



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, December 13, 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, DECEMBER 13, 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 11-08-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on the attached resolution.
4. Consider payment of late bill from Unique Management Services, Inc. in the amount of \$209.70.
5. Consider approval of late bill from Baker & Taylor in the amount of \$421.13.

REGULAR AGENDA:

6. Board member terms.

UPDATES:

Friends

Foundation

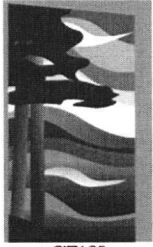
STAFF REPORTS:

7. Review Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 10, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



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

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, November 08, 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, November 8, 2023 at 5:00 PM.

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

CALL OF ROLL:

All board members present.

APPROVAL OF AGENDA:

Motion to: approve agenda with the addition of item 4A: Consider appointing Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week – effective 10-30-2023.

Mover: Richards

Seconder: Blocker

Result: Passed 9-0

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 10-11-2023.

Motion to: approve minutes as presented.

Mover: Kee

Seconder: Teigland

Result: Passed 9-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

Motion to: approve payment of Bill List as presented.

Mover: Richards

Secunder: Dobbs

Result: Passed 9-0 via roll-call vote

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Donation Resolution 2023-13.

Motion to: approve consent agenda as presented

Mover: Richards

Secunder: Dobbs

Result: Passed 9-0 via roll-call vote

REGULAR AGENDA:

4. Consider resolution setting 2024 Library calendar (revised)

Motion to: approve 2024 Library calendar as revised

Mover: Blocker

Secunder: Barr

Result: Passed 9-0

4A. Consider appointing Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week – effective 10-30-2023.

Motion to: appoint Christa Roerick to the position of Reference Librarian on an interim basis for up to 12 hours per week at a rate of \$26.54 / hour – effective 10-30-2023.

UPDATES:

Friends

By Teigland – pause in accepting donations; next sale is 11-20-2023.

Foundation

By Barr – next meeting to be determined

STAFF REPORTS:

Carried over until the December meeting.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:25 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 13, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 11/01/2023
 TIME: 12:38:01
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/08/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	25.20
0201428	BAKER & TAYLOR LLC	3,016.95
0201651	BARKING DOG EXHIBITS	368.00
0212124	BLACKSTONE PUBLISHING	352.87
0305485	CENGAGE LEARNING INC	942.05
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	137.92
0914540	INNOVATIVE OFFICE SOLUTIONS LL	95.48
1205850	LEXIS NEXIS	382.31
1605665	PERSONNEL DYNAMICS LLC	688.50
1901535	SANDSTROM'S INC	210.01
2018680	TRU NORTH ELECTRIC LLC	643.28
2114356	UNIQUE MANAGEMENT SERVICES	198.05
T001426	SUSAN HAWKINSON	11.95
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$8,885.05
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	62.02
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,686.25
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	67.40
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,573.43
2209665	VISA	1,033.38
2301700	WM CORPORATE SERVICES, INC	141.62
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$56,915.33
TOTAL ALL DEPARTMENTS		\$65,800.38

RESOLUTION NO. 2023-13
A RESOLUTION ACCEPTING DONATIONS

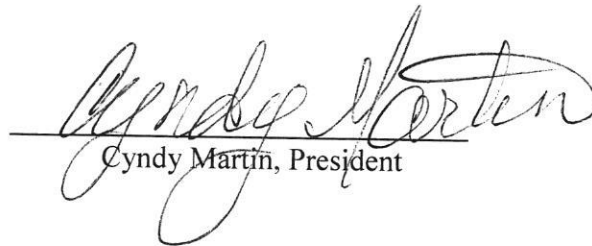
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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


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

Library Foundation – \$1,453.51 (\$368.00 Story Walk supplies; \$1,085.51 Large Print Collection Enhancement)

Adopted this 8th day of November 2023



Cyndy Martin, President



Deb Kee, Secretary

Board member
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2023-12 revised
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:

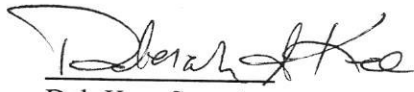
H	January 1	New Year's Holiday	Closed
H	January 15	Martin Luther King Day	Closed
H	February 19	President's Day	Closed
H	May 27	Memorial Day	Closed
H	June 19	Juneteenth	Closed
H	July 4	Independence Day	Closed
H	September 2	Labor Day	Closed
H	November 11	Veteran's Day	Closed
H	November 28	Thanksgiving	Closed
H	November 29	Day after thanksgiving	Closed
H	December 24	Christmas Holiday	Closed
H	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 8th day of November 2023.


Cyndy Martin, President

Attest:


Deb Kee, Secretary

Board member
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

DATE: 12/06/2023
 TIME: 14:09:31
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/13/2023

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	28.70
0201428	BAKER & TAYLOR LLC	3,021.31
0212124	BLACKSTONE PUBLISHING	411.72
0305485	CENGAGE LEARNING INC	215.21
0502705	EBSCO SUBSCRIPTION SERVICE	5,504.22
0718010	CITY OF GRAND RAPIDS	11,000.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	375.37
1401650	NARDINI FIRE EQUIPMENT CO INC	2,131.00
1605665	PERSONNEL DYNAMICS LLC	550.80
1612225	PLAYAWAY PRODUCTS LLC	1,160.78
1821700	MICHAEL RUSSELL	2,210.00
1901535	SANDSTROM'S INC	158.37
2005150	TECH LOGIC CORPORATION	442.00
2114356	UNIQUE MANAGEMENT SERVICES	629.10

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$27,951.06

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.46
0113105	AMAZON CAPITAL SERVICES	212.74
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	64,821.12
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	76.71
1309335	MINNESOTA REVENUE	64.24
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,204.90
2209665	VISA	482.50
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$78,445.43

TOTAL ALL DEPARTMENTS \$106,396.49

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

Item 2.

1

DATE: 12/06/23
 TIME: 14:05:57
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	11/13/23	01	LIB NOV SERVICE	999-99-00-00-1000			12/13/23	54.46
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.46
							VENDOR TOTAL:	54.46
0113105 AMAZON CAPITAL SERVICES								
L	10/23/23	01	3 BOOKS	999-99-00-00-1000			12/13/23	76.55
				HOLDING ACCOUNT				
		02	5 BOOKS	999-99-00-00-1000				98.71
				HOLDING ACCOUNT				
		03	50 PACK EARBUDS	999-99-00-00-1000				25.99
				HOLDING ACCOUNT				
		04	THE NEGOTIATOR BOOK	999-99-00-00-1000				11.49
				HOLDING ACCOUNT				
							INVOICE TOTAL:	212.74
							VENDOR TOTAL:	212.74
0118100 ARAMARK UNIFORM SERVICES								
2630211102-L	11/14/23	01	MATS	211-00-75-30-3070	20233572		12/13/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233572			21.88
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
2630216643-L	11/28/23	01	MATS	211-00-75-30-3070	20233706		12/13/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233706			21.88
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
							VENDOR TOTAL:	112.48
0118660 ARROWHEAD LIBRARY SYSTEM								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

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 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660 ARROWHEAD LIBRARY SYSTEM								
15127-L	10/31/23	01	OVERDUE NOTICES OCT	211-00-75-20-2010	20233503		12/13/23	28.70
				OFFICE SUPPLIES				
							INVOICE TOTAL:	28.70
							VENDOR TOTAL:	28.70
0201428 BAKER & TAYLOR LLC								
2037909833-L	10/31/23	01	6 BOOKS/#209977 L025981	211-00-75-20-2110	20233466		12/13/23	117.20
				BOOKS				
							INVOICE TOTAL:	117.20
2037912759-L	11/01/23	01	30 BOOKS/#209977 L025981	211-00-75-20-2110	20233469		12/13/23	311.87
				BOOKS				
							INVOICE TOTAL:	311.87
2037920898-L	11/04/23	01	97 BOOKS/#209977 L025981	211-00-75-20-2110	20233520		12/13/23	984.90
				BOOKS				
							INVOICE TOTAL:	984.90
2037924300-L	11/13/23	01	2 BOOKS/#209977 L411199	211-00-75-20-2110	20233627		12/13/23	25.92
				BOOKS				
							INVOICE TOTAL:	25.92
2037931174-L	11/08/23	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20233573		12/13/23	16.95
				BOOKS				
							INVOICE TOTAL:	16.95
2037931916-L	11/09/23	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20233540		12/13/23	243.88
				BOOKS				
							INVOICE TOTAL:	243.88
2037958898-L	11/27/23	01	59 BOOKS/#209977 L025981	211-00-75-20-2110	20233724		12/13/23	832.66
				BOOKS				
							INVOICE TOTAL:	832.66

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Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2037961525-L	11/28/23	01	54 BOOKS/#209977 L025981	211-00-75-20-2110	20233736		12/13/23	487.93
				BOOKS				
							INVOICE TOTAL:	487.93
							VENDOR TOTAL:	3,021.31
0212124 BLACKSTONE PUBLISHING								
2128319-L	11/15/23	01	4 CDS/#101678	211-00-75-20-2120	20233723		12/13/23	188.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	188.00
2129391-L	11/21/23	01	3 CDS/C#101678	211-00-75-20-2120	20233768		12/13/23	131.73
				AUDIO/VISUAL				
							INVOICE TOTAL:	131.73
2129893-L	11/28/23	01	2 CDS/C#101678	211-00-75-20-2120	20233796		12/13/23	91.99
				AUDIO/VISUAL				
							INVOICE TOTAL:	91.99
							VENDOR TOTAL:	411.72
0305485 CENGAGE LEARNING INC								
82890614-L	10/25/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20233467		12/13/23	28.78
				BOOKS				
							INVOICE TOTAL:	28.78
82960829-L	11/08/23	01	2 BOOKS	211-00-75-20-2110	20233574		12/13/23	55.98
				BOOKS				
							INVOICE TOTAL:	55.98
82962091-L	11/08/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20233574		12/13/23	51.73
				BOOKS				
							INVOICE TOTAL:	51.73
82980176-L	11/14/23	01	3 BOOKS/A#154757	211-00-75-20-2110	20233680		12/13/23	78.72
				BOOKS				
							INVOICE TOTAL:	78.72
							VENDOR TOTAL:	215.21

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DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0502705 EBSCO SUBSCRIPTION SERVICE								
1712903-L	11/01/23	01	MAGAZINE RENEWAL/#CGF2936700	211-00-75-20-2140	20233438		12/13/23	5,586.80
				PERIODICALS				
							INVOICE TOTAL:	5,586.80
2306534-L	05/13/23	01	NEW YORK TIMES PUBLISHER REFND	211-00-75-20-2140	20231363		12/13/23	-74.36
				PERIODICALS				
							INVOICE TOTAL:	-74.36
2400073-L	07/13/23	01	QUILTMAKER RATE ADJ	211-00-75-20-2140	20232057		12/13/23	13.18
				PERIODICALS				
							INVOICE TOTAL:	13.18
2401235-L	10/13/23	01	ECONOMIST RATE ADJ	211-00-75-20-2140	20233154		12/13/23	28.60
				PERIODICALS				
							INVOICE TOTAL:	28.60
2401395-L	10/13/23	01	FLYING ADJ MUST ORDER DIRECT	211-00-75-20-2140	20233155		12/13/23	-50.00
				PERIODICALS				
							INVOICE TOTAL:	-50.00
							VENDOR TOTAL:	5,504.22
0605191 FIDELITY SECURITY LIFE								
L	10/30/23	01	LIB VISION NOV	999-99-00-00-1000			12/13/23	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								
23/501-L	11/08/23	01	NOV JANITORIAL SERVICE	211-00-75-30-3090	20233516		12/13/23	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
23/531-L	11/28/23	01	2023 IT FEES	211-00-75-30-4020	20233727		12/13/23	7,600.00
				COMPUTER MAINT/REPAIR				
							INVOICE TOTAL:	7,600.00

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
23/538-L	12/01/23	01	DEC JANITORIAL SERVICE	211-00-75-30-3090	20233812		12/13/23	1,700.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	11,000.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	10/20/23	01	LIB PAYROLL 10/20/23	999-99-00-00-1000			12/13/23	21,327.80
				HOLDING ACCOUNT				
		02	LIB PAYROLL 11/03/23	999-99-00-00-1000				21,337.00
				HOLDING ACCOUNT				
		03	LIB PAYROLL 11/17/23	999-99-00-00-1000				22,156.32
				HOLDING ACCOUNT				
							INVOICE TOTAL:	64,821.12
							VENDOR TOTAL:	64,821.12
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4402059-L	12/06/23	01	TONER 414A MG, BK, YL	211-00-75-20-2060	20233806		12/13/23	375.37
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	375.37
							VENDOR TOTAL:	375.37
1209520 EMILY LINDNER								
L	11/06/23	01	BOOK CLUB MTG 10/30/23	999-99-00-00-1000			12/13/23	150.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
1301146 MARCO TECHNOLOGIES, LLC								
L	11/13/23	01	LIB NO COPIER LEASE	999-99-00-00-1000			12/13/23	119.08
				HOLDING ACCOUNT				
							INVOICE TOTAL:	119.08
							VENDOR TOTAL:	08

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1305725 METROPOLITAN LIFE INSURANCE CO								
L	10/30/23	01	LIB NOV SUPP/LIFE INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	76.14
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199 MINNESOTA ENERGY RESOURCES								
L	11/27/23	01	LIB OCT NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	76.71
							INVOICE TOTAL:	76.71
							VENDOR TOTAL:	76.71
1309335 MINNESOTA REVENUE								
L	11/20/23	01	LIB OCT SALES TAX PAYBLE	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	64.24
							INVOICE TOTAL:	64.24
							VENDOR TOTAL:	64.24
1401650 NARDINI FIRE EQUIPMENT CO INC								
IV00265156-L	11/08/23	01	INSPECT FIRE EXT	211-00-75-30-4000 20233518 MAINTENANCE CONTRACTS			12/13/23	56.00
		02	EMERG EXIT LIGHT QUICK TEST	211-00-75-30-4000 20233518 MAINTENANCE CONTRACTS				390.00
		03	DISPATCH AND COMPLIANCE	211-00-75-30-4000 20233518 MAINTENANCE CONTRACTS				128.00
		04	HAZMAT/DOT/SAFETY COMPLIANCE	211-00-75-30-4000 20233518 MAINTENANCE CONTRACTS				30.00
		05	NEW 5# ABC STORED PRESS EXTING	211-00-75-20-2090 20233518 INVENTORIAL SUPPLIES				126.00
							INVOICE TOTAL:	730.00
IV00266349-L	11/17/23	01	INSPECTION ALARM SYSTEM	211-00-75-30-4000 20233625 MAINTENANCE CONTRACTS			12/13/23	1,243.00

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401650			NARDINI FIRE EQUIPMENT CO INC					
IV00266349-L	11/17/23	02	HAZMAT/DOT/SAFETY COMPLIANCE	211-00-75-30-4000	20233625		12/13/23	30.00
		03	DISPATCH AND COMPLIANCE	211-00-75-30-4000	20233625			128.00
							INVOICE TOTAL:	1,401.00
							VENDOR TOTAL:	2,131.00
1516220			OPERATING ENGINEERS LOCAL #49					
L	11/06/23	01	LIB DEC HEALTH INS PREM	999-99-00-00-1000			12/13/23	9,612.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,612.00
							VENDOR TOTAL:	9,612.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	11/06/23	01	LIB NOV SERVICE & LINE CHARGE	999-99-00-00-1000			12/13/23	323.02
				HOLDING ACCOUNT				
							INVOICE TOTAL:	323.02
							VENDOR TOTAL:	323.02
1605665			PERSONNEL DYNAMICS LLC					
53464-L	11/15/23	01	J WIKELMAN 24 HRS W/E 11/11	211-00-75-10-1050	20233592		12/13/23	550.80
				CONTRACTED SERVICES				
							INVOICE TOTAL:	550.80
							VENDOR TOTAL:	550.80
1612225			PLAYAWAY PRODUCTS LLC					
447136-L	11/27/23	01	22 PLAYAWAYS	211-00-75-20-2120	20233700		12/13/23	1,160.78
				AUDIO/VISUAL				
							INVOICE TOTAL:	1,160.78
							VENDOR TOTAL:	1,160.78

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

Item 2.

DATE: 12/06/23
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618119			ISABELLA A PRATTO					
L	11/13/23	01	LEGO PROGRAM 11/9/23	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1618120			MADELYN R PRATTO					
L	11/13/23	01	LEGO PROGRAM 11/9/23	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130			P.U.C.					
L	11/13/23	01	LIB OCT UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			12/13/23	2,204.90
							INVOICE TOTAL:	2,204.90
							VENDOR TOTAL:	2,204.90
1821700			MICHAEL RUSSELL					
662930-L	11/27/23	01	REF/MAIN/ENTRY/MTG RM/TILE RPL	211-00-75-30-4010 BUILDING MAINT/REPAIRS	20233735		12/13/23	2,210.00
							INVOICE TOTAL:	2,210.00
							VENDOR TOTAL:	2,210.00
1901535			SANDSTROM'S INC					
483501-L	11/27/23	01	30X36 .65MIL CLR HVY 20-30GAL	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20233703		12/13/23	32.50
		02	TOWEL ROLL WHT	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20233703			56.36
		03	TOIL TISS	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20233703			44.57

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535 SANDSTROM'S INC								
483501-L	11/27/23	04	URINAL SCREEN/C#320023	211-00-75-20-2150	20233703		12/13/23	24.94
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	158.37
							VENDOR TOTAL:	158.37
2005150 TECH LOGIC CORPORATION								
INV21000240-L	11/01/23	01	CIRCIT RNWL 2024/C#8099	211-00-00-00-1550	20233468		12/13/23	442.00
				PREPAID ITEMS				
							INVOICE TOTAL:	442.00
							VENDOR TOTAL:	442.00
2114356 UNIQUE MANAGEMENT SERVICES								
6115441-L	07/31/23	01	JUL PLACEMENTS	211-00-75-30-3300	20233698		12/13/23	151.45
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20233698			-11.65
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	139.80
6116531-L	08/31/23	01	AUG PLACEMENTS	211-00-75-30-3300	20233699		12/13/23	256.30
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20233699			-23.30
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	233.00
6118690-L	10/31/23	01	OCT PLACEMENTS	211-00-75-30-3300	20233484		12/13/23	291.25
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20233484			-34.95
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	256.30
							VENDOR TOTAL:	629.10
2209665 VISA								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 13, 2023

DATE: 12/06/23
 TIME: 14:05:57
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	11/13/23	01	USPS.COM PRIORITY MAIL	999-99-00-00-1000			12/13/23	482.50
				HOLDING ACCOUNT				
							INVOICE TOTAL:	482.50
							VENDOR TOTAL:	482.50
2301700			WM CORPORATE SERVICES, INC					
L	11/06/23	01	LIB OCT SERVICE	999-99-00-00-1000			12/13/23	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
							TOTAL ALL INVOICES:	106,396.49

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2023
With Comparative Totals for November 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	38,128	51,554	28,081	184%
Fines & Forfeits	13	86	-	0%
GR Library Foundation	33,877	21,979	-	0%
Miscellaneous	18,379	24,500	5,800	422%
Other Sources-Operating Transfer	-	4,452	4,452	100%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	618,102	603,403	925,664	65%
Expenditures:				
Personnel	572,808	594,271	686,946	87%
Supplies/Materials	102,140	89,686	90,218	99%
Other Services/Charges	151,979	136,857	148,500	92%
GRACF Library Foundation	-	-	-	0%
TOTAL EXPENDITURES	826,927	820,815	925,664	89%
OPERATING SURPLUS (DEFICIT)	(208,825)	(217,412)	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	-	7,898	-	
Fund Balance 11/30/XX				
Cash Flow	247,145	231,170	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 11/30/XX	\$ 447,703	\$ 476,339	\$ 701,648	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$35,941 as of 9/30/23. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

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

Item 2.

DisplayAccountNum	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	2,719	136%
211-00-34-00-7975	INTERNET	2,000	1,230	62%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	125	125%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	38,850	213%
211-00-34-00-7990	FAX MACHINE USE	500	584	117%
211-00-35-00-1030	LIBRARY FINES	-	86	0%
211-00-37-00-2310	DONATIONS	1,500	17,329	1155%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	-	60	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,453	112%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	21,979	0%
211-00-37-00-2450	MISCELLANEOUS	-	2,599	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,060	102%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	4,452	100%
		925,664	603,403	65%
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	349,576	87%
211-00-75-10-1030	SALARY-PARTTIME	86,060	72,197	84%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	1,492	18%
211-00-75-10-1210	PERA	36,429	31,323	86%
211-00-75-10-1220	FICA	30,224	25,784	85%
211-00-75-10-1250	MEDICARE	7,069	6,030	85%
211-00-75-10-1310	HEALTH INSURANCE	114,444	104,832	92%
211-00-75-10-1330	LIFE INSURANCE	232	226	97%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	2,810	110%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,597	45%
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	3,101	103%
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	750	75%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	5,849	815%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,864	143%
211-00-75-20-2110	BOOKS	39,000	45,959	118%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,544	84%
211-00-75-20-2130	NEWSPAPERS	2,000	1,968	98%
211-00-75-20-2140	PERIODICALS	7,500	5,549	74%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,761	92%
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	752	75%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,700	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	4,575	38%
211-00-75-30-3210	TELEPHONE	6,000	4,000	67%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	4,398	126%
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 **NOVEMBER 30, 2023**

Item 2.

DisplayAccountNum	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,491	75%
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	23,375	260%
211-00-75-30-3810	ELECTRICITY	35,000	27,277	78%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,505	75%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,626	20%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	9,122	96%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	9,977	67%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	3,683	368%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	10,440	116%
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	1,393	93%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,898	0%
	TOTAL EXPENDITURES	925,664	828,713	90%
	SURPLUS REVENUES/(EXPENDITURES)	-	(225,310)	

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	314.96	2,000.00	2,718.97	0.00	(718.97)	136
211-00-34-00-7975	INTERNET	149.56	2,000.00	1,230.34	0.00	769.66	62
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	125.00	0.00	(25.00)	125
211-00-34-00-7982	PASSPORT PROCESSING FEE	3,220.00	18,200.00	38,850.00	0.00	(20,650.00)	213
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	72.92	500.00	584.28	0.00	(84.28)	117
TOTAL		3,757.44	28,081.00	51,553.59	0.00	(23,472.59)	184
TOTAL CHARGES FOR SERVICES		3,757.44	28,081.00	51,553.59	0.00	(23,472.59)	184

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 2
F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	1,417.00	1,500.00	17,329.29	0.00	(15,829.29)	1155
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	0.00	0.00	21,978.60	0.00	(21,978.60)	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	484.15	0.00	2,598.98	0.00	(2,598.98)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	3,059.70	0.00	(59.70)	102
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		1,901.15	5,800.00	46,478.81	0.00	(40,678.81)	801
TOTAL MISCELLANEOUS REVENUE		1,901.15	5,800.00	46,478.81	0.00	(40,678.81)	801
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

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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:		5,658.59	925,664.00	603,402.75	0.00	322,261.25	65
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	30,806.17	401,430.00	349,576.02	0.00	51,853.98	87
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	6,991.84	86,060.00	72,196.72	0.00	13,863.28	84
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	550.80	8,510.00	1,491.75	550.80	6,467.45	24
211-00-75-10-1210	PERA	2,834.87	36,429.00	31,322.94	0.00	5,106.06	86
211-00-75-10-1220	FICA	2,318.27	30,224.00	25,783.59	0.00	4,440.41	85
211-00-75-10-1250	MEDICARE	542.17	7,069.00	6,030.10	0.00	1,038.90	85
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	104,832.00	0.00	9,612.00	92
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	225.97	0.00	6.03	97
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.53	0.00	(2.53)	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	2,809.81	0.00	(261.81)	110
TOTAL PERSONNEL		53,932.31	686,946.00	594,271.43	550.80	92,123.77	87
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	0.00	8,000.00	3,596.93	28.70	4,374.37	45
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	3,101.16	0.00	(101.16)	103
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

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	126.00	1,000.00	749.94	126.00	124.06	88
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	718.00	5,848.84	0.00	(5,130.84)	815
211-00-75-20-2100	OPERATING SUPPLIES	25.99	2,000.00	2,864.49	315.88	(1,180.37)	159
211-00-75-20-2110	BOOKS	3,102.03	39,000.00	45,958.89	1,986.19	(8,945.08)	123
211-00-75-20-2120	AUDIO/VISUAL	1,572.50	9,000.00	7,543.51	1,207.78	248.71	97
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	5,586.80	7,500.00	5,548.92	5,628.58	(3,677.50)	149
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	202.13	3,000.00	2,761.12	180.25	58.63	98
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		10,615.45	90,218.00	89,685.74	9,473.38	(8,941.12)	110
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	751.51	34.36	214.13	79
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	18,700.00	1,700.00	0.00	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	100.00	12,000.00	4,575.00	545.00	6,880.00	43
211-00-75-30-3210	TELEPHONE	377.48	6,000.00	4,000.02	0.00	1,999.98	67
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	4,397.60	0.00	(897.60)	126
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	1,491.20	699.00	(190.20)	110
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	23,375.00	0.00	(14,375.00)	260
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	27,277.08	0.00	7,722.92	78
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,505.21	0.00	494.79	75
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,626.48	0.00	6,373.52	20
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,005.00	9,500.00	9,122.32	2,005.00	(1,627.32)	117
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	9,976.61	0.00	5,023.39	67

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	7,600.00	9,000.00	10,440.00	0.00	(1,440.00)	116
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	1,392.98	0.00	107.02	93
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		14,095.28	148,500.00	136,857.34	4,983.36	6,659.30	96
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		78,643.04	925,664.00	828,712.51	15,007.54	81,943.95	91
TOTAL EXPENSES:		78,643.04	925,664.00	828,712.51	15,007.54	81,943.95	91
TOTAL FUND REVENUES		5,658.59	925,664.00	603,402.75	0.00	322,261.25	65
TOTAL FUND EXPENSES		78,643.04	925,664.00	828,712.51	15,007.54	81,943.95	91
FUND SURPLUS (DEFICIT)		(72,984.45)	0.00	(225,309.76)			
TOTAL ALL FUND REVENUES		5,658.59	925,664.00	603,402.75	0.00	322,261.25	65
TOTAL ALL FUND EXPENSES		78,643.04	925,664.00	828,712.51	15,007.54	81,943.95	91
ALL FUND SURPLUS (DEFICIT)		(72,984.45)	0.00	(225,309.76)			

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 11/30/23
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	493,198.89	493,198.89	0.00
211-00-00-00-1010	CASH	703,040.65	634,380.63	864,271.10	473,150.18
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	4,175.79	3,651.54	4,175.79
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	28,530.47	35,316.81	2,375.66
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	41,020.47	26,247.16	14,773.31
TOTAL		756,234.26	1,201,306.25	1,423,785.50	533,755.01
TOTAL ASSETS		756,234.26	1,201,306.25	1,423,785.50	533,755.01

LIABILITIES AND FUND EQUITY

LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	864,802.46	863,127.24	16,263.69
211-00-00-00-2030	SALES TAX PAYABLE	0.00	479.40	537.91	58.51
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	875,607.95	863,665.15	42,643.20

FUND: PUBLIC LIBRARY
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 11/30/23
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TOTAL LIABILITIES		54,586.00	875,607.95	863,665.15	42,643.20
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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	26,247.16	41,020.47	14,773.31
<hr/>					
TOTAL	FUND SURPLUS (DEFICIT)	701,648.26 0.00	26,247.16 225,309.76	41,020.47 0.00	716,421.57 (225,309.76)
<hr/>					
TOTAL FUND EQUITY		701,648.26	251,556.92	41,020.47	491,111.81
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TOTAL LIABILITIES AND FUND EQUITY		756,234.26	1,127,164.87	904,685.62	533,755.01
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RESOLUTION NO. 2023-14
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 Friends - \$1,417; 417.00 reimbursement for Book Page, \$1,000 Children’s Tech Grant

Library Foundation - \$1,007.14 Large Print Collection Enhancement

Adopted this 13th day of December 2023

Cyndy Martin, President

Deb Kee, Secretary



Unique Management Services, Inc.
 119 East Maple Street
 Jeffersonville, IN 47130

Invoice

Date	Invoice #
12/1/2023	6119840

Bill To
Grand Rapids Area Library Attn: Will Richter 140 NE 2nd Street Grand Rapids, MN 55744

SEND REMITTANCE TO:
 119 E. Maple Street
 Jeffersonville, IN 47130

P.O. No.	Terms	Client No.
	NET 30	1634

Description	Qty	Rate	Amount
11-07 Placements	5	11.65	58.25
11-14 Placements	5	11.65	58.25
11-21 Placements	5	11.65	58.25
11-28 Placements	5	11.65	58.25
Credit for accounts closed by client prior to beginning the collection process	2	-11.65	-23.30
Total cumulative recovery of \$87,838.77, yielding an ROI of 4.45 to 1.			

Thank you for your business.	Total	\$ 209.70
	Payments/Credits	\$ -
	Balance Due	\$ 209.70



BAKER & TAYLOR

the future delivered

INVOICE

INVOICE #: 2037945645
 INVOICE DATE: 11/16/23
 ACCOUNT #: 209977 L025981 2 B00000
 ATIS #: MOM9349817
 PAGE: 001

FED TAX ID: MOMENCE
 SHIPPED FROM: 800.340.5370/INTL 704.998.3399
 CUSTOMER SERVICE: 00 00000000000000
 CREDIT:
 GST/TAX ID#: PO#:

GRAND RAPIDS AREA LIBRARY
 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

BILL TO: ACCOUNT #: 209977 L025981 2 B00000
 SAN #: GRAND RAPIDS AREA LIBRARY
 NAME: 140 NE 2ND STREET
 ADDRESS: GRAND RAPIDS MN 55744

SHIP TO: ACCOUNT #: 209977 L025981 2 000000
 SAN #: 3085937 0001
 NAME: GRAND RAPIDS AREA LIBRARY
 ADDRESS: 140 NE 2ND STREET
 GRAND RAPIDS MN 55744

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	ALEX CROSS MUST DIE	82802654	AYAT	PATTERSON, JAME		HRD	9780316402484		LITTL	30.00	44.6%	16.62	16.62
1	INHERITANCE	82802654	AYAT	ROBERTS, NORA		HRD	0316402486		STMAR	30.00	44.6%	16.62	16.62
1	BALL AT VERSAILLES	82802654	AYAT	STEEL, DANIELLE		HRD	1250288320		RANDO	28.99	44.6%	16.06	16.06
1	WHEN THE STARS CAME HOME	83121722	AYAT	LUBY, BRITTANY		SAL	0593498348		LITLC	18.99	20.1%	15.17	15.17
1	DECORATE THE TREE	83062363	JUVNOV2023	JONES, AMANDA J		HRD	9780316592499		ABRJV	15.99	44.6%	8.86	8.86
1	PAUL BUNYAN	83062363	JUVOCT2023	KELLOGG, STEVEN		PBD	9781949480566		PPBTM	19.99	0.0%	19.99	19.99
1	BERSERK OF GLUTTONY 3	83147647	LIGHTNOVEL	ICHIKA, ISSHIKI		PAP	1451764944		RADMH	14.99	35.0%	9.74	9.74
1	BERSERK OF GLUTTONY 4	83147647	LIGHTNOVEL	ICHIKA, ISSHIKI		PAP	1648272428		RADMH	14.99	35.0%	9.74	9.74
1	BERSERK OF GLUTTONY 5	83147647	LIGHTNOVEL	ICHIKA, ISSHIKI		PAP	1648273386		RADMH	14.99	35.0%	9.74	9.74
9							1638581274						122.54

PAGE TOTAL
 USD CURRENCY

Item 5.

INVOICE #: 2037945645
INVOICE DATE: 11/16/23
ACCOUNT #: 209977 L025981 2 B00000
ATS #: MOM9349817
PAGE: 002

INVOICE

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	1 BERSERK OF GLUTTONY 6 83147647 LIGHTNOVEL	ICHIKA, ISSHIKI	PAP	9781638582281	RADMH	14.99	35.0%	9.74	9.74
1	1 GOBLIN SLAYER 83147647 LIGHTNOVEL	KAGYU, KUMO	PAP	1638582289	YENPR	15.00	35.0%	9.75	9.75
1	1 GOBLIN SLAYER 13 83147647 LIGHTNOVEL	KAGYU, KUMO	PAP	1975325028	YENPR	15.00	35.0%	9.75	9.75
1	1 GOBLIN SLAYER LIGHT NOVEL 14 83147647 LIGHTNOVEL	KAGYU, KUMO	PAP	1975333497	YENPR	15.00	35.0%	9.75	9.75
1	1 GOBLIN SLAYER 15 83147647 LIGHTNOVEL	KAGYU, KUMO	PAP	1975345594	YENPR	15.00	35.0%	9.75	9.75
1	1 SUGAR APPLE FAIRY TALE THE SILVER SUGAR 83147647 LIGHTNOVEL	MIKAWA, MIRI	PAP	1975350162	YENPR	15.00	35.0%	9.75	9.75
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY 2 83147647 LIGHTNOVEL	MINE	PAP	1975351014	RADMH	14.99	35.0%	9.74	9.74
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY 3 83147647 LIGHTNOVEL	MINE	PAP	1648274404	RADMH	14.99	35.0%	9.74	9.74
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY 4 83147647 LIGHTNOVEL	MINE	PAP	1648274587	RADMH	14.99	35.0%	9.74	9.74
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY 5 83147647 LIGHTNOVEL	MINE	PAP	163858155X	RADMH	14.99	35.0%	9.74	9.74
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY L 83147647 LIGHTNOVEL	MINE	PAP	1638582890	RADMH	14.99	35.0%	9.74	9.74
1	1 STRANGE ADVENTURE OF A BROKE MERCENARY 83147647 LIGHTNOVEL	MINE	PAP	1638587523	RANDJ	14.99	35.0%	9.74	9.74
1	1 MISANTHROPE TEACHES A CLASS FOR DEMI 1 83147647 LIGHTNOVEL	NATSUME, KURUSU	PAP	9781638588702	RADMH	14.99	35.0%	9.74	9.74
1	1 SPY CLASSROOM 2 83147647 LIGHTNOVEL	SEUKANAME	PAP	9781975371050	YENPR	15.00	35.0%	9.75	9.75
1	1 SPY CLASSROOM 1 83147647 LIGHTNOVEL	SEUKANAME	PAP	1975371054	YENPR	13.00	35.0%	8.45	8.45
1	1 HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647 LIGHTNOVEL	SHINOBU MARU	PAP	9781975338886	YENPR	13.00	35.0%	8.45	8.45
1	1 HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647 LIGHTNOVEL	SHINOBU MARU	PAP	9781648276613	RADMH	14.99	35.0%	9.74	9.74
1	1 HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647 LIGHTNOVEL	SHINOBU MARU	PAP	164827661X	RADMH	14.99	35.0%	9.74	9.74
1	1 HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647 LIGHTNOVEL	SHINOBU MARU	PAP	1648276628	RADMH	14.99	35.0%	9.74	9.74
1	1 HAUNTED BOOKSTORE GATEWAY TO A PARALLEL 83147647 LIGHTNOVEL	SHINOBU MARU	PAP	1638582885	RADMH	14.99	35.0%	9.74	9.74
1	1 TO FORGET IS ANNETTE 83147647 LIGHTNOVEL	TAKEMACHI	PAP	9781685796310	RADMH	14.99	35.0%	9.74	9.74
1	1 SPY CLASSROOM LIGHT NOVEL 6 PANDEMONIUM 83147647 LIGHTNOVEL	TAKEMACHI	PAP	1685796311	YENPR	15.00	35.0%	9.75	9.75
1	1 WORLDS FINEST ASSASSIN GETS REINCARNATED 83147647 LIGHTNOVEL	TSUKIYO, RUI	PAP	9781975338820	YENPR	15.00	35.0%	9.75	9.75
22	PAGE TOTAL			1975350286		15.00	35.0%	9.75	211.79
	USD CURRENCY			547243462					

Item 5.

INVOICE #: 2037945645
 INVOICE DATE: 11/16/23
 ACCOUNT #: 209977 L025981 2 B00000
 ATS #: MOM9349817
 PAGE: 003

INVOICE

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	DEVIL IS A PART TIMER 20 83147647 LIGHTNOVEL			WAGAHARA, SATOS		PAP	9781975316365	YENPR	15.00	35.0%	9.75	9.75
1	SPIDER WOMANS DAUGHTER 82971526 LP23			HILLERMAN, ANNE		PAP	9780062278579	HPCLP	28.99	35.0%	18.84	18.84
1	SONG OF THE LION 82971526 LP23			HILLERMAN, ANNE		PAP	9780062644275	HPCLP	29.99	35.0%	19.49	19.49
1	COLUMN OF FIRE 83111601 YAOCT23			FOLLETT, KEN		HRD	9780525954972	PENGU	36.00	44.6%	19.94	19.94
1	BITTERSWEET IN THE HOLLOW 83111601 YAOCT23			PEARSALL, KATE		HRD	9780593531020	PENGJ	18.99	44.6%	10.52	10.52
5							0593531027					78.54
36												412.87

FREIGHT SURCHARGE 8.26

TOTAL AMOUNT DUE 421.13
 REMIT TO: BAKER & TAYLOR
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TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

ACCOUNT #: L025981-00000
 ATS #: MOM9349817BT
 CUSTOMER PO#: *VARIOUS PO-S*
 CUSTOMER SERVICE: lemastc@baker-taylor.com

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QTY	TITLE AUTHOR	TYPE	PUB	ISBN - 10 DIGIT	PRICE	DISC.	EXT. PRICE	CUST. PO #
				ISBN - 13 DIGIT				CUST. REF. ID#
1	ALEX CROSS MUST DIE **ON SALE DATE>11/20/23**	HARDC	LITTL	0316402486 9780316402484	30.00	44.60	16.62	0000000001 AYAT
1	BALL AT VERSAILLES **ON SALE DATE>11/21/23**	HARDC	RANDO	0593498348 9780593498347	28.99	44.60	16.06	0000000003 AYAT
1	BERSERK OF GLUTTONY 5 ICHIKA, ISSHIKI	PAP	RADMH	1638581274 9781638581277	14.99	35.00	9.74	609012794 LIGHTNOVEL
1	BERSERK OF GLUTTONY 6 ICHIKA, ISSHIKI	PAP	RADMH	1638582289 9781638582281	14.99	35.00	9.74	609012865 LIGHTNOVEL
1	BITTERSWEET IN THE HOLLOW PEARSALL, KATE	HARDC	PENGJ	0593531027 9780593531020	18.99	44.60	10.52	605745045 YAOCT23
1	COLUMN OF FIRE FOLLETT, KEN	HARDC	PENGU	052595497X 9780525954972	36.00	44.60	19.94	606326628 YAOCT23
1	DECORATE THE TREE JONES, AMANDA JANE	HARDC	ABRJV	1949480569 9781949480566	15.99	44.60	8.86	600435207 JUVOCT2023
1	DEVIL IS A PART TIMER 20 WAGAHARA, SATOSHI	PAP	YENPR	1975316363 9781975316365	15.00	35.00	9.75	609035012 LIGHTNOVEL
1	GOBLIN SLAYER KAGYU, KUMO	PAP	YENPR	1975325028 9781975325022	15.00	35.00	9.75	609038581 LIGHTNOVEL
1	GOBLIN SLAYER 13 KAGYU, KUMO	PAP	YENPR	1975333497 9781975333492	15.00	35.00	9.75	609038640 LIGHTNOVEL
1	GOBLIN SLAYER 15 KAGYU, KUMO	PAP	YENPR	1975350162 9781975350161	15.00	35.00	9.75	609038747 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	164827661X 9781648276613	14.99	35.00	9.74	514499420 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1638582882 9781638582885	14.99	35.00	9.74	514499640 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1685796311 9781685796310	14.99	35.00	9.74	608996927 LIGHTNOVEL
1	INHERITANCE **ON SALE DATE>11/21/23**	HARDC	STMAR	1250288320 9781250288325	30.00	44.60	16.62	0000000002 AYAT
1	MISANTHROPE TEACHES A CLASS FOR DEM NATSUME, KURUSU	PAP	YENPR	1975371054 9781975371050	15.00	35.00	9.75	609037042 LIGHTNOVEL
1	PAUL BUNYAN KELLOGG, STEVEN	HARDC	PPBTM	1451764944 9781451764949	19.99		19.99	601214491 JUVOCT2023
1	SONG OF THE LION HILLERMAN, ANNE	PAP	HPCLP	0062644270 9780062644275	29.99	35.00	19.49	596105802 LP23
1	SPIDER WOMANS DAUGHTER HILLERMAN, ANNE	PAP	HPCLP	0062278576 9780062278579	28.99	35.00	18.84	596105680 LP23
1	SPY CLASSROOM LIGHT NOVEL 6 PANDEMO TAKEMACHI	PAP	YENPR	1975350286 9781975350284	15.00	35.00	9.75	609028519 LIGHTNOVEL

ACCOUNT #: L025981-00000
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				ISBN - 13 DIGIT				CUST. REF. ID#
1	SPY CLASSROOM 1 SEUKANAME	PAP	YENPR	197533888X 9781975338886	13.00	35.00	8.45	540652556 LIGHTNOVEL
1	SPY CLASSROOM 2 SEUKANAME	PAP	YENPR	1975345126 9781975345129	13.00	35.00	8.45	540652539 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1638588708 9781638588702	14.99	35.00	9.74	608999369 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RANDJ	1638587523 9781638587521	14.99	35.00	9.74	608999290 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1648274587 9781648274589	14.99	35.00	9.74	608997976 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	163858155X 9781638581550	14.99	35.00	9.74	608998092 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1638582890 9781638582892	14.99	35.00	9.74	608999023 LIGHTNOVEL
1	SUGAR APPLE FAIRY TALE THE SILVER S MIKAWA, MIRI	PAP	YENPR	1975351010 9781975351014	15.00	35.00	9.75	609036049 LIGHTNOVEL
1	TO FORGET IS ANNETTE TAKEMACHI	PAP	YENPR	1975338820 9781975338824	15.00	35.00	9.75	609027851 LIGHTNOVEL
1	WHEN THE STARS CAME HOME **ON SALE DATE>11/21/23**	HARDC	LITLC	0316592498 9780316592499	18.99	20.10	15.17	598641494 JUVNOV2023
1	WORLDS FINEST ASSASSIN GETS REINCAR TSUKIYO, RUI	PAP	YENPR	1975343328 9781975343323	15.00	35.00	9.75	547243462 LIGHTNOVEL

31 TOTAL UNITS PACKED IN CARTON

TOTAL PRICE 568.83

364.16 TOTAL EXTENDED PRICE

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ALL CLAIMS MUST BE MADE WITHIN 45 DAYS FROM RECEIPT OF GOODS.

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QTY	TITLE AUTHOR	TYPE	PUB	ISBN - 10 DIGIT	PRICE	DISC.	EXT. PRICE	CUST. PO #
				ISBN - 13 DIGIT				CUST. REF. ID#
1	BERSERK OF GLUTTONY 3 ICHIKA, ISSHIKI	PAP	RADMH	1648272428 9781648272424	14.99	35.00	9.74	609012594 LIGHTNOVEL
1	BERSERK OF GLUTTONY 4 ICHIKA, ISSHIKI	PAP	RADMH	1648273386 9781648273384	14.99	35.00	9.74	609012728 LIGHTNOVEL
1	GOBLIN SLAYER LIGHT NOVEL 14 KAGYU, KUMO	PAP	YENPR	1975345592 9781975345594	15.00	35.00	9.75	609038672 LIGHTNOVEL
1	HAUNTED BOOKSTORE GATEWAY TO A PARA SHINOBUMARU	PAP	RADMH	1648276628 9781648276620	14.99	35.00	9.74	514499449 LIGHTNOVEL
1	STRANGE ADVENTURE OF A BROKE MERCEN MINE	PAP	RADMH	1648274404 9781648274404	14.99	35.00	9.74	608997847 LIGHTNOVEL

5 TOTAL UNITS PACKED IN CARTON

TOTAL PRICE

74.96

48.71 TOTAL EXTENDED PRICE

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TO:

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 Dept R
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 Commerce, GA 30599

ACCOUNT #: L025981-00000

CUSTOMER PO #: *VARIOUS PO-S*

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PAGE: 1

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QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		ALEX CROSS MUST DIE	9780316402484	0316402486
		BALL AT VERSAILLES	9780593498347	0593498348
		BERSERK OF GLUTTONY 5	9781638581277	1638581274
		BERSERK OF GLUTTONY 6	9781638582281	1638582289
		BITTERSWEET IN THE HOLLOW	9780593531020	0593531027
		COLUMN OF FIRE	9780525954972	052595497X
		DECORATE THE TREE	9781949480566	1949480569
		DEVIL IS A PART TIMER 20	9781975316365	1975316363
		GOBLIN SLAYER	9781975325022	1975325028
		GOBLIN SLAYER 13	9781975333492	1975333497
		GOBLIN SLAYER 15	9781975350161	1975350162
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781648276613	164827661X
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781638582885	1638582882
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781685796310	1685796311
		INHERITANCE	9781250288325	1250288320
		MISANTHROPE TEACHES A CLASS FOR DEMI 1	9781975371050	1975371054
		PAUL BUNYAN	9781451764949	1451764944
		SONG OF THE LION	9780062644275	0062644270
		SPIDER WOMANS DAUGHTER	9780062278579	0062278576
		SPY CLASSROOM LIGHT NOVEL 6 PANDEMONIUM	9781975350284	1975350286

REASON CODES:

DAM - DAMAGED NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
 DEF - DEFECTIVE REQ - CUSTOMER REQUEST

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ACCOUNT #: L025981-00000

CUSTOMER PO #: *VARIOUS PO-S*

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PAGE: 2

* RTA # _____

QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		SPY CLASSROOM 1	9781975338886	197533888X
		SPY CLASSROOM 2	9781975345129	1975345126
		STRANGE ADVENTURE OF A BROKE MERCENARY	9781638588702	1638588708
		STRANGE ADVENTURE OF A BROKE MERCENARY L	9781638587521	1638587523
		STRANGE ADVENTURE OF A BROKE MERCENARY 3	9781648274589	1648274587
		STRANGE ADVENTURE OF A BROKE MERCENARY 4	9781638581550	163858155X
		STRANGE ADVENTURE OF A BROKE MERCENARY 5	9781638582892	1638582890
		SUGAR APPLE FAIRY TALE THE SILVER SUGAR	9781975351014	1975351010
		TO FORGET IS ANNETTE	9781975338824	1975338820
		WHEN THE STARS CAME HOME	9780316592499	0316592498
		WORLDS FINEST ASSASSIN GETS REINCARNATED	9781975343323	1975343328

REASON CODES:

DAM - DAMAGED
DEF - DEFECTIVE

NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
REQ - CUSTOMER REQUEST

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ACCOUNT #: L025981-00000

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PAGE: 1

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QTY	REASON CODE	TITLE	ISBN - 13 DIGIT	ISBN - 10 DIGIT
		BERSERK OF GLUTTONY 3	9781648272424	1648272428
		BERSERK OF GLUTTONY 4	9781648273384	1648273386
		GOBLIN SLAYER LIGHT NOVEL 14	9781975345594	1975345592
		HAUNTED BOOKSTORE GATEWAY TO A PARALLEL	9781648276620	1648276628
		STRANGE ADVENTURE OF A BROKE MERCENARY 2	9781648274404	1648274404

REASON CODES:

- DAM - DAMAGED
- DEF - DEFECTIVE
- NC - INCORRECT QUANTITY/BINDING/EDITION/PROCESSING ETC.
- REQ - CUSTOMER REQUEST

IMPORTANT:

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 USE THIS FORM FOR MAKING RETURNS OTHER THAN OVERSTOCK.

Monthly Report - Overview for Oct 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	10521	8987	17	8982	17	99580	95941	3
Phone Renewal	269	250	7	265	1	2892	2919	-1
Renewal	127	136	-7	154	-18	1551	1737	-11
Opac Renewal	566	714	-21	789	-29	6698	6668	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	11483	10087	13	10190	12	110721	107265	3

Checkout Stock Rotation

Description	Oct 2023	Sep 2023	%chg	Oct 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	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	8923	8746	2	8631	3	89394	88001	1
Late	2039	2100	-3	1587	28	19726	18657	5
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	10962	10846	1	10218	7	109120	106658	2

Requests Placed

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	2249	2139	5	2162	4	19882	18625	6
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2249	2139	5	2162	4	19882	18625	6

Requests Resolved

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	110	104	5	119	-8	1082	886	22
Filled	3262	2893	12	2710	20	29105	27606	5
Expired	4	5	-20	2	100	22	26	-16
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	3376	3002	12	2831	19	30209	28518	5

Holdes Resolved

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	2099	1857	13	1654	26	17830	16598	7
Cancelled	1	4	-75	2	-50	57	31	83
Expired	119	114	4	146	-19	1207	1295	-7
Total	2219	1975	12	1802	23	19094	17924	6

Overdues

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	570	850	-33	510	11	5887	4956	18
2nd Notice	3	7	-58	0	100	27	20	35
3rd Notice	0	0	0	1	-100	7	6	16
4th Notice	0	0	0	1	-100	5	4	25
5th Notice	0	0	0	1	-100	1	1	0
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	231	300	-23	256	-10	1896	1586	19
Total	804	1157	-31	769	4	7825	6573	19

Borrower Delta

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	76	85	-11	98	-23	987	905	9

Deleted (Manual)	2	9	-78	7	-72	69	86	-20
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	78	94	-18	105	-26	1056	991	6

Bib Delta

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	157	104	50	353	-56	1764	1887	-7
Deleted (Manual)	187	131	42	434	-57	2956	3578	-18
New (Batch)	51	53	-4	114	-56	695	708	-2
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	395	288	37	901	-57	5415	6173	-13

Auth Delta

Description	Oct 2023	Sep 2023	%chg	Oct 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	2	2	0	2	0	9	8	12
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2	2	0	2	0	9	8	12

Item Delta

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

New (Manual)	455	379	20	854	-47	4999	5164	-4
Deleted (Manual)	313	105	198	832	-63	4207	7200	-42
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	768	484	58	1686	-55	9206	12364	-26

Acquisitions Activities

Description	Oct 2023	Sep 2023	%chg	Oct 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	324	259	25	578	-44	2963	3151	-6
Items Rcvd by Ven	339	266	27	598	-44	3043	3210	-6
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	663	525	26	1176	-44	6006	6361	-6

Grand Rapids Area Library
Reference Statistics
October 2023

	October	YTD 2023
Door Count	5,172	28,795
Reference Questions	148	2,048
Computer Help Over 5 Minutes	18	288
Tests Proctored	4	13
Public Computer Use: Sessions	245	2,427
Public Computer Use: Hours	212	2,003
Special Computer Sessions	141	1,328
Passports Accepted	101	1,001

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 71403 6	3 711634 7	4 71933 11	5 72166 ⇒	6 72353 ∅	7 26
8	9 72605 2	10 72913 4	11 73155 3	12 73441 9	13 73599 ∅	14 18
15	16 73839 1	17 74,073 2	18 74336 7	19 741626 10	20 74,873 4	21 24
22	23 75133 4	24 75,387 6	25 75,652 6	26 75,937 7	27 76,096 3	28 26
29	30 76356 3	31 76,575 4				 7

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 4 NP C	3 5 NP C	4 11 NP C	5 10 NP C	6 11 NP C	7
8	9 7 NP C	10 6 NP C	11 6 NP C	12 5 NP C	13 4 NP C	14
15	16 7 NP C	17 11 NP C	18 4 NP C	19 5 NP C	20 6 NP C	21
22	23 8 NP C	24 10 NP C	25 8 NP C	26 7 NP C	27 6 NP C	28
29	30 10 NP C	31 7 NP C				

GRAL Children's Library Monthly Statistics October 2023

Item 7.

Online Storytime

Programs: 4

Facebook views: 178

YouTube views: 326

Total views: 504

Artastic

Programs: 1

Facebook views: 62

YouTube views: 68

Total views: 130

Kits handed out: 150

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	10/03	Book Time	17
	10/10	Book Time	20
	10/12	Lego Club	18
	10/17	Book Time	25
	10/19	Teen Book Club	3
	10/24	Book Time	22
	10/30	Page Turners	7
	10/31/	Book Time	8

Total Programs: 8 People: 120
Class Visit: 46

Reference Questions 2023: 407

Reference Questions 2022: 310

OCTOBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	11	10 No Church	31	59	15	132
8	9	10	11	12	13	14
	21 Columbus Day	19	11	21	8	80
15	16	17	18	19	20	21
	17	12	14	16	42	103
22	23	24	25	26	27	28
	10	15	21	20	6	72
29	30	31				26
	14	6				

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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	23	125.50	7	106.50	8	8.00	6	46.25	1	4.00	30	232.00
November												
December												
Total		1508.50		1074.75		102.00		687.50		77.50	*	2,583.25

GRAL Director's Report

DECEMBER 2023

ADVOCACY

-Minnesota Library Association Legislative Activities Calendar

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

12/6/23

-Minitex Policy Advisory Council

Strategic planning session was 12/01 in Minneapolis

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

I attended the 12/4 City of Grand Rapids Truth in Taxation meeting (public hearing).

LIBRARY MANAGEMENT

-Library Façade Repair Project

The project is complete – the Facilities Maintenance Manager will sign off.

-I attended the 11/16 Library Foundation meeting at CPC with Library Board Chair Cyndy Martin and Jennifer Barr.

-New ALS Executive Director:

The ALS Board ad hoc committee responsible for reaching an employment agreement with the next ALS Executive Director, Matt Rosendahl (UMD Library Director and ALS Search Committee Chair), Pat Melvin (David Drown

Associates) and Myself, ALS Board President, have successfully negotiated a contract for the position of ALS Executive Director with Mollie Stanford! Mollie's start date will be January 29, 2024.

Welcome, Mollie, our next Executive Director!

Lenore Johnson, President
ALS Governing Board

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.

-HVAC PM

Gardner (HVAC contractor) has us up and running for winter.

-EV Charger

The EV charger in the SE corner of the parking lot is scheduled to be operational sometime in December. This opportunity was made possible by support from General Motors and Grand Rapids GM. Local electrical contractors performed the installation.

END OF REPORT

October and November 2023 in Children's

It's been a great fall in the Children's Library! Some highlights:

1. The two 4th grade classes from Cohasset continue to visit once a month. It is a bit of a challenge, as they prefer to come together, (I would prefer to split them into two groups) but they are absolutely fabulous students with great teachers, and I very much enjoy their busy visits!
2. Teen Book club met in both October and November. We've got 4 awesome participants, and their hour with me is a highlight of my month. I'd like to have a couple more teens, but we're growing, albeit slowly.
3. In October we filmed 10 episodes of Online Storytime! Heavens to Betsy, that's a lot of flannel boardin' and scarf wavin'! We added just one more filmed episode in November.
4. Page Turners, our mid-grade book club under the direction of Emily Lindner, met in October, and will again in December.
5. Madelyn and Bella Pratto continue to do an excellent job leading Lego Club! Their interactions with the builders, and their plans from one month to the next are really neat to watch. I count myself very lucky that they share their talents with our patrons.
6. I did a couple of radio review pieces with KAXE. I really enjoy doing these, and I appreciate any avenue to encourage folks to use the library.
7. We met with Jenny Behm this month, to talk about STEM in the library. Jenny used to do STEAM (science, technology, engineering, art, and math) programming for us several years ago. This time she is coming to us as an employee of the Bell Museum. We hope to begin a monthly collaboration in January 2024. Stay tuned!

Monthly Report - Overview for Nov 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
1st Time	10040	10521	-5	9235	8	109620	105176	4
Phone Renewal	315	269	17	272	15	3207	3191	0
Renewal	143	127	12	156	-9	1694	1893	-11
Opac Renewal	656	566	15	571	14	7354	7239	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	11154	11483	-3	10234	8	121875	117499	3

Checkout Stock Rotation

Description	Nov 2023	Oct 2023	%chg	Nov 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	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
Normal	9725	8923	8	8263	17	99119	96264	2
Late	2036	2039	-1	1825	11	21762	20482	6
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	11761	10962	7	10088	16	120881	116746	3

Requests Placed

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
Placed	2164	2253	-4	1809	19	22050	20434	7
Total	2164	2253	-4	1809	19	22050	20434	7

Requests Resolved

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
Cancelled	110	115	-5	82	34	1197	968	23
Filled	2948	3262	-10	3087	-5	32053	30693	4
Expired	0	4	-100	1	-100	22	27	-19
Total	3058	3381	-10	3170	-4	33272	31688	4

Holdes Resolved

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1983	2099	-6	1868	6	19813	18466	7
Cancelled	7	1	600	7	0	64	38	68
Expired	129	119	8	105	22	1336	1400	-5
Total	2119	2219	-5	1980	7	21213	19904	6

Overdues

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	658	570	15	423	55	6545	5379	21
2nd Notice	11	3	266	0	100	38	20	90
3rd Notice	2	0	100	0	100	9	6	50
4th Notice	1	0	100	0	100	6	4	50
5th Notice	1	0	100	0	100	2	1	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	183	231	-21	105	74	2079	1691	22
Total	856	804	6	528	62	8681	7101	22

Borrower Delta

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	87	76	14	70	24	1074	975	10

Deleted (Manual)	8	2	300	10	-20	77	96	-20
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	95	78	21	80	18	1151	1071	7

Bib Delta

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	221	157	40	138	60	1985	2025	-2
Deleted (Manual)	186	187	-1	185	0	3142	3763	-17
New (Batch)	60	51	17	179	-67	755	887	-15
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	467	395	18	502	-7	5882	6675	-12

Auth Delta

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	2	-100	0	0	9	8	12
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	2	-100	0	0	9	8	12

Item Delta

Description	Nov 2023	Oct 2023	%chg	Nov 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	571	455	25	603	-6	5570	5767	-4
Deleted (Manual)	198	313	-37	171	15	4405	7371	-41
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	769	768	0	774	-1	9975	13138	-25

Acquisitions Activities

Description	Nov 2023	Oct 2023	%chg	Nov 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	321	324	-1	253	26	3284	3404	-4
Items Rcvd by Ven	343	339	1	256	33	3386	3466	-3
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	664	663	0	509	30	6670	6870	-3

Grand Rapids Area Library
Reference Statistics
November 2023

	November	YTD 2023
Door Count	7,134	35,929
Reference Questions	115	2,163
Computer Help Over 5 Minutes	25	313
Tests Proctored	0	13
Public Computer Use: Sessions	230	2,657
Public Computer Use: Hours	182	2,185
Special Computer Sessions	94	1,422
Passports Accepted	88	1,089

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 75,821 3	2 77,112 3	3 77,275 1	4 7
5	6 77,783* * Voting* 7	7 79,502 * Voting* 5 4	8 79,714 5	9 79,993 4	10 CLOSED	11 20
12	13 80,270 3	14 80,520 6	15 80,784 3	16 81,057 5	17 81,249 7	18 24
19	20 81,608 4	21 81,895 2	22 82,005 13	23 CLOSED	24 CLOSED	25 19
26	27 82,274 TK FTO 3	28 82,518 TK FTO 2	29 82,733 TK FTO 7	30 82,955 TK FTO 6		18

November 2023

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

GRAL Children’s Library Monthly Statistics November 2023

Online Storytime

Programs: 5
Facebook views: 238
YouTube views: 483
Total views: 721

Artastic

Programs: 1
Facebook views: 74
YouTube views: 30
Total views: 104
Kits handed out: 150

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	11/07	Book Time	16
	11/09	Lego Club	38
	11/14	Book Time	12
	11/15	Teen Book Club	5
	11/21	Book Time	5
	11/28	Book Time	19

Total Programs: 6 People: 95

Class Visit: 3 groups People: 66

- Cohasset Fourth graders: 46
- Nashwauk-Keewatin SPED: 11
- ICC Development Class: 9

Reference Questions 2023: 447

Reference Questions 2022: 359

SUN	MON	TUE	WED	THU	FRI	SAT
			17 ¹	57 ²	10 ³	84 ⁴
5	42 ⁶	28 ⁷	18 ⁸	15 ⁹	CLOSED ¹⁰	103 ¹¹ Veterans Day
12	23 ¹³	17 ¹⁴	19 ¹⁵	43 ¹⁶	24 ¹⁷	124 ¹⁸
19	19 ²⁰	30 ²¹	14 ²²	CLOSED ²³ Thanksgiving Day	CLOSED ²⁴	63 ²⁵
26	15 ²⁷	17 ²⁸	18 ²⁹	21 ³⁰		71

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Item 7.

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	23	125.50	7	106.50	8	8.00	6	46.25	1	4.00	30	232.00
November	31	144.00	7	134.00	9	9.00	10	95.25	5	11.00	38	278.00
December												
Total		1652.50		1208.75		111.00		782.75		88.50	*	2,861.25