



**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

---

## Agenda

### Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, April 25, 2024.

Call to Order: 5:00 PM

Location: Grand Marais Public Library

#### A. Roll Call and Introduction of Visitors

#### B. Approve Consent Agenda

- Approve Agenda
- Approve Meeting Minutes
- Approve Payment of Bills

#### C. Library Director's Report: Amanda St. John, Library Director

- Facility updates: Lighting project
- Public Library Association annual conference

#### D. 2025 Budget:

- Director will summarize the process and timeline

#### E. Strategic Planning:

- Review of the plan, discuss next steps
- Permission to close the library for staff work session

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



## Minutes

### Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, March 28, 2024.

Location: Grand Marais Public Library

LeVoir called the meeting to order at 5:02 PM.

#### A. Roll Call and Introduction of Visitors

##### **Present**

Kevin LeVoir, Vice President, Trustee

Nancy Giguere, Trustee

Sara McManus, Trustee

Enno Limvere, Trustee

Dave Mills, Secretary, Cook County Board Representative

Michael Garry, President, Grand Marais City Council Representative - Late arrival

Amanda St John, Library Director

Erika Ternes, Librarian

##### **Absent**

Sue McCloughan, Trustee

#### B. Approve Consent Agenda

- Limvere asked how to access Strategic Plan and requested it be added to the February minutes
- Giguere moved to approve the Consent Agenda with the addition of the Strategic Plan to the February minutes. Limvere seconded. Approved unanimously.

#### C. Approve Minnesota Public Library Annual Report

- St. John introduced the Annual Report.
- 5:05pm: Garry arrived and began presiding
- St. John proposed changing the Annual Report section on volunteer activities to 0 teen volunteers and 8 adult volunteers completing 120 hours of volunteer service.
- Giguere moved to approve the Annual Report as revised. LeVoir seconded. Approved unanimously.

#### D. Library Director's Report: Amanda St. John, Library Director

- Facility updates:
  - St. John reported that leakage from the boiler has been cleaned up, neutralizer assemblies were replaced, and a larger expansion tank was installed. Condensation traps were cleaned and annual maintenance, inspection, and calibration was performed. Cost was approximately \$3,000. The technician did not see any evidence of mold.



**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

---

- Hunt Electric installed some lighting samples and estimated that they would be able to begin work by the end of the month. St. John and the Board discussed the brightness of the canned lighting. The Board directed St. John to obtain a quote for canned lighting with recessed bulbs.
- St. John reported that a plumbing company obtained the needed part for the outdoor spigot, but our facility lacks back access and more conversation is needed.
- Programs report: Ternes discussed the Winter Reading Program. About 95 people completed over 300 Bingos. This level of participation is on par with our Summer Reading Program, which is very exciting. Ternes thanked librarian Ryan Leng and clerk Evelyn Coffin for their contributions as members of the planning team. St. John discussed Friday Night Reels, the Duluth-Superior Symphony Orchestra, and Staci Drouillard events. She thanked the Board for supporting changes in staffing levels to accommodate that level of programming and services.
- Mills asked about previous understaffing and if levels of burnout were improving. There was general agreement that the work environment felt healthier.
- 5:30pm: Limvere left the meeting.

#### **E. Discuss Rotunda repairs**

- St. John discussed a contractor's assessment and repair suggestions for the stonework in the rotunda. The Board directed St. John to seek additional contractor assessments.

Garry adjourned the meeting at 5:45 pm.

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



## Minutes

### Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, February 22, 2024 (Amended)

Location: Grand Marais Public Library, 104 2nd Ave. W., Grand Marais, MN 55604  
Call to Order: 5:02 PM

#### Roll Call and Introduction of Visitors

##### Present:

Michael Garry, President, Grand Marais City Council Representative  
Kevin LeVoir, Vice President, Trustee  
Nancy Giguere, Trustee  
Sara McManus, Trustee  
Amanda St John, Library Director  
Erika Ternes, Librarian

##### Absent:

Enno Limvere, Trustee  
Sue McCloughan, Trustee  
Dave Mills, Secretary, Cook County Board Representative

#### Consent Agenda

- Agenda for February 22, 2024
- Minutes for January 25, 2024
- Bills submitted for payment on: January 24, 2024; February 7, 2024

LeVoir moved to accept the consent agenda, Giguere seconded. Passed unanimously.

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

- Friends Grant: \$6,000
  - The Library Friends of Cook County granted the library \$6,000. Director St. John intends to create a programming budget from the funds.
- Memo: List of Library Improvement Projects
  - St. John provided trustees with list of possible improvement projects per the strategic planning discussion from last meeting. Giguere suggested prioritizing the boiler leak in the building improvement project list.
  - St. John discussed projects in progress: Hunt Electric agreed to install some lighting samples in the library before ordering parts. She is inquiring with contractors about options for repairing stonework on the rotunda. City Hall and the liquor store will be rebuilt this year, and the library will be supporting city staff during closure.
- Star Libraries program is paused.



**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

---

- St. John discussed the history of Library Journal Star Ratings and explained why the program is paused.

#### **New Business:**

- Strategic Plan Adoption

#### **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



**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

---

**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
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to library strategic goals)
- 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.

LeVoir moved to approve the Strategic Plan. Giguere seconded. Passed unanimously.

**Communications**

- Fund Statement: Saint Paul & Minnesota Foundation
- Fund Statements: Duluth Superior Community Foundation (3)

Garry adjourned the meeting at 5:13 p.m.

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



**Grand Marais Public Library**

104 2<sup>nd</sup> Avenue West | PO Box 280

Grand Marais, MN 55604-0280

[Grandmaraislibrary.org](http://Grandmaraislibrary.org) | 218.387.1140

---



**Grand Marais Public Library**  
 104 2<sup>nd</sup> Avenue West | PO Box 280  
 Grand Marais, MN 55604-0280  
 Grandmaraislibrary.org | 218.387.1140

## Bills

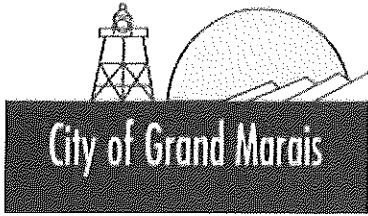
Date	Acct.#	Description	Category	Expense	Comments
4/3/2024					
	<b>211</b>				
		Amazon business	200	\$ 23.70	1K9P-9HVY-HHWW
		Como Oil	217	\$ 399.36	#1513168294
		Aramark	310	\$ 136.94	#2630262412
		Metro Sales	310	\$ 90.77	INV2490415
		Center Point Large Print	435	\$ 205.71	#2086235
		Ingram	435	\$ 380.56	#81198328
		Ingram	435	\$ 485.28	#81257695
		Revistas periodicals manager	435	\$ 3,269.60	3/26/2024
		Amazon business	440	\$ 49.99	1K9P-9HVY-HHWW
	<b>211</b>				
	<b>SUBTOTAL</b>			\$ 5,041.91	
	<b>215</b>				
		Barbara Mack	447	\$ 200.00	Honorarium
		Mick Caouette	447	\$ 200.00	Honorarium
		Jamar	520	\$ 2,282.24	JAM018154
		Jamar	520	\$ 730.00	JAM018155
	<b>215</b>				
	<b>SUBTOTAL</b>			\$ 3,412.24	
		<b>TOTAL</b>		\$8,454.15	





**Grand Marais Public Library**  
 104 2<sup>nd</sup> Avenue West | PO Box 280  
 Grand Marais, MN 55604-0280  
 Grandmaraislibrary.org | 218.387.1140

Acct.#	Description	Category	Expense	Comments
<b>4/17/2024</b>				
<b>211</b>				
	Amazon	200	\$ 44.22	144D-6J9K-33XV
	Demco	200	\$ 237.36	#7466014
	City of Grand Marais	380	\$ 612.37	Utilities
	Atlantic	435	\$ 79.95	1 year
	ingram	435	\$ 232.55	#81311338
	Ingram	435	\$ 671.48	#81470951
	Mid America Books	435	\$ 99.80	#0036107
	Amazon	437	\$ 143.22	1Y4N-XPL6-6J4M
<b>0</b>				
<b>211 SUBTOTAL</b>				
			\$ 2,120.95	
<b>215</b>				
	Amanda St. John	330	\$ 465.50	Travel expenses: meals
	Amanda St. John	330	\$ 328.68	Car reimbursement
	Amanda St. John	330	\$ 574.04	Flight reimbursement
	VISA: Country Inn & Suites	330	\$ 126.67	Duluth 4/2/2024
	VISA: Westin Hotel	330	\$ 1,027.32	Columbus 1000106735
	VISA: Goodale Garage	330	\$ 49.00	Parking at convention center 4/2-4/5 (several receipts)
	VISA: Parking Duluth Airport	330	\$ 75.00	
	Drury Lane	447	\$ 68.85	CO#000114-1
	Petty Cash	200	\$ 12.98	Joynes supplies
	Petty Cash	447	\$ 9.78	#1/26/2024 - Johnson's
	Amazon	200	\$ 171.96	1TPR-96K6-DQQN
			\$ 2,909.78	
			\$ 3,173.35	
<b>\$ 68.85</b>	<b>TOTAL</b>		<b>\$5,294.30</b>	
<b>215 SUBTOTAL</b>				

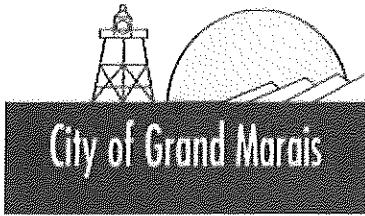


**CITY OF GRAND MARAIS**

**City of Grand Marais Balance Sheet**

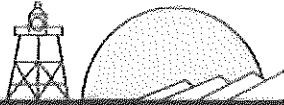
Current Period: February 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
<b>211 LIBRARY</b>						
LIBRARY						
G 211-10100 Cash	\$265,933.16	\$39,303.13	\$34,359.12	\$78,645.83	\$62,095.99	\$282,483.00
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-11800 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-20200 Accounts Payabl	-\$7,594.17	\$0.00	\$0.00	\$0.00	\$0.00	-\$7,594.17
G 211-20202 Accounts Payabl	-\$10,646.72	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,646.72
G 211-20800 Taxes Due (Stat	-\$74.64	\$36.00	\$34.66	\$75.00	\$70.71	-\$70.35
G 211-25300 Unassigned Fund	-\$241,687.23	\$34,323.12	\$39,268.47	\$62,020.99	\$78,575.12	-\$258,241.36
G 211-25301 Nonspendable F	-\$5,953.40	\$0.00	\$0.00	\$0.00	\$0.00	-\$5,953.40
LIBRARY	\$0.00	\$73,662.25	\$73,662.25	\$140,741.82	\$140,741.82	\$0.00
<b>211 LIBRARY</b>	<b>\$0.00</b>	<b>\$73,662.25</b>	<b>\$73,662.25</b>	<b>\$140,741.82</b>	<b>\$140,741.82</b>	<b>\$0.00</b>



**CITY OF GRAND MARAIS**  
**City of Grand Marais Balance Sheet**  
 Current Period: February 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
<b>215 LIBRARY RESTRICTED FUND</b>						
<b>LIBRARY RESTRICTED FUND</b>						
G 215-10100 Cash	-\$11,046.42	\$6,000.23	\$2,935.44	\$6,450.48	\$3,013.67	-\$7,609.61
G 215-10101 MONEY MARKET	\$67,452.80	\$220.92	\$0.00	\$495.08	\$0.00	\$67,947.88
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$269,450.49	\$587.18	\$0.00	\$1,210.54	\$0.00	\$270,661.03
G 215-11500 Accounts Receiv	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	-\$182.56	\$0.00	\$0.00	\$0.00	\$0.00	-\$182.56
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fund	\$15,508.75	\$2,935.44	\$6,221.15	\$3,013.67	\$6,945.56	\$11,576.86
G 215-25301 Nonspendable F	-\$20,142.25	\$0.00	\$0.00	\$0.00	\$0.00	-\$20,142.25
G 215-25306 Retricted Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$240,298.53	\$0.00	\$587.18	\$0.00	\$1,210.54	-\$241,509.07
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$32,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
<b>LIBRARY RESTRICTED FUND</b>	<b>\$0.00</b>	<b>\$9,743.77</b>	<b>\$9,743.77</b>	<b>\$11,169.77</b>	<b>\$11,169.77</b>	<b>\$0.00</b>
<b>215 LIBRARY RESTRICTED FUN</b>	<b>\$0.00</b>	<b>\$9,743.77</b>	<b>\$9,743.77</b>	<b>\$11,169.77</b>	<b>\$11,169.77</b>	<b>\$0.00</b>



**CITY OF GRAND MARAIS**

**City of Grand Marais Balance Sheet**

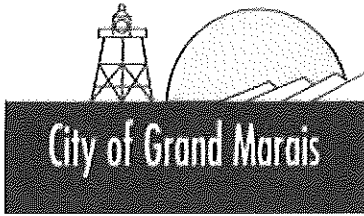
Current Period: February 2024

03/26/24 2:34 PM

Page 3

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
	\$0.00	\$83,406.02	\$83,406.02	\$151,911.59	\$151,911.59	\$0.00





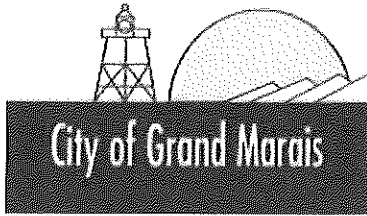
**CITY OF GRAND MARAIS**

**City of Grand Marais Revenue Guideline**

Current Period: February 2024

Current Qtr: 1

F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$203,468.00	\$0.00	\$0.00	\$203,468.00	0.00%	\$0.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$0.95	\$5.15	-\$5.15	0.00%	\$52.75
R 211-00000-36222 Copies Charged	\$5,000.00	\$413.86	\$844.28	\$4,155.72	16.89%	\$643.29
R 211-00000-36224 Book Replacement	\$0.00	\$14.00	\$43.99	-\$43.99	0.00%	\$83.95
R 211-00000-36225 Library Card Repla	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36226 Out of State Libra	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36230 Contributions and	\$0.00	\$1.00	\$64.01	-\$64.01	0.00%	\$86.00
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$232,825.00	\$38,637.50	\$77,275.00	\$155,550.00	33.19%	\$77,960.00
R 211-00000-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$441,293.00	\$39,067.31	\$78,232.43	\$363,060.57		\$78,825.99
211 LIBRARY	\$441,293.00	\$39,067.31	\$78,232.43	\$363,060.57		\$78,825.99



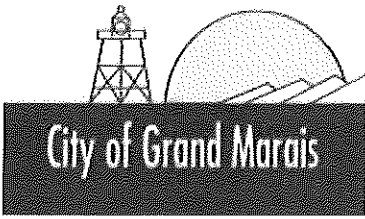
**CITY OF GRAND MARAIS**

**City of Grand Marais Revenue Guideline**

Current Period: February 2024

Current Qtr: 1

F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$220.92	\$495.33	-\$495.33	0.00%	\$446.93
R 215-00000-36230 Contributions and	\$0.00	\$6,000.00	\$6,450.00	-\$6,450.00	0.00%	\$0.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
R 215-00000-39205 Transfer From Libr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$6,220.92	\$6,945.33	-\$4,945.33		\$446.93
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$587.18	\$1,210.54	-\$1,210.54	0.00%	\$948.02
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$587.18	\$1,210.54	-\$1,210.54		\$948.02
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$6,808.10	\$8,155.87	-\$6,155.87		\$1,394.95



**CITY OF GRAND MARAIS**

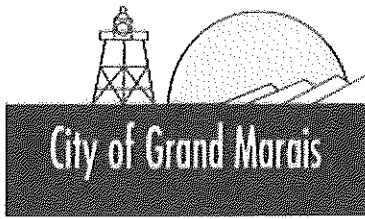
**City of Grand Marais Revenue Guideline**

Current Period: February 2024  
Current Qtr: 1

F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
	\$443,293.00	\$45,875.41	\$86,388.30	\$356,904.70		\$80,220.94







**CITY OF GRAND MARAIS**

**City of Grand Marais Expenditure Guideline**

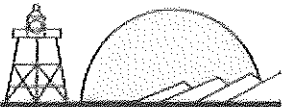
Current Period: February 2024

F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
<b>211 LIBRARY</b>						
<b>45500 Libraries (GENERAL)</b>						
2 E 211-45500-101 Salary (Full-Time Em	\$177,757.00	\$12,996.81	\$26,128.02	\$151,628.98	14.70%	\$10,886.16
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$7,242.79	\$13,739.75	\$86,480.25	13.71%	\$19,648.13
2 E 211-45500-105 Overtime	\$0.00	\$1,435.06	\$1,435.06	-\$1,435.06	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$47.71	\$172.45	\$1,827.55	8.62%	\$515.33
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$292.57	\$676.68	\$6,283.32	9.72%	\$891.80
2 E 211-45500-121 PERA	\$21,520.00	\$1,651.14	\$3,161.41	\$18,358.59	14.69%	\$2,279.64
2 E 211-45500-122 FICA	\$17,790.00	\$1,324.87	\$2,532.79	\$15,257.21	14.24%	\$1,980.12
2 E 211-45500-125 Medicare	\$4,285.00	\$309.84	\$592.32	\$3,692.68	13.82%	\$463.16
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$1,963.89	\$3,962.91	\$24,353.09	14.00%	\$2,705.08
2 E 211-45500-133 Employer Paid Life	\$495.00	\$33.39	\$67.02	\$427.98	13.54%	\$48.68
2 E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-150 Worker s Comp (GEN	\$2,250.00	\$144.27	\$144.27	\$2,105.73	6.41%	\$0.00
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$954.44	\$1,294.56	\$3,205.44	28.77%	\$782.79
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$476.91	\$878.27	\$2,890.69	31.17%	\$505.10
2 E 211-45500-220 Repair/Maint Supply (	\$600.00	\$221.99	\$221.99	\$194.61	67.57%	\$169.98
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-310 Service Agreements	\$5,000.00	\$753.10	\$1,498.90	\$3,192.99	36.14%	\$899.19
2 E 211-45500-321 Telephone	\$2,100.00	\$201.57	\$402.73	\$1,495.57	28.78%	\$316.39
2 E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$75.00	0.00%	\$0.00
2 E 211-45500-330 Transportation/Schoo	\$4,500.00	\$0.00	\$0.00	\$4,322.45	3.95%	\$0.00
2 E 211-45500-340 Advertising	\$500.00	\$0.00	-\$76.50	\$576.50	-15.30%	\$0.00
2 E 211-45500-360 Insurance (GENERAL)	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%	\$0.00
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	\$623.22	\$1,180.09	\$5,199.65	25.72%	\$554.85
2 E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$300.00	0.00%	\$0.00
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$2,741.79	\$2,741.79	\$24,215.92	15.03%	\$2,312.53
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$0.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$347.06	\$564.25	\$2,866.77	20.37%	\$316.67
2 E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$0.00
2 E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-449 Automation	\$1,000.00	\$359.54	\$359.54	\$640.46	35.95%	\$0.00
2 E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>45500 Libraries (GENERAL)</b>	<b>\$439,293.00</b>	<b>\$34,121.96</b>	<b>\$61,678.30</b>	<b>\$373,981.37</b>		<b>\$46,179.66</b>
<b>211 LIBRARY</b>	<b>\$439,293.00</b>	<b>\$34,121.96</b>	<b>\$61,678.30</b>	<b>\$373,981.37</b>		<b>\$46,179.66</b>



**CITY OF GRAND MARAIS**  
**City of Grand Marais Expenditure Guideline**  
 Current Period: February 2024

F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$135.24
2 E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-300 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$28.84	\$28.84	-\$28.84	0.00%	\$0.00
2 E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$600.00
2 E 215-45500-438 Donations-Other Orga	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-447 Programming	\$0.00	\$1,937.68	\$2,015.91	-\$2,142.30	0.00%	\$0.00
2 E 215-45500-449 Automation	\$0.00	\$968.69	\$968.69	-\$968.69	0.00%	\$144.59
2 E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$22,040.84
2 E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$2,935.21	\$3,013.44	-\$1,139.83		\$22,920.67
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>215 LIBRARY RESTRICTED FUND</b>	<b>\$2,000.00</b>	<b>\$2,935.21</b>	<b>\$3,013.44</b>	<b>-\$1,139.83</b>		<b>\$22,920.67</b>



**CITY OF GRAND MARAIS**

**City of Grand Marais Expenditure Guideline**

Current Period: February 2024



F Account Descr	2024 Budget	February 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
	\$441,293.00	\$37,057.17	\$64,691.74	\$372,841.54		\$69,100.33



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



## Fund Statement

February 1, 2024 - February 29, 2024

Prepared on: March 26, 2024

101 Fifth Street East, Suite 2400  
Saint Paul, MN 55101

651.224.5463 | [philanthropy@spmcf.org](mailto: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://spmfi.phiview.com/spmf>.

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

**Fund Activity Summary**

<b>Beginning Balance (February 1, 2024)</b>	<b>\$42,079.30</b>
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	(\$13.14)
Realized & Unrealized Gain (Loss) <sup>2</sup>	\$578.40
Administrative Fees	
Administrative Fees <sup>3</sup>	(\$309.56)
Other Income (Expense) <sup>4</sup>	
Other Income	\$0.00
Other (Expense)	\$0.00
<b>Ending Balance (February 29, 2024)</b>	<b>\$42,335.00</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$42,335.00</b>

**Investment Holdings and Performance <sup>6 7 8</sup>**

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$42,335.00	100.00				
<b>Total</b>	<b>\$42,335.00</b>					

**Available to Grant**

Amount Available to Grant Carried Over from Previous Year	\$0.00
Available to Grant Calculated for Current Year	\$1,719.77
Administrative Fees	(\$309.56)
Grants (Paid) Returned in Current Year	\$0.00
<b>Amount Available to Grant as of February 29, 2024</b>	<b>\$1,410.21</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of February 29, 2024</b>	<b>\$1,410.21</b>

## 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.





**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: April 8, 2024  
SUBJECT: PLA Conference Summary of Expenses

---

Thank you, Trustees, for supporting my attendance at the 2024 Public Library Association annual conference by approving funding for what my scholarship wouldn't cover. The experience was invigorating and rewarding. I attended sessions on supporting transgender staff and patrons, promoting Black books, talking up services that support local businesses, and communicating during controversy. I met officers of the Public Library Association, and attended inspirational talks by author Shola Richards (*Go Together! And Making Work Work*) and comedian/author Dulce Sloan. I networked with professionals in libraries across the country and intend to follow up with a few of those new connections.

As a reminder, the scholarship I received included membership to the American Library Association and the Public Library Association (valued \$200+), full conference attendance (valued \$400+), and a \$750 travel stipend. My preliminary estimate for the trip cost was \$3,500.00 before applying the stipend.

Here is a summary of expenses:

<b>Mileage:</b>	151.82
<b>Meals:</b>	293.58
<b>Parking:</b>	144.00
<b>Lodging:</b>	1153.99
<b>Flight/Car:</b>	1652.72
<b>Total Trip cost:</b>	\$3,396.11
<b>Less \$750 Stipend:</b>	\$2,646.11





**Grand Marais Public Library**  
104 2<sup>nd</sup> Avenue West | PO Box 280  
Grand Marais, MN 55604-0280  
Grandmaraislibrary.org | 218.387.1140

---

## **Library Director's Report: April 2024**

Prepared by: Amanda St John, Library Director

### **Facility**

Lighting project: Hunt Electric is happy to accommodate our request to see another lighting solution in the Quiet and Meeting rooms. I do not have a quote yet, or a sample product and will report back when they arrive.

Spigot replacement: Because there is no back access, North Shore Plumbing encouraged us to seek another contractor to open up the wall and create the access while replacing the hydrant. I am still seeking a contractor.

### **Staff updates**

I provided a memo highlighting my experience at the Public Library Association's annual conference. It includes a summary of expenses.

Erika Ternes will be attending the Minnesota Institute for Leadership Excellence in May. She did receive a scholarship to offset the costs of registration. I'll provide an expense report in June.

Mazzy Flynn has resigned from her position at the library to pursue another opportunity. The library clerk position will be posted this month.

### **Budget Season**

Budget season approaches. I'll present a process and timeline at the April Board meeting, and I'm beginning to prepare a draft budget for the Board to review in May. You may like to review the actuals for December 2023 (see next pages: City of Grand Marais Expenditure Guide and Revenue Guideline docs for 2023).



**CITY OF GRAND MARAIS**  
**City of Grand Marais Expenditure Guideline**  
 Current Period: December 2023

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 Balance	2023 % of Budget	2022 YTD Amt
<b>211 LIBRARY</b>						
45500 Libraries (GENERAL)						
2 E 211-45500-101 Salary (Full-Time Em	\$131,664.00	\$24,237.68	\$117,252.51	\$14,411.49	89.05%	\$111,920.92
2 E 211-45500-103 Salary (Part-Time Em	\$154,305.00	\$7,227.83	\$99,419.38	\$54,885.62	64.43%	\$118,597.91
2 E 211-45500-105 Overtime	\$0.00	\$730.89	\$1,634.95	-\$1,634.95	0.00%	\$231.26
2 E 211-45500-109 Salary(Maintenance)	\$875.00	\$139.50	\$1,832.46	-\$957.46	209.42%	\$4,885.43
2 E 211-45500-111 Salary - Clean	\$5,260.00	\$66.96	\$4,810.76	\$449.24	91.46%	\$4,143.28
2 E 211-45500-121 PERA	\$21,908.00	\$2,129.73	\$16,376.04	\$5,531.96	74.75%	\$18,009.52
2 E 211-45500-122 FICA	\$18,110.00	\$1,718.77	\$13,317.81	\$4,792.19	73.54%	\$14,670.80
2 E 211-45500-125 Medicare	\$4,290.00	\$401.95	\$3,114.62	\$1,175.38	72.60%	\$3,431.09
2 E 211-45500-131 Employer Paid Health	\$38,860.00	\$1,963.83	\$17,953.74	\$20,906.26	46.20%	\$28,991.55
2 E 211-45500-133 Employer Paid Life	\$495.00	\$22.50	\$289.33	\$205.67	58.45%	\$393.70
2 E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-150 Worker s Comp (GEN	\$1,900.00	\$0.00	\$2,376.78	-\$476.78	125.09%	\$2,349.28
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$687.01	\$4,857.62	-\$357.62	107.95%	\$3,796.63
2 E 211-45500-217 Heating Fuel	\$4,000.00	\$809.87	\$3,224.82	\$775.18	80.62%	\$4,722.34
2 E 211-45500-220 Repair/Maint Supply (	\$600.00	\$0.00	\$1,177.40	-\$577.40	196.23%	\$652.45
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$120.22	-\$120.22	0.00%	\$0.00
2 E 211-45500-310 Service Agreements	\$4,500.00	\$1,078.98	\$8,658.91	-\$4,158.91	192.42%	\$8,468.29
2 E 211-45500-321 Telephone	\$2,100.00	\$402.34	\$2,327.28	-\$227.28	110.82%	\$1,904.85
2 E 211-45500-322 Postage	\$60.00	\$13.92	\$85.80	-\$25.80	143.00%	\$5.81
2 E 211-45500-330 Transportation/Schoo	\$2,000.00	\$214.47	\$4,636.33	-\$2,636.33	231.82%	\$1,743.12
2 E 211-45500-340 Advertising	\$300.00	\$76.50	\$289.00	\$11.00	96.33%	\$594.25
2 E 211-45500-360 Insurance (GENERAL)	\$7,300.00	-\$534.94	\$13,874.79	-\$6,574.79	190.07%	\$5,567.09
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	\$1,127.27	\$6,334.38	\$665.62	90.49%	\$6,130.07
2 E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$250.01	\$49.99	83.34%	\$0.00
2 E 211-45500-435 Books, Periodicals	\$21,500.00	\$3,931.10	\$26,397.57	-\$4,897.57	122.78%	\$19,762.90
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$395.00	\$180.00	68.70%	\$375.00
2 E 211-45500-437 Audio Visual / DVD	\$3,000.00	\$1,051.00	\$4,289.78	-\$1,289.78	142.99%	\$3,302.74
2 E 211-45500-440 Other Physical Items	\$200.00	\$0.00	\$253.60	-\$53.60	126.80%	\$104.26
2 E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-449 Automation	\$1,000.00	\$737.58	\$1,727.02	-\$727.02	172.70%	\$1,310.35
2 E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$436,602.00	\$48,234.74	\$357,277.91	\$79,324.09		\$366,064.89
211 LIBRARY	\$436,602.00	\$48,234.74	\$357,277.91	\$79,324.09		\$366,064.89



**CITY OF GRAND MARAIS**  
**City of Grand Marais Expenditure Guideline**  
 Current Period: December 2023

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 Balance	2023 % of Budget	2022 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GENE	\$0.00	\$0.00	\$1,045.09	-\$1,045.09	0.00%	\$442.05
2 E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$161.00	-\$161.00	0.00%	\$52,479.64
2 E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,385.00
2 E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$59.00	-\$59.00	0.00%	\$0.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$19.99	\$1,379.28	-\$1,379.28	0.00%	\$1,484.54
2 E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$600.00	-\$600.00	0.00%	\$43.08
2 E 215-45500-438 Donations-Other Orga	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-447 Programming	\$0.00	\$365.90	\$5,184.58	-\$5,184.58	0.00%	\$6,827.87
2 E 215-45500-449 Automation	\$0.00	\$10,354.00	\$12,926.90	-\$12,926.90	0.00%	\$1,485.44
2 E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$42,183.09	-\$40,183.09	2109.15%	\$79,532.47
2 E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$274.39	-\$274.39	0.00%	\$0.00
2 E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$10,739.89	\$63,813.33	-\$61,813.33		\$148,680.09
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$10,739.89	\$63,813.33	-\$61,813.33		\$148,680.09



**CITY OF GRAND MARAIS**

**City of Grand Marais Expenditure Guideline**

Current Period: December 2023

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 Balance	2023 % of Budget	2022 YTD Amt
	\$438,602.00	\$58,974.63	\$421,091.24	\$17,510.76		\$514,744.98



**CITY OF GRAND MARAIS**  
**City of Grand Marais Revenue Guideline**  
 Current Period: December 2023  
 Current Qtr: 4

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2022 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,800.00
R 211-00000-33620 Other County Gra	\$201,225.00	\$0.00	\$201,225.00	\$0.00	100.00%	\$184,723.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$105.40
R 211-00000-35103 Library Fines	\$0.00	\$0.00	\$131.39	-\$131.39	0.00%	\$212.70
R 211-00000-36222 Copies Charged	\$3,300.00	\$459.09	\$5,838.37	-\$2,538.37	176.92%	\$4,712.60
R 211-00000-36224 Book Replacement	\$0.00	\$117.97	\$506.83	-\$506.83	0.00%	\$686.97
R 211-00000-36225 Library Card Repla	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36226 Out of State Libra	\$0.00	\$0.00	\$10.00	-\$10.00	0.00%	\$20.00
R 211-00000-36230 Contributions and	\$0.00	\$86.02	\$1,571.33	-\$1,571.33	0.00%	\$1,405.01
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$230,429.00	\$0.00	\$230,429.00	\$0.00	100.00%	\$213,503.00
R 211-00000-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$434,954.00	\$663.08	\$439,711.92	-\$4,757.92		\$410,168.68
211 LIBRARY	\$434,954.00	\$663.08	\$439,711.92	-\$4,757.92		\$410,168.68



**CITY OF GRAND MARAIS**  
**City of Grand Marais Revenue Guideline**  
 Current Period: December 2023  
 Current Qtr: 4

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2022 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$233.15	\$2,845.51	-\$2,845.51	0.00%	\$1,099.28
R 215-00000-36230 Contributions and	\$0.00	\$1,809.00	\$3,909.00	-\$3,909.00	0.00%	\$4,826.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$2,271.00	-\$2,271.00	0.00%	\$850.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,327.91	-\$1,327.91	0.00%	\$1,404.16
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$2,233.25	-\$2,233.25	0.00%	\$3,397.92
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$66,080.98	-\$66,080.98	0.00%	\$21,808.69
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120.75
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-39205 Transfer From Libr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$2,042.15	\$80,667.65	-\$78,667.65		\$35,506.80
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$617.06	\$6,814.16	-\$6,814.16	0.00%	\$2,075.96
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$617.06	\$6,814.16	-\$6,814.16		\$2,075.96
<b>215 LIBRARY RESTRICTED FUND</b>	<b>\$2,000.00</b>	<b>\$2,659.21</b>	<b>\$87,481.81</b>	<b>-\$85,481.81</b>		<b>\$37,582.76</b>



**CITY OF GRAND MARAIS**

**City of Grand Marais Revenue Guideline**

Current Period: December 2023

Current Qtr: 4

F Account Descr	2023 Budget	December 2023 Amt	2023 YTD Amt	2023 YTD Balance	2023 % of Budget	2022 YTD Amt
	\$436,954.00	\$3,322.29	\$527,193.73	-\$90,239.73		\$447,751.44



A	B	C	D	E	F	G	H	I	J	K	L
	<b>Fund 211 - Operating</b>	<b>Comments</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>	<b>2023 YTD</b>	<b>2023</b>	<b>2023</b>	<b>Year End 2022</b>	<b>Year End 2021</b>	<b>Year End 2020</b>
			July 26, 2023	July 12, 2023	December Adjust.	Through 7/18/23	Percent Spent	Approved June Budget	Approved: 433,000.00		
				w/ 2 Lib 1s	w/ 2 Lib 1s		54% target	w/ Asst. Dir.	(Flood year)		
1	Salary Full Time	4%	\$ 177,756.80	\$ 177,756.80	\$ 169,915.20	\$ 43,573.37	26%	\$ 125,667.36	\$111,920.92	\$113,833.68	\$78,580.50
2	Salary Part Time	4%	\$ 100,220.36	\$ 105,561.30	\$ 96,008.50	\$ 67,043.51	70%	\$ 148,165.54	\$118,597.91	\$121,548.93	\$107,361.34
3	Overtime/Worked holiday					\$ 904.06			\$231.26	\$792.00	\$1,133.94
4	Salary Maintenance	city crew working on library jobs	\$ 2,000.00	\$ 2,000.00	\$ 875.00	\$ 116.40	13%	\$ 875.00	\$4,885.43	\$1,267.13	\$702.64
5	Salary Cleaning	estimated by city	\$ 6,959.68	\$ 6,959.68	\$ 5,737.68	\$ 3,190.58	56%	\$ 5,018.83	\$4,143.28	\$3,651.90	\$3,285.33
6	Salary - FFCRA										\$0.00
7	PERA	estimated by city	\$ 21,520.20	\$ 21,920.83	\$ 20,440.23	\$ 8,503.33	42%	\$ 20,979.51	\$18,009.52	\$18,125.56	\$14,170.05
8	FICA	estimated by city	\$ 17,790.80	\$ 18,121.22	\$ 16,897.26	\$ 7,000.06	41%	\$ 17,343.06	\$14,670.80	\$14,051.20	\$11,549.06
9	Medicare	estimated by city	\$ 4,284.58	\$ 4,362.03	\$ 4,006.03	\$ 1,637.15	41%	\$ 4,110.29	\$3,431.09	\$3,286.16	\$2,700.86
10	Health Insurance	10%, estimated by city	\$ 28,316.00	\$ 65,512.82	\$ 58,291.41	\$ 9,467.78	16%	\$ 51,616.17	\$28,991.55	\$28,513.15	\$18,590.97
11	Life Insurance	estimated by city	\$ 495.00	\$ 495.00	\$ 495.00	\$ 175.44	35%	\$ 495.00	\$393.70	\$404.81	\$387.32
12	Unemployment Comp.								\$0.00	\$1,052.62	\$544.26
13	Worker's Compensation	estimated by city	\$ 1,900.00	\$ 1,900.00	\$ 1,200.00	\$ 1,034.95	86%	\$ 1,900.00	\$2,349.28	\$1,921.00	\$1,837.86
14	Office Supplies	includes book processing supplies	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 2,744.68	61%	\$ 4,500.00	\$3,796.63	\$4,063.54	\$3,760.99
15	Heating Fuel		\$ 4,200.00	\$ 4,200.00	\$ 4,000.00	\$ 2,043.81	36%	\$ 4,000.00	\$4,722.34	\$3,088.46	\$2,874.14
16	Repair & Maint.Supplies	(Combined with Build. Main.)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 608.22	101%	\$ 600.00	\$652.45	\$3,214.77	\$345.22
17	Service Agreements	rugs, copier, alarm system	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 3,482.50	77%	\$ 4,500.00	\$8,468.29	\$3,997.90	\$4,809.01
18	Telephone		\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 1,110.34	53%	\$ 2,100.00	\$1,904.85	\$2,038.18	\$1,943.33
19	Postage		\$ 60.00	\$ 60.00	\$ 60.00	\$ -	0%	\$ 60.00	\$5.81	\$48.16	\$98.90
20	Travel/School	travel, MLA conference	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 839.95	42%	\$ 2,000.00	\$1,743.12	\$1,251.39	\$1,109.73
21	Advertising	newspaper ads as needed	\$ 500.00	\$ 500.00	\$ 300.00	\$ 460.00	153%	\$ 300.00	\$594.25	\$503.00	\$767.00
22	Insurance - building	estimated by city	\$ 7,000.00	\$ 7,000.00	\$ 7,300.00	\$ 4,918.45	67%	\$ 7,300.00	\$5,567.09	\$4,707.25	\$6,593.68
23	Utilities		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 3,105.01	44%	\$ 7,000.00	\$6,130.07	\$5,598.18	\$5,879.77
24	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$0.00	\$73.62	\$41.96
25	Books, periodicals		\$ 28,500.00	\$ 22,500.00	\$ 21,500.00	\$ 15,684.71	73%	\$ 21,500.00	\$19,762.90	\$21,836.58	\$28,578.19
26	Membership Dues	ALA, MLA, professional dues	\$ 575.00	\$ 575.00	\$ 575.00	\$ 395.00	69%	\$ 575.00	\$375.00	\$575.00	\$634.00
27	AudioVisual/DVD		\$ 3,600.00	\$ 3,600.00	\$ 3,000.00	\$ 2,261.82	75%	\$ 3,000.00	\$3,302.74	\$2,786.61	\$3,072.15
28	Other physical materials	Toys/games collection	\$ 200.00	\$ 200.00	\$ 200.00	\$ 211.65	106%	\$ 200.00	\$104.26	\$168.64	\$0.00
29	Elect Books/Journals								\$1,310.35	\$0.00	\$0.00
30	Automation	tech needs	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$974.31	\$974.31	\$1,773.78
31	ALS Membership	County pays to ALS directly	\$ 29,356.00	\$ 29,356.00	\$ 29,356.00	\$ 14,678.00	50%	\$ 29,356.00	\$28,780.00	\$28,780.00	\$28,780.00
	<b>Totals</b>		<b>\$ 457,734.42</b>	<b>\$ 495,080.68</b>	<b>\$ 462,157.31</b>	<b>\$ 195,190.77</b>	<b>53%</b>	<b>\$ 464,461.76</b>	<b>\$395,819.20</b>	<b>\$392,153.73</b>	<b>\$331,905.98</b>
	<b>Budget Totals</b>		<b>2024</b>	<b>2024</b>	<b>2023 Budget</b>			<b>2023 Budget</b>	<b>2022 Budget</b>	<b>2021 Budget</b>	<b>2020 Budget</b>
	Operating Expenses		\$ 457,734.42	\$ 495,080.68	\$ 462,157.31			\$ 464,461.76	\$395,819.20	\$392,153.73	\$331,905.98
	Building Sinking Fund		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			\$ 459,734.42	\$ 497,080.68	\$ 464,157.31			\$ 466,461.76	\$397,819.20	\$394,153.73	\$333,905.98
	Rev.frm fines,copies,etc		\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$1,264.74		\$ 3,300.00	\$5,737.97	\$5,683.19	\$2,508.06
	<b>Total Operating Request</b>		<b>\$ 454,734.42</b>	<b>\$ 492,080.68</b>	<b>\$ 460,857.31</b>			<b>\$ 463,161.76</b>	<b>\$392,081.23</b>	<b>\$388,470.54</b>	<b>\$331,397.92</b>
	<b>Budgeted differences +/-</b>										
	1/2 of Budget Request		\$ 227,367.21	\$ 246,040.34	\$ 230,428.66			\$ 231,580.88			
	Total Dollar Difference		\$ (6,122.89)	\$ 31,223.37				\$ 34,155.52			
	Increase for City or County		\$ (3,061.45)	\$ 15,611.69	\$ -			\$ 17,077.76			
	<b>Percent of Increase</b>		<b>-1.3%</b>	<b>6.8%</b>				<b>8.0%</b>			



# Grand Marais Public Library

2024 – 2027 Strategic Plan

---

## **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
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to library strategic goals)
- 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