



**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, 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

#### **D. Communications**

- SPMNF Fund Statement
- Duluth Superior Area Community Foundation Fund Statement
- Memo: Community Foundation Funds—Spendable Amount

#### **F. Old Business**

- Review strategic plan
- Emergency Exit Proposals
- Policy: Cameras
- Draft Budget 2026

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



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## **Minutes**

### **Meeting of the Board of Trustees of the Grand Marais Public Library**

**Thursday, April 24, 2025**

McManus called the meeting to order at: 5:00 PM

Location: Grand Marais Public Library

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

Present:

Sarah McManus, President

Kevin LeVoir, Vice President

Enno Limvere, Secretary

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**

- **Giguere moved to amend minutes to note that she was absent, and Limvere was present at previous meeting; LeVoir seconded.**
- **Garry moved to approve amended agenda; Giguere seconded. The motion passed unanimously.**

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

- Staff computer replacements--all but one has been completed.
- Spring cleaning: The City completed grinding a stump from a downed tree on city property close to the library's front lawn, and blew debris off sidewalks and handicapped spaces. Taproot Landscaping will start spring cleanups to our front flowerbed the third week of May.
- St John contributed to the Cook County Community Programs Guide, which is in full color this year.
- Fund balance with St. Paul MN Foundation is about \$47,000 with a spendable amount of approximately \$1500 (5% taken over the last 21 quarters), which goes into the 215 fund.

#### **D. Communications**

- Letter sent to Library Friends of Cook County thanking them for their generous donation for staff computer replacement.



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## **E. New Business**

### Board By-Laws

- Revisions discussed include clearly delineating city, board, and county responsibilities; bylaws do not reflect current activities of the board.
- Discussion of City Attorney to review bylaws once board's edits are put forward
- St. John will develop a draft reflecting the feedback provided by Trustees and can accept any additional Board suggestions submitted by 5/14.

## **F. Old Business**

Review strategic plan - no discussion or changes

### Emergency Exit Proposals

- Still only have two quotes: Holm Construction and CMC. Third quote from Johnson-Wilson will be arriving next week. Trustees like the detail and itemization of CMC quote.
- Door is too expensive for the budget this year. Trustees discussed possible grant ideas and other funding sources, such as levies. St. John felt that a May 17 deadline for Minnesota Construction grant was not achievable, and it required matching funds.
- Revisiting the egress window was proposed since the door was prohibitively expensive; discussion ensued on how egress windows do not solve the safety concern.
- Trustees advised the director to pursue alternative funding and not quotes for an egress window.

### Security Camera Systems and Proposals

- Trustees felt professional grade cameras and storage systems were too expensive.
- Trustees discussed the effectiveness of home security systems.
- **Limvere moved that we purchase Blink system with 215 fund; LeVoir seconded; motion passes unanimously.**
- Director St John advised that a board-approved policy would be needed for transparency.

**Limvere moved to adjourn; Garry seconded. Motion passes unanimously.**

McManus adjourned the meeting at 5:55.



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**Minutes—As Amended on April 26, 2025—**

**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  
Enno Limvere, 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 computer upgrades.
- Safety Response: City has installed street lamp for safety of staff and patrons leaving after dark.
- Winter Reading update
- Carving your Clan Program
- Mail-a-Book catalogues distributed to the Hub

**D. Communications**

- SPMNF Fund Statement

**E. New Business**

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



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- Trustees feel like strategic plan is good, but agreed to check in on it monthly should library needs change.
- **Security Cameras**
  - Trustees were shown two options: owning the security cameras and storage outright, or renting them.
    - ESC (Endressen Sound Company) quote
    - Nextec quote
    - Pro-Tec (no printed quote; rental option)
  - Trustees asked to explore local Sundew Tech as an option and as a support person.
  - Discussion ensued about how much money is laid by for these safety upgrades.
    - 211 Account – 6 months in reserve
    - 215 Account – 6 months in reserve
  - Based on director's information on budget status, trustees decided to set security camera quotes aside.
  - Another trustee proposed exploring some other options, including the city's system, as well as more affordable, home-use systems.

## **F. Old Business**

- **Emergency Exit Proposals**
  - Updated 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 thought it would be nice to get the full quotes from other two contractors.

**McManus adjourned the meeting at 5:55.**



## Bills

<b>4/23/2025</b>					
	<b>211</b>				
		amazon	200	\$ 35.94	1RGG-PMMM-7R1D
		amazon	449	\$ 237.36	1RGG-PMMM-7R1D
		amazon	200	\$ 263.79	1R7W-GMCJ-DC6P
		como oil	217	\$ 389.38	#150155772
		Vestis	310	\$ 185.29	#2630414278
		arrowhead broadband	321	\$ 209.55	Billed 4/2/25
		City GM Utilities	380	\$ -	Rebate applied \$830.40
		Black Bears and Blueberries	435	\$ 82.70	Billed 4/1/25
		Ingram	435	\$ 920.51	#87401412
		Ingram	437	\$ 218.65	#87569650
		Ingram	435	\$ 269.80	#87569649
		Mid America Books	435	\$ 137.70	#0059041
		Ingram	435	\$ 152.62	#87580056
		Rivistas	435	\$ 3,764.71	#40235
	<b>VISA</b>	American Lib Assoc	436	\$ 210.00	Annual membership
		Ingram	437	\$ 77.52	#87580056
	<b>0</b>				
	<b>211</b>				
	<b>SUBTOTAL</b>				
				\$ 7,155.52	
	<b>215</b>				
		Ingram	447	\$ 114.21	#87569649 LFCC Core Progs. Grant
		Sundew	449	\$ 1,659.98	#4/14/25 - Computer Replacement
		<b>TOTAL</b>		\$8,815.50	
	<b>215</b>				
	<b>SUBTOTAL</b>				



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Acct.#	Description	Category	Expense	Comments
5/7/2025				
<b>211</b>				
	Buck's Hardware	200	\$2.99	#10550758
	Amazon	200	\$ 26.43	1JWV-4QYT-1J6M
	Arrowhead Lib System	310	\$ 184.00	#15289
	metro Sales	310	\$ 82.23	INV2769196
	Arrowhead Broadband	321	\$ 207.96	Billed 5/2/25
	Steven Hargadon - Webinar	330	\$ 99.00	#5387391231379129
	Cook County commun. Cent.	340	\$ 400.00	2025 Programs guide
	Drury Lane books	435	\$ 103.95	Billed 5/1/25
	Duluth news tribune	435	\$ 341.89	Annual renewal 5/28/25
	Jim Cordes	435	\$ 20.00	#1
	Ingram	435	\$ 691.03	#87769247
	Rivistas	435	\$ 496.14	#20606
	Buck's Hardware	449	\$ 16.09	#10548698
<b>1669.1</b>			\$ 2,671.71	
<b>211 SUBTOTAL</b>				
<b>215</b>				
	Amazon	449	\$ 681.37	1JWV-4QYT-1J6M
	Drury lane books	447	\$ 796.45	#4/29/2025
	Carrie Nicklow	447	\$ 200.00	#4/25/2025
	Northern Wilds - ad	447	\$ 855.00	#62956
	Jennifer Shoals	447	\$ 100.00	3/21/25-
	Cook County Home Center			
\$ -				
<b>215 SUBTOTAL</b>			\$ 2,632.82	
\$1,669.10	<b>TOTAL</b>		\$5,304.53	

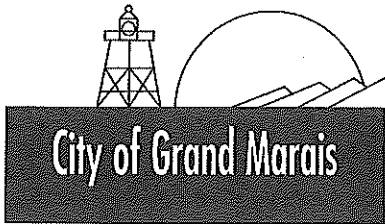
# CITY OF GRAND MARAIS INVESTMENTS

March 2025

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%	49,470.86		180.24		49,651.10
M. Lacey	NSFCU	09/23/04		0.500%	18,422.78		7.82		18,430.60
Patronage R	NSFCU			10.000%	2,568.52		20.88		2,589.40
SSB	SECSB MM			0.400%	140,936.28		47.88		140,984.16
LMCIT	4M Fund			5.242%	136,858.32		498.58		137,356.90
					348,256.76		755.40		
									\$349,012.16

Library									
Security State Bank							140,984.16		\$140,984.16
4M Fund							187,008.00		\$187,008.00
NSFCU							21,020.00		\$21,020.00
					\$0.00	\$0.00	\$349,012.16	\$0.00	\$349,012.16

\$ 70,671.10 215-10101  
 \$ 278,341.06 215-10104  
 \$ 349,012.16



# CITY OF GRAND MARAIS

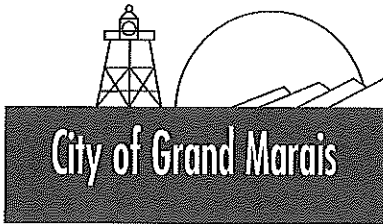
## City of Grand Marais Balance Sheet

Current Period: March 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	\$42,503.26	\$30,454.64	\$127,725.26	\$92,495.74	\$329,431.29
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	\$52.00	\$45.07	\$130.00	\$124.61	\$46.11
G 211-25300 Unassigned Fun	-\$257,861.03	\$30,402.64	\$42,458.19	\$92,365.74	\$127,600.65	-\$293,095.94
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$72,957.90	\$72,957.90	\$220,221.00	\$220,221.00	\$0.00
211 LIBRARY	\$0.00	\$72,957.90	\$72,957.90	\$220,221.00	\$220,221.00	\$0.00



# CITY OF GRAND MARAIS

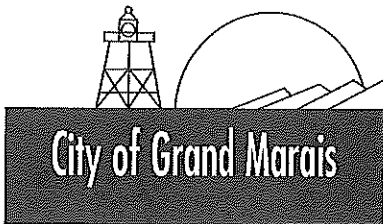
## City of Grand Marais Balance Sheet

Current Period: March 2025

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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	\$12,911.52	\$13,437.80	\$15,711.76	\$54,203.12	-\$73,793.14
G 215-10101 MONEY MARKET	\$70,047.95	\$208.94	\$0.00	\$623.15	\$0.00	\$70,671.10
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	\$546.46	\$0.00	\$1,592.36	\$0.00	\$278,341.06
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	\$2,060.09	\$13,120.46	\$5,825.41	\$15,334.91	\$6,672.41
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	\$11,377.71	\$546.46	\$48,377.71	\$1,592.36	-\$197,799.15
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$0.00	\$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	\$27,104.72	\$27,104.72	\$72,130.39	\$72,130.39	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$27,104.72	\$27,104.72	\$72,130.39	\$72,130.39	\$0.00



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

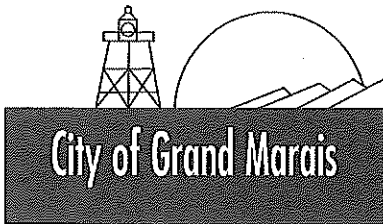
Current Period: March 2025

Current Qtr: 1

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Page 1

f Account Descr	2025 Budget	March 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	\$14.00	\$38.35	-\$38.35	0.00%	\$26.10
R 211-00000-36222 Copies Charged	\$5,000.00	\$583.37	\$1,553.59	\$3,446.41	31.07%	\$1,301.07
R 211-00000-36224 Book Replacemen	\$0.00	\$16.99	\$67.88	-\$67.88	0.00%	\$68.64
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	\$27.00	\$83.00	-\$83.00	0.00%	\$72.01
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	\$41,816.83	\$125,450.49	\$125,450.51	50.00%	\$115,912.50
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	\$42,458.19	\$127,193.31	\$349,252.69		\$117,380.32
211 LIBRARY	\$476,446.00	\$42,458.19	\$127,193.31	\$349,252.69		\$117,380.32



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

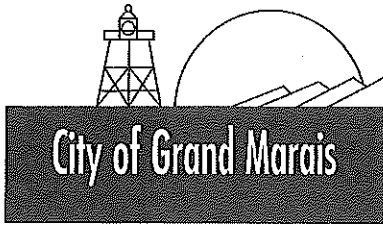
Current Period: March 2025

Current Qtr: 1

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Page 2

f Account Descr	2025 Budget	March 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	325.50%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$209.21	\$623.66	-\$623.66	0.00%	\$733.26
R 215-00000-36230 Contributions and	\$0.00	\$11,377.71	\$13,177.71	-\$13,177.71	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	\$1,533.54	\$1,533.54	-\$1,533.54	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	\$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	\$13,120.46	\$16,334.91	-\$14,334.91		\$7,183.26
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$546.46	\$1,592.36	-\$1,592.36	0.00%	\$1,838.81
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$546.46	\$1,592.36	-\$1,592.36		\$1,838.81
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$13,666.92	\$17,927.27	-\$15,927.27		\$9,022.07



# CITY OF GRAND MARAIS

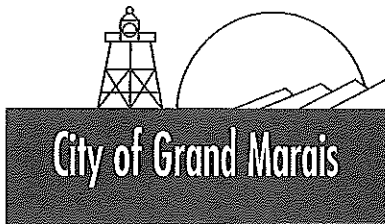
## City of Grand Marais Expenditure Guideline

Current Period: March 2025

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F Account Descr	2025 Budget	March 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	\$14,309.13	\$41,963.38	\$142,782.62	22.71%	\$39,516.82
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$5,865.17	\$17,662.95	\$88,942.05	16.57%	\$21,091.65
E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,635.93	-\$1,635.93	0.00%	\$1,435.06
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$86.00	\$245.71	\$1,754.29	12.29%	\$214.57
E 211-45500-111 Salary - Clean	\$7,171.00	\$419.80	\$1,324.97	\$5,846.03	18.48%	\$1,038.09
E 211-45500-121 PERA	\$22,539.00	\$1,550.02	\$4,711.47	\$17,827.53	20.90%	\$4,747.23
E 211-45500-122 FICA	\$18,632.00	\$1,215.04	\$3,694.24	\$14,937.76	19.83%	\$3,803.30
E 211-45500-125 Medicare	\$4,482.00	\$284.14	\$863.97	\$3,618.03	19.28%	\$889.44
E 211-45500-131 Employer Paid Health	\$47,377.00	\$3,285.56	\$10,104.82	\$37,272.18	21.33%	\$5,952.19
E 211-45500-133 Employer Paid Life	\$495.00	\$25.89	\$81.36	\$413.64	16.44%	\$100.41
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	\$62.75	\$465.52	\$4,572.28	23.80%	\$1,510.27
E 211-45500-217 Heating Fuel	\$4,200.00	\$481.39	\$1,463.53	\$2,736.47	34.85%	\$1,309.31
E 211-45500-220 Repair/Maint Supply (	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$405.39
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	\$446.38	\$968.35	\$7,251.54	15.68%	\$1,927.00
E 211-45500-321 Telephone	\$2,500.00	\$205.08	\$611.66	\$1,678.79	32.85%	\$604.43
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	\$203.80	\$203.80	\$4,547.20	5.27%	\$177.55
E 211-45500-340 Advertising	\$600.00	\$0.00	\$0.00	\$600.00	0.00%	\$223.50
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%	\$1,800.35
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	\$1,806.69	\$4,949.77	\$22,713.39	20.30%	\$4,768.81
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	\$21.99	\$233.24	\$3,766.76	5.83%	\$799.14
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	\$133.81	\$773.73	\$726.27	51.58%	\$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	\$30,402.64	\$91,958.40	\$381,050.90		\$92,818.32
211 LIBRARY	\$475,447.00	\$30,402.64	\$91,958.40	\$381,050.90		\$92,818.32



# CITY OF GRAND MARAIS

## City of Grand Marais Expenditure Guideline

Current Period: March 2025

04/24/25 3:32 PM

Page 2

F Account Descr	2025 Budget	March 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget I	2024 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$0.00	\$43.80	-\$43.80	0.00%	\$596.94
E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$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%	\$42.83
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	\$2,060.09	\$2,509.50	-\$2,576.40	0.00%	\$2,142.30
E 215-45500-449 Automation	\$0.00	\$0.00	\$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	\$2,060.09	\$5,825.41	-\$3,892.31		\$3,750.76
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	\$11,377.71	\$48,377.71	-\$48,377.71	0.00%	\$0.00
45508 Special Collections	\$0.00	\$11,377.71	\$48,377.71	-\$48,377.71		\$0.00
<b>215 LIBRARY RESTRICTED FUND</b>	<b>\$2,000.00</b>	<b>\$13,437.80</b>	<b>\$54,203.12</b>	<b>-\$52,270.02</b>		<b>\$3,750.76</b>



**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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## Library Director's Report: May 2025

Prepared by: Amanda St John, Library Director

### Staffing

- Librarian Erika Ternes has accepted a new position at the County. Her last day will be May 30.
- I will open the position for Librarian 1.

### Programs:

- Erika's winter reading program wrap-up: The program continues to be very popular. Over the three months of the program, patrons picked up 240 bingo cards and completed over 400 bingos! We estimated 60 unique entrants ages 0-18 and 30 adult entrants. The 6-11 age group really knocked it out of the park, with 39 entrants completing 240 bingos!
- Our PRIDE celebration program this year features writer Brian Malloy leading participants through a *Write Your Coming Out Story* workshop.

### Facility:

- The library's home security system cameras have arrived. Once the policy is in place, the technology can be installed.
- The biennial carpet cleaning is scheduled for completion in June.

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



## Fund Statement

March 1, 2025 - March 31, 2025

Prepared on: April 28, 2025

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

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 (March 1, 2025)</b>	<b>\$47,130.00</b>
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	(\$1,533.54)
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	\$65.44
Realized & Unrealized Gain (Loss) <sup>2</sup>	(\$753.05)
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 (March 31, 2025)</b>	<b>\$44,908.85</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$44,908.85</b>

## Grants Paid

Date	Organization	Amount
03/05/2025	City of Grand Marais	(\$1,533.54)
<b>Total</b>		<b>(\$1,533.54)</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	\$44,908.85	100.00				

**Total** **\$44,908.85**

## Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year <sup>9</sup>	\$1,870.17
Administrative Fees	(\$336.63)
Grants (Paid) Returned in Current Year	(\$1,533.54)
<b>Amount Available to Grant as of March 31, 2025</b>	<b>\$0.00</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of March 31, 2025</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.
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.



Greetings,

We are pleased to share your quarterly fund statement enclosed. Thank you for your continued partnership and commitment to making a difference through the Duluth Superior Area Community Foundation.

We're also excited to share that we are preparing for an important milestone: a rebrand! On May 21, we will unveil a new name and fresh look that better reflect the strength and future of our work together. Rest assured — while our brand is evolving, our mission and our services will remain the same.

To learn more about the rebrand and what it means for you, please visit our [website](#). In addition, we have uploaded a detailed FAQ sheet to your portal. Please let me know if you have any additional questions.

We'd love to celebrate this new chapter with you! Please join us for our Rebrand Celebration on May 21st at 3:00pm at The Garden in Canal Park. **The event is free and you can [RSVP here](#).**

Thank you for your trust and support during this exciting time. If you have any questions, please don't hesitate to reach out.

With appreciation,



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

Jessica Peterson (*she/her*) | Development Director  
218-726-0232 | [jpeterson@dsacommunityfoundation.com](mailto:jpeterson@dsacommunityfoundation.com)



**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH March 31, 2025**

**Fund Balance**

Beginning Balance	\$ 130,398.60
-------------------	---------------

**Receipts**

Description	Period Total
Dividends on Investments	\$ 546.97
Interest on Investments	\$ 1.37
Realized Gain/Loss on Invest	\$ 33.26
Unrealized Gain/Loss on Invest	\$ -1,731.19
<b>Total Receipts</b>	<b>\$ -1,149.59</b>

**Distributions**

Description	Period Total
Foundation Administrative Fees	\$ 333.62
Investment Management Fees	\$ 40.41
<b>Total Distributions</b>	<b>\$ 374.03</b>

Ending Balance	\$ 128,874.98
----------------	---------------

**Grants**

Grantee

Date

Amount

n/a

n/a

\$n/a



Greetings,

We are pleased to share your quarterly fund statement enclosed. Thank you for your continued partnership and commitment to making a difference through the Duluth Superior Area Community Foundation.

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With appreciation,



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

Jessica Peterson (*she/her*) | Development Director  
218-726-0232 | [jpeterson@dsacommunityfoundation.com](mailto:jpeterson@dsacommunityfoundation.com)



**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund Agency**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH March 31, 2025**

**Fund Balance**

Beginning Balance	\$ 30,270.50
-------------------	--------------

**Receipts**

Description	Period Total
Dividends on Investments	\$ 126.96
Interest on Investments	\$ 0.32
Realized Gain/Loss on Invest	\$ 7.72
Unrealized Gain/Loss on Invest	\$ -401.83
<b>Total Receipts</b>	<b>\$ -266.83</b>

**Distributions**

Description	Period Total
Foundation Administrative Fees	\$ 77.44
Investment Management Fees	\$ 9.38
<b>Total Distributions</b>	<b>\$ 86.82</b>

Ending Balance	\$ 29,916.85
----------------	--------------

**Grants**

**Grantee**

**Date**

**Amount**

n/a

n/a

\$n/a



**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund COMBINED**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH March 31, 2025**

**Fund Balance**

Beginning Balance	\$ 160,669.10
-------------------	---------------

**Receipts**

Description	Period Total
Dividends on Investments	\$ 673.93
Interest on Investments	\$ 1.69
Realized Gain/Loss on Invest	\$ 40.98
Unrealized Gain/Loss on Invest	\$ -2,133.02
<b>Total Receipts</b>	<b>\$ -1,416.42</b>

**Distributions**

Description	Period Total
Foundation Administrative Fees	\$ 411.06
Investment Management Fees	\$ 49.79
<b>Total Distributions</b>	<b>\$ 460.85</b>

Ending Balance	\$ 158,791.83
----------------	---------------

**Grants**

Grantee

Date

Amount

n/a

n/a

\$n/a



**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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## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: April 28, 2025  
SUBJECT: Community Foundation Funds—Spendable Amount

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I confirmed with the Duluth Superior Area Community Foundation that you have a spendable amount of up to \$33,426.

The endowment fund continues in perpetuity generating a return of 4.25% of the fund balance over a 12-quarter period. This is currently about \$5,900 annually and fluctuates with the market. In 2018, the Library Board of Trustees requested that annual checks from this endowment fund be reinvested rather than added to the 215, resulting in the current available spendable amount.

Trustees can continue to reinvest the annual checks, or redirect them to the 215. You can withdraw up to the total spending amount, \$33,426, using it to afford facility modifications for safety improvements.

I would like to spend the amount, and an additional \$11,000 from the 215 to implement the emergency exit.

What action would you advise, if any?

# 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

# Library Strategic Plan

Adopted February 2024 for 2024 - 2026

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

The Library supports staff in providing quality service to the community by investing in staff training and development opportunities, as well as the facility, its furnishings, and technologies.

### **Action items:**

- Replace Lighting
- Identify and replace top 5 tech items/furnishings to improve staff productivity
  1. Installed silent alarms--complete
  2. Replacing Staff PCs—complete
  3. Replacing Public PCs—scheduled 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 ~~library strategic goals~~ 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



Grand Marais Public Library  
104 2<sup>nd</sup> Ave West  
Grand Marais, MN 55604

February 24<sup>th</sup>, 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@cmcconstruction.us](mailto:eric@cmcconstruction.us)

[cmcconstruction.us](http://cmcconstruction.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

April 30, 2025

Amanda St. John  
Grand Marais Library Director  
104 2<sup>nd</sup> Avenue West  
Grand Marais, MN 55604

RE: Exit Door

The following is your cost to create an exit door adjacent to your front entry. We have not included any design fees in our proposal, if needed.

Our cost for this project is \$48,000. We have included the following scope of work:

- 3'-0" Door, Frame and Hardware
- Demolition, Carpentry
- Concrete Work, Masonry
- Electrical
- Painting and Taping

Sincerely,



Dean Johnson

DEJ/nmd

## V. Grand Marais Public Library Security Camera Policy

### **Adoption Date:**

**Approved By:** Library Board of Trustees

### **1. Purpose and Scope**

The Grand Marais Public Library is committed to providing a safe and welcoming environment for its patrons, staff, and visitors while maintaining the public's right to privacy. To support this commitment, the library uses video security cameras to enhance safety and deter criminal activity. This policy outlines the purpose, use, and limitations of the library's security camera system and its adherence to applicable privacy laws.

### **2. Privacy and Public Safety**

The library values the intellectual freedom and personal privacy of all individuals using its facilities. While security cameras are used as a tool to enhance the safety of the library's premises, their use is strictly limited to achieving legitimate public safety and operational objectives. The library strives to balance the need for security with respect for individuals' reasonable expectations of privacy.

Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as in the restrooms.

### **3. Use of Security Camera Footage**

Security camera footage is monitored and reviewed by authorized library personnel or city officials only when necessary, such as when there is a reported or observed incident. The footage may be used for:

- Verifying staff or law enforcement can enter or exit the building safely.
- Investigating suspected criminal activity or library policy violations.
- Assisting law enforcement in the event of an incident.
- Assessing safety and operational concerns.

Under no circumstances will security camera footage be used for purposes unrelated to the safety, security, or operations of the library.

### **4. Retention and Storage**

Video footage is stored on a secure, limited-access system and is retained for a temporary period only, typically no longer than 30 days, unless required for an active investigation or legal proceeding. After this period, footage is automatically overwritten or securely deleted.

## **5. Access to Footage and Legal Compliance**

Security camera recordings are considered confidential and are not considered public records. Requests for access to recorded video footage, including from members of the public or law enforcement, must be directed to the City Administrator in accordance with applicable state and federal laws, including the Minnesota Government Data Practices Act and Freedom of Information Act and relevant data privacy statutes.

Access to footage will only be granted under the following conditions:

- A valid court order or subpoena is presented.
- A lawful request is made through the appropriate legal channels.

The library and city administration will comply with all legal obligations concerning the disclosure and protection of video data.

## **6. Policy Review**

This policy will be reviewed on a 5-year basis and updated as necessary to remain compliant with changing laws, technologies, and operational needs.



**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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## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: May 15, 2025  
SUBJECT: Library budget projection for 2026

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I am providing an initial look at a library budget projection for 2026.

This budget:

- Assumes a 10% increase in health insurance. The actual increase is not set until fall.
- Assumes a 3% cost of living increase for staff. The union contract has not yet been negotiated for 2026.
- Projects \$1000 more Worker's Compensation, as advised by the City.
- Includes the 2% increase requested of the County by *Arrowhead Library System*, line 30.
- Reduced line 1 *Salary Full Time* to reflect a new employee filling a full time position.
- Reduced line 2 *Salary Part Time* to reflect the actual number of part time employee hours used in 2024 and trending in 2025.
- Increases line 16, *Service Agreements*, by \$2,800 to continue professional landscaping.
- Increases line 29 *Automation* by \$700 to continue antivirus & dns protection, and \$300 to automate data backup and cloud storage of library records.
- Projects a \$750 increase in contributions gained from photocopies and faxes.
- Has not had any operational lines adjusted according to Year to Date spending trends.

Currently, the budget represents a 1% decrease from last year.

A	B	C		E	F	G	H	I	J	K	L
	Fund 211 - Operating	Comments	2026 Proposal	2025	2025 YTD	2025	2024	2023	2022	Year End 2021	Year End 2020
				Approved		Percent Spent 25% target			(Flood year)		
1	Salary Full Time		\$ 185,081.94	\$ 184,746.00	\$ 41,963.38	23%	\$ 177,757.00	\$ 117,252.51	\$111,920.92	\$113,833.68	\$78,580.50
2	Salary Part Time		\$ 94,397.59	\$ 106,605.00	\$ 17,662.95	17%	\$ 100,220.00	\$ 99,419.38	\$118,597.91	\$121,548.93	\$107,361.34
3	Overtime/Worked holiday				\$ 1,635.93			\$ 1,634.95	\$231.26	\$792.00	\$1,133.94
4	Salary Maintenance	city crew working on library jobs	\$ 2,000.00	\$ 2,000.00	\$ 245.71	12%	\$ 2,000.00	\$ 1,832.46	\$4,885.43	\$1,267.13	\$702.64
5	Salary Cleaning	estimated by city	\$ 7,101.85	\$ 7,171.00	\$ 1,324.97	18%	\$ 6,960.00	\$ 4,810.76	\$4,143.28	\$3,651.90	\$3,285.33
6	PERA	estimated by city	\$ 21,643.60	\$ 22,539.00	\$ 4,711.47	21%	\$ 21,520.00	\$ 16,376.04	\$18,009.52	\$18,125.56	\$14,170.05
7	FICA	estimated by city	\$ 17,892.05	\$ 18,362.00	\$ 3,694.24	20%	\$ 17,790.00	\$ 13,317.81	\$14,670.80	\$14,051.20	\$11,549.06
8	Medicare	estimated by city	\$ 4,308.43	\$ 4,482.00	\$ 863.97	19%	\$ 4,285.00	\$ 3,114.62	\$3,431.09	\$3,286.16	\$2,700.86
9	Health Insurance	estimated by city	\$ 50,889.17	\$ 47,377.00	\$ 10,104.82	21%	\$ 28,316.00	\$ 17,953.74	\$28,991.55	\$28,513.15	\$18,590.97
10	Life Insurance	estimated by city	\$ 495.00	\$ 495.00	\$ 81.36	16%	\$ 495.00	\$ 289.33	\$393.70	\$404.81	\$387.32
11	Unemployment Comp.								\$0.00	\$1,052.62	\$544.26
12	Worker's Compensation	estimated by city	\$ 1,600.00	\$ 1,500.00	\$ -	0%	\$ 2,250.00	\$ 2,376.78	\$2,349.28	\$1,921.00	\$1,837.86
13	Office Supplies	includes book processing supplies	\$ 6,000.00	\$ 6,000.00	\$ 1,427.72	24%	\$ 4,500.00	\$ 4,857.62	\$3,796.63	\$4,063.54	\$3,760.99
14	Heating Fuel		\$ 4,200.00	\$ 4,200.00	\$ 1,463.53	35%	\$ 4,200.00	\$ 3,224.82	\$4,722.34	\$3,088.46	\$2,874.14
15	Repair & Maint.Supplies	(Combined with Build. Main.)	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 600.00	\$ 1,297.62	\$652.45	\$3,214.77	\$345.22
16	Service Agreements	rugs, copier, alarm system	\$ 11,400.00	\$ 8,600.00	\$ 1,348.46	16%	\$ 5,000.00	\$ 8,658.91	\$8,468.29	\$3,997.90	\$4,809.01
17	Telephone		\$ 2,500.00	\$ 2,500.00	\$ 821.21	33%	\$ 2,100.00	\$ 2,327.28	\$1,904.85	\$2,038.18	\$1,943.33
18	Postage		\$ 75.00	\$ 75.00	\$ -	0%	\$ 75.00	\$ 85.80	\$5.81	\$48.16	\$98.90
19	Travel/School	travel, MLA conference	\$ 4,800.00	\$ 4,800.00	\$ 252.80	0%	\$ 4,500.00	\$ 4,636.33	\$1,743.12	\$1,251.39	\$1,109.73
20	Advertising	newspaper ads as needed	\$ 600.00	\$ 600.00	\$ 400.00	67%	\$ 500.00	\$ 289.00	\$594.25	\$503.00	\$767.00
21	Insurance - building	estimated by city	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	25%	\$ 15,000.00	\$ 13,874.79	\$5,567.09	\$4,707.25	\$6,593.68
22	Utilities		\$ 7,000.00	\$ 7,000.00	\$ -	0%	\$ 7,000.00	\$ 6,334.38	\$6,130.07	\$5,598.18	\$5,879.77
23	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ 250.01	\$0.00	\$73.62	\$41.96
24	Books, periodicals		\$ 28,500.00	\$ 28,500.00	\$ 5,786.61	20%	\$ 28,500.00	\$ 26,397.57	\$19,762.90	\$21,836.58	\$28,578.19
25	Membership Dues	ALA, MLA, professional dues	\$ 575.00	\$ 575.00	\$ 210.00	37%	\$ 575.00	\$ 395.00	\$375.00	\$575.00	\$634.00
26	AudioVisual/DVD		\$ 4,000.00	\$ 4,000.00	\$ 233.24	6%	\$ 3,600.00	\$ 4,289.78	\$3,302.74	\$2,786.61	\$3,072.15
27	Other physical materials	Toys/games collection	\$ 250.00	\$ 250.00		0%	\$ 250.00	\$ 253.60	\$104.26	\$168.64	\$0.00
28	Elect Books/Journals								\$1,310.35	\$0.00	\$0.00
29	Automation	tech needs	\$ 2,500.00	\$ 1,500.00	\$ 773.73	52%	\$ 1,000.00	\$ 1,727.02	\$974.31	\$974.31	\$1,773.78
30	ALS Membership	County pays to ALS directly	\$ 29,943.00	\$ 29,356.00	\$ 7,339.00	25%	\$ 29,356.00	\$ 29,356.00	\$28,780.00	\$28,780.00	\$28,780.00
31	Totals		\$ 499,052.63	\$ 504,533.00		30%	\$ 468,649.00	\$ 386,633.91	\$395,819.20	\$392,153.73	\$331,905.98
	Budget Totals		2026	2025			2024	2023 Budget	2022 Budget	2021 Budget	2020 Budget
32	Operating Expenses		\$ 499,052.63	\$ 504,533.00			\$ 468,649.00	\$ 386,633.91	\$395,819.20	\$392,153.73	\$331,905.98
33	Building Sinking Fund		\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			\$ 501,052.63	\$ 506,533.00			\$ 470,649.00	\$ 388,633.91	\$397,819.20	\$394,153.73	\$333,905.98
34	Rev.frm fines,copies,etc		\$ 5,750.00	\$ 5,000.00	\$844.28	17%	\$ 5,000.00	\$ 3,300.00	\$5,737.97	\$5,683.19	\$2,508.06
35	Total Operating Request		\$ 495,302.63	\$ 501,533.00			\$ 465,649.00	\$ 385,333.91	\$392,081.23	\$388,470.54	\$331,397.92
	Budgeted differences +/-										
36	1/2 of Budget Request		\$ 247,651.32	\$ 250,766.50							
37	Total Dollar Difference		\$ (5,480.37)	\$ 35,884.00							
38	Increase for City or County	Decrease for City & County each	\$ (2,740.19)	\$ 17,942.00							
	Percent of Increase		-1.09%	7.7%							