



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, November 10, 2021

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, November 10, 2021 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. Library Board minutes 10-13-2021

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider Approval of Financial Report and Claims (Bill List)

CONSENT AGENDA (Roll Call Vote Required):

3. Resolution 2021-07 Accepting Donations

REGULAR AGENDA:

4. Authorize City Staff to purchase two computer bundles (5 each) and monitors from Tech Soup at a cost not to exceed \$4,999.
5. Discuss Potential Riverfest Layout
6. Resolution 2021-06 Setting 2022 Library Calendar

UPDATES:

Friends

Foundation

STAFF REPORTS:

[7.](#) Staff Reports and Library Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR December 8, 2021, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744

ATTEST: Will Richter, Director of Library Services



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, October 13, 2021
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 13, 2021 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Board Chair MacDonell called the meeting to order at 5:00 pm.

CALL OF ROLL:

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

Absent: Thouin

Staff present: Will Richter, Director

APPROVAL OF AGENDA:

Mover: Richards

Seconder: Blocker

Result: Approved by 8-0 roll-call vote.

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

None.

APPROVAL OF MINUTES:

1. Review and approve 9-8-21 Library Board Minutes

Mover: Martin

Seconder: Blocker

Result: Approved by 8-0 roll-call vote.

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Summary Bill List
3. Detailed Bill List
4. Schedule of Changes in Revenue, Expenditures, and Fund Balance
5. Revenue and Expenditures YTD
6. Detailed Revenue and Expense Report
7. Library Balance Sheet

Motion to approve financial reports and payment of bills as listen in Board packet.

Mover: Kee

Secunder: Richards

Result: Approved by 8-0 roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

8. Consider Resolution 2021-05 accepting donations from Bob and Ginny Wickman and ISD #318.

Motion to approve Consent Agenda.

Mover: Kee

Secunder: Martin

Result: Approved by 8-0 roll-call vote.

REGULAR AGENDA:

9. Consider Resolution 2021-06 Setting 2022 Library Calendar

Request by Board Member Richards to make correction to December 26 and bring back to November meeting.

10. Review 2022 Proposed Levy (adopted as Preliminary Levy 9/27/21)

Informational – no action taken.

11. Review index of documents and policies that guide the Library.

Informational – no action taken.

12. Discuss progress of ARPA sub-grant

Review suggested IT purchase of ten (10) refurbished desktops and monitors from Tech Soup.

13. Discuss 2022 Library Board Vacancies

Informational – no action taken.

UPDATES:

14. Friends Update

Ellen Teigland provided Friends update:

9/9 book sale raised \$1,300+

Next book sale is November 6 at Community Presbyterian (books and baked goods)

15. Foundation Update

Lisa Tabbert provided Foundation update:

Foundation is changing bylaws to appropriately reflect new mission and vision.

Foundation members are volunteering at Second Harvest next week.

STAFF REPORTS AND LIBRARY STATISTICS:

16. Staff Reports

Informational – no action taken.

17. Library Statistics

Informational – no action taken.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR November 10, 2021, AT 5:00 PM.

Location: City Council Chambers, 420 N. Pokegama Avenue Grand Rapids, MN 55744

ATTEST: Lisa Tabbert, Library Board Secretary



DATE: 10/04/2021
 TIME: 12:55:11
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/13/2021

| VENDOR # | NAME | AMOUNT DUE |
|----------------|--------------------------------|------------|
| ----- | | |
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 558.42 |
| 0118100 | ARAMARK UNIFORM SERVICES | 88.68 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 41.18 |
| 0201428 | BAKER & TAYLOR LLC | 3,581.66 |
| 0212124 | BLACKSTONE PUBLISHING | 994.67 |
| 0405500 | DEMCO INC | 644.69 |
| 0609525 | FINDAWAY WORLD LLC | 683.65 |
| 0718010 | CITY OF GRAND RAPIDS | 1,663.64 |
| 0914325 | INGRAM ENTERTAINMENT INC. | 109.57 |
| 1015325 | JOHNSON CONTROLS FIRE | 600.00 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 1,074.81 |
| 1605665 | PERSONNEL DYNAMICS LLC | 328.14 |
| 1901535 | SANDSTROM'S INC | 224.78 |
| 1908570 | SHOWCASES | 308.88 |

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,902.77

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

| | | |
|---------|--------------------------------|-----------|
| 0100053 | AT&T MOBILITY | 12.89 |
| 0605191 | FIDELITY SECURITY LIFE | 6.90 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 19,935.82 |
| 1209516 | LINCOLN NATIONAL LIFE | 45.60 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 120.43 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 45.00 |
| 1309265 | MN DEPT OF LABOR & INDUSTRY | 30.00 |
| 1401450 | JOHN NALAN | 166.89 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 75.14 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 40.98 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 9,162.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 247.76 |
| 1605665 | PERSONNEL DYNAMICS LLC | 218.76 |
| 1621130 | P.U.C. | 3,474.80 |
| 2114750 | UNUM LIFE INSURANCE CO OF AMER | 19.35 |
| 2209665 | VISA | 9.29 |
| 2301700 | WM CORPORATE SERVICES, INC | 133.48 |

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 33,745.09

TOTAL ALL DEPARTMENTS 44,647.86

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-05
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

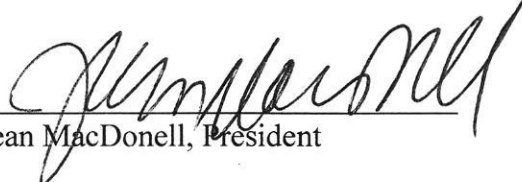
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

Bob and Ginny Wickman - \$100.00 (undesignated)
ISD #318 - \$300.00 for Summer Celebration

Adopted this 13th day of October, 2021


 Lisa Tabbert, Secretary


 Jean MacDonell, President

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:
And the following abstained:
Whereby the resolution was declared duly passed and adopted.

DATE: 11/02/2021
 TIME: 16:00:27
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2021

| VENDOR # | NAME | AMOUNT DUE |
|----------------|--------------------------------|------------|
| PUBLIC LIBRARY | | |
| 0113100 | AMAZON.COM | 774.07 |
| 0118345 | ARIDAN BOOKS INC | 120.00 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 27.30 |
| 0201428 | BAKER & TAYLOR LLC | 3,520.53 |
| 0212124 | BLACKSTONE PUBLISHING | 276.60 |
| 0315455 | COLE HARDWARE INC | 23.96 |
| 0405500 | DEMCO INC | 217.56 |
| 0502705 | EBSCO SUBSCRIPTION SERVICE | 31.96 |
| 0609525 | FINDAWAY WORLD LLC | 936.01 |
| 0701650 | GARTNER REFRIGERATION CO | 475.39 |
| 0718010 | CITY OF GRAND RAPIDS | 1,663.64 |
| 0914325 | INGRAM ENTERTAINMENT INC. | 114.27 |
| 1305203 | APG MEDIA OF MINNESOTA, LLC | 205.95 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | 258.35 |
| 1605665 | PERSONNEL DYNAMICS LLC | 328.14 |
| 1800149 | RCB COLLECTIONS | 3.17 |
| 1821700 | MICHAEL RUSSELL | 1,380.00 |
| 1901535 | SANDSTROM'S INC | 24.60 |
| 1915248 | SHI INTERNATIONAL CORP | 698.72 |

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,080.22

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

| | | |
|---------|-------------------------------|-----------|
| 0100053 | AT&T MOBILITY | 54.61 |
| 0605191 | FIDELITY SECURITY LIFE | 6.90 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 40,042.60 |
| 1209516 | LINCOLN NATIONAL LIFE | 45.60 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 189.47 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 45.00 |
| 1309335 | MINNESOTA REVENUE | 33.73 |
| 1401450 | JOHN NALAN | 392.22 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 74.44 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 9,162.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 246.40 |
| 1621130 | P.U.C. | 2,906.07 |
| 2209665 | VISA | 399.50 |
| 2301700 | WM CORPORATE SERVICES, INC | 133.48 |

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 53,732.02

TOTAL ALL DEPARTMENTS 64,812.24

DATE: 11/03/2021
TIME: 15:59:09
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 662,757.82 | 347,728.05 | 0.00 | 315,029.77 | 52 |
| 211-00-31-00-0200 | DELINQUENT | 0.00 | 0.00 | 1,219.69 | 0.00 | (1,219.69) | 100 |
| 211-00-31-00-0210 | ANNEXATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-31-00-4055 | FISCAL DISPARITIES | 0.00 | 48,252.18 | 48,252.18 | 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 | 711,010.00 | 397,199.92 | 0.00 | 313,810.08 | 56 |
| TOTAL TAXES | | 0.00 | 711,010.00 | 397,199.92 | 0.00 | 313,810.08 | 56 |
| 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 | 85,827.09 | 0.00 | 42,172.91 | 67 |
| 211-00-33-00-6310 | ALS REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| TOTAL | | 0.00 | 128,000.00 | 85,827.09 | 0.00 | 42,172.91 | 67 |
| TOTAL INTERGOVERNMENTAL | | 0.00 | 128,000.00 | 85,827.09 | 0.00 | 42,172.91 | 67 |
| CHARGES FOR SERVICES | | | | | | | |
| 211-00-34-00-7960 | ALS CROSS-OVERS | 0.00 | 5,282.00 | 8,045.00 | 0.00 | (2,763.00) | 152 |
| 211-00-34-00-7970 | PHOTO COPIES | 104.33 | 2,000.00 | 1,173.38 | 0.00 | 826.62 | 59 |
| 211-00-34-00-7975 | INTERNET | 107.04 | 2,000.00 | 646.69 | 0.00 | 1,353.31 | 32 |
| 211-00-34-00-7980 | LIBRARY FEES-PROCTORING | 0.00 | 200.00 | 110.00 | 0.00 | 90.00 | 55 |
| 211-00-34-00-7982 | PASSPORT PROCESSING FEE | 2,135.00 | 15,750.00 | 12,355.00 | 0.00 | 3,395.00 | 78 |
| 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 | 43.05 | 500.00 | 297.54 | 0.00 | 202.46 | 60 |
| TOTAL | | 2,389.42 | 25,732.00 | 22,627.61 | 0.00 | 3,104.39 | 88 |
| TOTAL CHARGES FOR SERVICES | | 2,389.42 | 25,732.00 | 22,627.61 | 0.00 | 3,104.39 | 88 |

DATE: 11/03/2021
TIME: 15:59:09
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER 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 | 0.50 | 0.00 | 207.05 | 0.00 | (207.05) | 100 |
| TOTAL | | 0.50 | 0.00 | 207.05 | 0.00 | (207.05) | 100 |
| TOTAL FINES & FORFEITS | | 0.50 | 0.00 | 207.05 | 0.00 | (207.05) | 100 |
| MISCELLANEOUS REVENUE | | | | | | | |
| 211-00-37-00-2310 | DONATIONS | 715.83 | 1,500.00 | 2,708.83 | 0.00 | (1,208.83) | 181 |
| 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 | 329.77 | 0.00 | (329.77) | 100 |
| 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 | 1,352.89 | 0.00 | (52.89) | 104 |
| 211-00-37-00-2367 | GRAND RAPIDS LIBRARY FOUNDATIN | 0.00 | 8,000.00 | 3,400.00 | 0.00 | 4,600.00 | 43 |
| 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 | 188.93 | 1,000.00 | 1,810.91 | 0.00 | (810.91) | 181 |
| 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 | 1,349.72 | 3,000.00 | 2,529.42 | 0.00 | 470.58 | 84 |
| TOTAL | | 2,254.48 | 16,800.00 | 12,131.82 | 0.00 | 4,668.18 | 72 |
| TOTAL MISCELLANEOUS REVENUE | | 2,254.48 | 16,800.00 | 12,131.82 | 0.00 | 4,668.18 | 72 |
| 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 |

DATE: 11/03/2021
TIME: 15:59:09
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|------------------------|-----------------------------|----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| TOTAL REVENUES: | | 4,644.40 | 881,542.00 | 517,993.49 | 0.00 | 363,548.51 | 59 |
| 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 | 29,059.44 | 360,052.00 | 318,066.93 | 0.00 | 41,985.07 | 88 |
| 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 | 5,697.84 | 25,407.00 | 37,943.40 | 0.00 | (12,536.40) | 149 |
| 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 | 328.14 | 8,510.00 | 3,882.99 | 328.14 | 4,298.87 | 49 |
| 211-00-75-10-1210 | PERA | 2,606.79 | 28,909.00 | 28,486.93 | 0.00 | 422.07 | 99 |
| 211-00-75-10-1220 | FICA | 2,135.95 | 23,898.00 | 21,919.84 | 0.00 | 1,978.16 | 92 |
| 211-00-75-10-1250 | MEDICARE | 499.55 | 5,589.00 | 5,126.56 | 0.00 | 462.44 | 92 |
| 211-00-75-10-1310 | HEALTH INSURANCE | 9,554.22 | 116,541.00 | 97,301.35 | 0.00 | 19,239.65 | 83 |
| 211-00-75-10-1330 | LIFE INSURANCE | 22.35 | 172.00 | 175.90 | 45.60 | (49.50) | 129 |
| 211-00-75-10-1335 | DENTAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-10-1347 | VISION INSURANCE | 0.52 | 0.00 | 2.01 | 0.00 | (2.01) | 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 | 251.53 | 2,628.00 | 2,451.30 | 0.00 | 176.70 | 93 |
| TOTAL PERSONNEL | | 50,156.33 | 571,706.00 | 515,357.21 | 373.74 | 55,975.05 | 90 |
| SUPPLIES & MATERIALS | | | | | | | |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 343.43 | 8,000.00 | 3,133.03 | 57.46 | 4,809.51 | 40 |
| 211-00-75-20-2020 | COPY SUPPLIES | 164.58 | 1,500.00 | 200.51 | 0.00 | 1,299.49 | 13 |
| 211-00-75-20-2030 | PRINTING/BINDING | 0.00 | 1,000.00 | 288.53 | 0.00 | 711.47 | 29 |
| 211-00-75-20-2043 | BINDINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-20-2060 | COMPUTER SUPPLIES | 142.40 | 3,000.00 | 3,159.16 | 0.00 | (159.16) | 105 |
| 211-00-75-20-2070 | COMPUTER INVENTORY | 0.00 | 3,000.00 | 1,915.92 | 0.00 | 1,084.08 | 64 |
| 211-00-75-20-2075 | ASSETS BETWEEN \$700-\$4999 | 698.72 | 12,000.00 | 1,529.44 | 9,599.60 | 870.96 | 93 |
| 211-00-75-20-2090 | INVENTORIAL SUPPLIES | 0.00 | 1,000.00 | 353.90 | 0.00 | 646.10 | 35 |

DATE: 11/03/2021
TIME: 15:59:09
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|----------------------------|--------------------------------|----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| EXPENSES | | | | | | | |
| GENERAL ADMINISTRATION | | | | | | | |
| SUPPLIES & MATERIALS | | | | | | | |
| 211-00-75-20-2095 | VOLUNTEER PRGM SUP & MATERIALS | 0.00 | 500.00 | 79.85 | 0.00 | 420.15 | 16 |
| 211-00-75-20-2100 | OPERATING SUPPLIES | 0.00 | 2,000.00 | 1,776.49 | 0.00 | 223.51 | 89 |
| 211-00-75-20-2110 | BOOKS | 3,893.33 | 39,000.00 | 34,482.50 | 1,648.31 | 2,869.19 | 93 |
| 211-00-75-20-2120 | AUDIO/VISUAL | 1,138.88 | 9,000.00 | 7,221.10 | 88.60 | 1,690.30 | 81 |
| 211-00-75-20-2130 | NEWSPAPERS | 205.95 | 1,500.00 | 1,459.26 | 205.95 | (165.21) | 111 |
| 211-00-75-20-2140 | PERIODICALS | 31.96 | 7,500.00 | 57.96 | 0.00 | 7,442.04 | 1 |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 24.60 | 3,000.00 | 920.01 | 0.00 | 2,079.99 | 31 |
| 211-00-75-20-2190 | OTHER SUPPLIES/MATERIALS | 0.00 | 0.00 | 89.98 | 0.00 | (89.98) | 100 |
| 211-00-75-20-2210 | EQUIPMENT PARTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| TOTAL SUPPLIES & MATERIALS | | 6,643.85 | 92,000.00 | 56,667.64 | 11,599.92 | 23,732.44 | 74 |
| OTHER SERVICES & CHARGES | | | | | | | |
| 211-00-75-30-3000 | PROFESSIONAL SERVICES | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0 |
| 211-00-75-30-3010 | ACCOUNTING SERVICES | 0.00 | 1,500.00 | 1,112.50 | 0.00 | 387.50 | 74 |
| 211-00-75-30-3040 | LEGAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-30-3070 | LAUNDRY | 0.00 | 1,000.00 | 367.70 | 0.00 | 632.30 | 37 |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 1,663.64 | 20,400.00 | 17,072.76 | 0.00 | 3,327.24 | 84 |
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 0.00 | 77,836.00 | 2,089.00 | 0.00 | 75,747.00 | 3 |
| 211-00-75-30-3210 | TELEPHONE | 375.45 | 6,000.00 | 3,705.61 | 0.00 | 2,294.39 | 62 |
| 211-00-75-30-3220 | POSTAGE/FREIGHT | 0.00 | 3,500.00 | 1,070.12 | 0.00 | 2,429.88 | 31 |
| 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 | 3.17 | 0.00 | 1,996.83 | 0 |
| 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 | 105.00 | 0.00 | 495.00 | 18 |
| 211-00-75-30-3610 | GENERAL INSURANCE | 925.00 | 9,000.00 | 9,250.00 | 0.00 | (250.00) | 103 |
| 211-00-75-30-3810 | ELECTRICITY | 0.00 | 34,000.00 | 26,349.18 | 0.00 | 7,650.82 | 77 |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 0.00 | 2,000.00 | 1,365.15 | 0.00 | 634.85 | 68 |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 0.00 | 12,000.00 | 2,796.22 | 0.00 | 9,203.78 | 23 |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 150.00 | 9,500.00 | 6,736.02 | 0.00 | 2,763.98 | 71 |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 1,403.96 | 15,000.00 | 6,895.72 | 0.00 | 8,104.28 | 46 |
| 211-00-75-30-4015 | GROUNDS MAINTENANCE | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0 |

DATE: 11/03/2021
TIME: 15:59:09
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|--------------------------------|-------------------------------|----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| EXPENSES | | | | | | | |
| GENERAL ADMINISTRATION | | | | | | | |
| OTHER SERVICES & CHARGES | | | | | | | |
| 211-00-75-30-4020 | COMPUTER MAINT/REPAIR | 120.00 | 9,000.00 | 1,165.66 | 0.00 | 7,834.34 | 13 |
| 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 | 2,564.00 | 0.00 | 936.00 | 73 |
| 211-00-75-30-4070 | GENERAL EQUIP MAINT/REPAIR | 475.39 | 8,000.00 | 2,175.39 | 475.39 | 5,349.22 | 33 |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 120.43 | 1,500.00 | 1,210.32 | 0.00 | 289.68 | 81 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-30-4560 | GRANDNET COSTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-30-4600 | ENDOWMENT FUND EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-75-30-4650 | 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 | | 5,233.87 | 217,836.00 | 86,279.52 | 475.39 | 131,081.09 | 40 |
| 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 | | 62,034.05 | 881,542.00 | 658,304.37 | 12,449.05 | 210,788.58 | 76 |
| BLANDIN GRANT | | | | | | | |
| 211-00-95-00-5720 | BLND GRANT-CONTRACT SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5730 | BLND GRANT-BOOKS & MATERIALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5740 | BLND GRANT-YOUTH PROGRAMS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5745 | BLNDIN GRNT-#G2006-0140 YOUTH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5750 | BLND GRANT-ADULT PROGRAMS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5755 | BLNDIN GRNT-#G2006-0140 ADULT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 211-00-95-00-5760 | BLANDIN GRNT-SMALL GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| TOTAL | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |

DATE: 11/03/2021
TIME: 15:59:09
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 10 PERIODS ENDING OCTOBER 31, 2021

FUND: PUBLIC LIBRARY

| ACCOUNT NUMBER | DESCRIPTION | OCTOBER ACTUAL | FISCAL YEAR BUDGET | FISCAL YEAR-TO-DATE ACTUAL | OUTSTANDING ENCUMBRANCES | UNCOLLECTED/ UNENCUMBERED BALANCE | % COLL/ EXP. |
|----------------------------|-------------|----------------|--------------------|----------------------------|--------------------------|-----------------------------------|--------------|
| TOTAL BLANDIN GRANT | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| TOTAL EXPENSES: | | 62,034.05 | 881,542.00 | 658,304.37 | 12,449.05 | 210,788.58 | 76 |
| TOTAL FUND REVENUES | | 4,644.40 | 881,542.00 | 517,993.49 | 0.00 | 363,548.51 | 59 |
| TOTAL FUND EXPENSES | | 62,034.05 | 881,542.00 | 658,304.37 | 12,449.05 | 210,788.58 | 76 |
| FUND SURPLUS (DEFICIT) | | (57,389.65) | 0.00 | (140,310.88) | | | |
| TOTAL ALL FUND REVENUES | | 4,644.40 | 881,542.00 | 517,993.49 | 0.00 | 363,548.51 | 59 |
| TOTAL ALL FUND EXPENSES | | 62,034.05 | 881,542.00 | 658,304.37 | 12,449.05 | 210,788.58 | 76 |
| ALL FUND SURPLUS (DEFICIT) | | (57,389.65) | 0.00 | (140,310.88) | | | |

Item 2.

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/21 | NET DEBITS | NET CREDITS | BALANCE 10/31/21 |
|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| 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 | 414,514.56 | 414,514.56 | 0.00 |
| 211-00-00-00-1010 | CASH | 536,842.65 | 580,951.41 | 681,233.57 | 436,560.49 |
| 211-00-00-00-1019 | PETTY CASH FUND | 20.00 | 0.00 | 0.00 | 20.00 |
| 211-00-00-00-1020 | CHANGE FUND | 90.00 | 0.00 | 0.00 | 90.00 |
| 211-00-00-00-1050 | TAXES RECEIVABLE-CURRENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 211-00-00-00-1070 | TAXES RECEIVABLE-DELINQUENT | 23,895.00 | 0.00 | 0.00 | 23,895.00 |
| 211-00-00-00-1150 | ACCOUNTS RECEIVABLE | 62,128.48 | 0.00 | 62,128.48 | 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 | 36,405.00 | 0.00 | 0.00 | 36,405.00 |
| 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 | 4,356.96 | 3,122.88 | 4,356.96 | 3,122.88 |
| 211-00-00-00-1551 | PREPAID INSURANCE | 12,231.05 | 14,117.31 | 23,996.35 | 2,352.01 |
| 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 | 26,364.74 | 16,166.27 | 10,198.47 |
| TOTAL | | 675,969.14 | 1,039,070.90 | 1,202,396.19 | 512,643.85 |
| TOTAL ASSETS | | 675,969.14 | 1,039,070.90 | 1,202,396.19 | 512,643.85 |
| LIABILITIES AND FUND EQUITY | | | | | |
| LIABILITIES | | | | | |
| 211-00-00-00-2020 | ACCOUNTS PAYABLE | 28,539.03 | 686,168.93 | 659,548.12 | 1,918.22 |
| 211-00-00-00-2030 | SALES TAX PAYABLE | 0.00 | 220.28 | 250.73 | 30.45 |
| 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 | 6,622.52 | 6,622.52 | 0.00 | 0.00 |
| 211-00-00-00-2200 | DEFERRED REVENUES-TAXES | 23,895.00 | 0.00 | 0.00 | 23,895.00 |
| 211-00-00-00-2220 | DEFERRED REVENUES | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | | 59,056.55 | 693,011.73 | 659,798.85 | 25,843.67 |

Item 2.

FUND: PUBLIC LIBRARY
 FOR 10 PERIODS ENDING OCTOBER 31, 2021

| ACCOUNT # | DESCRIPTION | BALANCE 01/01/21 | NET DEBITS | NET CREDITS | BALANCE 10/31/21 |
|-----------------------------------|------------------------------|---------------------|---------------|----------------|---------------------|
| TOTAL LIABILITIES | | 59,056.55 | 693,011.73 | 659,798.85 | 25,843.67 |
| FUND EQUITY | | | | | |
| 211-00-00-00-2530 | FUND BALANCE-UNRESV & UNDESG | 616,912.59 | 0.00 | 0.00 | 616,912.59 |
| 211-00-00-00-2950 | RESERVE FOR ENCUMBRANCE | 0.00 | 16,166.27 | 26,364.74 | 10,198.47 |
| TOTAL | | 616,912.59 | 16,166.27 | 26,364.74 | 627,111.06 |
| FUND SURPLUS (DEFICIT) | | 0.00 | 140,310.88 | 0.00 | (140,310.88) |
| TOTAL FUND EQUITY | | 616,912.59 | 156,477.15 | 26,364.74 | 486,800.18 |
| TOTAL LIABILITIES AND FUND EQUITY | | 675,969.14 | 849,488.88 | 686,163.59 | 512,643.85 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

1

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-----------------------|-----------------|-----------|------------------------------|--------------------------------------|----------|---------|----------------|----------|
| 0100053 AT&T MOBILITY | | | | | | | | |
| L | 10/18/21 | 01 | LIB OCT CELL SVC | 999-99-00-00-1000 HOLDING ACCOUNT | | | 11/10/21 | 54.61 |
| | | | | | | | INVOICE TOTAL: | 54.61 |
| | | | | | | | VENDOR TOTAL: | 54.61 |
| 0113100 AMAZON.COM | | | | | | | | |
| 437639495843-L | 10/13/21 | 01 | ADHESIVE REMOVER | 211-00-75-20-2010 OFFICE SUPPLIES | 20213175 | | 11/10/21 | 48.00 |
| | | | | | | | INVOICE TOTAL: | 48.00 |
| 455388969767-L | 09/30/21 | 01 | 22 BOOKS | 211-00-75-20-2110 BOOKS | 20212977 | | 11/10/21 | 241.00 |
| | | | | | | | INVOICE TOTAL: | 241.00 |
| 483955947737-L | 10/22/21 | 01 | 9 BOOKS | 211-00-75-20-2110 BOOKS | 20213282 | | 11/10/21 | 107.61 |
| | | | | | | | INVOICE TOTAL: | 107.61 |
| 558943545598-L | 10/15/21 | 01 | 1 BOOK | 211-00-75-20-2110 BOOKS | 20213175 | | 11/10/21 | 12.96 |
| | | | | | | | INVOICE TOTAL: | 12.96 |
| 595663699749-L | 10/14/21 | 01 | 10 BOOKS | 211-00-75-20-2110 BOOKS | 20213175 | | 11/10/21 | 174.35 |
| | | | | | | | INVOICE TOTAL: | 174.35 |
| 653996866384-L | 10/19/21 | 01 | 1 BOOK | 211-00-75-20-2110 BOOKS | 20213270 | | 11/10/21 | 13.48 |
| | | | | | | | INVOICE TOTAL: | 13.48 |
| 733357849667-L | 10/13/21 | 01 | REPLCMNT BLADE C22 DISPENSER | 211-00-75-20-2010 OFFICE SUPPLIES | 20213225 | | 11/10/21 | 24.00 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

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 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-----------------------|-----------------|-----------|----------------------|-------------------|----------|---------|----------------|----------|
| 0113100 AMAZON.COM | | | | | | | | |
| 733357849667-L | 10/13/21 | 02 | SHIPPING | 211-00-75-20-2010 | 20213225 | | 11/10/21 | 9.50 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 33.50 |
| 734847637844-L | 10/06/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20213225 | | 11/10/21 | 16.90 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 16.90 |
| 735455595989-L | 09/30/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20212977 | | 11/10/21 | 9.41 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 9.41 |
| 779457475437-L | 10/20/21 | 01 | AA LITHIUM BATTERIES | 211-00-75-20-2010 | 20213244 | | 11/10/21 | 15.58 |
| | | | | OFFICE SUPPLIES | | | | |
| | | 02 | SHIPPING | 211-00-75-20-2010 | 20213244 | | | 8.38 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 23.96 |
| 797657433658-L | 09/29/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20212963 | | 11/10/21 | 28.99 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 28.99 |
| 875433663886-L | 10/19/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20213243 | | 11/10/21 | 6.57 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 6.57 |
| 949647649699-L | 09/29/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20213075 | | 11/10/21 | 16.41 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 16.41 |
| 974655357495-L | 10/20/21 | 01 | 2 BOOKS | 211-00-75-20-2110 | 20213270 | | 11/10/21 | 17.98 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 17.98 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|----------------------------------|-----------------|-----------|---------------------------|-----------------------|----------|---------|----------------|----------|
| 0113100 AMAZON.COM | | | | | | | | |
| 989458836399-L | 10/20/21 | 01 | 1 BOOK | 211-00-75-20-2110 | 20213270 | | 11/10/21 | 22.95 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 22.95 |
| | | | | | | | VENDOR TOTAL: | 774.07 |
| 0118345 ARIDAN BOOKS INC | | | | | | | | |
| EPD100124-L | 10/15/21 | 01 | IPAD MONITORING & SUPPORT | 211-00-75-30-4020 | 20213154 | | 11/10/21 | 120.00 |
| | | | | COMPUTER MAINT/REPAIR | | | | |
| | | | | | | | INVOICE TOTAL: | 120.00 |
| | | | | | | | VENDOR TOTAL: | 120.00 |
| 0118660 ARROWHEAD LIBRARY SYSTEM | | | | | | | | |
| 14864-L | 09/30/21 | 01 | OVERDUE NOTICES-SEPT | 211-00-75-20-2010 | 20213095 | | 11/10/21 | 27.30 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 27.30 |
| | | | | | | | VENDOR TOTAL: | 27.30 |
| 0201428 BAKER & TAYLOR LLC | | | | | | | | |
| 2036245028-L | 10/05/21 | 01 | 14 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213024 | | 11/10/21 | 208.43 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 208.43 |
| 2036250396-L | 10/07/21 | 01 | 2 BOOKS/209977 L411199 | 211-00-75-20-2110 | 20213113 | | 11/10/21 | 23.67 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 23.67 |
| 2036251273-L | 10/07/21 | 01 | 34 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213031 | | 11/10/21 | 352.22 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 352.22 |
| 2036263996-L | 10/12/21 | 01 | 21 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213153 | | 11/10/21 | 323.88 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 88 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

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DATE: 11/02/21
 TIME: 16:01:31
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|----------------------------|-----------------|-----------|--------------------------|-------------------|----------|---------|----------------|----------|
| 0201428 BAKER & TAYLOR LLC | | | | | | | | |
| 2036264744-L | 10/15/21 | 01 | 3 BOOKS/#209977 L411199 | 211-00-75-20-2110 | 20213237 | | 11/10/21 | 45.26 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 45.26 |
| 2036273741-L | 10/18/21 | 01 | 22 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213180 | | 11/10/21 | 252.62 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 252.62 |
| 2036276705-L | 10/20/21 | 01 | 6 BOOKS | 211-00-75-20-2110 | 20213253 | | 11/10/21 | 93.80 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 93.80 |
| 2036280670-L | 10/20/21 | 01 | 22 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213204 | | 11/10/21 | 321.80 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 321.80 |
| 2036287321-L | 10/22/21 | 01 | 77 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213253 | | 11/10/21 | 1,003.15 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 1,003.15 |
| 2036287863-L | 10/22/21 | 01 | 7 BOOKS/209977 L411199 | 211-00-75-20-2110 | 20213247 | | 11/10/21 | 106.42 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 106.42 |
| 2036298270-L | 10/27/21 | 01 | 34 BOOKS/#209977 L025981 | 211-00-75-20-2110 | 20213303 | | 11/10/21 | 457.22 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 457.22 |
| 2036301385-L | 10/27/21 | 01 | 23 BOOKS/209977 L025981 | 211-00-75-20-2110 | 20213315 | | 11/10/21 | 332.06 |
| | | | | BOOKS | | | | |
| | | | | | | | INVOICE TOTAL: | 332.06 |
| | | | | | | | VENDOR TOTAL: | 3,520.53 |

0212124 BLACKSTONE PUBLISHING

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------------------------------|--------------|--------|-------------------------------|------------------------|----------|---------|----------------|----------|
| 0212124 BLACKSTONE PUBLISHING | | | | | | | | |
| 1246685-L | 09/27/21 | 01 | 4 BOOKS ON CD/#101678 | 211-00-75-20-2120 | 20212964 | | 11/10/21 | 188.00 |
| | | | | AUDIO/VISUAL | | | | |
| | | | | | | | INVOICE TOTAL: | 188.00 |
| 2002021-L | 10/18/21 | 01 | IT'S BETTER THIS WAY/C#101678 | 211-00-75-20-2120 | 20213211 | | 11/10/21 | 47.00 |
| | | | | AUDIO/VISUAL | | | | |
| | | | | | | | INVOICE TOTAL: | 47.00 |
| 2004049-L | 10/22/21 | 01 | WILDLAND DVD/C#101678 | 211-00-75-20-2120 | 20213271 | | 11/10/21 | 41.60 |
| | | | | AUDIO/VISUAL | | | | |
| | | | | | | | INVOICE TOTAL: | 41.60 |
| | | | | | | | VENDOR TOTAL: | 276.60 |
| 0315455 COLE HARDWARE INC | | | | | | | | |
| 2110-051081-L | 10/04/21 | 01 | AERATOR CHROME 1.5GPM | 211-00-75-30-4010 | 20212941 | | 11/10/21 | 9.98 |
| | | | | BUILDING MAINT/REPAIRS | | | | |
| | | 02 | AERATOR OT THRD 3/4X27 | 211-00-75-30-4010 | 20212941 | | | 13.98 |
| | | | | BUILDING MAINT/REPAIRS | | | | |
| | | | | | | | INVOICE TOTAL: | 23.96 |
| | | | | | | | VENDOR TOTAL: | 23.96 |
| 0405500 DEMCO INC | | | | | | | | |
| 7023170-L | 10/12/21 | 01 | PAPERFOLD 9" 19" JACKETS | 211-00-75-20-2010 | 20213155 | | 11/10/21 | 141.95 |
| | | | | OFFICE SUPPLIES | | | | |
| | | 02 | CLR CLIP-ON SHELF LABELS | 211-00-75-20-2010 | 20213155 | | | 75.61 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 217.56 |
| | | | | | | | VENDOR TOTAL: | 217.56 |
| 0502705 EBSCO SUBSCRIPTION SERVICE | | | | | | | | |
| 2104958-L | 02/13/21 | 01 | ADJ PUBL DISCONT INV 1613172 | 211-00-75-20-2140 | 20210408 | | 11/10/21 | -19.97 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | 97 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------------------------------|--------------|--------|--------------------------------|-------------------|----------|---------|----------------|----------|
| 0502705 EBSCO SUBSCRIPTION SERVICE | | | | | | | | |
| 2106501-L | 04/13/21 | 01 | ADJ RATE BOOKPAGE INV 1613172 | 211-00-75-20-2140 | 20211339 | | 11/10/21 | -4.00 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | -4.00 |
| 2106769-L | 05/13/21 | 01 | ADJ RATE JD POWERS INV 1613172 | 211-00-75-20-2140 | 20211340 | | 11/10/21 | 16.50 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | 16.50 |
| 2107242-L | 06/13/21 | 01 | ADJ RATE INCR INV 1613172 | 211-00-75-20-2140 | 20211751 | | 11/10/21 | 8.80 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | 8.80 |
| 2107689-L | 06/13/21 | 01 | ADJ PUBL SUSPENDED INV 1613172 | 211-00-75-20-2140 | 20211662 | | 11/10/21 | -19.97 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | -19.97 |
| 2200540-L | 08/13/21 | 01 | ADJ RATE NADA INV 1613172 | 211-00-75-20-2140 | 20212429 | | 11/10/21 | 11.00 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | 11.00 |
| 2201587-L | 10/13/21 | 01 | ECONOMIST RATE ADJ INV 1613172 | 211-00-75-20-2140 | 20213184 | | 11/10/21 | 39.60 |
| | | | | PERIODICALS | | | | |
| | | | | | | | INVOICE TOTAL: | 39.60 |
| | | | | | | | VENDOR TOTAL: | 31.96 |
| 0605191 FIDELITY SECURITY LIFE | | | | | | | | |
| L | 10/11/21 | 01 | LIB VISION OCT | 999-99-00-00-1000 | | | 11/10/21 | 6.90 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 6.90 |
| | | | | | | | VENDOR TOTAL: | 6.90 |
| 0609525 FINDAWAY WORLD LLC | | | | | | | | |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-----------------------------------|-----------------|-----------|-------------------------------|-------------------|----------|---------|----------------|-----------|
| 0609525 FINDAWAY WORLD LLC | | | | | | | | |
| 365420-L | 10/15/21 | 01 | 2 PLAYAWAYS | 211-00-75-20-2120 | 20213144 | | 11/10/21 | 94.98 |
| | | | AUDIO/VISUAL | | | | | |
| | | | | | | | INVOICE TOTAL: | 94.98 |
| 365424-L | 10/15/21 | 01 | 21 PLAYAWAYS | 211-00-75-20-2120 | 20213144 | | 11/10/21 | 841.03 |
| | | | AUDIO/VISUAL | | | | | |
| | | | | | | | INVOICE TOTAL: | 841.03 |
| | | | | | | | VENDOR TOTAL: | 936.01 |
| 0701650 GARTNER REFRIGERATION CO | | | | | | | | |
| 87322-L | 10/25/21 | 01 | LABOR RPL VALVE ACTUATOR AHU2 | 211-00-75-30-4070 | 20213235 | | 11/10/21 | 180.00 |
| | | | GENERAL EQUIP MAINT/REPAIR | | | | | |
| | | 02 | TRUCK CHARGE | 211-00-75-30-4070 | 20213235 | | | 10.00 |
| | | | GENERAL EQUIP MAINT/REPAIR | | | | | |
| | | 03 | DMP ACT SR 88#/C#C-0658 | 211-00-75-30-4070 | 20213235 | | | 285.39 |
| | | | GENERAL EQUIP MAINT/REPAIR | | | | | |
| | | | | | | | INVOICE TOTAL: | 475.39 |
| | | | | | | | VENDOR TOTAL: | 475.39 |
| 0718010 CITY OF GRAND RAPIDS | | | | | | | | |
| 21/458-L | 10/12/21 | 01 | OCT JANITORIAL SERVICE | 211-00-75-30-3090 | 20213074 | | 11/10/21 | 1,663.64 |
| | | | JANITORIAL SERVICES | | | | | |
| | | | | | | | INVOICE TOTAL: | 1,663.64 |
| | | | | | | | VENDOR TOTAL: | 1,663.64 |
| 0718015 GRAND RAPIDS CITY PAYROLL | | | | | | | | |
| L | 10/08/21 | 01 | LIB 9/24/21 PAYROLL | 999-99-00-00-1000 | | | 11/10/21 | 20,018.55 |
| | | | HOLDING ACCOUNT | | | | | |
| | | 02 | LIB 10/8/21 PAYROLL | 999-99-00-00-1000 | | | | 20,024.05 |
| | | | HOLDING ACCOUNT | | | | | |
| | | | | | | | INVOICE TOTAL: | 40,042.60 |
| | | | | | | | VENDOR TOTAL: | 40,042.60 |

23

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-------------------------------------|-----------------|-----------|------------------------------|-------------------|----------|---------|----------------|----------|
| 0914325 INGRAM ENTERTAINMENT INC. | | | | | | | | |
| 0787385-L | 10/04/21 | 01 | 5 DVDS/#3206981 | 211-00-75-20-2120 | 20213025 | | 11/10/21 | 114.27 |
| | | | | AUDIO/VISUAL | | | | |
| | | | | | | | INVOICE TOTAL: | 114.27 |
| | | | | | | | VENDOR TOTAL: | 114.27 |
| 1209516 LINCOLN NATIONAL LIFE | | | | | | | | |
| L | 10/11/21 | 01 | LIB SUPP LIFE INS OCT | 999-99-00-00-1000 | | | 11/10/21 | 45.60 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 45.60 |
| | | | | | | | VENDOR TOTAL: | 45.60 |
| 1301146 MARCO TECHNOLOGIES, LLC | | | | | | | | |
| L | 10/18/21 | 01 | LIB OCT COPIER LEASE | 999-99-00-00-1000 | | | 11/10/21 | 189.47 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 189.47 |
| | | | | | | | VENDOR TOTAL: | 189.47 |
| 1305203 APG MEDIA OF MINNESOTA, LLC | | | | | | | | |
| MDN-134700 | 10/20/21 | 01 | LIBR SUBSCRIPTION MDN-134700 | 211-00-75-20-2130 | 20213234 | | 11/10/21 | 205.95 |
| | | | | NEWSPAPERS | | | | |
| | | | | | | | INVOICE TOTAL: | 205.95 |
| | | | | | | | VENDOR TOTAL: | 205.95 |
| 1309199 MINNESOTA ENERGY RESOURCES | | | | | | | | |
| L | 10/18/21 | 01 | LIB SEP NTL GAS | 999-99-00-00-1000 | | | 11/10/21 | 45.00 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 45.00 |
| | | | | | | | VENDOR TOTAL: | 45.00 |
| 1309335 MINNESOTA REVENUE | | | | | | | | |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2.

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------|--------------------------------|--------|---------------------------|-------------------|----------|---------|----------------|----------|
| 1309335 | MINNESOTA REVENUE | | | | | | | |
| L | 09/20/21 | 01 | LIB AUG SALES TAX PAYABLE | 999-99-00-00-1000 | | | 11/10/21 | 33.73 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 33.73 |
| | | | | | | | VENDOR TOTAL: | 33.73 |
| 1401450 | JOHN NALAN | | | | | | | |
| L | 10/11/21 | 01 | CO-PAY REIMBURSE | 999-99-00-00-1000 | | | 11/10/21 | 392.22 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 392.22 |
| | | | | | | | VENDOR TOTAL: | 392.22 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | | | | | | | |
| L | 10/18/21 | 01 | LIB OCT LINE CHARGES | 999-99-00-00-1000 | | | 11/10/21 | 74.44 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 74.44 |
| | | | | | | | VENDOR TOTAL: | 74.44 |
| 1415377 | NORTHERN BUSINESS PRODUCTS INC | | | | | | | |
| 620917-0-L | 10/06/21 | 01 | PAPER BLUE | 211-00-75-20-2020 | 20213305 | | 11/10/21 | 7.78 |
| | | | | COPY SUPPLIES | | | | |
| | | 02 | PAPER GLDRD | 211-00-75-20-2020 | 20213305 | | | 7.78 |
| | | | | COPY SUPPLIES | | | | |
| | | 03 | TONER 414A HY MG | 211-00-75-20-2060 | 20213305 | | | 142.40 |
| | | | | COMPUTER SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 157.96 |
| 624155-0-L | 10/20/21 | 01 | PAPER COPY | 211-00-75-20-2020 | 20213305 | | 11/10/21 | 79.98 |
| | | | | COPY SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 79.98 |
| 624160-0-L | 10/21/21 | 01 | BINDER D-RG 4" WHT/#7789 | 211-00-75-20-2010 | 20213305 | | 11/10/21 | 20.41 |
| | | | | OFFICE SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 20.41 |
| | | | | | | | VENDOR TOTAL: | 258.35 |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

Item 2. 10

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|-----------|--------------|--------|-------------------------------|----------------------------|----------|---------|----------------|----------|
| 1516220 | | | OPERATING ENGINEERS LOCAL #49 | | | | | |
| L | 10/11/21 | 01 | LIB OCT HEALTH INS PREMIUM | 999-99-00-00-1000 | | | 11/10/21 | 9,162.00 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 9,162.00 |
| | | | | | | | VENDOR TOTAL: | 9,162.00 |
| 1601750 | | | PAUL BUNYAN COMMUNICATIONS | | | | | |
| L | 10/04/21 | 01 | LIB OCT SERVICE | 999-99-00-00-1000 | | | 11/10/21 | 246.40 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 246.40 |
| | | | | | | | VENDOR TOTAL: | 246.40 |
| 1605665 | | | PERSONNEL DYNAMICS LLC | | | | | |
| 51453-L | 10/23/21 | 01 | J BEHM 18 HRS WE 10/23 | 211-00-75-10-1050 | 20213269 | | 11/10/21 | 328.14 |
| | | | | CONTRACTED SERVICES | | | | |
| | | | | | | | INVOICE TOTAL: | 328.14 |
| | | | | | | | VENDOR TOTAL: | 328.14 |
| 1621130 | | | P.U.C. | | | | | |
| L | 10/18/21 | 01 | LIB SEP UTILITIES | 999-99-00-00-1000 | | | 11/10/21 | 2,906.07 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 2,906.07 |
| | | | | | | | VENDOR TOTAL: | 2,906.07 |
| 1800149 | | | RCB COLLECTIONS | | | | | |
| 26134-L | 09/30/21 | 01 | COLLECTION PAYMENT H WISE | 211-00-75-30-3300 | 20213034 | | 11/10/21 | 3.17 |
| | | | | PROFESSIONAL SERV-COLLECTI | | | | |
| | | | | | | | INVOICE TOTAL: | 3.17 |
| | | | | | | | VENDOR TOTAL: | 3.17 |
| 1821700 | | | MICHAEL RUSSELL | | | | | |

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 10, 2021

DATE: 11/02/21
 TIME: 16:01:31
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/10/2021
 INVOICES IN BATCH LB1110

| INVOICE # VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | PROJECT | DUE DATE | ITEM AMT |
|------------------------------------|-----------------|-----------|--------------------------------|-----------------------------|----------|---------|---------------------|----------|
| 1821700 MICHAEL RUSSELL | | | | | | | | |
| 598813-L | 10/11/21 | 01 | MAIN AREAS/KTCHN/ENTRY CLNG | 211-00-75-30-4010 | 20213161 | | 11/10/21 | 1,380.00 |
| | | | | BUILDING MAINT/REPAIRS | | | | |
| | | | | | | | INVOICE TOTAL: | 1,380.00 |
| | | | | | | | VENDOR TOTAL: | 1,380.00 |
| 1901535 SANDSTROM'S INC | | | | | | | | |
| 376920-L | 10/11/21 | 01 | KLEENEX WHITE TISSUE/#320023 | 211-00-75-20-2150 | 20213027 | | 11/10/21 | 24.60 |
| | | | | MAINTENANCE TOOLS/SUPPLIES | | | | |
| | | | | | | | INVOICE TOTAL: | 24.60 |
| | | | | | | | VENDOR TOTAL: | 24.60 |
| 1915248 SHI INTERNATIONAL CORP | | | | | | | | |
| B14294691-L | 10/29/21 | 01 | DEEP FREEZE ENT UPG | 211-00-75-20-2075 | 20213287 | | 11/10/21 | 524.00 |
| | | | | ASSETS BETWEEN \$700-\$4999 | | | | |
| | | 02 | DEEP FREEZE ENT MAINT | 211-00-75-20-2075 | 20213287 | | | 174.72 |
| | | | | ASSETS BETWEEN \$700-\$4999 | | | | |
| | | | | | | | INVOICE TOTAL: | 698.72 |
| | | | | | | | VENDOR TOTAL: | 698.72 |
| 2209665 VISA | | | | | | | | |
| L | 10/11/21 | 01 | USPS PRIORTY MAIL FLT RT ENVLP | 999-99-00-00-1000 | | | 11/10/21 | 399.50 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 399.50 |
| | | | | | | | VENDOR TOTAL: | 399.50 |
| 2301700 WM CORPORATE SERVICES, INC | | | | | | | | |
| L | 10/11/21 | 01 | LIB SEP SERVICE | 999-99-00-00-1000 | | | 11/10/21 | 133.48 |
| | | | | HOLDING ACCOUNT | | | | |
| | | | | | | | INVOICE TOTAL: | 133.48 |
| | | | | | | | VENDOR TOTAL: | 133.48 |
| | | | | | | | TOTAL ALL INVOICES: | 64 27 24 |

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TEN MONTHS ENDING OCTOBER 31, 2021
With Comparative Totals for October 31, 2020

| | 2020 Actual | 2021 Actual | 2021 Budget | Percent of Budget |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------------|
| Fund Balance 1/1/XX: | | | | |
| Cash Flow | 431,538 | 436,095 | 436,095 | |
| Compensated Absences | 34,953 | 39,408 | 39,408 | |
| Emergency/unanticipated Expenditures | 64,058 | 61,708 | 61,708 | |
| Major Equipment Replacement | 24,530 | 79,702 | 79,702 | |
| TOTAL FUND BALANCE 1/1/XX | 555,079 | 616,913 | 616,913 | |
| Revenues: | | | | |
| Taxes | 388,471 | 397,200 | 711,010 | 56% |
| Intergovernmental | 82,671 | 85,827 | 128,000 | 67% |
| Charges for Services | 20,647 | 22,628 | 25,732 | 88% |
| Fines & Forfeits | 2,238 | 207 | - | 0% |
| Blandin Grant | - | - | - | 0% |
| GR Library Foundation | 7,170 | 3,400 | 8,000 | 43% |
| Miscellaneous | 11,326 | 8,732 | 8,800 | 99% |
| Other Sources-Operating Transfer | 6,241 | - | - | 0% |
| Other Sources (Fund Balance Usage) | - | - | - | 0% |
| TOTAL REVENUES | 518,764 | 517,993 | 881,542 | 59% |
| Expenditures: | | | | |
| Personnel | 534,094 | 515,357 | 571,706 | 90% |
| Supplies/Materials | 51,301 | 56,668 | 92,000 | 62% |
| Other Services/Charges | 82,432 | 86,280 | 217,836 | 40% |
| GRACF Library Foundation | - | - | - | 0% |
| Blandin Grant | - | - | - | 0% |
| TOTAL EXPENDITURES | 667,826 | 658,304 | 881,542 | 75% |
| OPERATING SURPLUS (DEFICIT) | (149,063) | (140,311) | - | |
| Blandin Foundation Capital Grant | - | - | - | |
| Capital Outlay | 5,536 | - | - | |
| Fund Balance 10/31/XX | | | | |
| Cash Flow | 276,940 | 295,784 | 436,095 | |
| Compensated Absences | 34,953 | 39,408 | 39,408 | |
| Emergency/unanticipated Expenditures | 64,058 | 61,708 | 61,708 | |
| Major Equipment Replacement | 24,530 | 79,702 | 79,702 | |
| TOTAL FUND BALANCE 10/31/XX | \$ 400,481 | \$ 476,602 | \$ 616,913 | |

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$40,539 as of 9/30/21. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 2021**

Item 2.

| Account Number | Account Description | 2021 Budget | Year to Date | Percent of Budget |
|-------------------|---------------------------------|----------------|-----------------|----------------------|
| 211-00-31-00-0100 | CURRENT | \$ 662,758 | \$ 347,728 | 52% |
| 211-00-31-00-0200 | DELINQUENT | - | 1,220 | 0% |
| 211-00-31-00-4055 | FISCAL DISPARITIES | 48,252 | 48,252 | 100% |
| 211-00-33-00-6300 | LIBRARY CONTRACTS | 128,000 | 85,827 | 67% |
| 211-00-34-00-7960 | ALS CROSS-OVERS | 5,282 | 8,045 | 152% |
| 211-00-34-00-7970 | PHOTO COPIES | 2,000 | 1,173 | 59% |
| 211-00-34-00-7975 | INTERNET | 2,000 | 647 | 32% |
| 211-00-34-00-7980 | LIBRARY FEES-PROCTORING | 200 | 110 | 55% |
| 211-00-34-00-7982 | PASSPORT PROCESSING FEE | 15,750 | 12,355 | 78% |
| 211-00-34-00-7990 | FAX MACHINE USE | 500 | 298 | 60% |
| 211-00-35-00-1030 | LIBRARY FINES | - | 207 | 0% |
| 211-00-37-00-2310 | DONATIONS | 1,500 | 2,709 | 181% |
| 211-00-37-00-2336 | DONATIONS-CHILDRENS LIBRARY | - | 330 | 0% |
| 211-00-37-00-2365 | ENDOWMENT FUND INCOME | 1,300 | 1,353 | 104% |
| 211-00-37-00-2367 | GRAND RAPIDS LIBRARY FOUNDATION | 8,000 | 3,400 | 43% |
| 211-00-37-00-2375 | MEETING ROOM RECEIPTS | 2,000 | - | 0% |
| 211-00-37-00-2450 | MISCELLANEOUS | 1,000 | 1,811 | 181% |
| 211-00-37-00-5100 | INVESTMENT INCOME | 3,000 | 2,529 | 84% |
| | | 881,542 | 517,993 | 59% |
| 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 | 360,052 | 318,067 | 88% |
| 211-00-75-10-1030 | SALARY-PARTTIME | 25,407 | 37,943 | 149% |
| 211-00-75-10-1050 | CONTRACTED SERVICES | 8,510 | 3,883 | 46% |
| 211-00-75-10-1210 | PERA | 28,909 | 28,487 | 99% |
| 211-00-75-10-1220 | FICA | 23,898 | 21,920 | 92% |
| 211-00-75-10-1250 | MEDICARE | 5,589 | 5,127 | 92% |
| 211-00-75-10-1310 | HEALTH INSURANCE | 116,541 | 97,301 | 83% |
| 211-00-75-10-1330 | LIFE INSURANCE | 172 | 176 | 102% |
| 211-00-75-10-1347 | VISION INSURANCE | - | 2 | 0% |
| 211-00-75-10-1510 | WORKERS COMPENSATION | 2,628 | 2,451 | 93% |
| 211-00-75-20-2010 | OFFICE SUPPLIES | 8,000 | 3,133 | 39% |
| 211-00-75-20-2020 | COPY SUPPLIES | 1,500 | 201 | 13% |
| 211-00-75-20-2030 | PRINTING/BINDING | 1,000 | 289 | 29% |
| 211-00-75-20-2060 | COMPUTER SUPPLIES | 3,000 | 3,159 | 105% |
| 211-00-75-20-2070 | COMPUTER INVENTORY | 3,000 | 1,916 | 64% |
| 211-00-75-20-2075 | ASSETS BETWEEN \$700-\$4999 | 12,000 | 1,529 | 13% |
| 211-00-75-20-2090 | INVENTORIAL SUPPLIES | 1,000 | 354 | 35% |
| 211-00-75-20-2095 | VOLUNTEER PRGM SUP & MATERIALS | 500 | 80 | 16% |
| 211-00-75-20-2100 | OPERATING SUPPLIES | 2,000 | 1,776 | 89% |
| 211-00-75-20-2110 | BOOKS | 39,000 | 34,483 | 88% |
| 211-00-75-20-2120 | AUDIO/VISUAL | 9,000 | 7,221 | 80% |
| 211-00-75-20-2130 | NEWSPAPERS | 1,500 | 1,459 | 97% |
| 211-00-75-20-2140 | PERIODICALS | 7,500 | 58 | 1% |
| 211-00-75-20-2150 | MAINTENANCE TOOLS/SUPPLIES | 3,000 | 920 | 31% |
| 211-00-75-20-2190 | OTHER SUPPLIES/MATERIALS | - | 90 | 0% |
| 211-00-75-30-3000 | PROFESSIONAL SERVICES | 500 | - | 0% |
| 211-00-75-30-3010 | ACCOUNTING SERVICES | 1,500 | 1,113 | 74% |
| 211-00-75-30-3070 | LAUNDRY | 1,000 | 368 | 37% |
| 211-00-75-30-3090 | JANITORIAL SERVICES | 20,400 | 17,073 | 84% |
| 211-00-75-30-3100 | OTHER CONTRACTED SERVICES | 77,836 | 2,089 | 3% |
| 211-00-75-30-3210 | TELEPHONE | 6,000 | 3,706 | 62% |
| 211-00-75-30-3220 | POSTAGE/FREIGHT | 3,500 | 1,070 | 31% |
| 211-00-75-30-3260 | COMMUNITY ED PROMOTION | - | 216 | 0% |

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **OCTOBER 31, 2021**

Item 2.

| Account Number | Account Description | 2021 Budget | Year to Date | Percent of Budget |
|-------------------|--|----------------|------------------|----------------------|
| 211-00-75-30-3300 | PROFESSIONAL SERV-COLLECTIONS | 2,000 | 3 | 0% |
| 211-00-75-30-3510 | PUBLISHING & ADVERTISING | 600 | 105 | 18% |
| 211-00-75-30-3610 | GENERAL INSURANCE | 9,000 | 9,250 | 103% |
| 211-00-75-30-3810 | ELECTRICITY | 34,000 | 26,349 | 77% |
| 211-00-75-30-3840 | GARBAGE REMOVAL | 2,000 | 1,365 | 68% |
| 211-00-75-30-3860 | HEAT-NATURAL GAS | 12,000 | 2,796 | 23% |
| 211-00-75-30-4000 | MAINTENANCE CONTRACTS | 9,500 | 6,736 | 71% |
| 211-00-75-30-4010 | BUILDING MAINT/REPAIRS | 15,000 | 6,896 | 46% |
| 211-00-75-30-4015 | GROUNDS MAINTENANCE | 1,000 | - | 0% |
| 211-00-75-30-4020 | COMPUTER MAINT/REPAIR | 9,000 | 1,166 | 13% |
| 211-00-75-30-4030 | ONLINE SERVICES | 3,500 | 2,564 | 73% |
| 211-00-75-30-4070 | GENERAL EQUIP MAINT/REPAIR | 8,000 | 2,175 | 27% |
| 211-00-75-30-4100 | EQUIPMENT LEASES | 1,500 | 1,210 | 81% |
| 211-00-75-30-4330 | DUES & SUBSCRIPTIONS | - | 30 | 0% |
| | TOTAL EXPENDITURES | 881,542 | 658,304 | 75% |
| | SURPLUS REVENUES/(EXPENDITURES) | - | (140,311) | |

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

RESOLUTION NO. 2021-07
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:

- Libby and Dennis Devere - \$150.00 – for materials with dyslexic friendly font*
- Arrowhead Library System - \$565.83 - Summer Reading Support*
- Kathy McCarty (in memory of Faye Chessmen - \$50.00 (undesigned))*

Adopted this 10th day of November, 2021

Jean MacDonell, President

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.



5 HP Compaq 8300 Elite Desktops, Core i5-3450, Windows 10

Bundle of five refurbished desktops with Intel Core i5-3450 3.1-GHz processors, 8 GB RAM, 240-GB SSDs, and one-year warranties

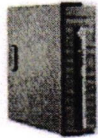
Admin Fee: \$916.00



5 HP EliteDesk 800 G1 Desktops, Core i5-4570s, Windows 10

Bundle of five refurbished desktops with Intel Core i5 4570s 2.9-GHz processors, 8 GB RAM, 240-GB SSDs, and one-year warranties

Admin Fee: \$1,424.00



5 HP EliteDesk 800 G1 Desktops, Core i5-4570, Windows 10

Bundle of five refurbished desktops with Intel Core i5-4570 3.2-GHz processors, 16 GB RAM, 500-GB SSDs, and one-year warranties

Admin Fee: \$1,615.00



5 Dell OptiPlex 7010 Desktops, Core i7-3770, Windows 10

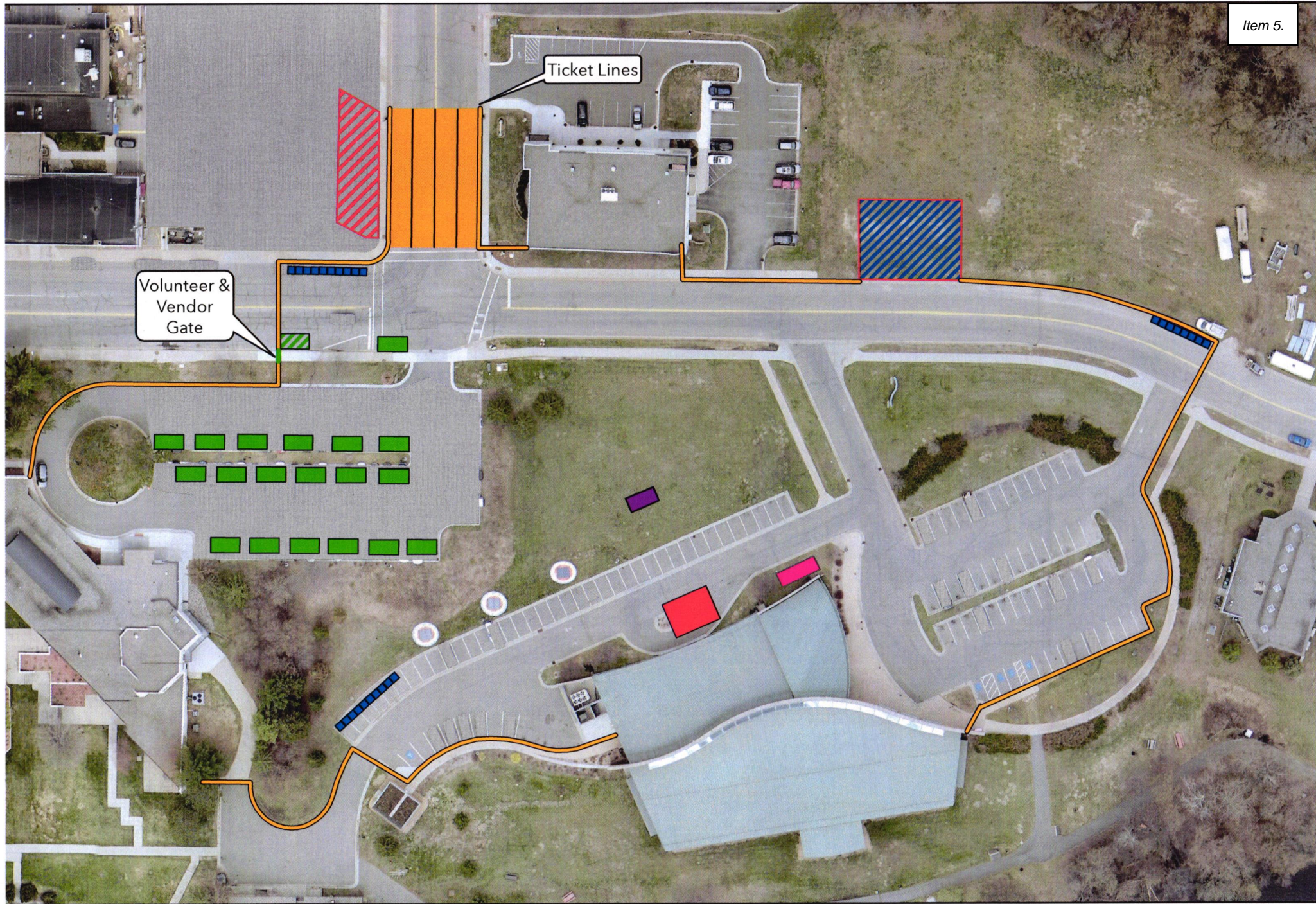
Bundle of five refurbished desktops with Intel Core i7-3770 3.4-GHz processors, 8 GB RAM, 250-GB SSDs, and one-year warranties

Admin Fee: \$1,846.00

MANH
5 x 20
\$315
Item 4.
Item 12.

RIVER FEST Layout

Item 5.



- Gate
 - Fence
 - Main Stage
 - Stage
 - Porta Potties
 - Public Safety
 - Ticket Area
 - Vendor
 - Volunteer Area
 - ADA Parking
- 0 50 100 200 Feet

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

RESOLUTION NO. 2021-06
SETTING 2022 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 | Fri | December 31 (2021) | New Year’s Holiday | Closed |
| H | Mon | January 17 | Martin Luther King Day | Closed |
| H | Mon | February 21 | President’s Day | Closed |
| H | Mon | May 30 | Memorial Day | Closed |
| H | Mon | July 4 | Independence Day | Closed |
| H | Mon | September 5 | Labor Day | Closed |
| H | Fri | November 11 | Veteran’s Day | Closed |
| H | Thurs | November 24 | Thanksgiving | Closed |
| H | Fri | November 25 | Day after thanksgiving | Closed |
| H | Fri | December 23 | Christmas Holiday | Closed |
| H | Mon | December 26 | 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 10th day of November 2021.

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.

Monthly Report - Overview for Oct 2021

Locations on this report: Grand Rapids Area Library

Checkout

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|-------------------|----------|----------|------|----------|------|----------|----------|------|
| 1st Time | 8741 | 7929 | 10 | 4117 | 112 | 69106 | 48313 | 43 |
| Phone Renewal | 224 | 177 | 26 | 123 | 82 | 1681 | 1352 | 24 |
| Renewal | 237 | 256 | -8 | 93 | 154 | 1672 | 738 | 126 |
| Opac Renewal | 646 | 659 | -2 | 745 | -14 | 5678 | 3584 | 58 |
| 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 | 9848 | 9021 | 9 | 5078 | 93 | 78137 | 53987 | 44 |

Checkout Stock Rotation

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 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 | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|----------------|----------|----------|------|----------|------|----------|----------|------|
| Normal | 7445 | 7708 | -4 | 5276 | 41 | 63668 | 51184 | 24 |
| Late | 1833 | 1435 | 27 | 605 | 202 | 11672 | 4630 | 152 |
| Offline Normal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Offline Late | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 9278 | 9143 | 1 | 5881 | 57 | 75340 | 55814 | 34 |

Requests Placed

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Placed | 1926 | 1574 | 22 | 3843 | -50 | 22949 | 24239 | -6 |
| Total | 1926 | 1574 | 22 | 3843 | -50 | 22949 | 24239 | -6 |

Requests Resolved

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Cancelled | 105 | 72 | 45 | 187 | -44 | 1201 | 983 | 22 |
| Filled | 2528 | 2541 | -1 | 5010 | -50 | 33480 | 32135 | 4 |
| Expired | 10 | 18 | -45 | 6 | 66 | 52 | 30 | 73 |
| Total | 2643 | 2631 | 0 | 5203 | -50 | 34733 | 33148 | 4 |

Holds Resolved

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|-------------|----------|----------|------|----------|------|----------|----------|------|
| Picked Up | 1563 | 1586 | -2 | 3850 | -60 | 22573 | 22907 | -2 |
| Cancelled | 5 | 5 | 0 | 3 | 66 | 38 | 24 | 58 |
| Expired | 121 | 125 | -4 | 262 | -54 | 1380 | 645 | 113 |
| Total | 1689 | 1716 | -2 | 4115 | -59 | 23991 | 23576 | 1 |

Overdues

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|--------------|----------|----------|------|----------|------|----------|----------|------|
| 1st Notice | 526 | 327 | 60 | 580 | -10 | 2605 | 1736 | 50 |
| 2nd Notice | 2 | 1 | 100 | 3 | -34 | 11 | 4 | 175 |
| 3rd Notice | 1 | 0 | 100 | 2 | -50 | 7 | 2 | 250 |
| 4th Notice | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 100 |
| 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 | 136 | 149 | -9 | 5 | 2620 | 708 | 350 | 102 |
| Total | 665 | 477 | 39 | 590 | 12 | 3333 | 2092 | 59 |

Borrower Delta

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|------------------|----------|----------|------|----------|------|----------|----------|------|
| New (Manual) | 74 | 110 | -33 | 23 | 221 | 522 | 289 | 80 |
| Deleted (Manual) | 7 | 17 | -59 | 5 | 40 | 69 | 55 | 25 |
| New (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 81 | 127 | -37 | 28 | 189 | 591 | 344 | 71 |

Bib Delta

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|------------------|----------|----------|-------|----------|-------|----------|----------|-------|
| New (Manual) | 250 | 181 | 38 | 182 | 37 | 1432 | 1327 | 7 |
| Deleted (Manual) | 150 | 107 | 40 | 104 | 44 | 1352 | 2547 | -47 |
| New (Batch) | 133 | 21 | 533 | 47 | 182 | 485 | 474 | 2 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 533 | 309 | 72 | 333 | 60 | 3269 | 4348 | -25 |

Auth Delta

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|------------------|----------|----------|-------|----------|-------|----------|----------|-------|
| New (Manual) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Manual) | 1 | 0 | 100 | 2 | -50 | 3 | 5 | -40 |
| New (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 1 | 0 | 100 | 2 | -50 | 3 | 5 | -40 |

Item Delta

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|------------------|----------|----------|-------|----------|-------|----------|----------|-------|
| New (Manual) | 757 | 537 | 40 | 489 | 54 | 4399 | 4502 | -3 |
| Deleted (Manual) | 158 | 269 | -42 | 172 | -9 | 3937 | 4662 | -16 |
| New (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deleted (Batch) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 915 | 806 | 13 | 661 | 38 | 8336 | 9164 | -10 |

Acquisitions Activities

| Description | Oct 2021 | Sep 2021 | %chg | Oct 2020 | %chg | 2021 YTD | 2020 YTD | %chg |
|-------------------|----------|----------|-------|----------|-------|----------|----------|-------|
| Lines Ordered | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Items Ordered | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lines Received | 375 | 351 | 6 | 238 | 57 | 2562 | 2323 | 10 |
| Items Rcvd by Ven | 381 | 357 | 6 | 243 | 56 | 2608 | 2367 | 10 |
| Claims | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 756 | 708 | 6 | 481 | 57 | 5170 | 4690 | 10 |

Grand Rapids Area Library
Reference Statistics
October 2021

| | October 2021 | YTD 2021 |
|--|---------------------|-----------------|
| Door Count | 4425 | 27356 |
| Reference Questions | 409 | 2098 |
| Computer Help Over 5 Minutes | 24 | 164 |
| Tests Proctored | 0 | 2 |
| Public Computer Use: Sessions | 260 | 1902 |
| Public Computer Use: Hours Used | 173 | 1218 |
| Special Computer Sessions | 57 | 395 |
| Passports Accepted | 69 | 363 |

Children's Stats

Month Oct 2021

Online Storytime

Programs: 4

Facebook views: 266

Artastic

Programs: 1

Facebook views: 86

Kits handed out: 150 * Handed out all in three days!

Non School Groups: 0

People: 0

Reference Questions: 310

Reference Questions 2020: 0

Reference Questions 2019: 478

GRAND RAPIDS AREA LIBRARY: 2021 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 | 15 | 44.50 | 4 | 77.25 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 9 | 44.50 | 4 | 13.00 | 19 | 121.75 |
| February | 20 | 55.50 | 4 | 67.75 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 9 | 31.50 | 6 | 15.00 | 24 | 123.25 |
| March | 18 | 38.00 | 5 | 79.25 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 9 | 27.00 | 7 | 15.00 | 23 | 117.25 |
| April | 16 | 58.50 | 7 | 156.25 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 11 | 54.00 | 2 | 4.00 | 23 | 214.75 |
| May | 22 | 68.00 | 8 | 159.50 | 7 | 7.00 | 0 | 0.00 | 0 | 0.00 | 8 | 38.00 | 8 | 16.50 | 30 | 227.50 |
| June | 27 | 105.00 | 10 | 138.75 | 5 | 5.00 | 0 | 0.00 | 0 | 0.00 | 11 | 70.00 | 9 | 17.00 | 37 | 243.75 |
| July | 19 | 70.75 | 9 | 119.50 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 8 | 24.00 | 1 | 5.00 | 28 | 190.25 |
| August | 30 | 129.00 | 9 | 163.00 | 7 | 7.00 | 0 | 0.00 | 0 | 0.00 | 8 | 47.00 | 9 | 25.00 | 39 | 292.00 |
| September | 23 | 116.75 | 9 | 165.50 | 7 | 7.00 | 0 | 0.00 | 0 | 0.00 | 11 | 105.00 | 6 | 17.00 | 32 | 282.25 |
| October | 25 | 96.00 | 9 | 139.50 | 8 | 8.00 | 0 | 0.00 | 0 | 0.00 | 11 | 68.00 | 6 | 15.00 | 34 | 235.50 |
| November | | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | |
| Total | | 782.00 | | 1266.25 | | 74.00 | | 0.00 | | 0.00 | | 509.00 | | 142.50 | * | 2,048.25 |

*Total volunteers who donated time at the Library this year [calculated at year's end]

GRAL Director's Report

NOVEMBER 2021

ADVOCACY

-City of Grand Rapids

The 2022 Library budget – as discussed at the September and October Library Board meetings – is included in the preliminary levy. The Grand Rapids City Council will set the final levy in December following the December 6 Truth-in-Taxation meeting. Projected Levy & Tax Rate for the City of Grand Rapids is included with this report.

-Itasca County

The Itasca County will set the final levy after the December 14 Truth-in-Taxation meeting. Currently, the County Budget maintains the 2019 increase. Overall, the preliminary county levy is a 0% increase.

-American Rescue Plan Act – State Library Services / Arrowhead Library System

At Library Board direction, I applied to Arrowhead Library System for ARPA grant funds. I was notified the Library is set to receive \$4,800. This grant will offset about half of the cost of (2) network switches from SHI International – the low quote accepted at the August Library Board meeting. The IT Director anticipates the network switches will arrive in early November. UPDATE: This grant will free up dollars and enable the Library to start much needed replacement of public network computers.

LIBRARY MANAGEMENT

-Report to Council

I made my annual report to the Grand Rapids City Council on 11/8 with a focus on how the Library Adapted, Communicated, and Collaborated during 2021. A summary is included with this report.

-Dr. Herreid, Organizational Development Consultant

Dr. Herreid visited GRAL twice during the past month. Staff are moving forward with a set of shared norms and core values. Amy and I will continue to work with Dr. Herreid on a performance management plan for the Library.

-Municode (website) transition

The City Council authorized city staff to move forward with transitioning the city website to the Municode platform. Municode is the vendor that the city recently switched to for agenda management software – they have been great to work with.

FACILITIES MAINTAINANCE / SPACE

-Special Election (ISD 318 School Board)

The Library was a precinct polling place for the 11/2 special election.

-Heating System Check

Gardner visited the Library to perform seasonal maintenance and get the heating system online.

-Carpet Cleaning

Mike Russell spent several weekends cleaning carpet – it was nice to get this done over the weekend without the public in the building.

FIRE RESPONSE

UPDATEI responded to 23 calls in October (4 from the Library including a mutual aid structure fire 10/28).

END OF REPORT

**PROJECTED LEVY & TAX RATE
CITY OF GRAND RAPIDS
PREVIOUSLY CERTIFIED LEVIES AND 2022 PROPOSED LEVY**

Item 7.

| | 2017 Levy Payable 2018 | 2018 Levy Payable 2019 | 2019 Levy Payable 2020 | 2020 Levy Payable 2021 | 2021 Levy Payable 2022 | |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------|
| General Fund | 4,575,478 | 4,809,012 | 4,931,764 | 5,197,994 | 5,243,850 | |
| Library Fund | 702,687 | 702,687 | 702,687 | 711,010 | 759,331 | |
| Cemetery | 198,575 | 203,540 | 200,313 | 212,812 | 218,427 | |
| GREDA Levy | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | |
| Levy Internal Loan-Equip Purchases | 175,000 | 219,000 | 179,000 | 192,000 | 224,000 | |
| Abatement Levies | 25,000 | 25,000 | 25,000 | 25,000 | 15,000 | |
| Special Levies | - | - | - | - | - | |
| Total Levy Required for Operations | 5,736,740 | 6,019,239 | 6,098,764 | 6,398,816 | 6,520,608 | 1.90% |
| Bonded Indebtedness | 1,671,438 | 1,669,784 | 1,694,906 | 1,680,512 | 2,082,657 | 23.93% |
| GROSS LEVY | 7,408,178 | 7,689,023 | 7,793,670 | 8,079,328 | 8,603,265 | 6.48% |
| Less: Fund Balance Contribution | - | - | - | - | - | |
| CERTIFIED LEVY | 7,408,178 2.06% | 7,689,023 3.79% | 7,793,670 1.36% | 8,079,328 3.67% | 8,603,265 6.48% | |

2021 ESTIMATED TAX CAPACITY AND PROPOSED LEVY

| | |
|---------------------------------|--------------------|
| TAX CAPACITY | \$10,790,958 |
| Less: | |
| Abatement Levy | - |
| TIF Captured tax increment | (197,401) |
| Fiscal Disparities contribution | (1,172,324) |
| Taxable tax capacity* | \$9,421,233 |

| | |
|---|--------------------|
| CERTIFIED LEVY | 8,603,265 |
| Less: | |
| Fiscal disparities distribution levy | (825,774) |
| Net amount levied to property owners | \$7,777,491 |


5.29%

**2007 - 2021 TAXABLE TAX CAPACITY, CERTIFIED LEVY and CITY TAX RATE
and 2021 ESTIMATED TAXABLE TAX CAPACITY
and 2022 ESTIMATED LEVY and CITY TAX RATE**

| TAX YEAR PAYABLE | TAXABLE TAX CAPACITY | NET CERTIFIED LEVY | CITY TAX RATE | CEMETERY TAX RATE | TOTAL TAX RATE |
|------------------------|----------------------------|--------------------------|---------------------|-------------------------|----------------------|
| 2007 | 6,224,893 | 4,091,108 | 65.722 | 2.972 | 68.694 |
| 2008 | 6,851,971 | 4,503,251 | 65.722 | 3.834 | 69.556 |
| 2009 | 7,919,927 | 4,677,712 | 59.063 | 1.841 | 60.904 |
| 2010 | 7,115,267 | 4,631,705 | 65.095 | 1.271 | 66.366 |
| 2011 | 7,647,353 | 4,885,894 | 61.602 | 2.288 | 63.890 |
| 2012 | 7,014,456 | 4,874,006 | 67.019 | 2.466 | 69.485 |
| 2013 | 7,346,013 | 5,068,674 | 66.644 | 2.355 | 68.999 |
| 2014 | 7,014,208 | 5,562,859 | 76.842 | 2.466 | 79.308 |
| 2015 | 8,067,867 | 6,393,379 | 77.206 | 2.039 | 79.245 |
| 2016 | 8,140,678 | 6,450,063 | 76.794 | 2.438 | 79.232 |
| 2017 | 8,171,794 | 6,717,854 | 79.890 | 2.318 | 82.208 |
| 2018 | 8,142,204 | 6,716,767 | 80.054 | 2.439 | 82.493 |
| 2019 | 8,329,612 | 6,937,752 | 80.847 | 2.443 | 83.290 |
| 2020 | 8,475,628 | 7,073,543 | 81.094 | 2.363 | 83.457 |
| 2021 | 8,851,302 | 7,386,756 | 81.050 | 2.404 | 83.454 |
| 2022 | 9,421,233 | 7,777,491 | 80.234 | 2.318 | 82.553 |

0.88%
6.80%
2.64%
0.00%
16.67%
-40.00%

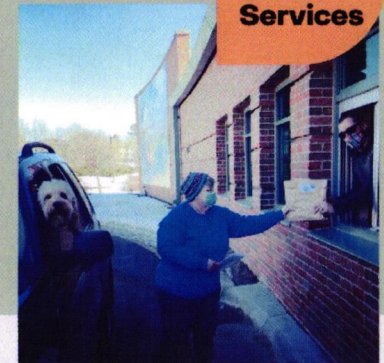
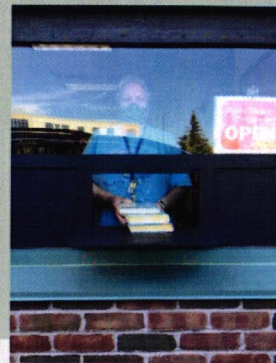


 **GRAND
RAPIDS**
AREA LIBRARY

**Report to
City Council**

Adapting

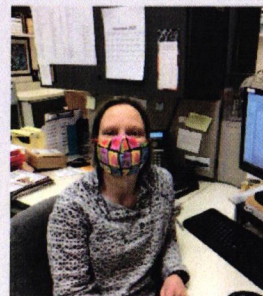
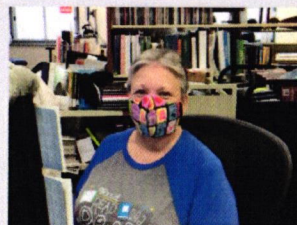
Adjusting to pandemic and budgetary constraints to provide the best possible service to the community.



Drive-Thru Services



Limited Staff



Adapting

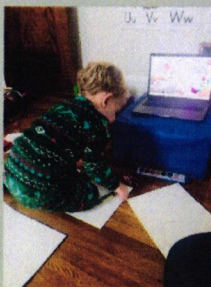
Creating opportunities for patron engagement that are innovative and sustainable.



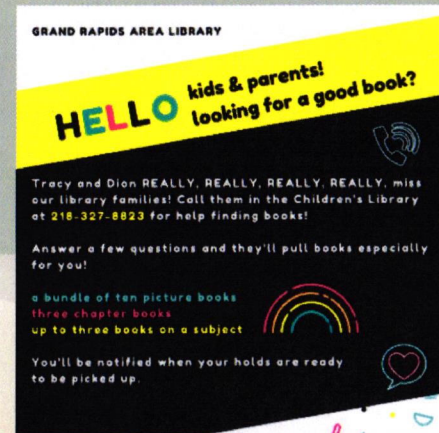
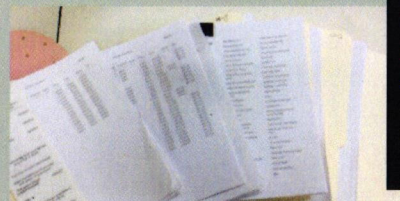
Online Programs



Take & Make Art Kits



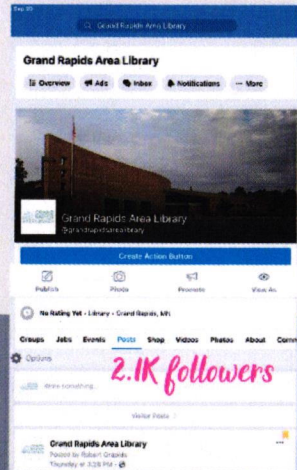
Custom Book Bundles



Communicating

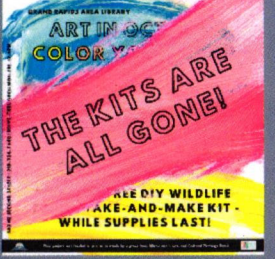
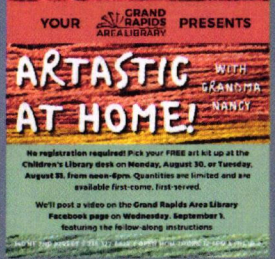
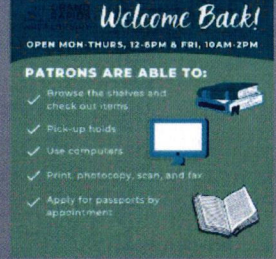
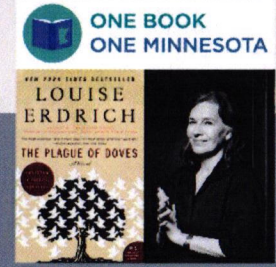
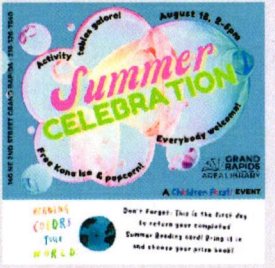
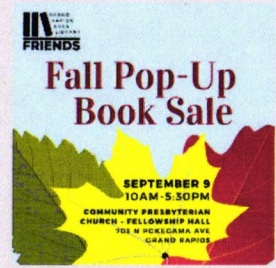
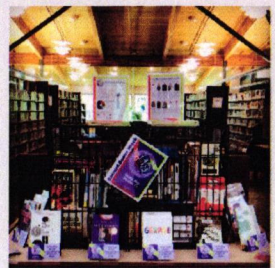
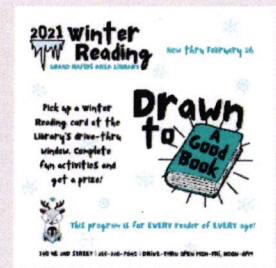
Acting as hub of information, not only for activities and features inside our building, but for Arrowhead Library System, the City of Grand Rapids, and other community campaigns.

Active Social Media



Follow us on Facebook & Instagram to see all the latest program & service updates.

Dynamic Displays & Promotions



Collaborating

Fostering relationships with partners to promote community connection and support.

Rental Locations

- 1 Grand Rapids City Hall
- 2 Grand Rapids Area Library
- 3 Itasca County Family YMCA
- 4 Itasca Recreational Center (IRC)

Bike Safety 101:

- 1. **Ride responsibly** – wear a helmet
- 2. **Be respectful** of all riders, vehicles, and pedestrians.
- 3. **Use hand signals** when appropriate
- 4. **Obey Minnesota traffic laws.** Stop at stop sign!

SPONSORED BY:

KINDER KONZERTS IN A BAG
August 1 - 31, 2021

This kit is for borrowing a Bag of Fun designed by the PRS of the Minnesota Children's Institute, including everything needed for a 15-20 minute program to engage young audiences in music. The kit comes with live, live music, songs by award-winning Minnesota children's authors and illustrated by a local artist. Program is geared for ages 4-8 and can be adapted for ages 2-10.

This project was funded in part by a grant from the Minnesota Arts and Culture Heritage Fund.

Purchase a pack of eight scenic notecards featuring the beautiful designs of Minnesota artist & musician Adam Swanson!

Available at our drive thru window, Mon-Fri, 9am-5pm.

FRIENDS USED BOOK STORE

THE CAUSE: Proceeds of this partnership provide direct support to GRAND RAPIDS AREA LIBRARY.

IMPROVING YOUR **ONLINE EXPERIENCE**

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SEARCH "ARROWHEAD LIBRARY SYSTEM" IN YOUR APP STORE.

BROWSE FOR ITEMS, PLACE HOLDS, RENEW CHECKOUTS - EVEN SCAN THE BARCODE OF A BOOK TO SEE IF IT'S AVAILABLE - AND MUCH MORE!

GRAND RAPIDS AREA LIBRARY

THE LIBRARY WILL BE CLOSED ON FRIDAY, SEPTEMBER 10, FOR

GRAND RAPIDS RIVERFEST

GRAND RAPIDS AREA LIBRARY

FRIENDS USED BOOK STORE

Now Open!

Stop by the book store next time you're at the Library! Find a curated collection of gently used items at friendly, low prices. Proceeds benefit the Library!

Visit us **Mon-Thurs. 12-6 & Fri. 10-2**



Summer CELEBRATION

GRAND RAPIDS AREA LIBRARY

Thank you to our partner, **Children First!** and event sponsors, **Glorvigen Tierney & Co Grand Rapids Rotary Club (Monday)**

GRAND RAPIDS AREA LIBRARY

Children's Books with Librarian Tracy Kampa

Listen to Tracy Kampa talk about some of her favorite children's books of 2021 so far.



GRAND RAPIDS AREA LIBRARY & **Itasca County** PRESENT

Online Storytime!

Public Health

Community COVID-19 Vaccine Clinic

WHEN: TODAY! Monday, June 7, from 12:00 - 2:00 pm

WHERE: Grand Rapids Area Library (140 NE 2nd Street, Grand Rapids, MN)

WHO: Anyone 18 years of age and older

Offering the Johnson & Johnson Vaccine - only one dose needed.

Walk-ins welcome!



October in Children's

What, really, is normal? Is it even desirable to "go back?" I've been pondering this over the past couple of weeks, as vaccinations make it possible to look forward to a time that might more closely resemble something that we knew in the past.

If Grand Rapids parents respond to the call for vaccination when their children become eligible, we might be able to consider in-person programming late winter. Hoping for this, funding has been secured through the Library Foundation, for weekly programming both for preschoolers (in-person storytime and continued Online Storytime) and for school-age kids (4 weekly programs to be held on rotating "early release" Wednesdays.) While I don't spend a lot of time dwelling in pessimism, I suspect that these programs will happen closer to the fall. It will all depend on Itasca County covid numbers. Hopefully, we will see the same type of drop as the rest of the country is experiencing now. Then we, once again, can host in-person programming.

I went visiting in October! I visited two classes at Stepping Stones preschool, where we talked about sea horses, sang a fun sea horse song, and counted baby sea horses on the flannel board. The energy in a preschool classroom is contagious, and there are so many smiles to share! Two days later, I visited the Class Act freshman at ICC. The energy level was decidedly more subdued, for a 9:00 a.m. college class. I presented to them "What Your Librarian Wants You to Know," encouraging library/classroom partnerships, and giving them info on how to incorporate books, and encourage a love of reading, in their future classrooms.

My Zoom life was active in October. I enjoyed a webinar on graphic novels, and I attended a three-hour "Unconference," hosted by the Arrowhead Library System. I am grateful to the City's IT department, Lasha in particular, for setting me up with Zoom capabilities on my new computer. Thank you to Will for finding the funds for this purchase; it has made my Zoom participation nearly seamless.

I recorded another episode of "What We're Reading" on KAXE this month. Highlighting what I believe might be Newbery winners has been fun and challenging! We also posted another Artastic at Home video, thanks to the wildly generous Nancy Mike-Johnson. It just went up Wednesday, and now, two days later, boasts 70 views. Out take-home art kits, all 150 of them, were snapped up in three days. Our Online Storytime programs have garnered 256 views as of this moment. Happy Reading!