

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 8, 2015 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call: absent Haarklau**
- 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**
 - a. \$50 to DNR Nongame Wildlife Program for Loon presentation 7/21 by Kevin Woizeschke
 - b. \$400 to Sam Miltich for Concert July 9
 3. **Approve Resolution 2015-06 Accepting Donations**
\$5169.64 Grand Rapids Area Library Foundation for Saturday Story Times Jan-May, Rapids Reads Programs and Materials, Playaway subscription for remainder of 2015
- Regular agenda**
1. **Approve Revised proposal for \$11,443.85 for AV equipment and installation in meeting room from Wicklund productions.**
 2. **Approve payment of \$9403.85 to Wicklund Productions for AV equipment**
 3. **Adopt Draft budget submitted 6/30**
 4. **Discussion of copier lease/purchase**
- 6:00 **Adjourn**

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE SIX MONTHS ENDING JUNE 30, 2015
With Comparative Totals for June 30, 2014

	2014 Actual	2015 Actual	2015 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	383,238	314,099	369,858	
Compensated Absences	34,169	40,062	40,062	
Emergency/unanticipated Expenditures	24,462	54,544	50,710	
Major Equipment Replacement	-	51,925	-	
TOTAL FUND BALANCE 1/1/XX	441,869	460,630	460,630	
Revenues:				
Taxes	-	-	612,716	0%
Intergovernmental	173	51	127,000	0%
Charges for Services	7,936	8,242	11,082	74%
Fines & Forfeits	6,945	6,349	14,000	45%
Blandin Grant	-	-	-	0%
GR Library Foundation	4,640	-	-	0%
Miscellaneous	6,762	6,906	14,400	48%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	26,456	21,549	779,198	3%
Expenditures:				
Personnel	271,208	266,872	565,658	47%
Supplies/Materials	54,201	40,497	80,850	50%
Other Services/Charges	63,184	50,230	132,690	38%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	388,593	357,599	779,198	46%
Revenues > Expenditures	(362,137)	(336,050)	-	
Library Foundation Grant-Capital Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 6/30/XX				
Cash Flow	21,101	(21,951)	369,858	
Compensated Absences	34,169	40,062	40,062	
Emergency/unanticipated Expenditures	24,462	54,544	50,710	
Major Equipment Replacement	-	51,925	-	
TOTAL FUND BALANCE 6/30/XX	\$ 79,732	\$ 124,580	\$ 460,630	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,682 as of 03/31/15. This endowment is not available for current operations.

Accumulated Energy Rebates

\$2,943

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH JUNE 30, 2015

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 612,716	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	51	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	834	52%
211-00-34-00-7975	INTERNET	3,000	1,767	59%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	360	180%
211-00-35-00-1030	LIBRARY FINES	14,000	6,349	45%
211-00-37-00-2310	DONATIONS	2,000	601	30%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	389	39%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	134	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	2,300	200	9%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	2,982	88%
211-00-37-00-2450	MISCELLANEOUS	1,900	1,038	55%
211-00-37-00-5100	INVESTMENT INCOME	2,500	278	11%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	779,198	21,549	3%
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	395,580	179,116	45%
211-00-75-10-1030	SALARY-PARTTIME	22,074	14,558	66%
211-00-75-10-1050	CONTRACTED SERVICES	6,268	2,248	36%
211-00-75-10-1210	PERA	31,324	14,556	46%
211-00-75-10-1220	FICA	25,895	11,336	44%
211-00-75-10-1250	MEDICARE	6,056	2,651	44%
211-00-75-10-1310	HEALTH INSURANCE	72,919	40,161	55%
211-00-75-10-1330	LIFE INSURANCE	221	160	73%
211-00-75-10-1335	DENTAL INSURANCE	2,621	846	32%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,237	46%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	4,655	78%
211-00-75-20-2020	COPY SUPPLIES	800	739	92%
211-00-75-20-2030	PRINTING/BINDING	600	666	111%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	770	19%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	2,087	70%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	91	9%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	301	86%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	885	44%
211-00-75-20-2110	BOOKS	42,000	23,896	57%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,372	49%
211-00-75-20-2130	NEWSPAPERS	1,000	689	69%
211-00-75-20-2140	PERIODICALS	8,000	165	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,180	47%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	300	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **JUNE 30, 2015**

Account Number	Account Description	2015 Budget	Year to Date	Percent of Budget
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	480	272	57%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	3,255	54%
211-00-75-30-3210	TELEPHONE	6,500	2,726	42%
211-00-75-30-3220	POSTAGE/FREIGHT	500	28	6%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	200	289	145%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,500	785	31%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	60	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	5,140	57%
211-00-75-30-3810	ELECTRICITY	36,000	11,459	32%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	1,471	82%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,337	58%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	2,528	42%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,603	17%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	200	20%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,292	43%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	4,379	73%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	387	20%
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	779,198	357,599	46%
	SURPLUS REVENUES/(EXPENDITURES)	-	(336,050)	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JULY 8, 2015

DATE: 07/01/2015
 TIME: 15:21:59
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/08/2015

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	377.56
0113233	AMERIPRIDE LINEN & APPAREL	41.86
0118660	ARROWHEAD LIBRARY SYSTEM	139.68
0201428	BAKER & TAYLOR, INC	1,298.43
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0300200	CDW GOVERNMENT INC	551.40
0718010	CITY OF GRAND RAPIDS	200.30
1021515	JUNIOR LIBRARY GUILD	35.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1205099	LEARNING OPPORTUNITIES INC	14.95
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	211.23
1605665	PERSONNEL DYNAMICS LLC	1,257.18
1609729	PITNEY BOWES INC	126.50
1609925	PIZZA WORKS	9.99
1800149	RCB COLLECTIONS	15.11
1801610	RAPIDS PLUMBING & HEATING INC	766.00
1821700	MICHAEL RUSSELL	1,290.00
1901500	SAMMY'S PIZZA	60.00
1909510	SIM SUPPLY INC	182.61
2114356	UNIQUE MANAGMENT SERVICES	187.95
2209450	THE VILLAGE BOOK STORE	61.54

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,232.24

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	4,753.50
0405447	DELTA DENTAL OF MINNESOTA	194.10
0605191	FIDELITY SECURITY LIFE INS CO	5.96
0718015	GRAND RAPIDS CITY PAYROLL	36,621.92
1209516	LINCOLN NATIONAL LIFE	107.30
1209522	LINCOLN REPUBLIC INSURANCE CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	394.80
1309335	MINNESOTA REVENUE	34.53
1405850	NEXTERA COMMUNICATIONS LLC	83.11
1621130	P.U.C.	2,506.36
2205637	VERIZON WIRELESS	112.53
2405650	XEROX CORPORATION	27.00
T001010	PAUL SCHURKE	400.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 45,259.56

TOTAL ALL DEPARTMENTS 55,491.80

DATE: 07/01, 5
 TIME: 15:46:58
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CITY OF GI RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 06/30/15
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	236,421.42	236,421.42	0.00
211-00-00-00-1010	CASH	450,511.65	25,929.52	388,583.73	87,857.44
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	4,888.00	0.00	0.00	4,888.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	33,240.00	0.00	0.00	33,240.00
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	7,740.85	1,349.12	6,757.49	2,332.48
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	6,224.46	6,224.16
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	19,443.65	10,149.82	9,293.83
TOTAL		496,490.50	295,592.33	648,136.92	143,945.91
TOTAL ASSETS		496,490.50	295,592.33	648,136.92	143,945.91
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	377,472.13	366,928.32	5,151.89
211-00-00-00-2030	SALES TAX PAYABLE	0.00	216.04	248.88	32.84
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	14,204.20	14,204.20	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,888.00	0.00	0.00	4,888.00
211-00-00-00-2220	DEFERRED REVENUES	1,073.25	1,073.25	0.00	0.00
TOTAL		35,861.15	392,965.62	367,177.20	10,072.73
TOTAL LIABILITIES		35,861.15	392,965.62	367,177.20	10,072.73

FUND: PUBLIC LIBRARY
 FOR 6 PERIODS ENDING JUNE 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 06/30/15
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	460,629.35	0.00	0.00	460,629.35
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	10,149.82	19,443.65	9,293.83
TOTAL		460,629.35	10,149.82	19,443.65	469,923.18
	FUND SURPLUS (DEFICIT)	0.00	336,050.00	0.00	(336,050.00)
TOTAL FUND EQUITY		460,629.35	346,199.82	19,443.65	133,873.18
TOTAL LIABILITIES AND FUND EQUITY					
		496,490.50	739,165.44	386,620.85	143,945.91

DATE: 07/01/2015
 TIME: 15:45:10
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED COLL/ BALANCE	% EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	612,716.00	0.00	0.00	612,716.00	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	612,716.00	0.00	0.00	612,716.00	0
TOTAL TAXES		0.00	612,716.00	0.00	0.00	612,716.00	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	127,000.00	0.00	0.00	127,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	51.00	0.00	(51.00)	100
TOTAL		0.00	127,000.00	51.00	0.00	126,949.00	0
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	51.00	0.00	126,949.00	0
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	105.76	1,600.00	833.80	0.00	766.20	52
211-00-34-00-7975	INTERNET	288.15	3,000.00	1,766.67	0.00	1,233.33	59
211-00-34-00-7980	LIBRARY FEES-PROCTORING	60.00	200.00	360.00	0.00	(160.00)	180
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	0.00	0.00	0.00	0.00	0.00	0
TOTAL		453.91	11,082.00	8,242.47	0.00	2,839.53	74
TOTAL CHARGES FOR SERVICES		453.91	11,082.00	8,242.47	0.00	2,839.53	74
FINES & FORFEITS							

DATE: 07/01/2015
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 2
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	1,343.88	14,000.00	6,349.18	0.00	7,650.82	45
TOTAL		1,343.88	14,000.00	6,349.18	0.00	7,650.82	45
TOTAL FINES & FORFEITS		1,343.88	14,000.00	6,349.18	0.00	7,650.82	45
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	600.93	0.00	1,399.07	30
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	13.92	1,000.00	388.92	0.00	611.08	39
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	133.98	0.00	(133.98)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	2,300.00	200.00	0.00	2,100.00	9
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,284.14	0.00	15.86	99
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	45.00	3,400.00	2,982.23	0.00	417.77	88
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	83.34	1,900.00	1,038.25	0.00	861.75	55
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	277.95	0.00	2,222.05	11
TOTAL		142.26	14,400.00	6,906.40	0.00	7,493.60	48
TOTAL MISCELLANEOUS REVENUE		142.26	14,400.00	6,906.40	0.00	7,493.60	48
OTHER SOURCES							
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
TOTAL REVENUES:		1,940.05	779,198.00	21,549.05	0.00	757,648.95	3

DATE: 07/01/2015
 TIME: 15:45:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 3
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
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	30,352.44	395,580.00	179,115.76	0.00	216,464.24	45
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	1,538.82	22,074.00	14,557.64	0.00	7,516.36	66
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	983.73	6,268.00	2,247.95	983.73	3,036.32	52
211-00-75-10-1210	PERA	2,391.85	31,324.00	14,556.43	0.00	16,767.57	46
211-00-75-10-1220	FICA	1,895.51	25,895.00	11,336.24	0.00	14,558.76	44
211-00-75-10-1250	MEDICARE	443.30	6,056.00	2,651.15	0.00	3,404.85	44
211-00-75-10-1310	HEALTH INSURANCE	4,377.36	72,919.00	40,161.28	0.00	32,757.72	55
211-00-75-10-1330	LIFE INSURANCE	76.23	221.00	160.26	0.00	60.74	73
211-00-75-10-1335	DENTAL INSURANCE	167.52	2,621.00	845.64	194.10	1,581.26	40
211-00-75-10-1347	VISION INSURANCE	3.20	0.00	2.64	0.00	(2.64)	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	180.72	2,700.00	1,237.32	0.00	1,462.68	46
TOTAL PERSONNEL		42,410.68	565,658.00	266,872.31	1,177.83	297,607.86	47
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	88.59	6,000.00	4,655.47	25.68	1,318.85	78
211-00-75-20-2020	COPY SUPPLIES	35.99	800.00	739.35	0.00	60.65	92
211-00-75-20-2030	PRINTING/BINDING	114.00	600.00	666.09	114.00	(180.09)	130
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	112.33	4,000.00	769.97	0.00	3,230.03	19
211-00-75-20-2070	COMPUTER INVENTORY	551.40	3,000.00	2,086.54	691.20	222.26	93
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	91.05	0.00	908.95	9
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	60.00	350.00	301.00	0.00	49.00	86
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	885.04	0.00	1,114.96	44
211-00-75-20-2110	BOOKS	1,828.24	42,000.00	23,895.51	406.58	17,697.91	58

DATE: 07/01/2015
 TIME: 15:45:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 4
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	0.00	9,000.00	4,372.24	4,620.00	7.76	100
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	689.28	0.00	310.72	69
211-00-75-20-2140	PERIODICALS	19.95	8,000.00	164.95	0.00	7,835.05	2
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	182.61	2,500.00	1,180.35	149.25	1,170.40	53
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
TOTAL SUPPLIES & MATERIALS		2,993.11	80,850.00	40,496.84	6,006.71	34,346.45	58
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	100.00	0.00	0.00	100.00	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	41.86	480.00	272.09	20.93	186.98	61
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	10,200.00	0.00	10,200.00	50
211-00-75-30-3100	OTHER CONTRACTED SERVICES	409.99	6,000.00	3,254.96	100.00	2,645.04	56
211-00-75-30-3210	TELEPHONE	328.95	6,500.00	2,725.67	0.00	3,774.33	42
211-00-75-30-3220	POSTAGE/FREIGHT	9.50	500.00	27.86	0.00	472.14	6
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	1,000.00	0.00	0.00	1,000.00	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	200.00	289.00	0.00	(89.00)	145
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	784.81	247.81	1,467.38	41
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	60.00	0.00	0.00	60.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3610	GENERAL INSURANCE	856.69	9,000.00	5,140.14	0.00	3,859.86	57
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	11,459.49	0.00	24,540.51	32
211-00-75-30-3840	GARBAGE REMOVAL	0.00	1,800.00	1,470.88	0.00	329.12	82
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,336.85	0.00	1,663.15	58
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	2,528.29	0.00	3,471.71	42
211-00-75-30-4010	BUILDING MAINT/REPAIRS	1,290.00	15,000.00	2,603.38	0.00	12,396.62	17
211-00-75-30-4015	GROUPS MAINTENANCE	200.30	1,000.00	200.30	200.30	599.40	40
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	879.00	0.00	8,121.00	10
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	702.13	3,000.00	1,292.13	1,685.00	22.87	99

DATE: 07/01/2015
 TIME: 15:45:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 5
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	766.00	6,000.00	4,378.55	0.00	1,621.45	73
211-00-75-30-4100	EQUIPMENT LEASES	117.00	1,900.00	386.50	0.00	1,513.50	20
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		6,422.42	132,690.00	50,229.90	2,254.04	80,206.06	40
CAPITAL OUTLAY							
211-00-75-50-5500	2009-11B 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		51,826.21	779,198.00	357,599.05	9,438.58	412,160.37	47
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 GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLND 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

DATE: 07/01/2015
 TIME: 15:45:10
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 6 PERIODS ENDING JUNE 30, 2015

PAGE: 6
 F-YR: 15

FUND: PUBLIC LIBRARY

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		51,826.21	779,198.00	357,599.05	9,438.58	412,160.37	47
TOTAL FUND REVENUES		1,940.05	779,198.00	21,549.05	0.00	757,648.95	3
TOTAL FUND EXPENSES		51,826.21	779,198.00	357,599.05	9,438.58	412,160.37	47
FUND SURPLUS (DEFICIT)		(49,886.16)	0.00	(336,050.00)			
TOTAL ALL FUND REVENUES		1,940.05	779,198.00	21,549.05	0.00	757,648.95	3
TOTAL ALL FUND EXPENSES		51,826.21	779,198.00	357,599.05	9,438.58	412,160.37	47
ALL FUND SURPLUS (DEFICIT)		(49,886.16)	0.00	(336,050.00)			

Directors Report

July 8 , 2015

Agenda Items

Consent Agenda:

Contracts: Kevin Woizeschke from the DNR Nongame Wildlife Program office in Brainard will do a presentation on loons on July 21. He has asked for a payment to go to the DNR nongame wildlife program in lieu of an honorarium..

Regular Agenda

Revised proposal for meeting room AV equipment and installation

Chris Wicklund submitted a revised proposal (included in the packet) along with an itemized quote. Neither of the original proposals submitted included a subcontract with an electrician for bringing power to the cross beam for installation of the projector. This revised proposal includes that addition. If the proposal is accepted, he is ready to order equipment and would like payment approved.

Budget:

I submitted the budget included in your packet for consideration by the Council. The first presentation/discussion is scheduled for July 20.

Update: Library Foundation Fundraiser

There are roughly 140 on display now, and tickets are on sale for \$25, which entitles the buyer to the canvas of their choice plus admission to the August 7 event. The canvasses are displayed on large panels in the library and will be displayed during July and early August. The final event is August 7th.

Buy your ticket now! Refer your friends!

Update: Tracks in the Snow Exhibit

Exhibit called *Tracks in the Snow The Minnesota Muslim Experience Since 1880*.
<http://irgmn.org/muslimexperience/exhibit/> The program committee and the Human Rights Commission have been in contact and they are proposing an exhibit with related programs in late Jan/early Feb. .

Update: Blandin Fndtn Parking Lot expansion

Construction is to start soon. The offices are vacated now until the end of August.

Update: Passports:

I have submitted a letter of inquiry to the National Passport Office expressing interest and asking for more information about the requirements and the process. I have not received a response yet.

Book Sale:

Help with the book sale in Central Square Mall July 30-August 3 would be appreciated! I will bring a sign up sheet to the Board meeting. Time slots include set up on Thursday, help during the sale on Friday, Saturday and Sunday, boxing on Sunday, and sorting and clean up on Monday morning.

No Update: Eholt Bequest

No update since notification in late February that the closing on the house was taking place and that the payment of all bills and final accounting needed to take place before a distribution.

Assistant Director Report

July 2015

Teens

June Anime Club had 18 participants. A new record! We watched 3 episodes of Sword Art Online but I think the big draw was the candy sushi they made to start with. I put out different candies and instructions to make the sushi. A main ingredient was rice krispie treats used as white rice. All of the candy was gone at the end of the program! One attendee I saw recently in the library was checking out the manga of Sword Art Online. She said the club introduced her to the series and now she loves it!

Teen Advisory Board

June 30, 2015

Members present: Emi S., Paige C., Elizabeth T.

- Members discussed summer reading and how things are going. Emi attended Anime Club where candy sushi was made and she said it was great fun!
- Kristine at Village Bookstore had Advance Reader Copies for the group and they took the majority of the books. TAB members love the ARCs.
- Discussed National Teen Lockin on July 31 and activities that can be done. There are author chats and national competitions for Minute to Win It and crafting.

In April I had the Teen Advisory Board provide feedback on a survey about fantasy book covers on the website teenreads.com. At the end of the survey they could provide their personal information such as mailing address, etc.. to be entered to win prizes. Two members won!!! Emi won a book and Desiree won a \$100.00 Barnes and Noble gift certificate. Desiree's mom called to tell me she won and told me whenever they go to the mall in Duluth Desiree spends all her time at B & N.

There have been 6 teens who have reached the 2000 page mark for summer reading. One teen picked his reading log up on a Monday and returned it on Wednesday of the same week!

Staff

Tracy attended a workshop at ALS presented by Debbie Reese. Reese talked about perspectives and analyses of indigenous peoples in children's and young adult books, school curriculum, popular culture and more! Reese has a website, americanindiansinchildrensliterature.com, where she recommends quality books and writes about literature that doesn't portray indigenous peoples unkindly.

Operations

The Foundation constructed the mosaic and it continues to be well received by patrons in the library. People stop to look at it regularly. The Foundation did change the protocol for the fundraiser. Now when a person purchases a \$25.00 ticket they are able to choose the canvas they want.

ALS discontinued Zinio, the digital magazine service, as of June 30. There were issues with compatibility with older devices and usage numbers weren't all that high. They will be looking at other digital services such as Flipster by EBSCO.

Erik and Lasha, the city IT dept., removed an old, clunky scanner from the back check in area. Once it was removed there was a hole in the counter for which we found a piece to fill. We will be getting a new counter from Floor to Ceiling since the current counter has a long crack in it and a filled in hole.

Children's Library Summary
June 2015

June has been another busy month, with families coming in to sign up for summer reading, to pick up movies and books on cd for travel or the cabin, Monday Book Time, Saturday Story Time and six special events! As of June 30, 2015 we have 777 boys and girls signed up for summer reading! Since our goal is to break last year's sign-up record of 819, and since it's only the end of June, I have a pretty good feeling about this year's final numbers. It really helps that teachers are now totally on board in promoting summer reading !

We participated in the "Open Streets" event, with a stroll featuring "Moo!" by David LaRochelle. Unfortunately, rain cut the day short.

One program taking place this summer is an art series with Betsy Whirley. Betsy doesn't describe herself as an artist or a teacher; she's just a person who enjoys art and enjoys sharing it with others. Her classes so far have been well-attended and she is such a kind and generous leader, she makes everyone comfortable and successful. We will definitely need to talk about another Betsy-led series in the near future.

Through the generosity of a library patron, Mike and Marissa Miller were here for two Monday Book Times to lead us in musical storytimes, with old favorites like "Head and Shoulders, Knees and Toes" and "B-I-N-G-O." You may know Mike as a drummer and rhythm guitarist with Sam Miltich and Friends. Marissa is a special education teacher. We had a great time, with excellent attendance. Book Time continues to be well-attended with more than 35 children here on June 29 to make flying pig puppets.

For family movie night this month we decided to try a "blast from the past," showing a movie that was a box office hit 40 years ago: "Escape to Witch Mountain." Seven people attended.

As I mentioned last month, we are testing the idea of tickets for all our summer events. So far we are seeing mixed results. Tracy has been talking to other libraries on Library Underground and getting some suggestions that we will implement in the future.

Looking ahead:

- July 7 and 21: Wicked Cool Science with Lori Kangas-Olson: It's Simple (Machines, That Is!)
- July 16 @ 10 am: Pint Size Polkas in the KAXE/Rotary Tent
- July 23 @ 7 pm (in place of family movie night): Storyteller, Zaraawar Mistry: Tales from India
- July 30: How to Become a Radio Star: Beginning Podcasting. Jeff Adams, creative director of Ice Box Radio Theatre in International Falls will cover the basics of audio-content creation, as well as the technical process of posting a podcast to the internet.

	THIS MONTH	YTD	YTD -J14	Express Check outs	% of total c/o	Jun.-
CIRCULATION						
Check-outs	14,956	75,633	75,820	4,549	-0.25%	30.42%
Total Circulation	16,614	85,613	86,181		-0.66%	
Returns	15,411	82,916	83,720		-0.96%	
New cards	146	587	668		-12.13%	

Door count 12070
as of 3/1 includes all visitors to library

	THIS MONTH	YTD	YTD 2014
TECHNICAL PROCESSES			
Books cataloged and processed	582	3,580	3,411
Withdrawn copies	34	2,037	3,988
Withdrawn Titles	79	1,383	1,962

	THIS MONTH	YTD	YTD 2014
REFERENCE			
tests proctored	697	4,482	4,534
computer help over 5 minutes	12	61	41
INTERNET			
Pharos sessions ***	39	239	42
	1,151	632	6,712

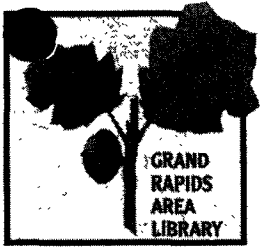
	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS
Non-Pharos sessions				
VOLUNTEERS				
	108	417	385	
	35	312.00		1344.00

	GROUPS	YTD GROUPS	2014 YTD GROUPS
MEETING ROOM			
COMMUNITY ROOM	45	227	145

beginning March 1 we started counting all visitors no matter where they went

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD groups	2014 YTD PEOPLE
PROGRAMS & TOURS						
BOOK TIME	4	194	34	732	32	729
SATURDAY STORY TIME	8	159	42	985	44	1,326
CLASS VISITS	1	10	25	904	21	686
NON SCHOOL GROUPS	1	20	1	20	4	109
CHILDREN'S PROGRAMS	8	236	20	576	17	664
TEEN PROGRAMS	3	31	22	273	13	217
Total Youth Programs	25	650	144	3490	131	3,731
Total Adult Programs	3	115	28	571	31	731

	HRS THIS MONTH	HRS YTD	HRS YTD 2014
BOOKINGS & ARRANGEMENTS			
TOTALS	7.5	63.5	56



July 8, 2015

DNR
ECO & WATER
RESOURCES
RECEIVED ON
JUL 13 2015

Kevin Woizeschke
Nongame Wildlife Specialist
1601 Minnesota Drive
Brainerd, MN 56401

BRAINERD AREA
OFFICE

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 Kevin,

I am pleased that you will be leading a presentation, "Loons on the Landscape" for the Grand Rapids Area Library on Tuesday, July 21st 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

The Library will pay the DNR Nongame Wildlife Program \$50. 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

7/16/15

Date

Approved for the Board of Directors:

Board President

8 Jul 15

Date

Board member
its adoption:

introduced the following resolution and moved for

RESOLUTION NO. 2015-06
A RESOLUTION ACCEPTING DONATIONS

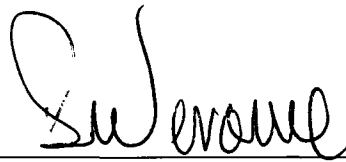
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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:

\$5169.64 Grand Rapids Area Library Foundation for Saturday Story Times Jan-May, Rapids Reads Programs and Materials, Playaway subscription for remainder of 2015

Adopted this 8th day of July 2015



Dennis Jerome, President



Janet Neurauter, 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.

Board member
its adoption:

introduced the following resolution and moved for

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And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Wicklund Productions

Proposal For:

6-30-2015

The Grand Rapids Area Public Library
140 NE 2nd St
Grand Rapids, MN 55744

With the previous option selections made, and some changes, here is a revised quote based on the communications between Amy and myself.

Audio/Visual System

Wicklund Productions, LLC shall provide:

- Four medium format, wall mounted speakers located at each corner of the room with some forward space preserved for a small "stage area"
- One amplifier capable of powering all four speakers (no back to front adjustability)
- Two wireless microphone systems with handheld microphones
- One Wireless lapel mic with bodypack (can be used instead of one handheld mic)
- One Audio mixer with 6 balanced XLR inputs (for microphones/wireless receivers) and 4 stereo unbalanced inputs (PCs, mp3 players etc.) and a USB input/output,
- One wall mounted equipment rack located in existing closet
- One audio connection panel with direct connections to projector an audio system
- Wireless audio and video systems for wireless transmission to the A/V system from anywhere in the room
- One 4500 lumens 1920x1200 projector
- One ceiling proctor mount
- One Blu-ray/DVD player
- One adjustable A/V cart
- One installed 120 volt outlet at the projector location
- All cables and hardware required for installation

The total project as outlined above referenced by the price quote will be **\$11,443.85** with some labor and items as an estimate

If the proposal is accepted, the amount required up front will be the total minus all labor, subcontract costs, and estimated materials, which stands at **\$9403.85**

The equipment will be purchased as soon as the payment of \$9403.85 has been submitted to Wicklund Productions, and installation will begin as equipment is received.

If there are any questions, please feel free to contact me.

Thanks for your consideration, and I hope to get started soon!

Chris Wicklund

Wicklund Productions, LLC

Cell 218.259 4927

Email: chris@wicklundproductions.com

Web www.wicklundproductions.com

810 NW 5th Ave

Grand Rapids, MN 55744

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Wicklund Produ

Wicklund Productions, LLC

EIN

810 NW 5th Ave
Grand Rapids, MN 55744
218.259.4927
chris@wicklundproductions.com

INVOICE NO. 070215
DATE July 7, 2015
CUSTOMER ID 179

TO Grand Rapids Area Public Library
140 NE 2nd St
Grand Rapids, MN 55744

CONTACT	JOB	PAYMENT TERMS
Amy Dettmer	A/V System install	Project up-front

QUANTITY	DESCRIPTION	UNIT PRICE
1.00	Allen And Heath ZED-14 14/2 Live Recording Mixer w/USB	\$ 399.99
4.00	JBL Control 29 AV-1 w/brackets	300.00
1.00	EV P900RT	650.00
2.00	EV RE2 Wireless Handheld Microphone System w/RE510 transmitter	569.00
1.00	EV BPU-2 bodypack transmitter	199.00
1.00	EV ULM21 Lavalier Microphone	139.99
1.00	Misc connectors and hardware	110.00
1.00	Canon REALiS WUX450 4500 lumen projector	2,999.99
1.00	High Ceiling projector mount	299.99
1.00	iogear Wireless HD Digital Kit	199.99
1.00	Aflona PC / Laptop to HDMI Converter	279.99
1.00	KanexPro Audio De-Embedder with HDMI Video Output	49.99
1.00	RF-Link AVS-5811 5.8GHz Wireless AV Sender	99.99
1.00	2 in 1 out HDMI auto switch	19.99
1.00	Samsung BD-H65003D Blu-ray player	129.99
1.00	Tripp Lite 18U Wall Mount Rack Enclosure	560.99
1.00	Gator Cases Rackworks 2U Lockable Rack Drawer	105.99
1.00	Furman PL-8 C Power Conditioner	159.99
1.00	2 channel microphone audio compressor	159.99
1.00	Luxor AVJ42KB Steel Adjustable A/V Cart	119.99
1.00	Shipping	380.00

SUBTOTAL

SALES TAX

TOTAL

Make all checks payable to: Wicklund Productions, LLC

46-2128671

DUE DATE

LINE TOTAL

\$	399.99
	1,200.00
	650.00
	1,138.00
	199.00
	139.99
	110.00
	2,999.99
	299.99
	199.99
	279.99
	49.99
	99.99
	19.99
	129.99
	560.99
	105.99
	159.99
	159.99
	119.99
	380.00
\$	9,403.85
\$	9,403.85

Wicklund Produ

08/07/15

Wicklund Productions, LLC

EIN 46-2128671

810 NW 5th Ave
 Grand Rapids, MN 55744
 218.259.4927
chris@wicklundproductions.com

INVOICE NO. 62915
 DATE July 7, 2015
 CUSTOMER ID 179

TO Grand Rapids Area Public Library
 140 NE 2nd St
 Grand Rapids, MN 55744

CONTACT		JOB	PAYMENT TERMS	DUE DATE
Amy Dettmer		A/V System install	Quote	

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Allen And Heath ZED-14 14/2 Live Recording Mixer w/USB	\$ 399.99	\$ 399.99
1.00	JBL Control 29 AV-1 w/brackets	300.00	1,200.00
1.00	EV P900RT	650.00	650.00
2.00	EV RE2 Wireless Handheld Microphone System w/RE510 transmitter	569.00	1,138.00
1.00	EV BPU-2 bodypack transmitter	199.00	199.00
1.00	EV ULM21 Lavalier Microphone	139.99	139.99
300.00	(estimated) Speaker cable 14ga Per Foot	0.50	150.00
1.00	(estimated) additional audio/video cables	240.00	240.00
1.00	Misc connectors and hardware	110.00	110.00
1.00	Canon REALiS WUX450 4500 lumen projector	2,999.99	2,999.99
1.00	High Ceiling projector mount	299.99	299.99
1.00	iogear Wireless HD Digital Kit	199.99	199.99
1.00	Atlona PC / Laptop to HDMI Converter	279.99	279.99
1.00	KanexPro Audio De-Embedder with HDMI Video Output	49.99	49.99
1.00	RF-Link AVS-5811 5.8GHz Wireless AV Sender	99.99	99.99
1.00	2 in 1 out HDMI auto switch	19.99	19.99
1.00	Subcontracted (estimate) A/V low-volt wall connection install	350.00	350.00
1.00	Subcontracted (estimate) Outlet Electrical install	535.00	535.00
1.00	Samsung BD-H65003D Blu-ray player	129.99	129.99
1.00	Tripp Lite 18U Wall Mount Rack Enclosure	560.99	560.99
1.00	Gator Cases Rackworks 2U Lockable Rack Drawer	105.99	105.99
.00	Furman PL-8 C Power Conditioner	159.99	159.99
1.00	2 channel microphone audio compressor	159.99	159.99
1.00	Luxor AVJ42KB Steel Adjustable A/V Cart	119.99	119.99

1.00	Shipping	380.00	380.00
17.00	(estimate) Hours labor	45.00	765.00
		SUBTOTAL \$	11,443.85
		SALES TAX	
		TOTAL \$	11,443.85

Make all checks payable to: Wicklund Productions, LLC

THANK YOU FOR YOUR BUSINESS!

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2011-2014 EXPENDITURES, 2015 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2016 BUDGET**

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>YTD ACTUAL 5/31/2015</u>	<u>PROPOSED 2016 BUDGET</u>
REVENUES							
Taxes							
Current	\$ 419,068	\$ 439,231	\$ 465,824	\$ 522,516	\$ 612,716		
Delinquent	3,459	3,608	440	2,361			
Fiscal Disparities	51,061	49,220	66,325	36,650			
Total Taxes	<u>473,588</u>	<u>492,059</u>	<u>532,589</u>	<u>561,527</u>	<u>612,716</u>	-	-
Intergovernmental							
Market Value Homestead Credit	9,417	-	-	-	-		
Supplemental Aid	37,378	38,071	37,808	40,965	-		
State of Minnesota	200,000	250	-	-	-		
Library Contracts	135,333	129,590	125,549	127,592	127,000		127,000
Total Intergovernmental	<u>382,127</u>	<u>167,911</u>	<u>163,357</u>	<u>168,557</u>	<u>127,000</u>	-	<u>127,000</u>
Charges for Services							
ALS Cross-overs	8,045	8,136	6,282	5,282	6,282	5,282	6,282
Photo-copies	1,863	1,589	1,604	1,679	1,600	708	1,600
Internet	3,382	3,050	2,976	3,355	3,000	1,458	3,000
Library Fees-Proctoring	-	-	20	320	200	300	300
Fax Machine Use	2	-	-	3	-		
Total Charges for Services	<u>13,292</u>	<u>12,775</u>	<u>10,882</u>	<u>10,639</u>	<u>11,082</u>	<u>7,748</u>	<u>11,182</u>
Fines and Forfeits							
Library Fines	14,303	17,952	13,207	13,319	14,000	4,909	14,000
Total Fines and Forfeits	<u>14,303</u>	<u>17,952</u>	<u>13,207</u>	<u>13,319</u>	<u>14,000</u>	<u>4,909</u>	<u>14,000</u>
Miscellaneous Revenue							
Donations	2,983	13,288	4,678	1,386	2,000	601	2,000
Memorial Books	120	670	245	1,475	1,000	375	1,000
Donations-Children's Library				1,952		134	200
Donations-Library Programs	873	710	398	380	2,300	200	300
Endowment Fund Income	134	3,101	4,753	1,797	1,300	1,284	1,300
Grand Rapids Lib Foundation	7,400	7,720	58,875	6,907	-		
Meeting Room Receipts	4,024	3,394	3,922	3,749	3,400	2,713	3,400
Blandin Grants	100,379	7,739	2,261	-	-		
Miscellaneous	1,905	2,224	2,709	2,742	1,900	940	1,800
MIRC	23,823	747	-	-	-		
Energy Rebates	-	26,250	-	2,943	-		
Investment Income	6,206	2,295	1,353	2,648	2,500	278	2,500
Total Miscellaneous Revenue	<u>147,848</u>	<u>68,138</u>	<u>79,195</u>	<u>25,979</u>	<u>14,400</u>	<u>6,525</u>	<u>12,500</u>
Other Sources							
Operating Transfer - In	68,309	6,477	-	-	-	-	-
Fund Balance Usage	-	-	-	-	-	-	-
Total Revenues	<u>1,099,467</u>	<u>765,312</u>	<u>799,230</u>	<u>780,021</u>	<u>779,198</u>	<u>19,182</u>	<u>164,682</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2011-2014 EXPENDITURES, 2015 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2016 BUDGET**

	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>YTD ACTUAL 5/31/2015</u>	<u>PROPOSED 2016 BUDGET</u>
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	291,040	296,090	303,426	316,446	395,580	148,763	
Salary-Full time overtime	-	-	-	-	-	-	
Salary-Part Time	95,283	98,105	101,660	98,873	22,074	13,019	
Salary-Part time overtime	-	-	-	-	-	-	
Contracted Services	5,155	2,756	3,219	2,283	6,268	991	3,000
PERA	28,008	28,377	29,366	29,909	31,324	12,165	
FICA	22,794	23,055	23,734	24,435	25,895	9,441	
Medicare	5,331	5,392	5,550	5,715	6,056	2,208	
Health Insurance	57,503	54,166	58,405	62,215	72,919	36,160	
Life Insurance	282	246	246	214	221	134	
Dental Insurance	1,413	1,482	1,548	1,602	2,621	705	
Unemployment	-	-	-	-	-	-	
Worker's Comp	2,757	2,118	2,160	2,913	2,700	1,057	
Total Personnel	<u>509,567</u>	<u>511,787</u>	<u>529,315</u>	<u>544,605</u>	<u>565,658</u>	<u>224,643</u>	<u>580,329</u>
Supplies and materials							
Office Supplies	7,592	4,719	3,971	5,931	6,000	4,567	7,000
Copy Supplies	756	687	788	1,503	800	703	1,000
Printing/binding	570	515	596	783	600	552	600
Bindings	-	-	-	-	-	-	
Computer Supplies	4,032	3,320	2,639	3,094	4,000	658	3,000
Computer Inventory	10,737	4,357	1,642	1,802	3,000	1,219	2,000
Assets between 700 and 4999	18,520	8,442	9,720	7,568	-	-	9,000
Inventorial Supplies Equip<700	110	1,537	400	376	1,000	91	1,000
Volunteer Prgm Supplies & Mat	481	449	314	334	350	241	350
Operating Supplies	2,394	1,326	3,710	6,230	2,000	885	2,000
Books	47,290	41,122	36,327	43,071	42,000	22,067	42,000
Audio/Visual	10,158	8,458	10,074	6,029	9,000	4,372	9,000
Newspapers	1,565	1,665	1,397	1,655	1,000	689	1,000
Periodicals	7,289	7,073	6,282	6,768	8,000	145	7,000
Maintenance Tools/Supplies	2,869	2,663	2,137	2,490	2,500	998	2,500
Other Supplies/Materials	-	22	-	-	300	-	-
Equipment/Parts	-	-	-	590	300	-	300
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	<u>114,363</u>	<u>86,355</u>	<u>79,997</u>	<u>88,224</u>	<u>80,850</u>	<u>37,187</u>	<u>87,750</u>
Services and Charges							
Professional Services	-	-	-	-	100	-	-
Accounting Services	586	586	668	656	800	-	800
Legal	1,203	-	-	75	-	-	-
Laundry	431	433	450	506	480	230	520
Janitorial Services	28,701	21,400	20,400	20,400	20,400	8,500	20,400
Other Contracted Services	7,966	5,633	7,969	9,671	6,000	2,845	4,000
Telephone	7,796	5,838	5,658	5,362	6,500	2,284	5,500
Postage/Freight	1,420	901	424	304	500	18	500
Seminar/Meetings/School	1,380	222	528	123	1,000	-	500
Staff Training	128	-	-	799	500	-	500
Community Ed/Promotion	75	264	25	255	200	289	300
Professional Service-Collections	565	1,654	2,753	2,289	2,500	582	2,200
Auto Mileage/travel	61	-	-	-	60	-	-
Publishing and Advertising	377	25	697	297	500	-	300
General Insurance	6,398	6,271	7,594	9,229	9,000	4,283	9,000
Electricity	39,169	37,218	37,065	32,697	36,000	8,953	30,000

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2011-2014 EXPENDITURES, 2015 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2016 BUDGET**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	YTD ACTUAL 5/31/2015	PROPOSED 2016 BUDGET
Garbage Removal	1,298	1,650	1,571	2,971	1,800	1,471	2,400
Heat-Natural Gas	13,102	4,706	1,827	5,181	4,000	1,942	4,000
Maintenance Contracts	3,246	4,895	8,375	7,621	6,000	2,528	6,000
Building Maintenance/Repairs	10,989	12,564	8,461	11,871	15,000	1,313	15,000
Grounds maintenance	672	566	521	1,774	1,000		1,000
Computer Maintenance/Repairs	15,394	8,168	8,830	8,113	9,000	879	9,000
On-line Services	1,960	1,524	3,359	3,624	3,000	590	3,000
General Equip Maint/Repair	3,254	8,124	8,630	3,653	6,000	3,613	6,000
Equipment Leases	837	862	891	844	1,900	243	1,900
Miscellaneous	-	-	-	-	50		50
Dues & Subscriptions	30	30	181	117	300		300
Interlibrary Loan Charges	25	-	122	-	100		100
Facility Maintenance	-	-	-	-	-		
Fund Balance Payback	-	-	-	-	-		15,000
Total Other Services	147,062	123,534	126,998	128,432	132,690	40,563	138,270
Capital Outlay							
Equipment/Mach/Furn/Fixture	40,262	30,647	50,222	-	-	-	
Building/Bldg Improvements	549,524	-	-	-	-	-	
Total Capital Outlay	589,786	30,647	50,222	-	-	-	-
Blandin Grant							
Blandin Grant Prgm Development		-	-	-	-		
Blandin Grant Contract Services		-	-	-	-		
Blandin Grant Materials		-	-	-	-		
Blandin Grant Youth Programs	400	4,715	1,145	-	-	-	
Blandin Grant Adult Programs	2,221	3,024	1,116	-	-	-	
Small Blandin Grant	-	-	-	-	-		
Total Blandin Grant	-	7,739	2,261	-	-	-	-
GRAND TOTAL	1,363,398	760,062	788,794	761,261	779,198	302,393	806,349
REVENUE/(EXPENDITURES)	\$ (263,931)	\$ 5,250	\$ 10,436	\$ 18,760	\$ -	\$ (283,211)	\$ (641,667)

Library Fund Balance

	2015 policy	2015 budget	2016 policy
cash flow	\$ 369,858	369858	376833
compensated absences	\$ 40,062	40062	40062
emergency unanticipated expenditures	\$ 54,544	50710	55394
major equipment replacement	\$ 62,336		63307
Fund Balance Policy Recommended Level	\$ 526,800		\$ 535,596
Current Balance		\$ 460,630	
shortfall with no budgeted additions		\$ (66,170)	

anticipated major expenditures

painting interior	4000
express checkout	10000
start solar project	10000

2016 budget

376833

40062

43735

460630

\$ (74,966)



1112 Railroad St. SE, PO Box 910, Bemidji, MN 56601 – 218.751.4140 – Fax 218.755.6038

**City of Grand Rapids Library
Canon IR ADV C350if / C250if Quote
July 7, 2015**

Specifications

C350if: 36 Pages per Minute Color and Black
C250if: 25 Pages per Minute Color and Black

Supports Letter and Legal Documentation
Automatic Document Feeder (50 sheets)
Automatic Duplexing
RAM: 2GB
Hard Drive: 80 GB
Warmup time: 10 Sec from Sleep Mode
2 – 550 Sheet Paper Drawers
1 – 100 Sheet Bypass
Network Printing – UFR II, PCL and PS3
10/100 and USB
Memory Media: USB Port Standard
Facsimile
Color Universal Send (scan to email/file)
File: FTP, SMB, WebDav
Email: TIFF, JPEG, PDF

North Country Business Products Service Program

All Parts
All Labor
All Supplies (except paper and staples)
No Minimums
No Base Fees
Billed Monthly or Quarterly
Billed in Arrears

Pricing Schedule

Canon IR ADV C350if

Purchase: \$2,919.00
36 Month FMV Lease: \$89.00
48 Month FMV Lease: \$75.00
60 Month FMV Lease: \$63.00

Canon IR ADV C250if

Purchase: \$2,441.00
36 Month FMV Lease: \$75.00
48 Month FMV Lease: \$64.00
60 Month FMV Lease: \$54.00

Color Cost per Copy: \$.06
Black Cost per Copy: \$.013

Offices In:

Appleton, WI – Belle Fourche, SD – Bemidji, MN – Davenport, IA – Des Moines, IA – Duluth, MN – Eau Claire, WI
Fargo, ND, Bismarck, ND – Madison, WI – Minneapolis, MN – Chicago, IL, Peoria, IL – Rochester, MN