



Grand Marais Public Library
104 2nd 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, May 23, 2024.

Call to Order: 5:00 PM

Main 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

D. 2025 Budget Proposal

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, April 25, 2024.

Location: Grand Marais Public Library

LeVoir called the meeting to order at 5:00 PM

A. Roll Call and Introduction of Visitors

Present

Kevin LeVoir, Vice President, Trustee
Nancy Giguere, Trustee
Sara McManus, Trustee
Enno Limvere, Trustee
Sue McCloughan, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

Absent

Michael Garry, President, Grand Marais City Council Representative
Dave Mills, Secretary, Cook County Board Representative

B. Approve Consent Agenda

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

Giguere moved to approve the Consent Agenda. McCloughan seconded. Approved unanimously.

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

- Facility updates: We are waiting for a sample of more recessed canned lighting. Jamar is sending a technician to take measurements and produce a quote for the spigot repair.
- Public Library Association annual conference: St. John thanked the Board for their support and highlighted a session on supporting small businesses. The library's Strategic Plan includes a goal of building relationships with 3 new businesses. The conference session covered building relationships with entrepreneurs as well as small business support organizations.

D. 2025 Budget:

- Director St. John introduced the 2025 budgeting process and timeline and explained the joint powers agreement with Cook County and the Board's role in shaping and presenting the budget. At the next meeting St. John will present a draft budget.



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E. Strategic Planning:

- Review of the plan, discuss next steps: copies of the Strategic Plan have been shared with staff, department heads, and City Council, and a copy is posted on the library website. St. John will follow up with participants in the process and create a press release. Patrick is working on a community survey.
- Permission to close the library for staff work session

McManus moved to allow a closure of the library at the Director's discretion for a staff work session. McCloughan seconded. Approved unanimously.

The Board discussed options for capital planning training. St. John noted work that is already underway. The Board will continue to discuss the Strategic Plan at future meetings.

LeVoir adjourned the meeting at 5:35 PM

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Bills

Acct.#	Description	Category	Expense	Comments
5/1/2024				
211				
	Amazon Business	200	\$110.66	1DKR-G7JG-FKP7
	Amazon Business	330	\$ 33.08	1DKR-G7JG-FKP7
	Petty Cash	200	\$ 19.80	Keys made
	Aramark	310	\$ 122.56	2630273535
	Amazon Business	435	\$ 48.44	1LXD-K67M-PGMC
	Atlantic	435	\$ 79.95	Renewal 12 months
	Duluth News Tribune	435	\$ 294.20	Renewal 5/23/24
	City of Grand Marais	380	\$ 576.04	Utilities
576.04			\$ 1,284.73	
211				
SUBTOTAL				
215				
	Aliya Marxen	447	\$ 200.00	Honorarium
	Drury Lane Books	447	\$ 593.00	WRP, invoice 4/24/24
	Let's Plant Trees	447	\$ 200.00	Honorarium
	iRead	447	\$ 244.38	#278935
\$ -				
215				
SUBTOTAL			\$ 1,237.38	
\$ 576.04	TOTAL		\$2,522.11	



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund Agency
FOR ACTIVITY FROM January 01, 2024
THROUGH March 31, 2024

Fund Balance

Beginning Balance	\$ 26,405.73
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Receipts

Description	Period Total
Dividends on Investments	\$ 120.44
Realized Gain/Loss on Invest	\$ 6.11
Unrealized Gain/Loss on Invest	\$ 1,591.97
Total Receipts	\$ 1,718.52

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 51.10
Investment Management Fees	\$ 8.42
Total Distributions	\$ 59.52

Ending Balance	\$ 28,064.73
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund COMBINED
FOR ACTIVITY FROM January 01, 2024
THROUGH March 31, 2024

Fund Balance

Beginning Balance	\$ 140,156.06
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Receipts

Description	Period Total
Dividends on Investments	\$ 639.29
Realized Gain/Loss on Invest	\$ 32.45
Unrealized Gain/Loss on Invest	\$ 8,449.84
Total Receipts	\$ 9,121.58

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 271.26
Investment Management Fees	\$ 44.73
Total Distributions	\$ 315.99

Ending Balance	\$ 148,961.65
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund
FOR ACTIVITY FROM January 01, 2024
THROUGH March 31, 2024

Fund Balance

Beginning Balance	\$ 113,750.33
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Receipts

Description	Period Total
Dividends on Investments	\$ 518.85
Realized Gain/Loss on Invest	\$ 26.34
Unrealized Gain/Loss on Invest	\$ 6,857.87
Total Receipts	\$ 7,403.06

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 220.16
Investment Management Fees	\$ 36.31
Total Distributions	\$ 256.47

Ending Balance	\$ 120,896.92
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Grants

Grantee

Date

Amount

n/a

n/a

\$n/a

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



Fund Statement

March 1, 2024 - March 31, 2024

Prepared on: April 30, 2024

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

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://spmcf.iphipview.com/spmcf>.

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

Fund Activity Summary

Beginning Balance (March 1, 2024)	\$42,335.00
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	(\$1,410.21)
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$65.87
Realized & Unrealized Gain (Loss) ²	\$751.58
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (March 31, 2024)	\$41,742.24
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$41,742.24

Grants Paid

Date	Organization	Amount
03/13/2024	City of Grand Marais	(\$1,410.21)
Total		(\$1,410.21)

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$41,742.24	100.00				

Total **\$41,742.24**

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	(\$1,410.21)
Amount Available to Grant as of March 31, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of March 31, 2024	\$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.



CITY OF GRAND MARAIS

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City of Grand Marais Expenditure Guideline

Current Period: March 2024

F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
2 E 211-45500-101 Salary (Full-Time Em	\$177,757.00	\$13,388.80	\$39,516.82	\$124,836.43	29.77%	\$16,222.16
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$7,351.90	\$21,091.65	\$71,850.43	28.31%	\$29,601.16
2 E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,435.06	-\$1,435.06	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$42.12	\$214.57	\$1,713.88	14.31%	\$653.89
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$361.41	\$1,038.09	\$5,594.92	19.61%	\$1,379.14
2 E 211-45500-121 PERA	\$21,520.00	\$1,585.82	\$4,747.23	\$15,191.72	29.41%	\$3,473.25
2 E 211-45500-122 FICA	\$17,790.00	\$1,270.51	\$3,803.30	\$12,719.79	28.50%	\$2,939.07
2 E 211-45500-125 Medicare	\$4,285.00	\$297.12	\$889.44	\$3,099.25	27.67%	\$687.42
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$1,989.28	\$5,952.19	\$20,399.92	27.96%	\$4,057.62
2 E 211-45500-133 Employer Paid Life	\$495.00	\$33.39	\$100.41	\$361.34	27.00%	\$74.75
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	\$0.00	\$144.27	\$2,105.73	6.41%	\$0.00
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$215.71	\$1,510.27	\$2,695.17	40.11%	\$1,444.68
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$431.04	\$1,309.31	\$2,491.33	40.68%	\$999.84
2 E 211-45500-220 Repair/Maint Supply (\$600.00	\$183.40	\$405.39	\$194.61	67.57%	\$184.16
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	\$428.10	\$1,927.00	\$2,845.29	43.09%	\$1,362.70
2 E 211-45500-321 Telephone	\$2,100.00	\$201.70	\$604.43	\$1,495.57	28.78%	\$474.97
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	\$177.55	\$177.55	\$4,262.45	5.28%	\$228.47
2 E 211-45500-340 Advertising	\$500.00	\$300.00	\$223.50	\$276.50	44.70%	\$76.50
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	\$620.26	\$1,800.35	\$4,587.28	34.47%	\$1,125.97
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	\$2,027.02	\$4,768.81	\$18,306.26	35.77%	\$5,830.09
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	\$234.89	\$799.14	\$2,657.64	26.18%	\$749.71
2 E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$200.01	20.00%	\$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	\$0.00	\$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
45500 Libraries (GENERAL)	\$439,293.00	\$31,140.02	\$92,818.32	\$313,040.92		\$72,469.61
211 LIBRARY	\$439,293.00	\$31,140.02	\$92,818.32	\$313,040.92		\$72,469.61



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City of Grand Marais Expenditure Guideline

Current Period: March 2024

F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GENE	\$0.00	\$596.94	\$596.94	-\$792.60	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 215-45500-330 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	\$13.99	\$42.83	-\$42.83	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	\$126.39	\$2,142.30	-\$2,620.93	0.00%	\$537.80
2 E 215-45500-449 Automation	\$0.00	\$0.00	\$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	\$737.32	\$3,750.76	-\$2,425.05		\$23,458.47
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	-\$3,012.24	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	-\$3,012.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$737.32	\$3,750.76	-\$5,437.29		\$23,458.47



CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline
Current Period: March 2024

F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
	\$441,293.00	\$31,877.34	\$96,569.08	\$307,603.63		\$95,928.08



CITY OF GRAND MARAIS

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City of Grand Marais Revenue Guideline

Current Period: March 2024

Current Qtr: 1

F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget I	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	\$20.95	\$26.10	-\$26.10	0.00%	\$70.34
R 211-00000-36222 Copies Charged	\$5,000.00	\$456.79	\$1,301.07	\$3,698.93	26.02%	\$1,035.54
R 211-00000-36224 Book Replacement	\$0.00	\$24.65	\$68.64	-\$68.64	0.00%	\$158.86
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	\$8.00	\$72.01	-\$72.01	0.00%	\$250.00
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	\$115,912.50	\$116,912.50	49.79%	\$116,940.00
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	\$39,147.89	\$117,380.32	\$323,912.68		\$118,454.74
211 LIBRARY	\$441,293.00	\$39,147.89	\$117,380.32	\$323,912.68		\$118,454.74



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: March 2024

Current Qtr: 1

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F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
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	\$237.93	\$733.26	-\$733.26	0.00%	\$672.29
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$6,450.00	-\$6,450.00	0.00%	\$100.00
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%	\$1,327.91
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	\$237.93	\$7,183.26	-\$5,183.26		\$2,100.20
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$628.27	\$1,838.81	-\$1,838.81	0.00%	\$1,487.81
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$628.27	\$1,838.81	-\$1,838.81		\$1,487.81
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$866.20	\$9,022.07	-\$7,022.07		\$3,588.01



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: March 2024

Current Qtr: 1

F Account Descr	2024 Budget	March 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget I	2023 YTD Amt
	\$443,293.00	\$40,014.09	\$126,402.39	\$316,890.61		\$122,042.75



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

Library Director's Report: May 2024

Prepared by: Amanda St John, Library Director

Staffing:

We are moving into June with circulation understaffed by a minimum of 25 hours a week. Two applications have been received for the role of and will be reviewed this month.

Staff Highlight:

We're very proud of Erika Ternes, who graduated this month with a Masters in Library and Information Science degree and completed the Minnesota Public Library Association's Institute for Leadership Excellence program.

Building:

The lighting project is underway. Recessed canned lighting's brightest setting is too dim for our spaces and costs \$185.00 more per bulb than the originally specified option. I am proceeding with the original specification. I expect the project will complete by May 24.



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Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: May 20, 2024
SUBJECT: 2025 Budget Proposal Draft

The 2025 Budget Proposal before you represents a 9.8% increase. I request that Trustees adopt this budget or propose the alternatives you'd like to see at the June Board meeting. To stay on our budget timeline, it is ideal that a budget be adopted by the end of June.

Salaries, Wages & Insurance

Salaries, wages, health and building insurance are projected by the City of Grand Marais. We know that salary and wage increases will be 3% in 2025. We are using trends and historic data to project a 10% increase in health insurance. 4.9% of the increase allows us to assume all full time employees will choose to accept the City's health insurance package.

Operations

Growth in the operational budget represents less than 2% of the increase. 2023 is the first year since 2018 that we have had reliable data for projecting costs. Since 2019, the library has been understaffed and was affected by the pandemic and a flood suggesting our spending did not reflect "normal" operations. I have noticed that our building is showing its age. We are making repairs more often, which affects our Repair & Maintenance Supplies (line 15) and Service Agreements (line 16). Supplies costs (line 13) are higher, and our output levels increased with the hiring of a third full time staff person focused on advanced library work.

A	B	C	D	E	F	G	H	I	J	K	L
	Fund 211 - Operating	Comments	2025	2024	2024 YTD	2024	2023	2022	Year End 2021	Year End 2020	Year End 2019
			Draft 1 - 5/20/24	Approved		Percent Spent 25% target		(Flood year)			
1	Salary Full Time		\$ 184,745.60	\$ 177,757.00	\$ 52,920.57	30%	\$ 117,252.51	\$111,920.92	\$113,833.68	\$78,580.50	\$102,275.71
2	Salary Part Time		\$ 106,605.20	\$ 100,220.00	\$ 28,369.57	28%	\$ 99,419.38	\$118,597.91	\$121,548.93	\$107,361.34	\$118,059.08
3	Overtime/Worked holiday				\$ 1,435.06		\$ 1,634.95	\$231.26	\$792.00	\$1,133.94	\$567.86
4	Salary Maintenance	city crew working on library jobs	\$ 2,000.00	\$ 2,000.00	\$ 286.12	14%	\$ 1,832.46	\$4,885.43	\$1,267.13	\$702.64	\$494.82
5	Salary Cleaning	estimated by city	\$ 7,170.80	\$ 6,960.00	\$ 1,365.08	20%	\$ 4,810.76	\$4,143.28	\$3,651.90	\$3,285.33	\$2,773.58
6	PERA	estimated by city	\$ 22,539.12	\$ 21,520.00	\$ 6,328.28	29%	\$ 16,376.04	\$18,009.52	\$18,125.56	\$14,170.05	\$16,445.15
7	FICA	estimated by city	\$ 18,632.34	\$ 17,790.00	\$ 5,070.21	29%	\$ 13,317.81	\$14,670.80	\$14,051.20	\$11,549.06	\$13,889.07
8	Medicare	estimated by city	\$ 4,481.56	\$ 4,285.00	\$ 1,185.75	28%	\$ 3,114.62	\$3,431.09	\$3,286.16	\$2,700.86	\$3,248.40
9	Health Insurance	10%, estimated by city	\$ 51,233.60	\$ 28,316.00	\$ 7,916.08	28%	\$ 17,953.74	\$28,991.55	\$28,513.15	\$18,590.97	\$18,505.91
10	Life Insurance	estimated by city	\$ 495.00	\$ 495.00	\$ 133.66	27%	\$ 289.33	\$393.70	\$404.81	\$387.32	\$479.06
11	Unemployment Comp.							\$0.00	\$1,052.62	\$544.26	
12	Worker's Compensation	estimated by city	\$ 2,250.00	\$ 2,250.00	\$ 144.27	6%	\$ 2,376.78	\$2,349.28	\$1,921.00	\$1,837.86	\$1,910.34
13	Office Supplies	includes book processing supplies	\$ 6,000.00	\$ 4,500.00	\$ 1,510.27	34%	\$ 4,857.62	\$3,796.63	\$4,063.54	\$3,760.99	\$4,505.57
14	Heating Fuel		\$ 4,200.00	\$ 4,200.00	\$ 1,708.67	41%	\$ 3,224.82	\$4,722.34	\$3,088.46	\$2,874.14	\$3,032.52
15	Repair & Maint.Supplies	(Combined with Build. Main.)	\$ 1,000.00	\$ 600.00	\$ 405.39	68%	\$ 1,297.62	\$652.45	\$3,214.77	\$345.22	\$363.84
16	Service Agreements	rugs, copier, alarm system	\$ 8,600.00	\$ 5,000.00	\$ 2,154.71	43%	\$ 8,658.91	\$8,468.29	\$3,997.90	\$4,809.01	\$2,222.44
17	Telephone		\$ 2,500.00	\$ 2,100.00	\$ 604.43	29%	\$ 2,327.28	\$1,904.85	\$2,038.18	\$1,943.33	\$2,173.63
18	Postage		\$ 75.00	\$ 75.00	\$ -		\$ 85.80	\$5.81	\$48.16	\$98.90	\$251.36
19	Travel/School	travel, MLA conference	\$ 4,800.00	\$ 4,500.00	\$ 177.55	0%	\$ 4,636.33	\$1,743.12	\$1,251.39	\$1,109.73	\$2,863.26
20	Advertising	newspaper ads as needed	\$ 600.00	\$ 500.00	\$ 223.50	45%	\$ 289.00	\$594.25	\$503.00	\$767.00	\$1,211.42
21	Insurance - building	estimated by city	\$ 15,000.00	\$ 15,000.00	\$ -		\$ 13,874.79	\$5,567.09	\$4,707.25	\$6,593.68	\$5,885.25
22	Utilities		\$ 7,000.00	\$ 7,000.00	\$ 2,412.72	34%	\$ 6,334.38	\$6,130.07	\$5,598.18	\$5,879.77	\$6,697.24
23	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00	\$ -		\$ 250.01	\$0.00	\$73.62	\$41.96	\$275.00
24	Books, periodicals		\$ 28,500.00	\$ 28,500.00	\$ 9,109.96	32%	\$ 26,397.57	\$19,762.90	\$21,836.58	\$28,578.19	\$21,906.20
25	Membership Dues	ALA, MLA, professional dues	\$ 575.00	\$ 575.00	\$ -		\$ 395.00	\$375.00	\$575.00	\$634.00	\$188.00
26	AudioVisual/DVD		\$ 4,000.00	\$ 3,600.00	\$ 799.14	22%	\$ 4,289.78	\$3,302.74	\$2,786.61	\$3,072.15	\$3,061.08
27	Other physical materials	Toys/games collection	\$ 250.00	\$ 250.00	\$ 49.99	20%	\$ 253.60	\$104.26	\$168.64	\$0.00	
28	Elect Books/Journals							\$1,310.35	\$0.00	\$0.00	\$750.00
29	Automation	tech needs	\$ 1,500.00	\$ 1,000.00	\$ 359.54	36%	\$ 1,727.02	\$974.31	\$974.31	\$1,773.78	\$1,197.20
30	ALS Membership	County pays to ALS directly	\$ 29,356.00	\$ 29,356.00			\$ 29,356.00	\$28,780.00	\$28,780.00	\$28,780.00	\$28,780.00
31	Totals		\$ 514,409.22	\$ 468,649.00		30%	\$ 386,633.91	\$395,819.20	\$392,153.73	\$331,905.98	\$364,012.99
	Budget Totals		2025	2024			2023 Budget	2022 Budget	2021 Budget	2020 Budget	Year End 2019
32	Operating Expenses		\$ 514,409.22	\$ 468,649.00			\$ 386,633.91	\$395,819.20	\$392,153.73	\$331,905.98	\$364,012.99
33	Building Sinking Fund		\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
			\$ 516,409.22	\$ 470,649.00			\$ 388,633.91	\$397,819.20	\$394,153.73	\$333,905.98	\$366,012.99
34	Rev.frm fines,copies,etc		\$ 5,000.00	\$ 5,000.00	\$844.28	17%	\$ 3,300.00	\$5,737.97	\$5,683.19	\$2,508.06	\$11,259.94
35	Total Operating Request		\$ 511,409.22	\$ 465,649.00			\$ 385,333.91	\$392,081.23	\$388,470.54	\$331,397.92	\$354,753.05
	Budgeted differences +/-										
36	1/2 of Budget Request		\$ 255,704.61	\$ 232,824.50							
37	Total Dollar Difference		\$ 45,760.22	\$ 40,157.54							
38	Increase for City or County		\$ 22,880.11	\$ 20,078.77							
	Percent of Increase		9.8%	0.4%							