



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
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Board of Trustees Finance Committee Meeting
Tuesday, July 19, 2016, 5:00 p.m.
Mississippi Community Room
Agenda

1. Call to Order 5:00
2. Adoption/Amendment of Agenda 5:01
3. Approval of Minutes from May 17, 2016, Meeting (Requested action – Approve) 5:02
4. Second Quarter Financial Report (Requested action – Accept) 5:03
5. Fund Development Software Fund Allocation Request (Requested action – Accept) 5:08
6. Graphics Department Equipment Capital Fund Request (Requested action – Accept) 5:16
7. Next Meeting – To Be Determined
8. Adjournment 5:25

**GREAT RIVER REGIONAL LIBRARY
FINANCE COMMITTEE MINUTES
May 17, 2016**

A regular meeting of the Great River Regional Library (GRRL) Finance Committee was called to order on Tuesday evening, May 17, 2016, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Dave Kircher presiding.

Members Present:

Mark Bromenschenkel
Spencer Buerkle
Dave Kircher
Rachel Leonard
Michael Potter
Jim Shovelain
Randy Winscher

Members Excused:

GRRL Staff Present:

Brandi Canter
Julie Henne
Aron Murphy
Karen Pundsack
Jay Roos
Julie Schmitz
Rachel Thomas
Jami Trenam
Patricia Waletzko

GRRL Staff Excused:

Ryan McCormick

ADOPTION OF AGENDA

Michael Potter made a motion to adopt the agenda as presented. Seconded by Spencer Buerkle, the motion carried unanimously.

APPROVAL OF MINUTES

Spencer Buerkle made a motion to approve the April 19, 2016, Finance Committee meeting minutes as presented. Seconded by Michael Potter, the motion carried unanimously.

FIRST QUARTER FINANCIAL REPORT

Accounting Coordinator Aron Murphy reviewed in detail the first quarter financial report.

Randy Winscher joined the meeting at 5:05 p.m.

Aron pointed out certificates of deposit that have been reinvested and explained a transfer of funds to two Bremer accounts resulting from the closure of a Wells Fargo account. Discussion took place regarding payments from counties, when they are received and how all balances may fluctuate quarterly.

Rachel Leonard made a motion to accept the first quarter financial report as presented. Seconded by Mark Bromenschenkel, the motion carried unanimously.

2017 PRELIMINARY BUDGET REQUEST & DISCUSSION

Executive Director Karen Pundsack presented the preliminary 2017 GRRL budget request which included recommendations from the Finance Committee and Board at their April meetings. She pointed out the total signatory share changes for each county. Discussion followed about the approved Public Relations position budget request and factors contributing to county signatory amounts.

NEXT MEETING

The Committee consensus was to meet the evening of the July Board meeting, prior to the full board, for a final review of the 2017 GRRL budget proposal and to review the second quarter financial report.

The next meeting of the Great River Regional Library Finance Committee will be Tuesday, July 19, 2016, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Mark Bromenschenkel made a motion to adjourn the meeting at 5:18 p.m. Seconded by Randy Winscher, the motion carried unanimously.

Dave Kircher, Finance Committee Chair

Great River Regional Library
Financial Report
As of June 30, 2016



Balance, December 31, 2015 \$ 7,133,671.21

Receipts

Tax Receipts:

Benton County	408,662.25	
Morrison County	368,141.25	
Sherburne County	995,213.25	
Stearns County	1,141,936.00	
Todd County	256,255.50	
Wright County	1,018,450.50	
City of Staples	5,151.75	4,193,810.50
Capital - Vehicle		4,407.00
Committed Payroll/HRIS Fund		-
Computer Replacement Fund		-
Fines Revenue		186,371.70
Miscellaneous Revenue		-
Fund Development - General		8,739.39
Fund Development - Collection		8,845.37
Fund Development - Marketing		4,495.25
Gift Funds		43,395.34
Interest		19,561.72
Interlibrary Loan Fund		874.52
Legacy Grant		91,564.27
MNLink Gateway Grant		-
PERA Aid		-
Revenue Fund		-
Revolving Fund		10,601.22
RLBSS State Aid		464,129.85 *
RLTA Grants		22,824.60
Sales Revenue		2,075.00
St. Cloud Reimbursement		100,161.83
Staff Training Encumbered Fund		-
Total Receipts and Balance		\$ 12,295,528.77

Expenditures

Operating Fund -- see attached report		\$ 4,336,462.08
Fund Balance Report -- see attached report		329,925.69
Accumulated Depreciation		90,000.00
Total Expenditures		\$ 4,756,387.77

Month End Balance----- **\$ 7,539,141.00**

*See Revenue Report

**Great River Regional Library
Investment Listing
As of June 30, 2016**

Balance----- **\$ 7,539,141.00**

<u>Savings Accounts</u>	<u>Rate</u>	<u>Amount</u>
Bremer Money Market Savings Account (FDIC Insured Wood Dale & Homer Mich Cmnty)		
Sch Dist. Security Pledge -Credit Rating AA+)	0.03%	\$ 248,042.71
Magic Liquid Account	0.04%	<u>1,654,960.92</u>
Savings Accounts Ending Balance		\$ 1,903,003.63

<u>Checking Accounts</u>		
Main Checking Account	\$	35,349.34
Petty Cash Checking Account	\$	828.03
Branch Cash	\$	1,960.00

Investments: Each Certificate of Deposit is separately FDIC Insured at 1 Financial Institution

Certificate of Deposit (due 7/12/2016)	0.56%	248,000.00
Certificate of Deposit (due 7/29/2016)	0.75%	247,000.00
Certificate of Deposit (due 8/5/2016)	0.65%	248,000.00
Certificate of Deposit (due 8/25/2016)	0.55%	248,000.00
Certificate of Deposit (due 9/06/2016)	0.55%	248,000.00
Certificate of Deposit (due 9/26/2016)	0.55%	248,000.00
Certificate of Deposit (due 10/19/2016)	0.55%	248,000.00
Certificate of Deposit (due 10/21/2016)	0.75%	247,000.00
Certificate of Deposit (due 11/1/2016)	0.70%	247,000.00
Certificate of Deposit (due 11/15/2016)	0.60%	248,000.00
Certificate of Deposit (due 12/7/2016)	0.75%	247,000.00
Certificate of Deposit (due 12/14/2016)	0.85%	247,000.00
Certificate of Deposit (due 1/9/2017)	0.91%	247,000.00
Certificate of Deposit (due 1/17/2017)	0.90%	247,000.00
Certificate of Deposit (due 2/3/2017)	0.90%	247,000.00
Certificate of Deposit (due 2/28/2017)	0.80%	247,000.00
Certificate of Deposit (due 3/14/2017)	0.75%	247,000.00
Certificate of Deposit (due 3/30/2017)	0.80%	247,000.00
Certificate of Deposit (due 4/18/2017)	0.80%	247,000.00
Certificate of Deposit (due 4/28/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/5/2017)	0.85%	247,000.00
Certificate of Deposit (due 5/25/2017)	0.85%	247,000.00
Certificate of Deposit (due 6/9/2017)	1.01%	<u>247,000.00</u>

Investment Ending Balance \$ 5,688,000.00

Bank Accounts and Investments Total \$ 7,629,141.00
Accumulated Depreciation (90,000.00)

Month End Balance----- **\$ 7,539,141.00**

Submitted by Aron Murphy, Accounting Coordinator - Accounting

Difference \$ -

**Great River Regional Library
Revenue Report
As of June 30, 2016**

<u>Operational Signatory Receipts:</u>	Budget	Received	Balance	% Rec'd
Benton County	\$ 537,613.00	\$ 403,209.75	\$ (134,403.25)	75.00%
Morrison County	484,306.00	363,229.50	(121,076.50)	75.00%
Sherburne County	1,309,246.00	981,934.50	(327,311.50)	75.00%
Stearns County	2,253,399.00	1,126,699.50	(1,126,699.50)	50.00%
Todd County	337,115.00	252,836.25	(84,278.75)	75.00%
Wright County	<u>2,009,723.00</u>	<u>1,004,861.50</u>	<u>(1,004,861.50)</u>	<u>50.00%</u>
Sub-Total: Signatory Operational Receipts:	\$ 6,931,402.00	\$ 4,132,771.00	\$ (2,798,631.00)	59.62%
<u>Capital Signatory Receipts</u>				
Benton County	\$ 7,270.00	\$ 5,452.50	\$ (1,817.50)	75.00%
Morrison County	6,549.00	4,911.75	(1,637.25)	75.00%
Sherburne County	17,705.00	13,278.75	(4,426.25)	75.00%
Stearns County	30,473.00	15,236.50	(15,236.50)	50.00%
Todd County	4,559.00	3,419.25	(1,139.75)	75.00%
Wright County	<u>27,178.00</u>	<u>13,589.00</u>	<u>(13,589.00)</u>	<u>50.00%</u>
Sub-Total: Signatory Capital Receipts:	\$ 93,734.00	\$ 55,887.75	\$ (37,846.25)	59.62%
<u>Maintenance of Effort Receipts:</u>				
City of Staples	\$ 6,900.00	\$ 5,151.75	\$ (1,748.25)	74.66%
Total Signatory/MOE Receipts:	\$ 7,032,036.00	\$ 4,193,810.50	\$ (2,838,225.50)	59.64%
<u>Other Receipts:</u>				
Fines	\$ 350,000.00	\$ 186,371.70	\$ (163,628.30)	53.25%
Interest	35,000.00	19,561.72	(15,438.28)	55.89%
MN Link Gateway	6,900.00	6,900.00	-	100.00%
PERA Aid	17,200.00	-	(17,200.00)	0.00%
Revenue Fund	37,700.00	37,700.00	-	100.00%
St. Cloud Reimbursement	<u>96,900.00</u>	<u>100,161.83</u>	<u>3,261.83</u>	<u>103.37%</u>
Total: Other Receipts:	\$ 543,700.00	\$ 350,695.25	\$ (193,004.75)	64.50%
<u>Fiscal Receipts - Calendar Year 2015</u>				
RLBSS State Aid*	<u>\$ 1,522,600.00</u>	<u>\$ 1,392,389.54</u>	<u>\$ (130,210.46)</u>	<u>91.45%</u>
Total Operating/Capital Revenue:	\$ 9,098,336.00	\$ 5,936,895.29	\$ (3,161,440.71)	65.25%

Note to Revenue			
*RLBSS 2016 State Aid Receipts:		RLBSS 2017 State Aid Receipts:	
\$ 464,129.85	1st payment received 9/14/15	\$ -	1st payment received
\$ 464,129.84	2nd payment received 10/14/15	\$ -	2nd payment received
\$ 464,129.85	3rd payment received 2/11/16	\$ -	3rd payment received
\$ -	Final payment received	\$ -	Final payment received
\$1,392,389.54	Total received	\$ -	Total received

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

JUNE 2016

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2016 YTD Balance	%YTD Budget
FUND 10 GENERAL FUND						
DEPT 4100 PERSONNEL						
SALARIES	10-00-4100-110	\$662,300.00	\$46,790.36	\$301,236.92	\$361,063.08	45.48%
SALARIES	10-20-4100-110	\$3,499,600.00	\$130,625.16	\$878,219.84	\$2,621,380.16	25.09%
SALARIES	10-30-4100-110	\$92,800.00	\$7,072.01	\$45,956.18	\$46,843.82	49.52%
SALARIES-RLBSS	10-20-4100-111	\$1,522,600.00	\$234,246.12	\$1,522,600.00	\$0.00	100.00%
EE BENEFITS	10-00-4100-140	\$108,200.00	\$7,694.12	\$45,031.02	\$63,168.98	41.62%
EE BENEFITS	10-20-4100-140	\$424,400.00	\$33,731.29	\$209,020.21	\$215,379.79	49.25%
EE BENEFITS	10-30-4100-140	\$19,700.00	\$1,640.00	\$11,247.04	\$8,452.96	57.09%
BENEFIT ADMINISTRATION	10-00-4100-145	\$9,500.00	\$340.74	\$2,307.54	\$7,192.46	24.29%
WORKERS COMPENSATION	10-30-4100-160	\$20,000.00	\$0.00	\$24,798.00	-\$4,798.00	123.99%
RETIREMENT	10-00-4100-170	\$101,000.00	\$7,081.36	\$45,156.70	\$55,843.30	44.71%
RETIREMENT	10-20-4100-170	\$757,800.00	\$53,684.14	\$353,503.93	\$404,296.07	46.65%
RETIREMENT	10-30-4100-170	\$12,800.00	\$976.85	\$6,319.75	\$6,480.25	49.37%
PAID TIME OFF PAYMENT	10-00-4100-185	\$19,200.00	\$0.00	\$19,166.60	\$33.40	99.83%
DEPT 4100 PERSONNEL		\$7,249,900.00	\$523,882.15	\$3,464,563.73	\$3,785,336.27	47.79%
DEPT 4200 SERVICES AND CONTRACTS						
REGIONAL BOARD MEETINGS	10-00-4200-210	\$5,100.00	\$361.00	\$1,855.75	\$3,244.25	36.39%
STAFF DEVELOPMENT SERVICES	10-00-4200-211	\$29,950.00	\$1,863.00	\$9,366.04	\$20,583.96	31.27%
ALL STAFF DAY TRAINING	10-00-4200-213	\$6,800.00	\$0.00	\$0.00	\$6,800.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	10-00-4200-220	\$3,000.00	\$1,300.00	\$1,997.00	\$1,003.00	66.57%
PATRON CONTACT SERVICES	10-20-4200-235	\$62,000.00	\$3,625.66	\$25,561.35	\$36,438.65	41.23%
BUILDING MAINTENANCE	10-30-4200-240	\$93,100.00	\$0.00	\$96,302.59	-\$3,202.59	103.44%
INSURANCE-CONTENTS/OTHER	10-30-4200-246	\$41,000.00	-\$3,854.00	\$34,871.00	\$6,129.00	85.05%
CATALOG SERVICES	10-20-4200-248	\$85,000.00	\$2,970.97	\$31,907.91	\$53,092.09	37.54%
AUDIT	10-30-4200-250	\$14,800.00	\$0.00	\$15,400.00	-\$600.00	104.05%
PUBLIC LICENSING SERVICES	10-20-4200-253	\$4,000.00	\$0.00	\$3,729.00	\$271.00	93.23%
TELEPHONE	10-00-4200-260	\$1,000.00	\$0.00	\$476.45	\$523.55	47.65%
DELIVERY SERVICES	10-30-4200-265	\$1,950.00	\$108.77	\$1,347.69	\$602.31	69.11%
EQUIPMENT RENTAL & REPAIR	10-00-4200-271	\$2,500.00	\$42.85	\$1,225.62	\$1,274.38	49.02%
EQUIPMENT RENTAL & REPAIR	10-20-4200-271	\$8,700.00	\$783.51	\$4,101.44	\$4,598.56	47.14%
PRINTING/PUBLIC INFORMATION	10-00-4200-280	\$8,000.00	\$0.00	\$2,150.22	\$5,849.78	26.88%
PRINTING/PUBLIC INFORMATION	10-20-4200-280	\$23,000.00	\$868.00	\$12,234.98	\$10,765.02	53.20%
RECRUITMENT SERVICES	10-00-4200-285	\$1,000.00	\$0.00	\$37.98	\$962.02	3.80%
SALES TAX	10-00-4200-288	\$2,500.00	\$0.00	\$1,556.00	\$944.00	62.24%
HRIS/PAYROLL SERVICES	10-00-4200-290	\$77,200.00	\$6,582.23	\$43,657.18	\$33,542.82	56.55%
LEGAL SERVICES	10-30-4200-291	\$40,000.00	\$1,332.26	\$12,880.84	\$27,119.16	32.20%
SYSTEM DIRECTOR S FUND	10-30-4200-293	\$6,300.00	\$0.00	\$6,056.11	\$243.89	96.13%
DEPT 4200 SERVICES AND CONTRACTS		\$516,900.00	\$15,984.25	\$306,715.15	\$210,184.85	59.34%
DEPT 4300 COMMODITIES						
SUPPLIES	10-00-4300-310	\$4,000.00	\$51.92	\$1,799.27	\$2,200.73	44.98%
SUPPLIES	10-20-4300-310	\$55,000.00	\$3,672.82	\$27,900.93	\$27,099.07	50.73%
SUPPLIES	10-30-4300-310	\$1,000.00	\$0.00	\$369.22	\$630.78	36.92%
POSTAGE	10-30-4300-330	\$16,000.00	\$4,374.25	\$13,739.51	\$2,260.49	85.87%
DEPT 4300 COMMODITIES		\$76,000.00	\$8,098.99	\$43,808.93	\$32,191.07	57.64%
DEPT 4400 VEHICLE EXPENSES						
VEHICLE-GAS	10-20-4400-420	\$28,400.00	\$38.92	\$15,171.76	\$13,228.24	53.42%
VEHICLE-INSURANCE	10-20-4400-430	\$3,400.00	\$4,139.00	\$4,139.00	-\$739.00	121.74%
VEHICLE-REPAIR & MAINTENANC	10-20-4400-440	\$6,000.00	\$964.06	\$3,513.01	\$2,486.99	58.55%
VEHICLE-TIRES & MISC	10-20-4400-450	\$1,500.00	\$23.98	\$957.03	\$542.97	63.80%
VEHICLE-MILEAGE	10-00-4400-460	\$1,000.00	\$90.96	\$347.41	\$652.59	34.74%
VEHICLE-MILEAGE	10-20-4400-460	\$12,500.00	\$724.82	\$6,745.45	\$5,754.55	53.96%
DEPT 4400 VEHICLE EXPENSES		\$52,800.00	\$5,981.74	\$30,873.66	\$21,926.34	58.47%

GREAT RIVER REGIONAL LIBRARY

Operating Fund Summary

JUNE 2016

OBJECT Descr	Act Code	Budget	MTD Amount	YTD Amount	2016 YTD Balance	%YTD Budget
DEPT 4500 LIBRARY MATERIALS						
BOOKS & PRINT MATERIALS	10-20-4500-510	\$530,000.00	\$33,963.09	\$242,701.76	\$287,298.24	45.79%
PERIODICALS	10-20-4500-520	\$40,000.00	\$32,729.41	\$40,701.93	-\$701.93	101.75%
MEDIA	10-20-4500-540	\$210,000.00	\$16,249.41	\$93,859.37	\$116,140.63	44.69%
ELECTRONIC SERVICES	10-20-4500-560	\$100,000.00	\$2,054.50	\$36,428.08	\$63,571.92	36.43%
DEPT 4500 LIBRARY MATERIALS		\$880,000.00	\$84,996.41	\$413,691.14	\$466,308.86	47.01%
DEPT 4600 EQUIPMENT						
OPERATING EQUIPMENT	10-00-4600-610	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
OPERATING EQUIPMENT	10-20-4600-610	\$7,000.00	\$0.00	\$159.99	\$6,840.01	2.29%
SMALL EQUIPMENT	10-00-4600-630	\$500.00	\$0.00	\$199.99	\$300.01	40.00%
SMALL EQUIPMENT	10-20-4600-630	\$1,750.00	\$0.00	\$0.00	\$1,750.00	0.00%
SMALL EQUIPMENT	10-30-4600-630	\$750.00	\$0.00	\$867.33	-\$117.33	115.64%
DEPT 4600 EQUIPMENT		\$11,000.00	\$0.00	\$1,227.31	\$9,772.69	11.16%
DEPT 4700 CONTINGENCY						
CONTINGENCY	10-00-4700-910	\$2,002.00	\$5.50	\$38.00	\$1,964.00	1.90%
DEPT 4700 CONTINGENCY		\$2,002.00	\$5.50	\$38.00	\$1,964.00	1.90%
DEPT 4800 AUTOMATION OPERATING						
AUTOMATION MAINTENANCE	10-20-4800-932	\$100,000.00	\$2,843.77	\$66,538.10	\$33,461.90	66.54%
AUTOMATION EQUIPMENT	10-00-4800-933	\$11,000.00	\$390.11	\$1,637.68	\$9,362.32	14.89%
AUTOMATION EQUIPMENT	10-20-4800-933	\$92,000.00	\$824.33	\$4,007.93	\$87,992.07	4.36%
PROFESSIONAL SERVICES	10-20-4800-935	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
AUTOMATION SOFTWARE	10-00-4800-936	\$2,000.00	\$0.00	\$3,360.45	-\$1,360.45	168.02%
AUTOMATION SOFTWARE	10-20-4800-936	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
DEPT 4800 AUTOMATION OPERATING		\$216,000.00	\$4,058.21	\$75,544.16	\$140,455.84	34.97%
FUND 10 GENERAL FUND		\$9,004,602.00	\$643,007.25	\$4,336,462.08	\$4,668,139.92	48.16%
		\$9,004,602.00	\$643,007.25	\$4,336,462.08	\$4,668,139.92	48.16%



Fund Development Software Fund Allocation Request

Submitted by Julie Henne, Associate Director – Public Relations

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Please approve an allocation from the unassigned fund balance to establish a dedicated fund to pay for one time implementation and maintenance through 2017. Ongoing maintenance will be built into the FY2018 operating budget.

- Range for implementation and maintenance: \$17,500.00 - \$23,310.00

BACKGROUND INFORMATION

- ❖ Fund Development Committee will view demonstrations from both companies and determine the software that best fits the needs of GRRL.
- ❖ Our current FD Software is one of the identified obstacles hindering the efforts for moving FD forward at GRRL. Our current software:
 - is archaic technology and performs poorly in our multi-user scenario
 - creates tremendous workflow inefficiencies
 - is lacking the ability to assist in nurturing the existing donor relationships using technology (mobile giving, newsletter sign-up, direct mail/email)
 - does not provide adequate visibility into how our efforts are performing year over year
 - does not provide detailed information regarding the retention or growth of donors
 - has no event tracking capability
 - provides no way of obtaining actionable data and analytics (donor reports, lapsed engagement of donors)
 - has no process for grant management
- ❖ Attached are two proposals for FD Software. Each of the proposals outlines benefits and cost. Initial benefits we may see with either software are:
 - An integrated system that provides streamlined processes for planned giving, online giving, recurring giving.
 - Identify loyal donors and development of cultivation to increase value and loyalty.
 - Full, robust donor analytic reporting.
 - Comprehensive grant and event management.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ \$17,500.00 - \$23,310.00

Funding Source: Unassigned Fund Balance

Budgeted: Yes No

ACTION

Passed Failed Tabled

iMIS20-200 - Proposal for Great River Regional Library

Pricing

iMIS 20 is provided as Software as a Service (SaaS) and is priced on a per-user, per-term basis. All agreements are prepaid unless a monthly payment schedule is requested. (Monthly payment terms require a 2-year contract.) ASI is recommending the iMIS20-200 solution based on # of users and also requirements.

	iMIS 20-100 Standard Edition	iMIS 20-200 Advanced Edition
Users	Up to 5	Unlimited
Contacts	Up to 25,000	Unlimited
Usage Fee	\$150 per user/month	Starts at \$180 per user/month
	\$9,000 5 users/year	\$12,960 6 users/year
Implementation, Training & Set-Up Fee	\$3,900	\$10,000

Monthly Payment Options

Monthly payments are available on 2-, 3-, and 4-year agreements. Implementation fees must be prepaid and monthly payments will require a credit card on file for monthly auto-drafts.

Product Overview

iMIS 20 is an Engagement Management System (EMS)[™] that helps your organization to better engage donors and other constituents — as well as your staff — anytime, anywhere, on any device. It includes contact management, fundraising, events, product sales, online communities, email marketing, and website management in one seamless, cloud- based system. This eliminates costly integration efforts, enables you to gather better constituent intelligence, and helps you make smarter business decisions.

With iMIS, your donors can:

- ✓ Access a web presence that's personalized to their specific interests
- ✓ Manage their own contact data and easily do business with your organisation online or through a mobile device (donations, product purchases, registrations, and more)
- ✓ Connect, communicate, and collaborate with each other through online communities
- ✓ Tap into your organisation anytime, anywhere from any device

iMIS enables your organisation to:

- ✓ Achieve continuous performance improvement through real-time measurement of key operational metrics
- ✓ Eliminate silos of data and costly integration while gathering more in-depth intelligence on your donors
- ✓ Reduce overhead costs and improve employee productivity by automating manual tasks and communications.
- ✓ Build a vibrant community that improves donor engagement and retention

More Than Just Fundraising

iMIS is more than just a departmental fundraising system. If your organisation also needs to coordinate conferences and events, manage product sales and inventory, and track membership activity — iMIS is the only system available.



Partnership Proposal

Features	List Price	June Price
The Raiser's Edge NXT Essentials Package (50,000 Users) -Unlimited Users -Cloud Database -Online Giving & Email Marketing -Payment Processing -Crowdfunding -EFT for Recurring Gifts -Address Finder (4 runs per year) -Email Finder -Phone Finder -Wealth Ratings -Recorded Training -Chat Support -Tribute & Memorial Giving -Fundraising Essentials -Prospect Research -Events Module		
Raiser's Edge NXT Annual Price	\$10,786	\$ 7,500
Implementation, Training, & Support	List Price	June Price
RE NXT Implementation and Setup	\$ 7,800	\$ 5,500
RE NXT Data Conversion	\$ 6,000	\$ 4,500
Implementation, Training, & Support Total	\$ 13,800	\$ 10,000
TOTAL 1st YEAR INVESTMENT	\$ 24,586	\$ 17,500



Package Notes

10,000 Record Band

Full Gift Tracking- Planned giving, major gifts, recurring with wealth/asset indicators on every constituent

Full Event tracking- online registration, day of management (check-in, seating, meals, tables)

Robust e-Marketing, Newsletter, and Online Giving tools



Graphics Department Equipment Capital Fund Request

Submitted by Julie Henne, Associate Director – Public Relations

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Please approve the purchase of a new copier from the capital equipment fund at a cost of \$13,623.00.

BACKGROUND INFORMATION

- ❖ The copier in the Graphics Area has become inefficient and is determined by CMERDC to be non-serviceable due to age, copy count and lack of parts available. This machine was purchased in 2011 for the administrative area and then transferred to the Graphics Area as a replacement for the previous copier.
- ❖ I received two quotes. The Accounting Comparison Report along with both quotes are attached.
- ❖ 2016 Capital Equipment Fund Balance \$70,443.64
 Less TA-7551 -13,623.00
 Remaining Balance \$56,820.64

FINANCIAL IMPLICATIONS

Estimated Cost: \$13,623.00 Funding Source: Capital Equipment Fund Budgeted: Yes No

ACTION

Passed Failed Tabled



Great River Regional Library Comparison Report

Candidate to Purchase From:

Loffler

Copier Count as of 7/12/16	1266095
Total Copier Count 12/31/15	(1126575)
Total Copies (B/W and Color)(6 Months)	139520
Total Copies *2 for Annual Amount(Projected 12 Months)	279040
1/1/16 - 6/30/16 B&W Copies	182415
1/1/16 - 6/30/16 Color Copies *2	<u>96625</u>
Check Figure	279040
% of Total B/W Copies(827675/1266095)	65.37%
% of Total Color Copies (438420/1266095)	<u>34.63%</u>
Total	100%
cmERDC cost per copy	\$ 0.0050
Loffler B/W cost per copy	\$ 0.0100
Loffler Color cost per copy	\$ 0.0495

	<u>cmERDC</u>	<u>Loffler</u>	<u>Difference</u>
Copier	14,150.00	13,623.00	527.00
Finisher	1,350.00	-	1,350.00
Punch Unit	402.00	-	402.00
Booklet Folder	750.00	-	750.00
Fiery Controller	4,800.00	-	4,800.00
Initial Toner	695.00	-	695.00
Staples	70.00	-	70.00
Pinpoint Scan	100.00	-	100.00
Surge Protector	-	-	-
Annual Maintenance	1,395.20	6,607.10	(5,211.90)
Annual Toner	<u>3,516.00</u>	<u>-</u>	<u>3,516.00</u>
Total	\$ 27,228.20	\$ 20,230.10	\$ 6,998.10

Note: Color Copies Include Twin/Mono color

Note: Loffler quote did not break out individual costs for components as did cmERDC



Great River Regional Library 5 Year Comparison Report

<u>cmERDC</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Total</u>
Year 1 Cost	\$ 22,317.00					\$ 22,317.00
Annual Maintenance	1,395.20	1,395.20	1,395.20	1,395.20	1,395.20	6,976.00
Annual Toner	<u>3,516.00</u>	<u>3,516.00</u>	<u>3,516.00</u>	<u>3,516.00</u>	<u>3,516.00</u>	<u>17,580.00</u>
Total	\$ 27,228.20	\$ 4,911.20	\$ 4,911.20	\$ 4,911.20	\$ 4,911.20	\$ 46,873.00
<u>Loffler</u>						
Year 1 Cost	\$ 13,623.00					\$ 13,623.00
Annual Maintenance	<u>6,607.10</u>	<u>6,607.10</u>	<u>6,607.10</u>	<u>6,607.10</u>	<u>6,607.10</u>	<u>33,035.48</u>
Total	\$ 20,230.10	\$ 6,607.10	\$ 6,607.10	\$ 6,607.10	\$ 6,607.10	\$ 46,658.48
cmERDC Total Cost of Ownership over 5 year period:						\$ 46,873.00
Loffler Total Cost of Ownership over 5 year period:						46,658.48
						Difference: \$ 214.52



Central Minnesota
Educational Research & Development Council

570 First Street SE St. Cloud, MN 56304
Phone(320)202-0992 Fax (320)252-8569

Great River Regional Library
20160712

Quantity	Unit	Description	Purchase Each	Comments
1	ea	TA-7551 Digital Color Copier, 4,200 sheet Standard Paper Capacity, Standard Duplex	\$ 14,150.00	75/70 page per minute, Standard Network Print and Scan to e-mail, PC, MAC, 350K Max/Mo.
1	ea	DF-790, 4,000 sheet finisher	\$ 1,350.00	4 Position Staple
1	ea	PH-7A Punch Unit	\$ 402.00	2 and 3 hole punch
1	ea	BF-730 Booklet Folder	\$ 750.00	Enables saddle stitch and booklet making
1	ea	EFI Fiery Controller	\$ 4,800.00	Fiery Controller
4	ea	TK-6707K,Y,M.C Toner	\$ 695.00	Black, Yellow, Magenta, Cyan Toner
1	ea	SH-12 DF-790 Staples	\$ 70.00	Box of 3 DF-790 Staples
1	ea	Pinpoint Scan	\$ 100.00	Hypas Scanning License
1	ea	EPS Power Surge Protection Device	\$ -	
Total			\$ 22,317.00	

Proposal Notes:


-All machine movement and training will be provided by cmERDC at no cost
Maintenance .005 per copy which includes parts and labor

Recommended Solution

To excel in business today you need industry leading performance and convenience features that streamline processes and increase productivity. Xerox will provide you with solutions that get things done, on time and without a second thought. You can be confident that wherever you are, your documents will be printed, scanned or faxed to the appropriate location. Whether in the same building or across the world. Be assured that what you need for your meeting will always be ready. Xerox provides you with a complete solution that's scalable, giving you the time to concentrate on what matters – your business. The solution: Xerox® ConnectKey® Technology and the Xerox® WorkCentre® 7970.

Xerox WorkCentre 7970i

Components Included:

- 70 ppm (BW and Color) print speed
- 130 sheet Single-pass Duplex Automatic Document Feeder
- 3,140 sheet Paper Supply
 - 520 sheet Input Tray
 - 520 sheet Input Tray
 - 2,000 sheet high Capacity Tandem Tray
 - 100 sheet Bypass Tray
- 250 GB Hard Disk Drive, 2 GB system plus 1 GB page Memory
- 1.2 GHz Dual-core Processor
- **EFI Fiery Controller**
- Scan to Email
- Booklet Finisher Stapler/Folder
- Hole Punch: 2 and 3 Hole
- Power Requirements/Plug: 120V AC, 60Hz, 16A/NEMA5-20P 
- Delivery, Professional Service Installation, Implementation and Training



<u>Equipment</u>	<u>Purchase</u>	<u>60 Month \$1 Buy-Out Lease</u>
Xerox WC 7970i:	\$13,623.00	\$250.00

Service and Supply Agreement:

Color images bill at \$0.0495 per copy (No Minimum)
 BW images bill at \$0.01 per copy (No Minimum)

Maintenance Rates Locked in for 5 Years

Machine Pricing is good through July 2016

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Great River Regional Library

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 Innovative Business Technology & Services**