



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, December 08, 2021

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, December 8, 2021 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

- [1.](#) 11-10-2021 Library Board Minutes

**COMMUNICATIONS:**

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

- [2.](#) Summary Bill List
- [3.](#) Detailed Bill List
- [4.](#) Schedule of Changes in Revenue, Expenditures, and Fund Balance
- [5.](#) Revenue and Expenditures YTD
- [6.](#) Detailed Revenue and Expense Report
- [7.](#) Library Balance Sheet

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

- [8.](#) Donation Resolution 2021-08
- [9.](#) Late Bill - Aramark
- [10.](#) Late Bill - Northern Business Products
- [11.](#) Personnel Dynamics Late Bill

REGULAR AGENDA:

- [12.](#) Review Strategic Plan 2017-2020
- 13. Library Open Hours
- 14. Farewell: Richard Thouin (2 terms)

- [15.](#) New Library Substitute

UPDATES:

Friends

Foundation

STAFF REPORTS:

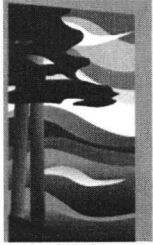
- [16.](#) Staff Reports
- [17.](#) Library Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR January 12, 2022, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744

ATTEST: Will Richter, Director of Library Services



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

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, November 10, 2021

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, November 10, 2021 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Chair MacDonell called the meeting to order at 5:00 pm.

## CALL OF ROLL:

Present: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Absent: Thouin

Staff: Will Richter, Director

## APPROVAL OF AGENDA:

Mover: Richards

Secunder: Martin

Result: Approved 8-0 via roll-call vote.

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

## APPROVAL OF MINUTES:

1. Review and approve Library Board minutes 10-13-2021

Mover: Teigland

Secunder: Kee

Result: Approved 8-0 via roll-call vote.

## COMMUNICATIONS:

None received

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

2. Consider Approval of Financial Report and Claims (Bill List)

Mover: Richards

Seconder: Blocker

Result: Approved 8-0 via roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

3. Resolution 2021-07 Accepting Donations

Mover: Martin

Seconder: Blocker

Result: Approved 8-0 via roll-call vote.

REGULAR AGENDA:

4. Authorize City Staff to purchase two computer bundles (5 each) and monitors from Tech Soup at a cost not to exceed \$4,999.

Mover: Richards

Seconder: Blocker

Result: Approved 8-0 via roll-call vote.

5. Discuss Potential Riverfest Layout (Motion to approve Riverfest layout concept).

Mover: Martin

Seconder: Blocker

Result: Approved 8-0 via roll-call vote

6. Resolution 2021-06 Setting 2022 Library Calendar

Mover: Blocker

Seconder: Richards

Result: Approved via roll-call vote.

UPDATES:

Friends (by Ellen Teigland)

November 6 book sale at Community Presbyterian resulted in a \$850 profit for the Friends.

Foundation (by Lisa Tabbert)

Foundation members volunteered at Second Harvest Food Bank.

Foundation is in the process of updating its Bylaws.

Lisa is working with Nicole (Library Staff) on a new thank you card.

STAFF REPORTS:

7. Staff Reports and Library Statistics

Informational – no action taken.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR December 8, 2021, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744

ATTEST: Lisa Tabbert, Library Board Secretary

A handwritten signature in cursive script that reads "Lisa Tabbert". The signature is written in black ink and is positioned below the typed name and title.

DATE: 11/02/2021  
 TIME: 16:00:27  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/10/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	774.07
0118345	ARIDAN BOOKS INC	120.00
0118660	ARROWHEAD LIBRARY SYSTEM	27.30
0201428	BAKER & TAYLOR LLC	3,520.53
0212124	BLACKSTONE PUBLISHING	276.60
0315455	COLE HARDWARE INC	23.96
0405500	DEMCO INC	217.56
0502705	EBSCO SUBSCRIPTION SERVICE	31.96
0609525	FINDAWAY WORLD LLC	936.01
0701650	GARTNER REFRIGERATION CO	475.39
0718010	CITY OF GRAND RAPIDS	1,663.64
0914325	INGRAM ENTERTAINMENT INC.	114.27
1305203	APG MEDIA OF MINNESOTA, LLC	205.95
1415377	NORTHERN BUSINESS PRODUCTS INC	258.35
1605665	PERSONNEL DYNAMICS LLC	328.14
1800149	RCB COLLECTIONS	3.17
1821700	MICHAEL RUSSELL	1,380.00
1901535	SANDSTROM'S INC	24.60
1915248	SHI INTERNATIONAL CORP	698.72

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,080.22

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.61
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	40,042.60
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	189.47
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	33.73
1401450	JOHN NALAN	392.22
1405850	NEXTERA COMMUNICATIONS LLC	74.44
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.40
1621130	P.U.C.	2,906.07
2209665	VISA	399.50
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 53,732.02

TOTAL ALL DEPARTMENTS 64,812.24

Board member  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2021-06  
SETTING 2022 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2022:

H	Fri December 31 (2021)	New Year's Holiday	Closed
H	Mon January 17	Martin Luther King Day	Closed
H	Mon February 21	President's Day	Closed
H	Mon May 30	Memorial Day	Closed
H	Mon July 4	Independence Day	Closed
H	Mon September 5	Labor Day	Closed
H	Fri November 11	Veteran's Day	Closed
H	Thurs November 24	Thanksgiving	Closed
H	Fri November 25	Day after thanksgiving	Closed
H	Fri December 23	Christmas Holiday	Closed
H	Mon December 26	Christmas Holiday	Closed

The Library Board will meet the in City Council Chambers the second Wednesday of the month at 5 p.m.

Adopted this 13th day of October 2021.

Jean MacDonell, President

Attest:

Lisa Tabbert, Secretary

Board member  
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-07  
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:

- Libby and Dennis Devere - \$150.00 – for materials with dyslexic friendly font*
- Arrowhead Library System - \$565.83 - Summer Reading Support*
- Kathy McCarty (in memory of Faye Chessmen - \$50.00 (undesignated))*

Adopted this 10th day of November, 2021



\_\_\_\_\_  
Jean MacDonell, President



\_\_\_\_\_  
Lisa Tabbert, Secretary

Board member  
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



DATE: 11/30/2021  
 TIME: 16:19:10  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/08/2021

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	650.13
0118100	ARAMARK UNIFORM SERVICES	44.34
0118660	ARROWHEAD LIBRARY SYSTEM	105.40
0201428	BAKER & TAYLOR LLC	2,923.32
0221650	BURGGRAF'S ACE HARDWARE	6.90
0502705	EBSCO SUBSCRIPTION SERVICE	5,530.47
0609525	FINDAWAY WORLD LLC	62.99
0718010	CITY OF GRAND RAPIDS	9,783.72
0718250	GREY HOUSE PUBLISHING	139.50
0914325	INGRAM ENTERTAINMENT INC.	112.75
1205850	LEXIS NEXIS	299.31
1901535	SANDSTROM'S INC	228.89
1920555	STOKES PRINTING & OFFICE	152.43

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$20,040.15

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.37
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	39,920.17
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	424.99
1309335	MINNESOTA REVENUE	44.05
1405850	NEXTERA COMMUNICATIONS LLC	74.44
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.40
1621130	P.U.C.	2,920.88
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2209665	VISA	4,322.00
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,495.06

TOTAL ALL DEPARTMENTS \$77,535.21

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 8, 2021

Item 3.

DATE: 11/30/21  
 TIME: 16:23:37  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	11/15/21	01	LIB NOV CELL SVC	999-99-00-00-1000			12/08/21	54.37
				HOLDING ACCOUNT				
								INVOICE TOTAL: 54.37
								VENDOR TOTAL: 54.37
0113100 AMAZON.COM								
436793966586-L	11/04/21	01	OFFICE CHAIR WHEELS REPLCMNT	211-00-75-20-2010	20213394		12/08/21	23.17
				OFFICE SUPPLIES				
								INVOICE TOTAL: 23.17
463693967877-L	11/12/21	01	9 BOOKS	211-00-75-20-2110	20213537		12/08/21	147.87
				BOOKS				
								INVOICE TOTAL: 147.87
634886836743-L	11/04/21	01	4 BOOKS	211-00-75-20-2110	20213394		12/08/21	114.79
				BOOKS				
								INVOICE TOTAL: 114.79
645976683768-L	10/06/21	01	16 BOOKS	211-00-75-20-2110	20213329		12/08/21	218.48
				BOOKS				
		02	CREDIT NATURE'S GRACE	211-00-75-20-2110	20213329			-39.95
				BOOKS				
								INVOICE TOTAL: 178.53
653944987348-L	11/03/21	01	1 BOOK	211-00-75-20-2110	20213394		12/08/21	15.78
				BOOKS				
								INVOICE TOTAL: 15.78
994369783389-L	11/04/21	01	BIG AND TALL OFFICE CHAIR 400I	211-00-75-20-2090	20213479		12/08/21	169.99
				INVENTORIAL SUPPLIES				
								INVOICE TOTAL: 169.99
								VENDOR TOTAL: 650.13

0118100 ARAMARK UNIFORM SERVICES

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100 ARAMARK UNIFORM SERVICES								
263000058817-L	11/16/21	01	MATS NYLON RUBBER	211-00-75-30-3070	20213509		12/08/21	29.88
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20213509			14.46
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.34
							VENDOR TOTAL:	44.34
0118660 ARROWHEAD LIBRARY SYSTEM								
14874-L	10/31/21	01	OVERDUE NOTICES-OCT	211-00-75-20-2010	20213485		12/08/21	20.80
		02	LAMINATE 3 STORY STROLLS MTL	211-00-75-20-2030	20213485			33.20
		03	LAMINATE 3 STORY STROLLS LABOR	211-00-75-20-2030	20213485			51.40
				OFFICE SUPPLIES				
				PRINTING/BINDING				
				PRINTING/BINDING				
							INVOICE TOTAL:	105.40
							VENDOR TOTAL:	105.40
0201428 BAKER & TAYLOR LLC								
2036313564-L	11/02/21	01	4 BOOKS/209977 L411199	211-00-75-20-2110	20213392		12/08/21	51.52
				BOOKS				
							INVOICE TOTAL:	51.52
2036317858-L	11/04/21	01	31 BOOKS/#209977 L025981	211-00-75-20-2110	20213383		12/08/21	440.49
				BOOKS				
							INVOICE TOTAL:	440.49
2036332332-L	11/09/21	01	17 BOOKS	211-00-75-20-2110	20213471		12/08/21	239.18
				BOOKS				
							INVOICE TOTAL:	239.18
2036336231-L	11/12/21	01	11 BOOKS	211-00-75-20-2110	20213477		12/08/21	176.18
				BOOKS				
							INVOICE TOTAL:	176.18

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2036338190-L	11/12/21	01	21 BOOKS/#209977 L025981	211-00-75-20-2110	20213477		12/08/21	314.15
				BOOKS				
							INVOICE TOTAL:	314.15
2036351568-L	11/18/21	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20213554		12/08/21	264.72
				BOOKS				
							INVOICE TOTAL:	264.72
2036357086-L	11/18/21	01	95 BOOKS/#209977 L025981	211-00-75-20-2110	20213565		12/08/21	1,055.33
				BOOKS				
							INVOICE TOTAL:	1,055.33
2036367924-L	11/29/21	01	28 BOOKS/#209977 L025981	211-00-75-20-2110	20213620		12/08/21	363.76
				BOOKS				
							INVOICE TOTAL:	363.76
H58566470-L	11/09/21	01	DARA OF JASENOVAC DVD	211-00-75-20-2120	20213471		12/08/21	17.99
				AUDIO/VISUAL				
							INVOICE TOTAL:	17.99
							VENDOR TOTAL:	2,923.32
0221650 BURGGRAF'S ACE HARDWARE								
358871-L	11/18/21	01	SPLIT RING 3/4 INCH	211-00-75-20-2010	20213520		12/08/21	6.90
				OFFICE SUPPLIES				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0502705 EBSCO SUBSCRIPTION SERVICE								
1647045-L	11/12/21	01	MAGAZINE RENEWAL/#CGF2936700	211-00-75-20-2140	20213469		12/08/21	5,530.47
				PERIODICALS				
							INVOICE TOTAL:	5,530.47
							VENDOR TOTAL:	5,530.47

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0605191 FIDELITY SECURITY LIFE								
L	11/01/21	01	LIB VISION NOV	999-99-00-00-1000			12/08/21	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0609525 FINDAWAY WORLD LLC								
367847-L	11/03/21	01	THE ONE AND ONLY IVAN	211-00-75-20-2120	20213337		12/08/21	62.99
				AUDIO/VISUAL				
							INVOICE TOTAL:	62.99
							VENDOR TOTAL:	62.99
0718010 CITY OF GRAND RAPIDS								
21/495-L	11/08/21	01	NOV JANITORIAL SERVICE	211-00-75-30-3090	20213410		12/08/21	1,663.64
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,663.64
21/507-L	11/17/21	01	2021 IT FEES	211-00-75-30-4020	20213539		12/08/21	7,600.00
				COMPUTER MAINT/REPAIR				
							INVOICE TOTAL:	7,600.00
21/524-L	11/30/21	01	HVAC FILTERS	211-00-75-20-2150	20213622		12/08/21	520.08
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	520.08
							VENDOR TOTAL:	9,783.72
0718015 GRAND RAPIDS CITY PAYROLL								
L	10/22/21	01	LIB 10/22/21 PAYROLL	999-99-00-00-1000			12/08/21	19,975.52
				HOLDING ACCOUNT				
		02	LIB 11/05/21 PAYROLL	999-99-00-00-1000				19,944.65
				HOLDING ACCOUNT				
							INVOICE TOTAL:	39,920.17
							VENDOR TOTAL:	39,920.17

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DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 8, 2021

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718250 GREY HOUSE PUBLISHING								
970554-L	11/16/21	01	THE VALUE OF A DOLLAR	211-00-75-20-2110	20213580		12/08/21	139.50
			BOOKS					
							INVOICE TOTAL:	139.50
							VENDOR TOTAL:	139.50
0914325 INGRAM ENTERTAINMENT INC.								
1100808-L	11/01/21	01	5 DVDS/C#3206981	211-00-75-20-2120	20213338		12/08/21	112.75
			AUDIO/VISUAL					
							INVOICE TOTAL:	112.75
							VENDOR TOTAL:	112.75
1205850 LEXIS NEXIS								
28243420-L	11/04/21	01	MN EMPLOYMENT REL #48	211-00-75-20-2110	20213478		12/08/21	263.00
			BOOKS					
		02	S & H/#2837262001	211-00-75-20-2110	20213478			36.31
			BOOKS					
							INVOICE TOTAL:	299.31
							VENDOR TOTAL:	299.31
1209516 LINCOLN NATIONAL LIFE								
L	11/01/21	01	LIB SUPP LIFE INS NOV	999-99-00-00-1000			12/08/21	45.60
			HOLDING ACCOUNT					
							INVOICE TOTAL:	45.60
							VENDOR TOTAL:	45.60
1301146 MARCO TECHNOLOGIES, LLC								
L	11/15/21	01	LIB NOV COPIER LEASE	999-99-00-00-1000			12/08/21	120.43
			HOLDING ACCOUNT					
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 8, 2021

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199			MINNESOTA ENERGY RESOURCES					
L	11/15/21	01	LIB OCT NTL GAS	999-99-00-00-1000			12/08/21	424.99
				HOLDING ACCOUNT				
								INVOICE TOTAL: 424.99
								VENDOR TOTAL: 424.99
1309335			MINNESOTA REVENUE					
L	10/20/21	01	LIB SEP SALES TAX PAYABLE	999-99-00-00-1000			12/08/21	44.05
				HOLDING ACCOUNT				
								INVOICE TOTAL: 44.05
								VENDOR TOTAL: 44.05
1405850			NEXTERA COMMUNICATIONS LLC					
L	11/15/21	01	LIB NOV LINE CHARGES	999-99-00-00-1000			12/08/21	74.44
				HOLDING ACCOUNT				
								INVOICE TOTAL: 74.44
								VENDOR TOTAL: 74.44
1516220			OPERATING ENGINEERS LOCAL #49					
L	11/15/21	01	LIB DEC HEALTH INS PREMIUM	999-99-00-00-1000			12/08/21	9,162.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 9,162.00
								VENDOR TOTAL: 9,162.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	11/08/21	01	LIB NOV SERVICE	999-99-00-00-1000			12/08/21	246.40
				HOLDING ACCOUNT				
								INVOICE TOTAL: 246.40
								VENDOR TOTAL: 246.40
1621130			P.U.C.					

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 8, 2021

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CITY OF GRAND RAPIDS  
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1621130	P.U.C.							
L	11/15/21	01	LIB OCT UTILITIES	999-99-00-00-1000			12/08/21	2,920.88
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,920.88
							VENDOR TOTAL:	2,920.88
1901535	SANDSTROM'S INC							
382397-L	11/15/21	01	30X36 .65MIL CLR HVY 20-30GA	211-00-75-20-2150	20213476		12/08/21	31.91
		02	TOWEL ROLL WHT	211-00-75-20-2150	20213476			45.97
		03	TOIL TISS	211-00-75-20-2150	20213476			36.19
		04	FOAM HAND SOAP/#320023	211-00-75-20-2150	20213476			32.66
							INVOICE TOTAL:	146.73
383528-L	11/22/21	01	TOWEL ROLL WHT	211-00-75-20-2150	20213616		12/08/21	45.97
		02	TOIL TISS/C#320023	211-00-75-20-2150	20213616			36.19
							INVOICE TOTAL:	82.16
							VENDOR TOTAL:	228.89
1920555	STOKES PRINTING & OFFICE							
118138-L	11/08/21	01	ROLLS 3 1/8" THERMAL	211-00-75-20-2010	20213386		12/08/21	19.90
				OFFICE SUPPLIES				
							INVOICE TOTAL:	19.90
118144-L	11/09/21	01	ROLLS 3 1/8" THERMAL	211-00-75-20-2010	20213386		12/08/21	147.26
		02	DISC	211-00-75-20-2010	20213386			-14.73
				OFFICE SUPPLIES				
							INVOICE TOTAL:	53
							VENDOR TOTAL:	43



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - DECEMBER 8, 2021

Item 3.

DATE: 11/30/21  
 TIME: 16:23:37  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/08/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	11/01/21	01	LIB NOV LIFE INS	999-99-00-00-1000			12/08/21	19.35
				HOLDING ACCOUNT				
								INVOICE TOTAL: 19.35
								VENDOR TOTAL: 19.35
2209665			VISA					
L	11/15/21	01	TECH SOUP PHAROS CMPT	999-99-00-00-1000			12/08/21	4,322.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 4,322.00
								VENDOR TOTAL: 4,322.00
2301700			WM CORPORATE SERVICES, INC					
L	11/08/21	01	LIB OCT SERVICE	999-99-00-00-1000			12/08/21	133.48
				HOLDING ACCOUNT				
								INVOICE TOTAL: 133.48
								VENDOR TOTAL: 133.48
								TOTAL ALL INVOICES: 77,535.21

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2021**  
*With Comparative Totals for November 30, 2020*

	2020 Actual	2021 Actual	2021 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	431,538	436,095	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>555,079</b>	<b>616,913</b>	<b>616,913</b>	
<b>Revenues:</b>				
Taxes	388,471	397,200	711,010	56%
Intergovernmental	82,671	85,827	128,000	67%
Charges for Services	20,739	25,224	25,732	98%
Fines & Forfeits	2,263	220	-	0%
Blandin Foundation Grant	-	-	-	0%
GR Library Foundation	7,170	3,400	8,000	43%
Miscellaneous	11,715	9,093	8,800	103%
Other Sources-Operating Transfer	6,241	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>519,271</b>	<b>520,965</b>	<b>881,542</b>	<b>59%</b>
<b>Expenditures:</b>				
Personnel	579,677	564,701	571,706	99%
Supplies/Materials	58,457	71,736	92,000	78%
Other Services/Charges	90,199	100,473	217,836	46%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>728,333</b>	<b>736,910</b>	<b>881,542</b>	<b>84%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(209,062)</b>	<b>(215,945)</b>	<b>-</b>	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	5,536	-	-	
<b>Fund Balance 11/30/XX</b>				
Cash Flow	216,940	220,150	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
<b>TOTAL FUND BALANCE 11/30/XX</b>	<b>\$ 340,481</b>	<b>\$ 400,968</b>	<b>\$ 616,913</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$41,570 as of 10/31/21. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **NOVEMBER 30, 2021**

Item 5.

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 662,758	\$ 347,728	52%
211-00-31-00-0200	DELINQUENT	-	1,220	0%
211-00-31-00-4055	FISCAL DISPARITIES	48,252	48,252	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	85,827	67%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	1,329	66%
211-00-34-00-7975	INTERNET	2,000	759	38%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	130	65%
211-00-34-00-7982	PASSPORT PROCESSING FEE	15,750	14,630	93%
211-00-34-00-7990	FAX MACHINE USE	500	331	66%
211-00-35-00-1030	LIBRARY FINES	-	220	0%
211-00-37-00-2310	DONATIONS	1,500	2,889	193%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	330	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,353	104%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	3,400	43%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,000	1,992	199%
211-00-37-00-5100	INVESTMENT INCOME	3,000	2,529	84%
		881,542	520,965	59%
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	360,052	347,126	96%
211-00-75-10-1030	SALARY-PARTTIME	25,407	43,561	171%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	3,883	46%
211-00-75-10-1210	PERA	28,909	31,088	108%
211-00-75-10-1220	FICA	23,898	24,051	101%
211-00-75-10-1250	MEDICARE	5,589	5,625	101%
211-00-75-10-1310	HEALTH INSURANCE	116,541	106,463	91%
211-00-75-10-1330	LIFE INSURANCE	172	198	115%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	2,703	103%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,336	42%
211-00-75-20-2020	COPY SUPPLIES	1,500	201	13%
211-00-75-20-2030	PRINTING/BINDING	1,000	373	37%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,159	105%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	6,238	208%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	1,529	13%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	524	52%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	80	16%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,776	89%
211-00-75-20-2110	BOOKS	39,000	38,284	98%
211-00-75-20-2120	AUDIO/VISUAL	9,000	7,415	82%
211-00-75-20-2130	NEWSPAPERS	1,500	1,459	97%
211-00-75-20-2140	PERIODICALS	7,500	5,588	75%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	1,683	56%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	-	90	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,113	74%
211-00-75-30-3070	LAUNDRY	1,000	398	40%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	18,736	92%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	77,836	2,089	3%
211-00-75-30-3210	TELEPHONE	6,000	4,081	68%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	1,070	31%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **NOVEMBER 30, 2021**

Item 5.

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	3	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	105	18%
211-00-75-30-3610	GENERAL INSURANCE	9,000	10,175	113%
211-00-75-30-3810	ELECTRICITY	34,000	29,270	86%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,499	75%
211-00-75-30-3860	HEAT-NATURAL GAS	12,000	3,221	27%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,736	71%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	6,896	46%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	8,766	97%
211-00-75-30-4030	ONLINE SERVICES	3,500	2,564	73%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	2,175	27%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,331	89%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
	<b>TOTAL EXPENDITURES</b>	<b>881,542</b>	<b>736,910</b>	<b>84%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(215,945)</b>	

DATE: 12/01/2021  
TIME: 08:43:16  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	662,757.82	347,728.05	0.00	315,029.77	52
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,219.69	0.00	(1,219.69)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	48,252.18	48,252.18	0.00	0.00	100
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>711,010.00</b>	<b>397,199.92</b>	<b>0.00</b>	<b>313,810.08</b>	<b>56</b>
<b>TOTAL TAXES</b>		<b>0.00</b>	<b>711,010.00</b>	<b>397,199.92</b>	<b>0.00</b>	<b>313,810.08</b>	<b>56</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	85,827.09	0.00	42,172.91	67
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>85,827.09</b>	<b>0.00</b>	<b>42,172.91</b>	<b>67</b>
<b>TOTAL INTERGOVERNMENTAL</b>		<b>0.00</b>	<b>128,000.00</b>	<b>85,827.09</b>	<b>0.00</b>	<b>42,172.91</b>	<b>67</b>
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	8,045.00	0.00	(2,763.00)	152
211-00-34-00-7970	PHOTO COPIES	155.73	2,000.00	1,329.11	0.00	670.89	66
211-00-34-00-7975	INTERNET	112.46	2,000.00	759.15	0.00	1,240.85	38
211-00-34-00-7980	LIBRARY FEES-PROCTORING	20.00	200.00	130.00	0.00	70.00	65
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,275.00	15,750.00	14,630.00	0.00	1,120.00	93
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	33.69	500.00	331.23	0.00	168.77	66
<b>TOTAL</b>		<b>2,596.88</b>	<b>25,732.00</b>	<b>25,224.49</b>	<b>0.00</b>	<b>507.51</b>	<b>98</b>
<b>TOTAL CHARGES FOR SERVICES</b>		<b>2,596.88</b>	<b>25,732.00</b>	<b>25,224.49</b>	<b>0.00</b>	<b>507.51</b>	<b>98</b>

DATE: 12/01/2021  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	13.40	0.00	220.45	0.00	(220.45)	100
<b>TOTAL</b>		13.40	0.00	220.45	0.00	(220.45)	100
<b>TOTAL FINES &amp; FORFEITS</b>		13.40	0.00	220.45	0.00	(220.45)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	180.00	1,500.00	2,888.83	0.00	(1,388.83)	193
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	329.77	0.00	(329.77)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,352.89	0.00	(52.89)	104
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	8,000.00	3,400.00	0.00	4,600.00	43
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	181.29	1,000.00	1,992.20	0.00	(992.20)	199
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	2,529.42	0.00	470.58	84
<b>TOTAL</b>		361.29	16,800.00	12,493.11	0.00	4,306.89	74
<b>TOTAL MISCELLANEOUS REVENUE</b>		361.29	16,800.00	12,493.11	0.00	4,306.89	74
<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: 12/01/2021  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		2,971.57	881,542.00	520,965.06	0.00	360,576.94	59
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	29,059.43	360,052.00	347,126.36	0.00	12,925.64	96
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	5,617.40	25,407.00	43,560.80	0.00	(18,153.80)	171
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	3,882.99	0.00	4,627.01	46
211-00-75-10-1210	PERA	2,600.75	28,909.00	31,087.68	0.00	(2,178.68)	108
211-00-75-10-1220	FICA	2,130.96	23,898.00	24,050.80	0.00	(152.80)	101
211-00-75-10-1250	MEDICARE	498.38	5,589.00	5,624.94	0.00	(35.94)	101
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	106,463.35	0.00	10,077.65	91
211-00-75-10-1330	LIFE INSURANCE	22.35	172.00	198.25	0.00	(26.25)	115
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.53	0.00	(2.53)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	251.53	2,628.00	2,702.83	0.00	(74.83)	103
TOTAL PERSONNEL		49,343.32	571,706.00	564,700.53	0.00	7,005.47	99
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	182.50	8,000.00	3,336.33	218.03	4,445.64	44
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	200.51	0.00	1,299.49	13
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	373.13	84.60	542.27	46
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	0.00	3,000.00	3,159.16	0.00	(159.16)	105
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	6,237.92	0.00	(3,237.92)	208
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	1,529.44	9,599.60	870.96	93
211-00-75-20-2090	INVENTORIAL SUPPLIES	169.99	1,000.00	523.89	169.99	306.12	69

DATE: 12/01/2021  
TIME: 08:43:16  
ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	79.85	0.00	420.15	16
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,776.49	0.00	223.51	89
211-00-75-20-2110	BOOKS	3,622.58	39,000.00	38,283.61	3,337.80	(2,621.41)	107
211-00-75-20-2120	AUDIO/VISUAL	193.73	9,000.00	7,414.83	193.73	1,391.44	85
211-00-75-20-2130	NEWSPAPERS	0.00	1,500.00	1,459.26	0.00	40.74	97
211-00-75-20-2140	PERIODICALS	5,530.47	7,500.00	5,588.43	5,530.47	(3,618.90)	148
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	763.43	3,000.00	1,683.44	161.19	1,155.37	61
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	89.98	0.00	(89.98)	100
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		10,462.70	92,000.00	71,736.27	19,295.41	968.32	99
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,112.50	0.00	387.50	74
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	29.88	1,000.00	397.58	29.88	572.54	43
211-00-75-30-3090	JANITORIAL SERVICES	1,663.64	20,400.00	18,736.40	1,663.64	(0.04)	100
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	77,836.00	2,089.00	0.00	75,747.00	3
211-00-75-30-3210	TELEPHONE	375.21	6,000.00	4,080.82	0.00	1,919.18	68
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	1,070.12	0.00	2,429.88	31
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	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	3.17	0.00	1,996.83	0
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	105.00	0.00	495.00	18
211-00-75-30-3610	GENERAL INSURANCE	925.00	9,000.00	10,175.00	0.00	(1,175.00)	113
211-00-75-30-3810	ELECTRICITY	0.00	34,000.00	29,270.06	0.00	4,729.94	86
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,498.63	0.00	501.37	75
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	12,000.00	3,221.21	0.00	8,778.79	27
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	6,736.02	0.00	2,763.98	71
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	6,895.72	0.00	8,104.28	46
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0



DATE: 12/01/2021  
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ID: GL470004.WOW

CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	7,600.00	9,000.00	8,765.66	7,600.00	(7,365.66)	182
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	3,500.00	2,564.00	0.00	936.00	73
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	2,175.39	0.00	5,824.61	27
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,330.75	0.00	169.25	89
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		10,714.16	217,836.00	100,473.03	9,293.52	108,069.45	50
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		70,520.18	881,542.00	736,909.83	28,588.93	116,043.24	87
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

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 11 PERIODS ENDING NOVEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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:		70,520.18	881,542.00	736,909.83	28,588.93	116,043.24	87
TOTAL FUND REVENUES		2,971.57	881,542.00	520,965.06	0.00	360,576.94	59
TOTAL FUND EXPENSES		70,520.18	881,542.00	736,909.83	28,588.93	116,043.24	87
FUND SURPLUS (DEFICIT)		(67,548.61)	0.00	(215,944.77)			
TOTAL ALL FUND REVENUES		2,971.57	881,542.00	520,965.06	0.00	360,576.94	59
TOTAL ALL FUND EXPENSES		70,520.18	881,542.00	736,909.83	28,588.93	116,043.24	87
ALL FUND SURPLUS (DEFICIT)		(67,548.61)	0.00	(215,944.77)			

Item 7.

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 11/30/21
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	454,421.48	454,421.48	0.00
211-00-00-00-1010	CASH	536,842.65	584,005.20	749,801.35	371,046.50
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	23,895.00	0.00	0.00	23,895.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	62,128.48	0.00	62,128.48	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	36,405.00	0.00	0.00	36,405.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	4,356.96	3,122.88	4,356.96	3,122.88
211-00-00-00-1551	PREPAID INSURANCE	12,231.05	14,117.31	25,172.88	1,175.48
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	42,449.94	16,166.27	26,283.67
<b>TOTAL</b>		<b>675,969.14</b>	<b>1,098,116.81</b>	<b>1,312,047.42</b>	<b>462,038.53</b>
<b>TOTAL ASSETS</b>		<b>675,969.14</b>	<b>1,098,116.81</b>	<b>1,312,047.42</b>	<b>462,038.53</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	28,539.03	754,736.71	737,056.48	10,858.80
211-00-00-00-2030	SALES TAX PAYABLE	0.00	250.73	283.97	33.24
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	6,622.52	6,622.52	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	23,895.00	0.00	0.00	23,895.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>59,056.55</b>	<b>761,609.96</b>	<b>737,340.45</b>	<b>34,787.04</b>

DATE: 12/01/2021  
 TIME: 08:56:46  
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CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
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Item 7.

FUND: PUBLIC LIBRARY  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 11/30/21
TOTAL LIABILITIES		59,056.55	761,609.96	737,340.45	34,787.04
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	616,912.59	0.00	0.00	616,912.59
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	16,166.27	42,449.94	26,283.67
TOTAL		616,912.59	16,166.27	42,449.94	643,196.26
FUND SURPLUS (DEFICIT)		0.00	215,944.77	0.00	(215,944.77)
TOTAL FUND EQUITY		616,912.59	232,111.04	42,449.94	427,251.49
TOTAL LIABILITIES AND FUND EQUITY		675,969.14	993,721.00	779,790.39	462,038.53

Board member introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-08  
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:

***Jude Christenson (in memory of Neil Hoshal) - \$30.00 undesignated***

***Bob and Ginny Wickman - \$100.00 undesignated***

***John and Gina Hawkinson Advised Fund - \$1,000 undesignated***

Adopted this 8th day of December, 2021

\_\_\_\_\_  
Jean MacDonell, President

\_\_\_\_\_  
Lisa Tabbert, Secretary

Board member seconded the foregoing resolution and the following voted in favor thereof:

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



2680 Palumbo Drive  
Lexington, KY 40509

Visit us at [www.aramarkuniform.com](http://www.aramarkuniform.com)

# INVOICE

BILLING INQUIRIES	(800) 504-0328	Item 9.
CUSTOMER SERVICE	(800) ARAMARK	
ACCOUNT NUMBER	350041500	
CUSTOMER NUMBER	350041513	
INVOICE NUMBER	263000064364	
INVOICE DATE	11/30/2021	
TERMS	NET 10 EOM	
PO #		
NAID		
MARKET CENTER	263	
ROUTE NUMBER	3	
Page 1 of 1		

AP  
GRAND RAPIDS - NEW CITY HALL  
420 POKEGAMA AVE N  
GRAND RAPIDS MN 55744

Ship  
To: GRAND RAPIDS - NEW LIBRARY  
140 2ND ST NW  
GRAND RAPIDS MN 55744

A/R BALANCES AS OF 11/30/2021						
TOTAL DUE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS
432.94	432.94	0.00	0.00	0.00	0.00	0.00

WEARER#	WEARER NAME	ITEM	ITEM DESCRIPTION	SIZE	TYPE	BILL QTY	RATE	TOTAL
		CE0104BLAK	WET MOP HANDLE	X	Rent	0	0.000	0.00
		CE0112BLAK	AC MOP FRAME	24	Rent	0	0.000	0.00
		CE0120XXXX	BAG STAND TALL	X	Rent	0	0.000	0.00
		DM0001BRWN	MAT NYLON/RUBBER	3X10	Rent	2	4.569	9.14
		DM0001DKGY	MAT NYLON/RUBBER	5X12	Rent	2	10.371	20.74
		DP0018REDD	MOP SYNTHETIC BLN	24	Rent	2	0.365	0.73
		DP0025GREN	WET MOP NYLON	LGER	Rent	4	1.176	4.70
		OW1481BLAK	MASK REUSABLE	X	Sales	0	0.000	0.00
		OW1481NAVY	MASK REUSABLE	X	Sales	0	0.000	0.00
		TO0008WRDS	GLASS TOWEL	X	Rent	52	0.062	3.22
		TO0008WRDS	GLASS TOWEL	X	Inventory Maintenance	2	1.097	2.19
		TO0108YELO	MICRF WIPER CLOTH	X	Rent	20	0.109	2.18
		TO0108YELO	MICRF WIPER CLOTH	X	Inventory Maintenance	1	1.440	1.44
		XX0316WHGR	LNDRY BAG PE CLIPS	X	Rent	0	0.000	0.00

SUBTOTAL (ALL PAGES) **44.34**  
FREIGHT **0.00**  
TAX **0.00**  
**TOTAL \$44.34**

**THANK YOU FOR YOUR BUSINESS**

Delivery received by:

A \_\_\_\_\_ Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number on your check, and include the attached coupon with your payment



PAYMENT DUE December 10, 2021  
TOTAL DUE \$44.34  
INVOICE NUMBER **263000064364**

INVOICE DATE 11/30/2021  
ACCOUNT NUMBER 350041500

Bill To:

GRAND RAPIDS - NEW CITY HALL  
420 POKEGAMA AVE N  
GRAND RAPIDS MN 55744

Payable

To: **ARAMARK**  
**P.O. BOX 7430**  
**PASADENA CA 91109-7430**



Account Number 7789

P.O. Box 16127 • Duluth, MN 55816-0127  
 218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

Remit Payment To:

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

Northern Business Products  
 P.O. Box 16127  
 Duluth, MN 55816-0127

LAST PAYMENT APPLIED ON 11/17/21 CHECK #147987 FOR \$ 258.35

INVOICE NUMBER	INVOICE DATE	REMARKS	CHECK/PO	INVOICE AMOUNT	AMOUNT DUE
-					
624155-1	11/09/21	INVOICE	WILL	38.99	38.99
625785-0	11/19/21	INVOICE	WILL	38.99	77.98
629265-0	11/10/21	INVOICE	WILL	337.76	415.74
629265-1	11/11/21	INVOICE	WILL	124.60	540.34
631577-0	11/19/21	INVOICE	MICHELLE	89.97	630.31
632440-0	11/29/21	INVOICE	MICHELLE	110.03	740.34

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL AMOUNT DUE
740.34	.00	.00	.00	<b>\$740.34</b>

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS.  
 TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS

DATE 11/30/21

Item 10.



P.O. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

GRAND RAPIDS AREA LIBRAR

**Account Number 7789**

**Remit Payment To:**

Northern Business Products  
P.O. Box 16127  
Duluth, MN 55816-0127

INVOICE NUMBER	AMOUNT DUE
624155-1	38.99
625785-0	38.99
629265-0	337.76
629265-1	124.60
631577-0	89.97
632440-0	110.03

To properly credit to your account please cut here and return with payment.

<b>TOTAL AMOUNT DUE</b>
<b>\$740.34</b>





**INVOICE**

Item 10.  
624155-1

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/09/21

PO. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		SALESPERSON	TERMS	ROUTE			PAYCODE	ORDER WRITER		
WILL		119	10TH OF MONTH	GR			CHARGE	119		
ITEM NUMBER	MFG	ITEM DESCRIPTION			UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
90780594	ICX	ROLL THERMAL 3 1/8 X 230'			CT	1		1	38.990	38.99

<b>Subtotal</b>	38.99
<b>Tax</b>	
<b>Total Due</b>	\$38.99



**INVOICE**

Item 10.  
625785-0

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/19/21

PO. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		SALESPERSON	TERMS	ROUTE			PAYCODE	ORDER WRITER	
WILL		119	10TH OF MONTH	GR			CHARGE	119	
ITEM NUMBER	MFG	ITEM DESCRIPTION		UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
90780594	ICX	ROLL THERMAL 3 1/8 X 230'		CT	2	1	1	38.990	38.99

<b>Subtotal</b>		38.99
<b>Tax</b>		
<b>Total Due</b>		\$38.99

THANK YOU FOR YOUR BUSINESS!!



**INVOICE**

Item 10.  
629265-0

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/10/21

P.O. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		SALESPERSON	TERMS	ROUTE			PAYCODE	ORDER WRITER		
WILL		119	10TH OF MONTH	GR			CHARGE	119		
ITEM NUMBER	MFG	ITEM DESCRIPTION			UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
G40000	AAG	BOOK, APPT, MO, 6.9X8.75, BLK			EA	2		2	22.790	45.58
SK2400	AAG	DESKPAD, MTH, BLK			EA	4		4	3.990	15.96
YP90509	AAG	PLANNER, SIGNATURE, 8X11, BN			EA	1		1	36.279	36.28
221001CT	GPI	PAPER, COPY, 8.5X11, WE 20#			CT	6		6	39.990	239.94

<b>Subtotal</b>		337.76
<b>Tax</b>		
<b>Total Due</b>		\$337.76

THANK YOU FOR YOUR BUSINESS!!



**INVOICE**

Item 10.  
629265-1

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/11/21

P.O. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		SALESPERSON	TERMS	ROUTE			PAYCODE	ORDER WRITER		
WILL		119	10TH OF MONTH	GR			CHARGE	119		
ITEM NUMBER	MFG	ITEM DESCRIPTION			UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
PM75828	AAG	CALENDAR, WALL, ELEVATN, WH			EA	1		1	14.569	14.57
W2020A	HEW	TONER, 414A, HY, BK			EA	1		1	110.027	110.03

<b>Subtotal</b>	124.60
<b>Tax</b>	
<b>Total Due</b>	\$124.60



**INVOICE**

Item 10.  
631577-0

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/19/21

P.O. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER	SALESPERSON	TERMS	ROUTE	PAYCODE	ORDER WRITER
MICHELLE	119	10TH OF MONTH	GR	CHARGE	119

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
5160	AVE	LABEL, MAIL, LSR, 1X2-5/8, WHT	BX	3		3	29.990	89.97

THANK YOU FOR YOUR BUSINESS!!		<b>Subtotal</b>	89.97
		<b>Tax</b>	
		<b>Total Due</b>	\$89.97

15% CHARGE FOR ALL RETURNED MERCHANDISE AFTER 30 DAYS, EXCEPT FOR DEFECTIVE ITEMS. NO RETURNS AFTER 60 DAYS. TERMS: NET TEN DAYS FROM STATEMENT DATE. 1.5 PER MO. (18% ANNUAL) ON BALANCE OVER 30 DAYS



**INVOICE**

Item 10.  
632440-0

**INVOICE NUMBER**  
**INVOICE DATE**  
**CUSTOMER # 7789 DEPT**

11/29/21

P.O. Box 16127 • Duluth, MN 55816-0127  
218-726-0167 • Fax 218-726-1023 • 1-800-647-8775

BILL TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744 2826
218-326-7640	

SHIP TO ADDRESS	
GRAND RAPIDS AREA LIBRARY	
140 NE 2ND STREET	
GRAND RAPIDS	MN 55744

CUSTOMER PURCHASE ORDER		SALESPERSON	TERMS	ROUTE			PAYCODE	ORDER WRITER	
MICHELLE		119	10TH OF MONTH	GR			CHARGE	119	
ITEM NUMBER	MFG	ITEM DESCRIPTION		UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
W2020A	HEW	TONER, 414A, HY, BK		EA	1		1	110.027	110.03

THANK YOU FOR YOUR BUSINESS!!		<b>Subtotal</b>	110.03
		<b>Tax</b>	
		<b>Total Due</b>	\$110.03



# Personnel Dynamics, LLC

PO Box 193  
 604 NW 1st Ave  
 Grand Rapids, MN 55744

# INVOICE

Item 11.

Invoice Number: 51548  
 Invoice Date: Dec 1, 2021  
 Page: 1

Phone: 218-327-9554  
 Fax: 218-327-9528  
 Email: desk@pdstaffing.net

Bill To:
GRAND RAPIDS AREA LIBRARY ACCOUNTS PAYABLE 140 NE 2ND STREET GRAND RAPIDS, MN 55744

Customer ID	Customer PO
GRLIB	DUE UPON RECEIPT

Quantity	Item	Description	Unit Price	Amount
17.75	BEHM, JENNIFER	WEEK ENDING 11/27/2021	18.23	323.58

Subtotal	323.58
Sales Tax	
Total Invoice Amount	323.58
Payment/Credit Applied	
<b>TOTAL</b>	<b>323.58</b>

Check/Credit Memo No:

## **Grand Rapids Area Library Strategic Plan 2017-2020 Adopted 6/14/2017**

The Grand Rapids Area Library completed a comprehensive strategic planning process between April and June of 2017. Composition of the Planning Team included representatives from the Library Board, Friends of the Grand Rapids Area Library, the Library Program Committee and Library staff.

A community-based process was utilized, which centered on answering two questions:

- 1) *What are the pressing needs in our community? and,*
- 2) *What is the library's role in helping to address those needs?*

Major steps included, surveying library patrons, discussions with Library staff, reviewing community demographic data and library statistics, discussing organizational mission, identifying service priorities, and developing detailed action plans for the first year of implementation.

The resulting strategic plan is intended to guide the Library for the next three years, with action plans to be revised annually. While the goals will remain the same, the methods of achieving those goals may change. The Library staff and Board will gather each year to review implementation successes and challenges, review goals, revise strategies and project budget needs.

### **The library's mission statement:**

*The Grand Rapids Area Library fosters a welcoming environment for all that builds a connected, informed, engaged community.*

### **Service Priorities and strategies:**

#### **Service Priority 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.**

To achieve this the library will:

- Offer programs for preschoolers and their families to support parents and caregivers in preparing young children for learning to read
- Support Summer and Winter Reading programs and other programs to develop and maintain early literacy and reading skills
- Offer high-interest books and engaging programs to improve reading skills
- Work with schools and other agencies to provide services to preschool and elementary students
- Develop programs and activities to actively engage elementary age children

#### **Service Priority 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.**

To achieve this goal the library will:

S:\Library Management\Documents and Policies Index\16 Grand Rapids Library Strategic Plan 2017 Summary.docx



- Offer a collection of general information resources in print, electronic and other formats on a wide variety of topics
- Support achievement of personal educational goals for adults and families at all levels of educational achievement
- Implement and enhance book discussion groups, community forums, author visits, lectures and discussion and other opportunities for exploring and learning at all ages
- Provide and promote resources to assist with job searching and career planning
- Provide computers for use in job searches or applications
- Promote use of specialized databases for Do-it-yourself repair, job search help and homework help
- Provide programs that enhance the acquisition of knowledge and the development of skills

**Service Priority 3: Individuals will have access to online resources that connect them to their community and the world.**

To achieve this the library will:

- Provide computers in the library with internet access and up-to-date software
- Provide wireless internet access and printing
- Provide individual assistance with computers
- Collaborate with other organizations to provide training and resources
- Provide a web site that serves as an access point for online resources
- Ensure staff members keep abreast of current technology

**Service Priority 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.**

To achieve this the library will:

- Build collections of high-demand popular and informational materials in a wide range of formats
- Coordinate a community-wide reading project annually
- Offer programs on various aspects of different cultures, beliefs and lifestyles
- Mount exhibits and displays that reflect diversity
- Offer programs that encourage and inspire creativity and collaboration
- Offer items on loan (realia) to enrich leisure time
- Accept passport applications
- Reach out to less mobile populations to provide services

**Service Priority 5: Individuals and organizations will experience a comfortable, safe quiet and welcoming place that will allow them to find opportunities to work together, share ideas, discuss and collaborate.**

To achieve this the library will:

- Maintain an attractive and functional physical space that accommodates quiet uses and collaboration
- Take advantage of outdoor space around the Library
- Provide programs that facilitate discussion and collaboration

These goals will shape the decisions about the library's budget and implementing specific projects from 2017-2020. Detailed action plans for the next 12 months were developed.

To ensure that we are making progress toward each service priority we will measure participation in programs and circulation of materials as well as satisfaction of patrons. The strategies will be reviewed as part of the annual review process. The library is committed to meeting the needs of the community and will develop services as the needs of the community change.

**Planning Team members:**

Library Board: Dennis Jerome, Shannon Benolken, Max Peters, Deborah Kee, Randy McCarty, Richard Thouin, Sue Ziege, Friends of the Library: Sandy Hughes, Program Committee: Carrie Thorvig, Library Foundation: Kathy McCarty, Library Staff: Marcia Anderson, Amy Dettmer, Tracy Kampa, Will Richter, Bonnie Henriksen.

# David Olmscheid

## Contact

651-788-2852  
thepeab@gmail.com

## Education

Anoka-Ramsey Community College  
Coon Rapids Senior High

## Experience

*March 2017-August 2021*

**Substitute Librarian - Northwest Regional Library - Roseau**

- Greet and provide information to patrons
- Shelve library materials
- Check in and check out library materials
- Help patrons with computer issues/questions
- Resolve patron issues following established procedures

*March 2019-August 2021*

**Produce Stocker - SuperOne - Roseau**

- Greet customers and help them locate items
- Keep shelves stocked
- Rotate produce to ensure quality

*April 1985-April 2016*

**Analyst - Wells Fargo Shareowner Services (now Equiniti)**

- Worked on projects within and across business lines
- Managed 3rd party vendors for compliance and quality
- Provided metrics to management
- Helped mentor less experienced team members
- Subject Matter Expert for business line

## *References*

**Roseau Library: Stacey Rusek/Melissa Wilson - Librarians - 218-463-2825, [roseau@gsuite.nwrlib.org](mailto:roseau@gsuite.nwrlib.org)**

**SuperOne: Dana Buffum - Produce Manager - 218-463-3151**

**Wells Fargo (Equiniti): Natalie Letourneau - SVP - 651-554-3838, [Natalie.Letourneau@equiniti.com](mailto:Natalie.Letourneau@equiniti.com)**

# GRAL Director's Report

DECEMBER 2021

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## ADVOCACY

### -City of Grand Rapids

The 2022 Library budget was set by the City Council following the December 6 Truth-in-Taxation meeting. I will have a full report at the December 8 Library Board meeting.

### -Itasca County

The Itasca County will set the final levy after the December 14 Truth-in-Taxation meeting. Currently, the County Budget maintains the 2019 increase. Overall, the preliminary county levy is a 0% increase.

### -American Rescue Plan Act – State Library Services / Arrowhead Library System

At Library Board direction, I applied to Arrowhead Library System for ARPA grant funds. I was notified the Library is set to receive \$4,800. This grant will offset about half of the cost of (2) network switches from SHI International – the low quote accepted at the August Library Board meeting. The IT Director anticipates the network switches will arrive in early November. UPDATE: the vendor has delayed shipment until mid-January.

## LIBRARY MANAGEMENT

### -New CIRC substitute

On November 22, the City Council approved David Olmscheid as an on-call sub. Periodically, the Library needs to use a temporary worker to fill in for a staff vacation or illness – Amanda Watkins started working at the Library in this role. As such, Amy and I are developing a roster of available subs. David Olmscheid was a Substitute Librarian at the Northwest Regional Library (Roseau) and has recently relocated to the Grand Rapids Area. We plan to use David as a CIRC substitute employed via Personnel Dynamics.

### -Municode (website) transition

The City Council authorized city staff to move forward with transitioning the city website to the Municode platform. Municode is the vendor that the city recently switched to for agenda management software. Designated city staff (myself included) attended a

virtual kick-off meeting to meet our assigned project manager and learn more about the process.

## **FACILITIES MAINTAINANCE / SPACE**

### **-Sign Issue**

The spotlight from our sign (out front) is shining directly at cars coming down the hill. Facilities staff are working on a fix.

### **-US flag**

The halyard snapped in the wind on 11/24 and the flag was in tatters. We used the Fire Dept aerial truck to get it down. I am working with Public Works on a replacement.

## **FIRE RESPONSE**

I responded to 10 fire calls in November – 4 from the Library.

END OF REPORT

## November in Children's

I am determined to not only live through Covid, but to learn through Covid as well. This has prompted a lot of reflection, and, consequently a lot of gratitude. I am grateful for a Board who has my back, for a Director who is not only exceedingly helpful, but is also encouraging. I am grateful for co-workers, particularly Dion and Nicole, who put up with me and my sometimes-crazy notions. Today, though, I am particularly grateful for Nancy Mike-Johnson. "Grandma Nancy" has been with us throughout these unprecedented times, and has been not only exceedingly kind, but also enthusiastic about continuing "Artastic" as "Artastic at Home." She plans projects, lets us know what supplies we'll need, and she films her lessons, all so that kids and families might enjoy some quiet togetherness while creating. Her input, her energy, and her outlook are so appreciated when other things continue to be out of our control. Please, lift a sharpened #2 with me, to thank this remarkable volunteer, our very own Grandma Nancy.

Naïve Tracy had thought that, surely, we would be talking about in-person programming by the start of 2022. But, of course, we're not. It used to be that my hope was with a vaccine. Now my hope is with people taking the vaccine. And vaccinating their children. I attended a CLAS (Children's Librarians of the Arrowhead System) meeting this month. For the third summer, it sounds like we will have no Kids Stuff programming. Rather, we will again be given a stipend that we can use for local programming, or for program needs. (Last year we spent our portion on Summer Reading materials printing and our end-of-summer party.) While I am already thinking about next summer, it remains to be seen what our options are.

We enjoyed a visit this month from Erika Ternes, the Children's Librarian from Grand Marais. They are interested in starting an Online Storytime, and wanted to talk about our processes. I do love "talking shop," and appreciate her willingness to drive over three hours to do so! 😊 In addition, I taped the November edition of KAXE/KBXE's "What We're Reading," another opportunity to spread the word about what great books are waiting for kids here at the library. Tammy Bobrowsky is not only a great host, but also a miraculous editor, and makes my ramblings sound coherent. I enjoy speaking with her each month.

I am writing this before the end of the month, so you'll need to turn to the statistics report to get our final storytime tallies. We've been distributing November Artastic kits this week, and our patrons continue to share their gratitude with us for the materials and for, especially, Grandma Nancy. I concur. Happy Reading!

Monthly Report - Overview for Nov 2021  
-----

Locations on this report: Grand Rapids Area Library

Checkout

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	8339	8741	-5	3522	136	77445	51835	49
Phone Renewal	345	224	54	169	104	2026	1521	33
Renewal	257	237	8	87	195	1929	825	133
Opac Renewal	745	646	15	406	83	6423	3990	60
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
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Total	9686	9848	-2	4184	131	87823	58171	50

Checkout Stock Rotation

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	0	0	0

Checkin

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
Normal	8526	7445	14	4487	90	72194	55671	29
Late	1948	1833	6	631	208	13620	5261	158
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	10474	9278	12	5118	104	85814	60932	40

Requests Placed

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
Placed	1800	1964	-9	3474	-49	24787	27713	-11
Total	1800	1964	-9	3474	-49	24787	27713	-11

## Requests Resolved

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
Cancelled	84	106	-21	173	-52	1286	1156	11
Filled	2828	2528	11	4207	-33	36308	36342	-1
Expired	12	10	20	0	100	64	30	113
Total	2924	2644	10	4380	-34	37658	37528	0

## Holds Resolved

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
Picked Up	1689	1563	8	2959	-43	24262	25866	-7
Cancelled	7	5	40	1	600	45	25	80
Expired	162	121	33	140	15	1542	785	96
Total	1858	1689	10	3100	-41	25849	26676	-4

## Overdues

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
1st Notice	469	526	-11	223	110	3074	1959	56
2nd Notice	0	2	-100	4	-100	11	8	37
3rd Notice	1	1	0	5	-80	8	7	14
4th Notice	1	0	100	3	-67	3	3	0
5th Notice	0	0	0	0	0	0	0	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	94	136	-31	209	-56	802	559	43
Total	565	665	-16	444	27	3898	2536	53

## Borrower Delta

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	65	74	-13	16	306	587	305	92
Deleted (Manual)	171	7	2342	2	8450	240	57	321
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	236	81	191	18	1211	827	362	128

## Bib Delta

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	202	250	-20	111	81	1634	1438	13
Deleted (Manual)	444	150	196	19	2236	1796	2566	-31
New (Batch)	46	133	-66	8	475	531	482	10
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	692	533	29	138	401	3961	4486	-12

## Auth Delta

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	3	1	200	0	100	6	5	20
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	3	1	200	0	100	6	5	20

## Item Delta

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	465	757	-39	317	46	4864	4819	0
Deleted (Manual)	731	158	362	365	100	4668	5027	-8
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1196	915	30	682	75	9532	9846	-4

## Acquisitions Activities

Description	Nov 2021	Oct 2021	%chg	Nov 2020	%chg	2021 YTD	2020 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	301	375	-20	232	29	2863	2555	12
Items Rcvd by Ven	308	381	-20	236	30	2916	2603	12
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	609	756	-20	468	30	5779	5158	12

**Grand Rapids Area Library**  
**Reference Statistics**  
**November 2021**

	<b>November 2021</b>	<b>YTD 2021</b>
<b>Door Count</b>	<b>4028</b>	<b>31384</b>
<b>Reference Questions</b>	<b>363</b>	<b>2461</b>
<b>Computer Help Over 5 Minutes</b>	<b>26</b>	<b>190</b>
<b>Tests Proctored</b>	<b>1</b>	<b>3</b>
<b>Public Computer Use: Sessions</b>	<b>314</b>	<b>2216</b>
<b>Public Computer Use: Hours Used</b>	<b>197</b>	<b>1415</b>
<b>Special Computer Sessions</b>	<b>49</b>	<b>444</b>
<b>Passports Accepted</b>	<b>66</b>	<b>429</b>

**Children's Stats**Month NOV 2021**Online Storytime**Programs: 4Facebook views: 284**Artastic**Programs: 1Facebook views: 101Kits handed out: 150 - 21Non School Groups: 2People: 8Reference Questions: 205Reference Questions 2020: 0Reference Questions 2019: 389

### GRAND RAPIDS AREA LIBRARY: 2021 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	15	44.50	4	77.25	8	8.00	0	0.00	0	0.00	9	44.50	4	13.00	19	121.75
February	20	55.50	4	67.75	8	8.00	0	0.00	0	0.00	9	31.50	6	15.00	24	123.25
March	18	38.00	5	79.25	8	8.00	0	0.00	0	0.00	9	27.00	7	15.00	23	117.25
April	16	58.50	7	156.25	8	8.00	0	0.00	0	0.00	11	54.00	2	4.00	23	214.75
May	22	68.00	8	159.50	7	7.00	0	0.00	0	0.00	8	38.00	8	16.50	30	227.50
June	27	105.00	10	138.75	5	5.00	0	0.00	0	0.00	11	70.00	9	17.00	37	243.75
July	19	70.75	9	119.50	8	8.00	0	0.00	0	0.00	8	24.00	1	5.00	28	190.25
August	30	129.00	9	163.00	7	7.00	0	0.00	0	0.00	8	47.00	9	25.00	39	292.00
September	23	116.75	9	165.50	7	7.00	0	0.00	0	0.00	11	105.00	6	17.00	32	282.25
October	25	96.00	9	139.50	8	8.00	0	0.00	0	0.00	11	68.00	6	15.00	34	235.50
November	23	111.00	10	144.50	8	8.00	0	0.00	0	0.00	14	93.50	1	6.50	33	255.50
December																
<b>Total</b>		<b>893.00</b>		<b>1410.75</b>		<b>82.00</b>		<b>0.00</b>		<b>0.00</b>		<b>602.50</b>		<b>149.00</b>	<b>*</b>	<b>2,303.75</b>

\*Total volunteers who donated time at the Library this year [calculated at year's end]