



GRAND RAPIDS AREA LIBRARY BOARD MEETING AGENDA

Wednesday, April 13, 2022

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, April 13, 2022 at 5:00 PM in the City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744.

CALL OF ROLL:

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

- [1.](#) Library Board Meeting Minutes 03-09-2022

COMMUNICATIONS:

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

- [2.](#) Library Financials

CONSENT AGENDA (Roll Call Vote Required):

- [3.](#) Consider Donation Resolution 2022-03

REGULAR AGENDA:

- [4.](#) Consider quotes for new window treatments in the Community Room.
- [5.](#) Authorize Library Director to apply for Catholic Community Foundation grant opportunity.
- [6.](#) New GRAL YouTube Page

UPDATES:

Friends update

Foundation update

STAFF REPORTS:

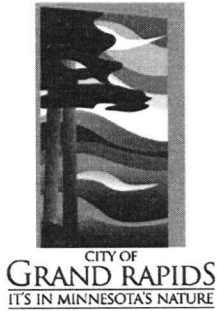
[7.](#) Reports and Statistics

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 11, 2022, AT 5:00 PM.

VENUE: City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, MN 55744.

ATTEST: Will Richter, Director of Library Services



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, March 09, 2022

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, March 9, 2022 at 5:00 PM in the City Council Chambers, 420 N Pokegama Ave, Grand Rapids, Minnesota.

Meeting called to order at 5:00 pm by Vice-Chair Martin

CALL OF ROLL:

Present: Kee, Lassen, Martin, Richards, Squadroni, Tabbert, Teigland

Absent: Blocker, MacDonell

APPROVAL OF AGENDA:

Motion to approve the Agenda with the addition of item 7A – Watkins resignation

Mover: Richards

Seconder:

Result: Passed

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

None

APPROVAL OF MINUTES:

1. Library Board Meeting Minutes 2-9-2022

Motion to approve February minutes as presented

Mover: Kee

Secunder: Richards

Result: Passed

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Library Financials

Motion to approve financial reports and payment of bills as listed in the Board packet.

Mover: Teigland

Secunder: Squadroni

Result: Passed on unanimous roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

3. Resolution 2022-02 Accepting Donations

Motion to approve consent agenda accepting donations.

Mover: Richards

Secunder: Kee

Result: Passed on unanimous roll-call vote.

REGULAR AGENDA:

4. Consider approval of 2021 Minnesota Public Library Annual Report

Motion to approve 2021 Minnesota Public Library Annual Report

Mover: Richards

Secunder: Teigland

Result: Passed

5. 2021 Circulation by Library & Audience

Informational

6. Arrowhead Library System Invoice for Automation Costs

Informational

7. 2022 Legislative Priorities - Minnesota Library Association (MLA)

Informational

7A. Amanda Watkins Resignation

Motion to: Accept the resignation of Amanda Watkins (effective immediately) with gratitude and authorize City staff to begin the process of filling the vacancy.

Mover: Kee

Secunder: Richards

Result: Passed on a unanimous roll-call vote.

UPDATES:

FRIENDS OF THE LIBRARY

Friends update by Teigland

LIBRARY FOUNDATION

Foundation update by Tabbert

STAFF REPORTS:

8. Staff Reports & Statistics

Please 'Like' the GRAL YouTube page!

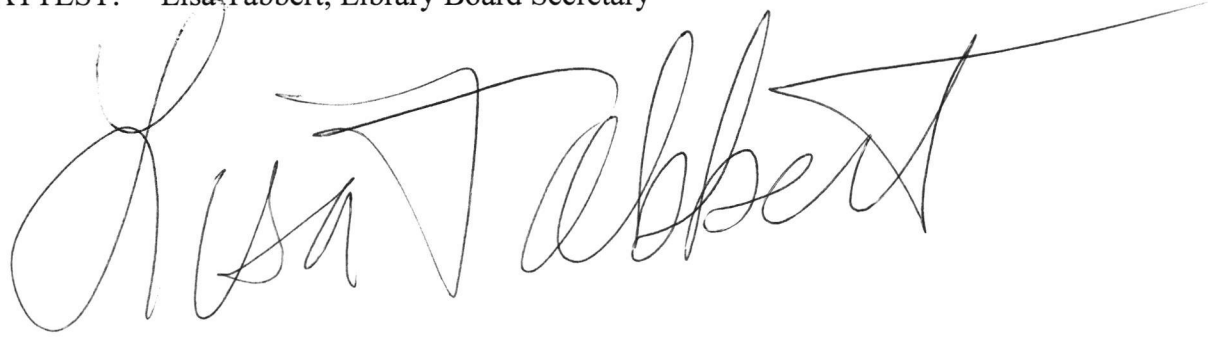
ADJOURNMENT:

Meeting adjourned at 5:47 pm

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 13, 2022, AT 5:00 PM

LOCATION: GRAND RAPIDS CITY HALL, COUNCIL CHAMBERS

ATTEST: Lisa Tabbert, Library Board Secretary

A handwritten signature in black ink, appearing to read "Lisa Tabbert". The signature is written in a cursive style with a long horizontal stroke extending to the right.

DATE: 03/02/2022
 TIME: 14:55:52
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/09/2022

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	1,543.84
0118100	ARAMARK UNIFORM SERVICES	67.70
0118660	ARROWHEAD LIBRARY SYSTEM	29.90
0201428	BAKER & TAYLOR LLC	2,890.19
0212124	BLACKSTONE PUBLISHING	41.60
0718010	CITY OF GRAND RAPIDS	1,275.00
0914325	INGRAM ENTERTAINMENT INC.	110.95
1201445	LAKESHORE LEARNING MATERIALS	848.99
1605665	PERSONNEL DYNAMICS LLC	476.29
1915248	SHI INTERNATIONAL CORP	5,574.37
2005150	TECH LOGIC CORPORATION	2,884.00
2114356	UNIQUE MANAGEMENT SERVICES	170.05
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$15,912.88

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.27
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,060.66
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	858.49
1309335	MINNESOTA REVENUE	26.11
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	318.15
1621130	P.U.C.	2,602.37
2114750	UNUM LIFE INSURANCE CO OF AMER	19.35
2301700	WM CORPORATE SERVICES, INC	137.47
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$54,444.20

TOTAL ALL DEPARTMENTS \$70,357.08

RESOLUTION NO. 2022-02
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:

Stephen Mehlberg \$10.00 (undesignated)
Suzanne Spicer in memory of Asa Spicer Sr \$200.00 (Large Print fiction)
Grand Rapids Area Library Friends \$626.14 (Lego Wall – Teen Area)
Grand Rapids Area Library Foundation \$1,627.06 (Discovery Kits)
Marge Pucci \$50.00 (undesignated)

Adopted this 9th day of March, 2022



Lisa Tabbert, Secretary



Jean MacDonell, President

DATE: 04/06/2022
 TIME: 14:51:31
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/13/2022

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	1,750.01
0118100	ARAMARK UNIFORM SERVICES	132.66
0118660	ARROWHEAD LIBRARY SYSTEM	14.30
0201428	BAKER & TAYLOR LLC	4,013.47
0212124	BLACKSTONE PUBLISHING	83.20
0218550	BRODART COMPANY	346.66
0405500	DEMCO INC	1,716.21
0609525	FINDAWAY WORLD LLC	1,103.55
0914325	INGRAM ENTERTAINMENT INC.	114.27
0914540	INNOVATIVE OFFICE SOLUTIONS LL	254.30
0914800	INVEST EARLY PROJECT	4,000.00
1605665	PERSONNEL DYNAMICS LLC	3,276.43
1608100	PHAROS SYSTEMS INT'L INC	1,079.00
1801613	RAPIDS PRINTING	125.00
1901535	SANDSTROM'S INC	230.17
1915248	SHI INTERNATIONAL CORP	344.00
2114356	UNIQUE MANAGEMENT SERVICES	161.10

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$18,744.33

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.27
0205640	LEAGUE OF MN CITIES INS TRUST	2,548.00
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	41,039.75
1209516	LINCOLN NATIONAL LIFE	78.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	606.68
1309335	MINNESOTA REVENUE	43.85
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	450.22
1621130	P.U.C.	2,314.21
2114750	UNUM LIFE INSURANCE CO OF AMER	38.70
2209665	VISA	807.48
2301700	WM CORPORATE SERVICES, INC	137.47

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,407.96

TOTAL ALL DEPARTMENT \$76,152.29

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 31, 2022

Item 2.

Account Number	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 759,331	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	128,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	5,281	-	0%
211-00-34-00-7970	PHOTO COPIES	2,000	429	21%
211-00-34-00-7975	INTERNET	2,000	432	22%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	100	20	20%
211-00-34-00-7982	PASSPORT PROCESSING FEE	18,200	6,545	36%
211-00-34-00-7990	FAX MACHINE USE	500	154	31%
211-00-35-00-1030	LIBRARY FINES	-	1	0%
211-00-37-00-2310	DONATIONS	1,500	2,650	177%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,423	109%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	1,627	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	2,000	-	0%
211-00-37-00-2450	MISCELLANEOUS	-	745	0%
211-00-37-00-5100	INVESTMENT INCOME	3,000	-	0%
		923,212	14,026	2%
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	387,168	81,901	21%
211-00-75-10-1030	SALARY-PARTTIME	80,820	16,173	20%
211-00-75-10-1050	CONTRACTED SERVICES	8,510	2,408	28%
211-00-75-10-1210	PERA	35,099	7,356	21%
211-00-75-10-1220	FICA	29,015	6,033	21%
211-00-75-10-1250	MEDICARE	6,786	1,411	21%
211-00-75-10-1310	HEALTH INSURANCE	116,541	27,486	24%
211-00-75-10-1330	LIFE INSURANCE	232	76	33%
211-00-75-10-1347	VISION INSURANCE	-	2	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,018	637	21%
211-00-75-20-2010	OFFICE SUPPLIES	8,500	2,115	25%
211-00-75-20-2020	COPY SUPPLIES	1,500	56	4%
211-00-75-20-2030	PRINTING/BINDING	1,000	125	13%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	752	25%
211-00-75-20-2070	COMPUTER INVENTORY	2,500	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	8,458	70%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	347	35%
211-00-75-20-2095	PRGM SUP & MATERIALS	500	571	114%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,290	64%
211-00-75-20-2110	BOOKS	39,000	16,259	42%
211-00-75-20-2120	AUDIO/VISUAL	9,000	1,723	19%
211-00-75-20-2130	NEWSPAPERS	2,000	943	47%
211-00-75-20-2140	PERIODICALS	7,500	26	0%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	334	11%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	-	360	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	500	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	1,500	-	0%
211-00-75-30-3070	LAUNDRY	1,000	159	16%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	2,975	15%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	26,323	3,455	13%
211-00-75-30-3210	TELEPHONE	6,000	1,177	20%
211-00-75-30-3220	POSTAGE/FREIGHT	3,500	448	13%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,000	331	17%
211-00-75-30-3510	PUBLISHING & ADVERTISING	600	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	-	0%
211-00-75-30-3810	ELECTRICITY	35,000	4,917	14%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MARCH 31, 2022**

Item 2.

Account Number	Account Description	2022 Budget	Year to Date	Percent of Budget
211-00-75-30-3840	GARBAGE REMOVAL	2,000	275	14%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	1,465	18%
211-00-75-30-4000	MAINTENANCE CONTRACTS	9,500	2,140	23%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,602	17%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	1,079	12%
211-00-75-30-4030	ONLINE SERVICES	3,500	983	28%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	8,000	-	0%
211-00-75-30-4100	EQUIPMENT LEASES	1,500	361	24%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	-	0%
	TOTAL EXPENDITURES	923,212	199,207	22%
	SURPLUS REVENUES/(EXPENDITURES)	-	(185,182)	

Item 2.

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 03/31/22
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	122,979.51	122,979.51	0.00
211-00-00-00-1010	CASH	644,391.81	23,543.71	231,241.36	436,694.16
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
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	30,777.00	0.00	0.00	30,777.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1314	GR AREA LIB FND ENDOWMENT	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	42,033.00	0.00	0.00	42,033.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	3,122.88	0.00	3,122.88	0.00
211-00-00-00-1551	PREPAID INSURANCE	9,181.35	2,548.00	9,818.37	1,910.98
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	29,717.26	16,115.75	13,601.51
TOTAL		729,596.04	178,788.48	383,277.87	525,106.65
TOTAL ASSETS		729,596.04	178,788.48	383,277.87	525,106.65

LIABILITIES AND FUND EQUITY
LIABILITIES

211-00-00-00-2020	ACCOUNTS PAYABLE	32,186.33	231,517.12	208,662.44	9,331.65
211-00-00-00-2030	SALES TAX PAYABLE	0.00	69.98	121.01	51.03
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	10,105.46	10,105.46	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	30,777.00	0.00	0.00	30,777.00
211-00-00-00-2220	DEFERRED REVENUES	0.00	0.00	0.00	0.00
TOTAL		73,068.79	241,692.56	208,783.45	40,159.68

Item 2.

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2022

ACCOUNT #	DESCRIPTION	BALANCE 01/01/22	NET DEBITS	NET CREDITS	BALANCE 03/31/22
TOTAL LIABILITIES		73,068.79	241,692.56	208,783.45	40,159.68
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	656,527.25	0.00	0.00	656,527.25
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	16,115.75	29,717.26	13,601.51
TOTAL		656,527.25	16,115.75	29,717.26	670,128.76
FUND SURPLUS (DEFICIT)		0.00	185,181.79	0.00	(185,181.79)
TOTAL FUND EQUITY		656,527.25	201,297.54	29,717.26	484,946.97
TOTAL LIABILITIES AND FUND EQUITY		729,596.04	442,990.10	238,500.71	525,106.65

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 13, 2022

Item 2.

DATE: 04/06/22
 TIME: 14:45:05
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/13/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053	AT&T MOBILITY							
L	03/14/22	01	LIB MAR CELL SVC	999-99-00-00-1000			04/13/22	54.27
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.27
							VENDOR TOTAL:	54.27
0113100	AMAZON.COM							
439676736349-L	03/08/22	01	CLEAR TOTE BAG-ZIPPER CLOSURE	211-00-75-20-2110	20220817		04/13/22	15.98
				BOOKS				
							INVOICE TOTAL:	15.98
447664959968-L	03/17/22	01	BRAVELANDS	211-00-75-20-2110	20220841		04/13/22	17.51
				BOOKS				
							INVOICE TOTAL:	17.51
453549488833-L	03/28/22	01	NARUTO 3 IN 1 EDITION	211-00-75-20-2110	20220939		04/13/22	16.73
				BOOKS				
							INVOICE TOTAL:	16.73
464393945468-L	03/10/22	01	22 BOOKS/2 CLR TOTE BAGS	211-00-75-20-2110	20220817		04/13/22	323.56
				BOOKS				
							INVOICE TOTAL:	323.56
464863769939-L	02/14/22	01	ASSASSINATION CLASSROOM	211-00-75-20-2110	20220608		04/13/22	33.90
				BOOKS				
							INVOICE TOTAL:	33.90
545673337365-L	03/15/22	01	62 BOOKS	211-00-75-20-2110	20220789		04/13/22	779.84
				BOOKS				
							INVOICE TOTAL:	779.84
669976683569-L	03/03/22	01	3 BOOKS/11 CLEAR TOTE BAGS	211-00-75-20-2110	20220817		04/13/22	120.86
				BOOKS				
							INVOICE TOTAL:	120.86

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 13, 2022

Item 2.

DATE: 04/06/22
 TIME: 14:45:05
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/13/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113100 AMAZON.COM								
678695787933-L	03/06/22	01	CLEAR TOTE BAG ZIPPER CLOSURE	211-00-75-20-2110	20220817		04/13/22	31.96
			BOOKS					
							INVOICE TOTAL:	31.96
856488538839-L	03/03/22	01	1 BOOK	211-00-75-20-2110	20220817		04/13/22	11.97
			BOOKS					
							INVOICE TOTAL:	11.97
859538568769-L	03/04/22	01	6 BOOKS	211-00-75-20-2110	20220654		04/13/22	100.44
			BOOKS					
							INVOICE TOTAL:	100.44
898869353679-L	03/19/22	01	15 BOOKS	211-00-75-20-2110	20220806		04/13/22	158.36
			BOOKS					
							INVOICE TOTAL:	158.36
966845934893-L	03/24/22	01	1 BOOK	211-00-75-20-2110	20220839		04/13/22	16.99
			BOOKS					
		02	HVY DUTY CLEAR BACKPACK	211-00-75-20-2100	20220839			71.96
			OPERATING SUPPLIES					
		03	CLEAR MINI BACKPACK	211-00-75-20-2100	20220839			49.95
			OPERATING SUPPLIES					
							INVOICE TOTAL:	138.90
							VENDOR TOTAL:	1,750.01
0118100 ARAMARK UNIFORM SERVICES								
263000103256-L	03/08/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20220688		04/13/22	29.88
			LAUNDRY					
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20220688			14.34
			MAINTENANCE TOOLS/SUPPLIES					
							INVOICE TOTAL:	44.22
263000108799-L	03/22/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20220804		04/13/22	29.88
			LAUNDRY					

DETAILED GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 13, 2022

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/13/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0118100 ARAMARK UNIFORM SERVICES								
263000108799-L	03/22/22	02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20220804		04/13/22	14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
263000114134-L	04/05/22	01	MATS NYLON RUBBER	211-00-75-30-3070	20220951		04/13/22	29.88
				LAUNDRY				
		02	MOPS/TOWELS/CLOTHS/#350041513	211-00-75-20-2150	20220951			14.34
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	44.22
							VENDOR TOTAL:	132.66
0118660 ARROWHEAD LIBRARY SYSTEM								
14908-L	02/28/22	01	OVERDUE NOTICES-FEB	211-00-75-20-2010	20220717		04/13/22	14.30
				OFFICE SUPPLIES				
							INVOICE TOTAL:	14.30
							VENDOR TOTAL:	14.30
0201428 BAKER & TAYLOR LLC								
2036563409-L	03/01/22	01	5 BOOKS	211-00-75-20-2110	20220658		04/13/22	71.13
				BOOKS				
							INVOICE TOTAL:	71.13
2036564959-L	03/01/22	01	36 BOOKS/209977 L025981	211-00-75-20-2110	20220583		04/13/22	407.66
				BOOKS				
							INVOICE TOTAL:	407.66
2036568741-L	03/03/22	01	20 BOOKS	211-00-75-20-2110	20220605		04/13/22	304.50
				BOOKS				
							INVOICE TOTAL:	304.50
2036569895-L	03/03/22	01	3 BOOKS	211-00-75-20-2110	20220658		04/13/22	39.71
				BOOKS				
							INVOICE TOTAL:	71

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0201428 BAKER & TAYLOR LLC								
2036574611-L	03/03/22	01	15 BOOKS/209977 L025981	211-00-75-20-2110	20220605		04/13/22	188.26
				BOOKS				
							INVOICE TOTAL:	188.26
2036577150-L	03/07/22	01	15 BOOKS/209977 L025981	211-00-75-20-2110	20220658		04/13/22	166.52
				BOOKS				
							INVOICE TOTAL:	166.52
2036596009-L	03/11/22	01	36 BOOKS/#209977 L025981	211-00-75-20-2110	20220719		04/13/22	511.08
				BOOKS				
							INVOICE TOTAL:	511.08
2036599980-L	03/16/22	01	10 BOOKS/#209977 L411199	211-00-75-20-2110	20220761		04/13/22	156.51
				BOOKS				
							INVOICE TOTAL:	156.51
2036604757-L	03/16/22	01	78 BOOKS/#209977 L025981	211-00-75-20-2110	20220761		04/13/22	911.61
				BOOKS				
							INVOICE TOTAL:	911.61
2036639320-L	03/30/22	01	4 BOOKS/#209977 L411199	211-00-75-20-2110	20220946		04/13/22	64.55
				BOOKS				
							INVOICE TOTAL:	64.55
2036644714-L	03/31/22	01	120 BOOKS/#209977 L025981	211-00-75-20-2110	20220936		04/13/22	1,191.94
				BOOKS				
							INVOICE TOTAL:	1,191.94
							VENDOR TOTAL:	4,013.47
0205640 LEAGUE OF MN CITIES INS TRUST								
L	03/14/22	01	LIB 2022 WORK COMP INS	999-99-00-00-1000			04/13/22	2,548.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,548.00
							VENDOR TOTAL:	2,548.00

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0212124 BLACKSTONE PUBLISHING								
2026260-L	02/22/22	01	THE WHALER BOY DVD/#101678	211-00-75-20-2120	20220582		04/13/22	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
2030165-L	03/31/22	01	SERVANTS DVD/C#101678	211-00-75-20-2120	20220808		04/13/22	41.60
				AUDIO/VISUAL				
							INVOICE TOTAL:	41.60
							VENDOR TOTAL:	83.20
0218550 BRODART COMPANY								
598787-L	03/10/22	01	2 TIER WALL MOUNT BAG RACK	211-00-75-20-2090	20220792		04/13/22	306.00
				INVENTORIAL SUPPLIES				
		02	FREIGHT CHARGE/#021622	211-00-75-20-2090	20220792			40.66
				INVENTORIAL SUPPLIES				
							INVOICE TOTAL:	346.66
							VENDOR TOTAL:	346.66
0405500 DEMCO INC								
7086981-L	02/25/22	01	MAGNETIC NAME BADGE	211-00-75-20-2010	20220634		04/13/22	9.64
				OFFICE SUPPLIES				
		02	FILM-FIBER TAPE	211-00-75-20-2010	20220634			185.54
				OFFICE SUPPLIES				
		03	SHIPPING/C#220165574	211-00-75-20-2010	20220634			10.95
				OFFICE SUPPLIES				
							INVOICE TOTAL:	206.13
7090190-L	03/03/22	01	TAPE/LABELS/JACKETS/LAMINATE	211-00-75-20-2010	20220670		04/13/22	1,430.27
				OFFICE SUPPLIES				
							INVOICE TOTAL:	1,430.27
7095177-L	03/14/22	01	HANGUP BAGS	211-00-75-20-2010	20220765		04/13/22	61.12
				OFFICE SUPPLIES				

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0405500	DEMCO INC							
7095177-L	03/14/22	02	SUBJECT LABELS/#220165574	211-00-75-20-2010	20220765		04/13/22	18.69
				OFFICE SUPPLIES				
							INVOICE TOTAL:	79.81
							VENDOR TOTAL:	1,716.21
0605191	FIDELITY SECURITY LIFE							
L	03/07/22	01	LIB VISION MAR	999-99-00-00-1000			04/13/22	6.90
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6.90
							VENDOR TOTAL:	6.90
0609525	FINDAWAY WORLD LLC							
381220-L	03/01/22	01	GREAT HUNT PLAYAWAY	211-00-75-20-2120	20220546		04/13/22	72.24
				AUDIO/VISUAL				
							INVOICE TOTAL:	72.24
381311-L	03/02/22	01	4 PLAYAWAYS	211-00-75-20-2120	20220632		04/13/22	284.71
				AUDIO/VISUAL				
							INVOICE TOTAL:	284.71
381849-L	03/07/22	01	10 PLAYAWAYS	211-00-75-20-2120	20220621		04/13/22	371.40
				AUDIO/VISUAL				
							INVOICE TOTAL:	371.40
383498-L	03/22/22	01	5 PLAYAWAYS	211-00-75-20-2120	20220802		04/13/22	375.20
				AUDIO/VISUAL				
							INVOICE TOTAL:	375.20
							VENDOR TOTAL:	1,103.55
0718015	GRAND RAPIDS CITY PAYROLL							
L	02/25/22	01	LIB 02/25 PAYROLL	999-99-00-00-1000			04/13/22	20,552.09
				HOLDING ACCOUNT				

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0718015 GRAND RAPIDS CITY PAYROLL								
L	02/25/22	02	LIB 03/11 PAYROLL	999-99-00-00-1000			04/13/22	20,487.66
				HOLDING ACCOUNT				
							INVOICE TOTAL:	41,039.75
							VENDOR TOTAL:	41,039.75
0914325 INGRAM ENTERTAINMENT INC.								
3158731-L	03/21/22	01	5 DVDS/#3206981	211-00-75-20-2120	20220816		04/13/22	114.27
				AUDIO/VISUAL				
							INVOICE TOTAL:	114.27
							VENDOR TOTAL:	114.27
0914540 INNOVATIVE OFFICE SOLUTIONS LL								
IN3718549-L	03/21/22	01	BNDR SLNTRNG 4" WHT	211-00-75-20-2010	20220780		04/13/22	46.44
				OFFICE SUPPLIES				
		02	STAPLES/C#NB07789	211-00-75-20-2010	20220780			6.20
				OFFICE SUPPLIES				
							INVOICE TOTAL:	52.64
IN3729697-L	03/29/22	01	ERASER DRY ERASE	211-00-75-20-2010	20220857		04/13/22	8.13
				OFFICE SUPPLIES				
		02	MARKER DRY ERASE/C#NB07789	211-00-75-20-2010	20220857			13.32
				OFFICE SUPPLIES				
							INVOICE TOTAL:	21.45
IN3737174-L	04/04/22	01	DRY ERASE BOARD 24X36/#NB07789	211-00-75-20-2090	20220934		04/13/22	180.21
				INVENTORIAL SUPPLIES				
							INVOICE TOTAL:	180.21
							VENDOR TOTAL:	254.30
0914800 INVEST EARLY PROJECT								
3305-L	12/31/21	01	JULY STORY TIME	211-00-75-30-3100			04/13/22	500.00
				OTHER CONTRACTED SERVICES				

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0914800			INVEST EARLY PROJECT					
3305-L	12/31/21	02	AUGUST STORY TIME	211-00-75-30-3100			04/13/22	400.00
				OTHER CONTRACTED SERVICES				
		03	SEPTEMBER STORY TIME	211-00-75-30-3100				500.00
				OTHER CONTRACTED SERVICES				
		04	OCTOBER STORY TIME	211-00-75-30-3100				400.00
				OTHER CONTRACTED SERVICES				
		05	NOVEMBER STORY TIME	211-00-75-30-3100				400.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	2,200.00
3314-L	03/31/22	01	DECEMBER 2021 STORY TIME	211-00-75-30-3100	20220947		04/13/22	500.00
				OTHER CONTRACTED SERVICES				
		02	JANUARY STORY TIME	211-00-75-30-3100	20220947			400.00
				OTHER CONTRACTED SERVICES				
		03	FEBRUARY STORY TIME	211-00-75-30-3100	20220947			400.00
				OTHER CONTRACTED SERVICES				
		04	MARCH STORY TIME	211-00-75-30-3100	20220947			500.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	1,800.00
							VENDOR TOTAL:	4,000.00
1209516			LINCOLN NATIONAL LIFE					
L	03/14/22	01	LIB SUPP LIFE INS MAR	999-99-00-00-1000			04/13/22	78.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	78.00
							VENDOR TOTAL:	78.00
1301146			MARCO TECHNOLOGIES, LLC					
L	03/14/22	01	LIB MAR COPIER LEASE	999-99-00-00-1000			04/13/22	120.43
				HOLDING ACCOUNT				
							INVOICE TOTAL:	120.43
							VENDOR TOTAL:	120.43

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1309199	MINNESOTA ENERGY RESOURCES							
L	03/21/22	01	LIB FEB NTL GAS	999-99-00-00-1000			04/13/22	606.68
				HOLDING ACCOUNT				
							INVOICE TOTAL:	606.68
							VENDOR TOTAL:	606.68
1309335	MINNESOTA REVENUE							
L	03/21/22	01	LIB FEB SALES TAX PAYABLE	999-99-00-00-1000			04/13/22	43.85
				HOLDING ACCOUNT				
							INVOICE TOTAL:	43.85
							VENDOR TOTAL:	43.85
1516220	OPERATING ENGINEERS LOCAL #49							
L	03/14/22	01	LIB APR HEALTH INS PREMIUM	999-99-00-00-1000			04/13/22	9,162.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	9,162.00
							VENDOR TOTAL:	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS							
L	01/05/22	01	LIB JAN LINE CHARGES	999-99-00-00-1000			04/13/22	132.07
				HOLDING ACCOUNT				
		02	LIB MAR LINE CHARGES & SRVCS	999-99-00-00-1000				318.15
				HOLDING ACCOUNT				
							INVOICE TOTAL:	450.22
							VENDOR TOTAL:	450.22
1605665	PERSONNEL DYNAMICS LLC							
51811-L	03/09/22	01	J BEHM 6 HRS WE 3/5	211-00-75-10-1050	20220657		04/13/22	109.38
				CONTRACTED SERVICES				
		02	D OLMSCHIED 5 HRS WE 3/5	211-00-75-10-1050	20220657			91.15
				CONTRACTED SERVICES				

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1605665	PERSONNEL DYNAMICS LLC							
51811-L	03/09/22	03	M STISH 15 HRS WE 3/5	211-00-75-30-3100	20220657		04/13/22	344.70
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	545.23
51824-L	03/16/22	01	D OLMSCHIED 6 HRS WE 3/12	211-00-75-10-1050	20220730		04/13/22	109.38
		02	M STISH 15 HRS WE 3/12	211-00-75-30-3100	20220730			344.70
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	454.08
51846-L	03/23/22	01	M STISH 15 HRS WE 3/19	211-00-75-30-3100	20220812		04/13/22	344.70
		02	J WINKELMAN 18.5 HRS WE 3/19	211-00-75-10-1050	20220812			424.58
				CONTRACTED SERVICES				
							INVOICE TOTAL:	769.28
51851-L	03/23/22	01	J BEHM 11 HRS WE 3/19	211-00-75-10-1050	20220813		04/13/22	200.53
				CONTRACTED SERVICES				
							INVOICE TOTAL:	200.53
51855-L	03/30/22	01	J BEHM 6 HRS WE 3/26	211-00-75-10-1050	20220867		04/13/22	109.38
		02	D OLMSCHIED 4 HRS WE 3/26	211-00-75-10-1050	20220867			72.92
		03	M STISH 15 HRS WE 3/26	211-00-75-30-3100	20220867			344.70
		04	J WINKELMAN 34 HRS WE 3/26	211-00-75-10-1050	20220867			780.30
		05	ROUNDING J WINKELMAN	211-00-75-10-1050	20220867			0.01
				CONTRACTED SERVICES				
							INVOICE TOTAL:	1,307.31
							VENDOR TOTAL:	3,276.43
1608100	PHAROS SYSTEMS INT'L INC							

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1608100	PHAROS SYSTEMS INT'L INC							
I20220209-L	03/03/22	01	PHAROS SUPPORT RENEWAL 1 YEAR	211-00-75-30-4020	20220508		04/13/22	1,079.00
			COMPUTER MAINT/REPAIR					
							INVOICE TOTAL:	1,079.00
							VENDOR TOTAL:	1,079.00
1621130	P.U.C.							
L	03/14/22	01	LIB FEB UTILITIES	999-99-00-00-1000			04/13/22	2,314.21
				HOLDING ACCOUNT				
							INVOICE TOTAL:	2,314.21
							VENDOR TOTAL:	2,314.21
1801613	RAPIDS PRINTING							
36091-L	03/25/22	01	2" NEVER STOP READING LABELS	211-00-75-20-2030	20220935		04/13/22	125.00
				PRINTING/BINDING				
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
1901535	SANDSTROM'S INC							
394351-L	02/24/22	01	30X36 .65MIL CLR HVY 20-30 GAL	211-00-75-20-2150	20220609		04/13/22	31.91
		02	URINAL SCREEN/#320023	211-00-75-20-2150	20220609			23.36
				MAINTENANCE TOOLS/SUPPLIES				
				MAINTENANCE TOOLS/SUPPLIES			INVOICE TOTAL:	55.27
398571-L	03/16/22	01	TOWEL ROLL WHT	211-00-75-20-2150	20220740		04/13/22	46.66
		02	ROLL TOWEL PERF WHITE	211-00-75-20-2150	20220740			33.25
		03	TOIL TISS	211-00-75-20-2150	20220740			37.63
		04	MEGA MOP FLOOR NUTRL	211-00-75-20-2150	20220740			36.84
				MAINTENANCE TOOLS/SUPPLIES				

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1901535 SANDSTROM'S INC								
398571-L	03/16/22	05	MOPHEAD WHITE COTTON/#320023	211-00-75-20-2150	20220740		04/13/22	20.52
			MAINTENANCE TOOLS/SUPPLIES					
							INVOICE TOTAL:	174.90
							VENDOR TOTAL:	230.17
1915248 SHI INTERNATIONAL CORP								
B14903097-L	03/15/22	01	AXIS M3065-V NETWORK CAMERA	211-00-75-20-2060	20220682		04/13/22	255.00
		02	AXIS CAM STATION LIC	211-00-75-20-2060	20220682			75.00
		03	7.62M MICRO HDMI CABLE	211-00-75-20-2060	20220682			14.00
			COMPUTER SUPPLIES					
							INVOICE TOTAL:	344.00
							VENDOR TOTAL:	344.00
2114356 UNIQUE MANAGEMENT SERVICES								
6098540-L	02/28/22	01	FEB PLACEMENTS	211-00-75-30-3300	20220627		04/13/22	179.00
		02	CREDIT FOR ACCTS CLOSED/#1634	211-00-75-30-3300	20220627			-17.90
							INVOICE TOTAL:	161.10
							VENDOR TOTAL:	161.10
2114750 UNUM LIFE INSURANCE CO OF AMER								
L	03/14/22	01	LIB MAR LIFE INS	999-99-00-00-1000			04/13/22	19.35
		02	LIB APR LIFE INS	999-99-00-00-1000				19.35
			HOLDING ACCOUNT					
							INVOICE TOTAL:	38.70
							VENDOR TOTAL:	38.70
2209665 VISA								

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2209665			VISA					
L	03/21/22	01	USPS POSTAL PRIORTY MAIL	999-99-00-00-1000			04/13/22	447.50
				HOLDING ACCOUNT				
		02	CREATIVE QT-MARKER BASES	999-99-00-00-1000				359.98
				HOLDING ACCOUNT				
							INVOICE TOTAL:	807.48
							VENDOR TOTAL:	807.48
2301700			WM CORPORATE SERVICES, INC					
L	03/07/22	01	LIB FEB SERVICE	999-99-00-00-1000			04/13/22	137.47
				HOLDING ACCOUNT				
							INVOICE TOTAL:	137.47
							VENDOR TOTAL:	137.47
							TOTAL ALL INVOICES:	76,152.29

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 3 PERIODS ENDING MARCH 31, 2022

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FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
TAXES							
211-00-31-00-0100	CURRENT	0.00	759,331.00	0.00	0.00	759,331.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	759,331.00	0.00	0.00	759,331.00	0
TOTAL TAXES		0.00	759,331.00	0.00	0.00	759,331.00	0
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	0.00	0.00	128,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
TOTAL INTERGOVERNMENTAL		0.00	128,000.00	0.00	0.00	128,000.00	0
CHARGES FOR SERVICES							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	5,281.00	0.00	0.00	5,281.00	0
211-00-34-00-7970	PHOTO COPIES	147.78	2,000.00	428.51	0.00	1,571.49	21
211-00-34-00-7975	INTERNET	197.24	2,000.00	432.31	0.00	1,567.69	22
211-00-34-00-7980	LIBRARY FEES-PROCTORING	0.00	100.00	20.00	0.00	80.00	20
211-00-34-00-7982	PASSPORT PROCESSING FEE	2,380.00	18,200.00	6,545.00	0.00	11,655.00	36
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	72.98	500.00	154.38	0.00	345.62	31
TOTAL		2,798.00	28,081.00	7,580.20	0.00	20,500.80	27
TOTAL CHARGES FOR SERVICES		2,798.00	28,081.00	7,580.20	0.00	20,500.80	27

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
REVENUES							
FINES & FORFEITS							
211-00-35-00-1030	LIBRARY FINES	0.00	0.00	0.50	0.00	(0.50)	100
TOTAL		0.00	0.00	0.50	0.00	(0.50)	100
TOTAL FINES & FORFEITS		0.00	0.00	0.50	0.00	(0.50)	100
MISCELLANEOUS REVENUE							
211-00-37-00-2310	DONATIONS	1,814.10	1,500.00	2,650.24	0.00	(1,150.24)	177
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	0.00	0.00	0.00	0
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,422.64	1,300.00	1,422.64	0.00	(122.64)	109
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	0.00	0.00	1,627.06	0.00	(1,627.06)	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	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	324.52	0.00	744.94	0.00	(744.94)	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	0.00	0.00	3,000.00	0
TOTAL		3,561.26	7,800.00	6,444.88	0.00	1,355.12	83
TOTAL MISCELLANEOUS REVENUE		3,561.26	7,800.00	6,444.88	0.00	1,355.12	83
OTHER SOURCES							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
TOTAL REVENUES:		6,359.26	923,212.00	14,025.58	0.00	909,186.42	2
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	29,782.17	387,168.00	81,900.95	0.00	305,267.05	21
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	5,828.94	80,820.00	16,173.38	0.00	64,646.62	20
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	1,897.63	8,510.00	2,408.07	309.91	5,792.02	32
211-00-75-10-1210	PERA	2,670.83	35,099.00	7,355.56	0.00	27,743.44	21
211-00-75-10-1220	FICA	2,188.92	29,015.00	6,033.19	0.00	22,981.81	21
211-00-75-10-1250	MEDICARE	511.91	6,786.00	1,410.97	0.00	5,375.03	21
211-00-75-10-1310	HEALTH INSURANCE	9,162.00	116,541.00	27,486.00	0.00	89,055.00	24
211-00-75-10-1330	LIFE INSURANCE	25.35	232.00	76.05	19.35	136.60	41
211-00-75-10-1335	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1347	VISION INSURANCE	0.52	0.00	1.56	0.00	(1.56)	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	212.34	3,018.00	637.02	0.00	2,380.98	21
TOTAL PERSONNEL		52,280.61	667,189.00	143,482.75	329.26	523,376.99	22
SUPPLIES & MATERIALS							
211-00-75-20-2010	OFFICE SUPPLIES	1,584.17	8,500.00	2,114.63	1,650.70	4,734.67	44
211-00-75-20-2020	COPY SUPPLIES	0.00	1,500.00	55.60	0.00	1,444.40	4
211-00-75-20-2030	PRINTING/BINDING	125.00	1,000.00	125.00	0.00	875.00	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	344.00	3,000.00	752.00	344.00	1,904.00	37
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,500.00	0.00	0.00	2,500.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	12,000.00	8,458.37	4,025.23	(483.60)	104
211-00-75-20-2090	INVENTORIAL SUPPLIES	346.66	1,000.00	346.66	0.00	653.34	35

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	PRGM SUP & MATERIALS	0.00	500.00	571.39	0.00	(71.39)	114
211-00-75-20-2100	OPERATING SUPPLIES	121.91	2,000.00	1,289.85	0.00	710.15	64
211-00-75-20-2110	BOOKS	5,607.67	39,000.00	16,259.35	2,891.32	19,849.33	49
211-00-75-20-2120	AUDIO/VISUAL	1,259.42	9,000.00	1,723.29	769.95	6,506.76	28
211-00-75-20-2130	NEWSPAPERS	0.00	2,000.00	942.76	0.00	1,057.24	47
211-00-75-20-2140	PERIODICALS	0.00	7,500.00	26.00	0.00	7,474.00	0
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	203.58	3,000.00	334.49	244.51	2,421.00	19
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	359.98	359.98	(719.96)	100
211-00-75-20-2210	EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL SUPPLIES & MATERIALS		9,592.41	92,500.00	33,359.37	10,285.69	48,854.94	47
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	0.00	0.00	1,500.00	0
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	158.54	29.88	811.58	19
211-00-75-30-3090	JANITORIAL SERVICES	0.00	20,400.00	2,975.00	0.00	17,425.00	15
211-00-75-30-3100	OTHER CONTRACTED SERVICES	3,178.80	26,323.00	3,454.56	689.40	22,179.04	16
211-00-75-30-3210	TELEPHONE	372.42	6,000.00	1,176.60	0.00	4,823.40	20
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	3,500.00	447.50	447.50	2,605.00	26
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	0.00	0.00	0.00	0
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	0.00	2,000.00	331.15	179.00	1,489.85	26
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	0.00	0.00	600.00	0
211-00-75-30-3610	GENERAL INSURANCE	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-30-3810	ELECTRICITY	0.00	35,000.00	4,916.58	0.00	30,083.42	14
211-00-75-30-3840	GARBAGE REMOVAL	0.00	2,000.00	274.94	0.00	1,725.06	14
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	8,000.00	1,465.17	606.68	5,928.15	26
211-00-75-30-4000	MAINTENANCE CONTRACTS	0.00	9,500.00	2,139.96	0.00	7,360.04	23
211-00-75-30-4010	BUILDING MAINT/REPAIRS	0.00	15,000.00	2,602.04	0.00	12,397.96	17
211-00-75-30-4015	GROUNDS MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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CITY OF GRAND RAPIDS
DETAILED REVENUE & EXPENSE REPORT
MONTH & YTD ACTUAL WITH OUTSTANDING ENCUMBRANCES
FOR 3 PERIODS ENDING MARCH 31, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	1,079.00	9,000.00	1,079.00	1,079.00	6,842.00	24
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	982.92	0.00	2,517.08	28
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	8,000.00	0.00	0.00	8,000.00	0
211-00-75-30-4100	EQUIPMENT LEASES	120.43	1,500.00	361.29	0.00	1,138.71	24
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	200.00	0.00	0.00	200.00	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		4,810.41	163,523.00	22,365.25	3,031.46	138,126.29	16
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		66,683.43	923,212.00	199,207.37	13,646.41	710,358.22	23
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 3 PERIODS ENDING MARCH 31, 2022

FUND: PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MARCH 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:		66,683.43	923,212.00	199,207.37	13,646.41	710,358.22	23
TOTAL FUND REVENUES		6,359.26	923,212.00	14,025.58	0.00	909,186.42	2
TOTAL FUND EXPENSES		66,683.43	923,212.00	199,207.37	13,646.41	710,358.22	23
FUND SURPLUS (DEFICIT)		(60,324.17)	0.00	(185,181.79)			
TOTAL ALL FUND REVENUES		6,359.26	923,212.00	14,025.58	0.00	909,186.42	2
TOTAL ALL FUND EXPENSES		66,683.43	923,212.00	199,207.37	13,646.41	710,358.22	23
ALL FUND SURPLUS (DEFICIT)		(60,324.17)	0.00	(185,181.79)			

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2022
With Comparative Totals for March 31, 2021

	2021 Actual	2022 Actual	2022 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	436,094	475,709	475,709	
Compensated Absences	39,408	39,408	39,408	
Emergency/unanticipated Expenditures	61,708	61,708	61,708	
Major Equipment Replacement	79,702	79,702	79,702	
TOTAL FUND BALANCE 1/1/XX	616,912	656,527	656,527	
Revenues:				
Taxes	-		759,331	0%
Intergovernmental	-		128,000	0%
Charges for Services	255	7,580	28,082	27%
Fines & Forfeits	46	1	-	0%
Blandin Grant	-		-	0%
GR Library Foundation	-	1,627	-	0%
Miscellaneous	1,954	4,818	7,800	62%
Other Sources-Operating Transfer	-		-	0%
Other Sources (Fund Balance Usage)	-		-	0%
TOTAL REVENUES	2,255	14,026	923,213	2%
Expenditures:				
Personnel	127,355	143,483	667,190	22%
Supplies/Materials	19,667	33,359	92,500	36%
Other Services/Charges	31,483	22,365	163,523	14%
Blandin Grant	-		-	0%
TOTAL EXPENDITURES	178,505	199,207	923,213	22%
OPERATING SURPLUS (DEFICIT)	(176,250)	(185,182)	-	
Gr Rapids Library Foundation Captl Grant	-		-	0%
Capital Outlay	-		-	0%
Fund Balance 3/31/XX				
Cash Flow	259,844	290,527	475,709	
Compensated Absences	39,408	39,408	39,408	
Emergency/unanticipated Expenditures	61,708	61,708	61,708	
Major Equipment Replacement	79,702	79,702	79,702	
TOTAL FUND BALANCE 3/31/XX	\$ 440,662	\$ 471,345	\$ 656,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$38,707 as of 2/28/22. This endowment is not available for current operations.

RESOLUTION NO. 2022-03
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 Friends - \$1764.10 – Book Club Kits
(GRACF Grant)**

Kathy McCarty - \$50.00 – In memory of Kathy Dodge

Matthew Knealing - \$201.66 – Whiteboards and markers for the quiet study rooms

Adopted this 13th day of April, 2022

Jean MacDonell, President

Lisa Tabbert, Secretary

DRAPERIES PLUS FLOORING

Benjamin Bostaph
38959 Co. Road 257
Cohasset, MN 55721

Office 218-328-5945
Cell 218-212-5107
Fax 218-999-5107
Draperiesplusflooring@gmail.com

3/18/22

Will,

The following is an estimate for shades in the Grand Rapids Library.

14 Shades Tumbled Stone Price Group "G", Cassette Valance, continuous looped chain or cordless		\$4,904.90
	Sales Tax	<u>\$ 337.21</u>
	Total	\$5,242.11

OR

14 Shades Night Life Price Group "H", Cassette Valance, continuous looped chain or cordless		\$5,478.20
	Sales Tax	<u>\$ 376.63</u>
	Total	\$5,854.83

Please contact me with any questions that you may have. Installation is FREE. Any change(s) to the scope of work is subject to a change in price. I want to thank you for the opportunity for your business.

Respectfully,

Benjamin Bostaph

Client Proposal for Will Richter

This offer is valid through: 03/24/2022

Item 4.

Floor to Ceiling Store

1001 NW 4TH ST
 GRAND RAPIDS, MN 55744-2203
 Phone: (218) 327-1136
 Fax: (218) 327-3315
 Email: beth@floortoceiling-gr.com

Date	Quote
03/21/2022	15384257
PO Reference	
320-Roller Shades	
Salesperson	
Floor To Ceiling-Grand Rapids	

Sold To:

Grand Rapids Public Library
 140 NE 2ND ST
 GRAND RAPIDS, MN 55744-2826

Item	Room Location	Description	Qty	Each	Extended																																																								
1	Meeting 1	Hunter Douglas Designer Roller LiteRise BRUN - Brunswick 801 - Drizzle	2	420.66	841.32																																																								
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Client Proposal for Will Richter

This offer is valid through: 03/24/2022

Item 4.

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1001 NW 4TH ST
 GRAND RAPIDS, MN 55744-2203
 Phone: (218) 327-1136
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Date	Quote
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PO Reference	
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Salesperson	
Floor To Ceiling-Grand Rapids	

Sold To:

Grand Rapids Public Library
 140 NE 2ND ST
 GRAND RAPIDS, MN 55744-2826

7 M 1

Hunter Douglas Designer Roller Custom Clutch BRUN - Brunswick 801 - Drizzle

2 273.75 547.50

Location	M 1	Collection	Designer Roller
Control System	Custom Clutch	Control System Style	Bottom-Up
Fabric Type	BRUN - Brunswick	Color	801 - Drizzle
Order Width	32 1/4	Order Height	29 3/4
Mount Type	Inside Mount	Mount Type 2 (Ceiling or Wall)	Ceiling Mount
Tube Options	1.375" Tube	Top Treatment	No
Control Side	Right	Designer Metal Bracket	No
Bottom Treatment	Standard Metal Btm Bar	End Mount Shim Kit	No
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Spacer Blocks	No	Special Instructions	No

Product Total	Tax 0.0000%	Installation	Freight	Take Down of existing shades	Client Price
4,860.87	0.00	360.00	112.00	70.00	5,402.87

Accepted By: _____

Date: _____

LIFETIME GUARANTEE

The Hunter Douglas® Lifetime Guarantee is an expression of our desire to provide a thoroughly satisfying experience when selecting, purchasing and living with your window fashion products. If you are not thoroughly satisfied, simply contact Hunter Douglas at (888) 501-8364 or visit hunterdouglas.com. In support of this policy of consumer satisfaction, we offer our Lifetime Limited Warranty as described below.

COVERED

BY A LIFETIME LIMITED WARRANTY

- Hunter Douglas window fashion products are covered for defects in materials, workmanship or failure to operate for as long as the original retail purchaser owns the product (unless shorter periods are provided below).
- All internal mechanisms.
- Components and brackets.
- Fabric delamination.
- Operational cords for a full 7 years from the date of purchase.
- Repairs and/or replacements will be made with like or similar parts or products.
- Hunter Douglas motorization components are covered for 5 years from the date of purchase.

NOT COVERED

BY A LIFETIME LIMITED WARRANTY

- Any conditions caused by normal wear and tear.
- Abuse, accidents, misuse or alterations to the product.
- Exposure to the elements (sun damage, wind, water/moisture) and discoloration or fading over time.
- Failure to follow our instructions with respect to measurement, proper installation, cleaning or maintenance.
- Shipping charges, cost of removal and reinstallation.

Hunter Douglas (or its licensed fabricator/distributor) will repair or replace the window fashion product or components found to be defective.

TO OBTAIN WARRANTY SERVICE

1. Contact your original dealer (place of purchase) for warranty assistance.
2. Visit hunterdouglas.com for additional warranty information, frequently asked questions and access to service locations.
3. Contact Hunter Douglas at (888) 501-8364 for technical support, certain parts free of charge, for assistance in obtaining warranty service or for further explanation of our warranty.

Notes

- In no event shall Hunter Douglas or its licensed fabricators/distributors be liable or responsible for incidental or consequential damages or for any other indirect damage, loss, cost or expense. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.
- Different warranty periods and terms apply for commercial products and applications.

Will Richter

From: Will Richter
Sent: Tuesday, March 8, 2022 3:13 PM
To: 'nelsonm@ccf-mn.org'
Subject: FW: [Library Directors] MN Public Library Grant // Request for Letters of Inquiry DUE: FRI. MAR. 25.

Meg;

Please know the Grand Rapids Area Library has a strong interest in Catholic Community Foundation grant opportunity. Currently, we have an infrastructure need where a grant of between \$3,000 - \$15,000 would be especially helpful. Our outside book return is in a state of disrepair and requires a skilled mason to repair it. This is an unanticipated expense on our part and a timely repair would help the Library to meet the needs of Library users in outstate Minnesota.

Thank you,

Will Richter, MLIS Dominican University
 Director of Library Services
 Grand Rapids Area Library
 140 NE 2nd Street
 Grand Rapids, MN 55744-2662
Office: 218-326-7643
Mobile: 218-398-2172
Fax: 218-326-7644

From: Jim Weikum <jim.weikum@alslib.info>
Sent: Tuesday, March 8, 2022 2:59 PM
To: Library Directors <ascold-l@alslib.info>
Subject: [Library Directors] MN Public Library Grant // Request for Letters of Inquiry DUE: FRI. MAR. 25.

----- Forwarded message -----

From: **Meg Payne Nelson** <nelsonm@ccf-mn.org>
Date: Fri, Mar 4, 2022 at 4:36 PM
Subject: MN Public Library Grant // Request for Letters of Inquiry DUE: FRI. MAR. 25.
To: jim.weikum@alslib.info <jim.weikum@alslib.info>

Dear Jim,

The Catholic Community Foundation of MN (CCF) stewards many funds, including one founded by a woman who was a librarian. Among other things, her endowment supports libraries in Catholic Schools, but the largest distribution is directed for "Grants to public libraries in the state of Minnesota for capital improvements and other brick and mortar needs, including infrastructure needs associated with technology improvements."

CCF has been administering the yearly grant from this fund for a few years. Finding a good fit for the purpose of the fund has proven difficult with our limited line of sight on the library field. It has been a steep learning curve. We are amazed at the variety of funding and governance models for public libraries.

This year we are trying something new. We are sending this email to you, the Administrators of the Regional Public Library Systems, hoping that you can either 1) **forward this email** to the individual libraries in your system, or 2) use your own knowledge of the libraries to **nominate a library** with brick and mortar or IT needs from whom we could invite an application.

We do not know whether we will receive 1,000 inquiries or only one, but there is a total of \$15,600 available. We will evaluate inquiries and select up to 5 to apply for the grant. There is no form to fill out for the inquiry, we are only seeking an email with a brief description of the individual library and how they would use a grant of between \$3,000 - \$15,000.

Thank you for your help!



Meg Payne Nelson

Vice President of Impact

Catholic Community Foundation of Minnesota

2610 University Avenue West | Suite 500 | Saint Paul, MN 55114

T. 651.389.0882 | F. 651.389.0650 | ccf-mn.org

**GRAND
RAPIDS**
AREALIBRARY



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Scan & Subscribe!



GRAL Director's Report

APRIL 2022

ADVOCACY

-Civic Center Update

At the 3/14 regular meeting, the City Council authorized resolutions (two) ordering the improvement and authorizing Phase 1, Best Value Procurement for a truss/roof system at the IRA Civic Center. City Council will give residents the chance to consider funding Civic Center improvement via a local option sales tax.

-Capital Projects Fund (American Rescue Plan) I am in contact with the Governor's Office regarding this potential funding source. At this time, there is not a clear process on how these funds will be allocated or spent.

LIBRARY MANAGEMENT

-2021 Minnesota Public Library Annual Report

Submitted.

-Public Services Clerk I

With direction from the Library Board, we started the process of filling this Public Services Clerk I position – applications are due April 15 with interviews to follow. I anticipate bringing a recommendation to the May Library Board meeting.

-RiverFest update

I will have the latest update at the 4/13 meeting.

FACILITIES MAINTAINANCE / SPACE

-Library Roof Leaking

During the week of 3/14 there were several steady drips inside the building in the public area of the Library. At the worst point, we had 10 buckets collecting water. I responded with the Fire Department the night of 3/15 when water intrusion interfered with one of the smoke detectors. The Facilities Maintenance Manager is monitoring the issue and plans to inspect the room when it is safe to do so. UPDATE: a temporary fix is in place and the roof will be inspected when the weather improves.

-Book Drop Repair

We are looking at options for repairing the book drop. The Facilities Maintenance Manager has obtained a quote from a mason – and new book drop hardware. I am investigating a grant opportunity specific to libraries through the Catholic Community Foundation.

-Quiet Study upgrades

The Facilities Maintenance Manager is planning / working on upgrades to the quiet study rooms to make them sound proof. Rapids Plumbing completed phase 1 – reroute the air ducting. This project is funded by the Library Foundation.

-Window Treatments in the Community Room

I anticipate bringing quotes from local businesses to the April Library Board Meeting. This project is funded by the Library Foundation.

FIRE RESPONSE

I responded to 11 calls during March with 3 responses from the Library.

END OF REPORT

March in Children's

Today, April 1, 2022, we put the toys back out in the Children's Library. The sun is shining, the snow is, once again, melting, and the toys are out. It is a good day. I have been weighing the toy decision for a couple of months, and had always hoped that our youngest patrons would be eligible for a Covid vaccine before the toys went back out. However, our Covid numbers in Itasca County have dropped dramatically, and I'm using that metric to drive my decision. For us, it is a welcome step into the sunshine, out of the storm.

We had an exciting visit from Duluth's WDIO TV station. They did a piece highlighting our Artastic programming, and the wonderful volunteer work of Nancy Mike-Johnson. They also included Online Storytime in the piece. It was well done, and not only are we very grateful for Nancy's volunteerism, but we are also proud of the work that was showcased. (And, station anchor Renee Passal complimented Dion on her editing work!) Oh! We are now on You Tube! Please subscribe to our channel...we are up to 25 subscribers!! Only a couple hundred thousand more and we can make some money off this gig... ☺

There is a new collection in town! In the past, when patrons would make the reading shift from beginner readers to early chapter books, they were faced with, literally, a wall of choices. Finding a book that both interested them and they felt they could read was a daunting job. I've been toying with the idea of an additional step for those readers. I didn't take the decision lightly, however, because as soon as a book is labeled, the audience for that book is limited. (For example, if I put a "Science Fiction" label on a book, there is absolutely no way that a reader who doesn't enjoy that genre will pick up that book, regardless of how hard I sell it.) Erring on the side of keeping kids reading, though, we developed our "Level Up" collection. These books were already on the shelves, we just put them together, to make them easier to find. (We also found really cool magnetic sheets to back the shelves. We can now direct patrons to the "blue shelves.") We were careful to not put any judgement labels on the collection. (A struggling 3rd grade reader doesn't need to look at the "beginner" or "early" chapter book section.) Rather, they are described as "short chapter books with pictures," exactly what they are. As usual, Nicole knocked the ball out of the park with the graphics. I am grateful for her every day. Come down and check it out!

This month we also made significant progress on our Discovery Kits. I think nearly every single staff member has worked on them. I hope they debut by the end of April. Until then, mum's the word! Happy Reading!

Monthly Report - Overview for Mar 2022

Locations on this report: Grand Rapids Area Library

Checkout

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	10381	8531	21	4205	146	26820	12043	122
Phone Renewal	332	236	40	132	151	910	395	130
Renewal	275	230	19	123	123	736	323	127
Opac Renewal	659	497	32	527	25	1830	1410	29
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	11647	9494	22	4987	133	30296	14171	113

Checkout Stock Rotation

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
1st Time	0	0	0	0	0	0	0	0
Phone Renewal	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0
Opac Renewal	0	0	0	0	0	0	0	0
Offline 1st Time	0	0	0	0	0	0	0	0
Offline Renewal	0	0	0	0	0	0	0	0
Dayend Auto Renew	0	0	0	0	0	0	0	0
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Total	0	0	0	0	0	0	0	0

Checkin

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
Normal	9375	7316	28	4973	88	23812	12520	90
Late	1875	1493	25	682	174	5189	1973	163
Offline Normal	0	0	0	0	0	0	0	0
Offline Late	0	0	0	0	0	0	0	0
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Total	11250	8809	27	5655	98	29001	14493	100

Requests Placed

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
Placed	2440	1654	47	3063	-21	6001	9665	-38
Total	2440	1654	47	3063	-21	6001	9665	-38

Requests Resolved

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
Cancelled	114	56	103	121	-6	283	496	-43
Filled	3426	2582	32	4716	-28	8834	13528	-35
Expired	6	3	100	2	200	15	5	200
Total	3546	2641	34	4839	-27	9132	14029	-35

Holds Resolved

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
Picked Up	2133	1603	33	3332	-36	5332	9642	-45
Cancelled	3	4	-25	0	100	9	2	350
Expired	151	113	33	165	-9	410	474	-14
Total	2287	1720	32	3497	-35	5751	10118	-44

Overdues

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
1st Notice	479	294	62	96	398	1163	319	264
2nd Notice	2	1	100	2	0	13	3	333
3rd Notice	0	0	0	1	-100	1	2	-50
4th Notice	0	1	-100	0	0	1	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	111	66	68	40	177	283	108	162
Total	592	362	63	139	325	1461	432	238

Borrower Delta

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	78	79	-2	20	290	213	33	545
Deleted (Manual)	6	7	-15	5	20	23	14	64
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	84	86	-3	25	236	236	47	402

Bib Delta

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	219	153	43	188	16	458	390	17
Deleted (Manual)	317	213	48	124	155	765	302	153
New (Batch)	46	22	109	15	206	118	97	21
Deleted (Batch)	0	0	0	0	0	0	0	0
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Total	582	388	50	327	77	1341	789	69

Auth Delta

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	0	0	0	0	0	0	0	0
Deleted (Manual)	0	0	0	1	-100	1	1	0
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	0	0	0	1	-100	1	1	0

Item Delta

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
New (Manual)	571	560	1	518	10	1469	1269	15
Deleted (Manual)	770	351	119	970	-21	2827	1927	46
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	1341	911	47	1488	-10	4296	3196	34

Acquisitions Activities

Description	Mar 2022	Feb 2022	%chg	Mar 2021	%chg	2022 YTD	2021 YTD	%chg
Lines Ordered	0	0	0	0	0	0	0	0
Items Ordered	0	0	0	0	0	0	0	0
Lines Received	261	281	-8	325	-20	773	721	7
Items Rcvd by Ven	263	285	-8	338	-23	782	734	6
Claims	0	0	0	0	0	0	0	0
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Total	524	566	-8	663	-21	1555	1455	6

Grand Rapids Area Library
Reference Statistics
March 2022

	March 2022	YTD 2022
Door Count	5599	13770
Reference Questions	344	756
Computer Help Over 5 Minutes	51	86
Tests Proctored	1	3
Public Computer Use: Sessions	365	902
Public Computer Use: Hours Used	273	682
Special Computer Sessions	139	292
Passports Accepted	79	200

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 4	2 511/256 JN FTO 3	3 468/234 JN FTO 0	4 346/173 JN FTO 0	5 7
6	7 545/272 5	8 446/248 8	9 516/258 4	10 489/245 3	11 291/145 2	12 22
13	14 547/224 TK FTO 4	15 488/244 TK FTO 4	16 285 TK FTO 0	17 473/237 TK FTO 6	18 287/142 TK FTO 2	19 18
20	21 686/343 TK FTO 4	22 374/187 TK FTO 2	23 542/271 5	24 529/264 3	25 300/150 0	26 14
27	28 840/420 7	29 444/247 2	30 502/251 3	31 514/257 6		

March 2022

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

Children's StatsMonth March 2022**Online Storytime**Programs: 5Facebook views: 394YouTube views: 122**Artastic**Programs: 1Facebook views: 108YouTube views: 13Kits handed out: 150**Non School Groups:** 0**People:** 0**Reference Questions:** 400Reference Questions 2021: 0

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 22	2 32	3 12	4 11	5 11
6	7 12	8 20	9 17	10 11	11 12	12 72
13	14 17	15 21	16 14	17 13	18 14	19 71
20	21 22	22 9	23 17	24 28	25 6	26 82
27	<small>NO SCHOOL</small> 28 41	29 17	30 18	31 14		90

GRAND RAPIDS AREA LIBRARY: 2022 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	25	122.75	5	125.25	8	8.00	0	0.00	0	0.00	3	39.00	9	27.00	30	248.00
February	22	93.00	7	109.00	9	9.00	0	0.00	0	0.00	8	46.00	2.00	10.00	29	202.00
March	18	98.00	8	121.50	7	7.00	0	0.00	0	0.00	8	45.50	1	4.00	26	219.50
April																
May																
June																
July																
August																
September																
October																
November																
December																
Total		313.75		355.75		24.00		0.00		0.00		130.50		41.00	*	669.50