



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

**Wednesday, May 10, 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, May 10, 2023 at 5:00 PM.

## 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 04-12-2023.

## COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

- [2.](#) Review financial reports and consider payment of Bill List as presented.

CONSENT AGENDA (Roll Call Vote Required):

- [3.](#) Consider approval of Donation Resolution 2023-6.

## REGULAR AGENDA:

- [4.](#) Library Facade Repair Project Update
- [5.](#) Library Foundation 2023 Potential Projects
- [6.](#) Consider authorizing city staff to sign agreement with Marco for printer / copier lease extension.

## UPDATES:

Friends

Foundation

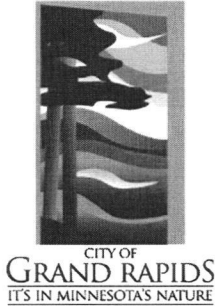
STAFF REPORTS:

[7.](#) Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 14, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



## GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, April 12, 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, April 12, 2023 at 5:00 PM.

### CALL TO ORDER:

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

### CALL OF ROLL:

Members present: Barr, Blocker, Dobbs, Martin, and Richards

Members absent: Kee, Lassen, Squadroni, Teigland

Staff: present: Will Richter

### APPROVAL OF AGENDA:

Motion to approve agenda as presented with the addition of item 6A: Pharos contract renewal and payment authorization.

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

None

### APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 03-08-2023.

Motion to approve 03-08-2023 Library Board Meeting minutes as presented

Mover: Blocker

Seconder: Richards

Result: Passed 5-0

### COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Financial Reports and consider a motion to approve payment of Bill List as presented.

Motion to approve payment of Bill List as presented

Mover: Richards

Second: Blocker

Result: Passed 5-0 (roll-call)

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adoption of Resolution 2023-5 accepting donations.

Motion to adopt Resolution 2023-5

Mover: Blocker

Second: Barr

Result: Passed 5-0 (roll-call)

REGULAR AGENDA:

4. Explore Library Journal article discussing challenges to intellectual freedom; review Collection Development Guidelines and seminal documents of librarianship.

Motion to reaffirm the Library Board commitment to intellectual freedom at Grand Rapids Area Library as set forth in the Collection Development Guidelines.

Mover: Richards

Second: Blocker

Result: Passed 5-0

5. Authorize purchase of ViewScan 4 Microfilm Scanner from RMC Imaging, Inc.

Motion to authorize purchase of ViewScan 4 Microfilm Scanner from RMC Imaging, Inc. for a price not to exceed \$9,000.

Mover: Richards

Second: Dobbs

Result: Passed 5-0 (roll-call)

6. Library Facade Repair Project Update



Informational

6A: Pharos contract renewal and payment authorization.

Motion to approve payment to Pharos Systems in the amount of \$1,279.00 (PO 20231025) and authorize city staff to sign the contract renewal.

Mover: Blocker

Seconder: Richards

Result: Passed 5-0 (roll-call)

UPDATES:

Friends

No update

Foundation

Barr: next meeting 04-20-2023; River Fest date is 09-09-2023 – headliner announcement 04-17-2023.

STAFF REPORTS:

7. Review Library Reports and Statistics

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:34.

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 10, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 04/05/2023  
 TIME: 14:29:37  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/12/2023

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	132.66
0118660	ARROWHEAD LIBRARY SYSTEM	64.50
0201428	BAKER & TAYLOR LLC	3,571.61
0212124	BLACKSTONE PUBLISHING	514.99
0305485	CENGAGE LEARNING INC	48.80
0315455	COLE HARDWARE INC	11.94
0405500	DEMCO INC	2,474.43
0514145	ENCOMPASS	6,127.50
0718010	CITY OF GRAND RAPIDS	1,700.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	960.83
0914800	INVEST EARLY PROJECT	400.00
1015325	JOHNSON CONTROLS FIRE	1,073.00
1401650	NARDINI FIRE EQUIPMENT CO INC	299.00
1612225	PLAYAWAY PRODUCTS LLC	331.45
1901535	SANDSTROM'S INC	124.72
2018680	TRU NORTH ELECTRIC LLC	519.79
2023352	PIONEER PRESS	230.76
2114356	UNIQUE MANAGEMENT SERVICES	128.15
2209421	VIKING ELECTRIC SUPPLY INC	65.28

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$18,779.41

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.40
0113105	AMAZON CAPITAL SERVICES	497.92
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,570.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	260.73
1309335	MINNESOTA REVENUE	34.89
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	321.89
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,396.95
1809158	WILLIAM RICHTER	254.28
1901795	AMY M SAVELA	125.00
2209665	VISA	1,064.66
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,578.41

TOTAL ALL DEPARTMENTS \$76,357.82

RESOLUTION NO. 2023-5  
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:

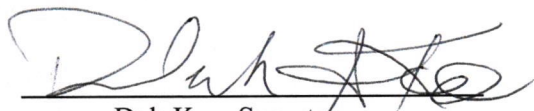
**Nick and Nancy Eltgroth \$250.00**  
**General Support**

**Saint Paul & Minnesota Foundation \$1,452.61**  
**General Support**

**Grand Rapids Area Library Foundation \$2,131.43**  
**Large Print collection enhancement, Online Story Time, Discovery Kit supplies, and**  
**Lego Table**

Adopted this 12th day of April 2023

  
Cyndy Martin, President

  
Deb Kee, Secretary



Pharos Systems International, Inc.  
 4545 East River Road  
 West Henrietta, New York 14586  
 United States  
 Phone: 585-939-7000

Site Code: GRAPID01

Sales Order Number: Q-03035  
 Created On: 1/26/2023  
 Offer Valid Through: 5/31/2023  
 Payment Terms: Net 30  
 Proposed By: Jonathan Morris

Please email purchase orders and credit card payment requests to [orders@pharos.com](mailto:orders@pharos.com)

## SALES ORDER

Bill To:  
 Grand Rapids Area Library  
 420 N Pokegama Ave  
 GRAND RAPIDS, MN 55744-2658  
 US

Ship To:  
 Grand Rapids Area Library  
 420 N Pokegama Ave  
 GRAND RAPIDS, MN 55744-2658  
 US

End User:  
 Grand Rapids Area Library  
 420 N Pokegama Ave  
 Grand Rapids, Minnesota 55744  
 United States

Billing Contact: Erik Scott  
 Billing Email: [escott@ci.grand-rapids.mn.us](mailto:escott@ci.grand-rapids.mn.us)  
 Billing Phone: (218) 326-7618

Primary Contact: Erik Scott  
 Primary Email: [escott@ci.grand-rapids.mn.us](mailto:escott@ci.grand-rapids.mn.us)  
 Primary Phone: (218) 326-7618

Billing Frequency:  
 Billing Method:  
 Payment Method:

Contract Term Start Date: 6/1/2023  
 Contract Term End Date: 5/31/2024

Part #	Item	Unit Price	Quantity	Total Price
UP-AMS-L	UNIPRINT Annual Support & Maintenance - 1 year Renewal (Legacy Pricing)	\$1,279.000	1	\$1,279.00
Subtotal:				\$1,279.00

Uniprint light with 1 printer, SignUp with 5 additional CALs

Subtotal: **USD 1,279.00**  
 Tax: **USD 0.00**  
 Total: **USD 1,279.00**

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**Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form? (Customer to Complete)

☐ No

☐ Yes - Please Complete Below

PO Number:

PO Amount:

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renewal. After the Contract Term described above, this Sales Order will automatically renew for successive twelve (12) month periods, unless either Party provides written notice of non-renewal to the other Party not less than sixty (60) days prior to the end of the current Contract Term. The fees for an automatically renewed product will be Pharos's then-current prices.

In the event of any conflict, the terms of this Sales Order will supersede the terms of any other document.

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Product.....	ECCN.....	HTS
Uniprint, Blueprint, MobilePrint.....	EAR99.....	8523.40.2020
iMFP & Kiosk software.....	EAR99.....	8523.40.2020
Omega PS200.....	EAR99.....	8471.60.0150
Omega PS60/SR25.....	EAR99.....	8517.62.0050

**Hardware Disclaimer:**

- A hardware deposit may be required based upon your order quantity and configuration.
- Shipping and duties (if applicable) on hardware are not included.
- Standard hardware warranty is twelve months from date of shipment. Extended warranty is available for purchase at time of original order.
- Omega copier cables are only available for manufacturer's devices that have a foreign device interface connector (FDI, FISH, etc.) installed.

**iMFP disclaimer:**

- Available for select models of manufacturer's MFP - call Pharos for latest list of models.

**Professional Services Disclaimer:**

- Professional Services labor and expenses are estimates. Actual time and expenses will be billed to customer.

CITY OF GRAND RAPIDS  
 420 N POKEGAMA AVE  
 GRAND RAPIDS MN 55744-2662  
 218-326-7612 FAX#218-326-7608  
 Email:ap@ci.grand-rapids.mn.us

PHAROS SYSTEMS INT'L INC  
 4545 EAST RIVER ROAD  
 SUITE 210  
 WEST HENRIETTA NY 14586

=====

PURCHASE ORDER	
P.O. NUMBER:	20231025
P.O. DATE:	04/12/2023
P.O. AMT:	\$1,279.00
VENDOR NUMBER:	1608100
REQ. NUMBER:	

DELIVER INFORMATION TECHNOLOGY DEPT  
 TO: 420 N POKEGAMA AVE  
 GRAND RAPIDS MN 55744  
 PHONE: 218-326-7620 FAX: 218-326-7608

ATTENTION:  
 ERIK SCOTT SO# Q-03035


VENDOR PHONE: 585-360-1010 FAX: 585-249-9229

DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
UNIPRINT SUPPORT MAINT 1YR	211-00-75-30-4020	1.00000	1,279.0000	1,279.00
				=====
				\$1,279.00

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED  
 BY: ERIK SCOTT

APPROVED  
 BY: 

DATE: 4-18-27

DATE: 05/04/2023  
 TIME: 12:45:57  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/10/2023

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0112700	AL'S RESTORATION LLC	940.00
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	50.13
0201428	BAKER & TAYLOR LLC	4,552.23
0212124	BLACKSTONE PUBLISHING	188.00
0305485	CENGAGE LEARNING INC	77.59
0315455	COLE HARDWARE INC	15.96
0502705	EBSCO SUBSCRIPTION SERVICE	13.20
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	82.44
0914540	INNOVATIVE OFFICE SOLUTIONS LL	272.30
0914800	INVEST EARLY PROJECT	400.00
1612225	PLAYAWAY PRODUCTS LLC	999.00
1901535	SANDSTROM'S INC	91.80
2009470	THE TIMBERJAY INC	59.00
2114356	UNIQUE MANAGEMENT SERVICES	139.80
2205680	VERNON LIBRARY SUPPLIES, INC	1,967.57

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$11,637.46

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.40
0113105	AMAZON CAPITAL SERVICES	211.58
0201675	ANDREAS BARNETT	40.00
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,657.18
1301146	MARCO TECHNOLOGIES, LLC	224.72
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	75.75
1309335	MINNESOTA REVENUE	36.32
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	322.31
1608100	PHAROS SYSTEMS INT'L INC	1,279.00
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,629.28
1901795	AMY M SAVELA	125.00
2209665	VISA	801.56
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$58,333.76

TOTAL ALL DEPARTMENTS \$69,971.22



# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

DATE: 05/04/23  
 TIME: 12:41:36  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0100053	AT&T MOBILITY							
L	04/17/23	01	LIB APR CELL SERVICE	999-99-00-00-1000			05/10/23	54.40
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.40
							VENDOR TOTAL:	54.40
0112700	AL'S RESTORATION LLC							
050123-L	05/01/23	01	REMOVE DROP BOX/INSTALL NEW	211-00-75-30-4010	20231217		05/10/23	940.00
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	940.00
							VENDOR TOTAL:	940.00
0113105	AMAZON CAPITAL SERVICES							
L	04/17/23	01	19 BOOKS	999-99-00-00-1000			05/10/23	231.04
				HOLDING ACCOUNT				
		02	1 BOOK RETURN	999-99-00-00-1000				-19.46
				HOLDING ACCOUNT				
							INVOICE TOTAL:	211.58
							VENDOR TOTAL:	211.58
0118100	ARAMARK UNIFORM SERVICES							
2630132404-L	04/18/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20231088		05/10/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20231088			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
2630137259-L	05/02/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20231220		05/10/23	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20231220			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
							VENDOR TOTAL:	44.22

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

DATE: 05/04/23  
 TIME: 12:41:37  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

## INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0118660	ARROWHEAD LIBRARY SYSTEM							
15037-L	03/31/23	01	OVERDUE NOTICES MAR	211-00-75-20-2010	20230986		05/10/23	29.40
				OFFICE SUPPLIES				
		02	CARE BOOKMARKS	211-00-75-20-2030	20230986			20.73
				PRINTING/BINDING				
						INVOICE TOTAL:		50.13
						VENDOR TOTAL:		50.13
0201428	BAKER & TAYLOR LLC							
2037359729-L	03/01/23	01	27 BOOKS/#209977 L025981	211-00-75-20-2110	20230952		05/10/23	304.26
				BOOKS				
						INVOICE TOTAL:		304.26
2037423664-L	04/11/23	01	9 BOOKS/#209977 L411199	211-00-75-20-2110	20231244		05/10/23	115.49
				BOOKS				
						INVOICE TOTAL:		115.49
2037431482-L	04/18/23	01	2 BOOKS/#209977 L411199	211-00-75-20-2110	20231129		05/10/23	27.77
				BOOKS				
						INVOICE TOTAL:		27.77
2037432244-L	04/04/23	01	8 BOOKS/#209977 L025981	211-00-75-20-2110	20230987		05/10/23	104.67
				BOOKS				
						INVOICE TOTAL:		104.67
2037439319-L	04/05/23	01	59 BOOKS/#209977 L025981	211-00-75-20-2110	20230994		05/10/23	606.32
				BOOKS				
						INVOICE TOTAL:		606.32
2037442155-L	04/21/23	01	2 BOOKS/#209977 L411199	211-00-75-20-2110	20231142		05/10/23	30.40
				BOOKS				
						INVOICE TOTAL:		30.40
2037447452-L	05/01/23	01	16 BOOKS/#209977 L411199	211-00-75-20-2110	20231233		05/10/23	262.16
				BOOKS				
						INVOICE TOTAL:		262.16

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0201428	BAKER & TAYLOR LLC							
2037454299-L	04/12/23	01	27 BOOKS/#209977 L025981	211-00-75-20-2110	20231070		05/10/23	367.96
				BOOKS				
						INVOICE TOTAL:		367.96
2037461255-L	04/15/23	01	73 BOOKS/#209977 L025981	211-00-75-20-2110	20231091		05/10/23	800.13
				BOOKS				
						INVOICE TOTAL:		800.13
2037461651-L	05/01/23	01	9 BOOKS/#209977 L411199	211-00-75-20-2110	20231234		05/10/23	159.30
				BOOKS				
						INVOICE TOTAL:		159.30
2037472164-L	04/19/23	01	26 BOOKS/#209977 L025981	211-00-75-20-2110	20231124		05/10/23	393.85
				BOOKS				
						INVOICE TOTAL:		393.85
2037489639-L	04/26/23	01	86 BOOKS/#209977 L025981	211-00-75-20-2110	20231180		05/10/23	1,170.19
				BOOKS				
						INVOICE TOTAL:		1,170.19
2037491249-L	05/01/23	01	13 BOOKS/#209977 L411199	211-00-75-20-2110	20231235		05/10/23	173.01
				BOOKS				
						INVOICE TOTAL:		173.01
H64685520-L	04/10/23	01	2 DVDS/C#75002097	211-00-75-20-2120	20231048		05/10/23	36.72
				AUDIO/VISUAL				
						INVOICE TOTAL:		36.72
						VENDOR TOTAL:		4,552.23
0201675	ANDREAS BARNETT							
L	04/17/23	01	LEGO PROGRAM 4/10/23	999-99-00-00-1000			05/10/23	40.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		40.00
						VENDOR TOTAL:		15.00

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

DATE: 05/04/23  
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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

## INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0212124 BLACKSTONE PUBLISHING								
2095150-L	03/31/23	01	2 CDS/#101678	211-00-75-20-2120	20231020		05/10/23	94.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		94.00
2097232-L	04/26/23	01	LOYALTY CD	211-00-75-20-2120	20231240		05/10/23	47.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		47.00
2098973-L	04/26/23	01	LOYALTY CD	211-00-75-20-2120	20231245		05/10/23	47.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		47.00
						VENDOR TOTAL:		188.00
0305485 CENGAGE LEARNING INC								
81106126-L	04/27/23	01	3 BOOKS/A#154757	211-00-75-20-2110	20231239		05/10/23	77.59
				BOOKS				
						INVOICE TOTAL:		77.59
						VENDOR TOTAL:		77.59
0315455 COLE HARDWARE INC								
48153-L	04/12/23	01	GLIDE NAIL ON 7/8IN 4/CD	211-00-75-20-2150	20231026		05/10/23	7.98
				MAINTENANCE TOOLS/SUPPLIES				
		02	GLIDE NAIL ON PLASTIC 7/8IN	211-00-75-20-2150	20231026			7.98
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		15.96
						VENDOR TOTAL:		15.96
0502705 EBSCO SUBSCRIPTION SERVICE								
2305687-L	04/13/23	01	BOOKPAGE RATE ADJ	211-00-75-20-2140	20231066		05/10/23	13.20
				PERIODICALS				
						INVOICE TOTAL:		13.20
						VENDOR TOTAL:		16.20

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

## INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0605191	FIDELITY SECURITY LIFE							
L	04/03/23	01	LIB VISION APR	999-99-00-00-1000			05/10/23	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010	CITY OF GRAND RAPIDS							
23/299-L	04/11/23	01	APR JANITORIAL SERVICE	211-00-75-30-3090	20231033		05/10/23	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
0718015	GRAND RAPIDS CITY PAYROLL							
L	03/24/23	01	LIB 03/24/23 PAYROLL	999-99-00-00-1000			05/10/23	21,372.71
				HOLDING ACCOUNT				
		02	LIB 04/07/23 PAYROLL	999-99-00-00-1000				21,284.47
				HOLDING ACCOUNT				
							INVOICE TOTAL:	42,657.18
							VENDOR TOTAL:	42,657.18
0914325	INGRAM ENTERTAINMENT INC.							
7594322-L	04/07/23	01	4 DVDS/C#3206981	211-00-75-20-2120	20231038		05/10/23	82.44
				AUDIO/VISUAL				
							INVOICE TOTAL:	82.44
							VENDOR TOTAL:	82.44
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4025431-L	04/17/23	01	TONER 414A MG	211-00-75-20-2060	20231068		05/10/23	123.82
				COMPUTER SUPPLIES				
		02	WASTEBASKET PLAS 15H	211-00-75-20-2010	20231068			11.53
				OFFICE SUPPLIES				

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

## INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4025431-L	04/17/23	03	FUEL SURCHARGE/#NB07789	211-00-75-20-2010	20231068		05/10/23	4.50
			OFFICE SUPPLIES					
						INVOICE TOTAL:		139.85
IN4160113-L	04/12/23	01	PAPER	211-00-75-20-2020	20231067		05/10/23	17.96
				COPY SUPPLIES				
		02	PAD STAMP FELT RD	211-00-75-20-2010	20231067			12.06
				OFFICE SUPPLIES				
		03	SURCHARGE	211-00-75-20-2010	20231067			3.00
				OFFICE SUPPLIES				
						INVOICE TOTAL:		33.02
IN4162973-L	04/14/23	01	PAD STAMP FELT BK	211-00-75-20-2010	20231067		05/10/23	3.75
				OFFICE SUPPLIES				
		02	TONER 414A BK	211-00-75-20-2060	20231067			95.68
				COMPUTER SUPPLIES				
						INVOICE TOTAL:		99.43
						VENDOR TOTAL:		272.30
0914800	INVEST EARLY PROJECT							
3449-L	03/31/23	01	MAR STORY TIME	211-00-75-30-3100	20231085		05/10/23	400.00
				OTHER CONTRACTED SERVICES				
						INVOICE TOTAL:		400.00
						VENDOR TOTAL:		400.00
1301146	MARCO TECHNOLOGIES, LLC							
L	04/10/23	01	LIB APR COPIER LEASE	999-99-00-00-1000			05/10/23	224.72
				HOLDING ACCOUNT				
						INVOICE TOTAL:		224.72
						VENDOR TOTAL:		224.72
1305725	METROPOLITAN LIFE INSURANCE CO							

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

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CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1305725	METROPOLITAN LIFE INSURANCE CO							
L	04/03/23	01	LIB MAR SUPP/LIFE INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	76.14
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199	MINNESOTA ENERGY RESOURCES							
L	04/17/23	01	LIB MAR NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	75.75
							INVOICE TOTAL:	75.75
							VENDOR TOTAL:	75.75
1309335	MINNESOTA REVENUE							
L	04/20/23	01	LIB MAR SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	36.32
							INVOICE TOTAL:	36.32
							VENDOR TOTAL:	36.32
1516220	OPERATING ENGINEERS LOCAL #49							
L	04/10/23	01	LIB MAY HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	9,612.00
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	04/03/23	01	LIB SERV & LINE CHRG APR	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	322.31
							INVOICE TOTAL:	322.31
							VENDOR TOTAL:	322.31
1608100	PHAROS SYSTEMS INT'L INC							

# DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 10, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1608100	PHAROS SYSTEMS INT'L	INC						
L	04/17/23	01	UNIPRINT SUPPORT MAINT 1YR	999-99-00-00-1000			05/10/23	1,279.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,279.00
							VENDOR TOTAL:	1,279.00
1612200	GAVIN WILLIAM PLATT							
L	04/17/23	01	LEGO PROGRAM 4/10/23	999-99-00-00-1000			05/10/23	40.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
1612225	PLAYAWAY PRODUCTS LLC							
424713-L	03/31/23	01	22 PLAYAWAYS	211-00-75-20-2120	20230900		05/10/23	999.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	999.00
							VENDOR TOTAL:	999.00
1621130	P.U.C.							
L	04/17/23	01	LIB MAR UTILITIES	999-99-00-00-1000			05/10/23	2,629.28
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,629.28
							VENDOR TOTAL:	2,629.28
1901535	SANDSTROM'S	INC						
452568-L	04/10/23	01	TOWEL ROLL WHT	211-00-75-20-2150	20231007		05/10/23	51.70
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOIL TISS/C#320023	211-00-75-20-2150	20231007			40.10
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	91.80
							VENDOR TOTAL:	91.80



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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

## INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901795	AMY M SAVELA							
L	04/24/23	01	AFTERSCHOOL PROGRAM 4/19/23	999-99-00-00-1000			05/10/23	125.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
2009470	THE TIMBERJAY INC							
28381R8/2023-L	05/13/23	01	TIMBERJAY SUBSCRIPTION RENEWAL	211-00-75-20-2130	20231003		05/10/23	59.00
				NEWSPAPERS				
							INVOICE TOTAL:	59.00
							VENDOR TOTAL:	59.00
2114356	UNIQUE MANAGEMENT SERVICES							
6111175-L	03/31/23	01	MAR PLACEMENTS	211-00-75-30-3300	20230978		05/10/23	139.80
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	139.80
							VENDOR TOTAL:	139.80
2205680	VERNON LIBRARY SUPPLIES, INC							
630807-L	05/04/23	01	KIDSMODULAR SOFT SEATING	211-00-75-20-2075	20231229		05/10/23	1,734.60
				ASSETS BETWEEN \$700-\$4999				
		02	SHIPPING/C#161328	211-00-75-20-2075	20231229			232.97
				ASSETS BETWEEN \$700-\$4999				
							INVOICE TOTAL:	1,967.57
							VENDOR TOTAL:	1,967.57
2209665	VISA							
L	04/17/23	01	BOOKS	999-99-00-00-1000			05/10/23	14.93
				HOLDING ACCOUNT				
		02	DVD	999-99-00-00-1000				18.73
				HOLDING ACCOUNT				

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CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/10/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665	VISA							
L	04/17/23	03	BOOKS	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	53.38
		04	LITTLE PEOPLES COVE TABLE	999-99-00-00-1000 HOLDING ACCOUNT				309.95
		05	STAR TRIBUNE NWSPAPER SUBS	999-99-00-00-1000 HOLDING ACCOUNT				221.14
		06	STAR TRIBUNE NWSPAPER SUBS	999-99-00-00-1000 HOLDING ACCOUNT				183.43
						INVOICE TOTAL:		801.56
						VENDOR TOTAL:		801.56
2301700	WM CORPORATE SERVICES, INC							
L	04/10/23	01	LIB FEB SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			05/10/23	141.62
						INVOICE TOTAL:		141.62
						VENDOR TOTAL:		141.62
						TOTAL ALL INVOICES:		69,971.22

CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
YEAR TO DATE THROUGH **APRIL 30, 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	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	726	36%
211-00-34-00-7975	INTERNET	2,000	424	21%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	40	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	16,695	92%
211-00-34-00-7990	FAX MACHINE USE	500	204	41%
211-00-35-00-1030	LIBRARY FINES	-	45	0%
211-00-37-00-2310	DONATIONS	1,500	12,228	815%
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 FOUNDATIN	-	4,392	0%
211-00-37-00-2450	MISCELLANEOUS	-	825	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	506	17%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	-	0%
		925,664	45,642	5%
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	116,573	29%
211-00-75-10-1030	SALARY-PARTTIME	86,060	24,286	28%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	115	1%
211-00-75-10-1210	PERA	36,429	10,407	29%
211-00-75-10-1220	FICA	30,224	8,667	29%
211-00-75-10-1250	MEDICARE	7,069	2,027	29%
211-00-75-10-1310	HEALTH INSURANCE	114,444	37,548	33%
211-00-75-10-1330	LIFE INSURANCE	232	92	40%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	1,011	40%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,093	26%
211-00-75-20-2020	COPY SUPPLIES	1,500	485	32%
211-00-75-20-2030	PRINTING/BINDING	1,000	21	2%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,511	50%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	356	14%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	1,968	20%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	450	45%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	1,042	145%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,470	74%
211-00-75-20-2110	BOOKS	39,000	18,884	48%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,661	30%
211-00-75-20-2130	NEWSPAPERS	2,000	982	49%
211-00-75-20-2140	PERIODICALS	7,500	45	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,025	34%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	6,128	1226%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	239	24%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	6,800	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	1,980	17%
211-00-75-30-3210	TELEPHONE	6,000	1,507	25%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	981	28%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	489	24%
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	8,500	94%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **APRIL 30, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-3810	ELECTRICITY	35,000	7,611	22%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	425	21%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	769	10%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,439	26%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	965	6%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,712	19%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,079	36%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	3,464	43%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	482	32%
	TOTAL EXPENDITURES	925,664	279,545	30%
	SURPLUS REVENUES/(EXPENDITURES)	-	(233,902)	

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	8,045.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	291.65	2,000.00	726.03	0.00	1,273.97	36
211-00-34-00-7975	INTERNET	66.69	2,000.00	423.75	0.00	1,576.25	21
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	40.00	0.00	60.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,465.00	18,200.00	16,695.00	0.00	1,505.00	92
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	62.77	500.00	204.06	0.00	295.94	41
TOTAL		11,931.11	28,081.00	26,133.84	0.00	1,947.16	93
TOTAL CHARGES FOR SERVICES		11,931.11	28,081.00	26,133.84	0.00	1,947.16	93

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

PAGE: 2  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	44.50	0.00	(44.50)	100
TOTAL		0.00	0.00	44.50	0.00	(44.50)	100
TOTAL FINES & FORFEITS		0.00	0.00	44.50	0.00	(44.50)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	10,512.00	1,500.00	12,228.00	0.00	(10,728.00)	815
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	59.63	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	3,038.82	0.00	4,392.30	0.00	(4,392.30)	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	236.98	0.00	825.44	0.00	(825.44)	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	505.86	3,000.00	505.86	0.00	2,494.14	17
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		14,353.29	5,800.00	19,463.84	0.00	(13,663.84)	336
TOTAL MISCELLANEOUS REVENUE		14,353.29	5,800.00	19,463.84	0.00	(13,663.84)	336
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

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

PAGE: 3  
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	4,452.00	0.00	0.00	4,452.00	0
TOTAL REVENUES:		26,284.40	925,664.00	45,642.18	0.00	880,021.82	5
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	31,966.17	401,430.00	116,573.15	0.00	284,856.85	29
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	7,116.48	86,060.00	24,285.56	0.00	61,774.44	28
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	2,773.71	36,429.00	10,406.97	0.00	26,022.03	29
211-00-75-10-1220	FICA	2,404.12	30,224.00	8,666.73	0.00	21,557.27	29
211-00-75-10-1250	MEDICARE	562.27	7,069.00	2,026.94	0.00	5,042.06	29
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	37,548.00	0.00	76,896.00	33
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	91.84	0.00	140.16	40
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.08	0.00	(2.08)	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	1,010.84	0.00	1,537.16	40
TOTAL PERSONNEL		54,710.94	686,946.00	200,726.86	0.00	486,219.14	29
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	34.84	8,000.00	2,093.17	90.34	5,816.49	27
211-00-75-20-2020	COPY SUPPLIES	122.25	1,500.00	485.34	17.96	996.70	34
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	20.73	20.73	958.54	4
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	219.50	3,000.00	1,511.42	219.50	1,269.08	58
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	355.72	0.00	2,144.28	14
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	1,967.57	10,000.00	1,967.57	0.00	8,032.43	20

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CITY OF GRAND RAPIDS  
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 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

PAGE: 4  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	449.94	0.00	550.06	45
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	718.00	1,042.35	0.00	(324.35)	145
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,470.49	0.00	529.51	74
211-00-75-20-2110	BOOKS	3,905.95	39,000.00	18,884.16	1,484.14	18,631.70	52
211-00-75-20-2120	AUDIO/VISUAL	213.16	9,000.00	2,661.44	1,240.83	5,097.73	43
211-00-75-20-2130	NEWSPAPERS	230.76	2,000.00	982.17	59.00	958.83	52
211-00-75-20-2140	PERIODICALS	13.20	7,500.00	44.70	13.20	7,442.10	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	136.44	3,000.00	1,024.99	107.76	1,867.25	38
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		6,843.67	90,218.00	32,994.19	3,253.46	53,970.35	40
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	6,127.50	0.00	(5,627.50)	1226
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	239.04	0.00	760.96	24
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	6,800.00	1,700.00	11,900.00	42
211-00-75-30-3100	OTHER CONTRACTED SERVICES	205.00	12,000.00	1,980.00	820.00	9,200.00	23
211-00-75-30-3210	TELEPHONE	376.71	6,000.00	1,506.83	0.00	4,493.17	25
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	981.15	0.00	2,518.85	28
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	489.30	139.80	1,370.90	31
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	2,125.00	9,000.00	8,500.00	0.00	500.00	94
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	7,611.43	0.00	27,388.57	22
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	424.86	0.00	1,575.14	21
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	768.50	0.00	7,231.50	10
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	2,438.96	0.00	7,061.04	26
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	965.38	0.00	14,034.62	6



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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

PAGE: 5  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	GROUPS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	1,279.00	9,000.00	1,712.00	0.00	7,288.00	19
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	1,078.58	0.00	1,921.42	36
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	3,464.07	0.00	4,535.93	43
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	481.72	0.00	1,018.28	32
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		5,865.90	148,500.00	45,823.60	2,659.80	100,016.60	33
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		67,420.51	925,664.00	279,544.65	5,913.26	640,206.09	31
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

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2023

PAGE: 6  
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		67,420.51	925,664.00	279,544.65	5,913.26	640,206.09	31
TOTAL FUND REVENUES		26,284.40	925,664.00	45,642.18	0.00	880,021.82	5
TOTAL FUND EXPENSES		67,420.51	925,664.00	279,544.65	5,913.26	640,206.09	31
FUND SURPLUS (DEFICIT)		(41,136.11)	0.00	(233,902.47)			
TOTAL ALL FUND REVENUES		26,284.40	925,664.00	45,642.18	0.00	880,021.82	5
TOTAL ALL FUND EXPENSES		67,420.51	925,664.00	279,544.65	5,913.26	640,206.09	31
ALL FUND SURPLUS (DEFICIT)		(41,136.11)	0.00	(233,902.47)			

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2023**  
*With Comparative Totals for April 30, 2022*

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	
<b>TOTAL FUND BALANCE 1/1/XX</b>	656,527	701,648	701,648	
<b>Revenues:</b>				
Taxes	-	-	759,331	0%
Intergovernmental	4,800	-	128,000	0%
Charges for Services	18,122	26,134	28,081	93%
Fines & Forfeits	6	45	-	0%
GR Library Foundation	7,252	4,392	-	0%
Miscellaneous	8,952	15,072	5,800	260%
Other Sources-Operating Transfer	-	-	4,452	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	39,131	45,642	925,664	5%
<b>Expenditures:</b>				
Personnel	195,001	200,727	686,946	29%
Supplies/Materials	45,836	32,994	90,218	37%
Other Services/Charges	46,106	45,824	148,500	31%
<b>TOTAL EXPENDITURES</b>	286,943	279,545	925,664	30%
<b>OPERATING SURPLUS (DEFICIT)</b>	(247,812)	(233,902)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 4/30/XX</b>				
Cash Flow	208,158	222,577	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	
<b>TOTAL FUND BALANCE 4/30/XX</b>	\$ 408,716	\$ 467,746	\$ 701,648	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,722 as of 3/31/23. This endowment is not available for current operations.

FUND: PUBLIC LIBRARY  
FOR 4 PERIODS ENDING APRIL 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 04/30/23
-----					
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	172,285.44	172,285.44	0.00
211-00-00-00-1010	CASH	703,040.65	68,552.59	335,383.51	436,209.73
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	70.00	0.00	0.00	70.00
211-00-00-00-1041	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	0.00	3,651.54	0.00
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	28,530.47	18,672.84	19,019.63
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	14,815.09	8,941.80	5,873.29
-----					
TOTAL		756,234.26	284,183.59	540,035.13	500,382.72
-----					
TOTAL ASSETS		756,234.26	284,183.59	540,035.13	500,382.72
-----					
-----					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	335,648.51	318,097.37	387.77
211-00-00-00-2030	SALES TAX PAYABLE	0.00	104.65	159.52	54.87
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	346,079.25	318,256.89	26,763.64

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CITY OF GRAND RAPIDS  
DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY  
FOR 4 PERIODS ENDING APRIL 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 04/30/23
-----					
TOTAL LIABILITIES		54,586.00	346,079.25	318,256.89	26,763.64
-----					
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	8,941.80	14,815.09	5,873.29
-----					
TOTAL		701,648.26	8,941.80	14,815.09	707,521.55
	FUND SURPLUS (DEFICIT)	0.00	233,902.47	0.00	(233,902.47)
-----					
TOTAL FUND EQUITY		701,648.26	242,844.27	14,815.09	473,619.08
-----					
TOTAL LIABILITIES AND FUND EQUITY		756,234.26	588,923.52	333,071.98	500,382.72
-----					
-----					

RESOLUTION NO. 2023-6  
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 \$907.39 Online Story Time and Non-fiction collection enhancement**

**Grand Rapids North Star Women's Club \$59.63 In memory of Mary Jo Wimmer (Library Materials)**

**Grand Rapids Area Library Friends \$999.00 GRACF Tech Grant (Wonderbooks for the Children's Library)**

Adopted this 10th day of May 2023

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Cyndy Martin, President

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Deb Kee, Secretary



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 24, 2023

**AGENDA ITEM:** Consider adopting a resolution accepting low base and alternate bid in the amount of \$367,974.00 from Building Restoration Corporation for CP 2023-05, Library Façade Repair Project.

**PREPARED BY:** Will Richter, Director of Library Services

**BACKGROUND:**

The City has an agreement with Encompass Inc. to develop specs and obtain bids for CP 2023-05, Library Façade Repair Project. Below is a summary of the bids.

Bidder	Base Bid	Alternate Bid + Bond	Total Bid
Advanced Masonry Restoration	\$474,095.00	\$80,430.00	\$554,525.00
Building Restoration Corporation	\$292,524.00	\$75,450.00	\$367,974.00
American Masonry Restoration	\$456,530.00	\$111,020.00	\$567,550.00
Restoration Services, Inc.	\$569,005.00	\$193,650.00	\$762,655.00

City Staff recommend accepting the low base and alternate bid of \$367,974.00 and entering into an agreement with Building Restoration Corporation.

**REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution accepting low base and alternate bid of \$367,974.00 from Building Restoration Corporation for CP 2023-05, Library Façade Repair Project.

Councilmember Adams introduced the following resolution and moved for its adoption:

RESOLUTION NO. 23-28

**A RESOLUTION ACCEPTING BID FOR  
Library Façade Repair Project  
City Project 2023-05**

WHEREAS, pursuant to an advertisement for the Library Façade Repair Project, which includes repairs to exterior masonry, windows, sealant joints, claddings, lintels, parapets, and flashings. Bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Base Bid	Alternate Bid + Bond	Total Bid
Advanced Masonry Restoration	\$474,095.00	\$80,430.00	\$554,525.00
Building Restoration Corporation	\$292,524.00	\$75,450.00	\$367,974.00
American Masonry Restoration	\$456,530.00	\$111,020.00	\$567,550.00
Restoration Services, Inc.	\$569,005.00	\$193,650.00	\$762,655.00

WHEREAS, the Facility Maintenance Manager is recommending awarding the base and alternate bids in the amount of \$367,974.00 to Building Restoration Corporation, and;

WHEREAS, it appears that Contractor is a responsible bidder, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA:

The Mayor and Administrator are hereby authorized and directed to enter into a contract with Building Restoration Corporation in the name of the City of Grand Rapids for City Project 2023-05, Library Façade Repair Project, for a total contract amount of \$367,974.00 and in accordance to the plans and specifications therefore approved by the City Council and on file in the Office of the City Clerk.

Adopted by the Council this 24<sup>th</sup> day of April, 2023.

*Dale Christy*

Dale Christy (Apr 25, 2023 12:07 CDT)

Dale Christy, Mayor

ATTEST:

*Kim Gibeau*

Kim Gibeau (Apr 25, 2023 14:38 CDT)

Kim Johnson-Gibeau, City Clerk

Councilmember Connelly seconded the foregoing resolution and the following voted in favor thereof: Councilmember Sutherland, Councilmember MacGregor, Councilmember Adams, Councilmember Connelly and Mayor Christy; and the following voted against same: None; whereby the resolution was declared duly passed and adopted.







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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 04/24/2023

**AGENDA ITEM:** Consider authorizing Mayor Christy to sign a Professional Services Proposal with Encompass Inc. to perform construction phase administration and observation services for the repairs to the exterior façade at the Grand Rapids Area Library.

**PREPARED BY:** Jon Peterson

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### BACKGROUND:

The past summer, Encompass, Inc. investigated water intrusion issues at the library, developed bid specifications, and obtained quotes for the exterior façade repairs at the library. Because this is a technical specialty repair city staff and the Library Board are recommending hiring Encompass, Inc. to provide construction management services for the construction phase of the project. City Council approval is needed for the mayor to sign a Professional Services Proposal with Encompass, Inc.

### REQUESTED COUNCIL ACTION:

Make a motion to authorize the Mayor to sign a professional Services Proposal with Encompass, Inc. to perform construction phase administration and observation services for proposed repairs to the exterior façade at the Grand Rapids Area Library.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 24, 2023

**AGENDA ITEM:** Consider adopting a resolution approving reimbursement of expenditures for CP 2023-05, Library Façade Repair Project

**PREPARED BY:** Will Richter, Director of Library Services

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### BACKGROUND:

Last summer, the City contracted with Encompass, Inc. to investigate water intrusion issues at the library. Based on a written report - including a list of recommended repairs - the Council authorized Encompass Inc. to develop specifications and obtain bids for recommended repairs at the library. The bid process is complete and the project is ready to move forward contingent on Council approval.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving reimbursement of expenditures for CP 2023-05, Library Façade Repair Project.

Councilmember Adams introduced the following resolution and moved for its adoption:

RESOLUTION NO.23-27

**A RESOLUTION INTENDING TO REIMBURSE EXPENDITURES FOR THE  
Library Façade Repair Project  
City Project 2023-05**

WHEREAS, the City Council authorized exterior façade evaluation of the Library, and accepted the recommendations of an engineering report; and

WHEREAS, the City Council ordered bid specification and authorized the solicitation of bids by Encompass Engineering, Inc.; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA:

1. Such improvement is hereby ordered as proposed in accordance with the Exterior Envelope Review and Library Façade Repair Project Manual and referred to therein.
2. The Facilities Maintenance Manager is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for Library Façade Repair Project, City Project 2023-05, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$550,000.00.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than January 1<sup>st</sup>, 2024.

Adopted by the Council this 24<sup>th</sup> day of April, 2023.

*Dale Christy*

Dale Christy (Apr 25, 2023 12:06 CDT)

Dale Christy, Mayor

ATTEST:

*Kim Gibeau*

Kim Gibeau (Apr 25, 2023 14:37 CDT)

Kim Johnson-Gibeau, City Clerk

Councilmember Connelly seconded the foregoing resolution and the following voted in favor thereof: Councilmember Sutherland, Councilmember MacGregor, Councilmember Adams, Councilmember Connelly and Mayor Christy; and the following voted against same: None; whereby the resolution was declared duly passed and adopted.





## **Proposed 2023 Project List**

### **Media Drop Install**

\$1,000

The current Media Drop is nearing the end of its useful life. The library has obtained a new Media Drop to match the Book Drop, purchased with the Catholic Community Foundation grant. This new drop will allow for materials to be deposited into moveable bins instead of landing on the floor. The Friends have purchased bins and we are currently using them in the new Book Drop. A pledge of support for installing the new Media Drop would help complete this project and standardize our system.

### **Microfilm reader**

\$9,000 (\$500)

UPDATE: the library was awarded a Cultural and Heritage (Legacy) grant in the amount of \$8,513. Per the grant agreement, we need a \$500 match from a local partner to unlock the grant funds.

Our microfilm reader is near the end of its useful life. It has multiple features that are out of order and the printer is proprietary. My father \*rescued\* it from the dumpster at North Hennepin Community College four years ago – you could say we have got our monies worth out of it.

I have been looking at new microfilm readers and identified a middle of the road reader made by ST Imaging that would meet our needs. This brand is recommended by the

Minnesota Historical Society, and I have used a similar model. This unit would receive use several times per week for the next 20 years.

### **Story Time!**

\$5,200

Online Story Time with Tracy and Teacher Missy is wildly popular and reaches a growing audience including daycares and busy families. ISD 318 is a wonderful partner and continues to offer the Library a special per episode rate. Please subscribe to the Grand Rapids Area Library YouTube channel!

### **Accessible Picnic Table w/ concrete pad**

\$5,000

This project would enhance McCarty Park and provide an ADA accessible picnic table for visitors. The installation would match the look of black park benches and waste receptacles at the library and around the city. Public Works would install it on a concrete pad.

### **Children's Display**

\$3,500

Tracy has dreamed of a custom display that she can position as a welcome to the children's library for several years. After a couple of false starts we are finally ready to move forward. A local furniture maker is ready to start work (and make Tracy's dreams come true)!

### **Collection Development**

#### **Large Print**

\$5,000

Large Print materials are an important part of the adult collection with growing circulation. Amy and John propose to update and expand the collection – fiction and non-fiction. Our community really appreciates Large Print materials and new items will start checking out immediately. Typically, new items are checked out between 8 and 10 times in the first year on the shelf.

**Adult Non-fiction**

\$2,000

With the help of the Foundation, John has been busy updating areas of need in the non-fiction collection. This grant would continue the progress and help the library balance the age of the overall collection across sub areas.

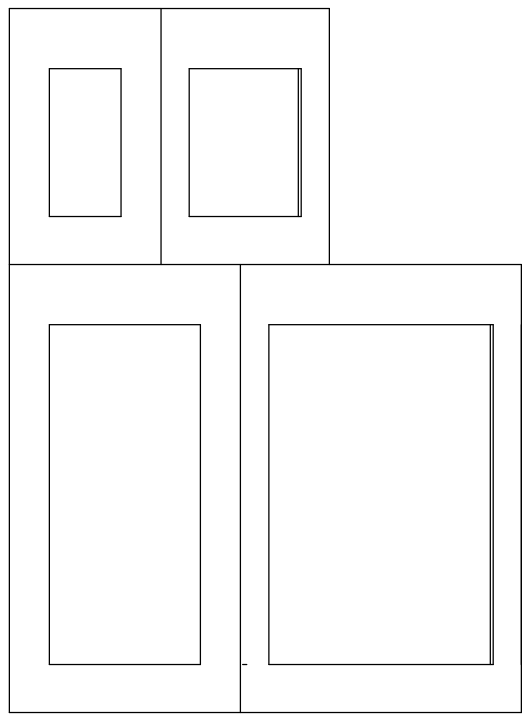
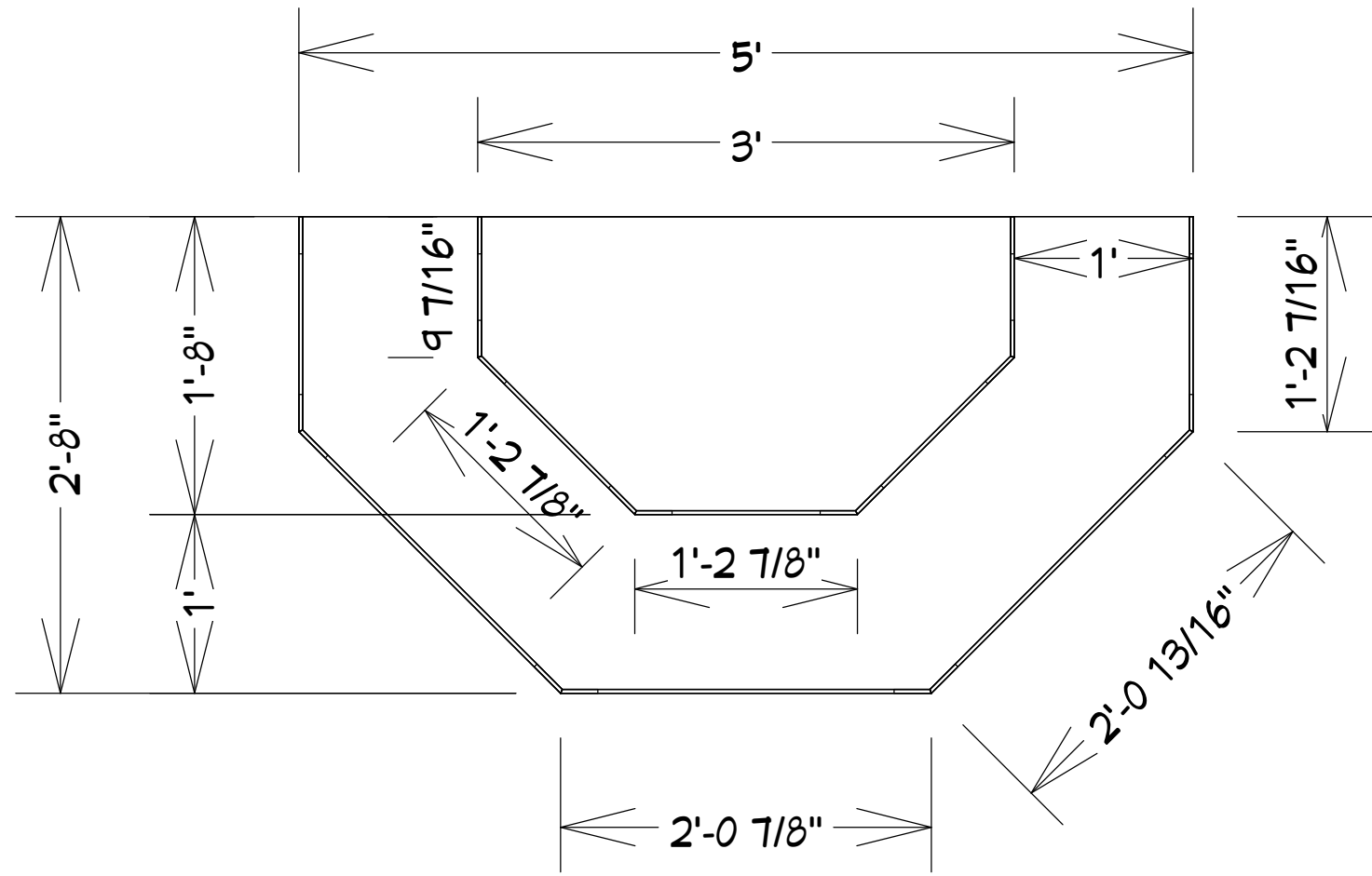
# Wandering Thoughts From a Grateful Librarian

A message to the Grand Rapids Area Library Foundation from Tracy Kampa

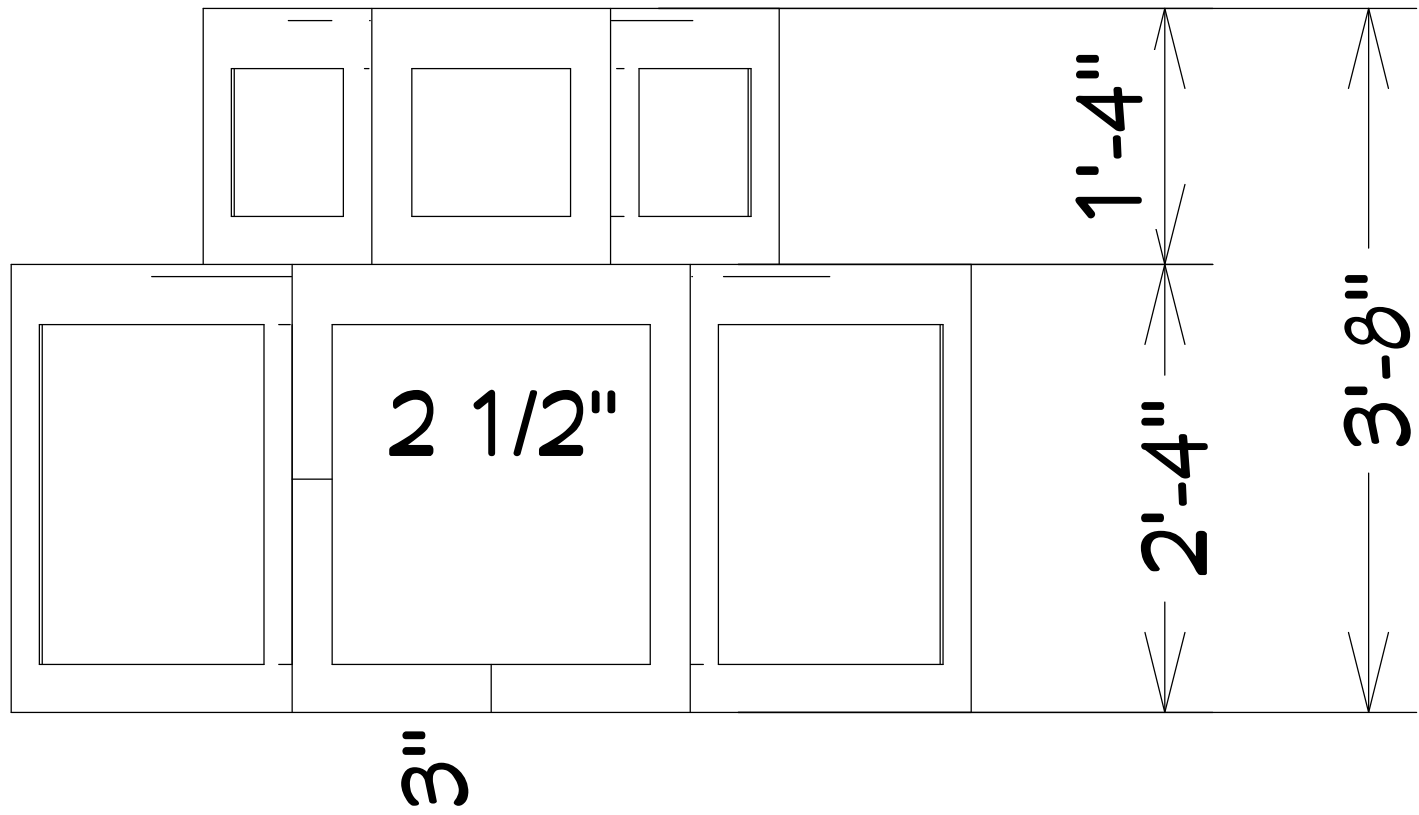
1. Thanks for being so wonderfully Foundational!
2. Gratitude to the Foundation and Mr. Ehalt. His gift has already changed our Children's Library, and will continue to do so.
3. Biggest Decision of the Year, or maybe the decade, or possibly a half-century:
  - a. The Children's Library has gone screen-free
    - i. We are trying to offer more manipulatives, for all ages.
    - ii. The Foundation had purchased a Duplo table and Duplos, Magna-Tiles, Keva Planks, an additional rack for discovery kits, and new, sturdy, tall tables.
    - iii. We also are getting two new soft pieces of sturdy furniture to mask the space where the iPads used to be, they have been ordered
4. School Year programs are done:
  - a. Lego Club and Afterschool with Miss Amy were both well received, and were a great way to get back into regular programming
  - b. We will continue our online presence with Artastic and Online Storytime throughout the year
5. Summer Programming! (Eeep!)
  - a. We are looking at several Summer programs including Summer Storytime, Mid-Day Movies, Book Club(s), Lego Club and are still planning for another program or two.
    - i. When we contract with a community member for a program, they are paid \$75 for the program, their prep time, their set up time and their clean-up time. In addition, we provide them with \$50 for materials fees. This hasn't changed in many years. We might want to up the ante a bit? Or not?
    - ii. We use the Foundation Children's fund for all children's in-person programming for which we contract

- b. Through the Arrowhead Library System, we already have several programs booked, including Story Time with Chione, the Climb Theater, and Bubble Wonders. In addition, I have booked the Traveling Lantern theater, for which we will pay (with the Foundation Children's fund) \$395.
  - c. We will also use the Children's Fund for our Summer Artastic series. During the school year, the funds for this program are split between a Children's First! grant and the Friends of the Library. In the summer, I need to rely on the Foundation. We are still passing out 150 kits each month!
  - d. For Summer celebration this year, I will also need to rely on the Foundation account, as we will not have the \$750 Arrowhead Library System reimbursement this year. We do have a \$300 Children First grant, but that will only cover about 2 or 3 of the 8 planned activities. In addition, we may need to use the Children's Fund money for Kona Ice. (BTW, last year's summer celebration saw more than 500 folks here, and people are already asking about this year!)
    - i. Zoomobile has cancelled, money went to the Wonderbook fund
6. Book Time:
- a. Blandin Foundation has pulled funding for Invest Early, this may have an impact on Book Time. I have no knowledge of changes yet, but, I wouldn't be surprised if they requested a conversation with the Library. Their long-time head, Karen Haatvedt, has announced her retirement, so it may take new people a bit to get caught up. Stay tuned! They may also pull funding for Children First!, which is where we get money for Artastic throughout the year. Again, I have heard nothing concrete, just an FYI.

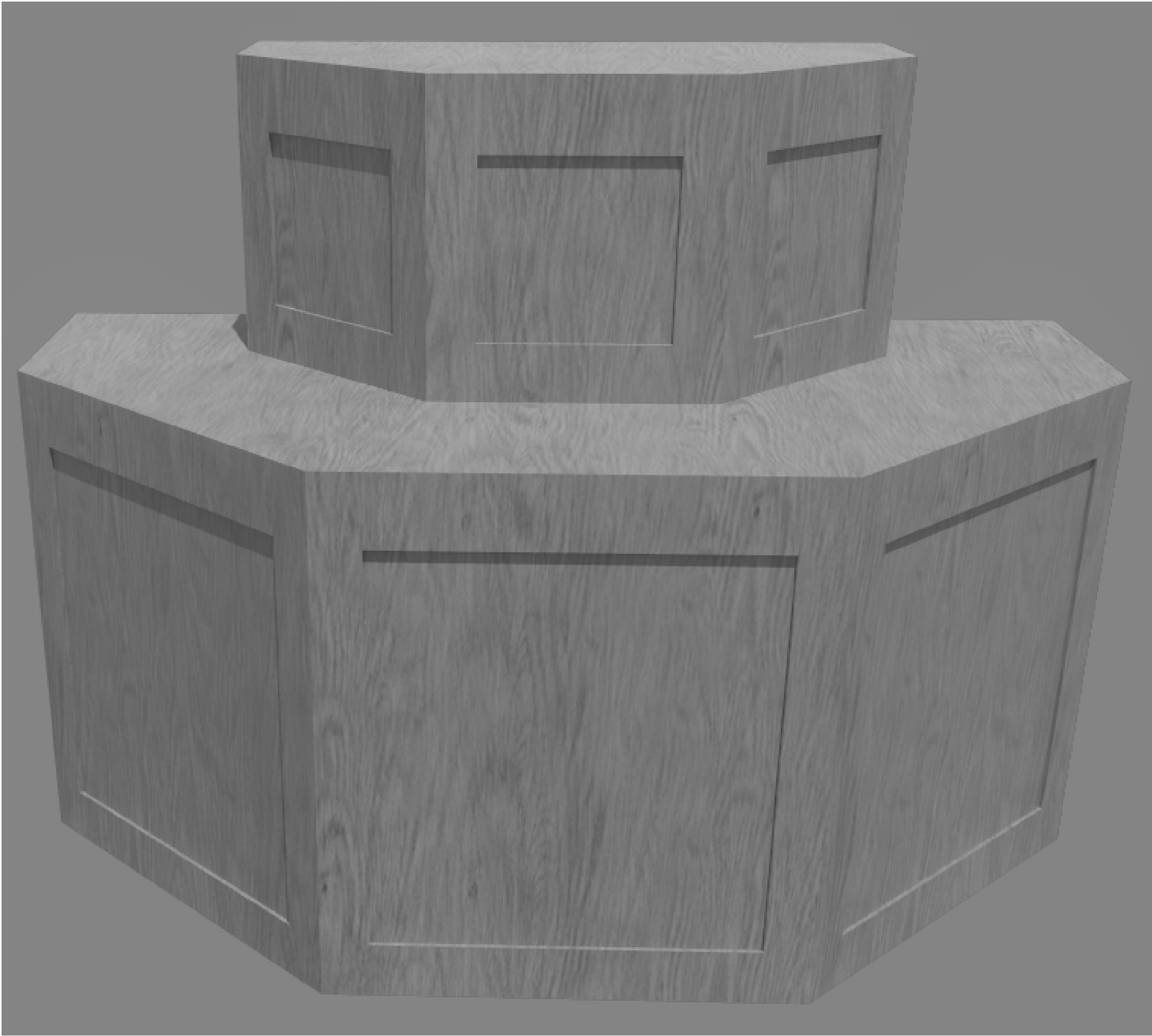




Elevation 2



Elevation 1



These plans were prepared upon request by a designer who is not a professional architect or engineer. Wildwood Design Co., LLC accepts no responsibility for errors or omissions. Every effort has been made preparing these plans and checking them for accuracy. The user of these plans assumes all responsibility for their accuracy and all governing building codes and covenants having jurisdiction over the site of construction and is responsible for changes or adjustments required during construction. The selection of correct structural materials and the application of architectural principles is a precise art, the responsibility for which rests on the builder, the owner or the user of these plans.

Tim McMullin  
(218) 910-5237  
102tims@gmail.com

DATE:

4/10/2023

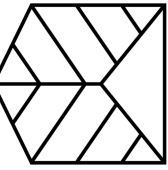
SCALE:

1/4"

SHEET:

**A-1**  
EXISTING  
BASEMENT

Barry & Leah Oslin  
1 NW 3rd Street  
Grand Rapids MN 55744  
(218)259-7829



wildwood  
design co.

April 20, 2023

**PROPOSAL FOR**

# **CITY OF GRAND RAPIDS**

## **GRAND RAPIDS AREA LIBRARY**

Prepared by:

**Joe McCollum**

Technology Advisor  
800.847.3098, x4611  
Joe.mccollum@marconet.com



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

## CITY OF GRAND RAPIDS

### CURRENT PAYMENT SUMMARY:

Monthly Payment (Lease and/or Maintenance)..... \$120.43  
 Black CPC .008 x 2,800 Monthly Average: .....\$22.40  
 Color CPC .051 x 145 Monthly Average: ..... \$7.40  
**Total ..... \$150.23/Month**  
**24-Month Rebook Discount:.....-\$31.15/Month**  
**New Contract Payment: ..... \$119.08/Month**

### CURRENT SOLUTION

QTY	ITEM	DESCRIPTION
1	Current Machine	KONICA C258 COLOR MFP W/2GB MEMORY ** USED **

#### Specifications

- 25 Monochrome Pages Per Minute
- 25 Color Pages Per Minute
- 100 Sheet Bypass Tray
- (2) 500 Sheet Paper Trays
- 100 Sheet Single Pass Document Feeder
- Network Print
- Scan-To-Email/File

### DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....Included

### MARCO SUPPORT DESK (OPTIONAL)

Our network and hardware technicians support hardware malfunctions, connectivity and device settings. You can receive support directly from your workstation or we can also provide interactive, remote sessions. Remote work allows our staff access to your computer, so we can walk you through the solution visually.

- Live-call answer Monday-Friday, 8:00 a.m. to 5:00 p.m.
- Setting up scan to e-mail folder and desktop solutions
- Identification of solutions for device connection and printing
- Proficiency with both Windows and Mac
- Coordination with IT staff members to resolve server issues

**Price:..... \$10.00/Month\***

Accepted by:\_\_\_\_\_ Date:\_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

# GRAL Director's Report

**MAY 2023**

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## ADVOCACY

### -Minnesota Library Association Legislative Activities Calendar

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

6/7/23, 7/5/23, 8/2/23, 9/6/23, 11/8/23, 12/6/23

### -MLA Legislative Update

Legislative Update from MLA Lobbyist Sam Walseth, Capitol Hill Associates

### Library Funding – Education

The House and Governor are carrying a \$2 million annual increase to Regional Library Basic System Support to conference committee, along with a change in the distribution formula. This is good news. Even better news is the Senate is carrying the entirety of the MLA's Education request to conference committee, found in SF 1919. The Senate is also carrying the entirety of the school library aid program found in SF 1911. To surmise, the Senate bill would increase RLBSS funding by \$4 million/year, with the formula distribution change, and it would link future RLBSS increases to any increases made to the general education formula. The Senate bill would also increase funding to Multi-County, Multi-Type systems by \$700,000 each year, and one-time funding for support to increase more licensed school media specialists. The Senate bill would also pump \$59 million over the next two years into school districts to improve school library programs, and licensed staff.

### Library Legacy Funding –

The House and Senate Legacy bills propose \$2.75 million each year for the next two years into the 12 regional public library systems for arts and cultural heritage programs.

### Minitex Funding –

The Governor and House have proposed an increase to Minitex funding, growing the current base of \$5.905 million each year by \$650,000 in fiscal year 2024, and then another \$50,000 or so each year beyond that. The Senate, however, did not include the Minitex increase in their omnibus Higher Education bill as they look to provide free college opportunities to more students.

#### Library Construction & Renovation –

A bonding bill with \$4 million for library construction and renovation grants has passed the House but stalled out in the Senate. Senate GOP members are holding out to see if a social security income tax cut is in the mix before they agree to vote for the bonding bill.

### **LIBRARY MANAGEMENT**

#### -Library Façade Repair Project

Actions at the 04-24-2023 City Council meeting:

Accepted a low bid from Building Restoration Corporation

Approved a reimbursement resolution

Entered into agreement with Encompass Inc. for construction management services

#### -Workplace Culture Follow-up

At the 04-13-2023 staff meeting, Human Resources Officer Chery Pierzina informed the group that Dr. Susan Herreid is visiting for follow-up to the organizational development / workplace culture work she started in fall of 2021. Dr. Herreid visited with staff 04-20-2023.

### **FACILITIES MAINTAINANCE / SPACE**

#### -Summary for Library Façade Repair Project

03-13-2023, City Staff received bids from four contractors for the Library Façade Repair Project, described as:

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 east 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.

I am working with City Administration on a plan to complete the project this summer.

-Media drop installation

Al's Restoration installed the Media drop 5/1.

-Snow Removal

Ongoing – 4/21 was the last plowing.

END OF REPORT

## April in Children's

I find it so interesting to see what piques people's interests in terms of Storytime themes. And while Dion has played with titles and word order in her descriptions to see if that correlates to more or fewer views, the jury's still out on the effectiveness of that. Some themes just seem to hit right with folks. But, giraffes? We posted the Giraffe Storytime two weeks ago, and, thus far, it has been viewed 443 times. Now, it has a long way to go to surpass last summer's squirrels, (47,000 views) but, that's an impressive start! 😊

April saw our final installation of Afterschool with Ms. Amy, and our final Lego Club of the school year. Lego club is on the schedule for summer, so, our break will not be long!

Speaking of summer, I have been busy lining up programs. At this point we have five bigger programs, plus Lego Club, book clubs, Book Time (in person,) and we will have a "Mid-Day Movies" series. In addition, we will continue our online presence with Storytime and Artastic. While this is a full schedule, I would like to squeeze in a couple of stand-alone programs, if I can find the right people.

Along with the apparently wildly popular giraffe theme, we also filmed kangaroos, ponds, road trip, beavers, and puddle storytimes. We are nothing if not eclectic. After three years, coming up with fresh material is challenging, and I am writing more of our own material, rather than relying on traditional songs, rhymes, and flannel board stories. I am also learning how to take a theme we've already done, say, gardens, and breaking that theme down to, say, seeds. Yep, we've done birds, but we haven't done robins! My days are often spent trying to rhyme action words to childhood ditties. It's a good life.

I had a chance to talk to the Grand Rapids Area Library Foundation this month. I so appreciate all they do for us, and it is a delight to be able to show them how we are using Foundation funds. I also taped another book review radio segment with Tammy Bobrowsky at KAXE. The highlight of my month, though, might have been our program with Mary Casanova. I have been a fan of her work since 1995, and am delighted when she comes through Grand Rapids with a program, or when I get to see her at a workshop or conference. She is a wonderful author, and I was proud to introduce her.

Cohasset 1<sup>st</sup> graders visited this month, as did West third graders. We have a handful of school visits left this year, then, hello, summer! I hope you have your beach reads lined up. Happy Reading!

Monthly Report - Overview for Apr 2023

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Locations on this report: Grand Rapids Area Library

Checkout

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
1st Time	9973	10774	-8	9973	0	38515	36793	4
Phone Renewal	316	373	-16	268	17	1234	1178	4
Renewal	124	176	-30	169	-27	581	905	-36
Opac Renewal	667	721	-8	671	-1	2627	2501	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	11080	12044	-9	11081	-1	42957	41377	3

Checkout Stock Rotation

Description	Apr 2023	Mar 2023	%chg	Apr 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	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	9235	9212	0	9236	-1	33854	33048	2
Late	1857	2052	-10	1828	1	7298	7017	4
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	11092	11264	-2	11064	0	41152	40065	2

Requests Placed

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	1926	2185	-12	1785	7	8102	7786	4
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1926	2185	-12	1785	7	8102	7786	4

Requests Resolved

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	84	125	-33	85	-2	416	368	13
Filled	2731	3217	-16	2877	-6	11902	11711	1
Expired	1	0	100	1	0	10	16	-38
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2816	3342	-16	2963	-5	12328	12095	1

## Holds Resolved

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1829	1899	-4	1685	8	7224	7017	2
Cancelled	7	7	0	6	16	31	15	106
Expired	99	116	-15	104	-5	447	514	-14
Total	1935	2022	-5	1795	7	7702	7546	2

## Overdues

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	616	536	14	473	30	1907	1636	16
2nd Notice	2	3	-34	0	100	10	13	-24
3rd Notice	0	1	-100	0	0	3	1	200
4th Notice	1	0	100	0	100	3	1	200
5th Notice	0	0	0	0	0	1	0	100
Final Notice	0	0	0	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	173	116	49	126	37	569	409	39
Total	792	656	20	599	32	2495	2060	21

## Borrower Delta

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	86	105	-19	65	32	419	278	50

Deleted (Manual)	5	9	-45	8	-38	31	31	0
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	91	114	-21	73	24	450	309	45

Bib Delta

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	227	185	22	227	0	762	685	11
Deleted (Manual)	200	351	-44	245	-19	739	1010	-27
New (Batch)	66	133	-51	47	40	307	165	86
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	493	669	-27	519	-6	1808	1860	-3

Auth Delta

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	2	-100	2	3	-34
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	2	-100	2	3	-34

Item Delta

Description	Apr 2023	Mar 2023	%chg	Apr 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	657	505	30	522	25	2169	1991	8
Deleted (Manual)	130	300	-57	302	-57	1307	3129	-59
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	787	805	-3	824	-5	3476	5120	-33

Acquisitions Activities

Description	Apr 2023	Mar 2023	%chg	Apr 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	370	320	15	445	-17	1213	1218	-1
Items Rcvd by Ven	381	329	15	455	-17	1246	1237	0
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	751	649	15	900	-17	2459	2455	0

**Grand Rapids Area Library**  
**Reference Statistics**  
**April 2023**

	<b>April 2023</b>	<b>YTD 2023</b>
<b>Door Count</b>	<b>2525</b>	<b>9536</b>
<b>Reference Questions</b>	<b>257</b>	<b>941</b>
<b>Computer Help Over 5 Minutes</b>	<b>38</b>	<b>115</b>
<b>Tests Proctored</b>	<b>0</b>	<b>5</b>
<b>Public Computer Use: Sessions</b>	<b>269</b>	<b>818</b>
<b>Public Computer Use: Hours Used</b>	<b>186</b>	<b>696</b>
<b>Special Computer Sessions</b>	<b>125</b>	<b>499</b>
<b>Passports Accepted</b>	<b>96</b>	<b>476</b>

# April 2023

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

# April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 34643 3	4 346,903 2	5 37,083 2	6 37,365 2	7 37,540 0	8 (9)
9	10 37875 8	11 38,202 7	12 38489 5	13 <del>38843</del> 38837 4	14 39011 8	15 (32)
16	17 39336 4	18 39,703 10	19 40004 6	20 40,194 7	21 40,305 2	22 (29)
23	24 40615 14	25 40974 7	26 41270 4	27 41,546 4	28 41,732 5	29 (26)
30						

## Children's Stats

Month April  
20 23

### Online Storytime

Programs: 4  
 Facebook views: 252  
 YouTube views: 589  
 Total views: 841

### Artastic

Programs: 1  
 Facebook views: 53  
 YouTube views: 52  
 Total views: 105  
 Kits handed out: 150

### Book Time

Programs: 3  
 People: 79

### Class visits

Groups/People: 3 / 70

### Children's Programs

Programs: 2  
 People: 35

### Name of Program:

• Lego Club  
• After school w/ Miss Amy

### Reference Questions:

401

### Reference Questions

2022: 283



APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	13 3	14 4	24 5	29 6	24 7 Good Friday NO VAC	8
9 Easter Sunday	24 10	12 11 NO Cindy	21 12 NO Ellen	46 13	7 14	15
16	28 17	14 18	15 19	13 20	4 21	22
23	8 24	20 25	27 26	30 27	17 28 NO VAC	29
30						

## GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	0	0.00	0	0.00	11	49.50	2	5.50	36	241.00
February	29	115.25	7	80.75	7	7.00	0	0.00	0	0.00	8	39.00	6	14.00	36	196.00
March	28	147.00	7	116.00	9	9.00	0	0.00	0	0.00	11	59.00	1	5.00	35	263.00
April	29	130.00	6	100.00	5	5.00	0	0.00	0	0.00	10	57.25	5	13.00	35	230.00
May																
June																
July																
August																
September																
October																
November																
December																
Total		539.75		390.25		30.00		0.00		0.00		204.75		37.50	*	930.00