



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, June 26, 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 Friends of Cook County

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

E. Communications

- SPMNF Fund Statement

F. Old Business

- Reserve Funds & Financial Policy
- Final Review of Budget Proposal for 2026
- Policy: By-laws

G. New Business

- Policy: Security Cameras

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



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Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, May 22, 2025
Location: Grand Marais Public Library

McManus called the meeting to order at: 5:02 PM

A. Roll Call and Introduction of Visitors

Present:

Sara McManus, President
Kevin LeVoir, Vice President
Enno Limvere, Secretary
Dave Mills, County Commissioner
Nancy Giguere, Trustee
Sue McCloughan, Trustee
Michael Garry, City Councilor
Amanda St. John, Library Director
Ryan Leng, Librarian

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

Security Camera Policy was tabled while reviewed by legal counsel. Review of reserve funds was added. Mills moved to approve consent agenda as amended; Garry seconded; the motion passed unanimously.

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

- Librarian Erika Ternes accepted a new position at the County. A job opening will be posted.
- Winter Reading Program was popular: 240 Bingo cards were taken and over 400 Bingos completed in total. Thirty-nine youths ages 6 – 11 completed 240 of the Bingos.
- PRIDE event: Brian Malloy is offering a *Writing Your Coming Out Story* workshop at the Hub as part of the official roster on June 14.
- Carpet cleaning slated for June.
- Security cameras have arrived, but we need the policy first.

A Trustee complimented the landscaping.



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D. Reserve Funds (215 Account) Management

The Board discussed options for addressing a negative cash balance in one of the two reserve fund accounts. The conversation focused on potential policy adjustments and accounting strategies to manage cash flow responsibly. The current financial policy treats the two reserve fund accounts differently. Consideration was given to expanding use of the Hazel Matthews Bequest account but clarification was needed about whether other restrictions existed beyond those specified in the donor's will. Financial Policy mandates saving 50% of the operational fund in both the Operational Fund (211) and the Reserve Funds (215). Trustees questioned if this is necessary. The policy also specifies that the Reserve Funds maintain an insurance deductible; is this an operational cost?

Trustees advised that the library continue adhering to the current policy, and that the director and Trustee LeVoir gather more information about funds management and the bequest. Consulting City staff and attorneys was recommended.

D. Communications

- SPMNF Fund Statement
- Duluth Superior Area Community Foundation Fund Statement
- Memo: Community Foundation Funds—Spendable Amount
 - The director strongly recommended using \$33,426 from the spendable funds of Duluth Superior Area Community Foundation, and an additional \$11,000 from the Hazel Matthews fund to implement the emergency exit project.

More discussion ensued about whether the reserve funds have spendable amounts given fund assignments specified in policy, whether Hazel Matthews dollars can be used for building improvements, and whether greater weight should be given to fiscal responsibility or public safety. No decision was made.

E. Old Business

- Review strategic plan – no discussion.
- Emergency Exit Proposals
 - Trustees discussed the egress project. Considerations included what the library had done to address safety and security to date, whether the door provides escape to a safe place and represents a significant improvement, and what other businesses provide for egress. Trustees discussed the cost of the project, recalled that the Department of Homeland Security advised the money could be better spent on other improvements, and proposed that the money for this project exists if Reserve funds are no longer earmarked for operational expenses. The exit was identified as a number 1 staff priority. Director St. John explained the



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goal is to give people a way out of a place that feels like a trap and houses young children and public gatherings.

After reviewing the location of the door and a broader scope of what this project could entail, Trustees advised the Director to seek new quotes for a south wall exit location in place of one of the double windows.

- Policy: Cameras (tabled until next meeting)
- Draft Budget 2026

Trustees discussed creating an operational budget for programs. We've relied on grants, which fluctuate, and high programming levels are an annual cost/library service. **Limvere moved to add \$12,000 for program budget; Mills seconded; the motion passed unanimously.**

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

McManus convened the meeting at 6:54.

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Bills

Acct.#	Description	Category	Expense	Comments
5/22/2025				
211				
	Great Lake Alarm	310	\$ -	\$356.40 paid w/ credit
	Petty Cash	200	\$ 20.32	Story time supplies
	Postage	322	\$ 12.00	Book returns
	amazon	200	\$ 377.92	1DR4-H17N-W467
	Amanda St John	310	\$ 75.00	Trespass Order/ 171011
	metro sales	310	\$ 32.96	INV2787602
	Northern Door & Hardware	310	\$ 125.00	#25-1648
	Vestis	310	\$ 185.29	#2630424527
	Amazon	330	\$ 38.00	#88183606
	Drury Lane books	435	\$ 27.95	250509RL
	Duluth News Tribune	435	\$ 341.89	Expires 250528
	Ingram	435	\$ 88.99	#88183606
	Ingram	435	\$ 409.51	#87990345
	Ingram	435	\$ 622.64	#88061055
	Ingram	435	\$ 214.43	#88093559
	Ingram	437	\$ 19.79	#88093559
0				
211				
SUBTOTAL			\$ 2,591.69	
215				
	Ingram	435	\$ 1,207.93	#88183606
216	Soldo Consulting	304	\$ 5,162.50	Invoiced 5/12/25
	Taproot Landscaping	523	\$ 5,302.00	#741
	Sundew technology	580	\$ 1,043.99	Dated 250519
	Dr. Alanen	447	\$ 500.00	Honorarium
\$ -				
215				
SUBTOTAL			\$ 13,216.42	
\$ -	TOTAL		\$15,808.11	



6/4/2025

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 103.97	1QW6-JH9X-9HH3
	Buck's	200	\$ 2.99	#10550758
	Demco	200	\$ 116.78	#7654796
	Cook county home center	220	\$ 5.99	#362373
	Metro Sales	310	\$ 130.07	INV2794291
	Drury Lane Books	435	\$ 21.95	Date 5/30/2025
	Drury Lane Books	435	\$ 66.95	Date 5/22/25
	Ingram	435	\$ 431.94	#88476001
	Ingram	435	\$ 362.55	#88263099
	Minnesota Library Assoc.	436	\$ 200.00	#300005665
	Amazon	449	\$ 26.11	11NV-CN47-6PPF
0				
211				
SUBTOTAL			\$ 1,469.30	
215				
	Shelley Getten	447	\$ 500.00	Honorarium, May 20, 2025
	Lake County	447	\$ 3,255.00	Date 5/27/25
	iRead	447	\$ 365.90	#305088
\$ -				
215				
SUBTOTAL				
\$ -	TOTAL		\$1,469.30	



6/18/2024

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 97.27	1HCM-NQHW-LPH7
	Demco	200	\$ 116.78	#7654796
	Vestis	310	\$ 185.29	#2630434644
	Arrowhead Broadband	321	\$ 205.09	Billed 6/3/25
	Ingram	435	\$ 303.17	#87625347
	Ingram	435	\$ 65.22	#88573228
	Ingram	437	\$ 45.04	#88573228
	Sundew Tech	449	\$ 61.98	Inv Date 6/16/25
0				
211				
SUBTOTAL			\$ 1,079.84	
215				
	Ingram	435	75.36	#88573228
	Flaherty & Hood	304	82.5	#23262
\$ -				
215				
SUBTOTAL			\$ 157.86	
\$ -			\$1,237.70	

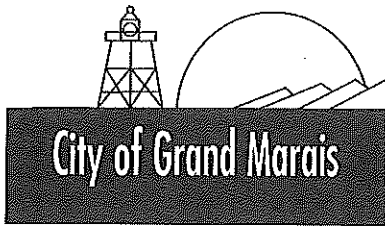
CITY OF GRAND MARAIS INVESTMENTS

April 2025

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE
215- Library Restricted									
LMCIT	4M Fund			2.18%	49,651.10		175.03		49,826.13
M. Lacey	NSFCU	09/23/04		0.3510%	18,430.60		7.57		18,438.17
Patronage R	NSFCU			10.47%	2,589.40		20.37		2,609.77
SSB	SECSB MM			0.90%	140,984.16		46.35		141,030.51
LMCIT	4M Fund			2.18%	137,356.90		484.14		137,841.04
									\$349,745.62

Library									
Security State Bank							141,030.51		\$141,030.51
4M Fund							187,667.17		\$187,667.17
NSFCU							21,047.94		\$21,047.94
							\$0.00	\$0.00	\$0.00
							\$349,745.62	\$0.00	\$349,745.62

\$ 70,874.07 215-10101
 \$ 278,871.55 215-10104
 \$ 349,745.62



CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
Current Period: April 2025

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Page 1

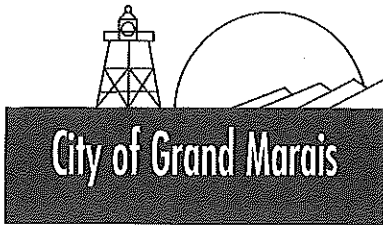
Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$294,201.77	\$42,524.49	\$29,107.26	\$170,249.75	\$121,603.00	\$342,848.52
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	\$0.00	\$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 211-20203 AP Compensated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-20800 Taxes Due (Stat	\$40.72	\$49.00	\$48.06	\$179.00	\$172.67	\$47.05
G 211-25300 Unassigned Fun	-\$257,861.03	\$29,058.26	\$42,476.43	\$121,424.00	\$170,077.08	-\$306,514.11
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$71,631.75	\$71,631.75	\$291,852.75	\$291,852.75	\$0.00
211 LIBRARY	\$0.00	\$71,631.75	\$71,631.75	\$291,852.75	\$291,852.75	\$0.00



CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: April 2025

05/21/25 11:32 AM
 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	\$3,255.26	\$66.90	\$18,967.02	\$54,270.02	-\$70,604.78
G 215-10101 MONEY MARKET	\$70,047.95	\$202.97	\$0.00	\$826.12	\$0.00	\$70,874.07
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	\$530.49	\$0.00	\$2,122.85	\$0.00	\$278,871.55
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	\$17,159.15	\$66.90	\$203.23	\$5,892.31	\$15,538.14	\$7,513.32 -
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	-\$245,561.74	\$0.00	\$530.49	\$48,377.71	\$2,122.85	-\$199,306.88
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$3,255.00	\$0.00	\$4,255.00	-\$38,505.00
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	\$4,055.62	\$4,055.62	\$76,186.01	\$76,186.01	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$4,055.62	\$4,055.62	\$76,186.01	\$76,186.01	\$0.00



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

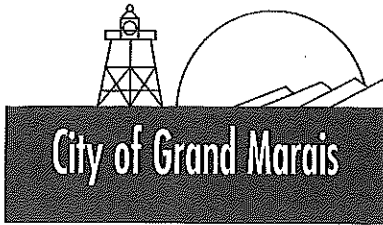
Current Period: April 2025

Current Qtr: 2

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Page 1

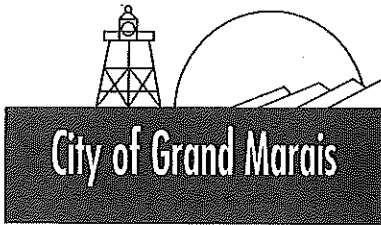
F Account Descr	2025 Budget	April 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$220,545.00	\$0.00	\$0.00	\$220,545.00	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	\$8.05	\$46.40	-\$46.40	0.00%	\$50.40
R 211-00000-36222 Copies Charged	\$5,000.00	\$584.55	\$2,138.14	\$2,861.86	42.76%	\$1,957.37
R 211-00000-36224 Book Replacemen	\$0.00	\$14.00	\$81.88	-\$81.88	0.00%	\$83.64
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	\$53.00	\$136.00	-\$136.00	0.00%	\$157.01
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	\$167,267.32	\$83,633.68	66.67%	\$154,550.00
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	\$42,476.43	\$169,669.74	\$306,776.26		\$156,798.42
211 LIBRARY	\$476,446.00	\$42,476.43	\$169,669.74	\$306,776.26		\$156,798.42



CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: April 2025
 Current Qtr: 2

05/21/25 11:33 AM
 Page 2

f Account Descr	2025 Budget	April 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	\$3,255.00	\$3,255.00	-\$2,255.00	325.50%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$203.23	\$826.89	-\$826.89	0.00%	\$964.13
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$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	\$0.00	\$1,533.54	-\$1,533.54	0.00%	\$1,410.21
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%	\$4,610.00
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%	\$744.53
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	\$3,458.23	\$19,793.14	-\$17,793.14		\$14,178.87
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$530.49	\$2,122.85	-\$2,122.85	0.00%	\$2,454.23
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$530.49	\$2,122.85	-\$2,122.85		\$2,454.23
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$3,988.72	\$21,915.99	-\$19,915.99		\$16,633.10



CITY OF GRAND MARAIS

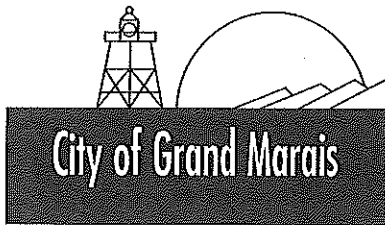
City of Grand Marais Expenditure Guideline

Current Period: April 2025

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Page 1

F Account Descr	2025 Budget	April 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$13,468.48	\$55,431.86	\$129,314.14	30.00%	\$52,920.57
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$6,389.35	\$24,052.30	\$82,552.70	22.56%	\$28,369.57
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	\$61.43	\$307.14	\$1,692.86	15.36%	\$286.12
E 211-45500-111 Salary - Clean	\$7,171.00	\$392.91	\$1,717.88	\$5,453.12	23.96%	\$1,365.08
E 211-45500-121 PERA	\$22,539.00	\$1,518.49	\$6,229.96	\$16,309.04	27.64%	\$6,328.28
E 211-45500-122 FICA	\$18,632.00	\$1,192.23	\$4,886.47	\$13,745.53	26.23%	\$5,070.21
E 211-45500-125 Medicare	\$4,482.00	\$278.81	\$1,142.78	\$3,339.22	25.50%	\$1,185.75
E 211-45500-131 Employer Paid Health	\$47,377.00	\$3,285.56	\$13,390.38	\$33,986.62	28.26%	\$7,916.08
E 211-45500-133 Employer Paid Life	\$495.00	\$33.30	\$114.66	\$380.34	23.16%	\$133.66
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	-\$86.39	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	\$962.20	\$1,427.72	\$4,246.12	29.23%	\$1,804.83
E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$1,463.53	\$2,347.09	44.12%	\$1,708.67
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	\$380.11	\$1,348.46	\$6,800.02	20.93%	\$2,154.71
E 211-45500-321 Telephone	\$2,500.00	\$209.55	\$821.21	\$1,261.28	49.55%	\$836.98
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	\$49.00	\$252.80	\$4,448.20	7.33%	\$237.55
E 211-45500-340 Advertising	\$600.00	\$0.00	\$0.00	\$200.00	66.67%	\$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%	\$2,412.72
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7.51
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$39.62	86.79%	\$0.00
E 211-45500-435 Books, Periodicals	\$28,500.00	\$836.84	\$5,786.61	\$15,826.63	44.47%	\$10,193.74
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$365.00	36.52%	\$0.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$0.00	\$233.24	\$3,470.60	13.24%	\$942.36
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$49.99
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	\$773.73	\$592.63	60.49%	\$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	\$29,058.26	\$121,016.66	\$344,473.44		\$126,492.14
211 LIBRARY	\$475,447.00	\$29,058.26	\$121,016.66	\$344,473.44		\$126,492.14



CITY OF GRAND MARAIS
City of Grand Marais Expenditure Guideline
 Current Period: April 2025

05/21/25 11:43 AM
 Page 2

F Account Descr	2025 Budget	April 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%	\$792.60
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	\$66.90	\$2,576.40	-\$4,742.06	0.00%	\$2,620.93
E 215-45500-449 Automation	\$0.00	\$0.00	\$2,099.53	-\$4,440.88	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	\$66.90	\$5,892.31	-\$8,399.32		\$4,425.05
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%	\$3,012.24
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	\$48,377.71	-\$48,377.71	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$48,377.71	-\$48,377.71		\$3,012.24
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$66.90	\$54,270.02	-\$56,777.03		\$7,437.29

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



Fund Statement

April 1, 2025 - April 30, 2025

Prepared on: May 23, 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://spmfi.phiview.com/spmf>.

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

Fund Activity Summary

Beginning Balance (April 1, 2025)	\$44,908.85
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$69.46
Realized & Unrealized Gain (Loss) ²	\$59.33
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (April 30, 2025)	\$45,037.64
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$45,037.64

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$45,037.64	100.00				
Total	\$45,037.64					

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	(\$1,533.54)
Amount Available to Grant as of April 30, 2025	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of April 30, 2025	\$0.00

Fund Statement Terms

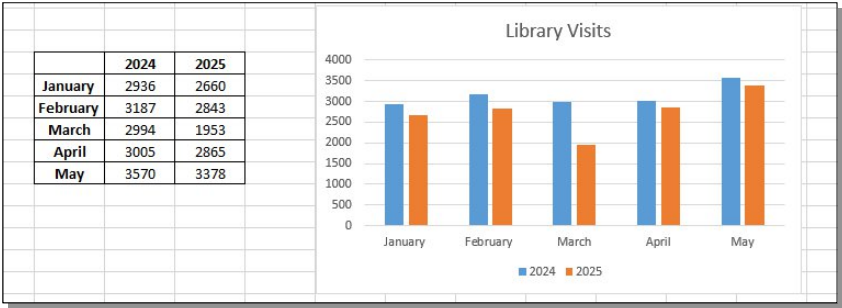
Please note: some definitions outlined below may not be applicable for your Fund.

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).
2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.
3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.
4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).
5. Uncommitted balance is the total of fund assets less any grants scheduled.
6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.
7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.
8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.
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.



Library Director’s Report: June 2025

Prepared by: Amanda St John, Library Director



Programs & Services:

- **Summer Reading Program** launched on June 9 and runs through August 16. We are providing the reading program, where participants earn incentives for reading, and 4 special events, including the *Brodini Comedy Magic Show*, which had over 80 participants laughing and engaging with our magician on June 17.
- **Highlights from Adult Programs** facilitated by Ryan Leng:
 - May 21st, 72 people came to experience Charlie Maguire’s *Going to Bartolina: Songs & Stories of Commercial Sailing on the Great Lakes*.
 - May 28th, 24 people attended *Moving Words*, a lively multi-genre discussion with three 2025 Minnesota Book Award finalists moderated by Staci Drouillard, a 2023 winner.
 - June 4th, 67 people came to learn more about the development of Highway 61 with Dr. Arnold Alanen, author of *The Scenic Route: Building Minnesota’s North Shores*.
- **Tofte Book Drop:** Partnering with the bank manager, Mary VanDoren, we are able to continue the remote location book return service and provide more regular pickups.

Facility:

- **The carpet** was cleaned on June 19.
- **Emergency Exit:** Seeking quotes for the second location, I followed up with Donald Holm Construction, CMC and Johnson Wilson; and I contacted 3 new local companies.

Community Foundations

- **Name Change:** Duluth Superior Area Community Foundation is now called **Boreal Waters Community Foundation**.



Marais Public Library

Avenue West | PO Box 280

Marais, MN 55604-0280

maraislibrary.org | 218.387.1140

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

Purpose

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

Governance

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

Funding

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

1. Allocation of Funds

A. Operations and Unassigned Funds

1. Account 211 – Operating Fund

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

B. Restricted Funds (Capital Reserve)

1. Account 215 – Restricted Fund

- a) These accounts are comprised of donations to the Library and grants.
- b) Some funds are designated by the donor for specific purposes and some are not.
- c) Any funds not spent in a given year carry over and accrue until needed for expenditures as designated by the Library Board.
- d) A minimum balance is to be maintained in this account.
 - I. \$10,000 Insurance deductible
 - II. \$20,000 Computer replacement
 - III. The balance to be considered exigency (to keep the library

operating in catastrophic circumstances.)

IV. The balance should not drop below 6 months operating.

e) Possible uses for these funds include, but are not limited to:

- I. Grounds
- II. Building
- III. Furniture & Equipment
- IV. Collection Expansion
- V. Technology
- VI. Expansion of Services
- VII. Security
- VIII. Programs & Shows
- IX. Marketing Campaigns

X. Other non-salary unanticipated expenses as may arise

2. Account 216 – Hazel Matthews Fund.

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

C. Duluth-Superior Area Community Foundation

1. Grand Marais Public Library Endowment Fund

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

2. Grand Marais Public Library Endowment Fund

(Agency)

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

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

1. Urhammer Fund

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

E. St Paul & Minnesota Foundation

1. Grand Marais Public Library Endowment Fund

- a) Fund established by Grand Marais Public Library.

Financial Policy

- b) Use of monies is unrestricted.

c) All donations shall be deposited to this fund.

2. Gifts

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

B. Gifts accepted include:

1. Cash, securities or real property.

a) Bequests in a will.

b) Gift of life insurance proceeds.

c) Charitable or living trust.

C. Tax benefits

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

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

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

FINANCIAL POLICY 3 Adopted: August 2015; Updated 12/16/19



Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: June 16, 2025
SUBJECT: Library budget projection for 2026

It's time to approve a budget proposal for 2026. The budget would be reviewed by City Council in July (9th or 30th), and move to the County with whom we have a mandatory submission date of August 15.

The budget proposal currently represents a 1.24% increase.

Changes since May:

- Introduction of a Programming Budget at \$12,000.
- For 2026, .44% increase was applied to the payroll budget for the State's Family Medical Leave Act payments.
- Given use, it's recommended that we reduce library maintenance from \$2,000 to \$1,800.

As before:

- 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 \$100 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 more closely 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.

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 33% target			(Flood year)		
1	Salary Full Time		\$ 185,081.94	\$ 184,746.00	\$ 55,431.86	30%	\$ 190,451.99	\$ 117,252.51	\$111,920.92	\$113,833.68	\$78,580.50
2	Salary Part Time		\$ 94,397.59	\$ 106,605.00	\$ 24,052.30	23%	\$ 90,089.35	\$ 99,419.38	\$118,597.91	\$121,548.93	\$107,361.34
3	Overtime/Worked holiday		\$ -	\$ -	\$ 1,635.93		\$ 1,768.93	\$ 1,634.95	\$231.26	\$792.00	\$1,133.94
4	Salary Maintenance	city crew working on library jobs	\$ 1,800.00	\$ 2,000.00	\$ 307.14	15%	\$ 773.69	\$ 1,832.46	\$4,885.43	\$1,267.13	\$702.64
5	Salary Cleaning	estimated by city	\$ 7,101.85	\$ 7,171.00	\$ 1,717.88	24%	\$ 4,237.25	\$ 4,810.76	\$4,143.28	\$3,651.90	\$3,285.33
6	PERA	estimated by city	\$ 21,628.60	\$ 22,539.00	\$ 6,229.96	28%	\$ 20,092.42	\$ 16,376.04	\$18,009.52	\$18,125.56	\$14,170.05
7	FICA	estimated by city	\$ 17,879.65	\$ 18,362.00	\$ 4,886.47	27%	\$ 15,930.68	\$ 13,317.81	\$14,670.80	\$14,051.20	\$11,549.06
8	Medicare	estimated by city	\$ 4,293.13	\$ 4,482.00	\$ 1,142.78	25%	\$ 3,725.71	\$ 3,114.62	\$3,431.09	\$3,286.16	\$2,700.86
9	Health Insurance	estimated by city	\$ 50,889.17	\$ 47,377.00	\$ 13,390.38	28%	\$ 35,103.39	\$ 17,953.74	\$28,991.55	\$28,513.15	\$18,590.97
10	Life Insurance	estimated by city	\$ 495.00	\$ 495.00	\$ 114.66	23%	\$ 367.06	\$ 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%	\$ 1,353.34	\$ 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%	\$ 4,245.20	\$ 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%	\$ 2,737.40	\$ 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%	\$ 1,360.87	\$ 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%	\$ 10,761.82	\$ 8,658.91	\$8,468.29	\$3,997.90	\$4,809.01
17	Telephone		\$ 2,500.00	\$ 2,500.00	\$ 821.21	33%	\$ 2,226.00	\$ 2,327.28	\$1,904.85	\$2,038.18	\$1,943.33
18	Postage		\$ 75.00	\$ 75.00	\$ -	0%	\$ 18.33	\$ 85.80	\$5.81	\$48.16	\$98.90
19	Travel/School	travel, MLA conference	\$ 4,800.00	\$ 4,800.00	\$ 252.80	0%	\$ 2,357.49	\$ 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%	\$ 331.50	\$ 289.00	\$594.25	\$503.00	\$767.00
21	Insurance - building	estimated by city	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	30%	\$ 8,977.75	\$ 13,874.79	\$5,567.09	\$4,707.25	\$6,593.68
22	Utilities		\$ 7,000.00	\$ 7,000.00	\$ -	0%	\$ 5,613.28	\$ 6,334.38	\$6,130.07	\$5,598.18	\$5,879.77
23	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00	\$ -	0%	\$ 190.09	\$ 250.01	\$0.00	\$73.62	\$41.96
24	Books, periodicals		\$ 28,500.00	\$ 28,500.00	\$ 5,786.61	20%	\$ 27,720.95	\$ 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%	\$ 200.00	\$ 395.00	\$375.00	\$575.00	\$634.00
26	AudioVisual/DVD		\$ 4,000.00	\$ 4,000.00	\$ 233.24	6%	\$ 2,290.94	\$ 4,289.78	\$3,302.74	\$2,786.61	\$3,072.15
27	Other physical materials	Toys/games collection	\$ 250.00	\$ 250.00		0%	\$ 250.98	\$ 253.60	\$104.26	\$168.64	\$0.00
28	Programs	Summer Reading, Lifelong learn.	\$ 12,000.00								
29	Elect Books/Journals								\$1,310.35	\$0.00	\$0.00
30	Automation	tech needs	\$ 2,500.00	\$ 1,500.00	\$ 773.73	52%	\$ 1,241.50	\$ 1,727.02	\$974.31	\$974.31	\$1,773.78
31	ALS Membership	County pays to ALS directly	\$ 29,943.00	\$ 29,356.00	\$ 8,800.00	30%	\$ 29,356.00	\$ 29,356.00	\$28,780.00	\$28,780.00	\$28,780.00
32	Totals		\$ 510,809.93	\$ 504,533.00	\$ 133,426.66	26%	\$ 463,726.91	\$ 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
33	Operating Expenses		\$ 510,809.93	\$ 504,533.00			\$ 463,726.91	\$ 386,633.91	\$395,819.20	\$392,153.73	\$331,905.98
34	Building Sinking Fund		\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
			\$ 512,809.93	\$ 506,533.00			\$ 465,726.91	\$ 388,633.91	\$397,819.20	\$394,153.73	\$333,905.98
35	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
36	Total Operating Request		\$ 507,059.93	\$ 501,533.00			\$ 460,726.91	\$ 385,333.91	\$392,081.23	\$388,470.54	\$331,397.92
	Budgeted differences +/-										
37	1/2 of Budget Request		\$ 253,529.97	\$ 250,766.50							
38	Total Dollar Difference		\$ 6,276.93	\$ 35,884.00							
39	Increase for City or County	Decrease for City & County each	\$ 3,138.47	\$ 17,942.00							
	Percent of Increase		1.24%								

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

Revision of By-Laws Policy: Additional changes proposed by trustees

- **Article III:**
 1. Revise to read (modeled on 134.114 and 134.115): The Board of Trustees of the Grand Marais Library shall function as an advisory board and provide advice and make recommendations on matters pertaining to library services. The Board of Trustees of the Grand Marais Library shall provide recommendations regarding integrated service delivery that impacts or is enhanced by library services. The Grand Marais City Council may delegate additional powers and duties to the Board of Trustees of the Grand Marais Library.
- **Article IV**
 1. Article VI does not reflect the actual work of the Board of Trustees, which acts in an advisory capacity, rather than a governing capacity. In reality, the city council is the administrative board. (Several revisions recommended, including: In collaboration with the director, develop library policy according to best practices and recommend its adoption by the city council. In collaboration with the director, develop and submit to city council, a Long Range Plan for the achievement of service and administrative goals.)
 2. Eliminate Section 4. Order of business at regular meetings isn't needed. Formats should be subject to change depending on the business before the board.
 3. Revise section 4 to reflect actual practice: A. Roll Call and Introduction of Visitors. B. Approve Consent Agenda—Agenda, Minutes, Bills. C. Library Director's Report. D. Communications E. New Business F. Old Business
- Under **Article V** –
 1. Add: Any and all committees are subject to the Minnesota Open Meeting Law, public notice of such Committee Meetings shall be posted.
 2. Eliminate Article V.
 3. Eliminate Article V.
- Under **Article VI** - Replace Section 2 with this: 2. Have input in the selecting of a new library director. Replace first part of first sentence Section 4 with this: 4. Work with the library director to supervise and maintain building and grounds,
- Rewrite the **Article VII Duties of the Library Director** to this:
 1. The Library Director shall be considered the executive officer of the board and shall have sole charge of the administration of the library and the guidance an review of the board. (Adding) The city administrator is her immediate supervisor in all areas, including conducting an annual review with input from the board.
 2. The Director shall be considered the executive officer of the board and shall consult the board about library policies, budget, and other administrative matters. The trustees shall provide advice and make recommendations on these and other matters pertaining to library services.

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: 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. (Excerpted from the *Joint Powers Agreement for Library Services*)

Section 2. No citizen-appointment Trustee shall serve more than two (2) consecutive three (3) year terms. A former citizen appointment trustee may be reappointed after a lapse of one year. City or County officials are appointed on an annual basis according to committee assignments.

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. (Excerpted from the *Joint Powers Agreement for Library Services*)

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 (MN Statute 134.10 Board Vacancies) to notify the appointing officials of the vacancy and, by direction of the board, suggest names to the appointing officials 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. If recording of the minutes is delegated to Library staff, the Director shall make the assignment and submit minutes to the secretary for review and approval of submission to the Board.

ARTICLE III: DUTIES

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

The Board of Trustees of the Grand Marais Public Library was organized as a governing Board. In practice and in cooperation with the City of Grand Marais, several functions reflect those of an advisory Board creating a hybrid governance that is lawful according to the City's attorney. The Grand Marais City Council may delegate additional powers and duties to the Board of Trustees of the Grand Marais Library.

Duties of the City of Grand Marais and its governing officials

1. Govern personnel including setting compensation, negotiating union contacts, and managing human resources issues including as regards the library director.
2. Manage the library's finances and accounting with input from Trustees.
3. Adopt an operational budget approved by the Library Board of Trustees.
4. Approve the library's expenditures.
5. Manage the library's operational legal needs.

Duties of the Board of Trustees

1. Operate within the requirements of the Minnesota Open Meeting Law ([Minnesota Statutes Chapter 13D](#)).
2. Make recommendations to the City about appointment or removal of a library director.
3. Fiduciary responsibilities:
 - a. Collaborate with the library director to develop a sound operational budget proposal on a timeline that meets the requirements outlined in the Joint Powers Agreement. The Board approves the proposal.
 - b. Seek to secure adequate operational funds for the library by approving and representing the budget proposal before the City, and County as needed.
 - c. Regularly review the library's expenditures to ensure alignment with strategic priorities, fiscal responsibility, and production of expected library service levels.
 - d. Ensure that adequate reserve funds are maintained to finance library operations in an emergency.

- e. Use contributions in combination with levied funds to ensure the continuous development of services, supporting personal development of all Cook County residents.
4. Adopt library policies that support the highest possible degree of operating efficiency and information access.
5. Work with the library director to ensure that the library building and grounds meet the requirements of the total library program.
6. Develop and implement long range plans for the strategic achievement of high-quality library service that meets and adapts to the changing needs of Cook County's residents.
7. Study and support legislation which will bring about the greatest good to the greatest number of libraries.
8. Cooperate with public officials and boards and maintain vital relations with the public and the Library Friends of Cook County.

Duties of Cook County and its governing officials

1. Adopt an operational budget approved by City Council.

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. 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. A public notice of the meeting's date, time, location, and agenda must be made a minimum of 3 business days (72 hours) prior.

Section 3. A quorum for transaction of business shall consist of a simple majority of four (4). In accordance with Open Meeting Law, Trustees shall not discuss library business with one another outside of public meetings. Trustees communicate electronically with each other through the Library Director to prevent inadvertent creation of a meeting. Avoid using "Reply All," as when members of the public email the Board.

Section 4. Robert's Rules of Order shall govern parliamentary procedure of all meetings.

ARTICLE V: DUTIES OF THE LIBRARY DIRECTOR

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the guidance of the Board. While Trustees oversee library service levels and policy, the Director is supervised in all areas by the city administrator, who is responsible for conducting an annual review of the Director with input from the Board. The Director shall be held responsible for the care of the building 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 VI: 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, updated in 2025

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 for the legitimate business purpose to enhance safety, deter criminal activity, and identify violations of library policies. This policy outlines the purpose, use, and limitations of the library's security camera system and its adherence to applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

2. Public Notice: Signage

Signage will be posted at the library entrances at all times, informing the public that security cameras are in use.

3. Security Camera Locations

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 or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

4. Security

The library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

Nothing in this policy shall prevent reporting real-time observations of conduct that appears to constitute criminal activity to law enforcement or identify safety concerns.

5. Audio Recording

At no time shall the Grand Marais Library, including any person or contracted service, intentionally use library surveillance cameras that have audio recording capabilities.

6. Use of Security Camera Footage

Security camera footage is monitored and reviewed by authorized library personnel or city officials only when reasonably 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, library policy violations or actions considered disruptive to normal library operations.
- 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.

7. 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, legal proceeding or otherwise required under the law. After this period, footage is automatically overwritten or securely deleted.

8. Access to Archived 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.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting office is required to

provide their name, agency, badge number, the nature of the emergency, and the extent of data requested.

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.

9. Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by the applicable laws and regulations governing electronic surveillance and monitoring, including the United States Code of Federal Regulations, 18 U.S.C. (s) 2511(2)(d), and Minnesota Statutes (s) 626A.02, subdivision 2(d), Grand Marais Public Library policies, and the American Library Association policies on confidentiality. Video surveillance data may be nonpublic or private “security information” as defined by Minn. Stat. (s) 13.43, subd. 4, which may be accessed, used, and disclosed only as consistent with those laws and any other applicable law under the Minnesota Government Data Practices Act.

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Recordings shall not be used or disclosed other than specifically authorized by this policy.

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment, or criminal prosecution.

10. Policy Review

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