



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, October 13, 2021

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday October 13, 2021 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Review and approve 9-8-21 Library Board Minutes

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

CONSENT AGENDA (Roll Call Vote Required):

8. Consider Resolution 2021-05 accepting donations from Bob and Ginny Wickman and ISD #318.

REGULAR AGENDA:

- [9.](#) Consider Resolution 2021-06 Setting 2022 Library Calendar
- [10.](#) Review 2022 Proposed Levy (adopted as Preliminary Levy 9/27/21)
- [11.](#) Review index of documents and policies that guide the Library.
- [12.](#) Discuss progress of ARPA sub-grant
- [13.](#) Discuss 2022 Library Board Vacancies

UPDATES:

- [14.](#) Friends Update
- [15.](#) Foundation Update

STAFF REPORTS AND LIBRARY STATISTICS:

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

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR November 10, 2021, AT 5:00 PM.

Location: City Council Chambers, 420 N. Pokegama Avenue Grand Rapids, MN 55744

ATTEST: Will Richter, Director of Library Services



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

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 08, 2021

5:00 PM

CALL TO ORDER:

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

CALL OF ROLL:

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

Absent: Martin, Thouin

Staff present: Will Richter, Director

APPROVAL OF AGENDA:

Mover: Richards

Seconder: Blocker

Result: Approved unanimously by roll-call vote.

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

None

APPROVAL OF MINUTES:

1. Consider approval of August 11, 2021 Library Board minutes.

Mover: Kee

Seconder: Teigland

Result: Approved unanimously by roll-call vote.

COMMUNICATIONS:

2. Grand Rapids Minimum Local Support Requirement via email from State Library Services (Minnesota Department of Education).
3. Itasca County Minimum Local Support Requirement via email from State Library Services (Minnesota Department of Education).

Informational – no action taken.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

4. Approve Financial Reports and Bill List(s):

Mover: Kee

Seconder: Blocker

Result: Approved unanimously by roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

Any item on the consent agenda shall be removed for consideration by request of any Board member or member of the public and put on the regular agenda for discussion and consideration.

5. Consider approving Donation Resolution 2021-04 as part of the consent agenda.

6. Late Bill - Northern Business Products - \$40.98

7. Late Bill - Personnel Dynamics - \$218.76

Motion to approve consent agenda

Mover: Richards

Seconder: Blocker

Result: Approved unanimously by roll-call vote.

REGULAR AGENDA:

8. Update on Grand Rapids Riverfest

Informational – no action taken.

9. Discuss 2022 Library Budget

Informational – no action taken.

UPDATES:

Friends of the Library update

Ellen Teigland provided Friends update:

Book sale 9/9 at Community Presbyterian from 10:00-5:30.

Annual meeting 9/23 at United Methodist starting at 5:30.

Library Foundation update

Lisa Tabbert provided Foundation update:

New Mission & Vision statements (included in October Board Packet).

New endowment distribution procedure. Clear understanding between Foundation, donors, and staff how money will be distributed to benefit the Library.

STAFF REPORTS:

10. Reports from Library Director and Children's Librarian

Informational – no action taken.

11. Library Statistics

Informational – no action taken.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR October 13, 2021, AT 5:00 PM.

ATTEST: Lisa Tabbert, Library Board Secretary

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

DATE: 08/31/2021
 TIME: 14:26:52
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/08/2021

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	212.59
0118100	ARAMARK UNIFORM SERVICES	62.53
0118660	ARROWHEAD LIBRARY SYSTEM	10.40
0201428	BAKER & TAYLOR LLC	1,276.38
0718010	CITY OF GRAND RAPIDS	1,663.64
0718060	GRAND RAPIDS HERALD REVIEW	68.95
0914325	INGRAM ENTERTAINMENT INC.	127.98
1015325	JOHNSON CONTROLS FIRE	825.57
1115500	NORTHERN LIGHTS ICE LLC	489.00
1901535	SANDSTROM'S INC	45.97

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$4,783.01

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	86,926.84
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309335	MINNESOTA REVENUE	47.51
1401450	JOHN NALAN	2,068.24
1405850	NEXTERA COMMUNICATIONS LLC	75.14
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.76
1621105	P.E.R.A.	3,651.62
1621130	P.U.C.	3,583.55
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2209665	VISA	403.36
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$106,536.78

TOTAL ALL DEPARTMENTS \$111,319.79

Board member

introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-04
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 and Susan Johnston - \$42.00**
- Glorvigen Family Fund (Community Foundation) - \$600.00**
- Grand Rapids Area Library Foundation - \$1,600.00**

Adopted this 8th day of September, 2021



Jean MacDonell, President

Lisa Tabbert, Secretary

Board member
in favor thereof:

seconded the foregoing resolution and the following voted

And the following voted against same:
And the following abstained:
Whereby the resolution was declared duly passed and adopted.

DATE: 10/04/2021
 TIME: 12:55:11
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/13/2021

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	558.42
0118100	ARAMARK UNIFORM SERVICES	88.68
0118660	ARROWHEAD LIBRARY SYSTEM	41.18
0201428	BAKER & TAYLOR LLC	3,581.66
0212124	BLACKSTONE PUBLISHING	994.67
0405500	DEMCO INC	644.69
0609525	FINDAWAY WORLD LLC	683.65
0718010	CITY OF GRAND RAPIDS	1,663.64
0914325	INGRAM ENTERTAINMENT INC.	109.57
1015325	JOHNSON CONTROLS FIRE	600.00
1415377	NORTHERN BUSINESS PRODUCTS INC	1,074.81
1605665	PERSONNEL DYNAMICS LLC	328.14
1901535	SANDSTROM'S INC	224.78
1908570	SHOWCASES	308.88

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 10,902.77

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	12.89
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	19,935.82
1209516	LINCOLN NATIONAL LIFE	45.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1401450	JOHN NALAN	166.89
1405850	NEXTERA COMMUNICATIONS LLC	75.14
1415377	NORTHERN BUSINESS PRODUCTS INC	40.98
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.76
1605665	PERSONNEL DYNAMICS LLC	218.76
1621130	P.U.C.	3,474.80
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2209665	VISA	9.29
2301700	WM CORPORATE SERVICES, INC	133.48

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 33,745.09

TOTAL ALL DEPARTMENTS 44,647.86

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 13, 2021

Item 3.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/13/2021

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

0100053	AT&T MOBILITY							
L	09/20/21	01	LIB RET CELL PHONE CREDIT	999-99-00-00-1000			10/13/21	-150.98
				HOLDING ACCOUNT				
		02	LIB JUL CELL SVC	999-99-00-00-1000				54.65
				HOLDING ACCOUNT				
		03	LIB AUG CELL SVC	999-99-00-00-1000				54.61
				HOLDING ACCOUNT				
		04	LIB SEP CELL SVC	999-99-00-00-1000				54.61
				HOLDING ACCOUNT				
							INVOICE TOTAL:	12.89
							VENDOR TOTAL:	12.89
0113100	AMAZON.COM							
433889853397-L	09/05/21	01	1 BOOK	211-00-75-20-2110	20212684		10/13/21	14.40
				BOOKS				
							INVOICE TOTAL:	14.40
445354447335-L	09/05/21	01	4 BOOKS	211-00-75-20-2110	20212675		10/13/21	73.17
				BOOKS				
							INVOICE TOTAL:	73.17
486873689764-L	09/09/21	01	1 BOOK	211-00-75-20-2110	20212684		10/13/21	25.19
				BOOKS				
							INVOICE TOTAL:	25.19
535356399469-L	09/22/21	01	29 BOOKS	211-00-75-20-2110	20212847		10/13/21	333.64
				BOOKS				
							INVOICE TOTAL:	333.64
543958859733-L	09/03/21	01	1 BOOK	211-00-75-20-2110	20212626		10/13/21	9.33
				BOOKS				
							INVOICE TOTAL:	9.33
597989647885-L	09/01/21	01	3 BOOKS	211-00-75-20-2110	20212684		10/13/21	47.15
				BOOKS				
							INVOICE TOTAL:	47.15

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100 AMAZON.COM								
765364663783-L	09/01/21	01	1 BOOK	211-00-75-20-2110	20212684		10/13/21	10.98
				BOOKS				
							INVOICE TOTAL:	10.98
778689437357-L	09/09/21	01	2 BOOKS	211-00-75-20-2110	20212684		10/13/21	25.48
				BOOKS				
							INVOICE TOTAL:	25.48
844659538763-L	09/05/21	01	1 BOOK	211-00-75-20-2110	20212626		10/13/21	19.08
				BOOKS				
							INVOICE TOTAL:	19.08
							VENDOR TOTAL:	558.42
0118100 ARAMARK UNIFORM SERVICES								
263000036783-L	09/21/21	01	MATS NYLON RUBBER	211-00-75-30-3070	20212822		10/13/21	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20212822			14.46
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.34
26300031260-L	09/07/21	01	MATS NYLON RUBBER	211-00-75-30-3070	20212638		10/13/21	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041500	211-00-75-20-2150	20212638			14.46
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.34
							VENDOR TOTAL:	88.68
0118660 ARROWHEAD LIBRARY SYSTEM								
14854-L	08/31/21	01	OVERDUE NOTICES-AUG	211-00-75-20-2010	20212674		10/13/21	13.65
				OFFICE SUPPLIES				
		02	LIBRARY CARD APPLICATIONS	211-00-75-20-2030	20212674			27.53
				PRINTING/BINDING				
							INVOICE TOTAL:	18
							VENDOR TOTAL:	18

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0201428 BAKER & TAYLOR LLC								
2036165792-L	08/26/21	01	19 BOOKS/#209977 L025981	211-00-75-20-2110	20212545		10/13/21	253.36
				BOOKS				
							INVOICE TOTAL:	253.36
2036176712-L	09/01/21	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20212612		10/13/21	320.26
				BOOKS				
							INVOICE TOTAL:	320.26
2036177950-L	09/03/21	01	6 BOOKS/#209977 L411199	211-00-75-20-2110	20212683		10/13/21	81.67
				BOOKS				
							INVOICE TOTAL:	81.67
2036182215-L	09/03/21	01	66 BOOKS/#209977 L025981	211-00-75-20-2110	20212615		10/13/21	642.24
				BOOKS				
							INVOICE TOTAL:	642.24
2036192687-L	09/10/21	01	20 BOOKS/#209977 L025981	211-00-75-20-2110	20212732		10/13/21	235.37
				BOOKS				
							INVOICE TOTAL:	235.37
2036200294-L	09/14/21	01	2 BOOKS/#209977 L411199	211-00-75-20-2110	20212803		10/13/21	28.21
				BOOKS				
							INVOICE TOTAL:	28.21
2036204825-L	09/15/21	01	42 BOOKS/#209977 L025981	211-00-75-20-2110	20212782		10/13/21	577.69
				BOOKS				
							INVOICE TOTAL:	577.69
2036219774-L	09/23/21	01	88 BOOKS/#209977 L025981	211-00-75-20-2110	20212844		10/13/21	1,026.96
				BOOKS				
							INVOICE TOTAL:	1,026.96
2036226352-L	09/27/21	01	3 BOOKS	211-00-75-20-2110	20212921		10/13/21	35.48
				BOOKS				
							INVOICE TOTAL:	35.48

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0201428 BAKER & TAYLOR LLC								
2036235599-L	09/29/21	01 29	BOOKS/#209977 L025981	211-00-75-20-2110	20212921		10/13/21	380.42
				BOOKS				
							INVOICE TOTAL:	380.42
							VENDOR TOTAL:	3,581.66
0212124 BLACKSTONE PUBLISHING								
1242837-L	09/01/21	01 20	BOOKS ON CD/C#101678	211-00-75-20-2120	20212715		10/13/21	911.47
				AUDIO/VISUAL				
							INVOICE TOTAL:	911.47
1243104-L	09/03/21	01	DEAD PIGS/C#101678	211-00-75-20-2120	20212637		10/13/21	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
1246471-L	09/23/21	01	SWEET THING	211-00-75-20-2120	20212870		10/13/21	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
							VENDOR TOTAL:	994.67
0405500 DEMCO INC								
7002693-L	09/08/21	01	LABEL PROTECTOR	211-00-75-20-2010	20212682		10/13/21	114.74
		02	CIRCEXTENDER3X LAMINATE	211-00-75-20-2010	20212682			529.95
				OFFICE SUPPLIES				
				OFFICE SUPPLIES				
							INVOICE TOTAL:	644.69
							VENDOR TOTAL:	644.69
0605191 FIDELITY SECURITY LIFE								
L	08/30/21	01	LIB VISION SEP	999-99-00-00-1000			10/13/21	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
0609525 FINDAWAY WORLD LLC								
361221-L	08/30/21	01	5 PLAYAWAYS	211-00-75-20-2120	20212530		10/13/21	313.95
				AUDIO/VISUAL				
							INVOICE TOTAL:	313.95
362427-L	09/14/21	01	5 PLAYAWAYS	211-00-75-20-2120	20212705		10/13/21	369.70
				AUDIO/VISUAL				
							INVOICE TOTAL:	369.70
							VENDOR TOTAL:	683.65
0718010 CITY OF GRAND RAPIDS								
21/419-L	09/14/21	01	SEPT JANITORIAL SERVICE	211-00-75-30-3090	20212768		10/13/21	1,663.64
				JANITORIAL SERVICES				
							INVOICE TOTAL:	1,663.64
							VENDOR TOTAL:	1,663.64
0718015 GRAND RAPIDS CITY PAYROLL								
L	09/10/21	01	LIB 9/10/21 PAYROLL	999-99-00-00-1000			10/13/21	19,935.82
				HOLDING ACCOUNT				
							INVOICE TOTAL:	19,935.82
							VENDOR TOTAL:	19,935.82
0914325 INGRAM ENTERTAINMENT INC.								
0541342-L	09/07/21	01	5 DVDS/C#3206981	211-00-75-20-2120	20212677		10/13/21	109.57
				AUDIO/VISUAL				
							INVOICE TOTAL:	109.57
							VENDOR TOTAL:	109.57
1015325 JOHNSON CONTROLS FIRE								
22486416-L	10/01/21	01	FIRE ALARM MONITOR OCT-DEC21	211-00-75-30-4000	20212692		10/13/21	150.00
				MAINTENANCE CONTRACTS				

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INVOICES DUE ON/BEFORE 10/13/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1015325			JOHNSON CONTROLS FIRE					
22486416-L	10/01/21	02	FIRE ALARM MONITOR JAN-SEP22	211-00-00-00-1550	20212692		10/13/21	450.00
				PREPAID ITEMS				
							INVOICE TOTAL:	600.00
							VENDOR TOTAL:	600.00
1209516			LINCOLN NATIONAL LIFE					
L	09/07/21	01	LIB SUPP LIFE INS SEP	999-99-00-00-1000			10/13/21	45.60
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45.60
							VENDOR TOTAL:	45.60
1301146			MARCO TECHNOLOGIES, LLC					
L	09/20/21	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/13/21	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43
1309199			MINNESOTA ENERGY RESOURCES					
L	09/20/21	01	LIB AUG NTL GAS	999-99-00-00-1000			10/13/21	45.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45.00
							VENDOR TOTAL:	45.00
1309265			MN DEPT OF LABOR & INDUSTRY					
L	09/13/21	01	LIB BOILER LICENSES	999-99-00-00-1000			10/13/21	30.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	30.00
							VENDOR TOTAL:	30.00
1401450			JOHN NALAN					

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/13/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401450 JOHN NALAN								
L	09/27/21	01	CO-PAY REIMBURSE	999-99-00-00-1000			10/13/21	166.89
				HOLDING ACCOUNT				
							INVOICE TOTAL:	166.89
							VENDOR TOTAL:	166.89
1405850 NEXTERA COMMUNICATIONS LLC								
L	09/20/21	01	LIB SEP LINE CHARGES	999-99-00-00-1000			10/13/21	75.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	75.14
							VENDOR TOTAL:	75.14
1415377 NORTHERN BUSINESS PRODUCTS INC								
617689-0-L	09/22/21	01	CLIP BINDER SMALL	211-00-75-20-2010	20212904		10/13/21	0.35
				OFFICE SUPPLIES				
		02	TONER 414A HY YL	211-00-75-20-2060	20212904			427.21
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	427.56
617689-1-L	09/23/21	01	TONER 414A HY BK	211-00-75-20-2060	20212904		10/13/21	220.05
				COMPUTER SUPPLIES				
		02	TONER 414A HY CN	211-00-75-20-2060	20212904			284.80
				COMPUTER SUPPLIES				
		03	TONER 414A HY MG/C#7789	211-00-75-20-2060	20212904			142.40
				COMPUTER SUPPLIES				
							INVOICE TOTAL:	647.25
L	09/13/21	01	CALC RIBBON/ROLL THERMAL	999-99-00-00-1000			10/13/21	40.98
				HOLDING ACCOUNT				
							INVOICE TOTAL:	40.98
							VENDOR TOTAL:	1,115.79
1516220 OPERATING ENGINEERS LOCAL #49								

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/13/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220			OPERATING ENGINEERS LOCAL #49					
L	09/20/21	01	LIB OCT HEALTH INS PREMIUM	999-99-00-00-1000			10/13/21	9,162.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,162.00
							VENDOR TOTAL:	9,162.00
1601750			PAUL BUNYAN COMMUNICATIONS					
L	09/07/21	01	LIB SEP SERVICE	999-99-00-00-1000			10/13/21	247.76
				HOLDING ACCOUNT				
							INVOICE TOTAL:	247.76
							VENDOR TOTAL:	247.76
1605665			PERSONNEL DYNAMICS LLC					
51270-L	09/08/21	01	J BEHM 18 HRS WE 9/4	211-00-75-10-1050	20212630		10/13/21	328.14
				CONTRACTED SERVICES				
							INVOICE TOTAL:	328.14
L	09/13/21	01	J BEHM 12 HRS WE 8/28	999-99-00-00-1000			10/13/21	218.76
				HOLDING ACCOUNT				
							INVOICE TOTAL:	218.76
							VENDOR TOTAL:	546.90
1621130			P.U.C.					
L	09/20/21	01	LIB AUG UTILITIES	999-99-00-00-1000			10/13/21	3,474.80
				HOLDING ACCOUNT				
							INVOICE TOTAL:	3,474.80
							VENDOR TOTAL:	3,474.80
1901535			SANDSTROM'S INC					
372086-L	09/07/21	01	30X36 .65MIL CLR HVY 20-30GAL	211-00-75-20-2150	20212614		10/13/21	29.14
				MAINTENANCE TOOLS/SUPPLIES				

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 13, 2021

Item 3.

DATE: 10/04/21
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/13/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1901535 SANDSTROM'S INC								
372086-L	09/07/21	02	TOWEL ROLL WHT	211-00-75-20-2150	20212614		10/13/21	45.97
				MAINTENANCE TOOLS/SUPPLIES				
		03	TOIL TISS/C#320023	211-00-75-20-2150	20212614			36.19
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		111.30
375473-L	09/27/21	01	TOWEL ROLL WHT	211-00-75-20-2150	20212846		10/13/21	45.97
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOIL TISS	211-00-75-20-2150	20212846			36.19
				MAINTENANCE TOOLS/SUPPLIES				
		03	FOAM HAND SOAP MILD/#320023	211-00-75-20-2150	20212846			31.32
				MAINTENANCE TOOLS/SUPPLIES				
						INVOICE TOTAL:		113.48
						VENDOR TOTAL:		224.78
1908570 SHOWCASES								
321276-L	09/07/21	01	AMARAY II DVD CASE BLACK	211-00-75-20-2010	20212676		10/13/21	286.00
				OFFICE SUPPLIES				
		02	SHIPPING & HANDLING	211-00-75-20-2010	20212676			22.88
				OFFICE SUPPLIES				
						INVOICE TOTAL:		308.88
						VENDOR TOTAL:		308.88
2114750 UNUM LIFE INSURANCE CO OF AMER								
L	09/20/21	01	LIB OCT LIFE INS	999-99-00-00-1000			10/13/21	19.35
				HOLDING ACCOUNT				
						INVOICE TOTAL:		19.35
						VENDOR TOTAL:		19.35
2209665 VISA								
L	09/20/21	01	OFFICE SUPPLIES	999-99-00-00-1000			10/13/21	9.29
				HOLDING ACCOUNT				
						INVOICE TOTAL:		9.29
						VENDOR TOTAL:		9.29

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DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 13, 2021

DATE: 10/04/21
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/13/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2301700			WM CORPORATE SERVICES, INC					
L	09/07/21	01	LIB AUG SERVICE	999-99-00-00-1000			10/13/21	133.48
				HOLDING ACCOUNT				
							INVOICE TOTAL:	133.48
							VENDOR TOTAL:	133.48
							TOTAL ALL INVOICES:	44,647.86

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2021
With Comparative Totals for September 30, 2020

	2020 Actual	2021 Actual	2021 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	431,538	436,095	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
TOTAL FUND BALANCE 1/1/XX	555,079	616,913	616,913	
Revenues:				
Taxes	388,471	397,200	711,010	56%
Intergovernmental	82,021	85,827	128,000	67%
Charges for Services	20,597	19,682	25,732	76%
Fines & Forfeits	2,236	207	-	0%
Blandin Grant	-	-	-	0%
GR Library Foundation	5,410	3,400	8,000	43%
Miscellaneous	9,670	6,442	8,800	73%
Other Sources-Operating Transfer	6,241	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	514,646	512,757	881,542	58%
Expenditures:				
Personnel	488,510	465,225	571,706	81%
Supplies/Materials	47,735	49,513	92,000	54%
Other Services/Charges	72,922	77,558	217,836	36%
GRACF Library Foundation	-	-	-	0%
Blandin Grant	-	-	-	0%
TOTAL EXPENDITURES	609,168	592,296	881,542	67%
OPERATING SURPLUS (DEFICIT)	(94,522)	(79,540)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	5,536	-	-	
Fund Balance 9/30/XX				
Cash Flow	331,480	356,555	436,095	
Compensated Absences	34,953	39,408	39,408	
Emergency/unanticipated Expenditures	64,058	61,708	61,708	
Major Equipment Replacement	24,530	79,702	79,702	
TOTAL FUND BALANCE 9/30/XX	\$ 455,021	\$ 537,373	\$ 616,913	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$40,522 as of 8/31/21. This endowment is not available for current operations.

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

Item 5.

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 662,758	\$ 347,728	52%
211-00-31-00-0200	DELINQUENT	-	1,220	0%
211-00-31-00-4055	FISCAL DISPARITIES	48,252	48,252	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	85,827	67%
211-00-34-00-7960	ALS CROSS-OVERS	5,282	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	984	49%
211-00-34-00-7975	INTERNET	2,000	523	26%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	200	110	55%
211-00-34-00-7982	PASSPORT PROCESSING FEE	15,750	9,765	62%
211-00-34-00-7990	FAX MACHINE USE	500	254	51%
211-00-35-00-1030	LIBRARY FINES	-	207	0%
211-00-37-00-2310	DONATIONS	1,500	1,993	133%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	330	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,353	104%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	8,000	3,400	43%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,000	1,586	159%
211-00-37-00-5100	INVESTMENT INCOME	3,000	1,180	39%
		881,542	512,757	58%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	360,052	289,007	80%
211-00-75-10-1030	SALARY-PARTTIME	25,407	32,246	127%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	3,555	42%
211-00-75-10-1210	PERA	28,909	25,880	90%
211-00-75-10-1220	FICA	23,898	19,784	83%
211-00-75-10-1250	MEDICARE	5,589	4,627	83%
211-00-75-10-1310	HEALTH INSURANCE	116,541	87,747	75%
211-00-75-10-1330	LIFE INSURANCE	172	175	102%
211-00-75-10-1347	VISION INSURANCE	-	5	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,628	2,200	84%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,762	35%
211-00-75-20-2020	COPY SUPPLIES	1,500	36	2%
211-00-75-20-2030	PRINTING/BINDING	1,000	289	29%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	3,017	101%
211-00-75-20-2070	COMPUTER INVENTORY	3,000	1,916	64%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	831	7%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	354	35%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	500	80	16%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,776	89%
211-00-75-20-2110	BOOKS	39,000	30,293	78%
211-00-75-20-2120	AUDIO/VISUAL	9,000	5,894	65%
211-00-75-20-2130	NEWSPAPERS	1,500	1,253	84%
211-00-75-20-2140	PERIODICALS	7,500	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	895	30%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	-	90	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,113	74%
211-00-75-30-3070	LAUNDRY	1,000	368	37%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	15,409	76%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	77,836	2,089	3%
211-00-75-30-3210	TELEPHONE	6,000	3,330	56%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	671	19%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	216	0%

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

Item 5.

Account Number	Account Description	2021 Budget	Year to Date	Percent of Budget
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	105	18%
211-00-75-30-3610	GENERAL INSURANCE	9,000	8,325	93%
211-00-75-30-3810	ELECTRICITY	34,000	23,443	69%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,232	62%
211-00-75-30-3860	HEAT-NATURAL GAS	12,000	2,751	23%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,586	69%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,492	37%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,046	12%
211-00-75-30-4030	ONLINE SERVICES	3,500	2,564	73%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	1,700	21%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,090	73%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
	TOTAL EXPENDITURES	881,542	592,296	67%
	SURPLUS REVENUES/(EXPENDITURES)	-	(79,540)	

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

PAGE: 1
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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	662,757.82	347,728.05	0.00	315,029.77	52
211-00-31-00-0200	DELINQUENT	0.00	0.00	1,219.69	0.00	(1,219.69)	100
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	48,252.18	48,252.18	0.00	0.00	100
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	711,010.00	397,199.92	0.00	313,810.08	56
TOTAL TAXES		0.00	711,010.00	397,199.92	0.00	313,810.08	56
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	85,827.09	0.00	42,172.91	67
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	85,827.09	0.00	42,172.91	67
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	85,827.09	0.00	42,172.91	67
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,282.00	8,045.00	0.00	(2,763.00)	152
211-00-34-00-7970	PHOTO COPIES	154.01	2,000.00	984.28	0.00	1,015.72	49
211-00-34-00-7975	INTERNET	90.70	2,000.00	522.81	0.00	1,477.19	26
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	200.00	110.00	0.00	90.00	55
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,400.00	15,750.00	9,765.00	0.00	5,985.00	62
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	32.74	500.00	254.49	0.00	245.51	51
TOTAL		1,677.45	25,732.00	19,681.58	0.00	6,050.42	76
TOTAL CHARGES FOR SERVICES		1,677.45	25,732.00	19,681.58	0.00	6,050.42	76

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	75.03	0.00	206.55	0.00	(206.55)	100
TOTAL		75.03	0.00	206.55	0.00	(206.55)	100
TOTAL FINES & FORFEITS		75.03	0.00	206.55	0.00	(206.55)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	400.00	1,500.00	1,993.00	0.00	(493.00)	133
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	0.00	329.77	0.00	(329.77)	100
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,352.89	0.00	(52.89)	104
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	8,000.00	3,400.00	0.00	4,600.00	43
211-00-37-00-2368	DONATIONS-ADA PROJECT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	225.95	1,000.00	1,586.19	0.00	(586.19)	159
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	1,179.70	0.00	1,820.30	39
TOTAL		625.95	16,800.00	9,841.55	0.00	6,958.45	59
TOTAL MISCELLANEOUS REVENUE		625.95	16,800.00	9,841.55	0.00	6,958.45	59
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		2,378.43	881,542.00	512,756.69	0.00	368,785.31	58
EXPENSES							
GENERAL ADMINISTRATION							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	29,059.44	360,052.00	289,007.49	0.00	71,044.51	80
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	5,658.58	25,407.00	32,245.56	0.00	(6,838.56)	127
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	328.14	8,510.00	3,554.85	0.00	4,955.15	42
211-00-75-10-1210	PERA	2,603.86	28,909.00	25,880.14	0.00	3,028.86	90
211-00-75-10-1220	FICA	2,133.52	23,898.00	19,783.89	0.00	4,114.11	83
211-00-75-10-1250	MEDICARE	498.97	5,589.00	4,627.01	0.00	961.99	83
211-00-75-10-1310	HEALTH INSURANCE	9,328.89	116,541.00	87,747.13	0.00	28,793.87	75
211-00-75-10-1330	LIFE INSURANCE	43.65	172.00	174.85	0.00	(2.85)	102
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	3.71	0.00	4.68	0.00	(4.68)	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	251.53	2,628.00	2,199.77	0.00	428.23	84
TOTAL PERSONNEL		49,910.29	571,706.00	465,225.37	0.00	106,480.63	81
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	953.92	8,000.00	2,762.30	0.00	5,237.70	35
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	35.93	0.00	1,464.07	2
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	288.53	0.00	711.47	29
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	1,074.46	3,000.00	3,016.76	0.00	(16.76)	101
211-00-75-20-2070	COMPUTER INVENTORY	0.00	3,000.00	1,915.92	0.00	1,084.08	64
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	830.72	9,599.60	1,569.68	87
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	353.90	0.00	646.10	35

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
SUPPLIES & MATERIALS							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	0.00	500.00	79.85	0.00	420.15	16
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	1,776.49	0.00	223.51	89
211-00-75-20-2110	BOOKS	3,886.72	39,000.00	30,293.36	1,360.60	7,346.04	81
211-00-75-20-2120	AUDIO/VISUAL	1,473.94	9,000.00	5,894.22	0.00	3,105.78	65
211-00-75-20-2130	NEWSPAPERS	68.95	1,500.00	1,253.31	0.00	246.69	84
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	26.00	36.30	7,437.70	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	253.70	3,000.00	895.41	113.48	1,991.11	34
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	89.98	0.00	(89.98)	100
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		7,711.69	92,000.00	49,512.68	11,109.98	31,377.34	66
OTHER SERVICES & CHARGES							
211-00-75-30-3000	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	1,500.00	1,112.50	0.00	387.50	74
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	59.76	1,000.00	367.70	0.00	632.30	37
211-00-75-30-3090	JANITORIAL SERVICES	1,663.64	20,400.00	15,409.12	0.00	4,990.88	76
211-00-75-30-3100	OTHER CONTRACTED SERVICES	0.00	77,836.00	2,089.00	0.00	75,747.00	3
211-00-75-30-3210	TELEPHONE	377.51	6,000.00	3,330.16	0.00	2,669.84	56
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	670.62	0.00	2,829.38	19
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	0.00	216.00	0.00	(216.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	600.00	105.00	0.00	495.00	18
211-00-75-30-3610	GENERAL INSURANCE	925.00	9,000.00	8,325.00	0.00	675.00	93
211-00-75-30-3810	ELECTRICITY	0.00	34,000.00	23,443.11	0.00	10,556.89	69
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,231.67	0.00	768.33	62
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	12,000.00	2,751.22	0.00	9,248.78	23
211-00-75-30-4000	MAINTENANCE CONTRACTS	275.19	9,500.00	6,586.02	0.00	2,913.98	69
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	5,491.76	0.00	9,508.24	37
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

DATE: 10/04/2021
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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
EXPENSES							
GENERAL ADMINISTRATION							
OTHER SERVICES & CHARGES							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	1,045.66	0.00	7,954.34	12
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	0.00	3,500.00	2,564.00	0.00	936.00	73
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	1,700.00	0.00	6,300.00	21
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	1,089.89	0.00	410.11	73
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	30.00	0.00	(30.00)	100
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		3,421.53	217,836.00	77,558.43	0.00	140,277.57	36
CAPITAL OUTLAY							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	0.00	0.00	0.00	0
211-00-75-50-5900	BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0
TOTAL GENERAL ADMINISTRATION		61,043.51	881,542.00	592,296.48	11,109.98	278,135.54	68
BLANDIN GRANT							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRNT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		61,043.51	881,542.00	592,296.48	11,109.98	278,135.54	68
TOTAL FUND REVENUES		2,378.43	881,542.00	512,756.69	0.00	368,785.31	58
TOTAL FUND EXPENSES		61,043.51	881,542.00	592,296.48	11,109.98	278,135.54	68
FUND SURPLUS (DEFICIT)		(58,665.08)	0.00	(79,539.79)			
TOTAL ALL FUND REVENUES		2,378.43	881,542.00	512,756.69	0.00	368,785.31	58
TOTAL ALL FUND EXPENSES		61,043.51	881,542.00	592,296.48	11,109.98	278,135.54	68
ALL FUND SURPLUS (DEFICIT)		(58,665.08)	0.00	(79,539.79)			

Item 7.

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 09/30/21
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	374,514.99	374,514.99	0.00
211-00-00-00-1010	CASH	536,842.65	575,601.24	616,631.49	495,812.40
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	23,895.00	0.00	0.00	23,895.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	62,128.48	0.00	62,128.48	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	36,405.00	0.00	0.00	36,405.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	4,356.96	2,672.88	4,356.96	2,672.88
211-00-00-00-1551	PREPAID INSURANCE	12,231.05	14,117.31	22,819.82	3,528.54
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	21,644.16	12,828.70	8,815.46
TOTAL		675,969.14	988,550.58	1,093,280.44	571,239.28
TOTAL ASSETS		675,969.14	988,550.58	1,093,280.44	571,239.28
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	28,539.03	621,566.85	594,149.24	1,121.42
211-00-00-00-2030	SALES TAX PAYABLE	0.00	176.21	210.81	34.60
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	6,622.52	6,622.52	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	23,895.00	0.00	0.00	23,895.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		59,056.55	628,365.58	594,360.05	25,051.02

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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Item 7.

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2021

ACCOUNT #	DESCRIPTION	BALANCE 01/01/21	NET DEBITS	NET CREDITS	BALANCE 09/30/21

TOTAL LIABILITIES		59,056.55	628,365.58	594,360.05	25,051.02
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	616,912.59	0.00	0.00	616,912.59
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	12,828.70	21,644.16	8,815.46

TOTAL		616,912.59	12,828.70	21,644.16	625,728.05
FUND SURPLUS (DEFICIT)		0.00	79,539.79	0.00	(79,539.79)

TOTAL FUND EQUITY		616,912.59	92,368.49	21,644.16	546,188.26

TOTAL LIABILITIES AND FUND EQUITY		675,969.14	720,734.07	616,004.21	571,239.28

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

RESOLUTION NO. 2021-05
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 - \$100.00 (undesignated)
ISD #318 - \$300.00 for Summer Celebration

Adopted this 13th day of October, 2021

Jean MacDonell, President

Lisa Tabbert, Secretary

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

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 2021-06
SETTING 2022 LIBRARY CALENDAR

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

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

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

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

Adopted this 13th day of October 2021.

Jean MacDonell, President

Attest:

Lisa Tabbert, Secretary

Board member _____ 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.

**PROJECTED LEVY & TAX RATE
CITY OF GRAND RAPIDS
PREVIOUSLY CERTIFIED LEVIES AND 2022 PROPOSED LEVY**

Item 10.

	2017 Levy Payable 2018	2018 Levy Payable 2019	2019 Levy Payable 2020	2020 Levy Payable 2021	2021 Levy Payable 2022	
General Fund	4,575,478	4,809,012	4,931,764	5,197,994	5,243,850	
Library Fund	702,687	702,687	702,687	711,010	759,331	
Cemetery	198,575	203,540	200,313	212,812	218,427	
GREDA Levy	60,000	60,000	60,000	60,000	60,000	
Levy Internal Loan-Equip Purchases	175,000	219,000	179,000	192,000	224,000	
Abatement Levies	25,000	25,000	25,000	25,000	15,000	
Special Levies	-	-	-	-	-	
Total Levy Required for Operations	5,736,740	6,019,239	6,098,764	6,398,816	6,520,608	1.90%
Bonded Indebtedness	1,671,438	1,669,784	1,694,906	1,680,512	2,082,657	23.93%
GROSS LEVY	7,408,178	7,689,023	7,793,670	8,079,328	8,603,265	6.48%
Less:						
Fund Balance Contribution	-	-	-	-	-	
CERTIFIED LEVY	7,408,178 2.06%	7,689,023 3.79%	7,793,670 1.36%	8,079,328 3.67%	8,603,265 6.48%	

2021 ESTIMATED TAX CAPACITY AND PROPOSED LEVY

TAX CAPACITY	\$10,790,958
Less:	
Abatement Levy	-
TIF Captured tax increment	(197,401)
Fiscal Disparities contribution	(1,172,324)
Taxable tax capacity*	\$9,421,233

CERTIFIED LEVY	8,603,265
Less:	
Fiscal disparities distribution levy	(825,774)
Net amount levied to property owners	\$7,777,491

5.29%

**2007 - 2021 TAXABLE TAX CAPACITY, CERTIFIED LEVY and CITY TAX RATE
and 2021 ESTIMATED TAXABLE TAX CAPACITY
and 2022 ESTIMATED LEVY and CITY TAX RATE**

TAX YEAR PAYABLE	TAXABLE TAX CAPACITY	NET CERTIFIED LEVY	CITY TAX RATE	CEMETERY TAX RATE	TOTAL TAX RATE
2007	6,224,893	4,091,108	65.722	2.972	68.694
2008	6,851,971	4,503,251	65.722	3.834	69.556
2009	7,919,927	4,677,712	59.063	1.841	60.904
2010	7,115,267	4,631,705	65.095	1.271	66.366
2011	7,647,353	4,885,894	61.602	2.288	63.890
2012	7,014,456	4,874,006	67.019	2.466	69.485
2013	7,346,013	5,068,674	66.644	2.355	68.999
2014	7,014,208	5,562,859	76.842	2.466	79.308
2015	8,067,867	6,393,379	77.206	2.039	79.245
2016	8,140,678	6,450,063	76.794	2.438	79.232
2017	8,171,794	6,717,854	79.890	2.318	82.208
2018	8,142,204	6,716,767	80.054	2.439	82.493
2019	8,329,612	6,937,752	80.847	2.443	83.290
2020	8,475,628	7,073,543	81.094	2.363	83.457
2021	8,851,302	7,386,756	81.050	2.404	83.454
2022	9,421,233	7,777,491	80.234	2.318	82.553

0.88%
6.80%
2.64%
0.00%
16.67%
-40.00%

Grand Rapids Area Library

Documents and Policies Index

- A. Documents and Policies Index

Policies and Guidelines

- B. General Policies – Grand Rapids Area Library
- C. Rules of Conduct
- D. Meeting Room Fees
- E. Exam Proctor Guidelines
- F. Collection Development Guidelines
- G. Fund Balance Policy

Library Board

- H. Library Board Bylaws
- I. City Council Resolution Permitting Library Board to Accept Donations
- J. City Council Resolution Concerning Donations to Friends of the Library
- K. Minnesota Open Meeting Law Information Brief
- L. Minnesota Public Library Trustee Handbook

Supporting Documents

- M. Agreement for Membership in the Arrowhead Library System
- N. Reciprocal Borrowing Compact
- O. Strategic Plan
- P. Collective Bargaining Agreement with AFSCME 3456A
- Q. Disaster Recovery Plan
- R. Library Bill of Rights
- S. Freedom to Read Statement
- T. Code of Ethics
- U. Request for Reconsideration Form
- V. Response Letter to Challenged Book

Will Richter

From: Mollie Stanford <mollie.stanford@alslib.info>
Sent: Thursday, September 2, 2021 3:44 PM
To: Will Richter
Cc: Mollie Stanford; Jim Weikum; Nikki Erickson
Subject: 2021-2022 Arrowhead Library System ARPA Sub-Grant Project Approval -- Grand Rapids Area Library
Attachments: Fillable ARPA Grant reimbursement.pdf

Greetings!

I'm pleased to inform you that your ARPA sub-grant project in the amount of \$4,800 has been approved!

The next steps are:

- Complete the purchase of materials and/or services as outlined in your ARPA sub-grant application.
- Measure your project outcomes as outlined in your ARPA sub-grant application.
- Submit the final report/evaluation, request for reimbursement form (attached), and receipts to ALS via email or delivery by Thursday, June 30, 2022. Reimbursement checks can only be written to a public library, city, or library Friends group.

Please let us know if you have any questions! Best wishes on a successful sub-grant project!

Best,
Mollie

Mollie M. Stanford, MLIS
Regional Librarian -- Youth Services & Training
Arrowhead Library System
5528 Emerald Avenue, Mountain Iron, MN 55768
(218) 741-3840
Pronouns: she, her, hers

CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744-2662
218-326-7612 FAX#218-326-7608
Email:ap@ci.grand-rapids.mn.us

SHI INTERNATIONAL CORP
33 KNIGHTSBRIDGE ROAD
PISCATAWAY NJ 08854

=====
PURCHASE ORDER
=====
P.O. NUMBER: 20212092
P.O. DATE: 07/20/2021
P.O. AMT: \$9,599.60
VENDOR NUMBER: 1915248
REQ. NUMBER:

DELIVER INFORMATION TECHNOLOGY DEPT
TO: 420 N POKEGAMA AVE
GRAND RAPIDS MN 55744
PHONE: 218-326-7620 FAX: 218-326-7608

ATTENTION:
ERIK SCOTT QUOTE# 20735885

VENDOR PHONE: 888-764-8888 FAX: 732-805-9669

Table with 5 columns: DESCRIPTION, ACCOUNT #, HOURS/QTY, COST/UNIT, AMOUNT. Row 1: C9200-48P + C9200-48T SWITCHES, 211-00-75-20-2075, 1.00000, 9,599.6000, 9,599.60. Total: \$9,599.60

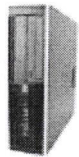
ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED BY: ERIK SCOTT

APPROVED BY:

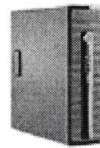
Handwritten signature and date: 7-20-21



5 HP Compaq 8300 Elite Desktops,
Core i5-3450, Windows 10

Bundle of five refurbished desktops with Intel Core i5-3450 3.1-GHz processors, 8 GB RAM, 240-GB SSDs, and one-year warranties

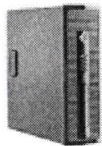
Admin Fee: \$916.00



5 HP EliteDesk 800 G1 Desktops, Core i5-4570s, Windows 10

Bundle of five refurbished desktops with Intel Core i5 4570s 2.9-GHz processors, 8 GB RAM, 240-GB SSDs, and one-year warranties

Admin Fee: \$1,424.00



5 HP EliteDesk 800 G1 Desktops, Core i5-4570, Windows 10

Bundle of five refurbished desktops with Intel Core i5-4570 3.2-GHz processors, 16 GB RAM, 500-GB SSDs, and one-year warranties

Admin Fee: \$1,615.00



5 Dell OptiPlex 7010 Desktops, Core i7-3770, Windows 10

Bundle of five refurbished desktops with Intel Core i7-3770 3.4-GHz processors, 8 GB RAM, 250-GB SSDs, and one-year warranties

Admin Fee: \$1,846.00

MONITOR
5x20
\$315
Item 12.

2021-2022 ARPA Sub-Grant for Public Libraries
Request for Reimbursement

Arrowhead Library System
5528 Emerald Avenue
Mountain Iron, MN 55768
(218) 741-3840

Mini-Grant Project/Program Name
ARPA Sub-Grant Project/Program

Date _____

Claimed Expenses

Receipts **must** be attached for the following:

Items Purchased:

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

Total Claimed Expenses \$ 0.00

Name	Library
Signature	County
Mailing Address	

Check box if address has changed

Office Use Only

Account # _____

Approved by _____
 Title _____



www.cityofgrandrapidsmn.com

Application for City Boards and Commissions

Please use the Supplemental Notes Page to add additional pertinent information that will not fit in the boxes provided.

As an applicant for a City Board or Commission, your name, address and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

Full name:	Date:
Address:	Phone #:
Email Address:	
Board or Commission being applied for:	
Occupation (if retired, please indicate former occupation/profession):	
Education:	
Professional and/or community activities:	
Brief statement on qualifications:	

Please return this form to: City Administration Office
420 N Pokegama Ave.
Grand Rapids, MN 55744

Signature of applicant

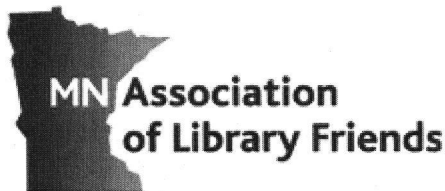
Supplemental Notes Page

Item 13.

Will Richter

From: MN Library Friends <info@mnlibraryfriends.org>
Sent: Monday, September 13, 2021 7:45 AM
To: Marcia Anderson
Subject: Nat'l Friends of Libraries Week | Grand Rapids' Rapid Fundraising Pivot

Is this email not displaying correctly?
[View it in your browser.](#)



Minnesota Association of Library Friends

651-366-8492 (Office)
www.mnlibraryfriends.org
info@mnlibraryfriends.org

2021 National Friends of Libraries Week

National Friends of Libraries Week is fast approaching! Mark your calendars for **October 17-23, 2021**.

What *is* Friends of Libraries Week? It might be best described as a yearly celebration of all that Friends do for their libraries

and communities. United for Libraries, the Friends arm of the American Library Association, first conceptualized it as a springboard for fundraising campaigns, membership recruitment, and general Friends recognition.



There is no wrong way to celebrate. Creative examples include:

✓ a large-scale and themed “coupon” giveaway in Escanaba, Michigan, which induced hundreds of residents to visit a Friends book sale for the very first time;

✓ a Pirate’s Treasure Party in Conroe, Texas (where, spoiler alert, the “pirates” declared the library’s collections as the town’s most prized treasure);

✓ a “gnomination” campaign in Mansfield, Texas, where Friends encouraged friends and neighbors to join the ranks with a membership information packet delivered to their doorstep - with a garden gnome as its courier and paperweight!



Each of these projects, and dozens more besides, have won one of United for Libraries’ annual Friends of Libraries Week Awards. It comes with a cash prize and major national kudos. [Click here](#) to learn more about the 2021 awards cycle, and be sure to get your bid in by the **December 3** deadline.

Not ready to try something on quite this scale? Don’t worry. United for Libraries has a wide variety of replicable ideas, templates, and other resources [on their website](#) for you to peruse. Happy planning!

Evy Nordley Spotlight #4: Grand Rapids

As you already know if you follow MALF with any regularity, our fall extravaganza **SATURDAY SPLASH** is fast approaching! (Have you [reserved your seat](#) yet?)



Among other highlights, we will take the opportunity to profile each of this year’s four impressive Evy Nordley Award candidates. We recently profiled [Austin](#), [Cook](#), and [Detroit Lakes](#). Rounding out our list is:

Grand Rapids Area Library Friends | Holiday Notecard Fundraiser

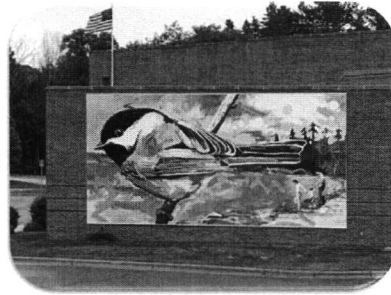
Grand Rapids Area Library is among the handful in Minnesota that boasts a permanent Friends bookstore on site. Ordinarily, this year-round stream of income is the Friends’ “golden goose,” with proceeds bankrolling much of what the organization does for the Library. When the pandemic brought an abrupt and protracted halt to sales, however, the board realized they needed to think beyond their comfort zone.



Ironically, the Friends did not have to travel or look far for their Big Idea; all they had to do was step outside the Library. Grand Rapids Area Library’s exterior façade is graced by a

massive mural of a chickadee. It is one of several naturescapes by Carlton County artist Adam Swanson that can be found in and around Grand Rapids.

In January 2020, a Friends task force approached Mr. Swanson about profiling his iconic work on a series of Friends-branded notecards. He agreed to this novel partnership, and under generous terms; for every \$20 box that the group sold, he would take a \$4.50 commission.



Even with this green light, the Friends faced a number of choices and challenges. First, which of the decorated artist's works would they profile? They ultimately decided to double down on the Northland theme, which is a favorite of Swanson's. In addition to the famous library chickadee, each packet of eight cards features a wolf, black bear, moose, and other animals native to the area.

When it came to printing, organizers opted to keep their money local and partner with a Grand Rapids vendor. They recouped some of these higher production costs by securing clever in-kind donations, such as transparent corsage bags from the local florist to "box" the card sets.



Promotion and distribution proved the biggest puzzlers of all, given the Library's prolonged closure. As a workaround, volunteers secured permission to conduct sales out of the building's drive-up window. They then spread the news as widely as possible, including with a front-page mention in the *Grand Rapids Herald-Review*.

Grand Rapids Area Friends hit their production targets in time to roll out the new fundraiser for the 2020 holiday season. In all, they netted an impressive \$2,500 – not bad for a "Plan B" fundraiser. They hope to build on this debut effort in advance of the 2021 holiday season.

COVID-19 Grant Recipient Spotlight, Pt. 4

Earlier this summer, MALF named the ten recipients of the third and final round of the organization's COVID-19 Grant Response Program. Over the last few newsletters, we've

profiled each of these worthy Friends and projects. Last but not least:

Friends of the Rochester Public Library

According to the 2020 Census, the City of Rochester is one of the fastest growing communities in Minnesota. It’s population ticked up more than 13,000 in just the last decade, and that steady pace is forecasted to continue. Rochester’s growth and diversification underscores the local library’s need to invest continually in outreach efforts. As any library budget manager can attest, that goal is easier said than done, given resource limitations. Fortunately for Rochester Public Library, staff have a financial partner in Friends of the Rochester Public Library. *Unfortunately* for them all, COVID-19 deprived the Friends of their chief source of revenue – an auditorium-scale book sale each quarter. As a temporary stopgap, the Friends have applied their MALF grant to continue their financial commitment to the Library’s robust community outreach.



Friends of the Pelican Rapids Library

Libraries routinely coordinate summer reading programs. Arts and crafts activities are an equally (if not more!) popular way to keep children engaged during those long summer months, when they are most in need of fun and enriching pastimes. Earlier this year, the Pelican Rapids Library found a way to combine the two. With backing from their Friends, staff crafted weekly take-home kits. Each was based around a literary theme, and included age-appropriate books and interactive activities. The Friends of Pelican Rapids Library used their COVID-19 Grant Response Program grant to purchase inexpensive backpacks in bulk, taking care of the project’s largest line item expense. They used the remainder defray book and supplies costs.



[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

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Our mailing address is:
1080 Montreal Avenue, Suite 2
Saint Paul, MN, 55116

[unsubscribe from this list](#) | [update subscription preferences](#)

Grand Rapids Area Library Foundation

Mission:

The mission of the Grand Rapids Area Library Foundation is to **ensure** a literary legacy for future generations. By building an endowment through private fundraising, the Foundation strives to **enhance** library resources and provide additional funding for projects beyond the financial support from Grand Rapids and Itasca County. Additionally, the Foundation supports programs to **educate** the public about the vital role of the library in meeting the needs of our community.

Vision:

The vision of the Grand Rapids Area Library Foundation is to build strong partnerships with individuals, businesses, and organizations to support our mission of creating and sustaining a strong library for our community.

Slogans:

Building a legacy of literacy.

Ensuring a literary legacy, enhancing library resources, and educating the public.

GRAL Director's Report

OCTOBER 2021

ADVOCACY

-City of Grand Rapids

I attended the 9/20 Special Council Work Session to discuss the 2022 Library budget. The City Council set a preliminary levy at the 9/27 City Council meeting that includes the 2022 Library budget as discussed at the September Library Board meeting.

-Itasca County

I am in contact with the County Auditor/Treasurer to monitor the status of the 2019 increase as the 2022 budget process unfolds. Currently, the County Budget maintains the 2019 increase. Overall, the preliminary county levy is a 0% increase.

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

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

LIBRARY MANAGEMENT

-Organizational Development Consultant

As I reported at previous meetings, the City Council authorized hiring of Susan Herreid, Organizational Development Consultant, for conflict resolution at the Library. I have included the Request For Council Action complete with a description of Dr. Herreid's three-phase approach. We are currently entering Phase 2 – work is ongoing.

-Municode (website) transition

The City Council authorized city staff to move forward with transitioning the city website to the Municode platform. Municode is the vendor that the city recently switched to for agenda management software – they have been great to work with.

-Grand Rapids Area Library Foundation meeting

I attended the 9/16 Foundation meeting and I am very excited about how this group is moving forward with potential bylaw changes.

-Grand Rapids Library Friends

The Friends conducted their annual meeting 9/23 at United Methodist Church with officer and board elections.

FACILITIES MAINTAINANCE / SPACE

-Rapids River Fest

The Library closed to the public 9/10 and served as the Rapids River Fest green room. Event staff cleaned up after the concerts and service resumed 9/13 as scheduled.

-9/20 Rain event

The Library was leaking in several areas due to heavy rain. The Facilities department visited the building to see the issues firsthand.

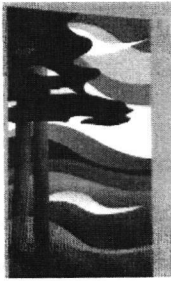
-Carpet Cleaning

Mike Russell is working on cleaning carpet in the public and staff areas of the Library over several weekends this fall.

FIRE RESPONSE

I responded to 16 calls in September (3 from the Library).

END OF REPORT



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: August 9, 2021

AGENDA ITEM: Consider hiring Susan Herreid, Organizational Development Consultant, for conflict resolution at the Library.

PREPARED BY: Lynn DeGrio

BACKGROUND:

Dr. Susan Herreid Ph.D CEAP, Organization Development Consultant from Herreid & Associates Consulting has submitted a proposal for a three-phased approach to Coaching and Conflict Resolution.

Dr. Herreid has established a successful record as an Organizational Development Consultant (ODC) by working with leaders, employees and workgroups in both the public and private sector. Dr. Herreid has also managed and implemented employee assistance programs and consulted in the development of a national EAP program. She helped to structure, develop and implement processes and procedures, as well as create both national and international provider networks.

The estimated fees are as follows:

Not to exceed for direct services:	\$3,250.00
Estimated fees for documentation services:	\$ 700.00
Estimated fees for travel:	<u>\$ 525.00</u>
TOTAL ESTIMATED COST	\$4,475.00

REQUESTED COUNCIL ACTION:

Make a motion to authorize City staff to utilize the professional services of Dr. Susan Herreid at an estimated cost of \$4,475.00.

Herreid & Associates Consulting
Susan Herreid Ph.D CEAP
Organization Development Consultant

A phased approach to Coaching and Conflict Resolution

Phase 1:

Resolution and Planning Session

Conduct individual interviews with each of the resolution participants to hear their perspective regarding the workplace relationship and professional interactions with the other party or parties. The interview discussions may also include other issues that have impacted their communication, collaboration, professional trust, etc.

A joint resolution session is facilitated by the Consultant to discuss the identified issues and action items that will help to bring about resolution and promote a more proactive working relationship going forward. Specific work steps in this resolution process include the following:

- Schedule planning discussion with the identified stakeholder(s) to discuss the conflict resolution process and services requested
- Conduct individual interviews with the resolution participants
- Identify themes and discussion topics and plan for resolution session
- Facilitate a resolution session
- Compile notes and identify action items that will be summarized in a resolution document
- Present the summary to the resolution participants for their review and to ensure an accurate reflection of their conversation and outcomes
- Share the resolution summary with the identified stakeholder(s) as appropriate for onsite support and accountability

Phase 2:

Follow Up Resolution Session

A follow-up session is recommended within 3 - 6 weeks to discuss the participant's efforts following the initial resolution conversation. The follow-up allows the participants to identify successes as well as any other issues that may have come up since their initial conversation. The follow-up also provides the opportunity to discuss both parties ongoing efforts, additional strategies and/or skill development needs as well as any other resources that might be beneficial.

Additional Services (As Requested)

After conflict resolution process there may be other issues that are recommended which may include one or more of the following:

- Staff or team development/training
- Leadership coaching and consultation
- Employee professional development session(s)
- Work sessions with management personnel
- Change management
- Customized trainings
- Performance management development and implementation

Phase 3:

Work with management personnel/stakeholders to:

- Identify future needs and or strategic intent
- Define ongoing objectives
- Provide documentation of consultation results

Fees for Consultation Services:

Direct services are billed at \$250.00 per hour

Training material, document preparation and planning services are billed at \$100.00 per hour

Travel time billed at \$75.00 per hour

Susan J. Herreid Ph.D., CEAP:

Dr. Susan Herreid has established a successful record working with leaders, employees and workgroups in both public and private sector organizations over the past 21 years. Dr. Herreid has also managed and implemented employee assistance programs. She consulted in the development of a national EAP program helping to structure, develop and implement processes and procedures, as well as creating both national and international provider networks.

Dr. Herreid is a trained executive coach and certified as an Employee Assistance Professional (CEAP). She is also a critical incident stress management (CISM) facilitator and is registered as a qualified neutral, working specifically in employee dispute resolution and workplace mediation.

Contact information:

Susan Herreid Ph.D., CEAP

651.747.6030

susanh@haci.net

* Website currently under construction

Herreid & Associates Consulting
Susan J. Herreid Ph.D., CEAP
Organization Development Consultant

A Phased Approach to a Work Place Culture Assessment

Phase 1:

A climate assessment includes conducting individual interviews with the identified participants (e.g., organization, department, work group, etc.). As a result of the feedback, themes are outlined in a summary document along with recommendations and presented to the identified decision makers or stakeholders. As requested, the Consultant can assist with the development of an action plan for addressing the identified issues or professional development needs. Specific work steps in the assessment process include the following:

- Conduct individual interviews with the identified personnel
- Compile and assess interview feedback and outline common themes and primary issues
- Develop a summary of themes based on interview feedback
- Present summary information to stakeholders
- As requested, work with stakeholders to develop an action plan based on recommendation
- Meet with the interview participants to review the summary document (staff and management personnel in separate groups per the normal process) and identified next steps

Estimated Fees for Phase 1:

- Direct Services are billed at \$250.00 per hour
 9 interviews (approximately 45 - 60 minutes per interview)
 1 summary review and planning session with stakeholders (1 - 2 hours)
 1 summary review session with interview participants (1 - 2 hours)
Not to exceed for direct services: \$3,250.00
- Documentation and planning services are billed at \$100.00 per hour
 Notes compilation and document preparation (5-7 hours)
Estimated fees for documentation services: \$700.00
- Travel time billed at \$75.00 per hour
 Travel time is estimated at 7 hours round trip
Estimated fees for travel: \$525.00

Phase 2:

Additional Organization Development Services:

- Staff or team development/training
 - Facilitated dispute resolution session(s)
 - Leadership coaching and consultation
 - Employee professional development coaching
 - Work sessions with management personnel
 - Customized trainings
 - Organization and change management
 - Performance management development and implementation
 - Referral for additional services (as needed)
- (e.g. employee assistance program, specific trainings and/or assessment tools, etc.)

In addition, the following would be conducted:

- Consistent progress and status sessions with the appropriate management/stakeholders
- Facilitate working sessions with stakeholders related to additional issues (as necessary or requested)

Phase 3: (as requested)

Meet with management personnel/stakeholders to:

- Identify future needs and or strategic intent
- Define ongoing objectives
- Provide documentation summary (e.g., next steps)

Fees for Consultation Services:

Direct services are billed at \$250.00 per hour

Training material, document preparation and planning services are billed at \$100.00 per hour

Travel time billed at \$75.00 per hour

Susan J. Herreid Ph.D., CEAP:

Dr. Susan Herreid has established a successful record as an Organizational Development Consultant (ODC) by working with leaders, employees and workgroups in both the public and private sector. Dr. Herreid has also managed and implemented employee assistance programs and consulted in the development of a national EAP program. She helped to structure, develop and implement processes and procedures, as well as create both national and international provider networks.

Dr. Herreid is a trained executive coach and certified as an Employee Assistance Professional (CEAP). She is also a critical incident stress management (CISM) facilitator and is experienced in employee dispute resolution and workplace mediation.

For more information please contact:

Susan J. Herreid Ph.D., CEAP

3121 St. Croix Trail S

P.O. Box 391

Afton, MN 55001

651.747.6030

susanh@haci.net

* Website is current under construction

September in Children's

September is always a "new" time in the Children's Library. With the new school year comes class visits, teacher requests, and kids looking for book report books. It strikes me, that while this year is decidedly not normal, much of these things are happening, still.

ISD 318 has made the choice to NOT staff their libraries, and, instead, have left all library decisions up to individual teachers. This is tragic. School libraries are vitally important, and, are one of the few places that students have free choice in reading materials. Creating a lifelong reader requires helping kids find the books that THEY want to read, not what is given, or assigned, to them. I'm hard pressed to think of a decision MORE detrimental to our community than to give up a school library. Understanding that the administration is under extreme duress at this time, though, I don't think fighting that decision is best right now. There will be a time, though, to help our community's children regain this vital access.

I've had several teachers call us, in a panic, about losing library access. We are trying to piece together plans that would allow me to go to them, to help students access our online catalog, and to do the same type of library curriculum as I did in-person at the library. Covid measures have already altered those plans, but, hopefully, we'll begin a partnership for some classes. (Right now that would be all five sections of East third graders, and Mr. Carlson's 6th grade class, which, due to their age, will be visited by Amy.) When the library again begins hosting groups, they will explore what options are available to get their students here. It's not ideal, by any stretch, but we'll make it work, for now.

Artastic was pretty fantastic this month, with 101 views to date. There were five Thursdays in September, thus, five Online Storytimes. So far, they have been viewed 399 times. Many of those views are by daycare groups, so, that remains an impressive number of Storytime attendees. We also had a Zoom CLAS (Children's Librarians of the Arrowhead System) meeting this month, which is always energizing for me.

A couple of months ago I started a guest spot on KAXE's "What We're Reading" radio segment, with Tammy Bobrowsky. I'm encouraging viewers to read some possible Newbery titles with me, so they have a pony in the race, as they say, come January. It's not only been fun, but a great partnership for the library. If you have a minute, take a listen...and you can play along, too! Happy Fall!

Monthly Report - Overview for Sep 2021

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
1st Time	7929	9777	-19	3896	103	60365	44196	36
Phone Renewal	177	159	11	6	2850	1457	1229	18
Renewal	256	320	-20	12	2033	1435	645	122
Opac Renewal	659	712	-8	149	342	5032	2839	77
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
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Total	9021	10968	-18	4063	122	68289	48909	39

Checkout Stock Rotation

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

Checkin

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
Normal	7708	9695	-21	3492	120	56223	45908	22
Late	1435	2009	-29	117	1126	9839	4025	144
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	9143	11704	-22	3609	153	66062	49933	32

Requests Placed

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
Placed	1573	1614	-3	3632	-57	21022	20396	3
Total	1573	1614	-3	3632	-57	21022	20396	3

Requests Resolved

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
Cancelled	72	96	-25	132	-46	1096	796	37
Filled	2541	2634	-4	4936	-49	30952	27125	14
Expired	18	10	80	16	12	42	24	75
Total	2631	2740	-4	5084	-49	32090	27945	14

Holds Resolved

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
Picked Up	1586	1563	1	3686	-57	21010	19057	10
Cancelled	5	3	66	2	150	33	21	57
Expired	125	144	-14	19	557	1259	383	228
Total	1716	1710	0	3707	-54	22302	19461	14

Overdues

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
1st Notice	327	483	-33	0	100	2079	1156	79
2nd Notice	1	0	100	1	0	9	1	800
3rd Notice	0	0	0	0	0	6	0	100
4th Notice	0	1	-100	0	0	2	0	100
5th Notice	0	0	0	0	0	0	0	0
Final Notice	0	0	0	0	0	0	0	0
Notice # 7	0	0	0	0	0	0	0	0
Notice # 8	0	0	0	0	0	0	0	0
Notice # 0	149	106	40	92	61	572	345	65
Total	477	590	-20	93	412	2668	1502	77

Borrower Delta

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	110	70	57	8	1275	448	266	68
Deleted (Manual)	17	7	142	6	183	62	50	24
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0

-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	127	77	64	14	807	510	316	61

Bib Delta

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	181	135	34	84	115	1182	1145	3
Deleted (Manual)	107	72	48	114	-7	1202	2443	-51
New (Batch)	21	47	-56	22	-5	352	427	-18
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	309	254	21	220	40	2736	4015	-32

Auth Delta

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	0	0	2	3	-34
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	0	0	0	0	0	2	3	-34

Item Delta

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
New (Manual)	537	364	47	340	57	3642	4013	-10
Deleted (Manual)	269	90	198	174	54	3779	4490	-16
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
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Total	806	454	77	514	56	7421	8503	-13

Acquisitions Activities

Description	Sep 2021	Aug 2021	%chg	Sep 2020	%chg	2021 YTD	2020 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	351	216	62	244	43	2187	2085	4
Items Rcvd by Ven	357	219	63	248	43	2227	2124	4
Claims	0	0	0	0	0	0	0	0
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Total	708	435	62	492	43	4414	4209	4

REFERENCE STATISTICS – September 2021

Door count

This month 4,339	YTD 22,931
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Reference questions

This month 324	YTD 1,689
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Passports

This month 46	YTD 294
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Computer help over 5 minutes

This month 19	YTD 140
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Public computer use

This month 262 sessions; 184 hours	YTD 1,642 sessions; 1,045 hours
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Special use computer sessions

This month 55	YTD 338
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Tests proctored

This month 0	YTD 2
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Children's StatsMonth Sept 2021**Online Storytime**Programs: 5 videosFacebook views: 394 as of 10/1/21**Artastic**Programs: 1Facebook views: 101Kits handed out: 150Non School Groups: 3 ymcaPeople: 17Reference Questions: 248Reference Questions 2020: 0Reference Questions 2019: 271

GRAND RAPIDS AREA LIBRARY: 2021 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Program Committee		Teen Advisory Board		Friends of the Library		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	15	44.50	4	77.25	8	8.00	0	0.00	0	0.00	9	44.50	4	13.00	19	121.75
February	20	55.50	4	67.75	8	8.00	0	0.00	0	0.00	9	31.50	6	15.00	24	123.25
March	18	38.00	5	79.25	8	8.00	0	0.00	0	0.00	9	27.00	7	15.00	23	117.25
April	16	58.50	7	156.25	8	8.00	0	0.00	0	0.00	11	54.00	2	4.00	23	214.75
May	22	68.00	8	159.50	7	7.00	0	0.00	0	0.00	8	38.00	8	16.50	30	227.50
June	27	105.00	10	138.75	5	5.00	0	0.00	0	0.00	11	70.00	9	17.00	37	243.75
July	19	70.75	9	119.50	8	8.00	0	0.00	0	0.00	8	24.00	1	5.00	28	190.25
August	30	129.00	9	163.00	7	7.00	0	0.00	0	0.00	8	47.00	9	25.00	39	292.00
September	23	116.75	9	164.00	7	7.00	0	0.00	0	0.00	11	105.00	6	17.00	32	280.75
October																
November																
December																
Total		686.00		1125.25		66.00		0.00		0.00		441.00		127.50	*	1,811.25

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