Marais Public Library
Avenue West | PO Box 280
Marais, MN 55604-0280
naraislibrary.org | 218.387.1140

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, October 23, 2025 at 5 PM | Location: Grand Marais Public Library

A. 5:00 PM Call to Order

B. Roll Call and Introduction of Visitors

C. Open Forum

The public is invited to speak at this time. Open Forum is limited to one half-hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Board members may ask questions of the speaker. With the agreement of the Board, such matters taken up during the open forum may be scheduled on the current agenda or future agenda.

D. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

E. Library Director's Report:

F. Communications

- St Paul MN Foundation: Fund Statement

G. New Business

- Adopt a calendar for Board meetings
- Set holiday closures for the library
- Review of Library Performance

The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, September 25, 2025 at 5 PM | Location: Grand Marais Public Library

A. 5:02 PM Call to Order

B. Roll Call and Introduction of Visitors:

Sara McManus, President
Nancy Giguere, Trustee
Kevin LeVoir, Vice President
Enno Limvere, Trustee
Sue McCloughan, Trustee
Amanda St. John, Library Director
No Visitors

C. Open Forum

None

D. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills
- **Moved by Kevin LeVoir, Seconded by Enno Limvere, passed unanimously**

E. Library Director's Report: Amanda St. John, Library Director

- One staff resignation, position posted.
- Fall Programs underway: 39 people attended author David Hakensen's presentation about Helen Hoover.
- Added Scan-to-Email feature for technology services provided.
- The Mac laptop for programs had to be replaced.
- Facility: Front doors had several repairs. Staff Door entrance also repairs.
- Children's collection is being weeded.

G. Communications

- Masonry Repair Estimate: More exploration needed and foundation should be checked.

H. Old Business

- Safety and Security Improvements: Trustees discussed the proposal for adding an emergency exit in the library. Considerations included expert recommendations from the Department of Homeland Security following a vulnerability assessment, overall public safety, preservation of building integrity, financial responsibility, project feasibility, comparison with other buildings in the community, and evaluating the need for this project relative to other measures already implemented. Trustees directed that the library not pursue the Emergency Exit Project.

- Security cameras are now installed.

I. New Business

- Review of Library Performance
    - All trustees are asked to send in their reviews by October 9.

Meeting adjourned at 5:25 pm

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Bills

10/1/2025

Acct.#	Description	Category	Expense	Comments
211				
	Amazon Biz	200	$43.60	17N4-J3YQ-3P14
	Amazon Biz	220	$ 119.50	1VJ6-6HLY-4VYH
	Demco	200	$ 109.48	#7704948
	Metro Sales	310	$ 114.64	INV2892075
	Northern Door	310	$ 750.00	25-3073
	Wowbrary	310	$ 500.00	2025-9621-1
	Amazon Biz	435	$ 203.36	19TF-XQ3W-6NYJ
	Atlantic	435	$ 89.99	
	Amazon Biz	449	$ 577.18	19YX-L7H9-7GLR
	Amazon Biz	449	$ 43.33	16JD-FGRN-GMK4
	Great Lakes Alarm	310	$ 187.56	#103936
	Great Lakes Alarm	310	$ (187.56)	Credit applied
	city of GM	380	$ 454.65	
0				
211 SUBTOTAL			$ 3,005.73	
215				
$ -				
215 SUBTOTAL			$ -	
$ -	**TOTAL**		$3,005.73	

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Library Director's Report: October 2025

Prepared by: Elektra Branwen, Library Director
***Note from the Director: I changed my legal name from Amanda St. John this month.*

Staff	• AJ Jones attended her first ALS Children's Librarians meeting in person. • We welcome Ann Ward back to the team as a Library Clerk. • We extended a Librarian 1 position to Dave Culhane. • We have one library clerk position to fill.
Programs	• Author David Hakensen's talk about the life of Helen Hoover had 39 participants. Partnership with Drury Lane Books made it possible for the author to sell his books. • 30 people learned to make colorful coiled baskets with Erika LeMay. Responses included: cost is often a barrier to learning a new skill like this but the library makes it possible; several people thought they'd pursue basket making further. • 14 people carved stone with Jeffrey Tibbetts. Feedback included: I never thought I could do this! Thank you for celebrating Indigenous Peoples Day, especially while the Grand Portage National Monument is shut down. • Readers and Writers festival is happening soon. We're hosting a display with titles by the selected authors.

Amanda St John
104 2nd Avenue West
PO Box 280
Grand Marais, MN 55604

SAINT PAUL & MINNESOTA FOUNDATION

Fund Statement

August 1, 2025 - August 31, 2025
Prepared on: September 25, 2025

370 Wabasha Street North, Suite 300
Saint Paul, MN 55102

651.224.5463 | philanthropy@spmcf.org

Enclosed are the statements for the following fund(s):

Fund Name	Fund #	Legacy Fund #
The Grand Marais Public Library Endowment Fund	182315	5330

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.
To access your fund online, please visit the DonorView website at https://spmf.iphiview.com/spmf.

For questions about this statement, please contact:
Mariah Brook 651-325-4269 mariah.brook@spmcf.org

Fund Activity Summary

Beginning Balance (August 1, 2025)	**$47,160.32**
Contributions	
Contributions	$75.00
Grants	
Grants Paid	$0.00
Grants Returned [1]	$0.00
Investments	
Interest & Dividends	$48.30
Realized & Unrealized Gain (Loss) [2]	$822.79
Administrative Fees	
Administrative Fees [3]	$0.00
Other Income (Expense) [4]	
Other Income	$0.00
Other (Expense)	$0.00
Ending Balance (August 31, 2025)	**$48,106.41**
Approved Grants to be Paid at a Future Date	$0.00
Uncommitted Balance [5]	**$48,106.41**

Contributions

Date	Donor	Description	Amount
08/06/2025	Grube, Tiffany	Cash	$75.00
		Total	**$75.00**

Investment Holdings and Performance [6] [7] [8]

			YTD	1 Year	3 Year	5 Year
Asset Detail	$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	$48,106.41	100.00				
Total	**$48,106.41**					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	$0.00
Spending Policy Calculation for Current Year[9]	$1,870.17
Administrative Fees	($336.63)
Grants (Paid) Returned in Current Year	($1,533.54)
Amount Available to Grant as of August 31, 2025	**$0.00**
Grants Scheduled to Be Paid in the Current Year	$0.00
Pending Amount Available to Grant as of August 31, 2025	**$0.00**

Fund Statement Terms

Please note: some definitions outlined below may not be applicable for your Fund.

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).

2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.

3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.

4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).

5. Uncommitted balance is the total of fund assets less any grants scheduled.

6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.

7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.

8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.

9. The current spending policy is 5 percent of the 21-quarter rolling average of a fund's market value. The amount to be distributed in the current year is calculated in the first quarter of the year with December 31 of the previous year as the last measurement point. Administrative fees are deducted before delivery of the annual distribution.

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2026 SCHEDULE OF MEETINGS FOR GRAND MARAIS PUBLIC LIBRARY'S BOARD OF TRUSTEES

The Grand Marais Public Library Board of Trustees convenes at 5:00 PM on the following dates. The meetings are open to the public, streamed and archived.

Join us at Grand Marais Public Library: 104 2nd Avenue W, Grand Marais, MN, 55604, or via the City of Grand Marais' YouTube channel.

Thursday, January 22
Thursday, February 26
Thursday, March 26
Thursday, April 23
Thursday, May 28
Thursday, June 25
Thursday, July 26
Thursday, August 27
Thursday, Sept 24
Thursday, October 22
**Thursday, November 19
**Thursday, December 17

2026 HOLIDAY CALENDAR FOR GRAND MARAIS PUBLIC LIBRARY

Closed on the following days:

New Year's Day	Thursday	January 1
Presidents Day	Monday	February 16
Memorial Day	Monday	May 25
Juneteeth National Independence Day	Friday	June 19
Independence Day	Saturday	July 4
Labor Day	Monday	September 7
Indigenous Peoples' Day	Monday	October 12
Veterans Day	Monday	November 11
Thanksgiving Eve	Wednesday	November 25 – Close at 2:00 pm
Thanksgiving Day	Thursday	November 26
Friday after Thanksgiving	Friday	November 27
Christmas Eve	Thursday	December 24
Christmas Day	Friday	December 25

Trustee's Review of Library Performance

Department: Library	Date: 10/10/2025

Instructions: Utilizing current strategic plan and your own observations of the library's performance, place an "X" in the column under the category that best describes this department's performance in the following areas of responsibility during 2025. Please add **written or typed comments for each category.** Note especially any strengths, weaknesses, and opportunities for improvement.

Strategic Goals and Priorities	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
• The library maintains strategic goals that adequately reflect the needs of the library and the communities it serves	x	xx			
• Is continually progressing in the achievement of the current strategic goals	x	X	x		

Comments:

1. Meets Expectations – The expectations are high however.
2. Exceeds – The library's strategic plan is a very ambitious one, and its thorough execution will take time. Action items in some areas (notably, Focus Area 3) have already been addressed. I look forward to the library's addressing action items in other areas. For example, the library already inspires robust community involvement through its existing programming (Focus Area 1), and I look forward to the execution of action items in this area, which will expand that involvement.
3. More is expected - Over the past year the board has focused on safety response and clarifying financial priorities. These are important subjects, touched on by the strategic plan. But it would be good to broaden our focus in 2026 toward other aspects of the plan.

Budget Effectiveness	**Exceeds Expectations**	**Meets Expectations**	**More is Expected**	**Performance Not Demonstrated**	**Evaluator has no basis for judgment**
• Responsibly and effectively allocates financial resources to achieve the strategic goals	x	xx			
• Maintains a collection that is up-to-date and appealing to patrons	xx	?			
• Makes effective use of technology for its own operations	x	xx			
• Meets the community's technology needs	x	xx			
• Maintains the building and grounds		Xxx			
• Offers appealing programs for all ages on a wide variety of topics	x	Xx			

Comments:

1. Meets expectations – It's appreciated that technology advances are made by the library. It's also appreciated by the community that older technologies are sometimes preserved since the technology isn't used (Ex: Fax). I wish the audiobook collection was able to be expanded as I use it all of the time and am running out of things I want to hear.
2. Exceeds – Resources are used effectively. The collection is outstanding for a small library, and patrons have additional options through the Arrowhead Library System. The library maintains up-to-date and robust technology for both in-house and public use, without overspending. Maintenance needs are seen to promptly, and programs attract a wide range of community members.
3. Meets Expectations -- The high circulation numbers reflect the community's satisfaction with the collection. The library has seen strong attendance at events.

Marketing & Publicity	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
• Keeps the public informed about library functions, events, and activities	x	Xx			
• Use of local media (WTIP, newspapers, Boreal)	x	Xx			
• Use of social media and web platforms (Library website, Facebook, Instagram, etc.)		XX	x		

Comments:

1. Meets Expectations – the expectations are high.
2. Exceeds – The library has a good public presence in the community. Programs are publicized via news releases emailed to stakeholders and local media outlets. The Director has been interviewed many times on WTIP. The website is up-to-date and functional.
3. The director has done a good job of promoting library events and activities, as seen by high attendance and large participation rates. The library's website and social media feeds are due for an update and should be budgeted for in 2027.

Successes:

1. **What specific aspects of the library's work align with our mission to foster creativity, learning and connection?**

- The programs sponsored.
- In addition to a broad range of special events and activities, the library provides and important physical space where community members can gather in both organized and spontaneous ways. Being open on Saturdays and Wednesday evenings, in addition to regular Monday through Friday hours, is valuable.

2. **Significant accomplishments this year:**

- Better understanding of the city's bookkeeping process.
- Completing ASHP installation, improving workplace safety, clarifying fund sources and uses, including programming in 2026 budget

Answers that applied to both questions:

- Programming was diverse and very well attended. Some examples: presentations focused on aspects of Ojibwa culture; regional history, ecology, geography; crafts for kids and adults. The summer reading program was very popular with some presentations drawing 80 – 90 people.
- Many foundational polices were updated or created: The Bylaws of the Board of Trustees were revised to better reflect the scope of their responsibilities; the financial policy was revised; the library's emergency action plan (EAP) was updated and integrated into the City EAP; and a new patron conduct policy was created, along with a security camera policy.
- Extensive work was carried out to improve safety and security in the library. This included installation of security cameras, installation of a street light to illuminate staff parking areas, and various staff trainings.

Opportunities for improvement:

1. Where does the library not meet the needs of its patrons, miss key opportunities, or stray from its strategic priorities?

- I have not seen or been aware of missed opportunities.
- The library is due for an assessment of how it is meeting the needs of patrons and community members who are not yet patrons.

2. For each area of concern, describe the issue, its impact, and what success would look like in this area?

Answers that applied to both questions:

- The library did **not** miss key opportunities or stray from its strategic priorities. And in general patrons appear happy with library services. However, considerable time was spent revising and updating administrative policies, and improving public safety in the library. Now that this has been accomplished, and with the addition of new staff, there will be more time to deal with the unfinished action items in the strategic plan—especially those in Focus Area 1, which center on community involvement.

Overall Performance (Select One Description)	**Exceeds Expectations** **x**	**Meets Expectations** **xx**	**More is Expected**	**Performance Not Demonstrated**

What overall goals would you recommend for 2026?

- Service to patrons
- Collection Development
- Library atmosphere
- Renewed focus on Strategic Plan implementation.
- Greater focus on the action items of the strategic plan concerning community involvement.
- Long term planning for capital replacements
- More training for Trustees, especially on their role in capital planning, as noted in Focus Area 2 of the strategic plan.

Library Strategic Plan | 2024 - 2027

Approved By: Library Board of Trustees
Adoption Date: February 2024
Last Reviewed: May 2025

Focus Area 1: The Library inspires robust community involvement

The Library attracts a wide range of stakeholders to participate in its vitality, by establishing relationships with the next generation of library users, strengthening relationships with communities and groups that have cultural or physical barriers to enjoying the library, and forging new strategic partnerships with local businesses.

Action items:

- Survey the community (what services do you want, what groups are underserved)
- Request meeting(s) with Grand Portage Community leaders to find partnership opportunities
- Visit classrooms countywide to promote services and generate ideas for new services
- Create a user guide for people wanting to access library services
- Promote library services directly to underserved groups
- Establish strategic partnerships with 3 businesses to provide extended service
- Collaborate with 3 largest J-1 visa sponsors to welcome workers and promote services

Focus Area 2: The Library leadership uses financial resources wisely to honor public and private contributions

Library Leadership uses contributions in combination with levied funds to ensure the continuous development of services, supporting personal development of all Cook County residents. To honor public and private contributions the plan will include commitments to 3 key areas:

1. Professional board training on their role in capital planning
2. Regular review of contributions and levied funds to achieve strategic goals
3. Publicize the plan and results

Action items:

- Provide training for new board members on their role in capital planning
- Develop a policy for allocating contributions
- Institute annual board review of contributions & levied funding's dynamic application to further strategic goals
- Publicize quarterly and annual updates highlighting the use of contributions & levied funds

Focus Area 3: The Library provides staff and leadership the environment and resources they need to provide quality service

The Library supports staff in providing quality service to the community by investing in staff training and development opportunities, as well as the facility, its furnishings, and technologies.

Action items:

- Replace Lighting
- Identify and replace top 5 tech items/furnishings to improve staff productivity
    1. Installed silent alarms.
    2. Replaced Staff PCs.
    3. Replacing Public PCs—scheduled for 2026
- Facility investments
    1. Explored building modifications to improve safety and security.
    2. Implemented installation of security camera system.
    3. Explored installation of an additional emergency exit.
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to safety and security in the library; or the implementation of new safety protocols).
- Trustees and staff develop a 10-year plan for the facility

Focus Area 4: The Library provides service to underrepresented and underserved parts of the county

Every community member feels welcome and encouraged to take advantage of library services that meet their needs.

Action items:

- Promote mail-a-book service
- Conduct pop-up library events
- Augment collection to attract underserved members of the county.
- Host events that attract underrepresented and underserved members of the county