



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, June 27, 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: Lighting project and spigot repair
- Hiring process update
- Incident response

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



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Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, May 23, 2024.

Location: Grand Marais Public Library

Garry called the meeting to order at 5:01 PM

A. Roll Call and Introduction of Visitors

Present:

Michael Garry, President, Grand Marais City Council Representative
Kevin LeVoir, Vice President, Trustee
Dave Mills, Secretary, Cook County Board Representative
Nancy Giguere, Trustee
Sue McCloughan, Trustee
Sara McManus, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

Absent:

Enno Limvere, Trustee

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
The lighting project is nearly complete except for the three large, hanging fixtures. For spigot repair, Jamar advised the library to repair, not replace, the unit. St. John asked whether to proceed with another in-house repair or have Jamar perform the work. The Board recommended in-house repair.
- Other updates
The Library Clerk position is posted and we have 2 applicants so far.

St. John and Board congratulated Erika Ternes on completing her Master of Science degree in Library and Information Sciences.

Ternes summarized her experience at the MN Institute for Leadership Excellence (MILE).



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An incident occurred with a community member threatening staff in an online video. The person has been banned from the library. Law enforcement is investigating. Support has been offered to staff. Mills will follow up with law enforcement and report back to the Board. Giguere suggested consulting the MN Library Association for policy language.

Mills asked for an update on the rotunda. St. John is still consulting with contractors.

D. 2025 Budget Proposal

Garry suggested going with the budget as drafted. St. John reviewed how the budget negotiation had gone the previous year. She discussed the library's expenses. The Board discussed health insurance projections.

Mills moved to approve the budget as drafted. McManus seconded. Approved unanimously.

Garry adjourned the meeting at 5:38 pm.

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Bills

Acct.#	Description	Category	Expense	Comments
5/22/2024				
211				
	Amazon	200	\$ 42.56	14Q9-FJQJ-WRC7
	Amazon	200	\$ 231.03	1LXY-PH3D-431C
	Amazon	200	\$ 102.97	16PH-6QHF-LNWH
	Amazon	200	\$ 12.13	1HVN-3C96-JYXN
	Amazon	435	\$ 36.42	1HVN-3C96-JYXN
	Amazon	437	\$ 13.24	1HVN-3C96-JYXN
	Arrowhead Library System	310	\$ 184.00	#00015178
	Great Lakes Alarms	310	\$ 239.40	#100099
	Jamar	310	\$ 975.00	JAM019019
	Metro Sales	310	\$ 75.19	INV2510683
	Vestis	310	\$ 122.56	#2630284584
	Vestis	310	\$ 122.56	#2630273535
VISA	Steven Hargadon (Library 2.0 Webinars)	330	\$ 99.00	2-May-24
	City of Grand Marais	380	\$ 576.04	April utilities
	Black Bears and Blueberries pub	435	\$ 98.25	May 8 2024
	Duluth News Tribune	435	\$ 291.20	12 months
	Ingram	435	\$ 412.78	#81744064
	Ingram	435	\$ 545.73	#81833365
	mary Seifert	435	\$ 30.00	#001
	Star Tribune	435	\$ 120.28	13 weeks
	Amazon	440	\$ 153.99	1C39-39L7-7F43
0				
211				
SUBTOTAL			\$ 4,484.33	
215				
	Erika Ternes	330	\$ 249.91	MILE Program
\$ -				
215				
SUBTOTAL			\$ 249.91	
\$ -	TOTAL		\$4,734.24	



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6/7/2021

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 18.68	1WJG-7634-1XPX
	Amazon	220	\$ 425.99	1WJG-7634-1XPX
	Amazon	200	\$ 37.60	1N4Y-HN9G-14MQ
	Amazon	220	\$ 94.30	13RT-JM1D-G4MT
	Amanda St John	310	\$ 75.00	Cook County Sheriff's Office 170881-Trespass Order
	Metro Sales	310	\$ 169.70	INV2528821
	Atlantic	435	\$ 79.95	1 year renewal
	Ingram	435	\$ 525.04	#82220965
	Ingram	435	\$ 510.71	#82062144
	Ingram	435	\$ 125.04	#82227057
	Ingram	437	\$ 62.10	#82227057
	Amazon	437	\$ 131.04	13M1-CTGY-141P
	City of GM	380	\$ 486.95	Utilities
	Star Tribune	435	\$ 120.28	May 9 - Aug 8 - 13 weeks
0				
211 SUBTOTAL			\$ 2,862.38	
215				
	Amazon	200	\$ 102.94	1TVH-NHPW-KCXY Safety Plan items
\$ -				
215 SUBTOTAL				
\$ -	TOTAL		\$2,862.38	



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6/18/2024

Acct.#	Description	Categor y	Expense	Comments
211				
	Amazon	200	\$ 56.18	1P9G-FD1N-6H9W
	AMAZON	200	\$ 37.60	1N4Y-HN9G-14MQ
	Amazon	200	\$ 444.67	1WJG-7634-1XPX
	AMAZON	220	\$ 93.80	11GL-K6MX-7XRN
	METRO SALES	310	\$ 245.89	INV2510683,INV2528821,INV2536277
	VESTIS	310	\$ 122.56	#2630295943
	INGRAM	435	\$ 188.03	#82370460
	iNGRAM	435	\$ 525.04	#82220965
	INGRAM	435	\$ 563.56	#82150216
	INGRAM	435	\$ 485.28	#81257695
	AMAZON	437	\$ 131.04	13M1-CTGY-141P
0				
211				
SUBTOTAL			\$ 2,893.65	
215				
	AMAZON	200	102.94	1TVH-NHPW-KCXY
	AMAZON	200	201.79	1GWP-CPFM-TJ7F
G-ACCOUNT	EVELYTH PUBLIC LIB	11500	-14.99	LOST BOOK
\$				
-				
215				
SUBTOTAL			\$ 289.74	
\$				
-			\$3,183.39	

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



Fund Statement

April 1, 2024 - April 30, 2024

Prepared on: June 3, 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.iphiview.com/spmcf>.

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

Fund Activity Summary

Beginning Balance (April 1, 2024)	\$41,742.24
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$33.03
Realized & Unrealized Gain (Loss) ²	(\$1,189.23)
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (April 30, 2024)	\$40,586.04
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$40,586.04

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$40,586.04	100.00				
Total	\$40,586.04					

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 April 30, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of April 30, 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.



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Library Director's Report: May 2024

Prepared by: Amanda St John, Library Director

Staffing:

City Council approved the hire of a new library clerk. The candidate reconsidered and the search continues.

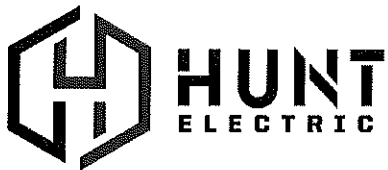
Operations:

The library closed from Wednesday, June 11, 2024 through Saturday, June 15, 2024 for staff wellness and to implement new safety measures.

Building:

The lighting project is complete with the exception of one ballast replacement. The invoice follows my report.

Maintenance replaced parts on our spigot, which is currently operational again. I've requested a quote for steam cleaning the library's upholstery, which has accumulated dust and soil, absorbed beverages, and sustained the flood.



(651) 646-2911

Invoice 9613999

Bill to: GRAND MARAIS PUBLIC LIBRARY 104 2ND AVE W GRAND MARAIS, MN 55604	Job: PUBLIC LIBRARY 104 2ND AVE W GRAND MARAIS MN 55604 Contract Number:
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Invoice #: 9613999	Date: 06/20/24	Customer P.O. #:
Payment Terms: NET 10 DAYS	Customer Code: 255521	Customer E-Mail: Amanda.stjohn@alslib.info
Salesperson: RICK L JOHNSON		

Remarks: PUBLIC LIBRARY WO# 9613999

Quantity	Description	U/M	Unit Price	Extension
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LIGHTING UPGRADE PER QUOTE

	16,949.00
Subtotal:	16,949.00
Total:	16,949.00

VENDOR # \$16,949.00
EXPENSE CODE E-215-4888-520
APPROVAL SIGNATURE [Signature]
CITY CLERK APPROVAL [Signature]

Electronic Payments (preferred):
Hunt Electric Corporation
Bank Name: US Bank
Beneficiary Account: 180111068789
ABA Routing Number: 091000022
Remittance Email: ashepherd@huntelec.com

PAYMENT OPTIONS

Mail To Our Lockbox:
Hunt Electric Corporation
CM 9488
St. Paul, MN 55170-9488

Credit Card Payments:
Accepted with a fee of 3%
www.huntelec.com