



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

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## **Agenda**

**Meeting of the Board of Trustees of the Grand Marais Public Library**  
**Thursday, September 26, 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. Old Business:**

- 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, August 22, 2024.

Call to Order: 5:00 PM

Location: Grand Marais Public Library

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

##### Present:

Kevin LeVoir, Vice President, Trustee  
Dave Mills, Secretary, Cook County Board Representative  
Nancy Giguere, Trustee  
Sara McManus, Trustee  
Amanda St John, Library Director  
Erika Ternes, Librarian

##### Absent:

Michael Garry, President, Grand Marais City Council Representative  
Enno Limvere, Trustee  
Sue McCloughan, Trustee

#### B. Approve Consent Agenda

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

Mills moved to approve the Consent Agenda.

Giguere seconded.

Approved unanimously.

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

- Director St. John and Librarian Erika Ternes reported on Summer Reading activities.
- Catherine Magi has started as a Library Clerk, and Annalisa Winje will start as Custodian soon.
- Building updates:
  - Northern Door is replacing automatic door buttons. The city's maintenance department has suggested a door replacement schedule of every 5-7 years.
  - We are seeking a quote for installation of an additional emergency exit door.
  - Great Lakes Alarm finished updating silent alarms today. Giguere asked if there was an inspection/maintenance schedule for that system as well.
- St. John presented library funding needs and improvement projects at a board meeting of the Library Friends of Cook County.



**Grand Marais Public Library**

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- Visitors have been delighted to be able to use our fax machine.
- Mills asked if any library staff are notaries. Members discussed the need and possibilities for such a service.

**D. New Business:**

- Library Improvements Goal Setting
  - St. John presented a list of possible improvement projects. She requested to delete the section on Collection Development and add a door replacement schedule to the list. She noted that the library website needs to be compliant with new ADA accessibility rules by April of 2027.
  - St. John summarized the current state of library restricted funds and guidelines for their use.
  - The board discussed how to prioritize projects and directed St. John to report back on the state and replacement schedule of the library's main doors and technology.
- Requesting a closure on Thursday, October 3, 2024 for a staff training day.
  - Mills moved to approve a closure on Thursday, October 3, 2024 for a staff training day. Giguere seconded.
  - St. John described the program.
  - Approved unanimously.

The meeting adjourned at 6:15 pm.

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

## CITY OF GRAND MARAIS INVESTMENTS

July 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%	47,927.76		211.74		48,139.50	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,561.52		7.86		18,569.38	215-10101
Patronage R	NSFCU			10.47%	2,396.70		19.43		2,416.13	215-10101
SSB	SECSB MM			0.05%	140,558.46		50.83		140,609.29	215-10104
LMCIT	4M Fund			0.02%	132,589.53		585.65		133,175.18	215-10104
									<b>\$342,909.48</b>	
									69,125.01	215-10101
									273,784.47	215-10104

H/A ZGL

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

08/19/24 12:31 PM

Page 1

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
<b>211 LIBRARY</b>						
LIBRARY						
G 211-10100 Cash	\$265,894.16	\$1,007.87	\$28,616.77	\$442,113.77	\$230,805.04	\$477,202.89
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	\$14.99	\$14.99	\$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	\$36.00	\$52.38	\$302.00	\$250.72	\$12.28
G 211-25300 Unassigned Fund	-\$247,638.08	\$28,580.77	\$955.49	\$230,488.05	\$441,848.06	-\$458,998.09
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$29,624.64	\$29,624.64	\$672,918.81	\$672,918.81	\$0.00
<b>211 LIBRARY</b>	<b>\$0.00</b>	<b>\$29,624.64</b>	<b>\$29,624.64</b>	<b>\$672,918.81</b>	<b>\$672,918.81</b>	<b>\$0.00</b>

## CITY OF GRAND MARAIS

08/19/24 12:31 PM

## City of Grand Marais Balance Sheet

Page 2

Current Period: July 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	\$0.25	\$334.59	\$17,039.45	\$29,220.24	-\$23,227.21
G 215-10101 MONEY MARKET	\$67,452.80	\$239.03	\$0.00	\$1,672.21	\$0.00	\$69,125.01
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	\$636.48	\$0.00	\$4,333.98	\$0.00	\$273,784.47
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	\$334.59	\$239.28	\$26,208.00	\$16,711.66	\$4,862.84
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	\$636.48	\$3,012.24	\$4,333.98	-\$241,620.27
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$0.00	\$0.00	\$2,000.00	-\$34,250.00
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	\$1,210.35	\$1,210.35	\$52,265.88	\$52,265.88	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$1,210.35	\$1,210.35	\$52,265.88	\$52,265.88	\$0.00

## CITY OF GRAND MARAIS

08/19/24 12:26 PM

## City of Grand Marais Revenue Guideline

Page 1

Current Period: July 2024

Current Qtr: 3

F Account Descr	2024 Budget	July 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	\$202,469.00	\$999.00	99.51%	\$201,225.00
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	\$2.50	\$90.05	-\$90.05	0.00%	\$102.15
R 211-00000-36222 Copies Charged	\$5,000.00	\$606.55	\$3,761.73	\$1,238.27	75.23%	\$3,509.97
R 211-00000-36224 Book Replacement	\$0.00	\$126.71	\$280.33	-\$280.33	0.00%	\$229.79
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	\$62.68	-\$62.68	0.00%	\$10.00
R 211-00000-36230 Contributions and	\$0.00	\$76.00	\$389.60	-\$389.60	0.00%	\$510.31
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	\$0.00	\$232,825.00	\$0.00	100.00%	\$233,881.00
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	\$811.76	\$439,878.39	\$1,414.61		\$439,468.22
211 LIBRARY	\$441,293.00	\$811.76	\$439,878.39	\$1,414.61		\$439,468.22

## CITY OF GRAND MARAIS

08/19/24 12:26 PM

## City of Grand Marais Revenue Guideline

Page 2

Current Period: July 2024

Current Qtr: 3

F Account Descr	2024 Budget	July 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	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$239.28	\$1,673.69	-\$1,673.69	0.00%	\$1,695.68
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$8,253.00	-\$8,253.00	0.00%	\$100.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,271.00
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	\$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	\$239.28	\$18,691.43	-\$16,691.43		\$75,475.57
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$636.48	\$4,333.98	-\$4,333.98	0.00%	\$3,756.49
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$636.48	\$4,333.98	-\$4,333.98		\$3,756.49
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$875.76	\$23,025.41	-\$21,025.41		\$79,232.06



## CITY OF GRAND MARAIS

08/19/24 12:16 PM

## City of Grand Marais Expenditure Guideline

Page 1

Current Period: July 2024

F Account Descr	2024 Budget	July 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	\$13,031.02	\$100,036.86	\$77,720.14	56.28%	\$48,243.78
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$5,488.48	\$50,195.86	\$50,024.14	50.09%	\$69,536.11
2 E 211-45500-105 Overtime	\$0.00	\$290.88	\$1,725.94	-\$1,725.94	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$71.55	\$628.40	\$1,371.60	31.42%	\$1,116.40
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$94.66	\$2,105.13	\$4,854.87	30.25%	\$3,411.26
2 E 211-45500-121 PERA	\$21,520.00	\$1,423.25	\$11,602.02	\$9,917.98	53.91%	\$9,057.10
2 E 211-45500-122 FICA	\$17,790.00	\$1,101.73	\$9,274.46	\$8,515.54	52.13%	\$7,443.97
2 E 211-45500-125 Medicare	\$4,285.00	\$257.67	\$2,168.99	\$2,116.01	50.62%	\$1,740.96
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$3,621.69	\$16,520.88	\$11,795.12	58.34%	\$9,467.78
2 E 211-45500-133 Employer Paid Life	\$495.00	\$25.75	\$226.10	\$268.90	45.68%	\$175.44
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%	\$2,376.78
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$100.65	\$2,543.38	\$1,236.77	72.52%	\$2,744.68
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$1,708.67	\$2,100.03	50.00%	\$2,043.81
2 E 211-45500-220 Repair/Maint Supply (	\$600.00	\$0.00	\$1,074.25	-\$644.23	207.37%	\$608.22
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120.22
2 E 211-45500-310 Service Agreements	\$5,000.00	\$183.93	\$4,562.16	-\$837.19	116.74%	\$3,482.50
2 E 211-45500-321 Telephone	\$2,100.00	\$201.85	\$1,411.02	\$285.06	86.43%	\$1,110.34
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	\$369.63	\$4,130.37	8.21%	\$839.95
2 E 211-45500-340 Advertising	\$500.00	\$0.00	\$223.50	\$168.50	66.30%	\$460.00
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	\$460.16	\$3,935.87	\$2,627.95	62.46%	\$3,105.01
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	\$131.04	\$168.96	43.68%	\$0.00
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,883.77	\$16,141.22	\$10,412.05	63.47%	\$15,684.71
2 E 211-45500-436 Membership Dues	\$575.00	\$200.00	\$200.00	\$375.00	34.78%	\$395.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$0.00	\$1,017.70	\$2,525.68	29.84%	\$2,261.82
2 E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$203.98	\$46.02	81.59%	\$211.65
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	\$573.96	42.60%	\$0.00
2 E 211-45500-520 Capital Outlay (Buili	\$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	\$28,437.04	\$228,518.38	\$205,200.51		\$191,460.00
211 LIBRARY	\$439,293.00	\$28,437.04	\$228,518.38	\$205,200.51		\$191,460.00

## CITY OF GRAND MARAIS

08/19/24 12:16 PM

## City of Grand Marais Expenditure Guideline

Page 2

Current Period: July 2024

F Account Descr	2024 Budget	July 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	\$134.59	\$1,231.92	-\$1,339.86	0.00%	\$665.95
2 E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$0.00	-\$89.99	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	\$2,897.02	-\$2,897.02	0.00%	\$59.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	-\$100.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$42.83	-\$70.64	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	-\$450.00	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	\$200.00	\$4,098.31	-\$4,298.31	0.00%	\$1,097.20
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	\$16,949.00	-\$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%	\$274.39
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	\$334.59	\$26,187.77	-\$25,163.51		\$45,113.82
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	\$334.59	\$29,200.01	-\$28,175.75		\$45,113.82



## Bills

8/21/2024

Acct.#	Description	Category	Expense	Comments
<b>211</b>				
	Amazon Biz	200	\$ 54.08	1C9M-WLVH-7GHR
	Amazon Biz	200	\$ 13.97	16WK-PJMW-1FRT
	Amazon Biz	200	\$ 6.76	1YPX-XCXW-9GY6
	Amazon Biz	200	\$ 55.13	13GJ-JJMJ-W3W4
	Cook County Home Center	220	\$ 12.99	#350150
	Metro Sales	310	\$ 164.73	INV2584477
	Vestis	310	\$ 138.51	#2630318365
	Amanda St john	330	\$ 172.92	ALS Director's meeting
	Atlantic	435	\$ 89.99	Renewal
	Ingram	435	\$ 195.31	#82827230
	Ingram	437	\$ 56.62	#82827230
	Ingram	435	\$ 532.72	#82935938
	Ingram	435	\$ 673.52	#83059366
	Ingram	435	\$ 416.67	#83096471
	Ingram	437	\$ 21.99	#83096471
	Amazon Biz	437	\$ 21.47	1P4N-3JGR-9N3G
	Amazon Biz	437	\$ 42.31	19YV-PLYP-1WJP
	Ingram	435	\$ 557.20	
<b>0</b>				
<b>211 SUBTOTAL</b>			\$ 3,226.89	
<b>215</b>				
	Ingram	435	\$ 5.99	#82827230
	Gene's Foods	447	\$ 409.01	INV#00014491
	Great Lakes Alarms	220	\$ 2,716.00	#100903
	Johnson's Foods	447	\$ 38.11	8/9/2024
	northern door and hardware	220	\$ 510.00	24-2917
<b>215 SUBTOTAL</b>				
\$ -	<b>TOTAL</b>		\$3,226.89	



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9/5/2024				
Acct.#	Description	Category	Expense	Comments
211	amazon business	200	\$ 38.14	1JMG-3HP7-16V4
	Bucks	200	\$ 6.99	10505573
	Metro Sales	310	\$ 116.27	INV2588103
	Metro Sales	310	\$ 152.73	INV2587019
	Arrowhead Broadband	321	\$ 203.67	Billed 9/1/2024
	City of Grand marais	435	\$ 472.78	Utilities August.
	The Atlantic	435	\$ 89.99	Subscription renewal
	Cook county news herald	435	\$97.00	Subscription renewal
	Drury Lane	435	\$14.95	8/27/24 - CO#000116-1
	Ingram	435	\$206.43	#83354089
	MN Star Tribune	435	\$120.28	Inv. 8/25/24
0				
211 SUBTOTAL			\$1,519.23	
215				
#REF!				
215 SUBTOTAL			\$0.00	
#REF!	TOTAL		\$1,519.23	



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9/18/2024				
Acct.#	Description	Category	Expense	Comments
211				
	Cook County Home Center	220	\$13.99	#470227
	Vestis	310	\$138.51	#2630329409
	Arrowhead Lib System	435	\$100.00	#00015218
	Ingram	435	\$201.18	#83782224
	Ingram	435	\$455.79	#83627295
	Ingram	435	\$537.72	#83567226
	Amazon	449	\$93.01	1PNX-CCW3-M3XH
	Atlantic	437	\$89.99	Subscrip renewal
0			\$1,630.19	
211 SUBTOTAL				
215	Great Lakes Alarm	220	\$ 616.56	#100933
	Ingram	435	\$ 9.51	#83567226
	Northern Door & Hardware	220	\$ 1,136.00	24-3231
#REF!				
215 SUBTOTAL			\$1,145.51	
#REF!	TOTAL		\$2,775.70	

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



Fund Statement

July 1, 2024 - July 31, 2024  
Prepared on: August 27, 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 (July 1, 2024)</b>	<b>\$42,254.57</b>
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	\$60.95
Realized & Unrealized Gain (Loss) <sup>2</sup>	\$624.75
Administrative Fees	
Administrative Fees <sup>3</sup>	\$0.00
Other Income (Expense) <sup>4</sup>	
Other Income	\$0.00
Other (Expense)	\$0.00
<b>Ending Balance (July 31, 2024)</b>	<b>\$42,940.27</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$42,940.27</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	\$42,940.27	100.00				
<b>Total</b>	<b>\$42,940.27</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	(\$1,410.21)
<b>Amount Available to Grant as of July 31, 2024</b>	<b>\$0.00</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of July 31, 2024</b>	<b>\$0.00</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.





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## Library Director's Report: September 2024

Prepared by: Amanda St John, Library Director

### **Infrastructure Vulnerability Assessment:**

On October 3 – 4, Glen Sanders from the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) will be on site to deliver a staff training session on personal safety considerations and de-escalation techniques. He will also conduct a vulnerability assessment for our facility. This includes reviewing our floor plan, exploring our 3-D space, and learning how staff use the space. Sanders will deliver, at a later date, suggestions that he feels could improve our security levels.

### **Building:**

On September 2, Superior Cleaning conducted the first half of our upholstery cleaning project. He focused on rolling chairs. He returns in October to complete larger, stationary furniture.

We're adding a solid door between the circulation and staff work areas. Snow Bunting Builders advised that the door may be installed as early as Saturday, September 21.

### **Technology Evaluation:**

Sundew Technology came and evaluated our technology to help create a comprehensive replacement strategy. He found that we have done a good job of replacing and updating technology on a rolling basis. Our computers are due for replacement on a schedule that would be expected (about every 5 years). We are developing a plan for addressing the computers. Library staff will need to complete the technology valuation process.



## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: September 19, 2024  
SUBJECT: Library improvements, setting priorities

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Following up on business from the August meeting:

**Security Alarm System Maintenance Schedule:** Great Lakes Alarm suggested that annual inspection would be ideal for protecting our investment.

**Lobby Doors Replacement Strategy:** Northern Door & Hardware assessed our lobby doors. The technician anticipates a long life on the aluminum doors that we have. He advised that full replacement would be exceptionally expensive and that replacing parts as they fail would be a practical, cost-effective maintenance strategy. Due to wear, I've ordered sweep replacements. The sweep is a strip of rubber that reduces how much debris comes inside the building from the gap between the door and floor.

**Technology Infrastructure Valuation and Upgrade Strategy:** Sundew Technology evaluated the library's technology infrastructure. We have done well upgrading equipment on a rolling basis. We recently installed a fax machine. We updated our microfilm reader, network switches, and our Cloud Key. Before that, I replaced the Wi-Fi printer, all-in-one photocopier, and the staff laptop and iPad. We updated our Wi-Fi access portals and added one to extend the reach of our signal for 24-hour access outside of the building. I replaced our cordless phones.

At the last Board meeting, I explained that the library's PC computers are unable to update to Windows 11. Five years is a typical projection for computer replacement. Our machines are 5 to 6 years old. In this sense, we're "on schedule" seeking replacements. I'm working with our technician to develop this strategy. We will likely replace battery backup batteries and barcode scanners, too.

Library staff will need to complete the valuation process.

An updated copy of the library improvement projects list follows on pages 2 – 4.



## Library improvement projects

### Projects in Progress

- **Safety Door.** Add a door to the staff area as a safety improvement--\$2,700. Install date approx. 9/21/24.
- **Plan for Future Space Safety Improvements.** We are consulting with BTR Architects and an agent of Cybersecurity and Infrastructure Security Agency about a redesign of the front of the library to address several safety and service concerns. This includes discussions about the installation of an additional emergency exit.
- **Replacement strategy for the library's PC desktop computers:** The library's 17 PC desktop computers are incompatible with Windows 11. I am researching options although they may need to be replaced--\$35,000. I am pursuing a comprehensive review of the library's technology to better project costs and prioritize.

### Projects for consideration

At the August 22, 2024 meeting, Trustees discussed these as potential priorities:

- **Replace library computers.** \$35,000.
  - Considerations discussed: Replace on a 3-year rolling basis. Be innovative and forward-thinking.
- **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.
  - Consideration: Can either be a standalone project or part of a plan for future space safety improvements.
- **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.
  - Discussion: Could this prolong the life of our boilers?
- **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.



- **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.
  - Considerations: Is there need to replace it? Does painting it have to be a public art contest; can we choose our artist? Can we have an ongoing relationship with the schools for students to paint the box?

Other projects for consideration:

- **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.
- **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: 1)** By April 2027, the library's website must be updated to reflect new ADA requirements for accessibility on government agency sites. **2)** 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 for event registrations, managing Board meeting documents, or accepting payment using credit cards. One look at addressing both issues: Streamline Connect will rebuild the library's website for \$1500 and then charge \$3600/year to host and maintain the site. The library currently does not pay a monthly rate, which would become part of the operational budget.
- **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.

- **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.
- **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.