



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, January 08, 2025

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, January 8, 2025 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

2025 Organizational Meeting to select Chair, Vice-Chair, and Secretary.

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 the 12-11-2024 meeting.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider approving payment of the Bill List.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adopting a resolution accepting donations.
4. Consider approval of a contract for library programs.

REGULAR AGENDA:

5. Review 2025 library budget.
6. Review Library Board bylaws.
7. Review Minnesota Open Meeting Law.

UPDATES:

Friends & Foundation

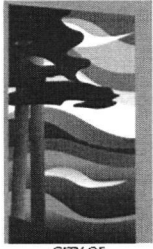
STAFF REPORTS:

8. Review library reports and statistics.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 12, 2025, 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, December 11, 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, December 11, 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, Casteel, Dobbs, Kee, King, Martin, Richards, Squadroni

Absent: Teigland

Staff: Will Richter

APPROVAL OF AGENDA:

Motion to approve agenda.

Mover: Kee

Seconder: Richards

Result: Passed unanimously

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

None.

APPROVAL OF MINUTES:

1. Consider approval of Minutes from the 11-13-2024 Library Board meeting.

Motion to approve Minutes from the 11-13-2024 meeting.

Mover: Dobbs

Seconder: Casteel

Result: Passed unanimously

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review library financials and consider approval of Library Bill List.

Motion to pay the Library Bill List as presented.

Mover: Kee

Secunder: Richards

Result: Passed 8-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider a resolution accepting donations.
4. Consider approval of a contract with Emily Lindner for a series of library programs.

Motion to approve Consent Agenda as presented.

Mover: Richards

Secunder: Dobbs

Result: Passed 8-0 via roll-call

REGULAR AGENDA:

5. Acknowledge Deb Moebakken's retirement after 8+ years of service.

Informational

6. Farewell to Library Board member Deb Kee after three terms.

Informational

UPDATES:

FRIENDS

By Richter – holiday sale made over \$1,000

FOUNDATION

By Barr – next meeting in February

STAFF REPORTS:

7. Review library reports and statistics.

The Library Director reviewed library statistics with the Board.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:28 PM.

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

ATTEST: Will Richter, Director of Library Services

DATE: 12/04/2024
 TIME: 14:52:31
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/11/2024

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	VESTIS GROUP INC	65.29
0118660	ARROWHEAD LIBRARY SYSTEM	31.60
0201428	BAKER & TAYLOR LLC	3,262.88
0212124	BLACKSTONE PUBLISHING	611.00
0221650	BURGGRAF'S ACE HARDWARE	15.99
0405500	DEMCO INC	362.12
0502705	EBSCO SUBSCRIPTION SERVICE	5,947.88
0718010	CITY OF GRAND RAPIDS	7,600.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	382.92
1205099	LEARNING OPPORTUNITIES INC	188.45
1205650	LERNER PUBLISHING GROUP, INC	22.99
1309055	MIDWEST TAPE LLC	270.79
1309495	MINUTEMAN PRESS	90.00
1401650	NARDINI FIRE EQUIPMENT CO INC	3,034.75
1801610	RAPIDS PLUMBING & HEATING INC	136.60
1821700	MICHAEL RUSSELL	3,435.00
1901535	SANDSTROM'S INC	140.23
2018680	TRU NORTH ELECTRIC LLC	695.85
2114356	UNIQUE MANAGEMENT SERVICES	174.75

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$26,469.09

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.62
0113105	AMAZON CAPITAL SERVICES	2,136.36
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	45,854.34
1015337	MICHELLE JOHNSON	81.74
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	123.54
1309335	MINNESOTA REVENUE	52.05
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.66
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,702.96
2209665	VISA	522.50
2301700	WM CORPORATE SERVICES, INC	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$62,547.88

TOTAL ALL DEPARTMENTS \$89,016.97

RESOLUTION NO. 2024-13
A RESOLUTION ACCEPTING DONATIONS

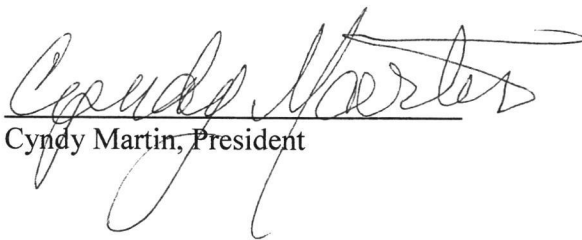
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

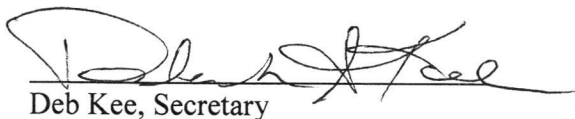
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Grand Rapids Area Library Foundation - \$1,176.21

Adopted this 11th day of December 2024



Cyndy Martin, President



Deb Kee, Secretary



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 five book club meetings developed for school age children. These programs will be held 1/27/2025, 2/24/2025, 3/24/2025, 4/28/2025 and 5/12/2025.

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. 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

12/3/24
Date

Approved for the Board of Directors:

Candy Foster

12/11/24

DATE: 01/03/2025
 TIME: 08:56:41
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/08/2025

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	VESTIS GROUP INC	195.87
0118660	ARROWHEAD LIBRARY SYSTEM	26.86
0201428	BAKER & TAYLOR LLC	973.45
0305485	CENGAGE LEARNING INC	27.99
0605652	FERGUSON WOLSELEY IND GROUP	173.36
0701650	GARTNER REFRIGERATION CO	2,530.00
0718010	CITY OF GRAND RAPIDS	1,746.67
0718060	GRAND RAPIDS HERALD REVIEW	113.80
0920059	ITASCA COUNTY SHERIFFS DEPT	10.00
1309055	MIDWEST TAPE LLC	171.28
1309525	UNIVERSITY OF MN (MINITEX)	150.00
1605527	THE PENWORTHY COMPANY LLC	1,010.83
1605665	PERSONNEL DYNAMICS LLC	978.18
1612225	PLAYAWAY PRODUCTS LLC	355.95
1901535	SANDSTROM'S INC	245.49
1903225	SCENIC RANGE NEWS FORUM	25.00
2114356	UNIQUE MANAGEMENT SERVICES	151.45

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$8,886.18

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.62
0113105	AMAZON CAPITAL SERVICES	471.26
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	22,883.57
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	80.64
1309199	MINNESOTA ENERGY RESOURCES	202.46
1309335	MINNESOTA REVENUE	28.71
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.66
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,204.91
1809158	WILLIAM RICHTER	4,988.54

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$41,712.48

TOTAL ALL DEPARTMENTS \$50,598.66

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2025

Item 2.

DATE: 01/02/25
 TIME: 16:15:44
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/08/2025

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

0100053	AT&T MOBILITY							
L	12/09/24	01	LIB DEC SERVICE	999-99-00-00-1000			01/08/25	54.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.62
							VENDOR TOTAL:	54.62
0113105	AMAZON CAPITAL SERVICES							
L	12/09/24	01	1 BOOK	999-99-00-00-1000			01/08/25	10.10
				HOLDING ACCOUNT				
		02	34 BOOKS/1 DVD	999-99-00-00-1000				461.16
				HOLDING ACCOUNT				
							INVOICE TOTAL:	471.26
							VENDOR TOTAL:	471.26
0118100	VESTIS GROUP INC							
2630362764-L	12/03/24	01	MATS	211-00-75-30-3070	20243578		01/08/25	35.89
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20243578			29.40
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	65.29
2630368004-L	12/17/24	01	MATS	211-00-75-30-3070	20243751		01/08/25	35.89
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20243751			29.40
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	65.29
2630373263-L	12/31/24	01	MATS	211-00-75-30-3070	20243832		01/08/25	35.89
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20243832			29.40
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	65.29
							VENDOR TOTAL:	195.87

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 TIME: 16:15:45
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 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660 ARROWHEAD LIBRARY SYSTEM								
15240-L	11/30/24	01	OVERDUE NOTICES NOV	211-00-75-20-2010	20243692		01/08/25	26.86
				OFFICE SUPPLIES				
							INVOICE TOTAL:	26.86
							VENDOR TOTAL:	26.86
0201428 BAKER & TAYLOR LLC								
2038740612-L	12/05/24	01	37 BOOKS/#209977 L025981	211-00-75-20-2110	20243652		01/08/25	517.18
				BOOKS				
							INVOICE TOTAL:	517.18
2038747367-L	12/09/24	01	5 BOOKS	211-00-75-20-2110	20243724		01/08/25	39.60
				BOOKS				
							INVOICE TOTAL:	39.60
2038759604-L	12/17/24	01	7 BOOKS/#209977 L025981	211-00-75-20-2110	20243759		01/08/25	90.28
				BOOKS				
							INVOICE TOTAL:	90.28
2038761777-L	12/19/24	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20243806		01/08/25	10.98
				BOOKS				
							INVOICE TOTAL:	10.98
2038762714-L	12/17/24	01	17 BOOKS/#209977 L025981	211-00-75-20-2110	20243760		01/08/25	233.69
				BOOKS				
							INVOICE TOTAL:	233.69
2038772923-L	12/26/24	01	5 BOOKS/#209977 L025981	211-00-75-20-2110	20243824		01/08/25	81.72
				BOOKS				
							INVOICE TOTAL:	81.72
							VENDOR TOTAL:	973.45
0305485 CENGAGE LEARNING INC								
86031246-L	12/05/24	01	1 BOOK/A#154757	211-00-75-20-2110	20243673		01/08/25	27.99
				BOOKS				
							INVOICE TOTAL:	27.99
							VENDOR TOTAL:	27.99

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/08/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0605191 FIDELITY SECURITY LIFE								
L	12/09/24	01	LIB DEC VISION	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	6.90
								INVOICE TOTAL: 6.90
								VENDOR TOTAL: 6.90
0605652 FERGUSON WOLSELEY IND GROUP								
1221733-L	12/31/24	01	FAUCET	211-00-75-30-4010 BUILDING MAINT/REPAIRS	20243852		01/08/25	173.36
								INVOICE TOTAL: 173.36
								VENDOR TOTAL: 173.36
0701650 GARTNER REFRIGERATION CO								
102868-L	11/27/24	01	INSP HVAC LIBR/#C-0658	211-00-75-30-4000 MAINTENANCE CONTRACTS	20243826		01/08/25	2,530.00
								INVOICE TOTAL: 2,530.00
								VENDOR TOTAL: 2,530.00
0718010 CITY OF GRAND RAPIDS								
24/576-L	12/05/24	01	DEC JANITORIAL SERVICE	211-00-75-30-3090 JANITORIAL SERVICES	20243610		01/08/25	1,746.67
								INVOICE TOTAL: 1,746.67
								VENDOR TOTAL: 1,746.67
0718015 GRAND RAPIDS CITY PAYROLL								
L	11/29/24	01	LIB PAYROLL 11/29/24	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	22,883.57
								INVOICE TOTAL: 22,883.57
								VENDOR TOTAL: 22,883.57
0718060 GRAND RAPIDS HERALD REVIEW								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2025

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/08/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718060 GRAND RAPIDS HERALD REVIEW								
GRH-134700/2025-L	01/02/25	01	RENEWAL ACCT GRH-134700	211-00-75-20-2130	20250002		01/08/25	113.80
				NEWSPAPERS				
							INVOICE TOTAL:	113.80
							VENDOR TOTAL:	113.80
0920059 ITASCA COUNTY SHERIFFS DEPT								
LIB/2025/ALARM	01/02/25	01	ANNUAL ALARM FEE 2025	211-00-75-30-4330	20250005		01/08/25	10.00
				DUES & SUBSCRIPTIONS				
							INVOICE TOTAL:	10.00
							VENDOR TOTAL:	10.00
1209520 EMILY LINDNER								
L	12/16/24	01	BOOK CLUB MEETING 12/9/24	999-99-00-00-1000			01/08/25	150.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
1301146 MARCO TECHNOLOGIES, LLC								
L	12/16/24	01	LIB DEC COPIER LEASE	999-99-00-00-1000			01/08/25	124.21
				HOLDING ACCOUNT				
							INVOICE TOTAL:	124.21
							VENDOR TOTAL:	124.21
1305725 METROPOLITAN LIFE INSURANCE CO								
L	12/30/24	01	LIB DEC SUPP/LIFE INS PREM	999-99-00-00-1000			01/08/25	80.64
				HOLDING ACCOUNT				
							INVOICE TOTAL:	80.64
							VENDOR TOTAL:	80.64
1309055 MIDWEST TAPE LLC								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2025

Item 2.

5

DATE: 01/02/25
 TIME: 16:15:45
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/08/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309055 MIDWEST TAPE LLC								
506440198-L	12/06/24	01	6 DVDS/C#2000006802	211-00-75-20-2120	20243674		01/08/25	144.29
				AUDIO/VISUAL				
						INVOICE TOTAL:		144.29
506464969-L	12/12/24	01	1 DVD/C#2000006802	211-00-75-20-2120	20243766		01/08/25	26.99
				AUDIO/VISUAL				
						INVOICE TOTAL:		26.99
						VENDOR TOTAL:		171.28
1309199 MINNESOTA ENERGY RESOURCES								
L	12/23/24	01	LIB NOV NTL GAS	999-99-00-00-1000			01/08/25	202.46
				HOLDING ACCOUNT				
						INVOICE TOTAL:		202.46
						VENDOR TOTAL:		202.46
1309335 MINNESOTA REVENUE								
1	12/20/24	01	LIB NOV SALES TAX PAYABLE	999-99-00-00-1000			01/08/25	28.71
				HOLDING ACCOUNT				
						INVOICE TOTAL:		28.71
						VENDOR TOTAL:		28.71
1309525 UNIVERSITY OF MN (MINITEX)								
0230054362-L	12/17/24	01	STEM PROGRAMMING 12/11/24	211-00-75-20-2095	20243747		01/08/25	150.00
				PRGM SUP & MATERIALS				
						INVOICE TOTAL:		150.00
						VENDOR TOTAL:		150.00
1516220 OPERATING ENGINEERS LOCAL #49								
L	12/09/24	01	LIB JAN HEALTH INS PREM	999-99-00-00-1000			01/08/25	10,092.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		10,092.00
						VENDOR TOTAL:		10,092.00

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1601750 PAUL BUNYAN COMMUNICATIONS								
L	12/09/24	01	LIB DEC SERVICE & LINE CHARGE	999-99-00-00-1000			01/08/25	324.66
				HOLDING ACCOUNT				
							INVOICE TOTAL:	324.66
							VENDOR TOTAL:	324.66
1605527 THE PENWORTHY COMPANY LLC								
0604200-L	12/05/24	01	49 BOOKS	211-00-75-20-2110	20243653		01/08/25	1,010.83
				BOOKS				
							INVOICE TOTAL:	1,010.83
							VENDOR TOTAL:	1,010.83
1605665 PERSONNEL DYNAMICS LLC								
54293-L	11/30/24	01	A MOUSEL 6 HRS W/E 11/30	211-00-75-10-1050	20243581		01/08/25	139.74
				CONTRACTED SERVICES				
							INVOICE TOTAL:	139.74
54306-L	12/11/24	01	A MOUSEL 6 HRS W/E 12/7	211-00-75-10-1050	20243676		01/08/25	139.74
		02	WINKELMAN 24 HRS WE 11/30&12/7	211-00-75-10-1050	20243676			558.96
				CONTRACTED SERVICES				
							INVOICE TOTAL:	698.70
54355-L	12/28/24	01	J WINKELMAN 6 HRS W/E 12/28	211-00-75-10-1050	20243833		01/08/25	139.74
				CONTRACTED SERVICES				
							INVOICE TOTAL:	139.74
							VENDOR TOTAL:	978.18
1612225 PLAYAWAY PRODUCTS LLC								
485136-L	12/17/24	01	5 PLAYAWAYS	211-00-75-20-2120	20243740		01/08/25	355.95
				AUDIO/VISUAL				
							INVOICE TOTAL:	355.95
							VENDOR TOTAL:	355.95

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618119	ISABELLA A PRATTO							
L	12/16/24	01	LEGO PROGRAM 12/16/24	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1618120	MADELYN R PRATTO							
L	12/16/24	01	LEGO PROGRAM 12/16/24	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130	P.U.C.							
L	12/16/24	01	LIB NOV UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	2,204.91
							INVOICE TOTAL:	2,204.91
							VENDOR TOTAL:	2,204.91
1809158	WILLIAM RICHTER							
L	12/23/24	01	RICHTER FALL TUITION/BK REIMB	999-99-00-00-1000 HOLDING ACCOUNT			01/08/25	4,988.54
							INVOICE TOTAL:	4,988.54
							VENDOR TOTAL:	4,988.54
1901535	SANDSTROM'S INC							
528317-L	12/09/24	01	30X36 .65MIL CLR HVY 20-30GA	211-00-75-20-2150 20243654 MAINTENANCE TOOLS/SUPPLIES			01/08/25	32.50
							INVOICE TOTAL:	32.50
529746-L	12/23/24	01	1250SW-2 SHD D 2PK	211-00-75-20-2150 20243786 MAINTENANCE TOOLS/SUPPLIES			01/08/25	36.52

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 8, 2025

DATE: 01/02/25
 TIME: 16:15:45
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/08/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535 SANDSTROM'S INC								
529746-L	12/23/24	02	TOWEL ROLL WHT	211-00-75-20-2150	20243786		01/08/25	56.36
				MAINTENANCE TOOLS/SUPPLIES				
		03	TOIL TISS	211-00-75-20-2150	20243786			44.57
				MAINTENANCE TOOLS/SUPPLIES				
		04	FOAM HAND SOAP ANTIBAC	211-00-75-20-2150	20243786			50.60
				MAINTENANCE TOOLS/SUPPLIES				
		05	URINAL SCREEN/C#320023	211-00-75-20-2150	20243786			24.94
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	212.99
							VENDOR TOTAL:	245.49
1903225 SCENIC RANGE NEWS FORUM								
7610-L	12/02/24	01	SUSCRIPTION RENEWAL LIBRARY	211-00-75-20-2130	20243691		01/08/25	25.00
				NEWSPAPERS				
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
2114356 UNIQUE MANAGEMENT SERVICES								
6133368-L	11/30/24	01	NOV PLACEMENTS	211-00-75-30-3300	20243647		01/08/25	198.05
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20243647			-46.60
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	151.45
							VENDOR TOTAL:	151.45
							TOTAL ALL INVOICES:	50,598.66

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 765,835	\$ 712,837	93%
211-00-31-00-0200	DELINQUENT	-	1,588	0%
211-00-31-00-4055	FISCAL DISPARITIES	59,293	65,509	110%
211-00-33-00-4060	SUPPLEMENTAL AID	-	17,820	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	142,281	111%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	3,940	197%
211-00-34-00-7975	INTERNET	2,000	1,310	65%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	75	75%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	36,260	199%
211-00-34-00-7990	FAX MACHINE USE	500	663	133%
211-00-35-00-1030	LIBRARY FINES	-	37	0%
211-00-37-00-2310	DONATIONS	1,500	11,487	766%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,466	113%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	35,469	0%
211-00-37-00-2450	MISCELLANEOUS	-	1,731	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,968	132%
		987,009	1,044,486	106%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	415,796	411,075	99%
211-00-75-10-1030	SALARY-PARTTIME	91,955	104,114	113%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	4,308	51%
211-00-75-10-1210	PERA	37,816	38,095	101%
211-00-75-10-1220	FICA	31,481	31,821	101%
211-00-75-10-1250	MEDICARE	7,362	7,442	101%
211-00-75-10-1310	HEALTH INSURANCE	122,265	120,144	98%
211-00-75-10-1330	LIFE INSURANCE	232	222	96%
211-00-75-10-1510	WORKERS COMPENSATION	3,032	2,291	76%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	5,282	66%
211-00-75-20-2020	COPY SUPPLIES	1,500	381	25%
211-00-75-20-2030	PRINTING/BINDING	1,000	216	22%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,271	109%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,807	152%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	14,663	147%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	1,933	193%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	5,587	559%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,209	160%
211-00-75-20-2110	BOOKS	39,000	49,157	126%
211-00-75-20-2120	AUDIO/VISUAL	9,000	12,785	142%
211-00-75-20-2130	NEWSPAPERS	2,000	1,827	91%
211-00-75-20-2140	PERIODICALS	7,500	5,983	80%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	3,801	127%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,278	85%
211-00-75-30-3070	LAUNDRY	1,000	863	86%
211-00-75-30-3090	JANITORIAL SERVICES	20,960	20,960	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	6,445	54%
211-00-75-30-3210	TELEPHONE	6,000	4,440	74%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	3,961	113%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	16,000	12,332	77%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	227	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,480	74%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	327	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	22,000	25,113	114%
211-00-75-30-3810	ELECTRICITY	35,000	30,682	88%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	2,159	108%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,410	18%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	11,644	123%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,466	43%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,907	191%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	11,110	123%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,871	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	5,819	73%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,466	98%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	270	0%
	TOTAL EXPENDITURES	987,009	983,641	100%
	SURPLUS REVENUES/(EXPENDITURES)	-	60,845	

DATE: 01/03/2025
TIME: 08:32:35
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2024

PAGE: 1
F-YR: 24

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	765,835.00	712,836.84	0.00	52,998.16	93
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,587.86	0.00	(1,587.86)	100
211-00-31-00-4055	FISCAL DISPARITIES	0.00	59,293.00	65,509.07	0.00	(6,216.07)	110
TOTAL		0.00	825,128.00	779,933.77	0.00	45,194.23	95
TOTAL TAXES		0.00	825,128.00	779,933.77	0.00	45,194.23	95
INTERGOVERNMENTAL							
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	17,820.04	0.00	(17,820.04)	100
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	58,840.76	128,000.00	142,281.12	0.00	(14,281.12)	111
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		58,840.76	128,000.00	160,101.16	0.00	(32,101.16)	125
TOTAL INTERGOVERNMENTAL		58,840.76	128,000.00	160,101.16	0.00	(32,101.16)	125
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	305.87	2,000.00	3,939.68	0.00	(1,939.68)	197
211-00-34-00-7975	INTERNET	54.40	2,000.00	1,309.71	0.00	690.29	65
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	75.25	0.00	24.75	75
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,660.00	18,200.00	36,260.00	0.00	(18,060.00)	199
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	62.74	500.00	663.02	0.00	(163.02)	133
TOTAL		3,083.01	28,081.00	50,292.66	0.00	(22,211.66)	179
TOTAL CHARGES FOR SERVICES		3,083.01	28,081.00	50,292.66	0.00	(22,211.66)	179
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	37.25	0.00	(37.25)	100
TOTAL		0.00	0.00	37.25	0.00	(37.25)	100

DATE: 01/03/2025
TIME: 08:32:35
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL FINES & FORFEITS		0.00	0.00	37.25	0.00	(37.25)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	95.00	1,500.00	11,486.90	0.00	(9,986.90)	766
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	3,125.47	0.00	35,468.98	0.00	(35,468.98)	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	84.90	0.00	1,730.68	0.00	(1,730.68)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	3,968.37	0.00	(968.37)	132
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		3,305.37	5,800.00	54,121.35	0.00	(48,321.35)	933
TOTAL MISCELLANEOUS REVENUE		3,305.37	5,800.00	54,121.35	0.00	(48,321.35)	933
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		65,229.14	987,009.00	1,044,486.19	0.00	(57,477.19)	106
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 01/03/2025
TIME: 08:32:35
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2024

PAGE: 3
F-YR: 24

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	31,841.89	415,796.00	411,074.60	0.00	4,721.40	99
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	8,188.88	91,955.00	104,113.82	0.00	(12,158.82)	113
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	838.44	8,510.00	4,307.54	0.00	4,202.46	51
211-00-75-10-1210	PERA	3,002.30	37,816.00	38,094.73	0.00	(278.73)	101
211-00-75-10-1220	FICA	2,883.42	31,481.00	31,820.59	0.00	(339.59)	101
211-00-75-10-1250	MEDICARE	674.35	7,362.00	7,441.87	0.00	(79.87)	101
211-00-75-10-1310	HEALTH INSURANCE	10,092.00	122,265.00	120,144.00	0.00	2,121.00	98
211-00-75-10-1330	LIFE INSURANCE	23.10	232.00	222.48	0.00	9.52	96
211-00-75-10-1347	VISION INSURANCE	0.66	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	100.01	3,032.00	2,290.67	0.00	741.33	76
TOTAL PERSONNEL		57,645.05	718,449.00	719,510.30	0.00	(1,061.30)	100
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	27.84	8,000.00	5,281.99	0.00	2,718.01	66
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	381.26	0.00	1,118.74	25
211-00-75-20-2030	PRINTING/BINDING	90.00	1,000.00	215.94	0.00	784.06	22
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	105.67	3,000.00	3,271.21	0.00	(271.21)	109
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	3,806.70	0.00	(1,306.70)	152
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	14,662.57	0.00	(4,662.57)	147
211-00-75-20-2090	INVENTORIAL SUPPLIES	196.89	1,000.00	1,932.85	0.00	(932.85)	193
211-00-75-20-2095	PRGM SUP & MATERIALS	150.00	1,000.00	5,587.34	0.00	(4,587.34)	559
211-00-75-20-2100	OPERATING SUPPLIES	15.99	2,000.00	3,209.20	0.00	(1,209.20)	160
211-00-75-20-2110	BOOKS	2,012.27	39,000.00	49,156.66	19.99	(10,176.65)	126
211-00-75-20-2120	AUDIO/VISUAL	527.23	9,000.00	12,784.95	0.00	(3,784.95)	142
211-00-75-20-2130	NEWSPAPERS	25.00	2,000.00	1,827.25	0.00	172.75	91
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	5,983.06	0.00	1,516.94	80
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	386.21	3,000.00	3,800.74	0.00	(800.74)	127
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

DATE: 01/03/2025
TIME: 08:32:35
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL SUPPLIES & MATERIALS		3,537.10	90,500.00	111,901.72	19.99	(21,421.71)	124
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,277.50	0.00	222.50	85
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	107.67	1,000.00	862.84	0.00	137.16	86
211-00-75-30-3090	JANITORIAL SERVICES	1,746.67	20,960.00	20,960.04	0.00	(0.04)	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	250.00	12,000.00	6,445.00	0.00	5,555.00	54
211-00-75-30-3210	TELEPHONE	379.28	6,000.00	4,439.71	0.00	1,560.29	74
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	3,961.05	0.00	(461.05)	113
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	4,988.54	16,000.00	12,332.02	0.00	3,667.98	77
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	227.00	0.00	(227.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	1,479.55	0.00	520.45	74
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	326.96	0.00	(326.96)	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	1,089.00	22,000.00	25,113.00	0.00	(3,113.00)	114
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	30,682.01	0.00	4,317.99	88
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	2,159.47	0.00	(159.47)	108
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,410.26	0.00	6,589.74	18
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,530.00	9,500.00	11,644.48	0.00	(2,144.48)	123
211-00-75-30-4010	BUILDING MAINT/REPAIRS	173.36	15,000.00	6,465.73	0.00	8,534.27	43
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,907.46	0.00	(907.46)	191
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	11,109.89	0.00	(2,109.89)	123
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	1,871.08	0.00	1,128.92	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	5,818.72	0.00	2,181.28	73
211-00-75-30-4100	EQUIPMENT LEASES	124.21	1,500.00	1,465.69	0.00	34.31	98
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 & SUBCRPTIONS	0.00	0.00	270.00	0.00	(270.00)	100
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		11,388.73	178,060.00	152,229.46	0.00	25,830.54	85

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 12 PERIODS ENDING DECEMBER 31, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
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		72,570.88	987,009.00	983,641.48	19.99	3,347.53	100
TOTAL EXPENSES:		72,570.88	987,009.00	983,641.48	19.99	3,347.53	100
<hr/>							
TOTAL FUND REVENUES		65,229.14	987,009.00	1,044,486.19	0.00	(57,477.19)	106
TOTAL FUND EXPENSES		72,570.88	987,009.00	983,641.48	19.99	3,347.53	100
FUND SURPLUS (DEFICIT)		(7,341.74)	0.00	60,844.71			
<hr/>							
TOTAL ALL FUND REVENUES		65,229.14	987,009.00	1,044,486.19	0.00	(57,477.19)	106
TOTAL ALL FUND EXPENSES		72,570.88	987,009.00	983,641.48	19.99	3,347.53	100
ALL FUND SURPLUS (DEFICIT)		(7,341.74)	0.00	60,844.71			

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2024
With Comparative Totals for December 31, 2023

PRELIMINARY	2023 Actual	2024 Actual	2024 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	456,479	490,352	490,352	
Compensated Absences	44,648	-	-	
Emergency/unanticipated Expenditures	64,796	69,091	69,091	
Major Equipment Replacement	135,725	215,796	215,796	
TOTAL FUND BALANCE 1/1/XX	701,648	775,239	775,239	
Revenues:				
Taxes	716,366	779,934	825,128	95%
Intergovernmental	178,652	160,101	128,000	125%
Charges for Services	55,204	50,293	28,081	179%
Fines & Forfeits	86	37	-	0%
GR Library Foundation	24,486	35,469	-	0%
Miscellaneous	35,212	18,652	5,800	322%
Other Sources-Operating Transfer	4,452	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	1,014,459	1,044,486	987,009	106%
Expenditures:				
Personnel	682,233	719,510	718,449	100%
Supplies/Materials	94,404	111,902	90,500	124%
Other Services/Charges	156,332	152,229	178,060	85%
Library Endowment Fund Expenditures	-	-	-	0%
TOTAL EXPENDITURES	932,970	983,641	987,009	100%
OPERATING SURPLUS (DEFICIT)	81,489	60,845	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	7,898	-	-	
Fund Balance 12/31/XX				
Cash Flow	530,070	551,197	490,352	
Compensated Absences	44,648	-	-	
Emergency/unanticipated Expenditures	64,796	69,091	69,091	
Major Equipment Replacement	135,725	215,796	215,796	
TOTAL FUND BALANCE 12/31/XX	\$ 775,239	\$ 836,084	\$ 775,239	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$39,404 as of 11/30/24. This endowment is not available for current operations.

Accumulated Energy Rebates \$4,533

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 12/31/24
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	607,466.29	607,466.29	0.00
211-00-00-00-1010	CASH	767,313.44	1,066,698.40	1,020,292.82	813,719.02
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	30,642.00	0.00	0.00	30,642.00
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 COM FDN	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	3,877.39	4,175.79	3,877.39
211-00-00-00-1551	PREPAID INSURANCE	9,612.00	64,993.31	64,432.67	10,172.64
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	63,359.55	63,359.55	0.00
TOTAL		834,363.11	1,806,394.94	1,761,227.12	879,530.93
TOTAL ASSETS		834,363.11	1,806,394.94	1,761,227.12	879,530.93
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,583.14	1,047,291.50	1,038,470.74	8,762.38
211-00-00-00-2030	SALES TAX PAYABLE	0.00	595.99	638.52	42.53
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	30,642.00	0.00	0.00	30,642.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	4,000.00	4,000.00
TOTAL		59,123.80	1,058,786.15	1,043,109.26	43,804.91

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 12/31/24
<hr/>					
TOTAL LIABILITIES		59,123.80	1,058,786.15	1,043,109.26	43,446.91
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	63,359.55	63,359.55	0.00
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TOTAL		775,239.31	63,359.55	63,359.55	775,239.31
	FUND SURPLUS (DEFICIT)	0.00	0.00	60,844.71	60,844.71
<hr/>					
TOTAL FUND EQUITY		775,239.31	63,359.55	124,204.26	836,084.02
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		834,363.11	1,122,145.70	1,167,313.52	879,530.93
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RESOLUTION NO. 2025-01
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:

Bonner Eye Clinic - \$95.00

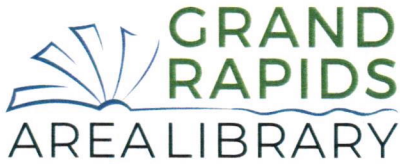
Grand Rapids Area Library Foundation - \$1,949.26

Susan Hawkinson - \$250.00

Adopted this 8th day of January 2025

, President

, Secretary



December 27, 2024

Madelyn Pratto
2004 Oak St.
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of monthly Lego programs developed for school-age children. These programs will be held 1/27/2025, 2/24/2025, 3/24/2025, and 4/28/2025.

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 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. 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 Pratto
Signature

12/30/24
Date

Approved for the Board of Directors:

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 BUDGET</u>	<u>YTD ACTUAL 6/30/2024</u>	<u>PROPOSED 2025 BUDGET</u>
REVENUES						
Taxes						
Current	\$ 605,929	\$ 642,923	\$ 661,419	825,128	\$ -	\$ 847,187
Delinquent	8,908	4,460	1867.29		-	
Fiscal Disparities	52,442	78,000	53079.69		-	
Total Taxes	<u>667,279</u>	<u>725,384</u>	<u>716,366</u>	<u>825,128</u>	<u>-</u>	<u>847,187</u>
Intergovernmental						
Supplemental Aid	33,728	33,956	35,268		-	
State of Minnesota	-	707	-		-	
Library Contracts	146,043	151,428	143,384	128,000	-	128,000
Total Intergovernmental	<u>179,771</u>	<u>186,092</u>	<u>178,652</u>	<u>128,000</u>	<u>-</u>	<u>128,000</u>
Charges for Services						
ALS Cross-overs	8,045	8,045	8,045	5,281	8,045	5,281
Photo Copies	1,579	2,290	2,898	2,000	1,914	2,000
Internet	876	1,449	1,338	2,000	662	2,000
Library Fees-Proctoring	130	120	125	100	55	100
Passport Processing Fee	17,185	29,640	42,105	18,200	16,450	18,200
Fax Machine Use	367	436	693	500	353	500
Total Charges for Services	<u>28,182</u>	<u>41,980</u>	<u>55,204</u>	<u>28,081</u>	<u>27,479</u>	<u>28,081</u>
Fines and Forfeits						
Library Fines	220	13	86		10	-
Total Fines and Forfeits	<u>220</u>	<u>13</u>	<u>86</u>	<u>-</u>	<u>10</u>	<u>-</u>
Miscellaneous Revenue						
Donations	4,089	12,302	17,529	1,500	8,300	1,500
Memorial Books	-	-	60	-	-	-
Donations-Children's Library	-	487	-	-	-	-
Donations-Library Programs	330	-	-	-	-	-
Endowment Fund Income	6,981	(4,130)	2,586	1,300	1,466	1,300
Donations-ADA Project	-	-	-	-	-	-
Grand Rapids Lib Foundation	3,400	34,777	24,486	-	21,134	-
Meeting Room Receipts	-	-	-	-	-	-
Miscellaneous	2,311	2,569	2,809	-	892	-
Energy Rebates	-	-	-	-	-	-
Investment Income	4,001	2,901	5,200	3,000	907	3,000
Net (loss)/gain on net Investment	-	(23,611)	7,028	-	-	-
Total Miscellaneous Revenue	<u>21,112</u>	<u>25,295</u>	<u>59,698</u>	<u>5,800</u>	<u>32,699</u>	<u>5,800</u>
Other Sources						
Insurance Recovery	-	-	-		-	
Operating Transfer - In	-	-	4,452	-	-	-
Fund Balance Usage	-	-	-	-	-	
Total Revenues	<u>896,564</u>	<u>978,765</u>	<u>1,014,459</u>	<u>987,009</u>	<u>60,189</u>	<u>1,009,068</u>
EXPENSES						
Operating Transfer Out	-	-	-	-	-	

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 BUDGET</u>	<u>YTD ACTUAL 6/30/2024</u>	<u>PROPOSED 2025 BUDGET</u>
Personnel						
Salary-Full time	398,402	389,447	403,487	415,796	201,275	432,574
Salary-Full time overtime	-	-	-	-	-	-
Salary-Part Time	53,774	71,515	85,689	91,955	51,968	96,799
Salary-Part time overtime	-	-	-	-	-	-
Contracted Services	4,845	11,393	2,043	8,510	551	8,510
PERA	35,699	34,401	36,378	37,816	18,678	39,305
FICA	27,825	28,192	29,912	31,481	15,550	32,821
Medicare	6,508	6,593	6,996	7,362	3,637	7,676
Health Insurance	115,625	109,944	114,444	122,265	59,592	128,370
Life Insurance	199	218	222	232	138	232
Unemployment	8,787	-	-	-	3	-
Worker's Comp	2,954	2,496	3,062	3,032	1,206	2,413
Total Personnel	654,619	654,199	682,233	718,449	352,598	748,700
Supplies and materials						
Office Supplies	3,732	7,754	3,803	8,000	2,705	8,000
Copy Supplies	450	637	1,118	1,500	-	1,500
Printing/binding	478	528	193	1,000	126	1,000
Computer Supplies	3,522	3,359	3,477	3,000	1,410	3,000
Computer Inventory	10,560	365	836	2,500	-	2,500
Assets between 700 and 4999	1,529	13,361	7,873	10,000	11,429	10,000
Inventorial Supplies Equip<700	790	3,514	750	1,000	-	1,000
Volunteer Prgm Supplies & Mat	414	3,593	6,197	1,000	731	1,000
Operating Supplies	2,744	2,812	2,894	2,000	3,181	2,000
Books	41,791	51,345	48,884	39,000	23,105	39,000
Audio/Visual	8,787	9,197	8,033	9,000	5,917	9,000
Newspapers	1,459	1,563	1,993	2,000	1,490	2,000
Periodicals	5,588	5,561	5,549	7,500	30	7,500
Maintenance Tools/Supplies	2,061	2,314	2,805	3,000	1,662	3,000
Other Supplies/Materials	90	360	-	-	-	-
Equipment/Parts	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-
Total supplies and materials	83,995	106,264	94,404	90,500	51,785	90,500
Services and Charges						
Professional Services	-	15,501	-	500	-	500
Accounting Services	1,113	1,124	1,203	1,500	-	1,600
Legal	-	-	-	-	-	-
Laundry	457	726	820	1,000	397	1,000
Janitorial Services	20,400	18,275	20,400	20,960	8,733	20,960
Other Contracted Services	4,289	16,023	6,325	12,000	4,495	12,000
Telephone	4,811	4,546	4,378	6,000	2,262	6,000
Postage/Freight	1,743	3,293	4,506	3,500	2,453	3,500
Seminar/Meetings/School	-	-	10,229	16,000	4,837	3,000
Staff Training	-	-	-	-	-	-
Community Ed/Promotion	216	216	216	-	227	-
Professional Service-Collections	343	1,877	1,922	2,000	466	2,000
Auto Mileage/travel	-	-	254	-	82	500
Publishing and Advertising	105	420	-	600	-	600
General Insurance	8,043	17,082	24,295	22,000	13,104	26,208

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	YTD ACTUAL 6/30/2024	PROPOSED 2025 BUDGET
Electricity	34,158	33,292	31,682	35,000	12,056	35,000
Garbage Removal	1,766	1,675	1,797	2,000	1,284	2,000
Heat-Natural Gas	5,031	4,643	1,961	8,000	951	8,000
Maintenance Contracts	10,499	10,501	12,190	9,500	2,103	9,500
Building Maintenance/Repairs	7,006	17,733	9,977	15,000	4,403	15,000
Grounds Maintenance	-	1,536	3,683	1,000	1,173	1,000
Computer Maintenance/Repairs	8,766	9,847	10,440	9,000	3,318	9,000
On-line Services	2,564	1,753	1,849	3,000	1,079	3,000
General Equip Maint/Repair	5,525	11,624	6,664	8,000	-	8,000
Equipment Leases	1,451	1,445	1,512	1,500	714	1,500
Miscellaneous	20	-	-	-	-	-
Dues & Subscriptions	30	30	30	-	240	-
Interlibrary Loan Charges	-	20	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-
Total Other Services	118,335	173,180	156,333	178,060	64,377	169,868
Capital Outlay						
Equipment/Mach/Furn/Fixture	-	-	7,898	-	-	-
Building/Bldg Improvements	-	-	-	-	-	-
Total Capital Outlay	-	-	7,898	-	-	-
GRAND TOTAL	856,949	933,644	940,868	987,009	468,760	1,009,068
REVENUE/(EXPENDITURES)	\$ 39,615	\$ 45,121	\$ 73,591	\$ -	\$ (408,571)	\$ -

**BY-LAWS
GRAND RAPIDS AREA LIBRARY
BOARD OF DIRECTORS**

ARTICLE I: PURPOSE

The mission of the Grand Rapids Area Library is to foster a welcoming environment that builds a connected, informed and engaged community.

To carry out that mission, the Library Board shall operate a free public library as authorized under Minnesota Statutes and under the City of Grand Rapids Municipal Code.

ARTICLE II: LOCATION

The principal office of the Library will be within the library building of the City of Grand Rapids. Records of the Library will be maintained there-for public inspection.

ARTICLE III: BOARD OF TRUSTEES

Section 1. Composition

The Board shall be composed of nine (9) members. Five (5) members of the Board must be residents of the City of Grand Rapids. Four (4) must be residents of other supporting governmental units.

Section 2. Selection

Appointment of members to the Library Board is made by the City Council of the City of Grand Rapids. Membership on the Library Board is open to any resident of the Library's service area. Openings will be advertised by the City, and applications will be received in the City Administrator's Office. All applicants will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

Section 3 Term of Office.

Members are appointed to three (3) year terms, with an expiration date of December 31. Individuals appointed to replace Board members whose terms had not expired at the time of resignation shall be appointed to the remainder of the original three (3) year term. Maximum service is for three (3) consecutive terms. Members may be reappointed after a one year absence.

Section 4 Vacancies

Vacancies of the Board shall exist on the death, resignation or removal of a member. Vacancies shall be filled by appointment by the Grand Rapids City Council.

4.1 Resignation.

Any Member may resign at any time by giving written notice of his or her resignation to the Board of Trustees. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice, and need not be accepted to be effective. Any Member who is absent from three (3) consecutive meetings of the Board of Trustees without good cause acceptable to the Board shall be deemed to have resigned.

4.2 Removal.

One or more Members may be removed by the Board of Trustees whenever, in its judgment, the best interests of the Library would be served. A Member may be removed by the affirmative vote by the majority of the Board of Trustees.

Section 5 Officers

The officers of the Board shall consist of President, Vice-President and Secretary. Officers shall be elected by the Board at its reorganization meeting in January of each year.

The duties of officers shall be as follows:

- A. The President will preside at the meetings of the Board of Trustees.
- B. The Vice-President shall act in the absence or disability of the President.
- C. The Secretary shall act in the absence of the President and Vice-President

Section 6 Powers and Duties of the Board

The powers and duties of the Board are those assigned to the Boards of Trustees of Public Libraries in Minnesota Statutes section 134.11.

Section 7 Compensation

Library Board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities

Section 8 Meetings

- A. Place of meetings: Meetings shall be held at the Library or at another place designated by the Board of Directors. If another place is designated, public notice must be given.
- B. Regular Meetings: Regular meetings of the Library Board shall be held monthly on a consistent schedule.
- C. Special Meetings: Special meetings of the Library Board may be called by the President, Vice-President or any two members. Such meetings shall be held at the Library or at another designated place. No items of business not specified with the notice of special meeting may be acted upon by the Board at a special meeting.
- D. Notice of Meetings: Immediately following annual reorganization, the Board shall notify the City Council and the official newspaper of the City of the time and place of regular meetings. Notice of

special meetings shall be made to the official newspaper of the City and to all members of the Board of Directors at least three (3) working days prior to a special meeting. Notice of special meetings must include a listing of any topics to be considered at the meeting.

- E. Quorum: A quorum shall consist of five (5) of the members of the Library Board.
- F. Conduct of Meetings:
 - a. Robert's Rules of Order shall constitute the rules governing all meetings of the Board unless those rules are in conflict with these by-laws or with provisions of law.
 - b. Meetings shall be conducted in accordance with the Open Meeting Laws of Minnesota
 - c. A time for public comment shall be specified at each meeting
- G. Board members are allowed to participate in meetings via video connection if the requirements of MN Statutes 13D.02 are met.

Section 9 Majority Action as Board Action

Every act or decision done or made by a majority of the Board present at a duly held meeting at which a quorum is present is the act of the Library Board unless the laws of the State of Minnesota or these by-laws require different voting rules or a greater percentage for approval.

ARTICLE IV COMMITTEES

There may be Ad Hoc Committees appointed as needed, each of which shall consist of at least two persons appointed by the Board. The committee shall review matters as requested by the Board and advise the Board relative to the matters or make recommendations for consideration by the Board

ARTICLE V. LIBRARY RECORDS AND REPORTS

The Library Director shall maintain records in the Library for public and Board review. Records of Library correspondence, public relations, reports and all other library transactions shall be maintained as required by law
Financial records for the Library Board shall be maintained by the Finance Department of the City of Grand Rapids. Such records shall be audited annually as part of the audit of the City of Grand Rapids. All financial transactions of the Library or its Board must be carried out through the Finance Department.

ARTICLE VI AMENDMENT

The Board may amend these by-laws to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Amendments proposed at one regular meeting of the Board may be approved at the next regular meeting. Proposed changes to the by-laws must be mailed to board members at least 20 days prior to the meeting during which the vote on approval will take place.

Amended Bylaws approved August 13, 2014

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. This publication discusses the groups and types of meetings covered by the open meeting law (page 2), and then reviews the requirements of (page 6) and exceptions to the law (page 10), the penalties for its violation (page 14), and sources of advice (page 15).

Executive Summary

The Minnesota Open Meeting Law was originally enacted in Laws 1957, chapter 773, section 1. It is now codified in [Minnesota Statutes, chapter 13D](#). The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board’s decisions or to detect improper influences
- To assure the public’s right to be informed
- To afford the public an opportunity to present its views to the public body¹

“These purposes are deeply rooted in the fundamental proposition that a well-informed populace is essential to the vitality of our democratic form of government.”² Courts interpret the law liberally and in favor of openness.

Entities covered by the law. The law applies to state and local multimember governmental bodies, including committees and subcommittees, and nonprofits created by political subdivisions. A separate law applies to the legislature.³

Situations where the law applies. A meeting is a “meeting” for purposes of the law when a quorum or more of the governmental body is gathered—in person or by interactive

¹ *Prior Lake American v. Mader*, 642 N.W.2d 729, 735 (Minn. 2002) (en banc) (citing *St. Cloud Newspapers, Inc. v. District 742 Community Schools*, 332 N.W.2d 1, 4 (Minn. 1983)). While the courts consistently say that the open meeting law is to afford the public an opportunity to present its views to the public body, there is no general right for members of the public to speak at a meeting. Some statutes, and perhaps some home rule charters, specify that a hearing on a particular matter must be held at which anyone who wishes to address the public body may do so. See, e.g., Minn. Stat. § 117.0412, subd. 2.

² *Prior Lake American*, 642 N.W.2d at 735.

³ Minn. Stat. § 3.055.

technology, whether or not action is taken or contemplated. The open meeting law does not address whether the governmental body must keep or publish meeting minutes, hold a meeting for a particular purpose, or allow members of the public to address the body. For any particular governmental body, there may be other laws or charter provisions that address those topics.

What constitutes an open meeting. A meeting is open when proper notice was given in advance of the meeting, the public may attend and observe, and relevant materials are available to the public.

Exceptions to the law. A meeting may be closed based on a limited attorney-client privilege, and for the purposes of discussing labor negotiations strategy, evaluating employees, and discussing security issues and property transactions. The law does not apply to a governmental body exercising quasi-judicial functions involving disciplinary proceedings.

Violations of the law. While actions taken at a meeting held in violation of the law are still valid, the law provides for penalties and potentially removal from office.

Where to get advice. A governmental entity can seek advice from its attorney, the Minnesota Attorney General, or the Commissioner of Administration. An individual may seek advice from a private attorney or the Commissioner of Administration.

Groups and Meetings Governed by the Open Meeting Law

The law applies to all levels of state and local government.

The open meeting law applies to:

- a state agency, board, commission, or department when it is required or permitted by law to transact public business in a meeting;
- the governing body of any school district, unorganized territory, county, city, town, or other public body;
- a committee, subcommittee, board, department, or commission of a public body subject to the law; and
- the governing body or a committee of a statewide or local public pension plan.⁴

⁴ Minn. Stat. § 13D.01, subd. 1.

“Public body” is not defined but the Minnesota Supreme Court has stated that “[i]n common understanding, ‘public body’ is possibly the broadest expression for the category of governmental entities that perform functions for the public benefit.”⁵

In determining whether the open meeting law applies to a particular entity, one should look at all of the entity’s characteristics. For example, in a 1998 case, the Minnesota Supreme Court held that because the statute authorizing creation of a municipal power agency authorized an agency to conduct its affairs as a private corporation, it could hold closed meetings.⁶ The court held so notwithstanding the statute that provides for municipal power agencies to be political subdivisions of the state.⁷

The law generally applies to nonprofit corporations created by governmental entities.

The list of groups covered by the open meeting law does not refer to nonprofit corporations created by a governmental entity. However, the law creating a specific public nonprofit corporation may specify that it is subject to the open meeting law.⁸ In addition, any corporation created by a political subdivision before May 31, 1997, is clearly subject to the open meeting law.⁹

Gatherings of less than a quorum of a public body are not subject to the law; a “meeting” is held when the group is capable of exercising decision-making powers.

The Minnesota Supreme Court has held that the open meeting law applies only to a quorum or more of members of the governing body or a committee, subcommittee, board, department, or commission of the governing body.¹⁰ Serial meetings in groups of less than a quorum held in

⁵ *Star Tribune Co. v. University of Minnesota Board of Regents*, 683 N.W.2d 274, 280-282 (Minn. 2004) (en banc).

⁶ *Southern Minn. Mun. Power Agency v. Boyne*, 578 N.W.2d 362, 364 (Minn. 1998) (en banc) (citing Minn. Stat. § 453.54, subd. 21, and discussing the factors that distinguish a public corporation from a private corporation). See also *Minnesota Joint Underwriting Ass’n v. Star Tribune Media Co.*, 862 N.W.2d 62, 65 (Minn. 2015) (discussing *Boyne*; stating whether a particular entity is a “government entity” under the Data Practices Act is a question of law subject to the court’s de novo review).

⁷ Minn. Stat. § 453.53, subd. 1, para. (b), cl. (1) (The agency agreement shall state: “(1) That the municipal power agency is created and incorporated . . . as a municipal corporation and a political subdivision of the state, to exercise thereunder a part of the sovereign powers of the state;”).

⁸ *E.g.*, Minn. Stat. §§ 62Q.03, subd. 6 (Minnesota Risk Adjustment Association); 85B.02, subd. 6 (Lake Superior Center Authority); 116V.01, subd. 10 (Agricultural Utilization Research Institute); 124D.385, subd. 4 (Minnesota Commission on National and Community Service may create a nonprofit but it is subject to the open meeting law); and 128C.22 (State High School League).

⁹ Minn. Stat. § 465.719, subd. 9.

¹⁰ *Moberg v. Independent School Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983) (en banc).

order to avoid open meeting law requirements may also be found to be a violation, depending on the facts of the case.¹¹

A public body subject to the law should be cautious about using e-mail to communicate with other members of the body. Although the statute does not specifically address the use of e-mail, it is likely that the court would analyze use of e-mail in the same way as it has telephone conversations and letters.¹² That is, private communication about official business through telephone conversations or letters by a quorum of a public body subject to the law would violate the law.

Serial communication through telephone conversations or letters by less than a quorum with the intent to avoid a public hearing or to come to an agreement on an issue relating to official business could also violate the law. In a 1993 case, the Minnesota Court of Appeals held that the open meeting law was not violated when two of five city council members attended private mediation sessions related to city business. The court determined that the two council members did not constitute a committee or subcommittee of the council because the group was not capable of exercising decision-making powers.¹³

The law applies to informational meetings.

The Minnesota Supreme Court has held that the open meeting law applies to all gatherings of members of a governing body, whether or not action is taken or contemplated. This means that a gathering of members of a public body for an informational seminar on matters currently facing the body or that might come before the body must be conducted openly.¹⁴ However,

¹¹ *Id.* at 518; see also *Mankato Free Press Co. v. City of North Mankato*, 563 N.W.2d 291, 295 (Minn. App. 1997). On remand to the district court for a factual finding on whether the city used serial interviews to avoid the open meeting law, the trial court found, and the court of appeals affirmed, that the serial meetings were not held to avoid the law. *Mankato Free Press Co. v. City of North Mankato*, No. C9-98-677, 1998 WL 865714 (Minn. App. 1998) (unpublished opinion), *review denied* (Minn. Feb. 24, 1999).

¹² *Moberg*, 336 N.W.2d at 518. The Commissioner of Administration stated in a July 9, 2008, opinion that an e-mail sent to all members of a city council by the city manager was effectively “printed material” that should be available to members of the public and also suggested that the legislature revise the statute to recognize the use of electronic and other types of communications. Minn. Dept. of Admin. Advisory Op. 08-015. A September 8, 2009, opinion by the commissioner states that the exchange of e-mails by staff and members of the Metro Gang Strike Force Advisory Board violated the open meeting law because it was not just a matter of a quorum receiving information, but a quorum of the body discussing and then giving the staff person direction on the action to take. Minn. Dept. of Admin. Advisory Op. 09-020. In June 2017, the Commissioner of Administration issued an opinion that a letter signed by a quorum of a school board that was sent without public notice, or discussion and decision on the substance of the letter in an open meeting violated the law. The school board said one member drafted it, sent it to the superintendent, who made minor revisions, placed it on letterhead, and then sent it to the other members to sign. The board asserted it did not discuss or take action on it. The commissioner however found that unlikely. “The Board’s assertion that it did not discuss, decide, or take action on the contents of the letter or sending the letter is not plausible based on the very existence of the letter purporting to be from “the Board” and bearing the signatures of a quorum of members of the Board.” Minn. Dept. of Admin. Advisory Op. 17-005 (Eveleth-Gilbert Public Schools, I.S.D. No. 2154, and a letter sent to the IRRRB).

¹³ *Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *review denied* (Minn. May 28, 1993).

¹⁴ *St. Cloud Newspapers, Inc.*, 332 N.W.2d 1.

there are some exceptions. A 1975 attorney general opinion stated that city council attendance at a League of Minnesota Cities training program for city officials did not violate the open meeting law if the members did not discuss specific municipal business.¹⁵ The statute governing the Lessard-Sams Outdoor Heritage Council allows members of the council to travel together to visit sites and learn about projects without it being a violation of the law as long as the members do not decide, or agree to decide, matters under the council's jurisdiction.¹⁶

The law does not cover chance or social gatherings.

The open meeting law does not apply to chance or social gatherings of members of a public body.¹⁷ However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.¹⁸

The law does not apply to certain types of advisory groups.

The Minnesota Court of Appeals has held that the open meeting law does not apply to certain types of advisory groups.¹⁹ In that case, a presidential search advisory committee to the University of Minnesota Board of Regents was held not to be a committee of the governing body for purposes of the open meeting law. In reaching its holding, the court pointed out that no regents were on the search committee and that the committee had no power to set policy or make a final decision. It is not clear if a court would reach the same result if members of the governing body were also on the advisory committee. Depending on the number of members of the governing body involved and on the form or extent of the delegation of authority from the governing body to the members, a court might consider the advisory committee to be a committee of the governing body.

A separate law applies to the legislature.

In 1990, the legislature passed a law separate from the open meeting law that requires all legislative meetings be open to the public.²⁰ The law applies to House and Senate floor sessions and to meetings of committees, subcommittees, conference committees, and legislative commissions. For purposes of this law, a meeting occurs when a quorum is present *and action is taken* regarding a matter within the jurisdiction of the group. Each house of the legislature must adopt rules to implement these requirements. Remedies provided under these rules are the exclusive means of enforcing this law.

¹⁵ Op. Att'y Gen. 63a-5, Feb. 5, 1975.

¹⁶ Minn. Stat. § 97A.056, subd. 5, para. (b), provides "Travel to and from scheduled and publicly noticed site visits by council members for the purposes of receiving information is not a violation of paragraph (a). Any decision or agreement to make a decision during the travel is a violation of paragraph (a)."

¹⁷ *St. Cloud Newspapers, Inc.*, 332 N.W.2d at 7.

¹⁸ *Moberg*, 336 N.W.2d at 518.

¹⁹ *The Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988).

²⁰ Minn. Stat. § 3.055.

Hybrid groups—those made up of both legislators and nonlegislators—may have different open meeting law requirements. The Legislative-Citizen Commission on Minnesota Resources is subject to Minnesota Statutes, chapter 13D, except that a meeting only occurs when a quorum is present and action is taken, similar to the legislative open meeting law.²¹ In contrast, the Lessard-Sams Outdoor Heritage Council, which also has both legislators and nonlegislators on it, is subject to chapter 13D, and a meeting occurs when a quorum is present whether or not action is taken.²²

Requirements of the Open Meeting Law

Generally

Meetings must be open to the public.

The law also requires that votes in open meetings be recorded in a journal or minutes and that the journal or minutes used to record votes of a meeting be open to the public.²³ The vote of each member must be recorded on appropriations of money, except for payments of judgments and claims and amounts fixed by statute.²⁴ A straw ballot to narrow the list of candidates for city administrator and not made public was held to be a secret vote in violation of the open meeting law, particularly in light of the fact that the straw vote was acted on and given the same effect as an official act.²⁵

Open meetings must be held in a public place within the borders of the public body.²⁶ Meetings may also be held by interactive technology if specified conditions are met to ensure openness

²¹ Minn. Stat. § 116P.08, subd. 5, “(a) Meetings of the commission, committees, or subcommittees of the commission, technical advisory committees, and peer reviewers must be open to the public and are subject to chapter 13D. The commission shall attempt to meet throughout various regions of the state during each biennium. For purposes of this subdivision, *a meeting occurs when a quorum is present and action is taken regarding a matter within the jurisdiction* of the commission, a committee or subcommittee of the commission, a technical advisory committee, or peer reviewers.

(b) For legislative members of the commission, enforcement of this subdivision is governed by section 3.055, subdivision 2. For nonlegislative members of the commission, enforcement of this subdivision is governed by section 13D.06, subdivisions 1 and 2.” (emphasis added).

²² Minn. Stat. § 97A.056, subd. 5.

²³ Minn. Stat. § 13D.01, subs. 4 and 5. *See also* Minn. Dept. of Admin. Advisory Op. 22-002, finding that a town that did not keep regular hours where town records were kept did not provide appropriate access to the voting records when it directed an individual who requested review of the township journals to the meeting minutes posted on the town’s website, which documented the voting record.

²⁴ Minn. Stat. § 13D.01, subd. 4.

²⁵ *Mankato Free Press Co.*, 563 N.W.2d at 295-96. In contrast, the Commissioner of Administration issued an advisory opinion finding that a secret straw ballot taken and its results described and discussed at the same meeting as the ballot was not a violation. Minn. Dept. of Admin. Advisory Op. 10-011.

²⁶ *Quast v. Knutson*, 276 Minn. 340, 341, 150 N.W.2d 199, 200 (1967) (school board meeting held 20 miles outside the jurisdiction of the school board at a private office did not comply with open meeting law; consolidation proceedings were fatally defective because the resolution by which the proceedings were initiated was not adopted at a public meeting as required by law). The legislature may provide exceptions to this geographic

and accessibility for those who wish to attend.²⁷ Please see the section in this publication on meetings by interactive technology for further information.

Public bodies must give notice of their meetings.

In 1974, the Minnesota Supreme Court held that failure to give notice of a meeting is a violation of the open meeting law.²⁸ The court has also held that it is a violation of the open meeting law to conduct business before the time publicly announced for a meeting.²⁹

In 1987, the legislature spelled out the notice requirements in statute for regular, special, emergency, and closed meetings. Public bodies must do the following:

- Keep schedules of *regular* meetings on file at their offices.³⁰
- Post written notice of the date, time, place, and purpose of the *special* meetings (meetings held at a time or place different from regular meetings) on their principal bulletin board or on the door of the usual meeting room if the public body does not have a principal bulletin board. The public body must also either mail notice to people who have requested such mailings, or publish notice in the official newspaper, at least three days before the meetings.³¹
- Make good faith efforts to notify news media that have filed written requests (with telephone numbers) for notice of *emergency* meetings (special meetings called because of circumstances that require immediate consideration).³²

The same notice requirements apply to closed meetings.³³

Absent any other specific law governing notice by a state agency, a state agency required or permitted by law to transact public business in a meeting satisfies notice requirements if it publishes notice in the State Register or posts notice on the agency's website. In addition, a

requirement. See, e.g., Laws 2014, chapter 272, article 3, section 54 (authorizing the school board of Independent School District No. 2142, St. Louis County, to hold its meetings at the district's administrative office or at a convenient location for school board members and district residents outside of the school district boundaries if notice requirements are met).

²⁷ Minn. Stat. §§ 13D.015, 13D.02, 13D.021.

²⁸ *Sullivan v. Credit River Township*, 299 Minn. 170, 217 N.W.2d 502 (1974).

²⁹ *Merz v. Leitch*, 342 N.W.2d 141, 145 (Minn. 1984) (en banc).

³⁰ Minn. Stat. § 13D.04, subd. 1.

³¹ Minn. Stat. § 13D.04, subd. 2; *Rupp v. Mayasich*, 533 N.W.2d 893 (Minn. App. 1995) (bulletin board must be reasonably accessible to the public). A February 3, 2004, advisory opinion by the Commissioner of Administration stated that a public body's actions at a special meeting are limited to those topics included in the notice of special meeting. Minn. Dept. of Admin. Advisory Op. 04-004.

³² Minn. Stat. § 13D.04, subd. 3.

³³ Minn. Stat. § 13D.04, subd. 5.

schedule of the regular meetings must be kept on file at the primary offices or posted on the agency's website.³⁴

Relevant materials must be publicly available.

The open meeting law requires that for open meetings, at least one copy of any printed material prepared by the public body and distributed or available to all members of the public body also be available in the meeting room for inspection by the public. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.³⁵

A public body cannot fulfill its obligation to make members' materials available in the meeting room for inspection by the public if the public does not know they are available for inspection. While there is not an affirmative duty to distribute copies to each member of the public in attendance at the meeting, liberally construing the law to protect the public's right to full access to the decision-making process of public bodies requires a public body to provide easy access to the materials.³⁶

Meetings by Interactive Technology³⁷

Public bodies may hold meetings by interactive technology so long as certain requirements are met to ensure openness and accessibility for those who wish to attend. State entities must meet the requirements stated in section 13D.015. The requirements for other entities are articulated in section 13D.02. Further, the requirements for meetings by telephone or interactive technology during a health pandemic or emergency declared under chapter 12 are stated in section 13D.021.

In general, the conditions for meetings by interactive technology include the following:

- All members of the body can hear one another and can hear all discussion and testimony³⁸
- Members of the public at the regular meeting location can hear all discussion, testimony, and votes³⁹

³⁴ Minn. Stat. § 13D.04, subd. 6.

³⁵ Minn. Stat. § 13D.01, subd. 6.

³⁶ Minn. Dept. of Admin. Advisory Op. 18-011.

³⁷ The term "interactive technology" replaced "interactive television" and "other electric means" throughout chapter 13D in Laws 2021, chapter 14, which contained technical updates to the open meeting law. It is defined under section 13D.001, subdivision 2, as "a device, software program, or other application that allows individuals in different physical locations to see and hear one another."

³⁸ Minnesota Statutes section 13D.02 differs from sections 13D.015 and 13D.021, on this point by requiring that the members of the body also be able to see one another and see all discussion and testimony.

³⁹ Minnesota Statutes section 13D.02 differs from sections 13D.015 and 13D.021, on this point by requiring that the members of the public present at the regular meeting location of the body also be able to see all discussion and testimony and all votes of members of the body.

- At least one member of the body (or, in the case of a health pandemic or other emergency, the chief legal counsel or chief administrative officer) is present at the regular meeting location
- All votes are conducted by roll call, so votes can be appropriately identified and recorded

If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is *not* open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons.⁴⁰ The meeting minutes must name each member participating by interactive technology and state the reason why the member is participating in that manner.

A public body conducting an open meeting by interactive technology must allow a person to monitor the meeting electronically from another location, to the extent practical.

The public body must also provide notice of the regular meeting location and of the fact that some members may participate by interactive technology.⁴¹ Meetings held under section 13D.02 require that the notice provide the location of where a member of the public body will be participating in the meeting by interactive technology, except if the member meets the criteria for participation from a location that is not open and accessible to the public.

⁴⁰ An exception was provided in Laws 2021, chapter 14, section 7, which allowed a member of a public body to participate from a location not open or accessible to the public more than three times during the first half of calendar year 2021 due to the COVID-19 health pandemic.

⁴¹ Minn. Stat. §§ 13D.015 (state entities; such an entity is also required to post notice on its website at least ten days before any regular meeting and mention the option for a person to monitor the meeting electronically from a remote location); 13D.02; 13D.021 (state or local entities in the case of health pandemic, other emergency). Various statutes for specific public bodies also allow for meetings by interactive technology, telephone, or other electronic means: Minn. Stat. §§ 35.0661 (Board of Animal Health during restricted travel for animal health reasons); 41A.0235 (Minnesota Agricultural and Economic Development Board); 41B.026 (Rural Finance Authority); 116L.03, subd. 8 (Minnesota Job Skills Partnership Board); 116M.15, subd. 5 (Minnesota Emerging Entrepreneur Board); 116T.02, subd. 6 (Northern Technology Initiative, Inc.); 116U.24 (Explore Minnesota Councils); 116U.25 (Explore Minnesota Tourism Council); 123A.16, subd. 1 (education district boards); 129C.105 (Board of the Perpich Center for Arts Education); 134.31, subd. 7 (Advisory Committee for the Minnesota Braille and Talking Book Library); 176.102, subd. 3c (rehabilitation review panels); 176.103, subd. 3 (Medical Services Review Board); 248.10 (Rehabilitation Council for the Blind); 256.482, subd. 5b (Minnesota State Council on Disability); 256.975, subd. 2a (Minnesota Board on Aging); 256C.28, subd. 7 (Commission of the Deaf, DeafBlind and Hard of Hearing); 268A.02, subd. 3 (State Rehabilitation Council and Statewide Independent Living Council); 326B.32, subd. 7 (Board of Electricity); 326B.435, subd. 7 (Plumbing Board); 326B.925, subd. 7 (Board of High Pressure Piping Systems); 462A.041 (Minnesota Housing Finance Agency); 471.59, subd. 2 (joint powers board for educational purposes).

A member of a public body may participate in board meetings while *out of state* via interactive technology, pursuant to section 13D.02, as long as the conditions of that section are met.⁴²

Exceptions to the Open Meeting Law

A closed meeting, except one closed under the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.⁴³

The law does not apply to state agency disciplinary hearings.

The open meeting law does not apply to any state agency, board, or commission when exercising quasi-judicial functions involving disciplinary hearings.⁴⁴

Certain meetings involving employee evaluation or discipline must be closed.

A public body must close meetings for preliminary consideration of allegations or charges against an individual subject to its authority.⁴⁵ If the members of the public body conclude that discipline may be warranted as a result of those charges or allegations, further meetings or hearings relating to the charges or allegations must be open.⁴⁶ Meetings must also be open at the request of the individual who is the subject of the meeting. If an outside investigator is hired, the meeting should be open because the public body has moved past the preliminary consideration of allegations or charges.⁴⁷

Statutes other than the open meeting law may permit or require closed meetings for certain local governmental bodies to conduct specific kinds of disciplinary hearings. For example, school board hearings held to discharge or demote a teacher are private unless the affected teacher wants a public hearing.⁴⁸

A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. Before closing a meeting, the public body must identify the individual to be

⁴² Minn. Dept. of Admin. Advisory Op. 18-019.

⁴³ Minn. Stat. § 13D.05, subd. 1.

⁴⁴ Minn. Stat. § 13D.01, subd. 2. This subdivision also says that the law does not apply to meetings of the Commissioner of Corrections, which does not really make sense since such a meeting is not of a multimember body. It may be explained by the legislative history, however. Until 1982, the exception was for meetings of the Corrections Board, a multimember body. A 1983 instruction directed the Revisor of Statutes to change "Corrections Board" to "Commissioner of Corrections" throughout statutes. Laws 1983, ch. 274, § 18.

⁴⁵ Minn. Stat. § 13D.05, subd. 2.

⁴⁶ Minn. Dept. of Admin. Advisory Op. 23-004.

⁴⁷ Minn. Dept. of Admin. Advisory Op. 19-008. The Commissioner of Administration found that the Tower City Council violated the open meeting law when it did not open a meeting to the public, claiming that hiring an outside investigator was still a primary consideration of employee misconduct allegations under section 13D.05.

⁴⁸ Minn. Stat. § 122A.41, subd. 9.

evaluated. The public body must summarize the conclusions of the evaluation at its next open meeting. An evaluation meeting must be open at the request of the subject of the meeting.⁴⁹

A meeting may be closed to discuss labor negotiations.

The open meeting law permits a public body to hold a closed meeting to discuss strategy and proposals for labor negotiations conducted under the Public Employment Labor Relations Act.⁵⁰ The statute specifies procedures for tape-recording of these meetings, and for the recordings to become public when negotiations are completed.⁵¹ Another law permits the Commissioner of the Bureau of Mediation Services to close negotiations and mediation sessions between public employers and public employees. These negotiations are public meetings, unless the commissioner closes them.⁵²

The law permits closed meetings based on a limited attorney-client privilege.

In 1976, the Minnesota Supreme Court held that there is a limited exception, based on the attorney-client privilege, for meetings to discuss strategy for threatened or pending litigation.⁵³

In 1990, the legislature added the attorney-client exception to the open meeting law.⁵⁴ Although the statute is not limited, the courts have since held that the scope of the exception remains limited in relation to the open meeting law.⁵⁵ A balancing test must be applied, weighing the purposes of attorney-client privilege against the purposes for holding open meetings.⁵⁶

⁴⁹ Minn. Stat. § 13D.05, subd. 3.

⁵⁰ Minn. Stat. § 13D.03, subd. 1.

⁵¹ Minn. Stat. § 13D.03, subd. 2.

⁵² Minn. Stat. § 179A.14, subd. 3.

⁵³ *Minneapolis Star & Tribune Co. v. Housing & Redevelopment Auth.*, 310 Minn. 313, 324, 251 N.W.2d 620, 626 (1976).

⁵⁴ Minn. Stat. § 13D.05, subd. 3.

⁵⁵ *Star Tribune v. Board of Ed., Special School Dist. No. 1*, 507 N.W.2d 869 (Minn. App. 1993) *review denied* (Minn. Dec. 22, 1993). The court of appeals did not accept the argument that the statutory exception encompassed the full attorney-client privilege because that would result in the exception swallowing the rule in favor of open meetings. In 2002, the Minnesota Supreme Court restated that the attorney-client privilege exception only applies when the purposes for the exception outweigh the purposes of the open meeting law. In that case, the city council was threatened with a lawsuit if it did not grant a request. The court found that the threat of a lawsuit did not warrant closing the meeting. *Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002) (en banc). Cf. *Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005) (applying analysis of *Star Tribune* and *Prior Lake American*, finding threats were sufficiently specific and imminent that confidential consultation with legal counsel appointed by city's insurer to discuss defense strategy or reconciliation to address a threatened lawsuit justified closing the meeting).

⁵⁶ *Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002). See also Minn. Dept. of Admin. Advisory Op. 23-005, where the Commissioner of Administration found the Woodbury City Council was in violation of the open meeting law by going into closed session with the city attorney pursuant to section 13D.05, subdivision 3, paragraph (b), to discuss issues regarding a contract between Independent School District No. 833 and the city to

The attorney-client privilege exception does not apply to a mere request for general legal advice. Nor does it apply when a governing body seeks to discuss with its attorney the strengths and weaknesses of a proposed legislative enactment (like a city ordinance) that may lead to future lawsuits because that can be viewed as general legal advice. Furthermore, discussion of proposed legislation is just the sort of discussion that should be public.⁵⁷ In order to close a meeting under the attorney-client privilege exception, the governing body must give a particularized statement describing the subject to be discussed. A general statement that the meeting is being closed to discuss pending or threatened litigation is not sufficient.⁵⁸

A meeting may be closed to address certain security issues.

If disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses, a meeting may be closed to:

- receive security briefings and reports;
- discuss issues related to security systems;
- discuss emergency response procedures; and
- discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities.

Before closing a meeting, the public body must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape-recorded at the expense of the governing body, and the recording must be preserved for at least four years.

Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.⁵⁹

A meeting may be closed to discuss certain issues relating to government property sales or purchases.

A public body may close a meeting to:

- determine the asking price for real or personal property to be sold by the government entity;
- review confidential or nonpublic appraisal data; and
- develop or consider offers or counteroffers for the purchase or sale of real or personal property.

provide school resource officer services. The commissioner concluded that the possibility of litigation was not enough to justify closing the meeting and “the public’s right to hear the discussion about the contract outweighed the need for absolute confidentiality.”

⁵⁷ *Star Tribune*, 507 N.W.2d at 872.

⁵⁸ *The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004).

⁵⁹ Minn. Stat. § 13D.05, subd. 3.

Before holding a closed meeting, the public body must identify on the record the particular property that is the subject of the closed meeting. The proceedings must be tape-recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this exception was transacted at a closed meeting held during the time when the tape is not available to the public, the court would review the recording of the meeting *in camera* and either dismiss the action if the court finds no violation, or permit use of the recording at trial (subject to protective orders) if the court finds there is a violation.⁶⁰

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.⁶¹

Other laws may authorize closed meetings under certain circumstances.

Statutes outside of chapter 13D and session laws may provide that a meeting may be closed for a specific public body under certain circumstances. For example:

- Boards of public hospitals and certain health organizations may close meetings to discuss competitive market activities and contracts.⁶²
- The Supervised Release Board may meet in closed session to receive and review a victim's statement, at the request of the victim.⁶³
- The Public Employment Relations Board may close a meeting when the board is reviewing or deliberating on certain unfair labor practice charges, orders, and decisions.⁶⁴

On-site inspections by town board members are not subject to the law.

The law does not apply to a gathering of town board members to perform on-site inspections, if the town has no employees or other staff able to perform the inspections and the town board is acting essentially in a staff capacity. The town board must make good faith efforts to provide notice of the inspections to the media that have filed a written request, including a telephone

⁶⁰ Minn. Stat. § 13D.05, subd. 3, referring to § 13D.03, subd. 3.

⁶¹ Minn. Stat. § 13D.05, subd. 3. Property appraisal data covered by this law is described in Minnesota Statutes, section 13.44, subdivision 3.

⁶² Minn. Stat. § 144.581, subds. 4 and 5.

⁶³ Minn. Stat. § 244.05, subd. 5, para. (g).

⁶⁴ Minn. Stat. § 179A.041, subd. 10.

number, for notice. Notice must be by telephone or by any other method used to notify the members of the public body.⁶⁵

The law specifies how it relates to the Government Data Practices Act.

Except as specifically provided, public meetings may not be closed to discuss data that are not public data under the Government Data Practices Act.⁶⁶ Data that are not public may be discussed at an open meeting without liability, if the matter discussed is within the public body's authority and if it is reasonably necessary to conduct the business before the public body.⁶⁷ Because statute only authorizes the disclosure of not public data "reasonably necessary" to conduct the public body's item of business, the extent of the disclosure should be minimized. This may be accomplished by redactions or the use of pseudonyms.⁶⁸

A portion of a meeting must be closed if the following data are discussed:

- Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- Active investigative data collected by a law enforcement agency, or internal affairs data relating to alleged misconduct by law enforcement personnel.
- Certain types of educational, health, medical, welfare, or mental health data that are not public data.
- An individual's medical records governed by the Minnesota Health Records Act, Minnesota Statutes, sections 144.291 to 144.298.⁶⁹

The legislature has addressed social media.

In 2014, the legislature added a provision relating to use of social media. "The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, e-mail is not considered a type of social media."⁷⁰ "Social media" is not defined.

Penalties

The open meeting law provides a civil penalty of up to \$300 for intentional violation.⁷¹ A person who is found to have intentionally violated the law in three or more legal actions involving the same governmental body forfeits the right to serve on that body for a time equal to the term

⁶⁵ Minn. Stat. § 366.01, subd. 11.

⁶⁶ Minn. Stat. § 13D.05, subd. 1.

⁶⁷ Minn. Stat. §§ 13.03, subd. 11; 13.05, subd. 4; and 13D.05, subd. 1.

⁶⁸ Minn. Dept. of Admin. Advisory Op. 02-033.

⁶⁹ Minn. Stat. § 13D.05, subd. 2.

⁷⁰ Minn. Stat. § 13D.065.

⁷¹ Minn. Stat. § 13D.06, subd. 1.

the person was serving. The Minnesota Supreme Court has held that this removal provision is constitutional as to removal of elected officials only if the conduct constitutes malfeasance or nonfeasance and provided that the violations occurred after the person had a reasonable amount of time to learn the responsibilities of office.⁷²

A public body may not pay a civil penalty on behalf of a person who violated the law. However, a public body may pay any costs, disbursements, or attorney fees incurred by or awarded against a member of the body in an action under the open meeting law if the member was found not guilty of a violation.⁷³

A court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under the open meeting law. However, the following conditions apply:

- A court may award costs and attorney fees to a defendant only if it finds that the action was frivolous and without merit.
- A court may award monetary penalties or attorney fees against a member of a public body only if the court finds there was an intent to violate the open meeting law.

The court must award reasonable attorney fees to a prevailing plaintiff if the public body was also the subject of a prior written opinion issued by the Commissioner of Administration, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not follow the opinion.⁷⁴

The appropriate mechanism to enforce the open meeting law is to bring an action in district court seeking injunctive relief or damages. The statute does not provide for a declaratory judgment action.⁷⁵

The Minnesota Supreme Court has held that actions taken at a meeting held in violation of the open meeting law are not invalid or rescindable.⁷⁶

Advice

Public bodies subject to the open meeting law may seek advice on the application of the law and how to comply with it from three sources:

⁷² Minn. Stat. § 13D.06, subd. 3; *Claude v. Collins*, 518 N.W.2d 836, 843 (Minn. 1994); see also *Brown v. Cannon Falls Township*, 723 N.W.2d 31, 41-44 (Minn. App. 2006) (discussing the statutory history and that since 1994 the statute has required three or more legal actions).

⁷³ Op. Att’y Gen. 471-a, Dec. 31, 1992; Minn. Stat. § 13D.06, subd. 4.

⁷⁴ Minn. Stat. § 13D.06, subd. 4.

⁷⁵ *Rupp v. Mayasich*, 561 N.W.2d 555 (Minn. App. 1997).

⁷⁶ *Sullivan v. Credit River Township*, 299 Minn. 170, 176-177, 217 N.W.2d 502, 507 (Minn. 1974).

- The governmental entity's attorney
- The attorney general⁷⁷
- The Commissioner of Administration⁷⁸

An individual may seek advice from two sources:

- The individual's attorney
- The Commissioner of Administration

An individual who disagrees with the manner in which members of a governing body perform their duties under the open meeting law may request the Commissioner of Administration to give a written opinion on the governing body's compliance with the law. The Department of Administration's Data Practices Office handles such requests.⁷⁹

The commissioner may decide not to issue an opinion. If the commissioner decides not to issue an opinion, the commissioner must notify the requester in writing within five days of receipt of the request. If the commissioner decides to issue an opinion, it must be done within 50 days of the request. The governing body must be allowed to explain how it performs its duties under the law.⁸⁰

Opinions of the Commissioner of Administration are not binding, but a court must give the opinions deference. However, a governing body that follows an opinion is not liable for fines, attorney's fees or any other penalty, or forfeiture of office.⁸¹

The Data Practices Office maintains a searchable opinion library accessible to the public on its website.⁸²



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⁷⁷ Under Minnesota Statutes, section 8.06, the attorney general is the attorney for all state officers and boards or commissions created by law. Under Minnesota Statutes, section 8.07, the attorney general, on request from an attorney for a county, city, town, public pension fund, school board, or unorganized area, gives written opinions on matters of public importance.

⁷⁸ Minn. Stat. § 13.072, subs. 1 and 2.

⁷⁹ <https://mn.gov/admin/data-practices/>. The Data Practices Office was formerly known as the Information Policy Analysis Division (IPAD).

⁸⁰ Minn. Stat. § 13.072, subd. 1.

⁸¹ Minn. Stat. § 13.072, subd. 2.

⁸² <https://mn.gov/admin/data-practices/opinions/opinions-library/>

Monthly Report - Overview for Dec 2024

Locations on this report: Grand Rapids Area Library

Checkout

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
1st Time	7856	8647	-10	7260	8	119205	116880	1
Phone Renewal	239	251	-5	235	1	3415	3442	-1
Renewal	182	126	44	158	15	2237	1852	20
Opac Renewal	681	518	31	607	12	7741	7973	-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	8958	9542	-7	8260	8	132598	130147	1

Checkout Stock Rotation

Description	Dec 2024	Nov 2024	%chg	Dec 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	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
Normal	8195	7907	3	6932	18	108791	106063	2
Late	1996	1918	4	2163	-8	24861	23925	3
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	10191	9825	3	9095	12	133652	129988	2

Requests Placed

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
Placed	1982	1823	8	758	161	25198	22816	10
Total	1982	1823	8	758	161	25198	22816	10

Requests Resolved

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
Cancelled	107	86	24	63	69	1400	1260	11
Filled	2772	2396	15	2100	32	35437	34153	3
Expired	1	2	-50	5	-80	28	27	3
Total	2880	2484	15	2168	32	36865	35440	4

Holds Resolved

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
Picked Up	1684	1520	10	1255	34	22438	21068	6
Cancelled	3	7	-58	1	200	34	65	-48
Expired	135	96	40	111	21	1692	1447	16
Total	1822	1623	12	1367	33	24164	22580	7

Overdues

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
1st Notice	809	713	13	726	11	9207	7271	26
2nd Notice	7	5	40	9	-23	64	47	36
3rd Notice	0	1	-100	3	-100	7	12	-42
4th Notice	0	1	-100	2	-100	5	8	-38
5th Notice	0	1	-100	1	-100	6	3	100
Final Notice	0	0	0	1	-100	1	3	-67
Notice # 7	0	0	0	1	-100	1	1	0
Notice # 8	0	0	0	1	-100	1	1	0
Notice # 0	232	216	7	264	-13	2852	2343	21
Total	1048	937	11	1008	3	12144	9689	25

Borrower Delta

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	55	68	-20	64	-15	1035	1138	-10
Deleted (Manual)	5	5	0	2	150	89	79	12
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0

-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	60	73	-18	66	-10	1124	1217	-8

Bib Delta

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	115	209	-45	104	10	1972	2089	-6
Deleted (Manual)	1091	1247	-13	119	816	5375	3261	64
New (Batch)	42	84	-50	91	-54	1160	846	37
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1248	1540	-19	314	297	8507	6196	37

Auth Delta

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	0	0	21	9	133
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	21	9	133

Item Delta

Description	Dec 2024	Nov 2024	%chg	Dec 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	322	515	-38	315	2	6001	5885	1
Deleted (Manual)	4200	1847	127	491	755	10701	4896	118
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	4522	2362	91	806	461	16702	10781	54

Acquisitions Activities

Description	Dec 2024	Nov 2024	%chg	Dec 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	215	358	-40	239	-11	3322	3523	-6
Items Rcvd by Ven	223	368	-40	265	-16	3397	3651	-7
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	438	726	-40	504	-14	6719	7174	-7

December in Children's

Happy Holidays! As another year closes, I wish for you all the joy you can find, in as many places as you can find it. Thank you for doing what you do! Our December highlights:

- Online Storytime themes included winter, favorite stories, basketball, and dogs. A good time was had by all...I think.
- Both book clubs, Page Turners, and the Teen Book Club, met. I really appreciate the time I spend with the teens, they really open my eyes.
- The Lego Club builds this month are particularly lovely...check them out!
- We had a STEAM program in conjunction with the Bell Museum. Jennifer Behm, as always, provided a spectacular program. We also very much appreciate Al Waller for all his volunteer help with the STEAM programming.
- We had a morning-long visit by three classes of preschoolers from Deer River. The group was split in two, and visited inside the library in a smaller group. (The other half was in the Program Room, then we swapped places.) The staff brought enough adults that it was a very, very manageable 3 to 1 ratio. There was a LOT of energy in the building all morning long, however, and Tracy is wondering about hazard pay? 😊 Truthfully, they were fabulous!
- The Itasca Orchestra and Strings program held their student holiday recital in the Program Room, which was open to the public. It was a lovely hour of holiday music, much appreciated by all listeners.
- Tracy filmed another radio piece for KAXE.
- We started our Winter Reading Program on December 17; it is slightly different this year than in years past. Come down and check it out!
- Happy Reading!

Grand Rapids Area Library
Reference Statistics
December 2024

	December	YTD 2024
Door Count	4,224	63,878
Reference Questions	119	2,095
Computer Help Over 5 Minutes	16	195
Tests Proctored	0	13
Public Computer Use: Sessions	141	2,556
Public Computer Use: Hours	143	2,085
Special Computer Sessions	95	1,462
Passports Accepted	80	1,052

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 17 np/ ci HHH III	3 3 np/ ci HHH	4 6 np/ ci HHH	5 7 np/ ci HHH III III	6 8 np/ ci HHH III	7
8	9 5 np/ ci II	10 6 np/ ci IIII	11 9 np/ ci III I	12 6 np/ ci HHH I	13 np/ ci II	14
15	16 7 np/ ci HHH III II	17 5 np/ ci II	18 6 np/ ci III I	19 5 np/ ci HHH III	20 2 np/ ci IIII	21
22	23 no school np/ ci IIII	24 n closed	25 closed	26 no school np/ ci HHH I I	27 no school np/ ci II I	28
29	30 no school np/ ci HHH III II	31 no school np/ ci IIII I				

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>Red</i>	2 150048 5	3 150318 3	4	5 150888 ↘	6 151,058 0	7 (17)
8	9 151269 3	10 151,523 1	11 151753 3	12 151964 2	13 152,115 4	14 (13)
15	16 152363 9	17 152,626 6	18 152864 4	19 153009 5	20 153135 2	21 (26)
22	23 153372 6	24 CLOSED	25 CLOSED	26 153569 4	27 153745 7	28 (17)
29	30 154081 3	31 154272 4				(7)

(80)

GRAL Children's Library Monthly Statistics

December 2024

Online Storytime

Programs: 4

Facebook plays: 779*

YouTube views: 1245

Total views: 1974

Artastic

Programs: *No Artastic

Facebook plays: 0

YouTube views: 0

Total views: 0

Kits handed out: 0

<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
12/03	Book Time	41
12/05	Itasca Orchestra & Strings Christmas Concert	124
12/09	Page Turners	3
12/10	Book Time	25
12/11	Afterschool STEAM	11
12/16	Lego Club	13
12/19	Teen Book Club	6

Total Programs: 7 People: 223

Book Times : 2 People: 66

Library Programs: 5 People: 157

Class Visit: 2 groups People: 64

- Deer River Edge Preschool: 53
- RJEMS SPED: 11

Reference Questions 2024: 294

Reference Questions 2023: 411

*The Meta platform has changed how they calculate Facebook viewer metric. They have changed views to plays.

December 2024

2024
Item 8.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 13	3 24	4 15	5 23	6 8	7 83
8	9 10	10 21	11 14	12 18	13 4	14 67
15	16 10	17 26	18 6	19 8	20 2	21 52
22	23 24	24 CLOSED	25 CLOSED	26 4	27 3	28 31
29	30 32	31 2 ^a				61

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	28	177.50	7	108.50	7	26.00	8	95.50	2	6.00	35	286.00
June	29	157.00	6	101.50	6	26.00	10	84.25	1	6.00	35	258.50
July	36	206.25	8	111.00	7	17.00	18	137.25	1	9.00	44	317.25
August	44	244.00	5	104.25	7	43.00	7	74.00	1	5.00	49	348.25
September	33	146.75	4	81.00	7	27.00	10	64.50	10	19.00	37	227.75
October	29	176.00	4	79.25	6	26.00	9	71.00	1	4.00	33	255.25
November	42	181.00	4	94.50	8	28.00	10	96.00	9	17.00	46	275.50
December	24	154.00	4	77.25	8	28.00	7	64.75	1	20.00	28	231.25
Total		2078.00		1112.50		331.00		923.50		142.00	85	3,190.50