	PERA	33,195	2,560	8%
211-00-75-10-1220	FICA	27,441	2,352	9%
211-00-75-10-1250	MEDICARE	6,418	550	9%
211-00-75-10-1310	HEALTH INSURANCE	132,480	-	0%
211-00-75-10-1330	LIFE INSURANCE	221	3	1%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,610	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	1,870	27%
211-00-75-20-2020	COPY SUPPLIES	1,000	34	3%
211-00-75-20-2030	PRINTING/BINDING	900	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	-	0%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	485	19%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	14,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	44,000	2,663	6%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,358	26%
211-00-75-20-2130	NEWSPAPERS	1,400	729	52%
211-00-75-20-2140	PERIODICALS	8,000	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	253	10%
211-00-75-30-3010	ACCOUNTING SERVICES	900	-	0%
211-00-75-30-3070	LAUNDRY	650	80	12%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	1,700	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	400	7%
211-00-75-30-3210	TELEPHONE	7,200	378	5%
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	328	13%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	195	65%

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

Account Number	Account Description	2018 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	242	12%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	28,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	3,600	431	12%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	-	0%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	7,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	800	67	8%
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	-	0%
	TOTAL EXPENDITURES	<u>896,869</u>	<u>56,285</u>	6%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(51,102)</u>	

DATE: 02/08/2018
 TIME: 08:56:57
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2018

PAGE: 1
 F-YR: 18

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	0.00	0.00	702,687.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0

TOTAL		0.00	702,687.00	0.00	0.00	702,687.00	0
TOTAL TAXES		0.00	702,687.00	0.00	0.00	702,687.00	0
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	0.00	0.00	0.00	0
211-00-34-00-7970	PHOTO COPIES	153.42	1,900.00	153.42	0.00	1,746.58	8
211-00-34-00-7975	INTERNET	295.83	3,200.00	295.83	0.00	2,904.17	9
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	600.00	40.00	0.00	560.00	7
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,500.00	26,000.00	3,500.00	0.00	22,500.00	13
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	63.63	400.00	63.63	0.00	336.37	16

TOTAL		4,052.88	32,100.00	4,052.88	0.00	28,047.12	13
TOTAL CHARGES FOR SERVICES		4,052.88	32,100.00	4,052.88	0.00	28,047.12	13

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FUND: PUBLIC LIBRARY

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REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	756.50	11,000.00	756.50	0.00	10,243.50	7
TOTAL		756.50	11,000.00	756.50	0.00	10,243.50	7
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	100.00	1,500.00	100.00	0.00	1,400.00	7
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	1,000.00	0.00	0.00	1,000.00	0
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	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	180.00	4,000.00	180.00	0.00	3,820.00	5
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	93.50	2,000.00	93.50	0.00	1,906.50	5
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,800.00	0.00	0.00	2,800.00	0
TOTAL		373.50	17,800.00	373.50	0.00	17,426.50	2
TOTAL MISCELLANEOUS REVENUE		373.50	17,800.00	373.50	0.00	17,426.50	2
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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TOTAL REVENUES:		5,182.88	896,869.00	5,182.88	0.00	891,686.12	1
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	36,113.40	419,062.00	36,113.40	0.00	382,948.60	9
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	2,223.70	23,538.00	2,223.70	0.00	21,314.30	9
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	245.42	11,504.00	245.42	0.00	11,258.58	2
211-00-75-10-1210	PERA	2,560.29	33,195.00	2,560.29	0.00	30,634.71	8
211-00-75-10-1220	FICA	2,351.72	27,441.00	2,351.72	0.00	25,089.28	9
211-00-75-10-1250	MEDICARE	549.99	6,418.00	549.99	0.00	5,868.01	9
211-00-75-10-1310	HEALTH INSURANCE	0.00	132,480.00	0.00	0.00	132,480.00	0
211-00-75-10-1330	LIFE INSURANCE	3.00	221.00	3.00	0.00	218.00	1
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	0.51	0.00	(0.51)	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	0.00	2,610.00	0.00	0.00	2,610.00	0
TOTAL PERSONNEL		44,048.03	656,469.00	44,048.03	0.00	612,420.97	7
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	1,869.67	7,000.00	1,869.67	0.00	5,130.33	27
211-00-75-20-2020	COPY SUPPLIES	33.99	1,000.00	33.99	0.00	966.01	3
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	0.00	0.00	900.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	2,600.00	0.00	0.00	2,600.00	0
211-00-75-20-2070	COMPUTER INVENTORY	485.45	2,500.00	485.45	0.00	2,014.55	19
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	14,000.00	0.00	0.00	14,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0

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EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	400.00	0.00	0.00	400.00	0
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	2,662.52	44,000.00	2,662.52	0.00	41,337.48	6
211-00-75-20-2120	AUDIO/VISUAL	2,357.79	9,000.00	2,357.79	0.00	6,642.21	26
211-00-75-20-2130	NEWSPAPERS	728.52	1,400.00	728.52	0.00	671.48	52
211-00-75-20-2140	PERIODICALS	26.00	8,000.00	26.00	26.00	7,948.00	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	252.82	21,500.00	252.82	101.13	2,146.05	14
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		8,416.76	96,300.00	8,416.76	127.13	87,756.11	9
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	900.00	0.00	0.00	900.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	80.04	650.00	80.04	26.68	543.28	16
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	1,700.00	0.00	18,700.00	8
211-00-75-30-3100	OTHER CONTRACTED SERVICES	400.00	6,000.00	400.00	750.00	4,850.00	19
211-00-75-30-3210	TELEPHONE	377.99	7,200.00	377.99	0.00	6,822.01	5
211-00-75-30-3220	POSTAGE/FREIGHT	327.60	2,500.00	327.60	0.00	2,172.40	13
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
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	195.00	300.00	195.00	195.00	(90.00)	130
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	241.65	2,000.00	241.65	0.00	1,758.35	12
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3310	PUBLISHING & ADVERTISING	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	0.00	0.00	28,000.00	0
211-00-75-30-3840	GARBAGE REMOVAL	431.17	3,600.00	431.17	150.00	3,018.83	16
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	0.00	0.00	4,000.00	0
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	0.00	0.00	7,000.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	0.00	0.00	15,000.00	0
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	7,000.00	0.00	0.00	7,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	67.00	800.00	67.00	0.00	733.00	8
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	15,000.00	0.00	0.00	15,000.00	0
TOTAL OTHER SERVICES & CHARGES		3,820.45	144,100.00	3,820.45	1,121.68	139,157.87	3
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		56,285.24	896,869.00	56,285.24	1,248.81	839,334.95	6
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		56,285.24	896,869.00	56,285.24	1,248.81	839,334.95	6
TOTAL FUND REVENUES		5,182.88	896,869.00	5,182.88	0.00	891,686.12	1
TOTAL FUND EXPENSES		56,285.24	896,869.00	56,285.24	1,248.81	839,334.95	6
FUND SURPLUS (DEFICIT)		(51,102.36)	0.00	(51,102.36)			
TOTAL ALL FUND REVENUES		5,182.88	896,869.00	5,182.88	0.00	891,686.12	1
TOTAL ALL FUND EXPENSES		56,285.24	896,869.00	56,285.24	1,248.81	839,334.95	6
ALL FUND SURPLUS (DEFICIT)		(51,102.36)	0.00	(51,102.36)			

Directors Report: February 2018

Background on Agenda items:

Front Door Automatic opener

The Automatic door opener/closer on the outside front door has failed and is not repairable so we are looking at replacing it with a completely new opener.

The quotes are on comparable doors from different manufacturers. The quotes and detailed product descriptions are in your packets

We have received quotes from

Anderson Glass *Record 8100 series 2 year warranty* \$2700

Mesabi Glass *NABCO 710 series 1 year warranty* \$2350

After comparing products, warranties, and timeliness of service, we are recommending going with the Record brand that Anderson Glass is selling.

Bonnie Henriksen resignation

Bonnie Henriksen has submitted a letter of resignation effective April 19, 2018 from her position as half-time volunteer coordinator. She has already spoken in depth with 3 people who have expressed interest in her position, so I feel confident that we can find someone quickly who will be a good match for the Library. Her position is unique in that part of it is recruiting, training and coordinating volunteers for specific tasks within the library, and part of it is coordinating the work of the volunteer program committee and developing, coordinating and publicizing programs. Our plan is to advertise the position for a short window of time and do interviews in early March so the Library Board can approve a new hire on March 14. Ideally, the new person could overlap with Bonnie for a couple of weeks in April

Jupdates

Drinking Fountain replacement

The drinking fountain in the lobby was replaced on February 9. It includes a spigot for filling a water bottle.

Accessibility Project

We have quotes for interior doors and electrical work. However, we do not have a copy of the quote from Anderson Glass. Documentation for matching funds was sent off to MDE on Feb 12, along with the End Grant Agreement. However, I received a response that pledges of support from the Friends and Foundation is not adequate. I need to have the cash on hand. I have included a resolution accepting the donations on the agenda for approval. I will submit that, along with a copy of the checks.

Passport Fee to increase

We were busy with passports in January (155) During the past 2 years we saw a similar rate in February and early March as in January. We were just notified that the execution fee will rise from the current \$25/application to \$35/application on April 2nd. The State Department determined that the actual cost per application is around \$34/application for Post Offices and federal agencies accepting applications, so they opted to raise the execution fee. The complete document can be found in the Federal Register.

<https://www.federalregister.gov/documents/2018/01/31/2018-01809/schedule-of-fees-for-consular-services-department-of-state-and-overseas-embassies-and>

We will do some promotion encouraging people to get a passport in February or March. However, I anticipate that this will increase our passport fee revenue over what we budgeted for the year.

Rapids Reads 2018

Planning for Rapids Reads continues:

The book chosen is *Weaponized Lies: How to Think Critically in the Post-Truth Era*, by Daniel Levitin. There will be two programs in March and April:

Do We Live in Social-Media Echo Chamber? Why, and at What Cost? March 22, 6 pm

Eugene Borgida, Professor of Psychology and Law, University of Minnesota

American Politics: How We Can Come Together to Move Forward April 10, 6:00 pm

Joaquin Munoz, Professor of Education, Augsburg College and representative of Better Angels, a national organization helping people talk across political divides.

This is being done in conjunction with ICC

Cost will be roughly \$400 for books and up to \$1000 for speakers. The Library Foundation has agreed to underwrite the costs for books and speakers.

Publicity

Hometown Focus, a local newspaper based in Virginia, is doing a Library Mania issue Feb 16 and featuring Libraries on the Range. They are looking for unique features and services. Tracy and I wrote about the unique services we provide and the variety of programs.(including passports, bike share, fishing rods, puzzles, games, study space, regular after-school programs) This was submitted along with many pictures.

Assistant Director Report

February 2018

Teens

The Teen Advisory Board did not meet in January.

The Friends of the Library paid for a new display piece for the teen area. It has 4 silver shelves. It was super easy to assemble and looks great! It has a much smaller footprint than the previous display unit. A new magazine rack for the teen area is on order and will arrive in April.

The teen room drawing had 7 participants. Megan L. was the winner.

Teen Winter Reading is slowly coming to a close. The last day for teens to turn in their reading logs is Saturday, February 17.

Friends of the Library

The Friends of the Library Board met in January. They meet 4-5 times per year with their annual meeting in late Spring/early Summer. This year's annual meeting will be held Wednesday, June 6 in the Community Room. All members of the Friends are invited to the meeting. Friends will plan a lunch for staff appreciation sometime in April.

Staff

Staff attended CPR/AED/First Aid training at the PUC/Public Works building. A trainer from Meds-1 led the training. A large portion of the time was spent on using an AED which prompted us to look at ours. A new battery and pads are on order for our unit.

	THIS MONTH	YTD	YTD 2017
CIRCULATION			
Check-outs	10,721	10,721	10,876
Total Circulation	12,426	12,426	12,672
Returns	12,212	12,212	11,881
New cards	102	102	86

Door count 9737

	THIS MONTH	YTD	YTD 2017
TECHNICAL PROCESSES			
Books cataloged and processed	618	618	528
Withdrawn copies	605	605	932

	THIS MONTH	YTD	YTD 2017	YTD 2017	2017 YTD HOURS
REFERENCE					
tests proctored	900	900	733		
computer help over 5 minutes	5	5	3		
Passports	103	103	39		
INTERNET					
Pharos sessions ***	165	165	116		
	938	646	938	646	620
				1,009	

	PEOPLE	HOURS	YTD HOURS
Non-Pharos sessions VOLUNTEERS			
	148	148	136
	31	222.00	222.00

	GROUPS	YTD GROUPS
MEETING ROOM		
COMMUNITY ROOM/GSR	49	49

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2017 programs	YTD 2017 people
PROGRAMS & TOURS						
BOOK TIME	4	114	4	114	4	94
SATURDAY STORY TIME	8	169	8	169	8	227
CLASS VISITS	4	130	4	130	5	148
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	3	69	3	69	3	39
TEEN PROGRAMS	1	7	1	7	4	23
Total Youth Programs	20	489	20	489	24	531
Total Adult Programs	4	53	4	53	6	146

	HRS THIS MONTH	HRS YTD	YTD 2017
BOOKINGS & ARRANGEMENTS			
TOTALS	9	9	7.5

January Children's Library Report

Those warm days in January got more things running than just the snowmelt! Our monthly art program, Artastic, saw 26 participants for a warm, sunny January Monday. Usually these programs are capped at 20, but Ms. Betsy just smiled, welcomed everybody, and made it work. Hooray for flexibility! We also had 26 people for Lego Club and 17 for Full Steam Ahead.

Dion and I attended the second part of our M3 workshop in January. It was an intense 6 hours to be sure! This program gave us tools to pick apart a program (we applied the process to Lego Club) and to look at each piece to determine what we felt were our strengths and weaknesses. We came out of the workshop with new skills, to be sure, but also with the realization that the time spent looking at a single program was worthwhile. Often we throw a program out to see who the takers will be. Perhaps some more intentionality when in the planning stages will help us focus our programs to our patron's needs. It was an important workshop for me.

Speaking of programming, I hope to develop a three session tween book club to coincide with our Summer Reading program. I realize that some kids have nowhere just to "be." And while the numbers may be small, I think we can fill an important niche. I hope a tween book club will help some kids to see the library as a place for them, and will provide an important sense of belonging. I would like to supply each participant with a paperback copy of the book we are reading, so there are no barriers for any child. And, I'm planning on serving snacks. So, that should get them, right? 😊 Stay tuned!

All of my Murphy 3rd grade visitors, and Mr. Cody's Southwest 4th grade participated in our first ever "mock" Caldecott. We only had about a half an hour, but we read 4 Caldecott hopefuls and we voted. The awards are announced on February 12...we're all pretty excited to hear who the winners are! This format worked quite well, and I think I'll expand it for next year.

Looking for a good book? Check out our back bulletin board (by the Children's office.) Billie Jo Doyle's Forest Lake third graders have shared some really creative book recommendations with us. There are eight posted now, with more to come in rotation. They are well done! Happy Reading!

Board member *Lisa Tabbert* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-02
A RESOLUTION ACCEPTING DONATIONS

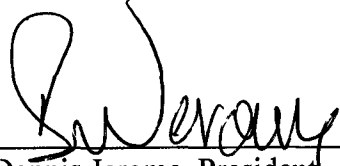
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

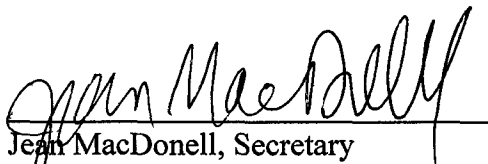
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$25 from Kathy and Randy McCarty in memory of Robert Urista to purchase Charlie Takes His Shot for the Children's collection
\$50 from Patricia Hutton in memory of Loretta Schmidt for purchase of books

Adopted this 14th day of February, 2018



Dennis Jerome, President



Jean MacDonell, Secretary

Board member *Deb Kee* seconded the foregoing resolution and the following voted in favor thereof:

*Randy McCarty, Deb Kee, Dennis Jerome, Jean MacDonell,
Susan Zeige*

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.



• PHONE •
218-326-0331
218-326-6277

Anderson Glass Company, Inc.

816 West 4th Street
Grand Rapids, MN 55744



• FAX •
218-326-3641
• WEBSITE •
www.andersonglassco.com

Grand Rapids Library
Grand Rapids, MN 55744

ATTN: NATE MORLAN

JOB NAME: LIBRARY INTERIOR ENTRANCE

1-29-18

JOB LOCATION: GRAND RAPIDS, MN

NATE,
THE TOTAL COST FOR US TO FURNISH AND INSTALL THE ALUMINUM ENTRANCE AND AUTO OPERATORS PER THE ATTACHED SKETCH WILL BE: \$14,660.00 (Fourteen thousand, six hundred sixty and no/100 dollars).

Please note we did not include sales tax. ADD \$535.00 if required

(SEE CONDITIONS OF THIS QUOTE ON REVERSE SIDE)

TERMS: NET 30

F.O.B.

SALES TAX: NOT INC.

THIS PROPOSAL ACCEPTED BY:

THIS PROPOSAL SUBMITTED BY:
CHRIS STANLEY

ANDERSON GLASS CO. INC.

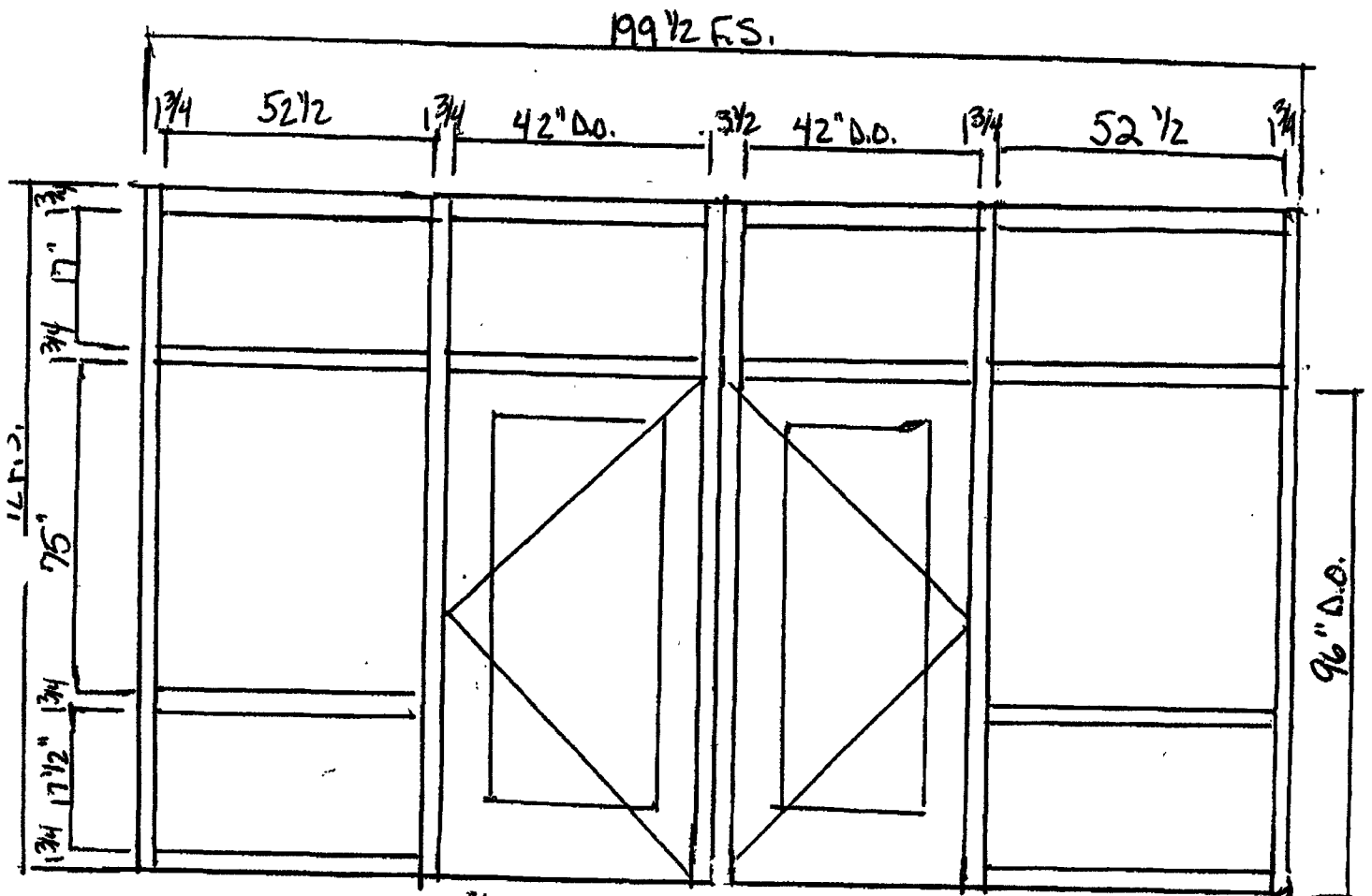
FOR: _____

DATE:

DATE: 1-29-18

WINDOWS • DOORS • STOREFRONTS • GLASS • MIRRORS

816 NW 4TH STREET • GRAND RAPIDS, MN



- $1\frac{3}{4} \times 4\frac{1}{2}$
- Painted to match employee entrance we did last year.
- Wood Doors by others \rightarrow Prep for 4 Butts per leaf.
- Re-use pull handle
- 1 ea Van Duprin CD99EO 313 Rim exit device
- 1 ea Van Duprin CD99EONLCP (Keyed access) 313 Rim exit device
- Cylinders with Temp Cores provided. Final Cores by owner
- 1 ea Heavy Duty Closer
- 1 ea Record Series 8100 Auto operator w/ Handwired push buttons
- 1 ea Record Series 6100 Auto Operator Installed on Separate Door.
- * All electrical wiring/ hook-up by others.



PROPOSAL

418 Atlantic Ave. N.
Thief River Falls, MN 56701
218-681-1333
FAX 218-681-0667

PROPOSAL SUBMITTED TO:

NAME: City of Grand Rapids Library
ADDRESS: Grand Rapids Mn

PHONE: 218-326-7628
JOB NAME: Automatic replacement
DATE: January 16, 2018

We hereby submit specifications:

Remove and replace existing operator with
Nabco 710 series operator

Price includes all tax, labor and materials Total \$ 2,350.00

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of: with payment to be made as follows: Payable upon completion
All materials are guaranteed to be as specified. All work to be completed in a manner according to standard practices. Any alteration of deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control, unless specified above. Interior trim work is the responsibility of others. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Dave Anderson

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Quoted prices are for installation in openings prepared by others unless specified otherwise.*

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Signature _____

Date _____

Signature _____

NABCO 

GT710/8710

Low-Energy

ADA Swing Door Operator

Where SOLUTIONS are AUTOMATIC

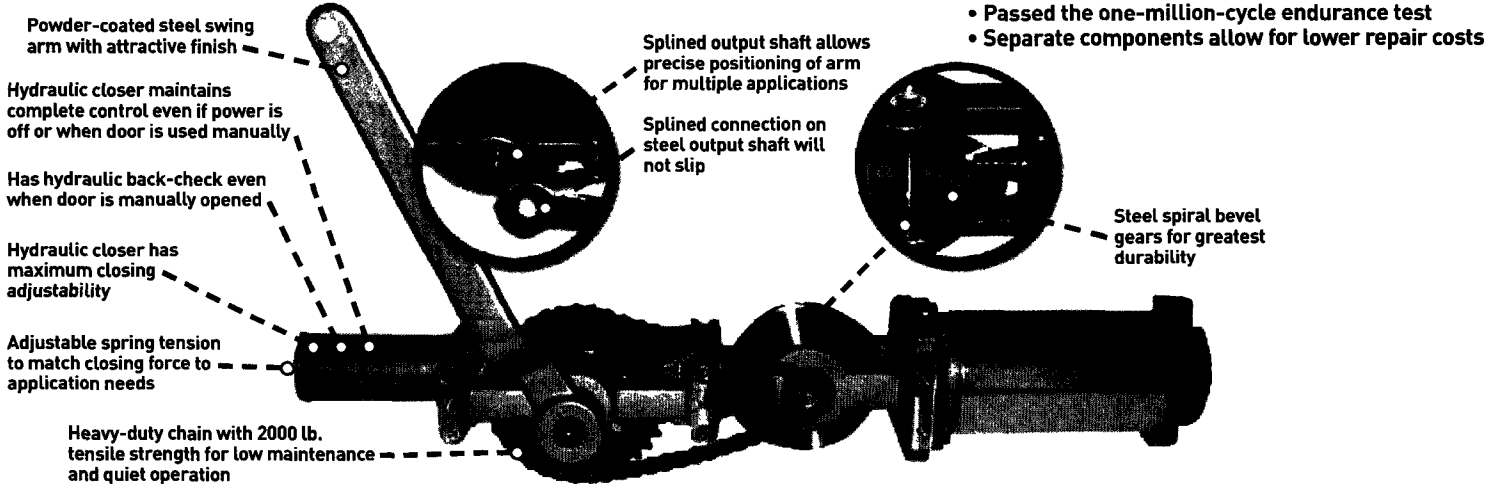


Product Features and Benefits

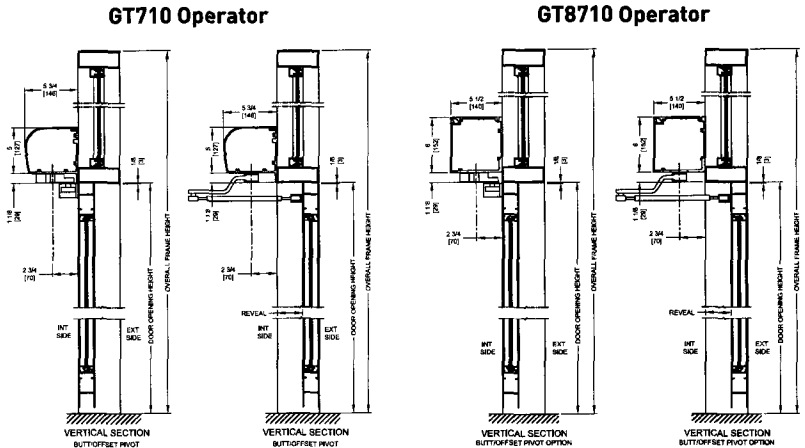
- Hydraulic design offers **proven reliability**
- Adjustable closing speeds to **enhance energy savings**
- Manual mode requires very little pressure to open **promoting ease of operation**
approved on fire door assemblies rated up to 3 hours, **maintaining security and safety**
- Hydraulic back-check during windy conditions **protects the door and operator from damage**

GT710/8710 Low-Energy ADA Swing Door Operator

The NABCO GT710/8710 Low-Energy Operator is engineered for interior and exterior use, and designed to automate essentially any new or existing door frame. The GT710/8710 operates in both automatic and manual modes with a hydraulic back-check that protects the door and mechanical operator from damage when forced open in windy conditions or when manually operated. The GT710/8710 Operator has been approved for use on fire door assemblies rated up to 3 hours. The low-energy performance, combined with the adjustable opening and closing speeds, reduces energy consumed, which offers a prompt return on your investment.



PRODUCT INFORMATION	
Header dimensions	Side load - 5" H X 5 3/4" D (GT710) curved header Side load - 6" H X 5 1/2" D (GT8710)
Standard finish	Clear and dark bronze anodized
Optional finishes	Painted, clad, special anodized
Mounting	Surface applied or overhead concealed
Installation types	Push or pull
Operating voltage	120 VAC @ <5 amps 12VDC 750mA
Auxiliary power output	
Operator drive	Electro-hydraulic
Motor voltage	Pulse width modulated
Motor type	1/8th HP @ peak
Control type	Microprocessor
Door panel weight	300 lbs.
Adjustable open	Force and speed
Adjustable close	Force and speed
Closing method	Spring/hydraulic (with selectable power assist)
Adjustable opening angle	Up to 145°
Power boost close	Selectable
Basic features	Low-energy operation Push and go Obstacle detection in opening and closing cycles Sequential or timer mode operation LCD display for programming and diagnostics Open- or closed-circuit safety inputs Momentary or maintained activation
Switch modes	On, off, hold-open
Opening and closing speed	Adjustable
Hold-open time	Adjustable (0-30 seconds)
Code compliances	ANSI A156.19/ANSI A117.1
Approvals	UL, ULC



CONFIGURATIONS:
The GT710/8710 is available for multiple configurations, such as single doors, simultaneous pairs, and dual-egress, as well as the Opman configuration, which is a single continuous header for a pair of doors containing a manual closer on one side and an automatic operator on the other.

NABCO Service and Specifications

Along with the NABCO factory branches, NABCO has the largest independently owned network of automatic door distributors in North America. Their friendly, qualified installers and technicians always strive to exceed your expectations from install to after-sales service. NABCO's factory branches and independent distributors provide AAADM-certified technicians to ensure your doors meet all ANSI A156.10/A156.19 standards.

Complete three-part specifications and CAD drawings are available on the NABCO website.



Member of the Nabtesco Group

NABCO ENTRANCES INC.
S82 W18717 Gemini Drive | Muskego, WI 53150 | 877-622-2694 | Fax 888-679-3319
www.NABCOentrances.com | Email info@nabcoentrances.com



Distributed by:

Marcia Anderson

From: Everett Baumgarner
Sent: Tuesday, January 16, 2018 1:13 PM
To: Nathan Morlan
Subject: Fwd: Pricing Options--Library
Attachments: 8100 Series Brochure.pdf; ATT00001.htm

Everett Baumgarner
Facilities Maintenance
City of Grand Rapids
Sent from my iPhone

Begin forwarded message:

From: "Chris Stanley" <Chris@andersonglassco.com>
To: "Everett Baumgarner" <ebaumgarner@ci.grand-rapids.mn.us>
Subject: Pricing Options--Library

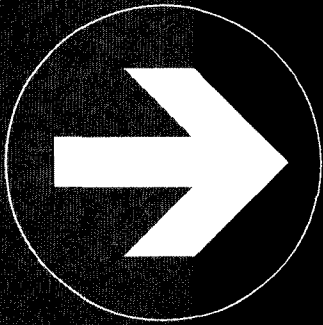
Everett,

- The price for a new, heavy-duty automatic operator (We recommend the heavy-duty one because of the size/weight of door) \$2,700.00.

- The price to replace the hydraulic closer barrel in the existing operator is \$865.00.

Chris Stanley
Anderson Glass Co., Inc.
816 NW 4th Street
Grand Rapids, MN 55744
www.andersonglassco.com

Ph: 218-326-0331
Fax: 218-326-3641



8100 Series Stylus
Ready Drive Controller



8100 Series

A proven planetary gear system in tandem with a perfected lever-system arm assures the smoothest, most quiet operation available without exception. Libraries, doctor offices, and healthcare facilities demand that their daily routines proceed without the common noisy distractions associated with many competitive products. Eliminate your worry of post install performance by specifying record-usa's 8100 series without hesitation.

Combined with World famed Swiss precision technology and a patented control system with 32 bit processor technology, the 8100 series is powerful and intelligent. The 8100 guarantees rapid and reliable door control performance, even when complex functions are desired.

When programming the 8100 series with record-usa's available hand held remote you will be greatly impressed with the quick and easy diagnostics and software updates that make field adjustment easy to configure and program. Using state of the art computer chip technology incorporating flash memory, the installing contractor can program multiple entranceways to open and close at the exact same speed with each and every opening.



record-usa's 8100 series swinging door operator makes everyone's decision making process simpler in that it truly can be selected for most any application. An ingenious design platform allows each unit to be used on virtually any door configuration including:

- Right hand or left hand doors
- Inswinging or outswinging doors
- Single, pairs or double egress doors
- Balanced doors
- Swing clear doors
- Interior doors
- Surface applied
- Center hung doors
- Butt hung doors
- Deep reveal applications
- Libraries, elderly care facilities, universities, hospitality, storefronts
- Front entrances in retail applications
- Meets ANSI A 156.19 requirements when adjusted properly
- Meets ANSI A 156.10 requirements when adjusted properly
- Exterior doors
- Fire rated openings
- Available clear or dark bronze anodized, custom painted, and clad
- ADA applications
- Electric strikes without additional relays or delays
- Up to 350 pounds per door leaf
- 30" doors through 96" door openings
- Push to start applications eliminate the need for additional activation accessories and complex field wiring
- Latch assist function assures closing in areas with heavy stack conditions commonly associated with doors in air conditioned and heated environments
- Specify 8200 Series when a squared header is desired

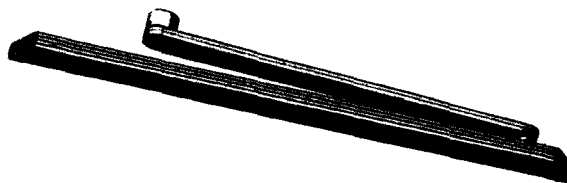
Brake Feature

An optional feature for the 8000 series Swing Door Operator systems is an internal clutch/ brake to maintain door position at the full-open and/ or full closed position(s). This electro-mechanical unit is integrated within the encoder assembly and will hold door position with 90 ft-lbs torque. If forces are applied to the door which exceeds this force, the clutch feature of the unit will allow rotation without physical damage to the operator.

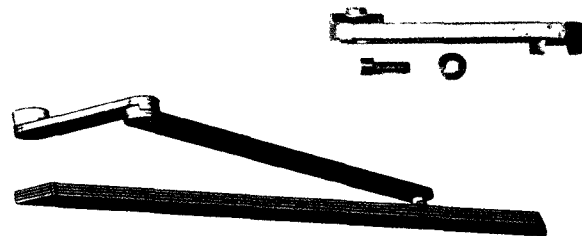
Arm Options



The Standard Arm Assembly, 9-80-0010-CL, will work in out swing (push) applications up to a 12" reveal, and in swing (pull) applications up to a 6" reveal.




The Slide Track Arm Assembly, 9-80-0012-CL, will work in out swing (push) applications up to a 3" reveal, and in swing (pull) applications up to a 6" reveal.



The Offset Arm Adapter, 9-80-0011-CL, can be used with the above Slide Track Arm Assembly to provide a solution for special applications, such as center-pivoted doors with breakout capability, or double-egress installations using a continuous header.

Extended Reveal Applications will require an extension of the secondary (adjustable) arm portion of the Standard Arm Assembly. This is accomplished by combining two secondary arm assemblies. Reveals of up to 24" are possible.

8100 Series





285 Paul Bunyan Dr. NW
Bemidji, MN 56601

ph: (218) 444-GLASS (4527)

fax: (218) 444-6429

toll free: 1-866-296-GLASS

February 12, 2018

Grand Rapids Library
Nathan Morlan

Re: Interior Main Entrance

Labor and materials to remove existing hollow metal entry system. Installed will be a new 1-3/4 x 4-1/2 storefront entrance system with maple wood doors. The frame will be set and anchored in place. Finish on the frame system will be Hunter Green (standard finish green). The two new 3'6 x 8'0 natural finish maple doors will include four butt hinges, LCN 4040XPCUSH door closer on one door leaf, RecordUSA 8100 automatic door operator (with two wireless push pads) on the other door leaf, Von Duprin 99 series exit devices with cylinder dogging (only one of the two will have key access from the exterior side), 10" o.c. exterior door pulls, and 10 x 35 kickplates on each side of the doors. All glazing to be 1/4" clear tempered safety glass – including the glass in each door.

To reuse existing security sensors of old doors.

Keying of all new cylinders by others.

Add 5% for custom color paint finish other than the Hunter Green. Color sample with paint code and paint manufacturer required to match.

INSTALLED PRICE: \$14,910.00

Labor and materials to install a new stand alone Record 8100 automatic swing door operator with two wireless push pads. This is for standard installation. Does not include any bollard posts, slide tracks or other special equipment that an installation may call for under special circumstances.

INSTALLED: \$2,575.00 (per 3'0 wide door leaf)

Please call 218-444-4527 with any questions.

Thank You,

A handwritten signature in black ink that reads 'Jon Smith'.

Jon Smith

Pokegama Electric, Inc.
19432 Highway 169
Grand Rapids, MN 55744

Proposal

Date	Proposal Number
1/20/2018	27229

NAME / ADDRESS
City of Grand Rapids 420 Pokegama Ave. N Grand Rapids, MN 55744

P.O NUMBER	TERMS

DESCRIPTION	QTY	COST	TOTAL
Electrical proposal for the following at The public Library **Includes the following: *rewiring of front handi-cap door operator Bid Price-material/labor		350.00	350.00
**Riverview Room *install new dimmable LED trims on the existing fixtures *add 2 receptacles in new divider wall *seperate lights and add light switch w/dimmers *wiring for handi-cap door operator			
material		1,600.00	1,600.00
Inspection Fee		75.00	75.00
Labor @ \$85/hour	13	85.00	1,105.00
**ADD \$400 if low-voltage dimming wire is required to be installed to all fixtures. I am assuming all the existing light wiring already has the low-voltage dimming cable installed. low-voltage wiring for dimmable recessed cans		400.00	400.00
We look forward to doing business with you!		Total	\$3,530.00

City of Grand Rapids
Library

All Total----\$3750

rewire Riverview lighting and install dimmer switches and (2)new recptacles in new walls

rewire existing lights---remove from night lights and rewire (8) lights to (1) dimmer next to entry door---rewire (4)lights in North of Riverview to dimmer next to door---
---replace existing (12)--52 watt cfl lights with (12)LED --22 watt dimable fixtures

remove plywood sheeting and repair replace as necessary

Install (2)dimmer switches and (2)new outlets on new center wall

Wire new door opener power unit in river view room ---as well disconnect and reconnect power to existing door opener main library entry door---push buttons to be remote-and battery power

Tony Bodin
Tru North Electric
218-244-3494

Board member *Randy McCarty* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2018-03
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,

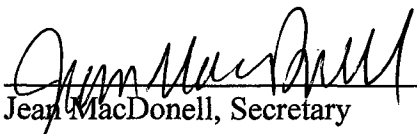
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$2000 from the Grand Rapids Area Library Foundation to support projects to increase accessibility in the Library (Entry door replacement and creation of small accessible meeting space)

\$2000 from the Friends of the Grand Rapids Area Library to support projects to increase accessibility in the Library (Entry door replacement and creation of small accessible meeting space)

Adopted this 14th day of February, 2018


Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Deb Kee* seconded the foregoing resolution and the following voted in favor thereof:
Randy McCarty, Deb Kee, Dennis Jerome, Jean MacDonell, Susan Zeigler, Lisa Tabbert

And the following voted against same: -

And the following abstained: -

Whereby the resolution was declared duly passed and adopted.