



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, December 19, 2024

Call to Order: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

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

D. Communications

- **Organizational Endowed Funds:** an FAQ from Duluth Superior Area Community Foundation
- **DSACF Fund Statements (3)**
- **SPMNF Fund Statement**

E. New Business

- Budget update
- Taproot Landscaping Proposal
- Director's Review

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, November 21, 2024.

LeVoir called the meeting to order at: 5:02 pm
Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

Present

Kevin LeVoir, Vice President, Trustee
Enno Limvere, Trustee
Sue McCloughan, Trustee
Nancy Giguere, Trustee
Sara McManus, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

Absent

Dave Mills, Secretary, Cook County Board Representative
Michael Garry, President, Grand Marais City Council Representative

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

Giguere asked about a bill from Two Harbors Public Library. This was for the subscription for *Book Pages*, which Two Harbors, Silver Bay, and Grand Marais libraries maintain cooperatively.

McManus asked to add discussing the Director review to agenda

McManus moved, Giguere seconded. Approved unanimously as amended

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

Building updates: boiler repairs completed, but we won't know if the issue is fully solved until the heat is off, Northern Door repaired the sweeps on the front doors, ESC systems performed annual inspection of smoke alarms today.

Limvere asked about hardware replacement on the new staff door. It is scheduled to be completed this weekend.

D. New Business:

- Set 2025 Calendars: Board meetings, Holiday closures
McManus moved, Giguere seconded. Approved unanimously
- Discuss Library Director Review



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McManus stated that current board policy is to review the director annually and it seemed appropriate to return to that practice. Director St. John provided additional context. Limvere expressed desire not to duplicate the City's evaluation process. Giguere thought the existing board-created tool needs editing. McManus offered to look over the prior review tools and bring a working document to the December meeting. The Board accepted.

Giguere moved to adjourn McCloughan seconded, unanimous

Adjourned at 5:14 pm.



Bills

	Description	Category	Expense	Comments
11/20/2024				
211				
	Amazon	200	\$ 92.75	1GCI-P7NG-4JF7
	Amazon	200	\$ 39.58	19K4-V41K-FFYH
	Amax	310	\$ 1,120.00	#389
	Northern Door	310	\$ 260.00	24-4120
	Petty Cash	322	\$ 18.33	Summer Reading postage
	Catherine Magi	330	\$ 186.59	ALS HQ/Training
	EventBrite / Library webinars	330	\$ 275.04	
	Ingram	435	\$ 651.71	#84758687
	Amazon	437	\$ 16.14	1N6V-CC7Q-6PC4
	Amazon	437	\$ 124.20	1FKM-PL4N-47RJ
0				
211				
SUBTOTAL			\$ 2,784.34	
215				
	Johnson's Foods	447	\$ 9.72	6/27/24; SumReading
215				
SUBTOTAL			\$ 9.72	
\$ -	TOTAL		\$2,794.06	



12/4/2024

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 93.98	1VGV-CC7L-TXHM
	metro sales	310	\$ 107.29	INV2648821
	Vestis	310	\$ 138.51	#2630361622
	Amazon	437	\$ 256.97	1K3N-HNHK-TV79
0				
211				
SUBTOTAL			\$ 596.75	
215				
	Amazon	200	\$ 73.00	1NGT-GD1K-V9M7
	Snow Bunting	520	\$ 2,700.00	#1098
215				
SUBTOTAL			\$ 2,773.00	
\$				
-	TOTAL		\$3,369.75	

CITY OF GRAND MARAIS INVESTMENTS

October 2024

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEEMPTIC	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			0.55%	48,552.31		199.20		48,751.51	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,384.78		7.79		18,392.57	215-10101
Patronage R	NSFCU			10.47%	2,454.82		19.90		2,474.72	215-10101
SSB	SECSB MM			0.05%	140,703.30		47.80		140,751.10	215-10104
LMCIT	4M Fund			0.55%	134,317.30		551.09		134,868.39	215-10104
									\$345,238.29	
									69,618.80	215-10101
									275,619.49	215-10104

CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: October 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	\$1,362.05	\$44,900.35	\$446,529.71	\$340,882.45	\$371,541.42
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	\$14.99	\$14.99	\$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	\$49.00	\$69.26	\$467.00	\$427.76	\$0.24
G 211-25300 Unassigned Fund	-\$247,638.08	\$44,851.35	\$1,292.79	\$340,400.46	\$446,086.96	-\$353,324.58
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$46,262.40	\$46,262.40	\$787,412.16	\$787,412.16	\$0.00
211 LIBRARY	\$0.00	\$46,262.40	\$46,262.40	\$787,412.16	\$787,412.16	\$0.00

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: October 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	\$4,470.27	\$992.00	\$22,405.73	\$39,326.99	-\$27,967.68
G 215-10101 MONEY MARKET	\$67,452.80	\$226.89	\$0.00	\$2,366.00	\$200.00	\$69,618.80
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	\$598.89	\$0.00	\$6,169.00	\$0.00	\$275,619.49
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	\$992.00	\$4,697.16	\$36,314.75	\$22,571.73	\$9,109.52
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	\$598.89	\$3,012.24	\$6,169.00	-\$243,455.29
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$0.00	\$0.00	\$2,000.00	-\$34,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
LIBRARY RESTRICTED FUND	\$0.00	\$6,288.05	\$6,288.05	\$70,267.72	\$70,267.72	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$6,288.05	\$6,288.05	\$70,267.72	\$70,267.72	\$0.00

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: October 2024

Current Qtr: 4

F Account Descr	2024 Budget	October 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	\$0.00	\$202,469.00	\$999.00	99.51%	\$201,225.00
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	\$3.45	\$106.10	-\$106.10	0.00%	\$128.64
R 211-00000-36222 Copies Charged	\$5,000.00	\$843.35	\$5,954.80	-\$954.80	119.10%	\$5,085.53
R 211-00000-36224 Book Replacement	\$0.00	\$119.99	\$506.71	-\$506.71	0.00%	\$388.86
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	\$0.00	\$62.68	-\$62.68	0.00%	\$10.00
R 211-00000-36230 Contributions and	\$0.00	\$229.00	\$1,765.60	-\$1,765.60	0.00%	\$1,452.31
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	\$0.00	\$232,825.00	\$0.00	100.00%	\$233,881.00
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	\$1,195.79	\$443,689.89	-\$2,396.89		\$442,171.34
211 LIBRARY	\$441,293.00	\$1,195.79	\$443,689.89	-\$2,396.89		\$442,171.34

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: October 2024

Current Qtr: 4

F Account Descr	2024 Budget	October 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	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$27.96	\$2,169.06	-\$2,169.06	0.00%	\$2,384.76
R 215-00000-36230 Contributions and	\$0.00	\$4,470.00	\$13,223.00	-\$13,223.00	0.00%	\$1,800.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,271.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$199.20	\$1,609.41	-\$1,609.41	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	\$4,805.50	-\$4,805.50	0.00%	\$2,233.25
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	\$1,000.00	\$0.00	100.00%	\$1,000.00
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	\$4,697.16	\$24,551.50	-\$22,551.50		\$78,097.90
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$598.89	\$6,169.00	-\$6,169.00	0.00%	\$5,591.32
R 215-45508-39206 Transfer From Haz	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$598.89	\$6,169.00	-\$6,169.00		\$5,591.32
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$5,296.05	\$30,720.50	-\$28,720.50		\$83,689.22

CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: October 2024

F Account Descr	2024 Budget	October 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	\$13,796.81	\$141,017.68	\$29,840.92	83.21%	\$80,141.23
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$7,096.11	\$68,295.26	\$28,367.14	71.70%	\$86,521.35
2 E 211-45500-105 Overtime	\$0.00	\$39.05	\$1,764.99	-\$1,764.99	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$0.00	\$755.33	\$1,244.67	37.77%	\$1,166.33
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$477.58	\$2,987.14	\$3,783.55	45.64%	\$4,743.80
2 E 211-45500-121 PERA	\$21,520.00	\$1,605.73	\$16,106.52	\$4,615.07	78.55%	\$12,816.00
2 E 211-45500-122 FICA	\$17,790.00	\$1,252.58	\$12,777.65	\$4,389.76	75.32%	\$10,459.14
2 E 211-45500-125 Medicare	\$4,285.00	\$292.95	\$2,988.31	\$1,151.09	73.14%	\$2,446.10
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$3,621.69	\$28,196.18	-\$3,501.87	112.37%	\$14,064.48
2 E 211-45500-133 Employer Paid Life	\$495.00	\$29.50	\$307.97	\$157.53	68.18%	\$242.94
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	\$1,385.08	\$864.92	61.56%	\$2,376.78
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	\$522.64	\$4,037.04	\$455.07	89.89%	\$3,231.49
2 E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$2,099.97	\$2,100.03	50.00%	\$2,414.95
2 E 211-45500-220 Repair/Maint Supply (\$600.00	\$79.00	\$1,350.21	-\$750.21	225.04%	\$1,074.78
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120.22
2 E 211-45500-310 Service Agreements	\$5,000.00	\$2,413.82	\$8,839.20	-\$4,323.09	186.46%	\$6,146.11
2 E 211-45500-321 Telephone	\$2,100.00	\$205.86	\$2,022.62	-\$125.19	105.96%	\$1,723.01
2 E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$75.00	0.00%	\$71.88
2 E 211-45500-330 Transportation/Schoo	\$4,500.00	\$576.57	\$1,119.12	\$3,380.88	24.87%	\$3,095.56
2 E 211-45500-340 Advertising	\$500.00	\$0.00	\$331.50	\$168.50	66.30%	\$460.00
2 E 211-45500-360 Insurance (GENERAL)	\$15,000.00	\$9,500.57	\$9,500.57	\$5,499.43	63.34%	\$14,409.73
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	\$445.42	\$5,290.25	\$1,290.16	81.57%	\$4,676.32
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	\$59.05	\$190.09	\$109.91	63.36%	\$250.01
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$2,512.88	\$24,233.55	\$3,660.10	87.16%	\$21,509.08
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$200.00	\$375.00	34.78%	\$395.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$226.54	\$1,476.62	\$1,594.40	55.71%	\$2,813.74
2 E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$203.98	\$46.02	81.59%	\$253.60
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	\$519.05	\$398.41	60.16%	\$928.76
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	\$44,754.35	\$338,003.39	\$83,094.70		\$279,456.45
211 LIBRARY	\$439,293.00	\$44,754.35	\$338,003.39	\$83,094.70		\$279,456.45

City of Grand Marais Expenditure Guideline

Current Period: October 2024

F Account Descr	2024 Budget	October 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	\$1,339.86	-\$1,339.86	0.00%	\$1,045.09
2 E 215-45500-220 Repair/Maint Supply (\$0.00	\$0.00	\$7,784.55	-\$7,784.55	0.00%	\$161.00
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	\$0.00	\$2,897.02	-\$3,444.46	0.00%	\$59.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$80.15	-\$80.15	0.00%	\$1,359.29
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	\$450.00	-\$450.00	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	\$992.00	\$5,725.25	-\$5,750.24	0.00%	\$4,077.79
2 E 215-45500-449 Automation	\$0.00	\$0.00	\$968.69	-\$968.69	0.00%	\$446.17
2 E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$16,949.00	-\$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%	\$274.39
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	\$992.00	\$36,294.52	-\$34,866.95		\$50,205.82
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$3,012.24	-\$5,047.24	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	-\$5,047.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$992.00	\$39,306.76	-\$39,914.19		\$50,205.82

Organizational Endowed Funds Frequently Asked Questions

Organizational Endowed (Agency) Funds

Why does my organization appear to have two funds?

- When a nonprofit establishes an Organizational Endowed Fund, the Community Foundation sets up two funds in our system.
 - Agency - This fund records gifts directly from the nonprofit itself.
 - Non-Agency - This fund records gifts directly from third parties that are given for the benefit of the nonprofit.
- The separation is due to the fact that if the nonprofit organization chooses, they can recognize funds held in the Agency Fund as its own assets. As such, the Community Foundation cannot recognize these as our own assets. Therefore, for accounting purposes, the two are kept separate.

How do I read my fund statements?

- You will notice that we give you three statements:
 - Agency Fund (gifts that come *directly from* your organization)
 - Non-Agency Fund (gifts that come from *outside* your organization)
 - Combined statement (reflects overall view of the fund balance, does not include a combined ATS)
- Please note that fund statements are only sent if your organization's fund has a balance.
- If your organization utilizes the online portal (highly recommended), you will be notified via email when your statements are ready for viewing. Note, you can create an unofficial statement at any time via the portal.
- Your organization may also request an official statement at any time (for a board meeting, etc.).

My board is confused, how can I explain the difference between the two funds?

- The short answer is they are separated for purposes of accounting and audit. The funds that the nonprofit puts into the fund is kept in the Agency Fund, and can be claimed as an asset by the organization. The funds donated by individual donors goes into the sister fund, or Non-Agency Fund, and are claimed as assets by the Community Foundation.

What is the portal and why should I use it?

- The portal is the online system where you can log in and see your ATS and fund statements. This is the only place where you will see the most current, up to date information. Statements that are mailed or emailed to you will reflect amounts at the time of calculation.

What is ATS?

- Your ATS (Available to Spend) is the amount designated from your fund balance that can be granted to your organization, whether at your request or automatically each year. This amount is calculated based on the Community Foundation's annual spending policy (in 2024 this was 4.25%). ATS is calculated **once** a year and will be reflected in your portal in February each year.

Why can't I see a combined ATS of both my Agency and Non-Agency funds?

- Currently, the Community Foundation's system is unable to provide statements reflecting a combined ATS. We have requested this functionality and are hopeful this will be an option in the future, but for now you will need to combine the ATS from both funds manually.

How does my organization access its ATS?

- You have two options:
 - Your ATS is automatically sent to you in November of each year – one combined check for the ATS from both the Agency and Non-Agency Funds.
 - You request a payment for any amount of the ATS from either or both funds when you want it. You can do this via the online portal at any time, as long as there is ATS in your fund(s). The system will not let you request more than is available. Also note, you don't have to request the full amount available.

Is my ATS still invested in the Community Foundation's overall portfolio?

- Yes! Each year, the Community Foundation applies its spending policy to your fund balance, which is how your ATS is calculated for that year. That amount is ear-marked for your ATS. The funds still remain invested in our overall portfolio, but are now available for your organization.

My organization does not need its ATS this year. Can we opt out?

- Yes. You may opt out of receiving automatic disbursements for one year, or several years. Please let the Community Foundation know if this is your wish. Your ATS will continue to accumulate and these funds will continue to be invested. Once your organization is ready to begin receiving its ATS again, you simply need to let us know, or request the amount you'd like via the portal.

I see a large balance in my account. Can my organization access more than the ATS?

- Donations to your endowed fund are irrevocable. Unless there is a specific provision in your fund agreement stating your organization may access funds above and beyond the Community Foundation's current spending policy, you may not access more than what is allocated in your ATS. Your endowed fund was set up to be a long-term, viable funding stream, and it is the Community Foundation's job to ensure this original purpose is adhered to. To clarify whether your fund has a specific provision as mentioned, please set a meeting with development staff. We are always happy to meet with you!

Jessica Peterson
Development Director
(218) 520-1120
jpeterson@dsacommunityfoundation.com

Mary Calantoc
Development Specialist
(218) 520-1119
mcalantoc@dsacommunityfoundation.com



STATEMENT OF ACTIVITY
Grand Marais Public Library Fund
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 113,750.33
-------------------	---------------

Receipts

Description	Period Total
Dividends on Investments	\$ 1,762.62
Realized Gain/Loss on Invest	\$ 409.24
Unrealized Gain/Loss on Invest	\$ 15,457.56
Total Receipts	\$ 17,629.42

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 685.77
Investment Management Fees	\$ 113.98
Total Distributions	\$ 799.75

Ending Balance	\$ 130,580.00
----------------	---------------

Grants

<u>Grantee</u>	<u>Date</u>	<u>Amount</u>
n/a	n/a	\$n/a





STATEMENT OF ACTIVITY
Grand Marais Public Library Fund Agency
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 26,405.73
-------------------	--------------

Receipts

Description	Period Total
Dividends on Investments	\$ 409.19
Realized Gain/Loss on Invest	\$ 94.99
Unrealized Gain/Loss on Invest	\$ 3,588.26
Total Receipts	\$ 4,092.44

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 159.18
Investment Management Fees	\$ 26.45
Total Distributions	\$ 185.63

Ending Balance	\$ 30,312.54
----------------	--------------

Grants

<u>Grantee</u>	<u>Date</u>	<u>Amount</u>
n/a	n/a	\$n/a





STATEMENT OF ACTIVITY
Grand Marais Public Library Fund COMBINED
FOR ACTIVITY FROM January 01, 2024
THROUGH September 30, 2024

Fund Balance

Beginning Balance	\$ 140,156.06
-------------------	---------------

Receipts

Description	Period Total
Dividends on Investments	\$ 2,171.81
Realized Gain/Loss on Invest	\$ 504.23
Unrealized Gain/Loss on Invest	\$ 19,045.82
Total Receipts	\$ 21,721.86

Distributions

Description	Period Total
Foundation Administrative Fees	\$ 844.95
Investment Management Fees	\$ 140.43
Total Distributions	\$ 985.38

Ending Balance	\$ 160,892.54
----------------	---------------

Grants

Grantee

Date

Amount

n/a

n/a

\$n/a



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



Fund Statement

October 1, 2024 - October 31, 2024

Prepared on: November 25, 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 (October 1, 2024)	\$46,004.29
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$68.77
Realized & Unrealized Gain (Loss) ²	(\$556.22)
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (October 31, 2024)	\$45,516.84
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$45,516.84

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$45,516.84	100.00				

Total **\$45,516.84**

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 October 31, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of October 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.



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

Library Director's Report: December 2024

Prepared by: Amanda St John, Library Director

Take and Create Kits:

We're distributing 30 free take-and-create kits. Each kit creates all the materials and instructions needed to create 6 heart or mitten-shaped felt pockets. This program is sponsored by Arrowhead Library System and Minnesota's Arts and Cultural Heritage Fund.

Technology:

We're working with Sundew Tech. to:

- Upgrade public computers so they can update to Windows 11
- Resolve ongoing problems with devices connecting to Wi-Fi printing
- Install antivirus and malware technology on all computers

A fan in a fiber box is going out. It's owned by North East Service Cooperative, which is sending a technician.

Building:

- Hardware for the staff area safety door was installed, completing the project.



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

Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: December 10, 2024
SUBJECT: Budget update

The City finalized insurance rates in November. Of note, the rates decreased about 4% for singles and 2.4% for family. Our budget was adjusted as follows:

- Health insurance (budget line 9) is decreased from \$51,233.60 to \$47,377.00
- Worker's Compensation (budget line 12) decreased from \$2,250 to \$1,500
- Property Insurance (budget line 21) decreased \$15,000 to \$10,000.

These adjustments reduce the library's budget request from 9.8% to 7.8% (\$9,607).

The change does not reduce library service.

A budget spreadsheet follows with the changes marked.

A	B	C	D	D	E	F	G
	Fund 211 - Operating	Comments	2025--insurance	2025	2024	2024 YTD	2024
					Approved		Percent Spent 25% target
1	Salary Full Time		\$ 184,745.60	\$ 184,745.60	\$ 177,757.00	\$ 52,920.57	30%
2	Salary Part Time		\$ 106,605.20	\$ 106,605.20	\$ 100,220.00	\$ 28,369.57	28%
3	Overtime/Worked holiday					\$ 1,435.06	
4	Salary Maintenance	city crew working on library jobs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 286.12	14%
5	Salary Cleaning	estimated by city	\$ 7,170.80	\$ 7,170.80	\$ 6,960.00	\$ 1,365.08	20%
6	PERA	estimated by city	\$ 22,539.12	\$ 22,539.12	\$ 21,520.00	\$ 6,328.28	29%
7	FICA	estimated by city	\$ 18,632.34	\$ 18,632.34	\$ 17,790.00	\$ 5,070.21	29%
8	Medicare	estimated by city	\$ 4,481.56	\$ 4,481.56	\$ 4,285.00	\$ 1,185.75	28%
9	Health Insurance	estimated by city	\$ 47,377.00	\$ 51,233.60	\$ 28,316.00	\$ 7,916.08	28%
10	Life Insurance	estimated by city	\$ 495.00	\$ 495.00	\$ 495.00	\$ 133.66	27%
11	Unemployment Comp.						
12	Worker's Compensation	estimated by city	\$ 1,500.00	\$ 2,250.00	\$ 2,250.00	\$ 144.27	6%
13	Office Supplies	includes book processing supplies	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 1,510.27	34%
14	Heating Fuel		\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 1,708.67	41%
15	Repair & Maint.Supplies	(Combined with Build. Main.)	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 405.39	68%
16	Service Agreements	rugs, copier, alarm system	\$ 8,600.00	\$ 8,600.00	\$ 5,000.00	\$ 2,154.71	43%
17	Telephone		\$ 2,500.00	\$ 2,500.00	\$ 2,100.00	\$ 604.43	29%
18	Postage		\$ 75.00	\$ 75.00	\$ 75.00	\$ -	
19	Travel/School	travel, MLA conference	\$ 4,800.00	\$ 4,800.00	\$ 4,500.00	\$ 177.55	0%
20	Advertising	newspaper ads as needed	\$ 600.00	\$ 600.00	\$ 500.00	\$ 223.50	45%
21	Insurance - building	estimated by city	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	
22	Utilities		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 2,412.72	34%
23	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	
24	Books, periodicals		\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 9,109.96	32%
25	Membership Dues	ALA, MLA, professional dues	\$ 575.00	\$ 575.00	\$ 575.00	\$ -	
26	AudioVisual/DVD		\$ 4,000.00	\$ 4,000.00	\$ 3,600.00	\$ 799.14	22%
27	Other physical materials	Toys/games collection	\$ 250.00	\$ 250.00	\$ 250.00	\$ 49.99	20%
28	Elect Books/Journals						
29	Automation	tech needs	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 359.54	36%
30	ALS Membership	County pays to ALS directly	\$ 29,356.00	\$ 29,356.00	\$ 29,356.00		
31	Totals		\$ 504,802.62	\$ 514,409.22	\$ 468,649.00		30%
	Budget Totals		2025	2025	2024		
32	Operating Expenses		\$ 504,802.62	\$ 514,409.22	\$ 468,649.00		
33	Building Sinking Fund		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
			\$ 506,802.62	\$ 516,409.22	\$ 470,649.00		
34	Rev.frm fines,copies,etc		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$844.28	17%
35	Total Operating Request		\$ 501,802.62	\$ 511,409.22	\$ 465,649.00		
	Budgeted differences +/-						
36	1/2 of Budget Request		\$ 250,901.31	\$ 255,704.61	\$ 232,824.50		
37	Total Dollar Difference	Insurance decrease savings	\$ (9,606.60)	\$ 45,760.22	\$ 40,157.54		
38	Increase for City or County	Decrease for City & County each	\$ (4,803.30)	\$ 22,880.11	\$ 20,078.77		
	Percent of Increase		7.8%	9.8%	0.4%		

Grand Marais Public Library Landscape Renovation Estimate

Taproot Landscaping
P.O. box 995
Grand Marais.MN 55604
(218)370-8946
bernsalisa@gmail.com

November 2024

Description: To reclaim the landscape plantings in front of the library by removing excess and unwanted plantings, weeds and other vegetation, prune shrubs and evergreens while preserving low maintenance plantings: evergreens, perennials and shrubs.

Labor: dig out unwanted plants, pruning, weeding, haul material to compost and brush piles **\$5210**

Hauling fee **100**

Total: **\$5310**

Estimate for maintenance after initial clean-up

Description: Yearly maintenance services include the following: spring clean-up: remove debris, trim perennials, shrubs. Twice per summer visits for weeding, trimming, etc. fall clean-up: remove leaves, weeds, cut back perennials

\$2800

New Business: Director's Review

Next pages: Policy G--The Board's current director's review policy.

Policy G. Library Director Annual Review Policy



Purpose: The purpose of the Library Director Annual Review Policy is to provide regular feedback to the director regarding his/her job performance.

Frequency: The Library Director will have a review within six months of his/her employment as the director. Subsequent reviews by the board of directors will be done on an annual basis.

Participants: Feedback for the review will be obtained from the Library Board and the employees of the library.

Responsibility: The Personnel Committee will complete the review based on their own experiences and from feedback obtained from Library Board members who are not on the Personnel Committee. All Board Members who wish to provide input must do so one week prior to the completion of the review.

Sharing the Content: The Personnel Committee will meet with the Library Director to go discuss the review. The review results will be shared with the other board members. A copy of the review will be given to Library Director and will be shared with the City Administrator.

The Grand Marais Public Library reviews all policies within a five-year timeline of as deemed necessary.

Library Director Annual Review Policy

Marketing the Library...	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director makes an effort to connect with library patrons in a positive way by recommending titles, listening to their comments/needs, etc. 	
<ul style="list-style-type: none"> •The Library Director seeks out opportunities to share library information with patrons through the use of the radio station with interviews, book talks, and other library promotions. 	
<ul style="list-style-type: none"> •The Library Director uses the local newspaper and/or Boreal to highlight new materials, promote library events, and inspire interest in the library. 	
<ul style="list-style-type: none"> •The Library Director uses the library website to promote and highlight new materials, promote library events, and inspire interest in the library. 	Comment on areas that need refinement.
<ul style="list-style-type: none"> •The Library Director makes an effort to maintain a positive relationship with the Library Friends, promotes the events that they sponsor, and acknowledges the important role they serve in the success of the library. 	
<ul style="list-style-type: none"> •The Library Director nurtures a positive relationship with the partners in the Arrowhead Library System and participates in events and/or training offered by them. 	

Library Director Annual Review Policy

Supervision and Development of the Library Staff...	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director develops a performance review tool and shares it with the staff prior to using the tool. 	
<ul style="list-style-type: none"> •The Library Director trains or provides training for the library staff when new responsibilities are assigned them . 	
<ul style="list-style-type: none"> •The Library Director clearly communicates his/her performance expectations to the staff. 	
<ul style="list-style-type: none"> •The Library Director conducts annual performance reviews with each member of the library staff. 	
<ul style="list-style-type: none"> •The Library Director publicly supports the decisions made by the library staff and privately discusses poor decisions when necessary. 	
	Comment on areas that need refinement.
<ul style="list-style-type: none"> •The Library Director treats staff fairly and demonstrates maturity in handling difficult situations between staff. 	
<ul style="list-style-type: none"> •The Library Director shows respect for each staff member. 	

Library Director Annual Review Policy

Circulation and Technology...	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director determines appropriate procedures for the acquisition, sorting, expansion of the book/CD/DVD/periodical collections which streamlines the process and avoids the duplication of staff work time. 	
<ul style="list-style-type: none"> •The Library Director develops cost effective means for acquisition to the book/DC/DVD/periodical collections. 	
<ul style="list-style-type: none"> •The Library Director reviews the replacement of the technology required for both the library functions and for patrons' use. 	
<ul style="list-style-type: none"> •The Library Director is pro-active in offering classes utilizing hand-held devices, tablets, e-readers, etc. He/She recognizes the various needs/wants of the staff/patrons. 	
<ul style="list-style-type: none"> •The Library Director is cognizant of patron's utilization of the library collections with the goal that patrons continue to use the library for enjoyment as well as convenience or need. 	
<ul style="list-style-type: none"> •The Library Director keep himself/herself informed of current and new technology development as it relates to the library and the patrons. 	
	Comment on areas that need refinement.

Library Director Annual Review Policy

General Performance...	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director is prepared and punctual for appointments/ meetings/work and attendance. 	
<ul style="list-style-type: none"> •The Library Director is reliable to complete responsibilities in a timely manner. 	
<ul style="list-style-type: none"> •The Library Director actively participates in library-related conferences, webinars, through active membership and attendance; by active participation/communication with the Arrowhead Library System/ other Library Director peers. 	
<ul style="list-style-type: none"> •The Library Director is readily available to the Library Board/Library Staff/Library Friends/City-County Officials/Peers/Patrons. 	
<ul style="list-style-type: none"> •The Library Director presents himself/herself in a professional manner, both in appearance and in attitude. 	Comment on areas that need refinement.
<ul style="list-style-type: none"> •The Library Director demonstrates the application of evidence-based in library administration. 	
<ul style="list-style-type: none"> •The Library Director accomplishes the actionable items outlined on the strategic plan or verbalizes a clear plan for attainment of unfinished items to the library board. 	

Library Director Annual Review Policy

Financial Management	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director executes expected financial documentation in a timely and accurate manner. (Submits bills on time, provides month-end information accurately and on time, shows competence in accounting and financial practices. 	
<ul style="list-style-type: none"> •The Library Director comprehends budget expectations, proposes/ assembles an annual budget that reflects those expectations as well as the financial needs of the library. The Library Director advises the library board on library needs. 	
<ul style="list-style-type: none"> •The Library Director is innovative in the use of library funds in order to maximize the impact of said funds. 	
	Comment on areas that need refinement.
<ul style="list-style-type: none"> •The Library Director is responsible with library funds, spending within allocated budget amounts and tracking year to date budget totals. 	
<ul style="list-style-type: none"> •The Library Director communicates with the Library Board when library spending varies from expected budgetary values. He/She is able to provide for the shortcomings in the library budget without using allocated funds. 	

Library Director Annual Review Policy

Communication	Comment on the strengths in this area.
<ul style="list-style-type: none"> •The Library Director provides the Library Board with information in a timely and accurate fashion. 	
<ul style="list-style-type: none"> •The Library Director conducts regular, organized staff meetings in which staff are able to contribute and discuss agenda items as well as concerns. 	
<ul style="list-style-type: none"> •The Library Director responds to communication with library patrons personally and thoughtfully. 	
<ul style="list-style-type: none"> •The Library Director reaches out to other community organizations to foster relationships that further the library's mission. 	
<ul style="list-style-type: none"> •The Library Director uses proper grammar and tone in all communications with patrons, public, and staff. 	Comment on areas that need refinement.
<ul style="list-style-type: none"> •The Library Director maintains a record of communications/criticisms in order to properly address concerns as well as to create a record of responsiveness to patron/public/staff needs. 	
<ul style="list-style-type: none"> •The Library Director is responsive to feedback provided by patrons/public/staff. 	
<ul style="list-style-type: none"> •The Library Director is accessible while working at the library; will make time to speak with/address concerns of patrons/public/staff. 	



I. EMPLOYEE INFORMATION

Name:	Director's Name.	Date of review:	
Department:	Library	Review Type:	Annual
Position Title:	Library Director		(Annual, Probationary or Other)
Review Period	December 2017	Through	November 2018

II. ANNUAL REVIEW PURPOSE

The annual review provides written documentation of individual performance. It is intended to facilitate constructive discussion between the employee and supervisor in order to clarify objectives, provide feedback about the employee's performance with respect to job functions and goals, to set goals for the coming year, and to provide a framework for identifying employee development plans.

III. PERFORMANCE FACTORS (for all employees)

Please carefully review the employee's performance during the past review period and **provide supporting comments and examples for each area.** The review should indicate the quality of performance and areas which may require further training and professional development.

Job Responsibilities: Identify three or four major responsibilities or goals that the employee is responsible for in accomplishing their job.

1) Click here to enter text.

Comments: Click here to enter text.

2) Click here to enter text.

Comments: Click here to enter text.

3) Click here to enter text.

Comments: Click here to enter text.

4) Click here to enter text.

Comments: Click here to enter text.

Successes during the review period. (What went well?):

Comments: [Click here to enter text.](#)

Challenges during the review period. (What could have been done better?):

Comments: [Click here to enter text.](#)

Communication, Teamwork, and Collaboration. (What could be improved?):

Comments: [Click here to enter text.](#)

Customer Service highlights and challenges. (What could be done better?):

Comments: [Click here to enter text.](#)

Support of Grand Marais Public Library mission:

Comments: [Click here to enter text.](#)

What work-related needs of the employee are being unmet?:

Comments: [Click here to enter text.](#)

IV. GOALS, OBJECTIVES AND PERFORMANCE EXPECTATIONS (for all employees)

Objectives to be met by employee in the upcoming year:

1. Click here to enter text.	Click here to enter text.
2. Click here to enter text.	Click here to enter text.
3. Click here to enter text.	Click here to enter text.
4. Click here to enter text.	Click here to enter text.

V. DEVELOPMENT PLAN (for all employees)

With the employee's assistance, outline development goals. Identify training, academic classes, or professional development opportunities that would benefit the employee in the next year. Indicate how you will work to support the development plans of the employee.

Click here to enter text.

I have discussed this review with the employee.

Signature of person completing review

Date

VI. EMPLOYEE ACKNOWLEDGMENT

Comments: Click here to enter text.

My signature acknowledges receipt of this review.

Employee signature

Date

VII. DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE COMMENTS

Comments: Click here to enter text.

Signature of department head

Date

Original to Human Resources

Copies to Department and Employee

New Business: Director's Review

Next pages: Revision in progress, the review tool Trustees will be working on in the meeting

Library Director Annual Review

Library Director:

Review Period:

Library Board Chair:

Marketing the Library

- The Library Director made an effort to connect with library patrons in a positive way by recommending titles, listening to their comments/needs, etc.
- The Library Director sought out opportunities to share library information with patrons through radio interviews, book talks, and other library promotions.
- The Library Director used the local newspaper and/or Boreal to highlight new materials, promote library events, and inspire interest in the library.
- The Library Director used the library website to promote and highlight new materials, promote library events, and inspire interest in the library.
- The Library Director made an effort to maintain a positive relationship with the Library Friends, promoted events they sponsored, and acknowledged the important role they serve in the success of the library.
- The Library Director nurtured a positive relationship with the partners in the Arrowhead Library System and participated in events and/or training offered by them.

Comments on the strengths in this area:

Comments on areas that need refinement:

Circulation and Technology

- The Library Director followed cost effective means for acquisitions to the collections.
- The Library Director reviewed the replacement of the technology required for both the library functions and for patrons' use.
- The Library Director maintained an environment supporting the use of various technologies for all library users.
- The Library Director kept informed of current and new technology developments as they related to the library and patrons.

Comments on the strengths in this area:

Comments on areas that need refinement:

General Performance

- The Library Director was prepared and punctual for appointments, meetings, and work.
- The Library Director reliably completed responsibilities in a timely manner.
- The Library Director actively participated in library-related conferences/webinars through active membership and attendance and by active participation/communication with the Arrowhead Library System and other library director peers.
- The Library Director was readily available to the Library Board, Library Staff, Library Friends, City/County Officials, peers, patrons.
- The Library Director presented himself/herself in a professional manner.
- The Library Director demonstrated the application of evidence-based decision-making in library administration.
- The Library Director delivered regular updates on progress on the strategic plan.

Comments on the strengths in this area:

Comments on areas that need refinement:

Financial Management

- The Library Director executed expected financial documentation in a timely and accurate manner.
- The Library Director comprehended the budget expectations, proposed and assembled an annual budget that reflected those expectations as well as the financial needs of the library. The Library Director advised the Library Board on library needs.
- The Library Director was responsible with library funds, spent them within allocated budget amount and tracked year to date budget totals.
- The Library Director communicated with the Library Board when library spending varies from the expected budget values.

Comments on the strengths in this area:

Comments on areas that need refinement:

Communication

- The Library Director provided the Library Board with information in a timely and accurate fashion.
- The Library Director responded to communication with library patrons personally and thoughtfully.
- The Library Director reached out to other community organizations to foster relationships that further the library's mission.
- The Library Director used proper grammar and tone in communications with patrons, public, and staff.
- The Library Director was responsive to feedback provided by patrons/public/staff.
- The Library Director was accessible while working at the library; made time to speak with/address concerns of patrons/public/staff.

Comments on the strengths in this area:

Comments on areas that need refinement:

New Business: Director's Review

Next pages: The City's new library director's review tool, the self-input component

CITY OF GRAND MARAIS
POSITION DESCRIPTION

POSITION IDENTIFICATION

TITLE: Library Director
DEPARTMENT: Library
REPORTS TO: City Administrator
STATUS: Full-time Exempt Points 184
DATE: July 1st, 2023

POSITION SUMMARY

The Library Director for the City of Grand Marais, Minnesota manages library operations, programs, services, and staff under the broad policy guidance of the Library Board of Trustees.

The Library Director provides professional expertise in managing all aspects of the library including collection development and maintenance, marketing, and technology services.

As a representative of the library within the Grand Marais and Cook County area, the Library Director must understand and respond to the expectations and needs of the community through effective administration and program development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Staff Management and Development

1. Oversee the hiring process of departmental staff.
2. Set staff goals, plan and prioritize daily work, schedule staff and volunteers.
3. Provide regular performance feedback to direct reports; identify and address orientation, training and development needs; provide corrective action including a recommendation to terminate employment if warranted.

Organizational Planning

1. Develop and recommend library policies for review, approval, and update by the Library Board. Assist in the facilitation of strategic planning for programs and services; implement and regularly report on the progress of board-approved strategic priorities.
2. Serve as staff liaison to the Library Board. Prepare meeting agendas and attend all meetings.
3. Collaborate with citizen committees for input on selection of titles and programs that serve community needs.
4. Stay current with emerging trends in library services.

5. Oversee development and maintenance of the library's collection including selection and deselection, purchase, cataloguing and archive of materials.
6. Increase exposure and community participation in library programs by promoting services through effective marketing and public relations efforts.
7. Develop and facilitate library events for the community.

Customer Service

1. Create a welcoming environment for all library visitors.
2. Maintain a professional and courteous relationship with library and city staff, local residents, and affiliated organizations.
3. Represent the interests of the library to city administration and officials, community organizations, schools, and businesses.
4. Serve as spokesperson for the library in the community.
5. Provide reference services and other direct customer services as needed.

Administration, Budget and Compliance

1. Prepare and oversee the operational and capital budget for the library to include staffing, facility, and service delivery needs.
2. Oversee department purchasing, including reviewing and approving all invoices.
3. Manage special projects for the library and assist other city departments with work projects to enhance the safety and efficiency of city operations.
4. Keep the City Administrator and City Council informed of department activities and submit regular updates of library activities for the City's newsletter.
5. Other duties as assigned or apparent.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to effectively communicate with elected officials, Library Board members, vendors, City staff, and the general public.
2. Knowledge of the community in which the library is located and how to serve the public of all ages. Understand of the unique nature of rural and/or small communities and their libraries.
3. Ability to supervise staff and ensure policies and procedures are followed.
4. Ability to prepare, implement, and follow operational and capital budgets.
5. Ability to analyze data, make recommendations, and set long and short-term goals.
6. Ability to research, organize, and present written and verbal reports.
7. Knowledge of computers, mobile devices, and e-services as tools for providing library services.
8. Considerable and general knowledge of library functions and methods.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in relevant field such as library science and two years' experience in library management, or an equivalent combination of education and experience.

DESIRED REQUIREMENTS

1. Masters in Library Science
2. Three years or more supervisory experience.
3. Experience with volunteer advisory and/or governance boards.

Manager's Self- Review 2024



Manager's Name and Title: Amanda St. John, Library Director Date:

Instructions: Place an "X" in the column under the category that best describes your performance in the following areas of responsibility during 2024. Please add **written or typed comments for each category**. Note especially any strengths, weaknesses, and opportunities for improvement.

Overall Leadership	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated
<ul style="list-style-type: none"> Thinks strategically to achieve department goals; drive innovation; provide creative solutions. 				
<ul style="list-style-type: none"> Acts with integrity: is reliable, takes personal responsibility and contributes to discussions, 				
Comments: <ul style="list-style-type: none"> 				
Effective Communications	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated
<ul style="list-style-type: none"> Keeps staff informed about things that are going on within the City that affect them. 				
<ul style="list-style-type: none"> Keeps staff informed about progress on department goals. 				
<ul style="list-style-type: none"> Keeps staff informed about how they are doing on the job with timely and actionable feedback. 				
Comments:				
Staff Engagement	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated
<ul style="list-style-type: none"> Listens to the ideas and concerns of the team and addresses any concerns in a timely manner. 				

• Provides staff flexibility as able.				
• Helps staff members develop their skills.				
• Motivates and inspires team to do their best each day; especially to consistently provide outstanding customer service.				
Comments:				
Work Planning	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated
• Plans daily work efficiently and effectively to get things done.		x		
• Provides staff the tools they need to get their work done.				
• Addresses issues and solves problems in a timely and effective manner when needed.		x		
• Provides a safe working environment.	x			
• Is an effective model of positive teamwork within the department and with peers.				
Comments:				
Departmental Responsibilities	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated
• Collaborates with the Library Board.				
Comments:				
• Maintains/develops the library collection.				

Comments:				
<ul style="list-style-type: none"> Plans for future trends in library services. 				
Comments:				
<ul style="list-style-type: none"> Serves as an expert resource and spokesperson within the community. 				
Comments:				
<ul style="list-style-type: none"> Completes administrative functions (reports, budget, etc.) in a timely and efficient manner. 				
Comments:				
<ul style="list-style-type: none"> Communicates and partners effectively with other departments when appropriate. 				
Comments:				
Significant accomplishments this year:				

Professional Development Goals for 2025:

Department Goals for 2025:

Councilor Review of City Administrator's Performance



Manager's Name and Title: Mike Roth, City Administrator Date: _____

Instructions: Utilizing the City Administrator's job description and your own observations of the City Administrator's performance, place an "X" in the column under the category that best describes this manager's performance in the following areas of responsibility during 2024. Please add **written or typed comments for each category**. Note especially any strengths, weaknesses, and opportunities for improvement.

Overall Leadership	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Thinks strategically to achieve City goals; drive innovation; provide creative solutions. 					
<ul style="list-style-type: none"> Acts with integrity: is reliable, takes personal responsibility and contributes to discussions. 					

Comments:

Effective Communications	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Keeps Council informed about things that are going on within the City that affect them. 					
<ul style="list-style-type: none"> Keeps Council informed about progress on department goals. 					
<ul style="list-style-type: none"> Provide complete and timely responses to external inquires that come to the City. 					

Comments:

Staff Engagement	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Listens to the ideas and concerns of the team and addresses any concerns in a timely manner. 					
<ul style="list-style-type: none"> Provides staff flexibility as able. 					
<ul style="list-style-type: none"> Helps staff members develop their skills. 					
<ul style="list-style-type: none"> Motivates and inspires team to do their best each day; especially to consistently provide outstanding customer service. 					
Comments:					
Work Planning	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Plans daily work efficiently and effectively to get things done. 					
<ul style="list-style-type: none"> Provides staff the tools they need to get their work done. 					
<ul style="list-style-type: none"> Addresses issues and solves problems in a timely and effective manner when needed. 					
<ul style="list-style-type: none"> Provides a safe working environment. 					
<ul style="list-style-type: none"> Is an effective model of positive teamwork. 					
Comments:					

Operational Responsibilities	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Plans for investments in future infrastructure needs and maintenance/upgrade of current assets in order to meet community goals. 					
Comments:					
<ul style="list-style-type: none"> Establishes administrative policies and procedures that are necessary to meet regulatory compliance requirements and for the proper functioning and coordination of all City departments. 					
Comments:					
<ul style="list-style-type: none"> Outreach, development and maintain solid working relationships with external partners including public entities i.e. County, HRA, EDA etc. 					
Comments:					
<ul style="list-style-type: none"> Strengthens City partnerships with local businesses and residents and maintains open lines of communication related to community needs and City services. 					
Comments:					

<ul style="list-style-type: none"> Provides oversight for City finances and keeps the City Council advised as to the financial condition and needs of the City. 					
Comments:					
Operational Responsibilities	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Provides oversight for the enforcement of laws and ordinances within the City. Helps community members understand and follow ordinances and makes recommendations for changes to existing ordinances when appropriate. 					
Comments:					
<ul style="list-style-type: none"> Completes administrative functions (reports, budget, etc.) in a timely and efficient manner. 					
Comments:					
Overall Performance (Select One Description)	Exceeds Expectations	Meets Expectations	More is Expected	Performance Not Demonstrated	

Significant accomplishments this year:

Professional Development Goals for 2025:

Overall Goals for 2025: