



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, March 13, 2024

5:00 PM

## CALL TO ORDER:

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, March 13, 2024 at 5:00 PM.

## CALL OF ROLL:

## APPROVAL OF AGENDA:

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

## APPROVAL OF MINUTES:

1. Consider a motion to approve meeting minutes from the February 14, 2024 Library Board Meeting.

## COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

3. Consider a motion accepting donations as listed.

## REGULAR AGENDA:

4. Review 2023 Annual Report and consider a motion approving the report and authorizing the Board Chair and Library Director to sign the approval form.
5. Review MLA Legislative Committee correspondence regarding HF 4373.

## UPDATES:

Library Friends and Library Foundation

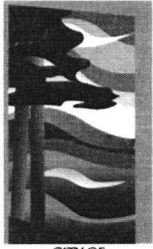
## STAFF REPORTS:

6. Review February Statistics

ADJOURNMENT:

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

ATTEST: Will Richter, Director of Library Services



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

## GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, February 14, 2024

5:00 PM

CALL TO ORDER: NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, February 14, 2024 at 5:00 PM.

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

### CALL OF ROLL:

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

Absent: Kee, Teigland

### APPROVAL OF AGENDA:

Motion to approve agenda as presented.

Mover: Richards

Secunder: Dobbs

Result: Passed unanimously

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

Cassey Casteel, Grand Rapids resident, provided comment on library collections and hours.

### APPROVAL OF MINUTES:

1. Consider a motion to approve Library Board Meeting Minutes from 01-10-2024.

Motion to approve minutes: Richards

Secunder: Blocker

Result: Passed unanimously

### COMMUNICATIONS:

None.

### FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider a motion to approve payment of Bill List.  
Motion to approve payment of Bill List as presented.  
Mover: Dobbs  
Secunder: Blocker  
Result: Passed 7-0 roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on the attached resolution.  
Motion to approve Consent Agenda as presented.  
Mover: Blocker  
Secunder: Dobbs  
Result: Passed 7-0 roll-call

REGULAR AGENDA:

4. City Government Academy  
Informational
5. Library Advocacy  
Informational
6. Arrowhead Library System Invoice for Automation Costs  
Informational

UPDATES:

Foundation update by Barr: next meeting is 02-15-2024 at 5:00 PM – CPC.

STAFF REPORTS:

7. Review Library Reports and Statistics  
Informational

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:16 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 13, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 02/07/2024  
 TIME: 15:00:42  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/14/2024

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	168.72
0118660	ARROWHEAD LIBRARY SYSTEM	21.00
0201428	BAKER & TAYLOR LLC	2,262.57
0212124	BLACKSTONE PUBLISHING	376.00
0215750	BOUNDARY WATERS JOURNAL	30.00
0305485	CENGAGE LEARNING INC	6,228.00
0315455	COLE HARDWARE INC	26.99
0718010	CITY OF GRAND RAPIDS	1,746.67
0914540	INNOVATIVE OFFICE SOLUTIONS LL	334.09
0914800	INVEST EARLY PROJECT	1,500.00
1309055	MIDWEST TAPE LLC	225.65
1309268	MINNESOTA LIBRARY ASSOCIATION	230.00
1821700	MICHAEL RUSSELL	885.00
1901535	SANDSTROM'S INC	195.91
2018680	TRU NORTH ELECTRIC LLC	102.46
2114356	UNIQUE MANAGEMENT SERVICES	221.35

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$14,554.41

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.46
0113105	AMAZON CAPITAL SERVICES	72.82
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	66,763.10
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	118.78
1309335	MINNESOTA REVENUE	58.51
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,231.30
2301700	WM CORPORATE SERVICES, INC	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$79,831.97

TOTAL ALL DEPARTMENTS \$94,386.38

RESOLUTION NO. 2024-2  
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

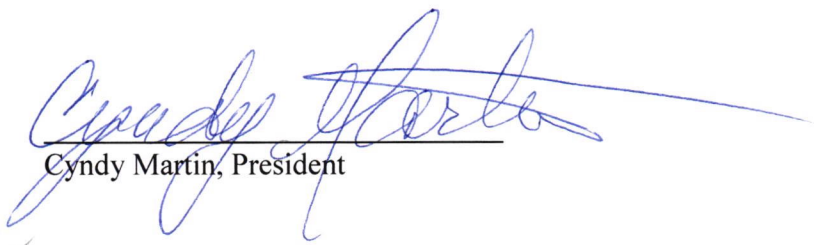
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

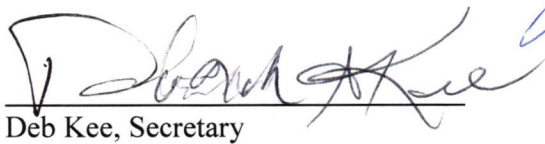
**Grand Rapids Area Library Foundation – \$2,148.09 (\$1,500 Story Time, 648.09 Children’s Program Supplies)**

**Nick and Nancy Eltgroth - \$500.00 (undesignated)**

Adopted this 14th day of February 2024



Cyndy Martin, President



Deb Kee, Secretary

DATE: 03/06/2024  
 TIME: 14:56:25  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/13/2024

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	143.01
0118660	ARROWHEAD LIBRARY SYSTEM	27.30
0201428	BAKER & TAYLOR LLC	2,402.20
0212124	BLACKSTONE PUBLISHING	94.00
0221650	BURGGRAF'S ACE HARDWARE	304.75
0718010	CITY OF GRAND RAPIDS	29,697.34
1309055	MIDWEST TAPE LLC	147.94
1901535	SANDSTROM'S INC	234.36
2018228	TREETOP PRODUCTS INC	2,905.38
2018680	TRU NORTH ELECTRIC LLC	1,787.75
2114356	UNIQUE MANAGEMENT SERVICES	221.35
2209421	VIKING ELECTRIC SUPPLY INC	2,896.90
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$40,862.28

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.48
0113105	AMAZON CAPITAL SERVICES	390.86
0205640	LEAGUE OF MN CITIES INS TRUST	2,412.67
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	50,462.16
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	505.24
1309335	MINNESOTA REVENUE	99.36
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,204.22
2209665	VISA	850.54
2301700	WM CORPORATE SERVICES, INC	145.86
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$67,992.53

TOTAL ALL DEPARTMENTS \$108,854.81

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 13, 2024

Item 2.

DATE: 03/06/24  
 TIME: 14:47:33  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	02/20/24	01	LIB FEB SERVICE	999-99-00-00-1000			03/13/24	54.48
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.48
							VENDOR TOTAL:	54.48
0113105 AMAZON CAPITAL SERVICES								
L	01/22/24	01	BOOKS/ROBOT MOUSE/WSH MARKERS	999-99-00-00-1000			03/13/24	95.04
				HOLDING ACCOUNT				
		02	FOR BLDG KIT/BOOKS	999-99-00-00-1000				70.97
				HOLDING ACCOUNT				
		03	PWER SUPPLY FOR PUB PC	999-99-00-00-1000				36.89
				HOLDING ACCOUNT				
		04	12 BOOKS	999-99-00-00-1000				187.96
				HOLDING ACCOUNT				
							INVOICE TOTAL:	390.86
							VENDOR TOTAL:	390.86
0118100 ARAMARK UNIFORM SERVICES								
2630249776-L	02/20/24	01	MATS	211-00-75-30-3070	20240515		03/13/24	34.51
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20240515			28.25
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	62.76
2630255336-L	03/05/24	01	MATS	211-00-75-30-3070	20240639		03/13/24	52.00
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20240639			28.25
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	80.25
							VENDOR TOTAL:	143.01
0118660 ARROWHEAD LIBRARY SYSTEM								



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 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660 ARROWHEAD LIBRARY SYSTEM								
15152-L	01/31/24	01	OVERDUE NOTICES JAN	211-00-75-20-2010	20240400		03/13/24	27.30
				OFFICE SUPPLIES				
							INVOICE TOTAL:	27.30
							VENDOR TOTAL:	27.30
0201428 BAKER & TAYLOR LLC								
2038083988-L	02/06/24	01	17 BOOKS/#209977 L025981	211-00-75-20-2110	20240399		03/13/24	212.75
				BOOKS				
							INVOICE TOTAL:	212.75
2038096671-L	02/13/24	01	6 BOOKS/#209977 L025981	211-00-75-20-2110	20240482		03/13/24	90.31
				BOOKS				
							INVOICE TOTAL:	90.31
2038106232-L	02/15/24	01	51 BOOKS/#209977 L025981	211-00-75-20-2110	20240514		03/13/24	629.16
				BOOKS				
							INVOICE TOTAL:	629.16
2038123408-L	02/23/24	01	37 BOOKS/#209977 L025981	211-00-75-20-2110	20240576		03/13/24	429.75
				BOOKS				
							INVOICE TOTAL:	429.75
2038129361-L	02/28/24	01	48 BOOKS	211-00-75-20-2110	20240628		03/13/24	680.40
				BOOKS				
							INVOICE TOTAL:	680.40
2038132231-L	02/28/24	01	29 BOOKS/#209977 L025981	211-00-75-20-2110	20240628		03/13/24	359.83
				BOOKS				
							INVOICE TOTAL:	359.83
							VENDOR TOTAL:	2,402.20
0205640 LEAGUE OF MN CITIES INS TRUST								
L	02/20/24	01	LIB FUND 2024 WORK COMP INS	999-99-00-00-1000			03/13/24	2,412.67
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,412.67
							VENDOR TOTAL:	2,412.67

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0212124 BLACKSTONE PUBLISHING								
2140758-L	02/09/24	01	2 CDS/C#101678	211-00-75-20-2120	20240516		03/13/24	94.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	94.00
							VENDOR TOTAL:	94.00
0221650 BURGGRAF'S ACE HARDWARE								
388458-L	02/12/24	01	RECYCLE FLUORESCENT BULBS <4'	211-00-75-30-3840	20240434		03/13/24	153.51
				GARBAGE REMOVAL				
		02	RECYCLE FLUORESCENT U BULBS	211-00-75-30-3840	20240434			151.24
				GARBAGE REMOVAL				
							INVOICE TOTAL:	304.75
							VENDOR TOTAL:	304.75
0605191 FIDELITY SECURITY LIFE								
L	03/04/24	01	LIB FEB VISION	999-99-00-00-1000			03/13/24	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								
24/166-L	02/09/24	01	FEB JANITORIAL SERVICE	211-00-75-30-3090	20240414		03/13/24	1,746.67
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,746.67
24/240-L	02/27/24	01	2024 GENERAL LIABILITY INS	211-00-00-00-1551	20240577		03/13/24	26,204.00
				PREPAID INSURANCE				
							INVOICE TOTAL:	26,204.00
24/247-L	03/04/24	01	MAR JANITORIAL SERVICE	211-00-75-30-3090	20240629		03/13/24	1,746.67
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,746.67
							VENDOR TOTAL:	29,697.34

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718015	GRAND RAPIDS CITY PAYROLL							
L	01/26/24	01	LIB PAYROLL 01/26/24	999-99-00-00-1000			03/13/24	27,503.52
		02	LIB PAYROLL 02/09/24	999-99-00-00-1000				22,958.64
				HOLDING ACCOUNT				
				HOLDING ACCOUNT				
							INVOICE TOTAL:	50,462.16
							VENDOR TOTAL:	50,462.16
1209520	EMILY LINDNER							
L	02/20/24	01	BOOK CLUB MEETING 2/12/24	999-99-00-00-1000			03/13/24	150.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	150.00
1301146	MARCO TECHNOLOGIES, LLC							
L	02/12/24	01	LIB FEB COPIER LEASE	999-99-00-00-1000			03/13/24	119.08
				HOLDING ACCOUNT				
							INVOICE TOTAL:	119.08
							VENDOR TOTAL:	119.08
1305725	METROPOLITAN LIFE INSURANCE CO							
L	01/29/24	01	LIB FEB SUPP/LIFE INS PREM	999-99-00-00-1000			03/13/24	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309055	MIDWEST TAPE LLC							
505089033-L	02/23/24	01	6 DVDS/C#2000006802	211-00-75-20-2120	20240585		03/13/24	147.94
				AUDIO/VISUAL				
							INVOICE TOTAL:	147.94
							VENDOR TOTAL:	147.94

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199 MINNESOTA ENERGY RESOURCES								
L	02/20/24	01	LIB JAN NTL GAS	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	505.24
							INVOICE TOTAL:	505.24
							VENDOR TOTAL:	505.24
1309335 MINNESOTA REVENUE								
L	01/19/24	01	LIB DEC SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	48.03
		02	LIB JAN SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT				51.33
							INVOICE TOTAL:	99.36
							VENDOR TOTAL:	99.36
1516220 OPERATING ENGINEERS LOCAL #49								
L	02/05/24	01	LIB MAR HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	10,092.00
							INVOICE TOTAL:	10,092.00
							VENDOR TOTAL:	10,092.00
1601750 PAUL BUNYAN COMMUNICATIONS								
L	02/05/24	01	LIB FEB SERVICE & LINE CHARGES	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	323.02
							INVOICE TOTAL:	323.02
							VENDOR TOTAL:	323.02
1618119 ISABELLA A PRATTO								
L	02/12/24	01	LEGO PROGRAM 2/8/24	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618120 MADELYN R PRATTO								
L	02/12/24	01	LEGO PROGRAM 2/8/24	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130 P.U.C.								
L	02/12/24	01	LIB JAN UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			03/13/24	2,204.22
							INVOICE TOTAL:	2,204.22
							VENDOR TOTAL:	2,204.22
1901535 SANDSTROM'S INC								
492115-L	02/12/24	01	30X36 .65MIL CLR HVY 20-30 GAL	211-00-75-20-2150 20240445			03/13/24	32.50
		02	TOWEL ROLL WHT	211-00-75-20-2150 20240445				112.72
		03	TOIL TISS/#320023	211-00-75-20-2150 20240445				89.14
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	234.36
				MAINTENANCE TOOLS/SUPPLIES			VENDOR TOTAL:	234.36
2018228 TREETOP PRODUCTS INC								
INVTRE25969-L	02/21/24	01	CITY COMMRC L PICNIC TABLES 8'	211-00-75-20-2075 20240573			03/13/24	2,457.70
		02	SHIPPING	211-00-75-20-2075 20240573				447.68
				ASSETS BETWEEN \$700-\$4999			INVOICE TOTAL:	2,905.38
				ASSETS BETWEEN \$700-\$4999			VENDOR TOTAL:	2,905.38
2018680 TRU NORTH ELECTRIC LLC								
1492-L	02/15/24	01	LABOR RPL 14 LIGHTS/3 8" LIGHT	211-00-75-30-4010 20240661			03/13/24	1,300.00
				BUILDING MAINT/REPAIRS				

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2018680 TRU NORTH ELECTRIC LLC								
1492-L	02/15/24	02	25 LED TUBE/18 KEYSTONES/3 CAN	211-00-75-30-4010	20240661	BUILDING MAINT/REPAIRS	03/13/24	487.75
							INVOICE TOTAL:	1,787.75
							VENDOR TOTAL:	1,787.75
2114356 UNIQUE MANAGEMENT SERVICES								
6122195-L	01/31/24	01	DEC PLACEMENTS	211-00-75-30-3300	20240391	PROFESSIONAL SERV-COLLECTI	03/13/24	233.00
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20240391	PROFESSIONAL SERV-COLLECTI		-11.65
							INVOICE TOTAL:	221.35
							VENDOR TOTAL:	221.35
2209421 VIKING ELECTRIC SUPPLY INC								
S007768481.001-L	02/08/24	01	26W D/E QUAD TUBE 4100K	211-00-75-20-2100	20240404	OPERATING SUPPLIES	03/13/24	71.44
							INVOICE TOTAL:	71.44
S007768481.002-L	02/08/24	01	26W D/E QUAD TUBE 4100K	211-00-75-20-2100	20240404	OPERATING SUPPLIES	03/13/24	285.76
		02	32W T/E TRIPLETUBE 41K/#V27287	211-00-75-20-2100	20240404	OPERATING SUPPLIES		502.00
							INVOICE TOTAL:	787.76
S007776678-001-L	02/09/24	01	32W T/E TRIBLETUBE 41K/#V27287	211-00-75-20-2100	20240421	OPERATING SUPPLIES	03/13/24	-25.10
							INVOICE TOTAL:	-25.10
S007776717.001-L	02/13/24	01	32W-48IN T8 BIPIN 41K/#V27287	211-00-75-20-2100	20240662	OPERATING SUPPLIES	03/13/24	2,062.80
							INVOICE TOTAL:	2,062.80
							VENDOR TOTAL:	2,896.90

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 13, 2024

DATE: 03/06/24  
 TIME: 14:47:33  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2209665	VISA							
L	02/20/24	01	LAKESHORE LEARNING	999-99-00-00-1000			03/13/24	284.34
				HOLDING ACCOUNT				
		02	USPS PREPAID PRIORITY MAIL	999-99-00-00-1000				482.50
				HOLDING ACCOUNT				
		03	WALMART-BREAK ROOM SUPPLIES	999-99-00-00-1000				83.70
				HOLDING ACCOUNT				
							INVOICE TOTAL:	850.54
							VENDOR TOTAL:	850.54
2301700	WM CORPORATE SERVICES, INC							
L	02/12/24	01	LIB JAN SERVICE	999-99-00-00-1000			03/13/24	145.86
				HOLDING ACCOUNT				
							INVOICE TOTAL:	145.86
							VENDOR TOTAL:	145.86
							TOTAL ALL INVOICES:	108,854.81

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH FEBRUARY 29, 2024

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 825,128	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	573	29%
211-00-34-00-7975	INTERNET	2,000	208	10%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	55	55%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	5,880	32%
211-00-34-00-7990	FAX MACHINE USE	500	100	20%
211-00-37-00-2310	DONATIONS	1,500	500	33%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	648	0%
211-00-37-00-2450	MISCELLANEOUS	-	331	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		987,009	8,295	1%
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	415,796	58,176	14%
211-00-75-10-1030	SALARY-PARTTIME	91,955	15,812	17%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	-	0%
211-00-75-10-1210	PERA	37,816	5,234	14%
211-00-75-10-1220	FICA	31,481	4,550	14%
211-00-75-10-1250	MEDICARE	7,362	1,064	14%
211-00-75-10-1310	HEALTH INSURANCE	122,265	9,612	8%
211-00-75-10-1330	LIFE INSURANCE	232	46	20%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,032	402	13%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	40	0%
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	322	11%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	2,905	29%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	381	38%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,181	159%
211-00-75-20-2110	BOOKS	39,000	11,241	29%
211-00-75-20-2120	AUDIO/VISUAL	9,000	871	10%
211-00-75-20-2130	NEWSPAPERS	2,000	444	22%
211-00-75-20-2140	PERIODICALS	7,500	30	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	608	20%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	138	14%
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	755	13%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	483	14%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	16,000	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	221	11%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	22,000	4,368	20%
211-00-75-30-3810	ELECTRICITY	35,000	2,204	6%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	451	23%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	505	6%



CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **FEBRUARY 29, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,802	19%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	37	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	238	16%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	240	0%
	<b>TOTAL EXPENDITURES</b>	<b>987,009</b>	<b>131,354</b>	<b>13%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(123,059)</b>	

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWO MONTHS ENDING FEBRUARY 29, 2024**  
*With Comparative Totals for February 28, 2023*

	2023 Actual	2024 Actual	2024 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	456,479	530,070	530,070	
Compensated Absences	44,648	44,648	44,648	
Emergency/Unanticipated Expenditures	64,796	64,796	64,796	
Major Equipment Replacement	135,725	135,725	135,725	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>701,648</b>	<b>775,239</b>	<b>775,239</b>	
<b>Revenues:</b>				
Taxes	-		825,128	0%
Intergovernmental	-		128,000	0%
Charges for Services	10,083	6,816	28,081	24%
Fines & Forfeits	45		-	0%
GR Library Foundation	-	648	-	0%
Miscellaneous	1,951	831	5,800	14%
Other Sources-Operating Transfer	-		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
<b>TOTAL REVENUES</b>	<b>12,079</b>	<b>8,295</b>	<b>987,009</b>	<b>1%</b>
<b>Expenditures:</b>				
Personnel	93,515	94,897	718,449	13%
Supplies/Materials	15,727	20,022	90,500	22%
Other Services/Charges	25,048	16,435	178,060	9%
<b>TOTAL EXPENDITURES</b>	<b>134,291</b>	<b>131,354</b>	<b>987,009</b>	<b>13%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(122,212)</b>	<b>(123,059)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
<b>Fund Balance 2/28/XX</b>				
Cash Flow	334,267	407,012	530,070	
Compensated Absences	44,648	44,648	44,648	
Emergency/unanticipated Expenditures	64,796	64,796	64,796	
Major Equipment Replacement	135,725	135,725	135,725	
<b>TOTAL FUND BALANCE 2/28/XX</b>	<b>\$ 579,436</b>	<b>\$ 652,181</b>	<b>\$ 775,239</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,613 as of 12/31/23. This endowment is not available for current operations.

Accumulated Energy Rebates \$4,533

DATE: 03/06/2024  
TIME: 15:14:48  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 29, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	825,128.00	0.00	0.00	825,128.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	825,128.00	0.00	0.00	825,128.00	0
<b>TOTAL TAXES</b>		0.00	825,128.00	0.00	0.00	825,128.00	0
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	0
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	128,000.00	0.00	0.00	128,000.00	0
<b>CHARGES FOR SERVICES</b>							
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	253.72	2,000.00	573.03	0.00	1,426.97	29
211-00-34-00-7975	INTERNET	125.72	2,000.00	208.35	0.00	1,791.65	10
211-00-34-00-7980	LIBRARY FEES-PROCTORING	55.25	100.00	55.25	0.00	44.75	55
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,995.00	18,200.00	5,880.00	0.00	12,320.00	32
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	64.60	500.00	99.67	0.00	400.33	20
<b>TOTAL</b>		2,494.29	28,081.00	6,816.30	0.00	21,264.70	24
<b>TOTAL CHARGES FOR SERVICES</b>		2,494.29	28,081.00	6,816.30	0.00	21,264.70	24

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 29, 2024

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL FINES &amp; FORFEITS</b>		0.00	0.00	0.00	0.00	0.00	0
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	500.00	0.00	1,000.00	33
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	0.00	0.00	1,300.00	0
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	648.09	0.00	648.09	0.00	(648.09)	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	154.55	0.00	330.76	0.00	(330.76)	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
<b>TOTAL</b>		802.64	5,800.00	1,478.85	0.00	4,321.15	25
<b>TOTAL MISCELLANEOUS REVENUE</b>		802.64	5,800.00	1,478.85	0.00	4,321.15	25
<b>OTHER SOURCES</b>							
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
<b>TOTAL</b>		0.00	0.00	0.00	0.00	0.00	0

DATE: 03/06/2024  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 29, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0
TOTAL REVENUES:		3,296.93	987,009.00	8,295.15	0.00	978,713.85	1
<b>EXPENSES</b>							
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
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	31,799.66	415,796.00	58,176.08	0.00	357,619.92	14
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	8,103.36	91,955.00	15,811.77	0.00	76,143.23	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	0.00	8,510.00	0.00	0.00	8,510.00	0
211-00-75-10-1210	PERA	2,992.74	37,816.00	5,234.11	0.00	32,581.89	14
211-00-75-10-1220	FICA	2,448.82	31,481.00	4,549.51	0.00	26,931.49	14
211-00-75-10-1250	MEDICARE	572.70	7,362.00	1,064.00	0.00	6,298.00	14
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	122,265.00	9,612.00	0.00	112,653.00	8
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	45.92	76.14	109.94	53
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	1.04	6.90	(7.94)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	201.06	3,032.00	402.12	0.00	2,629.88	13
TOTAL PERSONNEL		55,753.82	718,449.00	94,896.55	83.04	623,469.41	13
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	0.00	8,000.00	39.53	27.30	7,933.17	1
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	3,000.00	321.86	0.00	2,678.14	11
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	2,905.38	10,000.00	2,905.38	2,905.38	4,189.24	58

DATE: 03/06/2024  
TIME: 15:14:48  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 29, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-20-2095	PRGM SUP & MATERIALS	298.89	1,000.00	380.57	29.99	589.44	41
211-00-75-20-2100	OPERATING SUPPLIES	2,896.90	2,000.00	3,181.24	859.20	(2,040.44)	202
211-00-75-20-2110	BOOKS	2,477.80	39,000.00	11,240.66	1,421.26	26,338.08	32
211-00-75-20-2120	AUDIO/VISUAL	269.66	9,000.00	871.31	241.94	7,886.75	12
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	443.79	0.00	1,556.21	22
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	30.00	0.00	7,470.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	284.49	3,000.00	607.86	262.61	2,129.53	29
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
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>9,133.12</b>	<b>90,500.00</b>	<b>20,022.20</b>	<b>5,747.68</b>	<b>64,730.12</b>	<b>28</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	0.00	0.00	1,500.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	68.87	1,000.00	137.59	34.51	827.90	17
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	500.00	11,000.00	8
211-00-75-30-3210	TELEPHONE	377.50	6,000.00	754.98	0.00	5,245.02	13
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	482.50	0.00	3,017.50	14
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	16,000.00	0.00	0.00	16,000.00	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	221.35	233.00	1,545.65	23
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	2,184.00	22,000.00	4,368.00	0.00	17,632.00	20
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	2,204.22	0.00	32,795.78	6
211-00-75-30-3840	GARBAGE REMOVAL	304.75	2,000.00	450.61	304.75	1,244.64	38
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	505.24	0.00	7,494.76	6
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	1,890.21	15,000.00	2,802.20	0.00	12,197.80	19

DATE: 03/06/2024  
 TIME: 15:14:49  
 ID: GL470004.WOW

CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 2 PERIODS ENDING FEBRUARY 29, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	36.89	0.00	8,963.11	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	119.08	1,500.00	238.16	0.00	1,261.84	16
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	240.00	0.00	(240.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>6,941.08</b>	<b>178,060.00</b>	<b>16,435.08</b>	<b>2,818.93</b>	<b>158,805.99</b>	<b>11</b>
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
<b>TOTAL CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL GENERAL ADMINISTRATION</b>		<b>71,828.02</b>	<b>987,009.00</b>	<b>131,353.83</b>	<b>8,649.65</b>	<b>847,005.52</b>	<b>14</b>
<b>TOTAL EXPENSES:</b>		<b>71,828.02</b>	<b>987,009.00</b>	<b>131,353.83</b>	<b>8,649.65</b>	<b>847,005.52</b>	<b>14</b>
<b>TOTAL FUND REVENUES</b>		<b>3,296.93</b>	<b>987,009.00</b>	<b>8,295.15</b>	<b>0.00</b>	<b>978,713.85</b>	<b>1</b>
<b>TOTAL FUND EXPENSES</b>		<b>71,828.02</b>	<b>987,009.00</b>	<b>131,353.83</b>	<b>8,649.65</b>	<b>847,005.52</b>	<b>14</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(68,531.09)</b>	<b>0.00</b>	<b>(123,058.68)</b>			
<b>TOTAL ALL FUND REVENUES</b>		<b>3,296.93</b>	<b>987,009.00</b>	<b>8,295.15</b>	<b>0.00</b>	<b>978,713.85</b>	<b>1</b>
<b>TOTAL ALL FUND EXPENSES</b>		<b>71,828.02</b>	<b>987,009.00</b>	<b>131,353.83</b>	<b>8,649.65</b>	<b>847,005.52</b>	<b>14</b>
<b>ALL FUND SURPLUS (DEFICIT)</b>		<b>(68,531.09)</b>	<b>0.00</b>	<b>(123,058.68)</b>			

RESOLUTION NO. 2024-3  
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 - \$1,317.99**

**\$34.77 Discovery Kit Supplies**

**\$275.30 Children's Program Supplies**

**\$989.33 Large Print project**

**\$17.99 DVDs**

**Lyman Loveland - \$4,500.00**

**\$3,000.00 Juvenile non-fiction collection enhancement**

**\$1,500.00 Large print collection enhancement**

Adopted this 13th day of March 2024

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Cyndy Martin, President

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Deb Kee, Secretary





## 2023 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.**

Grand Rapids Area Library

\_\_\_\_\_  
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

Cyndy Martin

\_\_\_\_\_  
Printed Name of Library Board President/City or County Representative

\_\_\_\_\_  
Signature and Date of Library Director

Will Richter

\_\_\_\_\_  
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](mailto: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.*



## 2023 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2023, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2023.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. In the case of a single-location library, the library is both the administrative entity and the outlet. The totals for the administrative entity are presented first, followed by separate reports for each outlet.

### 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 2022 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	<a href="http://www.cityofgrandrapidsmn.com/library">www.cityofgrandrapidsmn.com/library</a>
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	<b>Municipal Government (city, town or village)</b>
G23) Administrative Structure Code	<b>Administrative Entity with a Single Direct Service Outlet</b>
G25) Geographic Code	<b>Multi-MCD, entirety</b>
G26) Did the legal service area boundary change?	<b>No</b>

## VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01) Population of the Legal Service Area	21,168	21,005
P02) Registered Users – Residents	9,426	9,826
P03) Registered Users – Reciprocal	0	0
<b>P04) Total Registered Users</b>	<b>9,426</b>	<b>9,826</b>
P05) Year in Which Registered User Records Were Last Purged	2023	2022
P06) Visits	40,072	45,186
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	2,290	3,137
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P59) Contactless Visits	0	0
P08) Public Internet Computer Sessions	2,818	3,387
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet Annual Count	P08 tallies other computer usage in addition to Internet Annual Count
P62) Public Computer Sessions Reporting Method		
P10) Wireless Sessions	0	
P63) Wireless Sessions Reporting Method	Wireless Not Tracked	Wireless Not Tracked
P32) Website Visits	-1	-1

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	2023 Data	2022 Data
P13) Children's Circulation	66,068	63,065
P14) Adult Circulation	60,816	59,578
P15) Physical Circulation (No Age Designation)	2,673	2,860
<b>P16) Total Physical Circulation</b>	<b>129,557</b>	<b>125,503</b>
P69) Physical Circulation – Not Print or Audiovisual	572	50
P17) Downloadable E-books and E-serials Circulation	15,580	15,888
P18) Downloadable Audio and Video Circulation	20,659	19,332
<b>P19) Total Downloadable Circulation</b>	<b>36,239</b>	<b>35,220</b>
<b>P20) Total Circulation</b>	<b>165,796</b>	<b>160,723</b>

### Collection Use Including Electronic Collections

Data Element	2023 Data	2022 Data
P29) Number of Information Retrievals from Electronic Collections	2,369	1,350
P30) Electronic Content Use	38,608	36,570
<b>P31) Total Collection Use</b>	<b>168,165</b>	<b>162,073</b>

## Interlibrary Loan

Data Element	2023 Data	2022 Data
P11) ILL Provided to Other Libraries	10,648	10,387
P12) ILL Received from Other Libraries	15,367	14,430

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	2023 Data	2022 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	
P85) In-Person Programs for Adults	0	
P86) In-Person Programs for All Ages	61	82
P75) Total Onsite In-Person Programs	61	82
P81) Total Offsite In-Person Programs	0	0

### In-Person Program Attendance

Data Element	2023 Data	2022 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	
P108) Attendees at In-Person Programs for Adults	0	
P109) Attendees at In-Person Programs for All Ages	5,316	820
P98) Total Onsite Attendance	5,316	820
P104) Total Offsite Attendance	0	0

### Live Virtual Programs

Data Element	2023 Data	2022 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	2023 Data	2022 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	2023 Data	2022 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	61	82
<b>P54) Total Programs</b>	<b>61</b>	<b>82</b>

**Total Program Attendance (In-Person and Live Virtual)**

Data Element	2023 Data	2022 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	5,316	820
<b>P58) Total Program Attendance</b>	<b>5,316</b>	<b>820</b>

**Recordings of Program Content**

Data Element	2023 Data	2022 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	60	61
<b>P44) Total Recorded Programs</b>	<b>60</b>	<b>61</b>

**Views of Recordings of Program Content**

Data Element	2023 Data	2022 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	11,940	55,817
<b>P124) Total On-Demand Views of Recorded Programs</b>	<b>11,940</b>	<b>55,817</b>

**Self-Directed Activities**

Data Element	2023 Data	2022 Data
P49) Number of Self-Directed Activities	9	9
P50) Participation in Self-Directed Activities	1,350	1,350
What kinds of activities do you count as self-directed?	<b>Take and make art kits</b>	[new in 2023]

## SUMMER LEARNING PROGRAM

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

## HOURS OF PUBLIC SERVICE

Data Element	2023 Data	2022 Data
H08) Weekly Hours of Regular Service	<b>36.00</b>	<b>36.00</b>
H16) Weekly Hours of Limited Service	<b>0.00</b>	<b>0.00</b>
H18) Weekly Hours of Curbside Service	<b>0.00</b>	<b>0.00</b>
H12) Annual Public Service Hours	<b>1,800</b>	<b>1,792</b>

## FACILITIES

Data Element	2023 Data	2022 Data
F01) Central Libraries	<b>1</b>	<b>1</b>
F02) Branch Libraries	<b>0</b>	<b>0</b>
F03) Bookmobiles	<b>0</b>	<b>0</b>
F04) Supplementary Services	<b>0</b>	<b>0</b>
F12) Staff Internet Computers	<b>12</b>	<b>12</b>
F13) Public Internet Stationary Computers	<b>15</b>	<b>15</b>
F14) Public Internet Mobile Devices for Onsite Use	<b>0</b>	<b>0</b>
F15) Total Public Internet Computers/Devices	<b>15</b>	<b>15</b>
F22) Outlets with Wi-Fi Available to Public	<b>1</b>	<b>1</b>
F23) Outlets with a Meeting Room	<b>1</b>	<b>1</b>
F24) Non-Library Sponsored Events	<b>0</b>	<b>0</b>

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	2023 Data	2022 Data
S01) Total ALA/MLS Librarian FTE	<b>2.00</b>	<b>2.00</b>
S02) Total Other Librarian FTE	<b>2.00</b>	<b>2.00</b>
S03) Total Librarian FTE	<b>4.00</b>	<b>4.00</b>
S04) Total Other Staff FTE	<b>3.50</b>	<b>3.50</b>
S05) Total Paid Staff FTE	<b>7.50</b>	<b>7.50</b>

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		<b>\$41.06</b>
S08) Assistant Director		<b>\$37.72</b>
S09) Branch Manager		

S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$26.27	\$29.37
S13) Technology Support		
S14) Library Support Staff	\$18.67	\$29.96
S15) Administrative Support Staff		
S16) Pages		

## Union

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

## COLLECTIONS

### Physical Materials

Data Element	2023 Data	2022 Data
C01) Print Materials (Books and Periodicals)	63,666	63,709
C02) Audio Materials, Physical	2,159	2,186
C03) Video Materials, Physical	4,958	4,568
C04) Multi-format Materials	183	178
C05) Other Physical Materials	73	63
<b>C06) Total Physical Materials</b>	<b>71,039</b>	<b>70,704</b>
C07) Print Serial Subscriptions	164	167

### Electronic Materials

Data Element	2023 Data	2022 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
<b>C10) Total Electronic Serial Subscriptions</b>	<b>0</b>	<b>0</b>
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	48,842	52,821
C13) Electronic Books Licensed Statewide	9,528	9,265
<b>C14) Total Electronic Books</b>	<b>58,370</b>	<b>62,086</b>
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	16,594	15,681
<b>C17) Total Audio Downloadable Units</b>	<b>16,594</b>	<b>15,681</b>
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
<b>C20) Total Video Downloadable Units</b>	<b>0</b>	<b>0</b>
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	59	57
<b>C26) Total Licensed Electronic Collections</b>	<b>68</b>	<b>66</b>

## POLICIES/PLANS

Data Element	2023 Data	2022 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	[new in 2023]
D08) Overdue Fine Policy?	No	No

## COMMUNITY ENGAGEMENT

### Outreach Services

Data Element	2023 Data	2022 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	No	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	No	No
Other	none	none

### Community Partnerships

Data Element	2023 Data	2022 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	No
O13a) Communicative: <b>Yes</b> O13b) Cooperative: <b>Yes</b> O13c) Collaborative: <b>No</b>		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	



## Volunteers

Data Element	2023 Data	2022 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	78	78
O21) Total Number of Volunteer Hours	3,031	3,289

## 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	2023 Data	2022 Data
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	\$716,366	\$725,384
R02) City Indirect	\$35,268	\$33,956
R03) City Operating Revenue Total	\$751,634	\$759,340
<b>County</b>		
R04) County Direct	\$143,383	\$151,428
R05) County Indirect	\$0	\$0
R06) County Total	\$143,383	\$151,428
<b>Other Local Government</b>		
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	\$895,017	\$910,768
<b>STATE</b>		
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

Data Element	2023 Data	2022 Data
<b>FEDERAL</b>		
R67) Did your library receive ARPA funding in 2023?	No	No
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)	0	
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
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct	\$8,045	\$8,045
R21) Regional System Indirect	\$0	\$707
R22) Regional System Operating Revenue Total	\$8,045	\$8,752
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$91,994	\$81,306
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$91,994	\$81,306
R29) Total Regional and Other Operating Revenue	\$100,039	\$90,058
<b>R30) Total Operating Revenue</b>	<b>\$995,056</b>	<b>\$1,000,826</b>

## Operating Expenditures

Data Element	2023 Data	2022 Data
<b>Personnel Expenditures</b>		
E01) Salaries & Wages	\$489,174	\$472,353
E02) Employee Benefits	\$193,059	\$181,846
E03) Total Personnel Costs	\$682,233	\$654,199
<b>Collection Expenditures</b>		
E04) Print Materials	\$48,883	\$51,345
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	\$8,033	\$9,197
E10) Other Materials - Other Physical Materials	\$7,542	\$7,123
E11) Other Materials Expenditures Total	\$15,575	\$16,320
E16) Physical Materials Expenditures Total	\$64,458	\$67,665
E12) Total Collection Expenditures	\$64,458	\$67,665
<b>Other Operating Expenditures</b>		
E13) Other Operating Expenditures	\$176,433	\$211,772
<b>E14) Total Operating Expenditures</b>	<b>\$923,124</b>	<b>\$933,636</b>
E15) Expenditures Equal To or Less than Income?	Yes	Yes

## Capital Revenue

Data Element	2023 Data	2022 Data
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
<b>County</b>		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
<b>Other Local Government</b>		
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
<b>STATE</b>		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
<b>FEDERAL</b>		
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
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
<b>Multicounty, Multitype</b>		
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
<b>R58) Total Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>

## Capital Expenditures

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

**In-Kind**

Data Element	2023 Data	2022 Data
<b>In-Kind Operating Contributions</b>		
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		
<b>In-Kind Contributions by Expenditure Area</b>		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
<b>In-Kind Capital Contributions</b>		
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

**Comments**

Is there anything you would like to add that is not reflected in the rest of the report?

DRAFT

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.*



## Grand Rapids Area Library

### 2023 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 administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2023, unless otherwise specified.

#### CONTACT INFORMATION

G01m) Library Name	<b>Grand Rapids Area Library</b>
G02m) Regional System/Sequence Number	<b>A1750</b>
G03m) Regional Public Library System	<b>ALS</b>
G05m) Location is a change from 2022 Data	<b>No</b>
G04m) Street Address	<b>140 NE 2nd Street</b>
G06m) City	<b>Grand Rapids</b>
G07m) ZIP Code	<b>55744</b>
G12m) Phone	<b>218-326-7640</b>
G08m) Mailing Address	<b>140 NE 2nd Street</b>
G09m) City	<b>Grand Rapids</b>
G10m) ZIP Code	<b>55744</b>
G11m) County	<b>Itasca</b>

#### VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01m) Population of the Legal Service Area	<b>21,168</b>	<b>21,005</b>
P02m) Registered Users – Residents	<b>9,426</b>	<b>9,826</b>
P03m) Registered Users – Reciprocal	<b>0</b>	<b>0</b>
<b>P04m) Total Registered Users</b>	<b>9,426</b>	<b>9,826</b>
P06m) Visits	<b>40,072</b>	<b>45,186</b>
P07m) Reference Transactions	<b>2,290</b>	<b>3,137</b>
P59m) Contactless Visits	<b>0</b>	<b>0</b>
P08m) Public Internet Computer Sessions	<b>2,818</b>	<b>3,387</b>
P09m) Public Internet Computer Sessions – Usage Type	<b>P08m tallies other computer usage in addition to Internet</b>	<b>P08m tallies other computer usage in addition to Internet</b>
P10m) Wireless Sessions	<b>-1</b>	<b>-1</b>

#### CIRCULATION

Data Element	2023 Data	2022 Data
P13m) Children’s Circulation	<b>66,068</b>	<b>63,065</b>
P14m) Adult Circulation	<b>60,816</b>	<b>59,578</b>
P15m) Physical Circulation (No Age Designation)	<b>2,673</b>	<b>2,860</b>
<b>P16m) Total Physical Circulation</b>	<b>129,557</b>	<b>125,503</b>

**PROGRAMS, ATTENDANCE, ACTIVITIES****Onsite In-Person Programs**

Data Element	2023 Data	2022 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	0	0
P71m) Onsite In-Person Programs Intended for Ages 6-11	0	0
P72m) Onsite In-Person Programs Intended for Young Adults	0	0
P73m) Onsite In-Person Programs Intended for Adults	0	0
P74m) Onsite In-Person Programs Intended for All Ages	61	82
<b>P75m) Total Onsite Programs</b>	<b>61</b>	<b>82</b>

**Onsite In-Person Program Attendance**

Data Element	2023 Data	2022 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	0	0
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	0	0
P95m) Attendees at Onsite In-Person Programs for Young Adults	0	0
P96m) Attendees at Onsite In-Person Programs for Adults	0	0
P97m) Attendees at Onsite In-Person Programs for All Ages	0	0
<b>P98m) Total Onsite In-Person Attendance</b>	<b>0</b>	<b>0</b>

**Offsite In-Person Programs**

Data Element	2023 Data	2022 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	5,316	820
<b>P81m) Total Offsite Programs</b>	<b>5,316</b>	<b>820</b>

**Offsite In-Person Program Attendance**

Data Element	2023 Data	2022 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
<b>P104m) Total In-Person Offsite Attendance</b>	<b>0</b>	<b>0</b>

**Self-Directed Activities**

Data Element	2023 Data	2022 Data
P49m) Self-Directed Activities	9	9
P50m) Participation in Self-Directed Activities	1,350	1,350

**FULL-TIME-EQUIVALENT STAFF**

Data Element	2023 Data	2022 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
<b>S05m) Total Paid Staff FTE</b>	<b>7.50</b>	<b>7.50</b>

**VOLUNTEERS**

Data Element	2023 Data	2022 Data
O16m) Number of Teen Volunteers	0	0
O17m) Number of Adult Volunteers	78	78
O18m) Number of Teen Volunteer Hours	0	0
O19m) Number of Adult Volunteer Hours	3,031	3,289
<b>O20m) Total Number of Volunteers</b>	<b>78</b>	<b>78</b>
<b>O21m) Total Number of Volunteer Hours</b>	<b>3,031</b>	<b>3,289</b>

**PUBLIC SERVICE HOURS****Number of Weeks Open to the Public**

Data Element	2023 Data	2022 Data
H13m) Weeks Closed Due to COVID-19	0	0
H15m) Weeks of Regular Service	52	52
H14m) Weeks of Limited Service	0	0
<b>H11m) Weeks Library was Open</b>	<b>52</b>	<b>52</b>

**Weekly Hours Open to the Public**

Data Element	2023 Data	2022 Data
H08m) Weekly Hours of Regular Service	36.00	36.00
H16m) Weekly Hours of Limited Service	0.00	0.00

**Annual Hours Open to the Public**

Data Element	2023 Data	2022 Data
H12m) Annual Public Service Hours	1,800	1,792
H20m) Non-Staffed Service Hours at this Location?	<b>No</b>	[new in 2023]

**Curbside Service**

Data Element	2023 Data	2022 Data
H17m) Weeks of Curbside Service	0	0
H18m) Weekly Hours of Curbside Service	0.00	0.00



**LIBRARY COLLECTION**

Data Element	2023 Data	2022 Data
C01m) Print Materials (Books and Periodicals)	63,666	63,709
C02m) Audio Materials, Physical	2,159	2,186
C03m) Video Materials, Physical	4,958	4,568
C04m) Multi-format Materials	183	178
C05m) Other Physical Materials	73	63
<b>C06m) Total Physical Materials</b>	<b>71,039</b>	<b>70,704</b>
C07m) Print Serial Subscriptions	164	167

**FACILITIES****Outlet Types**

Data Element	2023 Data	2022 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

**Buildings**

Data Element	2023 Data	2022 Data
F07m) Facility Type	L	L
F08m) Square Feet	26,500	26,500
F09m) Year Built	2000	2000
F10m) Latest Year Remodeled	na	na
F11m) Previous Year(s) Remodeled		

**Computers**

Data Element	2023 Data	2022 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	2023 Data	2022 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	2023 Data	2022 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	-1	0

**LIBRARY FRIENDS**

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

**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.*

## Will Richter

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**From:** Maggie Snow <msnow@umn.edu>  
**Sent:** Friday, March 1, 2024 8:06 AM  
**To:** Minitex Policy Advisory Council  
**Subject:** [Minitex Policy Adv Comm] Fwd: New Book Banning Prohibited bill: Response needed

Good morning Policy Advisory Council,

Please see the new bill, HF 4373, prohibiting book banning.

Maggie

----- Forwarded message -----

**From:** Sarah Hawkins <Sarah.Hawkins@anokacountymn.gov>  
**Date:** Thu, Feb 29, 2024 at 5:01 PM  
**Subject:** New Book Banning Prohibited bill: Response needed  
**To:** Liz Lynch <lynchl@gsuite.larl.org>, Megan Krueger <kruegerm@larl.org>, Carla Lydon <CLydon@ecrlib.org>, Krista Ross <kross@selco.info>, Ann Walker Smalley <ann@metronet.lib.mn.us>, Haugo, Kim (MGSH) <HaugoK@district279.org>, Belle Nelson <laurabellenelson@gmail.com>, Alex Wieker <wiek0008@umn.edu>  
**Cc:** Jodi Grebinoski <jodicgrebinoski@gmail.com>, Sara Swenson <Sara.Swenson@edinaschools.org>, Lee, Tamara (MDE) <Tamara.Lee@state.mn.us>, Buckland, Hannah (MDE) <Hannah.Buckland@state.mn.us>, Eidem, Katie A. (Kate) <Eidem.Katie@mayo.edu>, Maggie Snow <msnow@umn.edu>

Hi Leg Com,

**Requesting your feedback ASAP, particularly from our voting members. Thanks in advance!**

Rep. Frazier wrote a little different version of a “book banning prohibited” bill.

1. We disagree with the Subd 2, and hope to have conversations with Rep. Frazier to remove it.
  - a. Civil action is what technically could happen under the Governor’s Ed Policy bill (starting on line 49.19) as well, even though it’s not explicitly named.
2. We also would like to recommend Rep. Frazier add price and budget considerations to his list of practical reasons why a library might not purchase a title.
3. Other than that, we generally believe this is a much better bill than the language introduced in the Governor’s Education Policy bill, not to mention much less of waving a political red flag in front of the bull.

**Co-Chairs Recommendation: That we move our talking points and documents to support this bill, including the recommended modifications listed above.**

**Response requested: Do you support that recommendation? Any concerns?**

HF 4373 Status in the House for the 93rd Legislature (2023 - 2024) (mn.gov)

A bill for an act relating to libraries; prohibiting book banning by public libraries and school libraries; creating a private right of action and providing for attorney general enforcement; proposing coding for new law in Minnesota Statutes, chapter 134.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1.

**[134.55] BOOK BANNING.**

Subdivision 1.

**Book banning prohibited.**

(a) A public library or a library or media center controlled in whole or in part by a school district, charter school, or public postsecondary institution must not ban, remove, or otherwise restrict access to a book or other material based on its viewpoint or the messages, ideas, or opinions the book or material conveys.

(b) This section does not limit authority to decline to purchase, lend, or shelve or to remove or restrict access to books or other materials legitimately based upon:

(1) practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;

(2) legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of books and materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or

(3) compliance with state or federal law.

(c) Nothing in this section shall impair or limit the rights of a parent, a guardian, or an adult student under section 120B.20.

Subd. 2.

**Enforcement; civil action.**

(a) Any person injured by a violation of subdivision

1 may bring a civil action against the public library, school district, charter school, or public postsecondary institution for injunctive relief together with costs and reasonable attorney fees, and receive other equitable relief as determined by the court. In addition to all other damages, the court may impose a civil penalty payable to the plaintiff of up to \$5,000 for each violation. Civil remedies allowable under this section are cumulative and do not restrict any other right or remedy otherwise available. If the court determines that an action brought under this subdivision is frivolous and without merit and a basis in fact, the court may award reasonable costs and attorney fees to the defendant.

**SARAH HAWKINS**  
Assistant Director

**Anoka County LIBRARY-** Library Support Services

707 County Rd. 10 NE, Blaine, MN, 55434

763-324-1563

[anokacountylibrary.org](http://anokacountylibrary.org).

Find us on [Facebook](#) and [Twitter](#)

*Anoka County employee emails have changed recently! We are using the protected .gov classification so our residents know when they are working with a government member. We hope this change will aid in serving our residents safely and securely. Please update the contact information you have to my new email: [sarah.hawkins@anokacountymn.gov](mailto:sarah.hawkins@anokacountymn.gov)*

Notice: Generally, most data maintained by a library on individuals is private and may not be disclosed for other than library purposes except by court order.

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You received this message because you are subscribed to the Google Groups "Minitex Policy Advisory Council" group. To unsubscribe from this group and stop receiving emails from it, send an email to [mtx-adv-comm+unsubscribe@umn.edu](mailto:mtx-adv-comm+unsubscribe@umn.edu).

To view this discussion on the web visit <https://link.edgepilot.com/s/deba9f98/-BqHMwmjgUa36FSSc-xAfA?u=https://groups.google.com/a/umn.edu/d/msgid/mtx-adv-comm/CAMxxxsQCj-Lq%253DJBKPsKY00J7X24-HLq2EoxvtWikTFjXRjMRpQ%2540mail.gmail.com>.

## February in Children's

February was a pretty great month in Children's! Some highlights:

- Thanks to Gramma Pat (Fidely) filling in for Teacher Missy (Gray), we are back on track filming Online Storytime; we filmed 8 in February, of which 4 are saved for a rainy day.
- We had another delightful, albeit busy, visit from all the Cohasset 4<sup>th</sup> graders. I love this time of year when kids have been coming with their teachers monthly. They know the lay of the land, and can often not only find their materials, but can help their friends find what they are looking for, as well.
- Lego club continues to be a hit, Bella and Madelyn Pratto are marvelous leaders, and have tentatively committed to summer as well. Hooray!
- All the Artastic kits were gone in three days this month! Grandma Nancy (Mike-Johnson) filmed a wonderful lesson about drawing the planets and outer-space entities.
- We baked ration recipes for Teen Book Club, after reading "The Enigma Game." (Which none of us liked...it dragged on.) We made soup, and carrot biscuits, both of which were recipes from WW2, using rations available to the citizens of England, where our book was based. We're reading another WW2 book for March...let's hope it's a more interesting read!
- Our STEAM collaboration with the Bell Museum is going strong in its second month. We are lucky to have Jennifer Behm as our local instructor. Her love of science is positively infectious!
- Just this week the Children's Library received an amazing gift of \$3000 to update our non-fiction collection. I am beyond thrilled, and am going through catalogs like they are the Sears-Roebuck Wish Book of 1970. Except now, I can get all the things. Look for new animal books, magic books, health books, sports books, ecology books, biology books, chemistry books, and so much more in the weeks to come. This is SO MUCH FUN! 😊

Happy Reading!

Monthly Report - Overview for Feb 2024

Locations on this report: Grand Rapids Area Library

Checkout

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
1st Time	8725	10461	-17	8511	2	19186	17768	7
Phone Renewal	276	233	18	289	-5	509	545	-7
Renewal	184	225	-19	149	23	409	281	45
Opac Renewal	538	502	7	626	-15	1040	1239	-17
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	9723	11421	-15	9575	1	21144	19833	6

Checkout Stock Rotation

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 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 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
Normal	8121	8089	0	8054	0	16210	15407	5
Late	1720	2131	-20	1542	11	3851	3389	13
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
Total	9841	10220	-4	9596	2	20061	18796	6

Requests Placed

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
Placed	2198	2363	-7	1838	19	4561	3991	14
Total	2198	2363	-7	1838	19	4561	3991	14

## Requests Resolved

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
Cancelled	71	101	-30	99	-29	172	207	-17
Filled	2929	3558	-18	2840	3	6487	5954	8
Expired	1	2	-50	4	-75	3	9	-67
Total	3001	3661	-19	2943	1	6662	6170	7

## Holds Resolved

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
Picked Up	1801	2255	-21	1608	12	4056	3496	16
Cancelled	0	0	0	12	-100	0	17	-100
Expired	153	120	27	127	20	273	232	17
Total	1954	2375	-18	1747	11	4329	3745	15

## Overdues

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
1st Notice	556	431	29	371	49	987	755	30
2nd Notice	1	3	-67	0	100	4	5	-20
3rd Notice	0	1	-100	0	0	1	2	-50
4th Notice	0	0	0	0	0	0	2	-100
5th Notice	0	1	-100	0	0	1	1	0
Final Notice	0	0	0	0	0	0	2	-100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	165	211	-22	95	73	376	280	34
Total	722	647	11	466	54	1369	1047	30

## Borrower Delta

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	76	80	-5	98	-23	156	228	-32
Deleted (Manual)	11	3	266	7	57	14	17	-18
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0



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Total	87	83	4	105	-18	170	245	-31	

## Bib Delta

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	119	190	-38	180	-34	309	350	-12
Deleted (Manual)	293	259	13	72	306	552	188	193
New (Batch)	196	52	276	40	390	248	108	129
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	608	501	21	292	108	1109	646	71

## Auth Delta

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	1	-100	2	-100	1	2	-50
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	1	-100	2	-100	1	2	-50

## Item Delta

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	590	433	36	485	21	1023	1007	1
Deleted (Manual)	457	1046	-57	159	187	1503	877	71
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1047	1479	-30	644	62	2526	1884	34

## Acquisitions Activities

Description	Feb 2024	Jan 2024	%chg	Feb 2023	%chg	2024 YTD	2023 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	183	185	-2	312	-42	368	523	-30
Items Rcvd by Ven	185	188	-2	314	-42	373	536	-31
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	368	373	-2	626	-42	741	1059	-31

**Grand Rapids Area Library**  
**Reference Statistics**  
**February 2024**

	<b>February</b>	<b>YTD 2024</b>
<b>Door Count</b>	<b>4686</b>	<b>9620</b>
<b>Reference Questions</b>	<b>179</b>	<b>378</b>
<b>Computer Help Over 5 Minutes</b>	<b>20</b>	<b>42</b>
<b>Tests Proctored</b>	<b>1</b>	<b>1</b>
<b>Public Computer Use: Sessions</b>	<b>206</b>	<b>384</b>
<b>Public Computer Use: Hours</b>	<b>167</b>	<b>316</b>
<b>Special Computer Sessions</b>	<b>115</b>	<b>228</b>
<b>Passports Accepted</b>	<b>82</b>	<b>198</b>

# February 2024

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

# February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<sup>1</sup> 92,726 5	<sup>2</sup> 92,876 H	<sup>3</sup> 9
<sup>4</sup>	<sup>5</sup> 93,139 8	<sup>6</sup> 93,434 4	<sup>7</sup> 93,695 2	<sup>8</sup> 93,997 5	<sup>9</sup> 94,142 2	<sup>10</sup> 21
<sup>11</sup>	<sup>12</sup> 94,417 2	<sup>13</sup> 94,695 1	<sup>14</sup> 94,995 AD FTO ①	<sup>15</sup> 95,180 AD FTO 6	<sup>16</sup> 95,361 AD FTO 3	<sup>17</sup> 12
<sup>18</sup>	<sup>19</sup> CLOSED	<sup>20</sup> 95,671 <del>6</del>	<sup>21</sup> 96,006 7	<sup>22</sup> 96,252 5	<sup>23</sup> 96,429 4	<sup>24</sup> 16
<sup>25</sup>	<sup>26</sup> <del>8</del> 96,760 5	<sup>27</sup> 96,963 7	<sup>28</sup> 97,254 7	<sup>29</sup> 97,412 5		24

# GRAL Children's Library Monthly Statistics

## February 2024

### Online Storytime

Programs: 5

Facebook views: 350

YouTube views: 372

Total views: 722

### Artastic

Programs: 1

Facebook views: 68

YouTube views: 44

Total views: 112

Kits handed out: 125

<b>Programs:</b>	<b><u>Date</u></b>	<b><u>Name of Program</u></b>	<b><u>Number of people</u></b>
	2/06	Book Time	26
	2/08	Lego Club	37
	2/12	Page Turners	5
	2/13	Book Time	20
	2/20	Book Time	13
	2/21	Afterschool STEAM	31
	2/21	Teen Book Club	4
	2/27	Book Time	15

Book Times : 4

People: 74

Library Programs: 4

People: 77

**Total Programs: 8    People: 151**

**Class Visit: 2 groups    People: 61**

- Cohasset Fourth Grade: 46
- RJEMS SPED: 15

**Reference Questions 2024: 429**

**Reference Questions 2023: 416**

# February 2024

429

Item 6.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 16	2 28 NO VAC	3 44
4	5 9	6 19 Jolie	7 15	8 69	9 6	10 118
11	12 20	13 11 Jolie	14 9	15 23	16 31	17 94
18	19 CLOSED	20 22 Jolie	21 26	22 12	23 7	24 67
25	26 25	27 20 Jolie	28 32	29 23		100

### GRAND RAPIDS AREA LIBRARY: 2024 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	22	141.75	8	101.75	7	27.00	8	43.25	1	8.00	30	243.50
February	31	159.75	7	101.25	7	27.00	11	77.50	9	20.00	38	261.00
March												0.00
April												0.00
May												0.00
June												0.00
July												0.00
August												0.00
September												0.00
October												0.00
November												0.00
December												0.00
<b>Total</b>		<b>301.50</b>		<b>203.00</b>		<b>54.00</b>		<b>120.75</b>		<b>28.00</b>	*	<b>504.50</b>