



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, September 13, 2023

5:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, September 13th, 2023 at 5:00 PM.

CALL TO ORDER:

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

- [1.](#) Consider approval of Library Board Meeting Minutes from 08-09-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

- [2.](#) Review financial reports and consider payment of Bill List as presented.

CONSENT AGENDA (Roll Call Vote Required):

- [3.](#) Consider accepting donations as listed on Donation Resolution 2023-10.

REGULAR AGENDA:

- [4.](#) Review Certification of Minimum Local Support Requirement(s) for 2024
- [5.](#) Library Board membership
- [6.](#) Review Preliminary 2024 Budget

UPDATES:

Friends

Foundation

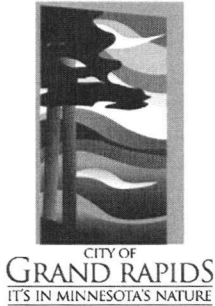
STAFF REPORTS:

[7.](#) Review Library Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 11th, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, August 09, 2023

5:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, August 9, 2023 at 5:00 PM.

CALL TO ORDER:

Meeting called to order at 5:00 PM by Chair Martin

CALL OF ROLL:

Present: Barr, Dobbs, Kee, Lassen, Martin, Richards, Squadroni, Teigland

Absent: Blocker

APPROVAL OF AGENDA:

Motion to: approve agenda

Mover: Richards

Second: Lassen

Result: Passed 8-0

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 07-12-2023.

Motion to: approve minutes from 07-12-2023

Mover: Kee

Second: Teigland

Result: Passed 8-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider payment of Bill List as presented. Review financial reports.

Motion to: approve payment of 08-09-2023 Bill List as presented

Mover: Richards

Seconder: Dobbs

Result: Passed 8-0 (roll-call)

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Resolution 2023-9.

Motion to: approve Consent Agenda as presented

Mover: Kee

Seconder: Dobbs

Result: Passed 8-0 (roll-call)

REGULAR AGENDA:

4. Review Library Facade Repair Project Draft 1 Project Schedule
Informational – no action taken

5. Library Schedule / RiverFest

Motion to: close the library to the public on 9/8 for RiverFest set-up. Staff to work behind closed doors or take FTO.

Mover: Martin

Seconder: Richards

Result: Passed 8-0

6. Consider Dealer Community Charging Program opportunity at the library.

Motion to: Make a recommendation to City Council supporting placement of vehicle charging stations at the library.

Mover: Teigland

Seconder: Dobbs

Result: Passed 8-0

7. Review Article about Pilot Program at Farmington Library
Informational – no action taken

UPDATES:

Friends

Mystery Book Sale at the Library 8/21 & 8/28. Next meeting is 9/11.

Foundation

Next meeting is 9/21 at CPC – 5 PM

STAFF REPORTS:

8. Review Library reports and statistics

Informational – no action taken

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:33 PM

NEXT REGULAR MEETING IS SCHEDULED FOR September 13, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 08/02/2023
 TIME: 12:38:27
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/09/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	26.60
0201428	BAKER & TAYLOR LLC	1,878.11
0212124	BLACKSTONE PUBLISHING	368.99
0305485	CENGAGE LEARNING INC	130.45
0718010	CITY OF GRAND RAPIDS	1,700.00
0801836	HAWKINSON SAND & GRAVEL	183.27
0914325	INGRAM ENTERTAINMENT INC.	110.39
0914540	INNOVATIVE OFFICE SOLUTIONS LL	461.97
1205099	LEARNING OPPORTUNITIES INC	276.49
1305060	MEDS-1 AMBULANCE SERVICE INC	574.15
1309230	MINNESOTA HISTORICAL SOCIETY	1,115.00
1901535	SANDSTROM'S INC	301.37
2018125	TRAVELING LANTERN THEATRE CO	395.00
2114356	UNIQUE MANAGEMENT SERVICES	69.90

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$7,704.17

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.34
0113105	AMAZON CAPITAL SERVICES	540.22
0205640	LEAGUE OF MN CITIES INS TRUST	30.00
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,751.25
1209520	EMILY LINDNER	150.00
1301145	MARCO TECHNOLOGIES, LLC	236.67
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	47.92
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	319.94
1618119	ISABELLA A PRATTO	200.00
1618120	MADELYN R PRATTO	200.00
1621130	P.U.C.	2,707.42
2209665	VISA	824.46
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,958.65

TOTAL ALL DEPARTMENTS \$65,662.82

RESOLUTION NO. 2023-9
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,

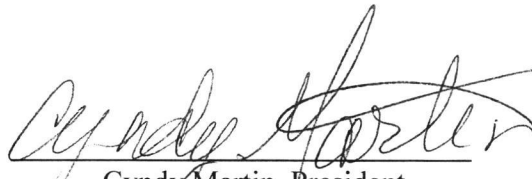
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Neal Nicolaus - \$42.00 for *The Sun* Magazine

Library Foundation - \$875.98 for:

**Non-fiction collection development (\$498.23)
Children's program supplies (\$377.75)**

Adopted this 9th day of August 2023


Cyndy Martin, President


Deb Kee, Secretary

DATE: 09/06/2023
 TIME: 15:33:02
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/13/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	199.46
0118660	ARROWHEAD LIBRARY SYSTEM	21.70
0201428	BAKER & TAYLOR LLC	4,573.03
0212124	BLACKSTONE PUBLISHING	141.00
0221650	BURGGRAF'S ACE HARDWARE	89.01
0305485	CENGAGE LEARNING INC	421.60
0405500	DEMCO INC	151.15
0701650	GARTNER REFRIGERATION CO	4,213.11
0718010	CITY OF GRAND RAPIDS	3,400.00
0914325	INGRAM ENTERTAINMENT INC.	116.29
0914540	INNOVATIVE OFFICE SOLUTIONS LL	348.07
1015325	JOHNSON CONTROLS FIRE	825.57
1115500	NORTHERN LIGHTS ICE LLC	2,124.00
1605527	THE PENWORTHY COMPANY LLC	262.77
1809158	WILLIAM RICHTER	5,000.47
1901535	SANDSTROM'S INC	133.54
1915248	SHI INTERNATIONAL CORP	1,511.00
1920555	STOKES PRINTING & OFFICE	509.70
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$24,041.47

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	1,513.10
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,750.67
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	192.73
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	48.46
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	319.94
1621130	P.U.C.	6,029.13
2209665	VISA	510.55
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$61,465.33

TOTAL ALL DEPARTMENTS \$85,506.80

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 13, 2023

DATE: 09/06/23
 TIME: 15:29:26
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 09/13/2023
 INVOICES IN BATCH LB0913

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

0100053	AT&T MOBILITY							
L	08/14/23	01	LIB AUG SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			09/13/23	54.32
							INVOICE TOTAL:	54.32
							VENDOR TOTAL:	54.32
0113105	AMAZON CAPITAL SERVICES							
L	08/21/23	01	MISC PROGRAM SUPPLIES	999-99-00-00-1000 HOLDING ACCOUNT			09/13/23	506.42
		02	MODEL MAGIC WSHBL MARKERS	999-99-00-00-1000 HOLDING ACCOUNT				326.88
		03	POPCORN BAGS, PCKS, ADHESIVE	999-99-00-00-1000 HOLDING ACCOUNT				81.06
		04	PROGRAM SUPPLIES	999-99-00-00-1000 HOLDING ACCOUNT				255.00
		05	STRAP, PCKT ORGAN, TAGS, BOOKS	999-99-00-00-1000 HOLDING ACCOUNT				183.80
		06	7 BOOKS, 2 DVDS	999-99-00-00-1000 HOLDING ACCOUNT				159.94
							INVOICE TOTAL:	1,513.10
							VENDOR TOTAL:	1,513.10
0118100	ARAMARK UNIFORM SERVICES							
2630152647-L	06/13/23	01	MATS NYLON RUBBER	211-00-75-30-3070 LAUNDRY	20232421		09/13/23	10.51
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20232421			20.23
							INVOICE TOTAL:	30.74
2630172977-L	08/08/23	01	MATS NYLON RUBBER	211-00-75-30-3070 LAUNDRY	20232375		09/13/23	34.36
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150 MAINTENANCE TOOLS/SUPPLIES	20232375			21.88
							INVOICE TOTAL:	56.24

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0118100	ARAMARK UNIFORM SERVICES							
2630177992-L	08/22/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20232502		09/13/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20232502			21.88
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		56.24
2630183402-L	09/05/23	01	MATS	211-00-75-30-3070	20232670		09/13/23	34.36
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20232670			21.88
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		56.24
						VENDOR TOTAL:		199.46
0118660	ARROWHEAD LIBRARY SYSTEM							
15090-L	07/31/23	01	OVERDUE NOTICES JUL	211-00-75-20-2010	20232347		09/13/23	21.70
				OFFICE SUPPLIES				
						INVOICE TOTAL:		21.70
						VENDOR TOTAL:		21.70
0201428	BAKER & TAYLOR LLC							
2037667974-L	07/18/23	01	25 BOOKS/#209977 L025981	211-00-75-20-2110	20232254		09/13/23	376.08
				BOOKS				
						INVOICE TOTAL:		376.08
2037668744-L	08/02/23	01	9 BOOKS/#209977 L411199	211-00-75-20-2110	20232348		09/13/23	131.61
				BOOKS				
						INVOICE TOTAL:		131.61
2037678249-L	08/03/23	01	16 BOOKS/#209977 L411199	211-00-75-20-2110	20232349		09/13/23	247.85
				BOOKS				
						INVOICE TOTAL:		247.85

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0201428 BAKER & TAYLOR LLC								
2037696604-L	08/02/23	01	7 BOOKS/#209977 L025981	211-00-75-20-2110	20232376		09/13/23	56.23
				BOOKS			INVOICE TOTAL:	56.23
2037698288-L	08/09/23	01	7 BOOKS/#209977 L411199	211-00-75-20-2110	20232415		09/13/23	107.40
				BOOKS			INVOICE TOTAL:	107.40
2037699065-L	08/02/23	01	33 BOOKS/#209977 L025981	211-00-75-20-2110	20232354		09/13/23	476.28
				BOOKS			INVOICE TOTAL:	476.28
2037709904-L	08/08/23	01	16 BOOKS/#209977 L025981	211-00-75-20-2110	20232410		09/13/23	252.27
				BOOKS			INVOICE TOTAL:	252.27
2037717995-L	08/10/23	01	91 BOOKS/#209977 L025981	211-00-75-20-2110	20232417		09/13/23	692.91
				BOOKS			INVOICE TOTAL:	692.91
2037721596-L	08/24/23	01	12 BOOKS/#209977 L411199	211-00-75-20-2110	20232567		09/13/23	206.24
				BOOKS			INVOICE TOTAL:	206.24
2037723302-L	08/24/23	01	5 BOOKS/#209977 L411199	211-00-75-20-2110	20232591		09/13/23	68.48
				BOOKS			INVOICE TOTAL:	68.48
2037725057-L	08/16/23	01	3 BOOKS/#209977 L025981	211-00-75-20-2110	20232528		09/13/23	44.08
				BOOKS			INVOICE TOTAL:	44.08
2037729749-L	08/16/23	01	34 BOOKS/#209977 L025981	211-00-75-20-2110	20232466		09/13/23	384.63
				BOOKS			INVOICE TOTAL:	384.63

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0201428	BAKER & TAYLOR LLC							
2037733571-L	08/25/23	01	17 BOOKS/#209977 L411199	211-00-75-20-2110	20232568		09/13/23	274.64
				BOOKS				
						INVOICE TOTAL:		274.64
2037739421-L	08/22/23	01	14 BOOKS/#209977 L025981	211-00-75-20-2110	20232548		09/13/23	205.01
				BOOKS				
						INVOICE TOTAL:		205.01
2037749951-L	08/24/23	01	40 BOOKS/#209977 L025981	211-00-75-20-2110	20232569		09/13/23	719.66
				BOOKS				
						INVOICE TOTAL:		719.66
2037762772-L	08/30/23	01	21 BOOKS/#209977 L025981	211-00-75-20-2110	20232647		09/13/23	329.66
				BOOKS				
						INVOICE TOTAL:		329.66
						VENDOR TOTAL:		4,573.03
0212124	BLACKSTONE PUBLISHING							
2112914-L	08/03/23	01	MUST LOVE FLOWER/TANGLED VINES	211-00-75-20-2120	20232448		09/13/23	94.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		94.00
2113952-L	08/10/23	01	THE INVISIBLE HOUR	211-00-75-20-2120	20232448		09/13/23	47.00
				AUDIO/VISUAL				
						INVOICE TOTAL:		47.00
						VENDOR TOTAL:		141.00
0221650	BURGGRAF'S ACE HARDWARE							
382174-L	08/16/23	01	RECYCLE FLRSCNT BULBS/#111385	211-00-75-30-3840	20232438		09/13/23	89.01
				GARBAGE REMOVAL				
						INVOICE TOTAL:		89.01
						VENDOR TOTAL:		01

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0305485	CENGAGE LEARNING INC							
81679487-L	08/09/23	01	2 BOOKS/#154757	211-00-75-20-2110	20232503		09/13/23	51.73
				BOOKS				
						INVOICE TOTAL:		51.73
81726466-L	08/16/23	01	3 BOOKS/#154757	211-00-75-20-2110	20232504		09/13/23	77.97
				BOOKS				
						INVOICE TOTAL:		77.97
81921430-L	08/24/23	01	12 BOOKS/ACCT#154757	211-00-75-20-2110	20232590		09/13/23	291.90
				BOOKS				
						INVOICE TOTAL:		291.90
						VENDOR TOTAL:		421.60
0405500	DEMCO INC							
7348537-L	08/15/23	01	LARGE EASELS	211-00-75-20-2095	20232427		09/13/23	32.90
				PRGM SUP & MATERIALS				
		02	SMALL EASELS	211-00-75-20-2095	20232427			23.40
				PRGM SUP & MATERIALS				
		03	SHIPPING/C#220165574	211-00-75-20-2095	20232427			10.95
				PRGM SUP & MATERIALS				
						INVOICE TOTAL:		67.25
7352339-L	08/22/23	01	30 LARGE ALL PURPOSE EASEL	211-00-75-20-2100	20232518		09/13/23	83.90
				OPERATING SUPPLIES				
						INVOICE TOTAL:		83.90
						VENDOR TOTAL:		151.15
0605191	FIDELITY SECURITY LIFE							
L	07/31/23	01	LIB VISION AUG	999-99-00-00-1000			09/13/23	6.90
				HOLDING ACCOUNT				
						INVOICE TOTAL:		6.90
						VENDOR TOTAL:		90

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

0701650 GARTNER REFRIGERATION CO								
95976-L	08/04/23	01	FREIGHT	211-00-75-30-4070	20232278		09/13/23	55.87
				GENERAL EQUIP MAINT/REPAIR				
		02	44 IN/LB NSR MODULATING ACT	211-00-75-30-4070	20232278			426.26
		03	LON ANALOG I/O 24V AC/DC 4X0	211-00-75-30-4070	20232278			974.48
		04	90 IN/LB 24 V ACTUATOR/#C-0658	211-00-75-30-4070	20232278			226.50
				GENERAL EQUIP MAINT/REPAIR				
						INVOICE TOTAL:		1,683.11
96330-L	08/31/23	01	HVAC & TEMP CNTRL INSP/#C-0658	211-00-75-30-4000	20232605		09/13/23	2,530.00
				MAINTENANCE CONTRACTS				
						INVOICE TOTAL:		2,530.00
						VENDOR TOTAL:		4,213.11
0718010 CITY OF GRAND RAPIDS								
23/410-L	08/04/23	01	AUG JANITORIAL SERVICE	211-00-75-30-3090	20232303		09/13/23	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
23/431-L	09/05/23	01	SEP JANITORIAL SERVICE	211-00-75-30-3090	20232671		09/13/23	1,700.00
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,700.00
						VENDOR TOTAL:		3,400.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	07/28/23	01	LIB PAYROLL 7/28/23	999-99-00-00-1000			09/13/23	21,332.41
				HOLDING ACCOUNT				
		02	LIB PAYROLL 8/11/23	999-99-00-00-1000				21,418.26
				HOLDING ACCOUNT				
						INVOICE TOTAL:		42,750.67
						VENDOR TOTAL:		42,750.67

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0914325 INGRAM ENTERTAINMENT INC.								
0504214-L	08/23/23	01	5 DVDS/C#3206981	211-00-75-20-2120	20232582		09/13/23	116.29
				AUDIO/VISUAL				
						INVOICE TOTAL:		116.29
						VENDOR TOTAL:		116.29
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4282519-L	08/04/23	01	TONER 414A BK	211-00-75-20-2060	20232286		09/13/23	96.61
				COMPUTER SUPPLIES				
		02	TONER 414A CN & MG	211-00-75-20-2060	20232286			251.46
				COMPUTER SUPPLIES				
						INVOICE TOTAL:		348.07
						VENDOR TOTAL:		348.07
1015325 JOHNSON CONTROLS FIRE								
23674607-L	09/01/23	01	ALARM MONITOR SEP-DEC 2023	211-00-75-30-4000	20232416		09/13/23	275.19
				MAINTENANCE CONTRACTS				
		02	ALARM MONITOR JAN-AUG24/145219	211-00-00-00-1550	20232416			550.38
				PREPAID ITEMS				
						INVOICE TOTAL:		825.57
						VENDOR TOTAL:		825.57
1115500 NORTHERN LIGHTS ICE LLC								
81623-L	08/16/23	01	KLASSIC SIZE SERVINGS	211-00-75-20-2095	20232570		09/13/23	2,124.00
				PRGM SUP & MATERIALS				
						INVOICE TOTAL:		2,124.00
						VENDOR TOTAL:		2,124.00
1209520 EMILY LINDNER								
L	08/14/23	01	BOOK CLUB MEETING 8/8/23	999-99-00-00-1000			09/13/23	150.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		150.00
						VENDOR TOTAL:		150.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 09/13/2023
 INVOICES IN BATCH LB0913

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

1301146	MARCO TECHNOLOGIES, LLC							
L	07/31/23	01	LIB JUL COPIER LEASE	999-99-00-00-1000			09/13/23	73.65
				HOLDING ACCOUNT				
		02	LIB AUG COPIER LEASE	999-99-00-00-1000				119.08
				HOLDING ACCOUNT				
						INVOICE TOTAL:		192.73
						VENDOR TOTAL:		192.73
1305725	METROPOLITAN LIFE INSURANCE CO							
L	07/31/23	01	LIB AUG SUPP/LIFE INS PREM	999-99-00-00-1000			09/13/23	76.14
				HOLDING ACCOUNT				
						INVOICE TOTAL:		76.14
						VENDOR TOTAL:		76.14
1309199	MINNESOTA ENERGY RESOURCES							
L	08/21/23	01	LIB JUL NTL GAS	999-99-00-00-1000			09/13/23	59.77
				HOLDING ACCOUNT				
						INVOICE TOTAL:		59.77
						VENDOR TOTAL:		59.77
1309335	MINNESOTA REVENUE							
L	08/21/23	01	LIB JUL SALES TAX PAYABLE	999-99-00-00-1000			09/13/23	48.46
				HOLDING ACCOUNT				
						INVOICE TOTAL:		48.46
						VENDOR TOTAL:		48.46
1516220	OPERATING ENGINEERS LOCAL #49							
L	08/07/23	01	LIB SEP HEALTH INS PREM	999-99-00-00-1000			09/13/23	9,612.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		9,612.00
						VENDOR TOTAL:		9,612.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 09/13/2023
 INVOICES IN BATCH LB0913

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

1601750	PAUL BUNYAN COMMUNICATIONS							
L	08/07/23	01	LIB SERV & LINE CHARGES AUG	999-99-00-00-1000			09/13/23	319.94
				HOLDING ACCOUNT				
							INVOICE TOTAL:	319.94
							VENDOR TOTAL:	319.94
1605527	THE PENWORTHY COMPANY LLC							
0592699-IN-L	08/14/23	01	11 BOOKS/C#00-118_001	211-00-75-20-2110	20232439		09/13/23	262.77
				BOOKS				
							INVOICE TOTAL:	262.77
							VENDOR TOTAL:	262.77
1621130	P.U.C.							
L	07/17/23	01	LIB JUN UTILITIES	999-99-00-00-1000			09/13/23	3,072.11
				HOLDING ACCOUNT				
		02	LIB JUL UTILITIES	999-99-00-00-1000				2,957.02
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6,029.13
							VENDOR TOTAL:	6,029.13
1809158	WILLIAM RICHTER							
SUMMER TUITION 2023-	08/31/23	01	RICHTER SUMMER TUITION REIMB	211-00-75-30-3230	20232603		09/13/23	4,648.00
				SEMINAR/MEETINGS/SCHOOL				
		02	RICHTER SUMMER BOOKS REIMB	211-00-75-30-3230	20232603			352.47
				SEMINAR/MEETINGS/SCHOOL				
							INVOICE TOTAL:	5,000.47
							VENDOR TOTAL:	5,000.47
1901535	SANDSTROM'S INC							
470840-L	08/21/23	01	30X36 .65 MIL CLR HVY 20-30GAL	211-00-75-20-2150	20232494		09/13/23	32.61
				MAINTENANCE TOOLS/SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 13, 2023

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

Item 2.	10
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INVOICES DUE ON/BEFORE 09/13/2023
 INVOICES IN BATCH LB0913

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

1901535	SANDSTROM'S	INC						
470840-L	08/21/23	02	TOWEL ROLL WHT	211-00-75-20-2150	20232494		09/13/23	56.36
				MAINTENANCE TOOLS/SUPPLIES				
		03	TOIL TISS/C#320023	211-00-75-20-2150	20232494			44.57
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		133.54
						VENDOR TOTAL:		133.54
1915248	SHI INTERNATIONAL	CORP						
B17156153-L	07/25/23	01	WATCHGUARD M270 SUB RENEW	211-00-75-30-4020	20232081		09/13/23	936.00
				COMPUTER MAINT/REPAIR				
						INVOICE TOTAL:		936.00
B17156512-L	07/25/23	01	CANON LBP6230DW	211-00-75-20-2090	20232086		09/13/23	95.00
				INVENTORIAL SUPPLIES				
						INVOICE TOTAL:		95.00
B17195583-L	08/02/23	01	ACER V227Q 22' MONITORS	211-00-75-20-2070	20232039		09/13/23	480.00
				COMPUTER INVENTORY				
						INVOICE TOTAL:		480.00
						VENDOR TOTAL:		1,511.00
1920555	STOKES PRINTING &	OFFICE						
119977-L	09/05/23	01	THERMAL PAPER ROLLS	211-00-75-20-2010	20232648		09/13/23	509.70
				OFFICE SUPPLIES				
						INVOICE TOTAL:		509.70
						VENDOR TOTAL:		509.70
2209665	VISA							
L	08/17/23	01	USPS POSTAGE	999-99-00-00-1000			09/13/23	482.50
				HOLDING ACCOUNT				

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 09/13/2023
 INVOICES IN BATCH LB0913

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

2209665			VISA					
L	08/17/23	02	USPS STAMPS	999-99-00-00-1000			09/13/23	28.05
				HOLDING ACCOUNT				
							INVOICE TOTAL:	510.55
							VENDOR TOTAL:	510.55
2301700			WM CORPORATE SERVICES, INC					
L	08/07/23	01	LIB JUL SERVICE	999-99-00-00-1000			09/13/23	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
							TOTAL ALL INVOICES:	85,506.80

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
YEAR TO DATE THROUGH **AUGUST 31, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ 376,333	50%
211-00-31-00-0200	DELINQUENT	-	937	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	40,842	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	82,720	65%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	1,670	83%
211-00-34-00-7975	INTERNET	2,000	882	44%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	40	40%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	29,085	160%
211-00-34-00-7990	FAX MACHINE USE	500	431	86%
211-00-35-00-1030	LIBRARY FINES	-	86	0%
211-00-37-00-2310	DONATIONS	1,500	15,712	1047%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	-	60	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,453	112%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	15,422	0%
211-00-37-00-2450	MISCELLANEOUS	-	1,556	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,414	47%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	4,452	100%
		925,664	581,140	63%
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	401,430	257,158	64%
211-00-75-10-1030	SALARY-PARTTIME	86,060	52,650	61%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	115	1%
211-00-75-10-1210	PERA	36,429	22,925	63%
211-00-75-10-1220	FICA	30,224	18,917	63%
211-00-75-10-1250	MEDICARE	7,069	4,424	63%
211-00-75-10-1310	HEALTH INSURANCE	114,444	75,996	66%
211-00-75-10-1330	LIFE INSURANCE	232	157	68%
211-00-75-10-1347	VISION INSURANCE	-	1	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	2,052	81%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,671	33%
211-00-75-20-2020	COPY SUPPLIES	1,500	878	59%
211-00-75-20-2030	PRINTING/BINDING	1,000	157	16%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,652	88%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	836	33%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	7,873	79%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	624	62%
211-00-75-20-2095	PRGM SUP & MATERIALS	718	5,737	799%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,471	124%
211-00-75-20-2110	BOOKS	39,000	34,320	88%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,998	56%
211-00-75-20-2130	NEWSPAPERS	2,000	1,968	98%
211-00-75-20-2140	PERIODICALS	7,500	45	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,096	70%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,203	80%
211-00-75-30-3070	LAUNDRY	1,000	511	51%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	13,600	67%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	4,225	35%
211-00-75-30-3210	TELEPHONE	6,000	2,871	48%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	2,468	71%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	-	5,249	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **AUGUST 31, 2023**

Item 2.

Account Number	Account Description	2023 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	664	33%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	254	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	17,000	189%
211-00-75-30-3810	ELECTRICITY	35,000	18,738	54%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,080	54%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,430	18%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,692	70%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	3,463	23%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	3,683	368%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,648	29%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,849	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	5,741	72%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,036	69%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,898	0%
	TOTAL EXPENDITURES	925,664	604,240	65%
	SURPLUS REVENUES/(EXPENDITURES)	-	(23,101)	

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE EIGHT MONTHS ENDING AUGUST 31, 2023
With Comparative Totals for August 31, 2022

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	455,969	456,479	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 1/1/XX	656,527	701,648	701,648	
Revenues:				
Taxes	435,225	418,112	759,331	55%
Intergovernmental	91,773	82,720	128,000	65%
Charges for Services	27,889	40,153	28,081	143%
Fines & Forfeits	13	86	-	0%
GR Library Foundation	25,410	15,422	-	0%
Miscellaneous	11,861	20,194	5,800	348%
Other Sources-Operating Transfer	-	4,452	4,452	100%
Other Sources-Fund Balance Usage	-	-	-	0%
TOTAL REVENUES	592,170	581,140	925,664	63%
Expenditures:				
Personnel	421,251	434,395	686,946	63%
Supplies/Materials	71,491	67,325	90,218	75%
Other Services/Charges	109,863	94,622	148,500	64%
TOTAL EXPENDITURES	602,605	596,342	925,664	64%
OPERATING SURPLUS (DEFICIT)	(10,435)	(15,203)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	7,898	-	0%
Fund Balance 8/31/XX				
Cash Flow	445,534	433,379	456,479	
Compensated Absences	46,367	44,648	44,648	
Emergency/unanticipated Expenditures	64,625	64,796	64,796	
Major Equipment Replacement	89,566	135,725	135,725	
TOTAL FUND BALANCE 8/31/XX	\$ 646,092	\$ 678,548	\$ 701,648	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$37,187 as of 7/31/23. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2023

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	759,331.00	376,332.63	0.00	382,998.37	50
211-00-31-00-0200	DELINQUENT	0.00	0.00	936.93	0.00	(936.93)	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	0.00	40,842.39	0.00	(40,842.39)	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	759,331.00	418,111.95	0.00	341,219.05	55
TOTAL TAXES		0.00	759,331.00	418,111.95	0.00	341,219.05	55
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	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	82,720.20	0.00	45,279.80	65
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	82,720.20	0.00	45,279.80	65
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	82,720.20	0.00	45,279.80	65
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	284.73	2,000.00	1,669.59	0.00	330.41	83
211-00-34-00-7975	INTERNET	132.54	2,000.00	881.99	0.00	1,118.01	44
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	40.00	0.00	60.00	40
211-00-34-00-7982	PASSPORT PROCESSING FEE	4,795.00	18,200.00	29,085.00	0.00	(10,885.00)	160
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	90.42	500.00	431.06	0.00	68.94	86
TOTAL		5,302.69	28,081.00	40,152.64	0.00	(12,071.64)	143
TOTAL CHARGES FOR SERVICES		5,302.69	28,081.00	40,152.64	0.00	(12,071.64)	143

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2023

PAGE: 2
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	41.20	0.00	86.20	0.00	(86.20)	100
TOTAL		41.20	0.00	86.20	0.00	(86.20)	100
TOTAL FINES & FORFEITS		41.20	0.00	86.20	0.00	(86.20)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	15,712.29	0.00	(14,212.29)	1047
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	59.63	0.00	(59.63)	100
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,452.61	0.00	(152.61)	112
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	875.98	0.00	15,422.47	0.00	(15,422.47)	100
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	213.08	0.00	1,555.95	0.00	(1,555.95)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	1,413.56	0.00	1,586.44	47
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		1,089.06	5,800.00	35,616.51	0.00	(29,816.51)	614
TOTAL MISCELLANEOUS REVENUE		1,089.06	5,800.00	35,616.51	0.00	(29,816.51)	614
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	4,452.00	4,452.00	0.00	0.00	100
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	4,452.00	4,452.00	0.00	0.00	100

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2023

PAGE: 3
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL OTHER SOURCES		0.00	4,452.00	4,452.00	0.00	0.00	100
TOTAL REVENUES:		6,432.95	925,664.00	581,139.50	0.00	344,524.50	63
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	30,806.19	401,430.00	257,157.52	0.00	144,272.48	64
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	6,386.16	86,060.00	52,649.60	0.00	33,410.40	61
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	114.75	0.00	8,395.25	1
211-00-75-10-1210	PERA	2,789.44	36,429.00	22,925.46	0.00	13,503.54	63
211-00-75-10-1220	FICA	2,280.72	30,224.00	18,917.35	0.00	11,306.65	63
211-00-75-10-1250	MEDICARE	533.40	7,069.00	4,424.28	0.00	2,644.72	63
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	75,996.00	0.00	38,448.00	66
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	157.09	0.00	74.91	68
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	0.97	0.00	(0.97)	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	252.71	2,548.00	2,051.68	0.00	496.32	81
TOTAL PERSONNEL		52,684.10	686,946.00	434,394.70	0.00	252,551.30	63
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	0.00	8,000.00	2,670.83	164.56	5,164.61	35
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	877.52	0.00	622.48	59
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	157.29	0.00	842.71	16
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	348.07	3,000.00	2,652.24	348.07	(0.31)	100
211-00-75-20-2070	COMPUTER INVENTORY	480.00	2,500.00	835.72	480.00	1,184.28	53
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	7,873.39	0.00	2,126.61	79

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2023

PAGE: 4
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	623.94	95.00	281.06	72
211-00-75-20-2095	PRGM SUP & MATERIALS	3,360.61	718.00	5,736.84	1,236.61	(6,255.45)	971
211-00-75-20-2100	OPERATING SUPPLIES	83.90	2,000.00	2,470.50	0.00	(470.50)	124
211-00-75-20-2110	BOOKS	4,991.31	39,000.00	34,319.93	2,684.31	1,995.76	95
211-00-75-20-2120	AUDIO/VISUAL	307.24	9,000.00	4,998.27	188.00	3,813.73	58
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	1,968.02	0.00	31.98	98
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	44.70	13.18	7,442.12	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	177.30	3,000.00	2,096.05	63.99	839.96	72
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		9,748.43	90,218.00	67,325.24	5,273.72	17,619.04	80
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	1,203.10	0.00	296.90	80
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	68.72	1,000.00	510.99	79.23	409.78	59
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	13,600.00	1,700.00	5,100.00	75
211-00-75-30-3100	OTHER CONTRACTED SERVICES	545.00	12,000.00	4,225.00	295.00	7,480.00	38
211-00-75-30-3210	TELEPHONE	374.26	6,000.00	2,870.94	0.00	3,129.06	48
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	2,467.60	0.00	1,032.40	71
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	5,000.47	0.00	5,249.47	0.00	(5,249.47)	100
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	664.05	0.00	1,335.95	33
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	254.28	0.00	(254.28)	100
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	2,125.00	9,000.00	17,000.00	0.00	(8,000.00)	189
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	18,737.92	0.00	16,262.08	54
211-00-75-30-3840	GARBAGE REMOVAL	89.01	2,000.00	1,080.35	89.01	830.64	58
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,430.23	59.77	6,510.00	19
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,530.00	9,500.00	6,692.13	275.19	2,532.68	73
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	3,462.86	0.00	11,537.14	23

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 8 PERIODS ENDING AUGUST 31, 2023

PAGE: 5
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	3,683.27	0.00	(2,683.27)	368
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	2,648.00	936.00	5,416.00	40
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,000.00	1,849.00	0.00	1,151.00	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	1,683.11	8,000.00	5,741.21	1,683.11	575.68	93
211-00-75-30-4100	EQUIPMENT LEASES	119.08	1,500.00	1,035.74	0.00	464.26	69
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	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		14,234.65	148,500.00	94,622.14	5,117.31	48,760.55	67
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	7,898.00	0.00	(7,898.00)	100
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	7,898.00	0.00	(7,898.00)	100
TOTAL GENERAL ADMINISTRATION		76,667.18	925,664.00	604,240.08	10,391.03	311,032.89	66
TOTAL EXPENSES:		76,667.18	925,664.00	604,240.08	10,391.03	311,032.89	66
TOTAL FUND REVENUES		6,432.95	925,664.00	581,139.50	0.00	344,524.50	63
TOTAL FUND EXPENSES		76,667.18	925,664.00	604,240.08	10,391.03	311,032.89	66
FUND SURPLUS (DEFICIT)		(70,234.23)	0.00	(23,100.58)			
TOTAL ALL FUND REVENUES		6,432.95	925,664.00	581,139.50	0.00	344,524.50	63
TOTAL ALL FUND EXPENSES		76,667.18	925,664.00	604,240.08	10,391.03	311,032.89	66
ALL FUND SURPLUS (DEFICIT)		(70,234.23)	0.00	(23,100.58)			

FUND: PUBLIC LIBRARY
FOR 8 PERIODS ENDING AUGUST 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 08/31/23
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	364,363.73	364,363.73	0.00
211-00-00-00-1010	CASH	703,040.65	611,748.55	650,120.59	664,668.61
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	70.00	0.00	0.00	70.00
211-00-00-00-1041	UNREALIZED FAIR VALUE-INVSTMT	(23,610.93)	0.00	0.00	(23,610.93)
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	26,321.00	0.00	0.00	26,321.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,100.00	0.00	1,100.00	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	36,480.00	0.00	0.00	36,480.00
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	3,651.54	2,733.41	3,651.54	2,733.41
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	28,530.47	28,183.68	9,508.79
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	25,705.72	15,429.02	10,276.70
TOTAL		756,234.26	1,033,081.88	1,062,848.56	726,467.58
TOTAL ASSETS		756,234.26	1,033,081.88	1,062,848.56	726,467.58
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	650,385.59	643,708.50	11,261.82
211-00-00-00-2030	SALES TAX PAYABLE	0.00	287.34	347.72	60.38
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	10,326.09	10,326.09	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	26,321.00	0.00	0.00	26,321.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		54,586.00	660,999.02	644,056.22	37,643.20

FUND: PUBLIC LIBRARY
FOR 8 PERIODS ENDING AUGUST 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 08/31/23

TOTAL LIABILITIES		54,586.00	660,999.02	644,056.22	37,643.20

FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	701,648.26	0.00	0.00	701,648.26
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	15,429.02	25,705.72	10,276.70

TOTAL		701,648.26	15,429.02	25,705.72	711,924.96
	FUND SURPLUS (DEFICIT)	0.00	23,100.58	0.00	(23,100.58)

TOTAL FUND EQUITY		701,648.26	38,529.60	25,705.72	688,824.38

TOTAL LIABILITIES AND FUND EQUITY		756,234.26	699,528.62	669,761.94	726,467.58

RESOLUTION NO. 2023-10
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:

Library Foundation - \$3,794.01 for:

Kona Ice – Summer Celebration \$2,124.00
Non-fiction collection enhancement \$500.65
Children’s Program Supplies \$1,169.36

Adopted this 13th day of September 2023

Cyndy Martin, President

Deb Kee, Secretary



August 1, 2023

Dear Minnesota City Clerks,

Thank you for your commitment to ensuring your city's residents have access to public library services. The attached documentation provides your city's state-certified level of library support for 2024. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a city fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the city from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the city's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink that reads 'Emma De Vera'.

Emma De Vera
State Library Program Specialist



July 2023

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2024

This is to certify the 2024 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Grand Rapids

The state-certified level of library support for 2024 is: **\$391,618**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.



August 1, 2023

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2024. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink that reads 'Emma De Vera'.

Emma De Vera
State Library Program Specialist



July 2023

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2024

This is to certify the 2024 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

Itasca County

The state-certified level of library support for 2023 is: **\$342,709**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

Bovey

Calumet

Coleraine

Grand Rapids

Keewatin

Marble

Library Board 2023

Name	Residency	Term ends	Term number
Jennifer Barr	C	2025	1
Elias Blocker	C	2023	1
Janelle Dobbs	C	2025	1
Deb Kee	T	2024	3
Lisa Lassen	T	2023	1
Cyndy Martin	T	2024	2
Sheena Richards	T	2025	2
Aaron Squadroni	C	2024	1
Ellen Teigland	C	2023	1



APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
City Administration Office
420 N. Pokegama Avenue
Grand Rapids, MN 55744
218-326-7600

Personal Information:

Name:	Date:
Address:	Day Phone:
Employer:	Evening Phone:
Occupation:	E-Mail

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

☐	Arts & Culture Commission	Parks, Recreation & Civic Center Board	☐
☐	Economic Development Authority	Planning Commission	☐
☐	Golf Course Board	Police Community Advisory Board	☐
☐	Human Rights Commission	Public Utilities Commission	☐
☐	Library Board		☐

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?)

How did you become interested in serving on a Board or Commission?

Are you related to any City employee or elected official? YES ☐ NO ☐

If yes, to whom and how are you related? _____

Are you a Resident ☐ or Non-Resident ☐?

Do you own property or own a business within the Grand Rapids city limits?

YES ☐ NO ☐ If yes, please explain: _____

Data Authorization:

If appointed, I, _____, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # _____

Work Phone# _____

Cell Phone # _____

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

I recognize and agree that I will be issued a City of Grand Rapids official email and will utilize it for official business of Boards & Commissions only.

Date

Signature

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
REVENUES							
Taxes							
Current	\$ 592,536	\$ 597,651	\$ 605,929	\$ 642,923	\$ 759,331	\$ 376,333	\$ 825,128
Delinquent	4,966	3,003	8,908	4,460		937	
Fiscal Disparities	62,931	63,130	52,442	78,000		40,842	
Total Taxes	<u>660,433</u>	<u>663,784</u>	<u>667,279</u>	<u>725,384</u>	<u>759,331</u>	<u>418,112</u>	<u>825,128</u>
Intergovernmental							
Supplemental Aid	34,162	33,613	33,728	33,956	-	-	
State of Minnesota	206	-	-	707	-	-	
Library Contracts	133,463	144,800	146,043	151,428	128,000	-	128,000
Total Intergovernmental	<u>167,831</u>	<u>178,413</u>	<u>179,771</u>	<u>186,092</u>	<u>128,000</u>	<u>-</u>	<u>128,000</u>
Charges for Services							
ALS Cross-overs	5,282	8,045	8,045	8,045	5,281	8,045	5,281
Photo Copies	3,676	851	1,579	2,290	2,000	1,166	2,000
Internet	2,837	480	876	1,449	2,000	654	2,000
Library Fees-Proctoring	400	160	130	120	100	40	100
Passport Processing Fee	34,755	10,745	17,185	29,640	18,200	21,560	18,200
Fax Machine Use	1,776	533	367	436	500	283	500
Total Charges for Services	<u>48,726</u>	<u>20,814</u>	<u>28,182</u>	<u>41,980</u>	<u>28,081</u>	<u>31,749</u>	<u>28,081</u>
Fines and Forfeits							
Library Fines	11,135	2,270	220	13	-	45	-
Total Fines and Forfeits	<u>11,135</u>	<u>2,270</u>	<u>220</u>	<u>13</u>	<u>-</u>	<u>45</u>	<u>-</u>
Miscellaneous Revenue							
Donations	18,648	5,728	4,089	12,302	1,500	16,785	1,500
Memorial Books	315	-	-	-	-	60	-
Donations-Children's Library	-	-	-	487	-	-	-
Donations-Library Programs	-	-	330	-	-	-	-
Endowment Fund Income	4,456	2,367	6,981	(4,130)	1,300	1,453	1,300
Donations-ADA Project	-	-	-	-	-	-	-
Grand Rapids Lib Foundation	22,752	7,170	3,400	34,777	-	7,842	-
Meeting Room Receipts	3,517	1,225	-	-	-	-	-
Blandin Grants	-	-	-	-	-	-	-
MIRC	-	-	-	-	-	-	-
Miscellaneous	2,640	1,414	2,311	2,569	-	1,023	-
Energy Rebates	-	-	-	-	-	-	-
Investment Income	5,783	4,557	4,001	2,901	3,000	507	3,000
Net (loss)/gain on net Investment	-	-	-	(23,611)	-	-	-
Total Miscellaneous Revenue	<u>58,111</u>	<u>22,461</u>	<u>21,112</u>	<u>25,295</u>	<u>5,800</u>	<u>27,669</u>	<u>5,800</u>
Other Sources							
Insurance Recovery	-	-	-	-	-	-	-
Operating Transfer - In	-	6,241	-	-	4,452	4,452	-
Fund Balance Usage	-	-	-	-	-	-	-
Total Revenues	<u>946,236</u>	<u>893,983</u>	<u>896,564</u>	<u>978,765</u>	<u>925,664</u>	<u>482,027</u>	<u>987,009</u>

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
EXPENSES							
Operating Transfer Out	-	-	-	-	-	-	-
Personnel							
Salary-Full time	436,190	411,174	398,402	389,447	401,430	193,509	415,796
Salary-Full time overtime	-	-	-	-	-	-	-
Salary-Part Time	23,023	24,748	53,774	71,515	86,060	39,959	91,955
Salary-Part time overtime	-	-	-	-	-	-	-
Contracted Services	8,067	490	4,845	11,393	8,510	115	8,510
PERA	33,584	32,259	35,699	34,401	36,429	17,353	37,816
FICA	27,621	26,777	27,825	28,192	30,224	14,361	31,481
Medicare	6,460	6,263	6,508	6,593	7,069	3,359	7,362
Health Insurance	131,788	144,592	115,625	109,944	114,444	56,772	122,265
Life Insurance	242	176	199	218	232	111	232
Unemployment	-	-	8,787	-	-	-	-
Worker's Comp	2,460	2,443	2,954	2,496	2,548	1,516	3,032
Total Personnel	669,435	648,922	654,619	654,199	686,946	327,054	718,449
Supplies and materials							
Office Supplies	5,856	4,883	3,732	7,754	8,000	2,419	8,000
Copy Supplies	1,637	441	450	637	1,500	602	1,500
Printing/binding	1,185	611	478	528	1,000	157	1,000
Computer Supplies	3,192	1,253	3,522	3,359	3,000	2,178	3,000
Computer Inventory	3,502	883	10,560	365	2,500	356	2,500
Assets between 700 and 4999	11,680	1,099	1,529	13,361	10,000	7,873	10,000
Inventorial Supplies Equip<700	921	943	790	3,514	1,000	450	1,000
Volunteer Prgm Supplies & Mat	483	175	414	3,593	718	1,998	1,000
Operating Supplies	1,187	1,720	2,744	2,812	2,000	1,812	2,000
Books	38,622	36,273	41,791	51,345	39,000	26,543	39,000
Audio/Visual	8,471	6,020	8,787	9,197	9,000	4,212	9,000
Newspapers	2,681	1,236	1,459	1,563	2,000	1,740	2,000
Periodicals	5,697	5,345	5,588	5,561	7,500	45	7,500
Maintenance Tools/Supplies	3,173	1,572	2,061	2,314	3,000	1,553	3,000
Other Supplies/Materials	-	-	90	360	-	-	-
Equipment/Parts	-	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
Total supplies and materials	88,287	62,454	83,995	106,264	90,218	51,940	90,500
Services and Charges							
Professional Services	395	-	-	15,501	500	-	500
Accounting Services	1,131	1,163	1,113	1,124	1,500	1,203	1,500
Legal	-	-	-	-	-	-	-
Laundry	902	242	457	726	1,000	363	1,000
Janitorial Services	19,632	15,613	20,400	18,275	20,400	10,200	20,960
Other Contracted Services	25,365	3,935	4,289	16,023	12,000	3,130	12,000
Telephone	5,515	4,570	4,811	4,546	6,000	2,122	6,000
Postage/Freight	3,100	1,256	1,743	3,293	3,500	1,957	3,500
Seminar/Meetings/School	144	20	-	-	-	249	16,000
Staff Training	191	-	-	-	-	-	-
Community Ed/Promotion	205	216	216	216	-	216	-
Professional Service-Collections	1,647	367	343	1,877	2,000	594	2,000
Auto Mileage/travel	-	-	-	-	-	254	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY**

ACTUAL 2019-2022 EXPENDITURES, 2023 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	YTD ACTUAL 6/30/2023	PROPOSED 2024 BUDGET
Publishing and Advertising	458	-	105	420	600	-	600
General Insurance	8,255	8,745	8,043	17,082	9,000	12,750	22,000
Electricity	32,875	27,668	34,158	33,292	35,000	15,781	35,000
Garbage Removal	3,695	1,680	1,766	1,675	2,000	709	2,000
Heat-Natural Gas	3,597	4,399	5,031	4,643	8,000	1,370	8,000
Maintenance Contracts	10,224	10,231	10,499	10,501	9,500	4,162	9,500
Building Maintenance/Repairs	6,239	13,796	7,006	17,733	15,000	3,463	15,000
Grounds Maintenance	328	-	-	1,536	1,000	3,500	1,000
Computer Maintenance/Repairs	9,204	8,758	8,766	9,847	9,000	1,712	9,000
On-line Services	2,564	2,564	2,564	1,753	3,000	1,849	3,000
General Equip Maint/Repair	6,861	7,687	5,525	11,624	8,000	4,058	8,000
Equipment Leases	1,445	1,445	1,451	1,445	1,500	723	1,500
Miscellaneous	-	852	20	-	-	-	-
Dues & Subscriptions	30	30	30	30	-	-	-
Interlibrary Loan Charges	80	-	-	20	-	-	-
Endowment Fund Expenditures	-	-	-	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-	-
Total Other Services	<u>144,082</u>	<u>115,237</u>	<u>118,335</u>	<u>173,180</u>	<u>148,500</u>	<u>70,366</u>	<u>178,060</u>
Capital Outlay							
Equipment/Mach/Furn/Fixture	7,708	5,536	-	-	-	7,898	
Building/Bldg Improvements	813	-	-	-	-	-	
Total Capital Outlay	<u>8,521</u>	<u>5,536</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,898</u>	<u>-</u>
GRAND TOTAL	<u>910,325</u>	<u>832,149</u>	<u>856,949</u>	<u>933,644</u>	<u>925,664</u>	<u>457,258</u>	<u>987,009</u>
REVENUE/(EXPENDITURES)	<u>\$ 35,911</u>	<u>\$ 61,834</u>	<u>\$ 39,615</u>	<u>\$ 45,121</u>	<u>\$ -</u>	<u>\$ 24,769</u>	<u>\$ -</u>

GRAL Director's Report

SEPTEMBER 2023

ADVOCACY

-Minnesota Library Association Legislative Activities Calendar

MLA Legislative Updates: 10-10:30 a.m.

9/6/23, 11/8/23, 12/6/23

-Minitex Policy Advisory Council

I attended my first Minitex Policy Advisory Council meeting 9/8.

-2024 Budget Process for City of Grand Rapids and Itasca County

The City Council approve a Preliminary 2024 Tax Levy Resolution at the 9/25 meeting.

LIBRARY MANAGEMENT

-Library Façade Repair Project

I will have an update on the Façade Repair Project at the 9/13 Library Board meeting.

-RiverFest Electrical Upgrades

Complete.

-EV Charging

At the 8/28 meeting, the City Council approved an agreement to bring 4 EV charging stations to community hubs – including the library. No library funds will be used for this project.

FACILITIES MAINTAINANCE / SPACE

-RiverFest 2023

SOLD OUT!

-Library of Things

Staff are working on creating a permanent spot for our 'Library of Things'. A special thank you to Mike Randall from Facilities for his help.

-Summary for Library Façade Repair Project

The Library Façade Repair Project is best described as:

1. Replace exterior sealant, joints are in poor condition and the material is past its useful age.
2. Repair/replace flashing at front bay windows with a weatherproof membrane and protective cladding.
3. Remove and reset capstones, replace flashing with new material featuring a drip edge.
4. Fix (reinstall) the window in the east office, bringing it up to as new condition.
5. Perform sealant maintenance / repair around skylights. Sealant is in poor to fair condition.
6. Clean brick to remove stains and moss, add water repellent product to extend useful life.
7. Spot masonry repairs on estimated total surface area of 1,400 square feet.
8. Repaint exposed steel on building exterior.

END OF REPORT

August in Children's

It's time for me to take a deep breath and be grateful for a wonderfully busy summer at the library. August is a wind-down month for us, highlighted by the huge splash that is Summer Celebration.

- We hosted a puppet workshop this month, which was surprisingly well-attended. I avoid most August programming, because it is often lightly attended. This program was an extension of a July Legacy program in which patrons were given a box of materials with which to build a puppet.
- We also hosted Traveling Lantern Theater. Theirs was an excellent production, and I will look to possibly get them here earlier in the summer next year.
- Online Storytime filming continued.
- Page Turners (kids book club) and Teen Book Club met, and both groups voted to continue into the school year.
- We offered our final Scavenger Hunt of the summer. We will continue this again next year.
- Summer Celebration was, once again, a huge hit! This year we had to deal with rain, but, thankfully, our neighbors at KAXE allowed us to set up under the tent.
 - Thank you to all the Board members for your support! So many of you show up, work a table, greet and direct our guests, recruit volunteers, and help us promote the library to our community. You are the face of our celebration, and I would never want to do it without you.
 - This year we had a very generous grant from the Monday Evening Rotary Club of \$800, which nearly covered all the costs for the activity tables.
 - This year, finally, I got smart and purchased pails. Each year I need water for an activity or two, and each year I scramble to fill bowls. I finally figured out that a bowl with a handle (aka, a pail) would be infinitely more useable. 😊

- We had over 120 book logs returned for a book prize during Summer Celebration.
- We use the Kona Ice tally as our official attendance number. While some kids certainly get two, many adults don't have any, so this seems a reasonable number to use. This year, even with about an hour of rain, 531 cups of Kona Ice were distributed!

Each year, I am amazed at all the smiles during Summer Celebration. This year I snuck back to my office for five minutes to sit down and just look through my window. All the picnic tables and benches were full. People were playing lawn games. There was a constant line at the Kona Ice truck, as well as the popcorn table. Kids were running, folks were talking, it was a glorious celebration of books and community. And then? Yep, I took 10 days off.

Happy Reading!

Monthly Report - Overview for Aug 2023

Locations on this report: Grand Rapids Area Library

Checkout

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
1st Time	11113	10333	7	11276	-2	80072	78278	2
Phone Renewal	248	337	-27	291	-15	2373	2415	-2
Renewal	200	171	16	155	29	1288	1414	-9
Opac Renewal	737	713	3	707	4	5418	5239	3
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	12298	11554	6	12429	-2	89151	87346	2

Checkout Stock Rotation

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 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	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Normal	9919	10021	-2	11131	-11	71725	71039	0
Late	2240	1937	15	2064	8	15587	14955	4
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	12159	11958	1	13195	-8	87312	85994	1

Requests Placed

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Placed	1950	1634	19	1816	7	15494	14767	4
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1950	1634	19	1816	7	15494	14767	4

Requests Resolved

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Cancelled	109	96	13	85	28	868	665	30
Filled	2681	2576	4	2797	-5	22950	22209	3
Expired	1	0	100	1	0	13	22	-41
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	2791	2672	4	2883	-4	23831	22896	4

Holds Resolved

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
Picked Up	1547	1609	-4	1712	-10	13874	13370	3
Cancelled	9	5	80	3	200	52	28	85
Expired	165	132	25	133	24	974	1040	-7
Total	1721	1746	-2	1848	-7	14900	14438	3

Overdues

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
1st Notice	722	650	11	536	34	4467	3776	18
2nd Notice	0	2	-100	0	0	17	16	6
3rd Notice	0	1	-100	1	-100	7	3	133
4th Notice	0	0	0	0	0	5	2	150
5th Notice	0	0	0	0	0	1	0	100
Final Notice	0	0	0	0	0	2	0	100
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	265	152	74	193	37	1365	1089	25
Total	987	805	22	730	35	5864	4886	20

Borrower Delta

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
New (Manual)	118	105	12	107	10	826	728	13

Deleted (Manual)	8	5	60	7	14	58	70	-18
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	126	110	14	114	10	884	798	10

Bib Delta

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	207	151	37	127	62	1503	1377	9
Deleted (Manual)	188	326	-43	561	-67	2638	3056	-14
New (Batch)	50	47	6	61	-19	591	510	15
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	445	524	-16	749	-41	4732	4943	-5

Auth Delta

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	1	0	100	1	0	5	6	-17
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1	0	100	1	0	5	6	-17

Item Delta

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----

New (Manual)	524	328	59	346	51	4165	3864	7
Deleted (Manual)	155	335	-54	906	-83	3789	6245	-40
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	679	663	2	1252	-46	7954	10109	-22

Acquisitions Activities

Description	Aug 2023	Jul 2023	%chg	Aug 2022	%chg	2023 YTD	2022 YTD	%chg
-----	-----	-----	-----	-----	-----	-----	-----	-----
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	350	219	59	197	77	2380	2249	5
Items Rcvd by Ven	367	220	66	199	84	2438	2278	7
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	717	439	63	396	81	4818	4527	6

Grand Rapids Area Library
Reference Statistics
August 2023

	August	YTD 2023
Door Count	3303	21,035
Reference Questions	232	1,788
Computer Help Over 5 Minutes	37	250
Tests Proctored	0	7
Public Computer Use: Sessions	331	1,876
Public Computer Use: Hours	290	1,541
Special Computer Sessions	154	1,091
Passports Accepted	140	812

August 2023

PP=140

5505

Item 7.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 99702 6	2 99503 11	3 59412 4	4 66,002 8	5 29 29
6	7 60339 6	8 60,650 3	9 60906 13	10 61246 4	11 61,450 4	12 (30)
13	14 61783 8	15 62043 3	16 62634 * Summer Celebration 3	17 62,934 3	18 63,118 7	19 (24)
20	21 63464 7	22 63,775 6	23 64080 8	24 64362 9	25 64,546 4	26 (34)
27	28 64942	29 7 651240	30 65488 2	31 65807 8		27

7 232
NP 154
L 37

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 8 NP C 	2 2+9 NP C 	3 1+9 NP C 	4 8 NP C 	5 3
6	7 3+11 NP C 	8 4+9 NP C 	9 3+11 NP C 	10 1+11 NP C 	11 8 NP C 	12 54
13	14 2+11 NP C 	15 4+8 NP C 	16 2+10 NP C 	17 7+3 NP C 	18 7 NP C 	19 54
20	21 16 NP C 	22 NP C 	23 14 NP C 	24 NP C 	25 NP C 	26 61
27	28 11 NP C 	29 6 NP C 	30 4 NP C 	31 5 NP C 		26

GRAL Children's Library Monthly Statistics

August 2023

Item 7.

Online Storytime

Programs: 5

Facebook views: 323

YouTube views: 587

Total views: 910

Artastic

Programs: 1

Facebook views: 57

YouTube views: 36

Total views: 93

Kits handed out: 150

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	8/01	Traveling Lantern	9
	8/08	Page Turners	6
	8/10	Puppets	30
	8/14	Teen Book Club	2
	8/16	Summer Celebration	531

Total Programs: 5 People: 578

Summer Reading Logs returned: 188

Reference Questions 2023: 510

Reference Questions 2022: 509

SUN	MON	TUE	WED	THU	FRI	SAT	Item 7.
		22 1	41 2	28 3	16 4	107 5	
6	18 7 <i>No Mx DLY</i>	32 8	21 9	22 10	11 11	104 12	
13	21 14	12 15	17 16	11 17	12 18	73 19	
20	20 21	37 22	25 23	36 24	19 25 <i>no val</i>	34 26	
27	31 28	22 29	14 30	18 31		81	

510

GRAND RAPIDS AREA LIBRARY: 2023 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	30	147.50	6	93.50	9	9.00	11	49.50	2	5.50	36	241.00
February	29	115.25	7	80.75	7	7.00	8	39.00	6	14.00	36	196.00
March	28	147.00	7	116.00	9	9.00	11	59.00	1	5.00	35	263.00
April	29	130.00	6	100.00	5	5.00	10	57.25	5	13.00	35	230.00
May	25	123.25	7	123.25	8	8.00	11	71.00	1	5.00	32	246.50
June	25	148.50	9	128.00	6	6.00	12	95.00	1	4.50	34	276.50
July	32	171.00	8	99.00	8	8.00	16	110.50	1	3.50	40	270.00
August	39	257.00	8	132.50	8	8.00	10	110.00	1	2.00	47	389.50
September												
October												
November												
December												
Total		1239.50		873.00		60.00		591.25		52.50	*	2,112.50

Special events of note were Summer Celebration and two Mystery Monday sales.