



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, March 09, 2022

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 9, 2022 at 5:00 PM in the City Council Chambers, 420 N Pokegama Ave, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

- [1.](#) Library Board Meeting Minutes 2-9-2022

**COMMUNICATIONS:**

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

- [2.](#) Library Financials

**CONSENT AGENDA** (Roll Call Vote Required):

- [3.](#) Resolution 2022-02 Accepting Donations

**REGULAR AGENDA:**

- [4.](#) Consider approval of 2021 Minnesota Public Library Annual Report
- [5.](#) 2021 Circulation by Library & Audience
- [6.](#) Arrowhead Library System Invoice for Automation Costs
- [7.](#) 2022 Legislative Priorities - Minnesota Library Association (MLA)

**UPDATES:**

**FRIENDS OF THE LIBRARY**

LIBRARY FOUNDATION

STAFF REPORTS:

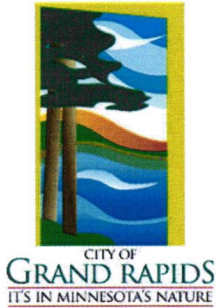
- [8.](#) Staff Reports & Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 13, 2022, AT 5:00 PM

LOCATION: GRAND RAPIDS CITY HALL, COUNCIL CHAMBERS

ATTEST: Will Richter, Director of Library Services



# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, February 09, 2022  
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 9, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota

Meeting called to order at 5:00 pm by MacDonell

## CALL OF ROLL:

Board: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Squadroni, Tabbert, Teigland

Staff: Will Richter

## APPROVAL OF AGENDA:

Motion to approve agenda as presented

Mover: Martin

Seconder: Blocker

Result: Approved via voice vote

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

None

## APPROVAL OF MINUTES:

1. Library Board Meeting Minutes 1-12-2022

Motion to approve January minutes as presented

Mover: Kee

Seconder: Teigland

Result: Approved via voice vote

## COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Library Summary Bill List
3. Library Detailed Bill List
4. Library Revenue and Expenditures YTD
5. Library Detailed Revenue & Expense Report
6. Library Schedule of Changes in Revenue, Expenditures, and Fund Balance

Motion to approve February Bill list and financial reports

Mover: Teigland

Secunder: Martin

Result: Approved via roll-call vote (unanimous)

CONSENT AGENDA (Roll Call Vote Required):

None

REGULAR AGENDA:

7. Equitable City - County Funding for GRAL 'tear sheet'

Informational

8. 10-24-14 Statements of Concern by Mary Lukkarila, Library Director at Cloquet Public Library

Informational

9. ISD 318 District Newsletter Winter 2021-2022

Informational

10. County Board Local Sales and Use Tax Resolution

Informational

11. City Council Request for Amendments to Local Sales and Use Tax Authorization

Informational

UPDATES:

Friends (Teigland)

Potential May book sale. Friends members are adopting Little Free Libraries around town.

Foundation (Tabbert)

January meeting went well. New bylaws approved. Library staff assisted with launch of new Foundation website!

STAFF REPORTS:

12. Library Statistics

Informational

13. Staff Reports

Informational

ADJOURNMENT:

Motion to adjourn

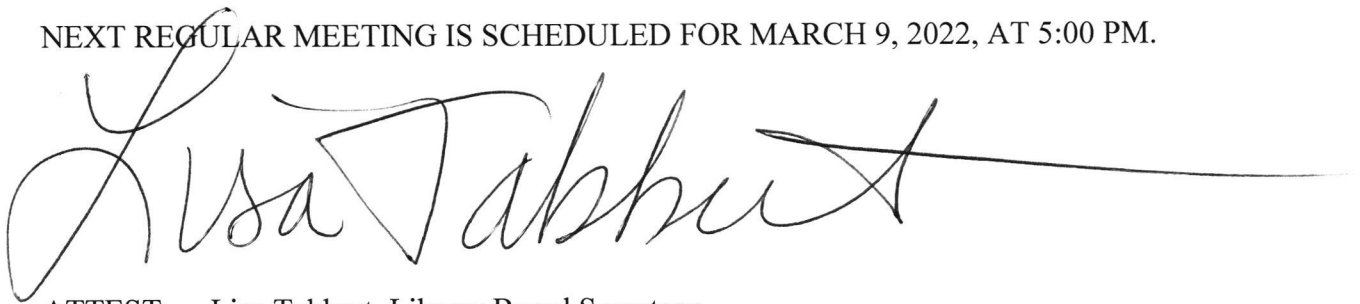
Mover: Teigland

Seconder: Kee

Result: Approved on a unanimous voice vote

Meeting adjourned at 5:38 pm

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 9, 2022, AT 5:00 PM.

A handwritten signature in black ink, reading "Lisa Tabbert". The signature is written in a cursive style with a long horizontal line extending to the right.

ATTEST: Lisa Tabbert, Library Board Secretary

DATE: 02/02/2022  
 TIME: 12:21:18  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/09/2022

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	118.75
0114200	ANDERSON GLASS	2,602.04
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	17.55
0201428	BAKER & TAYLOR LLC	2,683.95
0212124	BLACKSTONE PUBLISHING	94.00
0701650	GARTNER REFRIGERATION CO	2,936.70
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	148.96
0914540	INNOVATIVE OFFICE SOLUTIONS LL	473.04
1401650	NARDINI FIRE EQUIPMENT CO INC	1,046.45
1605665	PERSONNEL DYNAMICS LLC	309.91
1920065	STAR TRIBUNE	595.92
2114356	UNIQUE MANAGEMENT SERVICES	187.95

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$13,003.66

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.37
0113105	AMAZON CAPITAL SERVICES	265.98
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	60,391.33
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	176.03
1309199	MINNESOTA ENERGY RESOURCES	1,117.25
1309335	MINNESOTA REVENUE	35.20
1405850	NEXTERA COMMUNICATIONS LLC	354.68
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	245.32
1621130	P.U.C.	2,462.34
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$74,502.23

TOTAL ALL DEPARTMENTS \$87,505.89

DATE: 03/02/2022  
 TIME: 14:55:52  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/09/2022

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	1,543.84
0118100	ARAMARK UNIFORM SERVICES	67.70
0118660	ARROWHEAD LIBRARY SYSTEM	29.90
0201428	BAKER & TAYLOR LLC	2,890.19
0212124	BLACKSTONE PUBLISHING	41.60
0718010	CITY OF GRAND RAPIDS	1,275.00
0914325	INGRAM ENTERTAINMENT INC.	110.95
1201445	LAKESHORE LEARNING MATERIALS	848.99
1605665	PERSONNEL DYNAMICS LLC	476.29
1915248	SHI INTERNATIONAL CORP	5,574.37
2005150	TECH LOGIC CORPORATION	2,884.00
2114356	UNIQUE MANAGEMENT SERVICES	170.05
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$15,912.88
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.27
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,060.66
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	858.49
1309335	MINNESOTA REVENUE	26.11
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	318.15
1621130	P.U.C.	2,602.37
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2301700	WM CORPORATE SERVICES, INC	137.47
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$54,444.20
TOTAL ALL DEPARTMENTS		\$70,357.08

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	02/14/22	01	LIB FEB CELL SVC	999-99-00-00-1000			03/09/22	54.27
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.27
							VENDOR TOTAL:	54.27
0113100 AMAZON.COM								
454796784786-L	02/05/22	01	6 BOOKS	211-00-75-20-2110	20220375		03/09/22	91.55
				BOOKS				
							INVOICE TOTAL:	91.55
456446994894-L	02/14/22	01	1 BOOK	211-00-75-20-2110	20220461		03/09/22	15.80
				BOOKS				
							INVOICE TOTAL:	15.80
475446386843-L	01/19/22	01	CHILDREN'S ACTIVITY KIT	211-00-75-20-2095	20220281		03/09/22	6.99
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	6.99
634899675734-L	01/19/22	01	CHILDREN'S ACTIVITY KITS	211-00-75-20-2095	20220281		03/09/22	449.51
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	449.51
738967554756-L	02/14/22	01	5 BOOKS	211-00-75-20-2110	20220478		03/09/22	73.40
		02	LOW ODOR DRY ERASE MARKERS	211-00-75-20-2010	20220478			16.98
		03	LEGO CLASSIC LARGE CREATIVE BR	211-00-75-20-2100	20220478			43.28
				OFFICE SUPPLIES				
				OPERATING SUPPLIES				
							INVOICE TOTAL:	133.66
743335666397-L	02/02/22	01	DONNER SOPRANO UKULELE BEG KIT	211-00-75-20-2095	20220353		03/09/22	68.99
				PRGM SUP & MATERIALS				
							INVOICE TOTAL:	68.99



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100 AMAZON.COM								
756399786564-L	02/18/22	01	9 BOOKS	211-00-75-20-2110	20220494		03/09/22	116.68
		02	AVERY PRINTABLE ROUND LABELS	211-00-75-20-2010	20220494			10.49
		03	2 LONGMIRE SEASONS	211-00-75-20-2120	20220494			26.76
							INVOICE TOTAL:	153.93
793664546536-L	01/20/22	01	1 BOOK	211-00-75-20-2110	20220281		03/09/22	11.04
							INVOICE TOTAL:	11.04
836967549877-L	01/19/22	01	9 BOOKS	211-00-75-20-2110	20220281		03/09/22	84.90
							INVOICE TOTAL:	84.90
857644379398-L	01/18/22	01	KEVA BRAIN BUILDERS DELUXE	211-00-75-20-2095	20220281		03/09/22	30.95
							INVOICE TOTAL:	30.95
886347587763-L	02/15/22	01	MAGNETIC DRY ERASE BOARD	211-00-75-20-2010	20220478		03/09/22	205.90
							INVOICE TOTAL:	205.90
887987746936-L	01/23/22	01	ALUMINUM GRADE BINOCULARS KIDS	211-00-75-20-2095	20220281		03/09/22	14.95
							INVOICE TOTAL:	14.95
893596373784-L	02/08/22	01	12 PACK BLACK S HOOKS SFTY	211-00-75-20-2100	20220432		03/09/22	35.97
		02	CLEAR TOTE BAG ZIPPER CLOSURE	211-00-75-20-2100	20220432			239.70
							INVOICE TOTAL:	275.67
							VENDOR TOTAL:	1,543.84

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100 ARAMARK UNIFORM SERVICES								
263000092260-L	02/08/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20220367		03/09/22	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20220367			14.34
							INVOICE TOTAL:	44.22
263000097745-L	02/22/22	01	MATS	211-00-75-30-3070	20220487		03/09/22	9.14
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20220487			14.34
							INVOICE TOTAL:	23.48
							VENDOR TOTAL:	67.70
0118660 ARROWHEAD LIBRARY SYSTEM								
14897-L	01/31/22	01	OVERDUE NOTICES-JAN	211-00-75-20-2010	20220354		03/09/22	29.90
							INVOICE TOTAL:	29.90
							VENDOR TOTAL:	29.90
0201428 BAKER & TAYLOR LLC								
2036500347-L	02/01/22	01	10 BOOKS/209977 L025981	211-00-75-20-2110	20220327		03/09/22	136.09
							INVOICE TOTAL:	136.09
2036503930-L	02/04/22	01	11 BOOKS/#209977 L411199	211-00-75-20-2110	20220331		03/09/22	170.96
							INVOICE TOTAL:	170.96
2036512662-L	02/08/22	01	13 BOOKS/#209977 L025981	211-00-75-20-2110	20220390		03/09/22	193.81
							INVOICE TOTAL:	193.81
2036517971-L	02/09/22	01	32 BOOKS/209977 L025981	211-00-75-20-2110	20220419		03/09/22	374.42
							INVOICE TOTAL:	42

10

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2036528002-L	02/14/22	01	6 BOOKS/#209977 L025981	211-00-75-20-2110	20220480		03/09/22	70.99
				BOOKS				
							INVOICE TOTAL:	70.99
2036528640-L	02/16/22	01	9 BOOKS	211-00-75-20-2110	20220467		03/09/22	141.12
				BOOKS				
							INVOICE TOTAL:	141.12
2036530756-L	02/16/22	01	40 BOOKS/209977 L025981	211-00-75-20-2110	20220467		03/09/22	551.12
				BOOKS				
							INVOICE TOTAL:	551.12
2036537996-L	02/23/22	01	9 BOOKS/#209977 L411199	211-00-75-20-2110	20220503		03/09/22	128.58
				BOOKS				
							INVOICE TOTAL:	128.58
2036540207-L	02/19/22	01	20 BOOKS	211-00-75-20-2110	20220493		03/09/22	298.94
				BOOKS				
							INVOICE TOTAL:	298.94
2036540374-L	02/19/22	01	37 BOOKS/#209977 L025981	211-00-75-20-2110	20220493		03/09/22	391.89
				BOOKS				
							INVOICE TOTAL:	391.89
2036554926-L	02/25/22	01	36 BOOKS/#209977 L025981	211-00-75-20-2110	20220516		03/09/22	432.27
				BOOKS				
							INVOICE TOTAL:	432.27
							VENDOR TOTAL:	2,890.19
0212124 BLACKSTONE PUBLISHING								
2020718-L	01/25/22	01	THEY SAY NOTHING STAYS SAME	211-00-75-20-2120	20220284		03/09/22	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
							VENDOR TOTAL:	41.60

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0605191 FIDELITY SECURITY LIFE								
L	01/31/22	01	LIB VISION FEB	999-99-00-00-1000			03/09/22	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								
22/192-L	02/09/22	01	FEB JANITORIAL SERVICE	211-00-75-30-3090	20220373		03/09/22	1,700.00
				JANITORIAL SERVICES				
		02	FEB REDUCE FOR TEMP SRV CLEAN	211-00-75-30-3090				-425.00
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,275.00
							VENDOR TOTAL:	1,275.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	01/28/22	01	LIB 01/28 PAYROLL	999-99-00-00-1000			03/09/22	20,485.95
				HOLDING ACCOUNT				
		02	LIB 02/11 PAYROLL	999-99-00-00-1000				20,574.71
				HOLDING ACCOUNT				
							INVOICE TOTAL:	41,060.66
							VENDOR TOTAL:	41,060.66
0914325 INGRAM ENTERTAINMENT INC.								
2904169-L	02/21/22	01	5 DVDS/#3206981	211-00-75-20-2120	20220497		03/09/22	110.95
				AUDIO/VISUAL				
							INVOICE TOTAL:	110.95
							VENDOR TOTAL:	110.95
1201445 LAKESHORE LEARNING MATERIALS								
314218012122-L	01/21/22	01	SPLASH READING GAMES	211-00-75-20-2100	20220475		03/09/22	47.49
				OPERATING SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1201445 LAKESHORE LEARNING MATERIALS								
314218012122-L	01/21/22	02	SURVIVE QUAKE ENGINEERING KIT	211-00-75-20-2100	20220475		03/09/22	37.99
				OPERATING SUPPLIES				
		03	I CAN BUILD IT ARCHITECTURE	211-00-75-20-2100	20220475			37.99
				OPERATING SUPPLIES				
		04	EARLY MATH ACTIVITY CENTER	211-00-75-20-2100	20220475			37.99
				OPERATING SUPPLIES				
		05	FISHING FOR SIGHT-WORDS LVL1	211-00-75-20-2100	20220475			14.99
				OPERATING SUPPLIES				
		06	LAKESHORE MAGNET KIT	211-00-75-20-2100	20220475			75.99
				OPERATING SUPPLIES				
		07	FAIRY TALES PROB SLV STEM	211-00-75-20-2100	20220475			151.05
				OPERATING SUPPLIES				
		08	STEM SCI STATIONS SET K-GR 1	211-00-75-20-2100	20220475			141.55
				OPERATING SUPPLIES				
		09	FARMS THEME BOX	211-00-75-20-2100	20220475			66.49
				OPERATING SUPPLIES				
		10	EARTH-ENVIRONMENT THEME BOX	211-00-75-20-2100	20220475			66.49
				OPERATING SUPPLIES				
		11	SEASONS AND WEATHER THEME BOX	211-00-75-20-2100	20220475			66.49
				OPERATING SUPPLIES				
		12	LAKESHORE TODDLER SCIENCE CTR	211-00-75-20-2100	20220475			75.99
				OPERATING SUPPLIES				
		13	POSITIONAL WORDS RESOURCE BOX	211-00-75-20-2100	20220475			28.49
				OPERATING SUPPLIES				
							INVOICE TOTAL:	848.99
							VENDOR TOTAL:	848.99
1209516 LINCOLN NATIONAL LIFE								
L	02/07/22	01	LIB SUPP LIFE INS FEB	999-99-00-00-1000			03/09/22	78.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	78.00
							VENDOR TOTAL:	78.00
1301146 MARCO TECHNOLOGIES, LLC								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
1301146	MARCO TECHNOLOGIES, LLC							
L	02/14/22	01	LIB FEB COPIER LEASE	999-99-00-00-1000			03/09/22	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1309199	MINNESOTA ENERGY RESOURCES							
L	02/22/22	01	LIB JAN NTL GAS	999-99-00-00-1000			03/09/22	858.49
				HOLDING ACCOUNT				
							INVOICE TOTAL:	858.49
							VENDOR TOTAL:	858.49
1309335	MINNESOTA REVENUE							
L	02/22/22	01	LIB JAN SALES TAX PAYABLE	999-99-00-00-1000			03/09/22	26.11
				HOLDING ACCOUNT				
							INVOICE TOTAL:	26.11
							VENDOR TOTAL:	26.11
1516220	OPERATING ENGINEERS LOCAL #49							
L	02/14/22	01	LIB MAR HEALTH INS PREMIUM	999-99-00-00-1000			03/09/22	9,162.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,162.00
							VENDOR TOTAL:	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	02/07/22	01	LIB FEB SERVICE	999-99-00-00-1000			03/09/22	318.15
				HOLDING ACCOUNT				
							INVOICE TOTAL:	318.15
							VENDOR TOTAL:	318.15
1605665	PERSONNEL DYNAMICS LLC							

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

Item 2.

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1605665 PERSONNEL DYNAMICS LLC								
51728-L	02/09/22	01	D OLMSCHIED 5 HRS WE 2/5	211-00-75-10-1050	20220376		03/09/22	91.15
				CONTRACTED SERVICES				
							INVOICE TOTAL:	91.15
51763-L	02/23/22	01	J BEHM 6 HRS WE 2/19	211-00-75-10-1050	20220490		03/09/22	109.38
				CONTRACTED SERVICES				
							INVOICE TOTAL:	109.38
51789-L	02/26/22	03	M STISH 12 HRS WE 2/26	211-00-75-30-3100			03/09/22	275.76
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	275.76
							VENDOR TOTAL:	476.29
1621130 P.U.C.								
L	02/14/22	01	LIB JAN UTILITIES	999-99-00-00-1000			03/09/22	2,602.37
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,602.37
							VENDOR TOTAL:	2,602.37
1915248 SHI INTERNATIONAL CORP								
B14712023-L	02/03/22	01	C9200-48P + C9200-48T SWITCHES	211-00-75-20-2075	20220363		03/09/22	5,574.37
				ASSETS BETWEEN \$700-\$4999				
							INVOICE TOTAL:	5,574.37
							VENDOR TOTAL:	5,574.37
2005150 TECH LOGIC CORPORATION								
15009844-L	02/08/22	01	SCANNER/MONITOR/PRINTER/SUPPL	211-00-75-20-2075	20220374		03/09/22	2,884.00
				ASSETS BETWEEN \$700-\$4999				
							INVOICE TOTAL:	2,884.00
							VENDOR TOTAL:	2,884.00
2114356 UNIQUE MANAGEMENT SERVICES								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 9, 2022

DATE: 03/02/22  
 TIME: 14:41:51  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/09/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356 UNIQUE MANAGEMENT SERVICES								
6097559-L	01/31/22	01	JAN PLACEMENTS	211-00-75-30-3300	20220362		03/09/22	179.00
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20220362			-8.95
							INVOICE TOTAL:	170.05
							VENDOR TOTAL:	170.05
2114750 UNUM LIFE INSURANCE CO OF AMER								
L	01/31/22	01	LIB FEB LIFE INS	999-99-00-00-1000			03/09/22	19.35
							INVOICE TOTAL:	19.35
							VENDOR TOTAL:	19.35
2301700 WM CORPORATE SERVICES, INC								
L	02/07/22	01	LIB JAN SERVICE	999-99-00-00-1000			03/09/22	137.47
							INVOICE TOTAL:	137.47
							VENDOR TOTAL:	137.47
							TOTAL ALL INVOICES:	70,357.08



**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWO MONTHS ENDING FEBRUARY 28, 2022**  
*With Comparative Totals for February 28, 2021*

	2021 Actual	2022 Actual	2022 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	436,094	484,446	484,446	
Compensated Absences	39,408	39,408	39,408	
Emergency/Unanticipated Expenditures	61,708	61,708	61,708	
Major Equipment Replacement	79,702	79,702	79,702	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>616,912</b>	<b>665,264</b>	<b>665,264</b>	
<b>Revenues:</b>				
Taxes	-		759,331	0%
Intergovernmental	-		128,000	0%
Charges for Services	124	4,200	28,082	15%
Fines & Forfeits	30	1	-	0%
Blandin Grant	-		-	0%
GR Library Foundation	-		-	0%
Miscellaneous	367	595	7,800	8%
Other Sources-Operating Transfer	-		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
<b>TOTAL REVENUES</b>	<b>521</b>	<b>4,795</b>	<b>923,213</b>	<b>1%</b>
<b>Expenditures:</b>				
Personnel	83,382	81,635	667,190	12%
Supplies/Materials	12,557	23,056	92,500	25%
Other Services/Charges	24,586	10,765	163,523	7%
Blandin Grant	-		-	0%
<b>TOTAL EXPENDITURES</b>	<b>120,525</b>	<b>115,456</b>	<b>923,213</b>	<b>13%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(120,003)</b>	<b>(110,661)</b>	<b>-</b>	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
<b>Fund Balance 2/28/XX</b>				
Cash Flow	316,091	373,785	484,446	
Compensated Absences	39,408	39,408	39,408	
Emergency/unanticipated Expenditures	61,708	61,708	61,708	
Major Equipment Replacement	79,702	79,702	79,702	
<b>TOTAL FUND BALANCE 2/28/XX</b>	<b>\$ 496,909</b>	<b>\$ 554,603</b>	<b>\$ 665,264</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$40,536 as of 1/31/22. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **FEBRUARY 28, 2022**

Item 2.

Account Number	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ -	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	279	14%
211-00-34-00-7975	INTERNET	2,000	229	11%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	20	20%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	3,605	20%
211-00-34-00-7990	FAX MACHINE USE	500	67	13%
211-00-35-00-1030	LIBRARY FINES	-	1	0%
211-00-37-00-2310	DONATIONS	1,500	210	14%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	-	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	385	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		923,212	4,795	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	387,168	52,119	13%
211-00-75-10-1030	SALARY-PARTTIME	80,820	10,344	13%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	510	6%
211-00-75-10-1210	PERA	35,099	4,685	13%
211-00-75-10-1220	FICA	29,015	3,844	13%
211-00-75-10-1250	MEDICARE	6,786	899	13%
211-00-75-10-1310	HEALTH INSURANCE	116,541	9,162	8%
211-00-75-10-1330	LIFE INSURANCE	232	67	29%
211-00-75-10-1347	VISION INSURANCE	-	4	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,018	-	0%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	310	4%
211-00-75-20-2020	COPY SUPPLIES	1,500	56	4%
211-00-75-20-2030	PRINTING/BINDING	1,000	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	408	14%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	8,458	70%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	-	0%
211-00-75-20-2095	PRGM SUP & MATERIALS	500	571	114%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,168	58%
211-00-75-20-2110	BOOKS	39,000	10,618	27%
211-00-75-20-2120	AUDIO/VISUAL	9,000	422	5%
211-00-75-20-2130	NEWSPAPERS	2,000	943	47%
211-00-75-20-2140	PERIODICALS	7,500	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	76	3%
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	99	10%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	2,975	15%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	26,323	276	1%
211-00-75-30-3210	TELEPHONE	6,000	804	13%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	170	9%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	35,000	2,602	7%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	137	7%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	858	11%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **FEBRUARY 28, 2022**

Item 2.

<b>Account Number</b>	<b>Account Description</b>	<b>2022 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	-	0%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,602	17%
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	8,000	-	0%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,500	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	241	16%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	-	0%
	<b>TOTAL EXPENDITURES</b>	<b>923,212</b>	<b>115,456</b>	<b>13%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(110,661)</b>	

DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

PAGE: 1  
F-YR: 22

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	759,331.00	0.00	0.00	759,331.00	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>		<b>0.00</b>	<b>759,331.00</b>	<b>0.00</b>	<b>0.00</b>	<b>759,331.00</b>	<b>0</b>
<b>TOTAL TAXES</b>		<b>0.00</b>	<b>759,331.00</b>	<b>0.00</b>	<b>0.00</b>	<b>759,331.00</b>	<b>0</b>
<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>		<b>0.00</b>	<b>128,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>128,000.00</b>	<b>0</b>
<b>TOTAL INTERGOVERNMENTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>128,000.00</b>	<b>0</b>
<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	125.52	2,000.00	278.54	0.00	1,721.46	14
211-00-34-00-7975	INTERNET	126.55	2,000.00	229.03	0.00	1,770.97	11
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	100.00	20.00	0.00	80.00	20
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,645.00	18,200.00	3,605.00	0.00	14,595.00	20
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	32.75	500.00	67.37	0.00	432.63	13
<b>TOTAL</b>		<b>1,949.82</b>	<b>28,081.00</b>	<b>4,199.94</b>	<b>0.00</b>	<b>23,881.06</b>	<b>15</b>
<b>TOTAL CHARGES FOR SERVICES</b>		<b>1,949.82</b>	<b>28,081.00</b>	<b>4,199.94</b>	<b>0.00</b>	<b>23,881.06</b>	<b>15</b>

DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

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	0.50	0.00	0.50	0.00	(0.50)	100
<b>TOTAL</b>		0.50	0.00	0.50	0.00	(0.50)	100
<b>TOTAL FINES &amp; FORFEITS</b>		0.50	0.00	0.50	0.00	(0.50)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	210.00	1,500.00	210.00	0.00	1,290.00	14
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	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	2,000.00	0.00	0.00	2,000.00	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	295.09	0.00	384.91	0.00	(384.91)	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
<b>TOTAL</b>		505.09	7,800.00	594.91	0.00	7,205.09	8
<b>TOTAL MISCELLANEOUS REVENUE</b>		505.09	7,800.00	594.91	0.00	7,205.09	8
<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
<b>TOTAL OTHER SOURCES</b>		0.00	0.00	0.00	0.00	0.00	0

DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		2,455.41	923,212.00	4,795.35	0.00	918,416.65	1
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	29,782.15	387,168.00	52,118.78	0.00	335,049.22	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	5,954.04	80,820.00	10,344.44	0.00	70,475.56	13
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	200.53	8,510.00	510.44	91.15	7,908.41	7
211-00-75-10-1210	PERA	2,680.21	35,099.00	4,684.73	0.00	30,414.27	13
211-00-75-10-1220	FICA	2,196.68	29,015.00	3,844.27	0.00	25,170.73	13
211-00-75-10-1250	MEDICARE	513.72	6,786.00	899.06	0.00	5,886.94	13
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	9,162.00	0.00	107,379.00	8
211-00-75-10-1330	LIFE INSURANCE	61.35	232.00	67.35	0.00	164.65	29
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	3.71	0.00	4.23	0.00	(4.23)	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	0.00	3,018.00	0.00	0.00	3,018.00	0
TOTAL PERSONNEL		50,554.39	667,189.00	81,635.30	91.15	585,462.55	12
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	233.37	8,500.00	310.03	29.90	8,160.07	4
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	55.60	0.00	1,444.40	4
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	408.00	0.00	2,592.00	14
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	8,458.37	12,000.00	8,458.37	12,483.60	(8,941.97)	175
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

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							
SUPPLIES & MATERIALS							
211-00-75-20-2095	PRGM SUP & MATERIALS	68.99	500.00	571.39	68.99	(140.38)	128
211-00-75-20-2100	OPERATING SUPPLIES	318.95	2,000.00	1,167.94	778.07	53.99	97
211-00-75-20-2110	BOOKS	3,187.62	39,000.00	10,617.78	1,062.77	27,319.45	30
211-00-75-20-2120	AUDIO/VISUAL	137.71	9,000.00	422.27	41.60	8,536.13	5
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	942.76	0.00	1,057.24	47
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	26.00	0.00	7,474.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	28.68	3,000.00	75.64	14.34	2,910.02	3
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		12,433.69	92,500.00	23,055.78	14,479.27	54,964.95	41
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	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	39.02	1,000.00	98.78	29.88	871.34	13
211-00-75-30-3090	JANITORIAL SERVICES	1,275.00	20,400.00	2,975.00	1,700.00	15,725.00	23
211-00-75-30-3100	OTHER CONTRACTED SERVICES	275.76	26,323.00	275.76	0.00	26,047.24	1
211-00-75-30-3210	TELEPHONE	372.42	6,000.00	804.18	0.00	5,195.82	13
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	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	170.05	179.00	1,650.95	17
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	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	2,602.37	0.00	32,397.63	7
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	137.47	0.00	1,862.53	7
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	858.49	858.49	6,283.02	21
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	0.00	15,000.00	2,602.04	0.00	12,397.96	17
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

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							
OTHER SERVICES & CHARGES							
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	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	3,500.00	0.00	0.00	3,500.00	0
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	240.86	0.00	1,259.14	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	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	200.00	0.00	0.00	200.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		2,082.63	163,523.00	10,765.00	2,767.37	149,990.63	8
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		65,070.71	923,212.00	115,456.08	17,337.79	790,418.13	14
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0



DATE: 03/03/2022  
TIME: 08:11:22  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 2 PERIODS ENDING FEBRUARY 28, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		65,070.71	923,212.00	115,456.08	17,337.79	790,418.13	14
TOTAL FUND REVENUES		2,455.41	923,212.00	4,795.35	0.00	918,416.65	1
TOTAL FUND EXPENSES		65,070.71	923,212.00	115,456.08	17,337.79	790,418.13	14
FUND SURPLUS (DEFICIT)		(62,615.30)	0.00	(110,660.73)			
TOTAL ALL FUND REVENUES		2,455.41	923,212.00	4,795.35	0.00	918,416.65	1
TOTAL ALL FUND EXPENSES		65,070.71	923,212.00	115,456.08	17,337.79	790,418.13	14
ALL FUND SURPLUS (DEFICIT)		(62,615.30)	0.00	(110,660.73)			

RESOLUTION NO. 2022-02  
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:

**Stephen Mehlberg \$10.00 (undesignated)**  
**Suzanne Spicer in memory of Asa Spicer Sr \$200.00 (Large Print fiction)**  
**Grand Rapids Area Library Friends \$626.14 (Lego Wall – Teen Area)**  
**Grand Rapids Area Library Foundation \$1,627.06 (Discovery Kits)**  
**Marge Pucci \$50.00 (undesignated)**

Adopted this 9th day of March, 2022

---

Jean MacDonell, President

---

Lisa Tabbert, Secretary



## 2021 Minnesota Public Library Annual Report

### Grand Rapids Area Library

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative-entity level only and some that request only outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

#### 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 previous year	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	0
G17) Director's E-mail Address	wrichter@ci.grand-rapids.mn.us

#### Report Filer

G18) Name of Person Who Prepared the Public Library Report	Will Richter
G19) Phone	218-326-7643
G20) E-mail	wrichter@ci.grand-rapids.mn.us

#### IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code	<b>Member of a Federation or Cooperative</b>
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>
G24) IMLS Public Library Definition	<b>Yes</b>
G25) Geographic Code	<b>Municipal Government (city, town or village) (most nearly)</b>
G26) Did the legal service area boundary change?	<b>No</b>

## COVID-19 RESPONSE

### Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) In 2021, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	Yes	Yes
V02) In 2021, did the library add or increase the number of mobile hotspots for circulation?	No	No
V03) In 2021, did the library add or increase distribution of mobile hotspots?	No	No
V05) In 2021, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	Yes
V06) In 2021, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No	No

### Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2021, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Yes	Yes
V08) In 2021, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Yes	Yes
V09) In 2021, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes	Yes
V14) In 2021, did the library allow users to complete remote registration for library cards?	Yes	No

### Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	No	No
V16) Did any library staff work remotely in 2021 due to the pandemic?	No	No
V17) Were library staff placed on paid or administrative leave in 2021 due to the pandemic?	No	Yes
V18) Did any library staff work a reduced number of hours in 2021, whether by choice or by necessity, due to the pandemic?	No	Yes
V19) Were any library staff furloughed in 2021 due to the pandemic?	No	No
V20) Were any library staff laid off in 2021 due to the pandemic?	No	Yes
V21) Did any library staff quit or choose early retirement in 2021 due to the pandemic?	No	No
V22) Was a hiring freeze instituted at any time in 2021 due to the pandemic?	No	No
V23) Were any vacant library positions eliminated from the 2021 budget due to the pandemic?	No	No

**Comments**

V24) Comments on COVID Response

Drive thru pick up 1/1/2021 - 5/3/2021.

**VISITS, REFERENCE, USERS**

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,221	21,231
P02) Registered Users – Residents	9,612	9,727
P03) Registered Users – Reciprocal	0	0
P04) Total Registered Users	9,612	9,727
P05) Year in Which Registered User Records Were Last Purged	2021	2020
P06) Visits	34,788	22,323
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	2,731	2,451
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P59) Contactless Visits	5,374	8,307
P08) Public Internet Computer Sessions	2,216	1,983
P09) Public Internet Computer – Usage Type	<small>P08 tallies other computer usage in addition to Internet</small>	<small>P08 tallies other computer usage in addition to Internet</small>
P62) Public Computer Sessions Reporting Method	Annual Count	[new in 2021]
P10) Wireless Sessions	0	
P63) Wireless Sessions Reporting Method	Annual Count	[new in 2021]
P32) Website Visits	40,771	34,278

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	47,538	28,189
P14) Adult Circulation	45,455	31,841
P15) Physical Circulation (No Age Designation)	3,339	2,803
P16) Total Physical Circulation	96,332	62,833
P69) Physical Circulation – Not Print or Audiovisual	55	[new in 2021]
P17) Downloadable E-books and E-serials Circulation	15,081	15,714
P18) Downloadable Audio and Video Circulation	19,718	19,643
P19) Total Downloadable Circulation	34,799	35,357
P20) Total Circulation	131,131	98,190

### Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	1,265	1,363
P30) Electronic Content Use	36,064	36,720
P31) Total Collection Use	132,396	99,553

### Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	10,205	8,626
P12) ILL Received from Other Libraries	17,174	16,707

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5	0	[new in 2021]
P83) In-Person Programs for Ages 6-11	0	[new in 2021]
P84) In-Person Programs for Young Adults	0	4
P85) In-Person Programs for Adults	0	12
P86) In-Person Programs for All Ages	0	[new in 2021]
P75) Total Onsite In-Person Programs	0	[new in 2021]
P81) Total Offsite In-Person Programs	0	[new in 2021]

### Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5	0	[new in 2021]
P88) Live Virtual Programs Intended for Ages 6-11	0	[new in 2021]
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	[new in 2021]
P36) Total Live Virtual Programs	0	0

**Programs (In-Person and Live Virtual)**

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5	0	
P91) Total Programs for Ages 6-11	0	
P52) Total Programs for Young Adults	0	4
P53) Total Programs for Adults	0	12
P92) Total Programs for All Ages	0	
P54) Total Programs	0	28

**In-Person Program Attendance**

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5	0	[new in 2021]
P106) Attendees at In-Person Programs for Ages 6-11	0	[new in 2021]
P107) Attendees at In-Person Programs for Young Adults	0	28
P108) Attendees at In-Person Programs for Adults	0	295
P109) Attendees at In-Person Programs for All Ages	0	[new in 2021]
P98) Total Onsite Attendance	0	[new in 2021]
P104) Total Offsite Attendance	0	[new in 2021]

**Live Virtual Attendance**

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5	0	[new in 2021]
P111) Live Virtual Views of Programs for Ages 6-11	0	[new in 2021]
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	[new in 2021]
P40) Total Attendance at Live Virtual Programs	0	0

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

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5	0	[new in 2021]
P114) Total Attendance at Programs for Ages 6-11	0	[new in 2021]
P56) Total Attendance at Programs for Young Adults	0	28
P57) Total Attendance at Programs for Adults	0	295
P115) Total Attendance at Programs for All Ages	0	[new in 2021]
P58) Total Program Attendance	0	1,552

**Recordings of Program Content**

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5	0	[new in 2021]
P117) Recorded Programs for Ages 6-11	0	[new in 2021]
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	61	[new in 2021]
P44) Total Recorded Programs	61	20

**Views of Recordings of Program Content**

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	[new in 2021]
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	[new in 2021]
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	[new in 2021]
P122) On-Demand Views of Recorded Programs for Adults	0	[new in 2021]
P123) On-Demand Views of Recorded Programs for All Ages	6,673	[new in 2021]
P124) Total On-Demand Views of Recorded Programs	6,673	[new in 2021]

**Self-Directed Activities**

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	9	48
P50) Participation in Self-Directed Activities	1,223	6,760

**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	Current Year	Previous Year
H08) Weekly Hours of Regular Service	28	52
H16) Weekly Hours of Limited Service	30	32
H18) Weekly Hours of Curbside Service	30	30
H12) Annual Public Service Hours	980	522

**FACILITIES**

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	12	14
F13) Public Internet Stationary Computers	15	23
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	15	23
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	0	129



**STAFF INFORMATION****Staff Full Time Equivalent**

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarian FTE	2.00	2.00
S02) Total Other Librarian FTE	2.00	1.00
S03) Total Librarian FTE	4.00	3.00
S04) Total Other Staff FTE	3.50	3.50
S05) Total Paid Employee FTE	7.50	6.50

**Selected Salary Schedule**

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		\$39.99
S08) Assistant Director		\$38.19
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		\$28.37
S13) Technology Support		
S14) Library Support Staff		\$19.64
S15) Administrative Support Staff		
S16) Pages		

**Union**

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

**COLLECTIONS****Physical Materials**

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	64,569	65,468
C02) Audio Materials, Physical	2,875	3,007
C03) Video Materials, Physical	4,803	5,053
C04) Multi-format Materials	172	136
C05) Other Physical Materials	6	6
C06) Total Physical Materials	72,425	73,670
C07) Print Serial Subscriptions	174	168

**Electronic Materials**

Data Element	Current Year	Previous Year
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	24,216	23,093

C13) Electronic Books Licensed Statewide	9,071	10,375
C14) Total Electronic Books	33,287	33,468
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	15,033	14,376
C17) Total Audio Downloadable Units	15,033	14,376
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	7	7
C24) Total Licensed Electronic Collections Local/Regional/Other	7	7
C25) Electronic Collections Licensed Statewide	57	57
C26) Total Licensed Electronic Collections	64	64

## POLICIES/PLANS

Data Element	Current Year	Previous Year
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

## COMMUNITY ENGAGEMENT

### Outreach Services

Data Element	Current Year	Previous Year
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	Yes
Workforce Development	No	No
Youth Development Organization	Yes	Yes
Arts Organization	No	Yes
Disability Organization	No	Yes
Homeschool Organization	Yes	Yes
Veterans Organization	No	Yes
Social Services Organizations	No	Yes
Other	N/C	

## Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
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	No

## Volunteers

Data Element	Current Year	Previous Year
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	51	67
O21) Total Number of Volunteer Hours	2,488	1,341

## 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	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	\$667,281	\$697,397
R02) City Indirect	\$33,727	\$0
R03) City Operating Revenue Total	\$701,008	\$697,397
<b>County</b>		
R04) County Direct	\$146,042	\$144,150
R05) County Indirect	\$0	\$0
R06) County Total	\$146,042	\$144,150
<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	\$847,050	\$841,547

<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
<b>FEDERAL</b>		
R67) Did your library receive CARES or ARPA funding in 2021?	No	No
R68) Federal Operating Revenue-Coronavirus Aid, Relief, and Economic Security (CARES) Act		
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		[new in 2021]
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	\$8,610	\$8,045
R21) Regional System Indirect	\$184	\$0
R22) Regional System Operating Revenue Total	\$8,794	\$8,045
<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	\$39,997	\$50,931
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$39,997	\$50,931
R29) Total Regional and Other Operating Revenue	\$48,791	\$58,976
<b>R30) Total Operating Revenue</b>	<b>\$895,841</b>	<b>\$900,523</b>

### Operating Expenditures

Data Element	Current Year	Previous Year
<b>Personnel Expenditures</b>		
E01) Salaries & Wages	\$457,019	\$435,922
E02) Employee Benefits	\$188,812	\$213,001
E03) Total Personnel Costs	\$645,831	\$648,923
<b>Collection Expenditures</b>		
<b>E04) Print Materials</b>	<b>\$41,791</b>	<b>\$36,273</b>
E05) Electronic Materials Electronic Books (E-books)	\$0	\$0
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
<b>E08) Electronic Materials Expenditures Total</b>	<b>\$0</b>	<b>\$0</b>
E09) Other Materials - Audio & Video Physical Materials	\$8,786	\$6,020
E10) Other Materials - Other Physical Materials	\$7,047	\$6,581
<b>E11) Other Materials Expenditures Total</b>	<b>\$15,833</b>	<b>\$12,601</b>
<b>E16) Physical Materials Expenditures Total</b>	<b>\$57,624</b>	<b>\$48,874</b>

<b>E12) Total Collection Expenditures</b>	<b>\$57,624</b>	<b>\$48,874</b>
Other Operating Expenditures		
E13) Other Operating Expenditures	<b>\$142,482</b>	<b>\$140,567</b>
<b>E14) Total Operating Expenditures</b>	<b>\$845,937</b>	<b>\$838,364</b>
E15) Expenditures Equal To or Less than Income?	<b>Yes</b>	<b>Yes</b>

### Capital Revenue

Data Element	Current Year	Previous Year
<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
<b>R40) Total Local Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>STATE</b>		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
<b>R43) Total State Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL</b>		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
<b>R47) Total Federal Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<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
<b>R57) Total Regional System and Other Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>R58) Total Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>

### Capital Expenditures

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

**In-Kind**

Data Element	Current Year	Previous Year
<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

DRAFT

## ANNOTATIONS

Total Program Attendance

this is correct, no programs in 2021.--2022-02-14

Total Number of Volunteers

51--2022-02-07

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

### 2021 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this section reflects the data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

#### 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 previous year	<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	Current Year	Previous Year
P01m) Population of the Legal Service Area	<b>21,221</b>	<b>21,231</b>
P02m) Registered Users – Residents	<b>9,612</b>	<b>9,727</b>
P03m) Registered Users – Reciprocal	<b>0</b>	<b>0</b>
P04m) Total Registered Users	<b>9,612</b>	<b>9,727</b>
P06m) Visits	<b>34,788</b>	<b>22,323</b>
P07m) Reference Transactions	<b>2,731</b>	<b>2,451</b>
P59m) Contactless Visits	<b>5,374</b>	<b>8,307</b>
P08m) Public Internet Computer Sessions	<b>2,216</b>	<b>1,983</b>
P09m) Public Internet Computer Sessions – Usage Type	<small>P08m tallies other computer usage in addition to Internet</small>	<small>P08m tallies other computer usage in addition to Internet</small>
P10m) Wireless Sessions	<b>-1</b>	<b>n.c.</b>

#### Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	<b>47,538</b>	<b>28,189</b>
P14m) Adult Circulation	<b>45,455</b>	<b>31,841</b>
P15m) Physical Circulation (No Age Designation)	<b>3,339</b>	<b>2,803</b>
P16m) Total Physical Circulation	<b>96,332</b>	<b>62,833</b>



**Onsite In-Person Programs**

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5	0	[new in 2021]
P71m) Onsite In-Person Programs Intended for Ages 6-11	0	[new in 2021]
P72m) Onsite In-Person Programs Intended for Young Adults	0	[new in 2021]
P73m) Onsite In-Person Programs Intended for Adults	0	[new in 2021]
P74m) Onsite In-Person Programs Intended for All Ages	0	[new in 2021]
P75m) Total Onsite Programs	0	[new in 2021]

**Offsite In-Person Programs**

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	[new in 2021]
P77m) Offsite In-Person Programs Intended for Ages 6-11	0	[new in 2021]
P78m) Offsite In-Person Programs Intended for Young Adults	0	[new in 2021]
P79m) Offsite In-Person Programs Intended for Adults	0	[new in 2021]
P80m) Offsite In-Person Programs Intended for All Ages	0	[new in 2021]
P81m) Total Offsite Programs	0	[new in 2021]

**Onsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	0	[new in 2021]
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	0	[new in 2021]
P95m) Attendees at Onsite In-Person Programs for Young Adults	0	[new in 2021]
P96m) Attendees at Onsite In-Person Programs for Adults	0	[new in 2021]
P97m) Attendees at Onsite In-Person Programs for All Ages	0	[new in 2021]
P98m) Total Onsite In-Person Attendance	0	[new in 2021]

**Offsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	[new in 2021]
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	[new in 2021]
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	[new in 2021]
P102m) Attendees at Offsite In-Person Programs for Adults	0	[new in 2021]
P103m) Attendees at Offsite In-Person Programs for All Ages	0	[new in 2021]
P104m) Total In-Person Offsite Attendance	0	[new in 2021]

**Self-Directed Activities**

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	9	48
P50m) Participation in Self-Directed Activities	1,223	6,760

**FULL-TIME EQUIVALENT STAFF**

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarian FTE	2.00	2.00
S02m) Other Librarian FTE	2.00	1.00
S03m) Total Librarian FTE	4.00	3.00
S04m) Other Staff FTE	3.50	3.50
S05m) Total Paid Employee FTE	7.50	6.50

**VOLUNTEERS**

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	0	5
O17m) Number of Adult Volunteers	51	62
O18m) Number of Teen Volunteer Hours	0	31
O19m) Number of Adult Volunteer Hours	2,488	1,310
O20m) Total Number of Volunteers	51	67
O21m) Total Number of Volunteer Hours	2,488	1,341

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

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19	18	41
H15m) Weeks of Regular Service	34	11
H14m) Weeks of Limited Service	18	0
H11m) Weeks Library was Open	52	11

**Weekly Hours Open to the Public**

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	28.00	52.00
H16m) Weekly Hours of Limited Service	30.00	32.00

**Annual Hours Open to the Public**

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	980	522

**Curbside Service**

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	18	11
H18m) Weekly Hours of Curbside Service	30.00	30.00

**LIBRARY COLLECTION**

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	64,569	65,468
C02m) Audio Materials, Physical	2,875	3,007
C03m) Video Materials, Physical	4,803	5,053
C04m) Multi-format Materials	172	136
C05m) Other Physical Materials	6	6
C06m) Total Physical Materials	72,425	73,670
C07m) Print Serial Subscriptions	174	168

**FACILITIES****Outlet Types**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

**Buildings**

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

**Computers**

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers	12	14
F13m) Public Internet Stationary Computers	15	23
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Public Internet Computers/Devices	15	23

**Internet Connections**

Data Element	Current Year	Previous Year
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	20.1 Mbps - 50.0 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

**Meeting Rooms**

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	0	129

**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**

Total Public Service Hours Per Year  
 Talled based on schedule as set by the Library Board.--2022-01-31

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.*

	adult	juvenile	Not Designated	Total
ALS Bookmobile	438	48	22,027	22,513
ALS HQ	10,067	3,930	3,840	17,837
Aurora Public Library	5,596	5,307	6,089	16,992
Babbitt Public Library	4,582	2,860	1,933	9,375
Baudette Public Library	3,742	2,133	692	6,567
Bovey Public Library	1,014	256	175	1,445
Buhl Public Library	1,168	983	370	2,521
Calumet Public Library	2,468	3,812	1,252	7,532
Carlton Public Library	2,240	1,382	606	4,228
Chisholm Public Library	4,637	6,173	2,198	13,008
Cloquet Public Library	33,174	43,401	2,782	79,357
Coleraine Public Library	5,363	7,879	592	13,834
Cook Public Library	4,394	2,704	1,624	8,722
Ely Public Library	20,007	12,547	8,373	40,927
Eveleth Public Library	6,358	3,130	3,004	12,492
Gilbert Public Library	2,513	1,200	1,308	5,021
Grand Marais Public Library	18,322	23,005	2,904	44,231
Grand Rapids Area Library	47,538	45,455	3,339	96,332
Hibbing Public Library	11,652	9,418	4,087	25,157
Hoyt Lakes Public Library	4,837	1,655	3,459	9,951
International Falls Public Library	23,483	11,458	1,931	36,872
Keewatin PUBLIC Library	1,029	931	303	2,263
Mail-A-Book	16,589	3,409	18,262	38,260
Marble Public Library	1,957	874	1,199	4,030
Moose Lake Public Library	7,572	5,331	2,462	15,365
Mountain Iron Public Library	6,002	6,821	3,264	16,087
Silver Bay Public Library	11,246	7,227	1,536	20,009
Two Harbors Public Library	15,906	16,748	8,175	40,829
Virginia Public Library	25,698	25,190	7,902	58,790
<b>Total</b>	<b>299,592</b>	<b>255,267</b>	<b>115,688</b>	<b>670,547</b>

**INVOICE**

Item 6.

**Arrowhead Library System**

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

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

**Date:** 1-Jan-22  
**Invoice #:** 7630

<u>COA#</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
101-02-004-47070	12	Due For JAN-DEC 2022 Automation Costs Including Ongoing Software License for PAC, Circulation, and Serials	\$3,125.00	\$37,500.00
		<i>"These Automation Costs will be provided by the Arrowhead Library System budget in 2022."</i>		(\$37,500.00)
<b>TOTAL Amount Of Invoice:</b>				<b>\$0.00</b>

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

**Account:** GRAND RAPIDS PUBLIC LIBRARY

**Invoice Date:** 1-Jan-22  
**Invoice #:** 7630  
**Invoice Amount Due:** \$0

# 2022 Legislative Priorities

## Minnesota Library Association (MLA)

### To Support Lifelong Learners by Improving Minnesota Library and School Services

- By securing increased funding and a corresponding formula change for Minnesota's regional public library systems to provide the essential support needed by citizens, students and lifelong learners to reach their educational, personal and professional goals. (SF1131/HF1710)
- By defining a school library media center and its staff, and by encouraging school districts to increase student and classroom teacher access to licensed library media specialists. (SF1477/HF1856)
- By securing increased funding for the multicounty multitype systems, in particular for their work to develop and support school media centers and their staff.

### To Assist Communities in Securing Accessible and Productive Library Facilities

- By advocating for investment in infrastructure to repair, modernize, and construct public library facilities to ensure safe, accessible and welcoming library spaces for Minnesotans. (HF337)
- By advocating for investment in public higher education facilities that improve access to library resources and digital learning space.

### To Expand Broadband and Digital Access to All Minnesotans

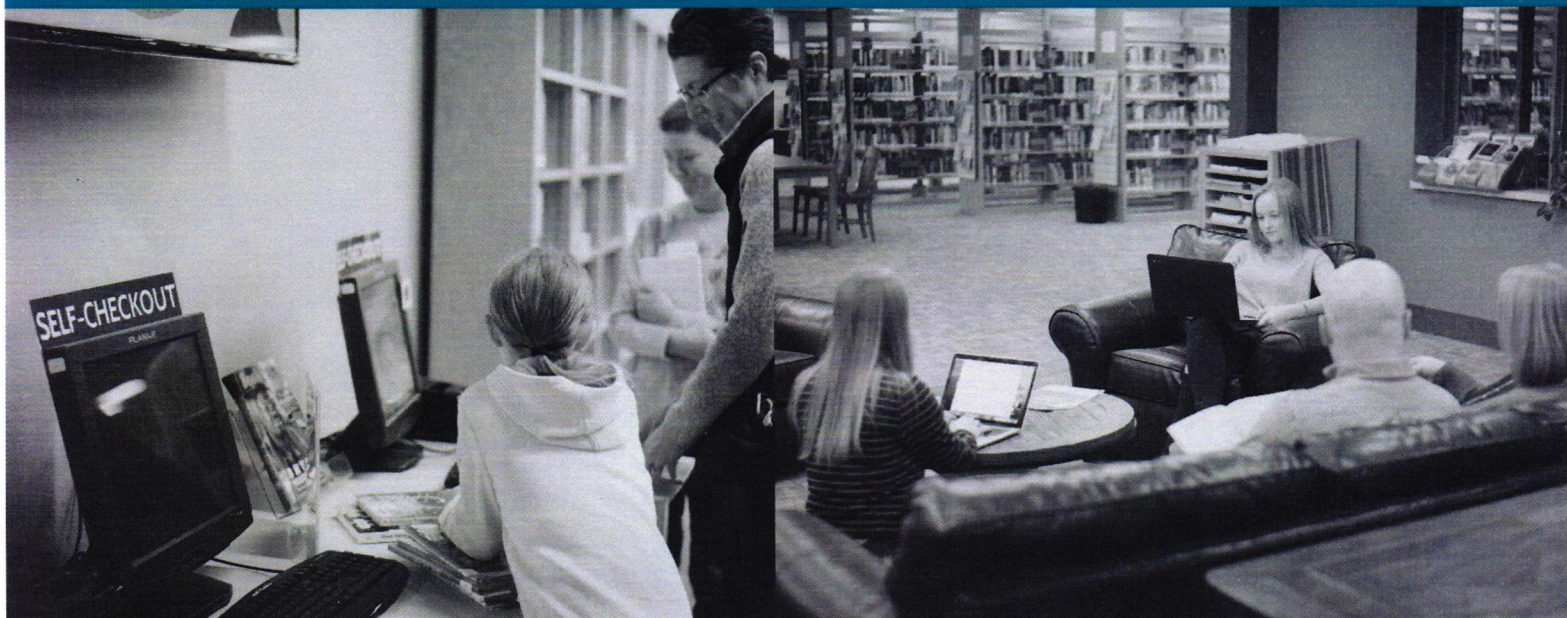
- By encouraging investment in broadband to ensure affordable, high-capacity internet access is available to all Minnesotans.
- By expanding resources for the E-Library of Minnesota that enables every library and school in Minnesota to have access to the highest quality online resources, including research databases, career prep tools, and more.

### To Protect Intellectual Freedom and Equitable Access

- By monitoring and addressing legislation impacting libraries and by protecting intellectual freedom by opposing library censorship.

# Invest in Minnesota's Regional Public Libraries

Support Funding for Minnesota Public Libraries SF 1131/HF 1710



In early 2020, Minnesota libraries sprang into action, reinventing library services, loaning out internet hotspots, providing contactless service and technology support, while maintaining traditional library services. Public Libraries are playing a key role in economic recovery by partnering with state and local organizations to support E-12 education/literacy and resources for Minnesota's students, families and workforce.

A \$2M increase in Basic Library System Support funding and corresponding formula change for Minnesota's Regional Public Library Systems means:

- Expanded service for seniors and lifelong learners
- Increased access to vital technology and broadband
- Sufficient library resources, materials, and hours of operation
- Expanded partnerships with schools, businesses, and government agencies
- Increased services to enhance literacy/reading skills and school success
- Enhances job/career support and workforce development

A proposed increase and formula change is endorsed by the 12 Minnesota Regional Public Library System Governing Boards and the Minnesota Library Association (MLA) in effort to maintain a strong public library network for all Minnesotans.

"The library provides my family with a variety of options for all of my children's varying reading levels and it is a fun and safe place for my kids to explore."

I am a teacher and I check out books to read before purchasing them for my classroom. **We love our library!**  
- MN Library Customer

Chief Authors:  
SF 1131 Senator Mark Johnson  
HF 1710 Representative Dan Wolgamott



# GRAL Director's Report

**MARCH 2022**

---

## **ADVOCACY**

- The Minnesota Special Redistricting Panel released a map of new State House and Senate districts February 15. Currently, both the State Senate and House representative for Grand Rapids live within the Arrowhead Library System boundary. Redistricting could change this with possible impacts on Library advocacy.
- I participated in Virtual Library Legislative Week (February 28 – March 4).

## **LIBRARY MANAGEMENT**

- 2021 Minnesota Public Library Annual Report

I have included a copy of the report in this packet. State Library Services asks for Board approval on this report – and the signature of the Board Chair. Please know this report was reviewed by Mollie Stanford, Regional Librarian, at Arrowhead Library System.

## **FACILITIES MAINTAINANCE / SPACE**

- Quiet Study upgrades

The Facilities Maintenance Manager is planning / working on upgrades to the quiet study rooms to make them sound proof. This project is funded by the Library Foundation.

- Window Treatments in the Community Room

The initial quote on window treatments from Floor to Ceiling for the Community Room came back higher than \$4,999 – we will have to get another quote. I am working with the Facilities Maintenance Manager to obtain a second competitive quote.

## **FIRE RESPONSE**

- 15 calls with 1 response during the Library work shift.

END OF REPORT

## February 2022 in Children's

Okay, here's my challenge: write a board report without talking about the bright sunshine and melodious, beautiful, astounding, sounds of dripping icicles outside my window. Oops! Failed, again.

February was filled with blessed normalcy. There were a few zoom meetings, a webinar or two, a radio gig, and lots of Online Storytime. (We've been trying to film two on each film day, as we like to have some storytimes ready to go, in case of emergency. Our stock of extras was nearly depleted.) It takes me about 6 hours a week to fully prep for one storytime, so it feels like I was up to my eyeballs in scarf songs, felt, and glue. Artastic, as always, was very well received.

I also made a huge step towards the future in planning for our very first in-person children's program in over two years. Along with a handful of other ALS libraries, we will host Mr. Cody, a magician from Kentucky. His program is unique, as Cody, himself, has autism. He wraps his magic in messages of inclusion, and I am very much looking forward to attending. We will host Mr. Cody in the KAXE/Rotary tent, as I still prefer an outdoor venue, with the Community Room being a back-up in case of inclement weather.

Looking ahead, I have three big projects that I hope to further in March: Summer Reading planning, a new collection space for early chapter books (to highlight them in hopes that that makes the jump from beginner readers to chapter books a bit smoother for young readers) and the development of our Discovery Kits, which are STEM-inspired games and projects in kits that can be checked out of the library. More about these later, as we get closer to the launch!

Happy Reading!

**Grand Rapids Area Library**  
**Reference Statistics**  
**February 2022**

	<b>February 2022</b>	<b>YTD 2022</b>
<b>Door Count</b>	<b>4279</b>	<b>8171</b>
<b>Reference Questions</b>	<b>249</b>	<b>412</b>
<b>Computer Help Over 5 Minutes</b>	<b>15</b>	<b>35</b>
<b>Tests Proctored</b>	<b>2</b>	<b>2</b>
<b>Public Computer Use: Sessions</b>	<b>302</b>	<b>537</b>
<b>Public Computer Use: Hours Used</b>	<b>218</b>	<b>409</b>
<b>Special Computer Sessions</b>	<b>74</b>	<b>153</b>
<b>Passports Accepted</b>	<b>53</b>	<b>121</b>

# February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 467/233 AD FTO 3	2 466/233 Ø	3 408/204 Ø	4 696/348 2	5 7
6	7 506/253 9	8 427/213 4	9 504/252 3	10 330/165 4	11 241/120 2	12 21
13	14 546/274 5	15 437/218 3	16 550/225 1	17 425/212 JN FTO Ø	18 320/160 JN FTO 1	19 113
20	21 CLOSED	22 314/157 1	23 562/281 Ø	24 440/220 5	25 412/206 JN FTO 4	26 15
27	28 610/305 Ø					

# February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 5+8 NP C	2 10 NP C	3 5+9 NP C	4 6 NP C	5
6	7 8 NP C <del>1</del>	8 7+10 NP TP C <del>1</del>	9 7+6 NP C <del>1</del>	10 6+4 NP C 1	11 1+9 NP C 111	12
13	14 4+12 NP C <del>1</del> 11 11	15 3+14 NP C <del>1</del> 111	16 3+14 NP C <del>1</del> 1	17 11 NP C 11(	18 3 NP TP C 11 1	19
20	21 L	22 1+11 NP C 1 1	23 3+12 NP C 11 11	24 2+15 NP C 1 1	25 14 NP C 111	26
27	28 2+14 NP TP C <del>1</del> 1 111					

**Children's Stats**Month February 2022**Online Storytime**Programs: 4Facebook views: 307YouTube views: 98**Artastic**Programs: 1Facebook views: 100YouTube views: 4Kits handed out: 150 - allNon School Groups: 0People: 0Reference Questions: 279Reference Questions 2021: 0

# February 2022

Item 8.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 7	2 19	3 13	4 13	5 52
6	7 16	8 21	9 12	10 11	11 11	12 68
13	14 7	15 9	16 16	17 22	18 24	19 72
20	21 Closed	22 12	23 25	24 14	25 14	26 65
27	28 21					

GRAND RAPIDS AREA LIBRARY: 2022 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	25	122.75	5	125.25	8	8.00	0	0.00	0	0.00	3	39.00	9	27.00	30	248.00
February	21	86.00	7	109.00	9	9.00	0	0.00	0	0.00	8	46.00			28	195.00
March															0	0.00
April															0	0.00
May															0	0.00
June															0	0.00
July															0	0.00
August															0	0.00
September															0	0.00
October															0	0.00
November															0	0.00
December															0	0.00
<b>Total</b>		<b>208.75</b>		<b>234.25</b>		<b>17.00</b>		<b>0.00</b>		<b>0.00</b>		<b>85.00</b>		<b>27.00</b>	<b>*</b>	<b>443.00</b>