



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, October 09, 2024

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 9, 2024 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

1. Consider a motion to approve minutes from the 09-11-2024 Library Board meeting.

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider a motion to approve payment of the Bill List.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider a resolution accepting donations.
4. Consider a contract with Emily Lindner for a series of four book club meetings.

REGULAR AGENDA:

5. Preliminary 2025 Library budget
6. Consider a resolution setting 2025 holiday calendar and Board meeting schedule.
7. Minnesota Library Association Legislative Priorities for 2025.
8. City of Grand Rapids Climate Action Plan.
9. Article about GRAL passport services.

UPDATES:

Friends

Foundation

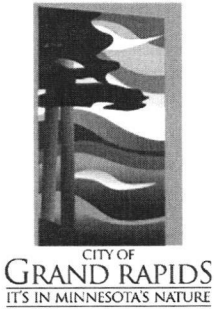
STAFF REPORTS:

[10.](#) Review library reports and statistics.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 13, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 11, 2024

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, September 11, 2024 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Board Chair Martin called the meeting to order at 5:00 PM.

CALL OF ROLL:

Present: Barr, Casteel, Dobbs, Kee, Martin, Richards, Teigland

Absent: Squadroni

Staff present: Will Richter

APPROVAL OF AGENDA:

Motion to: approve agenda as presented.

Mover: Richards

Secunder: Casteel

Result: Passed unanimously

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

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 08-14-2024.

Motion to: approve minutes from last meeting.

Mover: Dobbs

Secunder: Teigland

Result: Passed unanimously

COMMUNICATIONS:

2. Review correspondence received this month.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider a motion to approve payment of the Library Bill List.

Motion to: approve payment of the Library Bill as presented.

Mover: Casteel

Seconder: Dobbs

Result: Passed 7-0 roll-call

CONSENT AGENDA (Roll Call Vote Required):

4. Consider a resolution accepting donations.
5. Consider approval of Lego program contracts.

Motion to: approve Consent Agenda as presented.

Mover: Dobbs

Seconder: Kee

Result: Passed 7-0 roll-call

REGULAR AGENDA:

6. Maintenance of Effort Certification(s)

Informational

7. Review MS 134.51

Informational

8. 2025 Library Budget

Informational

UPDATES:

Friends

Update from Teigland – planning holiday sale

Foundation

Update from Barr – next meeting 9/19

STAFF REPORTS:

9. Review Library Reports and Statistics.

Library Director discussed library statistics and introduced library advocacy fact sheet.

ADJOURNMENT:

Board Chair Martin adjourned the meeting at 5:31 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 9, 2024, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

DATE: 09/04/2024
 TIME: 15:28:34
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/11/2024

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	VESTIS GROUP, INC	91.16
0201428	BAKER & TAYLOR LLC	1,237.88
0212124	BLACKSTONE PUBLISHING	97.98
0221525	BUNES SEPTIC SERVICE INC	240.00
0221650	BURGGRAF'S ACE HARDWARE	23.87
0701650	GARTNER REFRIGERATION CO	5,818.72
0914540	INNOVATIVE OFFICE SOLUTIONS LL	615.52
1015325	JOHNSON CONTROLS FIRE	825.57
1115500	NORTHERN LIGHTS ICE LLC	2,388.00
1309055	MIDWEST TAPE LLC	323.44
1605665	PERSONNEL DYNAMICS LLC	137.70
1901535	SANDSTROM'S INC	151.53
1920555	STOKES PRINTING & OFFICE	509.70
2114356	UNIQUE MANAGEMENT SERVICES	186.40
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$12,647.47
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.45
0113105	AMAZON CAPITAL SERVICES	862.40
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	22,916.13
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	43.12
1309335	MINNESOTA REVENUE	103.07
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	229.86
1621130	P.U.C.	4,167.42
1809158	WILLIAM RICHTER	2,506.23
2301700	WM CORPORATE SERVICES, INC	145.86
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$41,477.79
TOTAL ALL DEPARTMENTS		\$54,125.26

RESOLUTION NO. 2024-9
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

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

Grand Rapids Area Library Foundation - \$4670.66

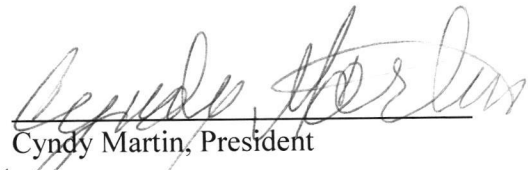
Amazon \$1,224.47 Children's Program Supplies

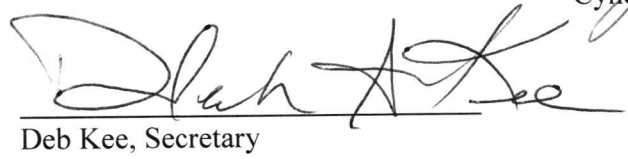
Cengage \$48.78 Large Print materials

Kona Ice \$2,388.00 for 500+ servings at Summer Celebration

Midwest Tape \$1,009.41 DVDs purchased in memory of Bruce Robinson

Adopted this 11th day of September 2024


Cyndy Martin, President


Deb Kee, Secretary



August 30, 2024

Isabella Pratto
2004 Oak St.
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of monthly Lego programs developed for school-age children. These programs will be held 9/16/2024, 10/21/2024, 11/18/2024, and 12/16/2024.

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 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@grandrapidsmn.gov. 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

9/4/24
Date

Approved for the Board of Directors:

Cindy Martin

9/11/24



August 30, 2024

Madelyn Pratto
2004 Oak St.
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of monthly Lego programs developed for school-age children. These programs will be held 9/16/2024, 10/21/2024, 11/18/2024, and 12/16/2024.

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 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@grandrapidsmn.gov. 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 Pratto
Signature

9/4/24
Date

Approved for the Board of Directors:

Gandy Martin

9/11/24



WHY ISN'T THE LIBRARY OPEN ON SATURDAYS?

THE SITUATION:

Patrons want access to the Library on Saturdays. We want to be able to provide services to patrons when they need us.

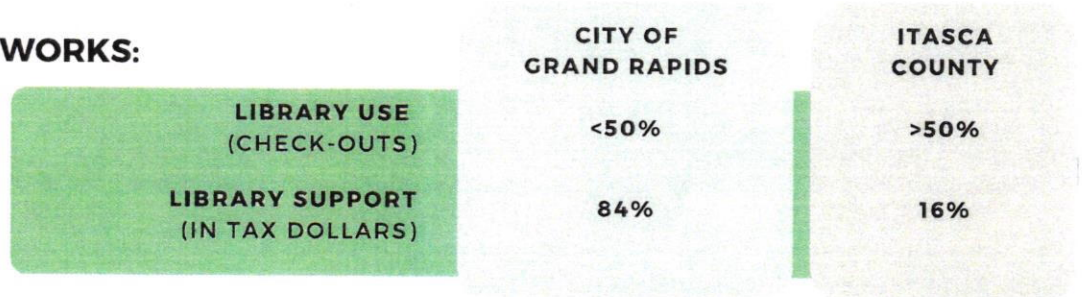
GRAL has reduced staff and hours of operation to the extent possible with our existing funding structure. We are maximizing every hour of operation despite these budget constraints, with only five full-time and three part-time staff.

We are working hard to serve the community with the resources available, and it's working! **Library use is up 4% year on year and has grown every month since reopening from the pandemic.**

HOW ARE STAFF ADAPTING TO SERVE THE COMMUNITY?

- Incorporating online programming to meet people where they are, at their convenience (through YouTube, Facebook, and Instagram):
 - Online Storytime available 24/7/365 (since 2020)
 - Artastic at Home take-and-create kits with instructional videos
 - Info-tainment for teens with "YA Need to Read These" episodes
- In-person programming is on the rise:
 - Book Time with Invest Early
 - After school Lego and STEAM programs
 - Legacy programs for all ages through ALS
- Summer and Winter Reading programs remain strong
- Growth of kits and Library of Things offers items for patrons beyond books.
- Annual Summer Celebration attendance continues to grow.

HOW OUR FUNDING WORKS:



WHAT ARE WE DOING TO SECURE MORE FUNDING?

- Though use is > 50% from Itasca County residents, the Itasca County Board of Commissioners has denied our requests (each year since 2020) for additional funding and a Joint Powers Agreement, which would provide equitable funding based on actual use.
- Our Library Director is working with the MN Library Association on library funding issues at the state level.
- Our Library Director is working with the Grand Rapids City Council on alternative funding options.

WHY CAN'T THE LIBRARY CLOSE ON A WEEKDAY TO BE OPEN ON SATURDAYS?

- The Library relies heavily on IT and delivery services from Arrowhead Library System, which are only available Monday through Friday.
- We require City of Grand Rapids IT services, which are available Monday through Friday.
- We depend on the support of volunteers, who prefer Monday through Friday schedules.
- Pre-pandemic data shows the highest library use occurs Monday through Friday.

DATE: 10/02/2024
 TIME: 12:31:26
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/09/2024

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	VESTIS GROUP, INC	125.52
0118660	ARROWHEAD LIBRARY SYSTEM	344.23
0201428	BAKER & TAYLOR LLC	3,394.46
0212124	BLACKSTONE PUBLISHING	282.00
0221525	BUNES SEPTIC SERVICE INC	285.00
0305485	CENGAGE LEARNING INC	248.05
0701650	GARTNER REFRIGERATION CO	2,530.00
0718010	CITY OF GRAND RAPIDS	2,202.47
1015325	JOHNSON CONTROLS FIRE	600.00
1309055	MIDWEST TAPE LLC	164.18
1612225	PLAYAWAY PRODUCTS LLC	317.70
1901535	SANDSTROM'S INC	205.78
1915248	SHI INTERNATIONAL CORP	192.00
2114356	UNIQUE MANAGEMENT SERVICES	209.70
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$11,101.09
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.45
0113105	AMAZON CAPITAL SERVICES	486.62
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	68,665.97
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	45.00
1309265	MN DEPT OF LABOR & INDUSTRY	30.00
1309335	MINNESOTA REVENUE	71.04
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	323.88
1618119	ISABELLA A PRATTO	50.00
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	3,199.03
2301700	WM CORPORATE SERVICES, INC	145.86
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$83,421.10
TOTAL ALL DEPARTMENTS		\$94,522.19

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2024

Item 2.

DATE: 10/02/24
 TIME: 12:25:34
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/09/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
L	09/23/24	01	LIB SEP SERVICE	999-99-00-00-1000			10/09/24	54.45
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.45
							VENDOR TOTAL:	54.45
0113105 AMAZON CAPITAL SERVICES								
L	08/26/24	01	19 BOOKS, POPCORN PCKTS, BAGS	999-99-00-00-1000			10/09/24	255.33
				HOLDING ACCOUNT				
		02	2 BOOKS, 4 DVDS	999-99-00-00-1000				133.77
				HOLDING ACCOUNT				
		03	1 DVD, 5 BOOKS	999-99-00-00-1000				97.52
				HOLDING ACCOUNT				
							INVOICE TOTAL:	486.62
							VENDOR TOTAL:	486.62
0118100 VESTIS GROUP, INC								
2630333186-L	09/17/24	01	MATS	211-00-75-30-3070	20242752		10/09/24	34.51
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20242752			28.25
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	62.76
2630338557-L	10/01/24	01	MATS	211-00-75-30-3070	20242879		10/09/24	34.51
				LAUNDRY				
		02	MOPS/TOWELS/WIPERS/#350041513	211-00-75-20-2150	20242879			28.25
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	62.76
							VENDOR TOTAL:	125.52
0118660 ARROWHEAD LIBRARY SYSTEM								
15219-L	08/31/24	01	BARCODE LABELS W/SHIPPING	211-00-75-20-2010	20242727		10/09/24	258.00
				OFFICE SUPPLIES				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118660 ARROWHEAD LIBRARY SYSTEM								
15219-L	08/31/24	02	LIBRARY CARD APPLICATIONS	211-00-75-20-2010	20242727		10/09/24	60.16
				OFFICE SUPPLIES				
		03	OVERDUE NOTICES AUG	211-00-75-20-2010	20242727			26.07
				OFFICE SUPPLIES				
						INVOICE TOTAL:		344.23
						VENDOR TOTAL:		344.23
0201428 BAKER & TAYLOR LLC								
2038467824-L	08/15/24	01	1 BOOK/#209977 L411199	211-00-75-20-2110	20242591		10/09/24	10.24
				BOOKS				
						INVOICE TOTAL:		10.24
2038525748-L	09/03/24	01	54 BOOKS/#209977 L025981	211-00-75-20-2110	20242604		10/09/24	796.31
				BOOKS				
						INVOICE TOTAL:		796.31
2038531313-L	09/04/24	01	48 BOOKS/#209977 L025981	211-00-75-20-2110	20242645		10/09/24	489.56
				BOOKS				
						INVOICE TOTAL:		489.56
2038543039-L	09/09/24	01	9 BOOKS/#209977 L025981	211-00-75-20-2110	20242680		10/09/24	90.14
				BOOKS				
						INVOICE TOTAL:		90.14
2038561109-L	09/16/24	01	9 BOOKS/#209977 L025981	211-00-75-20-2110	20242783		10/09/24	140.35
				BOOKS				
						INVOICE TOTAL:		140.35
2038576519-L	09/23/24	01	64 BOOKS/#209977 L025981	211-00-75-20-2110	20242818		10/09/24	807.09
				BOOKS				
						INVOICE TOTAL:		807.09
2038585162-L	09/25/24	01	22 BOOKS/#209977 L025981	211-00-75-20-2110	20242849		10/09/24	291.31
				BOOKS				
						INVOICE TOTAL:		291.31

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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								
2038590902-L	09/27/24	01	23 BOOKS	211-00-75-20-2110 BOOKS	20242878		10/09/24	404.47
							INVOICE TOTAL:	404.47
2038591084-L	09/27/24	01	23 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20242878		10/09/24	160.01
							INVOICE TOTAL:	160.01
2038592912-L	09/30/24	01	19 BOOKS/#209977 L025981	211-00-75-20-2110 BOOKS	20242898		10/09/24	204.98
							INVOICE TOTAL:	204.98
							VENDOR TOTAL:	3,394.46
0212124 BLACKSTONE PUBLISHING								
2167923-L	08/29/24	01	1 CD	211-00-75-20-2120 AUDIO/VISUAL	20242646		10/09/24	47.00
							INVOICE TOTAL:	47.00
2168106-L	08/30/24	01	2 CDS/C#101678	211-00-75-20-2120 AUDIO/VISUAL	20242646		10/09/24	94.00
							INVOICE TOTAL:	94.00
2170223-L	09/18/24	01	2 CDS/C#101678	211-00-75-20-2120 AUDIO/VISUAL	20242817		10/09/24	94.00
							INVOICE TOTAL:	94.00
2171260-L	09/25/24	01	THE MIGHTY RED CD	211-00-75-20-2120 AUDIO/VISUAL	20242892		10/09/24	47.00
							INVOICE TOTAL:	47.00
							VENDOR TOTAL:	282.00
0221525 BUNES SEPTIC SERVICE INC								
6071-L	08/22/24	01	JET OPEN MAIN LINE LIBRARY	211-00-75-30-4010 BUILDING MAINT/REPAIRS	20242731		10/09/24	150.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0221525 BUNES SEPTIC SERVICE INC								
6071-L	08/22/24	02	SERVICE CALL	211-00-75-30-4010	20242731		10/09/24	135.00
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	285.00
							VENDOR TOTAL:	285.00
0305485 CENGAGE LEARNING INC								
85151206-L	08/29/24	01	6 BOOKS/#154757	211-00-75-20-2110	20242611		10/09/24	106.50
				BOOKS				
							INVOICE TOTAL:	106.50
85151207-L	08/26/24	01	3 BOOKS/#154757	211-00-75-20-2110	20242611		10/09/24	83.17
				BOOKS				
							INVOICE TOTAL:	83.17
85363524-L	09/06/24	01	1 BOOK/#154757	211-00-75-20-2110	20242743		10/09/24	27.99
				BOOKS				
							INVOICE TOTAL:	27.99
85465068-L	09/10/24	01	SPIRIT CROSSING	211-00-75-20-2110	20242716		10/09/24	30.39
				BOOKS				
							INVOICE TOTAL:	30.39
							VENDOR TOTAL:	248.05
0605191 FIDELITY SECURITY LIFE								
L	09/09/24	01	LIB SEP VISION	999-99-00-00-1000			10/09/24	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0701650 GARTNER REFRIGERATION CO								
101477-L	09/05/24	01	INSP HVAC LIB/#C-0658	211-00-75-30-4000	20242617		10/09/24	2,530.00
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	2,530.00
							VENDOR TOTAL:	2,530.00

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
24/465-L	09/13/24	01	SEP JANITORIAL SERVICE	211-00-75-30-3090	20242709		10/09/24	1,746.67
				JANITORIAL SERVICES				
						INVOICE TOTAL:		1,746.67
24/502-L	09/24/24	01	ACER 23.8 HD LED-LCD MONITORS	211-00-75-20-2090	20242813		10/09/24	455.80
				INVENTORIAL SUPPLIES				
						INVOICE TOTAL:		455.80
						VENDOR TOTAL:		2,202.47
0718015 GRAND RAPIDS CITY PAYROLL								
L	08/09/24	01	LIB PAYROLL 8/9/24	999-99-00-00-1000			10/09/24	22,941.04
				HOLDING ACCOUNT				
		02	LIB PAYROLL 8/23/24	999-99-00-00-1000				22,816.45
				HOLDING ACCOUNT				
		03	LIB PAYROLL 9/6/24	999-99-00-00-1000				22,908.48
				HOLDING ACCOUNT				
						INVOICE TOTAL:		68,665.97
						VENDOR TOTAL:		68,665.97
1015325 JOHNSON CONTROLS FIRE								
24307422-L	10/01/24	01	FIRE ALARM MONITOR OCT-DEC24	211-00-75-30-4000	20242648		10/09/24	150.00
				MAINTENANCE CONTRACTS				
		02	FIRE ALARM MONITOR JAN-SEP25	211-00-00-00-1550	20242648			450.00
				PREPAID ITEMS				
						INVOICE TOTAL:		600.00
						VENDOR TOTAL:		600.00
1301146 MARCO TECHNOLOGIES, LLC								
L	09/16/24	01	LIB SEP COPIER LEASE	999-99-00-00-1000			10/09/24	124.21
				HOLDING ACCOUNT				
						INVOICE TOTAL:		124.21
						VENDOR TOTAL:		124.21

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1305725 METROPOLITAN LIFE INSURANCE CO								
L	09/03/24	01	LIB SEP SUPP/LIFE INS PREM	999-99-00-00-1000			10/09/24	76.14
				HOLDING ACCOUNT				
							INVOICE TOTAL:	76.14
							VENDOR TOTAL:	76.14
1309055 MIDWEST TAPE LLC								
505974879-L	09/05/24	01	7 DVDS/C#2000006802	211-00-75-20-2120	20242651		10/09/24	164.18
				AUDIO/VISUAL				
							INVOICE TOTAL:	164.18
							VENDOR TOTAL:	164.18
1309199 MINNESOTA ENERGY RESOURCES								
L	09/16/24	01	LIB AUG NTL GAS	999-99-00-00-1000			10/09/24	45.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	45.00
							VENDOR TOTAL:	45.00
1309265 MN DEPT OF LABOR & INDUSTRY								
L	09/16/24	01	LIB BOILERS	999-99-00-00-1000			10/09/24	30.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	30.00
							VENDOR TOTAL:	30.00
1309335 MINNESOTA REVENUE								
L	09/20/24	01	LIB AUG SALES TAX PAYABLE	999-99-00-00-1000			10/09/24	71.04
				HOLDING ACCOUNT				
							INVOICE TOTAL:	71.04
							VENDOR TOTAL:	71.04
1516220 OPERATING ENGINEERS LOCAL #49								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2024

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/09/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1516220 OPERATING ENGINEERS LOCAL #49								
L	09/09/24	01	LIB OCT HEALTH INS PREM	999-99-00-00-1000			10/09/24	10,092.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	10,092.00
							VENDOR TOTAL:	10,092.00
1601750 PAUL BUNYAN COMMUNICATIONS								
1	09/03/24	01	LIB SEP SERVICE & LINE CHARGES	999-99-00-00-1000			10/09/24	323.88
				HOLDING ACCOUNT				
							INVOICE TOTAL:	323.88
							VENDOR TOTAL:	323.88
1612225 PLAYAWAY PRODUCTS LLC								
474702-L	09/12/24	01	5 PLAYAWAYS	211-00-75-20-2120	20242696		10/09/24	317.70
				AUDIO/VISUAL				
							INVOICE TOTAL:	317.70
							VENDOR TOTAL:	317.70
1618119 ISABELLA A PRATTO								
L	09/23/24	01	LEGO PROGRAM 9/16/24	999-99-00-00-1000			10/09/24	50.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1618120 MADELYN R PRATTO								
L	09/23/24	01	LEGO PROGRAM 9/16/24	999-99-00-00-1000			10/09/24	50.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
1621130 P.U.C.								

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/09/2024

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

1621130	P.U.C.							
L	09/23/24	01	LIB AUG UTILITIES	999-99-00-00-1000			10/09/24	3,199.03
				HOLDING ACCOUNT				
							INVOICE TOTAL:	3,199.03
							VENDOR TOTAL:	3,199.03
1901535	SANDSTROM'S INC							
518493-L	09/10/24	01	ROLL TOWEL/C#320023	211-00-75-20-2150	20242655		10/09/24	61.32
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	61.32
520889-L	09/30/24	01	PAPER TOWEL	211-00-75-20-2150	20242856		10/09/24	30.66
				MAINTENANCE TOOLS/SUPPLIES				
		02	30X36 .65MIL CLR HVY 20-30GAL	211-00-75-20-2150	20242856			32.50
				MAINTENANCE TOOLS/SUPPLIES				
		03	TOWEL ROLL WHT	211-00-75-20-2150	20242856			56.36
				MAINTENANCE TOOLS/SUPPLIES				
		04	URINAL SCREEN/C#320023	211-00-75-20-2150	20242856			24.94
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	144.46
							VENDOR TOTAL:	205.78
1915248	SHI INTERNATIONAL CORP							
B18820139-L	09/18/24	01	FARONICS DEEFPREEZE RENEW	211-00-75-30-4020	20242692		10/09/24	192.00
				COMPUTER MAINT/REPAIR				
							INVOICE TOTAL:	192.00
							VENDOR TOTAL:	192.00
2114356	UNIQUE MANAGEMENT SERVICES							
6125522-L	04/30/24	01	APR PLACEMENTS	211-00-75-30-3300	20242785		10/09/24	81.55
				PROFESSIONAL SERV-COLLECTI				
							INVOICE TOTAL:	81.55

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - OCTOBER 9, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/09/2024

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

2114356	UNIQUE MANAGEMENT SERVICES							
6129987-L	08/31/24	01	AUG PLACEMENTS	211-00-75-30-3300	20242633		10/09/24	139.80
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20242633			-11.65
							INVOICE TOTAL:	128.15
							VENDOR TOTAL:	209.70
2301700	WM CORPORATE SERVICES, INC							
L	09/09/24	01	LIB AUG SERVICE	999-99-00-00-1000			10/09/24	145.86
				HOLDING ACCOUNT			INVOICE TOTAL:	145.86
							VENDOR TOTAL:	145.86
							TOTAL ALL INVOICES:	94,522.19

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 765,835	\$ 406,224	53%
211-00-31-00-0200	DELINQUENT	-	840	0%
211-00-31-00-4055	FISCAL DISPARITIES	59,293	59,293	100%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	83,440	65%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	8,045	152%
211-00-34-00-7970	PHOTO COPIES	2,000	3,163	158%
211-00-34-00-7975	INTERNET	2,000	1,069	53%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	75	75%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	26,355	145%
211-00-34-00-7990	FAX MACHINE USE	500	485	97%
211-00-35-00-1030	LIBRARY FINES	-	10	0%
211-00-37-00-2310	DONATIONS	1,500	10,266	684%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,466	113%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	27,801	0%
211-00-37-00-2450	MISCELLANEOUS	-	1,396	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	2,206	74%
		987,009	632,136	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	415,796	299,734	72%
211-00-75-10-1030	SALARY-PARTTIME	91,955	75,949	83%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	2,224	26%
211-00-75-10-1210	PERA	37,816	27,632	73%
211-00-75-10-1220	FICA	31,481	22,864	73%
211-00-75-10-1250	MEDICARE	7,362	5,347	73%
211-00-75-10-1310	HEALTH INSURANCE	122,265	89,868	74%
211-00-75-10-1330	LIFE INSURANCE	232	180	78%
211-00-75-10-1347	VISION INSURANCE	-	(5)	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,032	1,789	59%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	4,047	51%
211-00-75-20-2020	COPY SUPPLIES	1,500	381	25%
211-00-75-20-2030	PRINTING/BINDING	1,000	126	13%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	2,581	86%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	3,807	152%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	12,840	128%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	860	86%
211-00-75-20-2095	PRGM SUP & MATERIALS	1,000	4,624	462%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	3,193	160%
211-00-75-20-2110	BOOKS	39,000	37,443	96%
211-00-75-20-2120	AUDIO/VISUAL	9,000	9,170	102%
211-00-75-20-2130	NEWSPAPERS	2,000	1,802	90%
211-00-75-20-2140	PERIODICALS	7,500	30	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	2,961	99%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	1,278	85%
211-00-75-30-3070	LAUNDRY	1,000	614	61%
211-00-75-30-3090	JANITORIAL SERVICES	20,960	15,720	75%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	12,000	5,545	46%
211-00-75-30-3210	TELEPHONE	6,000	3,302	55%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	2,945	84%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	16,000	7,343	46%
211-00-75-30-3260	COMMUNITY ED PROMOTION	-	227	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	1,060	53%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **SEPTEMBER 30, 2024**

Item 2.

Account Number	Account Description	2024 Budget	Year to Date	Percent of Budget
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	-	245	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	22,000	19,656	89%
211-00-75-30-3810	ELECTRICITY	35,000	22,614	65%
211-00-75-30-3840	GARBAGE REMOVAL	2,000	1,722	86%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,039	13%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	6,752	71%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	5,213	35%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,907	191%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	3,510	39%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,871	62%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	5,819	73%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	1,093	73%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	270	0%
	TOTAL EXPENDITURES	987,009	719,190	73%
	SURPLUS REVENUES/(EXPENDITURES)	-	(87,054)	

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2024
With Comparative Totals for September 30, 2023

	2023 Actual	2024 Actual	2024 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	456,479	490,352	490,352	
Compensated Absences	44,648	-	-	
Emergency/unanticipated Expenditures	64,796	69,091	69,091	
Major Equipment Replacement	135,725	215,796	215,796	
TOTAL FUND BALANCE 1/1/XX	701,648	775,239	775,239	
Revenues:				
Taxes	418,112	466,357	825,128	57%
Intergovernmental	82,720	83,440	128,000	65%
Charges for Services	44,116	39,192	28,081	140%
Fines & Forfeits	86	10	-	0%
GR Library Foundation	19,216	27,801	-	0%
Miscellaneous	20,536	15,335	5,800	264%
Other Sources-Operating Transfer	4,452	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	589,239	632,136	987,009	64%
Expenditures:				
Personnel	487,102	525,579	718,449	73%
Supplies/Materials	73,056	83,864	90,500	93%
Other Services/Charges	112,566	109,746	178,060	62%
GRACF Library Foundation	-	-	-	0%
TOTAL EXPENDITURES	672,724	719,190	987,009	73%
OPERATING SURPLUS (DEFICIT)	(83,485)	(87,054)	-	
Gr Rapids Library Foundation Captl Grant	-	-	-	
Capital Outlay	7,898	-	-	
Fund Balance 9/30/XX				
Cash Flow	365,096	403,298	490,352	
Compensated Absences	44,648	-	-	
Emergency/unanticipated Expenditures	64,796	69,091	69,091	
Major Equipment Replacement	135,725	215,796	215,796	
TOTAL FUND BALANCE 9/30/XX	\$ 610,265	\$ 688,185	\$ 775,239	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$38,045 as of 7/31/24. This endowment is not available for current operations.

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

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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	765,835.00	406,224.36	0.00	359,610.64	53
211-00-31-00-0200	DELINQUENT	0.00	0.00	839.66	0.00	(839.66)	100
211-00-31-00-4055	FISCAL DISPARITIES	0.00	59,293.00	59,293.01	0.00	(0.01)	100
TOTAL		0.00	825,128.00	466,357.03	0.00	358,770.97	57
TOTAL TAXES		0.00	825,128.00	466,357.03	0.00	358,770.97	57
INTERGOVERNMENTAL							
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	83,440.36	0.00	44,559.64	65
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	83,440.36	0.00	44,559.64	65
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	83,440.36	0.00	44,559.64	65
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	8,045.00	0.00	(2,764.00)	152
211-00-34-00-7970	PHOTO COPIES	294.47	2,000.00	3,162.88	0.00	(1,162.88)	158
211-00-34-00-7975	INTERNET	50.19	2,000.00	1,068.60	0.00	931.40	53
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	75.25	0.00	24.75	75
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,100.00	18,200.00	26,355.00	0.00	(8,155.00)	145
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	24.92	500.00	484.95	0.00	15.05	97
TOTAL		2,469.58	28,081.00	39,191.68	0.00	(11,110.68)	140
TOTAL CHARGES FOR SERVICES		2,469.58	28,081.00	39,191.68	0.00	(11,110.68)	140
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	10.00	0.00	(10.00)	100
TOTAL		0.00	0.00	10.00	0.00	(10.00)	100

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL FINES & FORFEITS		0.00	0.00	10.00	0.00	(10.00)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	200.00	1,500.00	10,266.10	0.00	(8,766.10)	684
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,466.42	0.00	(166.42)	113
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	0.00	27,801.34	0.00	(27,801.34)	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	93.21	0.00	1,396.29	0.00	(1,396.29)	100
211-00-37-00-2455	ENERGY REBATES	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	3,000.00	2,206.48	0.00	793.52	74
211-00-37-00-5105	NET +/- FAIR VALUE-INVSTMT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		293.21	5,800.00	43,136.63	0.00	(37,336.63)	744
TOTAL MISCELLANEOUS REVENUE		293.21	5,800.00	43,136.63	0.00	(37,336.63)	744
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
TOTAL REVENUES:		2,762.79	987,009.00	632,135.70	0.00	354,873.30	64
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

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

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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.
EXPENSES							
GENERAL ADMINISTRATION							
PERSONNEL							
211-00-75-10-1010	SALARY-FULL TIME	31,799.66	415,796.00	299,733.56	0.00	116,062.44	72
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1030	SALARY-PARTTIME	8,072.80	91,955.00	75,948.52	0.00	16,006.48	83
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	0.00	8,510.00	2,223.68	0.00	6,286.32	26
211-00-75-10-1210	PERA	2,990.45	37,816.00	27,631.74	0.00	10,184.26	73
211-00-75-10-1220	FICA	2,434.52	31,481.00	22,863.62	0.00	8,617.38	73
211-00-75-10-1250	MEDICARE	569.37	7,362.00	5,347.06	0.00	2,014.94	73
211-00-75-10-1310	HEALTH INSURANCE	10,092.00	122,265.00	89,868.00	0.00	32,397.00	74
211-00-75-10-1330	LIFE INSURANCE	22.96	232.00	180.05	76.14	(24.19)	110
211-00-75-10-1347	VISION INSURANCE	(6.38)	0.00	(5.41)	0.00	5.41	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	201.06	3,032.00	1,788.54	0.00	1,243.46	59
TOTAL PERSONNEL		56,176.44	718,449.00	525,579.36	76.14	192,793.50	73
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	12.68	8,000.00	4,046.55	344.23	3,609.22	55
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	381.26	0.00	1,118.74	25
211-00-75-20-2030	PRINTING/BINDING	0.00	1,000.00	125.94	0.00	874.06	13
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	102.08	3,000.00	2,581.08	0.00	418.92	86
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	3,806.70	0.00	(1,306.70)	152
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	10,000.00	12,839.58	0.00	(2,839.58)	128
211-00-75-20-2090	INVENTORIAL SUPPLIES	541.46	1,000.00	859.78	455.80	(315.58)	132
211-00-75-20-2095	PRGM SUP & MATERIALS	0.00	1,000.00	4,624.07	289.39	(3,913.46)	491
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	3,193.21	0.00	(1,193.21)	160
211-00-75-20-2110	BOOKS	3,657.25	39,000.00	37,443.33	2,621.71	(1,065.04)	103
211-00-75-20-2120	AUDIO/VISUAL	752.11	9,000.00	9,169.64	716.88	(886.52)	110
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	1,802.25	0.00	197.75	90
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	30.00	29.70	7,440.30	1
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	262.28	3,000.00	2,960.98	89.57	(50.55)	102
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

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

PAGE: 4
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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.
TOTAL SUPPLIES & MATERIALS		5,327.86	90,500.00	83,864.37	4,547.28	2,088.35	98
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	1,277.50	0.00	222.50	85
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	69.02	1,000.00	614.37	34.51	351.12	65
211-00-75-30-3090	JANITORIAL SERVICES	1,746.67	20,960.00	15,720.03	3,493.34	1,746.63	92
211-00-75-30-3100	OTHER CONTRACTED SERVICES	100.00	12,000.00	5,545.00	300.00	6,155.00	49
211-00-75-30-3210	TELEPHONE	378.33	6,000.00	3,301.92	0.00	2,698.08	55
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	2,945.00	0.00	555.00	84
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	16,000.00	7,343.48	0.00	8,656.52	46
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	227.00	0.00	(227.00)	100
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	1,060.15	221.35	718.50	64
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	245.22	0.00	(245.22)	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	2,184.00	22,000.00	19,656.00	0.00	2,344.00	89
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	22,614.15	0.00	12,385.85	65
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	1,721.89	0.00	278.11	86
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,039.26	0.00	6,960.74	13
211-00-75-30-4000	MAINTENANCE CONTRACTS	2,805.19	9,500.00	6,751.73	2,680.00	68.27	99
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	5,213.19	285.00	9,501.81	37
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	1,907.46	0.00	(907.46)	191
211-00-75-30-4020	COMPUTER MAINT/REPAIR	192.00	9,000.00	3,509.89	192.00	5,298.11	41
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	1,871.08	0.00	1,128.92	62
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	5,818.72	0.00	2,181.28	73
211-00-75-30-4100	EQUIPMENT LEASES	124.21	1,500.00	1,093.06	0.00	406.94	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 & SUBCRIPTIONS	0.00	0.00	270.00	0.00	(270.00)	100
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SERVICES & CHARGES		7,599.42	178,060.00	109,746.10	7,206.20	61,107.70	66

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CITY OF GRAND RAPIDS
 DETAILED REVENUE & EXPENSE REPORT
 MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

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							
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		69,103.72	987,009.00	719,189.83	11,829.62	255,989.55	74
TOTAL EXPENSES:		69,103.72	987,009.00	719,189.83	11,829.62	255,989.55	74
TOTAL FUND REVENUES		2,762.79	987,009.00	632,135.70	0.00	354,873.30	64
TOTAL FUND EXPENSES		69,103.72	987,009.00	719,189.83	11,829.62	255,989.55	74
FUND SURPLUS (DEFICIT)		(66,340.93)	0.00	(87,054.13)			
TOTAL ALL FUND REVENUES		2,762.79	987,009.00	632,135.70	0.00	354,873.30	64
TOTAL ALL FUND EXPENSES		69,103.72	987,009.00	719,189.83	11,829.62	255,989.55	74
ALL FUND SURPLUS (DEFICIT)		(66,340.93)	0.00	(87,054.13)			

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 09/30/24
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	439,363.16	439,363.16	0.00
211-00-00-00-1010	CASH	767,313.44	638,205.04	748,278.83	657,239.65
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	(16,583.06)	0.00	0.00	(16,583.06)
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	30,642.00	0.00	0.00	30,642.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,500.00	0.00	1,500.00	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 ST PAUL & MN COM FDN	37,612.94	0.00	0.00	37,612.94
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	4,175.79	2,976.55	4,175.79	2,976.55
211-00-00-00-1551	PREPAID INSURANCE	9,612.00	54,820.67	57,281.54	7,151.13
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	45,374.23	33,669.15	11,705.08
TOTAL		834,363.11	1,180,739.65	1,284,268.47	730,834.29
TOTAL ASSETS		834,363.11	1,180,739.65	1,284,268.47	730,834.29
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	17,583.14	775,204.59	757,884.74	263.29
211-00-00-00-2030	SALES TAX PAYABLE	0.00	471.60	510.34	38.74
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	10,898.66	10,898.66	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	30,642.00	0.00	0.00	30,642.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		59,123.80	786,574.85	758,395.08	30,681.03

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2024

ACCOUNT #	DESCRIPTION	BALANCE 01/01/24	NET DEBITS	NET CREDITS	BALANCE 09/30/24

TOTAL LIABILITIES		59,123.80	786,574.85	758,395.08	30,944.03
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	775,239.31	0.00	0.00	775,239.31
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	33,669.15	45,374.23	11,705.08

TOTAL		775,239.31	33,669.15	45,374.23	786,944.39
	FUND SURPLUS (DEFICIT)	0.00	87,054.13	0.00	(87,054.13)

TOTAL FUND EQUITY		775,239.31	120,723.28	45,374.23	699,890.26

TOTAL LIABILITIES AND FUND EQUITY		834,363.11	907,298.13	803,769.31	730,834.29

RESOLUTION NO. 2024-10
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

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

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

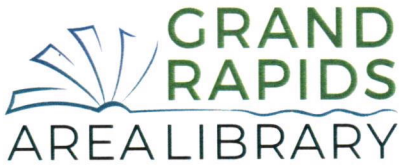
Bob and Ginny Wickman - \$200.00

Ann Kiehne and Lyman Loveland Fund - \$664.41

Adopted this 9th day of October 2024

Cyndy Martin, President

Deb Kee, Secretary



10/01/2024

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 four book club meetings developed for school age children. These programs will be held 9/30/2024, 10/28/2024, 11/25/2024, and 12/9/2024.

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@grandrapidsmn.gov. 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:

Emily Richter
Signature

10/1/24
Date

Approved for the Board of Directors:

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

ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 BUDGET</u>	<u>YTD ACTUAL 6/30/2024</u>	<u>PROPOSED 2025 BUDGET</u>
REVENUES						
Taxes						
Current	\$ 605,929	\$ 642,923	\$ 661,419	825,128	\$ -	\$ 830,187
Delinquent	8,908	4,460	1867.29		-	
Fiscal Disparities	52,442	78,000	53079.69		-	
Total Taxes	<u>667,279</u>	<u>725,384</u>	<u>716,366</u>	<u>825,128</u>	<u>-</u>	<u>830,187</u>
Intergovernmental						
Supplemental Aid	33,728	33,956	35,268		-	
State of Minnesota	-	707	-		-	
Library Contracts	146,043	151,428	143,384	128,000	-	145,000
Total Intergovernmental	<u>179,771</u>	<u>186,092</u>	<u>178,652</u>	<u>128,000</u>	<u>-</u>	<u>145,000</u>
Charges for Services						
ALS Cross-overs	8,045	8,045	8,045	5,281	8,045	5,281
Photo Copies	1,579	2,290	2,898	2,000	1,914	2,000
Internet	876	1,449	1,338	2,000	662	2,000
Library Fees-Proctoring	130	120	125	100	55	100
Passport Processing Fee	17,185	29,640	42,105	18,200	16,450	18,200
Fax Machine Use	367	436	693	500	353	500
Total Charges for Services	<u>28,182</u>	<u>41,980</u>	<u>55,204</u>	<u>28,081</u>	<u>27,479</u>	<u>28,081</u>
Fines and Forfeits						
Library Fines	220	13	86		10	-
Total Fines and Forfeits	<u>220</u>	<u>13</u>	<u>86</u>	<u>-</u>	<u>10</u>	<u>-</u>
Miscellaneous Revenue						
Donations	4,089	12,302	17,529	1,500	8,300	1,500
Memorial Books	-	-	60	-	-	-
Donations-Children's Library	-	487	-	-	-	-
Donations-Library Programs	330	-	-	-	-	-
Endowment Fund Income	6,981	(4,130)	2,586	1,300	1,466	1,300
Donations-ADA Project	-	-	-	-	-	-
Grand Rapids Lib Foundation	3,400	34,777	24,486	-	21,134	-
Meeting Room Receipts	-	-	-	-	-	-
Miscellaneous	2,311	2,569	2,809	-	892	-
Energy Rebates	-	-	-	-	-	-
Investment Income	4,001	2,901	5,200	3,000	907	3,000
Net (loss)/gain on net Investment	-	(23,611)	7,028	-	-	-
Total Miscellaneous Revenue	<u>21,112</u>	<u>25,295</u>	<u>59,698</u>	<u>5,800</u>	<u>32,699</u>	<u>5,800</u>
Other Sources						
Insurance Recovery	-	-	-		-	
Operating Transfer - In	-	-	4,452	-	-	-
Fund Balance Usage	-	-	-	-	-	-
Total Revenues	<u>896,564</u>	<u>978,765</u>	<u>1,014,459</u>	<u>987,009</u>	<u>60,189</u>	<u>1,009,068</u>
EXPENSES						
Operating Transfer Out	-	-	-	-	-	-

**CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 BUDGET</u>	<u>YTD ACTUAL 6/30/2024</u>	<u>PROPOSED 2025 BUDGET</u>
Personnel						
Salary-Full time	398,402	389,447	403,487	415,796	201,275	432,574
Salary-Full time overtime	-	-	-	-	-	-
Salary-Part Time	53,774	71,515	85,689	91,955	51,968	96,799
Salary-Part time overtime	-	-	-	-	-	-
Contracted Services	4,845	11,393	2,043	8,510	551	8,510
PERA	35,699	34,401	36,378	37,816	18,678	39,305
FICA	27,825	28,192	29,912	31,481	15,550	32,821
Medicare	6,508	6,593	6,996	7,362	3,637	7,676
Health Insurance	115,625	109,944	114,444	122,265	59,592	128,370
Life Insurance	199	218	222	232	138	232
Unemployment	8,787	-	-	-	3	-
Worker's Comp	2,954	2,496	3,062	3,032	1,206	2,413
Total Personnel	<u>654,619</u>	<u>654,199</u>	<u>682,233</u>	<u>718,449</u>	<u>352,598</u>	<u>748,700</u>
Supplies and materials						
Office Supplies	3,732	7,754	3,803	8,000	2,705	8,000
Copy Supplies	450	637	1,118	1,500	-	1,500
Printing/binding	478	528	193	1,000	126	1,000
Computer Supplies	3,522	3,359	3,477	3,000	1,410	3,000
Computer Inventory	10,560	365	836	2,500	-	2,500
Assets between 700 and 4999	1,529	13,361	7,873	10,000	11,429	10,000
Inventorial Supplies Equip<700	790	3,514	750	1,000	-	1,000
Volunteer Prgm Supplies & Mat	414	3,593	6,197	1,000	731	1,000
Operating Supplies	2,744	2,812	2,894	2,000	3,181	2,000
Books	41,791	51,345	48,884	39,000	23,105	39,000
Audio/Visual	8,787	9,197	8,033	9,000	5,917	9,000
Newspapers	1,459	1,563	1,993	2,000	1,490	2,000
Periodicals	5,588	5,561	5,549	7,500	30	7,500
Maintenance Tools/Supplies	2,061	2,314	2,805	3,000	1,662	3,000
Other Supplies/Materials	90	360	-	-	-	-
Equipment/Parts	-	-	-	-	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-
Total supplies and materials	<u>83,995</u>	<u>106,264</u>	<u>94,404</u>	<u>90,500</u>	<u>51,785</u>	<u>90,500</u>
Services and Charges						
Professional Services	-	15,501	-	500	-	500
Accounting Services	1,113	1,124	1,203	1,500	-	1,600
Legal	-	-	-	-	-	-
Laundry	457	726	820	1,000	397	1,000
Janitorial Services	20,400	18,275	20,400	20,960	8,733	20,960
Other Contracted Services	4,289	16,023	6,325	12,000	4,495	12,000
Telephone	4,811	4,546	4,378	6,000	2,262	6,000
Postage/Freight	1,743	3,293	4,506	3,500	2,453	3,500
Seminar/Meetings/School	-	-	10,229	16,000	4,837	3,000
Staff Training	-	-	-	-	-	-
Community Ed/Promotion	216	216	216	-	227	-
Professional Service-Collections	343	1,877	1,922	2,000	466	2,000
Auto Mileage/travel	-	-	254	-	82	500
Publishing and Advertising	105	420	-	600	-	600
General Insurance	8,043	17,082	24,295	22,000	13,104	26,208

**CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY
 ACTUAL 2021-2023 EXPENDITURES, 2024 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2025 BUDGET**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2024 BUDGET</u>	<u>YTD ACTUAL 6/30/2024</u>	<u>PROPOSED 2025 BUDGET</u>
Electricity	34,158	33,292	31,682	35,000	12,056	35,000
Garbage Removal	1,766	1,675	1,797	2,000	1,284	2,000
Heat-Natural Gas	5,031	4,643	1,961	8,000	951	8,000
Maintenance Contracts	10,499	10,501	12,190	9,500	2,103	9,500
Building Maintenance/Repairs	7,006	17,733	9,977	15,000	4,403	15,000
Grounds Maintenance	-	1,536	3,683	1,000	1,173	1,000
Computer Maintenance/Repairs	8,766	9,847	10,440	9,000	3,318	9,000
On-line Services	2,564	1,753	1,849	3,000	1,079	3,000
General Equip Maint/Repair	5,525	11,624	6,664	8,000	-	8,000
Equipment Leases	1,451	1,445	1,512	1,500	714	1,500
Miscellaneous	20	-	-	-	-	-
Dues & Subscriptions	30	30	30	-	240	-
Interlibrary Loan Charges	-	20	-	-	-	-
Fund Balance Payback	-	-	-	-	-	-
Total Other Services	<u>118,335</u>	<u>173,180</u>	<u>156,333</u>	<u>178,060</u>	<u>64,377</u>	<u>169,868</u>
Capital Outlay						
Equipment/Mach/Furn/Fixture	-	-	7,898	-	-	-
Building/Bldg Improvements	-	-	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>7,898</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	<u>856,949</u>	<u>933,644</u>	<u>940,868</u>	<u>987,009</u>	<u>468,760</u>	<u>1,009,068</u>
REVENUE/(EXPENDITURES)	<u>\$ 39,615</u>	<u>\$ 45,121</u>	<u>\$ 73,591</u>	<u>\$ -</u>	<u>\$ (408,571)</u>	<u>\$ -</u>

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

RESOLUTION NO. 2024-
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 2025:

January 1	New Year’s Holiday	Closed
January 20	Martin Luther King Day	Closed
February 17	President’s Day	Closed
May 26	Memorial Day	Closed
June 19	Juneteenth	Closed
July 4	Independence Day	Closed
September 1	Labor Day	Closed
November 11	Veteran’s Day	Closed
November 27	Thanksgiving	Closed
November 28	Day after thanksgiving	Closed
December 24	Christmas Holiday	Closed
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 2024.

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.

2025 Legislative Priorities

- **Capital Investment**
 - \$10M appropriation for Library Construction Grant funding. Allow flexibility in matching funds. Raise grant cap to \$2 million.
 - Support improvement of higher education library facilities, including exploring the dedication of Higher Education Asset Preservation and Replacement (HEAPR) funds for such purposes.

- **Education Finance**
 - \$2M per year increase for eLibrary Minnesota resources.
 - Link multicounty multitype (MCMT) funding to the forecasted increases for the Basic Education Allowance.
 - Support efforts to strengthen use of school library aid to improve school library media programs that are staffed by licensed media specialists as defined in 124D.991.

- **Education Policy**
 - Modify 134.351 to add two governance structures for multicounty multitype library systems and describe and expand the services MCMTs may provide to their members.

- **Higher Education**
 - \$1.5M per year increase for Minitex operational funding.
 - \$9M per year in new and ongoing funding to create and sustain the Minnesota eHealth Library within the Minitex organization.

- **Legacy**
 - \$3M per year appropriation in Arts & Cultural Heritage Funding for regional public library systems. Extend the spending deadline for FY2025 funds by one year and ensure that future allocations allow for consistent carryover spend down time.

- **Public Safety**
 - Support efforts to authorize local governmental units to prohibit or restrict possession of dangerous weapons, ammunition, or explosives in public facilities, including public libraries.

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NEWS

Grand Rapids passport service benefits community members as well as the library

[Jump to News Section](#)

Sep 13, 2024, 8:32 am

by [Zach Miller](#)

QUICK SUMMARY

Libraries offer their communities much more than the books on their shelves. In Grand Rapids, Minnesota, they even offer passport applications and renewals.



If there's no traffic whatsoever, driving to Duluth and back from Grand Rapids takes three hours. To Minneapolis, it's six hours. That's the travel time Grand Rapids residents used to have to invest to get to a passport. Now all they have to do is head downtown to their public library. That's because the Grand Rapids Area Library is a U.S. Department of State-endorsed Passport Acceptance Facility. That means the library has passport application and renewal forms for first-time applicants and minors, who can submit them to library staff.

"Library staff are natural helpers, and they're really good at guiding people through a complicated process," says Will Richter, the library's director. "Also, some people are hesitant to interact with the government, and the library can feel more

see the library's value and what it offers beyond the passport service.

Even the mayor of Grand Rapids, Tasha Connelly, has taken notice. "Having a Passport Acceptance Facility located in our library is a significant community asset! In fact, my family and I got our passports there just this year. We didn't have to travel far, the service was expeditious and efficient, and the staff were highly knowledgeable on the whole process. Now I can't imagine *not* having this service available in our out-state community."

To become a Passport Acceptance Facility, a library has to apply and be cleared by the Department of State, which then sets a requirement for the number of staff the facility will need to serve their area. In Grand Rapids, four library staff are trained Passport Acceptance Agents. Their training took about eight hours, and was offered online or in-person through the Department of State.

The library charges an Acceptance Fee for the service, set at \$35 and mandated by Congress. The monies collected do constitute a small benefit to the library budget, but the service's real value, according to Richter, is "that it allows library staff to have a positive experience with people who might not otherwise come in."

If you think your library is ready to offer this service, [email Customer Service Manager Benjamin Calderon-Voas](#) at the Minneapolis Passport Agency to get started.

TAGS: Grand Rapids Area Library

WRITTEN BY

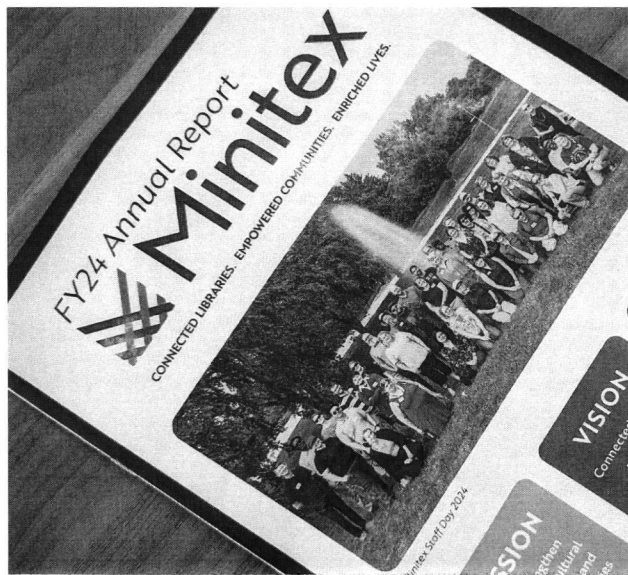


Zach Miller
Head of Communications

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University of Minnesota
Wilson Library, Room 60
309 19th Avenue South
Minneapolis, MN 55455

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Minitex is an information and resource sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries.

September in Children's

Is it Fall yet? It's my second favorite season, and I am gleeful anticipatory. That has nothing to do with the children's library, but it's been on my mind. As September moves to October, here are some highlights from the Children's Library:

- Still filming Online Storytime, weekly. This month we tackled the topics of: Hippos, Owls, Rain, Circles, Sanitation Workers, and Apples. Teacher Missy Gray is still out, and Grandma Pat Fidely continues to volunteer her time as my sidekick.
- Lego Club resumed its normal monthly school year schedule. Thankfully, Bella and Maddie Pratto are still on board. We really rely on their Lego...and kid...expertise.
- Both Page Turners and Teen Book clubs met in September. We have a new member of Teen Book Club! That makes 5 dedicated readers. Well, plus me, so, 6 dedicated readers! Page Turners continues to hover around 8 or 9 participants. We cap that at ten, so, I think their numbers are great as well.
- We had a great program from 4 Shillings Short. They were originally scheduled to perform just before we shut down for Covid, so I was happy to welcome them back. (They spend half their year performing in the US and half in Europe, so their schedule is quickly filled.) This program came to us compliments of the Library Foundation.
- Speaking of the Foundation, I was invited to attend one of their meetings and let them know what was going on around these parts. It was a delightful visit, and I managed to stop talking after a short 30 minutes.
- We held our first "Star Party" sponsored by the Bell Museum. They sent a box of goodies and experiments, and we had around 24 participants learn about the moon. That evening, the City of Cohasset continued the fun by having telescopes available for participants to view the moon.
- I was able to talk to Cody Geisler's Early Education class from Minnesota College, North, about ages and stages of reading development.
- I returned to my monthly radio reviews with KAXE, which I put on hiatus during my very busy summer months.

Happy Reading!

Monthly Report - Overview for Sep 2024

Locations on this report: Grand Rapids Area Library

Checkout

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
1st Time	8968	11347	-21	8987	-1	92530	89059	3
Phone Renewal	251	311	-20	250	0	2633	2623	0
Renewal	128	188	-32	136	-6	1711	1424	20
Opac Renewal	623	698	-11	714	-13	5899	6132	-4
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	9970	12544	-21	10087	-2	102773	99238	3

Checkout Stock Rotation

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 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 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
Normal	8255	10887	-25	8746	-6	83504	80471	3
Late	2208	2352	-7	2100	5	18685	17687	5
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	10463	13239	-21	10846	-4	102189	98158	4

Requests Placed

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
Placed	1921	1981	-4	2139	-11	19312	17633	9
Total	1921	1981	-4	2139	-11	19312	17633	9

Requests Resolved

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
Cancelled	92	128	-29	104	-12	1039	972	6
Filled	2776	2844	-3	2893	-5	27297	25843	5
Expired	2	4	-50	5	-60	23	18	27
Total	2870	2976	-4	3002	-5	28359	26833	5

Holds Resolved

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
Picked Up	1604	1807	-12	1857	-14	17250	15731	9
Cancelled	1	1	0	4	-75	21	56	-63
Expired	88	174	-50	114	-23	1333	1088	22
Total	1693	1982	-15	1975	-15	18604	16875	10

Overdues

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
1st Notice	914	993	-8	850	7	6989	5317	31
2nd Notice	5	4	25	7	-29	41	24	70
3rd Notice	0	0	0	0	0	6	7	-15
4th Notice	0	0	0	0	0	4	5	-20
5th Notice	0	0	0	0	0	5	1	400
Final Notice	0	0	0	0	0	1	2	-50
Notice # 7	0	1	-100	0	0	1	0	100
Notice # 8	0	1	-100	0	0	1	0	100
Notice # 0	333	286	16	300	11	2114	1665	26
Total	1252	1285	-3	1157	8	9162	7021	30

Borrower Delta

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	82	102	-20	85	-4	840	911	-8
Deleted (Manual)	8	9	-12	9	-12	74	67	10
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	90	111	-19	94	-5	914	978	-7

Bib Delta

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	181	130	39	104	74	1440	1607	-11
Deleted (Manual)	390	267	46	131	197	2441	2769	-12
New (Batch)	124	93	33	53	133	902	644	40
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	695	490	41	288	141	4783	5020	-5

Auth Delta

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	1	2	-50	2	-50	19	7	171
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1	2	-50	2	-50	19	7	171

Item Delta

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
New (Manual)	716	523	36	379	88	4627	4544	1
Deleted (Manual)	1015	298	240	105	866	4074	3894	4
New (Batch)	0	0	0	0	0	0	0	0
Deleted (Batch)	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	1731	821	110	484	257	8701	8438	3

Acquisitions Activities

Description	Sep 2024	Aug 2024	%chg	Sep 2023	%chg	2024 YTD	2023 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	263	231	13	259	1	2354	2639	-11
Items Rcvd by Ven	278	238	16	266	4	2400	2704	-12
Claims	0	0	0	0	0	0	0	0
-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	541	469	15	525	3	4754	5343	-12

Grand Rapids Area Library
Reference Statistics
September 2024

	September	YTD 2024
Door Count	4969	48,680
Reference Questions	158	1,663
Computer Help Over 5 Minutes	11	157
Tests Proctored	0	13
Public Computer Use: Sessions	203	2,001
Public Computer Use: Hours	164	1,588
Special Computer Sessions	109	1,156
Passports Accepted	75	775

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Closed	3 10 np/ c/	4 12 np/ c/ 	5 8 np/ c/ 	6 Closed	7
8	9 6 np/ c/ 1	10 7 np/ c/ 	11 15 np/ c/ 	12 5 np/ c/ 	13 9 np/ c/ 1	14
15	16 6 np/ c/ 1	17 12 np/ c/ 4	18 9 np/ c/ 1	19 11 np/ c/ 	20 4 np/ c/ 1	21
22	23 12 np/ c/ 	24 5 np/ c/ 1	25 10 np/ c/ 	26 3 np/ c/ 1	27 10 np/ c/ 	28
29	30 4 np/ c/ 1					

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CLOSED	3 133,399 2	4 133700 1	5 133976 4	6 RIVERFEST ⊗	7 <hr/> ⑦
8	9 134623 5	10 134,880 2	11 135138 5	12 135,355 4	13 135625 2	14 ⑩
15	16 135983 6	17 136,158 7	18 136484 4	19 136695 1	20 136,873 1	21 ⑪
22	23 137157 8	24 137,416 4	25 137704 6	26 137,922 3	27 138074 6	28 ⑫
29	30 138368 4					⑬

GRAL Children's Library Monthly Statistics

September 2024

Online Storytime

Programs: 4

Facebook plays: 771*

YouTube views: 1157

Total views: 1928

Artastic

Programs: 0

*We do not have Artastic in
September.

Programs:	<u>Date</u>	<u>Name of Program</u>	<u>Number of people</u>
	09/10	Book Time	25
	09/12	4 Shillings Short	37
	09/12	Bell Museum Star Party	24
	09/16	Lego Club	28
	09/17	Book Time	25
	09/18	Teen Book Club	6
	09/24	Book Time	26
	09/30	Page Turners	8

Book Times : 3

People: 76

Library Programs: 5

People: 103

Total Programs: 8 People: 179

Reference Questions 2024: 378

Reference Questions 2023: 265

*The Meta platform has changed how they calculate Facebook viewer metric. They have changed views to plays.

September 2024

Item 10.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CLOSED	3 12	4 29	5 15	6 CLOSED	7 56
8	9 17	10 10	11 14	12 26	13 NO VAL 10	14 79
15	16 31	17 37	18 41	19 8	20 5	21 122
22	23 32	24 13 No credit	25 36	26 8	27 9	28 106
29	30 21					24

GRAND RAPIDS AREA LIBRARY: 2024 Volunteer Report

Month	Regular Volunteers		RSVP Volunteers		Library Board		Library Friends		Library Foundation		Total	Total
	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours	# Vol	Hours
January	22	141.75	8	101.75	7	27.00	8	43.25	1	8.00	30	243.50
February	31	159.75	7	101.25	7	27.00	11	77.50	9	20.00	38	261.00
March	24	146.25	7	65.00	7	27.00	8	50.25	2	11.00	31	211.25
April	35	187.75	8	87.25	9	29.00	11	65.25	8	17.00	43	275.00
May	28	177.50	7	108.50	7	26.00	8	95.50	2	6.00	35	286.00
June	29	157.00	6	101.50	6	26.00	10	84.25	1	6.00	35	258.50
July	36	206.25	8	111.00	7	17.00	18	137.25	1	9.00	44	317.25
August	44	244.00	5	104.25	7	43.00	7	74.00	1	5.00	49	348.25
September	33	146.75	4	81.00	7	27.00	10	64.50	10	19.00	37	227.75
October												
November												
December												
Total		1567.00		861.50		249.00		691.75		101.00	*	2,428.50