



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, August 22, 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

D. New Business:

- Requesting a closure on Thursday, October 3, 2024 for a staff training day.
- Library Improvements Goal Setting

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, June 27, 2024.

Main Location: Grand Marais Public Library

Garry called the meeting to order at 5:02 PM

Present:

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

A. Roll Call and Introduction of Visitors

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: Lighting project and spigot repair
 - Director St. John also apprised Board of furniture cleaning project
- Hiring process update
 - We hired a clerk but the candidate reconsidered. The position is posted and will appear in the newspaper again. The custodian gave his notice as well but will stay on while the hiring process goes forward.

Limvere arrived 5:04 PM

Mills arrived 5:05 PM

- Incident response
 - Director St. John updated Board about the incidents with a threatening community member and a bomb threat during Cook County Pride's recent events. St. John praised



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trustees and city council for supportive response. Trustees discussed ideas for further supporting library staff.

Garry adjourned the meeting at 5:19 PM.

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



Bills

7/2/2023

Acct.#	Description	Category	Expense	Comments
211				
	amazon business	200	\$33.64	14Y7-PV6T-NP1M
	amazon business	449	\$ 66.50	14Y7-PV6T-NP1M
	amazon business	200	\$ 41.76	1MF7-6WYP-11Kt
	Buck's hardware	200	\$ 25.25	#10486387
	MetroSales	310	\$ 0.50	INV2550677
	MetroSales	310	\$ 183.43	INV2548987
	Susan Hawkinson (author)	435	\$ 16.95	6-Jun-24
	Ingram	435	\$ 570.39	#82515786
	MLA	436	\$ 200.00	#300005263
0				
211 SUBTOTAL			\$ 1,104.78	
215				
	Amazon Business	200	\$ 134.59	11QX-W1FQ-THDV
	Sandra Hisakuni	447	\$ 200.00	Honorarium/ Haiku workshop
	Ingram	435	\$ 1,296.43	#82515787
\$ -				
215 SUBTOTAL			\$ 1,631.02	
\$ -	TOTAL		\$2,735.80	



7/24/2024

Acct.#	Description	Category	Expense	Comments
211				
	amazon business	200	\$99.98	1NV3-J43W-31HR
	amazon business	200	\$ 13.97	1TDL-NLCN-YDKV
	amazon business	200	\$ 39.98	1WG9-4NMV-YLMN
	amazon business	200	\$ 20.98	11TK-KDLG-9NJ4
	amazon business	200	\$ 288.49	1HCG-NPFM-9T63
	Amazon credit memo	200	\$ (49.99)	14FL-GYJV-9DR1
	amazon business	200	\$ 25.99	1V71-QCMN-69H1
	Amazon business	200	\$ 21.14	1WGX-P7GC-TVN7
	amazon business	200	\$ 24.24	1NWH-4JFW-W631
	amazon business	200	\$ 75.29	1KFH-4TT4-YCLH
	Amazon credit memo	200	\$ (18.99)	17FK-XFCN-L4RM
	Demco	200	\$ 135.82	#7504096
	Como oil	217	\$ 391.30	#1513956177
	Arrowhead Lib System	310	\$ 6.13	#00015209
	Amanda St John	310	\$ 75.00	Reimbursing trespass order fee
	One Beat Medical	310	\$ 547.00	INV318158
	Vestis	310	\$ 122.56	#2630295943
	Vestis	310	\$ 122.56	#2630307345
	Vestis	310	\$ 105.40	#2630304281
	Arrowhead Broadband	321	\$ 201.85	billed 7/1/2024
	City of Grand Marais	380	\$ 460.16	Utilities
	Ingram	435	\$ 461.29	#82717092
	Ingram	435	\$ 540.13	#82775343
	Ingram	435	\$ 195.31	#82827230
	ingram	437	\$ 56.62	#82827230
0				
211 SUBTOTAL			\$ 3,862.23	
215				
	amazon business	220	\$ 89.99	1TDL-NLCN-YDKV
	amazon business	200	\$ 39.99	1V71-QCMN-69H1
	amazon business	200	\$ 16.99	1WGX-P7GC-TVN7
	amazon business	200	\$ 20.97	1NWH-4JFW-W631
	Ingram	435	\$ 21.82	#82717092



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	Ingram	435	\$ 5.99	#82827230
	William Bjorndal	437	\$ 450.00	#24.24
\$ -				
215 SUBTOTAL			\$ 645.75	
\$ -	TOTAL		\$4,507.98	



8/8/2024

Acct.#	Description	Category	Expense	Comments
211				
	cook county news herald	435	\$ 97.00	annual subscription
	Metro Sales	310	\$ 119.72	INV2567488
	Star Tribune	435	\$ 120.28	Aug 8 - Nov 7
	Post Office	310	\$ 352.00	annual subscription
VISA	JFJ Easy Pro	220	\$ 46.65	
	Emily August	447	\$ 200.00	Honorarium
	MN Women's Press	435	\$ 72.00	annual subscription
	Ingram	435	\$ 532.72	#82935938
	buck's	200	\$ 42.95	#10489482/10496309
	Amazon	200	\$ 169.98	1Y34-7KP1-37QY
	ALS	310	\$ 52.62	#00015211
	Demco	200	\$ 135.82	#7504096
0				
211 SUBTOTAL			\$ 1,941.74	
215				
	Amazon Biz	200	\$ 29.99	1Y34-7KP1-37QY
	conflict Resolution Center	430	\$ 100.00	240803-LT-AS
\$ -				
215 SUBTOTAL			\$ 129.99	
\$ -	TOTAL		\$2,071.73	

CITY OF GRAND MARAIS INVESTMENTS

May 2024

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			0.02%	47,511.19		211.29		47,722.48	215-10101
M. Lacey	NSFCU	09/23/04		0.20%	18,546.07		7.85		18,553.92	215-10101
Patronage R	NSFCU			10.00%	2,358.93		19.12		2,378.05	215-10101
SSB	SECSB MM			0.90%	140,467.62		47.72		140,515.34	215-10104
LMCIT	4M Fund			0.02%	131,437.10		584.55		132,021.65	215-10104
										\$341,191.44

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

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Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$265,894.16	\$242,021.00	\$44,313.47	\$400,322.34	\$172,291.60	\$493,924.90
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	\$6,319.32	\$0.00	\$0.00	\$0.00	\$0.00	\$6,319.32
G 211-20200 Accounts Payabl	-\$2,667.79	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,667.79
G 211-20202 Accounts Payabl	-\$15,573.10	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,573.10
G 211-20800 Taxes Due (Stat	-\$39.00	\$55.00	\$0.00	\$202.00	\$163.93	-\$0.93
G 211-25300 Unassigned Fund	-\$247,638.08	\$44,258.47	\$242,021.00	\$172,089.60	\$400,158.41	-\$475,706.89
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$286,334.47	\$286,334.47	\$572,613.94	\$572,613.94	\$0.00
211 LIBRARY	\$0.00	\$286,334.47	\$286,334.47	\$572,613.94	\$572,613.94	\$0.00

CITY OF GRAND MARAIS

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City of Grand Marais Balance Sheet

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Current Period: May 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$11,046.42	\$1,500.25	\$4,154.40	\$14,735.96	\$11,611.92	-\$7,922.38
G 215-10101 MONEY MARKET	\$67,452.80	\$238.26	\$0.00	\$1,201.65	\$0.00	\$68,654.45
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	\$632.27	\$0.00	\$3,086.50	\$0.00	\$272,536.99
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	-\$4,633.50	\$4,154.40	\$738.51	\$8,599.68	\$14,937.61	-\$10,971.43
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retriected 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	\$632.27	\$3,012.24	\$3,086.50	-\$240,372.79
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	-\$33,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
LIBRARY RESTRICTED FUND	\$0.00	\$6,525.18	\$6,525.18	\$30,636.03	\$30,636.03	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$6,525.18	\$6,525.18	\$30,636.03	\$30,636.03	\$0.00

CITY OF GRAND MARAIS

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City of Grand Marais Revenue Guideline

Page 1

Current Period: May 2024

Current Qtr: 2

F Account Descr	2024 Budget	May 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	\$202,469.00	\$202,469.00	\$999.00	99.51%	\$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	\$19.50	\$69.90	-\$69.90	0.00%	\$81.45
R 211-00000-36222 Copies Charged	\$5,000.00	\$755.33	\$2,712.70	\$2,287.30	54.25%	\$2,078.02
R 211-00000-36224 Book Replacement	\$0.00	\$22.99	\$106.63	-\$106.63	0.00%	\$177.81
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	\$62.68	\$62.68	-\$62.68	0.00%	\$0.00
R 211-00000-36230 Contributions and	\$0.00	\$54.00	\$211.01	-\$211.01	0.00%	\$342.00
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	\$193,187.50	\$39,637.50	82.98%	\$183,950.00
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	\$242,021.00	\$398,819.42	\$42,473.58		\$186,629.28
211 LIBRARY	\$441,293.00	\$242,021.00	\$398,819.42	\$42,473.58		\$186,629.28

CITY OF GRAND MARAIS

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City of Grand Marais Revenue Guideline

Current Period: May 2024

Current Qtr: 2

F Account Descr	2024 Budget	May 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	\$1,000.00	\$1,000.00	\$0.00	100.00%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$238.51	\$1,202.64	-\$1,202.64	0.00%	\$1,185.34
R 215-00000-36230 Contributions and	\$0.00	\$500.00	\$6,950.00	-\$6,950.00	0.00%	\$100.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,060.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,410.21	-\$1,410.21	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	\$4,610.00	-\$4,610.00	0.00%	\$2,000.00
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$66,080.98
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$744.53	-\$744.53	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	\$1,738.51	\$15,917.38	-\$13,917.38		\$71,754.23
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$632.27	\$3,086.50	-\$3,086.50	0.00%	\$2,606.64
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$632.27	\$3,086.50	-\$3,086.50		\$2,606.64
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$2,370.78	\$19,003.88	-\$17,003.88		\$74,360.87

CITY OF GRAND MARAIS

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City of Grand Marais Expenditure Guideline

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Current Period: May 2024

F Account Descr	2024 Budget	May 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	\$20,490.72	\$73,411.29	\$104,345.71	41.30%	\$26,894.16
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$10,727.92	\$39,097.49	\$61,122.51	39.01%	\$51,963.70
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	\$0.00	\$286.12	\$1,713.88	14.31%	\$894.66
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$456.08	\$1,821.16	\$5,138.84	26.17%	\$2,215.89
2 E 211-45500-121 PERA	\$21,520.00	\$2,375.64	\$8,703.92	\$12,816.08	40.45%	\$6,031.66
2 E 211-45500-122 FICA	\$17,790.00	\$1,923.77	\$6,993.98	\$10,796.02	39.31%	\$4,998.48
2 E 211-45500-125 Medicare	\$4,285.00	\$449.91	\$1,635.66	\$2,649.34	38.17%	\$1,169.05
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$2,879.91	\$10,795.99	\$17,520.01	38.13%	\$6,762.70
2 E 211-45500-133 Employer Paid Life	\$495.00	\$33.25	\$166.91	\$328.09	33.72%	\$126.81
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%	\$1,034.95
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$519.15	\$2,323.98	\$2,057.27	54.28%	\$1,467.32
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$1,708.67	\$2,491.33	40.68%	\$2,007.63
2 E 211-45500-220 Repair/Maint Supply (\$600.00	\$54.77	\$460.16	-\$474.25	179.04%	\$369.29
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	\$1,733.70	\$3,888.41	\$621.77	87.56%	\$1,689.38
2 E 211-45500-321 Telephone	\$2,100.00	\$171.25	\$1,008.23	\$890.83	57.58%	\$793.28
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	\$33.08	\$270.63	\$4,130.37	8.21%	\$432.45
2 E 211-45500-340 Advertising	\$500.00	\$0.00	\$223.50	\$276.50	44.70%	\$324.00
2 E 211-45500-360 Insurance (GENERAL)	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%	\$4,918.45
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	\$576.04	\$2,988.76	\$3,524.29	49.65%	\$2,179.86
2 E 211-45500-428 Cash Short	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%	\$0.00
2 E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$168.96	43.68%	\$0.00
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,666.05	\$11,859.79	\$14,242.55	50.03%	\$12,000.40
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$225.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$13.24	\$955.60	\$2,582.30	28.27%	\$1,527.17
2 E 211-45500-440 Other Physical Items	\$250.00	\$153.99	\$203.98	\$46.02	81.59%	\$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	\$44,258.47	\$170,750.61	\$263,942.04		\$130,930.35
211 LIBRARY	\$439,293.00	\$44,258.47	\$170,750.61	\$263,942.04		\$130,930.35

CITY OF GRAND MARAIS

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City of Grand Marais Expenditure Guideline

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Current Period: May 2024

F Account Descr	2024 Budget	May 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget I	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GENE	\$0.00	\$0.00	\$792.60	-\$1,097.33	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	\$2,897.02	\$2,897.02	-\$2,897.02	0.00%	\$59.00
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	\$0.00	\$42.83	-\$42.83	0.00%	\$89.60
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	\$1,257.38	\$3,878.31	-\$3,898.31	0.00%	\$731.22
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	-\$14,949.00	847.45%	\$42,183.09
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	\$4,154.40	\$8,579.45	-\$23,853.18		\$43,942.74
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$3,012.24	-\$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	\$3,012.24	-\$3,012.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$4,154.40	\$11,591.69	-\$26,865.42		\$43,942.74

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



Fund Statement

May 1, 2024 - May 31, 2024
Prepared on: July 1, 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 (May 1, 2024)	\$40,586.04
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$34.52
Realized & Unrealized Gain (Loss) ²	\$1,236.24
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (May 31, 2024)	\$41,856.80
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$41,856.80

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$41,856.80	100.00				
Total	\$41,856.80					

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 May 31, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of May 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.

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



Fund Statement

June 1, 2024 - June 30, 2024
Prepared on: July 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.
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For questions about this statement, please contact:
 Mariah Brook 651-325-4269 mariah.brook@spmcf.org

Fund Activity Summary

Beginning Balance (June 1, 2024)	\$41,856.80
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$83.81
Realized & Unrealized Gain (Loss) ²	\$313.96
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (June 30, 2024)	\$42,254.57
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$42,254.57

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$42,254.57	100.00				
Total	\$42,254.57					

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 June 30, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of June 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).
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Dear Fund Advisor,

I hope you're enjoying the warmth and fun of summertime in the Northland!

As you review your fund statement of activities, I want to extend a heartfelt thank you for your continued generosity and support. Your contributions are making a significant impact, helping to strengthen and sustain our community through transformative projects.

All fund holders now have the ability to access our [Fund Advisor Portal](#) online, where you can enjoy easy access to your statements, balance, donations, and more—all at the click of a button! If you'd like support with this new tool, please email our finance team at finance@dsacommunityfoundation.com.

I would also like to invite you to our upcoming event:

[Investment Strategy Mixer](#)

Date: September 4th @ 4:00 – 5:30 p.m.

Location: Kitchi Gammi Club, 831 E Superior Street Duluth, MN 55802

Join us for conversation and a presentation by Rick Grzymajlo with FEG Investment Advisors to learn more about our investment strategy. The event includes appetizers and a cash bar. I will also be sharing updates around our new impact investing initiative.



Please RSVP by August 23rd [HERE](#), by scanning the QR code above, or by calling 218-520-1119.

As always, my door is open to discuss your thoughts, questions, or concerns. Please don't hesitate to reach out to me directly. I would love to hear from you.

With sincere thanks,

A handwritten signature in blue ink that reads 'Shaun'.

Shaun R. Floerke (he/him)
218-520-1113 (o) 218-340-5301 (c)
sfloerke@dsacommunityfoundation.com



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund
FOR ACTIVITY FROM January 01, 2024
THROUGH June 30, 2024

Fund Balance

Beginning Balance	\$113,750.33
-------------------	--------------

Receipts

Description	Period Total
Dividends on Investments	\$1,138.30
Realized Gain/Loss on Invest	\$325.01
Unrealized Gain/Loss on Invest	\$8,076.82
Total Receipts	\$9,540.13

Distributions

Description	Period Total
Foundation Administrative Fees	\$445.63
Investment Management Fees	\$74.86
Total Distributions	\$520.49

Ending Balance	\$122,769.97
----------------	--------------

Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



Dear Fund Advisor,

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As you review your fund statement of activities, I want to extend a heartfelt thank you for your continued generosity and support. Your contributions are making a significant impact, helping to strengthen and sustain our community through transformative projects.

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With sincere thanks,

A handwritten signature in blue ink that reads 'Shaun'.

Shaun R. Floerke (he/him)
218-520-1113 (o) 218-340-5301 (c)
sfloerke@dsacommunityfoundation.com



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund Agency
FOR ACTIVITY FROM January 01, 2024
THROUGH June 30, 2024

Fund Balance

Beginning Balance	\$26,405.73
-------------------	-------------

Receipts

Description	Period Total
Dividends on Investments	\$264.25
Realized Gain/Loss on Invest	\$75.44
Unrealized Gain/Loss on Invest	\$1,874.94
Total Receipts	\$2,214.63

Distributions

Description	Period Total
Foundation Administrative Fees	\$103.44
Investment Management Fees	\$17.37
Total Distributions	\$120.81

Ending Balance	\$28,499.55
----------------	-------------

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 June 30, 2024

Fund Balance

Beginning Balance	\$ 140,156.06
-------------------	---------------

Receipts

Description	Period Total
Dividends on Investments	\$ 1,402.55
Realized Gain/Loss on Invest	\$ 400.45
Unrealized Gain/Loss on Invest	\$ 9,951.76
Total Receipts	\$ 11,754.76

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 549.07
Investment Management Fees	\$ 92.23
Total Distributions	\$ 641.30

Ending Balance	\$ 151,269.52
----------------	---------------

Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



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: August 2024

Prepared by: Amanda St John, Library Director

Summer Reading Program:

The Summer Reading Program wrapped up with a celebration picnic and entertainment by Will Sing Songs. 81 people enjoyed a meal, played with hula hoops and bubbles, and attended the musical performance. 170 youths participated in the reading logs portion of the program. 91 people saw the Peregrine Falcons program, another 90 came for Stunt Juggling. 5 story times were held from June to August with 60 attendees.

Staffing:

City Council approved the hire of a library clerk. Catherine Magi starts work August 20. We've also hired a custodian. Annalisa Winje starts work Thursday, August 22.

Technology:

All but one of the library's PC desktop computers are incompatible with the Windows 11 update. I'm working with Sundew Technology to verify options beyond replacement, which is unplanned. I've asked for a comprehensive review of the library's technology, and help appraising total replacement to inform policy K: Financial Policy and improvements goal setting.

Building:

We repaired a handicap button that stopped functioning. Shortly after, another began working intermittently. I've called the service team back and asked them to replace the remaining three buttons.

Great Lakes Alarms upgraded some of the equipment servicing our security system.

We had to replace the flush handles on a few toilets.

Paint in the men's room has bubbled up. Building maintenance proposed a few guesses about why but we don't know for sure. I need to explore next steps.

Community Partners:

I attended a Board meeting with the Library Friends of Cook County and discussed program funding, improvement projects, and the success of the summer reading program. It was a very good, thoughtful discussion.

Services:

Visitors are delighted to have access to a Fax Machine this summer.



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: August 14, 2024
SUBJECT: Library improvements, setting priorities

Library strategic goal number two (page 2) concerns the wise use of financial resources to honor public and private contributions. It includes a call to develop a policy for allocating contributions. Goal number three (page 2) is about providing the environment and resources needed to provide quality services. It includes a call for Trustees and staff to develop a 10-year plan for the facility.

It would be helpful to have priorities set for the rest of this year and for 2025. To facilitate discussion, I am providing a list of potential improvements that the library could make (pages 3 – 4). There are a handful of items I would like to talk about, including the 2025 Programs Budget (page 5). I've provided a copy of Financial Policy, policy K, for your reference (page 6 - 8).



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



Library improvement projects

Recently Completed:

- ✓ **Lighting:** \$17k
- ✓ **Repair Boilers.** The neutralizer assemblies in both units were leaking and replaced. A larger expansion tank was installed.

In Progress:

- **Safety Door.** Add a door to the staff area as a safety improvement--\$2,700.
- **Architect consultation.** Exploring whether a redesign of the front of the library would address several safety and service concerns. This includes an assessment or conversation regarding installation of an extra emergency exit in the meeting area.
- **Security system upgrade.** Updating our Great Lakes Alarms technology ensures the system will work properly when engaged, reduces relay time between the library and the call center, and supports safety goals.
- **Update the library's PC desktop computers:** The library's 17 PC desktop computers are incompatible with Windows 11. Although I am researching alternatives, they may need to be replaced within the next year. This could cost \$17,000-\$25,000. I am also pursuing a comprehensive review of the library's technology to better project costs and prioritize.

For Consideration:

- **Emergency Exit.** To improve escape from the building, add an emergency exit in the meeting room. First estimate for door installation is \$6,300 and does not include walkway or lighting required to meet emergency exit requirements.
- **Rotunda:** The brickwork on the rotunda is sliding out of place or cracked. It's patched but not fixed. Presents a safety concern. Estimate not available.
- **Program Spending.** A healthy program budget for 2025 would be \$15,600. I can show what this purchases. There is no line item in the tax-supported budget for programs. Funding streams are changing. I recommend that the Board adopt a policy allocating this amount for 2025 to cover what other sources don't cover.
- **Air Source Heat Pumps:** 1/3 of the library has been upgraded. It's difficult to maximize electric heat and energy savings with a small portion of the project done. Cost estimate to finish the project \$40k. A quote provided on May 1, 2024 by Twin Ports Custom Climate, who did the first part of the project, was \$19,600.00 to complete another 1/3 of the library. Dehumidifying feature not working as expected.



- **Optimizing Heat Sources for Efficiency.** Hire an HVAC consultant to help the library optimize our four heat sources for cost savings and energy efficiency. The four sources are ASHP, propane, in floor, and passive solar gain. Best completed after installation of remaining ASHPs.
- **Replace or Repair Finish on Library's Outdoor Dropbox:** Signs were taped to the drop box during the pandemic. When removed, the paint job came with the tape. The box could be replaced (\$4,500 - \$9,500), or an artist/art project could create a new, creative finish on the box.
- **Shelving for Youth Area:** Several wooden picture book carts are splintering, and different units would better suit the collection. We're seeking shelving units that store circulating toys up out of reach of children to keep the pieces together. Expect this purchase to exceed \$15k. This project would include an investment of staff and volunteer time as books are re-categorized and labeled to match the new arrangement.
- **Explore Streaming Services:** Some rural libraries, like Silver Bay and Hoyt Lakes have invested in services such as Hoopla to provide their patrons 24/7 books, TV and movies. These on-demand services can be challenging to budget in the first few years as libraries seek to coordinate usage with a sustainable collection budget and lending restrictions.
- **Website Development:** The website is looking dated and needs a refresh. When our web administration company closed, staff's ability to maintain the website was reduced or slowed. The menus could be cleaned up and streamlined. New features could be added.
- **Collection Development:** The collection was most impacted by low staffing in the last few years. We've received comments such as "your social sciences section is clearly leftist." Vendors like Baker and Taylor or Ingram can survey the collection and propose collection items that would restore a diverse core collection.
- **Upgrade audio visual technology:** To reduce setup times, improve user experience, and advance the library's capabilities. We use a projector and screen for presentations. Creating an analyzer nook and mounting the projector and speakers would streamline setup. Upgrading to TV screens would improve visibility and expand the daytime hours that content is visible. We moved Board meetings back into the library but do not have the technology to host virtual guests or project them through the live stream. We could also explore what technology and skill is needed to hybridize our programming, which could extend our programming reach.
- **Replace Boilers.** In March 2022, Jamar Co. completed a Heating System Assessment of our building and stated our boilers are showing their age. Cook County Plumbing & Heating suggested we could combine the two boilers into one larger one for greater efficiency given our system. In spring 2024, Jamar repaired our boilers and would not give life expectancy or cost estimates.



2025 Programs

Youths

Summer Reading Program	\$2500
Winter Reading Program	\$2000
Need :	<div>\$4,500 - \$5,000</div>

Adults

*Provide 2 adult programs per month, January through December, incorporating ALS' Legacy programs, staff-led, and community-donated events with those that require an honorarium

Adult programs 15 @ 200	<div>\$3000</div>
-------------------------	-------------------

Additional Core Programs

- | | |
|--------------------------|--------|
| • Friday Night Reels | \$2000 |
| • Winter Wednesdays | \$2000 |
| • Juneteenth | \$ 600 |
| • Indigenous Peoples Day | \$ 600 |
| • Pride | \$ 600 |
| • Earth Day | \$ 600 |

\$6300

Proposed Budget is:

\$15,600



Policy K: Financial Policy Operations, Restricted Funds, Endowment & Other Funds, and Gifts

Purpose

The purpose of this policy is to guide the Library Board in the use of library funds in a planned, responsible way, to sustain the operation of the Library and ensure its continued financial health into the future. This policy provides a framework for the management of library funds, a mechanism for transfer of funds to the endowment, a more clear definition of how the endowment funds operate, and a mechanism for donors to contribute to the library for general or specific purposes.

Governance

Grand Marais Public Library is a member of the Arrowhead Library System and is funded jointly by the City of Grand Marais and Cook County, Minnesota. The City of Grand Marais serves as the fiscal agent, and owns the building and facilities that house the library.

Funding

Grand Marais Public Library is jointly funded by an agreement between the City of Grand Marais and Cook County, Minnesota. Monies allocated to the library are available as follows:

1. Allocation of Funds

A. Operations and Unassigned Funds

1. Account 211 – Operating Fund

- a) This account contains public tax dollars approved each budget year by the Library Board, the City Council, and the County Board, according to the Joint Powers Agreement, to fund the operation of the Library. Funds remaining at the end of each budget year are carried over to the next year.
- b) The Grand Marais Public Library retains a fund balance in the 211 account up to 6 months operating budget (for upcoming budget year.)
- c) If the balance carried forward drops below 3 months operating budget, the board may consider action to replenish the balance.

B. Restricted Funds (Capital Reserve)

1. Account 215 – Restricted Fund

- a) These accounts are comprised of donations to the Library and grants.
- b) Some funds are designated by the donor for specific purposes and some are not.
- c) Any funds not spent in a given year carry over and accrue until needed for expenditures as designated by the Library Board.



- d) A minimum balance is to be maintained in this account.
 - I. \$10,000 Insurance deductible
 - II. \$20,000 Computer replacement
 - III. The balance to be considered exigency (to keep the library operating in catastrophic circumstances.)
 - IV. The balance should not drop below 6 months operating.
- e) Possible uses for these funds include, but are not limited to:
 - I. Grounds
 - II. Building
 - III. Furniture & Equipment
 - IV. Collection Expansion
 - V. Technology
 - VI. Expansion of Services
 - VII. Security
 - VIII. Programs & Shows
 - IX. Marketing Campaigns
 - X. Other non-salary unanticipated expenses as may arise

2. Account 216 – Hazel Matthews Fund.

- a) This account is a bequest from Hazel Matthews to the City of Grand Marais to be held in trust for future needs of the library.
- b) Monies from this account are to be used in such manner that it does not lessen any, or substitute for, monetary support from the state, county, city or any other source of public funds.
- c) Possible uses include, but are not limited to:
 - I. Staff development
 - II. Exploration and trial demonstrations of new services
 - III. Certificates of deposit and other investment vehicles
 - IV. Professional consultant fees
 - V. Endowment fund building

C. Duluth-Superior Area Community Foundation

1. Grand Marais Public Library Endowment Fund

- a) Fund established by GMPL.
- b) Monies contributed by private parties.
- c) Use of income distributed to library is unrestricted.
- d) Donations from other DSACF participants may be transferred to this fund.

2. Grand Marais Public Library Endowment Fund

(Agency)

- a) Monies contributed by the Grand Marais Public Library.
- b) Use of income distributed to library is unrestricted.

D. Duluth-Superior Area Community Foundation (Family Funds) 1.

Urhammer Fund

- a) Established by a private party.



- b) GMPL is the sole beneficiary.
- c) Distributions are to be used to purchase children's materials.

E. St Paul & Minnesota Foundation

1. Grand Marais Public Library Endowment Fund

- a) Fund established by Grand Marais Public Library.

FINANCIAL POLICY 2 Adopted: August 2015; Updated 12/16/19

Financial Policy

- b) Use of monies is unrestricted.
- c) All donations shall be deposited to this fund.

2. Gifts

A. The library accepts gifts made to enhance programs at the library, or to be invested for future use.

B. Gifts accepted include:

1. Cash, securities or real property.

- a) Bequests in a will.
- b) Gift of life insurance proceeds.
- c) Charitable or living trust.

C. Tax benefits

1. A gift to the Grand Marais Public Library endowment funds may provide substantial tax benefits to a donor.

2. Please consult with an attorney or a tax accountant as to your individual situation regarding taxes when considering a donation to the library.

The Grand Marais Library Board reviews all policies within a five year timeline or as deemed necessary.