

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

January 12, 2011 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call/ Introductions**
- 5:05 **A. Approval of agenda (Packet Item A)**  
**Election of officers**  
**Appointment of Committees**
- 5:10 **B. Minutes. (Packet Item B)**
- 5:12 **C. Communications**  
**Letter re: nominations to ALS Board**  
**Proposal from The Design Group for professional services related to the Library Heating Project**  
**An Agreement between the GRPUC and the City related to the Library Heat Project**
- 5:15 **D. Financial Report (Packet Items D1-) ) Roll Call Vote Required**
- 5:20 **E. Staff Reports (Packet Items E\_\_)**
- 5:25 **F. Old Business:**  
1..
- 5:30 **G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
    - a. **ALS invoice \$52.53**
  2. **Approve Contracts**
    - a. **Tom Hanson Great Decisions kick-off Jan 31 \$100 honorarium, mileage, lodging, meal**
  3. **Approve Resolution Accepting Donations**

1000.00	John and Gina Hawkinson	Advised Fund of the GRACF (unrestricted)
220.00	Carol & Dale Meredith & family	for children's materials in honor of Ina Kuoksa
20.00	David and Andrea Walkosz	for children's materials in honor of Ina Kuoksa

## **Regular agenda**

6:00 **Adjourn.**

**Last 15 minutes: What do you want to see at each board meeting?**

**GRAND RAPIDS AREA LIBRARY BOARD  
REGULAR MONTHLY MEETING  
GRAND RAPIDS AREA LIBRARY  
December 08, 2010  
5:00 PM**

**Members present:** Dennis Jerome, J. W. (Butch) Burnett, John Soll ,  
Shannon Benolken, Cheryl Stephens, Katie Gillen, Vicky Harding

**Members Absent:** Gina Hawkinson, Abby Kuschel

**Non-member present:** Marcia Anderson - Director

**Meeting called to order at 5:00 PM by VP Dennis Jerome**

**A Agenda – Shannon Benolken made a motion; second by Cheryl Stephens to approve the Agenda as presented. Motion carried.**

**B Approval of Minutes – Regular Board Meeting – John Soll made a motion; second by Vicky Harding to approve the Minutes of October 13, 2010 – Motion carried**

**C. Communications**

**D. Financial Report -**

**The Board discussed the Financial Report. Shannon Benolken made a motion; second by Katie Gillen to approve the Financial Report and payment of bills – Roll call vote. With a quorum present and all members voting in the affirmative, the motion carried.**

**Invoices Due on/before 12/8/2010**

SALLY ALLEMAN	2,415.25
AMERIPRIDE LINEN & APPAREL	22.64
ARROWHEAD LIBRARY SYSTEM	120.25
BAKER & TAYLOR, INC	3,365.22
BURGGRAF'S ACE HARDWARE INC	25.96
CDW GOVERNMENT INC	72.00
CONNECTING POINT TECHNOLOGIES	149.99
CUB FOODS STORE# 9036	21.35
D.C.R. COMMUNICATIONS INC	15.00
DEMCO	52.93
GALE	46.49
GARTNER REFRIGERATION CO	1,675.00
ICTV	30.00
INVEST EARLY PROJECT	595.00
LANDMARK AUDIOBOOKS	78.40
MARSHALL CAVENDISH CORPORATION	10.48
THE MOTOR SHOP	247.00
NORTHERN BUSINESS PRODUCTS INC	389.44
PERSONNEL DYNAMICS, LLC	596.34
PIZZA WORKS	31.98
RECORDED BOOKS	33.00

SCENIC RANGE NEWS	20.00
SHOWCASES	269.44
SIM SUPPLY INC	949.76
THE VILLAGE BOOK STORE	30.78
XEROX CORPORATION	21.03
DR. ANTON TREUER	77.61

**TOTAL** 11,362.34

**CHECKS ISSUED-PRIOR APPROVAL**

BLUE CROSS & BLUE SHIELD OF MN	2,890.00
DELTA DENTAL OF MINNESOTA	208.15
GRAND RAPIDS CITY PAYROLL	32,853.63
MINNESOTA DEPT OF ADMN	42.56
MINNESOTA ENERGY RESOURCES	928.50
MINNESOTA SALES & USE TAX	63.15
PIONEER MUTUAL LIFE INS CO	254.82
P.U.C.	2,781.27
TDS Metrocom	229.79
VISA	809.66
WASTE MANAGEMENT	94.52
LYNN M HALBROOK	300.00
STEVEN OSTOVICH	200.00

**TOTAL PRIOR APPROVAL** 41,656.05

**TOTAL ALL DEPARTMENTS** 53,018.39

**E. Staff Reports –**

**Full Board Discussion on Staff Report –**

**F. Old Business – None**

**G. New Business – Consent Agenda**

**Butch Burnett, made a motion; second by John Soll to approve the Consent Agenda, including bills, contracts and donations.**

**A roll call vote to approve the Consent Agenda as presented: With a quorum present, all members voted Aye.**

**1. Approve payment of late bills**

**a. Thomas Hanson expense reimbursement \$183.00**

**b. Mike Russell Carpet work and cleaning \$840.00**

**2. Approve Contracts**

**a. Markuson May Economics program \$200, lodging and mileage**

**3. Approve Resolution 2010-12 Accepting Donations**

**a. Laudel \$500**

**b. White \$100**

**Regular agenda**

**1. Approve Resolution 2010-13 setting Library Calendar for 2011**

**Butch Burnett, made a motion; second by John Soll to approve Resolution 2010-13. With a quorum present, all members voted Aye.**

**At 5.35pm - Adjourn.**

**Respectfully submitted,  
Jemma Baker, Recording Secretary**

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

RESOLUTION NO. 2010-12  
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

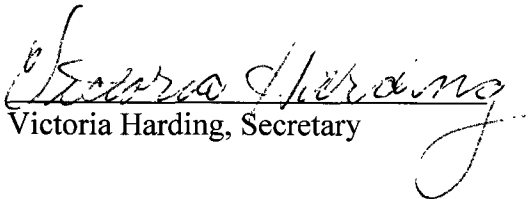
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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:

Adele Laudal, \$500 in memory of Adelaide Korpi  
Leah White, \$100 as Thank You

Adopted this 8th day of December 2010

  
Regina Hawkinson, President

  
Victoria Harding, Secretary

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

Dennis Jerome, Butch Brunett, John Soll, Katie Gillen, Shannon Belvolken, Cheryl Stephens, Vicki Harding

And the following voted against same: NONE

And the following abstained: NONE

Whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 2010-13  
SETTING 2011 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,

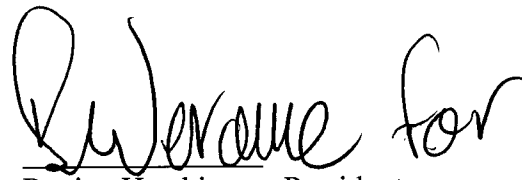
NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2011:

January 1	New Year's Day	Closed
January 17	Martin Luther King Day	Closed
February 21	President's Day	Closed
April 23	Easter Saturday	Closed
May 30	Memorial Day	Closed
July 4	Independence Day	Closed
September 5	Labor Day	Closed
November 11	Veteran's Day	Closed
November 23	Pre-Thanksgiving	Close 5 p.m.
November 24	Thanksgiving	Closed
December 24	Christmas Eve	Closed
December 26	Christmas Holiday	Closed

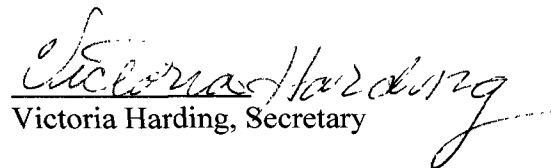
Although the library will close early on November 23, no holiday pay is involved.

Monthly Board Meeting Date and Time: 2<sup>nd</sup> Wednesday of each month, beginning 5 p.m. at the Library.

Adopted this 8<sup>th</sup> day of December 2010.

  
Regina Hawkinson, President

Attest:

  
Victoria Harding, Secretary

Board member John Soll seconded the foregoing resolution and the following voted in favor thereof:  
DENNIS JEROME, BUTCH BUEVETT, JOHN SOLL, KATIE GILLEN, SHANNON BELOKEN, CHERYL STEPHENS, VICKY HARDING  
And the following voted against same: NONE  
And the following abstained: NONE  
Whereby the resolution was declared duly passed and adopted.

## **Director's report January 2011**

### **Library Board Appointments**

Board appointments will be made by the City Council on Monday, January 10<sup>th</sup> at their regular meeting. Currently there are 2 vacancies for residents of the city of Grand Rapids. (Abby Kuschel has applied for reappointment, and Jemma Baker has submitted an application for the 2<sup>nd</sup> city resident position) There is one vacancy for a resident of the supporting townships. (Cohasset, LaPrairie, Warba, Arbo, Wabana, Feeley, Blackberry, Harris, Sago and Spang) Max Peters, a resident of Cohasset, has applied for this position.

### **Organization Meeting**

Election of officers must be held during the January meeting. Officers are President, Vice-president, and Secretary.

Meeting Dates and times must be set, and the official newspaper of record be designated.

Standing Committees may be established as follows according to the bylaws:

- Building and Grounds
- Finance
- Long-range Planning Committee
- Personnel
- Policy
- Public Relations

Duties of each committee are included in the Bylaws. (A copy of the bylaws is included in your Library Board binder)

Alternately, Ad-hoc committees may be formed throughout the year

A Board representative to the Program Committee should also be appointed.

### **Library Financials 2010**

The figures for 2010 in the financial reports in your packets are preliminary figures. The final numbers will not be available until early February. However, it does look like we are doing ok even considering the cut in Market Value Homestead Credit revenues. We will be dipping into our reserves for about 35,000 to 40,000, which is better than the 46,000 we budgeted.

### **Library Use:**

Circulation is up over last December, and the preliminary total for 2010 is higher than for 2011. The number of people through the door is also higher than last year. Program attendance is very good. Computer use continues to be high. Our story times and children's programs were well attended. I will complete the annual report with the complete figures by late February.

### **Carpet**

We are in the final stages of putting together specifications for the carpet. I met with the owner of Bester Bros. the moving company that does library moves. We should receive a bid from them on Monday. The project will be done in 3 sections, clearing 1/3 of the library each time.

### **Alternative Energy project**

A proposal for an agreement for design development will go to the City Council on Monday, along with an agreement with the PUC for use of the waste water. Both of these documents are in the board packet emailed to you (starting with C 2 )

### **Programs**

Will continue to work with members of the program committee to put together events and publicize a community read in February/March. The book will be *The Late Homecomer*, by Kao Kalia Yang, a Minnesota Book Award winner. We have the author coming, as well as a Hmong scholar, Paul Hillman, along with several book discussions. We are collaborating with the Grand Rapids Human Rights Commission on this one.

### **Broadband Access Grant**

ElderCircle, the YMCA, and several libraries have been collaborating to submit a joint proposal for funding computer training equipment and course development. This proposal was accepted by the GR EDA, but there has been some discussions with the Blandin Foundation concerning some of the details, so nothing has been finalized.

### **Potential collaboration with DNR**

Chris Kavanaugh submitted a grant application for one of the DNR's "Gateway to the Outdoors" funds to purchase fishing rods, reels and tackle for use on the fishing pier on the river. No news since then, as Chris has an injured ankle and has been absent from the DNR.

### **Library Catalog Changes**

The region is moving ahead with exploring acquiring a Discovery system, which is an interface for the public catalog access. The goal is to make searching the library catalog, databases and other online resources easier. Aquabrowser is one such discovery system used by several libraries in MN.

[www.librarytechnology.org/](http://www.librarytechnology.org/) is a web site maintained by Marshall Breeding, the consultant retained by ALS to help with the process. It is full of info on every aspect of library technology, and has links to libraries using different systems.

### **ALS Governing Board**

There are 2 openings for Itasca County Library Representatives on the ALS Governing Board (the board of directors for the regional library system) Vicky Harding has been filling one of these positions for the past 3 years, but will not seek reelection. (See packet item C1, letter from ALS)

### **Operations**

Nardini Fire Equipment completed the annual inspection of the sprinkler system, smoke detectors and fire extinguishers.

We rearranged furniture to relocate all of the public computers into the center of the Library. One of the recently purchased computers was vandalized last fall, so we opted to consolidate the public computers where they would be more visible.

## **Assistant Director Report January 2011**

### **Teens**

The Teen Advisory Board met and changed the bulletin board in the book sale room. The board advertises Rapids Reads and the events associated with it. TAB members used the library computers to prepare and print information about Kao Kalia Yang and The Latehomecomer. Teen winter reading has begun. It runs January 3-February 26. Teens keep track of how many pages they read each day.

I created a booklist for steampunk, a genre of fiction that has been getting more press lately. Steampunk involves an era or world where steam power is still widely used—usually the 19th century and often Victorian era Britain—that incorporates prominent elements of either science fiction or fantasy.

### **Operations**

In December we weeded the CD collection. Will weeded the nonfiction VHS. After weeding the VHS, there was room to switch the location of the DVDs and books on CD/Playaways. The books on CD have moved to where the DVDs were and vice versa. Our books on CD and Playaways collection have been growing and were running out of space on the shelves. There is now room on the shelves to display the cases front side facing out!

The IT gentleman for the city figured out how to change the Pharos computer reservation so people can simply logon to any available computer. Previously, people had to make a reservation for the We have been working on educating our regular computer users about this change. It has been very well received so far.

### **Staff**

Darla met with Children First to firm up schedules for the upcoming months.

Will has been selected as a final judge for the Memoir/Creative nonfiction category in the 23<sup>rd</sup> annual Minnesota Book Awards. There are only 4 judges statewide for the category. He will go to Minneapolis in early March to meet with the other judges to decide the winning book. The awards ceremony takes place in April. The Minnesota Book Awards are sponsored by the Friends of the St. Paul.



**Express Check outs % of total c/o Dec-10**  
 2663 22.00%

**YTD 2009**  
 171,358 5.584%  
 18,744 15.799%  
 190,902 6.436%  
 190,471 5.91%  
 1,911 1.204%

**Door count 2009 comparison**  
 9912 3.26%

**THIS MONTH**  
 12,102  
 1,959  
 14,061  
 14,980  
 78

**THIS MONTH**  
 850  
 3,072  
 928

**THIS MONTH**  
 688  
 15  
 16  
 1,650

**SESSIONS**  
 1,074  
 28,167

**PEOPLE**  
 31  
 50

**GROUPS**  
 38

**YTD 2009**  
 11,617  
 78  
 309  
 19,357

**YTD HOURS**  
 1758.50  
 3498.00  
 10,955  
 579

**CIRCULATION**  
 Check-outs  
 Renewals  
 Total Circulation  
 Returns  
 New cards

**TECHNICAL PROCESSES**  
 Books cataloged and processed  
 Withdrawn copies  
 Withdrawn Titles

**REFERENCE**  
 tests proctored  
 computer help over 5 minutes  
**INTERNET**  
 Pharos sessions \*\*\*

**Non-Pharos sessions**  
**VOLUNTEERS**

**MEETING ROOM**  
 Total Mtg Rm Use

**PROGRAMS & TOURS**  
 BOOK TIME  
 CLASS VISITS  
 NON SCHOOL GROUPS  
 SPECIAL PROGRAMS  
 TEEN PROGRAMS  
**Total Youth Programs**  
 Total Adult Programs

**EQUIPMENT RESERVED**  
**TOTALS**

**BOOKINGS & ARRANGEMENTS**  
**TOTALS**

	THIS MONTH	YTD	YTD 2009	Express Check outs % of total c/o Dec-10	Door count 2009 comparison
<b>CIRCULATION</b>					
Check-outs	12,102	180,927	171,358	5.584%	
Renewals	1,959	22,261	18,744	15.799%	
Total Circulation	14,061	203,188	190,902	6.436%	
Returns	14,980	201,728	190,471	5.91%	
New cards	78	1,934	1,911	1.204%	
<b>TECHNICAL PROCESSES</b>					
Books cataloged and processed	850	9,176	8,373		
Withdrawn copies	3,072	14,320	8,972		
Withdrawn Titles	928	6,289	4,152		
<b>REFERENCE</b>					
tests proctored	688	11,340	11,617		
computer help over 5 minutes	15	113	78		
<b>INTERNET</b>					
Pharos sessions ***	16	216	309		
<b>Non-Pharos sessions</b>					
<b>VOLUNTEERS</b>					
	50	991	1310		
<b>MEETING ROOM</b>					
Total Mtg Rm Use	31	189.50	461		1758.50
<b>PROGRAMS &amp; TOURS</b>					
BOOK TIME	38	574	579		572
CLASS VISITS					
NON SCHOOL GROUPS					
SPECIAL PROGRAMS					
TEEN PROGRAMS					
<b>Total Youth Programs</b>					
Total Adult Programs					
<b>EQUIPMENT RESERVED</b>					
<b>TOTALS</b>					
	4	91	86		
<b>BOOKINGS &amp; ARRANGEMENTS</b>					
<b>TOTALS</b>					
	7	106.75	112.5		

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2010**  
*With Comparative Totals for December 31, 2009*

<b>PRELIMINARY</b>	2009 Actual	2010 Actual	2010 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	370,084	332,377	332,377	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>705,752</b>	<b>727,080</b>	<b>727,080</b>	
<b>Revenues:</b>				
Taxes	500,269	450,092	490,605	92%
Intergovernmental	221,887	173,733	166,111	105%
Charges for Services	11,926	13,914	11,382	122%
Fines & Forfeits	15,409	14,970	16,000	94%
Blandin Grant	1,970	10,350	-	0%
GR Library Foundation	5,173	6,675	-	0%
Miscellaneous	21,472	15,279	18,050	85%
Other Sources-Operating Transfer	1,085	-	-	0%
Other Sources (Fund Balance Usage)	-	-	46,141	0%
<b>TOTAL REVENUES</b>	<b>779,191</b>	<b>685,013</b>	<b>748,289</b>	<b>92%</b>
<b>Expenditures:</b>				
Personnel	474,988	470,219	487,331	96%
Supplies/Materials	90,289	93,806	91,100	103%
Other Services/Charges	171,702	146,066	169,623	86%
Capital Outlay	18,914	-	-	0%
Blandin Grant	1,970	9,971	-	0%
<b>TOTAL EXPENDITURES</b>	<b>757,863</b>	<b>720,062</b>	<b>748,054</b>	<b>96%</b>
Revenues > Expenditures	21,328	(35,049)	235	
<b>Fund Balance 12/31/XX</b>				
Cash Flow	391,412	297,328	332,612	
Compensated Absences	18,436	25,992	25,992	
Emergency/unanticipated Expenditures	56,382	52,364	52,364	
Major Equipment Replacement	64,437	59,844	59,844	
Undesignated	196,413	256,503	256,503	
<b>TOTAL FUND BALANCE 12/31/XX</b>	<b>\$ 727,080</b>	<b>\$ 692,031</b>	<b>\$ 727,315</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$26,939 as of 9/30/10. This endowment is not available for current operations.

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH DECEMBER 31, 2010

Account Number	Account Description	2010 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 459,377	\$ 411,145	90%
211-00-31-00-0200	DELINQUENT	-	7,719	0%
211-00-31-00-0210	ANNEXATION	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	31,228	31,228	100%
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUEN	-	-	0%
211-00-33-00-0210	ANNEXATION	-	-	0%
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	10,067	10,067	100%
211-00-33-00-4060	SUPPLEMENTAL AID	19,044	19,044	100%
211-00-33-00-6300	LIBRARY CONTRACTS	137,000	144,511	105%
211-00-33-00-6310	ALS REIMBURSEMENT	-	112	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	8,045	128%
211-00-34-00-7970	PHOTO COPIES	1,800	2,356	131%
211-00-34-00-7975	INTERNET	3,000	3,222	107%
211-00-34-00-7980	LIBRARY FEES	-	22	0%
211-00-34-00-7990	FAX MACHINE USE	300	269	90%
211-00-35-00-1030	LIBRARY FINES	16,000	14,970	94%
211-00-37-00-2310	DONATIONS	2,500	2,625	105%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	200	1,613	807%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	34	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	-	244	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,485	114%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	6,675	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	6,000	3,310	55%
211-00-37-00-2420	BLANDIN GRANTS	-	10,350	0%
211-00-37-00-2450	MISCELLANEOUS	50	2,534	5067%
211-00-37-00-5100	INVESTMENT INCOME	8,000	3,433	43%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	702,148	685,013	98%
211-00-39-00-5500	FUND BALANCE USAGE	46,141	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	280,187	275,928	98%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	-	0%
211-00-75-10-1030	SALARY-PARTTIME	92,277	81,856	89%
211-00-75-10-1050	CONTRACTED SERVICES	5,320	11,642	219%
211-00-75-10-1210	PERA	26,073	25,024	96%
211-00-75-10-1220	FICA	23,093	21,115	91%
211-00-75-10-1250	MEDICARE	5,401	4,938	91%
211-00-75-10-1310	HEALTH INSURANCE	50,224	46,144	92%
211-00-75-10-1330	LIFE INSURANCE	922	168	18%
211-00-75-10-1335	DENTAL INSURANCE	1,434	1,353	94%
211-00-75-10-1347	VISION INSURANCE	-	(0)	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,200	2,050	93%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	9,848	141%
211-00-75-20-2020	COPY SUPPLIES	1,000	877	88%
211-00-75-20-2030	PRINTING/BINDING	500	851	170%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	2,000	4,226	211%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	1,595	80%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,100	7,108	78%

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH DECEMBER 31, 2010

Account Number	Account Description	2010 Budget	Year to Date	Percent of Budget
211-00-75-20-2090	INVENTORIAL SUPPLIES	2,000	-	0%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	250	185	74%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	1,519	76%
211-00-75-20-2110	BOOKS	45,000	45,969	102%
211-00-75-20-2120	AUDIO/VISUAL	7,000	8,260	118%
211-00-75-20-2130	NEWSPAPERS	2,400	1,787	74%
211-00-75-20-2140	PERIODICALS	8,000	7,510	94%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,000	4,071	204%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	586	73%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	600	382	64%
211-00-75-30-3090	JANITORIAL SERVICES	28,983	28,983	100%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	16,500	5,711	35%
211-00-75-30-3210	TELEPHONE	5,000	6,790	136%
211-00-75-30-3220	POSTAGE/FREIGHT	2,000	648	32%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	584	58%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	500	68	14%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	400	486	121%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	1,500	669	45%
211-00-75-30-3610	GENERAL INSURANCE	13,000	7,251	56%
211-00-75-30-3810	ELECTRICITY	33,000	38,278	116%
211-00-75-30-3840	GARBAGE REMOVAL	1,500	969	65%
211-00-75-30-3860	HEAT-NATURAL GAS	23,000	12,985	56%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	2,850	47%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	12,000	14,544	121%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	2,965	297%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	11,217	112%
211-00-75-30-4030	ONLINE SERVICES	7,500	1,960	26%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	7,241	241%
211-00-75-30-4100	EQUIPMENT LEASES	840	816	97%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	-	30	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	200	52	26%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	5,712	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	3,909	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	350	0%
	<b>TOTAL EXPENDITURES</b>	<b>748,054</b>	<b>720,061</b>	<b>96%</b>
	<b>SURPLUS REVENUES(EXPENDITURES)</b>	<b>\$ 235</b>	<b>\$ (35,049)</b>	

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

ACCOUNT #	DESCRIPTION	BALANCE 01/01/10	NET DEBITS	NET CREDITS	BALANCE 12/31/10
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	415,313.94	415,313.94	0.00
211-00-00-00-1010	CASH	670,069.25	771,200.17	765,145.67	676,123.75
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	14,722.00	0.00	0.00	14,722.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	1,027.50	0.00	1,027.50	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
211-00-00-00-1315	DUE FROM MN FOUNDATION	27,226.00	0.00	0.00	27,226.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	72,512.37	0.00	72,512.37	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	4,019.42	4,649.70	4,019.42	4,649.70
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	48,950.67	34,067.29	14,883.38
<b>TOTAL</b>		<b>789,686.54</b>	<b>1,240,114.48</b>	<b>1,292,086.19</b>	<b>737,714.83</b>
<b>TOTAL ASSETS</b>		<b>789,686.54</b>	<b>1,240,114.48</b>	<b>1,292,086.19</b>	<b>737,714.83</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	30,968.86	744,164.94	728,382.91	15,186.83
211-00-00-00-2030	SALES TAX PAYABLE	0.00	542.78	573.93	31.15
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	6,452.41	6,452.41	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	14,722.00	0.00	0.00	14,722.00
211-00-00-00-2220	DEFERRED REVENUES	10,463.00	10,463.00	859.75	859.75
<b>TOTAL</b>		<b>62,606.27</b>	<b>761,623.13</b>	<b>729,816.59</b>	<b>30,799.73</b>
<b>TOTAL LIABILITIES</b>		<b>62,606.27</b>	<b>761,623.13</b>	<b>729,816.59</b>	<b>30,799.73</b>
<b>FUND EQUITY</b>					

DATE: 01/07/2011  
 TIME: 10:10:49  
 ID: GL450000.WOW

CITY OF GRAND RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 10

FUND: PUBLIC LIBRARY  
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

ACCOUNT #	DESCRIPTION	BALANCE 01/01/10	NET DEBITS	NET CREDITS	BALANCE 12/31/10
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	727,080.27	0.00	0.00	727,080.27
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	34,067.29	48,950.67	14,883.38
TOTAL		727,080.27	34,067.29	48,950.67	741,963.65
TOTAL FUND EQUITY		727,080.27	34,067.29	48,950.67	741,963.65
	FUND SURPLUS (DEFICIT)	0.00	35,048.55	0.00	(35,048.55)
TOTAL LIABILITIES AND FUND EQUITY		789,686.54	830,738.97	778,767.26	737,714.83

DATE: 01/06/11  
TIME: 16:06:20

CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/12/11

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0112460	SALLY ALLEMAN	2,487.66
0113100	AMAZON.COM	78.24
0113233	AMERIPRIDE LINEN & APPAREL	23.34
0118660	ARROWHEAD LIBRARY SYSTEM	68.40
0201428	BAKER & TAYLOR, INC	3,134.44
0209340	BIG KIDS PRODUCTION INC	124.55
0315455	COLE HARDWARE INC	5.86
0315537	CONNECTING POINT TECHNOLOGIES	19.98
0701460	GALE	47.24
0701650	GARTNER REFRIGERATION CO	874.00
0718010	CITY OF GRAND RAPIDS	1,687.50
0801545	BRANDY HANSON	26.77
0805524	BONNIE HENRIKSEN	8.65
1109660	DARLA KIRWIN	123.12
1205099	LEARNING OPPORTUNITIES INC	1,311.49
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,439.84
1415377	NORTHERN BUSINESS PRODUCTS INC	1,030.51
1605665	PERSONNEL DYNAMICS, LLC	1,210.92
1609925	PIZZA WORKS	31.98
1801519	RANGE CREDIT BUREAU INC	5.95
1805150	RECORDED BOOKS	2,430.20
1905445	SELCO	28.25
1909510	SIM SUPPLY INC	270.30
1920065	STAR TRIBUNE	286.52
2209450	THE VILLAGE BOOK STORE	3,184.95
2405650	XEROX CORPORATION	72.89
T000282	AMY SORENSON	13.17
T000681	JENNY SHAFFER	33.08
TO00682	DUANE SCHWARTZ	11.00
	TOTAL	20,070.80

CHECKS ISSUED-PRIOR APPROVAL  
PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	3,004.00
0605191	FIDELITY SECURITY LIFE INS CO	10.84
0718015	GRAND RAPIDS CITY PAYROLL	32,743.06
1109660	DARLA KIRWIN	60.83
1209516	LINCOLN NATIONAL LIFE	63.30
1309098	MINNESOTA DEPT OF ADMN	42.56
1309199	MINNESOTA ENERGY RESOURCES	2,196.90
1309335	MINNESOTA SALES & USE TAX	44.96
1601750	PAUL BUNYAN TELEPHONE	490.21
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,932.65

DATE: 01/06/11  
TIME: 16:06:20

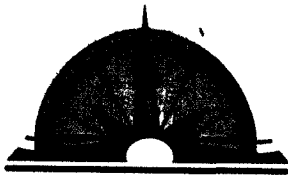
CITY OF GRAND RAPIDS  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/12/11

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2000490	TDS Metrocom	229.79
2205637	VERIZON WIRELESS	195.68
2301700	WASTE MANAGEMENT	94.96
T000435	TOM HANSON	183.00
	TOTAL PRIOR APPROVAL	42,436.08
	TOTAL ALL DEPARTMENTS	62,506.88





# Arrowhead Library System

5528 Emerald Ave. • Mt. Iron, MN 55768-2069 • 218-741-3840 • [www.arrowhead.lib.mn.us](http://www.arrowhead.lib.mn.us)

December 8, 2010

## THE GOVERNING BOARD

Terry Anderson  
Cloquet

Linda Lee Booth  
Grand Rapids

Jane Brissett  
Duluth

Kay Colby  
Silver Bay

Teresa Dawson  
Duluth

Lois Ferguson  
Eveleth

Louise Grams  
Virginia

Vicky Harding  
Grand Rapids

Lori Hendrickson  
Hibbing

Lenore Johnson  
Two Harbors

Sandy Johnson  
Williams

Beth Kelly  
Twig

Patrick Layman  
Aurora

Charles Lepper  
International Falls

Bette Mattson  
Iron

Richard Niss  
Babbitt

Clarence Quatier  
Deer River

Ruby Sipe  
Baudette

Audrey Stattelmar  
Hovland

Kathy West  
International Falls

Board of Trustees  
Grand Rapids Area Library  
21 5th St. NE  
Grand Rapids, MN 55744

Attn: Marcia Anderson, Director

Dear Board of Trustees:

This is to notify you that the two current terms of Vicky Harding and Linda Lee Booth, who represent all Itasca County Public Libraries on the Arrowhead Library System Governing Board, will expire June 30, 2011.

Please send your nomination, and a biographical statement about your nominee, to the Arrowhead Library System, Attn: Jim Weikum, as soon as possible, but no later than **March 31, 2011**. ALS will then prepare and distribute a ballot. *Nominees must currently be members of an ALS member library board in Itasca County.*

Mrs. Harding will not seek re-election for a three-year term. Mrs. Booth currently serves on the Bovey Library Board, is eligible for a three-year term, and has indicated a willingness to serve a three-year term. If I can be of any assistance in your search process, or if you have questions about the duties of ALS Board members, please contact me.

Sincerely,

Jim Weikum  
Executive Director

JW:cc

pc: Beth Kelly, Vicky Harding, Linda Lee Booth



**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## PUBLIC UTILITIES COMMISSION

500 SE 4TH STREET PO BOX 658  
GRAND RAPIDS, MINNESOTA 55744  
TELEPHONE (218) 326-7024  
TDD (218) 326-7487 FAX (218) 326-7499

December 28, 2010

Mr. Thomas Pagel  
City Engineer  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

RE: Grand Rapids Renewable Energy and Community Education Project

Dear Mr. Pagel:

In response to your email dated December 12, 2010, regarding the Library Heating Project, please be informed that the Grand Rapids Public Utilities Commission ("GRPUC") authorizes the City of Grand Rapids to utilize the effluent waste stream from UMP Blandin Paper Company in accordance with the following terms and conditions:

- If the utilized effluent exceeds 200 gallons per minute or the City intends to expand the heat loop beyond the library, the City of Grand Rapids is required to obtain additional authorization from the GRPUC.
- The City of Grand Rapids will indemnify the GRPUC against any liability and hold the GRPUC harmless from and pay any and all losses, damages, costs and expenses (including, without limitation, costs of repair, costs of clean-up, fines imposed by any governmental agency, and claims by any third party for loss of profits, revenue or for incidental, consequential or punitive damages) which the GRPUC would incur by reason of any leaks, spills or shut down of the waste effluent emanating from any connection to the GRPUC infrastructure, the flow loop or heating system.
- GRPUC does not warrant or guarantee any quantity of flow or temperature of the effluent stream used for the heating system.

Please have the City acknowledge the agreement and acceptance of the above stated terms and conditions by having the Mayor sign both originals with his signature attested by the City Clerk. By signing and attesting below the Mayor and the City Clerk will be representing that they are authorized to enter into this Agreement and bind the City. Please keep one for your file and return one to me.

Mr. Thomas Pagel  
December 28, 2010  
Page Two

If you have any questions please do not hesitate to contact me. I wish you the best with your project.

Respectfully,



Anthony T. Ward  
General Manager

Agreed to and adopted by the City of Grand Rapids this \_\_\_\_ day of \_\_\_\_\_, 2010.

Attest:

\_\_\_\_\_  
Kimberly Johnson-Gibeau  
City Clerk

\_\_\_\_\_  
Dale Adams  
Mayor

ATW:atw

CC: James Ackerman, WWTF Manager



1711 East 13th Street  
Suite 201  
Hibbing, MN 55746  
PH: 218.262.1959  
FX: 218.262-1976  
www.thedgroup.org

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January 5, 2011

City of Grand Rapids, MN  
Attn: Ron Edminster  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744

**RE: Riverfront Energy Center- Pump House / Education Building, Grand Rapids, MN**

Ron,

The Design Group, Inc. is pleased to submit this proposal for Architectural, Structural, Mechanical and Electrical Engineering services for the Riverfront Energy Pump House / Education Building to be located in Grand Rapids, MN. Our work will be centered on providing complete Architectural, Structural, Mechanical and Electrical plans including project management from Gartner Temperature Controls for the above project. Our proposal is based on the information provided to us by Gartner Refrigeration, email and our meeting onsite Wednesday, December 22, 2010.

The Design Group proposes to charge a lump sum fee of Thirty Nine Thousand, Six Hundred and One dollars (\$39,601.00) for the design work described above. These fees would be divided into the following areas:

• Preliminary Design	\$ 5,600.00
• Construction Documents	\$17,810.00
• Bidding	\$ 1,100.00
• Construction Administration	\$ 2,975.00
• Project Management	<u>\$12,116.00</u>
	\$39,601.00

These fees will cover all costs incurred by the Design Group and its team including telephone calls, postage, etc. Specification and plan distribution can be directly between the city and printer. We will provide to you one complete set of signed drawings and specifications to be used for this purpose. Not included in this proposal are any plan review fees, surveys, soil borings, temperature controls, construction testing services and any legal and project accounting services. Additional services can be provided at an hourly rate or as agreed to prior to beginning the additional work. Thank you for the opportunity to submit this proposal!

**ADDITIONAL SERVICES:**

Any Additional Services beyond the Basic Services outlined above will be performed only upon your instruction and will be billed at our standard hourly rates.

## **TERMS AND CONDITIONS:**

The Design Group, Inc. (TDG) shall perform the services outlined in this agreement for the stated fee arrangement.

### **Fee**

The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis. The rates shall be those that prevail at the time services are rendered.

### **Billings/Payments**

Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoice shall be considered PAST DUE if not paid within thirty (30) days after the invoice date and TDG may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid ninety (90) days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

### **Access To Site**

Unless otherwise stated, TDG will have access to the site for activities necessary for the performance of the services. TDG will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

### **Indemnification**

The Client shall indemnify and hold harmless TDG and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys fees) arising out of or resulting from the performance of that services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except TDG) or anyone for whose acts of them may be liable. This indemnification shall include any claim, damage or losses due to the presence of hazardous materials.

### **Termination of Services**

This agreement may be terminated upon ten (10) days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay TDG for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

### **Ownership Documents**

All documents produced by the TDG under this agreement shall remain the property of TDG and may not be used by the Client for any other endeavor without the written consent of TDG.

## Dispute Resolution

Any claim or dispute between the Client and TDG shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). The laws of the principal place of business of TDG shall govern this agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'O. Maki', with a long horizontal flourish extending to the right.

The Design Group, Inc.  
Otto W. Maki, Principal

**TO:** Marcia Anderson  
**FROM:** Bonnie Henriksen  
**DATE:** January 5, 2011

## **Library Volunteer and Program Report for December 2010**

### **Volunteers**

39 volunteers served the library during December for a total of 189.5 hours.

Volunteer tasks included: shelving, doing the pull list and reading shelves. Volunteers also worked on putting away periodicals, tabulating program evaluations and posting the NY Times Bestseller list. Mary Jo Wimmer coordinated and directed plans for a used book sale for Friend's of the Library. Twelve volunteers helped her with the sale. Mary Jo also coordinated delivery of used books being rotated out of the store to the jail, North Homes, Inc., Kiesler House and Manor House. Another volunteer has worked to bring used books and media to two nursing homes and help those residences organize and display the books. An AmeriCorp/Reading Corp volunteer helped over the Christmas holiday to create an impressive information board display inside the main doors of the library.

### **Board & Program Committee Volunteers**

Library Board: 7 board members reported 12 hours of service

Program Committee members: no December meeting

The Program Committee hosted one program in December featuring the author and illustrator of "The Opposite of Cold," a book about Finnish sauna tradition in the U.S. Thirty-five people attended and the Village Bookstore sold out all copies of the books they offered for sale at the event. The committee will resume regular meetings in January. Three or more programs are already set for every month between January and May. The committee is looking to fill 3-4 open positions at this time.

## Children's Library Summary

### December 2010

Compared to November, December was a much quieter month in the Children's Library, although attendance at Monday Book Times and Saturday Story Hours remained steady. Because ECFE began their vacation time on Monday, December 20, Darla did a special holiday story time for families who wanted to maintain their routine; 19 children and 10 parents attended.

The Headstart class from Bena paid us a visit, bringing 20 young people to visit our library, most for the first time. Charlie Schweigert's class of 4<sup>th</sup> graders from Southwest visited us again this month – a brisk walk readies students to sit and listen quietly!

Our second annual "Mom's Day Out" event on Saturday, December 11, was a success. We had 19 children, 14 girl scouts, and four adult helpers!

Tuesday, December 28 the artists of the Creativity Tank presented "What's Next, Jan Brett?" to a group of 27 boys and girls and 15 adults. The young artists worked on telling a story – what comes next. (Jan Brett provides visual hints in her artwork to foreshadow upcoming events.)

On Thursday, December 30, 10 children and 3 adults enjoyed the family film "Despicable Me" in the library community room, in spite of the atrocious weather outside!

Upcoming January events:

- January 8, 2011 the Children's Winter Reading program begins. "The Snowflake Reading Club" will continue for five weeks, ending on Saturday, February 12. Boys and girls who participate receive a reading log, book mark, a certificate for a free kid's meal at Applebee's, and an activity book when they register. When they complete and return the reading log by February 12, they can choose a new free book from a broad selection of fiction, nonfiction, and beginner readers, courtesy of the Friends of the Grand Rapids Area Library.
- Thursday, January 20 is Family Movie Night, featuring *Nanny McPhee Returns*.
- Monday, January 24 at 1:00 pm (No School!) we'll present "Let It Snow!" an event for school-age children.



**ARROWHEAD LIBRARY SYSTEM**

5528 EMERALD AVENUE  
 MOUNTAIN IRON MN 55768  
 218-741-3840

*Invoice*

No. 00012517  
 Date 12/31/2010

To: GRAND RAPIDS PUBLIC LIBRARY  
 DIRECTOR  
 140 NE 2ND ST  
 GRAND RAPIDS MN 55744-2826

Ship To: GRAND RAPIDS PUBLIC LIBRARY  
 DIRECTOR  
 140 NE 2ND ST  
 GRAND RAPIDS MN 55744-2826

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
		30 Days Net			
Qty	Unit	Description	Unit Price	Amount	
1	MO	OVERDUE NOTICES - DEC 2010	\$52.53	\$52.53	
<b>Contract Incentives</b>					
			SubTotal	\$52.53	
			Tax	\$0.00	
			Shipping	\$0.00	
			PAID	\$0.00	
			Total	\$52.53	

ALS Tax Exempt Number: 29684  
 ALS Tax ID: 41-0909324  
 PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.



*Thank You !*

January 12, 2011

Tom Hanson  
410 Groveland Ave #1804  
Minneapolis, MN 55403

Dear Mr. Hanson:

I am pleased that you have agreed to present a program to kick off the beginning of the 2011 Great Decisions Discussion Series in the Blandin Foundation Auditorium on Monday, January 31 at 7 p.m.

The library will pay you an honorarium of \$100, reimburse you for mileage at the current IRS mileage rate and cover your cost of your lodging and meals while in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

Whenever possible, ICTV, our local cable access station, tapes our programs for showing during the upcoming months. If you are agreeable to having your presentation taped, please sign and return the enclosed release form.

My e-mail is: [manderso@arrowhead.lib.mn.us](mailto:manderso@arrowhead.lib.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson  
Library Director

Enc: W9, expense reimbursement form, ICTV release

These terms are acceptable:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

Board member  
and moved for its adoption:

introduced the following resolution

RESOLUTION NO. 2011-1  
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:

- 220.00 Carol & Dale Meredith & family for children's materials in honor of Ina Kuoksa
- 20.00 David and Andrea Walkosz for children's materials in honor of Ina Kuoksa
- 1000.00 John and Gina Hawkinson Advised Fund of the Grand Rapids Area Community Foundation (unrestricted)

Adopted this 12th day of January 2011

---

Regina Hawkinson, President

---

Victoria Harding, Secretary

Board member  
and the following voted in favor thereof:

seconded the foregoing resolution

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.



January 12, 2011

Tom Hanson  
410 Groveland Ave #1804  
Minneapolis, MN 55403

Dear Mr. Hanson:

I am pleased that you have agreed to present a program to kick off the beginning of the 2011 Great Decisions Discussion Series in the Blandin Foundation Auditorium on Monday, January 31 at 7 p.m. *6:30*

The library will pay you an honorarium of \$100, reimburse you for mileage at the current IRS mileage rate and cover your cost of your lodging and meals while in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

Whenever possible, ICTV, our local cable access station, tapes our programs for showing during the upcoming months. If you are agreeable to having your presentation taped, please sign and return the enclosed release form.

My e-mail is: [manderso@arrowhead.lib.mn.us](mailto:manderso@arrowhead.lib.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson  
Library Director

Enc: W9, expense reimbursement form, ICTV release

These terms are acceptable:

*Thomas R. Hanson*  
\_\_\_\_\_  
Signature

*1/18/2011*  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

*Pegina Hawkins*  
\_\_\_\_\_  
Board President

*1/12/2011*  
\_\_\_\_\_  
Date

Councilor Christy introduced the following resolution and moved for its adoption:

RESOLUTION NO. 11-04

A RESOLUTION ACCEPTING A \$50,000 GRANT FROM THE BLANDIN FOUNDATION  
FOR THE REPLACEMENT OF THE CARPET AT THE GRAND RAPIDS AREA  
LIBRARY

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 two-thirds majority of its members,

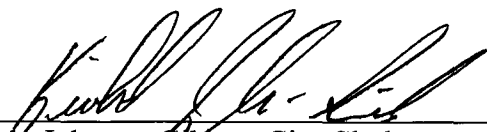
NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donation and terms of the donor as follows:

- \$50,000 from the Blandin Foundation for the replacement of the carpet at the Grand Rapids Area Library.

Adopted this 10<sup>th</sup> day of January, 2011

  
Dale C. Adams, Mayor

Attest:

  
Kimberly Johnson-Gibeau, City Clerk

Councilor McInerney seconded the foregoing resolution and the following voted in favor thereof: McInerney, Christy, Chandler, Zabinski, Adams; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.