

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

December 14, 2016 5:00 P.M.

DRAFT

5:00 Call to order

5:01 Roll call: *absent: McCarty*

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

Report to City Council

Tax transmittal letter from Itasca Co.

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

a. Unique Management Service \$716

2. Approve Contracts and payment to presenters

a. Tammy Schotzko \$100 January 19 *Digital Estate Planning and Organizing 101*

b. Mark Munger \$100 January 31, *Boomtown and mystery writing*

c. Don Ness \$200 February 9, *Grassroots politics*

3. Approve Resolution 2016-13 Accepting Donations

\$100 for materials in honor of William Frymire from Cedar Cultural Center

\$175 for fiction books in honor of Betty Dziuk from Debra and David Dziuk

\$50 for fiction books in honor of Betty Dziuk from John and Cheryl Mulhausen

Regular agenda

1. Accept quote for purchase of 7 laptop computers

2. Discuss replacing or retrofitting light fixtures

3. Approve Resolution 2016-14 accepting Bequest of \$40,873.35 from Stanley Foster Gilmer and transferring it to the Grand Rapids Area Library Foundation.

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
November 9, 2016**

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

Roll Call:

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

Public Comment:

Agenda: Randy McCarty moved to approve the agenda. A second was made by Max Peters. The motion passed unanimously.

Minutes: Jean MacDonell moved to approve the minutes from the October 12, 2016 board meeting with the addition of Filthy Clean for \$630 to the approved late bill list. A second was made by Randy McCarty. The motion passed unanimously.

Communications: Quarterly Statement from the MN Community Foundation.

Financial Report:**The Grand Rapids Area Library Bill List
Invoices Due On/Before November 9, 2016**

NAME	AMOUNT DUE
AMERIPRIDE LINEN & APPAREL	9.82
ADRIAN BOOKS	96.00
ARROWHEAD LIBRARY SYSTEM	43.26
BAKER & TAYLOR, INC	2,538.70
BLACKSTONE AUDIO, INC	200.00
BLUE CROSS & BLUE SHIELD OF MN	5,437.00
BUSY BEES QUALITY CLNG SVC INC	1,700.00
CANON USA INC	134.00
COLE HARDWARE INC	45.33
DEER RIVER HIRED HANDS INC	150.00
ELY PUBLIC LIBRARY	77.75
CITY OF GRAND RAPIDS	1,195.20
GRAND RAPIDS CITY PAYROLL	37,672.95
JUNIOR LIBRARY GUILD	28.00
LEARNING OPPORTUNITIES INC	2,813.74
LEXIS NEXIS	201.10
MINNESOTA ENERGY RESOURCES	88.13
MINNESOTA REVENUE	35.73
THE MOTOR SHOP	30.00
NEXTERA COMMUNICATIONS LLC	82.60
NORTHERN BUSINESS PRODUCTS INC	685.25
PAUL BUNYAN COMMUNICATIONS	243.68
PERSONNEL DYNAMICS LLC	281.88
P.U.C.	2,411.56
SHEFFIELD'S UPHOLSTERY	7,222.00
SIM SUPPLY INC	118.52
TUMBLEWEED PRESS INC	499.00
UNUM LIFE INSURANCE CO OF AMER	18.45
VERIZON WIRELESS	60.76
THE VILLAGE BOOK STORE	210.64
VISA	541.95
WASTE MANAGEMENT	249.20
AARON JAMES BROWN	100.00
KATHLEEN A RICE	150.00
JEFFREY T MANUEL	100.00
CATHERINE B MADISON	200.00
TOTAL ALL VENDORS:	65,672.20

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

Staff Reports:

- ***Director's Report:*** The painting of the Community Room was just finished yesterday. Quotes for the painting of the rest of the building will be coming in soon. As a note, Lyman Loveland now lives in FL but was originally from the Grand Rapids Area.
- ***Assistant Director's Report:*** Teen Read Week coupons given to about ten recipients. Mention of higher number of library card signups this year. Dennis Jerome commented that things are going great!

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. \$450 for Summer Concert Series from Friends of the Library
 - b. \$100 for materials in honor of William Frymire from Redhouse Records
 - c. \$100 for children's materials from Anne Tofte and Cory Jackson

Randy McCarty moved to approve the consent agenda. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

- ***Regular Agenda:***
 - 1. Randy McCarty moved to approve low quote of \$2551 from Hammerlund Construction for replacing curb on book drop. A second was made by Mary Helen Haarklau. On a roll call vote the motion passed unanimously.**
 - 2. Question about special meeting for the 16th of November about paint quotes. Set for Nov. 16 at 5:00 PM.**
 - 3. New board members? Dennis Jerome commented that the young people serving on the Board are great for the community. Mary Helen Haarklau will be moving out of the city limits so she must resign. She is willing to serve until a replacement for the seat is**

found. The Board will be looking for a person that lives within city limits. Marcia Anderson hopes that the replacement will also be passionate about intellectual freedom. Three full terms is the limit for those serving on the library board.

Adjourn: The monthly board meeting was adjourned at 5:28 PM by Dennis Jerome.

Reminder for Board members: Informal gathering on Thursday, Dec 15, 5-7 at KAXE with Library Foundation and Friends of the Library

Estimates for Painting interior of Library – public areas only

November 14, 2016

Nathan, please see our estimate below for painting.

- Patch and paint Sheetrock walls in public areas of library not to include staff areas.
- Paint to be a solid color that matches the existing tone.

All labor and materials included in price.

The above work to be performed for the sum of: **\$2,700.00**

Dennis Benolken
Mangseth Painting

326-2486

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

Paint estimate for Nate Morlan, City of Grand Rapids. (G.R library)
(218)244-4068 or 326-7628

fix walls & paint all walls, 2-coats, eggshell or satin finish same color.(no ceilings) in hall & 2-baths,
(none of the offices) but all other painted walls in library.
paint, materials & labor total: **\$2,710.00**

Grand Rapids Area Library Special Board Meeting November 16, 2016

Call to Order: The special board meeting was called to order at 5:15 PM by Dennis Jerome.

Roll Call:

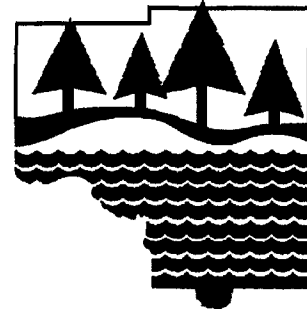
- **Members Present:** Dennis Jerome, Deborah Kee, Randy McCarty, Susan Zeige, Mary Helen Haarklau
- **Members Absent:** Lisa Tabbert , Shannon Benolken, Jean MacDonell, Max Peters
- **Staff Present:** Director Marcia Anderson

Agenda: Deb Kee moved to approve the agenda. A second was made by RandyMcCarty. The motion passed unanimously.

- 1. Randy McCarty moved to approve low quote of \$2700 from Mangseth painting for patching and painting the interior public areas of the Library. Second by Sue Zeige. On a roll call vote the motion passed unanimously.**

Adjourn: The special board meeting was adjourned at 5:28 PM by Dennis Jerome.

Jeffrey T. Walker
Itasca County Auditor/Treasurer
Itasca County Courthouse
123 Northeast Fourth Street
Grand Rapids, Minnesota 55744-2681
Phone: (218) 327-2860
Fax: (218) 327-7426



November 29, 2016

DEC - 8 2016

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

Dear Mr. Weikum:

The apportionment for November 2016 includes the following totals:

Arbo Township	\$ 2,717.54
Blackberry Township	3,487.51
Feeley Township	2,312.07
Harris Township	10,515.23
Sago Township	1,159.73
Spang Township	1,342.54
Wabana Township	3,445.09
City of Bass Brook/Cohasset	30,571.86
City of LaPrairie	1,557.77
City of Warba	372.64

TOTAL

\$57,481.98

A handwritten signature in black ink, appearing to be 'J. Walker', written in a cursive style.

101-01-002-68061
Grand Rapids
Satellite

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

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

Sincerely,
JEFF WALKER, Auditor/Treasurer

By:

A handwritten signature in black ink, appearing to be 'Jeffrey T. Walker', written in a cursive style.

PAID DEC 09 2016

✓ 52165



Library Department Head Report

December 5, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Our summer and fall have been filled with programs and activities. The Library continues to focus on the goals identified in our strategic plan, and on creating a welcoming place for our community.

Strategic Plan Implementation Update

The Library Board, Library staff and representatives from the Friends of the Library and the Library's volunteer Program Committee gathered input from the community and developed a revised strategic plan for 2014-2017. We continue to respond to the following requests and suggestions:

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.*

- **Saturday Story Times continued through the summer and fall**, thanks to the generosity of the Library Foundation. This summer and fall the attendance ranged from 26-67 each Saturday, split between 2 sessions. We are the only Library in the area that is open on Saturdays during the summer, so we continue to draw families from throughout Itasca County. We will continue Saturday story times through the winter and spring. Our Big Rig Storytime, held in collaboration with Early Childhood and Family Education on September 28, attracted 128 people. We had a variety of large equipment parked on the street for exploration, thanks to City departments and local contractors.
- We have seen many **class visits** already this fall and a few more are scheduled before the end of the year. Several Southwest and Murphy 3rd and 4th grade classes have been walking or taking the bus to the Library regularly, and we have had many visits from area preschools.
- Our summer Reading program, ***Read for the Win***, running mid-May through August 30, kicked off on May 21 with a special flag-making workshop presented by artists from the Creativity Tank. Over 900 children signed up throughout the summer and picked up a book log to record their reading or reading-related activities.
- Summer Programs included: Climb Theater performing *The Tortoise and the Hare*, a magician, music by local musicians, regular Friday art classes, Cake Decorating, and a Lego building club, among others.
- We are continuing our monthly Lego building club on Tuesdays after school. Young designers create a small or large item based on the theme of the month and leave them on display in the children's section during the month.
- Our winter reading program ***Paul Bunyan's Big Read***, begins on December 17 with tall tales and an art session with the Creativity Tank.
- We plan to offer additional after-school programming, including art and science programs, beginning in January, thanks to the Library Foundation.



Library Department Head Report

December 5, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

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

- Our recent **summer and fall programming** for adults has included such programs as: *Keeping the Bees, Making Bags from Bags, Lost Towns of Northern Minnesota II, Northern Pike Management, Northern Lights, Wolves*
- We continued an afternoon series called *Get Your Ducks in a Row* which covered a variety of life topics such as estate planning, downsizing and organizing. The programs attracted anywhere from 30 -70 people each session.

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

- Our public computers continue to be used often by people taking **online classes**, those doing homework for local classes, those taking exams for professional licensure, as well as those with daily needs such as email access and a myriad of other communication and printing needs.
- Our public **wireless** network is in constant use by people bringing their own devices for work, study or communication.

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

- **Legacy-Funded Programs:** We have hosted several programs arranged by Arrowhead Regional Library System including: *Developing a Character for the Stage, Pushing Chain* (music duo) *Tres Mundos: The Music of Three Worlds, Minnesota Gold* (Packy Madder on Minnesota Olympians)
- **A commitment to cultural diversity in programming and displays continues.** Thanks to grants from the Library Foundation and the Northland Foundation, we purchased a collection of children's materials and adult materials related to Native American culture and history. We received a large mural by Leah Yellowbird for the lobby thanks to the Grand Rapids Human Rights Commission.
- **Alternate Formats are very popular:** Circulation of downloadable ebooks and audio books is high. Our patrons have downloaded 19,398 titles so far this year, more than the total for 2015. There are more than 9200 audiobook titles and 9900 ebook titles available to all holders of an ALS library card. We also provide access to over 100 online magazines through Overdrive and online children's books and games through Tumblebooks. All of these are available through our web site.
- The teen summer reading program took place during June and July. For teens, summer is the best time for reading for pleasure. Programs included a photography contest, *Minute to Win It* and a games day.



Library Department Head Report

December 5, 2016



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Service Priority #5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.

Our meeting room is heavily utilized by organizations large and small. Our quiet study rooms are used by individuals seeking a quiet space or a space for 2 people to meet and work. We always have a jigsaw puzzle laid out on a table with an open invitation to sit and relax.

We provided tours for several groups of teens this summer in collaboration with Teen Works, Upward Bound, and North Homes.

Building, grounds and meeting space repairs

- The large meeting room was repainted in November, thanks to the Friends of the Library.
- We had 24 large comfortable chairs reupholstered.
- The sidewalks were repaired and resealed.
- The curb underneath the outside book drop was replaced because it had settled and pulled away from the building.
- The back door and frame (staff entrance) is scheduled for replacement on 12/2.
 - We anticipate delivery of a new Express checkout unit shortly

Service Priority # 6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.

- The teen Anime Club continues, bringing teens together monthly to watch an anime movie and talk about anime and manga.
- Our tables and study rooms provide spaces for working on group projects, popular with High School and college students.
- Our first program using the Telepresence unit was held on Nov. 29 and featured a discussion with author Jeffrey Manuel in Illinois, author of *Taconite Dreams: Past, Present & Future of the Mesabi*

Passports

Our passport service continues. The first 4 months saw numbers from 121-170 per month, but the pace slowed considerably in the spring and summer. It picked up again in October and November. We anticipate a total of around 1000 applications for the year. People have commented on the convenient hours and location and the "family friendly" atmosphere.

Note: December is generally the slowest month of the year at the Library, and we will take advantage of that for some needed work. The Library will be closed on December 21 and 22nd for interior painting and for inventory of the collection. We will be open on Friday, December 23 before closing again Dec. 24-26 for Christmas.

The Library continues to be very busy, with many people attending programs, borrowing materials, using computers, asking for information, or just hanging out!

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2016
With Comparative Totals for November 30, 2015

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	314,098	390,515	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
TOTAL FUND BALANCE 1/1/XX	460,629	460,101	460,101	
Revenues:				
Taxes	567,201	337,307	632,999	53%
Intergovernmental	90,798	71,635	127,000	56%
Charges for Services	11,075	35,364	11,182	316%
Fines & Forfeits	11,770	11,479	14,000	82%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	7,620	24,334	-	0%
Miscellaneous	43,287	131,277	12,500	1050%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	731,751	611,397	797,681	77%
Expenditures:				
Personnel	492,476	517,720	586,661	88%
Supplies/Materials	87,041	73,485	87,750	84%
Other Services/Charges	115,761	134,531	123,270	109%
GRACF Library Foundation	-	114,817	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	695,278	840,553	797,681	105%
OPERATING SURPLUS (DEFICIT)	36,473	(229,157)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	41,989	11,729	-	
Fund Balance 11/30/XX				
Cash Flow	308,582	149,630	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
TOTAL FUND BALANCE 11/30/XX	\$ 455,113	\$ 219,216	\$ 460,101	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$31,688 as of 09/30/16. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH NOVEMBER 30, 2016

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 632,999	\$ 301,549	48%
211-00-31-00-0200	DELINQUENT	-	2,353	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	33,404	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	71,635	56%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	2,267	142%
211-00-34-00-7975	INTERNET	3,000	3,269	109%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	275	92%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	23,600	0%
211-00-34-00-7990	FAX MACHINE USE	-	671	0%
211-00-35-00-1030	LIBRARY FINES	14,000	11,479	82%
211-00-37-00-2310	DONATIONS	2,000	116,742	5837%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	770	77%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,803	1401%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	650	217%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,336	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	24,334	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	3,655	108%
211-00-37-00-2450	MISCELLANEOUS	1,800	2,731	152%
211-00-37-00-2455	ENERGY REBATES	-	1,140	0%
211-00-37-00-5100	INVESTMENT INCOME	2,500	1,449	58%
	TOTAL REVENUE	797,681	611,397	77%
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	412,058	357,717	87%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	19,531	86%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	12,175	380%
211-00-75-10-1210	PERA	32,601	28,175	86%
211-00-75-10-1220	FICA	26,950	22,144	82%
211-00-75-10-1250	MEDICARE	6,303	5,179	82%
211-00-75-10-1310	HEALTH INSURANCE	77,975	69,080	89%
211-00-75-10-1330	LIFE INSURANCE	221	192	87%
211-00-75-10-1335	DENTAL INSURANCE	2,027	1,371	68%
211-00-75-10-1347	VISION INSURANCE	-	(1)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,971	73%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	5,616	80%
211-00-75-20-2020	COPY SUPPLIES	1,000	1,296	130%
211-00-75-20-2030	PRINTING/BINDING	600	1,194	199%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,140	71%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	643	32%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	2,071	23%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,412	141%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	470	134%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	526	26%
211-00-75-20-2110	BOOKS	42,000	38,813	92%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,473	83%
211-00-75-20-2130	NEWSPAPERS	1,000	2,515	251%
211-00-75-20-2140	PERIODICALS	7,000	6,836	98%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	2,482	99%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH NOVEMBER 30, 2016

Account Number	Account Description	2016 Budget	Year to Date	Percent of Budget
211-00-75-30-3000	PROFESSIONAL SERVICES	-	394	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	880	110%
211-00-75-30-3070	LAUNDRY	520	560	108%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	9,835	246%
211-00-75-30-3210	TELEPHONE	5,500	4,804	87%
211-00-75-30-3220	POSTAGE/FREIGHT	500	2,236	447%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	350	70%
211-00-75-30-3255	STAFF TRAINING	500	70	14%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	251	84%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	1,172	53%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	557	186%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,684	96%
211-00-75-30-3810	ELECTRICITY	30,000	25,487	85%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	3,303	138%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,597	65%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	7,451	124%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	14,505	97%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	11,430	1143%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	8,575	95%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,774	92%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	8,969	149%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	737	39%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	300	130	43%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	78	78%
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	-	114,817	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	11,729	0%
	TOTAL EXPENDITURES	<u>797,681</u>	<u>852,282</u>	107%
	SURPLUS REVENUES/(EXPENDITURES)	<u>-</u>	<u>(240,885)</u>	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 14, 2016

DATE: 12/08/2016
 TIME: 12:23:15
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/14/2016

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	446.39
0113233	AMERIPRIDE LINEN & APPAREL	49.74
0114200	ANDERSON GLASS	105.00
0118660	ARROWHEAD LIBRARY SYSTEM	14.96
0201428	BAKER & TAYLOR, INC	1,189.20
0212124	BLACKSTONE AUDIO, INC	100.00
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0321125	CUB FOODS STORE# 9036	13.61
0405500	DEMCO	65.10
0502705	EBSCO SUBSCRIPTION SERVICE	7,653.87
0609525	FINDAWAY WORLD LLC	322.00
0701650	GARTNER REFRIGERATION CO	2,443.00
0718010	CITY OF GRAND RAPIDS	7,600.00
0801535	HAMMERLUND CONSTRUCTION INC	11,430.00
0914690	INSIGHT PUBLIC SECTOR SLED	1,362.53
0914800	INVEST EARLY PROJECT	4,080.00
1021515	JUNIOR LIBRARY GUILD	21.00
1205099	LEARNING OPPORTUNITIES INC	2,790.77
1301146	MARCO TECHNOLOGIES, LLC	205.57
1415377	NORTHERN BUSINESS PRODUCTS INC	509.62
1605665	PERSONNEL DYNAMICS LLC	546.23
1609925	PIZZA WORKS	21.36
1821700	MICHAEL RUSSELL	655.00
1903225	SCENIC RANGE NEWS FORUM	20.00
1909510	SIM SUPPLY INC	319.64
2018680	TRU NORTH ELECTRIC LLC	383.00
2209450	THE VILLAGE BOOK STORE	29.64
T001097	JOSEPH JERRY SHEAD	30.00
T001120	FIVE FRIENDS BOOKS LLC	337.66

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 44,444.89

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0301530	CANON USA INC	67.00
0405447	DELTA DENTAL OF MINNESOTA	350.20
0605191	FIDELITY SECURITY LIFE INS CO	12.52
0609457	FILTHY CLEAN INC	630.00
0718015	GRAND RAPIDS CITY PAYROLL	37,641.65
1209516	LINCOLN NATIONAL LIFE	51.00
1309199	MINNESOTA ENERGY RESOURCES	80.74
1309335	MINNESOTA REVENUE	60.26
1405850	NEXTERA COMMUNICATIONS LLC	84.45
1601750	PAUL BUNYAN COMMUNICATIONS	243.68
1621130	P.U.C.	3,072.64

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 14, 2016

DATE: 12/08/2016
 TIME: 12:23:15
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/14/2016

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114750	UNUM LIFE INSURANCE CO OF AMER	18.45
2205637	VERIZON WIRELESS	121.42
2209665	VISA	93.38
2301700	WASTE MANAGEMENT	267.87
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$		42,795.26
TOTAL ALL DEPARTMENTS		87,240.15

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 11/30/16
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	449,091.56	449,091.56	0.00
211-00-00-00-1010	CASH	457,959.97	639,188.04	878,244.21	218,903.80
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	7,166.00	0.00	0.00	7,166.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	15,078.25	0.00	15,078.25	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	114,816.92	114,816.92	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	31,542.00	0.00	0.00	31,542.00
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	10,514.89	4,579.39	10,121.53	4,972.75
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	10,569.35	960.65
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	43,120.68	37,730.13	5,390.55
TOTAL		522,371.11	1,262,326.59	1,515,651.95	269,045.75
TOTAL ASSETS					
TOTAL		522,371.11	1,262,326.59	1,515,651.95	269,045.75
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	860,773.36	859,323.29	36,618.70
211-00-00-00-2030	SALES TAX PAYABLE	0.00	548.00	602.34	54.34
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	16,130.01	16,130.01	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	7,166.00	0.00	0.00	7,166.00
211-00-00-00-2220	DEFERRED REVENUES	905.25	905.25	600.25	600.25
TOTAL		62,270.03	878,356.62	860,525.88	44,439.29

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 11/30/16
TOTAL LIABILITIES		62,270.03	878,356.62	860,525.88	44,439.29
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	460,101.08	0.00	0.00	460,101.08
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	37,730.13	43,120.68	5,390.55
TOTAL	FUND SURPLUS (DEFICIT)	460,101.08	37,730.13	43,120.68	465,491.63
		0.00	240,885.17	0.00	(240,885.17)
TOTAL FUND EQUITY		460,101.08	278,615.30	43,120.68	224,606.46
TOTAL LIABILITIES AND FUND EQUITY		522,371.11	1,156,971.92	903,646.56	269,045.75

DATE: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 1
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	632,999.00	301,549.02	0.00	331,449.98	48
211-00-31-00-0200	DELINQUENT	0.00	0.00	2,353.20	0.00	(2,353.20)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	33,404.31	0.00	(33,404.31)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	632,999.00	337,306.53	0.00	295,692.47	53
TOTAL TAXES		0.00	632,999.00	337,306.53	0.00	295,692.47	53
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	127,000.00	71,635.49	0.00	55,364.51	56
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	127,000.00	71,635.49	0.00	55,364.51	56
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	71,635.49	0.00	55,364.51	56
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	183.39	1,600.00	2,266.92	0.00	(666.92)	142
211-00-34-00-7975	INTERNET	267.07	3,000.00	3,268.77	0.00	(268.77)	109
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	300.00	275.00	0.00	25.00	92
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,175.00	0.00	23,600.00	0.00	(23,600.00)	100
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	77.67	0.00	670.90	0.00	(670.90)	100
TOTAL		2,703.13	11,182.00	35,363.59	0.00	(24,181.59)	316
TOTAL CHARGES FOR SERVICES		2,703.13	11,182.00	35,363.59	0.00	(24,181.59)	316

DATE: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 2
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	751.66	14,000.00	11,479.40	0.00	2,520.60	82
TOTAL		751.66	14,000.00	11,479.40	0.00	2,520.60	82
TOTAL FINES & FORFEITS		751.66	14,000.00	11,479.40	0.00	2,520.60	82
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	116,742.43	0.00	(114,742.43)	5837
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	220.00	1,000.00	770.00	0.00	230.00	77
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	200.00	2,602.81	0.00	(2,602.81)	1401
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	450.00	300.00	650.00	0.00	(350.00)	217
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,336.00	0.00	(36.00)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	24,334.46	0.00	(24,334.46)	100
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	65.00	3,400.00	3,655.43	0.00	(255.43)	108
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	262.29	1,800.00	2,731.15	0.00	(931.15)	152
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	1,140.00	0.00	(1,140.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	1,449.28	0.00	1,050.72	58
TOTAL		997.29	12,500.00	155,611.56	0.00	(143,111.56)	1245
TOTAL MISCELLANEOUS REVENUE		997.29	12,500.00	155,611.56	0.00	(143,111.56)	1245
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

DATE: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 3
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:							
		4,452.08	797,681.00	611,396.57	0.00	186,284.43	77
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	31,066.51	412,058.00	357,716.61	0.00	54,341.39	87
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	184.85	0.00	(184.85)	100
211-00-75-10-1030	SALARY-PARTTIME	1,735.03	22,626.00	19,531.26	0.00	3,094.74	86
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	546.23	3,200.00	12,174.66	309.92	(9,284.58)	390
211-00-75-10-1210	PERA	2,460.14	32,601.00	28,175.40	0.00	4,425.60	86
211-00-75-10-1220	FICA	1,928.87	26,950.00	22,144.47	0.00	4,805.53	82
211-00-75-10-1250	MEDICARE	451.10	6,303.00	5,178.96	0.00	1,124.04	82
211-00-75-10-1310	HEALTH INSURANCE	4,538.86	77,975.00	69,079.72	0.00	8,895.28	89
211-00-75-10-1330	LIFE INSURANCE	20.41	221.00	192.41	25.50	3.09	99
211-00-75-10-1335	DENTAL INSURANCE	119.26	2,027.00	1,370.62	175.10	481.28	76
211-00-75-10-1347	VISION INSURANCE	0.48	0.00	(0.50)	6.26	(5.76)	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	171.37	2,700.00	1,971.07	0.00	728.93	73
TOTAL PERSONNEL							
		43,038.26	586,661.00	517,719.53	516.78	68,424.69	88
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	430.85	7,000.00	5,616.16	0.00	1,383.84	80
211-00-75-20-2020	COPY SUPPLIES	241.56	1,000.00	1,295.90	0.00	(295.90)	130
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	1,193.84	0.00	(593.84)	199
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	107.88	3,000.00	2,139.83	0.00	860.17	71
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	642.51	0.00	1,357.49	32
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	9,000.00	2,071.00	0.00	6,929.00	23
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	1,411.78	0.00	(411.78)	141

DATE: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 4
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	13.61	350.00	469.63	0.00	(119.63)	134
211-00-75-20-2100	OPERATING SUPPLIES	208.00	2,000.00	526.49	142.78	1,330.73	33
211-00-75-20-2110	BOOKS	4,439.08	42,000.00	38,812.98	2,790.77	396.25	99
211-00-75-20-2120	AUDIO/VISUAL	322.00	9,000.00	7,472.56	0.00	1,527.44	83
211-00-75-20-2130	NEWSPAPERS	1,512.96	1,000.00	2,514.80	0.00	(1,514.80)	251
211-00-75-20-2140	PERIODICALS	6,160.91	7,000.00	6,836.13	0.00	163.87	98
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	319.64	2,500.00	2,481.88	0.00	18.12	99
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	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		13,756.49	87,750.00	73,485.49	2,933.55	11,330.96	87
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	0.00	394.42	0.00	(394.42)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	880.00	0.00	(80.00)	110
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	520.00	560.08	0.00	(40.08)	108
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	18,700.00	1,700.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	2,630.00	4,000.00	9,835.13	0.00	(5,835.13)	246
211-00-75-30-3210	TELEPHONE	388.84	5,500.00	4,804.26	0.00	695.74	87
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	2,235.73	0.00	(1,735.73)	447
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	350.00	0.00	150.00	70
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	70.20	0.00	429.80	14
211-00-75-30-3300	COMMUNITY ED PROMOTION	0.00	300.00	251.00	0.00	49.00	84
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,200.00	1,172.45	(35.80)	1,063.35	52
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	557.40	(120.00)	(137.40)	146
211-00-75-30-3610	GENERAL INSURANCE	789.48	9,000.00	8,684.28	0.00	315.72	96
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	25,487.35	0.00	4,512.65	85
211-00-75-30-3840	GARBAGE REMOVAL	267.87	2,400.00	3,303.33	0.00	(903.33)	138
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,596.78	0.00	1,403.22	65
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,096.00	6,000.00	7,450.95	0.00	(1,450.95)	124
211-00-75-30-4010	BUILDING MAINT/REPAIRS	280.00	15,000.00	14,500.85	175.00	320.15	98
211-00-75-30-4015	GROUND MAINTENANCE	2,551.00	1,000.00	11,430.00	0.00	(10,430.00)	1143

DATE: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 5
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	7,600.00	9,000.00	8,575.00	0.00	425.00	95
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	2,774.00	0.00	226.00	92
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	347.00	6,000.00	8,969.33	0.00	(2,969.33)	149
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	737.00	0.00	1,163.00	39
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	130.00	0.00	170.00	43
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	77.75	0.00	22.25	78
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	114,816.92	0.00	(114,816.92)	100
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		18,766.93	123,270.00	249,348.21	1,719.20	(127,797.41)	204
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	11,728.51	0.00	(11,728.51)	100
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	11,728.51	0.00	(11,728.51)	100
TOTAL GENERAL ADMINISTRATION		75,561.68	797,681.00	852,281.74	5,169.53	(59,770.27)	107
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 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: 12/08/2016
 TIME: 13:56:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 6
 F-YR: 16

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
BLANDIN GRANT							
211-00-95-00-5755	BLANDIN 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:		75,561.68	797,681.00	852,281.74	5,169.53	(59,770.27)	107
TOTAL FUND REVENUES		4,452.08	797,681.00	611,396.57	0.00	186,284.43	77
TOTAL FUND EXPENSES		75,561.68	797,681.00	852,281.74	5,169.53	(59,770.27)	107
FUND SURPLUS (DEFICIT)		(71,109.60)	0.00	(240,885.17)			
TOTAL ALL FUND REVENUES		4,452.08	797,681.00	611,396.57	0.00	186,284.43	77
TOTAL ALL FUND EXPENSES		75,561.68	797,681.00	852,281.74	5,169.53	(59,770.27)	107
ALL FUND SURPLUS (DEFICIT)		(71,109.60)	0.00	(240,885.17)			

Directors Report: December 14, 2016

ote: please plan to stop by KAXE on December 15, 5-7 pm for an informal gathering with the Library Foundation and Friends of the Library board members. We have a lot to celebrate!

Agenda items:

Bequest

The \$40,000 + bequest from Stan Gilmer carries no restrictions or suggestions. I suggest that it be transferred to the Library Foundation immediately. It can be designated for the endowment fund, which would provide a continuing income stream in perpetuity, or it can be held as cash until we decide what to do with it.

Since we will be doing a strategic planning process in 2017, my recommendation is to hold it in reserve so we know we have some cash to work with if we decide to make significant changes.

Lighting

We have had an ongoing commitment to replacing aging light fixtures with energy-efficient fixtures. As ballasts for the fluorescent lights have been failing, it is usually close to the same cost to replace the fixture with something that takes LED lights as replacing the ballasts.

Tony Bodin, our electrician, put together a brief comparison of the cost of replacing the 24 light fixtures in the magazine area with completely new fixtures (2 are installed as trials) or retrofitting the existing fixtures so they can accept LED lights. A copy is in your packet.

One question is aesthetic: do you like the fixtures, which are completely different.

The other question is monetary, we could replace all at once, retrofit all at once, or do the changes as the fixtures or ballasts die.

By the time of the meeting I should have figured out whether we have any money left in this year's budget, or whether we should postpone any action to next year.

Laptop quotes

We are replacing 7 laptops as they are now 5.5 years old and showing signs of old age. We received 3 quotes, 2 from national vendors that have contracts with the state of MN, the third from Computer Enterprises (local).

Please compare the cost of laptops on each quote, as Deep Freeze can be purchased independently.

Deep Freeze by Faronics is software that allows the computers to return to its default state and erases any documents, browsing history, cookies or other things that may have been installed or downloaded during a session. We also install the Microsoft Office suite, which we obtain from Tech Soup for a minimal cost.

We have been using the existing laptops primarily for computer classes, (and board meetings) but have also used them for video editing classes for teens, and for some other classes. They have also been loaned to other libraries doing computer classes. We will continue to allow them to be used for classes by other organizations.

Updates:

Back Door and Door Frame

Replaced on December 2. We have a lovely new door that we can see through, and that closes consistently, and we have a new door frame. There are still some issues to be resolved, however. The door handle/lock needs to be replaced with one that opens from the inside while it is locked from the outside, and is configured to the existing building keys - we don't require another key. The motion sensors on the door need to be reinstalled by a security company, as a person could not do that. In the meantime, the alarm can still be set for the remainder of the building.

Painting public spaces (and inventory)

I plan to close the library for 2 days on December 21, 22nd to allow for painting. It will also allow us make a major effort to complete an inventory of the collection, which will go much more smoothly if books are not being checked in and out during the process.

We will be borrowing equipment from ALS to do the inventory.

Late December is generally the slowest time of year in the Library, so the least number of people will be affected. We will be open on Friday, December 23rd, a no-school day, then close again Dec. 24-26 for Christmas.

Substitute clerks

Since we hired Deb Moebakken, who was our primary on-call substitute clerk, for a full time position, we need additional trained substitutes for occasional shifts. We have been training Dion Card in circulation to go along with her training at the Children's desk. Dion has been working as a paraprofessional at Forest Lake elementary school. We also just started training Jenny Behm, who is working now as a substitute paraprofessional for district 318. They are paid through Personnel Dynamics, so they are not City employees.

Amy and I had been filling in at the Circulation desk and the Children's desk for occasional absences, but because of the demand for passports and the fact that Will occasionally has to leave for fire calls, we need to make sure we have enough people scheduled to cover all duties. We are more likely, therefore, to schedule extra Circulation help to cover part of a shift. The passport revenue helps to pay for this, and I did include a significant increase in the budget for substitutes for next year.

Express Checkout unit replacement

It was supposed to be delivered in mid-October, then in late November. I was just notified that the part that was back-ordered is now supposed to be delivered on December 15, so I am expecting an update on December 16.

Device charging station

We frequently have requests for USB cables to be used for charging a phone or tablet or other device, and we do not keep a selection of cables on hand.

Ebsco Professional Partnership Group offers a charging station with 8 cables. They will find a sponsor for the station, attach the sponsor's logo or artwork, and provide it to us free of charge. We have worked with this company before. They solicit sponsors for some of our magazines.

I contacted the regional rep and said we were interested in a charging station, so we may have one by spring.

Grant for Books

Becky LaPlant notified us on Nov. 14 that the Northland Foundation had reallocated some of the signage funds for purchasing books for the Library (\$600) by the end of the day, Tracy and Will had a cart full of books ready to order from Birchbark books in Minneapolis. Birchbark is the only place to find some of the books that are published by small presses.

**Assistant Director Report
December 2016**

Teens

Teen Advisory Board Meeting
November 29, 2016

Members present: Paige C., Desiree R., Sarah K., Jonas T.

Members discussed Winter Reading. They decided to start December 17 and run for 9 weeks. They decided to keep the same structure of teens keeping track of the number of pages read.

Paige asked me to write a letter of recommendation for a college scholarship she is applying for.

Members discussed the National Book Award. John Lewis's March vol. 3 won this year's Young People's Literature category.

November anime club had 2 participants. It was held on opening of hunting Saturday so attendance was not the greatest.

There were 11 participants in the teen room monthly drawing. Kortni H. won.

Operations

The library participated as a Gratitude Graffiti stop in November. Post-Its were placed on a table and patrons could write what they were grateful for. Post-Its were then placed on the window. There were 116 patrons that participated.

Staff is being retrained as passport agents, although Deb will be trained for the first time. The State Department requires passport agents to go through online training every year.

Susan Hayes, a member of the Friends of the Library, let me borrow her collection of nutcrackers for the lobby display case. I added some books about ballet and dance.

We held a program using the telepresence unit on November 29. We "beamed in" Jeff Manuel, professor at a University in Illinois. There was some technical difficulty from his end. We could hear him, but not see him. He later told us he forgot the University moves bandwidth to the dorms at night so students can stream Netflix and game. I was just glad it wasn't our equipment that was faulty!

Express Check outs % of total c/o **November**
 2,286 21.73%

Door count
9801

	THIS MONTH	YTD	YTD 2015
CIRCULATION			
Check-outs	10,521	133,512	141,928
Total Circulation	12,332	152,775	161,629
Returns	132,620	152,829	160,058
New cards	72	1,298	1,066

	THIS MONTH	YTD	YTD 2015
TECHNICAL PROCESSES			
Books cataloged and processed	703	6,230	6,746
Withdrawn copies	493	7,296	4,862

	THIS MONTH	YTD	YTD 2015
REFERENCE			
tests proctored	326 (335 Childrens)	7,558	8,486
computer help over 5 minutes	3	83	78
Passports	38	838	192
INTERNET	96	967	
Pharos sessions ***	1,004	665	13,476
			8,656
			14,554
			9,472

	HOURS	YTD SESSIONS	YTD HOURS
Non-Pharos sessions			
VOLUNTEERS	124	1,521	
			YTD HOURS
			2922.00

	HOURS	YTD HOURS
MEETING ROOM		
booksale	170	
COMMUNITY ROOM/GSR		
		YTD GROUPS
		457

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	YTD 2015 programs	YTD 2015 people
PROGRAMS & TOURS						
BOOK TIME	6	105	57	1,379	58	1,389
SATURDAY STORY TIME	4	108	74	1,641	76	1,687
CLASS VISITS	8	319	51	1,974	47	1,858
NON SCHOOL GROUPS	0	0	0	0	5	122
CHILDREN'S PROGRAMS	2	34	34	1307	38	1,154
TEEN PROGRAMS	3	17	39	345	45	439
Total Youth Programs	23	583	255	6,646	269	6,649
Total Adult Programs	4	92	54	1678	50	1,022

	HRS THIS MONTH	HRS YTD	YTD 2015
BOOKINGS & ARRANGEMENTS			
TOTALS	9	86.5	90

Children's Library Summary November 2016

November brought us many class visits and, as it turns out, many inches of snow and rain!

The boys and girls from Inger Headstart visited on November 3. They are hoping to make this a monthly event. We have encouraged many of our preschool visitors to turn their field trip schedules around, and do lunch at McDonald's before they come to the library. Children are calmer and much more willing to sit for a couple of stories. And, the Smart Play Spot stays a little quieter also.

Saturday, November 12, Amy and I hosted *Minute to Win It and International Games Day*. We had a small but very enthusiastic turn out, with Moms defeating Daughters by one point!

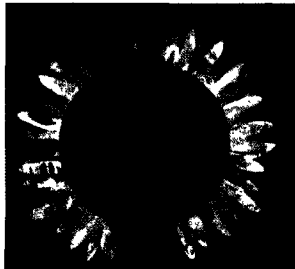
Lego Club continues with Tracy on the 3rd Tuesday of the month. The fruits of their labor are on view in the Children's library until the next club meeting. There are some pretty amazing creations.

The library closed early on November 18, but was open again on the 19th. No one attended Saturday Story Time, though I was prepared, with a selection of "snow-themed" books, to substitute for Teacher Missy, who was very snowed in.

Tracy works with the 3rd and 4th grade classes from area schools who visit monthly. With her background as school librarian at St. Joseph's Catholic School for many years, this is a perfect fit for her. We had a visit from one Southwest fourth grade class early in the month. The other two classes were scheduled for November 22, but had to reschedule due to slippery walking conditions. All Murphy 3rd grades visited this month, as well.

Both Cohasset 4th grades made a one-time visit this month. As a warm-up activity, students tried to guess the use of several odd objects I had collected from my husband's garage and from around the library. They have great imaginations!

We also had two days of visits from all the Deer River Preschools. The photo below shows the results of the second day, when 51 boys and girls rotated through books, Smart Play Spot and a turkey feather craft project.



Looking ahead:

- Saturday, December 17, 12:30 – 2:00: Kick-off Event for the Winter Reading Program: Paul Bunyan's Big Read
- Tuesday, December 20, 3:30 -5:00: Lego Club
- Saturday, December 31, 11:00 am – Noon: A "Noon" Year's Eve Party. Party hats, snacks, bubbles and music. Balloon drop at Noon! Ages 3 – 10 and their grown-ups are welcome.

UNIQUE MANAGEMENT SERVICES, INC.

119 EAST MAPLE STREET
JEFFERSONVILLE, IN 47130 USA

(812) 285-0886

SEND REMITTANCE TO:

P.O. Box 1524
Jeffersonville, IN 47131-1524

BILL TO:

Grand Rapids Area Library
Attn: Marcia Anderson
140 NE 2nd Street
Grand Rapids, MN 55744

INVOICE

DATE

INVOICE #

12/1/2016

437051

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

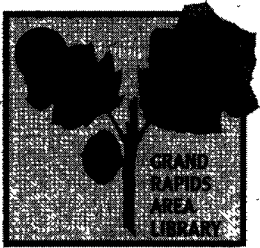
\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
82	11-08 Placements	8.95	733.90
1	11-15 Placements	8.95	8.95
7	11-22 Placements	8.95	62.65
4	11-29 Placements	8.95	35.80
14	Credit for accounts closed by client prior to beginning the collection process	-8.95	-125.30
	Total cumulative recovery of \$40,757.18, yielding an ROI of 3.94 to 1.		

Thank you for your business.

TOTAL

\$716.00



December 14, 2016

Mark Munger
5353 Knudsen Rd
Duluth, MN 55803

Dear Mr. Munger

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

I am pleased that you will be leading a presentation on for the Grand Rapids Area Library on January 31th 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 rebroadcast? If so, please sign the enclosed form. We can provide a copy of the tape for you if you would like. I understand that you will bring books to sell.

The Library will provide you with an honorarium of \$100. 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

12/26/2016

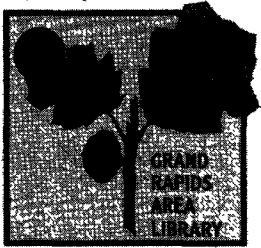
Date

Approved for the Board of Directors:

Board President

14 Dec 16

Date



December 14, 2016

Don Ness
717 E 13th St
Duluth MN 55805

Dear Mr. Ness

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

I am pleased that you will be leading a presentation on grassroots politics for the Grand Rapids Area Library on February 9 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.

I understand that you have given permission for ICTV to record the program, and have enclosed a copy of their release form. I understand that you will bring books to sell. If you would rather someone from the Village Book Store do that, please let us know.

The Library will provide you with an honorarium of \$200. 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.

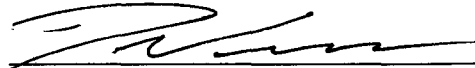
My e-mail is: manderson@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form,


These terms are acceptable:



Signature

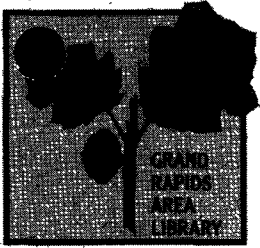
12-27-16
Date

Approved for the Board of Directors:



Board President

14 Dec 16
Date



December 14, 2016

Tammy Schotzko
We Love Messes
10189 West Way NW
Bemidji, MN 56601-9566

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

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

Dear Tammy;

I am very pleased that you are able to do 2 presentations for the Grand Rapids Area Library on January 19: Digital Estate Planning at 1:00 pm and Organizing 101 at 6:00 pm

I appreciate your willingness to demonstrate alternative methods of getting "stuff" under control and reducing our space requirement.

The Library will pay you an honorarium of \$100 for your appearance. Also enclosed is a release form for ICTV. 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 if you have any questions

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form, ICTV release

These terms are acceptable:

Tammy Schotzko
Signature

12/24/16
Date

Approved for the Board of Directors:
[Signature]

Board President

14 Dec 16
Date

Board member
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2016-13
A RESOLUTION ACCEPTING DONATIONS

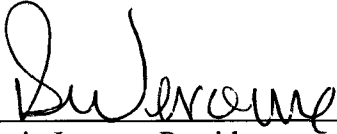
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

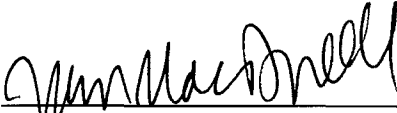
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$100 for materials in honor of William Frymire from Cedar Cultural Center
\$175 for Fiction materials in honor of Betty Dziuk from Debra and David Dziuk
\$50 for fiction materials in honor of Betty Dziuk from Cheryl and John Mulhausen

Adopted this 14th day of December 2016



Dennis Jerome, President



Jean MacDonell, Secretary

Board member
following voted in favor thereof:

seconded the foregoing resolution and the

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

QUOTE CONFIRMATION



DEAR LASHA KARELS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HNMP771	11/30/2016	HP W/ FARONICS	9672693	\$3,094.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 250 G5 - 15.6" - Core i3 5005U - 4 GB RAM - 500 GB HDD Mfg. Part#: W0S97UT#ABA UNSPSC: 43211503 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	7	4071692	\$389.00	\$2,723.00
Faronics Deep Freeze Standard Edition - license Mfg. Part#: DFS0NA1PLOW02SN UNSPSC: 43233415 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	7	2627445	\$45.00	\$315.00
FARONICS DEEP FREEZE MNT 1Y 5+ Mfg. Part#: DFS0NA1MA1W02SN Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	7	2627446	\$8.00	\$56.00

PURCHASER BILLING INFO		SUBTOTAL	\$3,094.00
Billing Address: CITY OF GRAND RAPIDS ACCOUNTS PAYABLE 420 N POKEGAMA AVE GRAND RAPIDS, MN 55744-2658 Phone: (218) 326-7618 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		GRAND TOTAL	\$3,094.00
		DELIVER TO Shipping Address: CITY OF GRAND RAPIDS LASHA KARELS 420 N POKEGAMA AVE GRAND RAPIDS, MN 55744-2658 Phone: (218) 326-7618 Shipping Method: FEDEX Ground	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Michael Lofstrand		(866) 437-4529		michlof@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager



Quote
Quote Number: 678

Payment Terms:
Expiration Date: 01/02/2017

Quote Prepared For

Lasha Karels
City of Grand Rapids
420 N. Pokegama Ave
Grand Rapids, MN 55744
United States
Phone:(218) 326-76020
lkarels@ci.grand-rapids.mn.us

Quote Prepared By

Denny Gibbons
Computer Enterprises
223 NW 1st Ave
Grand Rapids, MN 55744
United States
Phone:218-212-1039
Fax:
dgibbons@compent.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	7	HP 250 G5 Laptop W0S97UT HP 250 G5 15.6" 16:9 Notebook - 1366 x 768 - Intel Core i3 (5th Gen) i3-5005U Dual-core (2 Core) 2 GHz - 4 GB DDR3L SDRAM - 500 GB HDD - Windows 10 Pro 64-bit (English) - DVD-Writer - Intel HD Graphics 5500 DDR3L SDRAM - Bluetooth - English Keyboard - Front Camera/Webcam - IEEE 802.11a/b/g/n/ac - Gigabit Ethernet - Network (RJ-45) - HDMI - 1 x USB 3.0 Ports - 4-cell Lithium Ion (Li-Ion) 500GB DVDRW 15.6IN BT W10P 64BIT	\$445.50	\$445.50	\$3,118.50
2)	7	Software Deep Freeze Purchased Online Direct from Faronics for \$45/copy. http://www.faronics.com/products/deep-freeze/	\$0.00	\$0.00	\$0.00

One-Time Subtotal	\$3,118.50
Total Taxes	\$214.40
One-Time Total	\$3,332.90
Total	\$3,332.90

Note from Lasha:
For comparison purposes
remove sales tax
add cost of Deep Freeze for total of 3433.50 for Laptops and Deep Freeze

Authorizing Signature _____

Date _____

This Quote is valid for 15 days from quote date unless changed or withdrawn at an earlier date. Computer Enterprises reserves the right to withdraw the quote at any time due to availability or price fluctuations. All quoted items are considered Special Order items and thus would require a 25% restocking fee if returned or cancelled. Onsite installtion is billed at going hourly rate unless otherwise noted in the quote, or covered by a managed service contract.



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

SOLD-TO PARTY 10811234

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

SHIP-TO PARTY

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

We deliver according to the following terms:

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

Quotation	
Quotation Number	: 218469543
Document Date	: 28-NOV-2016
PO Number	:
PO Release	:
Sales Rep	: Shawn Wood
Email	: SHAWN.WOOD@INSIGHT.COM
Telephone	: 6515236161
Sales Rep 2	: Jo Schmitt
Email	: JO.SCHMITT@INSIGHT.COM
Telephone	: 8004674448

Material	Material Description	Quantity	Unit Price	Extended Price
<u>W0S97UT#ABA</u>	HP 250 G5 - 15.6" - Core i3 5005U - 4 GB RAM - 500 GB HDD STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5))	7	388.75	2,721.25
<u>S0NA1LAMA1W02SN</u>	FARONICS DEEP FREEZE STD NA MAINTENANCE 1YR 5+ Coverage Dates: 28-NOV-2016 - 28-NOV-2017 STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5))	7	6.64	46.48
<u>DFS0NA1LAPLOW02SN</u>	FARONICS DEEP FREEZE STD NA PERPETUAL LICENSE 5+ STATE OF MINNESOTA - COMPUTER HARDWARE, SOFTWARE & SERVICES(# 48192 / C-1046(5))	7	33.21	232.47
			Product Subtotal	3,000.20
			TAX	0.00
			Total	3,000.20

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

Sincerely,

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

Jo Schmitt
 8004674448
 JO.SCHMITT@INSIGHT.COM
 x 4807606219

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

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

City of Grand Rapids
Library

Propose to change out 24 existing lights with fixture or replace socket and new LED bulb

#1--To replace 24 lights with LED Disc light-- all labor and material--**Total--\$1470-----this is the style I have installed already to view**

#2--To replace sockets and bypass ballast and add LED bulb---all labor and material--**Total--\$1600-----In this case we would use existing fixtures and retrofit to LED**

The energy savings will be 1/2 the wattage as what is there now---there should be a savings of about \$1 per day if replacing all 24 fixtures---the drop will be from 32 CFL bulb watts to 15 watts LED bulb

The new style fixture--material total will be approx. same price as replacing a ballast in these fixtures

Thanks Tony Bodin
Tru North Electric
2182443494

Board member *Max Peters*
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2016-14
A RESOLUTION ACCEPTING DONATIONS

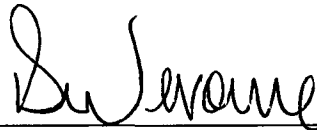
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

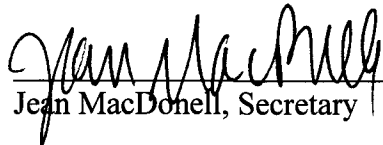
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

*\$40,873.35 from the Estate of Stanley Foster Gilmer with no designations or restrictions.
To be transferred to the Grand Rapids Area Library Foundation.*

Adopted this 14th day of December 2016



Dennis Jerome, President


Jean MacDonell, Secretary

Board member *Deborah Kee* seconded the foregoing resolution and the following voted in favor thereof:
Max Peters, Deborah Kee, Lisa Tabbert, Sue Ziege, Dennis Jerome, Jean MacDonell, Mary Helen Hart-Klau

And the following voted against same: —

And the following abstained: —

Whereby the resolution was declared duly passed and adopted.