



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, January 12, 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, January 12, 2022 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

1. Welcome new Board member Aaron Squadroni!

APPROVAL OF AGENDA:

2. Election of 2022 Board President, Vice President, and Secretary.

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

APPROVAL OF MINUTES:

- [3.](#) Library Board Meeting Minutes 12-8-2021

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

- [10.](#) Donation Resolution 2022-01

REGULAR AGENDA:

[11.](#) Review 2021 City and Township 'Service Area' Financial Support

[12.](#) State Library Services Presentation to Arrowhead Library System Directors

[13.](#) Grand Jam Venue

UPDATES:

STAFF REPORTS:

[14.](#) Staff Reports

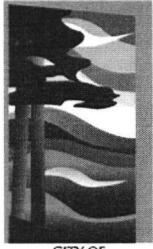
[15.](#) Library Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR February 9, 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, 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:

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

Absent: Blocker, Teigland, Thouin

Staff present: Will Richter, Director

APPROVAL OF AGENDA:

Mover: Martin

Seconder: Richards

Result: Approved 6-0 via roll call vote.

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

None.

APPROVAL OF MINUTES:

1. 11-10-2021 Library Board Minutes

Mover: Richards

Seconder: Martin

Result: Approved 6-0 via roll call vote.

COMMUNICATIONS:

None.

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

Mover: Kee

Richards: Richards

Results: Approved 6-0 via roll call vote.

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

Mover: Tabbert

Seconder: Martin

Result: Approved 6-0 via roll call vote.

REGULAR AGENDA:

12. Review Strategic Plan 2017-2020

Motion: Adopt 2017-2020 strategic plan as a working document for the Library.

Mover: Tabbert

Seconder: Richards

Result: Approved 6-0 via roll call vote.

13. Library Open Hours

Motion: Set Library open hours as M-Th 10:00-6:00; F 10:00-2:00 final adoption of the 2022 Library budget as approved in the preliminary levy.

Mover: Richards

Secunder: Kee

Result: Approved 6-0 via roll call vote.

14. Farewell: Richard Thouin (2 terms)

15. New Library Substitute

Motion: Approve David Olmscheid as a Library substitute through Personnel Dynamics.

Mover: Richards

Secunder: Kee

Result: Approved 6-0 via roll call vote.

UPDATES:

Friends

Friends update by Teigland (via text message) that the November 6 book sale made \$950.

Foundation

Foundation update by Tabbert announcing the next Foundation meeting December 16 (5 pm) at Community Presbyterian.

STAFF REPORTS:

16. Staff Reports

17. Library Statistics

Informational no action taken.

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: Lisa Tabbert, Library Board Secretary

A handwritten signature in black ink that reads "Lisa Tabbert". The signature is written in a cursive style with a long horizontal stroke at the end.

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,

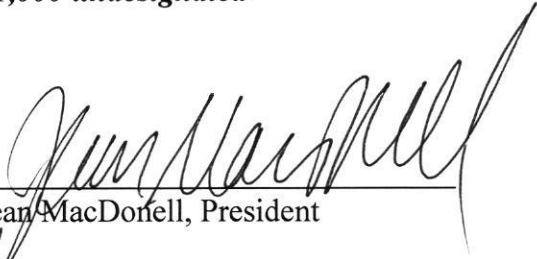
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

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
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.

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/12/2022

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	62.40
0118100	ARAMARK UNIFORM SERVICES	44.22
0118660	ARROWHEAD LIBRARY SYSTEM	131.18
0201428	BAKER & TAYLOR LLC	2,114.13
0212124	BLACKSTONE PUBLISHING	694.20
0215750	BOUNDARY WATERS JOURNAL	26.00
0221650	BURGGRAF'S ACE HARDWARE	76.94
0305485	CENGAGE LEARNING INC	4,959.00
0405500	DEMCO INC	268.33
0421455	DULUTH NEWS TRIBUNE	346.84
0605652	FERGUSON WOLSELEY IND GROUP	342.37
0609525	FINDAWAY WORLD LLC	301.70
0701650	GARTNER REFRIGERATION CO	2,387.03
0718010	CITY OF GRAND RAPIDS	1,663.64
0914325	INGRAM ENTERTAINMENT INC.	130.84
1401650	NARDINI FIRE EQUIPMENT CO INC	225.00
1415377	NORTHERN BUSINESS PRODUCTS INC	197.41
1415535	NORTHLAND MACHINES	70.28
1605665	PERSONNEL DYNAMICS LLC	638.05
1901435	SALEM PRESS	1,165.50
1901535	SANDSTROM'S INC	348.37
2018680	TRU NORTH ELECTRIC LLC	110.67
2114356	UNIQUE MANAGEMENT SERVICES	152.15
2209421	VIKING ELECTRIC SUPPLY INC	890.40
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$17,346.65

CHECKS ISSUED-PRIOR APPROVAL	APPROVAL	
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.37
0118100	ARAMARK UNIFORM SERVICES	44.34
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	40,607.20
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	692.77
1309335	MINNESOTA REVENUE	74.30
1405850	NEXTERA COMMUNICATIONS LLC	74.44
1415377	NORTHERN BUSINESS PRODUCTS INC	740.34
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.40
1605665	PERSONNEL DYNAMICS LLC	323.58
1621130	P.U.C.	2,425.60
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2209665	VISA	4,522.75

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/12/2022

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2301700	WM CORPORATE SERVICES, INC	133.48
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$59,293.85
TOTAL ALL DEPARTMENTS		\$76,640.50

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 12, 2022

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	12/20/21	01	LIB DEC CELL SVC	999-99-00-00-1000			01/12/22	54.37
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.37
							VENDOR TOTAL:	54.37
0113100 AMAZON.COM								
643857889494-L	12/01/21	01	5 BOOKS	211-00-75-20-2110	20213691		01/12/22	62.40
				BOOKS				
							INVOICE TOTAL:	62.40
							VENDOR TOTAL:	62.40
0118100 ARAMARK UNIFORM SERVICES								
263000069915-L	12/14/21	01	MATS NYLON RUBBER	211-00-75-30-3070	20213811		01/12/22	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20213811			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
L	12/13/21	01	MATS/NYLON RUB APPRVD 12/6 MTG	999-99-00-00-1000			01/12/22	44.34
				HOLDING ACCOUNT				
							INVOICE TOTAL:	44.34
							VENDOR TOTAL:	88.56
0118660 ARROWHEAD LIBRARY SYSTEM								
14887-L	11/30/21	01	OVERDUE NOTICES-NOV	211-00-75-20-2010	20213703		01/12/22	26.00
				OFFICE SUPPLIES				
		02	WINTER READING ACTIVITY CARDS	211-00-75-20-2030	20213703			105.18
				PRINTING/BINDING				
							INVOICE TOTAL:	131.18
							VENDOR TOTAL:	131.18
0201428 BAKER & TAYLOR LLC								

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2036362890-L	11/23/21	01	6 BOOKS/#209977 L411199	211-00-75-20-2110 BOOKS	20213635		01/12/22	92.15
							INVOICE TOTAL:	92.15
2036372520-L	11/30/21	01	6 BOOKS/209977 L025981	211-00-75-20-2110 BOOKS	20213643		01/12/22	160.39
							INVOICE TOTAL:	160.39
2036382432-L	12/02/21	01	25 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20213694		01/12/22	358.50
							INVOICE TOTAL:	358.50
2036383262-L	12/03/21	01	3 BOOKS/209977 L411199	211-00-75-20-2110 BOOKS	20213786		01/12/22	49.30
							INVOICE TOTAL:	49.30
2036388510-L	12/08/21	01	4 BOOKS/209977 L411199	211-00-75-20-2110 BOOKS	20213825		01/12/22	52.33
							INVOICE TOTAL:	52.33
2036389987-L	12/06/21	01	12 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20213724		01/12/22	173.43
							INVOICE TOTAL:	173.43
2036405934-L	12/14/21	01	26 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20213831		01/12/22	352.77
							INVOICE TOTAL:	352.77
2036413712-L	12/16/21	01	5 BOOKS/#209977 L411199	211-00-75-20-2110 BOOKS	20213922		01/12/22	61.71
							INVOICE TOTAL:	61.71
2036423197-L	12/22/21	01	15 BOOKS	211-00-75-20-2110 BOOKS	20213932		01/12/22	160.44
							INVOICE TOTAL:	160.44

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0201428 BAKER & TAYLOR LLC								
2036424608-L	12/22/21	01	12 BOOKS/#209977 L411199	211-00-75-20-2110	20213932		01/12/22	186.90
				BOOKS				
							INVOICE TOTAL:	186.90
2036433723-L	12/27/21	01	14 BOOKS/#209977 L025981	211-00-75-20-2110	20213962		01/12/22	221.26
				BOOKS				
							INVOICE TOTAL:	221.26
H58725560-L	11/18/21	01	20 DVDS/C#75002097	211-00-75-20-2120	20213737		01/12/22	244.95
				AUDIO/VISUAL				
							INVOICE TOTAL:	244.95
							VENDOR TOTAL:	2,114.13
0212124 BLACKSTONE PUBLISHING								
2011134-L	11/30/21	01	MEMORY HOUSE DVD	211-00-75-20-2120	20213693		01/12/22	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
2013514-L	12/13/21	01	11 BOOKS ON CD/C#101678	211-00-75-20-2120	20213924		01/12/22	517.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	517.00
2013988-L	12/14/21	01	THREE SISTERS CD	211-00-75-20-2120	20213921		01/12/22	47.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	47.00
2014631-L	12/17/21	01	SILVERVIEW CD/C#101678	211-00-75-20-2120	20213921		01/12/22	47.00
				AUDIO/VISUAL				
							INVOICE TOTAL:	47.00
2015073-L	12/23/21	01	WHEEL OF FORTUNE AND FANTASY	211-00-75-20-2120	20213972		01/12/22	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
							VENDOR TOTAL:	694.20

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0215750 BOUNDARY WATERS JOURNAL								
2022/SUBSRPT-L	01/04/22	01	SUBSCRIPTION RENEWAL	211-00-75-20-2140	20220013		01/12/22	26.00
				PERIODICALS				
							INVOICE TOTAL:	26.00
							VENDOR TOTAL:	26.00
0221650 BURGGRAF'S ACE HARDWARE								
359499-L	12/07/21	01	LED PAR20 E26 BW 50W	211-00-75-20-2100	20213692		01/12/22	12.99
		02	LED PAR30 75W/#111385	211-00-75-20-2100	20213692			11.99
				OPERATING SUPPLIES				
				OPERATING SUPPLIES			INVOICE TOTAL:	24.98
359538-L	12/08/21	01	LED PAR20 E26 BW 50W/#134387-7	211-00-75-20-2100	20213715		01/12/22	38.97
				OPERATING SUPPLIES			INVOICE TOTAL:	38.97
359539-L	12/08/21	01	LED PAR20 E26 BW 50W/#111385	211-00-75-20-2100	20213702		01/12/22	12.99
				OPERATING SUPPLIES			INVOICE TOTAL:	12.99
							VENDOR TOTAL:	76.94
0305485 CENGAGE LEARNING INC								
76364256-L	01/03/22	01	LRG PRINT 4 BOOKS/#154757	211-00-75-20-2110	20220024		01/12/22	4,959.00
				BOOKS			INVOICE TOTAL:	4,959.00
							VENDOR TOTAL:	4,959.00
0405500 DEMCO INC								
13410430-L	12/07/21	01	SIGN HOLDERS	211-00-75-20-2095	20213798		01/12/22	163.10
				VOLUNTEER PRGM SUP & MATER			INVOICE TOTAL:	163.10

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0405500 DEMCO INC								
7058671-L	12/22/21	01	DISPLAY RISERS/C#220165574	211-00-75-20-2095	20213973		01/12/22	105.23
				VOLUNTEER PRGM SUP & MATER				
							INVOICE TOTAL:	105.23
							VENDOR TOTAL:	268.33
0421455 DULUTH NEWS TRIBUNE								
178103720/2022-L	01/06/22	01	178103720/2022 RENEWAL	211-00-75-20-2130	20220054		01/12/22	346.84
				NEWSPAPERS				
							INVOICE TOTAL:	346.84
							VENDOR TOTAL:	346.84
0605191 FIDELITY SECURITY LIFE								
L	12/13/21	01	LIB VISION DEC	999-99-00-00-1000			01/12/22	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0605652 FERGUSON WOLSELEY IND GROUP								
8954479-L	12/14/21	01	2 SS 1000# THRD 3PC FP ISO BV	211-00-75-30-4070	20213964		01/12/22	439.53
				GENERAL EQUIP MAINT/REPAIR				
		02	FREIGHT	211-00-75-30-4070	20213964			21.50
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	461.03
8983987-L	12/28/21	01	1-1/2 SS 1000# THRD 3PC ISO BV	211-00-75-30-4070	20213964		01/12/22	314.86
				GENERAL EQUIP MAINT/REPAIR				
		02	FREIGHT/C#87039	211-00-75-30-4070	20213964			6.01
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	320.87
CM856359-L	12/23/21	01	RETURN 2 SS 1000# THRD ISO BV	211-00-75-30-4070	20213964		01/12/22	-439.53
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	53
							VENDOR TOTAL:	37

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0609525 FINDAWAY WORLD LLC								
373469-L	12/23/21	01	5 PLAYAWAYS	211-00-75-20-2120	20213915		01/12/22	301.70
			AUDIO/VISUAL					
							INVOICE TOTAL:	301.70
							VENDOR TOTAL:	301.70
0701650 GARTNER REFRIGERATION CO								
88414-L	12/20/21	01	INSP HVAC LIBR/#C-0658	211-00-75-30-4000	20213876		01/12/22	2,387.03
			MAINTENANCE CONTRACTS					
							INVOICE TOTAL:	2,387.03
							VENDOR TOTAL:	2,387.03
0718010 CITY OF GRAND RAPIDS								
21/531-L	12/07/21	01	DEC JANITORIAL SERVICE	211-00-75-30-3090	20213682		01/12/22	1,663.64
			JANITORIAL SERVICES					
							INVOICE TOTAL:	1,663.64
							VENDOR TOTAL:	1,663.64
0718015 GRAND RAPIDS CITY PAYROLL								
L	11/19/21	01	LIB 11/19/21 PAYROLL	999-99-00-00-1000			01/12/22	19,962.27
		02	LIB 12/3/21 PAYROLL	999-99-00-00-1000				20,644.93
							INVOICE TOTAL:	40,607.20
							VENDOR TOTAL:	40,607.20
0914325 INGRAM ENTERTAINMENT INC.								
1858923-L	12/06/21	01	6 DVDS	211-00-75-20-2120	20213722		01/12/22	130.84
			AUDIO/VISUAL					
							INVOICE TOTAL:	130.84
							VENDOR TOTAL:	130.84

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CITY OF GRAND RAPIDS
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INVOICES DUE ON/BEFORE 01/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1209516 LINCOLN NATIONAL LIFE								
L	12/13/21	01	LIB SUPP LIFE INS DEC	999-99-00-00-1000			01/12/22	45.60
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45.60
							VENDOR TOTAL:	45.60
1301146 MARCO TECHNOLOGIES, LLC								
L	12/20/21	01	LIB DEC COPIER LEASE	999-99-00-00-1000			01/12/22	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1309199 MINNESOTA ENERGY RESOURCES								
L	12/20/21	01	LIB NOV NTL GAS	999-99-00-00-1000			01/12/22	692.77
				HOLDING ACCOUNT				
							INVOICE TOTAL:	692.77
							VENDOR TOTAL:	692.77
1309335 MINNESOTA REVENUE								
L	11/22/21	01	LIB OCT SALES TAX PAYABLE	999-99-00-00-1000			01/12/22	30.45
				HOLDING ACCOUNT				
		02	LIB NOV SALES TAX PAYABLE	999-99-00-00-1000				43.85
				HOLDING ACCOUNT				
							INVOICE TOTAL:	74.30
							VENDOR TOTAL:	74.30
1401650 NARDINI FIRE EQUIPMENT CO INC								
IV00192545-L	12/21/21	01	INSPECT SPRINKLER SYSTEM/#4427	211-00-75-30-4000	20213925		01/12/22	225.00
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	225.00
							VENDOR TOTAL:	225.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1405850 NEXTERA COMMUNICATIONS LLC								
L	12/20/21	01	LIB DEC LINE CHARGES	999-99-00-00-1000			01/12/22	74.44
				HOLDING ACCOUNT				
							INVOICE TOTAL:	74.44
							VENDOR TOTAL:	74.44
1415377 NORTHERN BUSINESS PRODUCTS INC								
633754-0-L	12/03/21	01	INDEX TAB RIP-PROOF JAN-DEC	211-00-75-20-2010	20213985		01/12/22	5.90
		02	TAPE COR DRYLINE	211-00-75-20-2010	20213985			7.33
		03	TONER 414A HY YL	211-00-75-20-2060	20213985			142.40
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	155.63
634313-0-L	12/03/21	01	BINDER VIEW D-RG 4" WHT/#7789	211-00-75-20-2010	20213985		01/12/22	41.78
				OFFICE SUPPLIES				
							INVOICE TOTAL:	41.78
L	12/13/21	01	TONER APPRVD AT 12/6 MTG	999-99-00-00-1000			01/12/22	740.34
				HOLDING ACCOUNT				
							INVOICE TOTAL:	740.34
							VENDOR TOTAL:	937.75
1415535 NORTHLAND MACHINES								
36739-L	12/21/21	01	3' 4130 ALLOY STEEL REC TUBE	211-00-75-30-4070	20213983		01/12/22	59.00
		02	SHIPPING & HANDLING	211-00-75-30-4070	20213983			11.28
				GENERAL EQUIP MAINT/REPAIR				
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	70.28
							VENDOR TOTAL:	70.28
1516220 OPERATING ENGINEERS LOCAL #49								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 12, 2022

Item 5.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220 OPERATING ENGINEERS LOCAL #49								
L	12/13/21	01	LIB JAN HEALTH INS PREMIUM	999-99-00-00-1000			01/12/22	9,162.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,162.00
							VENDOR TOTAL:	9,162.00
1601750 PAUL BUNYAN COMMUNICATIONS								
L	12/06/21	01	LIB DEC SERVICE	999-99-00-00-1000			01/12/22	246.40
				HOLDING ACCOUNT				
							INVOICE TOTAL:	246.40
							VENDOR TOTAL:	246.40
1605665 PERSONNEL DYNAMICS LLC								
51624-L	12/29/21	01	J BEHM 12 HRS WE 12/25	211-00-75-10-1050	20213954		01/12/22	218.76
				CONTRACTED SERVICES				
							INVOICE TOTAL:	218.76
51641-L	12/30/21	01	J BEHM 11 HRS 12/29-12/30	211-00-75-10-1050			01/12/22	200.53
				CONTRACTED SERVICES				
		02	D OLMSCHIED 12 HRS 12/27-12-28	211-00-75-10-1050				218.76
				CONTRACTED SERVICES				
							INVOICE TOTAL:	419.29
L	12/13/21	01	J BEHM 17.75 HRS APPVD 12/6 MT	999-99-00-00-1000			01/12/22	323.58
				HOLDING ACCOUNT				
							INVOICE TOTAL:	323.58
							VENDOR TOTAL:	961.63
1621130 P.U.C.								
L	12/20/21	01	LIB NOV UTILITIES	999-99-00-00-1000			01/12/22	2,425.60
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,425.60
							VENDOR TOTAL:	2,425.60

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/12/2022

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

1901435 SALEM PRESS								
179114-L	11/16/21	01	5 BOOKS/#LMN129	211-00-75-20-2110	20213673		01/12/22	1,165.50
				BOOKS				
							INVOICE TOTAL:	1,165.50
							VENDOR TOTAL:	1,165.50
1901535 SANDSTROM'S INC								
387282-L	12/20/21	01	SPRAYWAY GLASS CLEANER	211-00-75-20-2150	20213869		01/12/22	34.53
		02	TOWEL ROLL WHT	211-00-75-20-2150	20213869			45.97
		03	TOIL TISS MINI TWIN	211-00-75-20-2150	20213869			36.19
		04	CLOROX DISINFECTANT BATHROOM	211-00-75-20-2150	20213869			51.13
		05	CLING BWL CLNR	211-00-75-20-2150	20213869			24.37
		06	DISINF WIPE LMN/LIME/#320023	211-00-75-20-2150	20213869			39.72
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	231.91
388032-L	12/27/21	01	FOAM HAND SOAP	211-00-75-20-2150	20213926		01/12/22	70.32
		02	MOPHEAD WHITE COTTON/#320023	211-00-75-20-2150	20213926			20.52
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	90.84
388233-L	12/28/21	01	TOWEL ROLL WHT/C#320023	211-00-75-20-2150	20213941		01/12/22	45.97
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	45.97
388385-L	12/28/21	01	BOUNTY ROLL TOWEL	211-00-75-20-2150	20213951		01/12/22	25.62
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	25.62

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535			SANDSTROM'S INC					
CM283128-L	12/30/21	01	RETURN OF TOWEL ROLL	211-00-75-20-2150			01/12/22	-45.97
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	-45.97
							VENDOR TOTAL:	348.37
2018680			TRU NORTH ELECTRIC LLC					
1289-L	12/17/21	01	RPR LIGHTING IN MECH ROOM	211-00-75-30-4010	20213877		01/12/22	80.00
				BUILDING MAINT/REPAIRS				
		02	4 FT LED TUBES	211-00-75-30-4010	20213877			30.67
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	110.67
							VENDOR TOTAL:	110.67
2114356			UNIQUE MANAGEMENT SERVICES					
607965-L	11/30/21	01	APR PLACEMENTS	211-00-75-30-3300	20213698		01/12/22	187.95
				PROFESSIONAL SERV-COLLECTI				
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20213698			-35.80
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	152.15
							VENDOR TOTAL:	152.15
2114750			UNUM LIFE INSURANCE CO OF AMER					
L	11/22/21	01	LIB NOV LIFE INS	999-99-00-00-1000			01/12/22	19.35
				HOLDING ACCOUNT				
							INVOICE TOTAL:	19.35
							VENDOR TOTAL:	19.35
2209421			VIKING ELECTRIC SUPPLY INC					
S005361789.001-L	12/15/21	01	32W 48' T8 BIPIN 41K/#27287	211-00-75-20-2100	20213826		01/12/22	890.40
				OPERATING SUPPLIES				
							INVOICE TOTAL:	890.40
							VENDOR TOTAL:	890.40

890.40
 19 40

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 01/12/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
L	12/13/21	01	TECHSOUP PUB COMPUTERS	999-99-00-00-1000			01/12/22	4,322.00
				HOLDING ACCOUNT				
		02	USPS POSTAGE	999-99-00-00-1000				200.75
				HOLDING ACCOUNT				
							INVOICE TOTAL:	4,522.75
							VENDOR TOTAL:	4,522.75
2301700			WM CORPORATE SERVICES, INC					
L	12/06/21	01	LIB NOV SERVICE	999-99-00-00-1000			01/12/22	133.48
				HOLDING ACCOUNT				
							INVOICE TOTAL:	133.48
							VENDOR TOTAL:	133.48
							TOTAL ALL INVOICES:	76,640.50

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021
With Comparative Totals for December 31, 2020

PRELIMINARY	2020 Actual	2021 Actual	2021 Budget	Percent of Budget
Fund Balance 1/1/XX:				
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	
TOTAL FUND BALANCE 1/1/XX	555,079	616,913	616,913	
Revenues:				
Taxes	663,784	650,213	711,010	91%
Intergovernmental	116,284	162,907	128,000	127%
Charges for Services	20,814	28,182	25,732	110%
Fines & Forfeits	2,270	220	-	0%
Blandin Grant	-	-	-	0%
GR Library Foundation	7,170	3,400	8,000	43%
Miscellaneous	15,291	10,612	8,800	121%
Other Sources-Operating Transfer	6,241	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	831,854	855,535	881,542	97%
Expenditures:				
Personnel	648,923	635,726	571,706	111%
Supplies/Materials	62,455	83,475	92,000	91%
Other Services/Charges	113,436	107,300	217,836	49%
Library Endowment Fund Expenditures	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	824,814	826,501	881,542	94%
OPERATING SURPLUS (DEFICIT)	7,041	29,033	-	
GR Library Foundation Capital Grant	-	-	-	
Capital Outlay	5,536	-	-	
Fund Balance 12/31/XX				
Cash Flow	433,043	465,128	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	
TOTAL FUND BALANCE 12/31/XX	\$ 556,584	\$ 645,946	\$ 616,913	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$41,000 as of 11/30/21. 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 **DECEMBER 31, 2021**

Item 7.

Preliminary

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 662,758	\$ 602,632	91%
211-00-31-00-0200	DELINQUENT	-	8,818	0%
211-00-31-00-4055	FISCAL DISPARITIES	48,252	38,763	80%
211-00-33-00-4060	SUPPLEMENTAL AID	-	16,864	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	146,043	114%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	1,579	79%
211-00-34-00-7975	INTERNET	2,000	876	44%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	130	65%
211-00-34-00-7982	PASSPORT PROCESSING FEE	15,750	17,185	109%
211-00-34-00-7990	FAX MACHINE USE	500	367	73%
211-00-35-00-1030	LIBRARY FINES	-	220	0%
211-00-37-00-2310	DONATIONS	1,500	4,089	273%
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 FOUNDATIN	8,000	3,400	43%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,000	2,311	231%
211-00-37-00-5100	INVESTMENT INCOME	3,000	2,529	84%
		881,542	855,535	97%
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	391,137	109%
211-00-75-10-1030	SALARY-PARTTIME	25,407	52,253	206%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	4,845	57%
211-00-75-10-1210	PERA	28,909	35,040	121%
211-00-75-10-1220	FICA	23,898	27,290	114%
211-00-75-10-1250	MEDICARE	5,589	6,382	114%
211-00-75-10-1310	HEALTH INSURANCE	116,541	115,625	99%
211-00-75-10-1330	LIFE INSURANCE	172	199	116%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	2,954	112%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,698	46%
211-00-75-20-2020	COPY SUPPLIES	1,500	440	29%
211-00-75-20-2030	PRINTING/BINDING	1,000	478	48%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,522	117%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	10,560	352%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	1,529	13%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	790	79%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	348	70%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,744	137%
211-00-75-20-2110	BOOKS	39,000	41,381	106%
211-00-75-20-2120	AUDIO/VISUAL	9,000	8,787	98%
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	2,061	69%
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	457	46%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	20,400	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	77,836	2,089	3%
211-00-75-30-3210	TELEPHONE	6,000	4,456	74%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	1,271	36%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **DECEMBER 31, 2021**

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Preliminary

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	155	8%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	105	18%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,043	89%
211-00-75-30-3810	ELECTRICITY	34,000	31,696	93%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,632	82%
211-00-75-30-3860	HEAT-NATURAL GAS	12,000	3,914	33%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	9,348	98%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,006	47%
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	2,588	32%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,451	97%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
	TOTAL EXPENDITURES	881,542	826,501	94%
	SURPLUS REVENUES/(EXPENDITURES)	-	29,033	

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	662,757.82	602,631.85	0.00	60,125.97	91
211-00-31-00-0200	DELINQUENT	0.00	0.00	8,818.10	0.00	(8,818.10)	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	38,763.29	0.00	9,488.89	80
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	711,010.00	650,213.24	0.00	60,796.76	91
TOTAL TAXES		0.00	711,010.00	650,213.24	0.00	60,796.76	91
INTERGOVERNMENTAL							
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	16,863.96	0.00	(16,863.96)	100
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	60,215.54	128,000.00	146,042.63	0.00	(18,042.63)	114
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		60,215.54	128,000.00	162,906.59	0.00	(34,906.59)	127
TOTAL INTERGOVERNMENTAL		60,215.54	128,000.00	162,906.59	0.00	(34,906.59)	127
CHARGES FOR SERVICES							
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	152.05	2,000.00	1,579.41	0.00	420.59	79
211-00-34-00-7975	INTERNET	106.36	2,000.00	875.81	0.00	1,124.19	44
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	200.00	130.00	0.00	70.00	65
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,345.00	15,750.00	17,185.00	0.00	(1,435.00)	109
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	29.00	500.00	366.78	0.00	133.22	73
TOTAL		2,632.41	25,732.00	28,182.00	0.00	(2,450.00)	110
TOTAL CHARGES FOR SERVICES		2,632.41	25,732.00	28,182.00	0.00	(2,450.00)	110

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	220.45	0.00	(220.45)	100
TOTAL		0.00	0.00	220.45	0.00	(220.45)	100
TOTAL FINES & FORFEITS		0.00	0.00	220.45	0.00	(220.45)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	4,088.83	0.00	(2,588.83)	273
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	279.88	1,000.00	2,311.37	0.00	(1,311.37)	231
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
TOTAL		479.88	16,800.00	14,012.28	0.00	2,787.72	83
TOTAL MISCELLANEOUS REVENUE		479.88	16,800.00	14,012.28	0.00	2,787.72	83
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		63,327.83	881,542.00	855,534.56	0.00	26,007.44	97
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	44,010.51	360,052.00	391,136.87	0.00	(31,084.87)	109
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	8,692.42	25,407.00	52,253.22	0.00	(26,846.22)	206
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	638.05	8,510.00	4,844.62	0.00	3,665.38	57
211-00-75-10-1210	PERA	3,952.70	28,909.00	35,040.38	0.00	(6,131.38)	121
211-00-75-10-1220	FICA	3,239.11	23,898.00	27,289.91	0.00	(3,391.91)	114
211-00-75-10-1250	MEDICARE	757.53	5,589.00	6,382.47	0.00	(793.47)	114
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	115,625.35	0.00	915.65	99
211-00-75-10-1330	LIFE INSURANCE	1.05	172.00	199.30	0.00	(27.30)	116
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	(2.53)	0.00	0.00	0.00	0.00	0
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	251.48	2,628.00	2,954.31	0.00	(326.31)	112
TOTAL PERSONNEL		70,702.32	571,706.00	635,726.43	0.00	(64,020.43)	111
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	55.01	8,000.00	3,697.68	55.01	4,247.31	47
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	440.45	0.00	1,059.55	29
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	478.31	0.00	521.69	48
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	142.40	3,000.00	3,521.62	142.40	(664.02)	122
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	10,559.92	0.00	(7,559.92)	352
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	265.98	1,000.00	789.87	0.00	210.13	79

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	268.33	500.00	348.18	105.23	46.59	91
211-00-75-20-2100	OPERATING SUPPLIES	967.34	2,000.00	2,743.83	0.00	(743.83)	137
211-00-75-20-2110	BOOKS	1,679.04	39,000.00	41,380.69	0.00	(2,380.69)	106
211-00-75-20-2120	AUDIO/VISUAL	1,085.14	9,000.00	8,786.52	41.60	171.88	98
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	0.00	7,500.00	5,588.43	0.00	1,911.57	75
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	362.71	3,000.00	2,060.61	45.97	893.42	70
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		4,825.95	92,000.00	83,474.79	9,989.81	(1,464.60)	102
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	457.34	0.00	542.66	46
211-00-75-30-3090	JANITORIAL SERVICES	1,663.64	20,400.00	20,400.04	0.00	(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	4,456.03	0.00	1,543.97	74
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	1,270.87	0.00	2,229.13	36
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	155.32	0.00	1,844.68	8
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	(2,132.00)	9,000.00	8,043.00	0.00	957.00	89
211-00-75-30-3810	ELECTRICITY	0.00	34,000.00	31,695.66	0.00	2,304.34	93
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,632.11	0.00	367.89	82
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	12,000.00	3,913.98	0.00	8,086.02	33
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,612.03	9,500.00	9,348.05	0.00	151.95	98
211-00-75-30-4010	BUILDING MAINT/REPAIRS	110.67	15,000.00	7,006.39	0.00	7,993.61	47
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	8,765.66	0.00	234.34	97
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	412.65	8,000.00	2,588.04	70.28	5,341.68	33
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,451.18	0.00	48.82	97
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		3,192.51	217,836.00	107,300.17	70.28	110,465.55	49
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		78,720.78	881,542.00	826,501.39	10,060.09	44,980.52	95
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 12 PERIODS ENDING DECEMBER 31, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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:		78,720.78	881,542.00	826,501.39	10,060.09	44,980.52	95
TOTAL FUND REVENUES		63,327.83	881,542.00	855,534.56	0.00	26,007.44	97
TOTAL FUND EXPENSES		78,720.78	881,542.00	826,501.39	10,060.09	44,980.52	95
FUND SURPLUS (DEFICIT)		(15,392.95)	0.00	29,033.17			
TOTAL ALL FUND REVENUES		63,327.83	881,542.00	855,534.56	0.00	26,007.44	97
TOTAL ALL FUND EXPENSES		78,720.78	881,542.00	826,501.39	10,060.09	44,980.52	95
ALL FUND SURPLUS (DEFICIT)		(15,392.95)	0.00	29,033.17			

Item 9.

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 12/31/21
ASSETS					
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	515,073.75	515,073.75	0.00
211-00-00-00-1010	CASH	536,842.65	921,749.84	849,415.95	609,176.54
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	23,298.66	26,348.36	9,181.35
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	47,757.72	39,948.21	7,809.51
TOTAL		675,969.14	1,511,002.85	1,497,271.71	689,700.28
TOTAL ASSETS		675,969.14	1,511,002.85	1,497,271.71	689,700.28
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	28,539.03	854,351.31	837,827.09	12,014.81
211-00-00-00-2030	SALES TAX PAYABLE	0.00	294.58	329.78	35.20
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
TOTAL		59,056.55	861,268.41	838,156.87	35,945.01

Item 9.

FUND: PUBLIC LIBRARY
 FOR 12 PERIODS ENDING DECEMBER 31, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 12/31/21

TOTAL LIABILITIES		59,056.55	861,268.41	838,156.87	35,945.01
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	39,948.21	47,757.72	7,809.51

TOTAL		616,912.59	39,948.21	47,757.72	624,722.10
FUND SURPLUS (DEFICIT)		0.00	0.00	29,033.17	29,033.17

TOTAL FUND EQUITY		616,912.59	39,948.21	76,790.89	653,755.27

TOTAL LIABILITIES AND FUND EQUITY		675,969.14	901,216.62	914,947.76	689,700.28

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

RESOLUTION NO. 2022-01
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:

Roger & Carol Morrill - \$200.00 (undesignated)

Adopted this 12th day of January, 2022

Jean MacDonell, President

Lisa Tabbert, Secretary

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

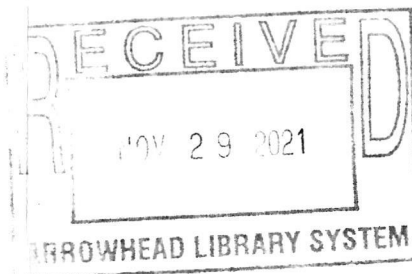
And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Arrowhead Regional Library					Payments	Date	Amount	Percentage
2021 Levy	\$392,709.00					6/25/2021	\$ 230,789.26	59%
						11/24/2021	\$ 146,404.83	37%
1st Half MV & FD							\$ 377,194.09	
2021 Calculate Total Settlement - County, Regional Library								
	Real Estate Gross Tax	Mobile Home Gross Tax	Unmined Taconite Gross	Severed Mineral Gross Tax	Total		Jun-21	Nov-21
Arbo	\$ 8,982.80	\$ 6.31	\$ 0.90	\$ 9.31	\$ 8,999.32	\$ 5,288.77	\$ 3,710.55	
Blackberry	\$ 8,807.17	\$ 0.68	\$ -	\$ 0.36	\$ 8,808.21	\$ 5,176.45	\$ 3,631.76	
Feeley	\$ 5,065.14	\$ -	\$ -	\$ 0.56	\$ 5,065.70	\$ 2,977.04	\$ 2,088.66	
Harris	\$ 29,622.39	\$ 7.10	\$ -	\$ 0.12	\$ 29,629.61	\$ 17,412.88	\$ 12,216.73	
Sago	\$ 2,746.61	\$ 1.57	\$ -	\$ 2.09	\$ 2,750.27	\$ 1,616.29	\$ 1,133.98	
Spang	\$ 1,945.98	\$ -	\$ -	\$ 3.55	\$ 1,949.53	\$ 1,145.71	\$ 803.82	
Wabana	\$ 9,382.67	\$ 0.71	\$ -	\$ 5.98	\$ 9,389.36	\$ 5,517.99	\$ 3,871.37	
Cohasset	\$ 73,414.74	\$ 37.35	\$ 2.84	\$ 3.35	\$ 73,458.28	\$ 43,170.34	\$ 30,287.94	
G.R. 316	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
G.R. 318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Laprairie 316	\$ 4,260.13	\$ -	\$ -	\$ -	\$ 4,260.13	\$ 2,503.62	\$ 1,756.51	
Laprairie 318	\$ 835.98	\$ 1.47	\$ -	\$ -	\$ 837.45	\$ 492.16	\$ 345.29	
Warba	\$ 894.54	\$ 0.22	\$ -	\$ -	\$ 894.76	\$ 525.84	\$ 368.92	
	\$ 145,958.15	\$ 55.41	\$ 3.74	\$ 25.32	\$ 146,042.62	\$ 85,827.09	\$ 60,215.54	

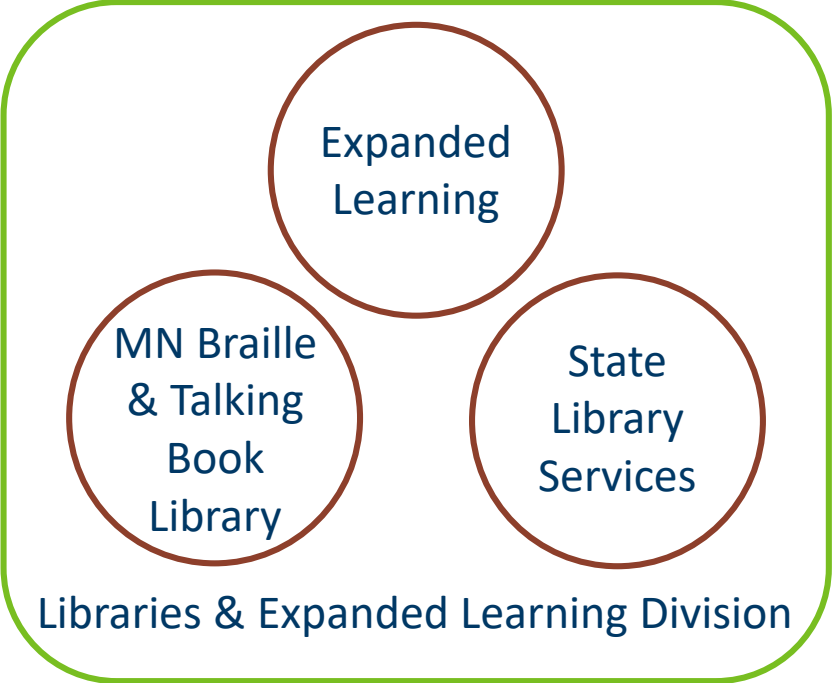

Grand Rapids Satellite
101-01-002-68061



- Role of State Library Services
- Minnesota library data
- Regional library systems overview
- Relevant state funding
- Minimum level of support



State Library Services is not a library



Expanded Learning

MN Braille & Talking Book Library

State Library Services

Libraries & Expanded Learning Division

Things We Do:

- ✓ Administer state aid, state grants, and federal aid to public libraries
- ✓ Coordinate learning opportunities for library staff
- ✓ Collect public library usage data
- ✓ Manage the MN Braille & Talking Book Library

Things Other People Do:

- ✗ Manage public library systems
- ✗ Maintain a statewide library catalog
- ✗ Coordinate interlibrary delivery
- ✗ Provide statewide access to databases and ebook collections
- ✗ Develop a statewide digital archive

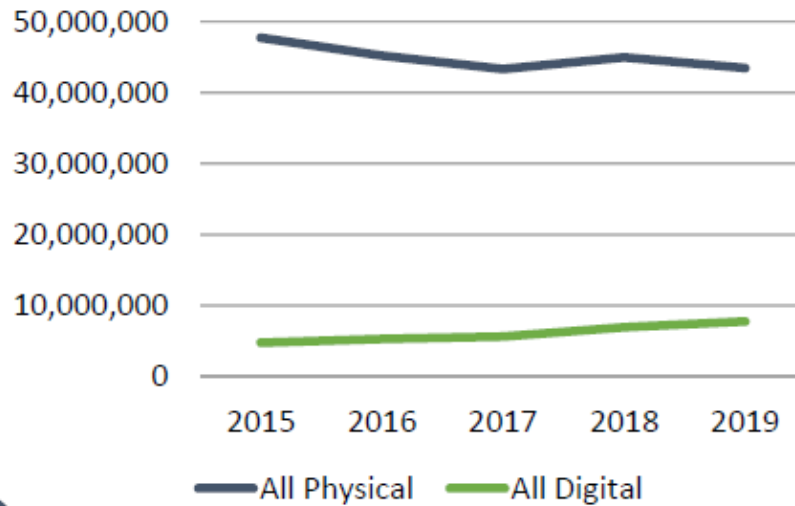
Minitex

Reading, Watching, and Listening at 356 Libraries



7 out of 10 Minnesotans have library cards.

Although circulation of physical materials is trending downward, circulation of digital materials is rising.



Here's what they can borrow:



13,439,602 print items
3,059,778 ebooks



1,079,485 videos
33,754 digital videos

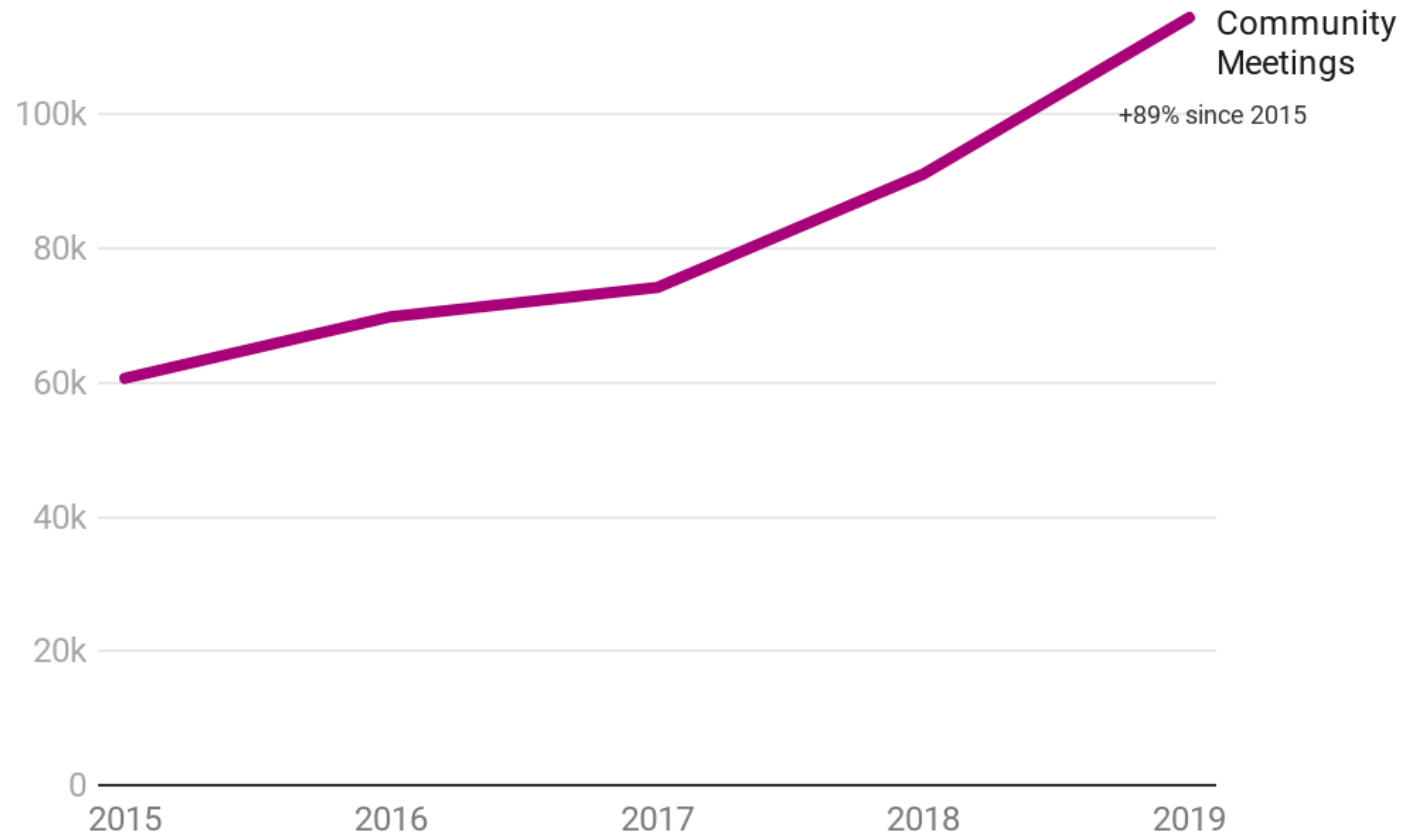


785,983 audio items
1,245,061 digital audiobooks



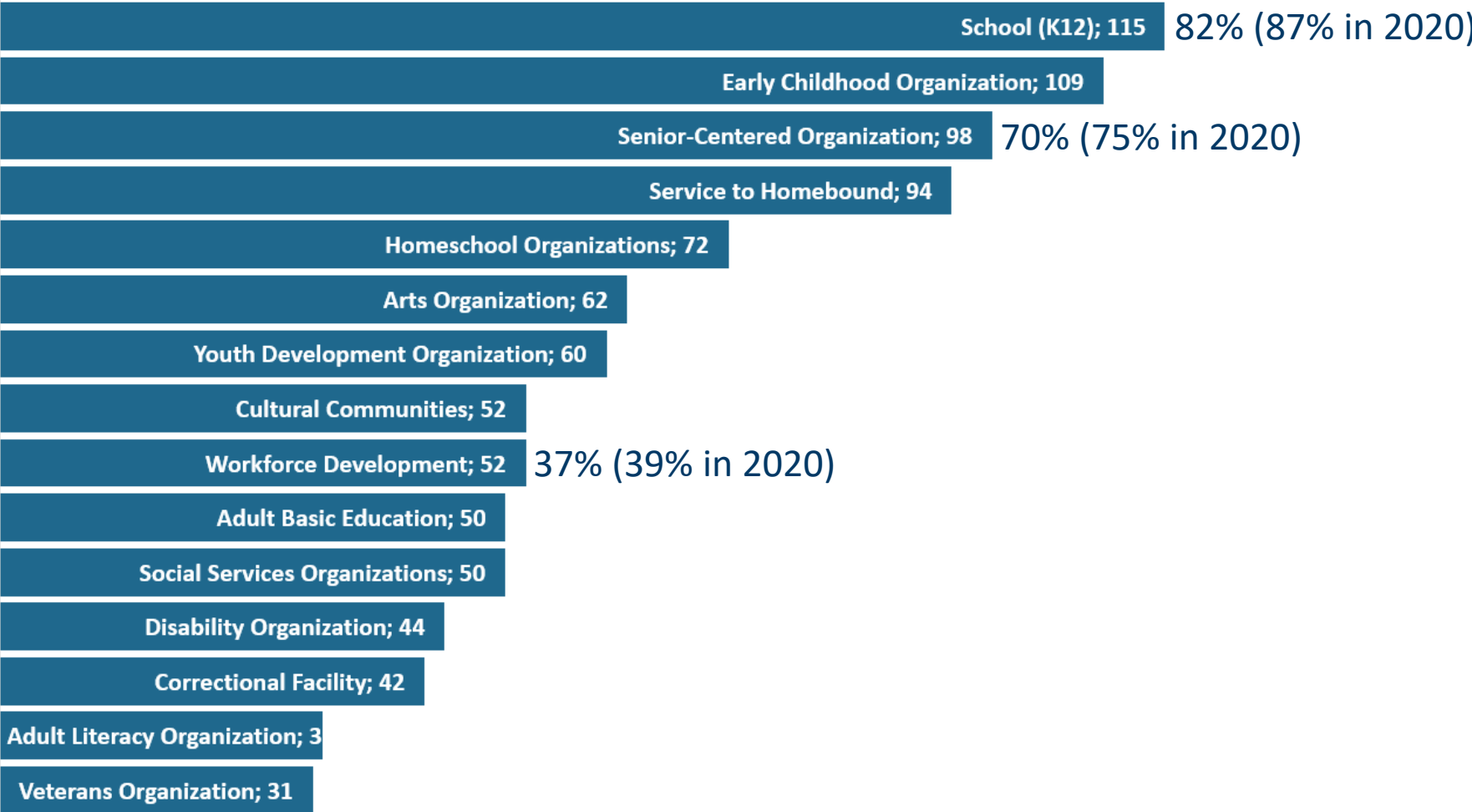
...and 116,130+ other things, like hotspots, cake pans, and kits

The number of community meetings taking place in libraries almost doubled from 2015 to 2019.

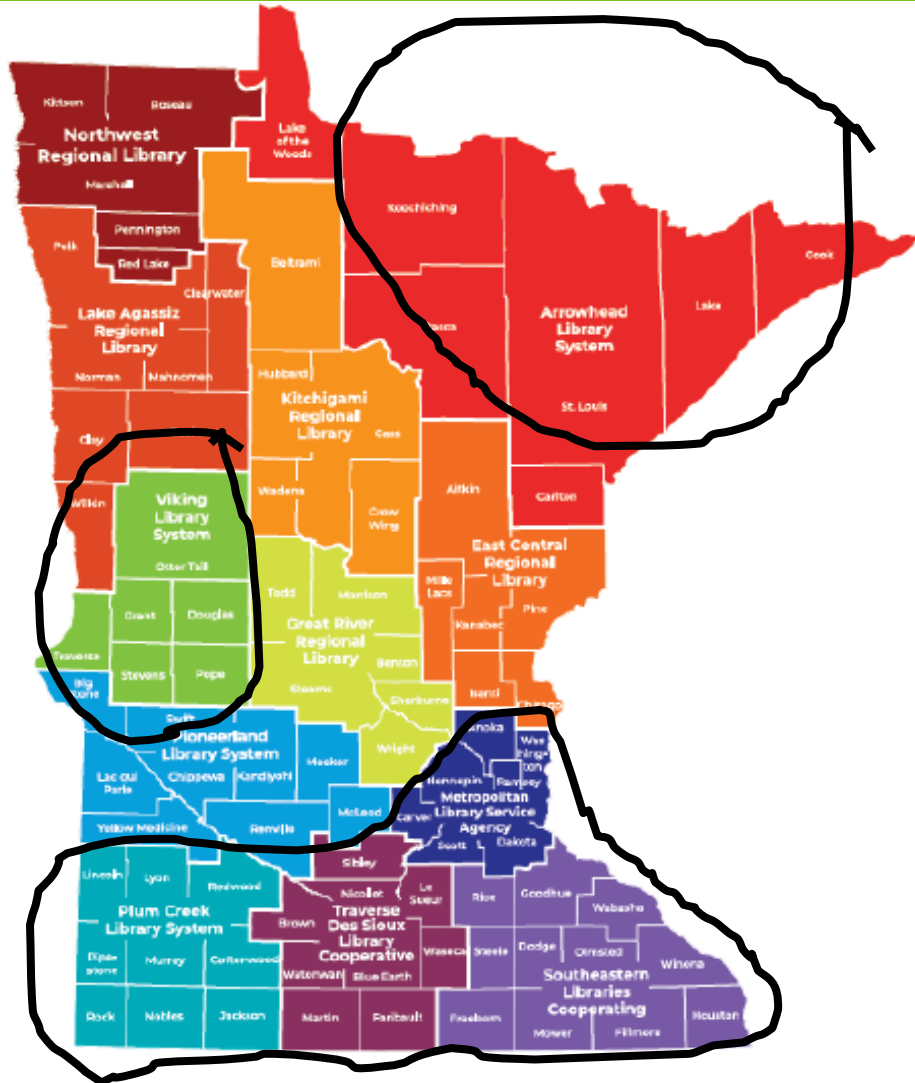


Partnerships & Possibilities

Number of Libraries Doing Outreach with Community Organizations in 2019



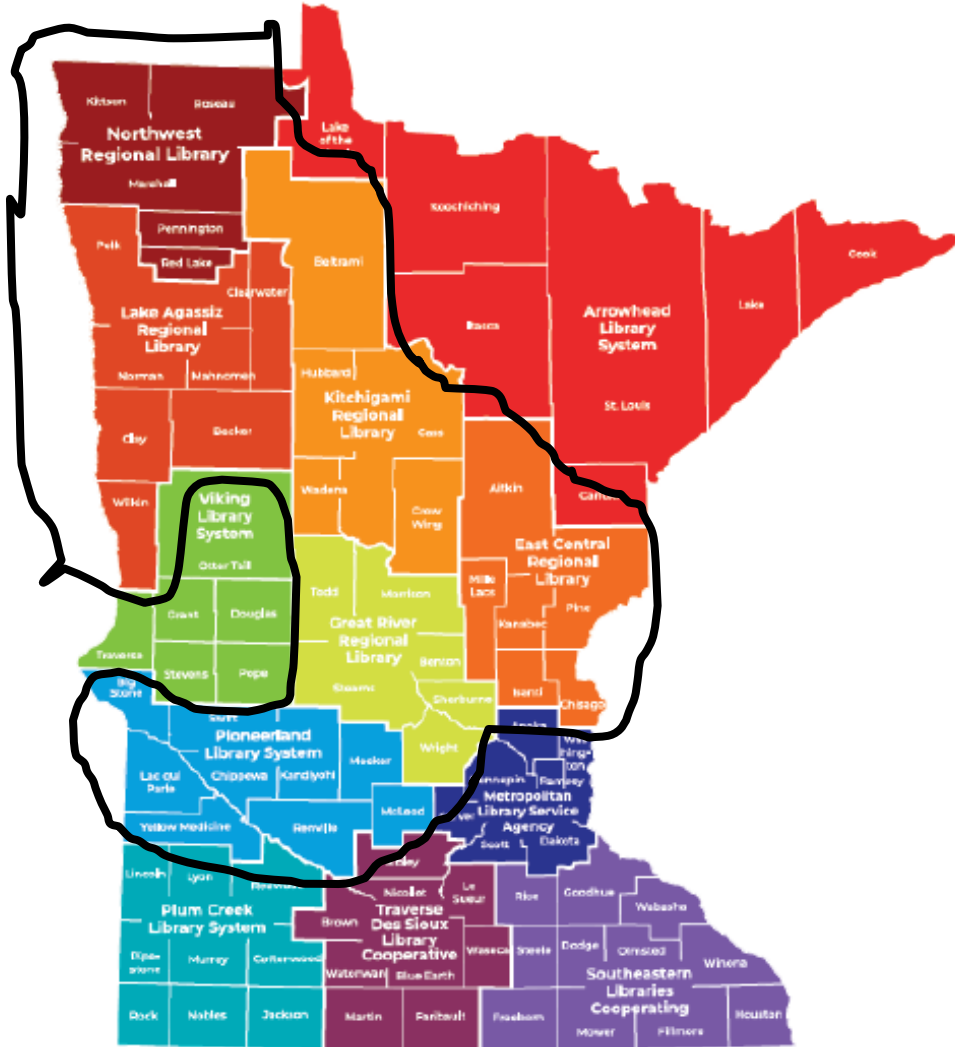
Regional Library Systems: Federated



- Federated: ALS, MELSA, PCLS, TDS, SELCO, VLS
- *Member libraries are governed by local boards*
 - May have local policies
 - Local boards have financial autonomy
- *System is governed by regional board*

Regional Library Systems: Consolidated

Item 12.



- Consolidated: ECRL, GRRL, KRLS, LARL, NWRL, PLS
- *Branch* libraries are *advised* by local boards
 - Branches have shared policies
 - One central administrative entity at regional level
- *System* is governed by regional board

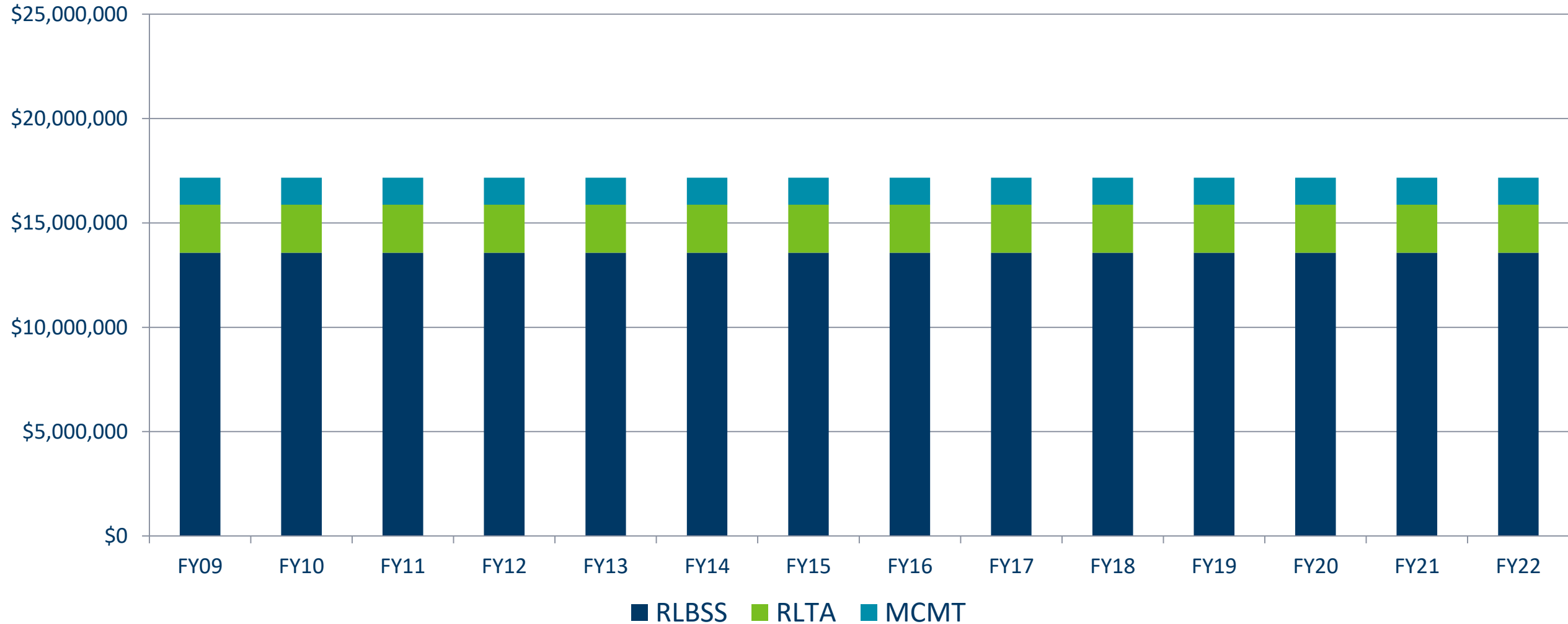
Relevant State Funding to ALS

Item 12.

Fund	Purpose	FY22 Total	FY22 ALS	Allocation
RLBSS	Basic operations	\$13.57M	\$1,400,896 10.32%	<ul style="list-style-type: none"> • 5% equal base amount of \$56,542/system • 57.5% population • 25% adjusted net tax capacity • 12.5% land area
RLTA	Internet access	\$2.3M	TBD	<ol style="list-style-type: none"> 1. Bring internet to a library 2. Move internet around inside a library 3. Other tech stuff
Legacy	Public arts/culture programs	\$2.55M	\$211,086 8.44%	<ul style="list-style-type: none"> • 5% equal base amount of \$9,137.50/system • 57.5% population • 25% number of library locations • 12.5% land area
MCMT	Multitype services	\$1.3M	\$182,958 14.07%	<ul style="list-style-type: none"> • 60% equal base amount of \$111,428.57/system • 20% population & 20% land area

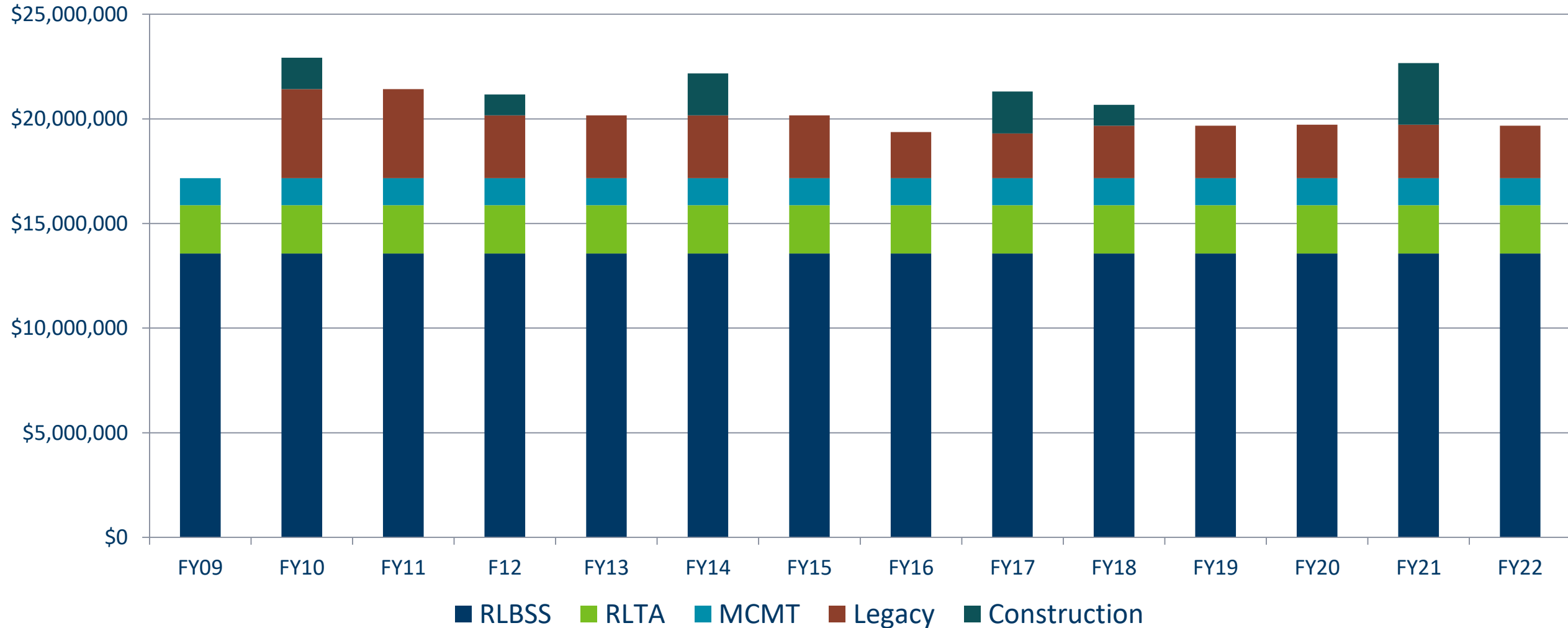
Overall State Funding Trends

Item 12.



Overall State Funding Trends

Item 12.



Minimum Level of Support: Basics

Item 12.

- a.k.a. state-certified level of support; a.k.a. maintenance of effort; a.k.a. MOE
- Minn. Stat. 134.34: applies to all cities (178) where property is not already taxed by county for regional library services AND all counties (87)
- Operating funds only; cannot include capital or reserve funds
- Every August, State Library Services certifies the minimum for the next year
 - Regional library systems report actual amounts from the previous year
 - All minimums added together = \$144,965,342

2011

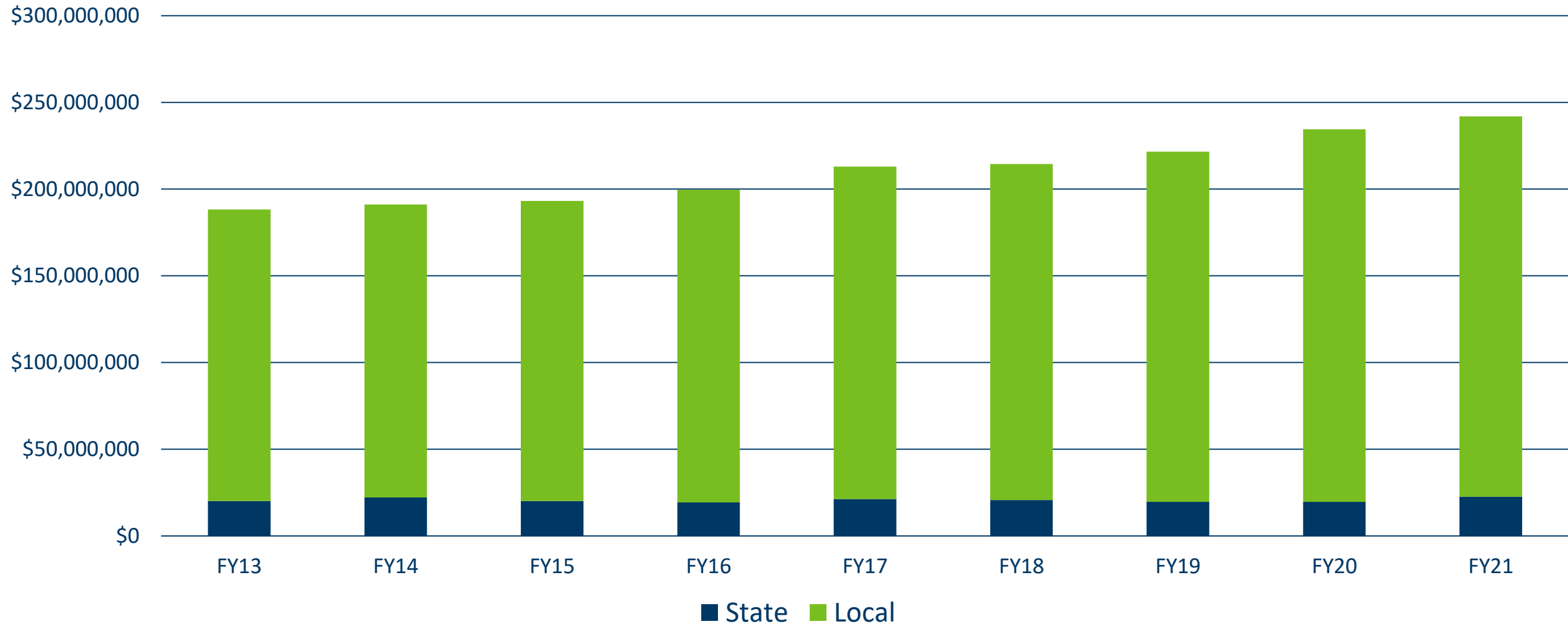
- Lesser of:
 - 0.82% of the average of the city/county's adjusted net tax capacity figures from the second, third, and fourth preceding calendar years (so 2011 MOE uses ANTC from 2007, 2008, and 2009)
 - \$12.44 per capita of city/county for second preceding calendar year (so 2011 MOE uses 2009 population)

2012 through the foreseeable future

- 90% of the 2011 amount

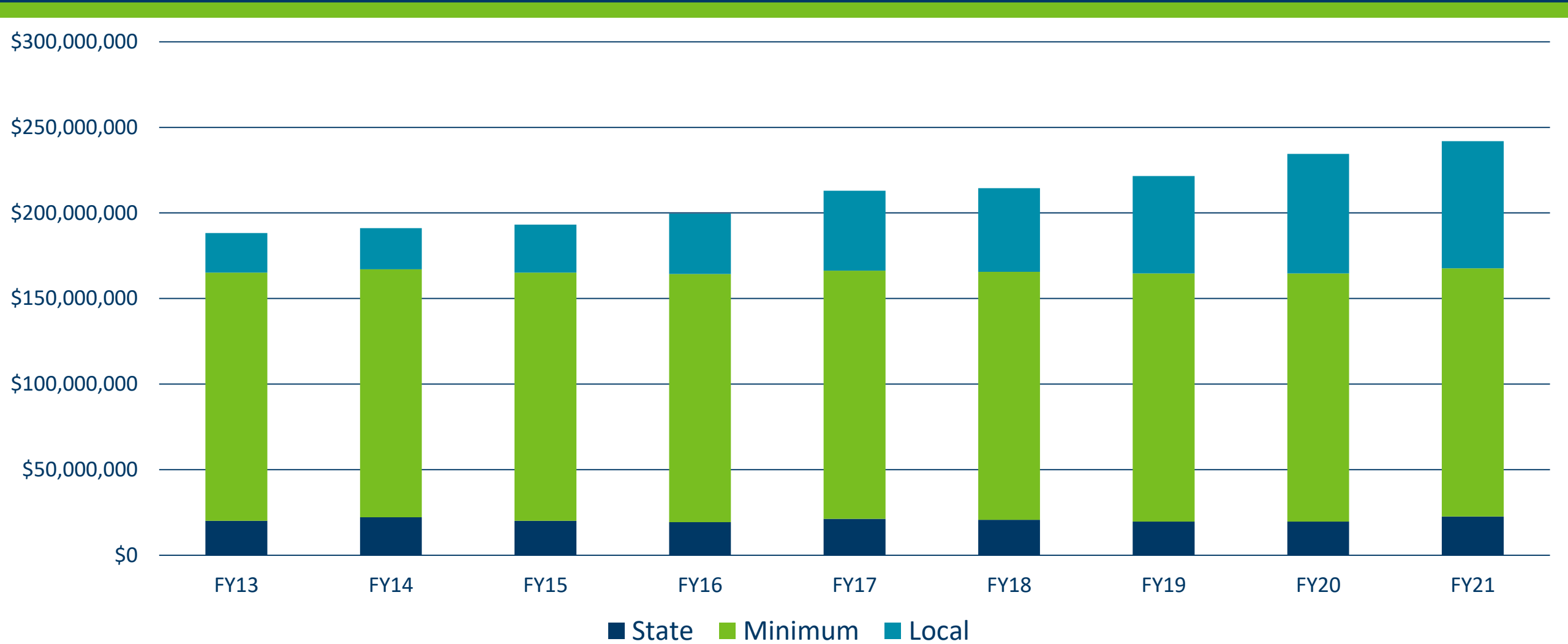
Local Funding Trends (Total Amounts)

Item 12.



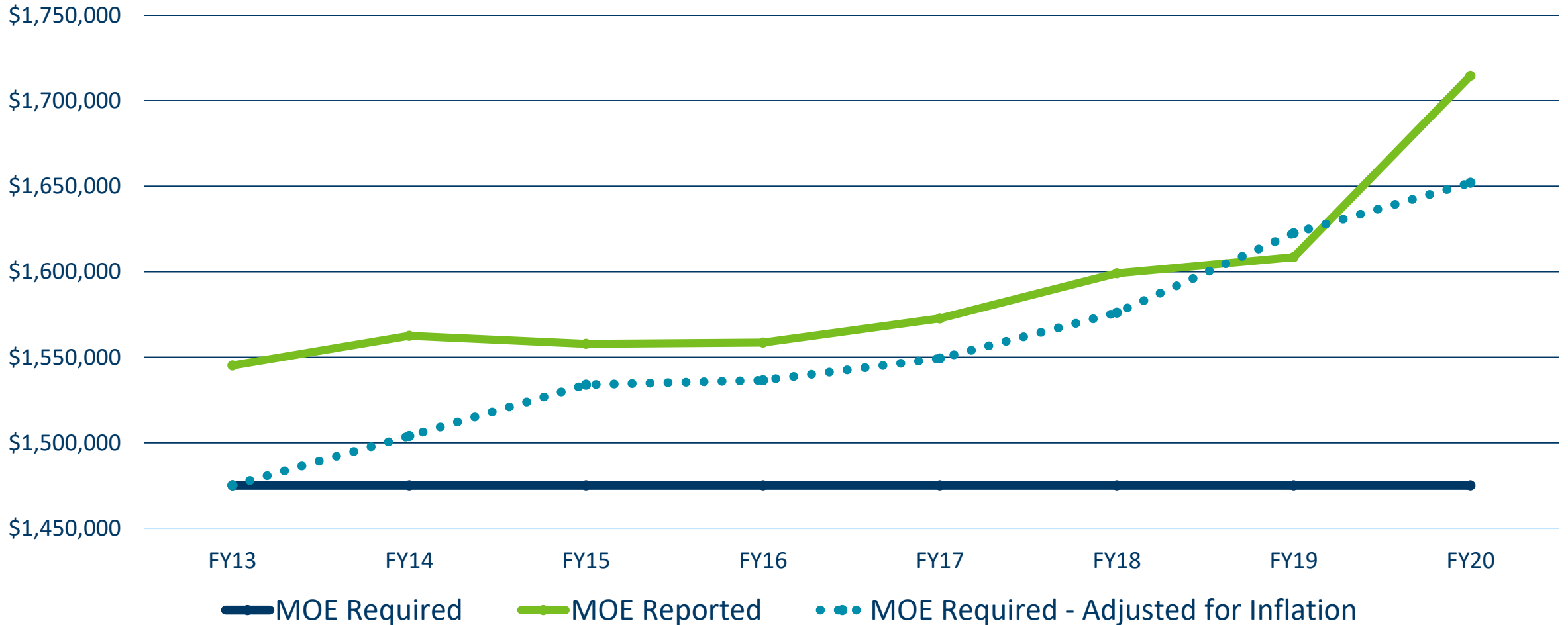
Local Funding Trends (Total vs. Minimum)

Item 12.



ALS MOE (counties only)

Item 12.



Thank you!

Hannah Buckland

hannah.buckland@state.mn.us



- Gate
- Fence
- Stage Security fencing
- Barricade
- Main Stage
- Porta Potties
- Public Safety
- VIP Area
- Sound
- Ticket Area
- Vendor
- Volunteer Area

GRAL Director's Report

JANUARY 2022

ADVOCACY

-City of Grand Rapids

The 2022 Library budget was set at the City Council at the 12/20/2021 meeting.

-Itasca County

The 2019 increase the Regional Library line item was included in the final 2022 County budget.

-The Library as a Community Partner

The Library has an opportunity to collaborate with other community organizations in hosting Grand Jam in late July. As with Riverfest, this is great exposure for the Library and the contract includes a 5% share of any profits payable to the Library Foundation.

LIBRARY MANAGEMENT

-Borrower Purge

I have been working with Arrowhead Library System to keep our borrower records up to date. A large part of this project is purging records that have been expired for 7+ years. Over the year, a backlog of expired accounts with small issues or fines have built up. I examined these individually and, in many cases, was able to clean up the record or delete it. Current (and accurate) records help Library staff avoid customer service issues in the form of an unwelcome surprise when someone returns to the Library after years away.

-Grand Rapids Riverfest Data (Courtesy Jeremy Dewey, Reif Center)

Attendees traveled from 228 cities spanning 24 states to include Florida, California, Washington, Texas, Wisconsin, Iowa, North Dakota, South Dakota, New York, et al.

4.4% of attendees were from out-of-state.

Outside of MN, Wisconsin was the 2nd highest state to attend, BUT... More attendees traveled here from Texas than from South Dakota...figure that one out.

The average distance traveled, one-way, was 85.4 miles.

The furthest attendees came from San Diego, CA (2,018 miles)

36.7% were locals from Grand Rapids

48.7% percent of ticket buyers were from outside of Itasca County.

45.4% of attendees traveled 50 or more miles, one-way, to attend.

New Temp

David Olmscheid started training in at the CIRC desk.

FACILITIES MAINTAINANCE / SPACE

-Study room update

The Friends have pledged \$500 toward a new installation in the study room. John is working with the Itasca County Historical Society to select a historic photograph – to be enlarged and framed. This promises to be a welcome enhancement – stay tuned.

-Nature Playscape

I have been exploring ideas for making use of the Library grounds. Some, like the pavilion, did not work out for technical reasons. Others, like Story Walk, have been very successful. Recently, I talked with Marcia Larson, Parks and Recreation Director for the City of Bemidji, about the North County Park – a natural playscape collaboration between the City of Bemidji and the Rotary Club.

FIRE RESPONSE

I responded to 14 fire calls in December – 7 from the Library.

END OF REPORT

Equitable City/County Funding Needed For Grand Rapids Area Library

The Library is a valued community resource, providing free services to people throughout Itasca County. The Library is funded by local City of Grand Rapids and Itasca County tax dollars.

In recent years, the Library has undergone service cuts (both in open hours and staffing), due to inadequate funding from Itasca County. The City needs cooperation from the County to sustain Library services with an equitable funding model, based on actual use.

	CITY OF GRAND RAPIDS	ITASCA COUNTY
Library Use (check-outs)	>50%	<50%
Library Support (in tax dollars)	84%	16%
Per Capita Support (in tax dollars)	\$66.67	\$13.50

- The City of Grand Rapids has continued to increase their share up to \$350,000 above their minimum required level, as calculated by the State of Minnesota (Department of Education), and faces challenges to sustain this level.
- Itasca County is supporting the Library near the level it did in 2012.

A Joint Powers Agreement between the City of Grand Rapids and Itasca County to ensure equitable funding is the only way to maintain this community resource and prevent further service cuts. The City of Grand Marais and Cook County have had a successful agreement since 1992, illustrating that this type of partnership is successful and sustainable.

December in Children's

I am quite glad to close the calendar pages of 2021, and look forward to 2022. I am greatly looking forward to an effective vaccine for littles, so we can get back to in-person programming, particularly in-person Storytime. But, before looking forward, let's look back.

December is one of our quietest months of the year, and this year was no different. Between school programs, holiday preparations, and general busy-ness, I find that people like to return all their books, and get on with things. The advantage that brings us, however, is a chance to SEE most of our books, and the time to weed (remove books that are not being checked out) or repair as needed. I did no weeding last year, except for books that were damaged, so I knew I needed to hit it hard this year. Thus, the last week of December I dedicated to weeding our picture books. Why get rid of books that have not yet fallen apart? Because if books are not being read, they need to be replaced with books for which my young patrons are looking. A library needs to be responsive to its patrons, and books need to "earn" their place on the shelf. I look at every book that hasn't checked out in the last 18 months. I certainly don't pull them all, but this time allows me to see, perhaps, WHY a book hasn't checked out. It's not uncommon to open a "dusty" book and see crayon or marker all over the pages, or perhaps water damage that has gone undetected. Ah! I see why this book hasn't gone out! I might choose to move a book to a different section of the library, in hopes that it might circulate. (For instance, I moved a book that describes a child doing yoga with her Dad to a non-fiction yoga section, and a book-in-verse to poetry.) Oftentimes it's apparent why a book doesn't circulate, sometimes I just wonder. Many times I'll leave a "wonder" book in the bins, and decide to look at it again next year. Weeding is a vital part of collection development, and it assures us a much richer, much more responsive collection. December offers us a chance to weed.

I, again, contributed a segment to KAXE's "What We're Reading" program. I've started to receive comments from patrons about how much they enjoy that segment, and I think it's great PR for the library. I'm scheduled for two more chats in January...before and after the Newbery awards are announced. (EEEE! Can't you feel the excitement already???)

I also attended a couple of Zoom meetings, which has become so commonplace...try explaining that to anybody 2 years ago! Online Storytime filming continues, and while we didn't do Artastic in December, we are prepping for January. All in all, it was a month of opportunities to get things done...and I did. Happy Reading!

Monthly Report - Overview for Dec 2021

Locations on this report: Grand Rapids Area Library

Checkout

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	7244	8339	-14	3968	82	84689	55803	51
Phone Renewal	345	345	0	138	150	2371	1659	42
Renewal	247	257	-4	102	142	2176	927	134
Opac Renewal	679	746	-9	442	53	7103	4432	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	8515	9687	-13	4650	83	96339	62821	53

Checkout Stock Rotation

Description	Dec 2021	Nov 2021	%chg	Dec 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
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Total	0	0	0	0	0	0	0	0

Checkin

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
Normal	7453	8527	-13	4959	50	79648	60630	31
Late	1633	1948	-17	468	248	15253	5729	166
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
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Total	9086	10475	-14	5427	67	94901	66359	43

Requests Placed

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
Placed	1460	1804	-20	3127	-54	26251	30840	-15
Total	1460	1804	-20	3127	-54	26251	30840	-15

Requests Resolved

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
Cancelled	84	84	0	195	-57	1370	1351	1
Filled	2297	2828	-19	4440	-49	38605	40782	-6
Expired	3	12	-75	7	-58	67	37	81
Total	2384	2924	-19	4642	-49	40042	42170	-6

Holds Resolved

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
Picked Up	1431	1689	-16	3264	-57	25693	29130	-12
Cancelled	2	7	-72	4	-50	47	29	62
Expired	112	162	-31	143	-22	1654	928	78
Total	1545	1858	-17	3411	-55	27394	30087	-9

Overdues

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
1st Notice	455	469	-3	178	155	3529	1604	120
2nd Notice	0	0	0	2	-100	11	10	10
3rd Notice	0	1	-100	2	-100	8	9	-12
4th Notice	0	1	-100	1	-100	3	4	-25
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	255	94	171	44	479	1057	463	128
Total	710	565	25	227	212	4608	2090	120

Borrower Delta

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	49	65	-25	13	276	636	318	100
Deleted (Manual)	11	171	-94	9	22	251	66	280
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	60	236	-75	22	172	887	384	130

Bib Delta

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	209	202	3	92	127	1843	1530	20
Deleted (Manual)	473	444	6	72	556	2269	2638	-14
New (Batch)	27	46	-42	59	-55	558	541	3
Deleted (Batch)	0	0	0	0	0	0	0	0
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Total	709	692	2	223	217	4670	4709	-1

Auth Delta

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	1	3	-67	0	100	7	4	75
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	1	3	-67	0	100	7	4	75

Item Delta

Description	Dec 2021	Nov 2021	%chg	Dec 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	397	465	-15	255	55	5261	5074	3
Deleted (Manual)	1112	731	52	458	142	5780	5485	5
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	1509	1196	26	713	111	11041	10559	4

Acquisitions Activities

Description	Dec 2021	Nov 2021	%chg	Dec 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	182	301	-40	145	25	3045	2505	21
Items Rcvd by Ven	192	308	-38	149	28	3108	2557	21
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	374	609	-39	294	27	6153	5062	21

Grand Rapids Area Library
Reference Statistics
December 2021

	December 2021	YTD 2021
Door Count	3404	34788
Reference Questions	270	2731
Computer Help Over 5 Minutes	15	205
Tests Proctored	1	4
Public Computer Use: Sessions	240	2216
Public Computer Use: Hours Used	177	1592
Special Computer Sessions	67	511
Passports Accepted	63	492

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 386/193 TK FTO 3	2 316/158 TK FTO 1	3 248/124 TK FTO 0	4 4
5	6 376/188 TK FTO 4	7 300/150 TK FTO 2	8 492/246 9	9 396/198 3	10 242-121 3	11 21
12	13 400/205 4	14 380/190 5	15 390/195 2	16 188/94 0	17 274/137 1	18 12
19	20 434/217 2	21 283/142 0	22 370/185 TK FTO 0	23 291/145 TK FTO 0	24 CLOSED	25 CLOSED
26	27 116/58 5 MJ FTO	28 243/122 1 MJ FTO	29 367/184 1 MJ FTO	30 344/172 MJ FTO	31 closed MJ FTO	

475

903

821

689

516

2021 Children's Library Stats

	Online Story Time	FB Views	Artastic	FB Views	Art Kits	Other Programs	Reference	Winter Reading	Summer Reading
January	4	856	1	165	111	W. R Poem	0		
February	4	710	1	105	127		0	270	
March	4	873	1	167	110		0		
April	5	486	1	136	117		0		
May	4	243	0	0	0		226		
June	4	392	1	97	162		375		
July	5	467	1	84	146		353		
August	4	327	0	0	0		312		1132
September	5	394	1	101	150		248		
October	4	266	1	86	150		310		
November	4	284	1	101	150		205		
December	5	333	0	0	0		191		
Totals	52	5631	9	1042	1223	387	2220	270	1132

Children's Stats

Month December 20 21

Online Storytime

Programs: 5

Facebook views: 333

Artastic

Programs: ∅ No Artastic in December

Facebook views: ∅

Kits handed out: ∅

Non School Groups: ∅

People: ∅

Reference Questions: 191

Reference Questions 2020: ∅

Reference Questions 2019: 273

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	24.50	4	11.00	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	22	74.75	9	109.75	6	6.00	1	2.00	0	0.00		47.00	4	12.00	31	184.50
Total		967.75		1520.50		88.00		2.00		0.00		629.50		159.00	*51	2,488.25

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