



Marais Public Library
Avenue West | PO Box 280
Marais, MN 55604-0280
maraislibrary.org | 218.387.1140

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, April 24, 2025

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 Minutes
- Approve Payment of Bills

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

- Staff computer updates

D. Communications

- SPMNF Fund Statement
- CC: Thank you letter to LFCC from Trustees

E. New Business

- Board by-laws

F. Old Business

- Review strategic plan
- Emergency Exit Proposals
- Security Camera Systems and Proposals

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, March 27, 2025

McManus called the meeting to order at: 5:01 PM
Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

Present:

Sarah McManus, President
Nancy Giguere, Trustee
Sue McCloughan, Trustee
Michael Garry, Trustee, Grand Marais City Council Representative
Amanda St John, Library Director
Ryan Leng, Librarian

B. Approve Consent Agenda

Garry moved to approve agenda, minutes, and payment of bills; McCloughan seconded; motion passed unanimously.

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

- Library Friends of Cook County have granted GMPL over \$11,000 for staff computer replacement.
- Safety Response: City has installed street lamp for safety of staff and patrons leaving after dark per the Vulnerability Assessment.
- Rebates for the LED Lighting and Air Source Heat Pump projects are being applied to the library's utilities.
- A Winter Reading update was provided.
- Carving your Clan Program was discussed.
- Mail-a-Book catalogues were distributed to Meals on Wheels recipients through partnership with the Hub, and Care Partners now has the catalogues on hand to share with clients.

D. Communications

- SPMNF Fund Statement—no discussion

E. New Business

- Minnesota Public Library Annual Report (MPLAR) is done.
 - **Garry moved to approve MPLAR; McCloughan seconded; and the motion passed unanimously.**



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- Review of 2024 Year End Budget
 - The library came in slightly under budget due to unexpected expenses we couldn't control.
- Review strategic plan
 - Director St. John modified the action items for focus area 3 to incorporate facility modifications for safety response and the replacement of the library's computers. Trustees agreed that the plan is a good one and agreed to review it monthly.
- Security Cameras
 - Trustees were shown two options: owning the security cameras and storage outright from ESC Systems or NexTec, or leasing them from Pro-Tec.
 - Trustees asked to explore proposals or support from local Sundew Technology.
 - Discussion ensued about how much money is laid by for these safety upgrades.
 - Based on director's information of the library's financial position, trustees decided to set security camera quotes aside.
 - Discussion ensued about the cost of the systems, exploration of more affordable, home-use systems and determining whether onsite storage could also be backed up to the cloud.

F. Old Business

- Emergency Exit Proposals
 - Updated Donald Holm Construction proposal to reflect changes requested at previous board meeting
 - Contacted another contractor, Johnson-Wilson. No bid.
 - CMC Construction estimate (no itemized bid): \$35,000-50,000
 - Trustees requested full quotes from the two new contractors.

McManus adjourned the meeting at 5:55.



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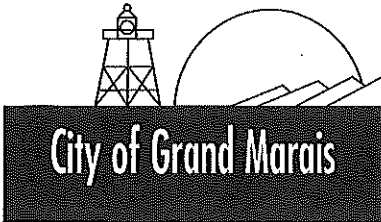
Bills

Date	Acct.#	Description	Category	Expense	Comments
4/3/2024					
	211				
		Amazon	200	\$ 35.94	1QFM-6G4C-6RTG
		Demco	200	\$ 926.26	#7619838
		Metro Sales	310	\$ 194.82	INV2744277
		Vestis	310	\$ 185.29	#2630404044
		Ingram	435	\$ 699.14	#87332054
		Midwest books	435	\$ 137.70	#0059041
	211 SUBTOTAL			\$ 2,179.15	

CITY OF GRAND MARAIS INVESTMENTS									
January 2024									
FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE
215- Library Restricted									
LMCIT	4M Fund			5.242%	49,125.70		182.32		49,308.02
M. Lacey	NSFCU	09/23/04		0.500%	18,407.90		7.82		18,415.72
Patronage R	NSFCU			10.000%	2,514.35		35.45		2,549.80
SSB	SECSB MM			0.400%	140,845.20		47.85		140,893.05
LMCIT	4M Fund			5.242%	135,903.50		504.36		136,407.86
TOTAL CITY INVESTMENTS					346,796.65	0.00	777.80	0.00	347,574.45

Library									
Security State Bank			\$140,893.05				140,893.05		\$140,893.05
4M Fund			\$185,715.88				185,715.88		\$185,715.88
NSFCU			\$ 20,965.52				20,965.52		\$20,965.52
				\$347,574.45	\$0.00	\$0.00	\$347,574.45	\$0.00	\$347,574.45

\$	70,273.54	215-10101
\$	277,300.91	215-10104
\$	347,574.45	\$0.00



CITY OF GRAND MARAIS

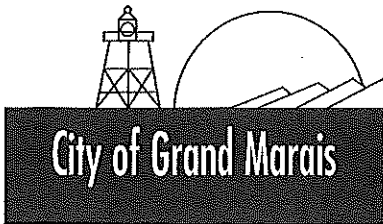
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City of Grand Marais Balance Sheet

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Current Period: January 2025

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$294,201.77	\$474.96	\$31,103.08	\$474.96	\$31,103.08	\$263,573.65
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	-\$1,476.32	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,476.32
G 211-20202 Accounts Payabl	-\$34,928.95	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,928.95
G 211-20800 Taxes Due (Stat	\$40.72	\$50.00	\$27.95	\$50.00	\$27.95	\$62.77
G 211-25300 Unassigned Fun	-\$257,861.03	\$31,053.08	\$447.01	\$31,053.08	\$447.01	-\$227,254.96
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$31,578.04	\$31,578.04	\$31,578.04	\$31,578.04	\$0.00
211 LIBRARY	\$0.00	\$31,578.04	\$31,578.04	\$31,578.04	\$31,578.04	\$0.00

**CITY OF GRAND MARAIS**

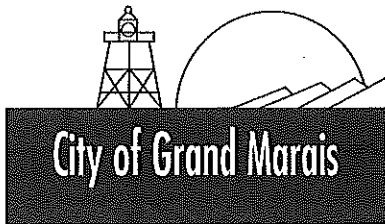
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City of Grand Marais Balance Sheet

Current Period: January 2025

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$35,301.78	\$0.00	\$2,301.86	\$0.00	\$2,301.86	-\$37,603.64
G 215-10101 MONEY MARKET	\$70,047.95	\$225.59	\$0.00	\$225.59	\$0.00	\$70,273.54
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$276,748.70	\$552.21	\$0.00	\$552.21	\$0.00	\$277,300.91
G 215-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	\$16,181.91	\$2,301.86	\$225.59	\$2,301.86	\$225.59	\$18,258.18
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retricted Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$244,584.50	\$0.00	\$552.21	\$0.00	\$552.21	-\$245,136.71
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	\$3,079.66	\$3,079.66	\$3,079.66	\$3,079.66	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$3,079.66	\$3,079.66	\$3,079.66	\$3,079.66	\$0.00



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

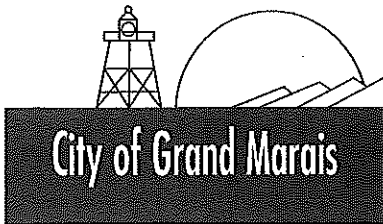
Current Period: January 2025

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F Account Descr	2025 Budget	January 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 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	\$220,545.00	\$0.00	\$0.00	\$220,545.00	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	\$24.35	\$24.35	-\$24.35	0.00%	\$4.20
R 211-00000-36222 Copies Charged	\$5,000.00	\$340.77	\$340.77	\$4,659.23	6.82%	\$430.42
R 211-00000-36224 Book Replacemen	\$0.00	\$48.89	\$48.89	-\$48.89	0.00%	\$29.99
R 211-00000-36225 Library Card Repl	\$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	\$33.00	\$33.00	-\$33.00	0.00%	\$63.01
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$250,901.00	\$0.00	\$0.00	\$250,901.00	0.00%	\$38,637.50
R 211-00000-39206 Transfer From Ha	\$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	\$476,446.00	\$447.01	\$447.01	\$475,998.99		\$39,165.12
211 LIBRARY	\$476,446.00	\$447.01	\$447.01	\$475,998.99		\$39,165.12



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: January 2025

Current Qtr: 1

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F Account Descr	2025	January	2025	2025	2025	2025	2024
	Budget	2025	YTD Amt	YTD Amt	YTD Balance	% of Budget	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	\$225.59	\$225.59	-\$225.59	0.00%		\$274.41
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$450.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%		\$0.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
00000 General Departments	\$2,000.00	\$225.59	\$225.59	\$1,774.41			\$724.41
45508 Special Collections							
R 215-45508-36210 Interest Earnings	\$0.00	\$552.21	\$552.21	-\$552.21	0.00%		\$623.36
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
45508 Special Collections	\$0.00	\$552.21	\$552.21	-\$552.21			\$623.36
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$777.80	\$777.80	\$1,222.20			\$1,347.77



CITY OF GRAND MARAIS

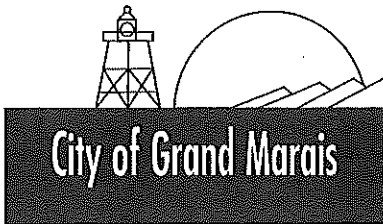
City of Grand Marais Expenditure Guideline

Current Period: January 2025

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F Account Descr	2025 Budget	January 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget I	2024 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$13,867.85	\$13,867.85	\$142,782.62	22.71%	\$13,131.21
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$6,282.01	\$6,282.01	\$88,942.05	16.57%	\$6,496.96
E 211-45500-105 Overtime	\$0.00	\$19.72	\$19.72	-\$1,635.93	0.00%	\$0.00
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$0.00	\$0.00	\$1,754.29	12.29%	\$124.74
E 211-45500-111 Salary - Clean	\$7,171.00	\$528.40	\$528.40	\$5,846.03	18.48%	\$384.11
E 211-45500-121 PERA	\$22,539.00	\$1,552.35	\$1,552.35	\$17,827.53	20.90%	\$1,510.27
E 211-45500-122 FICA	\$18,632.00	\$1,216.13	\$1,216.13	\$14,937.76	19.83%	\$1,207.92
E 211-45500-125 Medicare	\$4,482.00	\$284.43	\$284.43	\$3,618.03	19.28%	\$282.48
E 211-45500-131 Employer Paid Health	\$47,377.00	\$3,450.56	\$3,450.56	\$37,355.32	21.15%	\$1,999.02
E 211-45500-133 Employer Paid Life	\$495.00	\$29.50	\$29.50	\$413.64	16.44%	\$33.63
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%	\$0.00
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$191.82	\$191.82	\$5,590.63	6.82%	\$340.12
E 211-45500-217 Heating Fuel	\$4,200.00	\$982.14	\$982.14	\$2,736.47	34.85%	\$401.36
E 211-45500-220 Repair/Maint Supply (\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$8,600.00	\$212.71	\$212.71	\$7,751.64	9.86%	\$745.80
E 211-45500-321 Telephone	\$2,500.00	\$202.91	\$202.91	\$1,888.34	24.47%	\$201.16
E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$75.00	0.00%	\$0.00
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$0.00	\$0.00	\$4,596.20	4.25%	\$0.00
E 211-45500-340 Advertising	\$600.00	\$0.00	\$0.00	\$600.00	0.00%	-\$76.50
E 211-45500-360 Insurance (GENERAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$0.00
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%	\$556.87
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$300.00	0.00%	\$0.00
E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,513.49	\$1,513.49	\$24,452.08	14.20%	\$0.00
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$0.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$79.14	\$79.14	\$3,788.75	5.28%	\$217.19
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$0.00
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	\$639.92	\$639.92	\$764.25	49.05%	\$0.00
E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$475,447.00	\$31,053.08	\$31,053.08	\$384,709.70		\$27,556.34
211 LIBRARY	\$475,447.00	\$31,053.08	\$31,053.08	\$384,709.70		\$27,556.34



CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: January 2025

03/24/25 12:00 PM

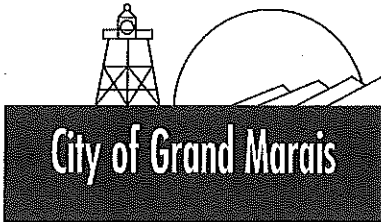
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F Account Descr	2025 Budget	January 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$43.80	\$43.80	-\$43.80	0.00%	\$0.00
E 215-45500-220 Repair/Maint Supply (\$0.00	\$0.00	\$0.00	-\$1,172.58	0.00%	\$0.00
E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-438 Donations-Other Org	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-447 Programming	\$0.00	\$402.49	\$402.49	-\$1,583.38	0.00%	\$78.23
E 215-45500-449 Automation	\$0.00	\$1,855.57	\$1,855.57	-\$2,099.53	0.00%	\$0.00
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$0.00
E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$2,301.86	\$2,301.86	-\$2,899.29		\$78.23
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	-\$37,000.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$0.00	-\$37,000.00		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$2,301.86	\$2,301.86	-\$39,899.29		\$78.23

CITY OF GRAND MARAIS INVESTMENTS								
February 2025								
FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	ENDING BALANCE
215- Library Restricted								
LMCIT	4M Fund			1.05%	49,308.02		162.84	49,470.86
M. Lacey	NSFCU	09/23/04		0.3510%	18,415.72		7.06	18,422.78
Patronage R	NSFCU			10.47%	2,549.80		18.72	2,568.52
SSB	SECSB MIM			0.05%	140,893.05		43.23	140,936.28
LMCIT	4M Fund			1.05%	136,407.86		450.46	136,858.32
TOTAL CITY INVESTMENTS					347,574.45	0.00	682.31	348,256.76

Library								
Security State Bank			\$140,936.28				140,936.28	\$140,936.28
4M Fund			\$186,329.18				186,329.18	\$186,329.18
NSFCU			\$ 20,991.30				20,991.30	\$20,991.30
				\$0.00	\$0.00	\$0.00	\$348,256.76	\$0.00
				\$348,256.76				

\$ 70,462.16 215-10101
 \$ 277,794.60 215-10104
 \$ 348,256.76 \$0.00



CITY OF GRAND MARAIS

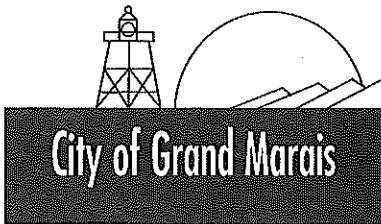
City of Grand Marais Balance Sheet

Current Period: February 2025

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Page 1

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$294,201.77	\$84,747.04	\$30,938.02	\$85,222.00	\$62,041.10	\$317,382.67
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	-\$1,476.32	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,476.32
G 211-20202 Accounts Payabl	-\$34,928.95	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,928.95
G 211-20800 Taxes Due (Stat	\$40.72	\$28.00	\$51.59	\$78.00	\$79.54	\$39.18
G 211-25300 Unassigned Fun	-\$257,861.03	\$30,910.02	\$84,695.45	\$61,963.10	\$85,142.46	-\$281,040.39
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$115,685.06	\$115,685.06	\$147,263.10	\$147,263.10	\$0.00
211 LIBRARY	\$0.00	\$115,685.06	\$115,685.06	\$147,263.10	\$147,263.10	\$0.00



CITY OF GRAND MARAIS

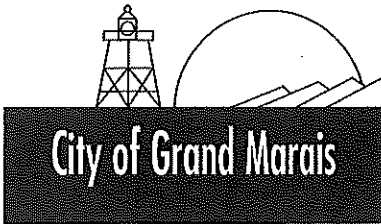
City of Grand Marais Balance Sheet

Current Period: February 2025

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Page 2

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$35,301.78	\$2,800.24	\$38,463.46	\$2,800.24	\$40,765.32	-\$73,266.86
G 215-10101 MONEY MARKET	\$70,047.95	\$188.62	\$0.00	\$414.21	\$0.00	\$70,462.16
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$276,748.70	\$493.69	\$0.00	\$1,045.90	\$0.00	\$277,794.60
G 215-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	\$16,181.91	\$1,463.46	\$1,988.86	\$3,765.32	\$2,214.45	\$17,732.78
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	-\$244,584.50	\$37,000.00	\$493.69	\$37,000.00	\$1,045.90	-\$208,630.40
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	-\$35,250.00
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	\$41,946.01	\$41,946.01	\$45,025.67	\$45,025.67	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$41,946.01	\$41,946.01	\$45,025.67	\$45,025.67	\$0.00



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

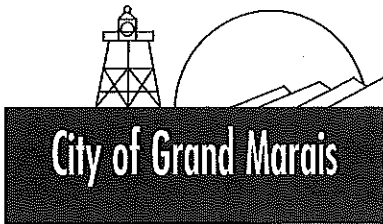
Current Period: February 2025

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Page 1

F Account Descr	2025 Budget	February 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 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	\$220,545.00	\$0.00	\$0.00	\$220,545.00	0.00%	\$0.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$0.00	\$24.35	-\$24.35	0.00%	\$5.15
R 211-00000-36222 Copies Charged	\$5,000.00	\$629.45	\$970.22	\$4,029.78	19.40%	\$844.28
R 211-00000-36224 Book Replacemen	\$0.00	\$2.00	\$50.89	-\$50.89	0.00%	\$43.99
R 211-00000-36225 Library Card Repl	\$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	\$23.00	\$56.00	-\$56.00	0.00%	\$64.01
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$250,901.00	\$83,633.66	\$83,633.66	\$167,267.34	33.33%	\$77,275.00
R 211-00000-39206 Transfer From Ha	\$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	\$476,446.00	\$84,288.11	\$84,735.12	\$391,710.88		\$78,232.43
211 LIBRARY	\$476,446.00	\$84,288.11	\$84,735.12	\$391,710.88		\$78,232.43



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: February 2025

Current Qtr: 1

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f Account Descr	2025 Budget	February 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 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	\$188.86	\$414.45	-\$414.45	0.00%	\$495.33
R 215-00000-36230 Contributions and	\$0.00	\$1,800.00	\$1,800.00	-\$1,800.00	0.00%	\$6,450.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rel	\$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	\$1,000.00	\$1,000.00	\$0.00	100.00%	\$0.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$2,988.86	\$3,214.45	-\$1,214.45		\$6,945.33
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$493.69	\$1,045.90	-\$1,045.90	0.00%	\$1,210.54
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$493.69	\$1,045.90	-\$1,045.90		\$1,210.54
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$3,482.55	\$4,260.35	-\$2,260.35		\$8,155.87



CITY OF GRAND MARAIS

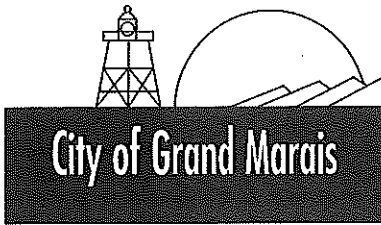
City of Grand Marais Expenditure Guideline

Current Period: February 2025

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F Account Descr	2025 Budget	February 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget I	2024 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$13,786.40	\$27,654.25	\$142,782.62	22.71%	\$26,128.02
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$5,515.77	\$11,797.78	\$88,942.05	16.57%	\$13,739.75
E 211-45500-105 Overtime	\$0.00	\$1,616.21	\$1,635.93	-\$1,635.93	0.00%	\$1,435.06
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$159.71	\$159.71	\$1,754.29	12.29%	\$172.45
E 211-45500-111 Salary - Clean	\$7,171.00	\$376.77	\$905.17	\$5,846.03	18.48%	\$676.68
E 211-45500-121 PERA	\$22,539.00	\$1,609.10	\$3,161.45	\$17,827.53	20.90%	\$3,161.41
E 211-45500-122 FICA	\$18,632.00	\$1,263.07	\$2,479.20	\$14,937.76	19.83%	\$2,532.79
E 211-45500-125 Medicare	\$4,482.00	\$295.40	\$579.83	\$3,618.03	19.28%	\$592.32
E 211-45500-131 Employer Paid Health	\$47,377.00	\$3,368.70	\$6,819.26	\$37,272.18	21.33%	\$3,962.91
E 211-45500-133 Employer Paid Life	\$495.00	\$25.97	\$55.47	\$413.64	16.44%	\$67.02
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%	\$144.27
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$210.95	\$402.77	\$5,590.63	6.82%	\$1,294.56
E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$982.14	\$2,736.47	34.85%	\$878.27
E 211-45500-220 Repair/Maint Supply (\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$221.99
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$8,600.00	\$309.26	\$521.97	\$7,631.65	11.26%	\$1,498.90
E 211-45500-321 Telephone	\$2,500.00	\$203.67	\$406.58	\$1,888.34	24.47%	\$402.73
E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$75.00	0.00%	\$0.00
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$0.00	\$0.00	\$4,596.20	4.25%	\$0.00
E 211-45500-340 Advertising	\$600.00	\$0.00	\$0.00	\$600.00	0.00%	-\$76.50
E 211-45500-360 Insurance (GENERAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$0.00
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%	\$1,180.09
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$300.00	0.00%	\$0.00
E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,629.59	\$3,143.08	\$24,452.08	14.20%	\$2,741.79
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$0.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$132.11	\$211.25	\$3,788.75	5.28%	\$564.25
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$0.00
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	\$0.00	\$639.92	\$764.25	49.05%	\$359.54
E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$475,447.00	\$30,502.68	\$61,555.76	\$384,506.57		\$61,678.30
211 LIBRARY	\$475,447.00	\$30,502.68	\$61,555.76	\$384,506.57		\$61,678.30



CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: February 2025

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F Account Descr	2025 Budget	February 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$0.00	\$43.80	-\$43.80	0.00%	\$0.00
E 215-45500-220 Repair/Maint Supply (\$0.00	\$1,172.58	\$1,172.58	-\$1,172.58	0.00%	\$0.00
E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28.84
E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-438 Donations-Other Org	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-447 Programming	\$0.00	\$46.92	\$449.41	-\$1,658.38	0.00%	\$2,015.91
E 215-45500-449 Automation	\$0.00	\$243.96	\$2,099.53	-\$2,099.53	0.00%	\$968.69
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$0.00
E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
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	\$1,463.46	\$3,765.32	-\$2,974.29		\$3,013.44
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$37,000.00	\$37,000.00	-\$37,000.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$37,000.00	\$37,000.00	-\$37,000.00		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$38,463.46	\$40,765.32	-\$39,974.29		\$3,013.44



Marais Public Library
Avenue West | PO Box 280
Marais, MN 55604-0280
maraislibrary.org | 218.387.1140

Library Director's Report: April 2025

Prepared by: Amanda St John, Library Director

Computer installation

- All but one staff computer has been updated and installed. Using a cloning process helped to provide a familiar environment for staff.

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



Fund Statement

February 1, 2025 - February 28, 2025

Prepared on: March 25, 2025

370 Wabasha Street North, Suite 300
Saint Paul, MN 55102

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 (February 1, 2025)	\$46,708.45
Contributions	
Contributions	\$1,000.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$45.11
Realized & Unrealized Gain (Loss) ²	(\$286.93)
Administrative Fees	
Administrative Fees ³	(\$336.63)
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (February 28, 2025)	\$47,130.00
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$47,130.00

Contributions

Date	Donor	Description	Amount
02/19/2025	The US Charitable Gift Trust	Cash	\$1,000.00
Total			\$1,000.00

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$47,130.00	100.00				

Total **\$47,130.00**

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$1,870.17
Administrative Fees	(\$336.63)
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of February 28, 2025	\$1,533.54
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of February 28, 2025	\$1,533.54

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.
9. The current spending policy is 5 percent of the 21-quarter rolling average of a fund's market value. The amount to be distributed in the current year is calculated in the first quarter of the year with December 31 of the previous year as the last measurement point. Administrative fees are deducted before delivery of the annual distribution.

April 14, 2025

Staci Drouillard
Library Friends of Cook County
PO Box 1234
Grand Marais, MN 55604

Dear Staci:

Thank you so much to the Library Friends for the generous contribution to the Grand Marais Public Library for the purchase of staff computers. The new computers were greatly needed. The Library Friends' ongoing support of the Library is deeply appreciated.

In addition, Amanda St John shared with me your letter to the paper in support of continued funding for libraries. Thank you for speaking up for our local library and all libraries.

We are so fortunate in Cook County to have such a dedicated, active, and committed Library Friends group.

Gratefully,

Sara McManus
Board President, Grand Marais Public Library

B.
**BY-LAWS FOR THE BOARD OF TRUSTEES OF
THE GRAND MARAIS PUBLIC LIBRARY**

**Article I
Name**

The name of this organization is "The Board of Trustees of the Grand Marais Public Library".

**Article II
Purpose**

The purpose of the Grand Marais Library Board is to represent the library both to the people and to the governing officials.

**Article III
Composition of the Board**

Section 1. The library shall continue to be governed by a board of seven (7) members serving staggered three-year terms and appointed by the Mayor of the City, with the consent of the City Council. Four members of the Board shall continue to be residents of the City. The other three members shall be three County residents from outside the City limits, not more than one of whom shall at any time be a member of the County Board. All terms shall end on December 31st. The Library Board members shall be appointed for the term of three years and until their successors are qualified. PROVIDED, NEVERTHELESS, that any member of the Grand Marais City council or the Cook County Commissioners shall be appointed to the Library Board for a one-year term only. All non-city resident members of the Library Board shall be appointed from a list of nominees nominated by the County Board. The Library Board so appointed shall have all of the powers of such boards as set forth in Minnesota Statutes, Chapter 134. (from the Joint Powers Agreement for Library Services)

Section 2. No Trustee shall serve more than two (2) consecutive three (3) year terms. A former trustee may be reappointed after a lapse of one year.

Section 3. Any member who moves out of Grand Marais or Cook County shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notice, the position shall be declared vacant. It is the duty of the President to notify the appointing officials of the vacancy and, by direction of the board, suggest names to the A.O. of persons who may fill the vacancy.

Section 4. Officers of the board shall be a president, vice-president and secretary. They shall hold office for one year or until their successors are selected. Vacancies in office shall be filled by vote at the next regular meeting after vacancy occurs.

The duties of the officers are as follows:

The President shall preside at all meetings of the board, authorize calls for any special meetings, sign vouchers for disbursement from library funds (or designate other board members to do so) and in general perform all duties associated with that office.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The secretary shall keep accurate minutes of all board meetings and perform other duties generally associated with that office.

Article IV

Meetings

Section 1. The Library Board shall meet at a regular monthly meeting. The time, date and place shall be determined at the January meeting which shall be designated as the annual meeting. In accordance with the Minnesota Open Meeting Law, public notice of meetings shall be posted.

Section 2. Special meetings may be called by the president, or upon request by three (3) members, for the transaction of business as stated in the call to meeting.

Section 3. A quorum for transaction of business shall consist of a simple majority of four (4).

Section 4. Order of business at regular meetings shall be:

1. Call to order
2. Minutes of prior meeting
3. Director's financial report
4. Approval of bills
5. Director's service report
6. Committee reports
7. Communications
8. Unfinished business
9. New business
10. Adjournment

Section 5. Robert's Rules of Order shall govern parliamentary procedure of all meetings.

Article V Committees

The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be discharged on completion of its task and after its final report is made to the board.

Article VI Duties of the Board of Trustees

1. Determine the policy of the library and develop the highest possible degree of operating efficiency in the library.
2. Select and hire a competent library director.
3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.
4. Through the director, supervise and maintain buildings and grounds, as well as regularly review various physical building needs to see that they meet the requirements of the total library program.
5. Maintain a Long Range Plan for the achievement of service and administrative goals.
6. Study and support legislation which will bring about the greatest good to the greatest number of libraries.
7. Cooperate with other public officials and boards and maintain vital public relations.

Article VII

Duties of the Library Director

The Director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all board meetings.

Article VIII

Amendments

These by-laws may be amended at any regular meeting of the board by majority vote of the members present, providing the amendment was stated at the previous meeting.

Adopted 1993

JOINT POWERS AGREEMENT

FOR LIBRARY SERVICES

Remember THIS AGREEMENT made and entered this 15th day of ~~November~~, 1992, by and between the County of Cook (hereinafter County) a Minnesota Municipal Corporation, the Grand Marais Public Library Board (hereinafter Library Board), and the City of Grand Marais (hereinafter City), a Minnesota Municipal Corporation.

WHEREAS, City operates a free public library in the City of Grand Marais under the supervision of the Library Board pursuant to Minnesota Statutes, Section 134.07; and

WHEREAS, the County is providing library services through a multi-county library system called the Arrowhead Library System (hereinafter ALS); and

WHEREAS, Minnesota Statutes, Section 134.12, authorizes the County to contract with the Library Board for library services and to pay to the Library Board an annual amount therefor; and

WHEREAS, Minnesota Statutes, Section 471.59, as amended, authorizes the City and the County, by agreement entered into through action of their governing bodies, to jointly or cooperatively exercise any power common to the contracting parties or to perform any service or function jointly or cooperatively which either governmental unit is authorized to provide for itself; and

WHEREAS, both parties have shared the cost of local matching funds for a grant applied for by the City to construct a new library building in the City of Grand Marais; and

WHEREAS, both parties wish to continue their agreement assuring the provision of public library services to residents of the City and County alike;

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. The City and Library Board shall continue to operate the Grand Marais Public Library providing reasonable staffing and hours of operation at least equivalent to the operation in 1992, and shall make access to the library and library services available to residents of Cook County outside of the City of Grand Marais on the same basis as such services are provided for Grand Marais residents.

2. The County, in consideration of the services provided to its residents, agrees to do the following:

A. Continue its membership in the multi-county Arrowhead Library System and continue to contract with ALS for services similar to those services currently provided through ALS.

B. Contribute to the City Fifty percent (50%) of the budgeted annual operating costs of the Library Board, beginning with calendar year 1993, provided such operating costs shall include the annual amount contributed by the County to ALS. The County's contribution to ALS shall be off-set against its 50% share. The County shall raise its 50% share by levying a tax on all property in the County located outside the limits of the City. The County shall forward the funds to the City at the same time each year as the first tax settlement is made in July. Budget to actual expenditures shall be provided to

the City Council and the County Board not less often than quarterly.

3. The library shall continue to be governed by a board of seven (7) members serving staggered three-year terms and appointed by the Mayor of the City, with the consent of the City Council. Four members of the Board shall continue to be residents of the City. The other three members shall be three County residents from outside the City limits, not more than one of whom shall at any time be a member of the County Board. All terms shall end on December 31st. The Library Board members shall be appointed for the term of three years and until their successors are qualified. PROVIDED, NEVERTHELESS, that any member of the Grand Marais City Council or the Cook County Commissioners shall be appointed to the Library Board for a one-year term only. All non-City resident members of the Library Board shall be appointed from a list of nominees nominated by the County Board. The Library Board so appointed shall have all of the powers of such boards as set forth in Minnesota Statutes, Chapter 134.

4. The Library Board shall develop its proposed operating budget and a budget for capital expenditures for each calendar year and submit the budgets by 45 days before the earlier of the City's and County's statutory certification date to the City and County for their approval. The City and County shall then negotiate and reach mutual agreement with the Library Board on said budget within 45 days of such submission each year, unless a different schedule is mutually agreed to or is required by law. The County may present comments about the budget to the City and Library Board, but the County shall have the right to disapprove such budget only if such budget exceeds the previous year's budget by more than five percent (5%). If either the City or the County intends

to disapprove said budget, it must provide written notice to the other party by September 30th of the prior year.

5. Each party shall maintain its share of any capital sinking fund until such time as payments are due for approved capital expenditures. Capital expenditures over \$10,000.00 shall be specifically approved by the governing body of each party to this agreement.

6. Operating expenses which shall be proper charges against the operation of the Library Board shall include, but not be limited to, salaries, wages and benefits of Library personnel, costs of utilities, maintenance and repair of buildings, purchase and replacement of books and equipment and other proper items of expense directly related to the provision of library services.

7. In the event that funds are unavailable to meet anticipated expenditures, or expenditures are over the amount agreed to during the budget process, neither party shall have any obligation to make further expenditures above and beyond the amounts agreed to pursuant to this agreement, absent a negotiated agreement to do so at the time such shortfall is brought to the attention of the parties.

8. The City shall notify the County Auditor-Treasurer of the amount of the City's insurance deductibles and shall timely notify the Auditor-Treasurer of any change in the said deductible.

9. The terms of this agreement shall run from January 1, 1993, to December 31, 1998, unless terminated earlier by mutual agreement of the parties, and shall continue thereafter unless terminated by either party on any December 31st thereafter by delivering written notice of said termination to

the other parties at Grand Marais, Minnesota, prior to January 15th of the year prior to the year the termination is to be effective (i.e., a 23½-month notification period). Provided, that if this agreement is terminated by either party, then for any capital assets (other than the original Library building) purchased during the term of this agreement, still in use, and having a purchase price in excess of \$1,000.00, the County shall be reimbursed fifty percent (50%) of the then market value of the asset. Provided further, that this reimbursement shall only apply to that portion of the purchase price which was paid from the normal operating budget of the library being shared by the parties, and shall not apply to that portion of the purchase price paid by gift, grant or other outside funding.

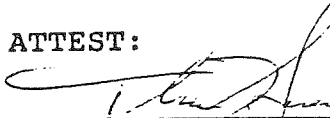
10. The provisions of this agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of the agreement.

11. Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration in accordance with the rules then obtaining of the American Arbitration Association. Notice of the demand for arbitration shall be filed in writing with the other party to this agreement. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any court have jurisdiction thereof.

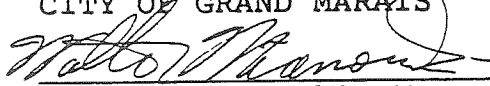
12. It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof.

13. Any alterations, amendments, deletions, or waivers of the provisions of this agreement shall be valid only when expressed in writing and duly signed by the parties.

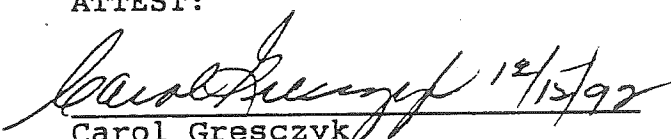
ATTEST:


Thomas N. Swenson
City Clerk/Treasurer

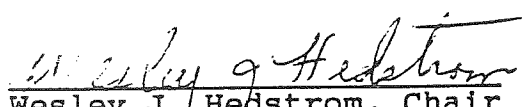
CITY OF GRAND MARAIS


Walter Mianowski, Mayor

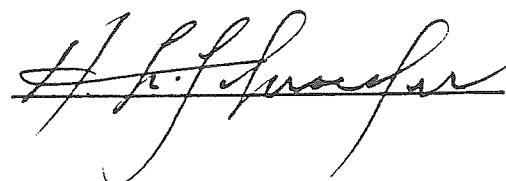
ATTEST:


Carol Gresczyk
Auditor/Treasurer

COUNTY OF COOK


Wesley J. Hedstrom, Chair
Board of Commissioners

GRAND MARAIS PUBLIC
LIBRARY BOARD



Library Strategic Plan

Adopted February 2024 for 2024 - 2026

Focus Area 1: The Library inspires robust community involvement

The Library attracts a wide range of stakeholders to participate in its vitality, by establishing relationships with the next generation of library users, strengthening relationships with communities and groups that have cultural or physical barriers to enjoying the library, and forging new strategic partnerships with local businesses.

Action items:

- Survey the community (what services do you want, what groups are underserved)
- Request meeting(s) with Grand Portage Community leaders to find partnership opportunities
- Visit classrooms countywide to promote services and generate ideas for new services
- Create a user guide for people wanting to access library services
- Promote library services directly to underserved groups
- Establish strategic partnerships with 3 businesses to provide extended service
- Collaborate with 3 largest J-1 visa sponsors to welcome workers and promote services

Focus Area 2: The Library leadership uses financial resources wisely to honor public and private contributions

Library Leadership uses contributions in combination with levied funds to ensure the continuous development of services, supporting personal development of all Cook County residents. To honor public and private contributions the plan will include commitments to 3 key areas:

1. Professional board training on their role in capital planning
2. Regular review of contributions and levied funds to achieve strategic goals
3. Publicize the plan and results

Action items:

- Provide training for new board members on their role in capital planning
- Develop a policy for allocating contributions
- Institute annual board review of contributions & levied funding's dynamic application to further strategic goals
- Publicize quarterly and annual updates highlighting the use of contributions & levied funds

Focus Area 3: The Library provides staff and leadership the environment and resources they need to provide quality service

Library Strategic Plan

Adopted February 2024 for 2024 - 2026

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
 - ✓ Installed silent alarms--complete
 - 2. Replacing Staff PCs—in progress
 - 3. Replacing Public PCs—projected for 2026
- Facility investments
 - 1. Explore building modifications to improve safety and security
 - 2. Implement installation of security camera system—in progress
 - 3. Install an additional emergency exit—in progress
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to safety and security in the library; or the implementation of new safety protocols).
- Trustees and staff develop a 10-year plan for the facility

Focus Area 4: The Library provides service to underrepresented and underserved parts of the county

Every community member feels welcome and encouraged to take advantage of library services that meet their needs.

Action items:

- Promote mail-a-book service
 - Conduct pop-up library events
 - Augment collection to attract underserved members of the county
- Host events that attract underrepresented and underserved members of the county



Marais Public Library
Avenue West | PO Box 280
Marais, MN 55604-0280
maraislibrary.org | 218.387.1140

Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: April 18, 2025
SUBJECT: Emergency Exits Proposals

Trustees now have two quotes for emergency exits (Donald Holm and CMC) with a third expected to be delivered (Johnson Wilson) for our next meeting. All three companies have made a site visit.

Johnson Wilson advised: the Grand Marais Public Library has the number of doors required to meet building code requirements. The additional door can be considered an accessory, giving you more flexibility in its design—a glass and aluminum door, for example.



Grand Marais Public Library
104 2nd Ave West
Grand Marais, MN 55604

February 24th, 2025

RE: New emergency exit

We are pleased to provide all necessary tools, materials, and labor to complete the items below:

- Demo existing window, cut new opening in existing 2x6 wood framed exterior wall
- Wet saw existing brick veneer for clean opening on both sides of window opening
- New wood stud framing to existing top plate, new header over new door opening
- Electrical work to relocate receptacles, add new exit light on exterior
- Install new HM exit door with 4x25 window in door and glass transom light above door to match top of window frame height. Install new hardware including hinges, panic bar, closer, weatherstripping, threshold, and sweep
- Drywall patching around new opening, tape and paint to match existing wall
- Remove existing vegetation and prep for new concrete sidewalk
- Provide 2" rigid foam underlayment, pour rebar reinforced 4" concrete sidewalk
- Provide (2) new metal roof snow guards above existing condensing units
- General requirements including dumpsters, trucking, safety requirements, clean-up

Our Price for this work will be

FORTY-TWO THOUSAND THREE HUNDRED DOLLARS & 00/100 (\$42,300.00)

We do not include:

1. Disposal of any know or unknown hazardous materials
2. Abatement

Notes/Clarifications:

1. All work assumed during normal business hours M-F 7:00a – 3:30p
2. Quote is good for 30 days

Thank you,

A handwritten signature in black ink, appearing to read "J. Aune", is written over a white background.

Joshua J. Aune
Donald Holm Construction Co. Inc.

ESTIMATE



CMC Construction Inc.

7500 Tower Avenue,

Superior WI, 54880

715-209-5893

eric@cmconstruction.us

cmconstruction.us

Grand Marais Library Door Install

Amanda StJohn

Grand Marais Public Library

104 2nd Ave. W Grand Marais, MN 55604

(218) 387-1140

4/11/2025

ESTIMATE NO.

#1

DRAWING SET

Site Pictures

ADDENDUM

N/A

DESCRIPTION	TOTAL
General Conditions	\$ 5,192.00
Demo, Rough Carpentry, Finish Carpentry, Taping, Painting (Labor & Materials)	\$ 27,355.00
Electrical	\$ 3,000.00
Masonry & Concrete	\$ 5,800.00

See attached Inclusions & Exclusions

Price is good for 14 Days

Estimate Total \$ 41,347.00

RE: Grand Marais Library Door Install
Estimate: #1
Date: 4/11/2025



CMC Construction Inc.
7500 Tower Avenue,
Superior WI, 54880
Office 715.682.0075

1. General Contract Notes

- a. This estimate is subject to change prior to drawings being released.
- b. GC required to keep up with current information, files, submittals, changes, RFI's ect.
- c. Materials are subject to change at time of purchase.

2. Inclusions & Exclusions

a. General Conditions

i. Includes

- 1. Permit Allowance
- 2. Dumpster (Staging area required)
- 3. Scheduling with Owner

ii. Excludes

- 1. Performance and Bid Bonds
- 2. Temp Facilities
- 3. Labor for other trades cleaning and material
- 4. Snow Removal
- 5. Landscaping

b. Demo

i. Includes

- 1. Labor and Materials
- 2. Building a Containment
- 3. Demo/salvage wood trims
- 4. Sheetrock for new opening
- 5. Exterior Siding/PVC trims
- 6. Remove 1 window
- 7. Build temp infill

ii. Excludes

- 1. Landscaping

c. Electrical

i. Includes

- 1. Labor and Materials
- 2. Wiring for exterior wall pack light (Above new entry)
- 3. Exit sign (Above new door)

ii. Excludes

- 1. ACT lighting & ballast

d. Rough/Finish Carpentry

i. Includes

1. Labor and Materials
2. 2x wall framing
3. Reframe door header
4. Insulation (R21)
5. Vapor Barrier
6. Weather barrier
7. 5/8" Type X gypsum
8. Insulate 1 HM frame
9. Set 1 HM frame
10. Swing Door
 - a. Door Hardware
 - b. Hinges
 - c. Door closure
 - d. Heavy duty panic bar
 - e. Key cylinder
 - f. Weatherstrip
 - g. Threshold
 - h. Door sweep
11. Modify existing interior wood trims
12. Patch exterior Hardie siding & Trims @ new door location
13. Caulking
14. Take down containment
15. Tools and equipment to perform work scope
16. Good Housekeeping

ii. Excludes

1. Engineering
2. Flooring
3. ACT systems
4. Electrical

e. Masonry & Concrete

i. Includes

1. Labor and Materials
2. Tooth masonry block for new door opening
 - a. Remove decorative CMU blocks
3. Cutting 2" off CMU
4. Relaying CMU
5. Prep site for new 6x6 concrete stoop
6. Form 6x6 concrete stoop

- a. Pour 6" thick $\frac{3}{4}$ with air concrete mix
- b. #5 rebar 1' O.C. each way
- c. 2" foam underneath stoop

7. Note: owner to provide water

ii. Excludes

- 1. No permits or testing
- 2. Cold weather conditions
- 3. Electrical

f. Taping & Painting

i. Includes

- 1. Labor and Materials
- 2. Corner beads and trims for finished gypsum edges
- 3. Level 4 finish
- 4. Sand smooth for paint finishes
- 5. Prime new and patched gypsum
- 6. 2 coats finish paint (Interior)
 - a. Corner to corner
- 7. 2 coats finish with paint on siding and trims
 - a. New siding only
- 8. Prep exterior HM Frames and Door
- 9. 2 coats DTM HM frame and door
- 10. Tools and Equipment to perform work scope
- 11. Good housekeeping

ii. Excludes

- 1. Texture
- 2. CMU masonry
- 3. Existing siding



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: April 16, 2025
SUBJECT: Security Camera Proposals

Trustees now have four quotes from professional companies and information below (number 4) on the Blink Outdoor home security system. The following answers questions from the prior meeting.

1. ESC Systems already services the library's fire alarm system and supports the security needs of other city departments. The company regularly splits travel expenses between businesses when their trips can be consolidated.
2. Sundew Technology proposes to install a security system similar to ESC and NexTec. Storage is onsite. Ridlbauer understood the Board's interest in a home security system and emphasized that high-quality 4K cameras are essential for capturing the detail necessary to ensure effective security. Regarding the feasibility of copying onsite data to the cloud, he advised that the 4K camera systems' data are best stored on site due to the cost of saving large file sizes from the high-resolution video of multiple cameras in the cloud. To have both local and cloud storage, a more expensive custom system would be needed, or a hybrid setup using onsite storage plus a few cloud-only cameras could be a cost-effective compromise.
3. Protec provided a refreshed quote. The system proposed for us stores data in the cloud and 3-year licensing costs are projected for storage and use of the software/dashboard. A technician confirmed that we would be purchasing the cameras, not licensing them, and that there is no service package provided with the system recommended for our organization.
4. Blink Outdoor wireless home security systems are available on Amazon for about \$650 for 8 cameras, plus a \$100/yr subscription plan for data storage. The batteries have a two-year life span. The cameras provide 1080p display resolution. For comparison, a 4k system has 4 times more pixels for sharper and more detailed images.

Between security cameras and the emergency exit, my priority for facility modifications remains with the installation of an emergency exit, which provides more options for the staff and public to escape a threat.

Phone # 218-727-3267 Fax # 218-624-7444
Mail to: PO Box 1095
Ship to: 420 3rd Ave
Proctor, MN 55810

Customer:

Date: 2/24/2025

Grand Marais Public Library
Amanda St. John
P.O. 280
Grand Marais, MN 55604
Fax: Email

Attention: Amanda**Reference:** Grand Marais Library**Qty Stock Number/Description**

We propose to furnish & install the following Video Surveillance system equipment. We shall install & terminate wiring on IP cameras and in Headend equipment, program control equipment and certify system. Camera layout attached.

IP Video Surveillance System - Grand Marais Library

- | | |
|---|--|
| 1 | Cyberpower OR1500LCDRM1U 1RU Rack Mount UPS |
| 1 | LTS Security LTN8916-P16N - 16 Channel Enterprise Level NVR - HDMI/VGA/CVBS (Add HDD) |
| 2 | LTS Security DHWD10PURZ 10TB Hard Drive |
| 1 | LTS Security 28" LEDK Video Monitor - 24/7 UL Operating Capability |
| 4 | LTS Security CMIP9783NW-SZ 8MP/4K Bullet Camera - MVF Lens with Auto Focus - IP67 - IK10 (Includes Junction Box) |
| 1 | LTS Security CMIP3C6PW-28SDL Panoramic IP Camera 6 MP, Color 24/7 IP Camera 3632 x 1632 @ 20 fps |
| 1 | Miscellaneous Hardware, CAT6 Cabled Wire, Wiremold, Material, etc.. |
| 1 | Headend Equipment Installation - NVR Set Up - Programming - End User Instruction. |

NOTE: Camera system NVR & UPS will use existing data rack

THIS PROPOSAL DOES NOT INCLUDE ANY APPLICABLE SALES TAX UNLESS SHOWN AND IS VALID FOR 60 DAYS.

Sales Tax (7.375%)	\$0.00
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Total	\$9,690.47
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**Warranty work is performed during normal business hours.
Monday-Friday 7:00am to 3:30pm.**

Customer's authorization

ESC System's Representative

Grand Marais Public Library

Camera System Proposal

3/11/2025



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Financial Summary	Page 4
Terms & Conditions	Page 5



About Nextec Systems

Nextec Systems is a full-service Electronic Systems Contractor that provides solutions for both Commercial and Residential applications and serves the upper Minnesota and Wisconsin regions.

Started in 2001, our team of experienced professionals works with clients as long-term partners. We pride ourselves on our customer satisfaction, professional image, and deep technical talent. You can be assured that you will get the right solution, done the right way, and at a fair price.

The Nextec Advantage:

- **Design Principles:** Nextec specializes in designing and delivering electronic systems utilizing a hierarchy of best practice principles that incorporate: Performance, Reliability, Ease of Use and Aesthetics - all of which are uniquely important.
- **Solid History of Customer Satisfaction:** Our long list of satisfied clients and trade partners are leading indicators of our system reliability and ease of use. Over 90% of our business is generated by referrals from satisfied commercial and residential customers, as well as by the leading designers, builders and trades people we partner with.
- **Top Notch Ongoing Support:** As our customer base can attest, Nextec is known for offering top notch ongoing support and service on a 24x7x365 basis. We support what we design and install.
- **Certified Qualifications:** In a complex industry that is always changing, certified qualifications and adherence to current industry best practices is an important consideration. Nextec Principals are formally educated in Computer and Electrical Engineering, maintain accredited professional Industry Certifications (CCPI and CCPD), along with a wide variety of equipment manufacturer certifications. Our certified professional installers participate in ongoing training and certification to ensure competency with the latest technologies.

Nextec Systems is a licensed, bonded, and insured Technology Systems Contractor (TS002058)

Nextec Systems Process



Please Contact me with any questions that you may have.

Jerid Prah - CCPD, CCPI
Owner / Lead Designer
Nextec Systems
218.591.4321
jprahl@nextecsystems.com

Project Overview – Scope Of Work

Nextec Systems is pleased to present Grand Marais Public Library with a proposal for a high performance, feature-rich and reliable Camera system.

Focus or Goals of Systems Proposed:

- Meeting your specific needs for functionality
- Ease of Use
- Reliability
- Compatibility & expandability for future needs

Overview

Camera System: This proposal includes a Camera System that can be viewed from a secure easy to use app from anywhere in the world.

- This proposal includes a Camera System featuring (6) High-definition cameras providing optimum coverage based on the layout and wall heights
- Live or prerecorded footage can be accessed from a computer or smartphone app. Searching for archived footage is made easy as the app has a timeline bar where you can skip too various types of incidents that have occurred (such as line crossing, motion, and more)
- Cameras are capable of smart analytics for motion, facial and human recognition and are exterior rated to -40 F
- Camera System Cabling, Materials, labor is included in this proposal.

Nextec Camera Systems



Features / Overview

- **High-Resolution Imaging:** Nextec offers a range of cameras, including 4K resolution options, ensuring clear and detailed video footage.
- **Variety of Camera Types:** Our product lineup includes dome cameras, bullet cameras, PTZ (Pan-Tilt-Zoom) cameras, and turret cameras, catering to different surveillance needs.
- **Advanced Features:** Most Nextec cameras come with features like motion detection, night vision, and advanced analytics, including facial and license plate recognition
- **Remote Monitoring:** Nextec cameras support remote viewing through mobile apps and web interfaces, allowing users to monitor their property from anywhere.
- **Durability and Weatherproofing:** Nextec cameras are designed to be durable and weatherproof, making them suitable for both indoor and outdoor use.
- **Reliable Recording:** Nextec Network Video Recorders (NVR's) Keeps your video footage off the internet stored on your property and is customized for storage quantity to meet your needs.
- **NDAA Compliant:** Unlike most competitors' offerings, Nextec Camera Systems are NDAA compliant. This means they are manufactured in compliance with the National Defense Authorization Act, have strict security compliance and safeguards to protect your system and privacy, are manufactured in regions that are allies of the United States.

Financial Summary

Camera System (Labor and Tax Incl.)	
Package	Quantity
8 Channel Facial Recognition Recorder	1
4MP H.265 AI IP Turret Camera, IR, 2.8mm lens	6
Wire, Labor and Configuration	1
Camera System Subtotal	\$13,468.54

Terms & Conditions

Your satisfaction is important to us and we plan to exceed your expectation. This Proposal and the Terms and Conditions form the Agreement between "Us" for this Project (Nextec – "We"; and Customer – "You").

Services

- We will provide the equipment and labor required to complete the Project to the specifications & descriptions outlined in this Proposal.
- Prices contained are valid for 30 days from the delivery of this Proposal to you and will expire without receipt of your signed acceptance (below).
- The costs associated with any work or materials, including but not limited to high voltage electrical, drywall, painting, cabinetry and casework, are not included unless specifically documented in the Proposal.

Equipment / Components

- Audio and video manufacturer's regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation.
- If you choose to substitute equipment or components that are different than included in this Proposal, additional costs (equipment and labor) will apply.
- Once equipment is delivered to the installation site, you are responsible for loss due to theft, fire, water damage, and other damages outside of our direct control. We assume you have made arrangements for adequately securing of the site during non-work hours and carry adequate insurance in case of such losses.
- The original equipment manufacturers warranty exclusively applies to equipment, components and third party software. We make no equipment or software warranty. After Project completion, additional labor charges will apply to remove / return / replace defective equipment & components within or outside of the manufacturer's warranty.
- We do not take responsibility for changes in functionality, availability, or performance affecting your equipment or systems due to change in consumer technology industry law or policy.

Installation

- We warrant that we will perform the Installation in a professional and workmanlike manner and in accordance with accepted industry standards. We will rectify any defects in our Physical Installation for a period of ninety (90) days from the date of Substantial Completion of the installation. Physical Installation is the installation of the physical hardware materials.
- The Proposal was developed assuming normal installation practices. If unusual or un-anticipated construction difficulties are encountered (examples - hidden blockages of ceiling space for cable pulling, missing electrical outlet, etc.), additional charges will apply to work around or resolve these issues.
- 3rd Party Service Providers include, but are not limited to, Internet Service Providers, Satellite TV Providers, Cable Providers, or Telephone Providers that you compensate separately. Any configuration, troubleshooting, on site visits, or delays relating to 3rd Party Services or Providers will always be billed at our Standard Time & Material (T&M) rates for labor / parts / materials / incidental expenses. Acceptance of this Agreement indicates we will not need to notify you in advance of these charges.
- We are not responsible for damage or performance issues related to (1) hardware not procured by us, including customer supplied equipment such as TVs, I-pads, etc., (2) other Contractors not under our control, or (3) 3rd Party Service Providers. We are not responsible for our wiring damaged by other Contractors or 3rd Party Service Providers. Separate T&M charges will apply to troubleshooting and / or repairing such problems.
- If your locations are greater than 50 miles from the Nextec home office, and unless explicitly outlined as "Extended Travel Included" in the Project Totals of the Proposal, we will charge you an Extended Travel Re-imbursement at the current Extended Travel Rates outlined on the most current Nextec Rate Sheet.

Change Orders

- You may request changes, additions, or modifications outside this Proposal without invalidating the Agreement subject to this Change Order Procedure: (1) You may request a written price estimate for the Change Order in advance of the work, or our T&M rates will apply. (2) The Change Order payment is due upon receipt of invoice.

Payment Terms

- New Construction - 100% of structured cabling and 50% of project remainder due upon completion of prewire, final 50% due upon Substantial Completion.
- Retrofit with T&M Labor – 50% of hardware due on contract acceptance, remainder of hardware and T&M labor due upon Substantial Completion.
- Substantial Completion is when all physical installation work has been completed. Additional adjustments, programming changes and training may continue beyond Substantial Completion.
- Failure to make any scheduled payment when due will result in delay of installation services. Failure to make all payments upon Substantial Completion constitutes a default and in addition to other remedies, we may impose the maximum rate of interest allowable by law on any

overdue payments, partial payments, or unpaid balances. We retain title and ownership of equipment and components until the Project Total has been paid in full. Final payment constitutes Final Project Acceptance.

Other

- This custom Proposal is a Nextec confidential and proprietary work product. You agree not to alter, reproduce, or share with other vendors in any manner unless authorized in writing by us, and/ or a design fee (determined solely by us) is paid.
- This Proposal, in addition to these Terms and Conditions, constitutes the entire Agreement between us and supersedes any prior oral or written agreements. If there is a conflict between the provisions of the Proposal and the Terms and Conditions, the Terms and Conditions will prevail. This Agreement may be amended only by a written amendment signed by both of us.

Acceptance

Signature _____ Date _____

Nextec Rate Sheet**T&M Labor Rate**

\$95.00 / tech/hour

Extended Travel Rates

Travel Time Labor (1/2 T&M labor rate) - \$47.50 / tech/hour

Mileage Rate - \$0.70 / mile (from Nextec home office)

Hotel expense – At cost

SUNDEW TECHNICAL SERVICES, LLC	WORK REQUESTED BY
JEREMY RIDLBAUER POB 1057 / 425 W HWY 61 STE C GRAND MARAIS MN 55604-1057 218-370-0733 SUNDEW@BOREAL.ORG HTTP://WWW.SUNDEWTECH.NET	GM LIBRARY
ESTIMATE DATE 4/1/2025	

DESCRIPTION	TYPE	QUANTITY	PRICE	EXTENDED
IN HOUSE CAMERA SYSTEM, WITH 1-2 WEEKS OF MOTION STORAGE CAPACITY. ALL CAMERAS ARE 4K VIDEO QUALITY IN A DOME FORMAT				
LOCATIONS ARE: 2 NEAR BACK EMPLOYEE DOOR, 3 ACROSS FRONT DOORS AND LAWN AND PARKING LOT, 1 ON BACK DOOR, 1 COVERING ALLEYWAY BETWEEN ON EAST SIDE, 1 COVERING BACK SLIVER SPACE ON NORTH SIDE; ALL AS SPECIFIED BY DIRECTOR.				
16 PORT NVR, 4TB, 8 CAMERA INITIAL SETUP, WITH ALL OUTSIDE CAMERAS, WHITE	EQUIPMENT	1	1,460.00	1,460.00
8TB ADDITIONAL HARDDRIVE FOR NVR	EQUIPMENT	1	250.00	250.00
CAT 6 INDOOR PLENUM CABLING	EQUIPMENT	1,200	0.50	600.00
JUNCTION BOX - CAMERA	EQUIPMENT	8	25.00	200.00
MISCELLANEOUS HARDWARE, FASTENERS, ZIPS, STAPLES, TERMINATIONS, SCREW CLIPS, WATERPROOFING, ETC	EQUIPMENT	1	250.00	250.00
75' HDMI CABLE	EQUIPMENT	1	75.00	75.00
20+" MONITOR AND MOUNT, WIRELESS MOUSE	EQUIPMENT	1	275.00	275.00
INSTALL 8 CAMERAS AND NVR, ALIGN, CONFIGURE AND TEST; CONFIGURE NVR, COMPUTER ACCESS AND REMOTE PHONE CONNECTIONS; INSTALL MONITORING SCREEN AT BACK DOOR; TWO MAN CREW	LABOR	20	240.00	4,800.00
SOME EXAMPLES OF SYSTEMS WE'VE INSTALLED: CIRCLE K IN GM, CLEARVIEW STORE, BOTH CC HOME CENTERS, CLIFF DWELLERS IN TOFTE, VOYAGEUR'S BREWING, LUTSEN TOWN HALL				

WE APPRECIATE DOING BUSINESS WITH YOU AND KEEPING IT LOCAL.	TOTAL ESTIMATE \$7,910.00
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TERMS	1.5% MONTHLY CHARGE FOR INVOICES NOT PAID WITHIN 15 DAYS. A 25% RESTOCKING FEE WILL BE CHARGED FOR OPENED AND UNOPENED RETURNS ON ALL ITEMS. A STANDARD HOURLY RATE RETESTING FEE MAY ALSO BE CHARGED FOR SUSPECT RETURNED ITEMS. ESTIMATES ARE ONLY GOOD FOR 7 DAYS.
NET 15	

Proposal

Sold To: Grand Marais Public Library

Amanda St John
104 2nd Ave W
Grand Marais, MN 55604
United States

Phone: (218) 387-1140

Fax:

Email: amanda.stjohn@alslib.info

Ship To: Grand Marais Public Library

Amanda St John
104 2nd Ave W
Grand Marais, MN 55604
United States

Phone: (218) 387-1140

Fax:

Email: amanda.stjohn@alslib.info

Cameras Only

The following proposal is for the Grand Marais Public Library.

PTD will be installing:

- (6) Cameras

All necessary Verkada 3-year licensing

This proposal shall follow state contract S-813(5) guidelines where applicable.

Pricing listed is per Electronic Premises Security Systems State Purchasing Contract S-813(5).

Pro-Tec Design state contract # is 184435

Note: Pricing and product availability subject to market changes. Please verify pricing prior to submitting your order. Pricing in this quote reflects current material costs, including applicable tariffs, duties, and fees as of the issue date. If new or modified government-imposed tariffs or fees materially impact costs within the quote's validity period, the Seller reserves the right to adjust pricing or revoke the quote. Any changes will be communicated in writing and require Buyer's written approval before proceeding.

Please allow minimum of 6-10 weeks after approvals for work to begin.

Date	Quote Valid For
04/07/25	30 days

Quote #	Rep	Terms
PTDQ37274	Matt Jensen	Net 30 days

Qty	Description	Unit Price	Ext. Price
GRAND MARAIS LIBRARY CAMERAS			
EXTERIOR CAMERAS AND MOUNTS			
1	CH52-E OUTDOOR MULTISENSOR CAMERA, 4X5MP, ZOOM LENS, 1TB OF STORAGE, MAXIMUM 30 DAYS OF RETENTION	\$3,271.82	\$3,271.82
3	CD63-E OUTDOOR DOME CAMERA, 512 GB, 30 DAYS MAX	\$1,544.55	\$4,633.65
2	CF83-E OUTDOOR FISHEYE CAMERA, 512 GB, 30 DAYS MAX	\$1,635.45	\$3,270.90
1	ARM MOUNT	\$90.00	\$90.00
3	ANGLE MOUNT, 30 DEGREES	\$135.45	\$406.35
1	L-BRACKET MOUNT	\$117.27	\$117.27

CABLING

6	SURFACE MOUNT BOX, 1-PORT, IVORY, QUICKPORT LEVITON	\$2.61	\$15.66
6	CAT6 QUICKPORT CONNECTOR JACK IVORY, LEVITON	\$8.69	\$52.14
6	CAT6 PATCH CORD, BOOTED, 3', YELLOW	\$2.49	\$14.94
6	CAT6 PATCH CABLE, BOOTED, 7', YELLOW	\$3.18	\$19.08
1,800	CABLE, CAT6, YELLOW PLENUM	\$0.35	\$630.00

Running SubTotal

\$12,521.81

LICENSING

5	3-YEAR CAMERA LICENSE, CAPACITY INCREASE	\$499.09	\$2,495.45
1	3-YEAR CH52 MULTISENSOR CAMERA LICENSE, CAPACITY INCREASE	\$1,499.09	\$1,499.09
1	PROGRAMMING, CONFIGURATION & TRAINING	\$122.00	\$122.00

1	MISC	\$693.06	\$693.06
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IMPLEMENTATION SERVICES

1	TRAVEL TIME	\$1,390.00	\$1,390.00
3	STATE CONTRACT - DESIGN SERVICES	\$95.00	\$285.00
7	STATE CONTRACT - PROJECT MANAGEMENT	\$102.00	\$714.00
56	STATE CONTRACT- TECHNICIAN	\$122.00	\$6,832.00

Taxes	\$0.00
Total	\$26,552.41

Statement of Work

- PTD to install, cable, and test (5) cameras at the Grand Marais Library

1. CH52-E Multisensor at South corner
2. CD63-E Dome at Southeast corner
3. CF83-E Fisheye at West dome
4. CD63-E Dome along North side of building
5. CD63-E Dome along East side of building
6. CF83-E Fisheye inside outdoor vestibule

LICENSING:

1. PTD to provide necessary Verkada 3-year licensing
2. PTD providing a total of 8 hours of programming and training.

ASSUMPTIONS:

- *Proposal assumes area outside of drop ceiling might be inaccessible and if the case additional changes can be made via change order
- *Proposal assumes cameras are no more than 300' from a network switch.
- *Proposal assumes existing NVR has the capacity to add (6) more cameras and network closet has enough available patch ports and switch ports.

This proposal does not include project documentation or an As-Built deliverable. If documentation or As-Built are desired, they can be quoted separately or added via a change order.

Exclusions

Standard Exclusions:

OUTAGES: Customer understands that over the course of this project that there will be outages as doors are being worked on and brought online. PTD to coordinate with customer to determine outage schedule

STANDARD DOOR: Solution assumes a standard door deployment of a Card Reader, a Door Contact, an Electrified Lock, and a Rex. Deployments beyond this standard will be billed on a T&M basis.

NETWORK: Owner shall provide all network connectivity, infrastructure, not limited to and including, IP addresses, switches Router, Gateway, Firewall, and POE (when applicable). Any programming of VLANs, Firewall exclusions, and port forwarding, if applicable shall be provided by customer.

POWER: 110VAC power and connection needs shall be provided by owner.

SUPPORT: Owner shall provide any technical assistance need during project. This includes IT staff providing access to workstations and servers, and personnel to determine best cable-run routes.

PROGRAMMING: Owner shall program all system information including, but not limited to, cardholder name, access privileges, and other system information not stated in scope.

DOOR HARDWARE: All door hardware shall be provided and installed by others unless stated otherwise.

NEC/NFPA/IBC: Project shall follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.

WORK HOURS: This bid assumes technicians shall have access during an 8hr shift and be able to work between the core hours of 6am and 4pm Monday through Friday. If after hours or weekend labor is required, a different rate shall apply.

PARTITIONS: If work is taking place in areas where partitions, negative air, or dust remediation is required, it shall be provided by others.

PERMITS: Work in special areas that requires local permits are to be provided by others.

PENETRATIONS, CORING, & SLEEVEING: Where existing pathway does not exist or requires expansion, any firewall penetrations, sleeving, door coring, and concrete coring shall be provided by others.

DEMOLITION: Removal of cabling, where needed shall be done by others or can be quoted separately by request.

ELECTRICAL: Customer Shall provide an electrician to hardwire power if needed.

POWER SUPPLIES: Existing power supplies are assumed to be sufficient to carry expected additional project load. If power supplies are found to be inadequate PTD is not responsible for replacing them. A signed change order shall be required to remediate any issues found.

PATCHING: Any remediation, patching and painting of walls or other surfaces shall be provided by others.

CABLE: All conduit, wire mold, fiber, and junction/back boxes shall be provided and installed by others.

FIRE: Customer shall provide a Fire vendor for any fire tie-ins or related work that is needed or required.

LIFTS: Shall be provided by others

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Matt Jensen
5929 Baker Road, Suite 400
Minnetonka, MN 55345
Email mjensen@pro-tecdesign.com
Cell 612-251-3886

PROPOSAL ACCEPTANCE

Cameras Only

PTDQ37274 4/7/2025

Grand Marais Public Library

Amanda St John
104 2nd Ave W
Grand Marais, MN 55604
United States

Grand Marais Public Library

Printed Name and Title: _____

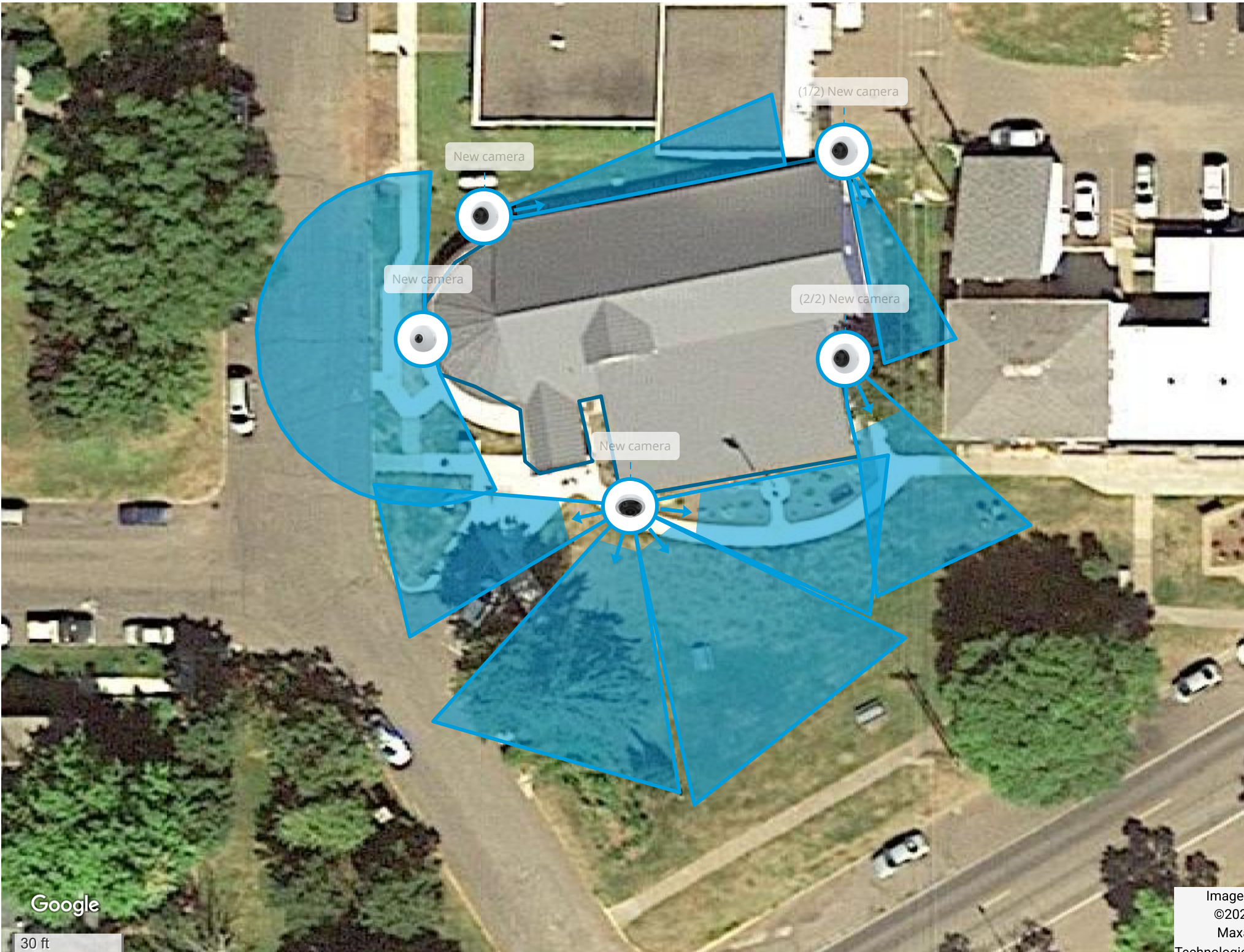
Signature: _____ Date: _____

PO# / Reference # (optional): _____

Pro-Tec Design, Inc.

Printed Name and Title: Matt Jensen Account Executive

Signature: _____ Date: 4/7/2025



Google

30 ft

Image
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Max
Technology