

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

2017 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:** *absent Deb Kee*
- 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**
Letter from Paul Bunyan re DCR communications
- 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**
 - a. **Unique Management Services \$170.05**
 2. **Approve Contracts and payment to presenters**
 - a. **Sara Pajunen Folk Music July 18 \$300**
 3. **Approve Resolution 2017-7 Accepting Donations**
\$25 from Kirk and Shirley Snell for children's materials in honor of Jan Ferraro
\$20 from Georgia and David Bjerk for children's materials in honor of Jan Ferraro

Regular agenda

1. **Approve quote of \$5703.01 from Erickson Itasca Lumber for siding**
2. **Approve quote from Amy Gottlieb for \$11,660 for staining and sealing exterior siding and painting metal trim**
3. **Approve quote from Range Cornice for \$2065 for maintenance and repair of flashing on roof.**

6:00 **Adjourn**

Grand Rapids Area Library Regular Board Meeting June 14, 2017

Call to Order: The monthly board meeting was called to order at 5:02 PM by Randy McCarty

Roll Call:

- **Members Present:** Max Peters, Lisa Tabbert, Deborah Kee, Susan Zeige, Randy McCarty
- **Members Absent:** Shannon Benolken, Dennis Jerome, Jean MacDonell, Richard Thouin
- **Staff Present:** Director Marcia Anderson

Public Comment:

Regular Agenda Items 5-8 (moved to top per Director Anderson):

- 5. Discuss options and timing for repairing/replacing wood exterior siding**
- 6. Accept quote for painting exterior metal and staining siding from Amy Gottlieb Painting for \$12,460** Motion tabled until July meeting.
- 7. Accept quote for replacement of caulk around windows that meet wood from Northern Caulking and Sealants for \$8,270** Max Peters moved to approve the motion as presented. A second was made by Deb Kee. The motion passed unanimously.
- 8. Accept quote for replacement of caulk for sidewalk/building joint from Al's Restoration for \$1,270** Lisa Tabbert moved to approve the motion as presented. A second was made by Max Peters. The motion passed unanimously.
- 9. Authorize expenditure up to \$8,000 for materials to replace siding on the south side of the building.** Deb Kee moved to approve motion as presented. A second was made by Sue Zeige. The motion passed unanimously.

Agenda: Deborah Kee moved to approve the agenda as amended. A second was made by Max Peters. The motion passed unanimously.

Minutes: Lisa Tabbert moved to approve the minutes from the May 10, 2017 board meeting. A second was made by Susan Zeige. The motion passed unanimously.

Communications: none to report

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before June 14, 2017**

NAME	AMOUNT DUE
5 STAR PEST CONTROL &	\$485.00
AMAZON.COM	163.00
AMERIPRIDE LINEN & APPAREL	49.74
ARROWHEAD LIBRARY SYSTEM	492.38
B. BAIRD-PETTY CASH FUND	18.67
BAKER & TAYLOR, INC	2,508.39
JENNIFER BEHM	125.00
LEAGUE OF MN CITIES INS TRUST	204.00
BLUE CROSS & BLUE SHIELD OF MN	5,948.50
BUSY BEES QUALITY CLNG SVC INC	1,700.00
CANON USA INC	67.00
COLE HARDWARE INC	37.97
CUB FOODS STORE# 9036	10.34
DELTA DENTAL OF MINNESOTA	175.10
FIDELITY SECURITY LIFE INS CO	6.26
FINDAWAY WORLD LLC	370.45
FLOWERS BY JEANNIE	58.00
GARTNER REFRIGERATION CO	2,504.00
GRAND RAPIDS CITY PAYROLL	39,242.62
JUNIOR LIBRARY GUILD	68.00
LEARNING OPPORTUNITIES INC	20.49
LINCOLN NATIONAL LIFE	78.00
MARCO TECHNOLOGIES, LLC	217.55
MN STATE HORTICULTURAL SOCIETY	62.00
MINNESOTA REVENUE	55.85
NEXTERA COMMUNICATIONS LLC	83.99
NORTHERN BUSINESS PRODUCTS INC	556.16
PAUL BUNYAN COMMUNICATIONS	243.72
PERSONNEL DYNAMICS LLC	783.21
P.U.C.	2,523.38
MICHAEL RUSSELL	1,185.00
SIM SUPPLY INC	183.01
UNIQUE MANAGEMENT SERVICES	250.60
UNUM LIFE INSURANCE CO OF AMER	18.45
VERIZON WIRELESS	225.50
VISA	450.90
WASTE MANAGEMENT	272.88
LUCIE AMUNDSEN	150.00
ANDREA K LEVASSEUR	100.00
LUTHERAN SOCIAL SERVICES	37.50
FREE RANGE FOOD CO-OP	78.75
TOTAL ALL VENDORS:	61,811.36

Max Peters moved to approve the financial report and payment of bills as listed. A second was made by Deb Kee. On a roll call vote the motion passed unanimously.

Staff Reports:

- ***Director's Report:***
- ***Assistant Director's Report:***

Old Business: none to report

New Business:

- ***Consent Agenda:***
 - 1. Approve payment of late bills**
 - 2. Approve Contracts and Payments to Presenters**
 - 3. Approve Resolution 2016 - Accepting Donations**
 - a. \$292.15 from Friends of the Library for a bulletin board and a white board sign for use in the children's area
 - b. \$200 from Splithand Township, undesignated
 - c. \$800 from GRAL Foundation for speaker honoraria for Rapids Reads
 - d. \$1,250 from GRAL Foundation for Whirley/Behn stipends for winter/spring programs
 - e. \$2,240 from GRAL Foundation for Story times Jan-April 2017
 - f. \$100 from Rebecca Smith for children's materials in honor of Jan Ferraro
 - g. \$100 from Bev and Dave Thompson for children's materials in honor of Jan Ferraro
 - h. \$100 from the Ladies of 66 for children's materials in honor of Jan Ferraro
 - i. \$50 from Sandra Pellicciotti for children's materials in honor of Jan Ferraro
 - j. \$20 from David and Mary Morken for children's materials in honor of Jan Ferraro
 - k. \$25 from William and Ruth Ann Trembath for children's materials in honor of Jan Ferraro

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

- ***Regular Agenda:***
 - 1. Approve Meeting Room policy change.** Discussed at strategic planning meeting. The Riverfront Room will be available for groups just as the other group meeting room is. Sue Zeige moved to approve the motion

as presented. A second was made by Max Peters. The motion passed unanimously.

- 2. Approve 2017-2020 strategic plan.** Deb Kee moved to approve the 2017-2020 strategic plan as presented. A second was made by Lisa Tabbert. The motion passed unanimously.
- 3. Authorize staff to begin hiring process and post Public Services Clerk II (Children's) as a part time position.** This is a replacement position, we aren't adding a new position. Will the Library be able to increase this to a f/t position in the future? What are the advantages/disadvantages of hiring full versus part time? Will we have a different pool of applicants if only a p/t position is approved? Max Peters moved to approve the motion as presented. A second was made by Deb Kee. The motion passed 3 to 2.
- 4. Appoint Budget Committee.** Randy McCarty appointed the following Board members to the budget committee: Max Peters, Lisa Tabbert, Dennis Jerome, and Shannon Benolken. Likely to focus especially on: personnel, computers, and building repairs and maintenance.

Adjourn: The monthly board meeting was adjourned at 6:17 PM by Randy McCarty.



Phone 218.444.1234 1831 Anne St. NW
Toll Free 888.586.3100 Bemidji, MN 56601
Fax 218.444.1121 paulbunyan.net

June 12th, 2017

Dear Valued Customer,

We are pleased to inform you that Paul Bunyan Communications has reached an agreement to acquire DCR Communications' telephone system customers. Mike and Sophie Dunagan will be handing over the servicing of their current telephone system clients to Paul Bunyan Communications.

Mike and Sophie will be working as an agent for PBC for the next 2 years, helping with the maintenance of your current equipment and any new equipment you may need. We anticipate a seamless transition for you. Paul Bunyan Communications has Account Executives dedicated to work with you on all your business voice and data communication service needs and a full staff of skilled technicians that will make sure your current and future phone system needs are handled quickly and efficiently.

Effective immediately, for phone system service please call Paul Bunyan Communications directly at (218) 999-1234 or toll free (888) 586-3100.

Paul Bunyan Communications was established in 1952 and is a member owned cooperative with offices in Bemidji and Grand Rapids. In addition to being a Mitel Phone System provider, Paul Bunyan Communications also provides a wide variety of business communication services including Managed Voice service, local and long-distance phone service, Broadband high-speed Internet, Metro Ethernet, secure off-site data storage, and television services.

In the meantime, if you have any questions about phone system service or any of the additional business communication services available through our cooperative please do not hesitate to call.

Paul Bunyan Communications looks forward to working with you in the future and thanks you for your past business with DCR Communications.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Johnson".

Gary Johnson
Paul Bunyan Communications
CEO/General Manager

Two handwritten signatures in black ink, one above the other, appearing to read "Mike Dunagan" and "Sophie Dunagan".

Mike and Sophie Dunagan
DCR Communications
Owners/Operators

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SIX MONTHS ENDING JUNE 30, 2017
With Comparative Totals for June 30, 2016

	2016 Actual	2017 Actual	2017 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	390,515	402,536	402,536	
Compensated Absences	39,670	42,690	42,690	
Emergency/unanticipated Expenditures	29,916	38,433	38,433	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	460,101	483,659	483,659	
Revenues:				
Taxes	337,307	-	666,240	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	24,327	22,833	36,982	62%
Fines & Forfeits	6,240	6,241	13,000	48%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,480	8,566	3,000	286%
Miscellaneous	10,645	7,242	13,200	55%
Other Sources-Insurance Recovery	-	3,057	-	0%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	382,998	47,940	860,422	6%
Expenditures:				
Personnel	287,466	292,623	619,960	47%
Supplies/Materials	35,738	35,312	87,900	40%
Other Services/Charges	61,237	80,371	152,562	53%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	384,442	408,306	860,422	47%
OPERATING SURPLUS (DEFICIT)	(1,444)	(360,366)	-	
Gr Rapids Library Foundation Captl Grant	17,599	-	-	0%
Capital Outlay	11,729	-	-	0%
Fund Balance 6/30/XX				
Cash Flow	394,942	42,170	402,536	
Compensated Absences	39,670	42,690	42,690	
Emergency/unanticipated Expenditures	29,916	38,433	38,433	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 6/30/XX	\$ 464,528	\$ 123,293	\$ 483,659	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,334 as of 03/31/17. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,083

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2017

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 666,240	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	5,282	100%
211-00-34-00-7970	PHOTO COPIES	1,700	1,366	80%
211-00-34-00-7975	INTERNET	3,200	1,706	53%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	320	64%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	13,775	53%
211-00-34-00-7990	FAX MACHINE USE	300	385	128%
211-00-35-00-1030	LIBRARY FINES	13,000	6,241	48%
211-00-37-00-2310	DONATIONS	1,500	393	26%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	-	0%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	1,000	935	93%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,258	97%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	3,000	8,566	286%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,700	2,955	80%
211-00-37-00-2450	MISCELLANEOUS	2,000	1,374	69%
211-00-37-00-5100	INVESTMENT INCOME	2,500	328	13%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	47,940	6%
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	419,878	199,498	48%
211-00-75-10-1030	SALARY-PARTTIME	23,305	10,599	45%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	4,427	38%
211-00-75-10-1210	PERA	33,239	15,304	46%
211-00-75-10-1220	FICA	27,477	12,364	45%
211-00-75-10-1250	MEDICARE	6,426	2,892	45%
211-00-75-10-1310	HEALTH INSURANCE	93,635	45,304	48%
211-00-75-10-1330	LIFE INSURANCE	221	111	50%
211-00-75-10-1335	DENTAL INSURANCE	2,065	688	33%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	1,436	65%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,393	48%
211-00-75-20-2020	COPY SUPPLIES	1,000	614	61%
211-00-75-20-2030	PRINTING/BINDING	900	522	58%
211-00-75-20-2060	COMPUTER SUPPLIES	2,600	1,078	41%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	487	19%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	5,600	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	344	34%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	400	295	74%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	622	31%
211-00-75-20-2110	BOOKS	44,000	21,712	49%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,725	41%
211-00-75-20-2130	NEWSPAPERS	1,400	972	69%
211-00-75-20-2140	PERIODICALS	8,000	178	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,368	55%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	612	323	53%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	9,010	150%
211-00-75-30-3210	TELEPHONE	6,000	2,585	43%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2017

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	1,437	57%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	95	19%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	354	118%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	627	28%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,583	51%
211-00-75-30-3810	ELECTRICITY	28,000	12,234	44%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	1,938	65%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,636	66%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	3,880	55%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	19,180	53%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	429	7%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	820	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,957	99%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,680	111%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	402	40%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	860,422	408,306	47%
	SURPLUS REVENUES/(EXPENDITURES)	-	(360,366)	

DATE: 07/07/
 TIME: 08:15:00
 ID: GL450000.WOW

CITY OF GRA APIDS
 DETAILED BALANCE SHEET

3: 1
 F-YR: 17

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 06/30/17
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	259,490.08	259,490.08	0.00
211-00-00-00-1010	CASH	535,249.37	61,497.39	500,366.96	96,379.80
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	12,793.00	0.00	0.00	12,793.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,195.00	0.00	1,195.00	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	32,087.00	0.00	0.00	32,087.00
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	5,416.08	982.87	4,507.73	1,891.22
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,630.00	5,814.60	5,815.40
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	16,501.12	8,469.06	8,032.06
TOTAL		586,850.45	350,101.46	779,843.43	157,108.48
TOTAL ASSETS					
		586,850.45	350,101.46	779,843.43	157,108.48
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	484,399.30	426,826.17	12,934.48
211-00-00-00-2030	SALES TAX PAYABLE	0.00	277.00	332.32	55.32
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	18,832.31	18,832.31	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	12,793.00	0.00	0.00	12,793.00
211-00-00-00-2220	DEFERRED REVENUES	1,057.75	1,057.75	0.00	0.00
TOTAL		103,190.67	504,566.36	427,158.49	25,782.80

DATE: 07/07/
 TIME: 08:15:00
 ID: GL450000.WOW

CITY OF GRA APIDS
 DETAILED BALANCE SHEET

E: 2
 F-YR: 17

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 06/30/17
TOTAL LIABILITIES		103,190.67	504,566.36	427,158.49	25,782.80
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	483,659.78	0.00	0.00	483,659.78
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	8,469.06	16,501.12	8,032.06
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	8,469.06	16,501.12	491,691.84
		0.00	360,366.16	0.00	(360,366.16)
TOTAL FUND EQUITY		483,659.78	368,835.22	16,501.12	131,325.68
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	873,401.58	443,659.61	157,108.48

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JULY 12, 2017

DATE: 07/06/2017
 TIME: 13:37:56
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/12/2017

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	441.80
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0201428	BAKER & TAYLOR, INC	1,909.31
0212124	BLACKSTONE AUDIO, INC	439.99
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405500	DEMCO	18.74
0518366	ERICKSON'S ITASCA LUMBER INC	5,111.30
0718010	CITY OF GRAND RAPIDS	307.94
0914800	INVEST EARLY PROJECT	4,485.00
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	120.11
1605665	PERSONNEL DYNAMICS LLC	1,741.58
1801610	RAPIDS PLUMBING & HEATING INC	221.40
1901355	ST PAUL PIONEER PRESS	230.76
1908248	SHERWIN-WILLIAMS	42.12
1909510	SIM SUPPLY INC	417.13
2018680	TRU NORTH ELECTRIC LLC	521.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 19,442.92

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0205345	JENNIFER BEHM	125.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0405447	DELTA DENTAL OF MINNESOTA	175.10
0718015	GRAND RAPIDS CITY PAYROLL	44,715.11
0801455	FRIEDA HALL	250.00
1209516	LINCOLN NATIONAL LIFE	39.00
1309199	MINNESOTA ENERGY RESOURCES	85.81
1309335	MINNESOTA REVENUE	62.08
1405850	NEXTERA COMMUNICATIONS LLC	83.78
1601750	PAUL BUNYAN COMMUNICATIONS	243.64
1621130	P.U.C.	2,798.56
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	52.04
2209665	VISA	589.31
2301700	WASTE MANAGEMENT	272.03
T001141	FREEMANS EXPLORE, LLC	300.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 55,758.41

TOTAL ALL DEPARTMENTS 75,201.33

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

PAGE: 1
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	666,240.00	0.00	0.00	666,240.00	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	666,240.00	0.00	0.00	666,240.00	0
TOTAL TAXES		0.00	666,240.00	0.00	0.00	666,240.00	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	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	5,282.00	0.00	0.00	100
211-00-34-00-7970	PHOTO COPIES	190.70	1,700.00	1,365.92	0.00	334.08	80
211-00-34-00-7975	INTERNET	304.05	3,200.00	1,706.04	0.00	1,493.96	53
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	500.00	320.00	0.00	180.00	64
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,575.00	26,000.00	13,775.00	0.00	12,225.00	53
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	50.53	300.00	384.53	0.00	(84.53)	128
TOTAL		2,140.28	36,982.00	22,833.49	0.00	14,148.51	62
TOTAL CHARGES FOR SERVICES		2,140.28	36,982.00	22,833.49	0.00	14,148.51	62

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

PAGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	1,004.11	13,000.00	6,241.03	0.00	6,758.97	48
TOTAL		1,004.11	13,000.00	6,241.03	0.00	6,758.97	48
TOTAL FINES & FORFEITS		1,004.11	13,000.00	6,241.03	0.00	6,758.97	48
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	393.00	0.00	1,107.00	26
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	221.77	1,000.00	934.91	0.00	65.09	93
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	1,257.69	0.00	42.31	97
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	3,000.00	8,566.14	0.00	(5,566.14)	286
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	0.00	3,700.00	2,955.06	0.00	744.94	80
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	259.60	2,000.00	1,374.09	0.00	625.91	69
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	2,500.00	327.59	0.00	2,172.41	13
TOTAL		481.37	16,200.00	15,808.48	0.00	391.52	98
TOTAL MISCELLANEOUS REVENUE		481.37	16,200.00	15,808.48	0.00	391.52	98
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	3,056.60	0.00	(3,056.60)	100
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	3,056.60	0.00	(3,056.60)	100
TOTAL OTHER SOURCES		0.00	0.00	3,056.60	0.00	(3,056.60)	100

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

PAGE: 3
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:							
		3,625.76	860,422.00	47,939.60	0.00	812,482.40	6
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	37,556.70	419,878.00	199,498.39	0.00	220,379.61	48
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	1,787.08	23,305.00	10,599.21	0.00	12,705.79	45
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	1,741.58	11,504.00	4,427.08	0.00	7,076.92	38
211-00-75-10-1210	PERA	2,497.59	33,239.00	15,304.16	0.00	17,934.84	46
211-00-75-10-1220	FICA	2,329.05	27,477.00	12,364.39	0.00	15,112.61	45
211-00-75-10-1250	MEDICARE	544.69	6,426.00	2,891.62	0.00	3,534.38	45
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	45,303.97	5,948.50	42,382.53	55
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	110.70	0.00	110.30	50
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,065.00	687.64	0.00	1,377.36	33
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(0.01)	0.00	0.01	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	205.29	2,210.00	1,435.74	0.00	774.26	65
TOTAL PERSONNEL		51,769.05	619,960.00	292,622.89	5,948.50	321,388.61	48
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	84.10	7,000.00	3,393.43	0.00	3,606.57	48
211-00-75-20-2020	COPY SUPPLIES	65.98	1,000.00	613.85	0.00	386.15	61
211-00-75-20-2030	PRINTING/BINDING	0.00	900.00	521.99	0.00	378.01	58
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	1,077.70	0.00	1,522.30	41
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	487.36	0.00	2,012.64	19
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	5,600.00	0.00	0.00	5,600.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	344.24	0.00	655.76	34

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	295.31	98.08	6.61	98
211-00-75-20-2100	OPERATING SUPPLIES	148.68	2,000.00	622.34	0.00	1,377.66	31
211-00-75-20-2110	BOOKS	2,039.65	44,000.00	21,711.95	0.00	22,288.05	49
211-00-75-20-2120	AUDIO/VISUAL	439.99	9,000.00	3,725.10	0.00	5,274.90	41
211-00-75-20-2130	NEWSPAPERS	230.76	1,400.00	972.40	0.00	427.60	69
211-00-75-20-2140	PERIODICALS	62.00	8,000.00	178.01	8.80	7,813.19	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	340.38	2,500.00	1,367.93	109.58	1,022.49	59
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		3,411.54	87,900.00	35,311.61	216.46	52,371.93	40
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	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	49.74	612.00	323.31	24.87	263.82	57
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	10,200.00	0.00	10,200.00	50
211-00-75-30-3100	OTHER CONTRACTED SERVICES	1,255.00	6,000.00	9,010.00	1,375.00	(4,385.00)	173
211-00-75-30-3210	TELEPHONE	379.54	6,000.00	2,584.80	0.00	3,415.20	43
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	2,500.00	1,437.34	370.78	691.88	72
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	95.45	95.45	309.10	38
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	354.22	25.00	(79.22)	126
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,200.00	626.50	0.00	1,573.50	28
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	0.00	0.00	300.00	0
211-00-75-30-3610	GENERAL INSURANCE	763.81	9,000.00	4,582.86	0.00	4,417.14	51
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	12,233.83	0.00	15,766.17	44
211-00-75-30-3840	GARBAGE REMOVAL	272.03	3,000.00	1,938.46	0.00	1,061.54	65
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,635.91	0.00	1,364.09	66
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	7,000.00	3,880.41	0.00	3,119.59	55
211-00-75-30-4010	BUILDING MAINT/REPAIRS	5,793.26	36,000.00	19,179.68	0.00	16,820.32	53
211-00-75-30-4015	GROUNDNS MAINTENANCE	410.50	6,000.00	429.17	0.00	5,570.83	7

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

PAGE: 5
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	820.43	0.00	8,179.57	9
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	702.13	3,000.00	2,957.36	0.00	42.64	99
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	6,679.53	0.00	(679.53)	111
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,000.00	402.00	0.00	598.00	40
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
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	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
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	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	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		11,393.01	152,562.00	80,371.26	1,891.10	70,299.64	54
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		66,573.60	860,422.00	408,305.76	8,056.06	444,060.18	48
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

DATE: 07/07/2017
 TIME: 08:14:00
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2017

PAGE: 6
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
BLANDIN GRANT							
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
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		66,573.60	860,422.00	408,305.76	8,056.06	444,060.18	48
TOTAL FUND REVENUES		3,625.76	860,422.00	47,939.60	0.00	812,482.40	6
TOTAL FUND EXPENSES		66,573.60	860,422.00	408,305.76	8,056.06	444,060.18	48
FUND SURPLUS (DEFICIT)		(62,947.84)	0.00	(360,366.16)			
TOTAL ALL FUND REVENUES		3,625.76	860,422.00	47,939.60	0.00	812,482.40	6
TOTAL ALL FUND EXPENSES		66,573.60	860,422.00	408,305.76	8,056.06	444,060.18	48
ALL FUND SURPLUS (DEFICIT)		(62,947.84)	0.00	(360,366.16)			

Directors Report: July, 2017

Background on Agenda items:

Regular Agenda

Erickson Itasca Lumber provided the low quote for the replacement siding, and it came in well under the 8,000 estimate, so Nate went ahead and ordered the siding. The quote needs to be accepted. There will be some additional expenses for tools and supplies as they work on the project.

A revised quote for staining the remaining siding to match should be available by Wednesday.

Updates

Budget:

The budget committee of Shannon, Lisa and Max met to review the draft budget. A copy is in your packet.

Amy and I will meet with Tom and Barb on Tuesday, July 11 to review the library budget. A preliminary review by the Council is scheduled for Monday, August 21 from 2-6.

- For the most part, the budget is very similar to this year's budget. Some things to note:
- On the Revenue side, note that I do not generally include contributions from the Library Foundation in the budget. We must essentially request funds for specific projects or purposes. The exception is \$4,000 earmarked for children's materials and programs from the endowment fund.
- The personnel line item includes a full time children's library assistant, a small wage increase, and an increase in the cost of health insurance. Please note that our union contracts are up for negotiation, and there is a citywide committee looking at alternative health insurance plans, so the personnel budget could change.
- The line item for "Assets between 700 and 4999" includes replacing 5 public computers, 5 staff computers and the wireless access hardware.
- I added a small increase to the "Telephone " line item, which also includes internet service, anticipating we may need an increase in bandwidth.
- A 15,000 payback to the fund balance is included

Hiring Process

The part-time Public Services Clerk was advertised, with a closing date of July 11. We will be able to review applications, conduct interviews and make a recommendation to you at the August Board meeting. There may be the option of holding a special board meeting the week of July 23 to approve a candidate. We should have a timeline by the time of the board meeting.

Building

Nathan and Everett started replacing the siding on the west side of the building on July 5. They have nearly finished the west side by Friday afternoon, so if the weather holds, the remainder of the building should go fairly quickly also.

Assistant Director Report July 2017

Teen Advisory Board

June 27, 2017

Members present: Jonas T., Emma O., Sarah K., Emi S.

We spent time discussing the new strategic plan. We talked about the new plan and changes that had been made from the old plan.

We purchase a lot of our materials through a vendor, Baker and Taylor. One of the services they provide is to curate lists of authors/series books we can receive automatically when a new title by an author or in the series comes out. We spent some time going through the list of Children and Teen Authors and Series.

June Anime Club had 6 participants. As part of the club we made sandwich sushi. I bought bread and cheese and other fixings. Attendees flattened the bread and rolled up the fixings and then cut into small pieces like sushi!

I gave two tours to teens in June. One was a group from North Homes. There were 10 participants. The other tour was for the Upward Bound program at ICC. There were 16 participants.

Operations

A table near the front doors displays items related to exploring Minnesota. There are the Explore Minnesota guides, the bike/hike guidebooks and lots of books.

Staff

Staff attended informational sessions about health insurance. The city may be moving to a different health insurance and the sessions were to give information about coverage.

CIRCULATION	THIS MONTH	YTD	YTD 2016	Express Check outs	% of total c/o	June
Check-outs	13,243	69,624	72,637	2,832	21.38%	
Total Circulation	14,914	80,479	82,962			
Returns	13,733	78,841	81,145			
New cards	125	613	651			

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2016
Books cataloged and processed	554	3,377	3,065
Withdrawn copies	424	2,612	4,444

Door count	Saturdays
	12393
	179
	156
	229
	275

REFERENCE	THIS MONTH	YTD	YTD 2016
tests proctored	966	5,373	4,726
computer help over 5 minutes	6	43	43
Passports	93	319	285
INTERNET	65	538	626
Pharos sessions ***	1,185	758	6,853
			4,421
			7,655
			4,771

Non-Pharos sessions	PEOPLE	HOURS	YTD HOURS
VOLUNTEERS	157	925	798
	48	306.00	1275.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	53	266

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2016 programs	YTD 2016 people
BOOK TIME	4	148	32	821	32	788
SATURDAY STORY TIME	6	84	40	975	40	915
CLASS VISITS	1	87	38	1,257	32	1,273
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	8	411	27	824	15	648
TEEN PROGRAMS	3	36	23	316	21	230
Total Youth Programs	22	766	160	4,193	140	3,854
Total Adult Programs	5	165	27	741	30	1,010

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2016
TOTALS	8	48	40

Children's Library Goings-On, June 2017

After the ridiculous, awesome craziness of May, June always brings a bit of a respite. Busy, yes, but the busy-ness comes in spurts, as people grab their books on the way to the lake, or pop in for a program before Grandma gets here for a bit of a vacation at the cabin.

Programming for the first couple weeks of June is always tricky, as people are winding down from the school year, and the Reif dance show and College for Kids still consumes the time of our patrons. This year we welcomed the talents of the amazing Frieda Hall, who presented a two-part series based on picture book biographies. Her attendance of 15 the first week and 23 the second speaks to the value of her reputation, and her abilities as a program provider. I'm already trying to hook her for next summer.

51 folks enjoyed the talents of Margo McCreary's On-Time Puppet Wagon (an ALS Kids' Stuff program,) and 71 people were wowed by Professor Marvel's DIY Magic Show. (A program paid for by the Friends of the Library.) Our first Summer STEAM program, with Jenny Behm at the wheel, saw 24 people painting pictures in the KAXE tent with two large pendulums, making geometric patterns on paper.

Dion Holcomb-Card, our fill-in staff person, is, as expected, a rock star. She has been volunteering for us for many years, and hers is a face our patrons are happy to see behind the desk. She started on Monday, June 12, and on Tuesday, June 13 she ran her first Lego Club...which saw 60 attendants! (We are lucky she agreed to come back on Wednesday.) She obviously has the right stuff, because the following week saw a record-smashing 98 people for Lego Club, and then an awesome 69 for the third June Lego Club. She is learning fast, and can already process a book with precision.

Summer Reading is rolling on, and we'll have participation numbers next month.

On a personal note, the job title which I hold has been a dream of mine since Rosalie gave me a library book in the very early 1970's. I am honored to serve this community, and will do my very best to assure access to library materials for as many young patrons as I can, while helping to encourage a life-long love of reading for all my patrons. Here's to a beautiful ride!

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2013-2016 EXPENDITURES, 2017 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2018 BUDGET**

	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>YTD ACTUAL 7/31/2017</u>	<u>PROPOSED 2018 BUDGET</u>
REVENUES							
Taxes							
Current	\$ 465,824	\$ 522,516	\$ 530,305	\$ 542,057	\$ 666,240	\$ -	-
Delinquent	440	2,361	1,335	4,013	-	-	-
Fiscal Disparities	66,325	36,650	39,917	45,367	-	-	-
Total Taxes	<u>532,589</u>	<u>561,527</u>	<u>571,557</u>	<u>591,438</u>	<u>666,240</u>	<u>-</u>	<u>-</u>
Intergovernmental							
Market Value Homestead Credit	-	-	-	-	-	-	-
Supplemental Aid	37,808	40,965	36,122	36,327	-	-	-
State of Minnesota	-	-	49	-	-	-	-
Library Contracts	125,549	127,592	128,168	129,117	128,000	-	128,000
Total Intergovernmental	<u>163,357</u>	<u>168,557</u>	<u>164,338</u>	<u>165,445</u>	<u>128,000</u>	<u>-</u>	<u>128,000</u>
Charges for Services							
ALS Cross-overs	6,282	5,282	5,282	5,282	5,282	-	5,282
Photo Copies	1,604	1,679	1,932	2,402	1,700	-	1,900
Internet	2,976	3,355	3,522	3,531	3,200	-	3,200
Library Fees-Proctoring	20	320	700	315	500	-	600
Passport Processing Fee	-	-	3,025	26,350	26,000	-	26,000
Fax Machine Use	-	3	129	714	300	-	400
Total Charges for Services	<u>10,882</u>	<u>10,639</u>	<u>14,591</u>	<u>38,594</u>	<u>36,982</u>	<u>-</u>	<u>37,382</u>
Fines and Forfeits							
Library Fines	13,207	13,319	12,695	12,298	13,000	-	11,000
Total Fines and Forfeits	<u>13,207</u>	<u>13,319</u>	<u>12,695</u>	<u>12,298</u>	<u>13,000</u>	<u>-</u>	<u>11,000</u>
Miscellaneous Revenue							
Donations	4,678	1,386	22,852	157,716	1,500	-	1,500
Memorial Books	245	1,475	3,314	995	1,000	-	1,000
Donations-Children's Library	-	1,952	2,134	2,853	1,000	-	1,000
Donations-Library Programs	398	380	200	650	200	-	200
Endowment Fund Income	4,753	1,797	(414)	1,881	1,300	-	1,300
Grand Rapids Lib Foundation	58,875	6,907	22,698	24,334	3,000	-	4,000
Meeting Room Receipts	3,922	3,749	4,312	3,860	3,700	-	4,000
Blandin Grants	2,261	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-
Miscellaneous	2,709	2,742	8,531	4,524	2,000	-	2,000
Energy Rebates	-	2,943	-	1,140	-	-	-
Investment Income	1,353	2,648	2,865	2,789	2,500	-	2,800
Total Miscellaneous Revenue	<u>79,195</u>	<u>25,979</u>	<u>66,492</u>	<u>200,743</u>	<u>16,200</u>	<u>-</u>	<u>17,800</u>
Other Sources							
Operating Transfer - In	-	-	-	4,142	-	-	-
Fund Balance Usage	-	-	-	-	-	-	-
Total Revenues	<u>799,230</u>	<u>780,021</u>	<u>829,674</u>	<u>1,012,660</u>	<u>860,422</u>	<u>-</u>	<u>194,182</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2013-2016 EXPENDITURES, 2017 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2018 BUDGET**

	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>	<u>2017 BUDGET</u>	<u>YTD ACTUAL 7/31/2017</u>	<u>PROPOSED 2018 BUDGET</u>
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	303,426	316,446	390,436	404,327	419,878	-	-
Salary-Full time overtime	-	-	-	185	-	-	-
Salary-Part Time	101,660	98,873	25,722	22,109	23,305	-	-
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	3,219	2,283	5,543	13,195	11,504	-	-
PERA	29,366	29,909	31,243	31,865	33,239	-	-
FICA	23,734	24,435	24,371	25,034	27,478	-	-
Medicare	5,550	5,715	5,700	5,855	6,426	-	-
Health Insurance	58,405	62,215	63,417	73,619	93,635	-	-
Life Insurance	246	214	221	213	221	-	-
Dental Insurance	1,548	1,602	1,638	1,490	2,064	-	-
Unemployment	-	-	-	-	-	-	-
Worker's Comp	2,160	2,913	2,322	2,142	2,210	-	-
Total Personnel	<u>529,315</u>	<u>544,605</u>	<u>550,613</u>	<u>580,032</u>	<u>619,960</u>	-	<u>639,668</u>
Supplies and materials							
Office Supplies	3,971	5,931	8,017	5,945	7,000	-	7,000
Copy Supplies	788	1,503	1,382	1,310	1,000	-	1,000
Printing/binding	596	783	808	1,207	900	-	900
Bindings	-	-	-	-	-	-	-
Computer Supplies	2,639	3,094	2,192	2,818	2,600	-	2,600
Computer Inventory	1,642	1,802	5,421	3,762	2,500	-	2,500
Assets between 700 and 4999	9,720	7,568	-	4,142	5,600	-	14,000
Inventorial Supplies Equip<700	400	376	5,985	1,412	1,000	-	1,000
Volunteer Prgm Supplies & Mat	314	334	423	508	400	-	400
Operating Supplies	3,710	6,230	1,620	613	2,000	-	2,000
Books	36,327	43,071	44,307	40,265	44,000	-	44,000
Audio/Visual	10,074	6,029	8,362	7,679	9,000	-	9,000
Newspapers	1,397	1,655	1,671	2,515	1,400	-	1,400
Periodicals	6,282	6,768	6,838	6,836	8,000	-	8,000
Maintenance Tools/Supplies	2,137	2,490	3,473	2,879	2,500	-	2,500
Other Supplies/Materials	-	-	-	-	-	-	-
Equipment/Parts	-	590	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	<u>79,997</u>	<u>88,224</u>	<u>90,499</u>	<u>81,891</u>	<u>87,900</u>	-	<u>96,300</u>
Services and Charges							
Professional Services	-	-	-	394	-	-	-
Accounting Services	668	656	722	880	800	-	900
Legal	-	75	-	-	-	-	-
Laundry	450	506	557	610	612	-	650
Janitorial Services	20,400	20,400	20,400	20,400	20,400	-	20,400
Other Contracted Services	7,969	9,671	12,751	12,229	6,000	-	6,000
Telephone	5,658	5,362	6,042	5,297	6,000	-	7,200
Postage/Freight	424	304	86	3,988	2,500	-	2,500
Seminar/Meetings/School	528	123	-	350	500	-	500
Staff Training	-	799	-	376	500	-	500
Community Ed/Promotion	25	255	289	251	300	-	300
Professional Service-Collections	2,753	2,289	2,029	2,032	2,200	-	2,000
Auto Mileage/travel	-	-	-	-	-	-	-
Publishing and Advertising	697	297	264	557	300	-	300
General Insurance	7,594	9,229	7,184	5,151	9,000	-	9,000
Electricity	37,065	32,697	30,020	30,228	28,000	-	28,000

**CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY
 ACTUAL 2013-2016 EXPENDITURES, 2017 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2018 BUDGET**

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	YTD ACTUAL 7/31/2017	PROPOSED 2018 BUDGET
Garbage Removal	1,571	2,971	3,230	3,576	3,000	-	3,600
Heat-Natural Gas	1,827	5,181	3,594	4,175	4,000	-	4,000
Maintenance Contracts	8,375	7,621	7,754	8,972	7,000	-	7,000
Building Maintenance/Repairs	8,461	11,871	14,106	26,860	36,000	-	15,000
Grounds maintenance	521	1,774	462	11,430	6,000	-	1,000
Computer Maintenance/Repairs	8,830	8,113	9,096	8,575	9,000	-	9,000
On-line Services	3,359	3,624	1,791	2,774	3,000	-	3,000
General Equip Maint/Repair	8,630	3,653	11,568	9,643	6,000	-	7,000
Equipment Leases	891	844	1,092	804	1,000	-	800
Miscellaneous	-	-	-	-	50	-	50
Dues & Subscriptions	181	117	110	130	300	-	300
Interlibrary Loan Charges	122	-	-	78	100	-	100
Endowment Fund Expenditures	-	-	-	155,690	-	-	-
Fund Balance Payback	-	-	-	-	-	-	15,000
Total Other Services	126,998	128,432	133,146	315,449	152,562	-	144,100
Capital Outlay							
Equipment/Mach/Furn/Fixture	50,222	-	55,944	11,729	-	-	-
Building/Bldg Improvements	-	-	-	-	-	-	-
Total Capital Outlay	50,222	-	55,944	11,729	-	-	-
Blandin Grant							
Blandin Grant Prgm Development	-	-	-	-	-	-	-
Blandin Grant Contract Services	-	-	-	-	-	-	-
Blandin Grant Materials	-	-	-	-	-	-	-
Blandin Grant Youth Programs	1,145	-	-	-	-	-	-
Blandin Grant Adult Programs	1,116	-	-	-	-	-	-
Small Blandin Grant	-	-	-	-	-	-	-
Total Blandin Grant	2,261	-	-	-	-	-	-
GRAND TOTAL	788,794	761,261	830,202	989,101	860,422	-	880,068
REVENUE/(EXPENDITURES)	\$ 10,436	\$ 18,760	\$ (529)	\$ 23,559	\$ -	\$ -	\$ (685,886)

9/6/16 Reduced Building Maintenance/Repairs by \$5,000 for green plant roof.
 9/13/16 Reduced Fund Balance Payback by \$15,000

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
Grand Rapids, MN 55744

BILL TO:

INVOICE

DATE

INVOICE #

7/1/2017

447075

\$8.95

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 TPB

QUANTITY	DESCRIPTION	RATE	AMOUNT
3	06-06 Placements	8.95	26.85
10	06-13 Placements	8.95	89.50
5	06-20 Placements	8.95	44.75
3	06-27 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 \$45,951.49, yielding an ROI of 4.11 to 1.		

Thank you for your business.

TOTAL

\$170.05

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 07/01/2017 11:15 PM F1B

ACCOUNT STATUS REPORT

PAGE: 661

MS. MARCIA ANDERSON
 GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

CREDITOR: 1634 -- GRAND RAPIDS AREA LIBRARY
 DATES LISTED: 01/01/1900 TO 06/30/2017

ALL AMOUNTS LISTED

Accounts Submitted	:	1,469	Dollars Submitted	:	125,021.86	Dollars Received	:	11,687.49
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	22,704.11
Incorrect Addresses	:	321	Dollars in Skips	:	24,560.43	Dollars Waived	:	11,562.14
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	8.99	Total Activated	:	61,632.69
Accounts in Process	:	1,147	Dollars in Process	:	93,350.64	% of Dollars Activated	:	66.02%
# of Accounts Activated	:	674						
% of Accounts Activated	:	58.76%						

July 12, 2017

Sara Pajunen
315 SE Main St #234
Minneapolis, MN 55414

Dear Sara

I am pleased that you and Vidar Skrede will be performing Scandinavian Folk music for the Grand Rapids Area Library on Tuesday, July 18 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and replayed? If so, please sign the enclosed form. The Library will pay you an honorarium of \$300 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

Board member *Lisa Tabbert*

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2017-07
A RESOLUTION ACCEPTING DONATIONS

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


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

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

\$25 from Kirk and Shirley Snell for children's materials in honor of Jan Ferraro

\$20 from Georgia and David Bjerk for children's materials in honor of Jan Ferraro

Adopted this 12th day of July, 2017



Dennis Jerome, President
Randy McCarty



Jean MacDonell, Secretary

Board member *Max Peters* seconded the foregoing resolution and the following voted in favor thereof:

*Max Peters, Lisa Tabbert, Susan Zeige, Randy McCarty,
Jean MacDonell, Shannon Benolken*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Erickson's Itasca Lumber
20834 US Hwy 169
Grand Rapids MN 55744
Phone 218 326 8556
Fax 218 327 2044

Material Estimate

CITY OF GRAND RAP
NATE MORLAN

		Date		
Quantity	SKU	Description	Price Each	Price Extended
WALL FRAMING				
19		RIDGESTACK STARTER	\$4.80	\$91.20
10		5/4X10 16' SMARTTRIM	\$69.45	\$694.50
16	LP548	5/4 X 8-16' SMART TRIM DIAMONDKOTE	\$53.60	\$857.60
20	LP546	5/4 X 6-16' SMART TRIM DIAMONDKOTE	\$31.65	\$633.00
136	LP8	3/8"X 8" LP SMART LAP D.KOTE-SOLID COLOR	\$19.25	\$2,618.00
1	LPH	25PK. H-MOLDINGS DIAMONDKOTE	\$54.10	\$54.10
24	LPC	TUBE CAULK COLOR MATCHED	\$6.40	\$153.60
1	LPTU	8OZ TOUCH UP PAINT DIAMONDKOTE	\$12.00	\$12.00
2		Z-FLASHING	\$13.15	\$26.30
7		8X2 1/2" TRIM SCREWS	\$6.55	\$45.85
1	NA	NAIL AND HARDWARE ALLOWANCE	\$150.00	\$150.00
				\$5,336.15
				\$366.86
				\$5,703.01

IDS

LATVALA LUMBER CO. • GRAND RAPIDS

1115 W. GRAND AVENUE
 GRAND RAPIDS, MI 49503
 (616) 327-1443

NO. 5351511 TEMP QUOTE

DATE: 02/28/00

QUOTE FOR: **LAURENCE UNIVERSITY**
 PROJECT: **LAURENCE UNIVERSITY**
 QUOTE FOR: **LAURENCE UNIVERSITY**

QUOTE VALID: **15 DAYS** QUOTE REFERENCE: **02/28/00**
 QUOTE NUMBER: **5351511**

L#	QTY	DESCRIPTION	CATALOG NUMBER	PRICE	AMOUNT
1	1	1/2" X 1/2" X 1/2" ALL PURPOSE	0000	10.00 EA	10.00
2	10	3/4" X 1/2" X 1/2" ALL PURPOSE	0000	20.00 EA	200.00
3	10	1" X 1/2" X 1/2" PRINTED BRACKET	0000	20.00 EA	200.00
4	20	1" X 1/2" X 1/2" ALL PURPOSE	0000	20.00 EA	400.00
5	20	1" X 1/2" X 1/2" PRINTED BRACKET	0000	20.00 EA	400.00
6	1	1/2" X 1/2" X 1/2" PRINTED BRACKET	0000	10.00 EA	10.00
7	1	1/2" X 1/2" X 1/2" ALL PURPOSE	0000	10.00 EA	10.00
8	1	1/2" X 1/2" X 1/2" PRINTED BRACKET	0000	10.00 EA	10.00
9	1	1/2" X 1/2" X 1/2" ALL PURPOSE	0000	10.00 EA	10.00
10	1	1/2" X 1/2" X 1/2" PRINTED BRACKET	0000	10.00 EA	10.00
11	1	1/2" X 1/2" X 1/2" ALL PURPOSE	0000	10.00 EA	10.00
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YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL: 218-327-1443

ATVALA LUMBER CO. - GRAND RAPIDS

1000 W. BERTHOUD AVENUE
 GRAND RAPIDS, MI 49508
 616-327-1443

NO. 5351512 TEMP QUOTE

CALL TO ORDER: 616-327-1443 FAX: 616-327-1444
 1000 W. BERTHOUD AVENUE GRAND RAPIDS, MI 49508
 616-327-1443 FAX: 616-327-1444
 1000 W. BERTHOUD AVENUE GRAND RAPIDS, MI 49508
 616-327-1443 FAX: 616-327-1444
 1000 W. BERTHOUD AVENUE GRAND RAPIDS, MI 49508
 616-327-1443 FAX: 616-327-1444

L#	QTY	DESCRIPTION	CATALOG NUMBER	PRICE	AMOUNT
1	10	2x4 DOUGLASS SPRUCE SHAPED	2500	10.00 EA	100.00
2	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
3	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
4	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
5	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
6	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
7	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
8	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
9	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
10	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
11	10	2x4 DOUGLASS SPRUCE SHAPED TRIM	2500	10.00 EA	100.00
12				100.00	
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100				100.00	

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL: 218-327-1443

From: Amy Gottlieb [<mailto:agottlieb3006@msn.com>]
Sent: Friday, July 07, 2017 6:15 PM
To: Nathan Morlan <nmorlan@ci.grand-rapids.mn.us>
Subject: Grand Rapids Library exterior estimate #2

Amy Gottlieb Painting
25458 Ingebo Road
Cohasset MN 55721
(218)779-3235

Paint estimate for City of Grand Rapids, Nathan Morland, (218)244-4068 or 326-7628.

power wash all exterior wood & metal objects that need paint.	\$525.00
paint 2-exterior metal doors & frames, 2-crawlspace hatches.	\$520.00
paint hand rails, outlet boxes, gas pipes, bollard, gutters, boiler vent.	\$1,610.00
paint 3-metal gate, hardware & posts.	\$475.00
stain 3-exterior wooden gates.	\$850.00
refinish exterior wood entry doors.	\$420.00
paint exterior sign & posts.	\$775.00
stain all exterior wood siding & front curvy sophist.	\$6,485.00
total:	<hr/> \$11,660.00

From: Mangseth Painting <mangsethpainting@yahoo.com>

Date: July 12, 2017 at 1:45:15 PM CDT

To: Nathan Morlan <nmorlan@ci.grand-rapids.mn.us>

Subject: Library exterior painting and staining.

July 12 2017

Please see our bid for work below.

Prep, paint and stain as specified in original bid request.

No finishing of bump outs with new siding.

Total bid amount. \$13,880.00

Dennis Benolken
Mangseth Painting

Sent from my iPhone



RANGE CORNICE & ROOFING COMPANY

ROOFING & ARCHITECTURAL SHEET METAL CONTRACTOR

PHONE: (218) 263-8812
 Fax: (218) 263-8185
 510 W. 41st Street
 Hibbing, MN 55746

TO: City of Grand Rapids
 ATTN: Nathan
 EMAIL: nmorian@ci.grand-rapids.mn.us

DATE: May 4, 2017
 QUOTE NO: 17-108
 SUBJECT: Minor Maintenance Repairs

BID PROPOSAL

Pricing to provide all labor, equipment, and material to make minor repairs to the edge flashing on the river side of the roof and to clean and re-caulk roof related metal flashing by the upper windows.

For the sum of:
 TWO THOUSAND SIXTY-FIVE AND NO/100 (\$2,065.00) DOLLARS

Breakdown as follows: Labor	\$ 1,166.00
Material	\$ 899.00
Total	\$ 2,065.00



RANGE CORNICE & ROOFING COMPANY

Terrance E. Marty, President
 TEM/sms

EQUAL OPPORTUNITY EMPLOYER



Marcia Anderson

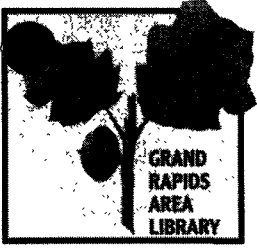
From: Paul Rasmusson <paulr@nelsonkbc.com>
Sent: Friday, June 02, 2017 9:00 AM
To: Nathan Morlan
Subject: repair work
Attachments: 0498_001.pdf

Nathan, here is your repair quote for city hall – as for the library we might have to just try to reweld anything that is loose if that works, we could try that on a T&M bias.

Thanks,

Paul Rasmusson
General Manager
Nelson Roofing Inc.
218-262-3545
paulr@nelsonkbc.com





July 12, 2017

Sara Pajunen
315 SE Main St #234
Minneapolis, MN 55414

Dear Sara

I am pleased that you and Vidar Skrede will be performing Scandinavian Folk music for the Grand Rapids Area Library on Tuesday, July 18 at 6:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and replayed? If so, please sign the enclosed form. The Library will pay you an honorarium of \$300 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.


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

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:



Signature

7.19.17

Date

Approved for the Board of Directors:



Board President

7.12.17

Date