



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, October 11, 2023

5:00 PM

CALL TO ORDER:

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, October 11, 2023 at 5:00 PM.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 09-13-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

3. Consider contract with Emily Lindner for six book club meetings.
4. Consider a contract with Madelyn Pratto for seven Lego programs.
5. Consider a contract with Isabella Pratto for seven Lego programs.
6. Consider accepting donations as listed on Resolution 2023-11.

REGULAR AGENDA:

7. Consider a resolution setting the Library calendar for 2024.
8. Review 2024 Library Budget
9. Review Library Director report to City Council.

UPDATES:

Friends

Foundation

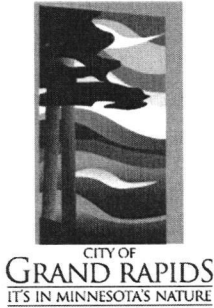
STAFF REPORTS:

[10.](#) Review staff reports and library statistics from September 2023.

ADJOURNMENT:

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

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 13, 2023

5:00 PM

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

CALL TO ORDER:

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

CALL OF ROLL:

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

Absent: Blocker

APPROVAL OF AGENDA:

Motion to approve agenda as presented

Mover: Richards

Second: Kee

Result: Approved 8-0

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 08-09-2023.

Motion to approve Library Board Meeting Minutes from 08-09-2023

Mover: Kee

Second: Teigland

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider payment of Bill List as presented.

Motion to approve financial reports and payment of Bill List as presented

Mover: Richards

Seconder: Dobbs

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

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Donation Resolution 2023-10.

Motion to approve consent agenda

Mover: Teigland

Seconder: Kee

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

REGULAR AGENDA:

4. Review Certification of Minimum Local Support Requirement(s) for 2024
Informational
5. Library Board membership
Informational
6. Review Preliminary 2024 Budget
Informational

UPDATES:

Friends

By Teigland: update on the Mystery Monday pop-up book sales

Foundation

By Barr: next meeting is 09-21-2023, 5 PM at CPC. A big thank you for supporting RiverFest!

STAFF REPORTS:

7. Review Library Reports and Statistics

Informational

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 11th, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 09/06/2023
 TIME: 15:33:02
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/13/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	199.46
0118660	ARROWHEAD LIBRARY SYSTEM	21.70
0201428	BAKER & TAYLOR LLC	4,573.03
0212124	BLACKSTONE PUBLISHING	141.00
0221650	BURGGRAF'S ACE HARDWARE	89.01
0305485	CENGAGE LEARNING INC	421.60
0405500	DEMCO INC	151.15
0701650	GARTNER REFRIGERATION CO	4,213.11
0718010	CITY OF GRAND RAPIDS	3,400.00
0914325	INGRAM ENTERTAINMENT INC.	116.29
0914540	INNOVATIVE OFFICE SOLUTIONS LL	348.07
1015325	JOHNSON CONTROLS FIRE	825.57
1115500	NORTHERN LIGHTS ICE LLC	2,124.00
1605527	THE PENWORTHY COMPANY LLC	262.77
1809158	WILLIAM RICHTER	5,000.47
1901535	SANDSTROM'S INC	133.54
1915248	SHI INTERNATIONAL CORP	1,511.00
1920555	STOKES PRINTING & OFFICE	509.70

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$24,041.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	1,513.10
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,750.67
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	192.73
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	48.46
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	319.94
1621130	P.U.C.	6,029.13
2209665	VISA	510.55
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$61,465.33

TOTAL ALL DEPARTMENTS \$85,506.80

RESOLUTION NO. 2023-10
A RESOLUTION ACCEPTING DONATIONS

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

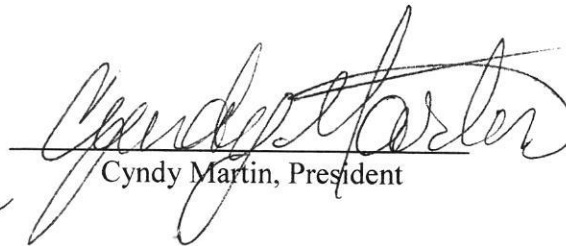
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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

Library Foundation - \$3,794.01 for:

Kona Ice – Summer Celebration \$2,124.00
Non-fiction collection enhancement \$500.65
Children's Program Supplies \$1,169.36

Adopted this 13th day of September 2023


Cyndy Martin, President
Deb Kee, Secretary

DATE: 10/05/2023
 TIME: 13:23:00
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/11/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	24.50
0201428	BAKER & TAYLOR LLC	2,721.74
0305485	CENGAGE LEARNING INC	1,027.28
0315455	COLE HARDWARE INC	59.47
0405500	DEMCO INC	318.52
0914325	INGRAM ENTERTAINMENT INC.	112.26
0914540	INNOVATIVE OFFICE SOLUTIONS LL	448.92
1015325	JOHNSON CONTROLS FIRE	600.00
1605665	PERSONNEL DYNAMICS LLC	137.70
1612225	PLAYAWAY PRODUCTS LLC	352.70
1801610	RAPIDS PLUMBING & HEATING INC	3,601.00
1801613	RAPIDS PRINTING	36.00
1901535	SANDSTROM'S INC	143.53
1915248	SHI INTERNATIONAL CORP	192.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$9,888.10

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.32
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,705.44
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	60.38
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	319.94
1621130	P.U.C.	3,760.83
2209665	VISA	482.50
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,428.92

TOTAL ALL DEPARTMENTS \$67,317.02

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 1

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

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

0100053	AT&T MOBILITY							
L	09/18/23	01	LIB SEP SERVICE	999-99-00-00-1000			10/11/23	54.32
				HOLDING ACCOUNT				
						INVOICE TOTAL:		54.32
						VENDOR TOTAL:		54.32
0118100	ARAMARK UNIFORM SERVICES							
2630187942-L	09/19/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20232858		10/11/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20232858			21.88
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		56.24
2630194480-L	10/03/23	01	MATS	211-00-75-30-3070	20233017		10/11/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233017			21.88
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		56.24
						VENDOR TOTAL:		112.48
0118660	ARROWHEAD LIBRARY SYSTEM							
15107-L	08/31/23	01	OVERDUE NOTICES AUG	211-00-75-20-2010	20232753		10/11/23	24.50
				OFFICE SUPPLIES				
						INVOICE TOTAL:		24.50
						VENDOR TOTAL:		24.50
0201428	BAKER & TAYLOR LLC							
2037758215-L	09/05/23	01	5 BOOKS/#209977 L411199	211-00-75-20-2110	20232757		10/11/23	79.52
				BOOKS				
						INVOICE TOTAL:		79.52
2037779554-L	09/11/23	01	45 BOOKS/#209977 L025981	211-00-75-20-2110	20232780		10/11/23	680.07
				BOOKS				
						INVOICE TOTAL:		680.07

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 2

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

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

0201428	BAKER & TAYLOR LLC							
2037783866-L	09/13/23	01	17 BOOKS/#209977 L411199	211-00-75-20-2110	20232819		10/11/23	350.61
				BOOKS				
						INVOICE TOTAL:		350.61
2037789261-L	09/14/23	01	47 BOOKS/#209977 L025981	211-00-75-20-2110	20232838		10/11/23	547.54
				BOOKS				
						INVOICE TOTAL:		547.54
2037793126-L	09/18/23	01	21 BOOKS/#209977 L025981	211-00-75-20-2110	20232878		10/11/23	297.79
				BOOKS				
						INVOICE TOTAL:		297.79
2037810371-L	09/22/23	01	4 BOOKS/#209977 L411199	211-00-75-20-2110	20232940		10/11/23	102.16
				BOOKS				
						INVOICE TOTAL:		102.16
2037812021-L	09/22/23	01	26 BOOKS/#209977 L025981	211-00-75-20-2110	20232941		10/11/23	383.71
				BOOKS				
						INVOICE TOTAL:		383.71
2037833152-L	09/29/23	01	27 BOOKS/#209977 L025981	211-00-75-20-2110	20233019		10/11/23	280.34
				BOOKS				
						INVOICE TOTAL:		280.34
						VENDOR TOTAL:		2,721.74
0305485	CENGAGE LEARNING INC							
82323008-L	09/08/23	01	2 BOOKS/#154757	211-00-75-20-2110	20232779		10/11/23	51.73
				BOOKS				
						INVOICE TOTAL:		51.73
82355996-L	09/07/23	01	27 BOOKS/A#154757	211-00-75-20-2110	20232839		10/11/23	535.35
				BOOKS				
						INVOICE TOTAL:		535.35

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

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

0305485	CENGAGE LEARNING INC							
82533733-L	09/15/23	01	3 BOOKS/#154757	211-00-75-20-2110	20232876		10/11/23	50.37
				BOOKS				
							INVOICE TOTAL:	50.37
82622314-L	09/20/23	01	14 BOOKS/#154757	211-00-75-20-2110	20232963		10/11/23	311.86
				BOOKS				
							INVOICE TOTAL:	311.86
82623760-L	09/20/23	01	3 BOOKS/#154757	211-00-75-20-2110	20232964		10/11/23	77.97
				BOOKS				
							INVOICE TOTAL:	77.97
							VENDOR TOTAL:	1,027.28
0315455	COLE HARDWARE INC							
70370-L	09/14/23	01	CLOSET REPAIR KIT	211-00-75-30-4010	20232789		10/11/23	53.98
				BUILDING MAINT/REPAIRS				
		02	VACUUM BRKR RPR KIT	211-00-75-30-4010	20232789			5.49
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	59.47
							VENDOR TOTAL:	59.47
0405500	DEMCO INC							
7372406-L	09/27/23	01	MAGNET SHELF LABEL HOLDER	211-00-75-20-2010	20232951		10/11/23	81.57
				OFFICE SUPPLIES				
		02	LABELS REMOVABLE 14 DAY BOOK	211-00-75-20-2010	20232951			9.77
				OFFICE SUPPLIES				
		03	ROUND SUBJ CLASSFCTN LABELS	211-00-75-20-2010	20232951			9.60
				OFFICE SUPPLIES				
		04	SCOTCH 810 MAGIC TAPE	211-00-75-20-2010	20232951			48.81
				OFFICE SUPPLIES				
		05	DEMCO FILM-FIBER TAPE	211-00-75-20-2010	20232951			92.77
				OFFICE SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 4

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

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

0405500	DEMCO INC							
7372406-L	09/27/23	06	COLOR CRAZE STEM WORD BKMRK	211-00-75-20-2095	20232951		10/11/23	9.50
				PRGM SUP & MATERIALS				
		07	MO WILLEMS READERS BOOKMARKS	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		08	HOWTO DRAWTRANSPORT BKMK	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		09	HOW TO DRAW ANIMALS BOOKMARK	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		10	JOKE BOOKMARKS	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		11	SILLY STORIES BOOKMARKS	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		12	FUN FACTS ANIMALS SET 3	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
		13	HOW TO DRAW ANIMALS BOOKMARKS	211-00-75-20-2095	20232951			9.50
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	318.52
							VENDOR TOTAL:	318.52
0605191	FIDELITY SECURITY LIFE							
L	09/05/23	01	LIB VISION SEP	999-99-00-00-1000			10/11/23	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718015	GRAND RAPIDS CITY PAYROLL							
L	08/25/23	01	LIB PAYROLL 8/25/23	999-99-00-00-1000			10/11/23	21,377.65
				HOLDING ACCOUNT				
		02	LIB PAYROLL 9/8/23	999-99-00-00-1000				21,327.79
				HOLDING ACCOUNT				
							INVOICE TOTAL:	42,705.44
							VENDOR TOTAL:	42,705.44

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

DATE: 10/05/23
 TIME: 13:15:26
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 10/11/2023

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

0914325	INGRAM ENTERTAINMENT INC.							
0629450-L	09/18/23	01	5 DVDS/C#3206981	211-00-75-20-2120	20232902		10/11/23	112.26
			AUDIO/VISUAL					
						INVOICE TOTAL:		112.26
						VENDOR TOTAL:		112.26
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4340496-L	10/02/23	01	TONER 414A BK	211-00-75-20-2060	20233020		10/11/23	195.06
			COMPUTER SUPPLIES					
		02	TONER 414A YL	211-00-75-20-2060	20233020			126.93
			COMPUTER SUPPLIES					
		03	TONER 414A CN/C#NB07789	211-00-75-20-2060	20233020			126.93
			COMPUTER SUPPLIES					
						INVOICE TOTAL:		448.92
						VENDOR TOTAL:		448.92
1015325	JOHNSON CONTROLS FIRE							
23730582-L	10/01/23	01	FIRE ALARM MONITOR OCT-DEC23	211-00-75-30-4000	20232751		10/11/23	150.00
			MAINTENANCE CONTRACTS					
		02	FIRE ALARM MONITOR JAN-SEP24	211-00-00-00-1550	20232751			450.00
			PREPAID ITEMS					
						INVOICE TOTAL:		600.00
						VENDOR TOTAL:		600.00
1301146	MARCO TECHNOLOGIES, LLC							
L	09/18/23	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/11/23	119.08
			HOLDING ACCOUNT					
						INVOICE TOTAL:		119.08
						VENDOR TOTAL:		119.08
1305725	METROPOLITAN LIFE INSURANCE CO							
L	08/28/23	01	LIB SEP SUPP/LIFE INS PREM	999-99-00-00-1000			10/11/23	76.14
			HOLDING ACCOUNT					
						INVOICE TOTAL:		76.14
						VENDOR TOTAL:		76.14

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 6

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199	MINNESOTA ENERGY RESOURCES							
L	09/18/23	01	LIB AUG NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			10/11/23	59.77
							INVOICE TOTAL:	59.77
							VENDOR TOTAL:	59.77
1309265	MN DEPT OF LABOR & INDUSTRY							
L	09/11/23	01	LIB BOILER	999-99-00-00-1000 HOLDING ACCOUNT			10/11/23	30.00
							INVOICE TOTAL:	30.00
							VENDOR TOTAL:	30.00
1309335	MINNESOTA REVENUE							
L	09/20/23	01	LIB AUG SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			10/11/23	60.38
							INVOICE TOTAL:	60.38
							VENDOR TOTAL:	60.38
1516220	OPERATING ENGINEERS LOCAL #49							
L	09/11/23	01	LIB OCT HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			10/11/23	9,612.00
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	09/05/23	01	LIB SEP SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			10/11/23	319.94
							INVOICE TOTAL:	319.94
							VENDOR TOTAL:	319.94
1605665	PERSONNEL DYNAMICS LLC							

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 7

DATE: 10/05/23
TIME: 13:15:26
ID: AP441000.WOW

CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1605665	PERSONNEL DYNAMICS	LLC						
53343-L	09/27/23	01	J WINKLEMAN 6.0 HRS W/E 9/23	211-00-75-10-1050	20232945		10/11/23	137.70
			CONTRACTED SERVICES					
						INVOICE TOTAL:		137.70
						VENDOR TOTAL:		137.70
1612225	PLAYAWAY PRODUCTS	LLC						
440556-L	09/06/23	01	5 PLAYAWAYS	211-00-75-20-2120	20232697		10/11/23	352.70
			AUDIO/VISUAL					
						INVOICE TOTAL:		352.70
						VENDOR TOTAL:		352.70
1621130	P.U.C.							
L	09/18/23	01	LIB AUG UTILITIES	999-99-00-00-1000			10/11/23	3,760.83
				HOLDING ACCOUNT				
						INVOICE TOTAL:		3,760.83
						VENDOR TOTAL:		3,760.83
1801610	RAPIDS PLUMBING & HEATING	INC						
21302-L	09/23/23	01	RPL MINI-SPLIT A/C SERVER ROOM	211-00-75-30-4010	20232997		10/11/23	3,601.00
			BUILDING MAINT/REPAIRS					
						INVOICE TOTAL:		3,601.00
						VENDOR TOTAL:		3,601.00
1801613	RAPIDS PRINTING							
38990-L	09/23/23	01	LIBRARY MAPS	211-00-75-20-2095	20232996		10/11/23	36.00
				PRGM SUP & MATERIALS				
						INVOICE TOTAL:		36.00
						VENDOR TOTAL:		36.00
1901535	SANDSTROM'S	INC						

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 11, 2023

Item 2.

PAGE: 8

DATE: 10/05/23
TIME: 13:15:27
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CITY OF GRAND RAPIDS
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/11/2023

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

1901535	SANDSTROM'S	INC						
474529-L	09/18/23	01	TOWEL ROLL	211-00-75-20-2150	20232837		10/11/23	56.36
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOIL TISS	211-00-75-20-2150	20232837			44.57
				MAINTENANCE TOOLS/SUPPLIES				
		03	FOAM HAND SOAP/C#320023	211-00-75-20-2150	20232837			42.60
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		143.53
						VENDOR TOTAL:		143.53
1915248	SHI INTERNATIONAL CORP							
B17365968-L	09/14/23	01	FARONICS DEEP FREEZE RENEW	211-00-75-30-4020	20232711		10/11/23	192.00
				COMPUTER MAINT/REPAIR				
						INVOICE TOTAL:		192.00
						VENDOR TOTAL:		192.00
2209665	VISA							
L	09/18/23	01	USPS.COM PRIORITY MAIL	999-99-00-00-1000			10/11/23	482.50
				HOLDING ACCOUNT				
						INVOICE TOTAL:		482.50
						VENDOR TOTAL:		482.50
2301700	WM CORPORATE SERVICES, INC							
L	09/11/23	01	LIB AUG SERVICE	999-99-00-00-1000			10/11/23	141.62
				HOLDING ACCOUNT				
						INVOICE TOTAL:		141.62
						VENDOR TOTAL:		141.62
						TOTAL ALL INVOICES:		67,317.02

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

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ 376,333	50%
211-00-31-00-0200	DELINQUENT	-	937	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	40,842	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	82,720	65%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	2,027	101%
211-00-34-00-7975	INTERNET	2,000	1,004	50%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	40	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	32,095	176%
211-00-34-00-7990	FAX MACHINE USE	500	461	92%
211-00-35-00-1030	LIBRARY FINES	-	86	0%
211-00-37-00-2310	DONATIONS	1,500	15,912	1061%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	-	60	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,453	112%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	19,216	0%
211-00-37-00-2450	MISCELLANEOUS	-	1,758	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,414	47%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	4,452	100%
		925,664	588,854	64%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	401,430	287,964	72%
211-00-75-10-1030	SALARY-PARTTIME	86,060	58,937	68%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	252	3%
211-00-75-10-1210	PERA	36,429	25,707	71%
211-00-75-10-1220	FICA	30,224	21,192	70%
211-00-75-10-1250	MEDICARE	7,069	4,956	70%
211-00-75-10-1310	HEALTH INSURANCE	114,444	85,608	75%
211-00-75-10-1330	LIFE INSURANCE	232	180	78%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	2,304	90%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,448	43%
211-00-75-20-2020	COPY SUPPLIES	1,500	878	59%
211-00-75-20-2030	PRINTING/BINDING	1,000	157	16%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,652	88%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	836	33%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	7,873	79%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	624	62%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	5,849	815%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,471	124%
211-00-75-20-2110	BOOKS	39,000	38,069	98%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,463	61%
211-00-75-20-2130	NEWSPAPERS	2,000	1,968	98%
211-00-75-20-2140	PERIODICALS	7,500	45	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,283	76%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,203	80%
211-00-75-30-3070	LAUNDRY	1,000	580	58%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,300	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	4,225	35%
211-00-75-30-3210	TELEPHONE	6,000	3,245	54%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	2,950	84%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	-	5,249	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

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

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	664	33%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	254	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	19,125	213%
211-00-75-30-3810	ELECTRICITY	35,000	22,499	64%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,222	61%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,490	19%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,967	73%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,123	47%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	3,683	368%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,840	32%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,849	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	5,741	72%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,155	77%
211-00-75-30-4330	DUES & SUBCRIPTIONS	-	30	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,898	0%
	TOTAL EXPENDITURES	925,664	675,227	73%
	SURPLUS REVENUES/(EXPENDITURES)	-	(86,373)	

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2023
With Comparative Totals for September 30, 2022

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	455,969	456,479	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 1/1/XX	656,527	701,648	701,648	
Revenues:				
Taxes	435,225	418,112	759,331	55%
Intergovernmental	92,480	82,720	128,000	65%
Charges for Services	30,982	43,672	28,081	156%
Fines & Forfeits	13	86	-	0%
GR Library Foundation	31,652	19,216	-	0%
Miscellaneous	12,565	20,596	5,800	355%
Other Sources-Operating Transfer	-	4,452	4,452	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	602,917	588,854	925,664	64%
Expenditures:				
Personnel	471,679	487,102	686,946	71%
Supplies/Materials	79,420	72,615	90,218	80%
Other Services/Charges	129,595	107,612	148,500	72%
GRACF Library Foundation	-	-	-	0%
TOTAL EXPENDITURES	680,693	667,329	925,664	72%
OPERATING SURPLUS (DEFICIT)	(77,777)	(78,475)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	-	7,898	-	
Fund Balance 9/30/XX				
Cash Flow	378,193	370,107	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 9/30/XX	\$ 578,751	\$ 615,276	\$ 701,648	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,719 as of 8/31/23. This endowment is not available for current operations.

DATE: 10/05/2023
 TIME: 13:50:04
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

PAGE: 1
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	759,331.00	376,332.63	0.00	382,998.37	50
211-00-31-00-0200	DELINQUENT	0.00	0.00	936.93	0.00	(936.93)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	40,842.39	0.00	(40,842.39)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	759,331.00	418,111.95	0.00	341,219.05	55
TOTAL TAXES		0.00	759,331.00	418,111.95	0.00	341,219.05	55
INTERGOVERNMENTAL							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	82,720.20	0.00	45,279.80	65
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	82,720.20	0.00	45,279.80	65
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	82,720.20	0.00	45,279.80	65
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	357.06	2,000.00	2,026.65	0.00	(26.65)	101
211-00-34-00-7975	INTERNET	122.41	2,000.00	1,004.40	0.00	995.60	50
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	40.00	0.00	60.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,010.00	18,200.00	32,095.00	0.00	(13,895.00)	176
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	29.53	500.00	460.59	0.00	39.41	92
TOTAL		3,519.00	28,081.00	43,671.64	0.00	(15,590.64)	156
TOTAL CHARGES FOR SERVICES		3,519.00	28,081.00	43,671.64	0.00	(15,590.64)	156

DATE: 10/05/2023
 TIME: 13:50:04
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

PAGE: 2
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	86.20	0.00	(86.20)	100
TOTAL		0.00	0.00	86.20	0.00	(86.20)	100
TOTAL FINES & FORFEITS		0.00	0.00	86.20	0.00	(86.20)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	15,912.29	0.00	(14,412.29)	1061
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	59.63	0.00	(59.63)	100
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,452.61	0.00	(152.61)	112
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	3,794.01	0.00	19,216.48	0.00	(19,216.48)	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	201.87	0.00	1,757.82	0.00	(1,757.82)	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	1,413.56	0.00	1,586.44	47
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		4,195.88	5,800.00	39,812.39	0.00	(34,012.39)	686
TOTAL MISCELLANEOUS REVENUE		4,195.88	5,800.00	39,812.39	0.00	(34,012.39)	686
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	4,452.00	4,452.00	0.00	0.00	100
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	4,452.00	4,452.00	0.00	0.00	100

DATE: 10/05/2023
 TIME: 13:50:04
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

PAGE: 3
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	4,452.00	4,452.00	0.00	0.00	100
TOTAL REVENUES:		7,714.88	925,664.00	588,854.38	0.00	336,809.62	64
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	30,806.16	401,430.00	287,963.68	0.00	113,466.32	72
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	6,286.96	86,060.00	58,936.56	0.00	27,123.44	68
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	137.70	8,510.00	252.45	0.00	8,257.55	3
211-00-75-10-1210	PERA	2,782.00	36,429.00	25,707.46	0.00	10,721.54	71
211-00-75-10-1220	FICA	2,274.56	30,224.00	21,191.91	0.00	9,032.09	70
211-00-75-10-1250	MEDICARE	531.96	7,069.00	4,956.24	0.00	2,112.76	70
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	85,608.00	0.00	28,836.00	75
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	180.05	76.14	(24.19)	110
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	1.49	6.90	(8.39)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	252.71	2,548.00	2,304.39	0.00	243.61	90
TOTAL PERSONNEL		52,707.53	686,946.00	487,102.23	83.04	199,760.73	71
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	752.22	8,000.00	3,447.55	24.50	4,527.95	43
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	877.52	0.00	622.48	59
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	157.29	0.00	842.71	16
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	3,000.00	2,652.24	0.00	347.76	88
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	835.72	0.00	1,664.28	33
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	7,873.39	0.00	2,126.61	79

DATE: 10/05/2023
 TIME: 13:50:04
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

PAGE: 4
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	623.94	0.00	376.06	62
211-00-75-20-2095	PRGM SUP & MATERIALS	112.00	718.00	5,848.84	0.00	(5,130.84)	815
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	2,470.50	0.00	(470.50)	124
211-00-75-20-2110	BOOKS	3,749.02	39,000.00	38,068.95	3,118.82	(2,187.77)	106
211-00-75-20-2120	AUDIO/VISUAL	464.96	9,000.00	5,463.23	511.96	3,024.81	66
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	1,968.02	0.00	31.98	98
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	44.70	13.18	7,442.12	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	187.29	3,000.00	2,283.34	165.41	551.25	82
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		5,265.49	90,218.00	72,615.23	3,833.87	13,768.90	85
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,203.10	0.00	296.90	80
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	68.72	1,000.00	579.71	34.36	385.93	61
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	15,300.00	0.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	12,000.00	4,225.00	295.00	7,480.00	38
211-00-75-30-3210	TELEPHONE	374.26	6,000.00	3,245.20	0.00	2,754.80	54
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	2,950.10	0.00	549.90	84
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	5,249.47	0.00	(5,249.47)	100
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	664.05	0.00	1,335.95	33
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	254.28	0.00	(254.28)	100
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	2,125.00	9,000.00	19,125.00	0.00	(10,125.00)	213
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	22,498.75	0.00	12,501.25	64
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,221.97	0.00	778.03	61
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,490.00	0.00	6,510.00	19
211-00-75-30-4000	MAINTENANCE CONTRACTS	275.19	9,500.00	6,967.32	150.00	2,382.68	75
211-00-75-30-4010	BUILDING MAINT/REPAIRS	3,660.47	15,000.00	7,123.33	59.47	7,817.20	48

DATE: 10/05/2023
 TIME: 13:50:04
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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

PAGE: 5
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	3,683.27	0.00	(2,683.27)	368
211-00-75-30-4020	COMPUTER MAINT/REPAIR	192.00	9,000.00	2,840.00	192.00	5,968.00	34
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,849.00	0.00	1,151.00	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	5,741.21	0.00	2,258.79	72
211-00-75-30-4100	EQUIPMENT LEASES	119.08	1,500.00	1,154.82	0.00	345.18	77
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		8,514.72	148,500.00	107,611.58	730.83	40,157.59	73
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,898.00	0.00	(7,898.00)	100
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	7,898.00	0.00	(7,898.00)	100
TOTAL GENERAL ADMINISTRATION		66,487.74	925,664.00	675,227.04	4,647.74	245,789.22	73
TOTAL EXPENSES:		66,487.74	925,664.00	675,227.04	4,647.74	245,789.22	73
TOTAL FUND REVENUES		7,714.88	925,664.00	588,854.38	0.00	336,809.62	64
TOTAL FUND EXPENSES		66,487.74	925,664.00	675,227.04	4,647.74	245,789.22	73
FUND SURPLUS (DEFICIT)		(58,772.86)	0.00	(86,372.66)			
TOTAL ALL FUND REVENUES		7,714.88	925,664.00	588,854.38	0.00	336,809.62	64
TOTAL ALL FUND EXPENSES		66,487.74	925,664.00	675,227.04	4,647.74	245,789.22	73
ALL FUND SURPLUS (DEFICIT)		(58,772.86)	0.00	(86,372.66)			

FUND: PUBLIC LIBRARY
FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23

ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	407,045.37	407,045.37	0.00
211-00-00-00-1010	CASH	703,040.65	619,582.50	731,491.04	591,132.11
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	70.00	0.00	0.00	70.00
211-00-00-00-1041	UNREALIZED FAIR VALUE-INVSTMT	(23,610.93)	0.00	0.00	(23,610.93)
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	26,321.00	0.00	0.00	26,321.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,100.00	0.00	1,100.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	36,480.00	0.00	0.00	36,480.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	3,651.54	3,283.79	3,651.54	3,283.79
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	28,530.47	30,561.39	7,131.08
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	27,428.31	22,894.90	4,533.41

TOTAL		756,234.26	1,085,870.44	1,196,744.24	645,360.46

TOTAL ASSETS		756,234.26	1,085,870.44	1,196,744.24	645,360.46

LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	731,948.04	713,180.07	(829.06)
211-00-00-00-2030	SALES TAX PAYABLE	0.00	347.73	407.24	59.51
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	10,326.09	10,326.09	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	26,321.00	0.00	0.00	26,321.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00

TOTAL		54,586.00	742,621.86	713,587.31	25,551.45

FUND: PUBLIC LIBRARY
FOR 9 PERIODS ENDING SEPTEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 09/30/23

TOTAL LIABILITIES		54,586.00	742,621.86	713,587.31	25,551.45

FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	701,648.26	0.00	0.00	701,648.26
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	22,894.90	27,428.31	4,533.41

TOTAL		701,648.26	22,894.90	27,428.31	706,181.67
	FUND SURPLUS (DEFICIT)	0.00	86,372.66	0.00	(86,372.66)

TOTAL FUND EQUITY		701,648.26	109,267.56	27,428.31	619,809.01

TOTAL LIABILITIES AND FUND EQUITY		756,234.26	851,889.42	741,015.62	645,360.46



October 11, 2023

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 six book club meetings developed for school age children. These programs will be held October 30, 2023; December 4, 2023; January 8, 2024; February 12, 2024; March 25, 2024, and April 29, 2024.

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

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

Sincerely,

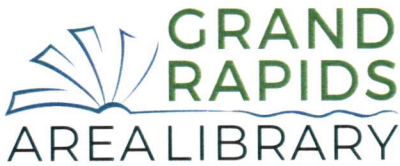
Will Richter
 Library Director

These terms are acceptable:

Will Richter
 Signature

10/11/23
 Date

Approved for the Board of Directors:



October 11, 2023

Madelyn Pratto
2004 Oak St.
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of seven monthly Lego programs developed for school-age children. These programs will be held 10/12/2023; 11/9/2023; 12/14/2023; 1/11/2024; 2/8/2024; 3/14/2024; 4/11/2024.

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

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

Sincerely,

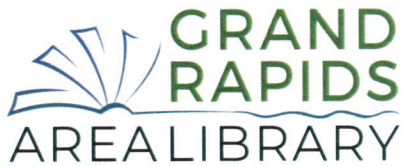
Will Richter
Library Director

These terms are acceptable:

Madelyn Rowen Pratto
Signature

10/11/2023
Date

Approved for the Board of Directors:



October 11, 2023

Isabella Pratto
2004 Oak St.
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of seven monthly Lego programs developed for school-age children. These programs will be held 10/12/2023; 11/9/2023; 12/14/2023; 1/11/2024; 2/8/2024; 3/14/2024; 4/11/2024.

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

My e-mail is: wrichter@ci.grand-rapids.mn.us. 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:

A handwritten signature in black ink that reads "Isabella Pratto".

Signature

A handwritten date in black ink that reads "10/11/2023".

Date

Approved for the Board of Directors:

RESOLUTION NO. 2023-11
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:

Bob and Ginny Wickman - \$200.00 undesignated

Library Foundation – \$1,308.61 Large Print Collection Enhancement

Adopted this 11th day of October 2023

Cyndy Martin, President

Deb Kee, Secretary

Board member _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2023-12
SETTING 2024 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2024:

H Mon January 1	New Year's Holiday	Closed
H Mon January 15	Martin Luther King Day	Closed
H Mon February 19	President's Day	Closed
H Mon May 27	Memorial Day	Closed
H Wed June 19	Juneteenth	Closed
H Thu July 4	Independence Day	Closed
H Mon September 2	Labor Day	Closed
H Fri November 11	Veteran's Day	Closed
H Mon November 28	Thanksgiving	Closed
H Fri November 29	Day after thanksgiving	Closed
H Tue December 24	Christmas Holiday	Closed
H Wed December 25	Christmas Holiday	Closed

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

Adopted this 11th day of October 2023.

Cyndy Martin, President

Attest:

Deb Kee, Secretary

Board member _____ seconded the foregoing resolution and the following voted in favor thereof:

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

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

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
REVENUES							
Taxes							
Current	\$ 592,536	\$ 597,651	\$ 605,929	\$ 642,923	\$ 759,331	\$ 376,333	\$ 825,128
Delinquent	4,966	3,003	8,908	4,460		937	
Fiscal Disparities	62,931	63,130	52,442	78,000		40,842	
Total Taxes	<u>660,433</u>	<u>663,784</u>	<u>667,279</u>	<u>725,384</u>	<u>759,331</u>	<u>418,112</u>	<u>825,128</u>
Intergovernmental							
Supplemental Aid	34,162	33,613	33,728	33,956	-	-	
State of Minnesota	206	-	-	707	-	-	
Library Contracts	133,463	144,800	146,043	151,428	128,000	-	128,000
Total Intergovernmental	<u>167,831</u>	<u>178,413</u>	<u>179,771</u>	<u>186,092</u>	<u>128,000</u>	<u>-</u>	<u>128,000</u>
Charges for Services							
ALS Cross-overs	5,282	8,045	8,045	8,045	5,281	8,045	5,281
Photo Copies	3,676	851	1,579	2,290	2,000	1,166	2,000
Internet	2,837	480	876	1,449	2,000	654	2,000
Library Fees-Proctoring	400	160	130	120	100	40	100
Passport Processing Fee	34,755	10,745	17,185	29,640	18,200	21,560	18,200
Fax Machine Use	1,776	533	367	436	500	283	500
Total Charges for Services	<u>48,726</u>	<u>20,814</u>	<u>28,182</u>	<u>41,980</u>	<u>28,081</u>	<u>31,749</u>	<u>28,081</u>
Fines and Forfeits							
Library Fines	11,135	2,270	220	13	-	45	-
Total Fines and Forfeits	<u>11,135</u>	<u>2,270</u>	<u>220</u>	<u>13</u>	<u>-</u>	<u>45</u>	<u>-</u>
Miscellaneous Revenue							
Donations	18,648	5,728	4,089	12,302	1,500	16,785	1,500
Memorial Books	315	-	-	-	-	60	-
Donations-Children's Library	-	-	-	487	-	-	-
Donations-Library Programs	-	-	330	-	-	-	-
Endowment Fund Income	4,456	2,367	6,981	(4,130)	1,300	1,453	1,300
Donations-ADA Project	-	-	-	-	-	-	-
Grand Rapids Lib Foundation	22,752	7,170	3,400	34,777	-	7,842	-
Meeting Room Receipts	3,517	1,225	-	-	-	-	-
Blandin Grants	-	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-
Miscellaneous	2,640	1,414	2,311	2,569	-	1,023	-
Energy Rebates	-	-	-	-	-	-	-
Investment Income	5,783	4,557	4,001	2,901	3,000	507	3,000
Net (loss)/gain on net Investment	-	-	-	(23,611)	-	-	-
Total Miscellaneous Revenue	<u>58,111</u>	<u>22,461</u>	<u>21,112</u>	<u>25,295</u>	<u>5,800</u>	<u>27,669</u>	<u>5,800</u>
Other Sources							
Insurance Recovery	-	-	-	-	-	-	-
Operating Transfer - In	-	6,241	-	-	4,452	4,452	-
Fund Balance Usage	-	-	-	-	-	-	-
Total Revenues	<u>946,236</u>	<u>893,983</u>	<u>896,564</u>	<u>978,765</u>	<u>925,664</u>	<u>482,027</u>	<u>987,009</u>

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

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	436,190	411,174	398,402	389,447	401,430	193,509	415,796
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	23,023	24,748	53,774	71,515	86,060	39,959	91,955
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	8,067	490	4,845	11,393	8,510	115	8,510
PERA	33,584	32,259	35,699	34,401	36,429	17,353	37,816
FICA	27,621	26,777	27,825	28,192	30,224	14,361	31,481
Medicare	6,460	6,263	6,508	6,593	7,069	3,359	7,362
Health Insurance	131,788	144,592	115,625	109,944	114,444	56,772	122,265
Life Insurance	242	176	199	218	232	111	232
Unemployment	-	-	8,787	-	-	-	-
Worker's Comp	2,460	2,443	2,954	2,496	2,548	1,516	3,032
Total Personnel	669,435	648,922	654,619	654,199	686,946	327,054	718,449
Supplies and materials							
Office Supplies	5,856	4,883	3,732	7,754	8,000	2,419	8,000
Copy Supplies	1,637	441	450	637	1,500	602	1,500
Printing/binding	1,185	611	478	528	1,000	157	1,000
Computer Supplies	3,192	1,253	3,522	3,359	3,000	2,178	3,000
Computer Inventory	3,502	883	10,560	365	2,500	356	2,500
Assets between 700 and 4999	11,680	1,099	1,529	13,361	10,000	7,873	10,000
Inventorial Supplies Equip<700	921	943	790	3,514	1,000	450	1,000
Volunteer Prgm Supplies & Mat	483	175	414	3,593	718	1,998	1,000
Operating Supplies	1,187	1,720	2,744	2,812	2,000	1,812	2,000
Books	38,622	36,273	41,791	51,345	39,000	26,543	39,000
Audio/Visual	8,471	6,020	8,787	9,197	9,000	4,212	9,000
Newspapers	2,681	1,236	1,459	1,563	2,000	1,740	2,000
Periodicals	5,697	5,345	5,588	5,561	7,500	45	7,500
Maintenance Tools/Supplies	3,173	1,572	2,061	2,314	3,000	1,553	3,000
Other Supplies/Materials	-	-	90	360	-	-	-
Equipment/Parts	-	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	88,287	62,454	83,995	106,264	90,218	51,940	90,500
Services and Charges							
Professional Services	395	-	-	15,501	500	-	500
Accounting Services	1,131	1,163	1,113	1,124	1,500	1,203	1,500
Legal	-	-	-	-	-	-	-
Laundry	902	242	457	726	1,000	363	1,000
Janitorial Services	19,632	15,613	20,400	18,275	20,400	10,200	20,960
Other Contracted Services	25,365	3,935	4,289	16,023	12,000	3,130	12,000
Telephone	5,515	4,570	4,811	4,546	6,000	2,122	6,000
Postage/Freight	3,100	1,256	1,743	3,293	3,500	1,957	3,500
Seminar/Meetings/School	144	20	-	-	-	249	16,000
Staff Training	191	-	-	-	-	-	-
Community Ed/Promotion	205	216	216	216	-	216	-
Professional Service-Collections	1,647	367	343	1,877	2,000	594	2,000
Auto Mileage/travel	-	-	-	-	-	254	-

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

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
Publishing and Advertising	458	-	105	420	600	-	600
General Insurance	8,255	8,745	8,043	17,082	9,000	12,750	22,000
Electricity	32,875	27,668	34,158	33,292	35,000	15,781	35,000
Garbage Removal	3,695	1,680	1,766	1,675	2,000	709	2,000
Heat-Natural Gas	3,597	4,399	5,031	4,643	8,000	1,370	8,000
Maintenance Contracts	10,224	10,231	10,499	10,501	9,500	4,162	9,500
Building Maintenance/Repairs	6,239	13,796	7,006	17,733	15,000	3,463	15,000
Grounds Maintenance	328	-	-	1,536	1,000	3,500	1,000
Computer Maintenance/Repairs	9,204	8,758	8,766	9,847	9,000	1,712	9,000
On-line Services	2,564	2,564	2,564	1,753	3,000	1,849	3,000
General Equip Maint/Repair	6,861	7,687	5,525	11,624	8,000	4,058	8,000
Equipment Leases	1,445	1,445	1,451	1,445	1,500	723	1,500
Miscellaneous	-	852	20	-	-	-	-
Dues & Subscriptions	30	30	30	30	-	-	-
Interlibrary Loan Charges	80	-	-	20	-	-	-
Endowment Fund Expenditures	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
Total Other Services	<u>144,082</u>	<u>115,237</u>	<u>118,335</u>	<u>173,180</u>	<u>148,500</u>	<u>70,366</u>	<u>178,060</u>
Capital Outlay							
Equipment/Mach/Furn/Fixture	7,708	5,536	-	-	-	7,898	
Building/Bldg Improvements	813	-	-	-	-	-	
Total Capital Outlay	<u>8,521</u>	<u>5,536</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,898</u>	<u>-</u>
GRAND TOTAL	<u>910,325</u>	<u>832,149</u>	<u>856,949</u>	<u>933,644</u>	<u>925,664</u>	<u>457,258</u>	<u>987,009</u>
REVENUE/(EXPENDITURES)	<u>\$ 35,911</u>	<u>\$ 61,834</u>	<u>\$ 39,615</u>	<u>\$ 45,121</u>	<u>\$ -</u>	<u>\$ 24,769</u>	<u>\$ -</u>



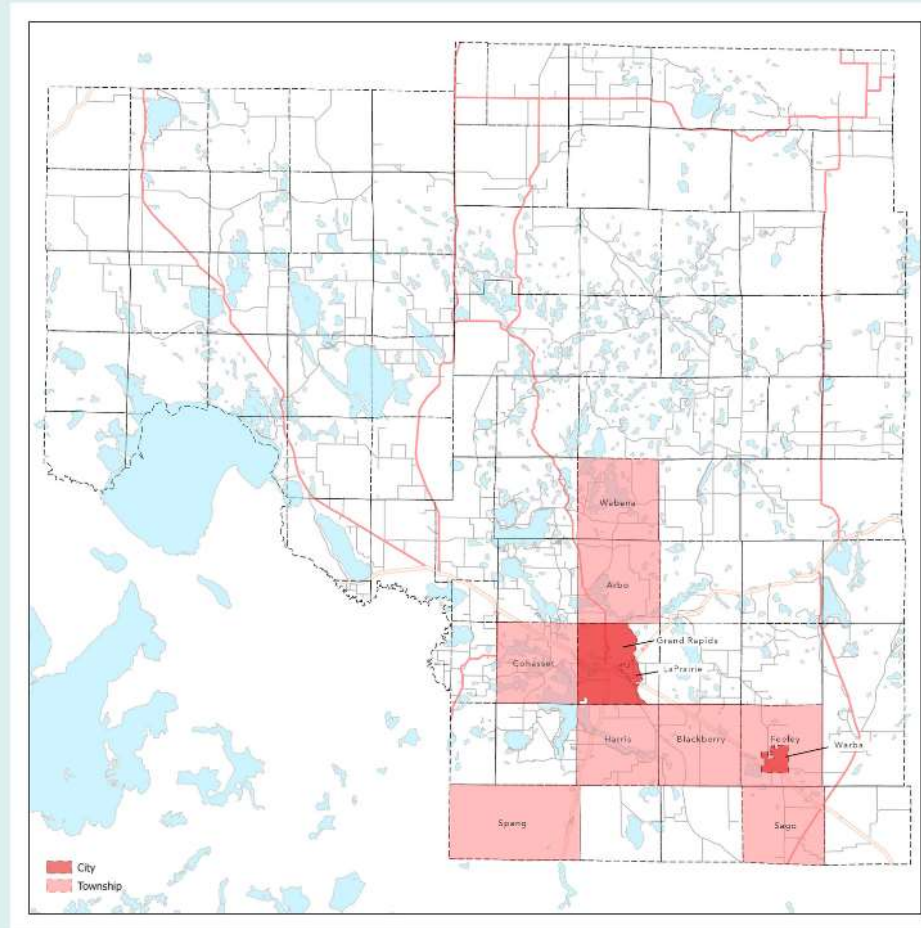
REPORT TO CITY COUNCIL

- Grand Rapids Area Library (GRAL) is a free community resource supported by property taxes since 1895.
- GRAL is the busiest library in NE Minnesota outside of Duluth.
- There are six libraries in Itasca County, but 75% of library transactions in Itasca County occur at GRAL.
- GRAL is used by all of Itasca County. More than 50% of checkouts are from cardholders who live outside the City of Grand Rapids. This is a long-term pattern going back decades.
- Thank you, City Council, for funding 85% of GRAL's annual operations.

SERVICE AREA

The Library serves the following cities and townships:

- Arbo
- Blackberry
- Cohasset
- Feeley
- **Grand Rapids**
- Harris
- LaPrairie
- Sago
- Spang
- Wabana
- Warba



SERVICE AREA POPULATION: **21,005**



LIBRARY CARDHOLDERS: **9,026**



CIRCULATION: **160,723 items**
[20% are downloadable items]

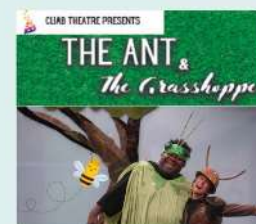
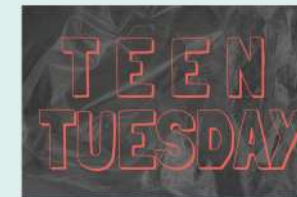
#gralbeyondbooks

GRAL BEYOND BOOKS

Our wide reach meets community needs with unique in-person and online programs - and much more!



Active
Social
Media



2023



Summer Celebration

Microfilm Machine

GRAND RAPIDS AREA
**LIBRARY
FOUNDATION**



monday evening
grand rapids
Rotary
minnesota



91.7 KAXE
KBXE 90.5



One  Vegetable
One  Community



CHALLENGES

1 Maintaining Service Levels

The balance between public expectations of open hours and services, against available funding.

2 Building Maintenance

We are undergoing Phase I of the Façade Maintenance & Repair plan. Phase II includes necessary roof replacement.

3 Equitable Funding

Despite accounting for more than 50% of use, the County pays < 15% of our budget. We need to work together to change this structure.





THANK YOU

Providing essential day-to-day & emergency operational support:

- Public Works
- IT
- Facilities

Additional funding for programs & projects:

- Grand Rapids Area Library Foundation
- Grand Rapids Area Library Friends

Other community supporters:

- Arrowhead Library System:
 - \$50,000 in-kind IT
 - Monthly take-and-create programming
 - Quality in-person programming and promotions
- Minnesota Historical Society:
 - New microfilm machine
- Community Volunteers:
 - 76 people serve on boards and committees, at special events, and regularly inside the Library.
 - Through September, volunteers have given 2,351.25 hours of their time.



GRAL Director's Report

OCTOBER 2023

ADVOCACY

-Minnesota Library Association Legislative Activities Calendar

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

11/8/23, 12/6/23

-Minitex Policy Advisory Council

Strategic planning session scheduled for 12/01 in Minneapolis

-2024 Budget Process for City of Grand Rapids and Itasca County

The City Council approved a Preliminary 2024 Tax Levy Resolution at the 9/25 meeting.

LIBRARY MANAGEMENT

-Library Façade Repair Project

I will have an update on the Façade Repair Project at the 10/11 Library Board meeting.

-I attended the 9/21 Library Foundation meeting at CPC with Library Board Chair Cyndy Martin and Jennifer Barr.

-ISD 318 has designated the library as a polling place for the 11/7 referendum. Library is providing space the same as past elections. Staff are not involved in operating the polling place.

FACILITIES MAINTAINANCE / SPACE

-New Large Print Display

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

-Summary for Library Façade Repair Project

The Library Façade Repair Project is best described as:

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

END OF REPORT

September in Children's

Yahoo! It's almost the end of September! The leaves are gorgeous, we're finally getting rain, and they are predicting an El Nino winter. This is cause for celebration. Probably.

I have no idea how the YouTube algorithm works, but every once in a while they'll recommend one of our videos. We put up "Grumpy" on September 7. Within 2 hours we had over 600 views! It has topped out at over 1.3 thousand views. "Raccoons" which was posted 24 hours ago has a respectable 51 YouTube views. While the big numbers are fun, I appreciate viewers that return, week after week.

Other highlights of our month:

- We had a CLAS (Childrens Librarians of the Arrowhead System) meeting in Mountain Iron. After not meeting face to face for almost three years, I don't take for granted the chance to see my colleagues face-to-face. I am always energized by these get-togethers, and appreciate attending.
- After taking the summer off, I am back on the air on KAXE with monthly book reviews.
- Booktime, in collaboration with ECFE and Invest Early, has returned at 1:00 on Tuesdays. We already have almost 20 regulars!
- We have contracts signed for
 - Page Turners Book Club with Emily Lindner
 - Lego Club with Isabella and Madelyn Pratto
- My next Teen Book Club is scheduled for October
- Artastic will resume in October
- I love walking into this library
- Happy Reading!

Monthly Report - Overview for Sep 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
1st Time	8987	11113	-20	8681	3	89059	86959	2
Phone Renewal	250	248	0	239	4	2623	2654	-2
Renewal	136	200	-32	169	-20	1424	1583	-11
Opac Renewal	714	737	-4	640	11	6132	5879	4
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	10087	12298	-18	9729	3	99238	97075	2

Checkout Stock Rotation

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0

Dayend Auto Renew	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	0	0	0

Checkin

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	8746	9919	-12	8331	4	80471	79370	1
Late	2100	2240	-7	2115	-1	17687	17070	3
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	10846	12159	-11	10446	3	98158	96440	1

Requests Placed

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	2139	1950	9	1696	26	17633	16463	7
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2139	1950	9	1696	26	17633	16463	7

Requests Resolved

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	104	109	-5	102	1	972	767	26
Filled	2893	2681	7	2687	7	25843	24896	3
Expired	5	1	400	2	150	18	24	-25
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	3002	2791	7	2791	7	26833	25687	4

Holds Resolved

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1857	1547	20	1574	17	15731	14944	5
Cancelled	4	9	-56	1	300	56	29	93
Expired	114	165	-31	109	4	1088	1149	-6
Total	1975	1721	14	1684	17	16875	16122	4

Overdues

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	850	722	17	670	26	5317	4446	19
2nd Notice	7	0	100	4	75	24	20	20
3rd Notice	0	0	0	2	-100	7	5	40
4th Notice	0	0	0	1	-100	5	3	66
5th Notice	0	0	0	0	0	1	0	100
Final Notice	0	0	0	0	0	2	0	100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	300	265	13	241	24	1665	1330	25
Total	1157	987	17	918	26	7021	5804	20

Borrower Delta

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	85	118	-28	79	7	911	807	12

Deleted (Manual)	9	8	12	9	0	67	79	-16
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	94	126	-26	88	6	978	886	10

Bib Delta

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	104	207	-50	157	-34	1607	1534	4
Deleted (Manual)	131	188	-31	88	48	2769	3144	-12
New (Batch)	53	50	6	84	-37	644	594	8
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	288	445	-36	329	-13	5020	5272	-5

Auth Delta

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	2	1	100	0	100	7	6	16
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2	1	100	0	100	7	6	16

Item Delta

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	379	524	-28	446	-16	4544	4310	5
Deleted (Manual)	105	155	-33	123	-15	3894	6368	-39
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	484	679	-29	569	-15	8438	10678	-21

Acquisitions Activities

Description	Sep 2023	Aug 2023	%chg	Sep 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	259	350	-26	324	-21	2639	2573	2
Items Rcvd by Ven	266	367	-28	334	-21	2704	2612	3
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	525	717	-27	658	-21	5343	5185	3

Grand Rapids Area Library
Reference Statistics
September 2023

	September	YTD 2023
Door Count	2,588	23,623
Reference Questions	122	1,900
Computer Help Over 5 Minutes	20	270
Tests Proctored	2	9
Public Computer Use: Sessions	306	2,182
Public Computer Use: Hours	250	1,791
Special Computer Sessions	96	1,187
Passports Accepted	88	900

5055 398
250 hr

QUESTIONS 122
I NA
27
DE
TR 2
PD 88

Item 10.

September 2023

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

FP/L

FP/T

September 2023

5175
2528

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 65986 5	2 5
3	4 CLOSED	5 661315 JN FTO 4	6 66633 JN FTO 4	7 66970 JN FTO 8	8 67416 RIVERFEST JN FTO	9 1516
10	11 67747 JN FTO 5	12 681073 JN FTO 11	13 681310 11	14 68548 5	15 681721 2	16 26
17	18 68997 5	19 69280 4	20 69472 6	21 69702 6	22 69893 Ø	23 21
24	25 70127 10	26 701359 1	27 70697 3	28 70964 6	29 71162 Q	30 20

GRAL Children's Library Monthly Statistics

September 2023

Item 10.

Online Storytime

Programs: 4

Facebook views: 240

YouTube views: 1552

Total views: 1792

Artastic

Programs: 0

Facebook views: 0

YouTube views: 0

Total views: 0

Kits handed out: 0

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	9/12	Book Time	14
	9/19	Book Time	25
	9/26	Book Time	14

Total Programs: 3 People: 53

Reference Questions 2023: 265

Reference Questions 2022: 256

SUN	MON	TUE	WED	THU	FRI	SAT	Item 10.
					15 ¹	15 ²	
3	CLOSED Labor Day	10 ⁵	15 ⁶	26 ⁷	CLOSED ⁸	51 ⁹	
10	11 ¹¹	20 ¹² NO CINDY	11 ¹³	19 ¹⁴	9 ¹⁵	76 ¹⁶	
17	12 ¹⁸	13 ¹⁹	14 ²⁰	18 ²¹	7 ²²	63 ²³	
24	14 ²⁵	12 ²⁶	18 ²⁷	16 ²⁸	4 ²⁹	64 ³⁰	

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GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	11	49.50	2	5.50	36	241.00
February	29	115.25	7	80.75	7	7.00	8	39.00	6	14.00	36	196.00
March	28	147.00	7	116.00	9	9.00	11	59.00	1	5.00	35	263.00
April	29	130.00	6	100.00	5	5.00	10	57.25	5	13.00	35	230.00
May	25	123.25	7	123.25	8	8.00	11	71.00	1	5.00	32	246.50
June	25	148.50	9	128.00	6	6.00	12	95.00	1	4.50	34	276.50
July	32	171.00	8	99.00	8	8.00	16	110.50	1	3.50	40	270.00
August	39	258.00	8	132.50	8	29.00	10	110.00	1	2.00	47	390.50
September	32	142.50	8	95.25	8	13.00	10	50.00	8	21.00	40	237.75
October												
November												
December												
Total		1383.00		968.25		94.00		641.25		73.50	*	2,351.25