



# GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, November 08, 2023

5:00 PM

CALL TO ORDER: NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, November 8, 2023 at 5:00 PM.

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 10-11-2023.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Donation Resolution 2023-13,

REGULAR AGENDA:

4. Consider resolution setting 2024 Library calendar (revised)

UPDATES:

Friends

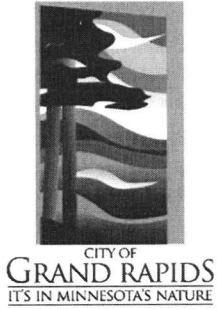
Foundation

STAFF REPORTS:

ADJOURNMENT:

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

ATTEST: Will Richter, Director of Library Services



# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, October 11, 2023  
5:00 PM

## CALL TO ORDER:

Chair Martin Called the meeting to order at 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, October 11, 2023 at 5:00 PM.

## CALL OF ROLL:

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

Absent: Teigland

## APPROVAL OF AGENDA:

Motion to approve agenda as presented

Mover: Richards

Second: Blocker

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 09-13-2023.

Motion to approve minutes as presented

Mover: Kee

Second: Richards

Result: passed 8-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Library financials and consider a motion to approve payment of Bill List as presented.

Motion to approve financial reports and payment of Bill List as presented

Mover: Blocker

Seconder: Dobbs

Result: passed 8-0 on a roll-call vote

CONSENT AGENDA (Roll Call Vote Required):

3. Consider contract with Emily Lindner for six book club meetings.
4. Consider a contract with Madelyn Pratto for seven Lego programs.
5. Consider a contract with Isabella Pratto for seven Lego programs.
6. Consider accepting donations as listed on Resolution 2023-11.

Motion to approve consent agenda as presented

Mover: Dobbs

Seconder: Blocker

Result: passed 8-0 on a roll-call vote

REGULAR AGENDA:

7. Consider a resolution setting the Library calendar for 2024.

Motion to approve 2024 calendar resolution

Mover: Richards

Seconder: Blocker

Result: passed 8-0

8. Review 2024 Library Budget

Informational

9. Review Library Director report to City Council.

Informational

UPDATES:

Friends

By Lassen – look for a pop-up book sale in November

Foundation

By Barr – meeting in November

STAFF REPORTS:

10. Review staff reports and library statistics from September 2023.

Informational

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:29 PM

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 8, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 10/05/2023  
 TIME: 13:23:00  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/11/2023

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	24.50
0201428	BAKER & TAYLOR LLC	2,721.74
0305485	CENGAGE LEARNING INC	1,027.28
0315455	COLE HARDWARE INC	59.47
0405500	DEMCO INC	318.52
0914325	INGRAM ENTERTAINMENT INC.	112.26
0914540	INNOVATIVE OFFICE SOLUTIONS LL	448.92
1015325	JOHNSON CONTROLS FIRE	600.00
1605665	PERSONNEL DYNAMICS LLC	137.70
1612225	PLAYAWAY PRODUCTS LLC	352.70
1801610	RAPIDS PLUMBING & HEATING INC	3,601.00
1801613	RAPIDS PRINTING	36.00
1901535	SANDSTROM'S INC	143.53
1915248	SHI INTERNATIONAL CORP	192.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$9,888.10

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.32
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,705.44
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	60.38
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	319.94
1621130	P.U.C.	3,760.83
2209665	VISA	482.50
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,428.92

TOTAL ALL DEPARTMENTS \$67,317.02

Board member  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2023-12  
SETTING 2024 LIBRARY CALENDAR

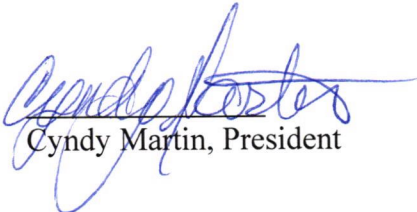
WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2024:

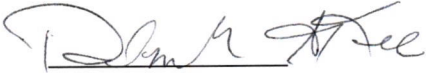
H Mon January 1	New Year's Holiday	Closed
H Mon January 15	Martin Luther King Day	Closed
H Mon February 19	President's Day	Closed
H Mon May 27	Memorial Day	Closed
H Wed June 19	Juneteenth	Closed
H Thu July 4	Independence Day	Closed
H Mon September 2	Labor Day	Closed
H Fri November 11	Veteran's Day	Closed
H Mon November 28	Thanksgiving	Closed
H Fri November 29	Day after thanksgiving	Closed
H Tue December 24	Christmas Holiday	Closed
H Wed December 25	Christmas Holiday	Closed

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

Adopted this 11th day of October 2023.

  
Cyndy Martin, President

Attest:

  
Deb Kee, Secretary

Board member  
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

RESOLUTION NO. 2023-11  
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

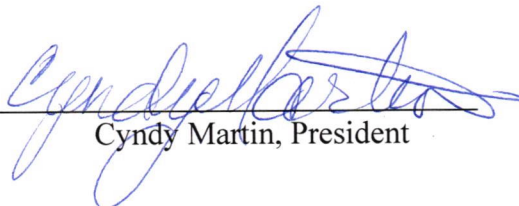
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

**Bob and Ginny Wickman - \$200.00 undesignated**

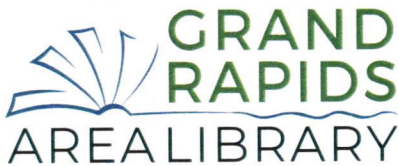
**Library Foundation – \$1,308.61 Large Print Collection Enhancement**

Adopted this 11th day of October 2023

  
Cyndy Martin, President

  
Deb Kee, Secretary





October 11, 2023

Emily Lindner  
23222 Old Stones Throw Road  
Grand Rapids, MN 55744

Dear Ms. Lindner:

I am pleased that you will be leading a series of six book club meetings developed for school age children. These programs will be held October 30, 2023; December 4, 2023; January 8, 2024; February 12, 2024; March 25, 2024, and April 29, 2024.

The Library will pay you \$100 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will pay you \$50 for program materials and snacks, for a total payment of \$150 per program. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: wrichter@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

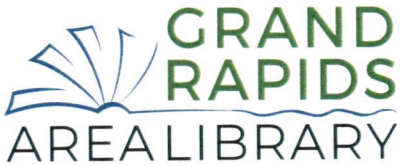
Gandy Richter  
Signature

10/11/23  
Date

Approved for the Board of Directors:

Gandy Richter

10/11/23



October 11, 2023

Madelyn Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of seven monthly Lego programs developed for school-age children. These programs will be held 10/12/2023; 11/9/2023; 12/14/2023; 1/11/2024; 2/8/2024; 3/14/2024; 4/11/2024.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made weekly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: wrichter@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

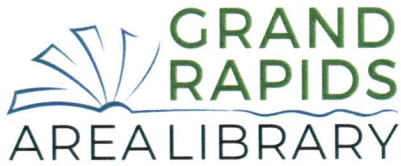
Madelyn Rowen Pratto  
Signature

10/11/2023  
Date

Approved for the Board of Directors:

Gandy Martin

10/11/2023



October 11, 2023

Isabella Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of seven monthly Lego programs developed for school-age children. These programs will be held 10/12/2023; 11/9/2023; 12/14/2023; 1/11/2024; 2/8/2024; 3/14/2024; 4/11/2024.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made weekly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract to the library.

My e-mail is: wrichter@ci.grand-rapids.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

*Isabella Pratto*

Signature

*10/11/2023*

Date

Approved for the Board of Directors:

*[Handwritten signature]*

*10/11/2023*

DATE: 11/01/2023  
 TIME: 12:38:01  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/08/2023

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	112.48
0118660	ARROWHEAD LIBRARY SYSTEM	25.20
0201428	BAKER & TAYLOR LLC	3,016.95
0201651	BARKING DOG EXHIBITS	368.00
0212124	BLACKSTONE PUBLISHING	352.87
0305485	CENGAGE LEARNING INC	942.05
0718010	CITY OF GRAND RAPIDS	1,700.00
0914325	INGRAM ENTERTAINMENT INC.	137.92
0914540	INNOVATIVE OFFICE SOLUTIONS LL	95.48
1205850	LEXIS NEXIS	382.31
1605665	PERSONNEL DYNAMICS LLC	688.50
1901535	SANDSTROM'S INC	210.01
2018680	TRU NORTH ELECTRIC LLC	643.28
2114356	UNIQUE MANAGEMENT SERVICES	198.05
T001426	SUSAN HAWKINSON	11.95
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$8,885.05
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.32
0113105	AMAZON CAPITAL SERVICES	62.02
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,686.25
1301146	MARCO TECHNOLOGIES, LLC	119.08
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	59.77
1309335	MINNESOTA REVENUE	67.40
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.02
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,573.43
2209665	VISA	1,033.38
2301700	WM CORPORATE SERVICES, INC	141.62
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$56,915.33
TOTAL ALL DEPARTMENTS		\$65,800.38

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

Item 2.

DATE: 11/01/23  
 TIME: 12:26:16  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	10/16/23	01	LIB OCT SERVICE	999-99-00-00-1000			11/08/23	54.32
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.32
							VENDOR TOTAL:	54.32
0113105 AMAZON CAPITAL SERVICES								
L	10/16/23	01	4 BOOKS/DARK WINDS: SEASON 1	999-99-00-00-1000			11/08/23	62.02
				HOLDING ACCOUNT				
							INVOICE TOTAL:	62.02
							VENDOR TOTAL:	62.02
0118100 ARAMARK UNIFORM SERVICES								
2630200049-L	10/17/23	01	MATS NYLON RUBBER	211-00-75-30-3070	20233224		11/08/23	34.36
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233224			21.88
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
2630205589-L	10/31/23	01	MATS	211-00-75-30-3070	20233384		11/08/23	34.36
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20233384			21.88
				LAUNDRY				
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	56.24
							VENDOR TOTAL:	112.48
0118660 ARROWHEAD LIBRARY SYSTEM								
15117-L	09/30/23	01	OVERDUE NOTICES SEP	211-00-75-20-2010	20233098		11/08/23	25.20
				OFFICE SUPPLIES				
							INVOICE TOTAL:	25.20
							VENDOR TOTAL:	25.20
0201428 BAKER & TAYLOR LLC								

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 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2037829841-L	10/02/23	01	39 BOOKS/#209977 L025981	211-00-75-20-2110	20233048		11/08/23	584.03
				BOOKS			INVOICE TOTAL:	584.03
2037842893-L	10/16/23	01	5 BOOKS/#209977 L411199	211-00-75-20-2110	20233257		11/08/23	115.48
				BOOKS			INVOICE TOTAL:	115.48
2037847836-L	10/04/23	01	21 BOOKS/#209977 L025981	211-00-75-20-2110	20233059		11/08/23	259.69
				BOOKS			INVOICE TOTAL:	259.69
2037856512-L	10/09/23	01	62 BOOKS/#209977 L025981	211-00-75-20-2110	20233146		11/08/23	656.24
				BOOKS			INVOICE TOTAL:	656.24
2037861025-L	10/10/23	01	34 BOOKS/#209977 L025981	211-00-75-20-2110	20233174		11/08/23	493.11
				BOOKS			INVOICE TOTAL:	493.11
2037873543-L	10/26/23	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20233385		11/08/23	21.37
				BOOKS			INVOICE TOTAL:	21.37
2037875846-L	10/17/23	01	14 BOOKS/#209977 L025981	211-00-75-20-2110	20233248		11/08/23	200.62
				BOOKS			INVOICE TOTAL:	200.62
2037885440-L	10/19/23	01	23 BOOKS/#209977 L025981	211-00-75-20-2110	20233270		11/08/23	304.34
				BOOKS			INVOICE TOTAL:	304.34
2037897796-L	10/25/23	01	28 BOOKS/#209977 L025981	211-00-75-20-2110	20233351		11/08/23	382.07
				BOOKS			INVOICE TOTAL:	382.07
							VENDOR TOTAL:	3149.95

07  
 3 14 95

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

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 TIME: 12:26:16  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201651 BARKING DOG EXHIBITS								
18684-L	10/18/23	01	CLEAR ACRYLIC SHEET	211-00-75-20-2100	20233238		11/08/23	310.00
		02	SHIPPING	211-00-75-20-2100	20233238			58.00
							INVOICE TOTAL:	368.00
							VENDOR TOTAL:	368.00
0212124 BLACKSTONE PUBLISHING								
2121368-L	09/29/23	01	5 CDS/C#101678	211-00-75-20-2120	20233069		11/08/23	235.00
							INVOICE TOTAL:	235.00
2122702-L	10/10/23	01	5 REPLACEMENT CDS/C#101678	211-00-75-20-2120	20233221		11/08/23	23.87
							INVOICE TOTAL:	23.87
2124188-L	10/23/23	01	2 CDS/C#101678	211-00-75-20-2120	20233354		11/08/23	94.00
							INVOICE TOTAL:	94.00
							VENDOR TOTAL:	352.87
0305485 CENGAGE LEARNING INC								
82719791-L	09/28/23	01	12 BOOKS/A#154757	211-00-75-20-2110	20233046		11/08/23	173.48
							INVOICE TOTAL:	173.48
82728884-L	10/01/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20233047		11/08/23	28.78
							INVOICE TOTAL:	28.78
82772215-L	10/05/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20233143		11/08/23	28.78
							INVOICE TOTAL:	28.78

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 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0305485 CENGAGE LEARNING INC								
82778789-L	10/06/23	01	1 BOOK/A#154757	211-00-75-20-2110	20233144		11/08/23	29.59
				BOOKS				
							INVOICE TOTAL:	29.59
82778837-L	10/06/23	01	3 BOOKS/A#154757	211-00-75-20-2110	20233145		11/08/23	43.17
				BOOKS				
							INVOICE TOTAL:	43.17
82811331-L	10/11/23	01	2 BOOKS/A#154757	211-00-75-20-2110	20233249		11/08/23	51.73
				BOOKS				
							INVOICE TOTAL:	51.73
82823610-L	10/13/23	01	1 BOOK/A#154757	211-00-75-20-2110	20233250		11/08/23	14.39
				BOOKS				
							INVOICE TOTAL:	14.39
82835081-L	10/16/23	01	1 BOOK/A#154757	211-00-75-20-2110	20233251		11/08/23	17.59
				BOOKS				
							INVOICE TOTAL:	17.59
82849686-L	10/18/23	01	1 BOOK/#154757	211-00-75-20-2110	20233272		11/08/23	14.39
				BOOKS				
							INVOICE TOTAL:	14.39
82851513-L	10/18/23	01	3 BOOKS/#154757	211-00-75-20-2110	20233272		11/08/23	78.72
				BOOKS				
							INVOICE TOTAL:	78.72
82864456-L	10/20/23	01	17 BOOKS/A#154757	211-00-75-20-2110	20233315		11/08/23	461.43
				BOOKS				
							INVOICE TOTAL:	461.43
							VENDOR TOTAL:	942.05

0605191 FIDELITY SECURITY LIFE



DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0605191 FIDELITY SECURITY LIFE								
L	10/02/23	01	LIB VISION OCT	999-99-00-00-1000 HOLDING ACCOUNT			11/08/23	6.90
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0718010 CITY OF GRAND RAPIDS								
23/479-L	10/06/23	01	OCT JANITORIAL SERVICE	211-00-75-30-3090 JANITORIAL SERVICES	20233070		11/08/23	1,700.00
							INVOICE TOTAL:	1,700.00
							VENDOR TOTAL:	1,700.00
0718015 GRAND RAPIDS CITY PAYROLL								
L	09/22/23	01	LIB PAYROLL 9/22/23	999-99-00-00-1000 HOLDING ACCOUNT			11/08/23	21,353.85
		02	LIB PAYROLL 10/06/23	999-99-00-00-1000 HOLDING ACCOUNT				21,332.40
							INVOICE TOTAL:	42,686.25
							VENDOR TOTAL:	42,686.25
0914325 INGRAM ENTERTAINMENT INC.								
0838441-L	10/23/23	01	6 DVDS/C#3206981	211-00-75-20-2120 AUDIO/VISUAL	20233310		11/08/23	137.92
							INVOICE TOTAL:	137.92
							VENDOR TOTAL:	137.92
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN4363233-L	10/25/23	01	DESK CALENDAR	211-00-75-20-2010 OFFICE SUPPLIES	20233299		11/08/23	30.05
		02	APPT BOOK	211-00-75-20-2010 OFFICE SUPPLIES	20233299			16.21

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

Item 2.

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0914540	INNOVATIVE OFFICE SOLUTIONS LL							
IN4363233-L	10/25/23	03	WALL CALENDAR	211-00-75-20-2010	20233299		11/08/23	16.86
		04	NAVY PLANNER	211-00-75-20-2010	20233299			32.36
				OFFICE SUPPLIES				
				OFFICE SUPPLIES				
							INVOICE TOTAL:	95.48
							VENDOR TOTAL:	95.48
1205850	LEXIS NEXIS							
38684535-L	10/03/23	01	MN EMPLOYMENT REL #52	211-00-75-20-2110	20233368		11/08/23	346.00
		02	S & H/#2837262001	211-00-75-20-2110	20233368			36.31
				BOOKS				
				BOOKS				
							INVOICE TOTAL:	382.31
							VENDOR TOTAL:	382.31
1301146	MARCO TECHNOLOGIES, LLC							
L	10/09/23	01	LIB OCT COPIER LEASE	999-99-00-00-1000			11/08/23	119.08
				HOLDING ACCOUNT				
							INVOICE TOTAL:	119.08
							VENDOR TOTAL:	119.08
1305725	METROPOLITAN LIFE INSURANCE CO							
L	10/02/23	01	LIB OCT SUPP/LIFE INS PREM	999-99-00-00-1000			11/08/23	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309199	MINNESOTA ENERGY RESOURCES							
L	10/16/23	01	LIB SEP NTL GAS	999-99-00-00-1000			11/08/23	59.77
				HOLDING ACCOUNT				
							INVOICE TOTAL:	59.77
							VENDOR TOTAL:	59.77

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335			MINNESOTA REVENUE					
L	10/20/23	01	LIB SEP SALES TAX PAYABLE	999-99-00-00-1000			11/08/23	67.40
				HOLDING ACCOUNT				
								INVOICE TOTAL: 67.40
								VENDOR TOTAL: 67.40
1516220			OPERATING ENGINEERS LOCAL #49					
L	10/16/23	01	LIB NOV HEALTH INS PREM	999-99-00-00-1000			11/08/23	9,612.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 9,612.00
								VENDOR TOTAL: 9,612.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	10/02/23	01	LIB OCT SERVICE & LINE CHARGE	999-99-00-00-1000			11/08/23	323.02
				HOLDING ACCOUNT				
								INVOICE TOTAL: 323.02
								VENDOR TOTAL: 323.02
1605665			PERSONNEL DYNAMICS LLC					
53424-L	10/25/23	01	J WINKLEAN 6.0 HRS W/E 10/21	211-00-75-10-1050	20233307		11/08/23	137.70
				CONTRACTED SERVICES				
								INVOICE TOTAL: 137.70
53434-L	10/28/23	01	J WINKELMAN 24 HRS W/E 10/28	211-00-75-10-1050	20233390		11/08/23	550.80
				CONTRACTED SERVICES				
								INVOICE TOTAL: 550.80
								VENDOR TOTAL: 688.50
1618119			ISABELLA A PRATTO					
L	10/16/23	01	LEGO PROGRAM 10/12/23	999-99-00-00-1000			11/08/23	50.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 50.00
								VENDOR TOTAL: 50.00

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1618120 MADELYN R PRATTO								
L	10/16/23	01	LEGO PROGRAM 10/12/23	999-99-00-00-1000			11/08/23	50.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 50.00
								VENDOR TOTAL: 50.00
1621130 P.U.C.								
L	10/16/23	01	LIB SEP UTILITIES	999-99-00-00-1000			11/08/23	2,573.43
				HOLDING ACCOUNT				
								INVOICE TOTAL: 2,573.43
								VENDOR TOTAL: 2,573.43
1901535 SANDSTROM'S INC								
479530-L	10/23/23	01	BOUNTY DBL ROLL TOWEL	211-00-75-20-2150	20233271		11/08/23	42.96
		02	KLEENEX WHITE TISSUE	211-00-75-20-2150	20233271			66.12
		03	TOWEL ROLL WHT	211-00-75-20-2150	20233271			56.36
		04	TOILET TISSUE	211-00-75-20-2150	20233271			44.57
								INVOICE TOTAL: 210.01
								VENDOR TOTAL: 210.01
2018680 TRU NORTH ELECTRIC LLC								
1465-L	09/29/23	01	LABOR DISCON & RECON SPLIT A/C	211-00-75-30-4010	20233050		11/08/23	600.00
		02	MATERIALS	211-00-75-30-4010	20233050			43.28
								INVOICE TOTAL: 643.28
								VENDOR TOTAL: 643.28
2114356 UNIQUE MANAGEMENT SERVICES								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 8, 2023

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CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/08/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2114356 UNIQUE MANAGEMENT SERVICES								
6117573-L	09/30/23	01	SEP PLACEMENTS	211-00-75-30-3300	20233051		11/08/23	198.05
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	198.05
							VENDOR TOTAL:	198.05
2209665 VISA								
L	10/16/23	01	USPS.COM PRIORITY MAIL	999-99-00-00-1000			11/08/23	965.00
				HOLDING ACCOUNT				
		02	LAKESHORE BOOKS	999-99-00-00-1000				68.38
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,033.38
							VENDOR TOTAL:	1,033.38
2301700 WM CORPORATE SERVICES, INC								
L	10/30/23	01	LIB SEP SERVICE	999-99-00-00-1000			11/08/23	141.62
				HOLDING ACCOUNT				
							INVOICE TOTAL:	141.62
							VENDOR TOTAL:	141.62
T001426 SUSAN HAWKINSON								
102523-L	10/25/23	01	ADVENTURES OF ANNIE MCCALLUM	211-00-75-20-2110	20233367		11/08/23	11.95
				BOOKS				
							INVOICE TOTAL:	11.95
							VENDOR TOTAL:	11.95
							TOTAL ALL INVOICES:	65,800.38

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **OCTOBER 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	2,362	118%
211-00-34-00-7975	INTERNET	2,000	1,079	54%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	80	80%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	35,175	193%
211-00-34-00-7990	FAX MACHINE USE	500	510	102%
211-00-35-00-1030	LIBRARY FINES	-	86	0%
211-00-37-00-2310	DONATIONS	1,500	15,912	1061%
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 FOUNDATIN	-	20,525	0%
211-00-37-00-2450	MISCELLANEOUS	-	2,115	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	3,060	102%
211-00-39-00-5030	OPERATING TRANSFERS IN	4,452	4,452	100%
		925,664	595,745	64%
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	318,770	79%
211-00-75-10-1030	SALARY-PARTTIME	86,060	65,205	76%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	941	11%
211-00-75-10-1210	PERA	36,429	28,488	78%
211-00-75-10-1220	FICA	30,224	23,465	78%
211-00-75-10-1250	MEDICARE	7,069	5,488	78%
211-00-75-10-1310	HEALTH INSURANCE	114,444	95,220	83%
211-00-75-10-1330	LIFE INSURANCE	232	203	88%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,548	2,557	100%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	3,568	45%
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	3,101	103%
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	5,849	815%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,839	142%
211-00-75-20-2110	BOOKS	39,000	42,612	109%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,971	66%
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	2,559	85%
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	683	68%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	17,000	83%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	4,325	36%
211-00-75-30-3210	TELEPHONE	6,000	3,623	60%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	3,915	112%
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 **OCTOBER 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	862	43%
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	21,250	236%
211-00-75-30-3810	ELECTRICITY	35,000	25,072	72%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,364	68%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,550	19%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	7,117	75%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	7,767	52%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	3,683	368%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	2,840	32%
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	1,274	85%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	7,898	0%
	<b>TOTAL EXPENDITURES</b>	<b>925,664</b>	<b>743,984</b>	<b>80%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>-</b>	<b>(148,239)</b>	

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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 10 PERIODS ENDING OCTOBER 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	759,331.00	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
<b>TOTAL</b>		0.00	759,331.00	418,111.95	0.00	341,219.05	55
<b>TOTAL TAXES</b>		0.00	759,331.00	418,111.95	0.00	341,219.05	55
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	128,000.00	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
<b>TOTAL</b>		0.00	128,000.00	82,720.20	0.00	45,279.80	65
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	128,000.00	82,720.20	0.00	45,279.80	65
<b>CHARGES FOR SERVICES</b>							
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	255.29	2,000.00	2,361.71	0.00	(361.71)	118
211-00-34-00-7975	INTERNET	62.36	2,000.00	1,079.40	0.00	920.60	54
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	100.00	80.00	0.00	20.00	80
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,730.00	18,200.00	35,175.00	0.00	(16,975.00)	193
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	47.07	500.00	509.51	0.00	(9.51)	102
<b>TOTAL</b>		3,134.72	28,081.00	47,250.62	0.00	(19,169.62)	168
<b>TOTAL CHARGES FOR SERVICES</b>		3,134.72	28,081.00	47,250.62	0.00	(19,169.62)	168



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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 10 PERIODS ENDING OCTOBER 31, 2023

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	86.20	0.00	(86.20)	100
<b>TOTAL</b>		0.00	0.00	86.20	0.00	(86.20)	100
<b>TOTAL FINES &amp; FORFEITS</b>		0.00	0.00	86.20	0.00	(86.20)	100
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	1,500.00	15,912.29	0.00	(14,412.29)	1061
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	1,308.61	0.00	20,525.09	0.00	(20,525.09)	100
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	357.01	0.00	2,114.83	0.00	(2,114.83)	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	1,646.14	3,000.00	3,059.70	0.00	(59.70)	102
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		3,311.76	5,800.00	43,124.15	0.00	(37,324.15)	744
<b>TOTAL MISCELLANEOUS REVENUE</b>		3,311.76	5,800.00	43,124.15	0.00	(37,324.15)	744
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	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
<b>TOTAL</b>		0.00	4,452.00	4,452.00	0.00	0.00	100

DATE: 11/01/2023  
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CITY OF GRAND RAPIDS  
DETAILED REVENUE & EXPENSE REPORT  
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
FOR 10 PERIODS ENDING OCTOBER 31, 2023

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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:		6,446.48	925,664.00	595,745.12	0.00	329,918.88	64
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	30,806.17	401,430.00	318,769.85	0.00	82,660.15	79
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	6,268.32	86,060.00	65,204.88	0.00	20,855.12	76
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	688.50	8,510.00	940.95	0.00	7,569.05	11
211-00-75-10-1210	PERA	2,780.61	36,429.00	28,488.07	0.00	7,940.93	78
211-00-75-10-1220	FICA	2,273.41	30,224.00	23,465.32	0.00	6,758.68	78
211-00-75-10-1250	MEDICARE	531.69	7,069.00	5,487.93	0.00	1,581.07	78
211-00-75-10-1310	HEALTH INSURANCE	9,612.00	114,444.00	95,220.00	0.00	19,224.00	83
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	203.01	76.14	(47.15)	120
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	2.01	6.90	(8.91)	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	2,557.10	0.00	(9.10)	100
TOTAL PERSONNEL		53,236.89	686,946.00	540,339.12	83.04	146,523.84	79
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	95.48	8,000.00	3,568.23	24.50	4,407.27	45
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	448.92	3,000.00	3,101.16	0.00	(101.16)	103
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	835.72	0.00	1,664.28	33
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 10 PERIODS ENDING OCTOBER 31, 2023

PAGE: 4  
F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	623.94	0.00	376.06	62
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	718.00	5,848.84	0.00	(5,130.84)	815
211-00-75-20-2100	OPERATING SUPPLIES	368.00	2,000.00	2,838.50	0.00	(838.50)	142
211-00-75-20-2110	BOOKS	4,301.36	39,000.00	42,612.17	3,118.82	(6,730.99)	117
211-00-75-20-2120	AUDIO/VISUAL	272.78	9,000.00	5,971.01	511.96	2,517.03	72
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	275.65	3,000.00	2,558.99	165.41	275.60	91
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>5,762.19</b>	<b>90,218.00</b>	<b>78,879.48</b>	<b>3,833.87</b>	<b>7,504.65</b>	<b>92</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	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	103.08	1,000.00	682.79	34.36	282.85	72
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	17,000.00	0.00	3,400.00	83
211-00-75-30-3100	OTHER CONTRACTED SERVICES	100.00	12,000.00	4,325.00	295.00	7,380.00	39
211-00-75-30-3210	TELEPHONE	377.34	6,000.00	3,622.54	0.00	2,377.46	60
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	3,915.10	0.00	(415.10)	112
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	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	862.10	0.00	1,137.90	43
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	21,250.00	0.00	(12,250.00)	236
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	25,072.18	0.00	9,927.82	72
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,363.59	0.00	636.41	68
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,549.77	0.00	6,450.23	19
211-00-75-30-4000	MAINTENANCE CONTRACTS	150.00	9,500.00	7,117.32	150.00	2,232.68	76
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	7,766.61	59.47	7,173.92	52

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CITY OF GRAND RAPIDS  
 DETAILED REVENUE & EXPENSE REPORT  
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

PAGE: 5  
 F-YR: 23

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>EXPENSES</b>							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	3,683.27	0.00	(2,683.27)	368
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	2,840.00	192.00	5,968.00	34
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	0.00	8,000.00	5,741.21	0.00	2,258.79	72
211-00-75-30-4100	EQUIPMENT LEASES	119.08	1,500.00	1,273.90	0.00	226.10	85
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
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>4,674.50</b>	<b>148,500.00</b>	<b>116,867.23</b>	<b>730.83</b>	<b>30,901.94</b>	<b>79</b>
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
<b>TOTAL CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>7,898.00</b>	<b>0.00</b>	<b>(7,898.00)</b>	<b>100</b>
<b>TOTAL GENERAL ADMINISTRATION</b>		<b>63,673.58</b>	<b>925,664.00</b>	<b>743,983.83</b>	<b>4,647.74</b>	<b>177,032.43</b>	<b>81</b>
<b>TOTAL EXPENSES:</b>		<b>63,673.58</b>	<b>925,664.00</b>	<b>743,983.83</b>	<b>4,647.74</b>	<b>177,032.43</b>	<b>81</b>
<b>TOTAL FUND REVENUES</b>		<b>6,446.48</b>	<b>925,664.00</b>	<b>595,745.12</b>	<b>0.00</b>	<b>329,918.88</b>	<b>64</b>
<b>TOTAL FUND EXPENSES</b>		<b>63,673.58</b>	<b>925,664.00</b>	<b>743,983.83</b>	<b>4,647.74</b>	<b>177,032.43</b>	<b>81</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(57,227.10)</b>	<b>0.00</b>	<b>(148,238.71)</b>			
<b>TOTAL ALL FUND REVENUES</b>		<b>6,446.48</b>	<b>925,664.00</b>	<b>595,745.12</b>	<b>0.00</b>	<b>329,918.88</b>	<b>64</b>
<b>TOTAL ALL FUND EXPENSES</b>		<b>63,673.58</b>	<b>925,664.00</b>	<b>743,983.83</b>	<b>4,647.74</b>	<b>177,032.43</b>	<b>81</b>
<b>ALL FUND SURPLUS (DEFICIT)</b>		<b>(57,227.10)</b>	<b>0.00</b>	<b>(148,238.71)</b>			

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TEN MONTHS ENDING OCTOBER 31, 2023**  
*With Comparative Totals for October 31, 2022*

	2022 Actual	2023 Actual	2023 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
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	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>656,527</b>	<b>701,648</b>	<b>701,648</b>	
<b>Revenues:</b>				
Taxes	435,225	418,112	759,331	55%
Intergovernmental	92,480	82,720	128,000	65%
Charges for Services	34,838	47,251	28,081	168%
Fines & Forfeits	13	86	-	0%
GR Library Foundation	33,077	20,525	-	0%
Miscellaneous	14,361	22,599	5,800	390%
Other Sources-Operating Transfer	-	4,452	4,452	100%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>609,995</b>	<b>595,745</b>	<b>925,664</b>	<b>64%</b>
<b>Expenditures:</b>				
Personnel	522,267	540,339	686,946	79%
Supplies/Materials	89,745	78,879	90,218	87%
Other Services/Charges	138,862	116,867	148,500	79%
GRACF Library Foundation	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>750,873</b>	<b>736,086</b>	<b>925,664</b>	<b>80%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(140,879)</b>	<b>(140,341)</b>	<b>-</b>	
Capital Outlay	-	7,898	-	
<b>Fund Balance 10/31/XX</b>				
Cash Flow	315,090	308,241	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	
<b>TOTAL FUND BALANCE 10/31/XX</b>	<b>\$ 515,648</b>	<b>\$ 553,410</b>	<b>\$ 701,648</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$36,719 as of 8/31/23. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,533

FUND: PUBLIC LIBRARY  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 10/31/23
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	449,705.57	449,705.57	0.00
211-00-00-00-1010	CASH	703,040.65	626,601.11	798,428.01	531,213.75
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	3,733.79	3,651.54	3,733.79
211-00-00-00-1551	PREPAID INSURANCE	9,162.00	28,530.47	32,939.10	4,753.37
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	27,428.31	22,894.90	4,533.41
<b>TOTAL</b>		<b>756,234.26</b>	<b>1,135,999.25</b>	<b>1,308,719.12</b>	<b>583,514.39</b>
<b>TOTAL ASSETS</b>		<b>756,234.26</b>	<b>1,135,999.25</b>	<b>1,308,719.12</b>	<b>583,514.39</b>

**LIABILITIES AND FUND EQUITY**

<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,938.91	798,885.01	780,136.11	(809.99)
211-00-00-00-2030	SALES TAX PAYABLE	0.00	415.15	475.57	60.42
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
<b>TOTAL</b>		<b>54,586.00</b>	<b>809,626.25</b>	<b>780,611.68</b>	<b>25,571.43</b>

FUND: PUBLIC LIBRARY  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 10/31/23
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TOTAL LIABILITIES		54,586.00	809,626.25	780,611.68	25,571.43
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	22,894.90	27,428.31	4,533.41
<hr/>					
TOTAL		701,648.26	22,894.90	27,428.31	706,181.67
	FUND SURPLUS (DEFICIT)	0.00	148,238.71	0.00	(148,238.71)
<hr/>					
TOTAL FUND EQUITY		701,648.26	171,133.61	27,428.31	557,942.96
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TOTAL LIABILITIES AND FUND EQUITY		756,234.26	980,759.86	808,039.99	583,514.39
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RESOLUTION NO. 2023-13  
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 – \$1,453.51 (\$368.00 Story Walk supplies; \$1,085.51 Large Print Collection Enhancement)**

Adopted this 8th day of November 2023

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Cyndy Martin, President

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Deb Kee, Secretary



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

RESOLUTION NO. 2023-12 revised  
SETTING 2024 LIBRARY CALENDAR

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

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2024:

H	January 1	New Year’s Holiday	Closed
H	January 15	Martin Luther King Day	Closed
H	February 19	President’s Day	Closed
H	May 27	Memorial Day	Closed
H	June 19	Juneteenth	Closed
H	July 4	Independence Day	Closed
H	September 2	Labor Day	Closed
H	November 11	Veteran’s Day	Closed
H	November 28	Thanksgiving	Closed
H	November 29	Day after thanksgiving	Closed
H	December 24	Christmas Holiday	Closed
H	December 25	Christmas Holiday	Closed

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

Adopted this 8th day of November 2023.

\_\_\_\_\_  
Cyndy Martin, President

Attest:

\_\_\_\_\_  
Deb Kee, 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.