



## Agenda

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

Thursday, September 25, 2025 at 5 PM | Location: Grand Marais Public Library

#### A. 5:00 PM Call to Order

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

#### C. Open Forum

*The public is invited to speak at this time. Open Forum is limited to one half-hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Board members may ask questions of the speaker. With the agreement of the Board, such matters taken up during the open forum may be scheduled on the current agenda or future agenda.*

#### D. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

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

#### G. Communications

- Masonry Repair Estimate

#### H. Old Business

- Safety and Security Improvements: Emergency Exit Project

#### I. New Business

- Review of Library Performance

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



## MINUTES

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

Thursday, August 28, 2025

Location: Grand Marais Public Library

McManus called the meeting to order at 5:01 PM

A. Roll Call and Introduction of Visitors

Present:

Sara McManus, President  
Kevin LeVoir, Vice President  
Enno Limvere Secretary  
Dave Mills, County Commissioner  
Michael Garry, City Councilor  
Sue McCloughan, Trustee  
Nancy Giguere, Trustee  
Amanda St. John, Library Director  
Guests: None  
Open Forum: None

Consent Agenda -

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills
- **Moved to accept as is by Michael Garry, seconded by Nancy; passed unanimously**

Library Director's Report

- 2 employees resigned this month
  - Multiple applications for open positions
- 2025 Safety and Security Improvement List Work List
  - Addressed Policy and Procedure, Facility, Staff Preparedness & Training, and Communication
  - New Exit - creating one on HWY 61 side not viable
  - Communication Plan - development ongoing

Old Business

- Reserve Fund and Financial Policy
  - **Kevin LeVoir moved to adopt the financial policy, Sue McCloughan seconded, passed unanimously**



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

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- Updated By-laws
  - **Nancy Giguere moved to accept the by-laws, Michael Garry seconded, passed unanimously**

#### New Business

- Policy Library Conduct
  - Looked at the draft prepared by Amanda St. John - discussion followed and suggestions were made on how to post it. **Michael Garry moved to accept the policy and Kevin LeVoir seconded, passed unanimously.**
- Retire Emergency Action Plan
  - **Kevin LeVoir moved and Nancy seconded, passed unanimously.**

Adjourned at 5:45 pm.

Submitted by Rev. Enno K. Limvere, Secretary



## Bills

8/21/2024

Acct.#	Description	Category	Expense	Comments
<b>211</b>				
	amazon	200	\$ 41.03	11F6-1VWN-D9K6
	Sundew Tech	449	\$ 63.98	8/4/25 cloud backup
	Ingram	435	\$ 396.63	#89671379
	Amanda St John	330	\$ 210.80	ALS HQ / Cataloging training
	taproot landscaping	310	\$ 792.32	#7840--po 2
<b>VISA</b>	ObarSki / Cover City	310	\$ 6.55	aug. 12, 2025
	Vestis	310	\$ 154.31	#2630454621
	Ingram	435	\$ 178.87	#89683975
	Ingram	437	\$ 24.75	#89683975
	City of GM	380	\$ 507.73	Utilities - July
	Boreal Media	340	\$ 44.00	25-2914
	MidAmerica	435	\$ 828.50	#0071631
<b>0</b>				
<b>211 SUBTOTAL</b>			\$ 3,249.47	
<b>215</b>				
	amazon	447	\$ 70.47	SRP Picnic/LFCC
	Johnson's	447	\$ 47.42	SRP Picnic/LFCC
	Gene's	447	\$ 371.91	SRP Picnic/LFCC
<b>215 SUBTOTAL</b>				
<b>\$ - TOTAL</b>			\$3,249.47	





## Bills

9/3/2025				
Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 126.80	19KM-QNTK-7HGJ
	Amazon	200	\$ 32.24	17FQ-DFMC-9J36
	Action Fire Protection Serv.	310	\$ 104.00	8/27/2025
	MetroSales	310	\$ 109.32	8/15/2025 tatement
	Minnesota Library Association	330	\$ 50.00	#200008317
	Ingram	435	\$ 199.54	#89937502
	Ingram	435	\$493.05	#88798232
	Ingram	437	\$24.74	#88798232
	Ingram	435	\$215.44	#90010751
	Silver Bay Public Library	435	\$4.50	8/4/25 Lost item
	Amazon	200	\$112.43	13WV-71Q4-CJWQ
0				
211 SUBTOTAL			\$1,472.06	
215				
	Ingram	435	\$10.63	#88798232
	Amy Schmidt	447	\$200.00	8/12/2025
	heather skinner	447	\$ 500.00	8/28/2025
#REF!				
215 SUBTOTAL			\$710.63	
#REF!	TOTAL		\$2,182.69	



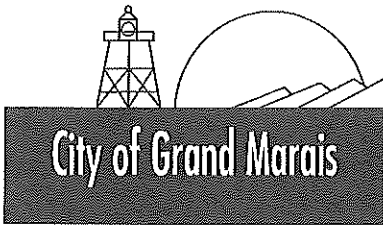
## Bills

9/17/2025				
Acct.#	Description	Category	Expense	
211				
	Amazon Business	200	\$38.58	1CyC-MGJ1-4NCR
	Metro Sales	310	\$170.00	INV2874345
	North Shore Waste	310	\$46.80	#115286
	Vestis	310	\$154.31	#2630464415
	Northshore Journal	340	\$93.76	#18850
	Utilities	380	\$501.72	August
	Amazon Business	435	\$109.03	1FDC-1WPV-4CJH
	Sundew Tech	449	\$191.98	8/22 and 9/3
	Amazon Business	330	\$15.99	1f6x-wr4Q-6ddy
	Amazon Business	200	\$20.89	1f6x-wr4Q-6ddy
0			\$1,343.06	
211 SUBTOTAL				
215				
	Arrowhead Lib Sys	447	\$ 150.00	#15339
	Jeffrey Tibbetts	447	\$ 1,631.25	#27
	Amazon	449	\$ 1,083.68	1RT9-WYF3-M74H
#REF!				
215 SUBTOTAL			\$2,864.93	
#REF!	TOTAL		\$4,207.99	

## CITY OF GRAND MARAIS INVESTMENTS

July 2025

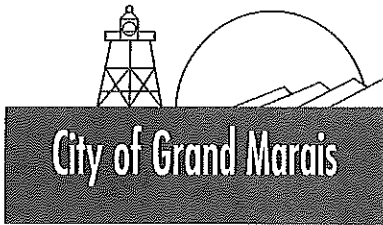
FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			0.02%	50,179.47		180.31		50,359.78	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,453.58		7.84		18,461.42	215-10101
Patronage R	NSFCU			10.47%	2,651.67		21.55		2,673.22	215-10101
SSB	SECSB MM			0.05%	141,124.81		47.94		141,172.75	215-10104
LMCIT	4M Fund			0.02%	138,818.64		498.72		139,317.36	215-10104
										\$351,984.53
									71,494.42	215-10101
									280,490.11	215-10104



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

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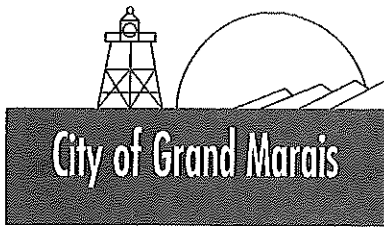
Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
<b>211 LIBRARY</b>						
<b>LIBRARY</b>						
G 211-10100 Cash	\$294,201.77	\$698.86	\$31,480.77	\$483,834.00	\$237,568.90	\$540,466.87
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts 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	\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	\$6,265.81
G 211-20200 Accounts Payabl	-\$1,476.32	\$1,476.32	\$0.00	\$1,476.32	\$0.00	\$0.00
G 211-20202 Accounts Payabl	-\$12,624.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,624.09
G 211-20203 AP Compensated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-20800 Taxes Due (Stat	-\$50.00	\$72.00	\$40.85	\$352.00	\$335.30	-\$33.30
G 211-25300 Unassigned Fun	-\$280,074.36	\$31,408.77	\$2,134.33	\$237,216.90	\$484,975.02	-\$527,832.48
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
<b>LIBRARY</b>	<b>\$0.00</b>	<b>\$33,655.95</b>	<b>\$33,655.95</b>	<b>\$722,879.22</b>	<b>\$722,879.22</b>	<b>\$0.00</b>
<b>211 LIBRARY</b>	<b>\$0.00</b>	<b>\$33,655.95</b>	<b>\$33,655.95</b>	<b>\$722,879.22</b>	<b>\$722,879.22</b>	<b>\$0.00</b>



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

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Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
<b>215 LIBRARY RESTRICTED FUND</b>						
<b>LIBRARY RESTRICTED FUND</b>						
G 215-10100 Cash	-\$35,301.78	\$495.27	\$10,891.89	\$29,753.72	\$91,949.44	-\$97,497.50
G 215-10101 MONEY MARKET	\$70,047.95	\$209.70	\$0.00	\$1,446.47	\$0.00	\$71,494.42
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	\$546.66	\$0.00	\$3,741.41	\$0.00	\$280,490.11
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	\$10,891.89	\$704.97	\$30,715.74	\$22,690.19	\$25,184.70
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	-\$245,561.74	\$0.00	\$546.66	\$54,723.70	\$3,741.41	-\$194,579.45
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$0.00	\$6,510.00	\$8,510.00	-\$36,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
<b>LIBRARY RESTRICTED FUND</b>	<b>\$0.00</b>	<b>\$12,143.52</b>	<b>\$12,143.52</b>	<b>\$126,891.04</b>	<b>\$126,891.04</b>	<b>\$0.00</b>
<b>215 LIBRARY RESTRICTED FUN</b>	<b>\$0.00</b>	<b>\$12,143.52</b>	<b>\$12,143.52</b>	<b>\$126,891.04</b>	<b>\$126,891.04</b>	<b>\$0.00</b>



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

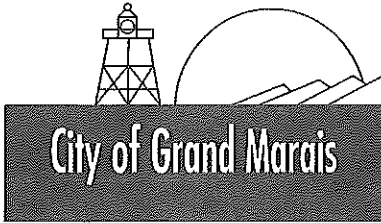
Current Period: July 2025

Current Qtr: 3

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F Account Descr	2025 Budget	July 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	\$226,349.00	\$0.00	\$225,349.00	\$1,000.00	99.56%	\$202,469.00
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	\$20.19	\$103.15	-\$103.15	0.00%	\$90.05
R 211-00000-36222 Copies Charged	\$5,000.00	\$531.85	\$4,155.09	\$844.91	83.10%	\$3,761.73
R 211-00000-36224 Book Replacemen	\$0.00	\$63.97	\$267.97	-\$267.97	0.00%	\$280.33
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%	\$62.68
R 211-00000-36230 Contributions and	\$0.00	\$42.00	\$334.02	-\$334.02	0.00%	\$389.60
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	\$255,705.00	\$0.00	\$250,900.18	\$4,804.82	98.12%	\$232,825.00
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	\$487,054.00	\$658.01	\$481,109.41	\$5,944.59		\$439,878.39
211 LIBRARY	\$487,054.00	\$658.01	\$481,109.41	\$5,944.59		\$439,878.39



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

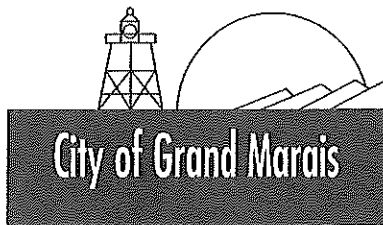
Current Period: July 2025

Current Qtr: 3

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f Account Descr	2025 Budget	July 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$209.97	\$1,448.04	-\$1,448.04	0.00%	\$1,673.69
R 215-00000-36230 Contributions and	\$0.00	\$495.00	\$15,467.71	-\$15,467.71	0.00%	\$8,253.00
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	\$2,610.00	-\$2,610.00	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%	\$1,000.00
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	\$704.97	\$23,059.29	-\$21,059.29		\$18,691.43
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$546.66	\$3,741.41	-\$3,741.41	0.00%	\$4,333.98
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$546.66	\$3,741.41	-\$3,741.41		\$4,333.98
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$1,251.63	\$26,800.70	-\$24,800.70		\$23,025.41



# CITY OF GRAND MARAIS

## City of Grand Marais Expenditure Guideline

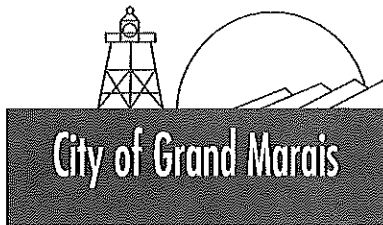
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F Account Descr	2025 Budget	July 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
<b>211 LIBRARY</b>						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$10,036.81	\$99,658.94	\$85,087.06	53.94%	\$100,036.86
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$7,639.21	\$50,728.19	\$55,876.81	47.59%	\$50,195.86
E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,635.93	-\$1,635.93	0.00%	\$1,725.94
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$34.42	\$392.47	\$1,607.53	19.62%	\$628.40
E 211-45500-111 Salary - Clean	\$7,171.00	\$491.14	\$3,373.73	\$3,797.27	47.05%	\$2,105.13
E 211-45500-121 PERA	\$22,539.00	\$1,372.60	\$11,639.32	\$10,899.68	51.64%	\$11,602.02
E 211-45500-122 FICA	\$18,632.00	\$1,089.48	\$9,273.66	\$9,358.34	49.77%	\$9,274.46
E 211-45500-125 Medicare	\$4,482.00	\$254.80	\$2,168.79	\$2,313.21	48.39%	\$2,168.99
E 211-45500-126 MN Paid Leave	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-131 Employer Paid Health	\$47,377.00	\$1,924.92	\$19,279.31	\$28,097.69	40.69%	\$16,520.88
E 211-45500-133 Employer Paid Life	\$495.00	\$25.83	\$199.63	\$295.37	40.33%	\$226.10
E 211-45500-140 Unemployment Comp	\$0.00	\$165.34	\$251.73	-\$251.73	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,500.00	\$1,133.21	\$1,133.21	\$366.79	75.55%	\$144.27
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$1,370.60	\$3,960.51	\$1,960.82	67.32%	\$2,543.38
E 211-45500-217 Heating Fuel	\$4,200.00	-\$539.16	\$1,313.75	\$2,886.25	31.28%	\$1,708.67
E 211-45500-220 Repair/Maint Supply (	\$1,000.00	\$469.30	\$475.29	\$524.71	47.53%	\$1,074.25
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	\$2,844.56	\$5,378.15	\$2,757.92	67.93%	\$4,562.16
E 211-45500-321 Telephone	\$2,500.00	\$209.67	\$1,443.93	\$851.16	65.95%	\$1,411.02
E 211-45500-322 Postage	\$75.00	\$29.20	\$45.83	\$29.17	61.11%	\$0.00
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$548.00	\$937.80	\$3,862.20	19.54%	\$369.63
E 211-45500-340 Advertising	\$600.00	\$0.00	\$400.00	\$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	\$496.50	\$804.17	\$5,688.10	18.74%	\$3,935.87
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	\$44.72	\$305.10	-\$5.10	101.70%	\$131.04
E 211-45500-435 Books, Periodicals	\$28,500.00	\$915.15	\$16,411.01	\$11,494.26	59.67%	\$16,141.22
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$410.00	-\$85.00	114.78%	\$200.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	-\$37.91	\$556.32	\$3,227.40	19.32%	\$1,017.70
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$203.98
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-447 Programming	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	-\$585.94	\$1,174.52	\$325.48	78.30%	\$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	\$29,932.45	\$233,351.29	\$239,779.46		\$228,518.38
211 LIBRARY	\$475,447.00	\$29,932.45	\$233,351.29	\$239,779.46		\$228,518.38





# CITY OF GRAND MARAIS

## City of Grand Marais Expenditure Guideline

Current Period: July 2025

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F Account Descr	2025 Budget	July 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%	\$1,231.92
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	\$10,616.07	\$10,698.57	-\$10,698.57	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$664.44	-\$664.44	0.00%	\$2,897.02
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	\$1,283.29	-\$1,283.29	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	\$275.82	\$5,883.78	-\$5,923.77	0.00%	\$4,098.31
E 215-45500-449 Automation	\$0.00	\$0.00	\$3,675.88	-\$3,675.88	0.00%	\$968.69
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$16,949.00
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	\$10,891.89	\$23,422.34	-\$21,462.33		\$26,187.77
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 215-45508-304 Attorney(Civil)	\$0.00	\$0.00	\$5,162.50	-\$5,162.50	0.00%	\$0.00
E 215-45508-447 Programming	\$0.00	\$0.00	\$500.00	-\$500.00	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	\$5,302.00	-\$5,302.00	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	\$49,421.70	-\$49,421.70	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$60,386.20	-\$60,386.20		\$3,012.24
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$10,891.89	\$83,808.54	-\$81,848.53		\$29,200.01



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## Library Director's Report: September 2025

Prepared by: Amanda St John, Library Director

### Staff

- Library clerk Evelyn Coffin resigned this month.
- I have recommended two Library Clerk candidates for hire, and we are beginning to extend interviews for the Librarian 1 position.

### Programs

- We have a full set of programs scheduled through October:
  - Author David Hakensen is speaking about the life of Helen Hoover
  - Award-winning author Brian Malloy is offering 4 writing workshops
  - We have two basket-making workshops
  - We're celebrating Indigenous Peoples Day with Jeffrey Tibbetts, who blends ceremony, culture, and art into a hands-on carving experience while sharing perspective on the Ojibwe worldview.

### Collections

- We're weeding collections that have outgrown their space, and we are talking to a vendor about ways to improve shelving and displays for our children's collection.

### Technology

- Thanks to staff input, we have added a Scan-to-Email feature to the services we provide. A patron scanning a document can email it to a recipient directly from the photocopier machine. It eliminates several steps and barriers from the process we used before and is delighting users on a regular basis.
- Our mac laptop has failing ports that affect our ability to recharge and connect peripherals to the device. I've purchased a replacement taking us one more step forward in updating the library's computers, scheduled for completion in 2026.

### Facility

- Doors: The exterior handicap button failed again, the interior lobby doors sagged and scraped the tile again—we knew this was a possibility, and I noticed that a door arm and lock needed repair at the staff entrance. Northern Doors completed the work this month. They did not charge to repair the problematic button.

## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: September 18, 2025  
SUBJECT: Masonry Repair Estimate

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While repair of the stonework on the rotunda—where bricks began sliding out—was not identified as an immediate priority, it is a known future need that remains on our radar.

Hecht's Masonry, after viewing the rotunda, generously provided a speculative estimate that addresses the facility as a whole. I'm bringing this forward as "food for thought" as we continue to monitor the condition of the rotunda and plan responsibly for future facility needs.

Attachment: Hecht's Masonry—Masonry Repair



Estimate # 2536

Hecht's Masonry LLC  
11716 Emerald Rd  
Pine City, MN 55063  
[Gavinhecht2@gmail.com](mailto:Gavinhecht2@gmail.com)

Date: 9/8/25  
Name: Grand Marais Public Library  
Address: 104 2nd Ave W, Grand Marais, MN 55604  
Email: [amanda.stjohn@alslib.info](mailto:amanda.stjohn@alslib.info)

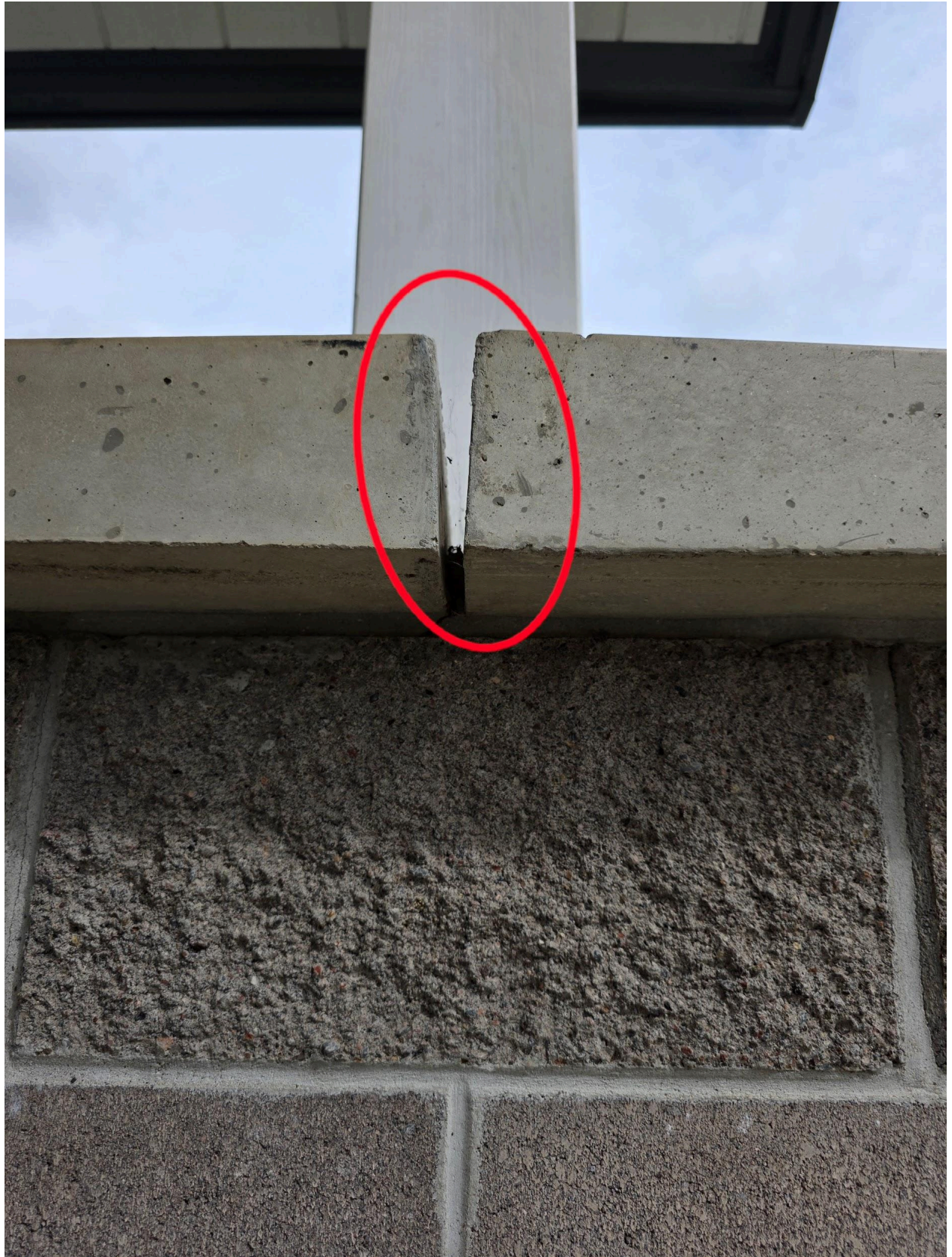
Project  
(masonry repair)

Project Photos

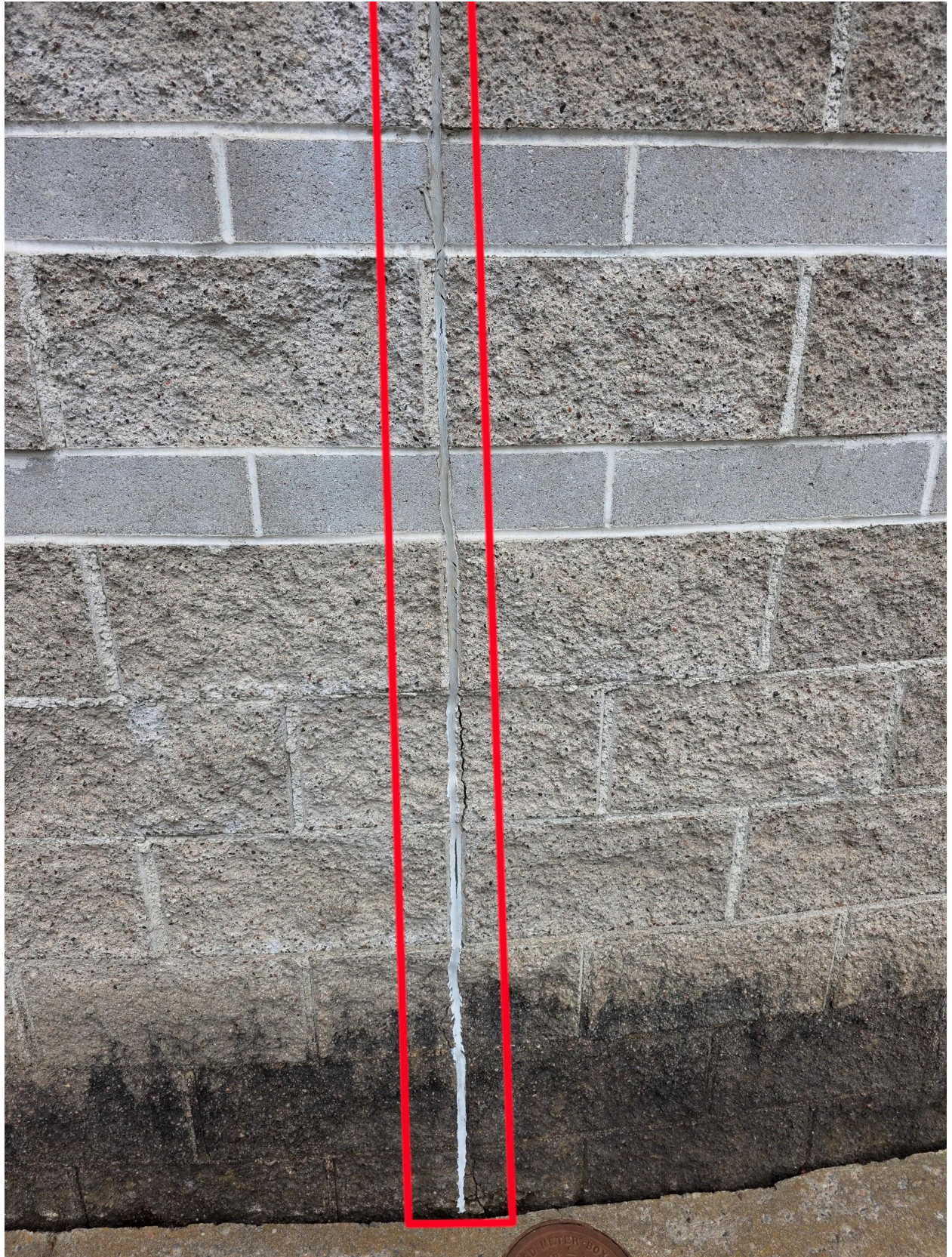




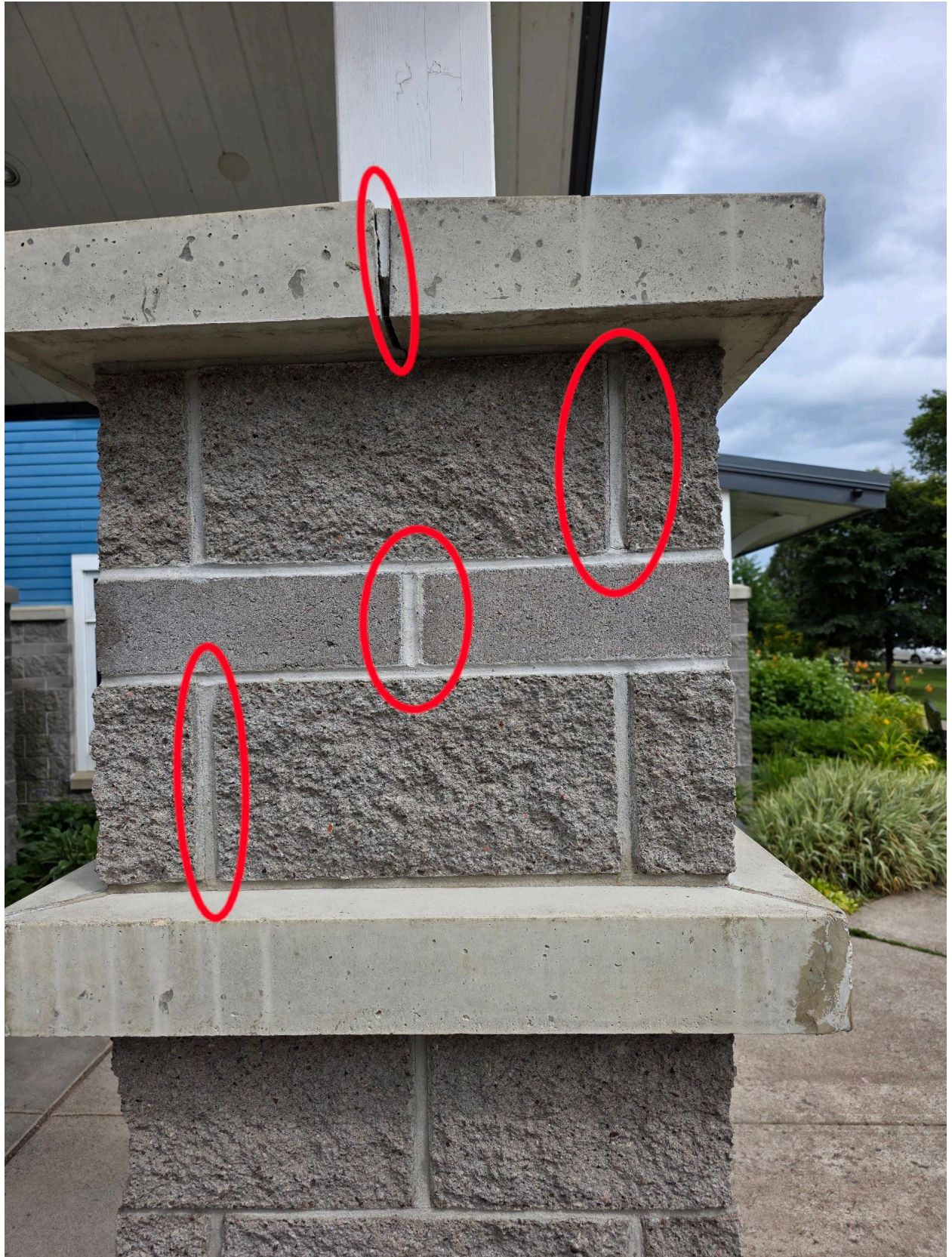




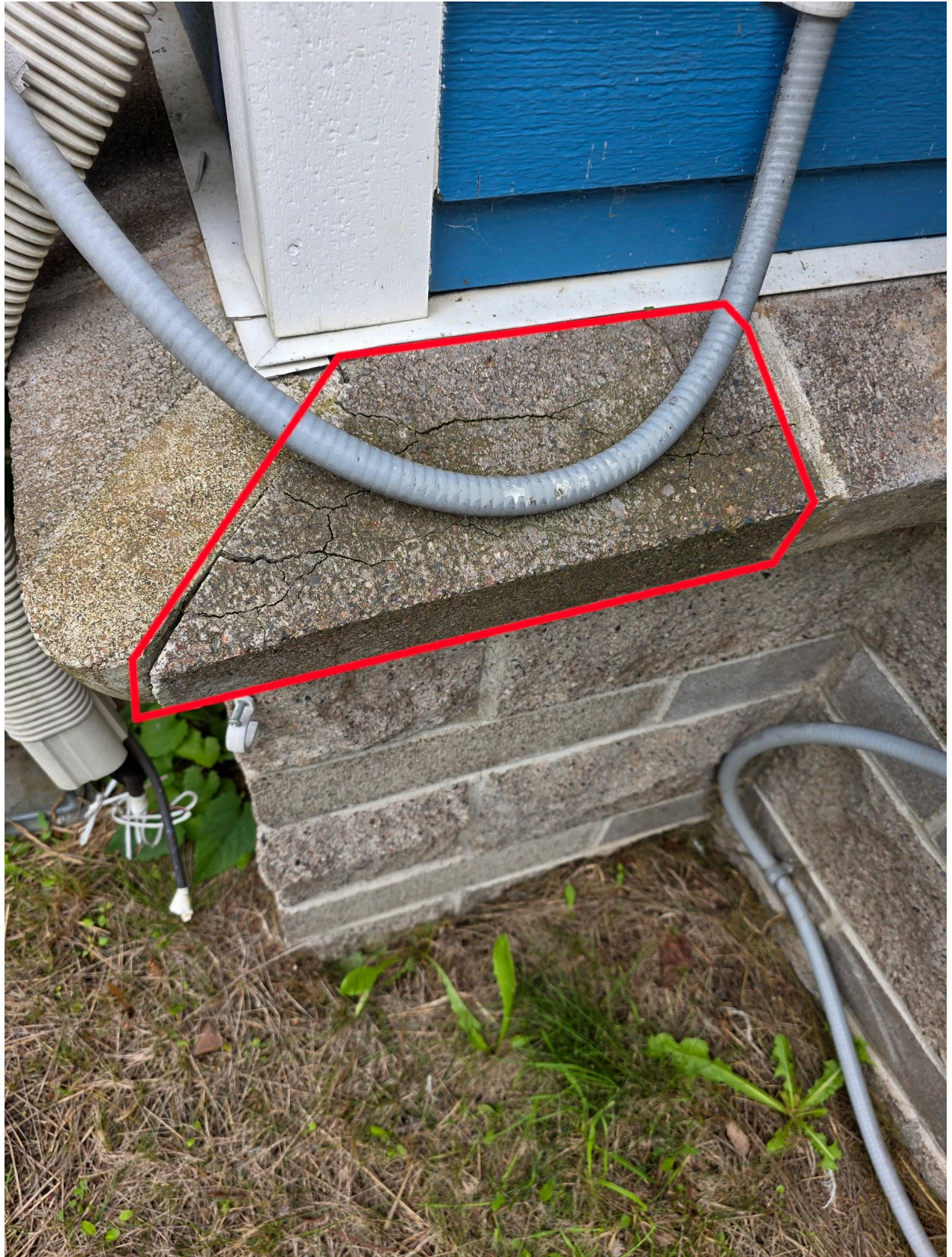




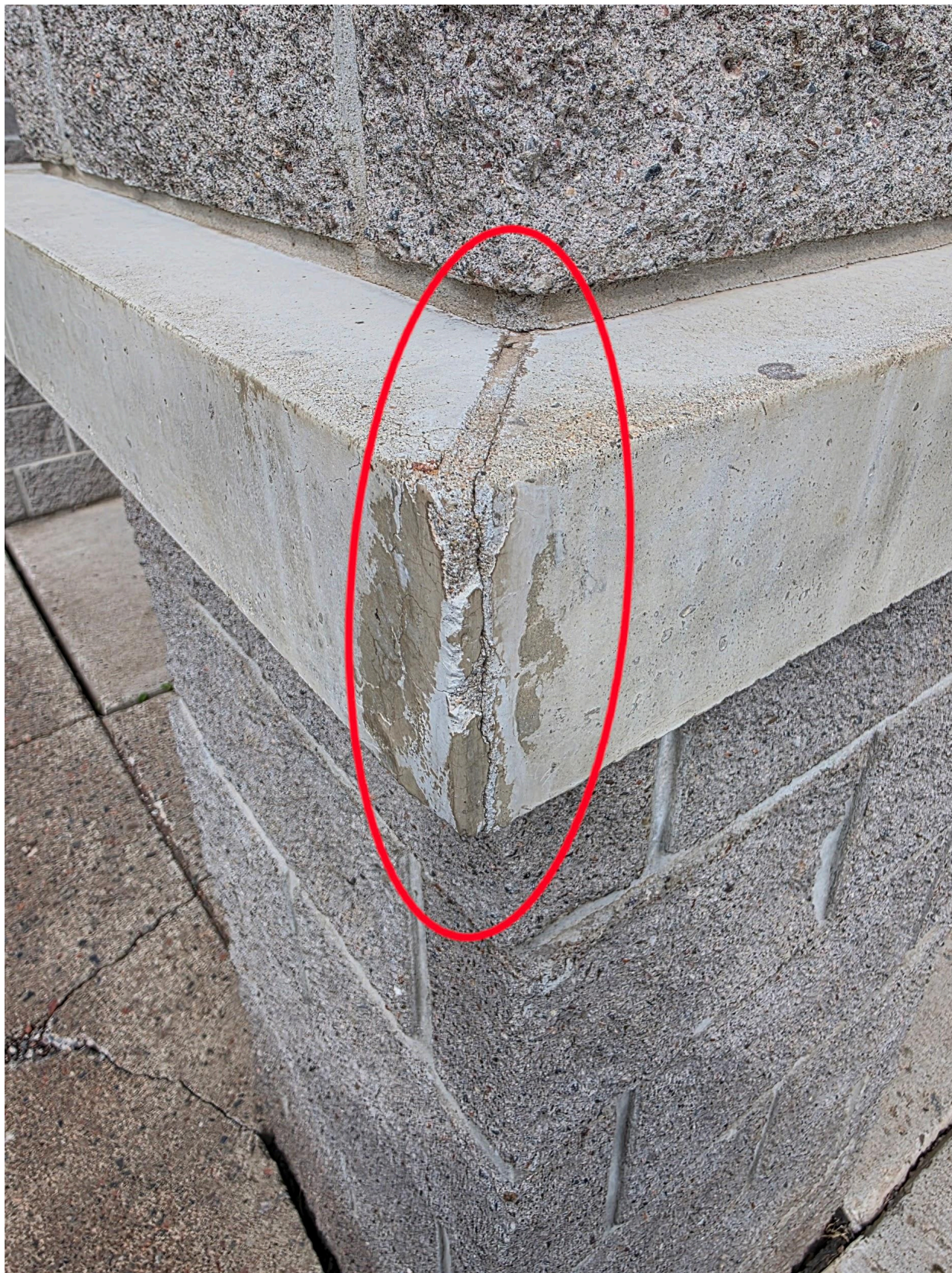




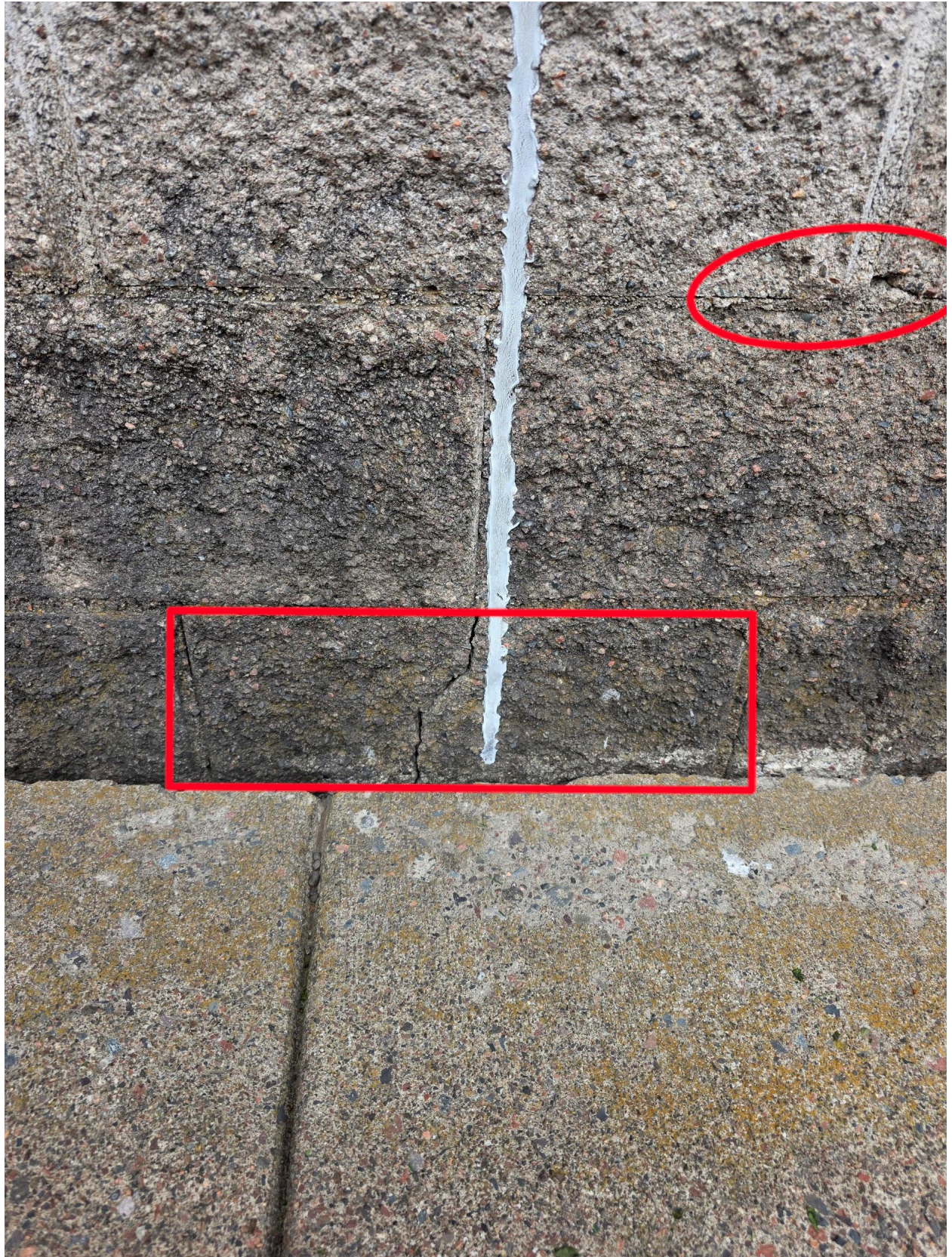




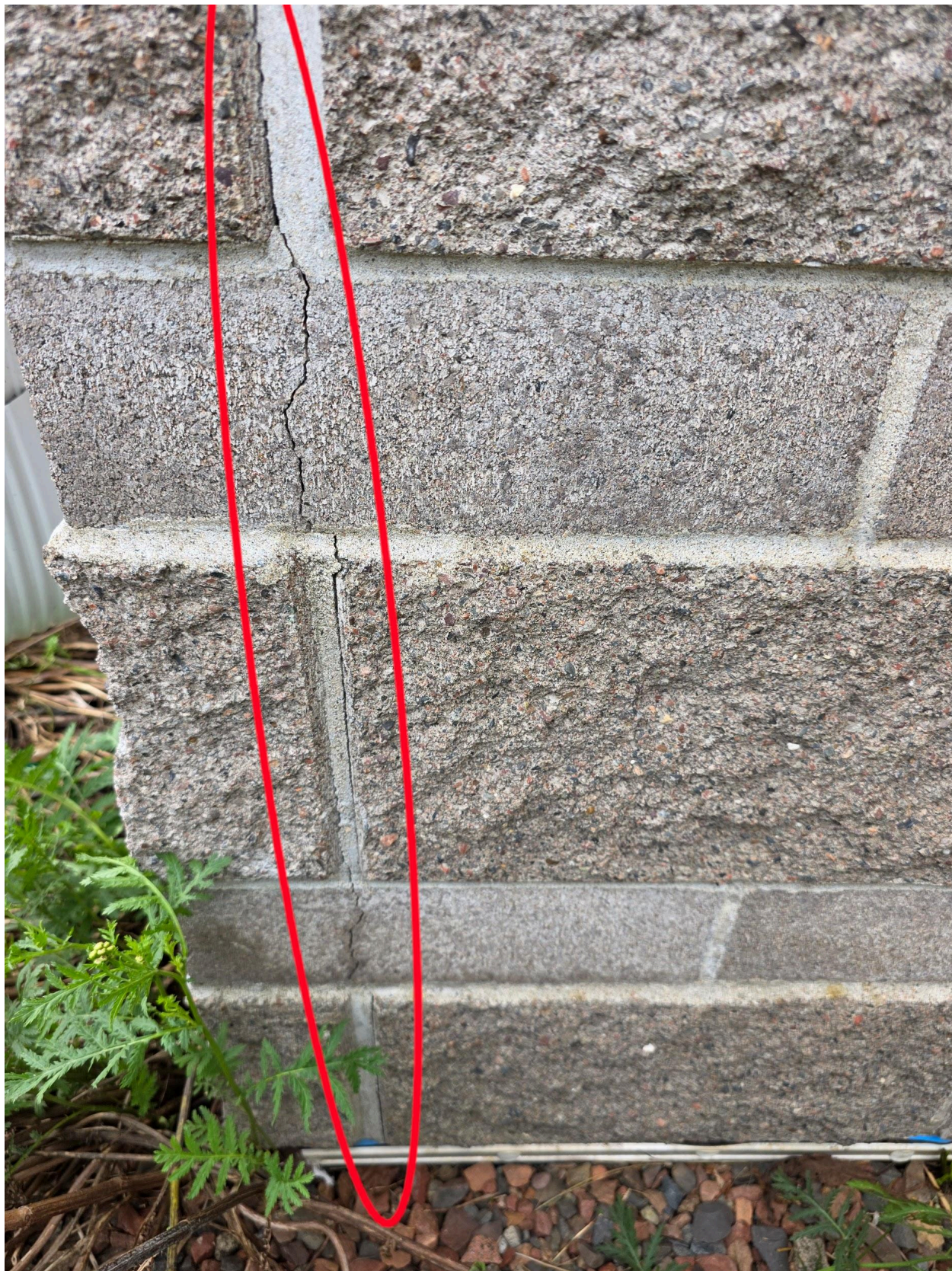














### Project Description

- Lay out canvas to protect the area from dust and debris
- Remove and replace all damaged/loose block (approximately 19) using new block of the same dimension and texture
- Remove and replace all damaged caulking throughout the control joints
- Grind out all damaged mortar joints to a depth of approximately one inch
- Remove all dust and debris from the ground out mortar joints and apply water to them before repointing
- Repoint all ground out mortar joints using type S mortar mixed with mortar bonding agent
- Tool all mortar joints to match the existing finish
- Clean the area when finished and properly dispose of debris

Total: \$ 11,270

Notes: This estimate includes all labor, equipment, and materials. It will take approximately eleven days of labor to complete this project. Not all areas in need of repair have been photographed for this estimate. This estimate does include all masonry repairs on the building. Type S mortar mixed with mortar bonding agent will be used to install the new masonry units. Vulkem 116 caulking will be used to seal all control joints.





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 light blue horizontal line.

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

## Memo

TO: Library Board of Trustees  
FROM: Amanda St. John, Library Director  
DATE: September 18, 2025  
SUBJECT: Review of Library Performance

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In February this year, Trustees adopted a review tool to assess the library's performance on an annual basis. Now it's time to put our work into action.

Please complete the *Review of Library Performance* input form and **send it to Amanda on or before Thursday, October 9**. This would give me 1 week to aggregate your input and share something back to you at the October 23, 2025 Board meeting. There, you can discuss the results and add any final comments.

Once finalized, the Board's review will be shared with the City Administrator. This step both keeps open communication between the Library and the City and provides material for his use in evaluating my performance and setting future goals.

### Process & Timeline:

- September 18, 2025: Distribute input forms
- Thursday, October 9, 2025 or before: Input forms due
- Thursday, October 16, 2025: Input forms combined and distributed in Board Packet
- Thursday, October 23, 2025: Agenda item—Board discussion
- Thursday, November 6, 2025 or before: Delivery to City Administrator

### Inclusions:

1. Review of Library Performance input form
2. Copy of the Library Strategic Plan

## Trustee's Review of Library Performance



Department: Library	Date:
---------------------	-------

**Instructions:** Utilizing current strategic plan and your own observations of the library's performance, place an "X" in the column under the category that best describes this department's performance in the following areas of responsibility during 2025. Please add **written or typed comments for each category**. Note especially any strengths, weaknesses, and opportunities for improvement.

Strategic Goals and Priorities	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> <li>The library maintains strategic goals that adequately reflect the needs of the library and the communities it serves</li> </ul>					
<ul style="list-style-type: none"> <li>Is continually progressing in the achievement of the current strategic goals</li> </ul>					
Comments:					
Budget Effectiveness	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> <li>Responsibly and effectively allocates financial resources to achieve the strategic goals</li> </ul>					
<ul style="list-style-type: none"> <li>Maintains a collection that is up-to-date and appealing to patrons</li> </ul>					
<ul style="list-style-type: none"> <li>Makes effective use of technology for its own operations</li> </ul>					
<ul style="list-style-type: none"> <li>Meets the community's technology needs</li> </ul>					



<b>Opportunities for improvement:</b>				
<p>1. Where does the library not meet the needs of its patrons, miss key opportunities, or stray from its strategic priorities?</p> <p>2. For each area of concern, describe the issue, its impact, and what success would look like in this area?</p>				
<b>Overall Performance (Select One Description)</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>More is Expected</b>	<b>Performance Not Demonstrated</b>
<p>What overall goals would you recommend for 2026?</p>				



# Library Strategic Plan | 2024 - 2027

Approved By: Library Board of Trustees  
Adoption Date: February 2024  
Last Reviewed: May 2025

## Focus Area 1: The Library inspires robust community involvement

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

### Action items:

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

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

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

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

### Action items:

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

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

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 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

## MEMO

**To:** Library Board of Trustees  
**From:** Nancy Giguere, Trustee  
**Date:** September 25, 2025

Here are the reasons why I'm not in favor of adding an emergency exit to the front wall of the library.

- If an active shooter enters the library through the front door, an emergency exit in the front wall would send people back out the front. This is not an effective escape route, especially since there is already a back exit that would be much farther away from the danger.
- An emergency exit in the children's area (or nearby) would create an entirely new hazard: It could be opened either accidentally or on purpose by a curious child. This could allow smaller children and toddlers to wander off by themselves, perhaps into the highway.
- As Helen Muth, former Trustee, pointed out at the June 2025 meeting of the Board, the creation of emergency exit in the front wall will undermine the building's architectural integrity.
- In the opinion of the Homeland Security agent who inspected the library, it would be more cost effective to add means of security (such as cameras, etc.). This we have done. (Even the brand new City Hall, presumably built according to code and safety specifications, does not have an emergency exit.)
- The Big Beautiful Bill severely cuts federal funding for essential services that will now require increased local support from counties and cities. That, in turn, may reduce available funding for library services and hours of operation. We have already spent a considerable sum on security measures recommended by Homeland Security. Spending additional funds on an emergency exit is not economically prudent, especially in this time of funding cutbacks.
- The Library Director has contacted 12 contractors. Only four provided a quote, and indicated that they were willing or able to carry out the job. Several declined either because they were too busy or the project was not a good fit. Several did not respond at all.