

GRAND RAPIDS AREA LIBRARY BOARD
Grand Rapids Area Library
April 8, 2015 5:00 P.M.

- 5:00 Call to order**
- 5:01 Roll call:**
- 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:**
- 1. *Accept proposal for installing AV equipment in meeting room.***
(proposals distributed in March)
- 5:30 G. New Business:**
- Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
- 1. Approve payment of late bills**
 - 2. Approve Contracts and payment to presenters**
 - 3. Approve Resolution 2015- Accepting Donations**

Regular agenda

- 1. *Authorize funds of \$10,000 to be designated in the Library's fund balance to match grant funds by the Library Foundation and Minnesota Power Foundation for completion of solar sunflower project. (explanation in Director's report)***

6:00 Adjourn

**Grand Rapids Area Library
Regular Board Meeting
March 11, 2015
Draft Minutes**

Call to Order: The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

Roll Call:

- **Members Present:** Janet Neurauter, Mary Helen Haarklau, Dennis Jerome, Abby Kuschel, , Randy McCarty, Max Peters, Susan Zeige, and Jean MacDonell
- **Members Absent:** Shannon Benolken
- **Staff Present:** Director Marcia Anderson

Public Comment: none

Approval of Agenda: Randy McCarty moved to approve the agenda. A second was made by Abby Kuschel. The motion passed unanimously.

Minutes: Abby Kuschel moved to approve the minutes from the February 11, 2015 board meeting with the correction of the spelling of Sue Zeige's name. A second was made by Randy McCarty. The motion passed unanimously.

Communications: The Minnesota Foundation annual report for 2014 was included in packets. It provides the year-end total income and the amount available to grant for 2015. That grant was received in late February 2015. Anderson reported receiving an invitation from the Blandin Foundation to learn more about their upcoming parking lot expansion and their meeting space renovation. A concern was raised about the impact on pedestrian access.

Financial Report:

**The Grand Rapids Area Library Bill List
Invoices Due On/Before March 11, 2015**

AMAZON.COM	633.16
AMERIPRIDE LINEN & APPAREL	62.79
ANDERSON GLASS	510.00
ARROWHEAD LIBRARY SYSTEM	268.71
BAKER & TAYLOR, INC	2,472.45
LEAGUE OF MN CITIES INS TRUST	10,280.00
BLUE CROSS & BLUE SHIELD OF MN	3,621.50
BRODART COMPANY	71.80
BUSY BEES QUALITY CLEANING	1,700.00
CDW GOVERNMENT INC	46.00
COLE HARDWARE INC	0.42
DELTA DENTAL OF MINNESOTA	194.10
MCO	1,844.09
DULUTH NEWS TRIBUNE	298.48
GARTNER REFRIGERATION CO	458.00
GRAND RAPIDS CITY PAYROLL	36,119.07
DARLA KIRWIN	15.23

LINCOLN REPUBLIC INSURANCE CO	18.45
MINNESOTA ENERGY RESOURCES	780.97
MINNESOTA REVENUE	40.35
IE MOTOR SHOP	40.00
MOVIE LICENSING USA	110.00
NEXTERA COMMUNICATIONS LLC	87.55
NORTHERN BUSINESS PRODUCTS INC	312.57
PAUL BUNYAN COMMUNICATIONS	244.32
PERSONNEL DYNAMICS LLC	363.22
P.U.C.	2,323.29
RAPIDS PROCESS EQUIPMENT	628.33
RECORDED BOOKS	1,557.42
SIM SUPPLY INC	111.30
THOMSON REUTERS - WEST	173.50
UNIQUE MANAGMENT SERVICES	134.25
VERIZON WIRELESS	112.53
VIKING ELECTRIC SUPPLY INC	54.92
THE VILLAGE BOOK STORE	185.46
VISA	122.79
WASTE MANAGEMENT	236.47
XEROX CORPORATION	30.50
GETTING TO KNOW, INC	256.00
TOTAL ALL VENDORS:	66,519.99

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

Staff Reports:

- *Director's Report:* Director Marcia Anderson and Board President Dennis Jerome talked about a meeting with the Itasca County Administrator and ALS Director Jim Weikum and Assistant Director Shari Fisher concerning library funding issues. Concerns were raised about the possibility of the City wanting to decrease funding for the Library and increase funding from other sources.

Old Business: none to report

New Business:

- *Consent Agenda:*
 1. **Approve payment of late bills**
 - a. Unique Management Services \$214.80
 - b. Rapids Process Equipment \$961.09 for replacing Heat Exchanger water filter parts
 2. **Approve Contracts and payment to presenters**
 - a. Linda LeGarde Grover \$200 honorarium March 19th presentation
 - b. Annie Humphrey \$200 honorarium March 30 presentation
 - c. Elaine Fleming \$200 honorarium April 16 presentation

3. **Approve Resolution 2015-3 Accepting Donations**

\$1284.14 distribution from the Minnesota Community Foundation for general support

\$34.00 Grand Rapids Garden Club for *Northern Gardner*

Abby Kuschel moved to approve the consent agenda as stated. A second was made by Sue Zeige. On a roll call vote the motion passed unanimously.

- *Regular Agenda:*

1. **Authorize submission of 2014 annual report to MN Dept of Education**

- Motion by Jean MacDonnell, Second by Abby Kuschel to authorize submission of report. Unanimous approval.

2. **Accept proposal for installing AV equipment in meeting room**

- Two proposals were received. Concern was raised about some of the prices, and a question arose about ongoing service and maintenance of the equipment.
- Board members expressed a desire for more time to study and consider the proposals . Anderson stressed the confidential nature of the proposals.
- Motion by Randy McCarty, Second by Max Peters to table the discussion until April, Motion approved unanimously.

Adjourn: The monthly board meeting was adjourned at 5:55 PM by Dennis Jerome.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2015
With Comparative Totals for March 31, 2014

	2014 Actual	2015 Actual	2015 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	383,238	401,998	401,998	
Compensated Absences	34,169	34,169	34,169	
Emergency/unanticipated Expenditures	24,462	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 1/1/XX	441,869	460,629	460,629	
Revenues:				
Taxes	-	-	612,716	0%
Intergovernmental	-	-	127,000	0%
Charges for Services	1,221	1,436	11,082	13%
Fines & Forfeits	3,028	2,874	14,000	21%
Blandin Grant	-	-	-	0%
GR Library Foundation	-	-	-	0%
Miscellaneous	4,716	4,824	14,400	33%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	8,965	9,134	779,198	1%
Expenditures:				
Personnel	128,991	122,563	565,658	22%
Supplies/Materials	31,647	26,001	80,850	32%
Other Services/Charges	32,914	22,630	132,690	17%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	193,552	171,193	779,198	22%
Revenues > Expenditures	(184,586)	(162,060)	-	
Library Foundation Grant-Capital Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 3/31/XX				
Cash Flow	198,652	239,939	401,998	
Compensated Absences	34,169	34,169	34,169	
Emergency/unanticipated Expenditures	24,462	24,462	24,462	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 3/31/XX	\$ 257,283	\$ 298,570	\$ 460,629	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$33,240 as of 12/31/14. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MARCH 31, 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	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,600	396	25%
211-00-34-00-7975	INTERNET	3,000	859	29%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	180	90%
211-00-35-00-1030	LIBRARY FINES	14,000	2,874	21%
211-00-37-00-2310	DONATIONS	2,000	34	2%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	375	38%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	134	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	2,300	-	0%
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	2,410	71%
211-00-37-00-2450	MISCELLANEOUS	1,900	586	31%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	779,198	9,134	1%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	322,998	72,882	23%
211-00-75-10-1030	SALARY-PARTTIME	103,724	9,097	9%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	436	14%
211-00-75-10-1210	PERA	32,004	6,179	19%
211-00-75-10-1220	FICA	26,457	4,778	18%
211-00-75-10-1250	MEDICARE	6,187	1,117	18%
211-00-75-10-1310	HEALTH INSURANCE	66,285	27,026	41%
211-00-75-10-1330	LIFE INSURANCE	246	80	33%
211-00-75-10-1335	DENTAL INSURANCE	1,857	423	23%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	542	20%
211-00-75-20-2010	OFFICE SUPPLIES	6,000	3,963	66%
211-00-75-20-2020	COPY SUPPLIES	800	315	39%
211-00-75-20-2030	PRINTING/BINDING	600	145	24%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	250	6%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	749	37%
211-00-75-20-2110	BOOKS	42,000	11,081	26%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,093	90%
211-00-75-20-2130	NEWSPAPERS	1,000	644	64%
211-00-75-20-2140	PERIODICALS	8,000	83	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	678	27%
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 **MARCH 31, 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	147	31%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	6,000	530	9%
211-00-75-30-3210	TELEPHONE	6,500	1,396	21%
211-00-75-30-3220	POSTAGE/FREIGHT	500	-	0%
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	238	119%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,500	349	14%
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	2,570	29%
211-00-75-30-3810	ELECTRICITY	36,000	4,562	13%
211-00-75-30-3840	GARBAGE REMOVAL	1,800	473	26%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	1,748	44%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	432	7%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	581	4%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	366	4%
211-00-75-30-4030	ONLINE SERVICES	3,000	590	20%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	3,487	58%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	61	3%
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	171,193	22%
	SURPLUS REVENUES/(EXPENDITURES)	-	(162,060)	

GRAND RAPIDS AREA LIBRARY BILL LIST - APRIL 8, 2015

DATE: 04/01/2015
 TIME: 16:27:40
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/08/2015

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	738.31
0113233	AMERIPRIDE LINEN & APPAREL	41.86
0118660	ARROWHEAD LIBRARY SYSTEM	45.05
0201428	BAKER & TAYLOR, INC	1,620.91
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0315455	COLE HARDWARE INC	15.97
0405500	DEMCO	112.30
0701460	GALE/CENGAGE LEARING	4,620.00
0701650	GARTNER REFRIGERATION CO	424.00
1205099	LEARNING OPPORTUNITIES INC	2,351.84
1205850	LEXIS NEXIS	171.90
1309398	MINNESOTA WOMEN'S PRESS	60.00
1605665	PERSONNEL DYNAMICS LLC	72.92
1609925	PIZZA WORKS	9.99
1805150	RECORDED BOOKS	416.00
1908570	SHOWCASES	313.52
1909510	SIM SUPPLY INC	231.60
2008551	THOMSON REUTERS - WEST	399.00
2209421	VIKING ELECTRIC SUPPLY INC	600.00
2209450	THE VILLAGE BOOK STORE	40.15

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 13,985.32

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	5,885.50
0605191	FIDELITY SECURITY LIFE INS CO	5.96
0718015	GRAND RAPIDS CITY PAYROLL	36,368.29
1209516	LINCOLN NATIONAL LIFE	107.30
1209522	LINCOLN REPUBLIC INSURANCE CO	18.45
1309199	MINNESOTA ENERGY RESOURCES	966.85
1405850	NEXTERA COMMUNICATIONS LLC	87.07
1609729	PITNEY BOWES INC	122.38
1621130	P.U.C.	2,238.81
1801608	RAPIDS PROCESS EQUIPMENT	961.09
2114356	UNIQUE MANAGMENT SERVICES	214.80
2205637	VERIZON WIRELESS	285.01
2301700	WASTE MANAGEMENT	236.91
T000881	ANNETTE HUMPHREY	200.00
T001004	LINDA GROVER	200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 47,898.42

TOTAL ALL DEPARTMENTS 61,883.74

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 03/31/15
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	108,258.55	108,258.55	0.00
211-00-00-00-1010	CASH	450,511.65	10,497.67	198,191.64	262,817.68
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	0.00	6,757.49	983.36
211-00-00-00-1551	PREPAID INSURANCE	0.00	12,448.62	3,112.23	9,336.39
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	8,997.11	3,459.17	5,537.94
TOTAL		496,490.50	140,201.95	319,779.08	316,913.37
TOTAL ASSETS					
		496,490.50	140,201.95	319,779.08	316,913.37
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,695.70	180,191.64	172,376.21	7,880.27
211-00-00-00-2030	SALES TAX PAYABLE	0.00	87.68	125.30	37.62
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	0.00	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	195,556.77	172,501.51	12,805.89
TOTAL LIABILITIES					
		35,861.15	195,556.77	172,501.51	12,805.89

DATE: 04/02, 15
 TIME: 08:46:15
 ID: GL450000.WOW

CITY OF GR. RAPIDS
 DETAILED BALANCE SHEET

AGE: 2
 F-YR: 15

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 01/01/15	NET DEBITS	NET CREDITS	BALANCE 03/31/15
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	3,459.17	8,997.11	5,537.94
TOTAL		460,629.35	3,459.17	8,997.11	466,167.29
	FUND SURPLUS (DEFICIT)	0.00	162,059.81	0.00	(162,059.81)
TOTAL FUND EQUITY		460,629.35	165,518.98	8,997.11	304,107.48
TOTAL LIABILITIES AND FUND EQUITY					
		496,490.50	361,075.75	181,498.62	316,913.37

DATE: 04/02/2015
 TIME: 08:43:25
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 3 PERIODS ENDING MARCH 31, 2015

PAGE: 1
 F-YR: 15

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	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	0.00	0.00	0.00	0
TOTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	127,000.00	0.00	0.00	127,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	0.00	0.00	6,282.00	0
211-00-34-00-7970	PHOTO COPIES	130.67	1,600.00	396.48	0.00	1,203.52	25
211-00-34-00-7975	INTERNET	271.82	3,000.00	859.33	0.00	2,140.67	29
211-00-34-00-7980	LIBRARY FEES-PROCURING	160.00	200.00	180.00	0.00	20.00	90
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		562.49	11,082.00	1,435.81	0.00	9,646.19	13
TOTAL CHARGES FOR SERVICES		562.49	11,082.00	1,435.81	0.00	9,646.19	13
FINES & FORFEITS							

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REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	777.43	14,000.00	2,874.30	0.00	11,125.70	21
TOTAL		777.43	14,000.00	2,874.30	0.00	11,125.70	21
TOTAL FINES & FORFEITS		777.43	14,000.00	2,874.30	0.00	11,125.70	21
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	34.00	2,000.00	34.00	0.00	1,966.00	2
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	1,000.00	375.00	0.00	625.00	38
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	0.00	0.00	2,300.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,284.14	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	1,282.94	3,400.00	2,410.44	0.00	989.56	71
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	144.79	1,900.00	585.95	0.00	1,314.05	31
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	0.00	0.00	2,500.00	0
TOTAL		2,745.87	14,400.00	4,823.51	0.00	9,576.49	33
TOTAL MISCELLANEOUS REVENUE		2,745.87	14,400.00	4,823.51	0.00	9,576.49	33
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:		4,085.79	779,198.00	9,133.62	0.00	770,064.38	1

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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	30,352.45	322,998.00	72,882.17	0.00	250,115.83	23
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	1,353.10	103,724.00	9,097.45	0.00	94,626.55	9
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	0.00	3,200.00	436.14	0.00	2,763.86	14
211-00-75-10-1210	PERA	2,377.93	32,004.00	6,179.38	0.00	25,824.62	19
211-00-75-10-1220	FICA	1,851.75	26,457.00	4,777.96	0.00	21,679.04	18
211-00-75-10-1310	HEALTH INSURANCE	433.06	6,187.00	1,117.39	0.00	5,069.61	18
211-00-75-10-1330	LIFE INSURANCE	6,869.22	66,285.00	27,025.62	0.00	39,259.38	41
211-00-75-10-1335	DENTAL INSURANCE	26.71	246.00	80.13	0.00	165.87	33
211-00-75-10-1347	VISION INSURANCE	140.94	1,857.00	422.82	194.10	1,240.08	33
211-00-75-10-1420	UNEMPLOYMENT	0.44	0.00	1.32	0.00	(1.32)	100
211-00-75-10-1510	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	180.72	2,700.00	542.16	0.00	2,157.84	20
TOTAL PERSONNEL		43,586.32	565,658.00	122,562.54	194.10	442,901.36	22
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	425.82	6,000.00	3,962.81	0.00	2,037.19	66
211-00-75-20-2020	COPY SUPPLIES	0.00	800.00	314.86	0.00	485.14	39
211-00-75-20-2030	PRINTING/BINDING	122.38	600.00	145.48	0.00	454.52	24
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	4,000.00	249.98	83.69	3,666.33	8
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	0.00	0.00	3,000.00	0
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	0.00	0.00	1,000.00	0
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	350.00	0.00	0.00	350.00	0
211-00-75-20-2100	OPERATING SUPPLIES	600.00	2,000.00	748.88	0.00	1,251.12	37
211-00-75-20-2110	BOOKS	5,169.60	42,000.00	11,080.60	40.15	30,879.25	26

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EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2120	AUDIO/VISUAL	5,036.00	9,000.00	8,092.96	4,620.00	(3,712.96)	141
211-00-75-20-2130	NEWSPAPERS	0.00	1,000.00	644.28	0.00	355.72	64
211-00-75-20-2140	PERIODICALS	60.00	8,000.00	83.00	0.00	7,917.00	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	231.60	2,500.00	677.87	0.00	1,822.13	27
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		11,645.40	80,850.00	26,000.72	4,743.84	50,105.44	38
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	62.79	480.00	146.51	0.00	333.49	31
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	5,100.00	0.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	519.99	6,000.00	529.98	500.00	4,970.02	17
211-00-75-30-3210	TELEPHONE	331.39	6,500.00	1,396.21	0.00	5,103.79	21
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	0.00	0.00	500.00	0
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	238.00	0.00	(38.00)	119
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,500.00	349.05	0.00	2,150.95	14
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	2,570.07	0.00	6,429.93	29
211-00-75-30-3810	ELECTRICITY	0.00	36,000.00	4,562.10	0.00	31,437.90	13
211-00-75-30-3840	GARAGE REMOVAL	0.00	1,800.00	473.38	200.00	1,126.62	37
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	1,747.82	0.00	2,252.18	44
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	6,000.00	432.29	0.00	5,567.71	7
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15.97	15,000.00	580.50	0.00	14,419.50	4
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	366.25	0.00	8,633.75	4
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	590.00	0.00	2,410.00	20

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EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	424.00	6,000.00	3,487.01	0.00	2,512.99	58
211-00-75-30-4100	EQUIPMENT LEASES	0.00	1,900.00	61.00	0.00	1,839.00	3
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		3,910.83	132,690.00	22,630.17	700.00	109,359.83	18
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		59,142.55	779,198.00	171,193.43	5,637.94	602,366.63	23
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLND GRANT-#62006-0140 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 GRANT-#62006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRANT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		59,142.55	779,198.00	171,193.43	5,637.94	602,366.63	23
TOTAL FUND REVENUES		4,085.79	779,198.00	9,133.62	0.00	770,064.38	1
TOTAL FUND EXPENSES		59,142.55	779,198.00	171,193.43	5,637.94	602,366.63	23
FUND SURPLUS (DEFICIT)		(55,056.76)	0.00	(162,059.81)			
TOTAL ALL FUND REVENUES		4,085.79	779,198.00	9,133.62	0.00	770,064.38	1
TOTAL ALL FUND EXPENSES		59,142.55	779,198.00	171,193.43	5,637.94	602,366.63	23
ALL FUND SURPLUS (DEFICIT)		(55,056.76)	0.00	(162,059.81)			

Directors Report

April 8, 2015

Update: Personnel budget tracking

(in response to question from the March Board meeting) I talked with the Finance Director Barb Baird about changing our financial reports to reflect the current staffing configuration and projected costs so we could more easily track expenditures each month. The difference between the adopted budget for personnel \$565,658 and the new projected cost for personnel \$562,695 for 2015 is \$2963. Barb said as long as the total for personnel did not change, the individual line items within that category could be adjusted. I asked her to put the surplus \$2963 into the "contracted services" line item. That is the line item we use for paying temporary substitute help to cover for staff absences. The financial report for April will reflect the projected PT/FT split.

Update: Blandin Fndtn Parking Lot expansion

As I reported at the March meeting, the Blandin Foundation invited their near neighbors to a meeting on March 17 with an update of their plans for expanding their parking lot and renovating their building. The Foundation owns the upper portion of the hill immediately north of the Library and has been considering an expansion of parking for at least 10 years. They are now moving forward with developing a larger parking lot, as well as significantly renovating their auditorium space to create more usable meeting spaces.

I raised 3 concerns about the parking lot:

1. A pedestrian walkway down the hill from the crosswalk needs to be maintained. This kind of walkway is included, along with an additional parking lot, in the Riverfront Framework plan developed in 2010.
2. The intersection of 2nd St. and 3rd Ave. is dangerous for pedestrians now, and the goal when looking at entrances and exits should be to make that intersection safer.
3. Where will the storm water runoff go? I don't want it to end up in our parking lot or driveway.

They were very open to addressing all of these concerns. They do not have a final design yet. I also raised these concerns with Julie Kennedy, the City Engineer, so she is aware of the concerns when a plan does come for review. She has also been thinking about ways to make the intersection safer.

I urged the Foundation to consider making use of more of the spaces at the bottom of the hill (North and west of the Library) I found out after the meeting that the Foundation and the City entered a joint use agreement for 25 spaces when the Library was built and the parking lots constructed. They have only recently begun to use some of these spaces on a regular basis. (our patrons rarely use more than 5-10 spaces on the North Side of the building) I pointed this out to Jean Lane, the Finance Director at the Foundation, and she said she would pull the agreement and forward it to their general contractor and their Owner's representative so they could incorporate those spaces into the design of the parking lot.

New Issue: Theft of DVDs

During Feb and March staff discovered 14 empty DVD cases scattered around the Library. We suspect this is the work of one or two people, so I did file a report with the police. The total value of the missing DVDs is around \$350. We are taking measures to deter theft, including:

- Increased vigilance and more frequent trips around the library by staff
- Installation of inexpensive dummy cameras and signs indicating the presence of security cameras.

We are also conducting an inventory of DVDs, something we have not done for about 7 years. This should tell us what our losses have been over the past few years. My perception is that we are not losing that many DVDs off the shelf, but the inventory should give us an accurate picture. We have a subscription plan for 5 new DVDs a month (general – not including children’s). Other than that we receive many donations of DVDs.

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.

Regular Agenda Item:

Solar demonstration project

We have been slowly working toward completing the installation of the solar sunflowers. 12 panels were purchased from Silicon Energy in Mt. Iron, and the first 4 panels with the aluminum sunflower graphics were installed. The funding for the initial installation came from a Natural Gas rebate from Minnesota Energy. The Library Foundation committed to purchasing the Educational Dashboard, and to help fund some of the remaining solar installation.

2 additional poles have been erected. The remaining expenses are for purchasing the mounting equipment, the tracking equipment, the “sunflower” panels and the electrical connections, plus construction and installation. The Library Foundation submitted a grant application to the Minnesota Power Foundation last year for completing the solar project. The application was turned down, but the invitation to reapply was still open. There is an opportunity now to reapply. The Library Foundation is willing to commit 13,599 (the remainder of their initial pledge) Last winter (late 2014) we received a rebate from PUC for the installation of Energy efficient lighting and a high efficiency chiller unit. The Library Board voted to “ earmark” that \$2943 in the reserve fund to construction of the solar project. The question now is whether to increase that dedicated amount to \$10,000 as a match in the event the Library Foundation receives the grant. It would be listed in the grant application as a committed amount to the project, along with the Foundation’s commitment.

Library Solar Sunflower Project

solar panel mount and tracking system	\$22,500
inverter and state required disconnect mounted outside	\$13,196
total without "Sunflower"	\$35,696

aluminum panels with graphics for sunflower	\$9,374
Total with "sunflowers"	\$45,070
disconnect mounted inside requires additional	\$3,799

Committed Funds:

Grand Rapids Area Library Foundation	13,599
Grand Rapids Area Library Reserved Funds for Solar	2943
Total Committed Funds	16542

Proposed motion:

Authorize funds of \$10,000 to be designated in the Library's fund balance to match grant funds by the Library Foundation and Minnesota Power Foundation for completion of solar sunflower project.

Assistant Director Report
April 2015

Teens

Teen Tech Week was the first week in March. I made up a bingo board with techy things to do. If teens completed a bingo they could choose a prize from the prize bag. There were 5 teens who participated.

Anime Club was held Saturday, March 28. Crunchyroll.com offers libraries a free premium subscription. We tried to watch Sword Art Online, but the video didn't load correctly so we watched Fullmetal Alchemist from Funimation. We have a license to show streaming video from the site. There were 6 attendees. It's fun to watch the kids interact with each other. Actually, some interact and some don't, but they all eat the snacks!

Teen Advisory Board- March 31, 2015

Members present: Desiree R., Paige C., Elizabeth T., Jonas T.

I talked about the Foundation's mosaic project fundraiser. One member is participating and took a canvas. The rest of the time was spent making Peeps dioramas. Each member made their own diorama. One is a beach scene, one a Cinderella scene, one a campfire, and one a flower.

Operations

Ruth Stahler had a nice display of her bird woodcarvings in the display case. Will found some carving books in our collection and added them to the display. She took the display out and the Peeps will move in!

The 3rd annual Peeps Diorama contest was held this year. There were 9 entries in 3 categories. 2 in juvenile, 4 in young adult, and 3 in adult. There are 3 judges: Kathy Dodge, Kathy McCarty, and Niels Henriksen. There is also a People's Choice Award. This award is given to the highest vote getter of votes from patrons in the library. One patron took pictures of all the dioramas to show her 98 year old mother who can't get to the library!

Marcia put out a display of craft books for March since March was Craft Month. People do look at the displays and check the items out

April is National Poetry Month. In the young adult area I made a display of novels in verse and poetry books. The books can be checked out for 4 weeks.

Staff

Will continues to be a member of the city Wellness Committee. The Committee meets monthly and plans healthy activities for city staff.

John, Will, and I went to the Web Admin meeting in March. There was a discussion about social media, especially Facebook. We talked about moving the administrators for Facebook pages from personal Facebook accounts to a dummy city account.

Tracy will be attending Spotlight on Books April 10 and 11 which is being held in Walker at Chase on the Lake.

Express Check outs **2016**

3,075 23.62%

	THIS MONTH	YTD	YTD 2014
CIRCULATION			
Check-outs	13,016	36,990	36,415
Total Circulation	14,512	41,819	41,694
Returns	14,836	40,247	40,157
New cards	69	239	272

Door count 10863

	THIS MONTH	YTD	YTD 2014
TECHNICAL PROCESSES			
Books cataloged and processed	707	1,730	1,700
Withdrawn copies	336	1,241	1,837
Withdrawn Titles	231	817	918

	THIS MONTH	YTD	YTD 2014
REFERENCE			
tests proctored	760	2,178	2,177
computer help over 5 minutes	32	39	19
	43	103	39

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS	2014 YTD SESSIONS	2014 YTD HOURS
INTERNET						
Pharos sessions ***	1,238	704	3,509	2,134	3,967	2,338

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS	2014 YTD PEOPLE	2014 YTD HOURS
Non-Pharos sessions	86	235	178	410.00		
VOLUNTEERS	41	215.00				

	PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2014 YTD GROUPS	2014 YTD PEOPLE
PROGRAMS & TOURS						
BOOK TIME	10	177	22	372	18	297
SATURDAY STORY TIME	8	224	24	638	26	855
CLASS VISITS	3	41	10	125	8	152
NON SCHOOL GROUPS	0	0	0	0		
CHILDREN'S PROGRAMS	2	54	7	205	5	243
TEEN PROGRAMS	4	24	11	97	8	67
Total Youth Programs	27	520	74	1437	65	1,614
Total Adult Programs	5	174	11	244	11	316

	HRS THIS MONTH	HRS YTD	HRS YTD 2014
BOOKINGS & ARRANGEMENTS	9.5	25.5	30
TOTALS			

Children's Library Summary
March 2015

March was a quiet month in the Children's Library. It feels like everyone is just waiting for spring to arrive. We had no special programming this month, but did have great attendance at our regularly scheduled Monday and Saturday story times.

We had two visits from the special education class at RJEMS, and a visit from the Cass Lake Headstart class. Our only other special visit was from Jim Haiskanen. People who grew up in Grand Rapids might remember Mr. Haiskanen as the librarian at Grand Rapids High School. He's retired now and is a rep for Learning Opportunities out of Eden Prairie. They represent several lines of nonfiction books. Tracy and I usually meet with Jim a couple times a year. He brings us lots of new titles to look at; it's nice to get your hands on the real books, rather than just looking at a catalog.

Only eleven people attended this month's family movie night, "Big Hero Six," but they all gave great reviews. We had grandparents, parents, and children, including one not-quite-three-year-old who sat transfixed through the entire movie.

"The Adventures of A Rock Called Sticky" was presented by The Boogers from the Duluth Playhouse, on Saturday, April 4. This was our first opportunity to test our new "ticket" system for children's programming. Since the community room has an occupancy limit of 100, and since it's really hard to turn away the next 25 or 50 or more people who show up for an event, we're trying a ticket system, similar to the one used by Duluth libraries. About 40 people picked up tickets in advance of the show, with another 13 getting tickets at the door. Since we weren't to capacity, we still don't know what public reaction will be to limiting attendance.

Looking ahead:

- Tuesday, April 14: Darla at Kindergarten Round Up, at the IRC
- Thursday, April 23 @ 6:00pm: Family Movie Night presents: "Annie"
- Friday, April 24: Tracy and Darla attend the CLAS (Children's Librarians of the Arrowhead System) meeting at ALS.
- Saturday, April 25: Tracy at the Children's Fair at the IRC
- Tuesday, April 28 @ 3:30pm: Join author Laura Purdie Salas for an interactive program focused on engaging children in reading and writing poetry.

Sent 3/24

Board members:

At the Library Board meeting the question was raised about service for an AV system after installation, and whether we would need a service contract. The responses from both Vendors are below. I also asked about installations of similar projects. Rob Daigle sent an attached document with references, licenses and other details. Chris Wicklund sent a list of sites where he has installed systems. I am also including a little more background on the project.

Additional background:

Our current system includes a mixer and 2 speakers, plus a projector and DVD player. It was purchased in 2006 or 2007. The mixer, projector and DVD player are on a cart, which will also hold a laptop if needed. The speakers are in a large wheeled case and are brought into the room, unpacked and mounted on poles, then attached to the mixer and plugged in. The AV equipment is stored in the storeroom near the staff work area since there is no secure storage space in the meeting room. It does take a fair amount of time to set up and dismantle. We use some components 5-7 times each month. For example, during April we will have people speaking at 3 programs, show 3 movies, and offer 2 computer classes. The speakers are not functioning well, and the projector is limited now because it does not have the latest connections, and we don't have a Blue-Ray player. We have hand-held mikes, which many speakers find intimidating. Our evaluation sheets are coming back with complaints about the sound quality.

The most frequent use is by presenters, most using some kind of projection of slides or pictures or video clips. We also show movies and do computer classes and have some musical performances. When we started looking for a new system, we all agreed that a priority was ease of use, including mounting the speakers and projector, or TV, so it could stay in the room and be secure. We are looking for clip-on wireless mikes to make it easier for speakers, and multiple mikes because we often have 2 or more speakers.

We do want all of the pieces to be installed and connected so they all work together seamlessly, and are securely mounted out of easy reach. We do not have the technical expertise in-house to do the purchasing or the installation. The Library Foundation and the Friends of the Library are underwriting this project.

Response from Rob Daigle:

Marcia,

All of the equipment installed will come with a manufacturer's warranty and it may vary slightly from piece to piece but is generally 1 year and covers normal usage. The projector lamp may last for years or months depending on the amount used. It too has a warranty but do not know exactly what it is without checking. I will provide warranty labor for a period of 1 year to replace any equipment covered under the manufacturer's warranty and any wiring connections that may fail from normal use. Any other repairs will require a service order at a rate of \$75.00 per hour plus any materials necessary.

Thank You,
Rob

Rob also included a list of references and qualifications, which is attached.

Response from Chris Wicklund:

Hi Marcia,

There is a lot to consider and many possibilities, so it isn't surprising they may need more time. I can be available to come in and answer questions as well if that would help, which is common. I generally get a change to meet with all interested parties to make sure I have a good idea of everyone's expectations before writing a proposal. So, this one has been a little difficult to gauge the direction, and it probably makes the proposal a little difficult to read and make decisions as well.

Here are a few local places where I've installed systems, for an idea:

The Reif Center
Community Presbyterian Church
L&M Corporate building
Full Gospel Church
Faith Baptist Church
Evangelical Free Church
River of Life Church

I have done many consultations as well for businesses and churches, including places like the Blandin Foundation.

As for service contracts, I don't do service contracts... :) This system would be a set-and-forget type of system. The only thing that would require any maintenance would be the projector if that was purchased. They require filter cleaning at least once a year, and to change the bulb when "hours of use" are reached, usually every 2000-3000 hours of use. And of course batteries for cordless mics.

Feel free to ask me any questions, I really don't mind :)

Best Regards,

Chris Wicklund
Wicklund Productions, LLC
Cell. 218 259.4927
Email: chris@wicklundproductions.com
Web. www.wicklundproductions.com

Trade Reference Summary

PROFILE

21st Century Electronics is a Technology Systems Integrator specializing in custom Audio/Video installations. Established in 2000, we are a licensed electrical contractor employing a master electrician with over 28 years of field experience. 21st Century Electronics provides equipment sales, service, and installation of electric and electronic systems by appointment only.

LEGAL

21st Century Electronics, Inc.

Federal Employer Identification Number: 41-1993107

Minnesota Tax ID Number: 5170255

LICENSES

Electrical Contractor License: State Of Minnesota EA003616

Master A Electrician License: State Of Minnesota AM005488

COMMERCIAL LIABILITY INSURANCE

West Bend Mutual

BOND

West Bend Mutual \$25,000.00

CONTACT INFO.

Owner / President: Robert Daigle

Trade Reference Summary

Mailing / Shipping Address:

36908 County Road 63
Cohasset, MN 55721

Email Address: rldaigle@paulbunyan.net.

Web Address: 21stcenturyelectronics.com

Telephone Numbers:

Office: (218) 326-0521 Cell: (218) 259-2100

CHARACTER REFERENCES

- Mark Gardeski – Hibbing, MN 218-969-2763
- David Lutz – Cohasset, MN – 218-259-8700
- Al Rudeck – Esko, MN - 218-341-6004
- David Sandstrom – Squaw Lake, MN – 218-360-1538

REFERENCE OF SIMILAR WORK

- Timberlake Lodge Hotel and Event Center – Grand Rapids, MN
Event Center(s) Matrix Projection and Audio Presentation System(s)
- Minnesota Power Boswell – Cohasset, MN
Training and Meeting Rooms
Audio & Video Presentation Projection System(s)
- St. Joseph's Catholic School – Grand Rapids, MN
Gymnasium PA & Presentation System
CCTV Camera System
Intercom System
- Lakewood Surgery Center – Grand Rapids, MN
Corporate Meeting Room
Audio & Video Presentation System
Video Conferencing System
- Our Redeemer Lutheran Church – Cohasset, MN
Sanctuary Projection and PA System
- Grace Bible Chapel – Grand Rapids, MN
Sanctuary Music and PA Systems

Wicklund Productions

Proposal For:

3-8-2015

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

The requested system capabilities were as follows:

Request for Proposal

Grand Rapids Area Library Community Room Audiovisual system

The room is used for presentations and performances including presenters using microphones, powerpoint slides and other computer projections, movies (DVDs) and music performances.

Desired:

Wall mounted TV or ceiling mounted projection system

Wireless microphone system for use by speakers

Wall mounted connection panels

Ceiling or wall-mounted speakers

Equipment rack in locking cabinet or mounted in existing closet.

Mixer, amplifier, cables, cords hardware for installation

Introduction:

Wicklund Productions LLC , formerly as Wicklund Audio Contracting LLC, has been conducting business in the Grand Rapids area for 10 years, providing; Audio/Visual/Network system installations In commercial applications, live audio and video production, professional photography, video and graphic design services.

Project scope:

In the Request for Proposal, there are a wide range of possibilities, many of which will likely need more focus and direction before moving forward to ensure desired capabilities are met. In this proposal I will lay out a few possible options and scenarios to give some direction and an estimate of costs for each.

In this proposal I will breakdown the project into two separate systems; audio, and video for simplicity in choosing between multiple options.

Wicklund Productions

Audio Systems:

The initial proposal (last year) was directed more toward vocal reproduction and less toward the possibilities of movies and music performances. The requirements are drastically different on a system that simply reproduces voices, and one that can handle full range sound from movies and music performances. I will make two separate audio system recommendations based on these requirements.

Audio system #1 (directed towards vocal reproduction)

This system shall provide:

- 4 small format, wall mounted speakers located at each corner of the room

While this system would be capable of providing sound for movies and live music, it would have some strong limitations. It would not be recommended to use for any "action" type movies at a volume greater than a typical tv volume, so no "movie theater" experience, and live music should be limited to 1 or 2 vocalists and an acoustic guitar, a keyboard would not be recommended.

Audio System #2 (directed toward full range material, live music etc...)

This system shall provide:

- 4 medium format, wall mounted speakers located at each corner of the room*
- 2 small wedge subwoofers located at the corners of the north facing wall (presumably, the viewing direction of video equipment)
- 1 additional amplifier to power the subwoofers
- 1 Crossover for separating signal to subwoofers

This system would be capable of moderate movie theater type reproduction, (although true "surround sound" would require additional equipment), and small live music groups, such as, multiple vocalists, guitar, keyboard and light drums. A group may require their own sound board (mixer) if additional inputs are needed.

*If live music reproduction is common it would be wise to install two of the speakers forward, allowing a "stage" area where the speakers are not behind the performers, minimizing the possibility of feedback.

Both audio systems shall include (common):

- 2 wireless microphone systems with handheld microphones
- 1 Wireless lapel mic with bodypack (can be used instead of one handheld mic)
- 4 audio connection panels located towards the center of each main wall (wall construction permitting) with one in front having at least 2 XLR (mic) inputs.
- 2 audio amplifiers to allow independent operation of all speakers, specifically allowing the use of wall partition where each room can control speakers to suit needs (on, off, or different inputs)
- 1 Audio mixer with 6 balanced XLR inputs (for microphones/wireless receivers) and 4 stereo unbalanced inputs (PCs, mp3 players etc.) and a USB output, which can be used for recording audio directly to a PC.
- Wall mounted equipment rack located in existing closet
- All cables and hardware required for installation

Wicklund Productions

Video Systems:

As there are two possibilities for the video system I will make two separate video system recommendations, with one being for a TV option, and the other for a projector option.

Video System #1 (TV option)

This system shall provide:

- 1 80" large format full HD TV with a 4k input to ensure compatibility with future signal formats
- 1 Wall mount with vertical adjustment

Benefits over projector: this system will provide far better; brightness, viewing angle, contrast and clearer image regardless of ambient light exposure than a projector would provide, less maintenance (no filters to clean), and more reachable input options.

Video System #2 (projector option)

This system shall provide:

- 1 4500 lumens 1920x1200 projector
- 1 ceiling mount
- 1 HDMI extender (over cat6 cable)
- 1 100" manual retractable projector screen

Note: The projector will require a separately contracted 120volt 20 amp circuit to be installed near the mounting point of the projector

Benefits over TV: this system will provide less "wall presence" when screen is retracted, less chances of incidental damage to main unit, larger viewing options available though more easily obstructable.

Both video systems shall include (common):

- 4 video input panels (3 with VGA-[D-sub 15], and 1 in the front with HDMI and VGA [D-sub 15]) located towards the center of each main wall (wall construction permitting)
- All cables and hardware required for installation

Wicklund Productions

Audio #1

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Allen And Heath ZED-14 14/2 Live Recording Mixer w/USB	\$ 399.99	\$ 399.99
2.00	EVID6.2 6" Flush Mount Black (Pair)	623.99	1,247.98
2.00	EV PA2450L PA Series 900W 2 Channel Amp	676.00	1,352.00
2.00	EV RE2 Wireless Handheld Microphone System w/RE510 transmitter	569.00	1,138.00
1.00	EV BPU-2 bodypack transmitter	199.99	199.99
1.00	EV ULM21 Lavalier Microphone	139.99	139.99
1.00	(estimated) 300 ft Speaker cable 14ga	150.00	150.00
1.00	(estimated) additional audio/video cables	200.00	200.00
1.00	misc connectors, wall plates, supplies	130.00	130.00
16.00	(estimated) Hours labor	45.00	720.00
1.00	Shipping (estimate)	279.00	279.00
SUBTOTAL			\$ 5,956.95
SALES TAX			
TOTAL			\$ 5,956.95

Audio #2

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Allen And Heath ZED-14 14/2 Live Recording Mixer w/USB	\$ 399.99	\$ 399.99
4.00	EV Zx-1 speaker	491.99	1,967.96
3.00	EV PA2450L PA Series 900W 2 Channel Amp	676.00	2,028.00
2.00	EV RE2 Wireless Handheld Microphone System w/RE510 transmitter	569.00	1,138.00
1.00	EV BPU-2 bodypack transmitter	199.99	199.99
1.00	EV ULM21 Lavalier Microphone	139.99	139.99
1.00	(estimated) 450 ft Speaker cable 14ga	225.00	225.00
1.00	(estimated) additional audio/video cables	250.00	250.00
1.00	misc connectors, wall plates, supplies	130.00	130.00
19.00	(estimated) Hours labor	45.00	855.00
2.00	Evid 12.1 Subwoofer	640.99	1,281.98
1.00	Speaker crossover	459.99	459.99
4.00	Speaker wall mount	59.95	239.80
1.00	Shipping (estimate)	392.00	392.00
SUBTOTAL			\$ 9,707.70
SALES TAX			
TOTAL			\$ 9,707.70

Video #1

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
----------	-------------	------------	------------

Wicklund Productions

1.00	Sharp LC80UQ17U Aquos Q+ THX 80" Class 1080p (4K input)	3,999.99	3,999.99
1.00	Level Mount DC65DMC Matte Black 37"-85" Tilt, Pan&Swivel Full Motion Wall Mount Bracket 150 lbs	299.99	299.99
1.00	Shipping (estimate)	139.40	139.40
	SUBTOTAL	\$	4,439.38
	SALES TAX		
	TOTAL	\$	4,439.38

Video #2

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
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	HDMI extender	249.99	249.99
1.00	60" x 80" Manual retractable projector screen	310.80	310.80
4.00	hours additional labor	45.00	180.00
1.00	Shipping (estimate)	115.47	115.47
	SUBTOTAL	\$	4,156.24
	SALES TAX		
	TOTAL	\$	4,156.24 *

***Note:** The projector will require a separately contracted 120volt 20 amp circuit to be installed near the mounting point of the projector

One "video option" and one "audio option" must be selected. I included most labor estimates with the audio systems and added the additional labor required for a projector installation on "Video #2".

I am willing to install equipment in "phases" if necessary.

Proposal disclaimer: All prices listed should be considered a best estimate at the time of this proposal and should not be considered a quote. When the project has been approved by both; Wicklund Productions LLC and the Grand Rapids Public Library a final quote will be submitted. All Prices are subject to change.

Feel free to contact me with any questions.

Regards,

Chris Wicklund

Wicklund Productions LLC
 810 NW 5th Ave
 Grand Rapids, MN 55744
 e-mail chris@wicklundproductions.com
 cell (218) 259 4927
 office (218) 304 0743

Wicklund Productions

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Marcia Anderson

From: Rob Daigle <rldaigle@paulbunyan.net>
Sent: Monday, March 09, 2015 8:43 PM
To: Marcia Anderson
Subject: Estimate from 21st Century Electronics Inc
Attachments: Est_1364_from_21st_Century_.pdf; Iphone Camera Roll 11012012 013.jpg; Iphone Camera Roll 11012012 005.jpg

Dear Marcia Anderson :

Thank you for the opportunity to offer our services for your meeting room Audio/Video Presentation System at the Grand Rapids Area Library.

After reviewing the site and meeting to discuss your needs and expectations, I have designed a system that accomplishes these needs in a practical, flexible, and easy to use system.

The design and proposal proposes a new lectern situated towards the front corner of the room. This lectern will accommodate all the equipment in a lockable rack, provide a wired microphone for public speaking, provide storage drawers for wireless microphones, cables, and related equipment, and give place in which to set and connect a laptop and similar devices to the overhead projector and speaker system.

A new projector will be attached to the wood cross beam along with a wide coverage speaker to project sound to the audience. The current electric drop down screen will remain and be utilized as part of the new system.

The lectern and equipment rack will connect to a wall plate for connection to the projector , speakers, Ethernet, etc. Slack will be provided so the lectern will reach near the center of the room. It may also be disconnected and stored out of the room if needed.

A Blu-Ray DVD player will be included in the Lectern rack for presenting movie clips and more. A wireless lapel , a wireless hand-held, and a wired podium microphone will provide great flexibility in speaking arrangements. A mixer/amplifier will blend the sounds from the microphones, computer, and DVD player and amplify the sound to the speakers. Operational instructions sheets and owner's manual binders will be provided.

The proposal is detailed for accuracy, to show there are no hidden costs, and to provide a list of material that will be provided and installed. It is intended only for the personal and confidential use of the recipient(s) named above.

Please see the attached proposal and reference photos of a similar lectern.

Moving forward, I do require a down payment to start the project and procure the equipment.

Please contact me at your earliest convenience so I may answer any questions that you may have.

We look forward to working with you.

Sincerely,

Rob Daigle - President
21st Century Electronics Inc
218-326-0521

21st Century Electronics Inc

36908 County Rd 63

Cohasset MN 55721-8885

Proposal

Name / Address			
Grand Rapids Area Library Marcia Anderson 140 NE 2nd Street Grand Rapids, MN 55744-2662			
Project	Date	Estimate #	Terms
Meeting Room Presentation Sys	3/9/2015	1364	50% Down
Description	Qty	Total	
Project - Meeting Room A/V Presentation System			
Furniture:			
AVF LEX31 Multimedia Lectern Auburn Pear-APT Finish	1	1,999.00T	
Freight and Delivery	1	199.00	
Furniture Accessories:			
CUB7 Table Top Cable Well	1	249.00T	
Rack Equipment:			
Rack Screws	36	5.76	
1U 1.75" Blank Flanged Panel BL1 SKU: 8990047	4	88.40	
1U 1.75" Rack Vent EVTA1 SKU: 8990056	2	52.16	
Strong™ Lockable Rack Drawer 3U	1	95.92T	
Strong™ Clamping Rack Shelf 2U	1	36.86T	
Forge Inner Trim Strip	1	43.00T	
3.5MM Audio Jack	1	5.65	
Projector:			
BENQ DLP Projector Black HC1200 SKU: 2670082	1	2,299.00	
Projector Mount:			
Pearless Wall Mount Projector Mount Black	1	306.32	
We look forward to working with you!		Subtotal	
		Sales Tax (6.875%)	
		Total	

Signature _____

21st Century Electronics Inc

36908 County Rd 63

Cohasset MN 55721-8885

Proposal

Name / Address
Grand Rapids Area Library Marcia Anderson 140 NE 2nd Street Grand Rapids, MN 55744-2662

Project	Date	Estimate #	Terms
Meeting Room Presentation Sys	3/9/2015	1364	50% Down
Description	Qty	Total	
Equipment:			
Panamax Power Conditioner MR4000 SKU: 1003068	1	199.99	
Panamax Rack Mount Kit GRM2205 SKU: 1090926	1	8.95	
Episode® 60 Watt Rack Mountable 70 Volt Commercial Amplifier-Mixer	1	399.99T	
Sony 4K Blu-ray Disc Player BDPS7200 SKU: 1264066	1	334.60	
Rack mount kit For Blu-Ray Player	1	8.95	
HDMI Audio De-Embedder 40695 SKU: 2510381	1	67.86	
Wired Microphones:			
Shure MIC-18 MX418C Microflex Gooseneck Microphone	1	323.70	
Shure A400SM Shock Mount	1	38.29	
Wireless Microphones:			
Audio Technica AT8630 Joining Plate	1	24.80	
Audio Technica ATW 2120 UHF Wireless Hand Held Mic	1	348.60	
Audio Technica AT831CW Lapel Microphone Cardioid Condenser	1	109.20	
Audio Technica ATW 2110A Wireless Unipak Bodypack	1	306.60	
Microphone Cables:			
Hosa 3' 1 Meter XLR Microphone Cable	3	40.95	
Speakers:			
JBL Control HST Wide-Coverage Speaker with 5-1/4" LF	1	332.00	
We look forward to working with you!		Subtotal	
		Sales Tax (6.875%)	
		Total	

Signature _____

21st Century Electronics Inc

36908 County Rd 63

Cohasset MN 55721-8885

Proposal

Name / Address			
Grand Rapids Area Library Marcia Anderson 140 NE 2nd Street Grand Rapids, MN 55744-2662			
Project	Date	Estimate #	Terms
Meeting Room Presentation Sys	3/9/2015	1364	50% Down
Description	Qty	Total	
Wire & Cable:			
14-2 Stranded High End Speaker Wire	75		24.00
Binary™ B6A-Series GripTek™ High Speed HDMI® Cable with Ethernet 15 Meter (49.21 ft)	2		253.73
Binary™ B4-Series Standard HDMI® Cable with Ethernet 7.5 Meter (24.61 ft)	2		73.44
Binary™ B4 Series Male to Male VGA Cable (50 ft.)	1		47.92
Binary™ Ultra Flexible Male to Male VGA Cable with 3.5mm Stereo Plug (6 ft.)	1		11.92
Binary™ Ultra Flexible Male to Male VGA Cable (25 ft.)	1		27.92
Wirepath™ Cat 6 25ft Ethernet Patch Cable (Black)	1		10.69
Binary™ Cables B3-Series Analog Audio Cable 1 Meter (3.28 ft.)	2		15.96
25' 14-2 Extension Cord Black	1		30.55
3.5MM To RCA 3' Patch Cable	1		7.98
Wallplates:			
HDMI VGA 3.5 MM Decora Wall Plate White 41031 SKU: 2510535	1		49.99
3G Decora Plate	1		5.52
Neutrik Speakon MCM NL2FC Connector With Latch Lock	1		4.35
Neutrik Speakon MCM NL2MP Chassis D Size Flange	1		13.50
Dual HDMI 90 Degree Decora Insert White 204502WH SKU: 3990043	1		20.39
Materials:			
8 Inch Cable Tie Fastener	75		10.50
3M 33+ Black Electrical Tape	1		5.72
We look forward to working with you!		Subtotal	
		Sales Tax (6.875%)	
		Total	

Signature _____

21st Century Electronics Inc

36908 County Rd 63
 Cohasset MN 55721-8885

Proposal

Name / Address			
Grand Rapids Area Library Marcia Anderson 140 NE 2nd Street Grand Rapids, MN 55744-2662			
Project	Date	Estimate #	Terms
Meeting Room Presentation Sys	3/9/2015	1364	50% Down
Description	Qty	Total	
Misc. Fasteners Allowance	1	35.00	
NM Staple	50	4.00	
Brady PAL 750439 Vinyl Labels	25	6.00	
Operating Manuals Binder	1	22.50	
3G Cut In Box	1	5.85	
Installation - Testing - Programming - Training: Labor - Master Electrician:	1	3,150.00	
Notes: 1) Electrical outlet for the projector provided by others. 2) Utilize the existing network wall jack for hard wired ethernet connections to the client laptop. 3) Utilize the existing wireless network router for wireless connections to the client laptop. 3) Utilize the existing electric drop down screen.			
We look forward to working with you!		Subtotal	
		Sales Tax (6.875%)	
		Total	

Signature _____

21st Century Electronics Inc

36908 County Rd 63

Cohasset MN 55721-8885

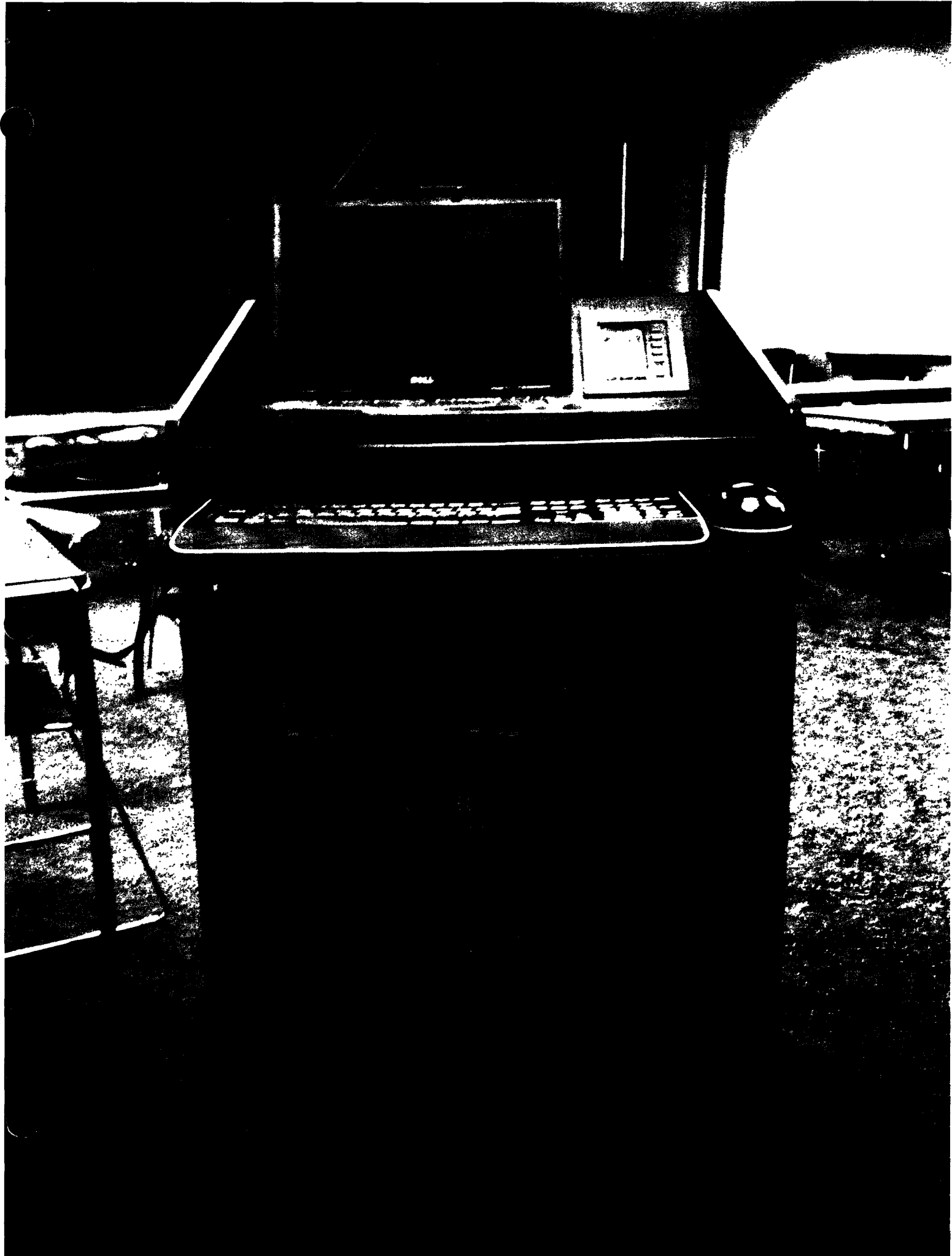
Proposal

Name / Address
Grand Rapids Area Library Marcia Anderson 140 NE 2nd Street Grand Rapids, MN 55744-2662

Project	Date	Estimate #	Terms
Meeting Room Presentation Sys	3/9/2015	1364	50% Down
Description	Qty	Total	
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We look forward to working with you!		Subtotal	\$11,761.98
		Sales Tax (6.875%)	\$194.13
		Total	\$11,956.11

Signature _____





New Issue: Theft of DVDs

During Feb and March staff discovered 14 empty DVD cases scattered around the Library. We suspect this is the work of one or two people, so I did file a report with the police. The total value of the missing DVDs is around \$350. We are taking measures to deter theft, including:

- Increased vigilance and more frequent trips around the library by staff
- Installation of inexpensive dummy cameras and signs indicating the presence of security cameras.

We are also conducting an inventory of DVDs, something we have not done for about 7 years. This should tell us what our losses have been over the past few years. My perception is that we are not losing that many DVDs off the shelf, but the inventory should give us an accurate picture. We have a subscription plan for 5 new DVDs a month (general – not including children’s). Other than that we receive many donations of DVDs.

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.

Regular Agenda Item:



Solar demonstration project

We have been slowly working toward completing the installation of the solar sunflowers. 12 panels were purchased from Silicon Energy in Mt. Iron, and the first 4 panels with the aluminum sunflower graphics were installed. The funding for the initial installation came from a Natural Gas rebate from Minnesota Energy. The Library Foundation committed to purchasing the Educational Dashboard, and to help fund some of the remaining solar installation.

2 additional poles have been erected. The remaining expenses are for purchasing the mounting equipment, the tracking equipment, the “sunflower” panels and the electrical connections, plus construction and installation. The Library Foundation submitted a grant application to the Minnesota Power Foundation last year for completing the solar project. The application was turned down, but the invitation to reapply was still open. There is an opportunity now to reapply. The Library Foundation is willing to commit 13,599 (the remainder of their initial pledge) Last winter (late 2014) we received a rebate from PUC for the installation of Energy efficient lighting and a high efficiency chiller unit. The Library Board voted to “ earmark” that \$2943 in the reserve fund to construction of the solar project. The question now is whether to increase that dedicated amount to \$10,000 as a match in the event the Library Foundation receives the grant. It would be listed in the grant application as a committed amount to the project, along with the Foundation’s commitment.

Library Solar Sunflower Project

solar panel mount and tracking system	\$22,500
inverter and state required disconnect mounted outside	\$13,196
total without "Sunflower"	\$35,696

aluminum panels with graphics for sunflower	\$9,374
Total with "sunflowers"	\$45,070
disconnect mounted inside requires additional	\$3,799

Committed Funds:

Grand Rapids Area Library Foundation	13,599
Grand Rapids Area Library Reserved Funds for Solar	2943
Total Committed Funds	16542

Proposed motion:

Authorize funds of \$10,000 to be designated in the Library's fund balance to match grant funds by the Library Foundation and Minnesota Power Foundation for completion of solar sunflower project.

Directors Report

April 8, 2015

Update: Personnel budget tracking

(in response to question from the March Board meeting) I talked with the Finance Director Barb Baird about changing our financial reports to reflect the current staffing configuration and projected costs so we could more easily track expenditures each month. The difference between the adopted budget for personnel \$565,658 and the new projected cost for personnel \$562,695 for 2015 is \$2963. Barb said as long as the total for personnel did not change, the individual line items within that category could be adjusted. I asked her to put the surplus \$2963 into the "contracted services" line item. That is the line item we use for paying temporary substitute help to cover for staff absences. The financial report for April will reflect the projected PT/FT split.

Update: Blandin Fndtn Parking Lot expansion

As I reported at the March meeting, the Blandin Foundation invited their near neighbors to a meeting on March 17 with an update of their plans for expanding their parking lot and renovating their building. The Foundation owns the upper portion of the hill immediately north of the Library and has been considering an expansion of parking for at least 10 years. They are now moving forward with developing a larger parking lot, as well as significantly renovating their auditorium space to create more usable meeting spaces.

I raised 3 concerns about the parking lot:

1. A pedestrian walkway down the hill from the crosswalk needs to be maintained. This kind of walkway is included, along with an additional parking lot, in the Riverfront Framework plan developed in 2010.
2. The intersection of 2nd St. and 3rd Ave. is dangerous for pedestrians now, and the goal when looking at entrances and exits should be to make that intersection safer.
3. Where will the storm water runoff go? I don't want it to end up in our parking lot or driveway.

They were very open to addressing all of these concerns. They do not have a final design yet. I also raised these concerns with Julie Kennedy, the City Engineer, so she is aware of the concerns when a plan does come for review. She has also been thinking about ways to make the intersection safer.

I urged the Foundation to consider making use of more of the spaces at the bottom of the hill (North and west of the Library) I found out after the meeting that the Foundation and the City entered a joint use agreement for 25 spaces when the Library was built and the parking lots constructed. They have only recently begun to use some of these spaces on a regular basis. (our patrons rarely use more than 5-10 spaces on the North Side of the building) I pointed this out to Jean Lane, the Finance Director at the Foundation, and she said she would pull the agreement and forward it to their general contractor and their Owner's representative so they could incorporate those spaces into the design of the parking lot.