

# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, May 08, 2024

5:00 PM

CALL TO ORDER: NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, May 8, 2024 at 5:00 PM.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Consider a motion to approve Library Board Meeting Minutes from 04-10-2024.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider a motion to approve payment of Library Bill List.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approving a resolution accepting donations.
4. Consider approval of a contract for library programs with Emily Lindner.
5. Consider approval of a contract for library programs with Isabella Pratto.
6. Consider approval of a contract for library programs with Madelyn Pratto.
7. Consider approval of a contract for library programs with Andrea Zuill.

REGULAR AGENDA:

8. Review MLA Legislative Update.
9. Review Library Foundation President's Report for 2023.

- [10.](#) Consider a motion forwarding a recommendation to City Council for hiring a temporary /substitute employee through Personnel Dynamics.

UPDATES:

Friends

Foundation

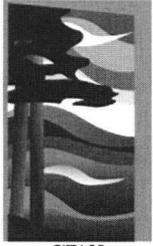
STAFF REPORTS:

- [11.](#) Review library reports and statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 12, 2024, 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, April 10, 2024**  
**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, April 10, 2024 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, Blocker, Casteel, Dobbs, Kee, Martin, Richards, Squadroni, Teigland

## APPROVAL OF AGENDA:

Motion to approve the agenda as presented.

Mover: Dobbs

Secunder: Kee

Result: passed unanimously

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

None

## APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 03-13-2024.

Motion to approve March meeting minutes as presented.

Mover: Kee

Secunder: Teigland

Result: passed unanimously

## COMMUNICATIONS:

2. E-mail from Andrew Fox

Informational – no action taken

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

3. Review financial reports and consider a motion to authorize payment of Bill List as presented.

Motion to authorize payment of April Bill List as presented.

Mover: Blocker

Seconded: Richards

Result: passed 9-0 (roll-call)

CONSENT AGENDA (Roll Call Vote Required):

4. Consider a motion accepting donations.

Motion to approve donation resolution as presented.

Mover: Richards

Seconded: Dobbs

Result: Passed 9-0 (roll-call)

REGULAR AGENDA:

5. Library Legislative Update

Informational – no action taken

6. Review City Government Academy presentation draft

Informational – no action taken

UPDATES:

Friends and Foundation

Friends update by Teigland

Pop up sale in May; Big sale in July

Foundation update by Barr

Next meeting is 4/18 at CPC, 5 PM.

STAFF REPORTS:

7. Review library reports and statistics.

Informational – no action taken

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:25 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 8, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 04/03/2024  
 TIME: 15:02:21  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/10/2024

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	125.52
0118660	ARROWHEAD LIBRARY SYSTEM	21.00
0201428	BAKER & TAYLOR LLC	1,499.10
0212124	BLACKSTONE PUBLISHING	329.00
0305485	CENGAGE LEARNING INC	1,266.88
0421228	DUET RESOURCE GROUP, INC	8,523.20
0914540	INNOVATIVE OFFICE SOLUTIONS LL	524.31
1205099	LEARNING OPPORTUNITIES INC	387.19
1309055	MIDWEST TAPE LLC	41.98
1605665	PERSONNEL DYNAMICS LLC	550.80
1608100	PHAROS SYSTEMS INT'L INC	1,479.00
1612225	PLAYAWAY PRODUCTS LLC	348.45
1901535	SANDSTROM'S INC	61.46
2023352	PIONEER PRESS	230.76
2114356	UNIQUE MANAGEMENT SERVICES	104.85

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$15,493.50

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.48
0113105	AMAZON CAPITAL SERVICES	373.21
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	45,770.05
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	160.43
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.60
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,216.02
2301700	WM CORPORATE SERVICES, INC	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$59,511.77

TOTAL ALL DEPARTMENTS \$75,005.27

RESOLUTION NO. 2024-4  
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

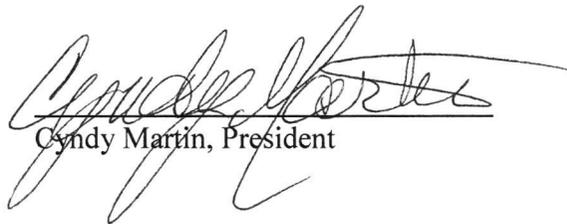
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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 Foundation - \$11,618.50**
- Program Room Tables - \$8,523.20**
- Picnic Tables - \$2,905.38**
- DVDs - \$189.92**

Adopted this 10th day of April 2024

  
Deb Kee, Secretary

  
Cyndy Martin, President

DATE: 05/01/2024  
 TIME: 14:07:27  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/08/2024

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	VESTIS GROUP, INC	125.52
0118660	ARROWHEAD LIBRARY SYSTEM	9.80
0201428	BAKER & TAYLOR LLC	2,301.70
0212124	BLACKSTONE PUBLISHING	188.00
0221650	BURGGRAF'S ACE HARDWARE	250.26
0305485	CENGAGE LEARNING INC	264.44
0305510	CENTRAL LANDSCAPE SUPPLY INC	801.90
0315455	COLE HARDWARE INC	20.57
0405500	DEMCO INC	2,292.73
0718010	CITY OF GRAND RAPIDS	1,746.67
0914540	INNOVATIVE OFFICE SOLUTIONS LL	340.65
1205099	LEARNING OPPORTUNITIES INC	2,697.39
1309055	MIDWEST TAPE LLC	2,119.33
1901535	SANDSTROM'S INC	180.92
2009470	THE TIMBERJAY INC	62.00
2018680	TRU NORTH ELECTRIC LLC	105.60
2114356	UNIQUE MANAGEMENT SERVICES	139.80
T001514	ANDREA ZUILL	750.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$14,397.28

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.48
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	45,793.26
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	94.33
1309335	MINNESOTA REVENUE	60.11
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	322.07
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,448.40
2209665	VISA	985.00
2301700	WM CORPORATE SERVICES, INC	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$60,297.63

TOTAL ALL DEPARTMENTS \$74,694.91

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 8, 2024

Item 2.

DATE: 05/01/24  
 TIME: 14:02:13  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/08/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	04/15/24	01	LIB APR SERVICE	999-99-00-00-1000			05/08/24	54.48
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.48
							VENDOR TOTAL:	54.48
0118100 VESTIS GROUP, INC								
2630271949-L	04/16/24	01	MATS	211-00-75-30-3070	20241099		05/08/24	34.51
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20241099			28.25
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	62.76
2630277531-L	04/30/24	01	MATS	211-00-75-30-3070	20241248		05/08/24	34.51
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20241248			28.25
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	62.76
							VENDOR TOTAL:	125.52
0118660 ARROWHEAD LIBRARY SYSTEM								
15163-L	03/31/24	01	OVERDUE NOTICES MAR	211-00-75-20-2010	20240986		05/08/24	9.80
				OFFICE SUPPLIES				
							INVOICE TOTAL:	9.80
							VENDOR TOTAL:	9.80
0201428 BAKER & TAYLOR LLC								
2038201793-L	04/08/24	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20241074		05/08/24	10.10
				BOOKS				
							INVOICE TOTAL:	10.10
2038206178-L	04/04/24	01	61 BOOKS/#209977 L025981	211-00-75-20-2110	20240996		05/08/24	894.21
				BOOKS				
							INVOICE TOTAL:	

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2038228154-L	04/16/24	01	13 BOOKS/#209977 L025981	211-00-75-20-2110	20241110		05/08/24	189.10
				BOOKS				
							INVOICE TOTAL:	189.10
2038234576-L	04/17/24	01	65 BOOKS/#209977 L025981	211-00-75-20-2110	20241141		05/08/24	808.05
				BOOKS				
							INVOICE TOTAL:	808.05
2038251187-L	04/25/24	01	25 BOOKS/#209977 L025981	211-00-75-20-2110	20241246		05/08/24	400.24
				BOOKS				
							INVOICE TOTAL:	400.24
							VENDOR TOTAL:	2,301.70
0212124 BLACKSTONE PUBLISHING								
2148795-L	04/11/24	01	4 CDS/C#101678	211-00-75-20-2120	20241124		05/08/24	188.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	188.00
							VENDOR TOTAL:	188.00
0221650 BURGGRAF'S ACE HARDWARE								
390955-L	04/29/24	01	RECYCLE FLOURSCENT BULBS	211-00-75-30-3840	20241222		05/08/24	250.26
				GARBAGE REMOVAL				
							INVOICE TOTAL:	250.26
							VENDOR TOTAL:	250.26
0305485 CENGAGE LEARNING INC								
00154757-L/APR24	04/24/24	01	THORNDIKE MYSTERY TITLE COUNT	211-00-75-20-2110	20241188		05/08/24	243.00
				BOOKS				
							INVOICE TOTAL:	243.00
84226440-L	04/24/24	01	LOOKING FOR LEROY BOOK	211-00-75-20-2110	20241221		05/08/24	21.44
				BOOKS				
							INVOICE TOTAL:	44
							VENDOR TOTAL:	44

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0305510 CENTRAL LANDSCAPE SUPPLY INC								
324012-L	04/27/24	01	1/8"X4'X15' BLACK ALUM EDG	211-00-75-30-4015	20241232		05/08/24	726.60
		02	CORNER BLACK ALUM	211-00-75-30-4015	20241232			10.30
		03	FREIGHT/A#G0608	211-00-75-30-4015	20241232			65.00
							INVOICE TOTAL:	801.90
							VENDOR TOTAL:	801.90
0315455 COLE HARDWARE INC								
93680-L	04/23/24	01	BLANK SWITCH PLATE IV	211-00-75-30-4010	20241159		05/08/24	1.58
							INVOICE TOTAL:	1.58
94763-L	05/01/24	01	ADJ WRENCH 12IN	211-00-75-20-2150	20241254		05/08/24	18.99
							INVOICE TOTAL:	18.99
							VENDOR TOTAL:	20.57
0405500 DEMCO INC								
7472545-L	04/23/24	01	JCKTS/LABELS/LAMINATE/CORNERS	211-00-75-20-2010	20241165		05/08/24	2,292.73
							INVOICE TOTAL:	2,292.73
							VENDOR TOTAL:	2,292.73
0605191 FIDELITY SECURITY LIFE								
L	04/08/24	01	LIB APR VISION	999-99-00-00-1000			05/08/24	6.90
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
24/301-L	04/09/24	01	APR JANITORIAL SERVICE	211-00-75-30-3090	20241256		05/08/24	1,746.67
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,746.67
							VENDOR TOTAL:	1,746.67
0718015 GRAND RAPIDS CITY PAYROLL								
L	03/22/24	01	LIB PAYROLL 3/22/24	999-99-00-00-1000			05/08/24	22,858.96
				HOLDING ACCOUNT				
		02	LIB PAYROLL 4/5/24	999-99-00-00-1000				22,934.30
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45,793.26
							VENDOR TOTAL:	45,793.26
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4507406-L	04/05/24	01	TONER 414A CN	211-00-75-20-2060	20240987		05/08/24	126.89
				COMPUTER SUPPLIES				
		02	MARKER SHARPIE FN BK	211-00-75-20-2010	20240987			26.29
				OFFICE SUPPLIES				
		03	STAPLER DSK BK/C#NB07789	211-00-75-20-2010	20240987			12.69
				OFFICE SUPPLIES				
							INVOICE TOTAL:	165.87
IN4520657-L	04/22/24	01	TONER HP30A LASERJET BK	211-00-75-20-2060	20241152		05/08/24	76.89
				COMPUTER SUPPLIES				
		02	TONER 414A BK	211-00-75-20-2060	20241152			97.89
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	174.78
							VENDOR TOTAL:	340.65
1205099 LEARNING OPPORTUNITIES INC								
244610-L	04/16/24	01	116 BOOKS	211-00-75-20-2110	20241189		05/08/24	2,644.50
				BOOKS				

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INVOICES DUE ON/BEFORE 05/08/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1205099 LEARNING OPPORTUNITIES INC								
244610-L	04/16/24	02	FREIGHT	211-00-75-20-2110	20241189		05/08/24	52.89
				BOOKS				
							INVOICE TOTAL:	2,697.39
							VENDOR TOTAL:	2,697.39
1301146 MARCO TECHNOLOGIES, LLC								
L	04/15/24	01	LIB APR COPIER LEASE	999-99-00-00-1000			05/08/24	119.08
				HOLDING ACCOUNT				
							INVOICE TOTAL:	119.08
							VENDOR TOTAL:	119.08
1305725 METROPOLITAN LIFE INSURANCE CO								
L	04/01/24	01	LIB APR SUPP/LIFE INS PREM	999-99-00-00-1000			05/08/24	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309055 MIDWEST TAPE LLC								
505163554-L	03/08/24	01	2 DVDS/C#2000006802	211-00-75-20-2120	20241020		05/08/24	61.48
				AUDIO/VISUAL				
							INVOICE TOTAL:	61.48
505289732-L	04/04/24	01	6 DVDS/C#2000006802	211-00-75-20-2120	20241020		05/08/24	132.69
				AUDIO/VISUAL				
							INVOICE TOTAL:	132.69
505312223-L	04/12/24	01	14 DVDS/C#2000006802	211-00-75-20-2120	20241107		05/08/24	440.86
				AUDIO/VISUAL				
							INVOICE TOTAL:	440.86
505321533-L	04/11/24	01	3 DVDS	211-00-75-20-2120	20241107		05/08/24	60.72
				AUDIO/VISUAL				
							INVOICE TOTAL:	60.72

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INVOICES DUE ON/BEFORE 05/08/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309055 MIDWEST TAPE LLC								
505353327-L	04/19/24	01 24	DVDS/C#2000006802	211-00-75-20-2120	20241162		05/08/24	732.26
				AUDIO/VISUAL				
							INVOICE TOTAL:	732.26
505387741-L	04/26/24	01 18	DVDS	211-00-75-20-2120	20241240		05/08/24	691.32
				AUDIO/VISUAL				
							INVOICE TOTAL:	691.32
							VENDOR TOTAL:	2,119.33
1309199 MINNESOTA ENERGY RESOURCES								
L	04/22/24	01	LIB MAR NTL GAS	999-99-00-00-1000			05/08/24	94.33
				HOLDING ACCOUNT				
							INVOICE TOTAL:	94.33
							VENDOR TOTAL:	94.33
1309335 MINNESOTA REVENUE								
L	03/20/24	01	LIB FEB SALES TAX PAYABLE	999-99-00-00-1000			05/08/24	60.11
				HOLDING ACCOUNT				
							INVOICE TOTAL:	60.11
							VENDOR TOTAL:	60.11
1516220 OPERATING ENGINEERS LOCAL #49								
L	04/01/24	01	LIB MAY HEALTH INS PREM	999-99-00-00-1000			05/08/24	10,092.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	10,092.00
							VENDOR TOTAL:	10,092.00
1601750 PAUL BUNYAN COMMUNICATIONS								
L	04/01/24	01	LIB APR SERVICE & LINE FEES	999-99-00-00-1000			05/08/24	322.07
				HOLDING ACCOUNT				
							INVOICE TOTAL:	322.07
							VENDOR TOTAL:	322.07

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 8, 2024

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/08/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618119 ISABELLA A PRATTO								
L	04/15/24	01	LEGO PROGRAM 4/11/24	999-99-00-00-1000 HOLDING ACCOUNT			05/08/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1618120 MADELYN R PRATTO								
L	04/15/24	01	LEGO PROGRAM 4/11/24	999-99-00-00-1000 HOLDING ACCOUNT			05/08/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130 P.U.C.								
L	04/22/24	01	LIB MAR UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			05/08/24	2,448.40
							INVOICE TOTAL:	2,448.40
							VENDOR TOTAL:	2,448.40
1901535 SANDSTROM'S INC								
498028-L	04/08/24	01	30X36 .65MIL CLR HVY 20-30GA	211-00-75-20-2150 20240994			05/08/24	32.50
		02	TOWEL ROLL WHT	211-00-75-20-2150 20240994				56.36
		03	TOIL TISS	211-00-75-20-2150 20240994				44.57
		04	HAND SOAP ANTIBAC/C#320023	211-00-75-20-2150 20240994				47.49
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	180.92
							VENDOR TOTAL:	180.92
2009470 THE TIMBERJAY INC								
28381R8/2024-L	05/13/24	01	TIMBERJAY SUBSCRIPTION RENEWAL	211-00-75-20-2130 20240995			05/08/24	62.00
				NEWSPAPERS			INVOICE TOTAL:	62.00
							VENDOR TOTAL:	62.00

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MAY 8, 2024

DATE: 05/01/24  
 TIME: 14:02:13  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/08/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2018680 TRU NORTH ELECTRIC LLC								
1500-L	04/10/24	01	RPL SWITCH MECH RM/PRGM RM/PRD	211-00-75-30-4010	20241065		05/08/24	100.00
		02	20 AMP 3 WAY SW	211-00-75-30-4010	20241065			5.60
							INVOICE TOTAL:	105.60
							VENDOR TOTAL:	105.60
2114356 UNIQUE MANAGEMENT SERVICES								
6124388-L	03/31/24	01	MAR PLACEMENTS	211-00-75-30-3300	20240988		05/08/24	151.45
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20240988			-11.65
							INVOICE TOTAL:	139.80
							VENDOR TOTAL:	139.80
2209665 VISA								
L	04/15/24	01	USPS LIB PREPAID PRIORITY MAIL	999-99-00-00-1000			05/08/24	985.00
							INVOICE TOTAL:	985.00
							VENDOR TOTAL:	985.00
2301700 WM CORPORATE SERVICES, INC								
L	04/08/24	01	LIB MAR SERVICE	999-99-00-00-1000			05/08/24	145.86
							INVOICE TOTAL:	145.86
							VENDOR TOTAL:	145.86
T001514 ANDREA ZUILL								
052224-L	05/22/24	01	ANDREA ZUILL DAY 5/22/24	211-00-75-30-3100	20241175		05/08/24	750.00
							INVOICE TOTAL:	750.00
							VENDOR TOTAL:	750.00
							TOTAL ALL INVOICES:	74,054.91

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **APRIL 30, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 825,128	\$ -	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	1,397	70%
211-00-34-00-7975	INTERNET	2,000	494	25%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	55	55%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	12,670	70%
211-00-34-00-7990	FAX MACHINE USE	500	247	49%
211-00-35-00-1030	LIBRARY FINES	-	10	0%
211-00-37-00-2310	DONATIONS	1,500	6,000	400%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,466	113%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	13,585	0%
211-00-37-00-2450	MISCELLANEOUS	-	718	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	907	30%
		987,009	45,594	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	415,796	121,775	29%
211-00-75-10-1030	SALARY-PARTTIME	91,955	31,870	35%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	551	6%
211-00-75-10-1210	PERA	37,816	11,208	30%
211-00-75-10-1220	FICA	31,481	9,438	30%
211-00-75-10-1250	MEDICARE	7,362	2,207	30%
211-00-75-10-1310	HEALTH INSURANCE	122,265	39,408	32%
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	3,032	804	27%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,451	31%
211-00-75-20-2020	COPY SUPPLIES	1,500	-	0%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,098	37%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	11,429	114%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	381	38%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,181	159%
211-00-75-20-2110	BOOKS	39,000	19,766	51%
211-00-75-20-2120	AUDIO/VISUAL	9,000	3,898	43%
211-00-75-20-2130	NEWSPAPERS	2,000	675	34%
211-00-75-20-2140	PERIODICALS	7,500	30	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	991	33%
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	328	33%
211-00-75-30-3090	JANITORIAL SERVICES	20,960	6,987	33%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	850	7%
211-00-75-30-3210	TELEPHONE	6,000	1,509	25%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	1,468	42%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	16,000	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	466	23%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	22,000	8,736	40%
211-00-75-30-3810	ELECTRICITY	35,000	6,869	20%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	993	50%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **APRIL 30, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	760	10%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,103	22%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,909	19%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	802	80%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,382	26%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,079	36%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	476	32%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	240	0%
	<b>TOTAL EXPENDITURES</b>	<b>987,009</b>	<b>300,211</b>	<b>30%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(254,618)</b>	

DATE: 05/01/2024  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 4 PERIODS ENDING APRIL 30, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	825,128.00	0.00	0.00	825,128.00	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
<b>TOTAL</b>		0.00	825,128.00	0.00	0.00	825,128.00	0
<b>TOTAL TAXES</b>		0.00	825,128.00	0.00	0.00	825,128.00	0
<b>INTERGOVERNMENTAL</b>							
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
<b>TOTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	0
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	0
<b>CHARGES FOR SERVICES</b>							
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	376.23	2,000.00	1,397.39	0.00	602.61	70
211-00-34-00-7975	INTERNET	80.70	2,000.00	493.72	0.00	1,506.28	25
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	55.25	0.00	44.75	55
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,835.00	18,200.00	12,670.00	0.00	5,530.00	70
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	55.37	500.00	247.32	0.00	252.68	49
<b>TOTAL</b>		11,392.30	28,081.00	22,908.68	0.00	5,172.32	82
<b>TOTAL CHARGES FOR SERVICES</b>		11,392.30	28,081.00	22,908.68	0.00	5,172.32	82

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 4 PERIODS ENDING APRIL 30, 2024

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.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	10.00	0.00	10.00	0.00	(10.00)	100
TOTAL		10.00	0.00	10.00	0.00	(10.00)	100
TOTAL FINES & FORFEITS		10.00	0.00	10.00	0.00	(10.00)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	1,000.00	1,500.00	6,000.00	0.00	(4,500.00)	400
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,466.42	0.00	(166.42)	113
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	11,618.50	0.00	13,584.58	0.00	(13,584.58)	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	127.56	0.00	717.59	0.00	(717.59)	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	906.58	3,000.00	906.58	0.00	2,093.42	30
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		13,652.64	5,800.00	22,675.17	0.00	(16,875.17)	391
TOTAL MISCELLANEOUS REVENUE		13,652.64	5,800.00	22,675.17	0.00	(16,875.17)	391
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 4 PERIODS ENDING APRIL 30, 2024

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	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		25,054.94	987,009.00	45,593.85	0.00	941,415.15	5
<b>EXPENSES</b>							
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
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	31,799.67	415,796.00	121,775.41	0.00	294,020.59	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	8,168.78	91,955.00	31,869.52	0.00	60,085.48	35
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	550.80	0.00	7,959.20	6
211-00-75-10-1210	PERA	2,997.64	37,816.00	11,208.40	0.00	26,607.60	30
211-00-75-10-1220	FICA	2,452.87	31,481.00	9,437.89	0.00	22,043.11	30
211-00-75-10-1250	MEDICARE	573.64	7,362.00	2,207.22	0.00	5,154.78	30
211-00-75-10-1310	HEALTH INSURANCE	10,092.00	122,265.00	39,408.00	0.00	82,857.00	32
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	91.84	76.14	64.02	72
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	201.06	3,032.00	804.24	0.00	2,227.76	27
TOTAL PERSONNEL		56,309.14	718,449.00	217,355.40	76.14	501,017.46	30
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	2,331.71	8,000.00	2,451.42	2,341.51	3,207.07	60
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0
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	301.67	3,000.00	1,098.46	301.67	1,599.87	47
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	0.00	2,500.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	11,428.58	0.00	(1,428.58)	114

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CITY OF GRAND RAPIDS  
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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.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	1,000.00	380.57	297.93	321.50	68
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	3,181.24	0.00	(1,181.24)	159
211-00-75-20-2110	BOOKS	5,401.46	39,000.00	19,766.29	2,021.33	17,212.38	56
211-00-75-20-2120	AUDIO/VISUAL	2,245.85	9,000.00	3,898.07	1,616.01	3,485.92	61
211-00-75-20-2130	NEWSPAPERS	230.76	2,000.00	674.55	62.00	1,263.45	37
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	30.00	13.20	7,456.80	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	265.67	3,000.00	991.49	209.17	1,799.34	40
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
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>10,777.12</b>	<b>90,500.00</b>	<b>43,900.67</b>	<b>6,862.82</b>	<b>39,736.51</b>	<b>56</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
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	103.53	1,000.00	327.63	34.51	637.86	36
211-00-75-30-3090	JANITORIAL SERVICES	1,746.67	20,960.00	6,986.68	1,746.67	12,226.65	42
211-00-75-30-3100	OTHER CONTRACTED SERVICES	100.00	12,000.00	850.00	900.00	10,250.00	15
211-00-75-30-3210	TELEPHONE	376.55	6,000.00	1,509.03	0.00	4,490.97	25
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	1,467.50	0.00	2,032.50	42
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	16,000.00	0.00	0.00	16,000.00	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	466.00	151.45	1,382.55	31
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	2,184.00	22,000.00	8,736.00	0.00	13,264.00	40
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	6,868.64	0.00	28,131.36	20
211-00-75-30-3840	GARBAGE REMOVAL	250.26	2,000.00	992.59	0.00	1,007.41	50
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	760.00	0.00	7,240.00	10
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	2,103.21	0.00	7,396.79	22
211-00-75-30-4010	BUILDING MAINT/REPAIRS	107.18	15,000.00	2,909.38	107.18	11,983.44	20

DATE: 05/01/2024  
TIME: 14:36:29  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 4 PERIODS ENDING APRIL 30, 2024

PAGE: 5  
F-YR: 24

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	801.90	1,000.00	801.90	0.00	198.10	80
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	2,381.89	0.00	6,618.11	26
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	0.00	0.00	8,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	119.08	1,500.00	476.32	0.00	1,023.68	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	240.00	0.00	(240.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>5,789.17</b>	<b>178,060.00</b>	<b>38,955.35</b>	<b>2,939.81</b>	<b>136,164.84</b>	<b>24</b>
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
<b>TOTAL CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL GENERAL ADMINISTRATION</b>		<b>72,875.43</b>	<b>987,009.00</b>	<b>300,211.42</b>	<b>9,878.77</b>	<b>676,918.81</b>	<b>31</b>
<b>TOTAL EXPENSES:</b>		<b>72,875.43</b>	<b>987,009.00</b>	<b>300,211.42</b>	<b>9,878.77</b>	<b>676,918.81</b>	<b>31</b>
<b>TOTAL FUND REVENUES</b>		<b>25,054.94</b>	<b>987,009.00</b>	<b>45,593.85</b>	<b>0.00</b>	<b>941,415.15</b>	<b>5</b>
<b>TOTAL FUND EXPENSES</b>		<b>72,875.43</b>	<b>987,009.00</b>	<b>300,211.42</b>	<b>9,878.77</b>	<b>676,918.81</b>	<b>31</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(47,820.49)</b>	<b>0.00</b>	<b>(254,617.57)</b>			
<b>TOTAL ALL FUND REVENUES</b>		<b>25,054.94</b>	<b>987,009.00</b>	<b>45,593.85</b>	<b>0.00</b>	<b>941,415.15</b>	<b>5</b>
<b>TOTAL ALL FUND EXPENSES</b>		<b>72,875.43</b>	<b>987,009.00</b>	<b>300,211.42</b>	<b>9,878.77</b>	<b>676,918.81</b>	<b>31</b>
<b>ALL FUND SURPLUS (DEFICIT)</b>		<b>(47,820.49)</b>	<b>0.00</b>	<b>(254,617.57)</b>			

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE FOUR MONTHS ENDING APRIL 30, 2024**  
*With Comparative Totals for April 30, 2023*

	2023 Actual	2024 Actual	2024 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	456,479	530,070	530,070	
Compensated Absences	44,648	44,648	44,648	
Emergency/unanticipated Expenditures	64,796	64,796	64,796	
Major Equipment Replacement	135,725	135,725	135,725	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>701,648</b>	<b>775,239</b>	<b>775,239</b>	
<b>Revenues:</b>				
Taxes	-	-	825,128	0%
Intergovernmental	-	-	128,000	0%
Charges for Services	26,134	22,909	28,081	82%
Fines & Forfeits	45	10	-	0%
GR Library Foundation	4,392	13,585	-	0%
Miscellaneous	15,072	9,091	5,800	157%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>45,642</b>	<b>45,594</b>	<b>987,009</b>	<b>5%</b>
<b>Expenditures:</b>				
Personnel	200,727	217,355	718,449	30%
Supplies/Materials	33,310	43,901	90,500	49%
Other Services/Charges	43,666	38,955	178,060	22%
<b>TOTAL EXPENDITURES</b>	<b>277,703</b>	<b>300,211</b>	<b>987,009</b>	<b>30%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(232,061)</b>	<b>(254,618)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
<b>Fund Balance 4/30/XX</b>				
Cash Flow	224,419	275,453	530,070	
Compensated Absences	44,648	44,648	44,648	
Emergency/unanticipated Expenditures	64,796	64,796	64,796	
Major Equipment Replacement	135,725	135,725	135,725	
<b>TOTAL FUND BALANCE 4/30/XX</b>	<b>\$ 469,588</b>	<b>\$ 520,622</b>	<b>\$ 775,239</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,722 as of 2/29/24. This endowment is not available for current operations.

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 04/30/24
<b>ASSETS</b>					
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	187,397.10	187,397.10	0.00
211-00-00-00-1010	CASH	767,313.44	47,569.60	331,007.15	483,875.89
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	(16,583.06)	0.00	0.00	(16,583.06)
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	1,500.00	0.00	1,500.00	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 ST PAUL/MN FOUNDATION	37,612.94	0.00	0.00	37,612.94
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	4,175.79	0.00	4,175.79	0.00
211-00-00-00-1551	PREPAID INSURANCE	9,612.00	54,820.67	45,356.24	19,076.43
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	29,880.41	20,101.18	9,779.23
<b>TOTAL</b>		<b>830,042.11</b>	<b>319,667.78</b>	<b>589,537.46</b>	<b>560,172.43</b>
<b>TOTAL ASSETS</b>		<b>830,042.11</b>	<b>319,667.78</b>	<b>589,537.46</b>	<b>560,172.43</b>

**LIABILITIES AND FUND EQUITY**

<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,583.14	357,339.15	343,154.16	3,398.15
211-00-00-00-2030	SALES TAX PAYABLE	0.00	185.25	237.56	52.31
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	10,898.66	10,898.66	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
<b>TOTAL</b>		<b>54,802.80</b>	<b>368,423.06</b>	<b>343,391.72</b>	<b>29,771.46</b>

FUND: PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING APRIL 30, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 04/30/24
<hr/>					
TOTAL LIABILITIES		54,802.80	368,423.06	343,391.72	29,771.46
<hr/>					
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	775,239.31	0.00	0.00	775,239.31
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	20,101.18	29,880.41	9,779.23
<hr/>					
TOTAL	FUND SURPLUS (DEFICIT)	775,239.31 0.00	20,101.18 254,617.57	29,880.41 0.00	785,018.54 (254,617.57)
<hr/>					
TOTAL FUND EQUITY		775,239.31	274,718.75	29,880.41	530,400.97
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		830,042.11	643,141.81	373,272.13	560,172.43
<hr/>					

RESOLUTION NO. 2024-5  
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:

**Grand Rapids Area Library Foundation - \$695.75 (DVDs collection enhancement)**

Adopted this 8th day of May, 2024

---

Cyndy Martin, President

---

Deb Kee, Secretary



May 1, 2024

Emily Lindner  
23222 Old Stones Throw Road  
Grand Rapids, MN 55744

Dear Ms. Lindner:

I am pleased that you will be leading a series of four book club meetings developed for school age children. These programs will be held 5/20/2024; 6/24/2024; 7/29/2024; and 8/19/2024.

The Library will pay you \$100 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will pay you \$50 for program materials and snacks, for a total payment of \$150 per program. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: [wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

Emily Lindner  
Signature

5/1/24  
Date

Approved for the Board of Directors:

\_\_\_\_\_

\_\_\_\_\_



May 1, 2024

Isabella Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of eight weekly Lego programs developed for school-age children. These programs will be held 6/7/2024; 6/14/2024; 6/21/2024; 6/28/2024; 7/5/2024; 7/12/2024; 7/19/2024; and 7/26/2024.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made weekly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: [wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

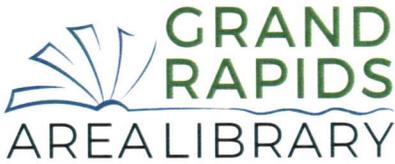
Isabella Pratto  
Signature

5/1/24  
Date

Approved for the Board of Directors:

\_\_\_\_\_

\_\_\_\_\_



May 1, 2024

Madelyn Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of eight weekly Lego programs developed for school-age children. These programs will be held 6/7/2024; 6/14/2024; 6/21/2024; 6/28/2024; 7/5/2024; 7/12/2024; 7/19/2024; and 7/26/2024.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made weekly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

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

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

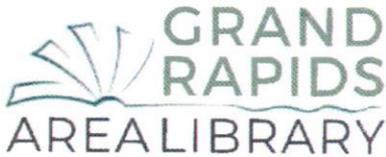
Madelyn R. Pratto  
Signature

5/01/24  
Date

Approved for the Board of Directors:

\_\_\_\_\_

\_\_\_\_\_



April 17, 2024

Andrea Zuill  
andzuill@yahoo.com

Dear Ms. Zuill:

I am pleased that you will be joining us for Andrea Zuill Day at Grand Rapids Area Library! We look forward to storytime, small meetings, and a special program with you on Wednesday, May 22, 2024.

The Library will pay you \$750 for the day. This fee will include your prep time, as well as set-up, programming, and clean-up time. If these arrangements are agreeable, please sign below, and return this contract, and a completed W-9 form, to the library.

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

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

\_\_\_\_\_  
Signature

04/19/2024  
\_\_\_\_\_  
Date

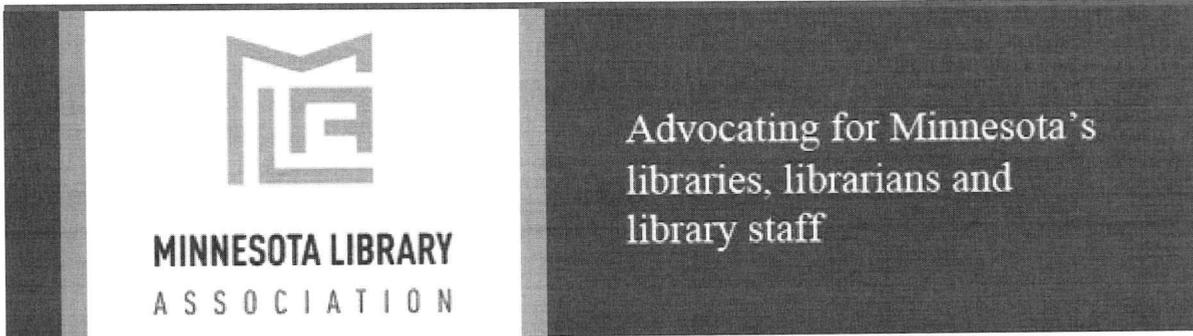
Approved for the Board of Directors:

\_\_\_\_\_

**Will Richter**

---

**From:** Minnesota Library Association Office <office@mnlibraryassociation.org>  
**Sent:** Monday, April 22, 2024 2:55 PM  
**To:** Will Richter  
**Subject:** MLA Legislative Update



## MLA Legislative Update 4.22.24



### 2024 Legislative Session enters final phase

Four weeks from Monday, April 22 the Minnesota legislature will be heading home for the summer. With a short week due to the Passover religious observation, there's really about three weeks left for the House and Senate to process dozens of policy and supplemental budget bills. A Bonding

bill was to be the primary focus of this session, but it has taken a quiet backseat as the DFL Trifecta continues to press an aggressive pace and agenda for this otherwise non- budget session.

The GOP doesn't have much leverage except of the Bonding bill and there's speculation they'll want more support for rural emergency medical services. The Trifecta budget targets only allow about \$16 million of the \$120 million that rural entities are asking for EMS support. Perhaps the budget targets will be increased in the final week of session to accommodate a few caucus priorities to help get a Bonding bill to the Governor's desk.

At stake for libraries in the Bonding bill is the potential to add another \$1 million to the Library Construction & Renovation Grants program, which saw a \$4 million infusion in last session's Bonding bill.

**Education Policy Conference Committee: HF 3782/SF 3567**

Rep. Laurie Pryor (DFL Eden Prairie) and Sen. Steve Cwudzinski (DFL Eden Prairie) are co-chairing a conference committee on Education Policy issues. At stake for libraries is a waiver for MELSA to hire a library director who does not have a MLIS degree. The bigger issue is a proposal that would prohibit the banning of books by a governing board of a library system, be it public, K-12, Multi-County, Multi-Type or other. The Governor is asking for this proposal to be delivered to his desk.

**Education Supplemental Budget: HF 5247/SF 5252**

Rep. Cheryl Youakim (DFL Hopkins) and Sen. Mary Kunesch (DFL New Brighton) will eventually co-chair a conference committee on supplemental spending for the state's E- 12 budget. They have \$43 million to spend on fiscal year 2025, but the "tails" budget, fiscal years 2026-27, can only increase by \$18 million, therefore most of the funding is one-time.

The Read Act is the focus as schools and teachers implement the massive new law aimed at ensuring teachers are using structured literacy as the driver of reading instruction in elementary grades. Roughly \$35 million of the one-time target will go to pay teachers for their time getting trained in new curriculum and instructional methods. A \$35 million allocation from the 2023 E-12 budget bill is being remodeled so school districts will get a direct infusion of \$40/pupil to cover other costs associated with the Read Act. The previous language would have required schools to apply for grants, which is unpalatable for many small and medium sized schools.

At stake for libraries are two proposals in the Senate's bill. The first is the creation of a new LMS position at the MN Department of Education's State Library Services Division. Chair Kunesch is pushing for this position to complement the state aid she created for school library support in the 2023 budget bill. The second proposal is the creation of a Digital Citizenship Task Force that would include representatives from the library community.

**Net Neutrality**

Legislative to create a state level requirement for vendors to abide by NN regulations is advancing. However, the state legislature is watching action by the FCC on April 25 that may pre-empt certain state level NN regulations, perhaps those that would go above and beyond what the FCC is planning to adopt in a new NN rule. Stay tuned on this one and we'll see what the FCC actually takes action on at the end of April.

## Gun Violence Prevention – Dangerous Weapons Restrictions

Despite a strong push during House Public Safety hearings this session, it doesn't appear that removing state level preemptions on local governments regulation dangerous weapons will advance. Instead, gun violence prevention measures dealing with safe storage of firearms and the reporting of lost and stolen firearms appear to be the ones advancing toward the finish line. Gun violence prevention measures are highly controversial and the thin majorities in the House and Senate make them difficult to pass.

## Future Legislative Updates – May 1st

Join us virtually at 10am on Wednesday, May 1st for an updated on these measures and get your questions answered about other legislative activity.

Minnesota Library Association  
1611 County Road B W, Ste. 315  
Saint Paul, MN 55113

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[If you would like to unsubscribe click here](#)

1.1 Senator ..... moves to amend S.F. No. 3567, in conference committee, as follows:

1.2 On R2 Nutrition & Libraries, Senate language, (S3567-2)

1.3 Page 83, delete section 3 and insert:

1.4 "Sec. 3. **[134.55] BOOK BANNING PROHIBITED AND RIGHTS PROTECTED.**

1.5 Subdivision 1. **Book banning prohibited.** A public library must not ban, remove, or  
1.6 otherwise restrict access to a book or other material based solely on its viewpoint or the  
1.7 message, ideas, or opinions it conveys.

1.8 Subd. 2. **Definitions.** (a) For purposes of this section, the terms defined in this subdivision  
1.9 have the meanings given them.

1.10 (b) "Public library" means:

1.11 (1) a library that provides free access to all residents of a city or county, receives at least  
1.12 half of its financial support from public funds, and is organized under the provisions of this  
1.13 chapter, except that a library under this clause does not include libraries such as law, medical,  
1.14 or other libraries organized to serve a special group of persons and not the general public;

1.15 (2) a library jointly operated by a city and a school district under section 134.195;

1.16 (3) a school district or charter school library or media center under section 124D.991,  
1.17 including libraries operated by an intermediate school district or cooperative unit under  
1.18 section 123A.24, subdivision 2; or

1.19 (4) a public higher education institution library.

1.20 (c) "Governing body" means a group of persons that oversee the operations, budget,  
1.21 policies, and other administrative responsibilities of a regional public library system under  
1.22 section 134.20, subdivision 2; a multicounty, multitype library system under section 134.351,  
1.23 subdivision 4; a combination library under section 134.195, subdivision 7; a school library  
1.24 under section 124D.991, including libraries operated by an intermediate school district or  
1.25 cooperative unit under section 123A.24, subdivision 2; or any other public library under  
1.26 section 134.001, subdivision 2.

1.27 Subd. 3. **Limitations.** (a) Nothing in this section limits a public library's authority to  
1.28 decline to purchase, lend, or shelve or to remove or restrict access to books or other materials  
1.29 legitimately based upon:

1.30 (1) practical reasons, including but not limited to shelf space limitations, rare or  
1.31 antiquarian status, damage, or obsolescence;

2.1 (2) legitimate pedagogical concerns, including but not limited to the appropriateness of  
2.2 potentially sensitive topics for the library's intended audience, the selection of books and  
2.3 materials for a curated collection, or the likelihood of causing a material and substantial  
2.4 disruption of the work and discipline of the school; or

2.5 (3) compliance with state or federal law.

2.6 (b) Nothing in this section impairs or limits the rights of a parent, guardian, or an adult  
2.7 student under section 120B.20.

2.8 Subd. 4. **Collection management.** A governing body of a public library or any other  
2.9 public body with personnel authority for a public library may not discriminate against or  
2.10 discipline an employee for complying with this section.

2.11 Subd. 5. **Library materials policy.** (a) A governing body of a public library must adopt  
2.12 a policy that establishes procedures for selection of, challenges to, and reconsideration of  
2.13 library materials in accordance with this section.

2.14 (b) The policy must not impair or limit the rights of a parent, guardian, or adult student  
2.15 under section 120B.20.

2.16 (c) The policy must establish that the procedures for selection and reconsideration will  
2.17 be administered by:

2.18 (1) a licensed library media specialist under Minnesota Rules, part 8710.4550;

2.19 (2) an individual with a master's degree in library science or library and information  
2.20 science; or

2.21 (3) a professional librarian or a person trained in library collection management.

2.22 (d) Upon the completion of a content challenge or reconsideration process in accordance  
2.23 with the governing body's adopted policy, the governing body must submit a report of the  
2.24 challenge to the commissioner of education that includes:

2.25 (1) the title, author, and other relevant identifying information about the material being  
2.26 challenged;

2.27 (2) the date, time, and location of any public hearing held on the challenge in question,  
2.28 including minutes or transcripts;

2.29 (3) the result of the challenge or reconsideration request; and

2.30 (4) accurate and timely information on who from the governing body the department  
2.31 may contact with questions or follow-up."

3.1 Amend the title accordingly

## GRAND RAPIDS AREA LIBRARY FOUNDATION PRESIDENT REPORT 2023

GRALF MONEY GIVEN TO LIBRARY AND COMMUNITY		
Children's Fund	Total	\$6,381.99
		Children Library Tables and Chairs Summer Reading Program Artastic Supplies Lego Table
General Fund	Total	\$13,112.61
		Picnic Table and Cement Display Cabinet Non-Fiction Collection Enhancement Large Print Collection Enhancement
No Fund	Total	\$4,824.00
		Story Time Annual Summer Celebration with Kona Ice
		<hr/> <hr/>
		\$24,318.60

GRALF EXPENSES	Total	\$510.00	Tax Prep and Filing
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GRALF DONATIONS RECEIVED	
Children's Fund	Total \$900.00
General Fund	Total <u>\$3,816.76</u>
	<hr/> <hr/>
	\$4,716.76

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11493 County Road 448, Jacobson, MN 55752 • (218) 340-1595 • albert11@hotmail.com

## Professional Summary

Data-driven, detailed-orientated agriculture professional with experience in data management, technical writing and research protocols.

## Skills

- Excellent administrative & leadership abilities
- Highly organized, detail-orientated
- Accurate data entry, processing and project planning
- Technical writing
- Copywriting, proofreading and editing
- Microsoft Office; digital publishing
- Inventory management, bookkeeping, reporting
- Basic animal care, animal breeding and husbandry
- Farm machinery experience
- Photo editing and archiving

## Education

**Master of Science:** Communication Studies & Journalism, 05/2006

**South Dakota State University** - Brookings, SD

- Thesis: South Dakota Cattle Producers & The Internet
- Research and Teaching assistantships in Speech Communications and Journalism and Mass Communications departments

**Bachelor of Science:** Agricultural Business, 12/2002

**University of Minnesota - Crookston** - Crookston, MN

- Graduated with 3.778 GPA, with Distinction
- Collegiate athlete in volleyball, basketball and softball (team captain)

## Work History

### **Administrative Assistant & Accounting Assistant**, 03/2017 to Current

#### **Grand Rapids Evangelical Free Church** – Grand Rapids, MN; Part-Time

- Tracked expenses, analyzed budget performance and prepared monthly financial reports.
- Managed church database records and generated reports.
- Worked closely with senior leadership to carry out the organization’s mission and objectives.
- Answered telephone and email inquiries, greeted guests, and ordered supplies.

### **Manager**, 2000 to Current

#### **Shady Oaks Red Angus** – Jacobson, MN; Owner

- Managed data collection and recordkeeping of 70-head purebred cattle operation.
- Planned and facilitated synchronized A.I. breeding programs for multiple local cowherds.
- Drove haying, harvesting and fieldwork equipment as needed for spring, summer and fall work.
- Developed 1-, 3- and 6-month planning systems to keep farm organized.

### **Editor**, 06/2010 to 08/2012

#### **Swift Communications / Tri-State Livestock News** – Spearfish, SD; Full-Time Telecommute

- Planned editorial coverage for weekly newspaper and nine special publications annually.
- Selected, edited and evaluated copy to ensure content aligned with established guidelines.
- Managed a team of eight freelance writers.
- Updated website with editorial content to increase website traffic.

### **Managing Editor**, 10/2006 to 04/2009

#### **Penton Media / BEEF Magazine** – Bloomington, MN; Full-Time

- Edited feature stories, columns and commentary for print and electronic publishing.
- Developed editorial previews and participated in annual content strategy meetings.
- Organized editorial meetings to collaborate and review story leads.
- Worked with graphic artists, post-production team members and other specialists to produce captivating and successful content.
- Built and strengthened industry partnerships to improve product placements, amplify coverage and maximize effectiveness of marketing strategies.

## **Honors & Accomplishments**

- Top Read Story of the Decade, *BEEF* Magazine, "7 Common Fencing Mistakes"
- Minnesota County Fair Person of the Year, 2017
- 1st Place, Minnesota Farm Bureau Discussion Meet, 2006
- Rhubarb Queen, Leola, SD, 2003
- Michael A. Chowdry Entrepreneurial Scholarships
- Outstanding Junior Member, Red Angus Association of America, 2002
- President, Junior Red Angus Association of America, 2001-2002

## **Volunteer Pursuits**

- Itasca County 4-H and Cloverbud parent leader
- Grand Rapids FFA Alumni & Supporters
- Immerse Student Ministries

I can feel the wheels turning faster. Do you remember going down a hill, on a sled, or in a wagon, and you went agonizingly slow, until, whoosh, you were flying. At the beginning of April I was at the very tip top of Mount Summer Reading, now I feel the wind in my hair. Some highlights:

1. Our Cohasset 4<sup>th</sup> graders joined us for a lesson on non-fiction books, and what sets non-fiction apart from fiction books. (The final answer: they provide bits of information in many unique ways, because that is how the human brain best absorbs information. We identified many features of this such as: different font sizes, information boxes pulled away from the text, maps, graphs, bold words, glossaries, indexes, tables of contents, photographs, etc.)
2. The last Lego Club of the school year saw many happy builders. Maddie and Bella Pratto will continue their craft of running Lego Club in June and July.
3. Tuesday afternoon Book Time continues to be a hit. I appreciate Teacher Shannon and Teacher Courtney very much!
4. I taped my last KAXE "What We're Reading Episode" until next fall.
5. Online Storytime filming continued; "Kittens" was our April winner with over 460 views to date.
6. Jenny Behm, in conjunction with the Bell Museum, facilitated a wonderful STEAM program.
7. Both Page Turners and the Teen Book Club met.
8. I spent an inordinate amount of time both receiving new books and ordering new books. Mr. Lyman Loveland's generous \$3000 to purchase new non-fiction books resulted in over 150 new books for the Children's Library. It is simply breath-taking to me to see that astounding generosity in actual books. I also just finished ordering \$800 in new holiday books. I very much wanted to expand our selection of standard holiday books to include holidays about which we didn't have much information, and certainly few actual stories. (That is, we probably have non-fiction information about most of these, but no fiction.) We will now have some stories about: Ramadan, Eid, Purim, Hannukah, Lunar New Year, Kwanzaa, Diwali, and Holi on our holiday shelves. Our patrons are soon to step out on a global stage, and this is just one small way to help them get ready. Thank you to the Friends of the Library for this generous grant.
9. Planning for summer continues...daily.

Happy Reading!

Monthly Report - Overview for Apr 2024

Locations on this report: Grand Rapids Area Library

Checkout

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
1st Time	10285	9922	3	9973	3	39915	38515	3
Phone Renewal	443	268	65	316	40	1240	1234	0
Renewal	232	220	5	124	87	866	581	49
Opac Renewal	869	651	33	668	30	2570	2628	-3
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	11829	11061	6	11081	6	44591	42958	3

Checkout Stock Rotation

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 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 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
Normal	9914	9056	9	9236	7	35495	33855	4
Late	2013	1795	12	1857	8	7731	7298	5
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	11927	10851	9	11093	7	43226	41153	5

Requests Placed

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
Placed	2326	2186	6	1931	20	9164	8107	13
Total	2326	2186	6	1931	20	9164	8107	13

## Requests Resolved

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
Cancelled	100	122	-19	84	19	398	416	-5
Filled	3307	3050	8	2731	21	13028	11902	9
Expired	2	3	-34	1	100	8	10	-20
Total	3409	3175	7	2816	21	13434	12328	8

## Holds Resolved

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
Picked Up	2036	2078	-3	1829	11	8252	7224	14
Cancelled	3	0	100	7	-58	3	31	-91
Expired	164	135	21	99	65	572	447	27
Total	2203	2213	-1	1935	13	8827	7702	14

## Overdues

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
1st Notice	726	573	26	616	17	2286	1907	19
2nd Notice	4	5	-20	2	100	13	10	30
3rd Notice	1	1	0	0	100	3	3	0
4th Notice	1	1	0	1	0	2	3	-34
5th Notice	1	1	0	0	100	3	1	200
Final Notice	0	0	0	0	0	0	2	-100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	212	136	55	173	22	724	569	27
Total	945	717	31	792	19	3031	2495	21

## Borrower Delta

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	81	79	2	86	-6	318	419	-25
Deleted (Manual)	9	9	0	5	80	32	31	3
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0

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Total	90	88	2	91	-2	350	450	-23

Bib Delta

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	310	66	369	227	36	688	762	-10
Deleted (Manual)	309	266	16	200	54	1143	739	54
New (Batch)	166	43	286	66	151	463	307	50
Deleted (Batch)	0	0	0	0	0	0	0	0
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Total	785	375	109	493	59	2294	1808	26

Auth Delta

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	1	0	100	0	100	3	2	50
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1	0	100	0	100	3	2	50

Item Delta

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	761	307	147	657	15	2109	2169	-3
Deleted (Manual)	154	525	-71	130	18	2185	1307	67
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	915	832	9	787	16	4294	3476	23

Acquisitions Activities

Description	Apr 2024	Mar 2024	%chg	Apr 2023	%chg	2024 YTD	2023 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	500	166	201	370	35	1034	1213	-15
Items Rcvd by Ven	503	174	189	381	32	1050	1246	-16
Claims	0	0	0	0	0	0	0	0
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Total	1003	340	195	751	33	2084	2459	-16

**Grand Rapids Area Library**  
**Reference Statistics**  
**April 2024**

	<b>April</b>	<b>YTD 2024</b>
<b>Door Count</b>	<b>5,332</b>	<b>20,044</b>
<b>Reference Questions</b>	<b>167</b>	<b>753</b>
<b>Computer Help Over 5 Minutes</b>	<b>13</b>	<b>71</b>
<b>Tests Proctored</b>	<b>2</b>	<b>4</b>
<b>Public Computer Use: Sessions</b>	<b>235</b>	<b>793</b>
<b>Public Computer Use: Hours</b>	<b>170</b>	<b>614</b>
<b>Special Computer Sessions</b>	<b>118</b>	<b>468</b>
<b>Passports Accepted</b>	<b>92</b>	<b>376</b>

# April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 NO SCHOOL 6 np // c/ ///	2 14 np // c/ <del>///</del> //	3 0 np // c/ <del>///</del> //	4 10 np // // c/ <del>///</del> //	5 5 np // c/ ///	6 <del>///</del> <del>///</del>
7	8 6 np // c/ <del>///</del> //	9 5 np // c/ ///	10 10 np // c/ <del>///</del> //	11 2 np // c/ <del>///</del> //	12 11 np // c/ ///	13
14	15 13 np // c/ <del>///</del> //	16 5 np // c/ <del>///</del> //	17 12 np // c/ <del>///</del> //	18 6 np // c/ ///	19 6 np // c/ //	20
21	22 7 np // c/ ///	23 5 np // c/ ///	24 9 np // c/ ///	25 12 np // c/ <del>///</del> //	26 4 np // c/ //	27
28	29 np // c/ ///	30 13 np // c/ ///				

# April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<sup>1</sup> 103095 7	<sup>2</sup> 103,368 3	<sup>3</sup> 103624 3	<sup>4</sup> 103,960 CALLIGRAPHY PROGRAM 3	<sup>5</sup> 104,092 3	<sup>6</sup> (19)
<sup>7</sup>	<sup>8</sup> 104395 12	<sup>9</sup> 104,679 3	<sup>10</sup> 104991 3	<sup>11</sup> 105,274 7	<sup>12</sup> 105,430 2	<sup>13</sup> (27)
<sup>14</sup>	<sup>15</sup> 105704 2	<sup>16</sup> 105,959 1	<sup>17</sup> 106200 4	<sup>18</sup> 106548 4	<sup>19</sup> 106,714 5	<sup>20</sup> (16)
<sup>21</sup>	<sup>22</sup> 106998 4	<sup>23</sup> 107,314 4	<sup>24</sup> 107566 7	<sup>25</sup> 107798 5	<sup>26</sup> 107,953 1	<sup>27</sup> (21)
<sup>28</sup>	<sup>29</sup> 108208 3	<sup>30</sup> 108,427 6				<sup>31</sup> (9)

92

# GRAL Children’s Library Monthly Statistics April 2024

## Online Storytime

Programs: 4  
 Facebook views: 135  
 YouTube views: 786  
 Total views: 921

## Artastic

Programs: 1  
 Facebook views: 60  
 YouTube views: 45  
 Total views: 105  
 Kits handed out: 126

<b>Programs:</b>	<b><u>Date</u></b>	<b><u>Name of Program</u></b>	<b><u>Number of people</u></b>
	4/02	Book Time	27
	4/09	Book Time	29
	4/11	Lego Club	22
	4/16	Book Time	32
	4/17	Afterschool STEAM	29
	4/23	Book Time	27
	4/28	Page Turners Club	7
	4/30	Book Time	19

Book Times : 5                      People: 134  
 Library Programs: 3                People: 58

**Total Programs: 8    People: 166**

**Class Visit: 3 groups    People: 101**

- Cohasset Fourth Grade: 52
- RJEMS SPED: 12
- RJEMS SPED: 12

**Reference Questions 2024: 492**

**Reference Questions 2023: 401**

# April 2024

107  
Item 11.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 22	2 17	3 34	4 77	5 17	6 167
7	8 24	9 18	10 32	11 19	12 11	13 104
14	15 16	16 13	17 41	18 15	19 17	20 101
21	22 21	23 30	24 11	25 13	26 5	27 88
28	29 14	30 18				5

### GRAND RAPIDS AREA LIBRARY: 2024 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	22	141.75	8	101.75	7	27.00	8	43.25	1	8.00	30	243.50
February	31	159.75	7	101.25	7	27.00	11	77.50	9	20.00	38	261.00
March	24	146.25	7	65.00	7	27.00	8	50.25	2	11.00	31	211.25
April	35	187.75	8	87.25	9	29.00	11	65.25	8	17.00	43	275.00
May												
June												
July												
August												
September												
October												
November												
December												
<b>Total</b>		<b>635.50</b>		<b>355.25</b>		<b>110.00</b>		<b>236.25</b>		<b>56.00</b>	<b>*</b>	<b>990.75</b>