



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, February 12, 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, February 12, 2025 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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 01-08-2025.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider approval of the Bill List.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approval of a contract with Halley Ortenblad for a series of Lego Programs.
4. Consider adopting a resolution accepting donations.

REGULAR AGENDA:

5. Review 2025 Arrowhead Library System Budget Summary.
6. Discuss Arrowhead Library System invoice for automation costs.
7. Discuss Minnesota Library Association Advocacy Toolkit.

UPDATES:

Friends & Foundation

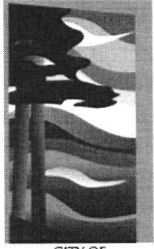
STAFF REPORTS:

8. Review library reports and statistics.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 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, 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.

2024 Board Chair Martin called the meeting to order at 5:00 PM.

CALL OF ROLL:

Present: Barr, Casteel, Dobbs, Martin, Richards, Squadroni, Teigland

Absent: King and Litchke

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

Motion to: Elect Martin, Richards, and Barr as a slate.

Mover: Teigland

Second: Squadroni

Result: Passed

APPROVAL OF AGENDA:

Motion to: approve agenda as presented

Mover: Dobbs

Second: Casteel

Result: Passed

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.

Motion to: approve December Minutes as presented

Mover: Squadroni

Secunder: Richards

Result: Passed

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

Motion to: approve payment of Bill List.

Mover: Richards

Secunder: Barr

Result: Passed 7-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

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

Motion to: approve Consent Agenda as presented.

Mover: Casteel

Secunder: Dobbs

Result: Passed 7-0 via roll-call

REGULAR AGENDA:

5. Review 2025 library budget.

Informational

6. Review Library Board bylaws.

Informational

7. Review Minnesota Open Meeting Law.

Informational

UPDATES:

Friends & Foundation

STAFF REPORTS:

8. Review library reports and statistics.

Informational

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:38 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 12, 2025, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

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

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:

Candy Foster

01/08/25

DATE: 02/05/2025
 TIME: 15:38:03
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2025

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	VESTIS GROUP INC	130.58
0118660	ARROWHEAD LIBRARY SYSTEM	88.76
0201428	BAKER & TAYLOR LLC	2,859.25
0212124	BLACKSTONE PUBLISHING	141.00
0221650	BURGGRAF'S ACE HARDWARE	124.54
0305485	CENGAGE LEARNING INC	6,006.79
0421455	DULUTH NEWS TRIBUNE	359.29
0715808	GOVCONNECTION INC	301.90
0718010	CITY OF GRAND RAPIDS	1,746.67
0914540	INNOVATIVE OFFICE SOLUTIONS LL	1,040.32
0920003	ITASCA AREA SCHOOLS	1,400.00
1309525	UNIVERSITY OF MN (MINITEX)	150.00
1605665	PERSONNEL DYNAMICS LLC	1,279.41
1901535	SANDSTROM'S INC	293.50
2114356	UNIQUE MANAGEMENT SERVICES	174.75

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$16,096.76

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.62
0113105	AMAZON CAPITAL SERVICES	824.10
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	76,563.74
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	844.60
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.96
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,339.61
2209665	VISA	547.73
2301700	WM CORPORATE SERVICES, INC	291.72

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$92,290.33

TOTAL ALL DEPARTMENTS \$108,387.09

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2025

Item 2.

DATE: 02/05/25
 TIME: 15:34:01
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/12/2025

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

0100053	AT&T MOBILITY							
L	01/13/25	01	LIB JAN SERVICE	999-99-00-00-1000			02/12/25	54.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.62
							VENDOR TOTAL:	54.62
0113105	AMAZON CAPITAL SERVICES							
L	01/21/25	01	30 BOOKS	999-99-00-00-1000			02/12/25	436.34
				HOLDING ACCOUNT				
		02	PAPER/PAINT/CRAYONS/SALT	999-99-00-00-1000				387.76
				HOLDING ACCOUNT				
							INVOICE TOTAL:	824.10
							VENDOR TOTAL:	824.10
0118100	VESTIS GROUP INC							
2630378876-L	01/14/25	01	MATS	211-00-75-30-3070	20250212		02/12/25	35.89
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20250212			29.40
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	65.29
2630383935-L	01/28/25	01	MATS	211-00-75-30-3070	20250274		02/12/25	35.89
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/C#350041513	211-00-75-20-2150	20250274			29.40
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	65.29
							VENDOR TOTAL:	130.58
0118660	ARROWHEAD LIBRARY SYSTEM							
15245-L	12/31/24	01	OVERDUE NOTICES DEC	211-00-75-20-2010			02/12/25	25.28
				OFFICE SUPPLIES				
		02	WINTER READING BOOKMARKS	211-00-75-20-2030				63.48
				PRINTING/BINDING				
							INVOICE TOTAL:	76
							VENDOR TOTAL:	76

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2038730276-L	12/02/24	01	40 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS			02/12/25	586.19
							INVOICE TOTAL:	586.19
2038795928-L	01/07/25	01	8 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250108		02/12/25	128.95
							INVOICE TOTAL:	128.95
2038809415-L	01/10/25	01	31 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250138		02/12/25	371.78
							INVOICE TOTAL:	371.78
2038822959-L	01/16/25	01	44 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250211		02/12/25	555.97
							INVOICE TOTAL:	555.97
2038825882-L	01/17/25	01	38 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250222		02/12/25	632.95
							INVOICE TOTAL:	632.95
2038839427-L	01/22/25	01	14 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250254		02/12/25	208.51
							INVOICE TOTAL:	208.51
2038850017-L	01/28/25	01	23 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250294		02/12/25	306.50
							INVOICE TOTAL:	306.50
2038859726-L	02/01/25	01	9 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20250332		02/12/25	68.40
							INVOICE TOTAL:	68.40
							VENDOR TOTAL:	2,859.25

0212124 BLACKSTONE PUBLISHING

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0212124 BLACKSTONE PUBLISHING								
2183770-L	01/08/25	01	3 CDS	211-00-75-20-2120	20250171		02/12/25	141.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	141.00
							VENDOR TOTAL:	141.00
0221650 BURGGRAF'S ACE HARDWARE								
400345-L	01/22/25	01	BITS/SCREWS/BRACKET/FASTENERS	211-00-75-30-4010	20250228		02/12/25	124.54
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	124.54
							VENDOR TOTAL:	124.54
0305485 CENGAGE LEARNING INC								
86075251-L	01/02/25	01	5 BOOK PLAN/A#154757	211-00-75-20-2110	20250107		02/12/25	5,987.00
				BOOKS				
							INVOICE TOTAL:	5,987.00
86100247-L	01/01/25	01	1 BOOK/A#154757	211-00-75-20-2110	20250079		02/12/25	19.79
				BOOKS				
							INVOICE TOTAL:	19.79
							VENDOR TOTAL:	6,006.79
0421455 DULUTH NEWS TRIBUNE								
178103720/2025-L	01/13/25	01	178103720/2025 RENEWAL	211-00-75-20-2130	20250144		02/12/25	356.29
				NEWSPAPERS				
		02	STATEMENT FEE	211-00-75-20-2130	20250144			3.00
				NEWSPAPERS				
							INVOICE TOTAL:	359.29
							VENDOR TOTAL:	359.29
0605191 FIDELITY SECURITY LIFE								
L	01/21/25	01	LIB JAN VISION	999-99-00-00-1000			02/12/25	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90

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DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2025

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/12/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0715808 GOVCONNECTION INC								
76078939-L-	01/20/25	01	B277 27" MONITOR	211-00-75-20-2060	20250202		02/12/25	301.90
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	301.90
							VENDOR TOTAL:	301.90
0718010 CITY OF GRAND RAPIDS								
25/147-L	01/14/25	01	JAN JANITORIAL SERVICE	211-00-75-30-3090	20250154		02/12/25	1,746.67
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,746.67
							VENDOR TOTAL:	1,746.67
0718015 GRAND RAPIDS CITY PAYROLL								
L	12/13/24	01	LIB PAYROLL 12/13/24	999-99-00-00-1000			02/12/25	22,937.92
				HOLDING ACCOUNT				
		02	LIB PAYROLL 12/27/24	999-99-00-00-1000				30,734.94
				HOLDING ACCOUNT				
		03	LIB PAYROLL 01/10/25	999-99-00-00-1000				22,890.88
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76,563.74
							VENDOR TOTAL:	76,563.74
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4735623-L	01/08/25	01	AA BATT/STAMP PAD/TAPE/STAPLES	211-00-75-20-2010	20250087		02/12/25	52.00
				OFFICE SUPPLIES				
		02	TONER 414A BK/CN/MG/YL	211-00-75-20-2060	20250087			605.78
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	657.78
IN4744529-L	01/17/25	01	CHAIR PROMINENT HB SK BK	211-00-75-20-2090	20250193		02/12/25	382.54
				INVENTORIAL SUPPLIES				
							INVOICE TOTAL:	382.54
							VENDOR TOTAL:	1,040.32

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2025

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 DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0920003			ITASCA AREA SCHOOLS					
3816-L	12/10/24	01	SEP-DEC 2024 STORY TIME	211-00-75-30-3100			02/12/25	1,400.00
				OTHER CONTRACTED SERVICES				
								INVOICE TOTAL: 1,400.00
								VENDOR TOTAL: 1,400.00
1209520			EMILY LINDNER					
L	02/03/25	01	BOOK CLUB MEETING 1/27/25	999-99-00-00-1000			02/12/25	150.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 150.00
								VENDOR TOTAL: 150.00
1301146			MARCO TECHNOLOGIES, LLC					
L	01/21/25	01	LIB JAN COPIER LEASE	999-99-00-00-1000			02/12/25	124.21
				HOLDING ACCOUNT				
								INVOICE TOTAL: 124.21
								VENDOR TOTAL: 124.21
1305725			METROPOLITAN LIFE INSURANCE CO					
L	02/03/25	01	LIB DEC SUPP/LIFE INS PREM	999-99-00-00-1000			02/12/25	76.14
				HOLDING ACCOUNT				
								INVOICE TOTAL: 76.14
								VENDOR TOTAL: 76.14
1309199			MINNESOTA ENERGY RESOURCES					
L	02/03/25	01	LIB DEC NTL GAS	999-99-00-00-1000			02/12/25	844.60
				HOLDING ACCOUNT				
								INVOICE TOTAL: 844.60
								VENDOR TOTAL: 844.60
1309525			UNIVERSITY OF MN (MINITEX)					

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309525 UNIVERSITY OF MN (MINITEX)								
0230054583-L	01/15/25	01	STEAM PROGRAMMING 1/8/25	211-00-75-20-2095	20250170		02/12/25	150.00
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
1516220 OPERATING ENGINEERS LOCAL #49								
L	01/13/25	01	LIB FEB HEALTH INS PREM	999-99-00-00-1000			02/12/25	10,092.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	10,092.00
							VENDOR TOTAL:	10,092.00
1601750 PAUL BUNYAN COMMUNICATIONS								
L	01/06/25	01	LIB JAN SERVICE & LINE CHARGES	999-99-00-00-1000			02/12/25	324.96
				HOLDING ACCOUNT				
							INVOICE TOTAL:	324.96
							VENDOR TOTAL:	324.96
1605665 PERSONNEL DYNAMICS LLC								
54379-L	01/15/25	01	A MOUSEL 24 HRS W/E 1/11	211-00-75-10-1050	20250160		02/12/25	558.96
				CONTRACTED SERVICES				
							INVOICE TOTAL:	558.96
54395-L	01/22/25	01	A MOUSEL 19 HRS W/E 1/18	211-00-75-10-1050	20250231		02/12/25	481.65
				CONTRACTED SERVICES				
		02	S WAGNER 4 HRS W/E 1/18	211-00-75-10-1050	20250231			101.40
				CONTRACTED SERVICES				
		03	A MOUSEL 24 HRS ADJUSTMENT	211-00-75-10-1050	20250231			36.00
				CONTRACTED SERVICES				
							INVOICE TOTAL:	619.05
54431-L	01/31/25	01	S WAGNER 4 HRS W/E 2/1	211-00-75-10-1050	20250341		02/12/25	101.40
				CONTRACTED SERVICES				
							INVOICE TOTAL:	101.40
							VENDOR TOTAL:	101.40

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INVOICES DUE ON/BEFORE 02/12/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618120 MADELYN R PRATTO								
L	02/03/25	01	LEGO PROGRAM 1/27/25	999-99-00-00-1000 HOLDING ACCOUNT			02/12/25	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130 P.U.C.								
L	01/13/25	01	LIB DEC UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			02/12/25	2,339.61
							INVOICE TOTAL:	2,339.61
							VENDOR TOTAL:	2,339.61
1901535 SANDSTROM'S INC								
530950-L	01/06/25	01	KLEENEX/C#320023	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250056		02/12/25	66.12
							INVOICE TOTAL:	66.12
533116-L	01/27/25	01	TOWEL ROLL	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250261		02/12/25	56.36
		02	TOIL TISS	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250261			44.57
		03	FOAM HAND SOAP/C#320023	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250261			50.60
							INVOICE TOTAL:	151.53
S531565-L	01/13/25	01	DUST MOP HANDLE/FRAME	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250142		02/12/25	21.41
		02	DUST MOP 24"	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250142			54.44
							INVOICE TOTAL:	75.85
							VENDOR TOTAL:	293.50
2114356 UNIQUE MANAGEMENT SERVICES								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2025

Item 2.

DATE: 02/05/25
 TIME: 15:34:01
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/12/2025

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356 UNIQUE MANAGEMENT SERVICES								
6134475-L	12/31/24	01	DEC PLACEMENTS	211-00-75-30-3300			02/12/25	186.40
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300				-11.65
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	174.75
							VENDOR TOTAL:	174.75
2209665 VISA								
L	12/16/24	01	USPS.COM PRIORITY MAIL	999-99-00-00-1000			02/12/25	493.55
				HOLDING ACCOUNT				
		02	TARGET.COM-VACUUM	999-99-00-00-1000				54.18
				HOLDING ACCOUNT				
							INVOICE TOTAL:	547.73
							VENDOR TOTAL:	547.73
2301700 WM CORPORATE SERVICES, INC								
L	12/16/24	01	LIB NOV SERVICES	999-99-00-00-1000			02/12/25	145.86
				HOLDING ACCOUNT				
		02	LIB DEC SERVICES	999-99-00-00-1000				145.86
				HOLDING ACCOUNT				
							INVOICE TOTAL:	291.72
							VENDOR TOTAL:	291.72
							TOTAL ALL INVOICES:	108,387.09

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **JANUARY 31, 2025**

Item 2.

Account Number	Account Description	2025 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 830,187	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	145,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	280	14%
211-00-34-00-7975	INTERNET	2,000	96	5%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	4,725	26%
211-00-34-00-7990	FAX MACHINE USE	500	41	8%
211-00-37-00-2310	DONATIONS	1,500	383	26%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	234	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		1,009,068	5,758	
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	432,574	25,049	6%
211-00-75-10-1030	SALARY-PARTTIME	96,799	8,076	8%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	1,279	15%
211-00-75-10-1210	PERA	39,305	2,012	5%
211-00-75-10-1220	FICA	32,821	2,031	6%
211-00-75-10-1250	MEDICARE	7,676	475	6%
211-00-75-10-1310	HEALTH INSURANCE	128,370	-	0%
211-00-75-10-1330	LIFE INSURANCE	232	(58)	-25%
211-00-75-10-1510	WORKERS COMPENSATION	2,413	212	9%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	52	1%
211-00-75-20-2020	COPY SUPPLIES	1,500	-	0%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	908	30%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	383	38%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	538	54%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	39,000	8,648	22%
211-00-75-20-2120	AUDIO/VISUAL	9,000	141	2%
211-00-75-20-2130	NEWSPAPERS	2,000	473	24%
211-00-75-20-2140	PERIODICALS	7,500	-	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	352	12%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,600	-	0%
211-00-75-30-3070	LAUNDRY	1,000	72	7%
211-00-75-30-3090	JANITORIAL SERVICES	20,960	1,747	8%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	200	2%
211-00-75-30-3210	TELEPHONE	6,000	380	6%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	-	0%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	3,000	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	-	0%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	500	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	26,208	-	0%
211-00-75-30-3810	ELECTRICITY	35,000	-	0%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	-	0%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	-	0%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **JANUARY 31, 2025**

Item 2.

Account Number	Account Description	2025 Budget	Year to Date	Percent of Budget
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	125	1%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	124	8%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	10	0%
	TOTAL EXPENDITURES	1,009,068	53,226	5%
	SURPLUS REVENUES/(EXPENDITURES)	-	(47,468)	

DATE: 02/06/2025
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 1 PERIODS ENDING JANUARY 31, 2025

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	830,187.00	0.00	0.00	830,187.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	830,187.00	0.00	0.00	830,187.00	0
TOTAL TAXES		0.00	830,187.00	0.00	0.00	830,187.00	0
INTERGOVERNMENTAL							
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	145,000.00	0.00	0.00	145,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	145,000.00	0.00	0.00	145,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	145,000.00	0.00	0.00	145,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	0.00	0.00	5,281.00	0
211-00-34-00-7970	PHOTO COPIES	280.15	2,000.00	280.15	0.00	1,719.85	14
211-00-34-00-7975	INTERNET	95.52	2,000.00	95.52	0.00	1,904.48	5
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	0.00	0.00	100.00	0
211-00-34-00-7982	PASSPORT PROCESSING FEE	4,725.00	18,200.00	4,725.00	0.00	13,475.00	26
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	40.60	500.00	40.60	0.00	459.40	8
TOTAL		5,141.27	28,081.00	5,141.27	0.00	22,939.73	18
TOTAL CHARGES FOR SERVICES		5,141.27	28,081.00	5,141.27	0.00	22,939.73	18
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 1 PERIODS ENDING JANUARY 31, 2025

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL FINES & FORFEITS		0.00	0.00	0.00	0.00	0.00	0
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	382.54	1,500.00	382.54	0.00	1,117.46	26
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	234.42	0.00	234.42	0.00	(234.42)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		616.96	5,800.00	616.96	0.00	5,183.04	11
TOTAL MISCELLANEOUS REVENUE		616.96	5,800.00	616.96	0.00	5,183.04	11
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:		5,758.23	1,009,068.00	5,758.23	0.00	1,003,309.77	1
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 1 PERIODS ENDING JANUARY 31, 2025

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	25,048.71	432,574.00	25,048.71	0.00	407,525.29	6
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	8,075.66	96,799.00	8,075.66	0.00	88,723.34	8
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	1,279.41	8,510.00	1,279.41	1,178.01	6,052.58	29
211-00-75-10-1210	PERA	2,011.85	39,305.00	2,011.85	0.00	37,293.15	5
211-00-75-10-1220	FICA	2,030.53	32,821.00	2,030.53	0.00	30,790.47	6
211-00-75-10-1250	MEDICARE	474.89	7,676.00	474.89	0.00	7,201.11	6
211-00-75-10-1310	HEALTH INSURANCE	0.00	128,370.00	0.00	0.00	128,370.00	0
211-00-75-10-1330	LIFE INSURANCE	(57.60)	232.00	(57.60)	80.64	208.96	10
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	6.90	(6.90)	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	211.87	2,413.00	211.87	0.00	2,201.13	9
TOTAL PERSONNEL		39,075.32	748,700.00	39,075.32	1,265.55	708,359.13	5
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	52.00	8,000.00	52.00	52.00	7,896.00	1
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	907.68	3,000.00	907.68	907.68	1,184.64	61
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	0.00	2,500.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	0.00	0.00	10,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	382.54	1,000.00	382.54	382.54	234.92	77
211-00-75-20-2095	PRGM SUP & MATERIALS	537.76	1,000.00	537.76	150.00	312.24	69
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	8,647.79	39,000.00	8,647.79	7,904.95	22,447.26	42
211-00-75-20-2120	AUDIO/VISUAL	141.00	9,000.00	141.00	141.00	8,718.00	3
211-00-75-20-2130	NEWSPAPERS	473.09	2,000.00	473.09	359.29	1,167.62	42
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	0.00	0.00	7,500.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	352.30	3,000.00	352.30	352.30	2,295.40	23
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

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 1 PERIODS ENDING JANUARY 31, 2025

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL SUPPLIES & MATERIALS		11,494.16	90,500.00	11,494.16	10,249.76	68,756.08	24
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	1,600.00	0.00	0.00	1,600.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	71.78	1,000.00	71.78	71.78	856.44	14
211-00-75-30-3090	JANITORIAL SERVICES	1,746.67	20,960.00	1,746.67	1,746.67	17,466.66	17
211-00-75-30-3100	OTHER CONTRACTED SERVICES	200.00	12,000.00	200.00	950.00	10,850.00	10
211-00-75-30-3210	TELEPHONE	379.58	6,000.00	379.58	0.00	5,620.42	6
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	26,208.00	0.00	0.00	26,208.00	0
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	0.00	0.00	35,000.00	0
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	0.00	0.00	9,500.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	124.54	15,000.00	124.54	124.54	14,750.92	2
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	124.21	1,500.00	124.21	0.00	1,375.79	8
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	10.00	0.00	10.00	0.00	(10.00)	100
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		2,656.78	169,868.00	2,656.78	2,892.99	164,318.23	3

DATE: 02/06/2025
 TIME: 08:37:02
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 1 PERIODS ENDING JANUARY 31, 2025

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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		53,226.26	1,009,068.00	53,226.26	14,408.30	941,433.44	7
TOTAL EXPENSES:		53,226.26	1,009,068.00	53,226.26	14,408.30	941,433.44	7
TOTAL FUND REVENUES		5,758.23	1,009,068.00	5,758.23	0.00	1,003,309.77	1
TOTAL FUND EXPENSES		53,226.26	1,009,068.00	53,226.26	14,408.30	941,433.44	7
FUND SURPLUS (DEFICIT)		(47,468.03)	0.00	(47,468.03)			
TOTAL ALL FUND REVENUES		5,758.23	1,009,068.00	5,758.23	0.00	1,003,309.77	1
TOTAL ALL FUND EXPENSES		53,226.26	1,009,068.00	53,226.26	14,408.30	941,433.44	7
ALL FUND SURPLUS (DEFICIT)		(47,468.03)	0.00	(47,468.03)			

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ONE MONTH ENDING JANUARY 31, 2025
With Comparative Totals for January 31, 2024

	2024 Actual	2025 Actual	2025 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	490,352	552,741	552,741	
Compensated Absences	-	-	-	
Emergency/unanticipated Expenditures	69,091	69,091	69,091	
Major Equipment Replacement	215,796	215,796	215,796	
TOTAL FUND BALANCE 1/1/XX	775,239	837,628	837,628	
Revenues:				
Taxes	-		830,187	0%
Intergovernmental	-		145,000	0%
Charges for Services	4,322	5,141	28,081	18%
Fines & Forfeits	-		-	0%
Grand Rapids Library Foundation	-		-	0%
Miscellaneous	676	617	5,800	11%
Other Sources-Operating Transfer	-		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
TOTAL REVENUES	4,998	5,758	1,009,068	1%
Expenditures:				
Personnel	48,755	39,075	748,700	5%
Supplies/Materials	10,889	11,494	90,500	13%
Other Services/Charges	13,670	2,657	169,868	2%
TOTAL EXPENDITURES	73,314	53,226	1,009,068	5%
OPERATING SURPLUS (DEFICIT)	(68,315)	(47,468)	-	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
Fund Balance 1/31/XX				
Cash Flow	422,037	505,273	552,741	
Compensated Absences	-	-	-	
Emergency/unanticipated Expenditures	69,091	69,091	69,091	
Major Equipment Replacement	215,796	215,796	215,796	
TOTAL FUND BALANCE 1/31/XX	\$ 706,924	\$ 790,160	\$ 837,628	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$38,804 as of 12/31/24. This endowment is not available for current operations.



December 27, 2024

Halley Ortenblad
6860 Re Echo Ridge Dr NE
Remer, MN 56672

Dear Ms. Ortenblad:

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, and a completed W-9 form, to the library.

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

Sincerely,

Will Richter
Library Director

These terms are acceptable:

Halley Ortenblad
Signature

1/6/2025
Date

Approved for the Board of Directors:

RESOLUTION NO. 2025-02
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 - \$2,080.71

Grand Rapids Area Library Friends - \$382.54

H. Gardner - \$200.00

Adopted this 12th day of February 2025

Cyndy Martin, President

Jennifer Barr, Secretary



Arrowhead Library System

5528 Emerald Ave. • Mountain Iron, MN 55768-2069 • 218-741-3840 • www.alslib.info

January 6, 2025

Kimberly Gibeau
City Clerk
City of Grand Rapids
420 N Pokegama Ave
Grand Rapids, MN 55744

Dear Ms. Gibeau:

In accordance with **Minnesota Statutes** 134.34, Subdivision 7, I am forwarding your city a copy of the Arrowhead Library System (ALS) 2025 Annual Budget summary. This budget was approved by the ALS Governing Board on December 12, 2024. Your local public library is a member of ALS.

If you would like a detailed budget by department and program, please let me know. I'm also happy to answer any questions you may have in general about ALS programs and services. Wishing you a terrific new year!

Best,

Mollie M. Stanford
Executive Director

Enclosure

Arrowhead Library System 2025 Budget

	Budget 2025
REVENUE	
State Grant	\$ 1,758,230
Carlton County	\$ 154,048
Cook County	\$ 29,356
Itasca County	\$ 249,325
Koochiching County	\$ 54,568
Lake County	\$ 40,804
Lake of the Woods County	\$ 33,118
St. Louis County	\$ 720,489
Grand Rapids Townships	\$ 147,000
Other Grants & Reimbursements (e-rate, MNLink)	\$ 130,187
Interest	\$ 65,000
Program Revenue	\$ 62,602
Regional Library Telecommunications Aid (RLTA)	\$ 55,508
Transfer In	\$ 7,200
Donations	\$ 12,000
Miscellaneous	\$ 8,380
ARPA	
TOTAL Revenue	\$ 3,527,815
EXPENSES	
Library Books	\$ 89,986
Other Library Materials	\$ 178,800
Lost Materials Reimbursements	\$ 150
Materials Use Reimbursements	\$ 300
Postage	\$ 114,350
Library Supplies	\$ 106,050
Travel, Conventions, Training, and Meetings	\$ 29,050
Utilities/Telecommunications	\$ 232,500
Equipment Maint/Rent/Repair	\$ 180,450
Postage Mtr Maint/Rent/Repair	\$ 2,000
Vehicle Repairs	\$ 7,000
Vehicle Service/Fuel	\$ 27,500
Building Repair and Contract Services	\$ 23,000
Insurance	\$ 33,320
Dues & Contract Services	\$ 522,400
Capital Expenditures	\$ 50,000
Salaries	\$ 1,230,984
Fringe Benefits	\$ 644,899
Staff Reimb/Honorarium	\$ 46,750
OCLC_BOOKWHERE	\$ 34,000
TOTAL Expenses	\$ 3,553,489
Excess (Deficiency) Revenues Over Expenses	\$ (25,674)
Net Revenue (Deficiency)	\$ (25,674)

Department	2025 Budget Expense	
Administration	\$	781,613.84
Payments to Libraries	\$	296,301.46
Automation	\$	760,492.66
Library Services		
Children's Programming	\$	57,500.00
Computer Training Facility	\$	250.00
Consulting/CE	\$	173,550.00
Delivery/Maintenance	\$	281,958.81
ILL	\$	229,626.73
Print Shop	\$	129,540.34
Library Services TOTAL	\$	872,425.88
Patron Services		
BKM	\$	326,094.58
MAB	\$	376,986.51
Patron Services TOTAL	\$	703,081.08
Technical Services		
Collections/Database	\$	26,000.00
Processing/Acquisitions	\$	113,573.98
Technical Services TOTAL	\$	139,573.98
Grand Total	\$	3,553,488.91

INVOICE

Arrowhead Library System

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

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

Date: 1-Jan-25

Invoice #: 10140

<u>COA#</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
101-02-004-47070	12	Due For JAN-DEC 2025 Automation Costs Including Ongoing Software License for PAC, Circulation, and Serials	\$3,125.00	\$37,500.00
		<i>"These Automation Costs will be provided by the Arrowhead Library System budget in 2024."</i>		(\$37,500.00)
TOTAL Amount Of Invoice:				\$0.00

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

Account: GRAND RAPIDS AREA LIBRARY

Invoice Date: 1-Jan-25

Invoice #: 10140

Invoice Amount Due: \$0.00



Advocating for Minnesota's Libraries

An Advocacy Toolkit

The Minnesota Library Association (MLA) supports efforts of advocacy for the mission of ALL Minnesota's libraries. MLA advocates for critical funding, intellectual freedom, access to information, and for the placement of school media specialists in every school.

It is our job as library advocates to ensure that local officials at the city, county, state and national levels are aware of the value of libraries and the benefit to our communities.

We have created these guidelines to empower you to communicate with your local officials in person or via email, at the capitol or in your community. The following talking points and resources are for you to use and share with your friends, family, neighbors and colleagues. We know it can be difficult to jump into advocacy alone, so we hope this helps build solidarity around your advocacy efforts.

Personal Reflection

We encourage you to reflect on the following prompts and your "why" for engaging in library advocacy.

- Why do you care about fighting for funding, intellectual freedom, access to information, etc.?
- How does the current situation impact you and the people you care about?
- How would a change in the current situation impact your life and the lives of those in your community?

Steps You Can Take

- Become a member of the Minnesota Library Association
- Attend the summer/fall MLA Legislative Forum
- Form a relationship with your elected officials by writing emails, making calls, or speaking directly to your elected officials
- Attend public meetings and forums in your community
- Write an op-ed or letter to the editor in your local paper
- Learn more and become well versed about the issues
- Identify other people in your community who care about libraries and activate them to take action along with you
- Attend the monthly MLA Legislative Updates on the first Wednesday of the month via Zoom at 10:00 a.m. Register through the MLA events calendar.

When library issues arise in public policy debates, library advocates should be ready to reach out to their public officials and persuade them to protect libraries and our rights!

1. Get to know your local elected officials. Do not wait until you need something to connect with them.
2. Do your homework. Visit the [MLA Advocacy/Legislative](#) page or contact the Legislative chairs for information on a specific issue.
3. Know your audience. Research the positions of elected officials in advance. Understand what they care about and consider how your request aligns with their priorities.
4. Contact elected officials personally. A meeting is better than a phone call, a phone call is better than an email, and an email is better than no contact at all.
5. Always start with a thank you. Find something the elected official has recently supported which has had a positive community impact.
6. Keep it brief! Most meetings with legislators last ten to fifteen minutes!
7. Make it personal. Explain how the issue impacts you and your community - and their constituents.
8. Make a clear request. Ask them specifically to support or oppose legislation, or help to change legislation.
9. Be polite, but direct and try to get them to commit to support the library position.
10. Follow up. Once the issue is resolved, make sure to thank those who support the library, and know that more work needs to be done with those who did not.

It can be a challenge to talk to people who disagree with you. Here are five approaches to discussing political differences:

Focus on the people, not the politics

- Build a relationship before talking politics
- Don't take comments personally
- Share your own relevant experiences
- Give a relatable hypothetical situation

Find common ground

- Bond over less polarized issues
- Be open to listening and understanding
- Ask questions to understand a different viewpoint
- Focus on shared beliefs

Stick to the facts and avoid confrontation

- Stick to information that can be verified
- Back up your opinions with evidence
- Limit emotion in discussion
- Avoid confrontational language

Be an advocate, rather than an opponent

- Adapt conversational style to audience
- Avoid words that might upset people

Pick your battles

- Talk about local politics instead of national politics
- Focus on policy instead of party
- Avoid hot-button issues

Source: Duchovnay, Marley, Moore, Casey, and Masullo, Gina M. (202, July). *How to Talk to People Who Disagree with You Politically*. Center for Media Engagement. <https://mediaengagement.org/research/divided-communities>

Tips for Contacting Your Local Officials

- Keep your message brief
- Be clear and concise when conveying your message.
- Share a personal story and about how legislation will impact you, your family, or your community
- Use data or talking points to make your opinion stronger
- Thank them for their service

Call Script:

Be prepared to reference the bill # (SF# or HF#).

Hello, my name is ____, I live in ____.

I'm reaching out to speak to you about _____ issue (provide some context).

I'm asking you to support (or oppose) bill _____ because...

If you have any questions about this bill during the session, I would be happy to discuss this issue further. Feel free to contact me by ____.

Thank you for your time.

Sample Email or Letter Script:

Subject Line: (include the bill number and topic)

Dear Senator ____ (or Representative ____),
My name is ____, I live in ____.

I'm reaching out to speak to you about _____ issue (provide some context).

I'm asking you to support (or oppose) bill _____ because...(provide one or two sentences).

If you have any questions about this bill during the session, I would be happy to discuss this issue further. Feel free to contact me by ____.

Thank you for your time.

Sincerely,

Name

Address

Email or Phone

Content of this toolkit has been adapted from a number of resources, including the American Library Association Frontline Advocacy Toolkit, Taking Action in Your Community (ACLU of ND), Cedar Rapids Public Library Advocacy Toolkit and Center for Media Engagement, How to Talk to People who Disagree With You Politically

January in Children's

This is your official announcement that January is finally over. I wasn't sure we'd make it there for a while. But, here we are!

Some highlights from our month:

- Online Storytime explored books about pizza, rubber duckies, cookies, pockets, numbers, sandwiches, and rocks. Whew! We also received a phone call from a daycare provider in San Diego, CA. She had a lot of great questions about how we did it, particularly how I made the flannel boards. (She was wondering if I had written a book? And where she could buy it? I didn't laugh out loud, because that seemed rude.)
- We had a lovely STEAM program in conjunction with the Bell Museum.
- Page Turners and Teen Book Club met, with wonderful conversations happening surrounding some great books.
- Lego Club had a great beginning to the year, with 30 engineers building around the theme of "animals." Bella Prato has left the area, and her place has been capably taken by Halley Ortenblad. A 16-year-old big sister to four siblings, Halley has been around the Lego table a time or two.
- We handed out Artastic kits so our library kids could join Grandma Nance in crayoning and painting snowflakes and sprinkling salt on them. Delightful!
- IT WAS NEWBERY MONDAY!!!!!!!!!!!! (My favorite day of the year.) The Newbery winner was "The First State of Being" by Erin Entrada Kelly, and the Caldecott went to "Chooch Helped" by Andrea L. Rogers with illustrations by Rebecca Lee Kunz. Bragging moment: We were one of only 5 libraries in the STATE that owned "Chooch Helped" when it was announced, and we already owned all the medal and honor books in both categories. (And several others.) Take that with a grain of salt however, because these books are awarded by a committee of fifteen. Who knows what they'll think worthy? Maybe next year we won't have any...
- Happy Reading!

Monthly Report - Overview for Jan 2025

Locations on this report: Grand Rapids Area Library

Checkout

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
1st Time	9496	7856	20	10461	-10	9496	10461	-10
Phone Renewal	148	239	-39	233	-37	148	233	-37
Renewal	197	182	8	225	-13	197	225	-13
Opac Renewal	499	681	-27	502	-1	499	502	-1
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	10340	8958	15	11421	-10	10340	11421	-10

Checkout Stock Rotation

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 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	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
Normal	7600	8195	-8	8089	-7	7600	8089	-7
Late	1837	1996	-8	2131	-14	1837	2131	-14
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	9437	10191	-8	10220	-8	9437	10220	-8

Requests Placed

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
Placed	2150	1984	8	2363	-10	2150	2363	-10
Total	2150	1984	8	2363	-10	2150	2363	-10

Requests Resolved

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
Cancelled	146	107	36	101	44	146	101	44
Filled	3112	2772	12	3558	-13	3112	3558	-13
Expired	6	1	500	2	200	6	2	200
Total	3264	2880	13	3661	-11	3264	3661	-11

Holds Resolved

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
Picked Up	2112	1684	25	2255	-7	2112	2255	-7
Cancelled	3	3	0	0	100	3	0	100
Expired	123	135	-9	120	2	123	120	2
Total	2238	1822	22	2375	-6	2238	2375	-6

Overdues

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
1st Notice	568	809	-30	431	31	568	431	31
2nd Notice	9	7	28	3	200	9	3	200
3rd Notice	4	0	100	1	300	4	1	300
4th Notice	1	0	100	0	100	1	0	100
5th Notice	1	0	100	1	0	1	1	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	237	232	2	211	12	237	211	12
Total	820	1048	-22	647	26	820	647	26

Borrower Delta

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	82	55	49	80	2	82	80	2
Deleted (Manual)	10	5	100	3	233	10	3	233
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0

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Total	92	60	53	83	10	92	83	10

Bib Delta

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	167	115	45	190	-13	167	190	-13
Deleted (Manual)	849	1091	-23	259	227	849	259	227
New (Batch)	33	42	-22	52	-37	33	52	-37
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1049	1248	-16	501	109	1049	501	109

Auth Delta

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	1	-100	0	1	-100
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	1	-100	0	1	-100

Item Delta

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	480	322	49	433	10	480	433	10
Deleted (Manual)	1359	4200	-68	1046	29	1359	1046	29
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1839	4522	-60	1479	24	1839	1479	24

Acquisitions Activities

Description	Jan 2025	Dec 2024	%chg	Jan 2024	%chg	2025 YTD	2024 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	196	215	-9	185	5	196	185	5
Items Rcvd by Ven	199	223	-11	188	5	199	188	5
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	395	438	-10	373	5	395	373	5

**Grand Rapids Area Library
Reference Statistics
January 2025**

	January	YTD 2025
Door Count	5,011	5,011
Reference Questions	146	146
Computer Help Over 5 Minutes	15	15
Tests Proctored	0	0
Public Computer Use: Sessions	206	206
Public Computer Use: Hours	220	220
Special Computer Sessions	92	92
Passports Accepted	138	138

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CLOSED	2 154563 MJ FTO 11	3 154728 DM FTO MJ FTO 1	4 <u>12</u>
5	6 155095 DM FTO 6	7 155361 DM FTO 8	8 155657 DM FTO 11	9 155882 DM FTO 3	10 156032 DM FTO 4	11 <u>32</u>
12	13 156269 DM FTO 7	14 156548 DM FTO 4	15 156838 DM FTO 12	16 157006 DM FTO DC FTO 7	17 157263 DM FTO 4	18 <u>34</u>
19	20 CLOSED	21 157540 9	22 158003 10	23 158095 7	24 158258 6	25 <u>32</u>
26	27 158684 7 AD FTO	28 158865 AD FTO 5	29 159145 AD FTO 5	30 159394 AD FTO 8	31 159574 3 AD FTO 8	<u>28</u> 28

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~~28~~

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January 2025

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>closed</i>	2 11 npl ci 	3 6 npl ci 	4
5	6 8 npl ci 	7 7 npl ci 	8 7 npl ci 	9 12 npl ci 	10 7 npl ci 	11
12 ↓	13 10 npl ci 	14 6 npl ci 	15 4 npl ci 	16 7 npl ci 	17 6 npl ci 	18
19	20 <i>closed</i>	21 8 npl ci 	22 9 npl ci 	23 7 npl ci 	24 5 npl ci 	25
26	27 16 npl ci 	28 npl ci 	29 npl ci	30 npl ci	31 10 npl ci 	

GRAL Children’s Library Monthly Statistics January 2025

Online Storytime

Programs: 5

Facebook plays: 993*

YouTube views: 1400

Total views: 2393

Artastic

Programs: 1

Facebook plays: 181

YouTube views: 42

Total views: 223

Kits handed out: 150

01/07	Book Time	41
01/08	Afterschool STEAM	26
01/14	Book Time	33
01/21	Book Time	30
01/22	Teen Book Club	6
01/27	Lego Club	30
01/27	Page Turners	6
01/28	Book Time	37

Total Programs: 8 People: 209

Book Times : 4 People: 141

Library Programs: 4 People: 68

Class Visit: 1 groups People: 10

- RJEMS SPED: 10

Reference Questions 2025: 419

Reference Questions 2024: 431

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

January 2025

419

Item 8.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 closed	2 15	3 11	4 24
5	6 19	7 22	8 19	9 23	10 5	11 86
12	13 no maddy 23	14 no gyndi 19	15 27	16 16	17 no school 22	18 107
19	20 CLOSED	21 21	22 32	23 20	24 5	25 78
26	27 30	28 31	29 24	30 21	31 8	120

GRAND RAPIDS AREA LIBRARY: 2025 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	27	160.75	3	90.50	7	27.00	9	85.75	2	5.00	30	251.25
February												0.00
March												0.00
April												0.00
May												0.00
June												0.00
July												0.00
August												0.00
September												0.00
October												0.00
November												0.00
December												0.00
Total		160.75		90.50		27.00		85.75		5.00	*	251.25