



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, January 10, 2024

5:00 PM

CALL TO ORDER:

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, January 10, 2024 at 5:00

ORGANIZATIONAL MEETING - ELECTION OF BOARD PRESIDENT, VICE PRESIDENT, AND SECRETARY.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Consider approval of meeting minutes from the 12-13-2023 Library Board Meeting.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider a motion to approve payment of bill list and financial reports.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider a motion accepting donations to the Library as listed.

REGULAR AGENDA:

4. Review Library Board Roster / Introductions
5. Consider a motion authorizing the Volunteer Coordinator to sign a MOU with RSVP.

UPDATES:

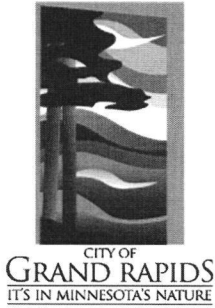
STAFF REPORTS:

- [6.](#) Review Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 14, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, December 13, 2023

5:00 PM

CALL TO ORDER: NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, DECEMBER 13, 2023 at 5:00 PM.

Chair Martin called the meeting to order at 5:00 PM.

CALL OF ROLL:

Present: Barr, Blocker, Dobbs, Lassen, Martin, Richards, Squadroni, Teigland

Absent: Kee

Staff: Will Richter

APPROVAL OF AGENDA:

Motion to approve agenda as presented.

Mover: Blocker

Secunder: Richards

Result: passed unanimously

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 11-08-2023.

Motion to approve minutes as presented.

Mover: Richards

Secunder: Dobbs

Result: passed unanimously

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider approval of Library Bill List.

Motion to approve payment of Bill List as presented.

Mover: Teigland

Seconded: Blocker

Result: passed 8-0 (roll-call vote)

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on the attached resolution.
4. Consider payment of late bill from Unique Management Services, Inc. in the amount of \$209.70.
5. Consider approval of late bill from Baker & Taylor in the amount of \$421.13.

Motion to approve the Consent Agenda as presented.

Mover: Barr

Seconded: Richards

Result: passed 8-0 (roll-call vote)

REGULAR AGENDA:

6. Board member terms.

Informational: City Council will make appointments at future meeting.

UPDATES:

Friends

By Teigland – C theme pop-up book sale made \$757!!

Foundation

By Barr – Met in late November and set schedule for 2024.

STAFF REPORTS:

7. Review Library Reports and Statistics

Informational – no action taken.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:31 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 10, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 12/06/2023
 TIME: 14:09:31
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/13/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	28.70
0201428	BAKER & TAYLOR LLC	3,021.31
0212124	BLACKSTONE PUBLISHING	411.72
0305485	CENGAGE LEARNING INC	215.21
0502705	EBSCO SUBSCRIPTION SERVICE	5,504.22
0718010	CITY OF GRAND RAPIDS	11,000.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	375.37
1401650	NARDINI FIRE EQUIPMENT CO INC	2,131.00
1605665	PERSONNEL DYNAMICS LLC	550.80
1612225	PLAYAWAY PRODUCTS LLC	1,160.78
1821700	MICHAEL RUSSELL	2,210.00
1901535	SANDSTROM'S INC	158.37
2005150	TECH LOGIC CORPORATION	442.00
2114356	UNIQUE MANAGEMENT SERVICES	629.10

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$27,951.06

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.46
0113105	AMAZON CAPITAL SERVICES	212.74
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	64,821.12
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	76.71
1309335	MINNESOTA REVENUE	64.24
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,204.90
2209665	VISA	482.50
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$78,445.43

TOTAL ALL DEPARTMENTS \$106,396.49

RESOLUTION NO. 2023-14
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

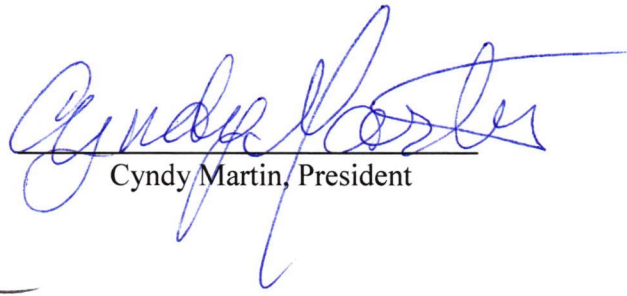
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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 Friends - \$1,417; 417.00 reimbursement for Book Page, \$1,000 Children's Tech Grant

Library Foundation - \$1,007.14 Large Print Collection Enhancement

Adopted this 13th day of December 2023


Cyndy Martin, President


Deb Kee, Secretary

Item 1.
Item 4.



Unique Management Services, Inc.
119 East Maple Street
Jeffersonville, IN 47130

Invoice

Date	Invoice #
12/1/2023	6119840

Bill To
Grand Rapids Area Library Attn: Will Richter 140 NE 2nd Street Grand Rapids, MN 55744

SEND REMITTANCE TO:
119 E. Maple Street
Jeffersonville, IN 47130

P.O. No.	Terms	Client No.
	NET 30	1634

Description	Qty	Rate	Amount
11-07 Placements	5	11.65	58.25
11-14 Placements	5	11.65	58.25
11-21 Placements	5	11.65	58.25
11-28 Placements	5	11.65	58.25
Credit for accounts closed by client prior to beginning the collection process	2	-11.65	-23.30
Total cumulative recovery of \$87,838.77, yielding an ROI of 4.45 to 1.			

Thank you for your business.	Total	\$ 209.70
	Payments/Credits	\$ -
	Balance Due	\$ 209.70

GRAND RAPIDS AREA LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN 55744



INVOICE

INVOICE #: 2037945645
INVOICE DATE: 11/16/23
ACCOUNT #: 209977 L025981 2 B00000
ATS #: MOM9349817
PAGE: 001

Item 1.

AP 11/30 DEL

FED TAX ID:
SHIPPED FROM: MOMENCE
CUSTOMER SERVICE:
CREDIT: 800.340.5370/INTL 704.998.3399
GST/TAX ID#: 00 00000000000000
PON#:

BILL TO: ACCOUNT #: 209977 L025981 2 B00000
SAN #:
NAME: GRAND RAPIDS AREA LIBRARY
ADDRESS: 140 NE 2ND STREET
GRAND RAPIDS MN 55744

SHIP TO: ACCOUNT #: 209977 L025981 2 000000
SAN #: 3085937 0001
NAME: GRAND RAPIDS AREA LIBRARY
ADDRESS: 140 NE 2ND STREET
GRAND RAPIDS MN 55744

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	ALEX CROSS MUST DIE 82802654	AYAT	PATTERSON, JAME	HRD 0000000001	9780316402484 0316402486	LITTL	30.00	44.6%	16.62	16.62
1	INHERITANCE 82802654	AYAT	ROBERTS, NORA	HRD 0000000002	9781250288325 1250288320	STMAR	30.00	44.6%	16.62	16.62
1	BALL AT VERSAILLES 82802654	AYAT	STEEL, DANIELLE	HRD 0000000003	9780593498347 0593498348	RANDO	28.99	44.6%	16.06	16.06
1	WHEN THE STARS CAME HOME 83121722	JUVNOV2023	LUBY, BRITTANY	SAL 598641494	9780316592499 0316592498	LITLC	18.99	20.1%	15.17	15.17
1	DECORATE THE TREE 83062363	JUVOCT2023	JONES, AMANDA J	HRD 600435207	9781949480566 1949480569	ABRJV	15.99	44.6%	8.86	8.86
1	PAUL BUNYAN 83062363	JUVOCT2023	KELLOGG, STEVEN	PBD 601214491	9781451764949 1451764944	PPBTH	19.99	0.0%	19.99	19.99
1	BERSERK OF GLUTTONY 3 83147647	LIGHTNOVEL	ICHIKA, ISSHIKI	PAP 609012594	9781648272424 1648272428	RADMH	14.99	35.0%	9.74	9.74
1	BERSERK OF GLUTTONY 4 83147647	LIGHTNOVEL	ICHIKA, ISSHIKI	PAP 609012728	9781648273384 1648273386	RADMH	14.99	35.0%	9.74	9.74
1	BERSERK OF GLUTTONY 5 83147647	LIGHTNOVEL	ICHIKA, ISSHIKI	PAP 609012794	9781638581277 1638581274	RADMH	14.99	35.0%	9.74	9.74
9	PAGE TOTAL USD CURRENCY								122.54	

INVOICE

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	BERSERK OF GLUTTONY 6 83147647	LIGHTNOVEL	ICHIKA, ISSHIKI	PAP 609012865	9781638582281 1638582289	RADMH	14.99	35.0%	9.74	9.74
1	GOBLIN SLAYER 83147647	LIGHTNOVEL	KAGYU, KUMO	PAP 609038581	9781975325022 1975325028	YENPR	15.00	35.0%	9.75	9.75
1	GOBLIN SLAYER 13 83147647	LIGHTNOVEL	KAGYU, KUMO	PAP 609038640	9781975333492 1975333497	YENPR	15.00	35.0%	9.75	9.75
1	GOBLIN SLAYER LIGHT NOVEL 14 83147647	LIGHTNOVEL	KAGYU, KUMO	PAP 609038672	9781975345594 1975345592	YENPR	15.00	35.0%	9.75	9.75
1	GOBLIN SLAYER 15 83147647	LIGHTNOVEL	KAGYU, KUMO	PAP 609038747	9781975350161 1975350162	YENPR	15.00	35.0%	9.75	9.75
1	SUGAR APPLE FAIRY TALE THE SILVER SUGAR 83147647	LIGHTNOVEL	MIKAWA, MIRI	PAP 609036049	9781975351014 1975351010	YENPR	15.00	35.0%	9.75	9.75
1	STRANGE ADVENTURE OF A BROKE MERCENARY 2 83147647	LIGHTNOVEL	MINE	PAP 608997847	9781648274404 1648274404	RADMH	14.99	35.0%	9.74	9.74
1	STRANGE ADVENTURE OF A BROKE MERCENARY 3 83147647	LIGHTNOVEL	MINE	PAP 608997976	9781648274589 1648274587	RADMH	14.99	35.0%	9.74	9.74
1	STRANGE ADVENTURE OF A BROKE MERCENARY 4 83147647	LIGHTNOVEL	MINE	PAP 608998092	9781638581550 163858155X	RADMH	14.99	35.0%	9.74	9.74
1	STRANGE ADVENTURE OF A BROKE MERCENARY 5 83147647	LIGHTNOVEL	MINE	PAP 608999023	9781638582892 1638582890	RADMH	14.99	35.0%	9.74	9.74
1	STRANGE ADVENTURE OF A BROKE MERCENARY L 83147647	LIGHTNOVEL	MINE	PAP 608999290	9781638587521 1638587523	RANDJ	14.99	35.0%	9.74	9.74
1	STRANGE ADVENTURE OF A BROKE MERCENARY 83147647	LIGHTNOVEL	MINE	PAP 608999369	9781638588702 1638588708	RADMH	14.99	35.0%	9.74	9.74
1	MISANTHROPE TEACHES A CLASS FOR DEMI 1 83147647	LIGHTNOVEL	NATSUME, KURUSU	PAP 609037042	9781975371050 1975371054	YENPR	15.00	35.0%	9.75	9.75
1	SPY CLASSROOM 2 83147647	LIGHTNOVEL	SEUKANAME	PAP 540652539	9781975345129 1975345126	YENPR	13.00	35.0%	8.45	8.45
1	SPY CLASSROOM 1 83147647	LIGHTNOVEL	SEUKANAME	PAP 540652556	9781975338886 197533888X	YENPR	13.00	35.0%	8.45	8.45
1	HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647	LIGHTNOVEL	SHINOBUMARU	PAP 514499420	9781648276613 164827661X	RADMH	14.99	35.0%	9.74	9.74
1	HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647	LIGHTNOVEL	SHINOBUMARU	PAP 514499449	9781648276620 1648276628	RADMH	14.99	35.0%	9.74	9.74
1	HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647	LIGHTNOVEL	SHINOBUMARU	PAP 514499640	9781638582885 1638582882	RADMH	14.99	35.0%	9.74	9.74
1	HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647	LIGHTNOVEL	SHINOBUMARU	PAP 608996927	9781685796310 1685796311	RADMH	14.99	35.0%	9.74	9.74
1	TO FORGET IS ANNETTE 83147647	LIGHTNOVEL	TAKEMACHI	PAP 609027851	9781975338824 1975338820	YENPR	15.00	35.0%	9.75	9.75
1	SPY CLASSROOM LIGHT NOVEL 6 PANDEMONIUM 83147647	LIGHTNOVEL	TAKEMACHI	PAP 609028519	9781975350284 1975350286	YENPR	15.00	35.0%	9.75	9.75
1	WORLDS FINEST ASSASSIN GETS REINCARNATED 83147647	LIGHTNOVEL	TSUKIYO, RUI	PAP 547243462	9781975343323 1975343328	YENPR	15.00	35.0%	9.75	9.75
22	PAGE TOTAL USD CURRENCY								211.79	

INVOICE #: 2037945645
 INVOICE DATE: 11/16/23
 ACCOUNT #: 209977 L025981 2 B00000
 ATS #: MOM9349817

INVOICE

PAGE: 003

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	DEVIL IS A PART TIMER 20 83147647		WAGAHARA, SATOS	PAP 609035012	9781975316365 1975316363	YENPR	15.00	35.0%	9.75	9.75
1	SPIDER WOMANS DAUGHTER 82971526	LIGHTNOVEL LP23	HILLERMAN, ANNE	PAP 596105680	9780062278579 0062278576	HPCLP	28.99	35.0%	18.84	18.84
1	SONG OF THE LION 82971526	LP23	HILLERMAN, ANNE	PAP 596105802	9780062644275 0062644270	HPCLP	29.99	35.0%	19.49	19.49
1	COLUMN OF FIRE 83111601	YA0CT23	FOLLETT, KEN	HRD 606326628	9780525954972 052595497X	PENGU	36.00	44.6%	19.94	19.94
1	BITTERSWEET IN THE HOLLOW 83111601	YA0CT23	PEARSALL, KATE	HRD 605745045	9780593531020 0593531027	PENGJ	18.99	44.6%	10.52	10.52
5	PAGE TOTAL									78.54
36	USD CURRENCY									
	SUB TOTAL									412.87
	USD CURRENCY									

FREIGHT SURCHARGE 8.26

TOTAL AMOUNT DUE	421.13
REMIT TO:	BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930
PLEASE INDICATE INVOICE # ON YOUR REMITTANCE	

TERMS: 00 NET 30 DAYS
AMOUNTS BILLED IN USD

ACCOUNT #: L025981-00000
ATS #: MOM9349817BT
CUSTOMER PO#: *VARIOUS PO-S*
CUSTOMER SERVICE: lemastc@baker-taylor.com

CARTON #: 1
CARRIER: UPS GROUND MN/IA
PACK DATE: 11/16/23
PAGE: 1

CONTAINER #: 363227717 - 000



SHIP TO:
GRAND RAPIDS AREA LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN 55744

FROM:
Momence Service Center
Baker & Taylor Books
501 South Gladiolus Street
Momence, IL 60954-1799

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QTY	TITLE AUTHOR	TYPE	PUB	ISBN - 10 DIGIT	PRICE	DISC.	EXT. PRICE	CUST. PO #
				ISBN - 13 DIGIT				CUST. REF. ID#
1	ALEX CROSS MUST DIE **ON SALE DATE>11/20/23**	HARDC	LITTL	0316402486 9780316402484	30.00	44.60	16.62	000000001 AYAT
1	BALL AT VERSAILLES **ON SALE DATE>11/21/23**	HARDC	RANDO	0593498348 9780593498347	28.99	44.60	16.06	000000003 AYAT
1	BERSERK OF GLUTTONY 5 ICHIKA, ISSHIKI	PAP	RADMH	1638581274 9781638581277	14.99	35.00	9.74	609012794 LIGHTNOVEL
1	BERSERK OF GLUTTONY 6 ICHIKA, ISSHIKI	PAP	RADMH	1638582289 9781638582281	14.99	35.00	9.74	609012865 LIGHTNOVEL
1	BITTERSWEET IN THE HOLLOW PEARSALL, KATE	HARDC	PENGJ	0593531027 9780593531020	18.99	44.60	10.52	605745045 YAOCT23
1	COLUMN OF FIRE FOLLETT, KEN	HARDC	PENGU	052595497X 9780525954972	36.00	44.60	19.94	606326628 YAOCT23
1	DECORATE THE TREE JONES, AMANDA JANE	HARDC	ABRJV	1949480569 9781949480566	15.99	44.60	8.86	600435207 JUVUCT2023
1	DEVIL IS A PART TMR 20 WAGAHARA, SATOSHI	PAP	YENPR	1975316363 9781975316365	15.00	35.00	9.75	609035012 LIGHTNOVEL
1	GOBLIN SLAYER KAGYU, KUMO	PAP	YENPR	1975325028 9781975325022	15.00	35.00	9.75	609038581 LIGHTNOVEL
1	GOBLIN SLAYER 13 KAGYU, KUMO	PAP	YENPR	1975333497 9781975333492	15.00	35.00	9.75	609038640 LIGHTNOVEL
1	GOBLIN SLAYER 15 KAGYU, KUMO	PAP	YENPR	1975350162 9781975350161	15.00	35.00	9.75	609038747 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	164827661X 9781648276613	14.99	35.00	9.74	514499420 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1638582882 9781638582885	14.99	35.00	9.74	514499640 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1685796311 9781685796310	14.99	35.00	9.74	608996927 LIGHTNOVEL
1	INHERITANCE **ON SALE DATE>11/21/23**	HARDC	STMAR	1250288320 9781250288325	30.00	44.60	16.62	000000002 AYAT
1	MISANTHROPE TEACHES A CLASS FOR DEM NATSUME, KURUSU	PAP	YENPR	1975371054 9781975371050	15.00	35.00	9.75	609037042 LIGHTNOVEL
1	PAUL BUNYAN KELLOGG, STEVEN	HARDC	PPBTM	1451764944 9781451764949	19.99		19.99	601214491 JUVUCT2023
1	SONG OF THE LION HILLERMAN, ANNE	PAP	HPCLP	0062644270 9780062644275	29.99	35.00	19.49	596105802 LP23
1	SPIDER WOMANS DAUGHTER HILLERMAN, ANNE	PAP	HPCLP	0062278576 9780062278579	28.99	35.00	18.84	596105680 LP23
1	SPY CLASSROOM LIGHT NOVEL 6 PANDEMO TAKEMACHI	PAP	YENPR	1975350286 9781975350284	15.00	35.00	9.75	609028519 LIGHTNOVEL

CARTON PACKING LIST

THIS IS NOT AN INVOICE

Item 1.
Item 5.

ACCOUNT #: L025981-00000
ATS #: MOM9349817BT
CUSTOMER PO#: *VARIOUS PO-S*
CUSTOMER SERVICE: lemastc@baker-taylor.com

CARTON #: 1
CARRIER: UPS GROUND MN/IA
PACK DATE: 11/16/23
PAGE: 2

CONTAINER #: 363227717 - 000



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GRAND RAPIDS MN 55744

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501 South Gladiolus Street
Momence, IL 60954-1799

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QTY	TITLE AUTHOR	TYPE	PUB	ISBN - 10 DIGIT	PRICE	DISC.	EXT. PRICE	CUST. PO #
				ISBN - 13 DIGIT				CUST. REF. ID#
1	SPY CLASSROOM 1 SEUKANAME	PAP	YENPR	197533888X 9781975338886	13.00	35.00	8.45	540652556 LIGHTNOVEL
1	SPY CLASSROOM 2 SEUKANAME	PAP	YENPR	1975345126 9781975345129	13.00	35.00	8.45	540652539 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1638588708 9781638588702	14.99	35.00	9.74	608999369 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RANDJ	1638587523 9781638587521	14.99	35.00	9.74	608999290 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1648274587 9781648274589	14.99	35.00	9.74	608997976 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	163858155X 9781638581550	14.99	35.00	9.74	608998092 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1638582890 9781638582892	14.99	35.00	9.74	608999023 LIGHTNOVEL
1	SUGAR APPLE FAIRY TALE THE SILVER S MIKAWA, MIRI	PAP	YENPR	1975351010 9781975351014	15.00	35.00	9.75	609036049 LIGHTNOVEL
1	TO FORGET IS ANNETTE TAKEMACHI	PAP	YENPR	1975338820 9781975338824	15.00	35.00	9.75	609027851 LIGHTNOVEL
1	WHEN THE STARS CAME HOME **ON SALE DATE>11/21/23**	HARDC	LITLC	0316592498 9780316592499	18.99	20.10	15.17	598641494 JUVNOV2023
1	WORLDS FINEST ASSASSIN GETS REINCAR TSUKIYO, RUI	PAP	YENPR	1975343328 9781975343323	15.00	35.00	9.75	547243462 LIGHTNOVEL

31 TOTAL UNITS PACKED IN CARTON TOTAL PRICE 568.83 364.16 TOTAL EXTENDED PRICE

FOR INSTRUCTIONS ON SUBMITTING RETURNS PLEASE VISIT http://www.btol.com/pdfs>Returns_Library.pdf
ALL CLAIMS MUST BE MADE WITHIN 45 DAYS FROM RECEIPT OF GOODS.

CARTON PACKING LIST

THIS IS NOT AN INVOICE

Item 1.
Item 5.

ACCOUNT #: L025981-00000
ATS #: MOM9349817BT
CUSTOMER PO#: *VARIOUS PO-S*
CUSTOMER SERVICE: lemastc@baker-taylor.com

CARTON #: 2 OF 2
CARRIER: UPS GROUND MN/IA
PACK DATE: 11/16/23
PAGE: 1

CONTAINER #: 600080482 - 000



SHIP TO:
GRAND RAPIDS AREA LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN 55744

FROM:
Momence Service Center
Baker & Taylor Books
501 South Gladiolus Street
Momence, IL 60954-1799

ALL TOTALS ARE UNADJUSTED. DO NOT PAY FROM THIS DOCUMENT. ***CHECK FOR ON SALE DATE PRODUCT***

QTY	TITLE AUTHOR	TYPE	PUB	ISBN - 10 DIGIT	PRICE	DISC.	EXT. PRICE	CUST. PO #
				ISBN - 13 DIGIT				CUST. REF. ID#
1	BERSERK OF GLUTTONY 3 ICHIKA, ISSHIKI	PAP	RADMH	1648272428 9781648272424	14.99	35.00	9.74	609012594 LIGHTNOVEL
1	BERSERK OF GLUTTONY 4 ICHIKA, ISSHIKI	PAP	RADMH	1648273386 9781648273384	14.99	35.00	9.74	609012728 LIGHTNOVEL
1	GOBLIN SLAYER LIGHT NOVEL 14 KAGYU, KUMO	PAP	YENPR	1975345592 9781975345594	15.00	35.00	9.75	609038672 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1648276628 9781648276620	14.99	35.00	9.74	514499449 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1648274404 9781648274404	14.99	35.00	9.74	608997847 LIGHTNOVEL

5 TOTAL UNITS PACKED IN CARTON TOTAL PRICE 74.96 48.71 TOTAL EXTENDED PRICE

FOR INSTRUCTIONS ON SUBMITTING RETURNS PLEASE VISIT http://www.btol.com/pdfs>Returns_Library.pdf
ALL CLAIMS MUST BE MADE WITHIN 45 DAYS FROM RECEIPT OF GOODS.

37
14

BAKER & TAYLOR RETURN AUTHORIZATION FORM

CUSTOMER NAME:
 GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

ACCOUNT #: L025981-00000

CUSTOMER PO #: *VARIOUS PO-S*

PACK DATE: 11/16/23

FROM:

GRAND RAPIDS AREA LIBRARY
 ACCOUNT #: L025981-00000
 ATS #: MOM9349817BT
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

TO:

Baker & Taylor
 Dept R
 251 Mt. Olive Church Road
 Commerce, GA 30599

Item 1.
 Item 5.

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MOM9349817BT

CONTAINER:
 363227717 - 000

PAGE: 1

* RTA # _____

QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		ALEX CROSS MUST DIE	9780316402484	0316402486
		BALL AT VERSAILLES	9780593498347	0593498348
		BERSERK OF GLUTTONY 5	9781638581277	1638581274
		BERSERK OF GLUTTONY 6	9781638582281	1638582289
		BITTERSWEET IN THE HOLLOW	9780593531020	0593531027
		COLUMN OF FIRE	9780525954972	052595497X
		DECORATE THE TREE	9781949480566	1949480569
		DEVIL IS A PART TIMER 20	9781975316365	1975316363
		GOBLIN SLAYER	9781975325022	1975325028
		GOBLIN SLAYER 13	9781975333492	1975333497
		GOBLIN SLAYER 15	9781975350161	1975350162
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781648276613	164827661X
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781638582885	1638582882
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781685796310	1685796311
		INHERITANCE	9781250288325	1250288320
		MISANTHROPE TEACHES A CLASS FOR DEMI 1	9781975371050	1975371054
		PAUL BUNYAN	9781451764949	1451764944
		SONG OF THE LION	9780062644275	0062644270
		SPIDER WOMANS DAUGHTER	9780062278579	0062278576
		SPY CLASSROOM LIGHT NOVEL 6 PANDEMONIUM	9781975350284	1975350286

REASON CODES:

DAM - DAMAGED
 DEF - DEFECTIVE

NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
 REQ - CUSTOMER REQUEST

IMPORTANT:

* IF ACCOUNT # PREFIX IS ANYTHING OTHER THAN "T", CALL CUSTOMER SERVICE FOR AN RTA # - lemasc@baker-taylor.com
 ALL CLAIMS MUST BE MADE WITHIN 45 DAYS FROM RECEIPT OF GOODS.
 USE THIS FORM FOR MAKING RETURNS OTHER THAN OVERSTOCK.

BAKER & TAYLOR RETURN AUTHORIZATION FORM

CUSTOMER NAME:
 GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

ACCOUNT #: L025981-00000
 CUSTOMER PO #: *VARIOUS PO-S*

PACK DATE: 11/16/23

* RTA # _____

FROM:
 GRAND RAPIDS AREA LIBRARY
 ACCOUNT #: L025981-00000
 ATS #: MOM9349817BT
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

TO:
 Baker & Taylor
 Dept R
 251 Mt. Olive Church Road
 Commerce, GA 30599

Item 1.
 Item 5.

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MOM9349817BT

CONTAINER:
 363227717 - 000
 PAGE: 2

QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		SPY CLASSROOM 1	9781975338886	197533888X
		SPY CLASSROOM 2	9781975345129	1975345126
		STRANGE ADVENTURE OF A BROKE MERCENARY	9781638588702	1638588708
		STRANGE ADVENTURE OF A BROKE MERCENARY L	9781638587521	1638587523
		STRANGE ADVENTURE OF A BROKE MERCENARY 3	9781648274589	1648274587
		STRANGE ADVENTURE OF A BROKE MERCENARY 4	9781638581550	163858155X
		STRANGE ADVENTURE OF A BROKE MERCENARY 5	9781638582892	1638582890
		SUGAR APPLE FAIRY TALE THE SILVER SUGAR	9781975351014	1975351010
		TO FORGET IS ANNETTE	9781975338824	1975338820
		WHEN THE STARS CAME HOME	9780316592499	0316592498
		WORLDS FINEST ASSASSIN GETS REINCARNATED	9781975343323	1975343328

REASON CODES:

DAM - DAMAGED NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
 DEF - DEFECTIVE REQ - CUSTOMER REQUEST

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BAKER & TAYLOR RETURN AUTHORIZATION FORM

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 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

FROM:
 GRAND RAPIDS AREA LIBRARY
 ACCOUNT #: L025981-00000
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Item 1.
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PACK DATE: 11/16/23



CONTAINER:
 600080482 - 000
 PAGE: 1

* RTA # _____

QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		BERSERK OF GLUTTONY 3	9781648272424	1648272428
		BERSERK OF GLUTTONY 4	9781648273384	1648273386
		GOBLIN SLAYER LIGHT NOVEL 14	9781975345594	1975345592
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781648276620	1648276628
		STRANGE ADVENTURE OF A BROKE MERCENARY 2	9781648274404	1648274404

REASON CODES:
 DAM - DAMAGED NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
 DEF - DEFECTIVE REQ - CUSTOMER REQUEST

IMPORTANT:
 * IF ACCOUNT # PREFIX IS ANYTHING OTHER THAN "T", CALL CUSTOMER SERVICE FOR AN RTA # - lemasc@baker-taylor.com
 ALL CLAIMS MUST BE MADE WITHIN 45 DAYS FROM RECEIPT OF GOODS.
 USE THIS FORM FOR MAKING RETURNS OTHER THAN OVERSTOCK.

DATE: 01/05/2024
 TIME: 11:24:13
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/10/2024

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	70.88
0201428	BAKER & TAYLOR LLC	2,112.40
0212124	BLACKSTONE PUBLISHING	141.00
0221650	BURGGRAF'S ACE HARDWARE	7.99
0305485	CENGAGE LEARNING INC	335.04
0405500	DEMCO INC	288.03
0421455	DULUTH NEWS TRIBUNE	346.84
0701650	GARTNER REFRIGERATION CO	3,452.46
0718060	GRAND RAPIDS HERALD REVIEW	96.95
0914540	INNOVATIVE OFFICE SOLUTIONS LL	371.84
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1309495	MINUTEMAN PRESS	60.00
1401650	NARDINI FIRE EQUIPMENT CO INC	458.00
1605665	PERSONNEL DYNAMICS LLC	550.80
1612225	PLAYAWAY PRODUCTS LLC	331.45
1809158	WILLIAM RICHTER	4,979.45
1903225	SCENIC RANGE NEWS FORUM	25.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$13,750.61

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.46
0113105	AMAZON CAPITAL SERVICES	30.29
0201428	BAKER & TAYLOR LLC	421.13
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	22,203.85
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	215.26
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,173.98
2114356	UNIQUE MANAGEMENT SERVICES	209.70
2301700	WM CORPORATE SERVICES, INC	145.86
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$35,841.67

TOTAL ALL DEPARTMENTS \$49,592.28

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2023
With Comparative Totals for December 31, 2022

PRELIMINARY	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	455,969	456,479	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 1/1/XX	656,527	701,648	701,648	
Revenues:				
Taxes	725,384	710,035	759,331	94%
Intergovernmental	186,092	161,013	128,000	126%
Charges for Services	41,980	55,204	28,081	197%
Fines & Forfeits	13	86	-	0%
GR Library Foundation	34,777	22,986	-	0%
Miscellaneous	(9,482)	24,911	5,800	429%
Other Sources-Operating Transfer	-	4,452	4,452	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	978,765	978,687	925,664	106%
Expenditures:				
Personnel	654,199	671,334	686,946	98%
Supplies/Materials	106,264	94,373	90,218	105%
Other Services/Charges	173,180	151,927	148,500	102%
Library Endowment Fund Expenditures	-	-	-	0%
TOTAL EXPENDITURES	933,644	917,635	925,664	99%
OPERATING SURPLUS (DEFICIT)	45,121	61,052	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	7,898	-	
Fund Balance 12/31/XX				
Cash Flow	501,090	509,633	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 12/31/XX	\$ 701,648	\$ 754,802	\$ 701,648	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,503 as of 11/30/23. This endowment is not available for current operations.

Accumulated Energy Rebates \$4,533

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 12/31/23
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	559,852.51	559,852.51	0.00
211-00-00-00-1010	CASH	703,040.65	1,011,004.73	972,644.93	741,400.45
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
211-00-00-00-1041	UNREALIZED FAIR VALUE-INVSTMT	(23,610.93)	0.00	0.00	(23,610.93)
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	26,321.00	0.00	0.00	26,321.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,100.00	0.00	1,100.00	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	36,480.00	0.00	0.00	36,480.00
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	3,651.54	4,175.79	3,651.54	4,175.79
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	38,142.47	37,692.47	9,612.00
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	41,020.47	41,020.47	0.00
TOTAL		756,234.26	1,654,195.97	1,615,961.92	794,468.31
TOTAL ASSETS		756,234.26	1,654,195.97	1,615,961.92	794,468.31
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	973,176.29	968,534.20	13,296.82
211-00-00-00-2030	SALES TAX PAYABLE	0.00	537.91	585.94	48.03
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	10,326.09	10,326.09	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	26,321.00	0.00	0.00	26,321.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		54,586.00	984,040.29	969,120.14	39,665.85

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 12/31/23
<hr/>					
TOTAL LIABILITIES		54,586.00	984,040.29	969,120.14	39,665.85
<hr/>					
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	701,648.26	0.00	0.00	701,648.26
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	41,020.47	41,020.47	0.00
<hr/>					
TOTAL	FUND SURPLUS (DEFICIT)	701,648.26 0.00	41,020.47 0.00	41,020.47 53,154.20	701,648.26 53,154.20
<hr/>					
TOTAL FUND EQUITY		701,648.26	41,020.47	94,174.67	754,802.46
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		756,234.26	1,025,060.76	1,063,294.81	794,468.31
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CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ 655,787	86%
211-00-31-00-0200	DELINQUENT	-	1,530	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	52,719	0%
211-00-33-00-4060	SUPPLEMENTAL AID	-	17,629	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	143,384	112%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	2,898	145%
211-00-34-00-7975	INTERNET	2,000	1,338	67%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	125	125%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	42,105	231%
211-00-34-00-7990	FAX MACHINE USE	500	693	139%
211-00-35-00-1030	LIBRARY FINES	-	86	0%
211-00-37-00-2310	DONATIONS	1,500	17,529	1169%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	-	60	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,453	112%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	22,986	0%
211-00-37-00-2450	MISCELLANEOUS	-	2,809	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,060	102%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	4,452	100%
		925,664	978,687	106%
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	401,430	395,785	99%
211-00-75-10-1030	SALARY-PARTTIME	86,060	83,912	98%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	2,043	24%
211-00-75-10-1210	PERA	36,429	35,667	98%
211-00-75-10-1220	FICA	30,224	29,337	97%
211-00-75-10-1250	MEDICARE	7,069	6,861	97%
211-00-75-10-1310	HEALTH INSURANCE	114,444	114,444	100%
211-00-75-10-1330	LIFE INSURANCE	232	222	96%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	3,062	120%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,782	47%
211-00-75-20-2020	COPY SUPPLIES	1,500	1,107	74%
211-00-75-20-2030	PRINTING/BINDING	1,000	193	19%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,477	116%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	836	33%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	7,873	79%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	750	75%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	6,197	863%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,894	145%
211-00-75-20-2110	BOOKS	39,000	48,884	125%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,033	89%
211-00-75-20-2130	NEWSPAPERS	2,000	1,993	100%
211-00-75-20-2140	PERIODICALS	7,500	5,549	74%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,805	93%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,203	80%
211-00-75-30-3070	LAUNDRY	1,000	820	82%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	4,825	40%
211-00-75-30-3210	TELEPHONE	6,000	4,378	73%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	4,398	126%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	-	10,229	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,701	85%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	254	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	24,295	270%
211-00-75-30-3810	ELECTRICITY	35,000	29,451	84%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,651	83%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,842	23%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	12,110	127%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	9,977	67%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	3,683	368%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	10,440	116%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,849	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	6,664	83%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,512	101%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,898	0%
	TOTAL EXPENDITURES	925,664	925,533	100%
	SURPLUS REVENUES/(EXPENDITURES)	-	53,154	

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	279,454.05	759,331.00	655,786.68	0.00	103,544.32	86
211-00-31-00-0200	DELINQUENT	592.81	0.00	1,529.74	0.00	(1,529.74)	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	11,876.11	0.00	52,718.50	0.00	(52,718.50)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		291,922.97	759,331.00	710,034.92	0.00	49,296.08	94
TOTAL TAXES		291,922.97	759,331.00	710,034.92	0.00	49,296.08	94
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	17,629.15	0.00	17,629.15	0.00	(17,629.15)	100
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	60,663.61	128,000.00	143,383.81	0.00	(15,383.81)	112
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		78,292.76	128,000.00	161,012.96	0.00	(33,012.96)	126
TOTAL INTERGOVERNMENTAL		78,292.76	128,000.00	161,012.96	0.00	(33,012.96)	126
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	179.09	2,000.00	2,898.06	0.00	(898.06)	145
211-00-34-00-7975	INTERNET	107.78	2,000.00	1,338.12	0.00	661.88	67
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	125.00	0.00	(25.00)	125
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,255.00	18,200.00	42,105.00	0.00	(23,905.00)	231
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	108.90	500.00	693.18	0.00	(193.18)	139
TOTAL		3,650.77	28,081.00	55,204.36	0.00	(27,123.36)	197
TOTAL CHARGES FOR SERVICES		3,650.77	28,081.00	55,204.36	0.00	(27,123.36)	197

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CITY OF GRAND RAPIDS
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	86.20	0.00	(86.20)	100
TOTAL		0.00	0.00	86.20	0.00	(86.20)	100
TOTAL FINES & FORFEITS		0.00	0.00	86.20	0.00	(86.20)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	17,529.29	0.00	(16,029.29)	1169
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	59.63	0.00	(59.63)	100
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	1,452.61	0.00	(152.61)	112
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	1,007.14	0.00	22,985.74	0.00	(22,985.74)	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	0.00	0.00	0.00	0.00	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	210.37	0.00	2,809.35	0.00	(2,809.35)	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	3,059.70	0.00	(59.70)	102
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		1,417.51	5,800.00	47,896.32	0.00	(42,096.32)	826
TOTAL MISCELLANEOUS REVENUE		1,417.51	5,800.00	47,896.32	0.00	(42,096.32)	826
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	4,452.00	4,452.00	0.00	0.00	100
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	4,452.00	4,452.00	0.00	0.00	100

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CITY OF GRAND RAPIDS
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 FOR 12 PERIODS ENDING DECEMBER 31, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	4,452.00	4,452.00	0.00	0.00	100
TOTAL REVENUES:		375,284.01	925,664.00	978,686.76	0.00	(53,022.76)	106
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	46,209.26	401,430.00	395,785.28	0.00	5,644.72	99
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	11,715.38	86,060.00	83,912.10	0.00	2,147.90	98
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	550.80	8,510.00	2,042.55	0.00	6,467.45	24
211-00-75-10-1210	PERA	4,344.38	36,429.00	35,667.32	0.00	761.68	98
211-00-75-10-1220	FICA	3,553.54	30,224.00	29,337.13	0.00	886.87	97
211-00-75-10-1250	MEDICARE	831.06	7,069.00	6,861.16	0.00	207.84	97
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	114,444.00	0.00	0.00	100
211-00-75-10-1330	LIFE INSURANCE	(3.49)	232.00	222.48	0.00	9.52	96
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	(2.53)	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	252.66	2,548.00	3,062.47	0.00	(514.47)	120
TOTAL PERSONNEL		77,063.06	686,946.00	671,334.49	0.00	15,611.51	98
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	149.88	8,000.00	3,781.81	0.00	4,218.19	47
211-00-75-20-2020	COPY SUPPLIES	229.95	1,500.00	1,107.47	0.00	392.53	74
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	193.17	0.00	806.83	19
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	375.37	3,000.00	3,476.53	0.00	(476.53)	116
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	835.72	0.00	1,664.28	33
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	7,873.39	0.00	2,126.61	79

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FOR 12 PERIODS ENDING DECEMBER 31, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	749.94	0.00	250.06	75
211-00-75-20-2095	PRGM SUP & MATERIALS	348.03	718.00	6,196.87	0.00	(5,478.87)	863
211-00-75-20-2100	OPERATING SUPPLIES	29.58	2,000.00	2,894.07	0.00	(894.07)	145
211-00-75-20-2110	BOOKS	2,503.62	39,000.00	48,883.64	39.97	(9,923.61)	125
211-00-75-20-2120	AUDIO/VISUAL	489.80	9,000.00	8,033.31	0.00	966.69	89
211-00-75-20-2130	NEWSPAPERS	25.00	2,000.00	1,993.02	0.00	6.98	100
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	5,548.92	0.00	1,951.08	74
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	43.76	3,000.00	2,804.88	0.00	195.12	93
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		4,194.99	90,218.00	94,372.74	39.97	(4,194.71)	105
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	1,203.10	0.00	296.90	80
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	68.72	1,000.00	820.23	0.00	179.77	82
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	20,400.00	0.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	250.00	12,000.00	4,825.00	0.00	7,175.00	40
211-00-75-30-3210	TELEPHONE	377.48	6,000.00	4,377.50	0.00	1,622.50	73
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	4,397.60	0.00	(897.60)	126
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	4,979.45	0.00	10,228.92	0.00	(10,228.92)	100
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	1,700.90	0.00	299.10	85
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	254.28	0.00	(254.28)	100
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	920.00	9,000.00	24,295.00	0.00	(15,295.00)	270
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	29,451.06	0.00	5,548.94	84
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,651.07	0.00	348.93	83
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,841.74	0.00	6,158.26	23
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,988.00	9,500.00	12,110.32	0.00	(2,610.32)	127
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	9,976.61	0.00	5,023.39	67

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CITY OF GRAND RAPIDS
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 FOR 12 PERIODS ENDING DECEMBER 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	3,683.27	0.00	(2,683.27)	368
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	10,440.00	0.00	(1,440.00)	116
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,849.00	0.00	1,151.00	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	922.46	8,000.00	6,663.67	0.00	1,336.33	83
211-00-75-30-4100	EQUIPMENT LEASES	119.08	1,500.00	1,512.06	0.00	(12.06)	101
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		12,325.19	148,500.00	151,927.33	0.00	(3,427.33)	102
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,898.00	0.00	(7,898.00)	100
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	7,898.00	0.00	(7,898.00)	100
TOTAL GENERAL ADMINISTRATION		93,583.24	925,664.00	925,532.56	39.97	91.47	100
TOTAL EXPENSES:		93,583.24	925,664.00	925,532.56	39.97	91.47	100
TOTAL FUND REVENUES		375,284.01	925,664.00	978,686.76	0.00	(53,022.76)	106
TOTAL FUND EXPENSES		93,583.24	925,664.00	925,532.56	39.97	91.47	100
FUND SURPLUS (DEFICIT)		281,700.77	0.00	53,154.20			
TOTAL ALL FUND REVENUES		375,284.01	925,664.00	978,686.76	0.00	(53,022.76)	106
TOTAL ALL FUND EXPENSES		93,583.24	925,664.00	925,532.56	39.97	91.47	100
ALL FUND SURPLUS (DEFICIT)		281,700.77	0.00	53,154.20			

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 10, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/10/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	12/18/23	01	LIB DEC SERVICE	999-99-00-00-1000			01/10/24	54.46
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.46
							VENDOR TOTAL:	54.46
0113105 AMAZON CAPITAL SERVICES								
L	12/04/23	01	THE CAPTIVE KINGDOM BOOK	999-99-00-00-1000			01/10/24	30.29
				HOLDING ACCOUNT				
							INVOICE TOTAL:	30.29
							VENDOR TOTAL:	30.29
0118100 ARAMARK UNIFORM SERVICES								
2630222134-L	12/12/23	01	MATS	211-00-75-30-3070	20233942		01/10/24	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233942			21.88
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
2630227682-L	12/26/23	01	MATS	211-00-75-30-3070	20234063		01/10/24	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20234063			21.88
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
							VENDOR TOTAL:	112.48
0118660 ARROWHEAD LIBRARY SYSTEM								
15137-L	11/30/23	01	OVERDUE NOTICES-NOV	211-00-75-20-2010	20233941		01/10/24	35.00
				OFFICE SUPPLIES				
		02	WINTER READING CARDS	211-00-75-20-2030	20233941			35.88
				PRINTING/BINDING				
							INVOICE TOTAL:	70.88
							VENDOR TOTAL:	70.88

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/10/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2037968776-L	12/21/23	01	3 BOOKS/#209977 L411199	211-00-75-20-2110	20234075		01/10/24	37.24
				BOOKS				
							INVOICE TOTAL:	37.24
2037975887-L	12/05/23	01	19 BOOKS/#209977 L025981	211-00-75-20-2110	20233869		01/10/24	231.62
				BOOKS				
							INVOICE TOTAL:	231.62
2037982265-L	12/07/23	01	13 BOOKS/#209977 L025981	211-00-75-20-2110	20233911		01/10/24	133.44
				BOOKS				
							INVOICE TOTAL:	133.44
2037984763-L	12/08/23	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20233943		01/10/24	190.63
				BOOKS				
							INVOICE TOTAL:	190.63
2037994357-L	12/27/23	01	2 BOOKS/#209977 L411199	211-00-75-20-2110			01/10/24	24.77
				BOOKS				
							INVOICE TOTAL:	24.77
2037996707-L	12/15/23	01	148 BOOKS/#209977 L025981	211-00-75-20-2110	20234010		01/10/24	1,410.61
				BOOKS				
							INVOICE TOTAL:	1,410.61
2038010943-L	12/26/23	01	7 BOOKS/#209977 L025981	211-00-75-20-2110	20234103		01/10/24	84.09
				BOOKS				
							INVOICE TOTAL:	84.09
L	12/18/23	01	36 BOOKS/#209977 (PRIOR APPRV)	999-99-00-00-1000			01/10/24	421.13
				HOLDING ACCOUNT				
							INVOICE TOTAL:	421.13
							VENDOR TOTAL:	2,533.53

0212124 BLACKSTONE PUBLISHING

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0212124 BLACKSTONE PUBLISHING								
2131832-L	12/08/23	01	2 CDS/C#101678	211-00-75-20-2120	20234034		01/10/24	94.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		94.00
2133818-L	12/20/23	01	1 CD/#101678	211-00-75-20-2120	20234081		01/10/24	47.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		47.00
						VENDOR TOTAL:		141.00
0221650 BURGGRAF'S ACE HARDWARE								
986944-L	12/26/23	01	MOUNTING STRIPS	211-00-75-20-2010	20234062		01/10/24	7.99
				OFFICE SUPPLIES				
						INVOICE TOTAL:		7.99
						VENDOR TOTAL:		7.99
0305485 CENGAGE LEARNING INC								
00154757-L	12/21/23	01	PREPAID CREDIT SHORTAGE	211-00-75-20-2110	20234046		01/10/24	172.60
				BOOKS				
						INVOICE TOTAL:		172.60
83039284-L	12/06/23	01	1 BOOK/A#154757	211-00-75-20-2110	20234036		01/10/24	31.99
				BOOKS				
						INVOICE TOTAL:		31.99
83043678-L	12/08/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20234035		01/10/24	51.73
				BOOKS				
						INVOICE TOTAL:		51.73
83072032-L	12/18/23	01	3 BOOKS/#154757	211-00-75-20-2110	20234074		01/10/24	78.72
				BOOKS				
						INVOICE TOTAL:		78.72
						VENDOR TOTAL:		335.04

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0405500 DEMCO INC								
7413016-L	12/15/23	01	DBL-SIDED PETG FRAMES 11X8 1/2	211-00-75-20-2095	20233986		01/10/24	288.03
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	288.03
							VENDOR TOTAL:	288.03
0421455 DULUTH NEWS TRIBUNE								
178103720/2024-L	01/04/24	01	178103720/2024 RENEWAL	211-00-75-20-2130	20240001		01/10/24	346.84
				NEWSPAPERS				
							INVOICE TOTAL:	346.84
							VENDOR TOTAL:	346.84
0605191 FIDELITY SECURITY LIFE								
L	12/11/23	01	LIB DEC VISION	999-99-00-00-1000			01/10/24	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0701650 GARTNER REFRIGERATION CO								
98007-L	12/14/23	01	INSP HVAC LIBR/#C-0658	211-00-75-30-4000	20233969		01/10/24	2,530.00
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	2,530.00
98013-L	12/14/23	01	ACTUATOR	211-00-75-30-4070	20233970		01/10/24	311.40
		02	BELTS	211-00-75-30-4070	20233970			39.88
		03	FREIGHT	211-00-75-30-4070	20233970			39.18
				GENERAL EQUIP MAINT/REPAIR			INVOICE TOTAL:	390.46
98066-L	12/20/23	01	JACE STATION LOST COMMUNICATN	211-00-75-30-4070	20234028		01/10/24	512.00
				GENERAL EQUIP MAINT/REPAIR				

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0701650 GARTNER REFRIGERATION CO								
98066-L	12/20/23	02	TRUCK CHARGE/C#C-0658	211-00-75-30-4070	20234028		01/10/24	20.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	532.00
							VENDOR TOTAL:	3,452.46
0718015 GRAND RAPIDS CITY PAYROLL								
L	12/01/23	01	LIB PAYROLL 12/01/23	999-99-00-00-1000			01/10/24	22,203.85
				HOLDING ACCOUNT				
							INVOICE TOTAL:	22,203.85
							VENDOR TOTAL:	22,203.85
0718060 GRAND RAPIDS HERALD REVIEW								
GRH-134700/2024-L	01/01/24	01	RENEWAL ACCT GRH-134700	211-00-75-20-2130	20240068		01/10/24	96.95
				NEWSPAPERS				
							INVOICE TOTAL:	96.95
							VENDOR TOTAL:	96.95
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4404658-L	12/08/23	01	BINDER SLNT RNG WHT/#NB07789	211-00-75-20-2010	20233877		01/10/24	31.50
				OFFICE SUPPLIES				
							INVOICE TOTAL:	31.50
IN4408582-L	12/13/23	01	OFFICE SUPPLIES	211-00-75-20-2010	20233952		01/10/24	110.39
		02	PAPER	211-00-75-20-2020	20233952			229.95
				COPY SUPPLIES				
							INVOICE TOTAL:	340.34
							VENDOR TOTAL:	371.84
0920059 ITASCA COUNTY SHERIFFS DEPT								
LIB/2024/ALARM-L	01/04/24	01	ANNUAL ALARM FEE 2024	211-00-75-30-4330	20240003		01/10/24	10.00
				DUES & SUBCRPTIONS				
							INVOICE TOTAL:	10.00
							VENDOR TOTAL:	10.00

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1209520 EMILY LINDNER								
L	12/11/23	01	BOOK CLUB MEETING 12/4/23	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	150.00
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
1301146 MARCO TECHNOLOGIES, LLC								
L	12/18/23	01	LIB DEC COPIER LEASE	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	119.08
							INVOICE TOTAL:	119.08
							VENDOR TOTAL:	119.08
1305725 METROPOLITAN LIFE INSURANCE CO								
L	12/18/23	01	LIB DEC SUPP/LIFE INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	76.14
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199 MINNESOTA ENERGY RESOURCES								
L	12/26/23	01	LIB NOV NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	215.26
							INVOICE TOTAL:	215.26
							VENDOR TOTAL:	215.26
1309495 MINUTEMAN PRESS								
43618-L	12/26/23	01	4 CORO SIGNS	211-00-75-20-2095 PRGM SUP & MATERIALS			01/10/24	60.00
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	60.00
1401650 NARDINI FIRE EQUIPMENT CO INC								

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1401650			NARDINI FIRE EQUIPMENT CO INC					
IV0271488-L	12/29/23	01	INSPECTION SPRINKLER SYSTEM	211-00-75-30-4000	20234105		01/10/24	330.00
				MAINTENANCE CONTRACTS				
		02	DISPATCH AND COMPLIANCE	211-00-75-30-4000	20234105			128.00
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	458.00
							VENDOR TOTAL:	458.00
1516220			OPERATING ENGINEERS LOCAL #49					
L	12/11/23	01	LIB JAN HEALTH INS PREM	999-99-00-00-1000			01/10/24	9,612.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	12/04/23	01	LIB DEC SERVICE & LINE CHARGE	999-99-00-00-1000			01/10/24	323.02
				HOLDING ACCOUNT				
							INVOICE TOTAL:	323.02
							VENDOR TOTAL:	323.02
1605665			PERSONNEL DYNAMICS LLC					
53525-L	12/20/23	01	J WINKLEMAN 24 HRS W/E 12/16	211-00-75-10-1050	20234022		01/10/24	550.80
				CONTRACTED SERVICES				
							INVOICE TOTAL:	550.80
							VENDOR TOTAL:	550.80
1612225			PLAYAWAY PRODUCTS LLC					
449447-L	12/19/23	01	5 PLAYAWAYS	211-00-75-20-2120	20234018		01/10/24	331.45
				AUDIO/VISUAL				
							INVOICE TOTAL:	331.45
							VENDOR TOTAL:	331.45

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1618119	ISABELLA A PRATTO							
L	12/18/23	01	LEGO PROGRAM 12/14/23	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1618120	MADELYN R PRATTO							
L	12/18/23	01	LEGO PROGRAM 12/14/23	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130	P.U.C.							
L	12/11/23	01	LIB NOV UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			01/10/24	2,173.98
							INVOICE TOTAL:	2,173.98
							VENDOR TOTAL:	2,173.98
1809158	WILLIAM RICHTER							
FALL TUITION 2023 RE	12/17/23	01	RICHTER FALL TUITION REIMB	211-00-75-30-3230	20234057		01/10/24	4,744.00
				SEMINAR/MEETINGS/SCHOOL				
		02	RICHTER FALL BOOK REIMB	211-00-75-30-3230	20234057			235.45
				SEMINAR/MEETINGS/SCHOOL				
							INVOICE TOTAL:	4,979.45
							VENDOR TOTAL:	4,979.45
1903225	SCENIC RANGE NEWS FORUM							
5983-L	12/09/23	01	SUBSCRIPTION RENEWAL-LIBRARY	211-00-75-20-2130	20234000		01/10/24	25.00
				NEWSPAPERS				
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356			UNIQUE MANAGEMENT SERVICES					
L	12/18/23	01	NOV PLCEMENTS (PRIOR APPV)	999-99-00-00-1000			01/10/24	209.70
				HOLDING ACCOUNT				
								INVOICE TOTAL: 209.70
								VENDOR TOTAL: 209.70
2301700			WM CORPORATE SERVICES, INC					
L	12/11/23	01	LIB NOV SERVICE	999-99-00-00-1000			01/10/24	145.86
				HOLDING ACCOUNT				
								INVOICE TOTAL: 145.86
								VENDOR TOTAL: 145.86
								TOTAL ALL INVOICES: 49,592.28

RESOLUTION NO. 2024-1
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:

Grand Rapids Area Library Foundation – Children’s Library display (valued at \$1,440)

Carol Morrill - \$200.00 (undesignated)

Adopted this 10th day of January 2024

, President

, Secretary

Library Board 2024

Name	Residency	Term ends	Term number
Jennifer Barr	C	2025	1
Elias Blocker	T	2026	2
Janelle Dobbs	C	2025	1
Deb Kee	T	2024	3
Beau Casteel	C	2026	1
Cyndy Martin	T	2024	2
Sheena Richards	T	2025	2
Aaron Squadroni	C	2024	1
Ellen Teigland	C	2026	2

Retired & Senior Volunteer Program (RSVP)**Station Enrollment - Memorandum of Understanding**

This Memorandum of Understanding (MOU) contains provisions to guide the collaboration between the parties. It is entered into by and between Retired & Senior Volunteer Program (RSVP) and the following agency or "Volunteer Site".

Volunteer Site: Grand Rapids Area Library EIN: _____

Address/City/Zip: 140 NE 2nd St Grand Rapids, MN 55744

Phone: (218) 326-7640 _____ Ext. _____ Fax: (218) 327-7644

Volunteer Supervisor: Nicole Johnson E-mail: njohnson@grandrapidsmn.gov

*This MOU is effective on the day it is signed: from _____ to 12-22-2026 Renewal Date: **Three years**
from date of signatures
*This MOU may be amended in writing at any time under the agreement of both parties and must be revisited/updated at least every three years, or when there is a change in the Volunteer Site Supervisor.**

AmeriCorps Seniors Retired & Senior Volunteer Program (RSVP) will:

1. Recruit, interview, enroll and refer RSVP-enrolled volunteers.
2. Review acceptability of volunteer assignments/requests.
3. Provide RSVP-enrolled volunteers with a RSVP Volunteer Handbook and orientate volunteers in the appropriate RSVP mileage reimbursement guidance (if applicable) and other RSVP procedures as appropriate.
4. Provide Volunteer Site staff with orientation and guidance about RSVP regulations and processes.
5. Provide RSVP-enrolled volunteers placement information prior to providing the referral.
6. Initiate and implement RSVP volunteer publicity and marketing as appropriate.
7. Provide supplemental accident, personal liability, and excess auto insurance for RSVP-enrolled volunteers as required by Federal policies. This supplemental insurance is secondary coverage only, and is not primary insurance.
8. Periodically meet with the Volunteer Site to assess/discuss/update needs of volunteers and Volunteer Site.
9. Provide annual volunteer recognition information and appreciation awards for RSVP-enrolled volunteers.
10. Coordinate with other community volunteer programs to foster effective communication and avoid duplication.
11. Compile county-wide RSVP-enrolled volunteer data and report to Federal, State and local granting entities for use in legislative decisions, as well as other volunteering reports.
12. Provide modest mileage reimbursement to RSVP-enrolled volunteers who are age 55 and older to/from their home/volunteer assignment, as appropriate according to current RSVP mileage reimbursement policies. Reimbursement checks will be issued quarterly in accordance with current policies and availability of funds.
13. Collaborate with RSVP-enrolled volunteers and Volunteer Site supervisors in the completion of Federally-required timesheets, reimbursement guidance and program procedures.

Volunteer Site will:

1. Designate a Coordinator to serve as a liaison with RSVP Program Staff (as named above). Update RSVP Staff if/when there is a change in staffing.
2. Interview and make decisions on assignment(s) of RSVP-enrolled volunteers.
3. Complete, if required for a particular volunteer assignment, background check(s) or other screenings.
4. Implement orientation, in-service instruction, and/or special training for volunteers as appropriate.
5. Provide volunteers with materials required for assignment, such as a uniform or photo ID.
6. Provide supervision of volunteers and maintain a respectful environment, free from harassment and bullying.
7. Provide volunteer assignment descriptions for each volunteer opportunity at the Site.
8. Investigate and report (in writing) accidents or injuries involving RSVP-enrolled volunteers to RSVP staff.
9. Comply with the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.
10. Provide RSVP Staff with a complete roster of current volunteers to ensure accurate records are on file.

- 11. Encourage/ask volunteers to enroll in AmeriCorps Seniors RSVP if they have not already done so. Provide them an RSVP enrollment form and handbook.
- 12. Provide RSVP Staff with current volunteer positions descriptions, update as appropriate.
- 13. **REPORTS:** The Volunteer Site Representative shall:
 - **Timesheets:** Report volunteer hours on a monthly or quarterly basis using a provided RSVP timesheet(s) or equivalent on or before the 10th of the following month (supplemental insurance and mileage reimbursement is only available to volunteers with verified records of hours served.)
 - **Progress Reports:** Some Volunteer Sites will be asked to provide client data up to 2x a year. (# of clients served, # of services/meals/rides/etc. provided, etc.), and occasionally assist RSVP staff conduct client surveys.

Other Provisions:

Accessibility and Reasonable Accommodation: The Volunteer Site will maintain that the programs and activities to which RSVP-enrolled volunteers are assigned are accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency, and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

Compensation: Neither the Site nor RSVP-enrolled volunteers will request or receive compensation from the beneficiaries (people served) who are served by RSVP-enrolled volunteers.

Displacement of Employees: The Volunteer Site will not assign RSVP-enrolled volunteers to any assignment which would displace employed workers or impair existing contracts for services.

In-Home Placement Letter of Agreement: When an in-home assignment of an RSVP-enrolled volunteer is made, a "letter of agreement" must be on file in the RSVP office. The letter of agreement clearly explains volunteer duties, time periods and condition of service.

Prohibition of Discrimination: The Volunteer Site will not discriminate against RSVP-enrolled volunteers or in the operation of its program on the basis of race; color; national origin; including limited English proficiency; gender; age; political affiliation; religion; sexual orientation; or on the basis of disability, if the volunteer is a qualified individual with a disability.

Religious/Political Activities: The Volunteer Site will not request and/or assign RSVP-enrolled volunteers to conduct or engage in religious, sectarian, or political activities.

Separation from Volunteer Service: In the rare event that separating an RSVP-enrolled volunteer from service may be necessary, discussions should occur among staff, Volunteer Site staff and the RSVP-enrolled volunteer to clarify the reasons, resolve conflicts, take appropriate action, including placement with another Volunteer Site, where appropriate. The Volunteer Site may separate an RSVP-enrolled volunteer from their assigned activity at any time, and an RSVP-enrolled volunteer may withdraw from service at the Volunteer Site or from at any time.

Termination of MOU: Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. This MOU shall be reviewed and/or updated at least every three years, or upon a change in the Volunteer Supervisor, whichever occurs first.

Safety Assurance: By signing below, you are ensuring the safety of volunteers at your location. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training, etc. RSVP staff may request via email that this Safety Assurance be updated/renewed.

Qualification: To qualify as an RSVP Site, an agency/office/organization must self-certify that it is one of the following
 Non-Profit Proprietary Health Care Agency Governmental Agency

Authorized Signatures: By signing this MOU, the Volunteer Site, through its authorized representative, self-certifies that it meets the requirements necessary to be a RSVP Volunteer Site.

Site Representative: _____ Date _____

ElderCircle RSVP Staff: _____ Date _____





AmeriCorps Seniors

Retired & Senior Volunteer Program RSVP Volunteer Position Description

Itasca County

Item 5.

400 River Road, Suite One • Grand Rapids, MN 55744 • 218.999.9233 • fax 218.999.7543 • ecircle@eldercircle.org

Volunteer Site Organization Grand Rapids Area Library

Mailing Address 140 NE 2nd St

Physical Address (if different than mailing address) _____

City Grand Rapids State MN Zip 55748 - _____

Volunteer Supervisor/Primary Contact: Nicole Johnson

Phone 218-326-7640 E-mail njohnson@grandrapidsmn.gov

Volunteer Position Title: Grand Rapids Area Library Volunteer

Basic duties involved in this position:

1. Organizing and shelving books
2. Tidying and light dusting, as assigned
3. Some interacting with staff and patrons

Please list specific skills necessary for this position on the reverse side.

Days/Hours shifts are available and/or # of hours/week: Monday-Thursday, 10am-6pm, and Friday, 10am-2pm

Volunteer Coordinator: _____
Signature Date

Volunteer Services/RSVP Staff: _____
Signature Date



OVER →

Volunteer Interests and Skills: Please check the skills below needed for this position:

Community or Group Settings

- Activities at a community or senior center
- Assist at info desk at public facility or hospital
- Assist groups with boat rides or fishing outings
- Assist residents in long-term care facilities with activities and/or outings
- Assist the less-abled with meals, current events, games in a group setting
- Lead classes for exercise, diabetes, or pain
- Lead driver safety classes
- Prepare income and property tax returns
- Serve as board or committee member
- Serve as greeter or usher at community events
- Serve at front desk/reception in an office setting
- Share/discuss current events or read newspaper

Driving

- Deliver groceries or food boxes to homebound
- Transport adults to/from medical appointments

Food – Clothing - Retail

- Assist clients as they shop at the Food Shelf
- Assist with meal preparation and clean up
- Assist with used book sale events
- Create displays in retail-type settings (books at the library, items in thrift shops)
- Prepare/repack boxes of food for distribution
- Repurpose, restore, refinish, rehab furniture
- Shop for groceries from a very specific grocery list
- Sort and organize donated clothing/household
- Stock food on shelves

One-on-One, Small Groups, Work Independently

- Accompany older adults on appointments
- Assist with Medicare/Social Security
- Crochet, quilt, knit, sew cold weather items
- Fill bird feeders
- Friendly visits in person or over the phone
- Interview residents of all ages to gather history and heritage information
- Provide indoor plant care or outdoor gardening
- Read aloud from book, magazine or newspaper
- Research and/or document historical data/photos
- Share/discuss current events or read newspaper
- Sort and reshelve library books and periodicals
- Visit with guardianship wards and report back to court-appointed guardians
- Write letters for people who are unable

Home/Household

- Complete carpentry or minor home repairs
- Pack, unpack, sort, organize
- Pick up furniture and/or rehab items

Office - Telephone

- Answer/transfer telephone calls, take messages
- Complete data entry, data analysis, data accuracy
- General office work, clerical
- Mailings/stuff envelopes
- Receptionist/greeter in an office or clinic
- Schedule blood donor appointments
- Take grocery orders over the phone

Please list additional skills that are not shown above:

GRAL Director's Report

JANUARY 2024

ADVOCACY

-Minnesota Library Association Legislative Activities Calendar

I am awaiting the schedule for 2024 MLA Legislative Updates

-Minitex Policy Advisory Council

Strategic planning session scheduled for 1/10

LIBRARY MANAGEMENT

-ALS App

The ALS App is end of life. This is an unanticipated development and ALS is scrambling to find a replacement.

-2023 Annual Report

I am in the process of compiling data for the required annual report to the State of Minnesota. The Library Board will consider approval of the completed report before it is submitted.

-Library Façade Repair Project

The project is complete – the Facilities Maintenance Manager will sign off.

-Library Foundation grant letters are out. Next meeting is 2/15.

-New ALS Executive Director:

Mollie Stanford starts February 1!

FACILITIES MAINTAINANCE / SPACE

-Roof leak

The Facilities Maintenance Manager is keeping an eye on a trouble spot with the roof. In 2022, an independent analysis from an outside engineer recommended roof replacement within five years.

-New Large Print Display

A big 'thank you' to the Library Foundation for supporting a major collection enhancement for the Large Print collection. Please stop by and check out the new titles on display.

-EV Charger

The EV charger in the SE corner of the parking lot is scheduled to be operational sometime in December. This opportunity was made possible by support from General Motors and Grand Rapids GM. Local electrical contractors performed the installation.

END OF REPORT

December in Children's

We try to slow down, programming-wise, in December, as many families are busy with the pre-holiday madness. This year, however, proved the exception.

Highlights of our month:

- Lego Club hosted 30 amazing builders. If you get the chance, stop down to Children's and see their masterpieces. We keep them up for a month, until the next club meeting. They really are something!
- Page Turners book club met, with 6 enthusiastic readers.
- Our Teen book club also met, with 5 attendees. This group is really blowing me away with their eagerness! I had planned for us to meet about every 6 weeks, but they push that back to 4, at the most. I really enjoy our conversations.
- I had two radio conversations this month. The first was my normal book review. The second was special: I was asked to sit in on a radio interview with Kate DiCamillo! I'm afraid I talked more than anybody, my excitement was so hard to contain! Both interviews will air in January. In addition, we planned two more conversations, another standard review, with pre-Newbery content, and a post-Newbery conversation about the results with Tammy Bobrowsky. (The ALA Youth Media awards will be announced 1/22/2024)
- We had our normal monthly visit with the Cohasset 4th graders, and a special visit with all 4 classes of Deer River 1st graders! The first graders wrote some adorable thank-yous, including mention of things they learned during their visit.
- We filmed two episodes of Online Storytime.
- A new book went out on the Storywalk! You can enjoy "Tacky the Penguin" as you stroll along the riverwalk.

Monthly Report - Overview for Dec 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	7260	10040	-28	7122	1	116880	112298	4
Phone Renewal	235	315	-26	332	-30	3442	3523	-3
Renewal	158	143	10	132	19	1852	2025	-9
Opac Renewal	606	668	-10	676	-11	7972	7915	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	8259	11166	-27	8262	-1	130146	125761	3

Checkout Stock Rotation

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 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	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
Normal	6931	9737	-29	7265	-5	106062	103529	2
Late	2163	2036	6	1881	14	23925	22363	6
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	9094	11773	-23	9146	-1	129987	125892	3

Requests Placed

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
Placed	758	2172	-66	1637	-54	22816	22071	3
Total	758	2172	-66	1637	-54	22816	22071	3

Requests Resolved

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
Cancelled	63	110	-43	99	-37	1260	1067	18
Filled	2100	2948	-29	2495	-16	34153	33188	2
Expired	5	0	100	5	0	27	32	-16
Total	2168	3058	-30	2599	-17	35440	34287	3

Holdes Resolved

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1255	1983	-37	1582	-21	21068	20048	5
Cancelled	1	7	-86	2	-50	65	40	62
Expired	111	129	-14	120	-8	1447	1520	-5
Total	1367	2119	-36	1704	-20	22580	21608	4

Overdues

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	726	658	10	699	3	7271	6078	19
2nd Notice	9	11	-19	7	28	47	27	74
3rd Notice	3	2	50	2	50	12	8	50
4th Notice	2	1	100	1	100	8	5	60
5th Notice	1	1	0	1	0	3	2	50
Final Notice	1	0	100	0	100	3	0	100
Notice # 7	1	0	100	0	100	1	0	100
Notice # 8	1	0	100	0	100	1	0	100
Notice # 0	264	183	44	186	41	2343	1877	24
Total	1008	856	17	896	12	9689	7997	21

Borrower Delta

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	64	87	-27	44	45	1138	1019	11

Deleted (Manual)	2	8	-75	7	-72	79	103	-24
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	66	95	-31	51	29	1217	1122	8

Bib Delta

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	104	221	-53	84	23	2089	2109	-1
Deleted (Manual)	119	186	-37	158	-25	3261	3921	-17
New (Batch)	91	60	51	42	116	846	929	-9
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	314	467	-33	284	10	6196	6959	-11

Auth Delta

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	0	0	9	8	12
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	9	8	12

Item Delta

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	315	571	-45	248	27	5885	6015	-3
Deleted (Manual)	491	198	147	698	-30	4896	8069	-40
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	806	769	4	946	-15	10781	14084	-24

Acquisitions Activities

Description	Dec 2023	Nov 2023	%chg	Dec 2022	%chg	2023 YTD	2022 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	239	321	-26	242	-2	3523	3646	-4
Items Rcvd by Ven	265	343	-23	259	2	3651	3725	-2
Claims	0	0	0	0	0	0	0	0
Total	504	664	-25	501	0	7174	7371	-3

Grand Rapids Area Library
Reference Statistics
December 2023

	December	YTD 2023
Door Count	4,143	40,072
Reference Questions	127	2,290
Computer Help Over 5 Minutes	23	336
Tests Proctored	0	13
Public Computer Use: Sessions	161	2,818
Public Computer Use: Hours	142	2,327
Special Computer Sessions	95	1,517
Passports Accepted	85	1,174

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 83,087 TK FTO 4	2 8 4
3	4 83373 TK FTO 5	5 83,612 TK FTO 4	6 83854 TK FTO 6	7 84103 3	8 84301 1	9 19
10	11 84543 2	12 84,803 4	13 85029 4	14 85,283 4	15 85,400 1	16 15
17	18 85629 5	19 85,857 7	20 86101 7	21 86309 5	22 CLOSED	23 2 4
24	25 CLOSED	26 86,526 10	27 86765 7	28 87070 3	29 87230 3	30 23
31						

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 3 NP/ 11 1111 9/1	2
3	4 4 NP/ 1111 9/1	5 7 NP/ 111 9/1	6 6 NP/ 1111 11 9/11	7 3 NP/ 11 1111 9/1	8 7 NP/ 111 111 9/1	9
10	11 12 NP/ 1111 9/1	12 11 NP/ 111 9/1	13 14 NP/ 111 9/1	14 8 NP/ 1111 9/1	15 5 NP/ 111 11 9/1	16
17	18 9 NP/ 11 9/1	19 3 NP/ 1111 9/1	20 7 NP/ 111 9/1	21 2 NP/ 1111 9/1	22 closed	23
24	25 closed	26 4 NP/ 1111 11 9/1	27 8 NP/ 1111 111 9/1	28 6 NP/ 1111 11 9/1	29 8 NP/ 11 9/1	30
31						

GRAL Children's Library Monthly Statistics

December 2023

Online Storytime

Programs: 4

Facebook views: 220

YouTube views: 352

Total views: 572

Artastic

Programs: 0

Facebook views: 0

YouTube views: 0

Total views: 0

Kits handed out: 0

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	12/04	Page Turners	6
	12/05	Book Time	11
	12/12	Book Time	22
	12/14	Lego Club	30
	12/19	Book Time	9

Total Programs: 5 People: 78

Class Visit: 2 groups People: 118

- Cohasset Fourth Grade: 46
- Deer River First Grade: 72

Reference Questions 2023: 411

Reference Questions 2022: 184

DECEMBER 2023

Item 6.

SUN	MON	TUE	WED	THU	FRI	SAT
					15 1	2
3	13 4	19 5	24 6	31 7	82 8	9
10	17 11	17 12	15 13	23 14	11 15	16
17	15 18	21 19	11 20	11 21	CLOSED 22	23
24	CLOSED 25 Christmas	13 26	9 27 NO FLIN	31 28 NO FLIN	10 29	30
31						411

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GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	11	49.50	2	5.50	36	241.00
February	29	115.25	7	80.75	7	7.00	8	39.00	6	14.00	36	196.00
March	28	147.00	7	116.00	9	9.00	11	59.00	1	5.00	35	263.00
April	29	130.00	6	100.00	5	5.00	10	57.25	5	13.00	35	230.00
May	25	123.25	7	123.25	8	8.00	11	71.00	1	5.00	32	246.50
June	25	148.50	9	128.00	6	6.00	12	95.00	1	4.50	34	276.50
July	32	171.00	8	99.00	8	8.00	16	110.50	1	3.50	40	270.00
August	39	258.00	8	132.50	8	29.00	10	110.00	1	2.00	47	390.50
September	32	142.50	8	95.25	8	13.00	10	50.00	8	21.00	40	237.75
October	23	125.50	7	106.50	8	8.00	6	46.25	1	4.00	30	232.00
November	31	144.00	7	134.00	9	9.00	10	95.25	5	11.00	38	278.00
December	24	117.50	8	82.00	8	8.00	7	43.75	1	8.00	32	199.50
Total		1770.00		1290.75		119.00		826.50		96.50	78*	3,060.75

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

2023 Program Stats:

Take & Create Art Kits (Legacy)	380 kits distributed
One Vegetable One Community Seed Kits	100 packets distributed
Adult Programming Attendance	93 people attended