



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, March 12, 2025

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, March 12, 2025 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

- [1.](#) Consider approval of Library Board Meeting Minutes from the 02-12-2025 meeting.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

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

REGULAR AGENDA:

- [4.](#) Consider submittal of Minnesota Public Library Annual Report and authorize the Board Chair and Library Director to sign the Approval Form.
- [5.](#) Update on Minnesota Digital Library Phase 21 Application

UPDATES:

Friends

Foundation

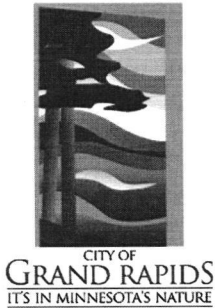
STAFF REPORTS:

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

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 9, 2025, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, February 12, 2025

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, February 12, 2025 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

Present: Barr, Dobbs, King, Litchke, Martin, Richards, Teigland, Squadroni

Absent: Casteel

Staff: Will Richter

Introduction of new board member: Tabby Litchke

APPROVAL OF AGENDA:

Motion to: approve agenda

Mover: Richards

Seconder: Dobbs

Result: Passed unanimously

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

None.

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 01-08-2025.

Motion to: approve 01-08-2025 Minutes

Mover: Teigland

Seconders: Richards

Result: Passed unanimously

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

Motion to: approve payment of Bill List

Mover: Dobbs

Seconders: Teigland

Result: Passed 8-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approval of a contract with Halley Ortenblad for a series of Lego Programs.

4. Consider adopting a resolution accepting donations.

Motion to: approve Consent Agenda items

Mover: Dobbs

Seconders: Barr

Result: Passed 8-0 via roll-call

REGULAR AGENDA:

5. Review 2025 Arrowhead Library System Budget Summary.

Informational

6. Discuss Arrowhead Library System invoice for automation costs.

Informational

7. Discuss Minnesota Library Association Advocacy Toolkit.

Informational

UPDATES:

Friends & Foundation

Friends update by Teigland – Spring sale TBD

Foundation update by Barr – next meeting 2/20

STAFF REPORTS:

8. Review library reports and statistics.

Informational – Library Director gave an overview of library reports and statistics

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:35 PM

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

ATTEST: Will Richter, Director of Library Services

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

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2025

VENDOR #	NAME	AMOUNT DUE

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

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

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

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

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

TOTAL ALL DEPARTMENTS \$108,387.09



December 27, 2024

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

Dear Ms. Ortenblad:

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

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract, and a completed W-9 form, to the library.

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

Sincerely,

Will Richter
Library Director

These terms are acceptable:

Halley Ortenblad
Signature

1/6/2025
Date

Approved for the Board of Directors:

Cynthia Harris

02/12/25

RESOLUTION NO. 2025-02
A RESOLUTION ACCEPTING DONATIONS

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

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

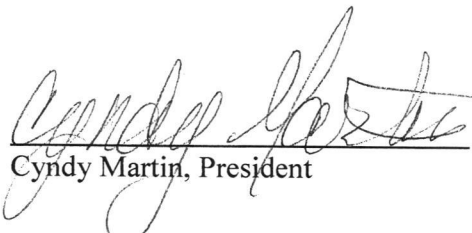
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

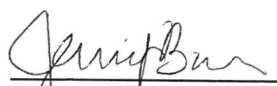
Grand Rapids Area Library Foundation - \$2,080.71

Grand Rapids Area Library Friends - \$382.54

H. Gardner - \$200.00

Adopted this 12th day of February 2025


Cyndy Martin, President


Jennifer Barr, Secretary

DATE: 03/05/2025
 TIME: 13:05:54
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/12/2025

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0114200	ANDERSON GLASS	3,564.14
0118100	VESTIS GROUP INC	138.71
0118660	ARROWHEAD LIBRARY SYSTEM	33.97
0201428	BAKER & TAYLOR LLC	1,687.33
0212124	BLACKSTONE PUBLISHING	329.00
0221650	BURGGRAF'S ACE HARDWARE	50.96
0305485	CENGAGE LEARNING INC	27.19
0718010	CITY OF GRAND RAPIDS	3,493.34
0718060	GRAND RAPIDS HERALD REVIEW	1,281.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	7,578.13
1309055	MIDWEST TAPE LLC	238.40
1309525	UNIVERSITY OF MN (MINITEX)	150.00
1605665	PERSONNEL DYNAMICS LLC	1,318.20
1901535	SANDSTROM'S INC	100.93
2018680	TRU NORTH ELECTRIC LLC	1,327.65
2114356	UNIQUE MANAGEMENT SERVICES	186.40

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$21,505.35

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.63
0113105	AMAZON CAPITAL SERVICES	240.21
0205640	LEAGUE OF MN CITIES INS TRUST	2,542.41
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	54,548.63
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	80.64
1309199	MINNESOTA ENERGY RESOURCES	1,347.52
1309335	MINNESOTA REVENUE	46.18
1516220	OPERATING ENGINEERS LOCAL #49	10,632.00
1518725	HALLEY ORTENBLAD	100.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.96
1618120	MADELYN R PRATTO	50.00
2209665	VISA	2,090.00
2301700	WM CORPORATE SERVICES, INC	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$72,484.15

TOTAL ALL DEPARTMENTS \$93,989.50

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

0100053	AT&T MOBILITY							
L	02/18/25	01	LIB FEB SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			03/12/25	54.63
						INVOICE TOTAL:		54.63
						VENDOR TOTAL:		54.63
0113105	AMAZON CAPITAL SERVICES							
L	02/10/25	01	17 BOOKS	999-99-00-00-1000 HOLDING ACCOUNT			03/12/25	240.21
						INVOICE TOTAL:		240.21
						VENDOR TOTAL:		240.21
0114200	ANDERSON GLASS							
I057400-L	02/11/25	01	RPLC BRKN GLASS SO SIDE BLDG	211-00-75-30-4010 BUILDING MAINT/REPAIRS	20250482		03/12/25	3,564.14
						INVOICE TOTAL:		3,564.14
						VENDOR TOTAL:		3,564.14
0118100	VESTIS GROUP INC							
2630388917-L	02/11/25	01	MATS	211-00-75-30-3070 LAUNDRY	20250411		03/12/25	35.89
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-30-3070 LAUNDRY	20250411			32.45
						INVOICE TOTAL:		68.34
2630394782-L	02/25/25	01	MATS	211-00-75-30-3070 LAUNDRY	20250557		03/12/25	35.89
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20250557			34.48
						INVOICE TOTAL:		70.37
						VENDOR TOTAL:		138.71
0118660	ARROWHEAD LIBRARY SYSTEM							

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

0118660	ARROWHEAD LIBRARY SYSTEM							
15254-L	01/31/25	01	OVERDUE NOTICES JAN 25	211-00-75-20-2010	20250438		03/12/25	33.97
				OFFICE SUPPLIES				
						INVOICE TOTAL:		33.97
						VENDOR TOTAL:		33.97
0201428	BAKER & TAYLOR LLC							
2038859955-L	02/04/25	01	9 BOOKS/#209977 L025981	211-00-75-20-2110	20250369		03/12/25	137.60
				BOOKS				
						INVOICE TOTAL:		137.60
2038872493-L	02/10/25	01	15 BOOKS/#209977 L025981	211-00-75-20-2110	20250430		03/12/25	204.43
				BOOKS				
						INVOICE TOTAL:		204.43
2038875639-L	02/14/25	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20250484		03/12/25	10.31
				BOOKS				
						INVOICE TOTAL:		10.31
2038881132-L	02/13/25	01	22 BOOKS/#209977 L025981	211-00-75-20-2110	20250462		03/12/25	267.53
				BOOKS				
						INVOICE TOTAL:		267.53
2038910849-L	02/26/25	01	26 BOOKS/#209977 L025981	211-00-75-20-2110	20250606		03/12/25	386.68
				BOOKS				
						INVOICE TOTAL:		386.68
2038913473-L	02/27/25	01	23 BOOKS/#209977 L025981	211-00-75-20-2110	20250607		03/12/25	312.12
				BOOKS				
						INVOICE TOTAL:		312.12
2038914199-L	02/27/25	01	22 BOOKS/#209977 L025981	211-00-75-20-2110	20250608		03/12/25	368.66
				BOOKS				
						INVOICE TOTAL:		368.66
						VENDOR TOTAL:		1333

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

0205640	LEAGUE OF MN CITIES INS TRUST							
L	02/11/25	01	LIB 2025 WORK COMP INS	999-99-00-00-1000			03/12/25	2,542.41
				HOLDING ACCOUNT				
						INVOICE TOTAL:		2,542.41
						VENDOR TOTAL:		2,542.41
0212124	BLACKSTONE PUBLISHING							
2185420-L	01/27/25	01	5 CDS/C#101678	211-00-75-20-2120	20250348		03/12/25	235.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		235.00
2186925-L	02/10/25	01	2 CDS/C#101678	211-00-75-20-2120	20250497		03/12/25	94.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		94.00
						VENDOR TOTAL:		329.00
0221650	BURGGRAF'S ACE HARDWARE							
400373-L	01/22/25	01	TRIM SCREW #8X2.5" 100PK	211-00-75-30-4010	20250379		03/12/25	19.99
				BUILDING MAINT/REPAIRS				
		02	POLYURETHANE BRUSH 1.5"	211-00-75-30-4010	20250379			9.99
				BUILDING MAINT/REPAIRS				
		03	VARNISH POLY WARM SATN	211-00-75-30-4010	20250379			11.99
				BUILDING MAINT/REPAIRS				
		04	WD FLR NTRL 30Z	211-00-75-30-4010	20250379			8.99
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		50.96
						VENDOR TOTAL:		50.96
0305485	CENGAGE LEARNING INC							
86724476-L	02/03/25	01	1 BOOK/ACCT#154757	211-00-75-20-2110	20250427		03/12/25	27.19
				BOOKS				
						INVOICE TOTAL:		27.19
						VENDOR TOTAL:		27.19

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

0605191	FIDELITY SECURITY LIFE							
L	02/03/25	01	LIB FEB VISION	999-99-00-00-1000 HOLDING ACCOUNT			03/12/25	6.90
						INVOICE TOTAL:		6.90
						VENDOR TOTAL:		6.90
0718010	CITY OF GRAND RAPIDS							
25/164-L	02/05/25	01	FEB JANITORIAL SERVICE	211-00-75-30-3090 20250347 JANITORIAL SERVICES			03/12/25	1,746.67
						INVOICE TOTAL:		1,746.67
25/174-L	03/04/25	01	MAR JANITORIAL SERVICE	211-00-75-30-3090 20250631 JANITORIAL SERVICES			03/12/25	1,746.67
						INVOICE TOTAL:		1,746.67
						VENDOR TOTAL:		3,493.34
0718015	GRAND RAPIDS CITY PAYROLL							
L	01/24/25	01	LIB PAYROLL 01/24/25	999-99-00-00-1000 HOLDING ACCOUNT			03/12/25	30,752.27
		02	LIB PAYROLL 02/07/25	999-99-00-00-1000 HOLDING ACCOUNT				23,796.36
						INVOICE TOTAL:		54,548.63
						VENDOR TOTAL:		54,548.63
0718060	GRAND RAPIDS HERALD REVIEW							
193600-L	01/29/25	01	PT LIB PUBLIC SERV CLERK I AD	211-00-75-30-3510 20250634 PUBLISHING & ADVERTISING			03/12/25	1,281.00
						INVOICE TOTAL:		1,281.00
						VENDOR TOTAL:		1,281.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
CIN127102-L	02/11/25	01	IGNITION 2 TASK MID BACK	211-00-75-20-2090 20250413 INVENTORIAL SUPPLIES			03/12/25	6,911.00

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

0914540	INNOVATIVE OFFICE SOLUTIONS LL							
CIN127102-L	02/11/25	02	FURNITURE DELIVERY/C#NB07789	211-00-75-20-2090	20250413		03/12/25	150.00
				INVENTORIAL SUPPLIES				
						INVOICE TOTAL:		7,068.12
IN4766079-L	02/13/25	01	TONER, 414A BK	211-00-75-20-2060	20250633		03/12/25	101.58
				COMPUTER SUPPLIES				
		02	TONER, 414A YL	211-00-75-20-2060	20250633			131.48
				COMPUTER SUPPLIES				
						INVOICE TOTAL:		233.06
IN4768410-L	02/17/25	01	TONER, HP30A LASERJET, BK	211-00-75-20-2060	20250429		03/12/25	84.99
				COMPUTER SUPPLIES				
		02	PAPER 20# LTR 92 BRT	211-00-75-20-2010	20250429			191.96
				OFFICE SUPPLIES				
						INVOICE TOTAL:		276.95
						VENDOR TOTAL:		7,578.13
1209520	EMILY LINDNER							
L	03/03/25	01	BOOK CLUB MEETING 2/24/25	999-99-00-00-1000			03/12/25	150.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		150.00
						VENDOR TOTAL:		150.00
1301146	MARCO TECHNOLOGIES, LLC							
L	02/10/25	01	LIB FEB COPIER LEASE	999-99-00-00-1000			03/12/25	124.21
				HOLDING ACCOUNT				
						INVOICE TOTAL:		124.21
						VENDOR TOTAL:		124.21
1305725	METROPOLITAN LIFE INSURANCE CO							
L	02/03/25	01	LIB FEB SUPP/LIFE INS PREM	999-99-00-00-1000			03/12/25	80.64
				HOLDING ACCOUNT				
						INVOICE TOTAL:		80.64
						VENDOR TOTAL:		80.64

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

DATE: 03/05/25
 TIME: 13:02:22
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

1309055	MIDWEST TAPE LLC							
506719282-L	02/07/25	01	2 DVDS/C#2000006802	211-00-75-20-2120	20250408		03/12/25	53.98
				AUDIO/VISUAL				
						INVOICE TOTAL:		53.98
506751422-L	02/13/25	01	3 DVDS/c#2000006802	211-00-75-20-2120	20250483		03/12/25	61.42
				AUDIO/VISUAL				
						INVOICE TOTAL:		61.42
506774401-L	02/20/25	01	4 DVDS/C#2000006802	211-00-75-20-2120	20250571		03/12/25	103.46
				AUDIO/VISUAL				
						INVOICE TOTAL:		103.46
506811691-L	02/27/25	01	1 DVD/C#2000005802	211-00-75-20-2120	20250614		03/12/25	19.54
				AUDIO/VISUAL				
						INVOICE TOTAL:		19.54
						VENDOR TOTAL:		238.40
1309199	MINNESOTA ENERGY RESOURCES							
L	02/18/25	01	LIB JAN NTL GAS	999-99-00-00-1000			03/12/25	1,347.52
				HOLDING ACCOUNT				
						INVOICE TOTAL:		1,347.52
						VENDOR TOTAL:		1,347.52
1309335	MINNESOTA REVENUE							
L	01/17/25	01	LIB DEC SALES TAX PAYABLE	999-99-00-00-1000			03/12/25	46.18
				HOLDING ACCOUNT				
						INVOICE TOTAL:		46.18
						VENDOR TOTAL:		46.18
1309525	UNIVERSITY OF MN (MINITEX)							
0230054999-L	02/14/25	01	STEAM PROGRAMMING 2/12/25	211-00-75-20-2095	20250461		03/12/25	150.00
				PRGM SUP & MATERIALS				
						INVOICE TOTAL:		150.00
						VENDOR TOTAL:		150.00

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

DATE: 03/05/25
 TIME: 13:02:23
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

1516220	OPERATING ENGINEERS LOCAL #49							
L	02/10/25	01	LIB MAR HEALTH INS PREMIUM	999-99-00-00-1000			03/12/25	10,632.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		10,632.00
						VENDOR TOTAL:		10,632.00
1518725	HALLEY ORTENBLAD							
L	02/24/25	01	LEGO PROGRAM 1/27/25	999-99-00-00-1000			03/12/25	50.00
				HOLDING ACCOUNT				
		02	LEGO PROGRAM 2/24/25	999-99-00-00-1000				50.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		100.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	02/03/25	01	LIB FEB SERVICE & LINE CHARGES	999-99-00-00-1000			03/12/25	324.96
				HOLDING ACCOUNT				
						INVOICE TOTAL:		324.96
						VENDOR TOTAL:		324.96
1605665	PERSONNEL DYNAMICS LLC							
54447-L	02/08/25	01	S WAGNER 4 HRS W/E 2/8/25	211-00-75-10-1050	20250423		03/12/25	101.40
				CONTRACTED SERVICES				
						INVOICE TOTAL:		101.40
54455-L	02/15/25	01	S WAGNER 8 HRS W/E 2/15	211-00-75-10-1050	20250481		03/12/25	202.80
				CONTRACTED SERVICES				
						INVOICE TOTAL:		202.80
54470-L	02/22/25	01	S WAGNER 16 HRS W/E 2/22/25	211-00-75-10-1050	20250556		03/12/25	405.60
				CONTRACTED SERVICES				
						INVOICE TOTAL:		405.60

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

DATE: 03/05/25
 TIME: 13:02:23
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

1605665	PERSONNEL DYNAMICS LLC							
54492-L	02/27/25	01	A MOUSEL 24 HRS W/E 3/1	211-00-75-10-1050	20250630		03/12/25	608.40
				CONTRACTED SERVICES				
						INVOICE TOTAL:		608.40
						VENDOR TOTAL:		1,318.20
1618120	MADELYN R PRATTO							
L	03/03/25	01	LEGO PROGRAM 2/24/25	999-99-00-00-1000			03/12/25	50.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		50.00
						VENDOR TOTAL:		50.00
1901535	SANDSTROM'S INC							
537068-L	03/03/25	01	TOWEL ROLL	211-00-75-20-2150	20250615		03/12/25	56.36
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOIL TISS	211-00-75-20-2150	20250615			44.57
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		100.93
						VENDOR TOTAL:		100.93
2018680	TRU NORTH ELECTRIC LLC							
1556-L	01/09/25	01	RPLC LIGHTS RPR BULB FIXT-LBR	211-00-75-30-4010	20250384		03/12/25	850.00
				BUILDING MAINT/REPAIRS				
		02	LIGHTS/12/2 MC/20 AMP RCPT/CVR	211-00-75-30-4010	20250384			365.23
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		1,215.23
1559-L	02/07/25	01	RPRD FRONT DOOR OPENER-LABOR	211-00-75-30-4010	20250401		03/12/25	100.00
				BUILDING MAINT/REPAIRS				
		02	1 GAN BELL BOX	211-00-75-30-4010	20250401			12.42
				BUILDING MAINT/REPAIRS				
						INVOICE TOTAL:		112.42
						VENDOR TOTAL:		1,176.65

DATE: 03/05/25
 TIME: 13:02:23
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/12/2025

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

2114356			UNIQUE MANAGEMENT SERVICES					
1634-L	01/31/25	01	JAN PLACEMENTS	211-00-75-30-3300	20250387		03/12/25	209.70
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20250387			-23.30
				PROFESSIONAL SERV-COLLECTI				
						INVOICE TOTAL:		186.40
						VENDOR TOTAL:		186.40
2209665			VISA					
L	02/18/25	01	USPS.COM PREPAID PRIORITY	999-99-00-00-1000			03/12/25	2,090.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		2,090.00
						VENDOR TOTAL:		2,090.00
2301700			WM CORPORATE SERVICES, INC					
L	02/18/25	01	LIB JAN SERVICES	999-99-00-00-1000			03/12/25	145.86
				HOLDING ACCOUNT				
						INVOICE TOTAL:		145.86
						VENDOR TOTAL:		145.86
						TOTAL ALL INVOICES:		93,989.50

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
YEAR TO DATE THROUGH **FEBRUARY 28, 2025**

Item 2.

Account Number	Account Description	2025 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 830,187	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	145,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	491	25%
211-00-34-00-7975	INTERNET	2,000	124	6%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	-	0%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	7,665	42%
211-00-34-00-7990	FAX MACHINE USE	500	76	15%
211-00-35-00-1030	LIBRARY FINES	-	7	0%
211-00-37-00-2310	DONATIONS	1,500	7,848	523%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	4,035	0%
211-00-37-00-2450	MISCELLANEOUS	-	291	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		1,009,068	20,536	2%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	432,574	58,047	13%
211-00-75-10-1030	SALARY-PARTTIME	96,799	16,575	17%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	2,598	31%
211-00-75-10-1210	PERA	39,305	5,124	13%
211-00-75-10-1220	FICA	32,821	4,557	14%
211-00-75-10-1250	MEDICARE	7,676	1,066	14%
211-00-75-10-1310	HEALTH INSURANCE	128,370	10,092	8%
211-00-75-10-1330	LIFE INSURANCE	232	(35)	-15%
211-00-75-10-1510	WORKERS COMPENSATION	2,413	424	18%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	278	3%
211-00-75-20-2020	COPY SUPPLIES	1,500	-	0%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	1,226	41%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	7,451	745%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	898	90%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	-	0%
211-00-75-20-2110	BOOKS	39,000	10,745	28%
211-00-75-20-2120	AUDIO/VISUAL	9,000	708	8%
211-00-75-20-2130	NEWSPAPERS	2,000	473	24%
211-00-75-20-2140	PERIODICALS	7,500	-	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	387	13%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,600	-	0%
211-00-75-30-3070	LAUNDRY	1,000	176	18%
211-00-75-30-3090	JANITORIAL SERVICES	20,960	3,493	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	500	4%
211-00-75-30-3210	TELEPHONE	6,000	759	13%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	2,090	60%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	3,000	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	186	9%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	500	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	1,281	214%
211-00-75-30-3610	GENERAL INSURANCE	26,208	4,120	16%
211-00-75-30-3810	ELECTRICITY	35,000	2,459	7%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	146	7%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **FEBRUARY 28, 2025**

Item 2.

Account Number	Account Description	2025 Budget	Year to Date	Percent of Budget
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,348	17%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,067	34%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	-	0%
211-00-75-30-4030	ONLINE SERVICES	3,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	248	17%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	10	0%
	TOTAL EXPENDITURES	1,009,068	142,498	14%
	SURPLUS REVENUES/(EXPENDITURES)	-	(121,962)	

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2025
With Comparative Totals for February 29, 2024

	2024 Actual	2025 Actual	2025 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	490,352	570,717	570,717	
Compensated Absences	-	-	-	
Emergency/Unanticipated Expenditures	69,091	69,091	69,091	
Major Equipment Replacement	215,796	215,796	215,796	
TOTAL FUND BALANCE 1/1/XX	775,239	855,604	855,604	
Revenues:				
Taxes	-	-	830,187	0%
Intergovernmental	-	-	145,000	0%
Charges for Services	7,905	8,356	28,081	30%
Fines & Forfeits	-	7	-	0%
GR Library Foundation	648	4,035	-	0%
Miscellaneous	5,346	8,138	5,800	140%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	13,898	20,536	1,009,068	2%
Expenditures:				
Personnel	104,509	98,448	748,700	13%
Supplies/Materials	20,043	22,165	90,500	24%
Other Services/Charges	23,238	21,884	169,868	13%
TOTAL EXPENDITURES	147,790	142,498	1,009,068	14%
OPERATING SURPLUS (DEFICIT)	(133,892)	(121,962)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	-	-	0%
Fund Balance 2/28/XX				
Cash Flow	356,461	448,755	570,717	
Compensated Absences	-	-	-	
Emergency/unanticipated Expenditures	69,091	69,091	69,091	
Major Equipment Replacement	215,796	215,796	215,796	
TOTAL FUND BALANCE 2/28/XX	\$ 641,348	\$ 733,642	\$ 855,604	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$39,368 as of 1/31/25. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

DATE: 03/05/2025
 TIME: 14:35:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2025

PAGE: 1
 F-YR: 25

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	830,187.00	0.00	0.00	830,187.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	830,187.00	0.00	0.00	830,187.00	0
TOTAL TAXES		0.00	830,187.00	0.00	0.00	830,187.00	0
INTERGOVERNMENTAL							
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	145,000.00	0.00	0.00	145,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	145,000.00	0.00	0.00	145,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	145,000.00	0.00	0.00	145,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	0.00	0.00	5,281.00	0
211-00-34-00-7970	PHOTO COPIES	210.85	2,000.00	491.00	0.00	1,509.00	25
211-00-34-00-7975	INTERNET	28.43	2,000.00	123.95	0.00	1,876.05	6
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	0.00	0.00	100.00	0
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,940.00	18,200.00	7,665.00	0.00	10,535.00	42
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	35.08	500.00	75.68	0.00	424.32	15
TOTAL		3,214.36	28,081.00	8,355.63	0.00	19,725.37	30
TOTAL CHARGES FOR SERVICES		3,214.36	28,081.00	8,355.63	0.00	19,725.37	30
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	7.00	0.00	7.00	0.00	(7.00)	100
TOTAL		7.00	0.00	7.00	0.00	(7.00)	100

DATE: 03/05/2025
 TIME: 14:35:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2025

PAGE: 2
 F-YR: 25

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL FINES & FORFEITS		7.00	0.00	7.00	0.00	(7.00)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	7,465.01	1,500.00	7,847.55	0.00	(6,347.55)	523
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	4,034.56	0.00	4,034.56	0.00	(4,034.56)	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	56.48	0.00	290.90	0.00	(290.90)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		11,556.05	5,800.00	12,173.01	0.00	(6,373.01)	210
TOTAL MISCELLANEOUS REVENUE		11,556.05	5,800.00	12,173.01	0.00	(6,373.01)	210
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		14,777.41	1,009,068.00	20,535.64	0.00	988,532.36	2
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

DATE: 03/05/2025
TIME: 14:35:07
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

PAGE: 3
F-YR: 25

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	32,998.00	432,574.00	58,046.71	0.00	374,527.29	13
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	8,499.45	96,799.00	16,575.11	0.00	80,223.89	17
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	1,318.20	8,510.00	2,597.61	101.40	5,810.99	32
211-00-75-10-1210	PERA	3,112.32	39,305.00	5,124.17	0.00	34,180.83	13
211-00-75-10-1220	FICA	2,526.87	32,821.00	4,557.40	0.00	28,263.60	14
211-00-75-10-1250	MEDICARE	590.93	7,676.00	1,065.82	0.00	6,610.18	14
211-00-75-10-1310	HEALTH INSURANCE	10,092.00	128,370.00	10,092.00	0.00	118,278.00	8
211-00-75-10-1330	LIFE INSURANCE	23.04	232.00	(34.56)	0.00	266.56	(15)
211-00-75-10-1347	VISION INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	211.87	2,413.00	423.74	0.00	1,989.26	18
TOTAL PERSONNEL		59,372.68	748,700.00	98,448.00	101.40	650,150.60	13
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	191.96	8,000.00	277.93	191.96	7,530.11	6
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	318.05	3,000.00	1,225.73	84.99	1,689.28	44
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	0.00	2,500.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	0.00	0.00	10,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	7,068.12	1,000.00	7,450.66	7,068.12	(13,518.78)	1452
211-00-75-20-2095	PRGM SUP & MATERIALS	360.10	1,000.00	897.86	0.00	102.14	90
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2110	BOOKS	2,097.22	39,000.00	10,745.01	369.22	27,885.77	28
211-00-75-20-2120	AUDIO/VISUAL	332.40	9,000.00	708.40	288.98	8,002.62	11
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	473.09	0.00	1,526.91	24
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	0.00	0.00	7,500.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	34.48	3,000.00	386.78	0.00	2,613.22	13
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0

DATE: 03/05/2025
TIME: 14:35:07
ID: GL470004.WOW

CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

PAGE: 4
F-YR: 25

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL SUPPLIES & MATERIALS		10,402.33	90,500.00	22,165.46	8,003.27	60,331.27	33
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,600.00	0.00	0.00	1,600.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	104.23	1,000.00	176.01	68.34	755.65	24
211-00-75-30-3090	JANITORIAL SERVICES	1,746.67	20,960.00	3,493.34	1,746.67	15,719.99	25
211-00-75-30-3100	OTHER CONTRACTED SERVICES	250.00	12,000.00	500.00	750.00	10,750.00	10
211-00-75-30-3210	TELEPHONE	379.59	6,000.00	759.17	54.63	5,186.20	14
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	2,090.00	2,090.00	(680.00)	119
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	186.40	209.70	1,603.90	20
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	1,281.00	1,281.00	(1,962.00)	427
211-00-75-30-3610	GENERAL INSURANCE	2,060.00	26,208.00	4,120.00	0.00	22,088.00	16
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	2,459.05	0.00	32,540.95	7
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	145.86	145.86	1,708.28	15
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,347.52	1,347.52	5,304.96	34
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	0.00	0.00	9,500.00	0
211-00-75-30-4010	BUILDING MAINT/REPAIRS	3,676.56	15,000.00	5,067.29	1,378.61	8,554.10	43
211-00-75-30-4015	GROUPS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	0.00	0.00	3,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	124.21	1,500.00	248.42	0.00	1,251.58	17
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 & SUBCRIPTIONS	0.00	0.00	10.00	0.00	(10.00)	100
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		8,341.26	169,868.00	21,884.06	9,072.33	138,911.61	18

DATE: 03/05/2025
 TIME: 14:35:07
 ID: GL470004.WOW

CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 2 PERIODS ENDING FEBRUARY 28, 2025

PAGE: 5
 F-YR: 25

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		78,116.27	1,009,068.00	142,497.52	17,177.00	849,393.48	16
TOTAL EXPENSES:		78,116.27	1,009,068.00	142,497.52	17,177.00	849,393.48	16
TOTAL FUND REVENUES		14,777.41	1,009,068.00	20,535.64	0.00	988,532.36	2
TOTAL FUND EXPENSES		78,116.27	1,009,068.00	142,497.52	17,177.00	849,393.48	16
FUND SURPLUS (DEFICIT)		(63,338.86)	0.00	(121,961.88)			
TOTAL ALL FUND REVENUES		14,777.41	1,009,068.00	20,535.64	0.00	988,532.36	2
TOTAL ALL FUND EXPENSES		78,116.27	1,009,068.00	142,497.52	17,177.00	849,393.48	16
ALL FUND SURPLUS (DEFICIT)		(63,338.86)	0.00	(121,961.88)			

RESOLUTION NO. 2025-03
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:

Aletta Frisby - \$240.00 in Jimmy John's gift cards for staff lunches

Grand Rapids Area Library Foundation - \$1,953.85

Grand Rapids Area Library Friends - \$7,265.01

Adopted this 12th day of March 2025

Cyndy Martin, President

Jennifer Barr, Secretary



2024 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature and Date of Library Board President/City or County Representative

Printed Name of Library Board President/City or County Representative

Signature and Date of Library Director

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us

Fax: 651-582-8752



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.



2024 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2024, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2024.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

CONTACT INFORMATION2

VISITS, REFERENCE, USERS3

CIRCULATION.....3

PROGRAMS, RECORDINGS, ACTIVITIES4

HOURS OF PUBLIC SERVICE6

FACILITIES6

STAFF INFORMATION7

COLLECTIONS.....7

POLICIES/PLANS.....8

COMMUNITY ENGAGEMENT.....8

BOARD, FOUNDATION, FRIENDS9

FINANCIAL DATA.....10

ANNOTATIONS.....13

Comments

Do you have anything to share about 2024 at your library?

CONTACT INFORMATION

G01) Library Name	Grand Rapids Area Library
G02) Regional System/Sequence Number	A1750
G03) Regional Public Library System	ALS
G04) Street Address	140 NE 2nd Street
G05) Location is a change from 2024 Data	No
G06) City	Grand Rapids
G07) ZIP Code	55744
G08) Mailing Address	140 NE 2nd Street
G09) City	Grand Rapids
G10) ZIP Code	55744
G11) County	Itasca
G12) Phone	218-326-7640
G13) Library Web Address	www.cityofgrandrapidsmn.com/library
G14) Director's Name	Will Richter
G15) Director's Phone	218-326-7643
G16) Director's Extension	none
G17) Director's E-mail Address	wrichter@grandrapidsmn.gov

Report Filer

G18) Name of Person Who Prepared This Report	Will Richter
G19) Phone	218-326-7643
G20) E-mail	wrichter@grandrapidsmn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Multi-MCD, entirety
G26) Did the legal service area boundary change?	No

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01) Population of the Legal Service Area	21,071	21,168
P02) Registered Users – Residents	9,388	9,426
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users	9,388	9,426
P05) Year in Which Registered User Records Were Last Purged	2025	2023
P06) Visits	63,878	40,072
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	5,730	2,290
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P08) Public Internet Computer Sessions	3,782	2,818
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	0	0
P63) Wireless Sessions Reporting Method	Wireless Not Tracked	Wireless Not Tracked
P32) Website Visits	26,897	-1

CIRCULATION

No

Did your library offer automatic renewal for any physical materials in 2024?

Physical and Downloadable Circulation

Data Element	2024 Data	2023 Data
P13) Children's Circulation	69,536	66,068
P14) Adult Circulation	59,777	60,816
P15) Physical Circulation (No Age Designation)	2,635	2,673
P16) Total Physical Circulation	131,948	129,557
P69) Physical Circulation – Not Print or Audiovisual	622	572
P17a) E-book Circulation	13,765	
P17b) E-serial Circulation	-1	
P18a) E-audio Circulation	22,367	
P18b) E-video Circulation	-1	
P19) Total Downloadable Circulation	36,132	36,239
P20) Total Circulation	168,080	165,796

Collection Use Including Electronic Collections

Data Element	2024 Data	2023 Data
P29) Number of Information Retrievals from Electronic Collections	4,109	2,369
P30) Electronic Content Use	40,241	38,608
P31) Total Collection Use	172,189	168,165

Interlibrary Loan

Data Element	2024 Data	2023 Data
P11) ILL Provided to Other Libraries	9,935	10,648
P12) ILL Received from Other Libraries	16,099	15,367

PROGRAMS, RECORDINGS, ACTIVITIES

In 2024, did your library offer in-person offsite programs?

No

In 2024, did your library offer live virtual programs?

No

In-Person Programs

Data Element	2024 Data	2023 Data
P82) In-Person Programs for Ages 0-5	0	0
P83) In-Person Programs for Ages 6-11	0	0
P84) In-Person Programs for Young Adults	0	0
P85) In-Person Programs for Adults	0	0
P86) In-Person Programs for All Ages	74	61
P75) Total Onsite In-Person Programs	74	61
P81) Total Offsite In-Person Programs	0	0

In-Person Program Attendance

Data Element	2024 Data	2023 Data
P105) Attendees at In-Person Programs for Ages 0-5	0	0
P106) Attendees at In-Person Programs for Ages 6-11	0	0
P107) Attendees at In-Person Programs for Young Adults	0	0
P108) Attendees at In-Person Programs for Adults	0	0
P109) Attendees at In-Person Programs for All Ages	4,878	5,316
P98) Total Onsite Attendance	4,878	5,316
P104) Total Offsite Attendance	0	0

Live Virtual Programs

Data Element	2024 Data	2023 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	0

Live Virtual Attendance

Data Element	2024 Data	2023 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	0

Total Programs (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P90) Total Programs for Ages 0-5	0	0
P91) Total Programs for Ages 6-11	0	0
P52) Total Programs for Young Adults	0	0
P53) Total Programs for Adults	0	0
P92) Total Programs for All Ages	74	61
P54) Total Programs	74	61

Total Program Attendance (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P113) Total Attendance at Programs for Ages 0-5	0	0
P114) Total Attendance at Programs for Ages 6-11	0	0
P56) Total Attendance at Programs for Young Adults	0	0
P57) Total Attendance at Programs for Adults	0	0
P115) Total Attendance at Programs for All Ages	4,878	5,316
P58) Total Program Attendance	4,878	5,316

Yes

Recordings of Program Content

In 2024, did your library offer recorded programs?

Data Element	2024 Data	2023 Data
P116) Recorded Programs for Ages 0-5	0	0
P117) Recorded Programs for Ages 6-11	0	0
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	61	60
P44) Total Recorded Programs	61	60

Views of Recordings of Program Content

Data Element	2024 Data	2023 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	30,186	11,940
P124) Total On-Demand Views of Recorded Programs	30,186	11,940

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49) Number of Self-Directed Activities	9	9
P50) Participation in Self-Directed Activities	1,295	1,350
What kinds of activities do you count as self-directed?	Take and make art kits.	

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	2024 Data	2023 Data
H08) Weekly Hours of Regular Service	36.00	36.00
H09) Weekly Hours of Seasonal Service	0.0	[new in 2023]
H12) Annual Public Service Hours	1,800	1,800

FACILITIES

Data Element	2024 Data	2023 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	12	12
F13) Public Internet Stationary Computers	15	15
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	15	15
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	0	0

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2024 Data	2023 Data
S01) Total ALA/MLS Librarian FTE	2.00	2.00
S02) Total Other Librarian FTE	2.00	2.00
S03) Total Librarian FTE	4.00	4.00
S04) Total Other Staff FTE	3.50	3.50
S05) Total Paid Staff FTE	7.50	7.50

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		\$42.23
S08) Assistant Director		\$40.32
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$27.54	\$30.37
S13) Technology Support		
S14) Library Support Staff	\$19.67	\$30.37
S15) Administrative Support Staff		
S16) Pages		

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
--	-----	-----

COLLECTIONS

Physical Materials

Data Element	2024 Data	2023 Data
C01) Print Materials (Books and Periodicals)	59,245	63,666
C02) Audio Materials, Physical	1,915	2,159
C03) Video Materials, Physical	5,005	4,958
C04) Multi-format Materials	209	183
C05) Other Physical Materials	38	73
C06) Total Physical Materials	66,412	71,039
C07) Print Serial Subscriptions	164	164

Electronic Materials

Data Element	2024 Data	2023 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0

C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	50,115	48,842
C13) Electronic Books Licensed Statewide	9,872	9,528
C14) Total Electronic Books	59,987	58,370
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	18,794	16,594
C17) Total Audio Downloadable Units	18,794	16,594
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	9	9
C24) Total Licensed Electronic Collections Local/Regional/Other	9	9
C25) Electronic Collections Licensed Statewide	51	59
C26) Total Licensed Electronic Collections	60	68

POLICIES/PLANS

Data Element	2024 Data	2023 Data
D01) Strategic Plan	2017	2017
D02) Disaster Plan	2007	2007
D03) Policy Manual	2015	2015
D04) Records Retention Schedule	2007	2007
D05) Building Accessibility Plan	2000	2000
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2014	2014
D09) Collection Development Policy	2014	
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2024 Data	2023 Data
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	No	No
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	No	No
Workforce Development	No	No
Youth Development Organization	Yes	Yes

Arts Organization	No	No
Disability Organization	Yes	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	No	No
Other	none	none

Community Partnerships

Data Element	2024 Data	2023 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: No		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2024 Data	2023 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	85	78
O21) Total Number of Volunteer Hours	3,191	3,031

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	Yes
I05) Foundation name	Grand Rapids Area Library Foundation
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Grand Rapids Area Library Friends

FINANCIAL DATA

Operating Revenue

Data Element	2024 Data	2023 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$716,911	\$716,366
R02) City Indirect	\$35,640	\$35,268
R03) City Operating Revenue Total	\$752,551	\$751,634
County		
R04) County Direct	\$142,281	\$143,383
R05) County Indirect	\$0	\$0
R06) County Total	\$142,281	\$143,383
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$894,832	\$895,017
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$8,045	\$8,045
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$8,045	\$8,045
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$108,752	\$91,994
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$108,752	\$91,994
R29) Total Regional and Other Operating Revenue	\$116,797	\$100,039
R30) Total Operating Revenue	\$1,011,629	\$995,056

Operating Expenditures

Data Element	2024 Data	2023 Data
Personnel Expenditures		
E01) Salaries & Wages	\$533,501	\$489,174
E02) Employee Benefits	\$202,010	\$193,059
E03) Total Personnel Costs	\$735,511	\$682,233
Collection Expenditures		
E04) Print Materials	\$49,742	\$48,883
E05) Electronic Materials Electronic Books (E-books)	\$0	\$0
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$0	\$0
E09) Other Materials - Audio & Video Physical Materials	\$12,784	\$8,033
E10) Other Materials - Other Physical Materials	\$7,810	\$7,542
E11) Other Materials Expenditures Total	\$20,594	\$15,575
E16) Physical Materials Expenditures Total	\$70,336	\$64,458
E12) Total Collection Expenditures	\$70,336	\$64,458
Other Operating Expenditures		
E13) Other Operating Expenditures	\$199,572	\$176,433
E14) Total Operating Expenditures	\$1,005,419	\$923,124
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	2024 Data	2023 Data
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0

FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$0	\$0

Capital Expenditures

EC01) Total Capital Expenditures	\$0	\$0
---	------------	------------

In-Kind

Data Element	2024 Data	2023 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2024 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2024, unless otherwise specified.

CONTACT INFORMATION	1
VISITS, REFERENCE, USERS	1
CIRCULATION	2
PROGRAMS, ATTENDANCE, ACTIVITIES.....	2
FULL-TIME-EQUIVALENT STAFF	3
LIBRARY COLLECTION	3
PUBLIC SERVICE HOURS.....	4
FACILITIES	5
LIBRARY FRIENDS.....	5

CONTACT INFORMATION

G01m) Library Name	Grand Rapids Area Library
G02m) Regional System/Sequence Number	A1750
G03m) Regional Public Library System	ALS
G05m) Location is a change from 2024 Data	No
G04m) Street Address	140 NE 2nd Street
G06m) City	Grand Rapids
G07m) ZIP Code	55744
G12m) Phone	218-326-7640
G08m) Mailing Address	140 NE 2nd Street
G09m) City	Grand Rapids
G10m) ZIP Code	55744
G11m) County	Itasca

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01m) Population of the Legal Service Area	21,071	21,168
P02m) Registered Users – Residents	9,388	9,426
P03m) Registered Users – Reciprocal	0	0
P04m) Total Registered Users	9,388	9,426
P06m) Visits	63,878	40,072
P07m) Reference Transactions	5,730	2,290

P08m) Public Internet Computer Sessions	3,782	2,818
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	-1	-1

CIRCULATION

Data Element	2024 Data	2023 Data
P13m) Children's Circulation	69,536	66,068
P14m) Adult Circulation	59,777	60,816
P15m) Physical Circulation (No Age Designation)	2,635	2,673
P16m) Total Physical Circulation	131,948	129,557

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2024 Data	2023 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	-1	0
P71m) Onsite In-Person Programs Intended for Ages 6-11	-1	0
P72m) Onsite In-Person Programs Intended for Young Adults	-1	0
P73m) Onsite In-Person Programs Intended for Adults	-1	0
P74m) Onsite In-Person Programs Intended for All Ages	74	61
P75m) Total Onsite Programs	74	61

Onsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	-1	0
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	-1	0
P95m) Attendees at Onsite In-Person Programs for Young Adults	-1	0
P96m) Attendees at Onsite In-Person Programs for Adults	-1	0
P97m) Attendees at Onsite In-Person Programs for All Ages	4,878	5,316
P98m) Total Onsite In-Person Attendance	4,878	5,316

Offsite In-Person Programs

Data Element	2024 Data	2023 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	0
P77m) Offsite In-Person Programs Intended for Ages 6-11	0	0
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	0	0
P80m) Offsite In-Person Programs Intended for All Ages	0	0
P81m) Total Offsite Programs	0	0

Offsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	0
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	0
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	0	0
P103m) Attendees at Offsite In-Person Programs for All Ages	0	0
P104m) Total In-Person Offsite Attendance	0	0

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49m) Self-Directed Activities	9	9
P50m) Participation in Self-Directed Activities	1,295	1,350

FULL-TIME-EQUIVALENT STAFF

Data Element	2024 Data	2023 Data
S01m) ALA/MLS Librarian FTE	2.00	2.00
S02m) Other Librarian FTE	2.00	2.00
S03m) Total Librarian FTE	4.00	4.00
S04m) Other Staff FTE	3.50	3.50
S05m) Total Paid Staff FTE	7.50	7.50

Volunteers

Data Element	2024 Data	2023 Data
O16m) Number of Teen Volunteers		0
O17m) Number of Adult Volunteers	85	78
O18m) Number of Teen Volunteer Hours		0
O19m) Number of Adult Volunteer Hours	3,191	3,031
O20m) Total Number of Volunteers	85	78
O21m) Total Number of Volunteer Hours	3,191	3,031

LIBRARY COLLECTION

Data Element	2024 Data	2023 Data
C01m) Print Materials (Books and Periodicals)	59,245	63,666
C02m) Audio Materials, Physical	1,915	2,159
C03m) Video Materials, Physical	5,005	4,958
C04m) Multi-format Materials	209	183
C05m) Other Physical Materials	38	73
C06m) Total Physical Materials	66,412	71,039
C07m) Print Serial Subscriptions	164	164

PUBLIC SERVICE HOURS

Daily Hours

Data Element	2024 Data	2023 Data
H01m) Monday	8.0	[new in 2024]
H02m) Tuesday	8.0	[new in 2024]
H03m) Wednesday	8.0	[new in 2024]
H04m) Thursday	8.0	[new in 2024]
H05m) Friday	4.0	[new in 2024]
H06m) Saturday		[new in 2024]
H07m) Sunday		[new in 2024]

Seasonal Daily Hours

Data Element	2024 Data	2023 Data
H19m) Monday		[new in 2024]
H20m) Tuesday		[new in 2024]
H21m) Wednesday		[new in 2024]
H22m) Thursday		[new in 2024]
H23m) Friday		[new in 2024]
H24m) Saturday		[new in 2024]
H25m) Sunday		[new in 2024]

Number of Weeks Open to the Public

Data Element	2024 Data	2023 Data
H15m) Weeks Library was Open with Regular Service	52	52
H27m) Weeks Library was Open with Seasonal Service		[new in 2024]
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2024 Data	2023 Data
H08m) Weekly Hours of Regular Service	36.00	36.00
H09m) Weekly Hours of Seasonal Service		[new in 2024]

Annual Hours Open to the Public

Data Element	2024 Data	2023 Data
H12m) Annual Public Service Hours	1,800	1,800
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES

Outlet Types

Data Element	2024 Data	2023 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2024 Data	2023 Data
F07m) Facility Type	L	L
F08m) Square Feet	26,500	26,500
F09m) Year Built	2000	2000
F10m) Latest Year Remodeled		na
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2024 Data	2023 Data
F12m) Staff Internet Computers	12	12
F13m) Public Internet Stationary Computers	15	15
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Public Internet Computers/Devices	15	15

Internet Connections

Data Element	2024 Data	2023 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F21m) Typical Internet Upload Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2024 Data	2023 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	0	-1

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Grand Rapids Area Library Friends

ANNOTATIONS

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.



MINNESOTA
DIGITAL
LIBRARY

Phase 21 Application (2024-2025)

Online version available at <http://mndigital.org/get-involved/call-projects>

Organizational Information

Date: 01-24-2025

Name of organization: Grand Rapids Area Library

Address: 140 NE 2nd St Grand Rapids, MN 55744

Website address:

Contact person: Will Richter

Phone number: 218-326-7643

E-mail address: wrichter@grandrapidsmn.gov

Section 1 - Content and Value

1. **About the Project:** Describe the content of the materials in your project. Tell us about the subject matter, the general time range, and any specifics that help you show the significance of your project:

The Rossman collection is a set of 34 locally produced pamphlets (currently in the library collection) on a variety of topics ranging from the indigenous people of Itasca County to the animals and plants unique to the area. Materials that discuss the development of the NE Minnesota economy and local institutions. Special coverage of Charles K. Blandin and the Blandin Paper Company. The published dates range from the early 1940s to mid 1980s. Authors are deceased – family supports making these materials more widely available to scholars, genealogists, and the public at large.

2. **Value to the *Minnesota Digital Library*:** Describe the value visitors to the *Minnesota Digital Library* will find in the items in your project. How will your project enhance or complement the items already in *Minnesota Digital Library*? Or alternatively, what gaps will it fill?

MDL visitors will have access to unique primary source materials specific to Itasca County produced by local citizens. Authors also produced the Grand Rapids Herald Review for several decades; the pamphlets are high quality in writing and production. Digitizing these items will make them available through MDL and local partners such as the Itasca County Historical Society.

3. Value to your organization: Describe how your digitization project is important to your organization's goals. How will this project help you?

Grand Rapids Area Library receives an increasing number of research requests for items of local interest. Digitizing these items will make them widely available. By partnering with MDL library and historical society staff can make referrals to digitized materials.

4. Primary Source Set: Would your organization be interested in creating a Primary Source Set with all or part of this material? Visit our website at mndigital.org/projects/primarysourcesets to see examples of Primary Source Sets and learn more about them.

☒ Yes

☐ No

5. General Topics: The proposed materials fall into one or more of the following topic areas. (Check all that apply.):

- | | |
|---|---|
| ☐ Agriculture | ☐ Immigration and Ethnicity |
| ☒ American Indians | ☐ Labor |
| ☒ Animals | ☒ People of Minnesota |
| ☐ The Arts | ☐ Politics and Government |
| ☒ Business and Industry | ☒ Religion |
| ☐ Communication | ☐ Science and Technology |
| ☐ Crime and Punishment | ☒ Social Issues |
| ☒ Education | ☒ Sports and Recreation |
| ☐ Environment | ☐ Transportation |
| ☐ Health and Medicine | ☐ Weather |

We are actively seeking submissions that add to the diversity and inclusivity of historical materials shared in the Minnesota Digital Library.

Section 2 – Project Parameters

Use this section to tell us more about the details of your project.

Item by Format Type	Quantity (number of items)	Page/Item Count	Range of Sizes or Amount of Hours Recorded	Oversized? If 11x 17" or larger, please check box	Range of Dates	Condition Issues? (If so, please explain)	If already digitized, what format are they in?
Images (postcards count as two)				☐			

Documents (albums, diaries, ledgers)	<u>34 softbound pamphlets</u>	<u>15-50 pages each</u>	<u>Approx. 9"x6:</u>	☐	<u>1940- 1985</u>	<u>Fair/good</u>	
Maps				☐			
Sound Recordings							
Film/Video Recordings							
Total:							

Special Considerations

Certain materials for submission to the Minnesota Digital Library require special considerations. All hand-written documents, audio recordings, and video recordings require typed transcriptions. Documents written in a foreign language require both translation and transcription. On occasion, the Minnesota Digital Library can provide help with transcription, but it is on a case-by-case basis. The answers to the questions below will help us to know better what your project entails.

Handwritten Documents	Yes	No
Do your documents already have transcripts you can include with the project?		
If the documents are not transcribed, will your organization be doing the transcriptions?		
Or, do you need help finding a transcriber for your handwritten documents?		
If you already have transcriptions, are they available in electronic form?		
Have any non-English documents been translated into English?		
Are the translations available in electronic form?		

Audio or Video Recordings	Yes	No
Do you have transcripts of the recordings?		
If so, are the transcriptions available in electronic form?		
If the recordings are not transcribed, do you need help finding a transcriber?		

Section 3 – Delivery of Materials for Digitization

To be digitized, your collection will need to be transported to a Minnesota Digital Library digitization center in the Twin Cities. Indicate below your current preference for delivery:

☒ My organization will arrange for delivery of the collection to the MDL digitization center.

☐ I would like to discuss other delivery options with the MDL Outreach Coordinator.

All participants will be provided with digital copies of the original materials. Depending on the size of the project, you may receive them on jump drives or external hard drives.

Section 4 – Transfer of Previously Digitized Items

If my items are already digitized, my organization will transfer them to the MDL via:

- | | |
|--|-------------------------------------|
| ☐ Jump Drive | ☐ CD/DVD |
| ☐ External Hard Drive | ☐ Secure FTP |

Section 5 – Metadata

The Minnesota Digital Library (MDL) requires that each contributing organization commit to providing quality metadata under a Creative Commons Zero (CC0) rights waiver for each work added to the *Minnesota Digital Library*. This enables the metadata to be shared for broad public use, such as MDL regularly does with the Digital Public Library of America.

Submitting materials to the *Minnesota Digital Library* means you are willing to share them via our website. Your collection will become available to the public once we combine the metadata with the digitized files. MDL staff will train you on how to complete the metadata. For more information, Metadata Guidelines are available at the Minnesota Digital Library website at <http://mndigital.org/standards-best-practices/minnesota-reflections-metadata-entry-guidelines>.

Section 6 – Standardized Rights Statements

Organizations are responsible for knowing the copyright status of items they wish to share with the Minnesota Digital Library, as outlined in our copyright policy. All new projects are required to use the standardized rights statements available at rightsstatements.org to describe the rights status of their materials, though each organization will remain responsible for making their own determinations about what materials they can share.

To get started on some basic copyright issues related to your materials, please go to our Rights Statements Resources page <https://mndigital.org/standards-best-practices/rights-statements-resources> and view the introductory videos and handouts to get an idea of what we will be asking for. As part of the metadata completion process, we will provide training related to assessing rights status, and implementing this information in line with our metadata guidelines (<http://mndigital.org/standards-best-practices/minnesota-reflections-metadata-entry-guidelines>) as needed.

Authorized Representative: _____

Date: _____

Next Steps

For questions, consultations, or to submit your application, please contact Molly Huber, MDL Outreach Coordinator at:

Molly Huber
Minnesota Digital Library Outreach Coordinator
Minitex, University of Minnesota
Room 60 OMWL
309 19th Avenue South

Minneapolis, MN 55455
Email: mollyh@umn.edu
Telephone: 612-301-1329 or 800-462-5348

If your project is approved, Molly will follow up with you to complete a more detailed inventory of the project. Thank you!

The Minnesota Digital Library (MDL), a service of Minitex, is funded by the Minnesota Arts and Cultural Heritage Fund of the Minnesota Clean Water, Land and Legacy Amendment to the Minnesota Constitution via the Minnesota Historical Society (MNHS). Additional funding is provided by Minitex. MDL's collaborative partners, including the University of Minnesota, also contribute substantial in-kind services.

February in Children's

Whew! Another February is, well, nearly, in the books! I know it's the shortest month of the year, but, to me, it's very much the longest. I can almost feel the spring breezes blow! (Don't hold that against me, please, when a March blizzard buries us all...) Some highlights of our month:

- We filmed a Helper, Gold, and Lost and Found Online Storytime.
- Diana Magner filled in for Nancy Mike-Johnson for Artastic this month. She will also cover March. It's fun to have a new art perspective! As of this writing Diana has garnered over 700 Facebook views.
- The Bell Museum, with instructor Jennifer Behm, provided another stellar STEAM program.
- Page Turners Books Club as well as Teen Book Club met this month. We had a new member join us for Teen Book Club! It was a great meeting.
- I (Tracy) gave a presentation alongside Stephanie Wichlacz, ALS Youth Services Librarian, at Minnesota North College's Early Childhood Conference. We spoke about what our libraries and library system had for Early Childhood professionals. Other than an hour-long, campus-wide power outage just before I was to speak (with PowerPoint slides,) it was a very successful day!
- I attended "Family Literacy Night" at West Elementary school, to learn about ISD318's new literacy program, Wit and Wisdom. I am not generally a fan of any systematic way of teaching literacy, but from what I saw, I am quite favorable towards this program.
- We hosted the St. Joseph's preschoolers and their special guests for their Preschool at the Library Day. The students come to the library rather than the school, bring a special adult, and learn what their library has for them. They do lunch and lessons in the Programming Room, and then join me for lessons on how to take care of books, and a storytime. This year we read about, sang about, and did a flannel board about bees. It is a tiring, but a really good day! Kudos to Cindy Eckert, St. Joseph's Preschool Teacher, for her organization and her incredible ability to keep the four-year-old Trains on their tracks when they are away from everything familiar.
- Happy Reading!

Monthly Report - Overview for Feb 2025

Locations on this report: Grand Rapids Area Library

Checkout

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
1st Time	8240	9886	-17	9247	-11	18126	19708	-9
Phone Renewal	172	149	15	296	-42	321	529	-40
Renewal	112	206	-46	189	-41	318	414	-24
Opac Renewal	498	506	-2	548	-10	1004	1050	-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	9022	10747	-17	10280	-13	19769	21701	-9

Checkout Stock Rotation

Description	Feb 2025	Jan 2025	%chg	Feb 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	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
Normal	8140	7903	2	8436	-4	16043	16525	-3
Late	1396	1902	-27	1792	-23	3298	3923	-16
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	9536	9805	-3	10228	-7	19341	20448	-6

Requests Placed

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
Placed	1950	2201	-12	2289	-15	4151	4652	-11
Total	1950	2201	-12	2289	-15	4151	4652	-11

Requests Resolved

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
Cancelled	97	154	-38	75	29	251	176	42
Filled	2705	3172	-15	3113	-14	5877	6671	-12
Expired	6	6	0	1	500	12	3	300
Total	2808	3332	-16	3189	-12	6140	6850	-11

Holds Resolved

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
Picked Up	1612	2176	-26	1883	-15	3788	4138	-9
Cancelled	2	3	-34	0	100	5	0	100
Expired	125	123	1	153	-19	248	273	-10
Total	1739	2302	-25	2036	-15	4041	4411	-9

Overdues

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
1st Notice	408	568	-29	556	-27	976	987	-2
2nd Notice	3	9	-67	1	200	12	4	200
3rd Notice	0	4	-100	0	0	4	1	300
4th Notice	3	1	200	0	100	4	0	100
5th Notice	0	1	-100	0	0	1	1	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	228	237	-4	165	38	465	376	23
Total	642	820	-22	722	-12	1462	1369	6

Borrower Delta

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
New (Manual)	66	87	-25	78	-16	153	158	-4
Deleted (Manual)	3	10	-70	11	-73	13	14	-8
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0

-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	69	97	-29	89	-23	166	172	-4

Bib Delta

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	101	168	-40	122	-18	269	312	-14
Deleted (Manual)	716	859	-17	309	131	1575	568	177
New (Batch)	13	33	-61	202	-94	46	254	-82
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	830	1060	-22	633	31	1890	1134	66

Auth Delta

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	2	0	100	1	100	2	2	0
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2	0	100	1	100	2	2	0

Item Delta

Description	Feb 2025	Jan 2025	%chg	Feb 2024	%chg	2025 YTD	2024 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	346	482	-29	608	-44	828	1041	-21
Deleted (Manual)	1452	1380	5	460	215	2832	1506	88
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1798	1862	-4	1068	68	3660	2547	43

Acquisitions Activities

Description	Feb 2025	Jan 2025	%chg	Feb 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	131	196	-34	183	-29	327	368	-12
Items Rcvd by Ven	132	199	-34	185	-29	331	373	-12
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	263	395	-34	368	-29	658	741	-12

Grand Rapids Area Library
Reference Statistics
February 2025

	February	YTD 2025
Door Count	4,495	9,506
Reference Questions	135	281
Computer Help Over 5 Minutes	13	28
Tests Proctored	0	0
Public Computer Use: Sessions	226	432
Public Computer Use: Hours	203	423
Special Computer Sessions	62	154
Passports Accepted	105	243

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 159794 5	4 160049 8	5 160329 10	6 160555 8	7 160728 3	8 (34)
9	10 161004 8	11 161294 7	12 161534 AD FTO 9	13 161831 AD FTO 5	14 161940 3	15 (32)
16	17 CLOSED	18 162240 7	19 162514 2	20 162767 3	21 162900 5	22 (17)
23	24 163209 3	25 163498 Q	26 163847 (1)	27 164104 13	28 164289 5	

February 2025

224

Item 6.

Sun

Mon

Tue

Wed

Thu

Fri

Sat

						1
2	3 16 nr/ ci 11 1	4 nr/ ci 111	5 10 nr/ ci 1111 1	6 6 nr/ ci 11	7 10 nr/ ci 1111 11	8
9	10 5 nr/ ci 11	11 5 nr/ ci 111 1	12 3 nr/ ci 11	13 5 nr/ ci 111	14 3 nr/ ci 1	15
16	17 closed	18 16 nr/ ci 11	19 12 nr/ ci 1111 1	20 5 nr/ ci 1 1	21 6 nr/ ci 111	22
23	24 5 nr/ ci 1111 111	25 11 nr/ ci 111	26 6 nr/ ci 1111 1	27 5 nr/ ci 111 1	28 4 nr/ ci 1111 1	

GRAL Children's Library Monthly Statistics

February 2025

Online Storytime

Programs: 4

Facebook plays: 704*

YouTube views: 1355

Total views: 2059

Artastic

Programs: 1

Facebook plays: 839

YouTube views: 50

Total views: 889

Kits handed out: 150

02/04	Book Time	48
02/11	Book Time	49
02/12	Afterschool STEAM	8
02/18	Book Time	38
02/19	Teen Book Club	6
02/24	Lego Club	16
02/24	Page Turners	7
02/25	Book Time	31

Total Programs: 8 People: 203

Book Times : 4 People: 166

Library Programs: 4 People: 37

Class Visit: 2 groups People: 69

- RJEMS SPED: 13
- St Joseph's Preschool: 56

Reference Questions 2025: 401

Reference Questions 2024: 429

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

February 2025

411
Item 6.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 18	4 16	5 29	6 22	7 18	8 103
9	10 44	11 27 No Cindy	12 24	13 13	14 6	15 114
16	17 CLOSED	18 17	19 23	20 10	21 6	22 56
23	24 35	25 28	26 51	27 12	28 5	128

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												0.00
April												0.00
May												0.00
June												0.00
July												0.00
August												0.00
September												0.00
October												0.00
November												0.00
December												0.00
Total		318.25		147.75		55.00		142.00		19.00	*	466.00