



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

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, July 25, 2024.

Call to Order: 5:00 PM

Main Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda

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

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

- Hiring: Custodian, Clerk
- Facility updates

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



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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, June 27, 2024.

Main Location: Grand Marais Public Library

Garry called the meeting to order at 5:02 PM

Present:

Michael Garry, President, Grand Marais City Council Representative
Kevin LeVoir, Vice President, Trustee
Dave Mills, Secretary, Cook County Board Representative (arrived late)
Nancy Giguere, Trustee
Enno Limvere, Trustee (arrived late)
Sue McCloughan, Trustee
Sara McManus, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda

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

Giguere moved to approve the consent agenda.

McCloughan seconded.

Approved unanimously.

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

- Facility updates: Lighting project and spigot repair
 - Director St. John also apprised Board of furniture cleaning project
- Hiring process update
 - We hired a clerk but the candidate reconsidered. The position is posted and will appear in the newspaper again. The custodian gave his notice as well but will stay on while the hiring process goes forward.

Limvere arrived 5:04 PM

Mills arrived 5:05 PM

- Incident response
 - Director St. John updated Board about the incidents with a threatening community member and a bomb threat during Cook County Pride's recent events. Trustees discussed ideas for further supporting library staff.



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Garry adjourned the meeting at 5:19 PM.

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Bills

7/2/2023

Acct.#	Description	Category	Expense	Comments
211				
	amazon business	200	\$33.64	14Y7-PV6T-NP1M
	amazon business	449	\$ 66.50	14Y7-PV6T-NP1M
	amazon business	200	\$ 41.76	1MF7-6WYP-11Kt
	Buck's hardware	200	\$ 25.25	#10486387
	MetroSales	310	\$ 0.50	INV2550677
	MetroSales	310	\$ 183.43	INV2548987
	Susan Hawkinson (author)	435	\$ 16.95	6-Jun-24
	Ingram	435	\$ 570.39	#82515786
	MLA	436	\$ 200.00	#300005263
0				
211 SUBTOTAL			\$ 1,104.78	
215				
	Amazon Business	200	\$ 134.59	11QX-W1FQ-THDV
	Sandra Hisakuni	447	\$ 200.00	Honorarium/ Haiku workshop
	Ingram	435	\$ 1,296.43	#82515787
\$ -				
215 SUBTOTAL			\$ 1,631.02	
\$ -	TOTAL		\$2,735.80	

CITY OF GRAND MARAIS INVESTMENTS

May 2024

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEEMPTIC	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			0.02%	47,511.19		211.29		47,722.48	215-10101
M. Lacey	NSFCU	09/23/04		0.20%	18,546.07		7.85		18,553.92	215-10101
Patronage R	NSFCU			10.00%	2,358.93		19.12		2,378.05	215-10101
SSB	SECSB MM			0.90%	140,467.62		47.72		140,515.34	215-10104
LMCIT	4M Fund			0.02%	131,437.10		584.55		132,021.65	215-10104
									\$341,191.44	

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

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$265,894.16	\$242,021.00	\$44,313.47	\$400,322.34	\$172,291.60	\$493,924.90
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	-\$2,667.79	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,667.79
G 211-20202 Accounts Payabl	-\$15,573.10	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,573.10
G 211-20800 Taxes Due (Stat	-\$39.00	\$55.00	\$0.00	\$202.00	\$163.93	-\$0.93
G 211-25300 Unassigned Fund	-\$247,638.08	\$44,258.47	\$242,021.00	\$172,089.60	\$400,158.41	-\$475,706.89
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$286,334.47	\$286,334.47	\$572,613.94	\$572,613.94	\$0.00
211 LIBRARY	\$0.00	\$286,334.47	\$286,334.47	\$572,613.94	\$572,613.94	\$0.00

City of Grand Marais Balance Sheet

Current Period: May 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$11,046.42	\$1,500.25	\$4,154.40	\$14,735.96	\$11,611.92	-\$7,922.38
G 215-10101 MONEY MARKET	\$67,452.80	\$238.26	\$0.00	\$1,201.65	\$0.00	\$68,654.45
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$269,450.49	\$632.27	\$0.00	\$3,086.50	\$0.00	\$272,536.99
G 215-11500 Accounts Receiv	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	-\$182.56	\$0.00	\$0.00	\$0.00	\$0.00	-\$182.56
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fund	-\$4,633.50	\$4,154.40	\$738.51	\$8,599.68	\$14,937.61	-\$10,971.43
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retriected Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$240,298.53	\$0.00	\$632.27	\$3,012.24	\$3,086.50	-\$240,372.79
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	-\$33,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
LIBRARY RESTRICTED FUND	\$0.00	\$6,525.18	\$6,525.18	\$30,636.03	\$30,636.03	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$6,525.18	\$6,525.18	\$30,636.03	\$30,636.03	\$0.00

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: May 2024

Current Qtr: 2

F Account Descr	2024 Budget	May 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$203,468.00	\$202,469.00	\$202,469.00	\$999.00	99.51%	\$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	\$19.50	\$69.90	-\$69.90	0.00%	\$81.45
R 211-00000-36222 Copies Charged	\$5,000.00	\$755.33	\$2,712.70	\$2,287.30	54.25%	\$2,078.02
R 211-00000-36224 Book Replacement	\$0.00	\$22.99	\$106.63	-\$106.63	0.00%	\$177.81
R 211-00000-36225 Library Card Repla	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36226 Out of State Libra	\$0.00	\$62.68	\$62.68	-\$62.68	0.00%	\$0.00
R 211-00000-36230 Contributions and	\$0.00	\$54.00	\$211.01	-\$211.01	0.00%	\$342.00
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$232,825.00	\$38,637.50	\$193,187.50	\$39,637.50	82.98%	\$183,950.00
R 211-00000-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$441,293.00	\$242,021.00	\$398,819.42	\$42,473.58		\$186,629.28
211 LIBRARY	\$441,293.00	\$242,021.00	\$398,819.42	\$42,473.58		\$186,629.28

City of Grand Marais Revenue Guideline

Current Period: May 2024

Current Qtr: 2

F Account Descr	2024 Budget	May 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	100.00%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$238.51	\$1,202.64	-\$1,202.64	0.00%	\$1,185.34
R 215-00000-36230 Contributions and	\$0.00	\$500.00	\$6,950.00	-\$6,950.00	0.00%	\$100.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,060.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,410.21	-\$1,410.21	0.00%	\$1,327.91
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$4,610.00	-\$4,610.00	0.00%	\$2,000.00
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$66,080.98
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$744.53	-\$744.53	0.00%	\$0.00
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
R 215-00000-39205 Transfer From Libr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$1,738.51	\$15,917.38	-\$13,917.38		\$71,754.23
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$632.27	\$3,086.50	-\$3,086.50	0.00%	\$2,606.64
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$632.27	\$3,086.50	-\$3,086.50		\$2,606.64
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$2,370.78	\$19,003.88	-\$17,003.88		\$74,360.87

CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: May 2024

F Account Descr	2024 Budget	May 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
2 E 211-45500-101 Salary (Full-Time Em	\$177,757.00	\$20,490.72	\$73,411.29	\$104,345.71	41.30%	\$26,894.16
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$10,727.92	\$39,097.49	\$61,122.51	39.01%	\$51,963.70
2 E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,435.06	-\$1,435.06	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$0.00	\$286.12	\$1,713.88	14.31%	\$894.66
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$456.08	\$1,821.16	\$5,138.84	26.17%	\$2,215.89
2 E 211-45500-121 PERA	\$21,520.00	\$2,375.64	\$8,703.92	\$12,816.08	40.45%	\$6,031.66
2 E 211-45500-122 FICA	\$17,790.00	\$1,923.77	\$6,993.98	\$10,796.02	39.31%	\$4,998.48
2 E 211-45500-125 Medicare	\$4,285.00	\$449.91	\$1,635.66	\$2,649.34	38.17%	\$1,169.05
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$2,879.91	\$10,795.99	\$17,520.01	38.13%	\$6,762.70
2 E 211-45500-133 Employer Paid Life	\$495.00	\$33.25	\$166.91	\$328.09	33.72%	\$126.81
2 E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-150 Worker s Comp (GEN	\$2,250.00	\$0.00	\$144.27	\$2,105.73	6.41%	\$1,034.95
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$519.15	\$2,323.98	\$2,057.27	54.28%	\$1,467.32
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$1,708.67	\$2,491.33	40.68%	\$2,007.63
2 E 211-45500-220 Repair/Maint Supply (\$600.00	\$54.77	\$460.16	-\$474.25	179.04%	\$369.29
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-310 Service Agreements	\$5,000.00	\$1,733.70	\$3,888.41	\$621.77	87.56%	\$1,689.38
2 E 211-45500-321 Telephone	\$2,100.00	\$171.25	\$1,008.23	\$890.83	57.58%	\$793.28
2 E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$75.00	0.00%	\$0.00
2 E 211-45500-330 Transportation/Schoo	\$4,500.00	\$33.08	\$270.63	\$4,130.37	8.21%	\$432.45
2 E 211-45500-340 Advertising	\$500.00	\$0.00	\$223.50	\$276.50	44.70%	\$324.00
2 E 211-45500-360 Insurance (GENERAL)	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%	\$4,918.45
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	\$576.04	\$2,988.76	\$3,524.29	49.65%	\$2,179.86
2 E 211-45500-428 Cash Short	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%	\$0.00
2 E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$168.96	43.68%	\$0.00
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,666.05	\$11,859.79	\$14,242.55	50.03%	\$12,000.40
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$225.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$13.24	\$955.60	\$2,582.30	28.27%	\$1,527.17
2 E 211-45500-440 Other Physical Items	\$250.00	\$153.99	\$203.98	\$46.02	81.59%	\$0.00
2 E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-449 Automation	\$1,000.00	\$0.00	\$359.54	\$640.46	35.95%	\$0.00
2 E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$439,293.00	\$44,258.47	\$170,750.61	\$263,942.04		\$130,930.35
211 LIBRARY	\$439,293.00	\$44,258.47	\$170,750.61	\$263,942.04		\$130,930.35

City of Grand Marais Expenditure Guideline

Current Period: May 2024

F Account Descr	2024 Budget	May 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GENE	\$0.00	\$0.00	\$792.60	-\$1,097.33	0.00%	\$135.24
2 E 215-45500-220 Repair/Maint Supply (\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-330 Transportation/Schoo	\$0.00	\$2,897.02	\$2,897.02	-\$2,897.02	0.00%	\$59.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$42.83	-\$42.83	0.00%	\$89.60
2 E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$600.00
2 E 215-45500-438 Donations-Other Orga	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-447 Programming	\$0.00	\$1,257.38	\$3,878.31	-\$3,898.31	0.00%	\$731.22
2 E 215-45500-449 Automation	\$0.00	\$0.00	\$968.69	-\$968.69	0.00%	\$144.59
2 E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	-\$14,949.00	847.45%	\$42,183.09
2 E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$4,154.40	\$8,579.45	-\$23,853.18		\$43,942.74
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$3,012.24	-\$3,012.24	0.00%	\$0.00
2 E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$3,012.24	-\$3,012.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$4,154.40	\$11,591.69	-\$26,865.42		\$43,942.74

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



Fund Statement

May 1, 2024 - May 31, 2024

Prepared on: July 1, 2024

101 Fifth Street East, Suite 2400
Saint Paul, MN 55101

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 (May 1, 2024)	\$40,586.04
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$34.52
Realized & Unrealized Gain (Loss) ²	\$1,236.24
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (May 31, 2024)	\$41,856.80
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$41,856.80

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$41,856.80	100.00				

Total **\$41,856.80**

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Available to Grant Calculated for Current Year	\$1,719.77
Administrative Fees	(\$309.56)
Grants (Paid) Returned in Current Year	(\$1,410.21)
Amount Available to Grant as of May 31, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of May 31, 2024	\$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.



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Library Director's Report: July 2024

Prepared by: Amanda St John, Library Director

Hiring:

I recommended that City Council hire Lynnette Harris for our custodian position. We've received 6 new applications for clerks and interviews are scheduled.

Programs:

91 people came to see Jackie Fallon and her peregrine falcon. The schools are bringing groups to the programs. We're excited about the partnership and proud to help youths retain literacy skills over the summer.

Building:

We repaired the flush handle on the urinal.

One of our handicap buttons has failed. We believe a circuit board is fried. I consulted a local electrician, who referred me to a Duluth Company.

Since repairs from the flood, the staff work area is carrying higher levels of humidity. The Air source heat pump is equipped with a dehumidifier but this wasn't keeping up and does refrigerates the air. I purchased a stand-alone dehumidifier and it is doing the job we needed.

Safety Response:

As a safety improvement, a door will be installed between the staff work area and circulation. There is an 8 - 12 week lead time on the part. I anticipate completion by October.

To gather information about policies, customer service protocols and other aspects of safety incident response, I am in contact with directors from Ramsey, Hennepin and St. Louis counties. I will also be connecting with the director of libraries in Sedona, Arizona.