

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 Jerome, MacDonnell*

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**

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

2. Approve Contracts and payment to presenters

3. Approve Resolution 2017-6 Accepting Donations

\$292.15 from Friends of the Library for a bulletin board and a white board sign for use in the children's area.

\$200 from Splithand Township, undesignated

\$ 00 from GRAL Foundation for speaker honoraria for Rapids Reads

\$1250.00 from GRAL Foundation for Whirley/Behm stipends for winter/spring programs

\$2240.00 from GRAL Foundation for Story Times Jan – April 2017

\$100 From Rebecca Smith for children's materials in honor of Jan Ferraro

\$100 From Bev and Dave Thompson for children's materials in honor of Jan Ferraro

\$100 From the Ladies of 66 for children's materials in honor of Jan Ferraro

\$50 From Sandra Pellicciotti for children's materials in honor of Jan Ferraro

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

\$25 from William and Ruth Ann Trembath for children's materials in honor of Jan Ferraro

Regular agenda

1. Approve Meeting room policy change

2. Approve 2017-2020 strategic plan

3. Authorize staff to begin hiring process and post Public Services Clerk II (Children's) as a part time position

4. Appoint Budget Committee

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

7. Accept quote for replacement of caulk around windows that meet wood from Northern Caulking and Sealants for \$8270

8. Accept quote for replacement of caulk for sidewalk/building joint from Al's Restoration for \$1270

00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
May 10, 2017**

Call to Order: The monthly board meeting was called to order at 5:04 by Dennis Jerome

Roll Call:

- **Members Present:** Jean MacDonell, Richard Thouin, Lisa Tabbert, Deborah Kee, Dennis Jerome, Max Peters

- **Members Absent:** Randy McCarty, Susan Zeige, Shannon Benolken

- **Staff Present:** Director Marcia Anderson

Public Comment:

Agenda: Motion was made Richard Thouin to approve the agenda, a second was made by Jean MacDonell. The motion was passed unanimously.

Minutes: A motion was made by Jean MacDonell to approve the minutes from April 12th's 2017 board meeting, a second was made by Max Peters. The motion was passed unanimously.

ALPHA GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2017

DATE: 05/03/2017
 TIME: 13:53:15
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/10/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0113100	AMAZON.COM	1,049.43	28.18
0113233	AMERIPRIDE LINEN & APPAREL	1,617.78	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	645.33	89.90
0201428	BAKER & TAYLOR, INC	6,592.06	1,641.71
0212750	BLUE CROSS & BLUE SHIELD OF MN	292,573.00	11,897.00
0221700	BUSY BEES QUALITY CLNG SVC INC	6,800.00	1,700.00
0301530	CANON USA INC	4,841.00	67.00
0315455	COLE HARDWARE INC	3,286.55	26.62
0405223	DEER RIVER HIRED HANDS INC	510.00	150.00
0405447	DELTA DENTAL OF MINNESOTA	10,704.90	175.10
0405500	DEMCO	0.00	1,872.50
0605191	FIDELITY SECURITY LIFE INS CO	243.60	6.26
0718015	GRAND RAPIDS CITY PAYROLL	2,093,381.39	39,203.94
0914690	INSIGHT PUBLIC SECTOR SLED	10,663.06	273.99
0914800	INVEST EARLY PROJECT	320.00	800.00
1021515	JUNIOR LIBRARY GUILD	119.00	196.60
1205099	LEARNING OPPORTUNITIES INC	0.00	2,964.94
1205850	LEXIS NEXIS	0.00	208.10
1309199	MINNESOTA ENERGY RESOURCES	41,533.28	135.80
1309335	MINNESOTA REVENUE	10,925.71	64.91
1309398	MINNESOTA WOMEN'S PRESS	0.00	60.00
1415377	NORTHERN BUSINESS PRODUCTS INC	3,288.82	287.44
1601750	PAUL BUNYAN COMMUNICATIONS	1,874.87	243.72
1605665	PERSONNEL DYNAMICS LLC	3,624.73	464.17
1608100	PHAROS SYSTEMS INT'L INC	0.00	879.00
1621130	P.U.C.	91,443.82	2,333.72
1801610	RAPIDS PLUMBING & HEATING INC	8,986.65	210.00
1805150	RECORDED BOOKS	1,969.20	7.95
1909510	SIM SUPPLY INC	7,440.18	200.17
2114750	UNUM LIFE INSURANCE CO OF AMER	1,013.11	36.90
2201170	THE TIMBERJAY	0.00	49.00
2205637	VERIZON WIRELESS	13,732.36	60.66
2209665	VISA	18,883.90	82.52
2301700	WASTE MANAGEMENT	9,756.67	273.91
2308300	BETSY WHIRLEY	625.00	125.00

TOTAL ALL VENDORS: 66,866.45

Financial Report: There was no anticipated change in the financial report. A motion was made by Max Peters to approve the financial report and payment of bills listed, a second was made by Richard Thouin. On a roll call vote the motion was passed unanimously.

Staff Reports:

Directors Reports: No major points were needed to be discussed and no questions were asked by the board.

Assistant Directors Report: Peeps Diorama Contest was successful and enjoyed by participants and viewers.

Old Business: There was no old business to be discussed

New Business:

1. **Approve payment of late bills**
 - a. **Unique Management Services \$107.40**
2. **Approve Contracts and payment to presenters**
 - a. **Julie Miedtke, forest program August 17, \$100**
 - b. **Davies, Africa program July 20, \$100**
 - c. **Betsy Whirley, art programs for kids, July 10, 17, 24, \$125/program = \$375**
 - d. **Jenny Behm, science programs for kids, June 23, July 19, 26 \$125/program -\$375**
 - e. **Frieda Hall, programs for kids, June 6,13, \$125/program =\$250**
 - f. **Nancy Mike-Johnson, outdoor programs for kids July 6, 13,29,27 \$125/program = \$500**

3. Approve Resolution 2017-5 Accepting Donations

\$70.99 from Friends of the Library for supplies for Children's Fair projects

Consent Agenda: A motion was made by Max Peters to approve the consent agenda, a second was made by Deborah Kee. On a roll call vote the motion was passed unanimously.

Regular Agenda:

Building Issues: Nathan the facilities manager discovered that staining the exterior siding will take more than originally anticipated. He is looking into repair or replacement of siding and there are more quotes to come. There are also caulking issues that need to be fixed, and siding that is rotting, that will need to be replaced. There is discussion and strategic planning on how these issues can be spaced out, based on priority and budget.

Adjourn: The monthly board meeting was adjourned at 5:26 by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE FIVE MONTHS ENDING MAY 31, 2017
With Comparative Totals for May 31, 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	-	-	666,240	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	21,848	20,693	36,982	56%
Fines & Forfeits	4,706	5,237	13,000	40%
Blandin Grant	-	-	-	0%
GR Library Foundation	2,560	8,566	3,000	0%
Miscellaneous	8,817	9,818	13,200	74%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	37,931	44,314	860,422	5%
Expenditures:				
Personnel	244,880	240,854	619,960	39%
Supplies/Materials	31,067	31,650	87,900	36%
Other Services/Charges	51,741	61,598	152,562	40%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	327,688	334,102	860,422	39%
OPERATING SURPLUS (DEFICIT)	(289,758)	(289,788)	-	
Gr Rapids Library Foundation Captl Grant	17,599	-	-	0%
Capital Outlay	11,254	-	-	0%
Fund Balance 5/31/XX				
Cash Flow	107,103	124,285	414,073	
Compensated Absences	39,670	39,670	39,670	
Emergency/unanticipated Expenditures	29,916	29,916	29,916	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 5/31/XX	\$ 176,689	\$ 193,871	\$ 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 **May 31, 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	1,175	69%
211-00-34-00-7975	INTERNET	3,200	1,402	44%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	500	300	60%
211-00-34-00-7982	PASSPORT PROCESSING FEE	26,000	12,200	47%
211-00-34-00-7990	FAX MACHINE USE	300	334	111%
211-00-35-00-1030	LIBRARY FINES	13,000	5,237	40%
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	713	71%
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	1,114	56%
211-00-37-00-5100	INVESTMENT INCOME	2,500	328	13%
211-00-39-00-4620	INSURANCE RECOVERY	-	3,057	0%
		860,422	44,314	5%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	419,878	161,942	39%
211-00-75-10-1030	SALARY-PARTTIME	23,305	8,812	38%
211-00-75-10-1050	CONTRACTED SERVICES	11,504	2,686	23%
211-00-75-10-1210	PERA	33,239	12,807	39%
211-00-75-10-1220	FICA	27,477	10,035	37%
211-00-75-10-1250	MEDICARE	6,426	2,347	37%
211-00-75-10-1310	HEALTH INSURANCE	93,635	40,338	43%
211-00-75-10-1330	LIFE INSURANCE	221	89	40%
211-00-75-10-1335	DENTAL INSURANCE	2,065	568	28%
211-00-75-10-1510	WORKERS COMPENSATION	2,210	1,230	56%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	3,309	47%
211-00-75-20-2020	COPY SUPPLIES	1,000	548	55%
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	197	49%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	474	24%
211-00-75-20-2110	BOOKS	44,000	19,521	44%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,285	37%
211-00-75-20-2130	NEWSPAPERS	1,400	742	53%
211-00-75-20-2140	PERIODICALS	8,000	116	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,028	41%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	612	274	45%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	8,500	42%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,750	63%
211-00-75-30-3210	TELEPHONE	6,000	2,205	37%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **May 31, 2017**

Account Number	Account Description	2017 Budget	Year to Date	Percent of Budget
211-00-75-30-3220	POSTAGE/FREIGHT	2,500	1,067	43%
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	329	110%
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	3,819	42%
211-00-75-30-3810	ELECTRICITY	28,000	9,435	34%
211-00-75-30-3840	GARBAGE REMOVAL	3,000	1,666	56%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,550	64%
211-00-75-30-4000	MAINTENANCE CONTRACTS	7,000	3,880	55%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	36,000	13,386	37%
211-00-75-30-4015	GROUNDS MAINTENANCE	6,000	19	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	820	9%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,255	75%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,680	111%
211-00-75-30-4100	EQUIPMENT LEASES	1,000	335	34%
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	860,422	334,102	39%
	SURPLUS REVENUES/(EXPENDITURES)	-	(289,788)	

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 05/31/17
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	214,774.97	214,774.97	0.00
211-00-00-00-1010	CASH	535,249.37	56,736.07	432,276.61	159,708.83
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	0.00	4,507.73	908.35
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,630.00	4,845.50	6,784.50
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	10,112.08	8,469.06	1,643.02
TOTAL		586,850.45	293,253.12	666,068.87	214,034.70
TOTAL ASSETS					
		586,850.45	293,253.12	666,068.87	214,034.70
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	70,507.61	416,276.61	351,433.91	5,664.91
211-00-00-00-2030	SALES TAX PAYABLE	0.00	214.89	276.97	62.08
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	436,381.56	351,710.88	18,519.99

DATE: 06/0 17
 TIME: 10:42:36
 ID: GL450000.WOW

CITY OF G. RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY
 FOR 5 PERIODS ENDING MAY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 01/01/17	NET DEBITS	NET CREDITS	BALANCE 05/31/17
TOTAL LIABILITIES		103,190.67	436,381.56	351,710.88	18,519.99
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	10,112.08	1,643.02
TOTAL	FUND SURPLUS (DEFICIT)	483,659.78	8,469.06	10,112.08	485,302.80
		0.00	289,788.09	0.00	(289,788.09)
TOTAL FUND EQUITY		483,659.78	298,257.15	10,112.08	195,514.71
TOTAL LIABILITIES AND FUND EQUITY		586,850.45	734,638.71	361,822.96	214,034.70

DATE: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

PAGE: 1
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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-DELINQUENT	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	5,282.00	5,282.00	5,282.00	0.00	0.00	100
211-00-34-00-7970	PHOTO COPIES	270.60	1,700.00	1,175.22	0.00	524.78	69
211-00-34-00-7975	INTERNET	322.95	3,200.00	1,401.99	0.00	1,798.01	44
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	500.00	300.00	0.00	200.00	60
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,100.00	26,000.00	12,200.00	0.00	13,800.00	47
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	58.96	300.00	334.00	0.00	(34.00)	111
TOTAL		8,054.51	36,982.00	20,693.21	0.00	16,288.79	56
TOTAL CHARGES FOR SERVICES		8,054.51	36,982.00	20,693.21	0.00	16,288.79	56

DATE: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

PAGE: 2
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	1,028.10	13,000.00	5,236.92	0.00	7,763.08	40
TOTAL		1,028.10	13,000.00	5,236.92	0.00	7,763.08	40
TOTAL FINES & FORFEITS		1,028.10	13,000.00	5,236.92	0.00	7,763.08	40
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	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	642.15	1,000.00	713.14	0.00	286.86	71
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	4,290.00	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	223.75	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	250.72	2,000.00	1,114.49	0.00	885.51	56
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		5,606.62	16,200.00	15,327.11	0.00	872.89	95
TOTAL MISCELLANEOUS REVENUE		5,606.62	16,200.00	15,327.11	0.00	872.89	95
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: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:							
		14,689.23	860,422.00	44,313.84	0.00	816,108.16	5
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	32,421.87	419,878.00	161,941.69	0.00	257,936.31	39
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	1,775.87	23,305.00	8,812.13	0.00	14,492.87	38
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	710.29	11,504.00	2,685.50	0.00	8,818.50	23
211-00-75-10-1210	PERA	2,564.83	33,239.00	12,806.57	0.00	20,432.43	39
211-00-75-10-1220	FICA	2,009.98	27,477.00	10,035.34	0.00	17,441.66	37
211-00-75-10-1250	MEDICARE	470.07	6,426.00	2,346.93	0.00	4,079.07	37
211-00-75-10-1310	HEALTH INSURANCE	4,965.88	93,635.00	40,338.09	0.00	53,296.91	43
211-00-75-10-1330	LIFE INSURANCE	21.45	221.00	89.25	0.00	131.75	40
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,065.00	568.38	0.00	1,496.62	28
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(0.49)	0.00	0.49	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	409.29	2,210.00	1,230.45	0.00	979.55	56
TOTAL PERSONNEL		45,469.27	619,960.00	240,853.84	0.00	379,106.16	39
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	373.28	7,000.00	3,309.33	16.64	3,674.03	48
211-00-75-20-2020	COPY SUPPLIES	250.54	1,000.00	547.87	217.55	234.58	77
211-00-75-20-2030	PRINTING/BINDING	56.90	900.00	521.99	389.75	(11.74)	101
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	178.98	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: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	161.45	400.00	197.23	68.34	134.43	66
211-00-75-20-2100	OPERATING SUPPLIES	12.58	2,000.00	473.66	0.00	1,526.34	24
211-00-75-20-2110	BOOKS	2,747.30	44,000.00	19,520.75	20.49	24,458.76	44
211-00-75-20-2120	AUDIO/VISUAL	370.45	9,000.00	3,285.11	370.45	5,344.44	41
211-00-75-20-2130	NEWSPAPERS	0.00	1,400.00	741.64	0.00	658.36	53
211-00-75-20-2140	PERIODICALS	0.00	8,000.00	116.01	8.80	7,875.19	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	220.98	2,500.00	1,027.55	0.00	1,472.45	41
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		4,372.46	87,900.00	31,650.44	1,092.02	55,157.54	37
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	273.57	0.00	338.43	45
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	8,500.00	0.00	11,900.00	42
211-00-75-30-3100	OTHER CONTRACTED SERVICES	400.00	6,000.00	3,750.00	575.00	1,675.00	72
211-00-75-30-3210	TELEPHONE	440.46	6,000.00	2,205.26	0.00	3,794.74	37
211-00-75-30-3220	POSTAGE/FREIGHT	347.45	2,500.00	1,066.56	0.00	1,433.44	43
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	0.00	300.00	329.22	0.00	(29.22)	110
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	143.20	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	3,819.05	0.00	5,180.95	42
211-00-75-30-3810	ELECTRICITY	0.00	28,000.00	9,435.27	0.00	18,564.73	34
211-00-75-30-3840	GARBAGE REMOVAL	272.88	3,000.00	1,666.43	0.00	1,333.57	56
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,550.10	0.00	1,449.90	64
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,096.00	7,000.00	3,880.41	0.00	3,119.59	55
211-00-75-30-4010	BUILDING MAINT/REPAIRS	2,078.00	36,000.00	13,386.42	0.00	22,613.58	37
211-00-75-30-4015	GROUND MAINTENANCE	0.00	6,000.00	18.67	0.00	5,981.33	0

DATE: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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	0.00	3,000.00	2,255.23	0.00	744.77	75
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	335.00	0.00	665.00	34
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		8,358.54	152,562.00	61,597.65	575.00	90,389.35	41
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		58,200.27	860,422.00	334,101.93	1,667.02	524,653.05	39
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	BLND GRANT-#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: 06/07/2017
 TIME: 10:41:06
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 5 PERIODS ENDING MAY 31, 2017

PAGE: 6
 F-YR: 17

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY 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:		58,200.27	860,422.00	334,101.93	1,667.02	524,653.05	39
TOTAL FUND REVENUES		14,689.23	860,422.00	44,313.84	0.00	816,108.16	5
TOTAL FUND EXPENSES		58,200.27	860,422.00	334,101.93	1,667.02	524,653.05	39
FUND SURPLUS (DEFICIT)		(43,511.04)	0.00	(289,788.09)			
TOTAL ALL FUND REVENUES		14,689.23	860,422.00	44,313.84	0.00	816,108.16	5
TOTAL ALL FUND EXPENSES		58,200.27	860,422.00	334,101.93	1,667.02	524,653.05	39
ALL FUND SURPLUS (DEFICIT)		(43,511.04)	0.00	(289,788.09)			

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 14, 2017

DATE: 06/08/2017
 TIME: 10:31:42
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/14/2017

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0100010	5 STAR PEST CONTROL &	485.00
0113100	AMAZON.COM	163.00
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0118660	ARROWHEAD LIBRARY SYSTEM	492.38
0201428	BAKER & TAYLOR, INC	2,508.39
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0315455	COLE HARDWARE INC	37.97
0321125	CUB FOODS STORE# 9036	10.34
0609525	FINDAWAY WORLD LLC	370.45
0612560	FLOWERS BY JEANNIE	58.00
0701650	GARTNER REFRIGERATION CO	2,504.00
1021515	JUNIOR LIBRARY GUILD	68.00
1205099	LEARNING OPPORTUNITIES INC	20.49
1309235	MN STATE HORTICULTURAL SOCIETY	62.00
1415377	NORTHERN BUSINESS PRODUCTS INC	556.16
1605665	PERSONNEL DYNAMICS LLC	783.21
1821700	MICHAEL RUSSELL	1,185.00
1909510	SIM SUPPLY INC	183.01
2114356	UNIQUE MANAGEMENT SERVICES	143.20
T001143	LUTHERAN SOCIAL SERVICES	37.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,417.84

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0201354	B. BAIRD-PETTY CASH FUND	18.67
0205345	JENNIFER BEHM	125.00
0205640	LEAGUE OF MN CITIES INS TRUST	204.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	5,948.50
0301530	CANON USA INC	67.00
0405447	DELTA DENTAL OF MINNESOTA	175.10
0605191	FIDELITY SECURITY LIFE INS CO	6.26
0718015	GRAND RAPIDS CITY PAYROLL	39,242.62
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	217.55
1309335	MINNESOTA REVENUE	55.85
1405850	NEXTERA COMMUNICATIONS LLC	83.99
1601750	PAUL BUNYAN COMMUNICATIONS	243.72
1621130	P.U.C.	2,523.38
2114356	UNIQUE MANAGEMENT SERVICES	107.40
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	225.50
2209665	VISA	450.90
2301700	WASTE MANAGEMENT	272.88
T001128	LUCIE AMUNDSEN	150.00

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 14, 2017

DATE: 06/08/2017
 TIME: 10:31:42
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/14/2017

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
T001138	ANDREA K LEVASSEUR	100.00
T001146	FREE RANGE FOOD CO-OP	78.75
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$		50,393.52
TOTAL ALL DEPARTMENTS		61,811.36

Directors Report: June, 2017

'pdates

One Vegetable – One Community (Beans on the Scene in '17)

We received one box of bean kits on April 27, and those were gone by the following Monday, May 1. We received another half box on May 2, plus some small kits for kids. We received another box of larger kits. We have a few of those remaining, along with some of the kits for kids.

Background on Agenda items:

Regular Agenda

Meeting Room Policy Change

In the planning meeting on May 30, there was a discussion of meeting space and the desire was to allow the Riverview Room to open to public use.

In your packet is a revised Meeting Room Policy, which simply treats the Riverview Room the same as the Group Study Room, for the sake of simplicity. If the room is reserved for a meeting there is a reservation fee of \$5.00. If it is unoccupied and a group walks in and wishes to use it, they may use it free of charge.

Strategic Plan

received no comments or corrections when I sent out the draft earlier, so The draft in your packet is the same.

The second document is a draft of the action plan, it lacks assignments, specific details and timelines at this point, so it is only a draft. The action plan should be fleshed out by the July Board meeting.

We should have quotes to consider for painting the exterior trim and gutters. Nathan was working on getting them and he was out last week.

Nathan and Ron have been working on ways to lower the cost of replacing/repairing siding. The exterior siding is also in bad shape in many spots and will need to be replaced within the next few years. They are getting some estimates for the different pieces and will try to determine which parts need to be done this year, and which parts can be done next year. They are also looking at what might be done with City personnel.

Budget:

I have been asked to submit a draft budget by June 19, and will have one drafted by Wednesday. It is an ongoing process, so will continue to change throughout the summer. The largest expenditure is personnel, as always. The other major expenditures will be on building maintenance and repairs, and will depend on what we can do this year.

Assistant Director Report

June 2017

Teens

Teen Advisory Board

May 30, 2017

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

Discussed a survey to give to teens for the teen area. As part of the strategic plan we will be looking at use of library space. The teen area needs a redo and teens will be able to give input.

There were 7 teens that participated in the teen room drawing. Riley L. won.

Teen Summer Reading has begun. Teens can participate by picking up a reading log in the library and keeping track of the number of pages read each day. Prizes are earned when certain numbers of pages are read. At 500 pages, teens can choose an item from the prize bag. At 1000 pages a book is earned plus a chance at the grand prize and at 2000 pages a Target gift card and another chance at the grand prize is earned. The grand prize is a \$100.00 gift card to the Village Bookstore

Staff

Will is certified as a Hazardous Materials (HAZMAT) Technician with the G.R. Fire Department. This is a highly specialized technical certification. Responders at this level take offensive action in responding to releases or potential releases of hazardous materials or CBRNE (chemical, biological, radiological, nuclear, and explosive) for the purpose of controlling the release. Technical-level responders are trained to use specialized chemical protective clothing and specialized control equipment.

Operations

The One Vegetable, One Community display of bean kits has been very popular. Patrons are able to take a kit and plant the seeds.

There is a display for Knit in Public Day, Saturday June 10. Lots of knitting, crocheting, etc... materials.

The lobby display case promotes children's and teen summer reading.

The Minnesota Book Awards are given out annually in St. Paul. There is a display with winners and honor books.

CIRCULATION	THIS MONTH	YTD	YTD 2016	Express Check outs	% of total c/o	May
Check-outs	11,354	56,382	57,558	2,832	24.94%	
Total Circulation	13,381	65,565	66,426			
Returns	13,614	65,108	66,662			
New cards	108	488	481			

Door count 11436

TECHNICAL PROCESSES	THIS MONTH	YTD	YTD 2016
Books cataloged and processed	619	2,823	2,596
Withdrawn copies	157	2,188	3,741

REFERENCE	THIS MONTH	YTD	YTD 2016
Questions	1,102	4,407	4,259
tests proctored	6	37	31
computer help over 5 minutes	61	226	243
Passports	81	473	547
INTERNET	SESSIONS	HOURS	YTD SESSIONS
Pharos sessions ***	1,168	774	5,668
			3,663
			6,316
			3,879

Non-Pharos sessions	PEOPLE	HOURS	YTD HOURS
VOLUNTEERS	175	768	670
	47	297.00	969.00

MEETING ROOM	GROUPS	YTD GROUPS
COMMUNITY ROOM/GSR	40	213

PROGRAMS & TOURS	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	YTD 2016 programs	YTD 2016 people
BOOK TIME	6	121	28	673	28	590
SATURDAY STORY TIME	6	126	34	891	36	844
CLASS VISITS	13	544	37	1,175	31	1,193
NON SCHOOL GROUPS	0	0	0	0	0	0
CHILDREN'S PROGRAMS	4	72	19	413	6	207
TEEN PROGRAMS	2	10	20	280	18	159
Total Youth Programs	31	873	138	3,432	119	2,993
Total Adult Programs	5	111	22	576	26	817

BOOKINGS & ARRANGEMENTS	HRS THIS MONTH	HRS YTD	YTD 2016
TOTALS	88	40	32.5

Children's Library Summary
For May 2017

May is the month when many classes plan their annual trip to the library. This year was no exception, with 13 classes/**544** children visited the library to learn about summer reading, the library's summer reading program and events, and other important information! The RJEMS SPED class visited one last time, bringing the whole gang, for a group of 22 visitors!

Monday Book Times, with teacher Char Zanardi, ended on May 15, but the library's own Summer Monday Book Time will begin on June 5 this year and run through July, in the able hands of Tracy Kampa. Saturday Story Times will continue through the summer with teacher Missy Grey at the helm.

Attendance numbers for two of our special programs, dropped significantly this month, with three attending Artastic! with Betsy Whirley, while Jenny Behm had 8 participants for Full STEAM Ahead. Lego Club, however, continues at a great pace, with 33 boys and girls in attendance.

Our summer reading kick-off event took place on Saturday, May 20. Our summer reading theme is "Reading by Design," which is focused on creating and engineering. Twenty-eight boys, girls and adults joined the artists of the Creativity Tank to design and create journals to record adventures, ideas, etc. as well securing mementos from their summer adventures.

This is my last report to the board. This has been a wonderful 13-year-adventure. June 9 is my last day here at the library, but the first day of (hopefully) many adventures in retirement. So far, there is grand-dog sitting, trips to the lake, baseball games, and two weeks with my daughter and her two sons visiting from Colorado!

GRAL - thanks for the memories!

Board member Max Peters introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2017-06
A RESOLUTION ACCEPTING DONATIONS

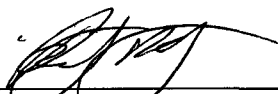
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$292.15 from Friends of the Library for a bulletin board and a white board sign for use in the children's area.
\$200 from Splithand Township, undesignated
\$800.00 from GRAL Foundation for speaker honoraria for Rapids Reads
\$1250.00 from GRAL Foundation for Whirley/Behm stipends for winter/spring programs
\$2240.00 from GRAL Foundation for Story Times Jan – April 2017
\$100 From Rebecca Smith for children's materials in honor of Jan Ferraro
\$100 From Bev and Dave Thompson for children's materials in honor of Jan Ferraro
\$100 From the Ladies of 66 for children's materials in honor of Jan Ferraro
\$50 From Sandra Pellicciotti for children's materials in honor of Jan Ferraro
\$20 from David and Mary Morken for children's materials in honor of Jan Ferraro
?5 from William and Ruth Ann Trembath for children's materials in honor of Jan Ferraro

Adopted this 14th day of June, 2017



Dennis Jerome, President



Jean MacDonell, Secretary

Board member Lisa Tabbert seconded the foregoing resolution and the following voted in favor thereof: Max Peters, Lisa Tabbert, Deborah Kee, Susan Zeige, Randy McCarty

And the following voted against same: NA

And the following abstained: NN

Whereby the resolution was declared duly passed and adopted.

MEETING ROOM USE FEES

GRAND RAPIDS AREA LIBRARY

Groups whose meetings end by 9 a.m. will be considered to be using a 2 hour block no matter when their meeting begins.

Groups whose meetings begin after 6 p.m. will be considered to be using a 2 hour block, no matter how late their meeting may run.

Room Charges

Library sponsored, City of Grand Rapids, All Book and Writing Groups. Free

Non-profit and Non-profit eligible groups

Initial charge is for a 2 hour block.

	First 2 hours	Each additional hour
Full meeting room	\$15.00	\$7.50

Group study room and Riverview Room

Unreserved		Free
Single use reserved		\$5.00
Recurring each use	\$ 2.00	

***Non-profit eligible is defined in Minnesota Statutes 317A . Under this statute a non-profit corporation may not:** “(1) be formed for a purpose involving pecuniary gain to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government; and

(2) pay dividends or other pecuniary remuneration, directly or indirectly, to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government.”

Room Fees, For-profit groups and Individuals

Initial charge is for a 2 hour block.

	First 2 hours	Each additional hour
Full meeting room	\$ 30.00	\$15.00
Group study room and Riverview Room		
Unreserved	Free	
Single use reserved	\$5.00	
Recurring each use	\$5.00	

Discount: A 25% discount applies to groups reserving and paying in advance for more than 6 meetings.

MEETING ROOM USE FEES

GRAND RAPIDS AREA LIBRARY

Groups whose meetings end by 9 a.m. will be considered to be using a 2 hour block no matter when their meeting begins.

Groups whose meetings begin after 6 p.m. will be considered to be using a 2 hour block, no matter how late their meeting may run.

Reservation fee: Charged for single meeting or first in series. \$ 5.00

Room Charges

Library sponsored, City of Grand Rapids, All Book Groups. Free

Non-profit and Non-profit eligible groups

Initial charge is for a 2 hour block.

	First 2 hours	Each additional hour
Full meeting room	\$15.00	\$10.00
South Section	\$10.00	\$ 7.50
North Section	\$ 7.00	\$5.00
Group study room		
Unreserved		Free
Single use reserved		\$5.00
Recurring each use	\$ 2.00	
Riverview Room:	Reserved for Library and City of Grand Rapids	

***Non-profit eligible is defined in Minnesota Statutes 317A . Under this statute a non-profit corporation may not:** “(1) be formed for a purpose involving pecuniary gain to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government; and

(2) pay dividends or other pecuniary remuneration, directly or indirectly, to its members, other than to members that are nonprofit organizations or subdivisions, units, or agencies of the United States or a state or local government.”

Room Fees, For-profit groups and Individuals

Initial charge is for a 2 hour block.

	First 2 hours	Each additional hour
Full meeting room	\$ 30.00	\$15.00
South Section	\$ 25.00	\$12.50
North Section—	\$ 15.00	\$10.00
Group study room		
Unreserved	Free	Free
Single use reserved	\$ 5.00	\$5.00
Recurring each use	\$5.00	\$5.00
Riverview Room:	Unavailable	

Discount: A 25% discount applies to groups reserving and paying in advance for more than 6 meetings.

Grand Rapids Area Library Strategic Plan 2017-2020 DRAFT

The Grand Rapids Area Library completed a comprehensive strategic planning process between April and June of 2017. Composition of the Planning Team included representatives from the Library Board, Friends of the Grand Rapids Area Library, the Library Program Committee and Library staff.

A community-based process was utilized, which centered on answering two questions:

- 1) *What are the pressing needs in our community?* and,
- 2) *What is the library's role in helping to address those needs?*

Major steps included, surveying library patrons, discussions with Library staff, reviewing community demographic data and library statistics, discussing organizational mission, identifying service priorities, and developing detailed action plans for the first year of implementation.

The resulting strategic plan is intended to guide the Library for the next three years, with action plans to be revised annually. While the goals will remain the same, the methods of achieving those goals may change. The Library staff and Board will gather each year to review implementation successes and challenges, review goals, revise strategies and project budget needs.

The library's mission statement:

The Grand Rapids Area Library fosters a welcoming environment for all that builds a connected, informed, engaged community.

Service Priorities and strategies:

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

To achieve this the library will:

- Offer programs for preschoolers and their families to support parents and caregivers in preparing young children for learning to read
- Support Summer and Winter Reading programs and other programs to develop and maintain early literacy and reading skills
- Offer high-interest books and engaging programs to improve reading skills
- Work with schools and other agencies to provide services to preschool and elementary students
- Develop programs and activities to actively engage elementary age children

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

To achieve this goal the library will:

- Offer a collection of general information resources in print, electronic and other formats on a wide variety of topics
- Support achievement of personal educational goals for adults and families at all levels of educational achievement
- Implement and enhance book discussion groups, community forums, author visits, lectures and discussion and other opportunities for exploring and learning at all ages
- Provide and promote resources to assist with job searching and career planning
- Provide computers for use in job searches or applications
- Promote use of specialized databases for Do-it-yourself repair, job search help and homework help
- Provide programs that enhance the acquisition of knowledge and the development of skills

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

To achieve this the library will:

- Provide computers in the library with internet access and up-to-date software
- Provide wireless internet access and printing
- Provide individual assistance with computers
- Collaborate with other organizations to provide training and resources
- Provide a web site that serves as an access point for online resources
- Ensure staff members keep abreast of current technology

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

To achieve this the library will:

- Build collections of high-demand popular and informational materials in a wide range of formats
- Coordinate a community-wide reading project annually
- Offer programs on various aspects of different cultures, beliefs and lifestyles
- Mount exhibits and displays that reflect diversity
- Offer programs that encourage and inspire creativity and collaboration
- Offer items on loan (realia) to enrich leisure time
- Accept passport applications
- Reach out to less mobile populations to provide services

Service Priority 5: Individuals and organizations will experience a comfortable, safe quiet and welcoming place that will allow them to find opportunities to work together, share ideas, discuss and collaborate.

To achieve this the library will:

- Maintain an attractive and functional physical space that accommodates quiet uses and collaboration
- Take advantage of outdoor space around the Library
- Provide programs that facilitate discussion and collaboration

These goals will shape the decisions about the library's budget and implementing specific projects from 2017-2020. Detailed action plans for the next 12 months were developed.

To ensure that we are making progress toward each service priority we will measure participation in programs and circulation of materials as well as satisfaction of patrons. The strategies will be reviewed as part of the annual review process. The library is committed to meeting the needs of the community and will develop services as the needs of the community change.

Planning Team members:

Library Board: Dennis Jerome, Shannon Benolken, Max Peters, Deborah Kee, Randy McCarty, Richard Thouin, Sue Ziege, Friends of the Library: Sandy Hughes, Program Committee: Carrie Thorvig, Library Foundation: Kathy McCarty, Library Staff: Marcia Anderson, Amy Dettmer, Tracy Kampa, Will Richter, Bonnie Henriksen.

YEAR 1 Accion Plans

July 2017-June 2018

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

	PERSON RESPONSIBLE	COMPLETION DATE	Resources Needed
<p>1. On-site Children's Programming</p> <ul style="list-style-type: none"> • Activities for preschool children <ul style="list-style-type: none"> ○ Monday Booktime attendance will be evaluated for possible change. ○ Saturday Story Times will continue. Evaluate attendance for possible breaks ○ Baby Steps program affiliation will continue ○ Monday summer story times (8 weeks) • Activities for School-Age children. <ul style="list-style-type: none"> ○ Find one additional after school program each month ○ Develop passive programs during school year • Family programs <ul style="list-style-type: none"> • Continue Legacy programs • Kidstuff programs during summer 	Tracy	ongoing	
<p>2. Summer and Winter Reading</p> <p>Continue both summer and winter reading programs</p> <p>Explore online registration and logs</p>	Tracy	Ongoing	
		ongoing	

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Teachers <ul style="list-style-type: none"> ▪ Promote class visits to elementary preschool teachers ▪ Promote communication on homework assignments ▪ Promote calendars to Head Start 2. Families <ul style="list-style-type: none"> ▪ Participate in Children's Fair 	Tracy	ongoing	

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Family programming (see Strategy A).	Darla & Tracy		
2.			

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Technology: Develop replacement schedule for AWE stations	Tracy & Darla & Marcia		
2.			

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Event Calendar email News release for each program Promote cabin kits Promote Brain Fuse	Tracy		



ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
2. Staff Training Identify Children's staff training needs and develop plan to address Take advantage of regional workshops and trainings and scholarships Participate in Project Read meetings and other community efforts	Tracy		

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

ACTION STEPS			
ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Identify priorities for building collection <ul style="list-style-type: none"> • support programming • patron-driven acquisitions 	(Will, Amy)		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Develop 2017-2018 program plan: <ul style="list-style-type: none"> ▪ Goal of at least three adult programs per month. ▪ Programming in support of established library priorities, including Cultural Diversity and bring people together 	Program Committee Chair (Committee members) Bonnie		
2. Change book displays every two weeks to link with current programming topics or events	Will	Monthly	
3.			
4. Develop calendar for display case. <ul style="list-style-type: none"> ▪ Coordinate displays. 	Amy	Ongoing Calendar on S:/ Drive	
5. Support book clubs & writers' groups	Will		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Promote Online Resources <ul style="list-style-type: none"> Develop plan to promote awareness and use of databases. Chilton's Small Engine Repair, Help now and jobs now 	Amy Will		
Strategy D: Provide and promote resources to assist with job searching and career planning			

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
Contact guidance counselors and workforce center with info on Jobs Now and Learning Express Library			
Strategy E: Promote Library resources and services to ICC Students			
ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED

GOAL # 3: Individuals will have access to online resources that connect them to their community and the world.

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
2. Upgrade Equipment to meet patron needs <ul style="list-style-type: none"> Replace Windows 7 computers Upgrade ?? wi-fi connections Provide wireless print capacity investigate automatic authentication for Pharos and self-service payment 	Marcia (City IT Department)	July 2014	

1.			
2. Maintain robust and accessible web site	Will, John		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Library staff training: <ul style="list-style-type: none"> ▪ Encourage attendance at 3 trainings/webinars/ web courses each year ▪ Budget for professional memberships/assistance 	Marcia (All Staff) Marcia		
2. Recruit volunteers to assist with classes and individual assistance	Bonnie		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
Continuing public training in introductory internet topics	Marcia		
Partner with other organizations to provide subject specific workshops as needed	Marcia		

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

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED

<p>1 Reading Related Programming</p> <ul style="list-style-type: none"> • Rapids Reads-community-wide reading project • Summer Reading Programs for adults and teens <p>2 Writing/poetry/other creative programing</p> <ul style="list-style-type: none"> • NaNoWriMo • DIY art, craft construction other programming • Create opportunities to create and share <ul style="list-style-type: none"> i. Peeps contest/other creative contests <p>3. Regularly present programs featuring other cultures and beliefs.</p> <p>4. Schedule Legacy programs</p> <p>5. Use outdoor space/resources for programming</p> <p>Explore options for a creative space</p>			
ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<p>Investigate services to people unable to come to Library: County Jail Inmates Senior facility residents</p> <ul style="list-style-type: none"> • 		ongoing	

Goal 5: Individuals and Organizations will experience a comfortable, quiet, safe and welcoming place that will allow them to find opportunities to work together, share ideas, discuss and collaborate

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
Explore ways to make space more flexible for in-library programming			
Investigate methods of reducing sound travel throughout the building and in study rooms/Riverview rooms	Marcia (Facilities)		
Explore use of grounds for outdoor reading/meeting space Consult with Community Development and Arts and Culture Commission about long-range plans for space Determine needs/desires for using outdoor space			
Explore online room reservation possibilities			
Ensure Building is truly accessible and free of barriers to mobility Invite Mobility for consultation			

ACTION STEPS

PERSON RESPONSIBLE

**COMPLETE
N DATE**

**RESOURCES
NEEDED**

<p>Explore rearranging space to provide more interactive zones Teen Room/collection reorganization Get construction estimate for dividing Riverview Room Set policy for public use of Riverview Room</p> <p>Develop opportunities for people to come together for discussion and collaborating activities</p> <ol style="list-style-type: none">1 Include discussion and other participatory programs in scheduled program planning3. <i>Mount exhibits and displays that encourage interaction, reviews, conversations</i>4. Online reviews or discussions	<p>Program Committee and Staff</p>	<p>ongoing</p>	
---	------------------------------------	----------------	--

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.	\$7,285.00

total:	<hr/> \$12,460.00
--------	-------------------



CITY OF
GRAND RAPIDS
 IT'S IN MINNESOTA'S NATURE

Due in the Administration Department located at 420 N. Pokegama Avenue,
 Grand Rapids, MN 55744 by 12:00 Noon
 On Thursday May 4, 2017

QUOTATION FORM

ATTENTION: Nathan Morlan, Facilities Maintenance Manager

We, the undersigned, doing business as MANGETH PAINTING have carefully examined the Quotation Documents and the sites of the proposed work, and are familiar with all of the conditions, laws and regulations surrounding the construction of the proposed project including the availability of materials and labor.

ITEM	UNIT	QUANTITY	UNIT PRICE	QUOTE AMOUNT
Exterior Painting and Staining Grand Rapids Public Library				\$ 17,370 ⁰⁰

Dated this 3 day of MAY, 2017

Name of company: MANGETH PAINTING

Signature of Authorized Representative: [Signature]

Typed Name of Signer: Dennis Benolken

Title: President

Legal Address: P.O. Box 521 Grand Rapids MN

Business Phone: 218-326-2486

Email: mangsethpainting@yahoo.com

Fax Number: 218-492-4875

PROPOSAL



30 YEARS EXPERIENCE

12/8/15

TO: GRAND RAPIDS AREA LIBRARY

SCOPE OF WORK:

REMOVE AND REPLACE CAULKING ON WEST, SOUTH AND EAST SIDE OF BUILDING ON ALL WINDOWS THAT BORDER WOOD.

REPLACE WITH POLYURETHANE CAULKING.

REPLACE BACKER ROD AS NEEDED.

PRICE INCLUDES LABOR AND MATERIAL.

PRICE TO REMOVE AND REPLACE GREEN METAL TO GREEN METAL CAULKING ADD \$2,650.00 TO TOTAL. PRICE BASED ON REPLACING 215 LINEAL FEET.

TOTAL: \$8,400.00

ALAN LAUER
AL'S RESTORATION LLC
26915 REILLY BEACH ROAD
BOVEY MN 55709

PROPOSAL

The logo for Northern Caulking & Sealants features a stylized arrowhead pointing upwards, positioned above the word "Northern" in a large, serif font. Below "Northern" is the text "Caulking & Sealants" in a smaller, sans-serif font.

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

ATTN: Nathan Morlan

Re: Caulking of Aluminum Frames

Nate,

We are pleased to provide you pricing to replace the existing caulking around the aluminum storefront and curtain wall windows at the Library where they touch the wood siding. I have highlighted the areas in "RED" on the attached pictures where we have figured.

The total amount of \$8,270.00 (Eight Thousand, two hundred seventy and no/100 dollars).

Please note the following clarifications to our proposal:

- We figure taking out all existing caulking AND backer rod and installing new, closed cell, backer rod
- We figure using Sonneborn NP1 (1 part caulking system). Owner to choose from manufacturer STANDARD colors. If standard colors are not acceptable to owner, we will need to go the Sonneborn NP2 system which is a 2-part system with more available colors. This will add \$2,100.00 to the price.
- Add \$2,500.00 if you wish for us to install low-expanding spray foam insulation prior to installing the backer rod and caulking.
- If any additional caulking is wanted or required, we will perform at \$4.00 per lineal foot for the NP1 system. Or \$5.00/lineal foot for the NP2 system.

Respectfully,

A handwritten signature in black ink, appearing to read "CS", written over a white background.

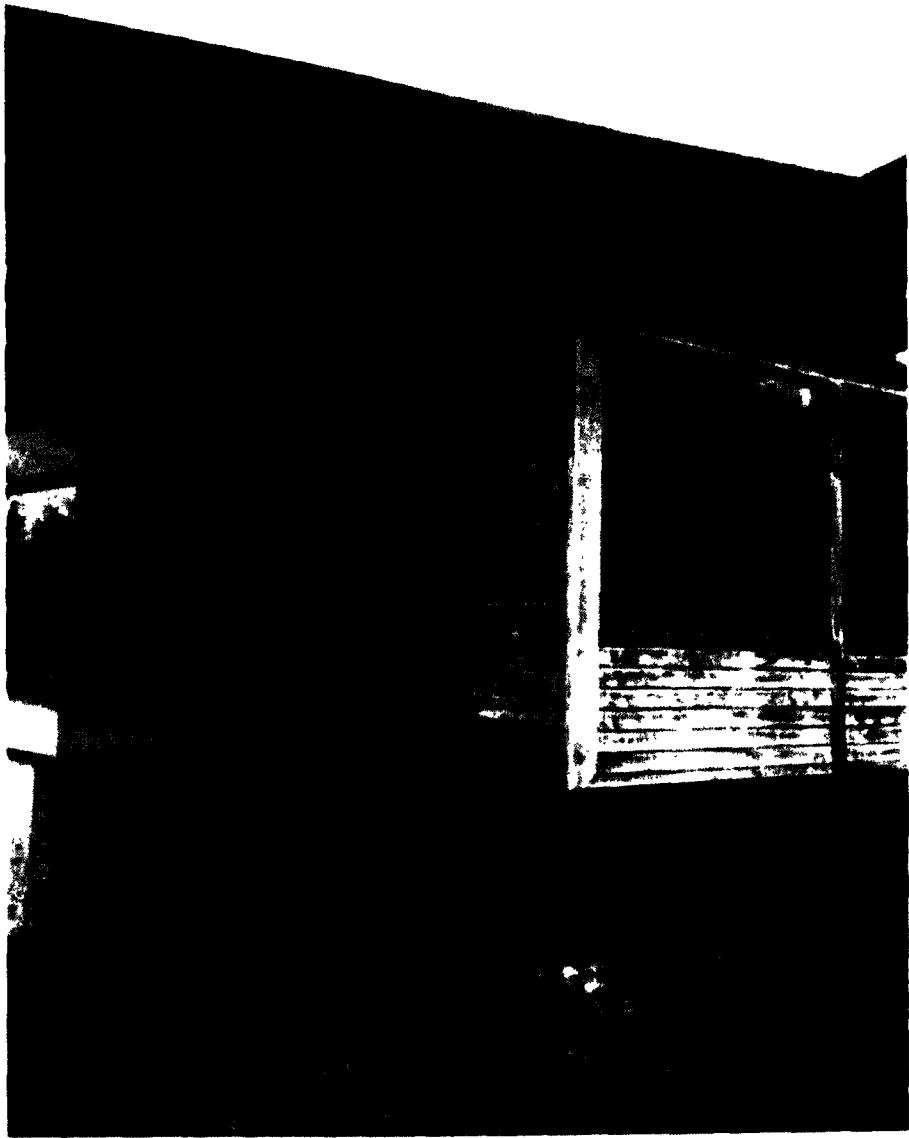
Chris Stanley

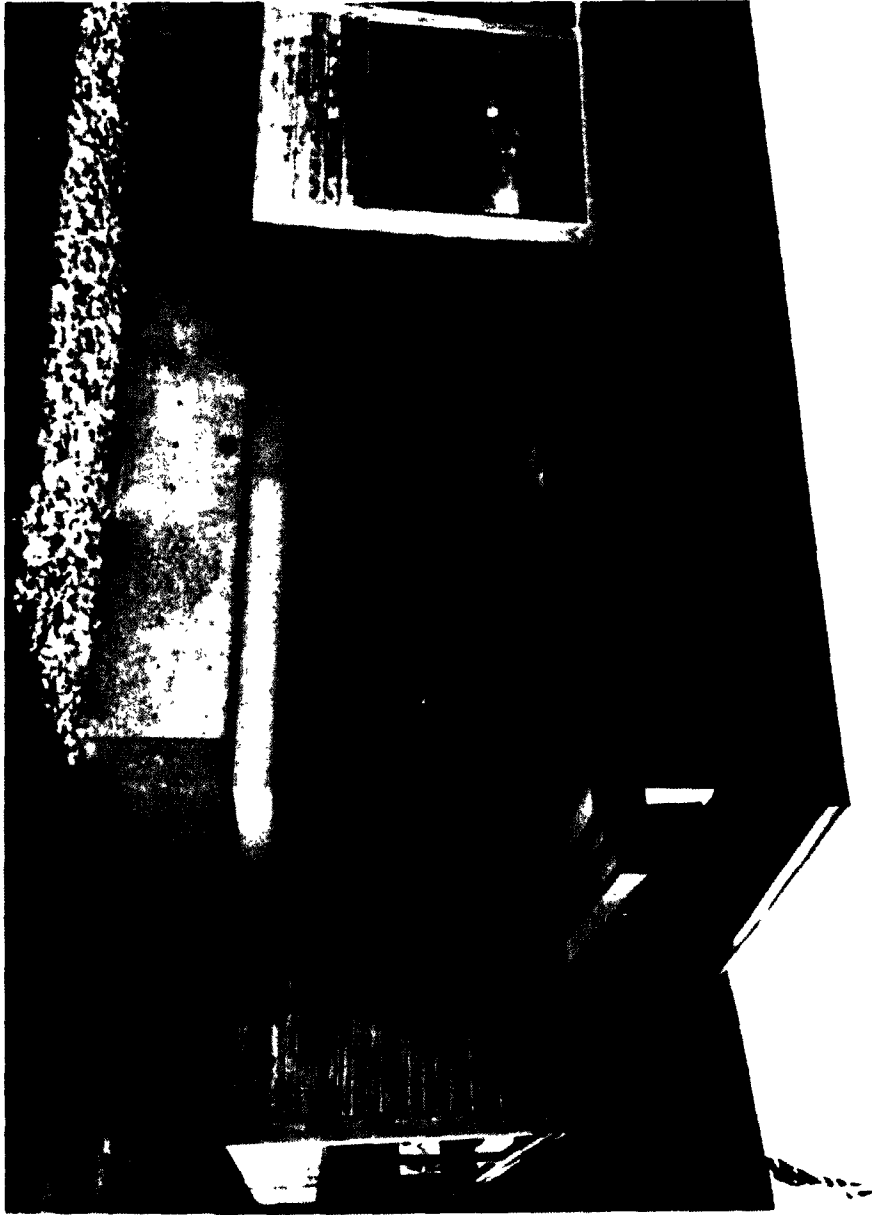
REA LIBRARY

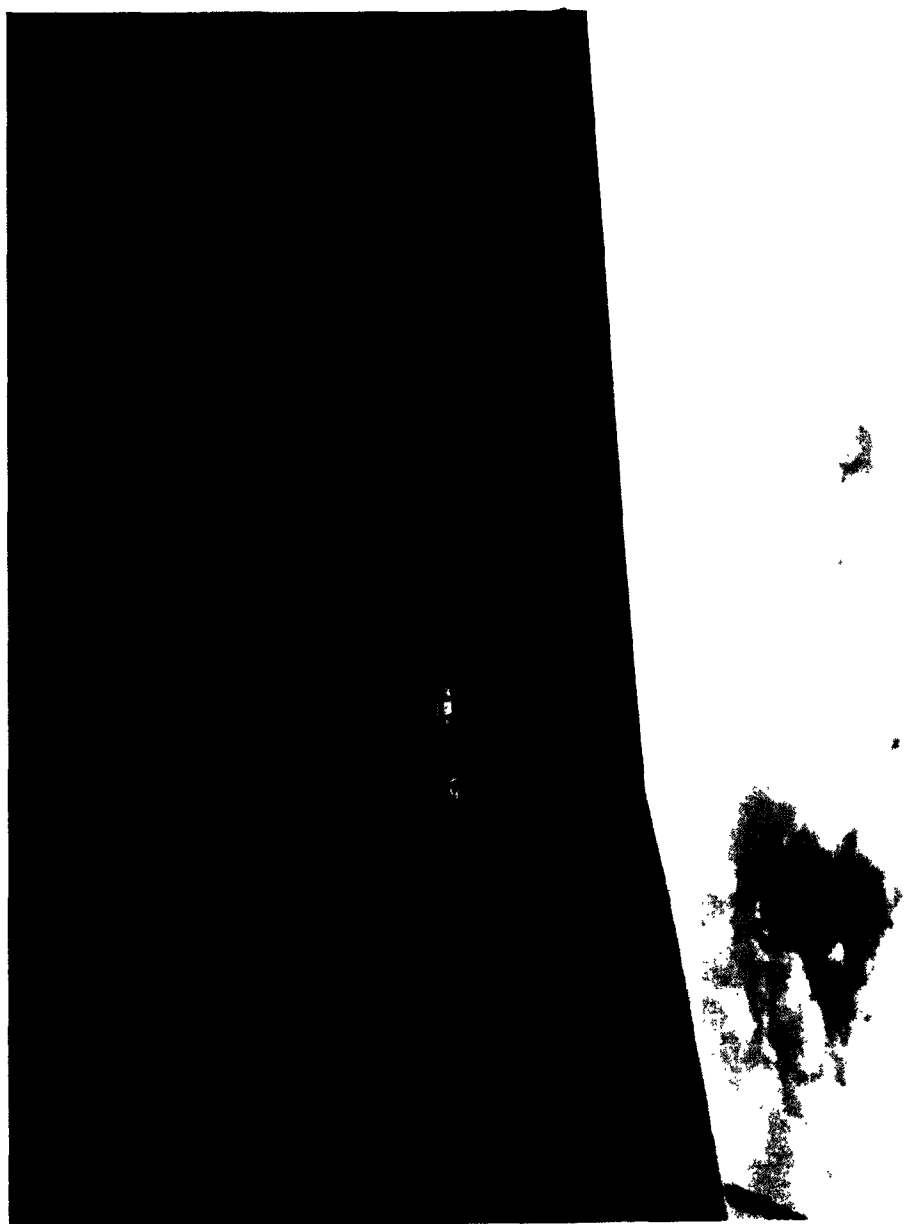


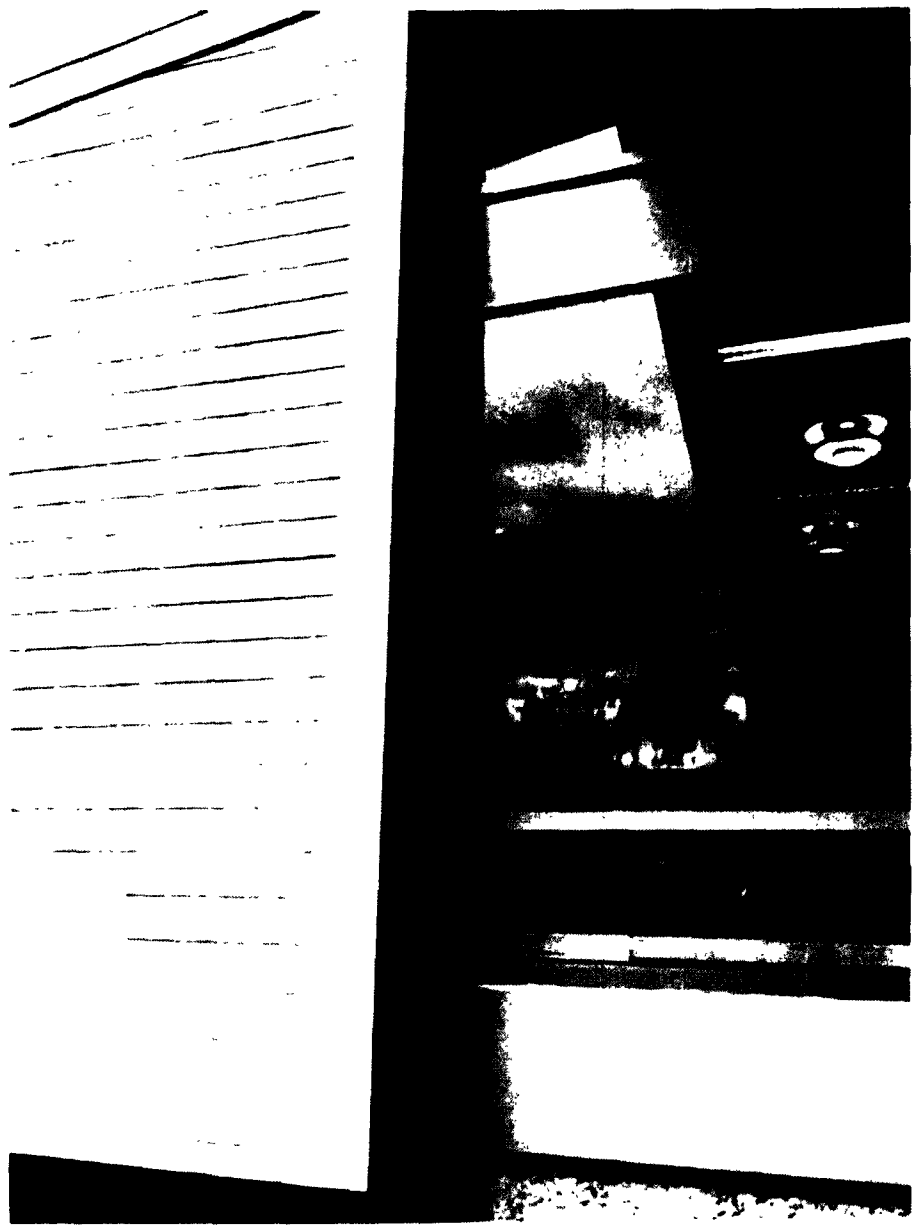






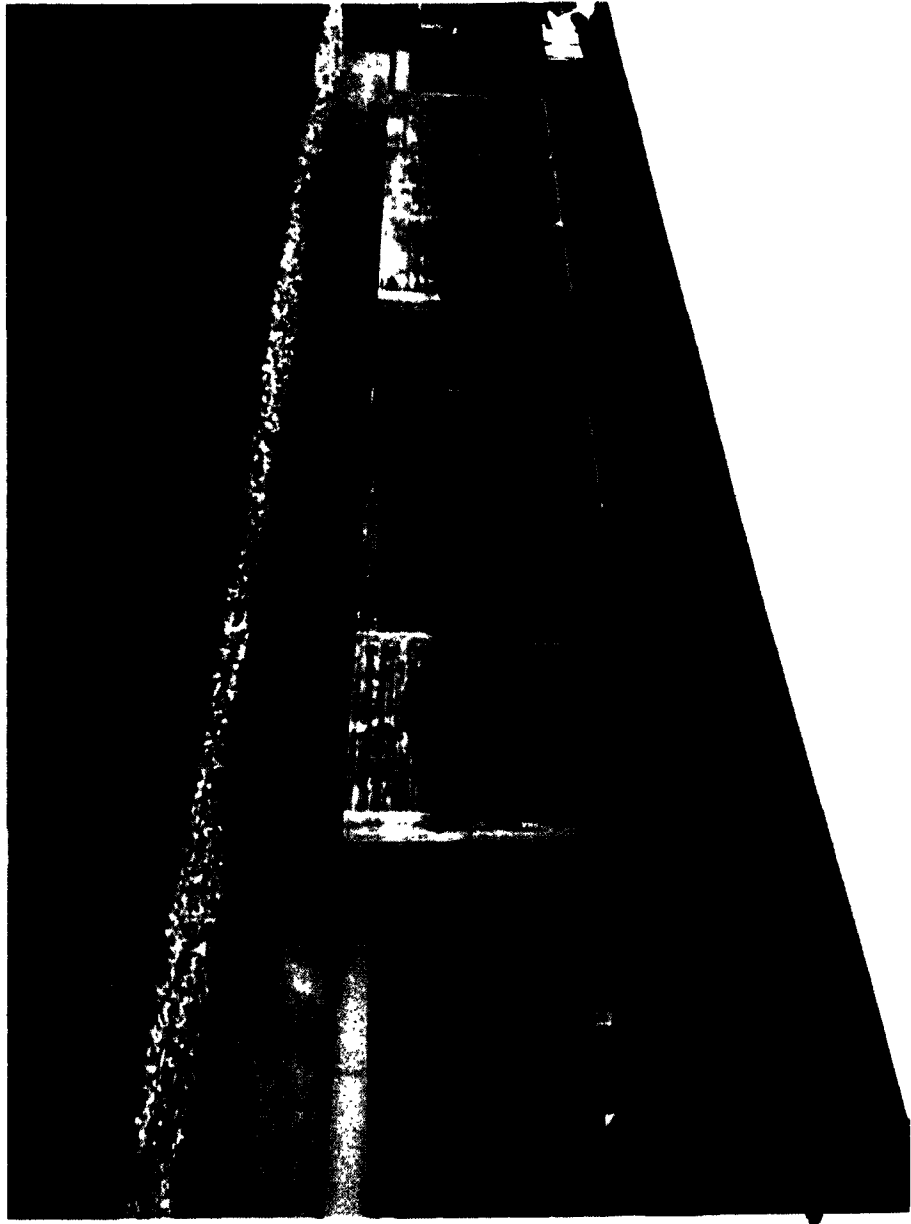


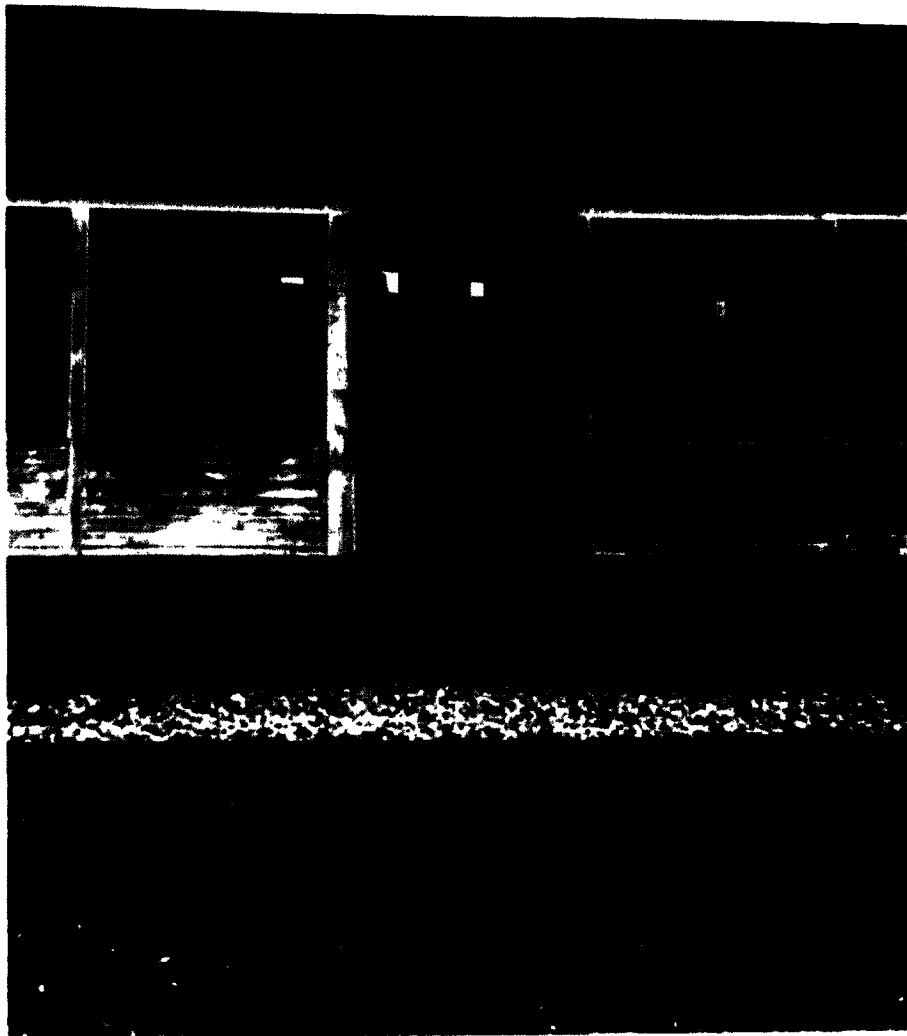


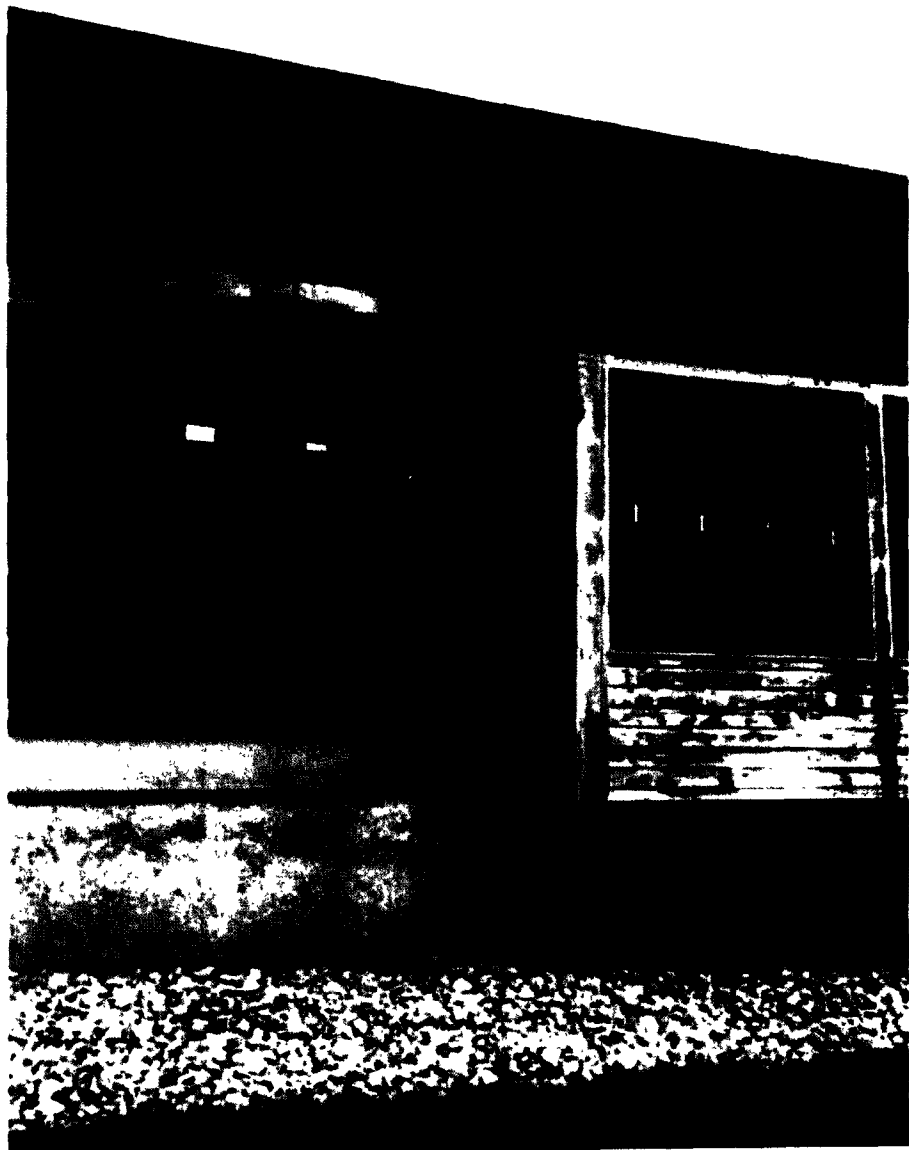




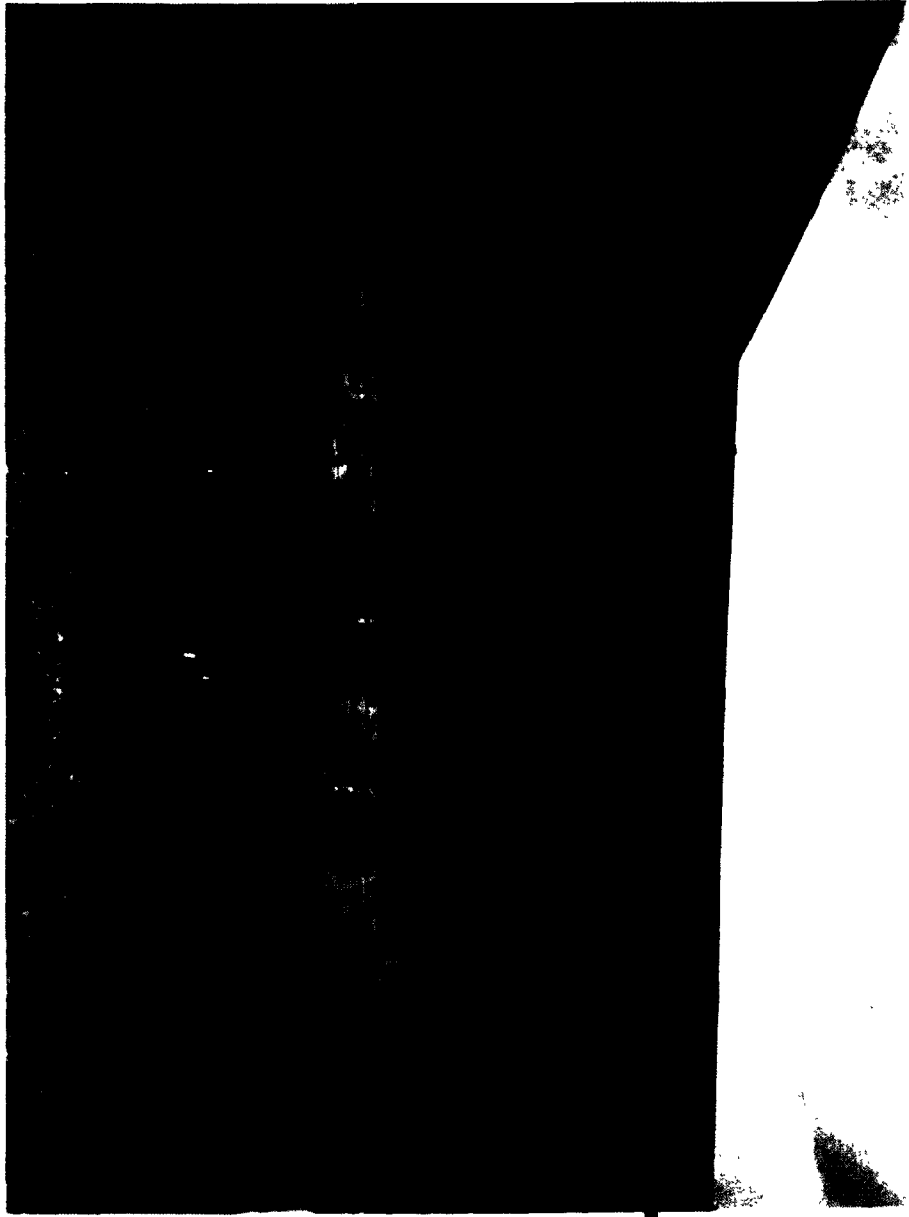














PROPOSAL



30 YEARS EXPERIENCE

12/8/15

TO: GRAND RAPIDS AREA LIBRARY

SCOPE OF WORK:

REMOVE AND REPLACE CAULKING ON EXPANSION JOINT WHERE SIDEWALK AND BUILDING MEET ON MAIN ENTRANCE SIDE OF BUILDING. APPROXIMATELY 100 LINEAL FEET.

REPLACE BACKER ROD AS NEEDED.

REPLACE WITH GRAY POLYURETHANE CAULKING.

PRICE INCLUDES LABOR AND MATERIAL.

TOTAL: \$1,270.00

ALAN LAUER
AL'S RESTORATION LLC
26915 REILLY BEACH ROAD
BOVEY MN 55709

PROPOSAL