

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

September 14 5:00 P.M.

DRAFT

- 5:00 Call to order
- 5:01 Roll call: *absent Hawkinson*
- 5:05 A. Approval of agenda (Packet Item A)
- 5:10 B. Minutes. (Packet Item B)
- 5:12 C. Communications
- Library Card Sign up month Proclamation
- 5:15 D. Financial Report (Packet Items D1-) .) Roll Call Vote Required
- 5:20 E. Staff Reports (Packet Items E__)
- Report on activities and strategic plan progress (Darla Kirwin)
- 5:25 F. Old Business: (see Director's report)
- Update on energy building
- Credit Bureau success rate
- Update on budget process
- MN Community Foundation
- 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
 - a. Mackin October 15 genealogy workshops \$500 honorarium
 - b. Hiniken September 15 fall planting \$100 honorarium
 3. Approve Resolution 11-6 Accepting Donations
 - a. Grand Rapids Garden Club \$27.95 for purchase of book
 - b. Friends of the Grand Rapids Library 358.52 for Mpls Star Tribune and Horn Book subscriptions
 - c. Cub Foods 125 ice cream cups for Sam Miltich Program
 - d. Blackberry Seventh-Day Adventist, \$140.00 for 6 periodical subscriptions
- Regular agenda**
1. Authorize purchase of computers and wireless network
 2. Authorize Grant Application to IEEE for Science Kits
 3. Authorize Grant Application to Minnesota Arts Board for summer 2012 activities
 4. Appoint nominating committee
- 6:00 Adjourn.

GRAND RAPIDS AREA LIBRARY BOARD
REGULAR MONTHLY MEETING
GRAND RAPIDS AREA LIBRARY
AUGUST 10, 2011

MEMBERS PRESENT: Jemma Baker, Shannon Benolken, Vicky Harding, Gina Hawkinson, Abby Kuschel

NON-MEMBERS PRESENT: Amy Dettmer- Assistant Director

MEMBERS ABSENT: Dennis Jerome, Max Peters, John Soll, Cheryl Stephens

Meeting called to order at 5:03 pm by Gina Hawkinson

- A. Agenda- Abby Kuschel made a motion; second by Vicky Harding to approve the Agenda as presented. Motion carried.
- B. Approval Of Minutes- Amy questioned who made the motion and 2nd for Item G. Motion was made by Abby Kuschel to amend the Minutes of June 8, 2011 to include the update of names of motioner and 2nd; second by Vicky Harding. Motion carried.
- C. Communications-
 - a. Minnesota community foundation
- D. Financial Report- Shannon Benolken questioned if Hawk Construction was on budget. Roll call vote taken to approve the financial report as submitted- 5 AYES, 0 NAYES, with a quorum present the motion carried unanimously.

INVOICES DUE ON/BEFORE 07/13/2011

SALLY ALLEMAN	\$2,487.66
AMAZON.COM	\$146.98
AMERIPRICE LINEN & APPAREL	\$34.60
ARROWHEAD LIBRARY SYSTEM	\$73.52
BAKER & TAYLOR, INC	\$2,594.02
BRAUN INTERTEC CORPORATION	\$596.75
CDW GOVERNMENT INC	\$135.00
COLE HARDWARE INC	\$2.29
COMPUTER ENTERPRISES	\$211.98
CUB FOODS STORE #9036	\$21.33
THE DESIGN GROUP INC	\$2,361.27
GALE	\$47.24
CITY OF GRAND RAPIDS	\$2,273.77
CITY OF GRAND RAPIDS NEWSPAPERS INC	\$55.00
HAWK CONSTRUCTION INC	\$146,230.00
DARLA KIRWIN	\$22.43

LANDMARK AUDIOBOOKS	\$175.50
LEARNING OPPORTUNITIES INC	\$21.75
MINITEX	\$1,685.00
NORTHERN BUSINESS PRODUCTS	\$331.46
OXFORD UNIVERSITY PRESS	\$258.34
PERSONNEL DYNAMICS, LLC	\$72.92
PIZZA WORKS	\$14.99
RECORDED BOOKS	\$33.00
MICHAEL RUSSEL	\$1,300.00
SVL SERVICE CORPORATION	\$2,404.00
SIM SUPPLY INC	\$62.22
STERLE LAW OFFICE	\$130.00
XEROX CORPORATION	\$118.39

TOTAL INVOICES \$163,901.41

CHECKS ISSUES FOR PRIOR APPROVAL

BLUE CROSS & BLUE SHEILD OF MN	\$3,887.50
DELTA DENTAL OF MINNESOTA	\$217.55
GRAND RAPIDS CITY PAYROLL	\$33,667.03
MINNESOTA ENERGY RESOURCES	\$18.90
MINNESOTA SALES TAX & USE TAX	\$42.98
PAUL BUNYAN TELEPHONE	\$243.93
PIONEER MUTUAL LIFE INS CO	\$20.50
P.U.C.	\$3,669.27
TDS METROCOM	\$237.29
VERIZON WIRELESS	\$126.55

TOTAL PRIOR APPROVAL \$42,131.50

TOTAL ALL DEPARTMENTS \$206,032.91

E. Staff Report- Full Board Discussion on Staff Report

- a. Gina's term is over in December 2011. Need to recruit a new member, possibly a City of Grand Rapids employee,
- b. Childrens area re-arranged. Fiction all together and paperbacks all together.
- c. Tracy attended the Branch Out Conference

F. Old Business- None

G. New Business-

- a. Consent Agenda- Abby Kuschel made a motion to approve the consent agenda as presented; Shannon Benolken second the motion. Roll call vote taken to approve the Consent Agenda including bills, contracts and donations as submitted- 5 AYES, 0 NAYES, Motion carried unanimously.
 - i. Late Bills- None



ii. Contracts- None

iii. Donations- Splithand Township \$200.00 for unrestricted use; Janet Lane
\$50.00 Memorial for Rosalie Mellor

b. Regular Agenda- None

Gina Hawkinson adjourned meeting at 5:28pm.





Board member **ABBY KUSCHEL** introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2011-6
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

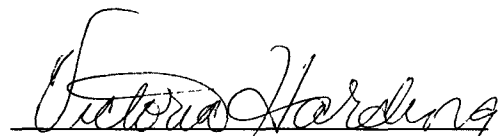
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

1. Splithand Township, \$200 for unrestricted use
2. Janet Lane \$50 Memorial for Rosalie Mellor

Adopted this 10th day of August 2011


Regina Hawkinson, President


Victoria Harding, Secretary

Board member **SHANUON BEVOLKEN** seconded the foregoing resolution and the following voted in favor thereof: **JEMMA BAKER, SHANUON BEVOLKEN, VICKY HARDING, GINA HAWKINSON, ABBY KUSCHEL**

And the following voted against same: **NONE**

And the following abstained: **NONE**

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2011
With Comparative Totals for August 31, 2010

	2010 Actual	2011 Actual	2011 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	332,377	339,391	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 1/1/XX	727,080	690,114	690,114	
Revenues:				
Taxes	242,067	251,683	534,716	47%
Intergovernmental	74,223	-	133,000	0%
Charges for Services	12,332	11,557	11,182	103%
Fines & Forfeits	9,498	9,609	15,000	64%
Blandin Foundation Grant	10,350	379	-	0%
GR Library Foundation	2,125	5,040	-	0%
Miscellaneous	10,648	29,704	19,400	153%
Other Sources-Operating Transfer	-	18,309	-	0%
Other Sources (Fund Balance Usage)	-	-	51,640	0%
TOTAL REVENUES	361,243	326,281	764,938	43%
Expenditures:				
Personnel	311,307	336,304	503,061	67%
Supplies/Materials	57,577	61,563	98,725	62%
Other Services/Charges	111,031	101,179	163,152	62%
Blandin Foundation Grant	3,564	2,621	-	0%
TOTAL EXPENDITURES	483,479	501,667	764,938	66%
OPERATING SURPLUS (DEFICIT)	(122,236)	(175,386)	-	
Blandin Foundatin Capital Grant	-	100,000	-	0%
Capital Outlay	-	347,998	-	0%
Fund Balance 8/31/XX				
Cash Flow	210,141	(83,993)	339,391	
Compensated Absences	25,992	29,153	29,153	
Emergency/unanticipated Expenditures	52,364	53,546	53,546	
Major Equipment Replacement	59,844	61,195	61,195	
Undesignated	256,503	206,829	206,829	
TOTAL FUND BALANCE 8/31/XX	<u>\$ 604,844</u>	<u>\$ 266,730</u>	<u>\$ 690,114</u>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$28,905 as of 6/30/11. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH AUGUST 31, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 534,716	\$ 220,697	41%
211-00-31-00-0200	DELINQUENT	-	2,395	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	28,591	0%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	-	-	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,900	1,338	70%
211-00-34-00-7975	INTERNET	3,000	2,174	72%
211-00-35-00-1030	LIBRARY FINES	15,000	9,609	64%
211-00-37-00-2310	DONATIONS	2,500	997	40%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,600	50	3%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	373	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,415	101%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	5,040	0%
211-00-37-00-2368	BIG READ GRANT	-	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	4,000	2,378	59%
211-00-37-00-2420	BLANDIN GRANTS	-	100,379	0%
211-00-37-00-2421	MIRC GRANT	-	21,323	0%
211-00-37-00-2450	MISCELLANEOUS	1,700	1,302	77%
211-00-37-00-5100	INVESTMENT INCOME	8,000	1,866	23%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	18,309	0%
	TOTAL REVENUE	713,298	426,280	60%
211-00-39-00-5500	FUND BALANCE USAGE	51,640	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	290,187	186,206	64%
211-00-75-10-1030	SALARY-PARTTIME	95,197	60,264	63%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	3,919	74%
211-00-75-10-1210	PERA	27,940	17,869	64%
211-00-75-10-1220	FICA	23,894	14,566	61%
211-00-75-10-1250	MEDICARE	5,588	3,407	61%
211-00-75-10-1310	HEALTH INSURANCE	50,665	46,186	91%
211-00-75-10-1330	LIFE INSURANCE	246	172	70%
211-00-75-10-1335	DENTAL INSURANCE	1,624	958	59%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,757	125%
211-00-75-20-2010	OFFICE SUPPLIES	9,500	6,070	64%
211-00-75-20-2020	COPY SUPPLIES	1,000	404	40%
211-00-75-20-2030	PRINTING/BINDING	500	450	90%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	2,233	56%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	8,422	337%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	8,125	8,690	107%
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH AUGUST 31, 2011

Account Number	Account Description	2011 Budget	Year to Date	Percent of Budget
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	435	174%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,591	80%
211-00-75-20-2110	BOOKS	45,000	25,006	56%
211-00-75-20-2120	AUDIO/VISUAL	10,000	5,860	59%
211-00-75-20-2130	NEWSPAPERS	1,500	616	41%
211-00-75-20-2140	PERIODICALS	8,500	153	2%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,632	54%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	586	73%
211-00-75-30-3040	LEGAL	500	1,203	241%
211-00-75-30-3070	LAUNDRY	600	275	46%
211-00-75-30-3090	JANITORIAL SERVICES	29,852	19,901	67%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	8,000	1,750	22%
211-00-75-30-3210	TELEPHONE	7,500	4,947	66%
211-00-75-30-3220	POSTAGE/FREIGHT	1,500	655	44%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,500	389	26%
211-00-75-30-3255	STAFF TRAINING	500	128	26%
211-00-75-30-3260	COMMUNITY ED PROMOTION	400	75	19%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	500	480	96%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	61	41%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	11,000	8,981	82%
211-00-75-30-3810	ELECTRICITY	36,300	22,399	62%
211-00-75-30-3840	GARBAGE REMOVAL	900	868	96%
211-00-75-30-3860	HEAT-NATURAL GAS	20,000	11,730	59%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	3,029	76%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,037	40%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	602	60%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	11,410	114%
211-00-75-30-4030	ONLINE SERVICES	7,500	1,960	26%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	3,254	108%
211-00-75-30-4100	EQUIPMENT LEASES	900	459	51%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	39,642	0%
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	-	308,356	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	400	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	2,221	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	764,938	849,665	111%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (423,384)	

DATE: 09/08/2011
 TIME: 15:22:16
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 08/31/11
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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	288,945.81	288,945.81	0.00
211-00-00-00-1010	CASH	737,795.97	382,684.58	819,779.43	300,701.12
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	6,732.00	0.00	0.00	6,732.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,000.00	87.30	1,087.30	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	28,789.00	0.00	0.00	28,789.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	28.25	0.00	28.25	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	5,533.20	1,699.64	5,533.20	1,699.64
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	205,361.13	201,394.96	3,966.17
TOTAL		779,988.42	878,778.46	1,316,768.95	341,997.93

TOTAL ASSETS					
		779,988.42	878,778.46	1,316,768.95	341,997.93

LIABILITIES AND FUND EQUITY

211-00-00-00-2020	ACCOUNTS PAYABLE	25,268.54	799,095.93	838,346.80	64,519.41
211-00-00-00-2030	SALES TAX PAYABLE	0.00	274.38	324.67	50.29
211-00-00-00-2040	USE TAX 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	6,634.34	6,634.34	6,634.34	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	6,732.00	0.00	0.00	6,732.00
211-00-00-00-2220	DEFERRED REVENUES	51,239.13	51,239.13	0.00	0.00
TOTAL		89,874.01	857,243.78	838,671.47	71,301.70

TOTAL LIABILITIES					
		89,874.01	857,243.78	838,671.47	71,301.70
FUND EQUITY					

DATE: 09/08/2011
 TIME: 15:22:16
 ID: GL450000.WOM

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 8 PERIODS ENDING AUGUST 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 08/31/11
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	690,114.41	0.00	0.00	690,114.41
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	201,394.96	205,361.13	3,966.17
TOTAL		690,114.41	201,394.96	205,361.13	694,080.58
TOTAL FUND EQUITY		690,114.41	201,394.96	205,361.13	694,080.58
	FUND SURPLUS (DEFICIT)	0.00	423,384.35	0.00	(423,384.35)
TOTAL LIABILITIES AND FUND EQUITY		779,988.42	1,482,023.09	1,044,032.60	341,997.93

LIBRARY BILL LIST - SEPTEMBER 14, 2011

DATE: 09/08/11
TIME: 15:54:15CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/14/11

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	344.59
0201428	BAKER & TAYLOR, INC	2,425.68
0221650	BURGGRAF'S ACE HARDWARE INC	7.99
0315537	CONNECTING POINT TECHNOLOGIES	44.98
0405500	DEMCO	1,927.87
0522103	EVANS ELECTRIC INC	147.00
0701460	GALE	47.24
0718010	CITY OF GRAND RAPIDS	1,687.50
0801820	HAWK CONSTRUCTION INC	60,146.00
0809526	BONNIE HINIKER	100.00
1109660	DARLA KIRWIN	565.37
1415377	NORTHERN BUSINESS PRODUCTS INC	396.38
1524250	OXFORD UNIVERSITY PRESS	46.66
1601678	PARK GENEALOGICAL BOOKS	25.00
1605665	PERSONNEL DYNAMICS, LLC	756.55
1605735	PETERSON'S A NELNET CO	99.40
1609925	PIZZA WORKS	14.99
1801585	RAPIDS ELECTRIC INC	210.00
1805150	RECORDED BOOKS	33.00
1901355	ST PAUL PIONEER PRESS	150.80
1905525	SENTIMENTAL PRODUCTIONS	110.00
1909503	SIMPLEX GRINNELL LP	544.00
1909510	SIM SUPPLY INC	205.65
2209450	THE VILLAGE BOOK STORE	171.44
2405650	XEROX CORPORATION	22.92
T000765	LOIS MACKIN	500.00
	TOTAL	70,765.61
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0212750	BLUE CROSS & BLUE SHIELD OF MN	7,775.00
0405447	DELTA DENTAL OF MINNESOTA	217.55
0605191	FIDELITY SECURITY LIFE INS CO	21.68
0718015	GRAND RAPIDS CITY PAYROLL	33,598.48
1101505	TRACY KAMPA	244.20
1209516	LINCOLN NATIONAL LIFE	90.30
1309199	MINNESOTA ENERGY RESOURCES	18.90
1309335	MINNESOTA SALES & USE TAX	42.86
1601750	PAUL BUNYAN TELEPHONE	243.93
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1621130	P.U.C.	4,228.38
2000490	TDS Metrocom	229.98
2205637	VERIZON WIRELESS	253.08

LIBRARY BILL LIST - SEPTEMBER 14, 2011

DATE: 09/08/11
 TIME: 15:54:15

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 09/14/11

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WASTE MANAGEMENT	280.28
TOTAL PRIOR APPROVAL		47,265.12
TOTAL ALL DEPARTMENTS		118,030.73

Director's Report September 14

Circulation and Traffic

Circulation and Door Counts were higher in August than in July, and neither month was as high as June. The summer months are usually our busiest months for circulation and visits.

Energy building

Construction of the building shell is complete. The trim is being painted this week. Equipment is expected to be installed in early October. The building is on budget, according to Tom Pagel, City Engineer.

Minnesota Energy is analyzing the project for a possible rebate of \$24,000. The Library Foundation overcame a potential problem with the numbers for a payback period by submitting a letter agreeing to contribute \$40,000 to the project. The Wisconsin Public Service Foundation (Foundation of the parent company of MN Energy) has agreed to a grant of \$5000 to the Library Foundation for the education portion of the project.

Fishing Equipment

Between July 20 and August 22 there were about 20 items checked out.

Budget

The meeting with the City Council to discuss the Library budget took place at the Council Work Session on August 22 at 4 pm. No further cuts were suggested. A preliminary levy must be certified by September 15. After that, the levy can go down, but it cannot be changed upward. A final budget will be adopted in December.

Union Negotiations

The Library Union has submitted a request to the City to negotiate a new contract. The current contract expires at the end of the year. Shawn, Lynn, Amy and I met on Sept. 8 to discuss options. There is an effort to make sure that contract terms and pay increases are uniform or very similar throughout all of the unions of city employees. Negotiations will begin in the near future.

MN Community Foundation

The MN Community Foundation responded to Wendy Roy's inquiry about transferring funds to the GR Community Foundation in the negative because it is over \$25,000. If it falls under 25,000 we can try again.

1LA conference

The Minnesota Library Association Conference is in Duluth this year, an opportunity too good to miss. 6 staff members are attending, most for 1 day. The Friends of the Library are contributing \$100 per staff member to underwrite most of the registration cost. There are sessions for Board and Friends members also.

Cleaning

Filthy Clean is doing the cleaning this month, and the owner has suggested ways we might trim costs. We will write specifications and request bids from several vendors later this month.

Collection Agency Statistics

I had a long conversation with Range Credit Bureau. We have used them since 1991, and have turned over accounts totaling \$159,000 since then. Their success rate is about 38% if you judge by the percentage of that amount collected. However, we pull people out of the process if they return lost books (no money collected) so the actual success rate is higher.

Computer Equipment purchases (Agenda Item 1 on the Regular Agenda)

The RBA for purchasing computer equipment fills an assortment of needs:

5 replacement computers:

We have a current competitive quote from a local vendor for these.

One computer for Amy, whose computer in the back died several months ago.

2 public computers on the Pharos (timekeeping) network to replace #10, which died in the spring, and #11, which has no sound and is old and problematic.

1 public computer attached to the scanner, replacing another of the oldest computers.

1 children's game computer to have the 4 most popular games installed.

One of the Children's game computers died recently, and the remaining ones are very old and due to be replaced. Children's games, while very popular, are problematic because many games don't interact well with other games, causing frequent freezes or failures. Instead of replacing all of the antiquated children's computers, I propose to replace one and install only a few games that work well together.

1 Thin Client with browser capability

The thin clients are computers with very limited capability. Currently we are using thin clients for all of our connections to the Library Catalog. All of the work is done on the remote server, so the local computer requires little.

They have few moving parts, and an estimated lifespan of about 10 years. We want to dedicate this computer to a connection to Tumblebooks, an online children's book and game collection. We can also offer Tumblebooks to our patrons through our web site. The annual cost of a subscription is \$499. www.tumblebooks.com/library If popular, we can provide access on another computer.

Replacing (and upgrading) the wireless access \$5000 (estimate)

The wireless network is now 5 years old and has become increasingly slow and unresponsive. The NOMADIX device which provides the introductory screens and serves as a filter if needed is the cause of the slowdown. That unit can be replaced with individual access points scattered around the building which will greatly increase the usefulness of the network.

This is a large chunk of money, but I believe it will serve more people over the long run than purchasing additional public computers. We are getting more and more people bringing in their own laptops and other wireless devices. I have also talked with several people over the last few months who have reluctantly abandoned their visits to the library because the wireless network has become unusable.

Grant Applications

Darla and Amy drafted an application for a grant from the Institute of Electrical and Electronics Engineers for Science kits. These could be checked out by educators or club leaders. Science related programs for kids have been popular in the past, and these should prove useful for promoting science and engineering skills.

Darla, Amy and Bonnie have been working on another application from the MN Arts Board for a series of events and activities during the summer of 2012 with a turtle/river/habitat theme. So far, possibilities include Doug Wood, author of *Old Turtle* doing a performance, workshop or "artist in residency" www.douglaswood.com, the purchase of a large outdoor turtle sculpture, and the manufacturer (Minnesota native) doing a community art project with clay, mosaic, and outdoor benches. More details will be assembled by the time of the board meeting.

New Board member recruitment

The only firm requirement for Board membership is residency. In this case it is residence within the city limits of Grand Rapids. There is a "job" description. The other requirement would be a passion for libraries and the community!

We could look for specific backgrounds or skills that will strengthen the board during the next few years. Possibilities:

Advocacy/organizing background to help build community support

Political connections at local or state level

Attorney

Strategic planning experience (we'll go through the process again in 2013 or 2014)

Board development experience to work on strengthening board

Do you want to appoint an ad-hoc nominating committee in September?

Opportunities for Board members:

Minnesota Library Association Conference in Duluth October 12-14.

Blandin Foundation Leadership Series (the first workshop is on September 27)

Turning the Page Advocacy online workshops <http://www.ala.org/ala/mgrps/divs/pla/education/turningthepage/>

Assistant Director Report

September 2011

Teens

Amy gave a tour of the library to a group of teens who were part of the Teen Works program. Teen Works builds confidence and social capital while honing work skills to prepare teens for becoming effective workers. Teen Works was designed and implemented by Maven Perspectives LLC and is sponsored as a partnership between a Health and Human Services Agency and a Chamber of Commerce.

The woman who owns Maven Perspectives, Paula Frings, brought author Jeanne Foley to Grand Rapids to talk to the Teen Works group. Jeanne wrote a book titled *Shooting Two*-a novel about a girls' basketball team in Minnesota. There was an evening program in August for the general public to hear Jeanne speak about her book.

In the teen section Amy put a sign asking teens to come to the reference desk to get a list of the Teens' Top Ten book nominees. When teens came to the desk to get the list they could choose a prize. There were 18 teens that asked about the list and got a prize!

Teens were invited to the Last Blast of Summer event at the end of August. This was a joint event with the children and teen departments cosponsoring it. Papa Murphy's Pizza supplied free pizza and drinks.

Operations

Adult summer reading ended after Labor Day. Adults could get a bingo card at the reference desk. Each square on the card was a different genre of book to read. Once a bingo was made they could drop the cards off at the reference desk. Four adults were grand prize winners of Brewed Awakenings Gelato gift cards.

Staff

Amy, Will, and Lynn DeGrio, human resources manager for the city, won the Miles to Go city fitness challenge in July. They each received a Subway gift card. Teams were formed by city employees. Members kept track of exercise miles for 6 weeks. Running, swimming, biking, kayaking, and rollerblading miles were calculated. Amy, Will, and Lynn went 1,300 miles. Marcia also participated on a team.

Marcia was featured in an article in the June issue of Minitex Reference Notes. Minitex is an information and resource sharing program between the office of higher education and the U of MN libraries. The article was about the @ your library column that Marcia has in the Herald-Review each week. The web address to view the article is <http://www.minitex.umn.edu/Communications/RefNotes/>. Once at the site select June 2011.

Michelle is participating in webinars about the changes in cataloging. There is a series of 3 webinars in September she is participating in.

	THIS MONTH	YTD	Y1 - 2010	Express Check outs % of total
Check-outs	16,635	111,402	125,575	-11.29%
Renewals	2,434	15,032	14,930	0.68%
Total Circulation	19,069	126,434	140,505	-10.01%
Returns	19,751	124,720	137,684	-9.42%
New cards	146	1,069	1,385	-22.82%

Door count 2010 comparison
 13867 -5.21%

TECHNICAL PROCESSES

	THIS MONTH	YTD	YTD 2010
Books cataloged and processed	793	5,369	6,264
Withdrawn copies	238	6,623	10,201
Withdrawn Titles	349	3,022	4,444

REFERENCE

	THIS MONTH	YTD	YTD 2010
tests proctored	899	6,031	8,044
computer help over 5 minutes	2	93	61
INTERNET	13	130	143

Pharos sessions ***

	SESSIONS	HOURS	YTD SESSIONS	YTD HOURS
Pharos sessions ***	2,456	1,388	14,586	8,853
Non-Pharos sessions	131	613	726	13,738

VOLUNTEERS

	PEOPLE	HOURS	YTD PEOPLE	YTD HOURS
VOLUNTEERS	135	593.50	193	1879.50

MEETING ROOM

	GROUPS	PEOPLE	YTD GROUPS	YTD PEOPLE
Total Mtg Rm Use	51	875	278	5,530

PROGRAMS & TOURS

	BOOK TIME	CLASS VISITS	NON SCHOOL GROUPS	SPECIAL PROGRAMS	TEEN PROGRAMS	Total Youth Programs	Total Adult Programs
BOOK TIME	9	164	41	973	30	834	
CLASS VISITS	4	41	21	568	31	890	
NON SCHOOL GROUPS	4	123	8	98	11	149	
SPECIAL PROGRAMS	3	39	58	2,076	56	1,782	
TEEN PROGRAMS	20	367	9	145	31	369	
Total Youth Programs	3	66	137	3,860	159	4,024	
Total Adult Programs			28	679	30	1,031	

EQUIPMENT RESERVED

	THIS MONTH	YTD	YTD 2010
TOTALS	12	52	58

BOOKINGS & ARRANGEMENTS

	HRS THIS MONTH	HRS YTD	HRS YTD 2010
TOTALS	5	49.5	71.75

Children's Library Summary
For August 2011

Summer has come to an end and the kids are back in school! We had a great summer in the Children's Library! We had 56% of participants return their reading logs and choose a free book. For those boys and girls who wanted another challenge for the summer, we had Book Bingo – a grid of sixteen spaces, with 2 being “free.” To be able to mark off a space, the child had to read a book from, about, or written by someone from, the country named in the square. We had nine boys and girls complete coverall bingo!

In addition to regular Monday Book Time and Saturday Story Time, Tracy offered Fun Family Fridays for three Fridays in a row. All ages were invited to come and learn about other countries as they made crafts, played games and tried food from a variety of countries in Europe, Asia and Africa.

At Family Movie Night, 34 people watched “Mars Needs Moms” while enjoying free Papa Murphy's pizza!

On Wednesday, August 31, families were invited to make magnets for lockers or refrigerators while again enjoying free Papa Murphy's pizza, plus chocolate chip cookies and soda! Thirty-two people had a great time.

Looking ahead:

- September is Library Card Sign-up Month.
- Monday Book Time with ECFE will resume on September 19.
- Saturday Story Time will continue on September 10.
- Family Movie Night will feature “Phineas and Ferb: Across the 2nd Dimension.” Bring dinner or a snack to enjoy while you watch the movie. Bean bags, blankies, and pillow pals are also welcome.

Library Volunteer and Program Report for August 2011

August Volunteers

135 volunteers/593.5 hours:

19 volunteers recorded more than 340 hours of service in the library in August.

106 volunteers helped directly with the book sale putting in more than 235.5 hours.

5 Board and 5 Program Committee members logged over 18 hours of service time.

Volunteer Activities

- Amy Jo, a 14 year-old student, worked 2 full days most weeks helping in the Children's library, doing displays for Amy Dettmer, breaking down boxes and shelving YA. She was flexible and diligent with every task assigned to her. We thanked her with cookies and a gift bag to show our appreciation for all her efforts.
- The 2011 Used Book Sale leadership team did an amazing job of organizing the event, enrolling additional volunteers, publicizing it and cleaning up afterwards. Kudos to these four women who put in over 150 hours themselves and increased income from the sale from \$6,359.82 in 2010 to \$8,476.40 in 2011.
- Dion has been exceptionally helpful behind the scenes in the Children's library helping with Story Time projects and snacks, shelving and doing the pull list. When Papa John's couldn't deliver pizzas for Family Movie Night as promised, Dion went and picked them up and baked them in the staff lounge! Way beyond the call of duty...or any expectations when she initially signed on as a library volunteer!
- Elaine processed carts and carts of discarded children's books when they were removed from the collections before the sale.
- We are so appreciative of the help and support we receive from amazing volunteers!

Board & Program Committee Volunteers (included in above totals)

Board members who reported hours:

Library Board: 5

Program Committee: 5

The Program Committee offered the following programs:

Yoga As Muse: Fire Up & Feed Your Creative Practice, presenter, Catherine Holm

Thursday, August 4th at 7:00 p.m.

Only 8 people attended. It was not a particularly strong program: too simple/basic; not enough "meat" to the presentation. The topic was confusing to some as it focused using yoga to inspire

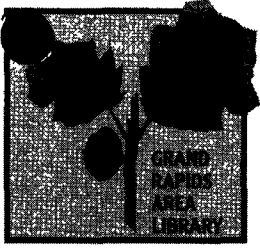
one's creative process. The speaker did a reading from her book of short stories, unrelated to yoga, which for some was the strongest part of the presentation.

Goldie's Bucket List, presenter, Mary Shideler

Tuesday, August 23 at 12:00 noon

41 people attended. Mary did a visual presentation with slides of the places she and her mother have visited and adventures Goldie has experienced from her bucket list. It was very interesting. Mary is a gifted story teller.

Report completed by: Bonnie Henriksen, September 2, 2011



September 14

Lois Mackin
2800 Brockton Lane
Plymouth MN 55447

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 Ms Mackin:

I am pleased that you will be leading 2 presentations on genealogy for the Grand Rapids Area Library on Saturday, October 15. The beginning workshop will be from 9 am –noon, and the intermediate workshop will be from 1:00-3:30 pm. We will be responsible for photocopying handouts. It would be helpful if you could get those to us several days in advance, either by email or mail. Please let me know if you have any other audio visual or set up needs library staff should be aware of.

The Library will pay you an honorarium of \$500 for your workshops. 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. Thank you!

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: W-9 form

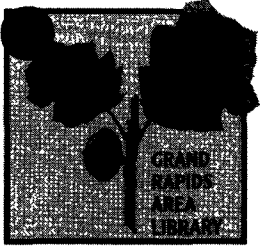
These terms are acceptable:

Lois P. Mackin
Signature

9/2/2011
Date

Approved for the Board of Directors:
[Signature]
Board President

14 Sept 11
Date



September 14

Bonnie Hiniker
1286 Shadywood Shores Dr NW
Pine River, MN 56474-6030

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 Ms Hiniker:

I am pleased that you will be leading a presentation on fall plantings for the Grand Rapids Area Library on Thursday September 15 at 7:00 pm. Please let me know if you have any other 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.

The Library will pay you an honorarium of \$100 for your presentation. 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. Thank you!

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: W-9 form, ICTV release form

These terms are acceptable:

Bonnie J. Hiniker
Signature

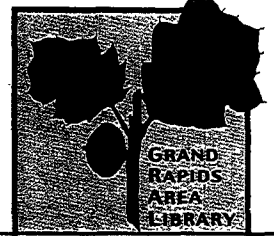
9-24-11
Date

Approved for the Board of Directors:

Regina M. Hawkins
Board President

10/12/2011
Date

Grand Rapids Area Library Request for Board Action



Packet Item: GR 1.5	Board Meeting Date: September 14, 2011
----------------------------	---

TITLE OF ISSUE: Authorize purchase of wireless network equipment
--

BACKGROUND AND SUPPLEMENTAL INFORMATION: <p>Our wireless network equipment is now 5 years old and is getting slower and slower, even as more patrons are trying to use it. Meanwhile, the use of our public computers has decreased somewhat. (something we expected to happen 4 years ago)</p> <p>We can replace our existing wireless equipment with 8 access points throughout the building, thus increasing the strength of the wireless signal and significantly increasing the connection speed. The introductory language and required agreement can be maintained.</p> <p>Erik Scott obtained quotes for purchase of wireless equipment. (copies circulated at board mtg)</p> <p>The low quote was \$4410 from CDW-G. There is no local company that handles this equipment.</p>
--

REQUESTED BOARD ACTION: Accept quote of \$4410 from CDW-G and authorize purchase of wireless network equipment.

Vote: Motion By: _____ Second By: _____ Vote Record: <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">Aye</td> <td style="width: 10%; text-align: center;">Nay</td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Baker</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Jerome</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Benolken</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Kuschel</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Harding</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Peters</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Hawkinson</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Soll</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Stephen s</td> </tr> </table>	Aye	Nay		Aye	Nay		_____	_____	Baker	_____	_____	Jerome	_____	_____	Benolken	_____	_____	Kuschel	_____	_____	Harding	_____	_____	Peters	_____	_____	Hawkinson	_____	_____	Soll				_____	_____	Stephen s
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_____	_____	Harding	_____	_____	Peters																															
_____	_____	Hawkinson	_____	_____	Soll																															
			_____	_____	Stephen s																															

SUPPORTING DOCUMENTS ATTACHED						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Resolution</td> <td style="width: 33%; text-align: center;">Contract</td> <td style="width: 33%; text-align: center;">Minutes</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Other (specify) _____</p> <p>_____</p> <p>_____</p>	Resolution	Contract	Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution	Contract	Minutes				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Director's Use: <input type="checkbox"/> Consent <input type="checkbox"/> Regular
--

<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Table Until: _____ <input type="checkbox"/> Other: _____
--



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CHNK098	10779787	9/8/2011

BILL TO:
 ERIK SCOTT
 420 N POKEGAMA AVE

SHIP TO:
 CITY OF GRAND RAPIDS
 Attention To ERIK SCOTT
 420 N POKEGAMA AVE

Accounts Payable
 GRAND RAPIDS , MN 55744-2658

GRAND RAPIDS , MN 55744-2658
 Contact: ERIK SCOTT 218 326 7618

Customer Phone #218 326.7618

Customer P O. # ARUBA

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
ANTHONY KERN 866.405.6218	UPS Ground (2 - 3 day)	Request Terms	

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
7	2337056	ARUBA INSTANT 105 WRLS ACCESS POINT Mfg# ARU-IAP-105-US Contract National Joint Powers Alliance 111309-CDW	510.00	3,570 00
1	1221582	NETGEAR 24PT GIG POE SMART Mfg# NTG-GS724TP-100NAS Contract National Joint Powers Alliance 111309-CDW	560.00	560 00
1	2337053	ARUBA INSTANT 92 WRLS ACCESS POINT Mfg# ARU-IAP-92-US Contract National Joint Powers Alliance 111309-CDW	280 00	280 00
			SUBTOTAL	4,410 00
			FREIGHT	0 00
			TAX	303.19

US Currency

TOTAL 4,713.19

CDW Government
 230 North Milwaukee Ave
 Vernon Hills, IL 60061
 Phone 847 371 5000

Fax 312-705-6448

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

N'compass™

The Power of Strategic IT

City of Grand Rapids Aruba AP's

718 Washington Ave N
Suite 401
Minneapolis, MN 55104
Main Phone: 763-444-1196
Fax: 763-208-3860

City of Grand Rapids Aruba AP's

Quotation For:		Quote Information:	
Name:	Erik Scott	Quote #:	001968
Company:	City of Grand Rapids	Date Created:	09/09/2011
Address:	420 North Pokegama Avenue	Date Expires:	10/09/2011
City, State, Zip	Grand Rapids, MN 55744		
Phone # / Fax#			
Email Address:	escott@ci.grand-rapids.mn.us		

Description	Part #	Qty	Unit Price	Ext. Price
<u>Product</u>				
Aruba Instant 92 Access Point	IAP-92-US	1	\$330.00	\$330.00
Aruba Instant 105 Access Point	IAP-105-US	1	\$330.00	\$330.00
Quote Recap				

Subtotal:	\$4,390.00
Shipping:	\$0.00
Tax:	\$0.00
Total:	\$4,390.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



2601 WEST SUPERIOR STREET
 DULUTH MN 55806
 Phone: 218-722-6685
 Fax: 218-722-0235

To: GRAND RAPIDS, CITY OF
 ATTN: ACCOUNTS PAYABLE
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2662
 Attn: ERIC SCOTT
 Phone: 218-326-7612
 Fax: 218-326-7608
 Email: escott@ci.grand-rapids.mn.us

Date: 09/07/2011
 Proj Name: RFQ 090711
 GB Quote #: 213839337
 Valid From: 09/07/2011
 Valid To: 10/07/2011
 Contact: GILBERT EWER
 Email: gilbert.ewer@graybar.com

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100	1 EA	INGRAM MICRO	NET GEAR GS724TP-100NAS (M36035)	PROSAFE 24-PORT 10/100/1000 SMART POE SWITCH	\$569.00	1	\$569.00

Total in USD (Tax not included): \$569.00

F O B: SHIPPING POINT / PLUS FREIGHT
 Delivery: FACTORY ORDER (APPROX. 1 WEEK)

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval) For more information call 1-800-241-7408 to speak with a leasing specialist

To learn more about Graybar, visit our website at www.graybar.com 24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: GRAND RAPIDS, CITY OF
 ATTN: ACCOUNTS PAYABLE
 420 N POKEGAMA AVE
 GRAND RAPIDS MN 55744-2662
 Attn: ERIC SCOTT

Date: 09/07/2011
 Proj Name: RFQ 090711
 GB Quote #: 213839337

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
------	----------	----------	-------------	-------------	-------	------	-----------

GRAYBAR ELECTRIC COMPANY, INC
 TERMS AND CONDITIONS OF SALE

1 ACCEPTANCE OF ORDER, TERMINATION - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability to Graybar.

2 PRICES AND SHIPMENTS - Unless otherwise quoted, prices shall be those in effect at time of shipment, which shall be made F O B shipping point, prepaid and bill.

3 RETURN OF GOODS - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling.

4 TAXES - Prices shown do not include sales or other taxes imposed on the sale of goods. Taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.

5 DELAY IN DELIVERY - Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery.

6 LIMITED WARRANTIES - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE. UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR, PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.

7 LIMITATION OF LIABILITY - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment.

8 WAIVER - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.

9 MODIFICATION OF TERMS AND CONDITIONS - These terms and conditions supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this document shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.

10 REELS - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.

11 CERTIFICATION - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.

12 FOREIGN CORRUPT PRACTICES ACT - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§78dd-1, et seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.

13 ASSIGNMENT - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.

14 GENERAL PROVISIONS - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri, applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflicts of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.

15 PAYMENT TERMS - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of 1-1/2% or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.

16 EXPORTING - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.

Signed: _____

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com 24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
 Unless noted the estimated ship date will be determined at the time of order placement.

Computer Enterprises

9/7/2011

Erik Scott
IT Director
City of Grand Rapids

Updated Quotation:

i5 Workstations

Quote good until October 8, 2011

i5 Workstation with:	Bid
Case	
350W Power Supply	
Intel i5--2300 Processor	
Intel H61WW Motherboard	
Integrated Gigabit Ethernet	
Integrated Video & Sound	
4GB RAM	
320GB Hard Drive 7200 RPM	
DVD-RW w/software	
Windows 7 Pro – 32 bit	
3 Year Warranty	
Unit Pric	
Unit Pr	

3 yr warranty
214
Windows pro
114
Dell 1137
834 with instant
discount available
only for
users

Regards,

Doug Van Arkel
Business Manager
218-212-1020