



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, October 08, 2025

5:00 PM

CALL TO ORDER:

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 9-10-2025.

COMMUNICATIONS:

- [2.](#) Note from patron.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

- [3.](#) Review financial reports and consider a motion authorizing payment of the Library Bill List.

CONSENT AGENDA (Roll Call Vote Required):

- [4.](#) Consider a resolution accepting donations.

REGULAR AGENDA:

- [5.](#) Funding 2026.

UPDATES:

Friends

Foundation

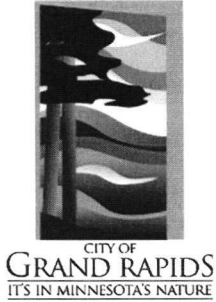
STAFF REPORTS:

[6.](#) Review library reports and statistics.

ADJOURNMENT:

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

ATTEST: Amy Dettmer, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 10, 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, September 10, 2025, at 5:00 PM in the City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

Present: Barr, Casteel, King, Litchke, Martin, Richards, Squadroni,

Absent: Dobbs, Teigland

Staff: Amy Dettmer

APPROVAL OF AGENDA:

Motion to approve agenda.

Mover: Richards

Second: Litchke

Result: Passed unanimously

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

None.

APPROVAL OF MINUTES:

1. Consider approval of Library Board Minutes from 8-13-2025

Motion to approve minutes from 8-13-2025.

Mover: Barr

Second: King

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

Motion to pay the Library Bill List as presented.

Mover: Casteel

Secunder: Richards

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approval of contract for book clubs.

4. Consider a resolution accepting donations.

Motion to approve Consent Agenda as presented.

Mover: Squadroni

Secunder: Casteel

Result: Passed 7-0 via roll call.

REGULAR AGENDA:

5. 2026 Library Budget

Informational

6. Maintenance of Effort Certifications

Informational

7. Library Advocacy Update

Informational

UPDATES:

Friends

By Dettmer: Holiday Book Boutique Monday November 24.

Foundation

By Barr: Next meeting September 18

STAFF REPORTS:

8. Review Library Reports and Statistics

The Library Director reviewed library statistics with the Board.

ADJOURNMENT:

Chair Martin called the meeting at 5:21 PM

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 8, 2025, AT 5:00 PM.

ATTEST: Amy Dettmer, Director of Library Services

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 10, 2025
DEPARTMENT SUMMARY REPORT

PUBLIC LIBRARY

ARROWHEAD LIBRARY SYSTEM	00015320-L	26.86
BLACKSTONE PUBLISHING	2204342-L	47.00
BLACKSTONE PUBLISHING	2204536-L	235.00
BLACKSTONE PUBLISHING	2207734-L	141.00
Burggraf's Ace Hardware	407784-L	479.98
Burggraf's Ace Hardware	407524-L	137.31
Cengage Group	999100671221-L	21.44
GRAND RAPIDS HERALD REVIEW	213547-L	306.00
INGRAM LIBRARY SERVICES LLC	89375024-L	18.01
INGRAM LIBRARY SERVICES LLC	89245972-L	9.70
INGRAM LIBRARY SERVICES LLC	89245974-L	11.95
INGRAM LIBRARY SERVICES LLC	89702064-L	19.78
INGRAM LIBRARY SERVICES LLC	89702065-L	21.71
INGRAM LIBRARY SERVICES LLC	89702066-L	18.74
INGRAM LIBRARY SERVICES LLC	89760695-L	76.15
INGRAM LIBRARY SERVICES LLC	89760696-L	15.16
INGRAM LIBRARY SERVICES LLC	89935170-L	72.43
INGRAM LIBRARY SERVICES LLC	89935171-L	11.21
INGRAM LIBRARY SERVICES LLC	89935172-L	30.37
INGRAM LIBRARY SERVICES LLC	89935173-L	613.71
INGRAM LIBRARY SERVICES LLC	89944701-L	177.64
INGRAM LIBRARY SERVICES LLC	89944702-L	18.71
INGRAM LIBRARY SERVICES LLC	89653525-L	31.38
INGRAM LIBRARY SERVICES LLC	90058374-L	21.91
INGRAM LIBRARY SERVICES LLC	90058375-L	12.48
INGRAM LIBRARY SERVICES LLC	90058376-L	17.81
INGRAM LIBRARY SERVICES LLC	89839102-L	17.20
INGRAM LIBRARY SERVICES LLC	89839103-L	33.57
INGRAM LIBRARY SERVICES LLC	89839104-L	16.13
INGRAM LIBRARY SERVICES LLC	89839105-L	14.67
INGRAM LIBRARY SERVICES LLC	89839106-L	10.67
INGRAM LIBRARY SERVICES LLC	89847750-L	21.73
INGRAM LIBRARY SERVICES LLC	89646654-L	50.33
INGRAM LIBRARY SERVICES LLC	89646655-L	48.66
INGRAM LIBRARY SERVICES LLC	89646656-L	215.76
INGRAM LIBRARY SERVICES LLC	89646657-L	112.17
INGRAM LIBRARY SERVICES LLC	90127293-L	42.04
INGRAM LIBRARY SERVICES LLC	90096117-L	62.72
INGRAM LIBRARY SERVICES LLC	90096118-L	19.55
INGRAM LIBRARY SERVICES LLC	89565279-L	635.92

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 10, 2025

DEPARTMENT SUMMARY REPORT

INGRAM LIBRARY SERVICES LLC	89627537-L	42.60
INGRAM LIBRARY SERVICES LLC	89528483-L	249.84
INGRAM LIBRARY SERVICES LLC	89328171-L	23.00
INGRAM LIBRARY SERVICES LLC	89328172-L	18.74
INGRAM LIBRARY SERVICES LLC	89328173-L	125.51
INNOVATIVE OFFICE SOLUTIONS LL	IN4909424-L	578.56
INNOVATIVE OFFICE SOLUTIONS LL	IN4911820-L	111.72
JOHNSON CONTROLS FIRE PROTECTION	24872380-L	825.57
MIDWEST TAPE LLC	507568020-L	116.20
MIDWEST TAPE LLC	507626397-L	28.49
NORTHWOODS CLEANING COMPANY	10962-L	2,100.00
PERSONNEL DYNAMICS LLC	54901-L	1,123.32
PERSONNEL DYNAMICS LLC	54935-L	612.72
SANDSTROM'S INC	555870-L	201.86
STOKES PRINTING & OFFICE SUPPLY INC	121587-L	137.70
UNIQUE MANAGEMENT SERVICES INC JF	6141119-L	93.20
UNIQUE MANAGEMENT SERVICES INC JL	6142281-L	233.00
VESTIS GROUP, INC	2630460557-L	75.83
VESTIS GROUP, INC	2630455679-L	75.83

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,668.25

CHECKS ISSUED-PRIOR APPROVAL**PRIOR APPROVAL**

Amazon Capital Services 7/15/25	57.72
Amazon Capital Services 7/21/25	376.75
Amazon Capital Services 7/22/25	132.62
Amazon Capital Services 8/29/25	376.75
Amazon Capital Services 8/29/25	132.62
AT&T 07/2025	54.63
AT&T 08/2025	54.63
Diane Magner 8/4/25	400.00
Ditty Wish Ventures 8/4/25	500.00
Fidelity 08/2025	6.90
Fidelity 09/2025	6.90
Grand Rapids Payroll 7/11/25	23,841.01
Grand Rapids Payroll 7/25/2025	23,771.86
Grand Rapids Payroll 8/23/25	19,933.84
Grand Rapids Payroll 8/8/25	23,647.21
Haley Ortenblad 8/4/25	50.00
Madelyn Pratto 8/4/25	50.00
Marco 06/2025	65.38
Marco 07/2025 & 08/2025	276.19

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 10, 2025

DEPARTMENT SUMMARY REPORT

Metropolitan Life Insurance 07/2025	57.60
Metropolitan Life Insurance 08/2025	57.60
Michelle Johnons 08/29/25	93.74
MN Energy 07/2025	45.00
MN Energy 08/2025	54.25
Northern Drug Screening 8/2025	30.00
Operating Engineers 10/2025	10,632.00
Paul Bunyan Communications 8/2025	248.52
Paul Bunyan Communications 7/15/25	198.23
PUC Utilities 07/2025	3,269.77
Waste Management 07/2025	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 108,567.58

TOTAL ALL DEPARTMENTS: \$ 119,235.83

RESOLUTION NO. 2025-09
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 – \$2714.77

\$ 918.71	Bestsellers
\$ 700.00	Ditty Wish Musical Storytimes
\$ 155.19	DVDs
\$ 940.87	Books – Series Fill-in

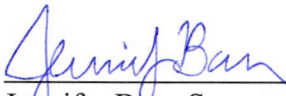
Judy Copa & Eric Roy Oberg - \$100.00

Nick & Nancy Eltgroth - \$500.00

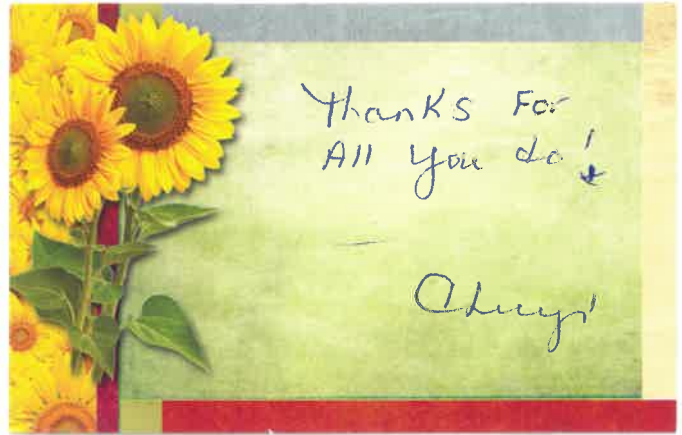
Adopted this 10th day of September 2025



Cyndy Martin, President



Jennifer Barr, Secretary



GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 8, 2025

DETAILED REPORT

Due Date	Vendor Name	Invoice #	Amount
10/8/2025	ARROWHEAD LIBRARY SYSTEM	00015340-L	169.75
10/8/2025	BLACKSTONE PUBLISHING	2210420-L	94.00
10/8/2025	INGRAM LIBRARY SERVICES LLC	90518685-L	15.31
10/8/2025	INGRAM LIBRARY SERVICES LLC	90518686-L	23.92
10/8/2025	INGRAM LIBRARY SERVICES LLC	90257342-L	58.02
10/8/2025	INGRAM LIBRARY SERVICES LLC	90257343-L	36.58
10/8/2025	INGRAM LIBRARY SERVICES LLC	90257344-L	33.25
10/8/2025	INGRAM LIBRARY SERVICES LLC	90257345-L	274.12
10/8/2025	INGRAM LIBRARY SERVICES LLC	90257346-L	11.45
10/8/2025	INGRAM LIBRARY SERVICES LLC	90120480-L	124.65
10/8/2025	INGRAM LIBRARY SERVICES LLC	90120481-L	18.91
10/8/2025	INGRAM LIBRARY SERVICES LLC	90120482-L	62.04
10/8/2025	INGRAM LIBRARY SERVICES LLC	90120483-L	16.42
10/8/2025	INGRAM LIBRARY SERVICES LLC	90283580-L	39.13
10/8/2025	INGRAM LIBRARY SERVICES LLC	90283581-L	19.31
10/8/2025	INGRAM LIBRARY SERVICES LLC	90316591-L	22.38
10/8/2025	INGRAM LIBRARY SERVICES LLC	90316592-L	14.24
10/8/2025	INGRAM LIBRARY SERVICES LLC	90621167-L	137.25
10/8/2025	INGRAM LIBRARY SERVICES LLC	90621168-L	8.80
10/8/2025	INGRAM LIBRARY SERVICES LLC	90379934-L	53.56
10/8/2025	INGRAM LIBRARY SERVICES LLC	90379935-L	57.32
10/8/2025	INGRAM LIBRARY SERVICES LLC	90379936-L	34.17
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609986-L	16.91
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609987-L	89.28
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609988-L	28.53
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609989-L	75.46
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609990-L	57.62
10/8/2025	INGRAM LIBRARY SERVICES LLC	90440484-L	42.02
10/8/2025	INGRAM LIBRARY SERVICES LLC	89528483-L	249.84
10/8/2025	INGRAM LIBRARY SERVICES LLC	90308661-L	88.80
10/8/2025	INGRAM LIBRARY SERVICES LLC	90308662-L	15.44
10/8/2025	INGRAM LIBRARY SERVICES LLC	89328171-L	23.00
10/8/2025	INGRAM LIBRARY SERVICES LLC	89328172-L	18.74
10/8/2025	INGRAM LIBRARY SERVICES LLC	89328173-L	125.51
10/8/2025	INGRAM LIBRARY SERVICES LLC	90644126-L	15.71
10/8/2025	INGRAM LIBRARY SERVICES LLC	90644127-L	16.83
10/8/2025	INGRAM LIBRARY SERVICES LLC	90644128-L	1,037.24
10/8/2025	INGRAM LIBRARY SERVICES LLC	90644129-L	14.40
10/8/2025	INGRAM LIBRARY SERVICES LLC	90644130-L	25.23
10/8/2025	INGRAM LIBRARY SERVICES LLC	90652502-L	19.63
10/8/2025	INGRAM LIBRARY SERVICES LLC	90704895-L	115.02
10/8/2025	INGRAM LIBRARY SERVICES LLC	90756638-L	11.44
10/8/2025	INGRAM LIBRARY SERVICES LLC	90756639-L	152.48
10/8/2025	INGRAM LIBRARY SERVICES LLC	90756640-L	22.39
10/8/2025	INGRAM LIBRARY SERVICES LLC	90756641-L	13.14
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724752-L	98.53
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724753-L	21.74
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724754-L	13.26
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724755-L	27.20
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724756-L	14.67
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724757-L	14.79
10/8/2025	INGRAM LIBRARY SERVICES LLC	90724758-L	14.49
10/8/2025	INGRAM LIBRARY SERVICES LLC	90609985-L	90.92
10/8/2025	INNOVATIVE OFFICE SOLUTIONS LL	1N4936424-L	204.67
10/8/2025	INNOVATIVE OFFICE SOLUTIONS LL	1N4936823-L	11.99
10/8/2025	JOHNSON CONTROLS FIRE PROTECTION LP	24940010-L	600.00
10/8/2025	MIDWEST TAPE LLC	507762552-L	78.72
10/8/2025	PERSONNEL DYNAMICS LLC	54976-L	127.65
10/8/2025	PERSONNEL DYNAMICS LLC	54999-L	255.30
10/8/2025	PERSONNEL DYNAMICS LLC	55020-L	255.30

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 8, 2025
DETAILED REPORT

Item 3.

10/8/2025	PERSONNEL DYNAMICS LLC	55042-L	127.65
10/8/2025	PLAYAWAY PRODUCTS LLC	510735-L	372.25
10/8/2025	SANDSTROM'S INC	561510-L	74.58
10/8/2025	SANDSTROM'S INC	560711-L	77.61
10/8/2025	SANDSTROM'S INC	559074-L	151.53
10/8/2025	UNIQUE MANAGEMENT SERVICES INC	6141119-L	93.20
10/8/2025	VESTIS GROUP, INC	2630470436-L	75.83
10/8/2025	VESTIS GROUP, INC	2630465498-L	75.83

TOTAL ALL INVOICES: 6,476.95

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 8, 2025
DEPARTMENT SUMMARY REPORT

Item 3.

PUBLIC LIBRARY

ARROWHEAD LIBRARY SYSTEM	169.75
BLACKSTONE PUBLISHING	94.00
INGRAM LIBRARY SERVICES LLC	3,631.09
INNOVATIVE OFFICE SOLUTIONS LL	216.66
JOHNSON CONTROLS FIRE PROTECTION LP	600.00
MIDWEST TAPE LLC	78.72
PERSONNEL DYNAMICS LLC	765.90
PLAYAWAY PRODUCTS LLC	372.25
SANDSTROM'S INC	303.72
UNIQUE MANAGEMENT SERVICES INC	93.20
VESTIS GROUP, INC	151.66

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 6,476.95

CHECKS ISSUED-PRIOR APPROVAL

Amazon Capital Services	139.32
AT&T 09/25	52.39
Fidelity 09/2025	6.90
Grand Rapids Payroll 8/22/25	19,933.84
Grand Rapids Payroll 9/5/25	19,881.71
Grand Rapids Payroll 9/19/25	20,270.47
Marco 7/25	130.11
Marco 9/25	182.22
Metropolitan Life Insurance 09/2025	78.08
Metropolitan Life Insurance 10/2025	80.64
MN Energy 09/2025	45.00
Operating Engineers 11/2025	10,632.00
Paul Bunyan Communications 7/15/25	248.52
PUC Utilities 08/2025	3,154.27

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 74,835.47

TOTAL ALL DEPARTMENTS: \$ 81,312.42

RESOLUTION NO. 2025-10
A RESOLUTION ACCEPTING DONATIONS

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

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

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

Grand Rapids Area Library Foundation – \$926.13

Ingram \$57.65

Midwest Tape \$28.49

Book Club Leader \$450.00

Burggraf's Ace Hardware \$389.99

Wickman – \$200.00

Adopted this 8th day of October 2025

Cyndy Martin, President

Jennifer Barr, Secretary

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

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

	2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
REVENUES					
Taxes					
Current	\$ 661,419	825,128	\$ 830,187	\$ -	\$ 514,927
Delinquent	1867.29				
Fiscal Disparities	53,080				55,000
Total Taxes	<u>716,366</u>	<u>825,128</u>	<u>830,187</u>	<u>-</u>	<u>569,927</u>
Intergovernmental					
Supplemental Aid	35,268				
State of Minnesota	-				
Library Contracts	143,384	128,000	145,000	-	178,000
Total Intergovernmental	<u>178,652</u>	<u>128,000</u>	<u>145,000</u>	<u>-</u>	<u>178,000</u>
Charges for Services					
ALS Cross-overs	8,045	5,281	5,281	-	5,281
Photo Copies	2,898	2,000	2,000	-	2,000
Internet	1,338	2,000	2,000	-	2,000
Library Fees-Proctoring	125	100	100	-	100
Passport Processing Fee	42,105	18,200	18,200	-	20,000
Fax Machine Use	693	500	500	-	500
Total Charges for Services	<u>55,204</u>	<u>28,081</u>	<u>28,081</u>	<u>-</u>	<u>29,881</u>
Fines and Forfeits					
Library Fines	86		-	-	-
Total Fines and Forfeits	<u>86</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous Revenue					
Donations	17,529	1,500	1,500	-	1,500
Memorial Books	60	-	-	-	-
Donations-Children's Library	-	-	-	-	-
Donations-Library Programs	-	-	-	-	-
Endowment Fund Income	2,586	1,300	1,300	-	1,300
Donations-ADA Project	-	-	-	-	-
Grand Rapids Lib Foundation	24,486	-	-	-	-
Meeting Room Receipts	-	-	-	-	-
Miscellaneous	2,809	-	-	-	-
Energy Rebates	-	-	-	-	-
Investment Income	5,200	3,000	3,000	-	3,000
Net (loss)/gain on net Investment	7,028	-	-	-	-
Total Miscellaneous Revenue	<u>59,698</u>	<u>5,800</u>	<u>5,800</u>	<u>-</u>	<u>5,800</u>
Other Sources					
Insurance Recovery	-				
Operating Transfer - In	4,452	-	-	-	-
Fund Balance Usage	-	-			
Total Revenues	<u>1,014,459</u>	<u>987,009</u>	<u>1,009,068</u>	<u>-</u>	<u>783,608</u>
EXPENSES					
Operating Transfer Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

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

	2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
Personnel					
Salary-Full time	403,487	415,796	432,574	-	563,815
Salary-Full time overtime	-	-	-	-	-
Salary-Part Time	85,689	91,955	96,799	-	-
Salary-Part time overtime	-	-	-	-	-
Contracted Services	2,043	8,510	8,510	-	-
PERA	36,378	37,816	39,305	-	-
FICA	29,912	31,481	32,821	-	-
Medicare	6,996	7,362	7,676	-	-
Health Insurance	114,444	122,265	128,370	-	-
Life Insurance	222	232	232	-	-
Unemployment	-	-	-	-	-
Worker's Comp	3,062	3,032	2,413	-	2,425
Total Personnel	682,233	718,449	748,700	-	566,240
Supplies and materials					
Office Supplies	3,803	8,000	8,000	-	5,000
Copy Supplies	1,118	1,500	1,500	-	1,500
Printing/binding	193	1,000	1,000	-	1,000
Computer Supplies	3,477	3,000	3,000	-	3,000
Computer Inventory	836	2,500	2,500	-	2,500
Assets between 700 and 4999	7,873	10,000	10,000	-	10,000
Inventorial Supplies Equip<700	750	1,000	1,000	-	1,000
Volunteer Prgm Supplies & Mat	6,197	1,000	1,000	-	1,000
Operating Supplies	2,894	2,000	2,000	-	2,000
Books	48,884	39,000	39,000	-	14,000
Audio/Visual	8,033	9,000	9,000	-	5,000
Newspapers	1,993	2,000	2,000	-	2,000
Periodicals	5,549	7,500	7,500	-	-
Maintenance Tools/Supplies	2,805	3,000	3,000	-	3,000
Other Supplies/Materials	-				
Equipment/Parts	-				
Volunteer Coordinator Materials	-				
Total supplies and materials	94,404	90,500	90,500	-	51,000
Services and Charges					
Professional Services	-	500	500	-	500
Accounting Services	1,203	1,500	1,600	-	1,600
Legal	-	-	-	-	-
Laundry	820	1,000	1,000	-	1,000
Janitorial Services	20,400	20,960	20,960	-	20,960
Other Contracted Services	6,325	12,000	12,000	-	12,000
Telephone	4,378	6,000	6,000	-	6,000
Postage/Freight	4,506	3,500	3,500	-	2,500
Seminar/Meetings/School	10,229	16,000	3,000	-	-
Staff Training	-	-	-	-	-
Community Ed/Promotion	216	-	-	-	-
Professional Service-Collections	1,922	2,000	2,000	-	2,000
Auto Mileage/travel	254	-	500	-	1,000
Publishing and Advertising	-	600	600	-	1,000
General Insurance	24,295	22,000	26,208	-	26,208

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

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

	2023 ACTUAL	2024 BUDGET	2025 BUDGET	Actual YtD 6/30/2025	PROPOSED 2026 BUDGET
Electricity	31,682	35,000	35,000	-	35,000
Garbage Removal	1,797	2,000	2,000	-	2,000
Heat-Natural Gas	1,961	8,000	8,000	-	8,000
Maintenance Contracts	12,190	9,500	9,500	-	12,000
Building Maintenance/Repairs	9,977	15,000	15,000	-	15,000
Grounds Maintenance	3,683	1,000	1,000	-	1,000
Computer Maintenance/Repairs	10,440	9,000	9,000	-	6,000
On-line Services	1,849	3,000	3,000	-	3,000
General Equip Maint/Repair	6,664	8,000	8,000	-	8,000
Equipment Leases	1,512	1,500	1,500	-	1,600
Miscellaneous	-	-	-	-	-
Dues & Subscriptions	30	-	-	-	-
Interlibrary Loan Charges	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-
Total Other Services	<u>156,333</u>	<u>178,060</u>	<u>169,868</u>	<u>-</u>	<u>166,368</u>
Capital Outlay					
Equipment/Mach/Furn/Fixture	7,898	-	-	-	-
Building/Bldg Improvements	-	-	-	-	-
Total Capital Outlay	<u>7,898</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	<u>940,868</u>	<u>987,009</u>	<u>1,009,068</u>	<u>-</u>	<u>783,608</u>
REVENUE/(EXPENDITURES)	<u>\$ 73,591</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>

Monthly Report - Overview for Sep 2025

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
1st Time	8138	9585	-16	8968	-10	85986	92530	-8
Phone Renewal	155	217	-29	251	-39	1839	2633	-31
Renewal	117	152	-24	128	-9	1343	1711	-22
Opac Renewal	720	727	-1	625	15	5652	5901	-5
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	9130	10681	-15	9972	-9	94820	102775	-8

Checkout Stock Rotation

Description	Sep 2025	Aug 2025	%chg	Sep 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	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
Normal	8256	8964	-8	8257	-1	78446	83506	-7
Late	2122	1967	7	2208	-4	17000	18685	-10
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	10378	10931	-6	10465	-1	95446	102191	-7

Requests Placed

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
Placed	1786	1876	-5	1924	-8	16441	19315	-15
Total	1786	1876	-5	1924	-8	16441	19315	-15

Requests Resolved

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
Cancelled	83	86	-4	92	-10	937	1039	-10
Filled	2729	2742	-1	2776	-2	24544	27297	-11
Expired	8	4	100	2	300	35	23	52
Total	2820	2832	-1	2870	-2	25516	28359	-11

Holds Resolved

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
Picked Up	1611	1701	-6	1604	0	15248	17250	-12
Cancelled	5	5	0	1	400	47	21	123
Expired	118	138	-15	88	34	1064	1333	-21
Total	1734	1844	-6	1693	2	16359	18604	-13

Overdues

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
1st Notice	839	757	10	914	-9	5913	6989	-16
2nd Notice	1	2	-50	5	-80	38	41	-8
3rd Notice	0	0	0	0	0	7	6	16
4th Notice	0	0	0	0	0	5	4	25
5th Notice	0	0	0	0	0	1	5	-80
Final Notice	0	0	0	0	0	0	1	-100
Notice # 7	0	0	0	0	0	0	1	-100
Notice # 8	0	0	0	0	0	0	1	-100
Notice # 0	235	227	3	333	-30	1752	2114	-18
Total	1075	986	9	1252	-15	7716	9162	-16

Borrower Delta

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	98	112	-13	82	19	826	840	-2
Deleted (Manual)	5	3	66	8	-38	50	74	-33
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	103	115	-11	90	14	876	914	-5

Bib Delta

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	152	179	-16	181	-17	1427	1440	-1
Deleted (Manual)	416	158	163	390	6	3152	2441	29
New (Batch)	38	34	11	124	-70	381	902	-58
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	606	371	63	695	-13	4960	4783	3

Auth Delta

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	5	24	-80	1	400	73	19	284
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	5	24	-80	1	400	73	19	284

Item Delta

Description	Sep 2025	Aug 2025	%chg	Sep 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	451	503	-11	716	-38	4442	4627	-4
Deleted (Manual)	724	79	816	1015	-29	5477	4074	34
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
Total	1175	582	101	1731	-33	9919	8701	13

Acquisitions Activities

Description	Sep 2025	Aug 2025	%chg	Sep 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	280	373	-25	263	6	2404	2354	2
Items Rcvd by Ven	286	391	-27	278	2	2491	2400	3
Claims	0	0	0	0	0	0	0	0
Total	566	764	-26	541	4	4895	4754	2

Grand Rapids Area Library
Reference Statistics
September 2025

	Sept	YTD 2025
Door Count	5302	43,272
Reference Questions	270	1,463
Computer Help Over 5 Minutes	17	134
Tests Proctored	0	4
Public Computer Use: Sessions	241	1,814
Public Computer Use: Hours	166	1,413
Special Computer Sessions	104	906
Passports Accepted	100	910

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 closed	2 8 np/ d/	3 14 np/ d/	4 6 np/ d/	5 closed	6
7	8 19 np/ d/	9 16 np/ d/	10 17 np/ d/	11 14 np/ d/	12 10 np/ d/	13
14	15 28 np/ d/	16 16 np/ d/	17 11 np/ d/	18 12 np/ d/	19 9 np/ d/	20
21	22 32 np/ d/	23 8 np/ d/	24 23 np/ d/	25 5 np/ d/	26 7 np/ d/	27
28	29 13 np/ d/	30 9 np/ d/				

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CLOSED	2 201288 3	3 201599 4	4 Kn3 forgot in 4	5 River Fest clown	6 (11)
7	8 202557 4	9 202849 6	10 203150 7	11 203402 7	12 203573 5	13 (29)
14	15 203872 6	16 204147 5	17 204413 7	18 204658 5	19 204829 5	20 (29)
21	22 205158 8	23 205423 8 4	24 205679 8	25 205957 4	26 206093 3	27 (27)
28	29 206337 1	30 206590 3				(4)

September in Children's

Short and sweet this month: due to the impending cuts in library hours and staffing hours, I am spending my days trying to figure out what we can let go of. It is breaking me. Since we reopened after covid, I have been working about 50 hours a week. How do I cut that to 25?

We have filmed our final Online Storytime, and I think of those hundreds of people who will not have that library time. I hope they access the 200+ shows that are on our YouTube channel.

At this point I am going to fight to keep Artastic. So many patrons count on those quiet moments of learning, and funding will not be a problem, at this point. It is the time it takes to plan, order, and prep the kits that I am concerned about.

Everything else is up in the air.

Thank you for having our backs.

GRAL Children's Library Monthly Statistics September 2025

Online Storytime

Programs: 4

Facebook plays: 1144

YouTube views: 162*

Total views: 988

Artastic

Programs: 0

Facebook plays: 0

YouTube views: 0

Total views: 0

Kits handed out:

09/09	Book Time	24
09/16	Book Time	20
09/17	Teen Book Club	3
09/22	Page Turners	5
09/23	Book Time	16
09/30	Book Time	22

Total Programs: 6 People: 90

Book Times : 4 People: 82

Library Programs: 2 People: 8

Reference Questions 2025: 360

Reference Questions 2024: 378

September 2025

360

Item 6.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CLOSED	2 17	3 33	4 29	5 CLOSED	6 79
7	8 21	9 23	10 26	11 13	12 NOV 10	13 98
14	15 18	16 13	17 30	18 24	19 5	20 90
21	22 15	23 14	24 17	25 12	26 NO YAL 5	27 63
28	29 14	30 2				35

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	36	157.50	4	57.25	8	28.00	8	56.25	10	14.00	40	214.75
March	30	167.75	4	70.00	8	28.00	9	70.50	1	3.00	34	237.75
April	27	149.00	4	65.25	8	28.00	6	52.00	1	3.00	31	214.25
May	35	163.25	4	94.00	9	29.00	8	89.75	8	12.00	39	257.25
June	32	174.25	5	96.75	8	28.00	8	98.50	1	4.00	37	271.00
July	42	221.50	7	129.25	7	27.00	19	131.50	1	4.00	49	350.75
August	48	234.00	5	59.00	8	46.00	6	58.50	2	6.00	53	293.00
September	43	188.75	5	64.25	7	27.00	9	71.00	9	12.50	48	253.00
October												0.00
November												0.00
December												0.00
Total		1616.75		726.25		268.00		713.75		63.50	*	2,343.00