



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, March 08, 2023

5:00 PM

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, March 8, 2023 at 5:00 PM.

CALL TO ORDER:

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 02-08-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Library Financials and consider a motion to approve payment of Bill List as presented.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider authorizing payment in advance to Lake Superior Zoological Society for Zoomobile appearance at Summer Celebration event 08-16-2023.
4. Consider accepting donations as listed on Donation Resolution 2023-4.

REGULAR AGENDA:

5. Arrowhead Library System Invoice for 2023 Automation Costs
6. Grand Rapids Area Library Foundation President Report 2022
7. Consider a motion to approve 2022 Minnesota Public Library Annual Report.

UPDATES:

Friends:

Foundation:

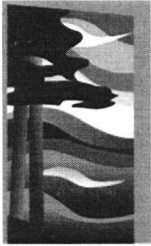
STAFF REPORTS:

[8.](#) Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR April 12, 2023, AT 5:00 PM.

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, February 08, 2023

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, February 8, 2023, at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

Present: Barr, Dobbs, Kee, Lassen, Martin, Richards, Squadroni

Absent: Blocker, Teigland

Staff: Will Richter, Director of Library Services

APPROVAL OF AGENDA:

Motion to approve agenda with addition of Resolution 2023-03

Mover: Richards

Second: Kee

Result: Passed 7-0

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 01-11-2023.

Motion to approve 01-11-2023 Library Board Minutes as presented

Mover: Barr

Second: Lassen

Result: Passed 7-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Library Financials and consider a motion to approve payment of Bill List as presented.

Motion to approve payment of Bill List as presented

Mover: Richards

Second: Dobbs

Result: Passed 7-0 (roll-call)

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adopting Resolution 2023-02 accepting donations

Motion to adopt Resolution 2023-02 accepting donations.

Mover: Richards

Second: Kee

Result: Passed 7-0 (roll-call)

REGULAR AGENDA:

4. Coalition of Greater MN Cities 2023 Legislative Priorities

(Informational)

5. Update from Encompass Inc.

(Informational)

6. Consider making a recommendation to City Council on hiring of temporary employees.

Motion to: make a recommendation to City Council on hiring Sherry Colter and Lisa Tabbert as temporary employees.

Mover: Richards

Second: Dobbs

Result: Passed 7-0 (roll-call)

7. Nature Playscape Concept

(Informational)

8. Addition to Agenda from above: Resolution 2023-03

Motion to adopt a resolution to revise Library Calendar to recognize Juneteenth Holiday on 06-19.

Mover: Richards

Second: Kee

Result: Passed 7-0 (roll-call)

UPDATES:

Friends

By Lassen, next meeting March 13th at the library

Foundation

By Barr, next meeting February 16th at Community Presbyterian

STAFF REPORTS:

9. Library Reports & Statistics
Library Director Richter reviewed reports and statistics.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:35 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR March 8, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 02/01/2023
 TIME: 14:01:53
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/08/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	244.83
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	25.90
0201428	BAKER & TAYLOR LLC	1,989.44
0212124	BLACKSTONE PUBLISHING	88.03
0502705	EBSCO SUBSCRIPTION SERVICE	5.50
0514145	ENCOMPASS	4,372.50
0718010	CITY OF GRAND RAPIDS	1,700.00
0718060	GRAND RAPIDS HERALD REVIEW	82.75
0914325	INGRAM ENTERTAINMENT INC.	123.03
0914540	INNOVATIVE OFFICE SOLUTIONS LL	439.73
0914800	INVEST EARLY PROJECT	500.00
1605665	PERSONNEL DYNAMICS LLC	114.75
1901535	SANDSTROM'S INC	148.71
2114356	UNIQUE MANAGEMENT SERVICES	221.35

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$10,144.96

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	126.72
0201675	ANDREAS BARNETT	40.00
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,486.20
1301146	MARCO TECHNOLOGIES, LLC	207.58
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	1,714.41
1309335	MINNESOTA REVENUE	32.46
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	322.23
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,600.17
1901795	AMY M SAVELA	125.00
2209665	VISA	495.00
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$56,630.75

TOTAL ALL DEPARTMENTS \$66,775.71

RESOLUTION NO. 2023-2
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

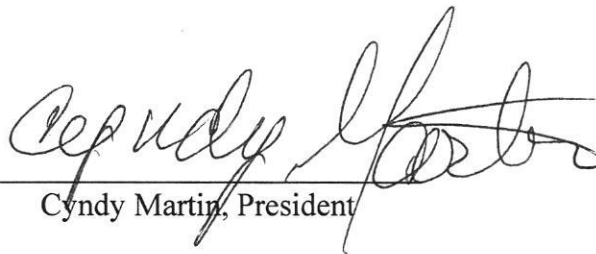
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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 Friends
\$210.00 Totes for recycling

Grand Rapids Area Library Foundation
\$500.00 Online Storytime

Adopted this 8th day of February 2023


Cyndy Martin, President


Deb Kee, Secretary

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2023-3
SETTING 2023 LIBRARY CALENDAR

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

Revised to reflect State recognition of the Juneteenth Holiday.

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


H Mon January 2	New Year's Holiday	Closed
H Mon January 16	Martin Luther King Day	Closed
H Mon February 20	President's Day	Closed
H Mon May 29	Memorial Day	Closed
H Mon June 19	Juneteenth Holiday	Closed
H Tue July 4	Independence Day	Closed
H Mon September 4	Labor Day	Closed
H Fri November 10	Veteran's Day	Closed
H Thurs November 23	Thanksgiving	Closed
H Fri November 24	Day after thanksgiving	Closed
H Fri December 22	Christmas Holiday	Closed
H Mon December 25	Christmas Holiday	Closed

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

Adopted this 8th day of February 2023.


Cindy Martin, President

Attest:


Deb Kee, Secretary

Board member
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

DATE: 03/01/2023
 TIME: 13:01:35
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/08/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	31.50
0201428	BAKER & TAYLOR LLC	3,243.67
0218550	BRODART COMPANY	149.21
0305485	CENGAGE LEARNING INC	330.33
0701650	GARTNER REFRIGERATION CO	203.28
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	112.39
0914540	INNOVATIVE OFFICE SOLUTIONS LL	628.16
0914800	INVEST EARLY PROJECT	400.00
1801610	RAPIDS PLUMBING & HEATING INC	1,668.00
1901535	SANDSTROM'S INC	190.14
2114356	UNIQUE MANAGEMENT SERVICES	221.35
T000199	LAKE SUPERIOR ZOOLOGICAL SOC	295.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$9,261.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	55.39
0201675	ANDREAS BARNETT	40.00
0205640	LEAGUE OF MN CITIES INS TRUST	28,530.47
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,540.05
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	432.02
1309335	MINNESOTA REVENUE	33.38
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	321.89
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,585.20
1901795	AMY M SAVELA	125.00
2209665	VISA	1,751.00
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$86,411.49

TOTAL ALL DEPARTMENTS \$95,672.96

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

Item 2.

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TIME: 12:54:44

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CITY OF GRAND RAPIDS

DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

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

0100053	AT&T MOBILITY							
L	02/13/23	01	LIB FEB CELL SERVICE	999-99-00-00-1000			03/08/23	55.39
				HOLDING ACCOUNT				
						INVOICE TOTAL:		55.39
						VENDOR TOTAL:		55.39
0118100	ARAMARK UNIFORM SERVICES							
2630106797-L	02/07/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20230392		03/08/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20230392			14.34
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		44.22
2630111895-L	02/21/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20230521		03/08/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20230521			14.34
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		44.22
						VENDOR TOTAL:		88.44
0118660	ARROWHEAD LIBRARY SYSTEM							
15020-L	01/31/23	01	OVERDUE NOTICES JAN	211-00-75-20-2010	20230377		03/08/23	31.50
				OFFICE SUPPLIES				
						INVOICE TOTAL:		31.50
						VENDOR TOTAL:		31.50
0201428	BAKER & TAYLOR LLC							
2037295780-L	01/30/23	01	34 BOOKS/#209977 L025981	211-00-75-20-2110	20230304		03/08/23	417.31
				BOOKS				
						INVOICE TOTAL:		417.31
2037307822-L	02/06/23	01	18 BOOKS/#209977 L025981	211-00-75-20-2110	20230407		03/08/23	268.51
				BOOKS				
						INVOICE TOTAL:		51

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CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428	BAKER & TAYLOR LLC							
2037309840-L	02/08/23	01	6 BOOKS/#209977 L411199	211-00-75-20-2110	20230466		03/08/23	94.24
				BOOKS			INVOICE TOTAL:	94.24
2037314529-L	02/08/23	01	16 BOOKS/#209977 L025981	211-00-75-20-2110	20230420		03/08/23	209.81
				BOOKS			INVOICE TOTAL:	209.81
2037314844-L	02/10/23	01	2 BOOKS/#209977 L411199	211-00-75-20-2110	20230509		03/08/23	33.22
				BOOKS			INVOICE TOTAL:	33.22
2037321047-L	02/13/23	01	80 BOOKS/#209977 L025981	211-00-75-20-2110	20230453		03/08/23	758.45
				BOOKS			INVOICE TOTAL:	758.45
2037329149-L	02/15/23	01	59 BOOKS/#209977 L025981	211-00-75-20-2110	20230510		03/08/23	827.34
				BOOKS			INVOICE TOTAL:	827.34
2037335824-L	02/22/23	01	6 BOOKS/#209977 L411199	211-00-75-20-2110	20230573		03/08/23	93.23
				BOOKS			INVOICE TOTAL:	93.23
2037338969-L	02/20/23	01	14 BOOKS/#209977 L025981	211-00-75-20-2110	20230541		03/08/23	171.99
				BOOKS			INVOICE TOTAL:	171.99
2037344819-L	02/22/23	01	23 BOOKS/#209977 L025981	211-00-75-20-2110	20230574		03/08/23	320.85
				BOOKS			INVOICE TOTAL:	320.85
H64034990-L	02/07/23	01	2 DVDS/#75002097	211-00-75-20-2120	20230408		03/08/23	48.72
				AUDIO/VISUAL			INVOICE TOTAL:	48.72
							VENDOR TOTAL:	311.67

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

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

0201675	ANDREAS BARNETT							
L	02/13/23	01	LEGO PROGRAM 2/13/23	999-99-00-00-1000			03/08/23	40.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
0205640	LEAGUE OF MN CITIES INS TRUST							
L	02/13/23	01	LIBR FUND 2023 WORK COMP INS	999-99-00-00-1000			03/08/23	3,032.47
				HOLDING ACCOUNT				
		02	LIBR FUND 2023 GEN LIAB INS	999-99-00-00-1000				25,498.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	28,530.47
							VENDOR TOTAL:	28,530.47
0218550	BRODART COMPANY							
618483-L	02/08/23	01	2 TIER WALL MOUNT BAG RACK	211-00-75-20-2100	20230428		03/08/23	102.00
				OPERATING SUPPLIES				
		02	FREIGHT	211-00-75-20-2100	20230428			47.21
				OPERATING SUPPLIES				
							INVOICE TOTAL:	149.21
							VENDOR TOTAL:	149.21
0305485	CENGAGE LEARNING INC							
80648320-L	02/09/23	01	14 BOOKS/#154757	211-00-75-20-2110	20230535		03/08/23	330.33
				BOOKS				
							INVOICE TOTAL:	330.33
							VENDOR TOTAL:	330.33
0605191	FIDELITY SECURITY LIFE							
L	01/30/23	01	LIB VISION FEB	999-99-00-00-1000			03/08/23	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0701650	GARTNER REFRIGERATION CO							
93902-L	02/01/23	01	WEISS DIGITAL GAUGE	211-00-75-30-4070	20230409		03/08/23	178.30
		02	FREIGHT/#C-0858	211-00-75-30-4070	20230409			24.98
				GENERAL EQUIP MAINT/REPAIR				
				GENERAL EQUIP MAINT/REPAIR				
						INVOICE TOTAL:		203.28
						VENDOR TOTAL:		203.28
0718010	CITY OF GRAND RAPIDS							
23/196-L	02/13/23	01	FEB JANITORIAL SERVICE	211-00-75-30-3090	20230427		03/08/23	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		1,700.00
0718015	GRAND RAPIDS CITY PAYROLL							
L	01/27/23	01	LIB 01/27/23 PAYROLL	999-99-00-00-1000			03/08/23	21,262.41
		02	LIB 02/10/23 PAYROLL	999-99-00-00-1000				21,277.64
				HOLDING ACCOUNT				
				HOLDING ACCOUNT				
						INVOICE TOTAL:		42,540.05
						VENDOR TOTAL:		42,540.05
0914325	INGRAM ENTERTAINMENT INC.							
7155865-L	02/20/23	01	5 DVDS/C#3206981	211-00-75-20-2120	20230529		03/08/23	112.39
				AUDIO/VISUAL				
						INVOICE TOTAL:		112.39
						VENDOR TOTAL:		112.39
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4090929-L	02/08/23	01	TONER 414A BK	211-00-75-20-2060	20230378		03/08/23	96.52
				COMPUTER SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4090929-L	02/08/23	02	TONER 414A CN	211-00-75-20-2060	20230378		03/08/23	124.92
				COMPUTER SUPPLIES				
		03	MARKER SHARPIE UF RT BK	211-00-75-20-2010	20230378			28.96
				OFFICE SUPPLIES				
		04	TONER 414A MG	211-00-75-20-2060	20230378			124.92
				COMPUTER SUPPLIES				
		05	TONER 414A YL	211-00-75-20-2060	20230378			249.84
				COMPUTER SUPPLIES				
		06	SURCHARGE/C#NB07789	211-00-75-20-2060	20230378			3.00
				COMPUTER SUPPLIES				
						INVOICE TOTAL:		628.16
						VENDOR TOTAL:		628.16
0914800	INVEST EARLY PROJECT							
3413-L	01/31/23	01	JAN STORY TIME	211-00-75-30-3100	20230314		03/08/23	400.00
				OTHER CONTRACTED SERVICES				
						INVOICE TOTAL:		400.00
						VENDOR TOTAL:		400.00
1301146	MARCO TECHNOLOGIES, LLC							
L	02/13/23	01	LIB FEB COPIER LEASE	999-99-00-00-1000			03/08/23	120.43
				HOLDING ACCOUNT				
						INVOICE TOTAL:		120.43
						VENDOR TOTAL:		120.43
1305725	METROPOLITAN LIFE INSURANCE CO							
L	01/30/23	01	LIB FEB SUPP/LIFE INS PREM	999-99-00-00-1000			03/08/23	76.14
				HOLDING ACCOUNT				
						INVOICE TOTAL:		76.14
						VENDOR TOTAL:		76.14
1309199	MINNESOTA ENERGY RESOURCES							

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

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CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199	MINNESOTA ENERGY RESOURCES							
L	02/21/23	01	LIB JAN NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			03/08/23	432.02
							INVOICE TOTAL:	432.02
							VENDOR TOTAL:	432.02
1309335	MINNESOTA REVENUE							
L	02/20/23	01	LIB JAN SALES TAX PAYBLE	999-99-00-00-1000 HOLDING ACCOUNT			03/08/23	33.38
							INVOICE TOTAL:	33.38
							VENDOR TOTAL:	33.38
1516220	OPERATING ENGINEERS LOCAL #49							
L	02/06/23	01	LIB MAR HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			03/08/23	9,612.00
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	02/06/23	01	LIB FEB SERV & LINE CHARGES	999-99-00-00-1000 HOLDING ACCOUNT			03/08/23	321.89
							INVOICE TOTAL:	321.89
							VENDOR TOTAL:	321.89
1612200	GAVIN WILLIAM PLATT							
L	02/13/23	01	LEGO PROGRAM 2/13/23	999-99-00-00-1000 HOLDING ACCOUNT			03/08/23	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
1621130	P.U.C.							

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1621130	P.U.C.							
L	02/13/23	01	LIB JAN UTILITIES	999-99-00-00-1000			03/08/23	2,585.20
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,585.20
							VENDOR TOTAL:	2,585.20
1801610	RAPIDS PLUMBING & HEATING INC							
20577-L	02/28/23	01	FURN/INSTL ISOLATION VALVES	211-00-75-30-4070	20230564		03/08/23	1,668.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	1,668.00
							VENDOR TOTAL:	1,668.00
1901535	SANDSTROM'S INC							
447005-L	02/20/23	01	DBL ROLL TOWEL	211-00-75-20-2150	20230497		03/08/23	98.34
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOWEL ROLL WHT	211-00-75-20-2150	20230497			51.70
				MAINTENANCE TOOLS/SUPPLIES				
		03	TOIL TISS/C#320023	211-00-75-20-2150	20230497			40.10
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	190.14
							VENDOR TOTAL:	190.14
1901795	AMY M SAVELA							
L	02/13/23	01	AFTERSCHOOL PROGRAM 2/15/23	999-99-00-00-1000			03/08/23	125.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
2114356	UNIQUE MANAGEMENT SERVICES							
6109256-L	01/31/23	01	DEC PLACEMENTS	211-00-75-30-3300	20230367		03/08/23	233.00
				PROFESSIONAL SERV-COLLECTI				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 8, 2023

Item 2.

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DATE: 03/01/23
 TIME: 12:54:45
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356			UNIQUE MANAGEMENT SERVICES					
6109256-L	01/31/23	02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20230367		03/08/23	-11.65
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	221.35
							VENDOR TOTAL:	221.35
2209665			VISA					
L	02/10/23	01	LIB USPS.COM PRIORITY MAIL	999-99-00-00-1000			03/08/23	495.00
				HOLDING ACCOUNT				
		02	DISCOUNT MUGS AND BAGS	999-99-00-00-1000				1,256.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,751.00
							VENDOR TOTAL:	1,751.00
2301700			WM CORPORATE SERVICES, INC					
L	02/13/23	01	LIB JAN SERVICE	999-99-00-00-1000			03/08/23	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
T000199			LAKE SUPERIOR ZOOLOGICAL SOC					
003314-L	02/20/23	01	ZOOMOBILE AUGUST 16, 2023	211-00-75-30-3100	20230536		03/08/23	295.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	295.00
							VENDOR TOTAL:	295.00
							TOTAL ALL INVOICES:	95,672.96

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
YEAR TO DATE THROUGH **FEBRUARY 28, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	197	10%
211-00-34-00-7975	INTERNET	2,000	174	9%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	8,960	49%
211-00-34-00-7990	FAX MACHINE USE	500	99	20%
211-00-35-00-1030	LIBRARY FINES	-	45	0%
211-00-37-00-2310	DONATIONS	1,500	1,466	98%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	485	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	-	0%
		925,664	11,426	1%
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	53,841	13%
211-00-75-10-1030	SALARY-PARTTIME	86,060	10,908	13%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	115	1%
211-00-75-10-1210	PERA	36,429	4,856	13%
211-00-75-10-1220	FICA	30,224	3,986	13%
211-00-75-10-1250	MEDICARE	7,069	932	13%
211-00-75-10-1310	HEALTH INSURANCE	114,444	9,162	8%
211-00-75-10-1330	LIFE INSURANCE	232	73	31%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	505	20%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	91	1%
211-00-75-20-2020	COPY SUPPLIES	1,500	87	6%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	821	27%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	127	5%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,405	70%
211-00-75-20-2110	BOOKS	39,000	10,534	27%
211-00-75-20-2120	AUDIO/VISUAL	9,000	372	4%
211-00-75-20-2130	NEWSPAPERS	2,000	347	17%
211-00-75-20-2140	PERIODICALS	7,500	32	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	584	19%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	120	12%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	1,105	9%
211-00-75-30-3210	TELEPHONE	6,000	754	13%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	495	14%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	221	11%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,250	47%
211-00-75-30-3810	ELECTRICITY	35,000	2,585	7%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	142	7%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	432	5%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **FEBRUARY 28, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	935	6%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	1,871	23%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	241	16%
	TOTAL EXPENDITURES	925,664	115,332	12%
	SURPLUS REVENUES/(EXPENDITURES)	-	(103,907)	

DATE: 03/01/2023
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

PAGE: 1
F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	759,331.00	0.00	0.00	759,331.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
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	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	759,331.00	0.00	0.00	759,331.00	0
TOTAL TAXES		0.00	759,331.00	0.00	0.00	759,331.00	0
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	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	0.00	0.00	5,281.00	0
211-00-34-00-7970	PHOTO COPIES	132.06	2,000.00	197.04	0.00	1,802.96	10
211-00-34-00-7975	INTERNET	84.26	2,000.00	174.28	0.00	1,825.72	9
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	0.00	0.00	100.00	0
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,570.00	18,200.00	8,960.00	0.00	9,240.00	49
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	60.83	500.00	99.19	0.00	400.81	20
TOTAL		3,847.15	28,081.00	9,430.51	0.00	18,650.49	34
TOTAL CHARGES FOR SERVICES		3,847.15	28,081.00	9,430.51	0.00	18,650.49	34

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	44.50	0.00	44.50	0.00	(44.50)	100
TOTAL		44.50	0.00	44.50	0.00	(44.50)	100
TOTAL FINES & FORFEITS		44.50	0.00	44.50	0.00	(44.50)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	1,256.00	1,500.00	1,466.00	0.00	34.00	98
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	0.00	0.00	0.00	0.00	0
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	192.39	0.00	484.63	0.00	(484.63)	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	0.00	0.00	3,000.00	0
TOTAL		1,448.39	5,800.00	1,950.63	0.00	3,849.37	34
TOTAL MISCELLANEOUS REVENUE		1,448.39	5,800.00	1,950.63	0.00	3,849.37	34
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	0.00	0.00	4,452.00	0
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	0.00	0.00	4,452.00	0
TOTAL OTHER SOURCES		0.00	4,452.00	0.00	0.00	4,452.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		5,340.04	925,664.00	11,425.64	0.00	914,238.36	1
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	30,766.17	401,430.00	53,840.81	0.00	347,589.19	13
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	6,256.28	86,060.00	10,908.36	0.00	75,151.64	13
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	0.00	8,510.00	114.75	0.00	8,395.25	1
211-00-75-10-1210	PERA	2,776.69	36,429.00	4,856.22	0.00	31,572.78	13
211-00-75-10-1220	FICA	2,276.38	30,224.00	3,985.95	0.00	26,238.05	13
211-00-75-10-1250	MEDICARE	532.39	7,069.00	932.22	0.00	6,136.78	13
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	114,444.00	9,162.00	0.00	105,282.00	8
211-00-75-10-1330	LIFE INSURANCE	49.55	232.00	72.51	0.00	159.49	31
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	3.71	0.00	4.23	0.00	(4.23)	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	252.71	2,548.00	505.42	0.00	2,042.58	20
TOTAL PERSONNEL		52,075.88	686,946.00	84,382.47	0.00	602,563.53	12
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	28.96	8,000.00	90.50	60.46	7,849.04	2
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	87.15	0.00	1,412.85	6
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	599.20	3,000.00	820.64	599.20	1,580.16	47
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	126.72	229.00	2,144.28	14
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	0.00	0.00	10,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	PRGM SUP & MATERIALS	0.00	718.00	0.00	0.00	718.00	0
211-00-75-20-2100	OPERATING SUPPLIES	149.21	2,000.00	1,405.21	149.21	445.58	78
211-00-75-20-2110	BOOKS	3,107.97	39,000.00	10,533.72	2,959.19	25,507.09	35
211-00-75-20-2120	AUDIO/VISUAL	161.11	9,000.00	372.17	161.11	8,466.72	6
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	346.84	0.00	1,653.16	17
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	31.50	0.00	7,468.50	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	218.82	3,000.00	584.46	218.82	2,196.72	27
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		4,265.27	90,218.00	14,398.91	4,376.99	71,442.10	21
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	0.00	0.00	1,500.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	59.76	1,000.00	119.52	59.76	820.72	18
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	3,400.00	1,700.00	15,300.00	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	500.00	12,000.00	1,105.00	810.00	10,085.00	16
211-00-75-30-3210	TELEPHONE	377.28	6,000.00	753.83	0.00	5,246.17	13
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	495.00	0.00	3,005.00	14
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	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	221.35	233.00	1,545.65	23
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	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	2,125.00	9,000.00	4,250.00	0.00	4,750.00	47
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	2,585.20	0.00	32,414.80	7
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	141.62	0.00	1,858.38	7
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	432.02	0.00	7,567.98	5
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	0.00	0.00	9,500.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	935.38	0.00	14,064.62	6
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	0.00	9,000.00	0.00	0.00	9,000.00	0
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	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	1,871.28	8,000.00	1,871.28	203.28	5,925.44	26
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	240.86	0.00	1,259.14	16
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	0.00	0.00	0.00	0
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		6,753.75	148,500.00	16,551.06	3,006.04	128,942.90	13
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		63,094.90	925,664.00	115,332.44	7,383.03	802,948.53	13
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

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<hr/>							
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		63,094.90	925,664.00	115,332.44	7,383.03	802,948.53	13
TOTAL FUND REVENUES		5,340.04	925,664.00	11,425.64	0.00	914,238.36	1
TOTAL FUND EXPENSES		63,094.90	925,664.00	115,332.44	7,383.03	802,948.53	13
FUND SURPLUS (DEFICIT)		(57,754.86)	0.00	(103,906.80)			
TOTAL ALL FUND REVENUES		5,340.04	925,664.00	11,425.64	0.00	914,238.36	1
TOTAL ALL FUND EXPENSES		63,094.90	925,664.00	115,332.44	7,383.03	802,948.53	13
ALL FUND SURPLUS (DEFICIT)		(57,754.86)	0.00	(103,906.80)			

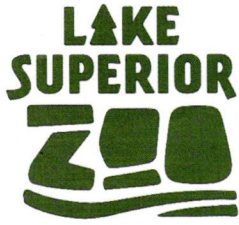
CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2023
With Comparative Totals for February 28, 2022

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	455,969	464,706	464,706	
Compensated Absences	46,367	46,367	46,367	
Emergency/Unanticipated Expenditures	64,625	64,625	64,625	
Major Equipment Replacement	89,566	89,566	89,566	
TOTAL FUND BALANCE 1/1/XX	656,527	665,264	665,264	
Revenues:				
Taxes	-	-	759,331	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	4,782	9,431	28,081	34%
Fines & Forfeits	1	45	-	0%
GR Library Foundation	1,627	-	-	0%
Miscellaneous	1,257	1,951	5,800	34%
Other Sources-Operating Transfer	-	-	4,452	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	7,666	11,426	925,664	1%
Expenditures:				
Personnel	91,202	84,382	686,946	12%
Supplies/Materials	23,792	14,399	90,218	16%
Other Services/Charges	20,989	16,551	148,500	11%
TOTAL EXPENDITURES	135,983	115,332	925,664	12%
OPERATING SURPLUS (DEFICIT)	(128,317)	(103,907)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 2/28/XX				
Cash Flow	327,652	360,799	464,706	
Compensated Absences	46,367	46,367	46,367	
Emergency/unanticipated Expenditures	64,625	64,625	64,625	
Major Equipment Replacement	89,566	89,566	89,566	
TOTAL FUND BALANCE 2/28/XX	\$ 528,210	\$ 561,357	\$ 665,264	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,760 as of 1/31/23. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533



Lake Superior Zoological Society

7210 Fremont Street
Duluth, MN 55807

[p] 218-730-4500 ext. 201

[f] 218-723-3750

[w] www.lszooduluth.org

Invoice

Date	Invoice #
2/20/2023	003314

Bill To

Grand Rapids Area Library
Tracy Kampa
140 NE 2nd St.
Grand Rapids MN 55744

Terms	Due Date
	2/20/2023

Quantity	Description	Rate	Amount
	Zoomobile August 16, 2023	295.00	295.00
We hope you enjoy your Zoomobile!		Total	\$295.00

Please remit to: Lake Superior Zoo, Attn: Accounts Receivable, 7210 Fremont St., Duluth, MN 55807
Please reference invoice number on payment.

RESOLUTION NO. 2023-4
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 Friends
\$1,256.00 for book bags

Grand Rapids Area Library Foundation
\$1,353.48

(\$400.00 Story time, \$149.21 Discovery Kit supplies, \$509.27 non-fiction collection development, \$295.00 Zoomobile)

Adopted this 8th day of March 2023

Cyndy Martin, President

Deb Kee, Secretary

INVOICE**Arrowhead Library System**

5528 Emerald Avenue
 Mountain Iron, MN 55768
 Tel. 218-741-3840
 Fax 218-748-2171

Billed To: GRAND RAPIDS PUBLIC LIBRARY
 140 NE 2ND ST
 GRAND RAPIDS MN 55744-2826

Date: 1-Jan-23

Invoice #: 20246

<u>COA#</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
101-02-004-47070	12	Due For JAN-DEC 2023 Automation Costs Including Ongoing Software License for PAC, Circulation, and Serials	\$3,125.00	\$37,500.00
		<i>"These Automation Costs will be provided by the Arrowhead Library System budget in 2023."</i>		(\$37,500.00)
TOTAL Amount Of Invoice:				\$0.00

Please Detach And Return This Portion With Payment To ARROWHEAD LIBRARY SYSTEM

Account: GRAND RAPIDS PUBLIC LIBRARY

Invoice Date: 1-Jan-23

Invoice #: 20246

Invoice Amount Due: \$0.00

GRAND RAPIDS AREA LIBRARY FOUNDATION PRESIDENT REPORT 2022

GRALF MONEY GIVEN TO LIBRARY AND COMMUNITY

Children's Fund	Total	\$4,503.69	Discovery Kits Summer Reading Program Artastic Supplies
General Fund	Total	\$12,405.61	Quiet Room Updates Meeting Room Shades Non-Fiction Collection Enhancement
No Fund	Total	<u>\$16,968.00</u> <u>\$33,877.30</u>	Story Time Annual Summer Celebration with Kona Ice McCarty Music Park Concrete

GRALF EXPENSES	Total	\$800.61	Material Printing Costs Non-Profit Dues and Fees Tax Prep and Filing
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GRALF DONATIONS RECEIVED

Children's Fund	Total	\$370.00
General Fund	Total	<u>\$9,735.45</u> <u>\$10,105.45</u>



Grand Rapids Area Library

2022 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2022, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2022.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. Some information is collected only at one or the other level. Information collected at the outlet level appears at the end of the report. In the case of a single-library location, the library is both the administrative entity and the outlet.

CONTACT INFORMATION

G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Regional Public Library System	ALS
G04) Street Address	140 NE 2nd Street
G05) Location is a change from previous year	No
G06) City	Grand Rapids
G07) ZIP Code	55744
G08) Mailing Address	140 NE 2nd Street
G09) City	Grand Rapids
G10) ZIP Code	55744
G11) County	Itasca
G12) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14) Director's Name	Will Richter
G15) Director's Phone	218-326-7643
G16) Director's Extension	none
G17) Director's E-mail Address	wrichter@grandrapidsmn.gov

Report Filer

G18) Name of Person Who Prepared the Public Library Report	Will Richter
G19) Phone	218-326-7643
G20) E-mail	wrichter@grandrapidsmn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Municipal Government (city, town or village) (most nearly)
G26) Did the legal service area boundary change?	No

COVID-19 RESPONSE

Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) In 2022, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	No	Yes
V02) In 2022, did the library add or increase the number of mobile hotspots for circulation?	No	No
V03) In 2022, did the library add or increase distribution of mobile hotspots?	No	No
V05) In 2022, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	Yes
V06) In 2022, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No	No

Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2022, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Building did not close	Yes
V08) In 2022, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Building did not close	Yes
V09) In 2022, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	No	Yes
V14) In 2022, did the library allow users to complete remote registration for library cards?	No	Yes

Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	No	No
V16) Did any library staff work remotely in 2022 due to the pandemic?	No	No
V17) Were library staff placed on paid or administrative leave in 2022 due to the pandemic?		No
V18) Did any library staff work a reduced number of hours in 2022, whether by choice or by necessity, due to the pandemic?	No	No
V19) Were any library staff furloughed in 2022 due to the pandemic?	No	No
V20) Were any library staff laid off in 2022 due to the pandemic?	No	No
V21) Did any library staff quit or choose early retirement in 2022 due to the pandemic?	No	No
V22) Was a hiring freeze instituted at any time in 2022 due to the pandemic?	No	No
V23) Were any vacant library positions eliminated from the 2022 budget due to the pandemic?	No	No

Comments

V24) Comments on COVID Response

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,005	21,221
P02) Registered Users – Residents	9,826	9,612
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users	9,826	9,612
P05) Year in Which Registered User Records Were Last Purged	2022	2021
P06) Visits	45,186	34,788
P60) Library Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	3,137	2,731
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P59) Contactless Visits	0	5,374

P08) Public Internet Computer Sessions	3,387	2,216
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions		
P63) Wireless Sessions Reporting Method	Wireless Not Tracked	Wireless Not Tracked
P32) Website Visits	-1	40,771

CIRCULATION

Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	63,065	47,538
P14) Adult Circulation	59,578	45,455
P15) Physical Circulation (No Age Designation)	2,860	3,339
P16) Total Physical Circulation	125,503	96,332
P69) Physical Circulation – Not Print or Audiovisual	50	55
P17) Downloadable E-books and E-serials Circulation	15,888	15,081
P18) Downloadable Audio and Video Circulation	19,332	19,718
P19) Total Downloadable Circulation	35,220	34,799
P20) Total Circulation	160,723	131,131

Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	1,350	1,265
P30) Electronic Content Use	36,570	36,064
P31) Total Collection Use	162,073	132,396

Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	10,387	10,205
P12) ILL Received from Other Libraries	14,430	17,174

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5	0	0
P83) In-Person Programs for Ages 6-11	0	0
P84) In-Person Programs for Young Adults	0	
P85) In-Person Programs for Adults	0	
P86) In-Person Programs for All Ages	82	0
P75) Total Onsite In-Person Programs	82	0
P81) Total Offsite In-Person Programs	0	0

Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	0

Total Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5	0	0
P91) Total Programs for Ages 6-11	0	0
P52) Total Programs for Young Adults	0	0
P53) Total Programs for Adults	0	0
P92) Total Programs for All Ages	82	0
P54) Total Programs	82	0

In-Person Program Attendance

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5	0	0
P106) Attendees at In-Person Programs for Ages 6-11	0	0
P107) Attendees at In-Person Programs for Young Adults	0	
P108) Attendees at In-Person Programs for Adults	0	
P109) Attendees at In-Person Programs for All Ages	82	0
P98) Total Onsite Attendance	82	0
P104) Total Offsite Attendance	0	0

Live Virtual Attendance

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	0

Total Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5	0	0
P114) Total Attendance at Programs for Ages 6-11	0	0
P56) Total Attendance at Programs for Young Adults	0	0
P57) Total Attendance at Programs for Adults	0	0
P115) Total Attendance at Programs for All Ages	82	0
P58) Total Program Attendance	82	0

Recordings of Program Content

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5	0	0
P117) Recorded Programs for Ages 6-11	0	0
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	61	61
P44) Total Recorded Programs	61	61

Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	55,817	6,673
P124) Total On-Demand Views of Recorded Programs	55,817	6,673

Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	9	9
P50) Participation in Self-Directed Activities	1,350	1,223

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service	36.00	28.00
H16) Weekly Hours of Limited Service	0.00	30.00
H18) Weekly Hours of Curbside Service	0.00	30.00
H12) Annual Public Service Hours	1,792	980

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	12	12
F13) Public Internet Stationary Computers	15	15
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	15	15
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	0	0

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarian FTE	2.00	2.00
S02) Total Other Librarian FTE	2.00	2.00
S03) Total Librarian FTE	4.00	4.00
S04) Total Other Staff FTE	3.50	3.50
S05) Total Paid Employee FTE	7.50	7.50

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		\$39.96
S08) Assistant Director		\$36.92
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$26.54	\$29.37
S13) Technology Support		
S14) Library Support Staff	\$18.67	\$20.64
S15) Administrative Support Staff		
S16) Pages		

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
--	-----	-----

COLLECTIONS

Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	63,709	64,569
C02) Audio Materials, Physical	2,186	2,875
C03) Video Materials, Physical	4,568	4,803
C04) Multi-format Materials	178	172
C05) Other Physical Materials	63	6
C06) Total Physical Materials	70,704	72,425
C07) Print Serial Subscriptions	167	174

Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	52,821	24,216
C13) Electronic Books Licensed Statewide	9,265	9,071
C14) Total Electronic Books	62,086	33,287
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	15,681	15,033
C17) Total Audio Downloadable Units	15,681	15,033
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	9	7
C24) Total Licensed Electronic Collections Local/Regional/Other	9	7
C25) Electronic Collections Licensed Statewide	57	57
C26) Total Licensed Electronic Collections	66	64

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2017	2017
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2015
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014
D08) Overdue Fine Policy?	No	[new in 2022]

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	Current Year	Previous Year
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	No	No
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	No	No
Workforce Development	No	No
Youth Development Organization	Yes	Yes
Arts Organization	No	No
Disability Organization	No	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	No	No
Other	none	N/C

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	No	Yes
O13a) Communicative: O13b) Cooperative: O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		No

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	78	51
O21) Total Number of Volunteer Hours	3,289	2,488

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	Yes
I05) Foundation name	Grand Rapids Area Library Foundation
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Grand Rapids Area Library Friends

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$725,384	\$667,281
R02) City Indirect	\$33,956	\$33,727
R03) City Operating Revenue Total	\$759,340	\$701,008
County		
R04) County Direct	\$151,428	\$146,042
R05) County Indirect	\$0	\$0
R06) County Total	\$151,428	\$146,042
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$910,768	\$847,050
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0

Data Element	Current Year	Previous Year
FEDERAL		
R67) Did your library receive ARPA funding in 2022?		No
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
R16) Federal Library Services and Technology Act		\$0
R17) Federal Direct		\$0
R18) Federal Indirect		\$0
R19) Total Federal Operating Revenue		\$0
OTHER		
Regional System		
R20) Regional System Direct	\$8,045	\$8,610
R21) Regional System Indirect	\$707	\$184
R22) Regional System Operating Revenue Total	\$8,752	\$8,794
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$81,306	\$39,997
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$81,306	\$39,997
R29) Total Regional and Other Operating Revenue	\$90,058	\$48,791
R30) Total Operating Revenue	\$1,000,826	\$895,841

Operating Expenditures

Data Element	Current Year	Previous Year
Personnel Expenditures		
E01) Salaries & Wages	\$472,353	\$457,019
E02) Employee Benefits	\$181,846	\$188,812
E03) Total Personnel Costs	\$654,199	\$645,831
Collection Expenditures		
E04) Print Materials	\$51,345	\$41,791
E05) Electronic Materials Electronic Books (E-books)	\$0	\$0
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$0	\$0
E09) Other Materials - Audio & Video Physical Materials	\$9,197	\$8,786
E10) Other Materials - Other Physical Materials	\$7,123	\$7,047
E11) Other Materials Expenditures Total	\$16,320	\$15,833
E16) Physical Materials Expenditures Total	\$67,665	\$57,624
E12) Total Collection Expenditures	\$67,665	\$57,624
Other Operating Expenditures		
E13) Other Operating Expenditures	\$211,772	\$142,482
E14) Total Operating Expenditures	\$933,636	\$845,937
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$0	\$0

Capital Expenditures

EC01) Total Capital Expenditures	\$0	\$0
----------------------------------	-----	-----

In-Kind

Data Element	Current Year	Previous Year
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

Legal Service Area (SLS guess)

Arbo Township, Blackberry Township, Cohasset, Feeley Township, Harris Township, LaPrairie, Sago Township, Spang Township, Wabana Township, Warba Township--2023-01-30

Population Served (Unduplicated)

21.005--2023-01-30

Website Visits

The City switched web site vendors in 2022. Analytics are not available for 2022. Library has requested IT dept to track this metric.--2023-01-30

Total Circulation

160723--2023-01-30

Total Programs for All Ages

82--2023-02-27

Total Programs

82--2023-02-27

Total Onsite Attendance

Yes, this is correct for attendance.--2023-02-27

Total Attendance at Programs for All Ages

yes, this is correct for attendance.--2023-02-27

Total Program Attendance

yes, this is correct for attendance.--2023-02-27

Total Recorded Programs

yes, this number stayed the same from 2021.--2023-02-27

DRAFT



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Grand Rapids Area Library

2022 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2022, unless otherwise specified.

CONTACT INFORMATION

G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Regional Public Library System	ALS
G05m) Location is a change from previous year	No
G04m) Street Address	140 NE 2nd Street
G06m) City	Grand Rapids
G07m) ZIP Code	55744
G12m) Phone	218-326-7640
G08m) Mailing Address	140 NE 2nd Street
G09m) City	Grand Rapids
G10m) ZIP Code	55744
G11m) County	Itasca

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,005	21,221
P02m) Registered Users – Residents	9,826	9,612
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users	9,826	9,612
P06m) Visits	45,186	34,788
P07m) Reference Transactions	3,137	2,731
P59m) Contactless Visits	0	5,374
P08m) Public Internet Computer Sessions	3,387	2,216
P09m) Public Internet Computer Sessions – Usage Type	<small>P08m tallies other computer usage in addition to Internet</small>	<small>P08m tallies other computer usage in addition to Internet</small>
P10m) Wireless Sessions	-1	-1

CIRCULATION

Data Element	Current Year	Previous Year
P13m) Children’s Circulation	63,065	47,538
P14m) Adult Circulation	59,578	45,455
P15m) Physical Circulation (No Age Designation)	2,860	3,339
P16m) Total Physical Circulation	125,503	96,332

PROGRAMS, ATTENDANCE, ACTIVITIES**Onsite In-Person Programs**

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5	0	0
P71m) Onsite In-Person Programs Intended for Ages 6-11	0	0
P72m) Onsite In-Person Programs Intended for Young Adults	0	0
P73m) Onsite In-Person Programs Intended for Adults	0	0
P74m) Onsite In-Person Programs Intended for All Ages	82	0
P75m) Total Onsite Programs	82	0

Offsite In-Person Programs

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	0
P77m) Offsite In-Person Programs Intended for Ages 6-11	0	0
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	0	0
P80m) Offsite In-Person Programs Intended for All Ages	0	0
P81m) Total Offsite Programs	0	0

Onsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	0	0
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	0	0
P95m) Attendees at Onsite In-Person Programs for Young Adults	0	0
P96m) Attendees at Onsite In-Person Programs for Adults	0	0
P97m) Attendees at Onsite In-Person Programs for All Ages	82	0
P98m) Total Onsite In-Person Attendance	82	0

Offsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	0
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	0
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	0	0
P103m) Attendees at Offsite In-Person Programs for All Ages	0	0
P104m) Total In-Person Offsite Attendance	0	0

Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	9	9
P50m) Participation in Self-Directed Activities	1,350	1,223

FULL-TIME EQUIVALENT STAFF

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarian FTE	2.00	2.00
S02m) Other Librarian FTE	2.00	2.00
S03m) Total Librarian FTE	4.00	4.00
S04m) Other Staff FTE	3.50	3.50
S05m) Total Paid Employee FTE	7.50	7.50

VOLUNTEERS

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	0	0
O17m) Number of Adult Volunteers	78	51
O18m) Number of Teen Volunteer Hours	0	0
O19m) Number of Adult Volunteer Hours	3,289	2,488
O20m) Total Number of Volunteers	78	51
O21m) Total Number of Volunteer Hours	3,289	2,488

PUBLIC SERVICE HOURS**Number of Weeks Open to the Public**

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19	0	0
H15m) Weeks of Regular Service	52	34
H14m) Weeks of Limited Service	0	18
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	36.00	28.00
H16m) Weekly Hours of Limited Service	0.00	30.00

Annual Hours Open to the Public

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	1,792	980

Curbside Service

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	0	18
H18m) Weekly Hours of Curbside Service	0.00	30.00

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	63,709	64,569
C02m) Audio Materials, Physical	2,186	2,875
C03m) Video Materials, Physical	4,568	4,803
C04m) Multi-format Materials	178	172
C05m) Other Physical Materials	63	6
C06m) Total Physical Materials	70,704	72,425
C07m) Print Serial Subscriptions	167	174

FACILITIES**Outlet Types**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	Current Year	Previous Year
F07m) Facility Type	L	L
F08m) Square Feet	26,500	26,500
F09m) Year Built	2000	2000
F10m) Latest Year Remodeled	na	na
F11m) Previous Year(s) Remodeled		

Computers

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers	12	12
F13m) Public Internet Stationary Computers	15	15
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Public Internet Computers/Devices	15	15

Internet Connections

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	0	0

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Grand Rapids Area Library Friends

ANNOTATIONS

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GRAL Director's Report

MARCH 2023

ADVOCACY

-Minnesota Library Association Legislative Activities Calendar

MLA Legislative Updates: 10-10:30 a.m.

2/1/23, 4/5/23, 5/3/23, 6/7/23, 7/5/23, 8/2/23, 9/6/23, 11/8/23, 12/6/23

Please note: no update in March due to MLA Legislative Day at the Capitol and no update in October due to MLA Annual Conference.

MLA Library Legislative Day Debrief via Zoom: Wednesday, March 8, 2023 – 10-11 a.m.

-Legislative Day at the Capitol

I participated in Library Legislative day at the Capitol on 02-28-2023. I had the opportunity to attend several hearings related to library legislation, meet with elected officials from our area and connect with library colleagues in-person. I will have further updates at the 03-08-2023 board meeting.

LIBRARY MANAGEMENT

-Annual Report

The copy of the annual report is included in this packet. The Library Board needs to take action to accept the report and authorize the Library Director to submit it to State Library Services - Department of Education.

-Book Recycling

ILO taking paperbacks to recycling is going smoothly. Lisa Lassen is exploring an option for passing on hardcover books. Stay tuned.

FACILITIES MAINTAINANCE / SPACE

-Bid Specs

At the 02-13-2023 Regular Meeting, City Council approved city staff to work with Encompass Inc. on obtaining bids for the following specs:

1. Replace exterior sealant, joints are in poor condition and the material is past its useful age.
2. Repair/replace flashing at front bay windows with a weatherproof membrane and protective cladding.
3. Remove and reset capstones, replace flashing with new material featuring a drip edge.
4. Fix (reinstall) the window in Tracy's office, bringing it up to as new condition.
5. Perform sealant maintenance / repair around skylights. Sealant is in poor to fair condition.
6. Clean brick to remove stains and moss, add water repellent product to extend useful life.
7. Spot masonry repairs on estimated total surface area of 1,400 square feet.
8. Repaint exposed steel on building exterior.

The Facilities Maintenance Manager and Encompass Inc. staff conducted a contractor bid walkthrough at the library on 02-28-2023.

-Snow Removal

Ongoing.

END OF REPORT

February in Children's

February...what a great month! Usually, February is my longest month to try to survive. I know...ironic. But this year it has flown by in a whirlwind.

For the first time in three years I was able to attend a CLAS (Children's Librarians of the Arrowhead System) meeting in person. It was a great day with 25 other youth services people. I always return energized with new ideas! Summer's coming, folks, or so I hear. Let the fun (soon) begin!

I was able to meet with two first grade classes, a third grade class, and all 12 students of the Blackberry School. The Blackberry students had done their winter reading logs, and returned them for prize books, and also enjoyed some library history and tours of what was available at their library. I really enjoyed their visit.

We had a good turnout for Afternoon with Ms. Amy, and had a handful of engineers for Lego Club. (You should see their creations...delightful!) Per usual, Online Storytime is still garnering about 100 views a week. (Still? I really thought our viewers would have been sick of us a couple of years ago.) And Artastic with Grandma Nancy (I thank my lucky stars for Nancy Mike-Johnson!) is still seeing robust participation.

We made a monumental decision in February and agreed that we would NOT replace our iPads, nor will we use our preschool computers. Parents are happier without the computers, and the kids don't even ask about them. When I brought it up in my CLAS meeting, several others reported that when their systems died, they would probably not replace them. (Please note that if a child needs a computer, they can use one of our public computers. The only computers we are not replacing are our game computers.) We are going to invest in some manipulatives for our mid-kids, and a Duplo table for our littles, to provide some non-screen fun. We think our library patrons will be better served by this type of active imaginative play than more screen time. And, on that note, I'd better return to my search for the best Duplo table...Happy Reading!

Monthly Report - Overview for Feb 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	----	-----	----	-----	-----	----
1st Time	8511	9257	-9	8531	-1	17768	16439	8
Phone Renewal	289	256	12	236	22	545	578	-6
Renewal	149	132	12	230	-36	281	461	-40
Opac Renewal	624	613	1	497	25	1237	1171	5
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	9573	10258	-7	9494	0	19831	18649	6

Checkout Stock Rotation

Description	Feb 2023	Jan 2023	%chg	Feb 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	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
Normal	8052	7353	9	7316	10	15405	14437	6
Late	1542	1847	-17	1493	3	3389	3314	2
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	9594	9200	4	8809	8	18794	17751	5

Requests Placed

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
Placed	1821	2153	-16	1654	10	3974	3561	11
Total	1821	2153	-16	1654	10	3974	3561	11

Requests Resolved

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
Cancelled	99	108	-9	56	76	207	169	22
Filled	2840	3114	-9	2582	9	5954	5408	10
Expired	4	5	-20	3	33	9	9	0
Total	2943	3227	-9	2641	11	6170	5586	10

Holds Resolved

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1608	1888	-15	1603	0	3496	3199	9
Cancelled	12	5	140	4	200	17	6	183
Expired	127	105	20	113	12	232	259	-11
Total	1747	1998	-13	1720	1	3745	3464	8

Overdues

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	371	384	-4	294	26	755	684	10
2nd Notice	0	5	-100	1	-100	5	11	-55
3rd Notice	0	2	-100	0	0	2	1	100
4th Notice	0	2	-100	1	-100	2	1	100
5th Notice	0	1	-100	0	0	1	0	100
Final Notice	0	2	-100	0	0	2	0	100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	95	185	-49	66	43	280	172	62
Total	466	581	-20	362	28	1047	869	20

Borrower Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	98	130	-25	79	24	228	135	68

Deleted (Manual)	7	10	-30	7	0	17	17	0
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	105	140	-25	86	22	245	152	61

Bib Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	180	170	5	153	17	350	239	46
Deleted (Manual)	72	116	-38	213	-67	188	448	-59
New (Batch)	40	68	-42	22	81	108	72	50
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	292	354	-18	388	-25	646	759	-15

Auth Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	2	0	100	0	100	2	1	100
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2	0	100	0	100	2	1	100

Item Delta

Description	Feb 2023	Jan 2023	%chg	Feb 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	485	522	-8	560	-14	1007	898	12
Deleted (Manual)	159	718	-78	351	-55	877	2057	-58
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	644	1240	-49	911	-30	1884	2955	-37

Acquisitions Activities

Description	Feb 2023	Jan 2023	%chg	Feb 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	312	211	47	281	11	523	512	2
Items Rcvd by Ven	314	222	41	285	10	536	519	3
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	626	433	44	566	10	1059	1031	2