



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, October 12, 2022

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, October 12, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF AGENDA:

PUBLIC COMMENT (if anyone wishes to address the Board):

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 09-14-2022

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider approval of financial reports and payment of bills as presented

CONSENT AGENDA (Roll Call Vote Required):

3. Contract for Afterschool with Miss Amy
4. Resolution 2022-10 Accepting Donations

REGULAR AGENDA:

5. Set 2023 Library Calendar
6. MINITEX Cooperative Purchasing
7. Consider authorizing city staff to obtain bid specifications for recommended repairs at the Library

UPDATES:

Friends update:

Foundation update:

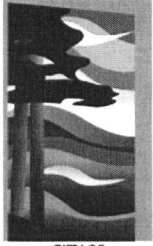
STAFF REPORTS:

[8.](#) Library Reports and Statistics (September 2022)

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR November 9, 2022, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 14, 2022
5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, September 14, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Chair MacDonell called meeting to order at 5:00 pm

CALL OF ROLL:

Present: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Squadroni, Tabbert

Absent: Teigland

Staff present: Richter

APPROVAL OF AGENDA:

Motion to: approve agenda as presented

Mover: Martin

Seconder: Richards

Result: Passed on voice vote

PUBLIC COMMENT (if anyone wishes to address the Board):

None

APPROVAL OF MINUTES:

Consider approval of Library Board Minutes

1. Consider approval of 08-10-2022 Library Board Meeting Minutes

Motion to: approve 08-10-2022 minutes as presented

Mover: Kee

Seconder: Richards

Result: Passed on voice vote

COMMUNICATIONS:

2. Note from Library volunteer

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

Consider approval of financial reports and payment of bills as presented.

2. Consider a motion to approve financial reports and payment of bills as presented.

Motion to: approve financial reports and payment of bills as listed in the Board packet

Mover: Blocker

Secunder: Kee

Result: Passed on roll-call vote 8-0

CONSENT AGENDA (Roll Call Vote Required):

3. Donation Resolution 2022-08

Motion to: approve Consent Agenda as presented

Mover: Richards

Secunder: Lassen

Result: Passed on roll-call vote 8-0

REGULAR AGENDA:

5. Review Preliminary 2023 Budget - informational
6. Arrowhead Library System Funding Request to Itasca County - informational
7. Everything you always wanted to know about Minimum Level of Local Support - informational
8. Review Collection Development Guidelines - informational

UPDATES:

Friends:

Friends update by Lassen: book sale last weekend raised about ~\$1,000; next meeting 9/19

Foundation:

Foundation update by Tabbert: McCarty Park up and running; check out new website grlibraryfoundation.org – Nicole has updated it nicely with pictures and verbiage highlighting projects and community collaborations; next meeting 9/15 at CPC

STAFF REPORTS:

9. Staff Reports and Library Statistics

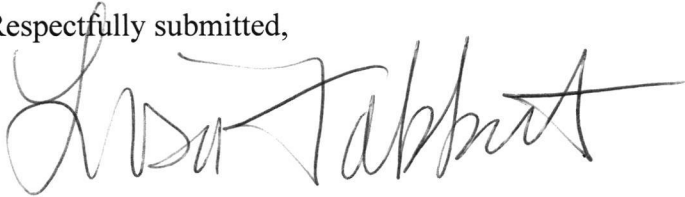
Library Director reviewed Library reports and statistics

ADJOURNMENT:

Chair MacDonell adjourned the meeting at 5:32 pm

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 12, 2022, AT 5:00 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Tabbert". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lisa Tabbert

Library Board Secretary

RESOLUTION NO. 2022-08
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:

Library Foundation \$1,174.24 (\$900.00 for June/July Story Time and \$274.24 Artastic Supplies)

Adopted this 14th day of September, 2022


Lisa Tabbert, Secretary


Jean MacDonell, President

DATE: 09/07/2022
 TIME: 14:41:51
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/14/2022

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	1,096.61
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	20.80
0201428	BAKER & TAYLOR LLC	1,994.81
0305485	CENGAGE LEARNING INC	25.19
0405500	DEMCO INC	708.46
0701650	GARTNER REFRIGERATION CO	2,721.74
0718010	CITY OF GRAND RAPIDS	4,523.63
0914325	INGRAM ENTERTAINMENT INC.	125.63
0914540	INNOVATIVE OFFICE SOLUTIONS LL	183.96
0914800	INVEST EARLY PROJECT	400.00
1015325	JOHNSON CONTROLS FIRE	825.57
1305203	APG MEDIA OF MINNESOTA, LLC	227.55
1309525	UNIVERSITY OF MN (MINITEX)	499.00
1605665	PERSONNEL DYNAMICS LLC	1,239.30
1901535	SANDSTROM'S INC	124.72
1920555	STOKES PRINTING & OFFICE	9.98
2114356	UNIQUE MANAGEMENT SERVICES	116.50
2201151	VACKER INC	867.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$15,798.89

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.47
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,036.46
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	31.38
1415479	NORTHERN DRUG SCREENING INC	25.00
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	322.50
1621130	P.U.C.	3,282.01
2209665	VISA	671.25
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$55,005.16

TOTAL ALL DEPARTMENTS \$70,804.05

DATE: 10/04/2022
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/12/2022

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0112700	AL'S RESTORATION LLC	940.00
0113100	AMAZON.COM	301.82
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	20.80
0201428	BAKER & TAYLOR LLC	4,091.90
0405500	DEMCO INC	1,435.56
0502705	EBSCO SUBSCRIPTION SERVICE	25.80
0514145	ENCOMPASS	6,275.93
0609525	FINDAWAY WORLD LLC	335.70
0701650	GARTNER REFRIGERATION CO	5,693.46
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	111.18
0914540	INNOVATIVE OFFICE SOLUTIONS LL	988.10
0914800	INVEST EARLY PROJECT	400.00
1015325	JOHNSON CONTROLS FIRE	600.00
1115500	NORTHERN LIGHTS ICE LLC	2,068.00
1920555	STOKES PRINTING & OFFICE	350.37
2114356	UNIQUE MANAGEMENT SERVICES	104.85

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$25,531.91

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.45
0718015	GRAND RAPIDS CITY PAYROLL	41,022.89
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	42.05
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	322.50
1621130	P.U.C.	3,145.64
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$54,132.72

TOTAL ALL DEPARTMENTS \$79,664.63

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 12, 2022

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	09/12/22	01	LIB SEP CELL SVC	999-99-00-00-1000			10/12/22	54.45
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.45
							VENDOR TOTAL:	54.45
0112700 AL'S RESTORATION LLC								
090422-L	09/04/22	01	REPLACE LIBRARY DROP BOX	211-00-75-30-4010	20222674		10/12/22	940.00
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	940.00
							VENDOR TOTAL:	940.00
0113100 AMAZON.COM								
459756445775-L	07/09/22	01	AMAZON REFUND 1 BOOK	211-00-75-20-2110	20222800		10/12/22	-19.84
				BOOKS				
							INVOICE TOTAL:	-19.84
493964463576-L	05/25/22	01	1 BOOK	211-00-75-20-2110	20222799		10/12/22	19.84
				BOOKS				
							INVOICE TOTAL:	19.84
543978758935-L	09/08/22	01	12 BOOKS	211-00-75-20-2110	20222798		10/12/22	185.51
				BOOKS				
							INVOICE TOTAL:	185.51
676663737935-L	09/06/22	01	3.6 VOLT LITHIUM BATTERIES	211-00-75-20-2010	20222798		10/12/22	27.04
				OFFICE SUPPLIES				
							INVOICE TOTAL:	27.04
777966739564-L	09/12/22	01	1 BOOK	211-00-75-20-2110	20222896		10/12/22	27.82
				BOOKS				
							INVOICE TOTAL:	27.82
889365769963-L	09/06/22	01	4 BOOKS	211-00-75-20-2110	20222798		10/12/22	61.45
				BOOKS				
							INVOICE TOTAL:	61.45
							VENDOR TOTAL:	301.82

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INVOICES DUE ON/BEFORE 10/12/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100 ARAMARK UNIFORM SERVICES								
2630048848-L	09/06/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20222670		10/12/22	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20222670			14.34
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
2630054455-L	09/20/22	01	MAT NYLON RUBBER	211-00-75-30-3070	20222858		10/12/22	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20222858			14.34
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
							VENDOR TOTAL:	88.44
0118660 ARROWHEAD LIBRARY SYSTEM								
14981-L	08/31/22	01	OVERDUE NOTICES-AUG	211-00-75-20-2010	20222683		10/12/22	20.80
				OFFICE SUPPLIES				
							INVOICE TOTAL:	20.80
							VENDOR TOTAL:	20.80
0201428 BAKER & TAYLOR LLC								
2036963510-L	08/22/22	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20222671		10/12/22	283.82
				BOOKS				
							INVOICE TOTAL:	283.82
2036976902-L	08/29/22	01	16 BOOKS/#209977 L025981	211-00-75-20-2110	20222754		10/12/22	256.56
				BOOKS				
							INVOICE TOTAL:	256.56
2036987596-L	09/06/22	01	19 BOOKS/#209977 L025981	211-00-75-20-2110	20222696		10/12/22	306.82
				BOOKS				
							INVOICE TOTAL:	306.82
2036993545-L	09/08/22	01	80 BOOKS/#209977 L025981	211-00-75-20-2110	20222747		10/12/22	944.43
				BOOKS				
							INVOICE TOTAL:	944.43

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0201428 BAKER & TAYLOR LLC								
2036993967-L	09/09/22	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20222797		10/12/22	18.49
				BOOKS				
							INVOICE TOTAL:	18.49
2037003328-L	09/13/22	01	8 BOOKS/#209977 L025981	211-00-75-20-2110	20222820		10/12/22	91.33
				BOOKS				
							INVOICE TOTAL:	91.33
2037010908-L	09/16/22	01	14 BOOKS/#209977 L411199	211-00-75-20-2110	20222847		10/12/22	240.43
				BOOKS				
							INVOICE TOTAL:	240.43
2037013636-L	09/16/22	01	66 BOOKS/#209977 L025981	211-00-75-20-2110	20222846		10/12/22	844.46
				BOOKS				
							INVOICE TOTAL:	844.46
2037014213-L	09/19/22	01	3 BOOKS/#209977 L411199	211-00-75-20-2110	20222889		10/12/22	41.65
				BOOKS				
							INVOICE TOTAL:	41.65
2037018292-L	09/20/22	01	3 BOOKS/#209977 L025981	211-00-75-20-2110	20222919		10/10/22	37.69
				BOOKS				
							INVOICE TOTAL:	37.69
2037025790-L	09/21/22	01	26 BOOKS/#209977 L025981	211-00-75-20-2110	20222890		10/12/22	372.54
				BOOKS				
							INVOICE TOTAL:	372.54
2037040337-L	09/29/22	01	12 BOOKS/#209977 L411199	211-00-75-20-2110	20222960		10/12/22	255.97
				BOOKS				
							INVOICE TOTAL:	255.97
2037042275-L	09/28/22	01	27 BOOKS/#209977 L025981	211-00-75-20-2110	20222940		10/12/22	397.71
				BOOKS				
							INVOICE TOTAL:	397.71
							VENDOR TOTAL:	4 397.90

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

0405500	DEMCO INC							
7190904-L	09/23/22	01	BOOK CART	211-00-75-20-2090	20222939		10/12/22	1,435.56
				INVENTORIAL SUPPLIES				
							INVOICE TOTAL:	1,435.56
							VENDOR TOTAL:	1,435.56
0502705	EBSCO SUBSCRIPTION SERVICE							
2204199-L	09/01/22	01	ADJ GENL FED OF WMNS CLUB	211-00-75-20-2140	20220425		10/12/22	-27.00
				PERIODICALS				
							INVOICE TOTAL:	-27.00
2301091-L	09/13/22	01	ADJ RATE ECONOMIST INV 1647045	211-00-75-20-2140	20222814		10/12/22	26.40
				PERIODICALS				
		02	ADJ RATE FLYING INV 1647045	211-00-75-20-2140	20222814			26.40
				PERIODICALS				
							INVOICE TOTAL:	52.80
							VENDOR TOTAL:	25.80
0514145	ENCOMPASS							
46787-L	08/31/22	01	LIBRARY EXTERIOR FACADE EVAL	211-00-75-30-3000	20222622		10/12/22	6,275.93
				PROFESSIONAL SERVICES				
							INVOICE TOTAL:	6,275.93
							VENDOR TOTAL:	6,275.93
0609525	FINDAWAY WORLD LLC							
405160-L	09/14/22	01	5 PLAYAWAYS	211-00-75-20-2120	20222783		10/12/22	335.70
				AUDIO/VISUAL				
							INVOICE TOTAL:	335.70
							VENDOR TOTAL:	335.70
0701650	GARTNER REFRIGERATION CO							
91903-L	09/23/22	01	LABOR RPL AHU-1 VFD SUPPLY FAN	211-00-75-30-4070	20222879		10/12/22	875.00
				GENERAL EQUIP MAINT/REPAIR				

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0701650 GARTNER REFRIGERATION CO								
91903-L	09/23/22	02	TRUCK CHARGE	211-00-75-30-4070	20222879		10/12/22	20.00
		03	ABB 25 HP 208 VOLT DRIVE	211-00-75-30-4070	20222879			4,798.46
							INVOICE TOTAL:	5,693.46
							VENDOR TOTAL:	5,693.46
0718010 CITY OF GRAND RAPIDS								
22/463-L	09/14/22	01	SEP JANITORIAL SERVICE	211-00-75-30-3090	20222835		10/12/22	1,700.00
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	09/09/22	01	LIB 9/9 PAYROLL	999-99-00-00-1000			10/12/22	20,522.76
		02	LIB 9/23 PAYROLL	999-99-00-00-1000				20,500.13
							INVOICE TOTAL:	41,022.89
							VENDOR TOTAL:	41,022.89
0914325 INGRAM ENTERTAINMENT INC.								
5009358-L	09/26/22	01	5 DVDS/C#3206981	211-00-75-20-2120	20222934		10/12/22	111.18
							INVOICE TOTAL:	111.18
							VENDOR TOTAL:	111.18
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN3938366-L	09/19/22	01	TONER 414A CN	211-00-75-20-2060	20222826		10/12/22	232.26

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CITY OF GRAND RAPIDS
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN3938366-L	09/19/22	02	TONER 414A YL	211-00-75-20-2060	20222826		10/12/22	116.13
		03	TONER 414A MG/#NB07789	211-00-75-20-2060	20222826			116.13
							INVOICE TOTAL:	464.52
IN3955053-L								
	10/03/22	01	CALENDAR DSK PD/WALL BK	211-00-75-20-2010	20222947		10/12/22	59.45
		02	DISPENSER DRYLINE CORR	211-00-75-20-2010	20222947			10.71
		03	BATTERY PROCELL AA 24/BX	211-00-75-20-2010	20222947			10.42
		04	PEN ROUND STIC 60 BOX	211-00-75-20-2010	20222947			9.77
		05	TONER 414A YL	211-00-75-20-2060	20222947			117.85
		06	TONER 414A MG	211-00-75-20-2060	20222947			117.85
		07	TONER 414A BK	211-00-75-20-2060	20222947			91.05
		08	BOOK APT MLY 8.75X6.9 BK	211-00-75-20-2010	20222947			41.54
		09	CALENDAR WALL MNTHLY RCY	211-00-75-20-2010	20222947			21.86
		10	PLANNER NAVY LG	211-00-75-20-2010	20222947			38.58
		11	FUEL SURCHARGE/C#NB07789	211-00-75-20-2010	20222947			4.50
							INVOICE TOTAL:	523.58
							VENDOR TOTAL:	988.10
0914800 INVEST EARLY PROJECT								
3383-L	09/21/22	01	AUG STORY TIME	211-00-75-30-3100	20222857		10/12/22	400.00
							INVOICE TOTAL:	00
							VENDOR TOTAL:	00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

1015325	JOHNSON CONTROLS FIRE							
23122720-L	10/01/22	01	FIRE ALARM MONITOR OCT-DEC22	211-00-75-30-4000	20222821		10/12/22	150.00
		02	FIRE ALARM MONITOR JAN-SEP23	211-00-00-00-1550	20222821			450.00
				MAINTENANCE CONTRACTS				
				PREPAID ITEMS				
							INVOICE TOTAL:	600.00
							VENDOR TOTAL:	600.00
1115500	NORTHERN LIGHTS ICE LLC							
116-L	08/17/22	01	KLASSIC SIZE CUP SERVINGS	211-00-75-20-2095	20222750		10/12/22	2,068.00
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	2,068.00
							VENDOR TOTAL:	2,068.00
1301146	MARCO TECHNOLOGIES, LLC							
L	09/19/22	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/12/22	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1305725	METROPOLITAN LIFE INSURANCE CO							
L	09/26/22	01	LIB OCT SUPP/LIFE PREM	999-99-00-00-1000			10/12/22	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199	MINNESOTA ENERGY RESOURCES							
L	09/19/22	01	LIB AUG NTL GAS	999-99-00-00-1000			10/12/22	45.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45.00
							VENDOR TOTAL:	45.00

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 12, 2022

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

Item 2.

INVOICES DUE ON/BEFORE 10/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

1309335	MINNESOTA REVENUE							
L	09/20/22	01	LIB AUG SALES TAX PAYABLE	999-99-00-00-1000			10/12/22	42.05
				HOLDING ACCOUNT				
								INVOICE TOTAL: 42.05
								VENDOR TOTAL: 42.05
1516220	OPERATING ENGINEERS LOCAL #49							
L	09/12/22	01	LIB OCT HEALTH INS PREM	999-99-00-00-1000			10/12/22	9,162.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 9,162.00
								VENDOR TOTAL: 9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	09/06/22	01	LIB SEP SERV & LINE CHARGES	999-99-00-00-1000			10/12/22	322.50
				HOLDING ACCOUNT				
								INVOICE TOTAL: 322.50
								VENDOR TOTAL: 322.50
1621130	P.U.C.							
L	09/19/22	01	LIB AUG UTILITIES	999-99-00-00-1000			10/12/22	3,145.64
				HOLDING ACCOUNT				
								INVOICE TOTAL: 3,145.64
								VENDOR TOTAL: 3,145.64
1920555	STOKES PRINTING & OFFICE							
119014-L	09/07/22	01	COPY PAPER	211-00-75-20-2020	20222672		10/12/22	303.90
				COPY SUPPLIES				
								INVOICE TOTAL: 303.90
119059-L	09/26/22	01	STAPLERS	211-00-75-20-2010	20222888		10/12/22	39.98
				OFFICE SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 12, 2022

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1920555 STOKES PRINTING & OFFICE								
119059-L	09/26/22	02	TAPE DISPENSER	211-00-75-20-2010	20222888		10/12/22	6.49
				OFFICE SUPPLIES				
							INVOICE TOTAL:	46.47
							VENDOR TOTAL:	350.37
2114356 UNIQUE MANAGEMENT SERVICES								
6104311-L	08/31/22	01	AUG PLACEMENTS	211-00-75-30-3300	20222673		10/12/22	116.50
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20222673			-11.65
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	104.85
							VENDOR TOTAL:	104.85
2301700 WM CORPORATE SERVICES, INC								
L	09/12/22	01	LIB AUG SERVICE	999-99-00-00-1000			10/12/22	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
							TOTAL ALL INVOICES:	79,664.63

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2022**

Item 2.

Account Number	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 697,008	\$ 370,503	53%
211-00-31-00-0200	DELINQUENT	-	2,398	0%
211-00-31-00-4055	FISCAL DISPARITIES	62,323	62,323	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	91,773	72%
211-00-33-00-6310	ALS REIMBURSEMENT	-	707	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	1,667	83%
211-00-34-00-7975	INTERNET	2,000	1,060	53%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	120	120%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	19,455	107%
211-00-34-00-7990	FAX MACHINE USE	500	355	71%
211-00-35-00-1030	LIBRARY FINES	-	13	0%
211-00-37-00-2310	DONATIONS	1,500	12,947	863%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,423	109%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	26,584	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	2,075	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,167	39%
		923,212	602,615	65%
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	387,168	277,764	72%
211-00-75-10-1030	SALARY-PARTTIME	80,820	49,319	61%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	11,129	131%
211-00-75-10-1210	PERA	35,099	24,360	69%
211-00-75-10-1220	FICA	29,015	19,967	69%
211-00-75-10-1250	MEDICARE	6,786	4,670	69%
211-00-75-10-1310	HEALTH INSURANCE	116,541	82,458	71%
211-00-75-10-1330	LIFE INSURANCE	232	151	65%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,018	1,859	62%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	5,036	59%
211-00-75-20-2020	COPY SUPPLIES	1,500	494	33%
211-00-75-20-2030	PRINTING/BINDING	1,000	439	44%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,508	84%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	296	12%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	13,361	111%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	2,981	298%
211-00-75-20-2095	PRGM SUP & MATERIALS	500	3,593	719%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,708	135%
211-00-75-20-2110	BOOKS	39,000	37,916	97%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,813	65%
211-00-75-20-2130	NEWSPAPERS	2,000	1,455	73%
211-00-75-20-2140	PERIODICALS	7,500	52	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,313	44%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	-	360	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	6,676	1335%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,124	75%
211-00-75-30-3070	LAUNDRY	1,000	547	55%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,175	65%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	26,323	13,953	53%
211-00-75-30-3210	TELEPHONE	6,000	3,422	57%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	1,892	54%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2022**

Item 2.

Account Number	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,108	55%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	420	70%
211-00-75-30-3610	GENERAL INSURANCE	9,000	15,453	172%
211-00-75-30-3810	ELECTRICITY	35,000	22,570	64%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,108	55%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	2,575	32%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,398	67%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	16,280	109%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,536	154%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,127	24%
211-00-75-30-4030	ONLINE SERVICES	3,500	1,753	50%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	7,699	96%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,084	72%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	-	0%
	TOTAL EXPENDITURES	923,212	671,148	73%
	SURPLUS REVENUES/(EXPENDITURES)	-	(68,533)	

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	697,007.57	370,502.79	0.00	326,504.78	53
211-00-31-00-0200	DELINQUENT	0.00	0.00	2,398.48	0.00	(2,398.48)	100
211-00-31-00-4055	FISCAL DISPARITIES	0.00	62,323.43	62,323.43	0.00	0.00	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	759,331.00	435,224.70	0.00	324,106.30	57
TOTAL TAXES		0.00	759,331.00	435,224.70	0.00	324,106.30	57
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	128,000.00	91,772.54	0.00	36,227.46	72
211-00-33-00-6310	ALS REIMBURSEMENT	707.22	0.00	707.22	0.00	(707.22)	100
TOTAL		707.22	128,000.00	92,479.76	0.00	35,520.24	72
TOTAL INTERGOVERNMENTAL		707.22	128,000.00	92,479.76	0.00	35,520.24	72
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	268.59	2,000.00	1,667.46	0.00	332.54	83
211-00-34-00-7975	INTERNET	85.16	2,000.00	1,059.61	0.00	940.39	53
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	120.00	0.00	(20.00)	120
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,415.00	18,200.00	19,455.00	0.00	(1,255.00)	107
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	43.97	500.00	354.59	0.00	145.41	71
TOTAL		2,812.72	28,081.00	30,701.66	0.00	(2,620.66)	109
TOTAL CHARGES FOR SERVICES		2,812.72	28,081.00	30,701.66	0.00	(2,620.66)	109
FINES & FORFEITS							

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	13.20	0.00	(13.20)	100
TOTAL		0.00	0.00	13.20	0.00	(13.20)	100
TOTAL FINES & FORFEITS		0.00	0.00	13.20	0.00	(13.20)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	5,568.00	1,500.00	12,946.65	0.00	(11,446.65)	863
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,422.64	0.00	(122.64)	109
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	1,174.24	0.00	26,583.87	0.00	(26,583.87)	100
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	2,000.00	0.00	0.00	2,000.00	0
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	183.16	0.00	2,075.43	0.00	(2,075.43)	100
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	3,000.00	1,167.33	0.00	1,832.67	39
TOTAL		6,925.40	7,800.00	44,195.92	0.00	(36,395.92)	567
TOTAL MISCELLANEOUS REVENUE		6,925.40	7,800.00	44,195.92	0.00	(36,395.92)	567
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		10,445.34	923,212.00	602,615.24	0.00	320,596.76	65
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	29,782.16	387,168.00	277,764.23	0.00	109,403.77	72
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	5,863.80	80,820.00	49,318.90	0.00	31,501.10	61
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	8,510.00	11,129.07	0.00	(2,619.07)	131
211-00-75-10-1210	PERA	2,673.44	35,099.00	24,360.27	0.00	10,738.73	69
211-00-75-10-1220	FICA	2,191.08	29,015.00	19,967.10	0.00	9,047.90	69
211-00-75-10-1250	MEDICARE	512.41	6,786.00	4,669.63	0.00	2,116.37	69
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	82,458.00	0.00	34,083.00	71
211-00-75-10-1330	LIFE INSURANCE	30.08	232.00	150.77	0.00	81.23	65
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	1.49	0.00	(1.49)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	212.34	3,018.00	1,859.06	0.00	1,158.94	62
TOTAL PERSONNEL		50,427.83	667,189.00	471,678.52	0.00	195,510.48	71
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	73.51	8,500.00	5,036.16	0.00	3,463.84	59
211-00-75-20-2020	COPY SUPPLIES	303.90	1,500.00	493.84	0.00	1,006.16	33
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	438.68	0.00	561.32	44
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	464.52	3,000.00	2,507.77	192.00	300.23	90
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	296.14	0.00	2,203.86	12
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	13,360.60	0.00	(1,360.60)	111
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,435.56	1,000.00	2,980.62	0.00	(1,980.62)	298
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	500.00	3,593.06	0.00	(3,093.06)	719

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	2,708.21	0.00	(708.21)	135
211-00-75-20-2110	BOOKS	3,826.30	39,000.00	37,915.54	0.00	1,084.46	97
211-00-75-20-2120	AUDIO/VISUAL	446.88	9,000.00	5,813.42	0.00	3,186.58	65
211-00-75-20-2130	NEWSPAPERS	227.55	2,000.00	1,455.07	0.00	544.93	73
211-00-75-20-2140	PERIODICALS	25.80	7,500.00	51.80	0.00	7,448.20	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	28.68	3,000.00	1,312.71	0.00	1,687.29	44
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	359.98	0.00	(359.98)	100
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		6,832.70	92,500.00	78,323.60	192.00	13,984.40	85
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	6,675.78	0.00	(6,175.78)	1335
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,123.63	0.00	376.37	75
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	59.76	1,000.00	546.98	0.00	453.02	55
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	13,175.00	0.00	7,225.00	65
211-00-75-30-3100	OTHER CONTRACTED SERVICES	400.00	26,323.00	13,953.26	0.00	12,369.74	53
211-00-75-30-3210	TELEPHONE	376.95	6,000.00	3,422.20	320.11	2,257.69	62
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	1,892.18	0.00	1,607.82	54
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	1,107.85	0.00	892.15	55
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	420.00	0.00	180.00	70
211-00-75-30-3610	GENERAL INSURANCE	1,717.00	9,000.00	15,453.00	0.00	(6,453.00)	172
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	22,570.41	0.00	12,429.59	64
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,108.06	0.00	891.94	55
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	2,574.53	0.00	5,425.47	32
211-00-75-30-4000	MAINTENANCE CONTRACTS	275.19	9,500.00	6,397.60	0.00	3,102.40	67
211-00-75-30-4010	BUILDING MAINT/REPAIRS	940.00	15,000.00	16,280.27	0.00	(1,280.27)	109
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,536.23	0.00	(536.23)	154
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	2,126.74	0.00	6,873.26	24

DATE: 10/04/2022
TIME: 08:44:52
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,500.00	1,753.34	0.00	1,746.66	50
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,693.46	8,000.00	7,699.35	0.00	300.65	96
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,083.87	0.00	416.13	72
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	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	200.00	0.00	0.00	200.00	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
211-00-75-30-4650	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		11,282.79	163,523.00	121,146.28	320.11	42,056.61	74
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	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		68,543.32	923,212.00	671,148.40	512.11	251,551.49	73
TOTAL EXPENSES:		68,543.32	923,212.00	671,148.40	512.11	251,551.49	73
TOTAL FUND REVENUES		10,445.34	923,212.00	602,615.24	0.00	320,596.76	65
TOTAL FUND EXPENSES		68,543.32	923,212.00	671,148.40	512.11	251,551.49	73
FUND SURPLUS (DEFICIT)		(58,097.98)	0.00	(68,533.16)			
TOTAL ALL FUND REVENUES		10,445.34	923,212.00	602,615.24	0.00	320,596.76	65
TOTAL ALL FUND EXPENSES		68,543.32	923,212.00	671,148.40	512.11	251,551.49	73
ALL FUND SURPLUS (DEFICIT)		(58,097.98)	0.00	(68,533.16)			

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2022
With Comparative Totals for September 30, 2021

	2021 Actual	2022 Actual	2022 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	436,094	455,970	455,970	
Compensated Absences	39,408	46,367	46,367	
Emergency/unanticipated Expenditures	61,708	64,625	64,625	
Major Equipment Replacement	79,702	89,566	89,566	
TOTAL FUND BALANCE 1/1/XX	616,912	656,528	656,528	
Revenues:				
Taxes	397,200	435,225	759,331	57%
Intergovernmental	85,827	92,480	128,000	72%
Charges for Services	20,238	30,702	28,082	109%
Fines & Forfeits	207	13	-	0%
Blandin Grant	-	-	-	0%
GR Library Foundation	3,400	26,584	-	0%
Miscellaneous	6,477	17,612	7,800	226%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	513,349	602,615	923,213	65%
Expenditures:				
Personnel	465,201	471,679	667,190	71%
Supplies/Materials	50,024	78,324	92,500	85%
Other Services/Charges	81,046	121,146	163,523	74%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	596,270	671,148	923,213	73%
OPERATING SURPLUS (DEFICIT)	(82,921)	(68,533)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	-	-	-	
Fund Balance 9/30/XX				
Cash Flow	353,173	387,437	455,970	
Compensated Absences	39,408	46,367	46,367	
Emergency/unanticipated Expenditures	61,708	64,625	64,625	
Major Equipment Replacement	79,702	89,566	89,566	
TOTAL FUND BALANCE 9/30/XX	\$ 533,991	\$ 587,995	\$ 656,528	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,186 as of 8/31/22. This endowment is not available for current operations.

Item 2.

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 09/30/22
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	383,906.38	383,906.38	0.00
211-00-00-00-1010	CASH	644,391.81	612,908.80	704,774.88	552,525.73
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	70.00	0.00	0.00	70.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	30,777.00	0.00	0.00	30,777.00
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
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	42,033.00	0.00	0.00	42,033.00
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	3,122.88	2,768.54	3,122.88	2,768.54
211-00-00-00-1551	PREPAID INSURANCE	9,181.35	23,151.00	26,545.41	5,786.94
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	49,976.16	49,464.05	512.11
TOTAL		729,596.04	1,072,710.88	1,167,813.60	634,493.32
TOTAL ASSETS		729,596.04	1,072,710.88	1,167,813.60	634,493.32
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	32,186.33	705,131.98	688,115.84	15,170.19
211-00-00-00-2030	SALES TAX PAYABLE	0.00	305.05	344.98	39.93
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	10,105.46	10,105.46	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	30,777.00	0.00	0.00	30,777.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		73,068.79	715,542.49	688,460.82	45,987.12

Item 2.

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 09/30/22
TOTAL LIABILITIES		73,068.79	715,542.49	688,460.82	45,987.12
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	656,527.25	0.00	0.00	656,527.25
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	49,464.05	49,976.16	512.11
TOTAL		656,527.25	49,464.05	49,976.16	657,039.36
FUND SURPLUS (DEFICIT)		0.00	68,533.16	0.00	(68,533.16)
TOTAL FUND EQUITY		656,527.25	117,997.21	49,976.16	588,506.20
TOTAL LIABILITIES AND FUND EQUITY		729,596.04	833,539.70	738,436.98	634,493.32

October 12, 2022

Amy Savela
1525 NW 9th St.
Grand Rapids, MN 55744

Dear Ms. Savela:

I am pleased that you will be leading a series of six monthly afterschool programs developed for school age children. These programs will be held 10/19/2022, 11/16/2022, 1/18/2023, 2/15/2023, 3/15/2023, and 4/19/2023.

The Library will pay you \$75 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will provide \$50 per program for supplies and materials. (For a total of \$125.) Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

Will Richter
Library Director

These terms are acceptable:

Signature

Date

Approved for the Board of Directors:

Board President

Date

RESOLUTION NO. 2022-10
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:

Library Foundation

\$2,068.00 for 517 servings of Kona Ice at Summer Celebration

\$517.81 for Non-Fiction Collection Development

\$400.00 for Online Storytime

Catholic Community Foundation (via Library Foundation)

\$3000.00 for book drop project labor and materials

Wickman Family

\$200.00 No designation

Adopted this 12th day of October, 2022

Jean MacDonell, President

Lisa Tabbert, Secretary

Board member _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2022-09
SETTING 2023 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2022:

H Mon January 2	New Year’s Holiday	Closed
H Mon January 16	Martin Luther King Day	Closed
H Mon February 20	President’s Day	Closed
H Mon May 29	Memorial Day	Closed
H Tue July 4	Independence Day	Closed
H Mon September 4	Labor Day	Closed
H Fri November 10	Veteran’s Day	Closed
H Thurs November 23	Thanksgiving	Closed
H Fri November 24	Day after thanksgiving	Closed
H Fri December 22	Christmas Holiday	Closed
H Mon December 25	Christmas Holiday	Closed

The Library Board will meet the in City Council Chambers the second Wednesday of the month at 5 p.m.

Adopted this 12th day of October 2022.

Jean MacDonell, President

Attest:

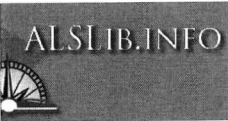
Lisa Tabbert, Secretary

Board member _____ seconded the foregoing resolution and the following voted in favor thereof:

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



Will Richter <will.richter@alslib.info>

Minitex Cooperative Purchasing & Electronic Resources Services Cost Savings Report

message

Minitex CPERS <cpers@umn.edu>

Mon, Sep 19, 2022 at 11:23 AM

Reply-To: cpers@umn.edu
will.richter@alslib.info

We are pleased to report that your library realized savings by subscribing to electronic resources or purchasing library products through the Minitex Cooperative Purchasing & Electronic Resources Services (CPERS) program in our fiscal year of 2022, which runs from July of 2021 through June of 2022.

You'll find your Cost Savings report attached.

If you subscribe to an electronic resource that is subsidized by Minitex, your cost savings can be quite significant. There are also sometimes large differences between list prices and prices paid. These tend to skew the numbers and may require additional justification when you share this data with others in your organization. Let us know if you have any questions.

Additional cost avoidance is achieved through the [eLibrary Minnesota](https://elibrarymn.org) (ELM) program <https://elibrarymn.org>. State appropriations are used to provide a general suite of electronic resources at no cost to you, thus allowing you to leverage your funding to obtain targeted resources needed by your users. We did not include those significant, estimated cost savings in the report.

If you have any questions, please don't hesitate to contact us. Thank you for working with CPERS this year!

Best regards,
Anne, Ann, Tim, and Matt

Cooperative Purchasing & Electronic Resources Services
Minitex
100 Wilson Library
1009 19th Avenue South
University of Minnesota
Minneapolis, MN 55455-0439
612-625-4868; 800-462-5348 (toll free); 612-625-3569 (fax)
Anne Hatinen
Ann Kaste
Tim Peters
Matt Lee
cpers@umn.edu

2 attachments

 **ELM Databases 2022.pdf**
235K

 **GRAND RAPIDS AREA LIBRARY.pdf**
82K



**FY22 CPERS COST SAVINGS DATA
GRAND RAPIDS AREA LIBRARY**

ELECTRONIC RESOURCES

Start Date	Vendor	Product	List Price	Library Price	Library Saved
8/1/2021	Baker & Taylor	ALL	\$1,950.00	\$1,685.00	\$265.00
SUBTOTAL			\$1,950.00	\$1,685.00	\$265.00

LIBRARY PRODUCTS

Order Date	Vendor	Product	List Price	Library Price	Library Saved
SUBTOTAL			\$0.00	\$0.00	\$0.00

SUBSIDIZED ELECTRONIC RESOURCES

Start Date	Vendor	Product	Subsidized	List Price	Library Price	Library Saved
SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00

	List Price	Library Price	Library Saved
GRAND TOTAL	\$1,950.00	\$1,685.00	\$265.00

eLibrary Minnesota (ELM)

Cost savings are also realized through the use of databases in the statewide ELM collection. Find a full list of available databases at <https://minitex.umn.edu/services/elibrary-minnesota>



DEDICATION, COLLABORATION, INNOVATION

*An Information and Resource Sharing Program of the Minnesota Office of Higher Education
and the University of Minnesota Libraries*

University of Minnesota
Wilson Library, Room 60
309 19th Avenue South
Minneapolis, MN 55455

Telephone: 612-624-4002
Toll Free: 800-462-5348
Fax: 612-624-4508

eLibrary Minnesota (ELM) is comprised of databases from five vendors: Britannica, Capstone, EBSCO, Gale, LearningExpress (EBSCO), ProQuest

Britannica

- Britannica Academic Edition
- Britannica Fundamentals
- Britannica Library
- Britannica Original Sources
- Britannica School
- Britannica School Elementary
- Britannica School High
- Britannica School Middle
- Merriam-Webster Unabridged

Capstone

- PebbleGo/PebbleGo Next

ProQuest

- Los Angeles Times (1996 to current)
- New York Times, The (1999 to current)
- ProQuest U.S. Newsstream
- Star Tribune (1986 to current) - text only
- Star Tribune (2008 to 3 months ago) - pdf version with images
- USA Today (1997 to current)
- Wall Street Journal (1984 to current)
- Washington Post (1997 to current)

Gale

- Gale In Context: High School
- Gale In Context: Middle School

LearningExpress (EBSCO)

- LearningExpress Computer Skills Center
- LearningExpress Job & Career Accelerator
- LearningExpress Library Complete

EBSCO

- AAS Historical Periodicals
- Academic Search Premier
- Alt Health Watch
- Applied Science & Technology Source
- Business Source Premier
- Business Source Premier: Business Searching Interface
- Consumer Health Complete
- EBSCO MegaFILE
- ERIC® (EBSCO)
- Explora Educators
- Explora Kids
- Explora Library
- Explora Teens
- GreenFILE
- Health Source: Consumer Edition
- Health Source: Nursing/Academic Edition
- Library, Information Science & Technology Abstracts
- MAS Complete
- MasterFILE Complete
- Middle Search Plus
- Newspaper Source
- Points of View Reference Center
- Primary Search
- Professional Development Collection
- Regional Business News
- Science Reference Center

For more information, please see <https://minitex.umn.edu/services/elibrary-minnesota>.



EXTERIOR ENVELOPE REVIEW

FOR

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY BUILDING
140 NE 2nd STREET
GRAND RAPIDS, MINNESOTA 55744**

Encompass, Inc.
5435 Feltl Road
Minnetonka, MN 55343

Project # 22-8040

September 16, 2022

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Testing	5 – 7
Observations	7 – 8
Analysis	8 – 9
Recommendations	10 – 11
Photographs	12 – 28

This report has been prepared by:



Ben Sandvig, P.E.
Project Engineer



Curt Isernhagen, P.E.
Principal


STANDARD OF CARE

The conclusions and recommendations contained herein represent our professional opinions. These opinions were arrived at in accordance with accepted engineering practices at this time and location. No other warranty is implied or intended.

Should additional data become available, our opinions will be subject to amendment to reflect the new information.

CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

Signature:  _____

Date: September 16, 2022

Registration Number: 53975

EXECUTIVE SUMMARY

An evaluation of the exterior envelope of the Grand Rapids Library building was conducted by Encompass to review the façade conditions and provide any needed repair recommendations. The exterior components of the building façade, including brick masonry, flashings, sealants, and roofing have been reviewed through onsite observations, to evaluate their condition and performance. Water testing was also conducted at known leak location to determine the source of leaks. Deficient conditions and details have been identified during the onsite observations which are discussed in this report. Areas for potential repair include masonry wall caps, window flashings, and sealants. This report contains the findings from the observations as well as analysis and recommendations for building maintenance and repair.

1.0 INTRODUCTION/BACKGROUND

- 1.1 Encompass, Inc. has performed a review of the exterior envelope at the Grand Rapids Library building to evaluate the current façade conditions. Items for review included the exterior masonry, windows, sealant joints, claddings, lintels, parapets, and flashings. Observations were conducted on site on foot and with ladders. Encompass also conducted water testing at known leak areas to determine the possible leak sources.
- 1.2 Site observations and investigations were conducted on July 26th, 2022. Encompass personnel performing the investigations were Ben Sandvig, P.E., Jim Manfred, Senior Technician, and Layo Hernandez, Technician. The following report details the activities and observations recorded during the investigation. Referenced photographs can be found at the end of the report.
- 1.3 The Grand Rapids Library building is a wood-framed and masonry structure that was built in 2000. The building is a single-story structure with exposed interior framing and unique architecture at different areas. The façade primarily consists of brick masonry with aluminum windows and various bumpout features clad with engineered siding. The roofs are low-slope and covered with a membrane.
- 1.4 Water leaks were reported to Encompass at several locations in the building which were reviewed and tested during the site visit.
- 1.5 Overall photos of the building exterior can be found at the end of the report, photos 1 through 3.

2.0 TESTING

- 2.1 Isolated water testing was conducted at several areas where leaking has been reported in the building. The following is a summary of the testing activities.
- 2.2 Bumpout Windows – Water testing was conducted at the front bumpout windows near the main entrance (see photos 1 and 4). Water leaks were reported from the top of the window frames at the interior.
 - 2.2.1 Water spray was applied to the sealant joints above the head of the window in the overhang assembly. Water spray was applied to the vertical, skyfacing joint at the center of the window (see photo 5) and leaks were observed at the interior window framing.
 - 2.2.2 The sealants were typically failed at the center joint and at others. Joint sealant had been applied over older sealant without removing the older sealant, which results in a poorly performing joint (see photo 6). Many joints were debonded and easily removed.
 - 2.2.3 Analysis
 - The failed sealant at the window head assemblies allowed water entry into the overhead framing above the widows. Due to the existing construction,

water that enters the overhead framing will drain into the window assembly and leak into the interior.

- According to the existing details, flashing is installed within the overhang assembly, but the flashing does not have a means to drain to the exterior. See Figure 1 for the original window head and overhang detail.

2.3 Office Window – Water testing was conducted at an office window near the east entrance (see photo 7). Water leaks were reported at the window jambs at the interior, below the operable window unit.

2.3.1 Water spray was applied to the horizontal mullion below the operable window unit. Leaks were observed at the interior window framing after a few minutes of testing (see photo 8).

2.3.2 Analysis

- Water testing at the mullion indicates that there is a seal failure within the window frame assembly. Internal frame seals and/or seals around the operable units are failed. Previous sealant repairs have been attempted at this location which have not resolved the issue.

2.4 Ceiling Leak – Water Testing was conducted around a ceiling leak that was reported near the east entrance (see photo 9). Water dripping from the wood ceiling had been reported by building users, but the exact location was not confirmed.

2.4.1 Water testing was conducted at the facade and roof areas around the ceiling leak for 90 minutes and no interior leaks were detected. Testing areas included the skylights, transition flashings, masonry, roofing, window frames, and soffits.

2.5 Skylights – Water Testing was conducted at the skylights on the main roof. Water leaks have been reported at isolated locations at the skylights by building management in the past, but the most recent leaks were last seen in 2021. Leaks have not been observed or reported in 2022.

2.5.1 Water testing was conducted at two primary areas of the skylights where leaks have been reported in the past, at the center and the east end of the skylight assembly (see photo 10). Water testing consisted of applying water spray to all parts of the skylight in a sequential fashion, starting at the base of the assemblies up to the masonry walls.

2.5.2 Water testing was conducted at the two locations for approximately 60 minutes each and no leaks were detected.

2.5.3 Analysis

- Water leaks have not been observed in the building recently and may not be an active or persistent problem.
- Water stains were observed around the skylight framing from past moisture intrusion.

- The existing sealants are in poor to fair condition at the skylights, with failures noted. Various sealant repairs have been executed at the skylights in the past.
- Existing drawings show a through wall flashing detail at the heads of the skylights which is different than what is currently installed. The current flashings terminate at the wall exterior which rely on a sealant joint that is currently failed (see photo 21). Failed sealants and the existing configurations at the existing flashings could be contributing to moisture intrusion.
- The skylights should be monitored for ongoing issues, and they should be maintained properly to extend their performance.

3.0 OBSERVATIONS

3.1 Brick Façade

- 3.1.1 The façade primarily consists of red brick masonry units and mortar (see photos 1 through 3 and 11). The masonry is the exterior barrier component of the cavity wall system.
- 3.1.2 Through wall flashings are installed throughout the façade to drain and divert moisture out of the wall assembly (see photo 12).
- 3.1.3 Flashing is typically installed over the brick lintels (see photo 13). Some window and door location did not include a drip edge.
- 3.1.4 Water staining was observed at north facing brick at stem walls above the roof (see photo 14). Water stains were typically located within 10-15 brick courses from the top of the walls. The tops of the brick walls are covered with prefabricated concrete cap panels and flashing. The flashing is installed under the caps and appears to be a copper membrane product. The flashing does not have a rigid drip edge (see photo 15).
- 3.1.5 Generally, the masonry is in good condition with only minor deterioration or damage observed at isolated locations (see photo 16).

3.2 Siding

- 3.2.1 Horizontal lap siding is installed at the rear of the building in different locations, primarily at the large bumpout features (see photo 2). The siding is an engineered product that is coated. The exterior siding has been replaced recently, according to building management.
- 3.2.2 Wood siding and wood soffits are present at the roof overhangs at all elevations. Minor water stains were noted at some of the exposed wood soffits (see photo 17).

3.3 Windows

- 3.3.1 Window units are installed at the library building in various, unique configurations. The majority of the windows are curtain wall assemblies constructed with aluminum framing. Seals and joints around the windows and glazing are in fair condition, with some failures observed (see photo 18).
- 3.3.2 Skylights are installed at the top of the south facing roof (see photos 19 and 20). Water testing did not result in any water leaks at the skylights. Sealants at the head flashings were typically failed (see photo 21). Failed sealants and repairs were also typical at various joint locations (see photo 22). The existing drawings show a through wall flashing detail at the adjacent masonry wall, which differs from the current configurations, see Figure 2 and photo 21. Water stains were present at sporadic locations of the framing beneath the skylights (see photo 23) indicating that water intrusion has occurred in the past.

3.4 Sealants

- 3.4.1 Joint sealant is present at the perimeters of the window and door frames. The window/door perimeter sealant was typically deteriorated and was cracking or failed at various locations (see photos 24).
- 3.4.2 Joint sealant was installed at the base of exterior siding at the window heads with no weep or drainage above the window (see photo 25). At some locations this sealant was failed.
- 3.4.3 The sealant at masonry and concrete cap joints was typically in fair condition, with localized failures noted (see photo 26).
- 3.4.4 The joint sealants at metal flashings were typically in poor condition (see photo 27).

3.5 Roof

- 3.5.1 The roofing installed at the library is a green PVC membrane roofing material (see photo 28). The roofing is installed with ridge pieces adhered to the membrane which visually produces a look like a metal roof with seams, and snow guards are also present at the ends of the roof. The existing roofing was reportedly installed to replace the original roof soon after initial construction.
- 3.5.2 Isolated patch repairs were noted at the roof membrane in several locations. Various roofing seams exhibited some minor wear and deterioration (see photo 29), as well as corners and terminations (see photo 30). Water stains, discoloration, and organic growth was also present on the north roof elevations where less sun exposure is lower. No other deficiencies were observed at the membrane.

4.0 ANALYSIS

4.1 Masonry

4.1.1 The existing masonry façade is generally in good to very good condition. The brick units and mortar are typically sound and show very little signs of deterioration. Minor deterioration is present in small, isolated areas as a result of age-related deterioration.

4.1.2 Water stains at the masonry are the result of moisture collection and saturation on the masonry. The saturation has resulted in isolated masonry damage at mortar joints at select areas.

4.2 Siding

4.2.1 The panel and lap siding installed at the library is in good condition. Periodic maintenance is required to extend of the life of the installed materials, which has been executed recently with siding replacement.

4.3 Sealants

4.3.1 Joint sealants are installed at façade penetrations and joints of dissimilar materials, as well as expansion joints. Joint sealants allow building materials to move differentially while maintaining an exterior seal. Joint sealants provide primary protection at the building façade and, when failed, will not accommodate movement and can lead to moisture intrusion. The existing joint sealants are in poor to fair condition as a result of age-related deterioration. Joint sealants will typically have an expected useful life of 10-15 years.

4.3.2 The heads of windows were typically sealed with no drainage path or weep mechanism (see photo 25). The termination of any façade element such as siding, metal, or brick, where it meets a window or penetration, should have a means to drain water to the exterior.

4.4 Windows

4.4.1 The windows appear to be in fair condition and no issues were typically observed with the window units. Adjacent sealants should be repaired and are addressed in the previous section.

4.4.2 The roof skylights are not currently exhibiting any leaks, although they have leaked in the past. No leaks were detected with water testing that was conducted, but signs of water intrusion were noted around the skylights. Deficiencies at the window and adjacent brick flashings may be contributing to moisture intrusion. Monitoring of the skylights may assist to confirm the presence of leak issues.

4.4.3 The sealants at the skylight frames and flashings are at or near the end of their useful life.

4.5 Roof

4.5.1 The roofing at the building is generally in fair condition, with localized areas of failure due to wear or material degradation. The expected service life of typical membrane roofing can be expected to be between 20 to 25 years.

5.0 RECOMMENDATIONS

The following repairs are recommended at the library:

5.1 Front Windows

5.1.1 In order to allow the wall assembly to drain properly above the window, revise the window head configuration to weep/drain at the window head (see Figure 1). This will require disassembly and modification of the sheet metal coverings and framing above the windows. The sheet metal assembly may also be modified to conceal the exposed sealant joints to extend their lifespan and improve performance.

5.1.2 Replace all joint sealant at the windows. Remove all existing joint sealants and install new joint sealants.

5.2 Office Window

5.2.1 Disassemble the exterior frame around the operable window units and remove the operable units. Repair the frame seals and zone dams around the operable window units. Repair any flashings around the operable unit framing to seal the window frame and reassemble the window.

5.3 Ceiling Leak

5.3.1 No leaks were detected during testing and no repairs can be recommended at this time.

5.4 Skylights

5.4.1 Replace all joint sealant at the skylight frames and adjacent flashings.

5.4.2 Remove the existing wall/head metal flashing at the skylights. If through wall flashing is present, inspect it for deficiencies and install flashing to lap under it and over the skylight heads. If through wall flashing is not present, install it into the masonry wall and over the skylights.

5.4.3 Monitor the skylights for any leaks until repairs can be completed and evaluate them immediately if leaks occur.

5.5 Masonry

5.5.1 Remove the existing concrete caps and remove the existing flashings. Install new membrane flashing with a stainless steel, hemmed drip edge at both sides that drains water off the masonry wall. Reinstall the caps and seal the panel joints with sealant and weep ropes.

5.5.2 Use a masonry cleaner, power washing, hot water washing, or other means necessary to clean the stained masonry below the concrete wall caps.

5.5.3 Install water repellents at the concrete caps and north masonry walls.

5.5.4 Perform localized tuckpointing at cracked or damaged locations, estimated to be less than 5% of the façade.

5.6 Sealants

5.6.1 Remove and replace all existing exterior joint sealants at the windows, doors, masonry joints, and wall penetrations. Provide drainage and/or weep mechanisms at façade material transitions as applicable.

5.7 Roof

5.7.1 Roofing replacement should be considered within the next 5 years.



Photograph 1 – The east (front) elevation of the library building.



Photograph 2 – The west elevation of the library building.



Photograph 3 – The north elevation of the library building.



Photograph 4 – Bumpout window assembly near the main entrance.



Photograph 5 – Joint above window head, note failed sealant, testing location is noted by arrow.



Photograph 6 – Failed sealant at joints in the bumpout window overhang assembly.



Photograph 7 – Office window with leaks reported at the interior jamb.



Photograph 8 – Leak location at the office window.



Photograph 9 – Reported leak location at the ceiling near the east entry doors.



Photograph 10 – Water testing location at the skylights.



Photograph 11 – Typical masonry conditions at the north elevation.



Photograph 12 – Typical lintel details at masonry window fenestrations.



Photograph 13 – Water-stained masonry wall (north facing).



Photograph 14 – Water-stained masonry with cracking at bed joint. Moss formation is also noted.



Photograph 15 – Wall cap details showing flashing conditions.



Photograph 16 – Brick crack around through wall flashing details.



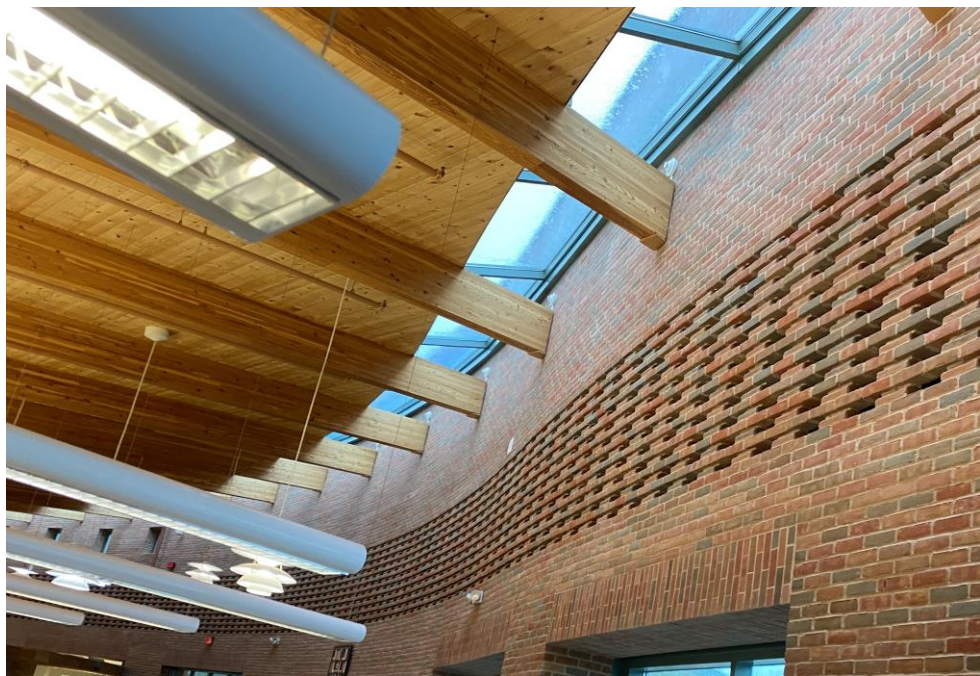
Photograph 17 – Water stains at a wood soffit.



Photograph 18 – Cracking sealant at a window assembly.



Photograph 19 – Skylight assembly at the roof.



Photograph 20 – Interior view of skylight assemblies.



Photograph 21 – Failed sealant joints at the skylight wall flashing, no through wall detail is visible with existing wall flashing.



Photograph 22 – Repairs at the skylight joints.



Photograph 23 – Water stains at the wood beam beneath the skylight.



Photograph 24 – Failed sealant at a windowsill joint.



Photograph 25 – Sealant installed at window head/base of siding, with failures observed.



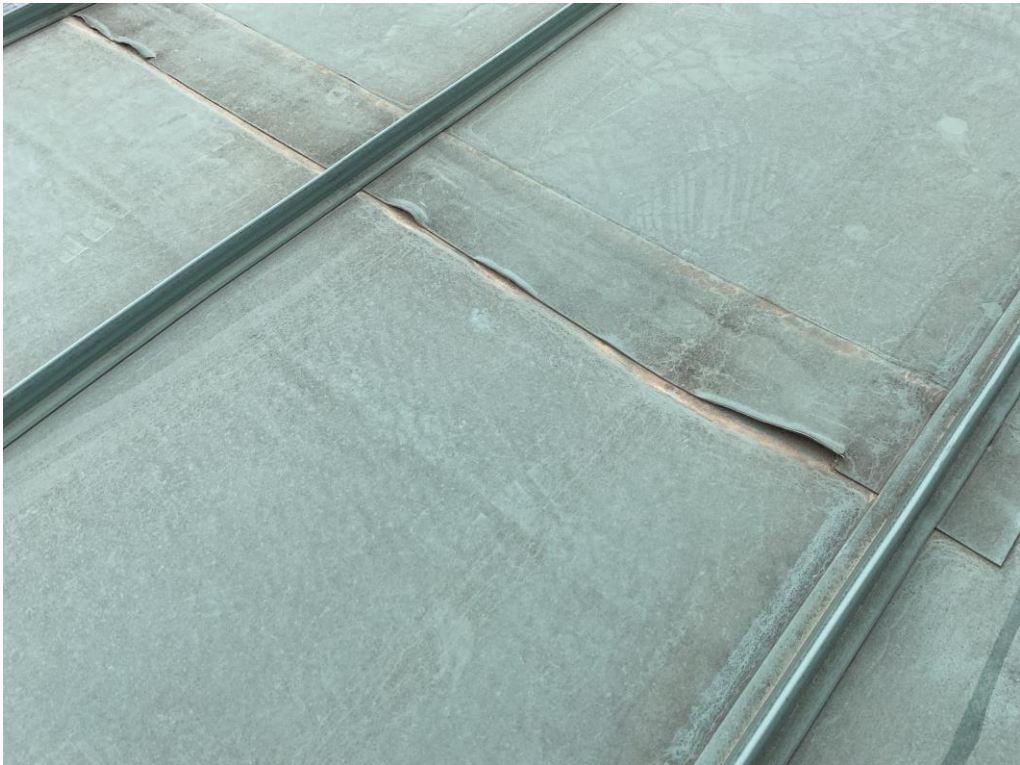
Photograph 26 – Sealant at masonry joints.



Photograph 27 – Failed sealants at metal flashings.



Photograph 28 – Roofing at the south roof elevation.



Photograph 29 – Deteriorated roofing seam location.



Photograph 30 – Roofing at the north roof elevation, with peeled terminations at the corner.

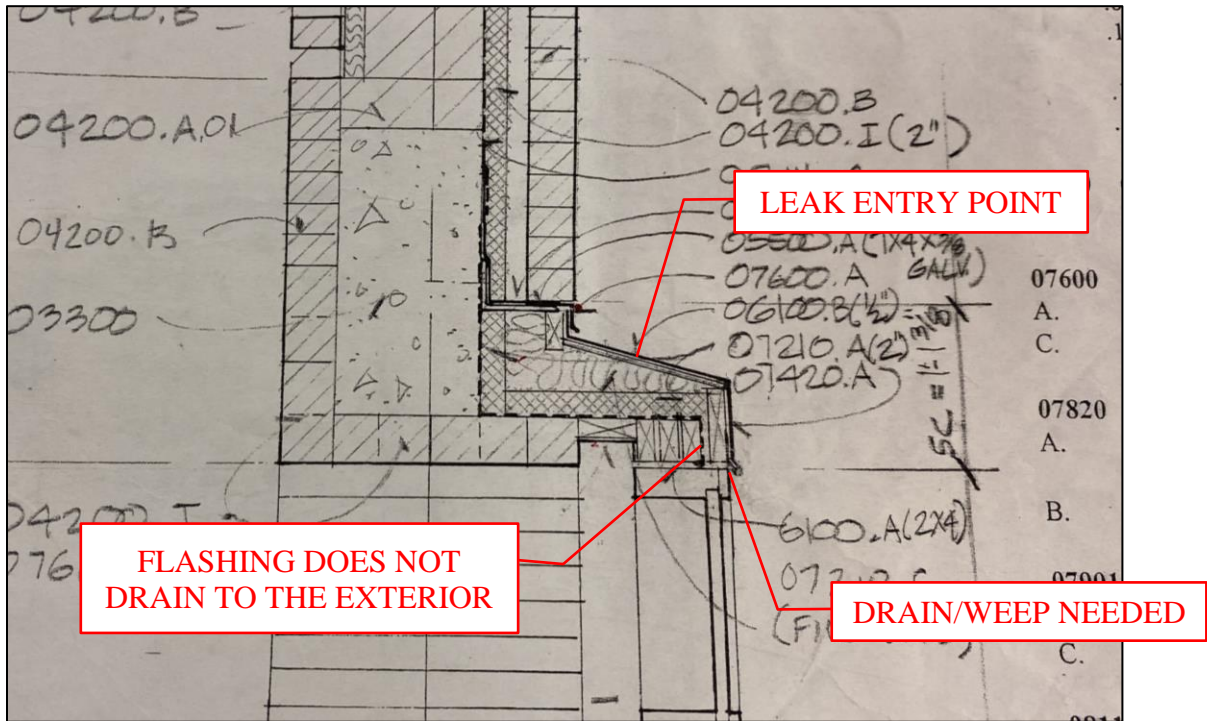


Figure 1 – Original detail at the head of the bumpout windows.

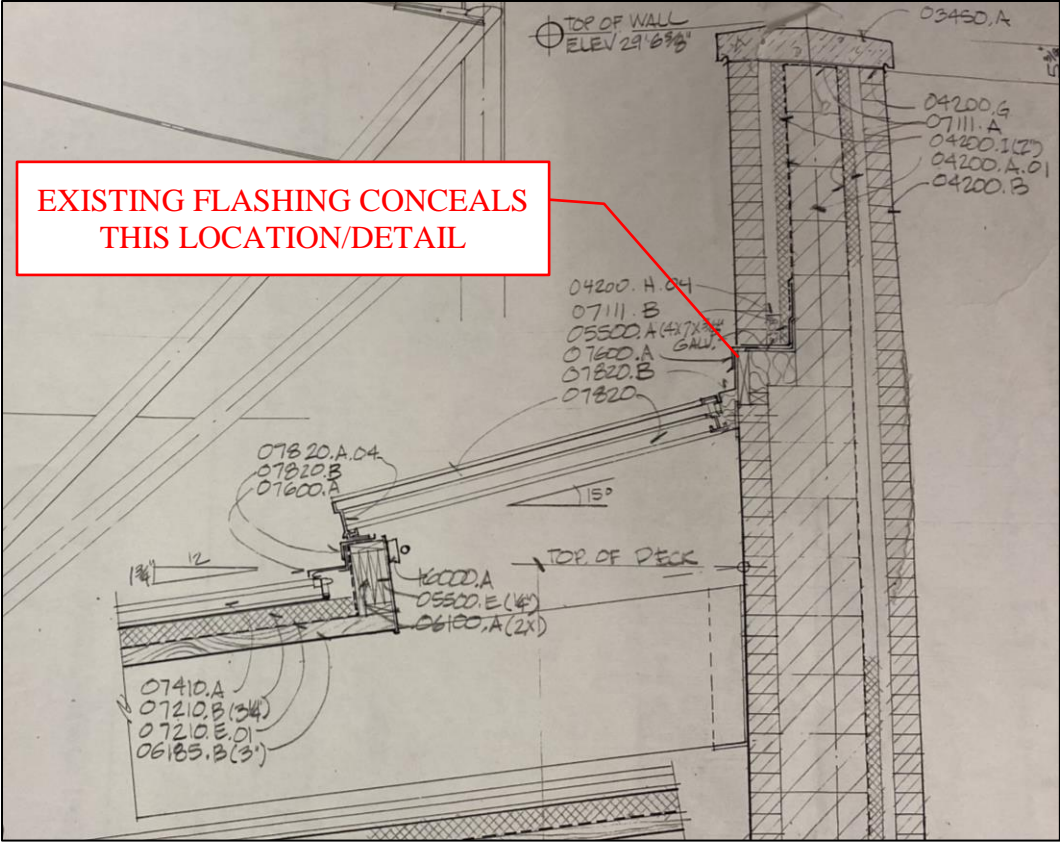


Figure 2 – Original detail at the skylights.

GRAL Director's Report

OCTOBER 2022

ADVOCACY

-City of Grand Rapids Preliminary Levy

The Grand Rapids City Council adopted a preliminary levy 9/26 for FY 2023 that includes \$759,331 for the Library (the same as FY 2022). There is a 0% increase in the City Levy.

-Arrowhead Library System Request to Itasca County

The ALS funding request to Itasca County seeking a 2.5% increase over the FY 2022 support amount to \$402,526 was not included in the Preliminary Levy for 2023 adopted 9/27. The Regional Library line item remains at \$392,709. There is a 0% increase in the County Levy.

-Local Elections (especially County Board of Commissioners)

The Library is locally funded by City and County property tax levies. Three County Board seats are open – with no incumbents running. The outcome of these races could influence our goal of an equitable funding scenario.

LIBRARY MANAGEMENT

-MINITEX Cooperative Purchasing

I having included the latest MINITEX Cooperative Purchasing Cost Savings Report as an example of how GRAL benefits from the cooperative agreements made by previous Library Board members.

-Encompass Engineering Report

The report from Encompass Engineering is included in this packet. The Board will consider a staff recommendation during the Regular Agenda.

-Media Drop

The Friends have agreed to fund a new media drop hardware (to match the new book drop). I am working with the Friends to obtain rolling book drop bins – for consideration at a future meeting. Rolling bins would eliminate Library staff getting down on hands and knees to collect materials in the book drop. UPDATE: bins are in-service!

FACILITIES MAINTAINANCE / SPACE

-Fire alarm

9/17 and 9/18 Itasca County Dispatch received notification of fire alarm activation at the Library. There was no fire - these were nuisance alarms. At the recommendation of the Fire Chief, I notified our monitoring service to place the system in standby mode and contact a system technician to test the system.

-Book drop

I ordered hardware for a new Media Drop to compliment the new Book Drop – estimated to arrive in 6-8 weeks. Timing of installation will depend on weather and contractor availability (Al's Restoration).

-Library Grounds

I am working with KAXE and the Public Works Director on a grant related to our ongoing RiverFest collaboration. One of the elements of our proposal is a request for funding for planting trees and shrubs at the Library.

FIRE RESPONSE

I responded to four fire calls from the Library in September.

END OF REPORT

Assistant Director Report

October 2022

By Amy Dettmer

School Visit

Once school was back in session for the year, Northern Lights Community School reached out about a visit to the library. On September 13, 25 students (6, 7, 8th grade) and 4 adults made the trek to the library. They were interested in learning what else besides books the library has to offer for middle school. They were divided into 3 groups and I spent about 20 minutes with each group. I did an activity where they filled in a blank to complete words that described offerings at the library. One example was fishing rod. Then I took the group on a tour showing where the items were. It was fun to have a school group in the building again!

Teens Top Ten

Teens Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year. There are 25 book nominees. Teens have until mid-October to vote for their favorites with the top ten announced in late October. A display in YA has the top 25 nominee lists attached to bags with a food surprise in it that teens are welcome to take (and eat!)

September in Children's

For me, September is always a sigh of relief, a getting-back-to-normal kind of month. This September proved no different. (And, September is National Chicken Month! I hope you had a chance to check a chicken book out from our display! 😊)

One exciting September getting-back-to-normal thing: I hosted my first in-person class since Covid! Well, okay, they were Class Act students from ICC, but, they were, indeed, students! I enjoy spending a bit of time with the freshmen class each year, to talk about how teachers can collaborate with their public library to support their classroom needs. I send them home with articles about using picture books in classrooms (even at the high school level) and, my favorite, how one phy-ed teacher starts every lesson with a picture book.

We had another online CLAS (Children's Librarians of the Arrowhead System) meeting in September, and are planning an in-person meeting for early winter. (Fingers crossed!) I feed off the energy and ideas in a room, so I'm very much looking forward to being in the same room with my cohorts. We continued Online Storytime filming, and I recorded another radio piece about new Children's Books for KAXE. We had no Artastic in September, as we have found that, historically, programs in September and May are lightly attended.

Looking forward, we are starting afterschool programming in October, and Lego Club in November! Amy Savela will host a monthly "Afterschool with Ms. Amy" class for school-age kids, beginning October 19. My hope is to have four afterschool programs per month by December or January. Stay tuned...and happy reading!

Monthly Report - Overview for Sep 2022

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	8681	11276	-24	7929	9	86959	60365	44
Phone Renewal	239	291	-18	177	35	2654	1457	82
Renewal	169	155	9	256	-34	1583	1435	10
Opac Renewal	640	707	-10	659	-3	5879	5032	16
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
Total	9729	12429	-22	9021	7	97075	68289	42

Checkout Stock Rotation

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0

Dayend Auto Renew	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	0	0	0

Checkin

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	8331	11131	-26	7708	8	79370	56223	41
Late	2115	2064	2	1435	47	17070	9839	73
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	10446	13195	-21	9143	14	96440	66062	45

Requests Placed

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	1696	1816	-7	1574	7	16463	21023	-22
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1696	1816	-7	1574	7	16463	21023	-22

Requests Resolved

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	102	85	20	72	41	767	1096	-31
Filled	2687	2797	-4	2541	5	24896	30952	-20
Expired	2	1	100	18	-89	24	42	-43
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2791	2883	-4	2631	6	25687	32090	-20

Holdes Resolved

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
Picked Up	1574	1712	-9	1586	-1	14944	21010	-29
Cancelled	1	3	-67	5	-80	29	33	-13
Expired	109	133	-19	125	-13	1149	1259	-9
Total	1684	1848	-9	1716	-2	16122	22302	-28

Overdues

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
1st Notice	670	536	25	327	104	4446	2079	113
2nd Notice	4	0	100	1	300	20	9	122
3rd Notice	2	1	100	0	100	5	6	-17
4th Notice	1	0	100	0	100	3	2	50
5th Notice	0	0	0	0	0	0	0	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	241	193	24	149	61	1330	572	132
Total	918	730	25	477	92	5804	2668	117

Borrower Delta

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	79	107	-27	110	-29	807	448	80

Deleted (Manual)	9	7	28	17	-48	79	62	27
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	88	114	-23	127	-31	886	510	73

Bib Delta

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	157	127	23	181	-14	1534	1182	29
Deleted (Manual)	88	561	-85	107	-18	3144	1202	161
New (Batch)	84	61	37	21	300	594	352	68
Deleted (Batch)	0	0	0	0	0	0	0	0
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Total	329	749	-57	309	6	5272	2736	92

Auth Delta

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	1	-100	0	0	6	2	200
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	1	-100	0	0	6	2	200

Item Delta

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	446	346	28	537	-17	4310	3642	18
Deleted (Manual)	123	906	-87	269	-55	6368	3779	68
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	569	1252	-55	806	-30	10678	7421	43

Acquisitions Activities

Description	Sep 2022	Aug 2022	%chg	Sep 2021	%chg	2022 YTD	2021 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	324	197	64	351	-8	2573	2187	17
Items Rcvd by Ven	334	199	67	357	-7	2612	2227	17
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	658	396	66	708	-8	5185	4414	17

Grand Rapids Area Library
Reference Statistics
September 2022

	September 2022	YTD 2022
Door Count	2774	38708
Reference Questions	272	2518
Computer Help Over 5 Minutes	37	288
Tests Proctored	2	12
Public Computer Use: Sessions	246	2749
Public Computer Use: Hours Used	163	1879
Special Computer Sessions	126	1014
Passports Accepted	75	569

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 2344	2 2936 JN FTO 7	3 11
4	5 CLOSED	6 3233 JN FTO 7	7 3509 JN FTO 5	8 3710 4 JN FTO 6	9 CLOSED JN FTO	10 4520 RIVERFEST 18
11	12 4789 JN FTO 3	13 5048 3	14 5324 4	15 5561 5	16 5729 2	17 17
18	19 6033 4	20 6251 2	21 6498 5	22 6698 2	23 6820 5	24 18
25	26 7062 2	27 7245 1	28 7502 2	29 7767 4	30 7893 2	11

September 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				0 1 3+14	2 13	3
				NP C	NP C	
				 	 	
4	5	6 3+12	7 2+11	8 1+11	9 3	10
		NP C	NP C	NP C		
		 	 	 		
11	12 2+13	13 1+14	14 2+21	15 2+12	16 7	17
	NP C	NP C	NP C	NP TP C	NP TP C	
	 	 	 	 	 	
18	19 2+11	20 5+11	21 2+13	22 4+9	23 11	24
	NP C	NP C	NP C	NP C	NP C	
	 	 	 	 	 	
25	26 11	27 1+11	28 3+10	29 9	30 6	
	NP C	NP C	NP C	NP C	NP C	
	 	 	 	 	 	

Children's Stats

Month September 20 22

Online Storytime

Programs: 5

Facebook views: 300

YouTube views: 228

Total views: 528

Artastic

Programs: 0

Facebook views: 0

YouTube views: 0

Total views: 0

Kits handed out: 0

Class Visits

Groups: 1 Students: 25

People: 29 Adults: 4

Reference Questions: 256

Reference Questions 2021: 248

September 2022

25

Item 8.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 9	2 10	3 19
4	5 <u>closed</u>	6 9	7 16 NO Ellen	8 12 NO Ellen	9 <u>closed</u>	10 31
11	12 2	13 20	14 17 NO Ellen	15 20 NO Ellen	16 10	17 79
18	19 13	20 22	21 14	22 11	23 4	24 44
25	26 8	27 9 No Cindy	28 18	29 15	30 7 No Val	31

GRAND RAPIDS AREA LIBRARY: 2022 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	26	124.75	5	125.25	8	8.00	0	0.00	0	0.00	3	39.00	9	27.00	31	250.00
February	23	94.00	7	109.00	9	9.00	0	0.00	0	0.00	8	46.00	2	10.00	30	203.00
March	18	112.50	9	128.00	7	7.00	0	0.00	0	0.00	8	60.50	1	4.00	27	240.50
April	31	160.00	7	85.25	6	6.00	0	0.00	0	0.00	13	72.50	9	29.00	38	245.25
May	25	131.25	8	101.50	8	8.00	0	0.00	0	0.00	12	69.00	2	6.50	33	232.75
June	35	224.75	10	112.25	7	7.00	0	0.00	0	0.00	25	156.50	1	5.00	45	337.00
July	22	138.50	9	91.00	6	6.00	0	0.00	0	0.00	11	73.00	1	6.00	31	229.50
August	33	283.50	9	139.75	8	8.00	0	0.00	0	0.00	11	95.50	1	5.00	42	423.25
September	34	195.50	10	94.50	8	8.00	1	3.00	0	0.00	14	114.50	6	20.00	44	290.00
October																
November																
December																
Total		1464.75		986.50		67.00		3.00		0.00		726.50		112.50	*	2,451.25