



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, March 27, 2025

Call to Order: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

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

- Safety Response: Street lamp installed

D. Communications

- SPMNF Fund Statement

E. New Business

- MPLAR
- Review the 2024 Year End Budget
- Review strategic plan
- Security Camera System Proposals

F. Old Business

- Emergency Exit Proposals

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, February 27, 2025

McManus called the meeting to order at: 5:02 PM
Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

Present:

Sarah McManus, President
Kevin LeVoir, Vice President, City Representative
Nancy Giguere, Trustee
Sue McCloughan, Trustee
Michael Garry, Trustee, Grand Marais City Council Representative
Johanna Larson, Library Friends of Cook County Treasurer
Andi Larsen, Library Friends of Cook County Secretary
Amanda St John, Library Director
Ryan Leng, Librarian

B. Approve Consent Agenda

Garry moved to approve agenda, minutes, and payment of bills; Giguere seconded; motion passed unanimously.

C. Library Friends of Cook County Report

Larsen and Larson provided Friends updates. Johanna is new board member and new treasurer; additionally, Kelsey Rogers Kennedy is also a new member of board. The Oddz and Endz collaboration has been developing in positive directions. Challenges exist around disposing of books that cannot sell. The Library Friends goal is to make 10% of sales for Oddz and Endz, and the book room there month-over-month meets that goal.

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

- Minnesota Public Library Annual Report: The report is on track, and trustees will receive it at the next meeting.
- Air Source Heat Pumps: These are done.
- Electrical work was done to install an outlet in the staff workroom, check high-use outlets for wear, and repair exposed wires leading to the heat pump.
- We applied with other libraries to receive the NEA Big Read grant and expect an answer in April.

E. Communications: No discussion.

- ASHP receipt
- SPMNF Fund Statement



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- MN Star Tribune news article: Libraries as valuable public resources

F. Old Business

Director's review tool aimed at reviewing library performance.

Garry moved to adopt the review tool to "review ourselves [the trustees]"; Giguere seconded; motion passed unanimously.

H. New Business

- Three price quotes for the replacement of staff computers were reviewed. Sundew Technology currently services computers at the library. The lowest bid was provided by Sundew.

Giguere moved to adopt the Sundew Technology quote for computer replacement. Garry seconded the motion. The motion passed unanimously.

- Emergency exit quote. Two companies declined to provide a bid. One estimate from Donald Holm Construction was \$42,300 for a 'turnkey' project. Trustees advised the quote should be amended to include "materials and labor," not "tools and labor." St John advised that Mills thought the bid was high. Trustees expressed that more context and other estimates are needed before adopting the Holm quote.

McManus adjourned the meeting at 5:29.



Bills

Acct.#	Description	Category	Expense	Comments
3/5/2025				
211				
	Como Oil	217	\$481.39	#1516535873
	Rod Carlson	220	\$ 6.60	Rope Clamp
VISA	Canva	310	\$ 119.99	2/22/2025
	Metro Sales	310	\$ 141.10	INV2719774
	Vestis	310	\$185.29	#2630393682
VISA	Library Works	330	\$ 49.00	3/4/2025
	Amanda St John	330	\$ 203.80	ALS HQ / Travel expense 3/5/25
	Ingram	435	\$ 489.14	#86838613
	Minnesota Star Trib	435	\$ 132.11	#Feb 23
	Amazon	435	\$ 29.01	1FN6-1CL7-K696
	Amazon	449	\$ 95.83	16VQ-1JHJ-6NV6
	Ingram	435	\$ 138.91	#86792130
0				
211 SUBTOTAL				
			\$ 2,072.17	
215				
	Ingram	447	\$ 79.14	#86792130
	Upstate MN	447	\$ 26.00	#D620
	Dappled Fern Fibers	447	\$ 25.00	Order #9594
	Amazon	447	\$ 25.98	1XQV-Y7TC-GDWy
	Angry Trout	447	\$ 50.00	2/21/2025
	dorothy broomall	447	\$ 560.00	Honorarium
	Amazon	447	\$ 240.84	1X1F-LGQC-97VC
	Amazon	447		
\$ 26.00				
215 SUBTOTAL				
			\$ 927.82	
\$ 26.00				
	TOTAL		\$2,999.99	



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3/19/2025	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 46.99	1W6Q-KYQC-L3PX
	Genes Foods	200	\$ 9.16	3/12/25 - story time supplies
	Amazon	435	\$ 15.56	1MT6-MH4C-6HQQ
	arrowhead lib sys	435	\$ 20.00	#00015264
	Drury Lane books	435	\$ 94.83	Co-000126-1
	Ingram	435	\$ 316.04	#87083169
	Ingram	435	\$ 122.98	#87133995
	Ingram	435	\$ 281.28	#87060222
	Ingram	435	\$ 51.16	#86944148
	Ingram	437	\$ 21.99	#86944148
	Sundew Tech	449	\$ 37.98	#3/14/2025
	City of GM utilities	380		Feb. \$809.35 paid by rebates
0				
211 SUBTOTAL				
			\$ 1,017.97	
215				
	Ingram	447	\$ 95.81	#87133995
	Ingram	447	\$ 120.17	#87060222
	Ingram	447	\$ 130.85	#86944148
	amazon	447	\$ 99.06	1Q9P-J7HN-73FN
	amazon	447	\$ 215.77	1CRM-CT7G-7K4N
	amazon	447	\$ 146.48	1P1p-QYGY-J1GW
VISA	Amazon	447	\$ 42.98	116Q-6667-4CRD
	Cook County Coop	447	\$ 50.00	3/17/2025
	Sundew Tech	449	\$ 11,377.71	3/12/25 staff pcs
\$ 95.81				
215 SUBTOTAL				
			\$ 12,278.83	
\$ 95.81				
	TOTAL		\$13,296.80	



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Library Director's Report: March 2025

Prepared by: Amanda St John, Library Director

Financial

- In 2024, we used donations and gifts from the 215 budget to upgrade the library's fluorescent lighting to LED technology and received a \$3,576.01 rebate. The rebate has been applied to our City Utility bills, which affects the expenditure of this line in our budget. In 2025, we will receive an additional rebate of \$4,036 from the Air Source Heat Pump project.

Safety Improvement:

- The Vulnerability Assessment completed in 2024 noted that the library had no dedicated parking lot and advised that illumination on the street could reduce slip, trip and fall hazards as well as deter other potential safety concerns. The City supported my request to assess street lighting and had a lamppost installed on 1st Street.

Programs:

- March is the last month of Winter Reading Program. Prize drawings for adult Bingo players is held every Friday. Weekly story times for children continue Thursdays at 11.
- We're hosting a 3-hour Legacy workshop on Friday, March 28th. *Carving Your Clan* is an art and cultural program featuring Minnesota artist and Ojibwe educator Jeffrey Tibbetts. The stone-carving workshop blends ceremony, culture and art to deliver a unique hands-on experience, where participants can develop an understanding of the Ojibwe world view. We have 15 seats for this enriching event and our waitlist is building.

Outreach:

- I partnered with The Hub to distribute Mail a Book catalogs, which were sent out to all of the Meals on Wheels recipients in addition to having a space at the center. Care Partners is also partnering with us and promoting the Mail a Book service.

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



Fund Statement

January 1, 2025 - January 31, 2025

Prepared on: February 26, 2025

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

651.224.5463 | philanthropy@spmcf.org

Enclosed are the statements for the following fund(s):

Fund Name	Fund #	Legacy Fund #
The Grand Marais Public Library Endowment Fund	182315	5330

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.

To access your fund online, please visit the DonorView website at <https://spmcf.org/donorview>.

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

Fund Activity Summary

Beginning Balance (January 1, 2025)	\$46,039.80
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$86.19
Realized & Unrealized Gain (Loss) ²	\$582.46
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2025)	\$46,708.45
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$46,708.45

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$46,708.45	100.00				
Total	\$46,708.45					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$1,870.17
Administrative Fees	\$0.00
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of January 31, 2025	\$1,870.17
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of January 31, 2025	\$1,870.17

Fund Statement Terms

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

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).
2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.
3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.
4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).
5. Uncommitted balance is the total of fund assets less any grants scheduled.
6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.
7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.
8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.
9. The current spending policy is 5 percent of the 21-quarter rolling average of a fund's market value. The amount to be distributed in the current year is calculated in the first quarter of the year with December 31 of the previous year as the last measurement point. Administrative fees are deducted before delivery of the annual distribution.



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Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: March 18, 2025
SUBJECT: Review and approve the annual report

I have completed the Minnesota Public Library Annual Report (MPLAR) for the Grand Marais Public Library. The submission process requires Trustees to read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services no later than April 1st. Upon approval, I will ask the Board President to sign the State's approval form. Then, I will submit the report for you electronically.

Minnesota's public libraries are required by law (Minnesota Statutes, section 134.13) to submit this annual report to the Minnesota Department of Education. It includes input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities. State Library Services also provides the data to the Institute of Museum and Library Services for its Public Libraries in the United States Survey.

Reference:

- [Minnesota Department of Education. Library Statistics.](https://education.mn.gov/MDE/dse/Lib/sls/stat/)
- Guide to the Data Elements (included separately).

2024 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2024, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2024.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

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Comments

Do you have anything to share about 2024 at your library?
We experienced three significant public safety incidents. This caused us to prioritize safety response and safety improvements.

CONTACT INFORMATION

G01) Library Name	Grand Marais Public Library
G02) Regional System/Sequence Number	A1700
G03) Regional Public Library System	ALS
G04) Street Address	104 2nd Avenue W.
G05) Location is a change from 2024 Data	No
G06) City	Grand Marais
G07) ZIP Code	55604
G08) Mailing Address	PO Box 280
G09) City	Grand Marais
G10) ZIP Code	55604
G11) County	Cook
G12) Phone	218-387-1140
G13) Library Web Address	www.grandmaraislibrary.org
G14) Director's Name	Amanda St. John
G15) Director's Phone	218-387-1140
G16) Director's Extension	none
G17) Director's E-mail Address	amanda.stjohn@alslib.info

Report Filer

G18) Name of Person Who Prepared This Report	Amanda St. John
G19) Phone	218-387-1140
G20) E-mail	amanda.stjohn@alslib.info

IMLS Administrative Entity Codes

G22) Legal Basis Code	City/County
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	County or Equivalent, entirety
G26) Did the legal service area boundary change?	No

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01) Population of the Legal Service Area	5,639	5,629
P02) Registered Users – Residents	2,881	2,596
P03) Registered Users – Reciprocal	316	297
P04) Total Registered Users	3,197	2,893
P05) Year in Which Registered User Records Were Last Purged	2024	2023
P06) Visits	45,457	42,485
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	5,219	6,223
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P08) Public Internet Computer Sessions	2,785	3,840
P09) Public Internet Computer – Usage Type	P08 tallies Internet usage exclusively	P08 tallies Internet usage exclusively
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	4,501	8,682
P63) Wireless Sessions Reporting Method	Annual Count	Annual Count
P32) Website Visits	27,137	28,191

CIRCULATION

No

Did your library offer automatic renewal for any physical materials in 2024?

Physical and Downloadable Circulation

Data Element	2024 Data	2023 Data
P13) Children’s Circulation	18,299	19,935
P14) Adult Circulation	18,247	20,833
P15) Physical Circulation (No Age Designation)	2,243	2,734
P16) Total Physical Circulation	38,789	43,502
P69) Physical Circulation – Not Print or Audiovisual	68	67
P17a) E-book Circulation	5,525	
P17b) E-serial Circulation	0	
P18a) E-audio Circulation	8,837	
P18b) E-video Circulation	0	
P19) Total Downloadable Circulation	14,362	14,861
P20) Total Circulation	53,151	58,363

Collection Use Including Electronic Collections

Data Element	2024 Data	2023 Data
P29) Number of Information Retrievals from Electronic Collections	2,749	1,775
P30) Electronic Content Use	17,111	16,636
P31) Total Collection Use	55,900	60,138

Interlibrary Loan

Data Element	2024 Data	2023 Data
P11) ILL Provided to Other Libraries	3,888	3,973
P12) ILL Received from Other Libraries	6,732	7,957

PROGRAMS, RECORDINGS, ACTIVITIES

In 2024, did your library offer in-person offsite programs?

In 2024, did your library offer live virtual programs?

In-Person Programs

Data Element	2024 Data	2023 Data
P82) In-Person Programs for Ages 0-5	17	30
P83) In-Person Programs for Ages 6-11	13	33
P84) In-Person Programs for Young Adults	4	20
P85) In-Person Programs for Adults	27	22
P86) In-Person Programs for All Ages	42	13
P75) Total Onsite In-Person Programs	101	111
P81) Total Offsite In-Person Programs	2	7

In-Person Program Attendance

Data Element	2024 Data	2023 Data
P105) Attendees at In-Person Programs for Ages 0-5	169	317
P106) Attendees at In-Person Programs for Ages 6-11	110	460
P107) Attendees at In-Person Programs for Young Adults	87	215
P108) Attendees at In-Person Programs for Adults	680	189
P109) Attendees at In-Person Programs for All Ages	928	962
P98) Total Onsite Attendance	1,838	1,788
P104) Total Offsite Attendance	136	355

Live Virtual Programs

Data Element	2024 Data	2023 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	0

Live Virtual Attendance

Data Element	2024 Data	2023 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	0

Total Programs (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P90) Total Programs for Ages 0-5	17	30
P91) Total Programs for Ages 6-11	13	33
P52) Total Programs for Young Adults	4	20
P53) Total Programs for Adults	27	22
P92) Total Programs for All Ages	42	13
P54) Total Programs	103	118

Total Program Attendance (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P113) Total Attendance at Programs for Ages 0-5	169	317
P114) Total Attendance at Programs for Ages 6-11	110	460
P56) Total Attendance at Programs for Young Adults	87	215
P57) Total Attendance at Programs for Adults	680	189
P115) Total Attendance at Programs for All Ages	928	962
P58) Total Program Attendance	1,974	2,143

No

Recordings of Program Content

In 2024, did your library offer recorded programs?

Data Element	2024 Data	2023 Data
P116) Recorded Programs for Ages 0-5	0	0
P117) Recorded Programs for Ages 6-11	0	0
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	0	0
P44) Total Recorded Programs	0	0

Views of Recordings of Program Content

Data Element	2024 Data	2023 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	0	0
P124) Total On-Demand Views of Recorded Programs	0	0

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49) Number of Self-Directed Activities	61	67
P50) Participation in Self-Directed Activities	1,265	1,139
What kinds of activities do you count as self-directed?	Summer Reading logs; take and create kits; book bundles; ping pong on the lawn; word play cart for youths.	

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	2024 Data	2023 Data
H08) Weekly Hours of Regular Service	42.00	42.00
H09) Weekly Hours of Seasonal Service	0.0	[new in 2023]
H12) Annual Public Service Hours	2,041	2,097

FACILITIES

Data Element	2024 Data	2023 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	11	10
F13) Public Internet Stationary Computers	9	10
F14) Public Internet Mobile Devices for Onsite Use	3	3
F15) Total Public Internet Computers/Devices	12	13
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	0	0

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2024 Data	2023 Data
S01) Total ALA/MLS Librarian FTE	2.00	1.00
S02) Total Other Librarian FTE	1.00	2.00
S03) Total Librarian FTE	3.00	3.00
S04) Total Other Staff FTE	2.32	2.45
S05) Total Paid Staff FTE	5.32	5.45

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$31.22	\$38.85
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$22.97	\$28.58
S13) Technology Support		
S14) Library Support Staff	\$19.16	\$23.84
S15) Administrative Support Staff	\$17.21	\$21.42
S16) Pages		

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
--	-----	-----

COLLECTIONS

Physical Materials

Data Element	2024 Data	2023 Data
C01) Print Materials (Books and Periodicals)	19,768	18,947
C02) Audio Materials, Physical	1,105	1,105
C03) Video Materials, Physical	2,788	2,802
C04) Multi-format Materials	43	45
C05) Other Physical Materials	70	79
C06) Total Physical Materials	23,774	22,978
C07) Print Serial Subscriptions	73	90

Electronic Materials

Data Element	2024 Data	2023 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0

C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	50,115	48,842
C13) Electronic Books Licensed Statewide	9,872	9,528
C14) Total Electronic Books	59,987	58,370
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	18,794	16,594
C17) Total Audio Downloadable Units	18,794	16,594
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	9	9
C24) Total Licensed Electronic Collections Local/Regional/Other	9	9
C25) Electronic Collections Licensed Statewide	51	59
C26) Total Licensed Electronic Collections	60	68

POLICIES/PLANS

Data Element	2024 Data	2023 Data
D01) Strategic Plan	2024	2018
D02) Disaster Plan	2019	2019
D03) Policy Manual	2019	2019
D04) Records Retention Schedule	2014	2014
D05) Building Accessibility Plan	2011	2011
D06) Technology Plan	None	None
D07) Internet Acceptable Use Policy	2015	2015
D09) Collection Development Policy	2019	
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2024 Data	2023 Data
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	Yes	Yes
Service to Homebound	Yes	Yes
School (K12)	Yes	Yes
Senior-Centered Organization	No	No
Workforce Development	No	No
Youth Development Organization	No	No

Arts Organization	Yes	Yes
Disability Organization	No	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	ence Prevention Ce	ence Prevention Ce

Community Partnerships

Data Element	2024 Data	2023 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2024 Data	2023 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	No
O20) Total Number of Volunteers	4	8
O21) Total Number of Volunteer Hours	49	120

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	No
I05) Foundation name	
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Library Friends of Cook County

FINANCIAL DATA

Operating Revenue

Data Element	2024 Data	2023 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$232,825	\$230,429
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$232,825	\$230,429
County		
R04) County Direct	\$202,469	\$201,225
R05) County Indirect	\$0	\$0
R06) County Total	\$202,469	\$201,225
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$435,294	\$431,654
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$5,550	\$2,233
R21) Regional System Indirect	\$0	\$3,355
R22) Regional System Operating Revenue Total	\$5,550	\$5,588
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$33,987	\$25,226
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$33,987	\$25,226
R29) Total Regional and Other Operating Revenue	\$39,537	\$30,814
R30) Total Operating Revenue	\$474,831	\$462,468

Operating Expenditures

Data Element	2024 Data	2023 Data
Personnel Expenditures		
E01) Salaries & Wages	\$287,321	\$224,950
E02) Employee Benefits	\$76,573	\$53,428
E03) Total Personnel Costs	\$363,894	\$278,378
Collection Expenditures		
E04) Print Materials	\$28,740	\$27,746
E05) Electronic Materials Electronic Books (E-books)	\$0	\$3,355
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$0	\$3,355
E09) Other Materials - Audio & Video Physical Materials	\$2,873	\$4,890
E10) Other Materials - Other Physical Materials	\$204	\$254
E11) Other Materials Expenditures Total	\$3,077	\$5,144
E16) Physical Materials Expenditures Total	\$31,817	\$32,890
E12) Total Collection Expenditures	\$31,817	\$36,245
Other Operating Expenditures		
E13) Other Operating Expenditures	\$62,273	\$66,276
E14) Total Operating Expenditures	\$457,984	\$380,899
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	2024 Data	2023 Data
LOCAL		
City		
R31) City Direct	\$1,000	\$1,000
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$1,000	\$1,000
County		
R34) County Direct	\$1,000	\$1,000
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$1,000	\$1,000
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$2,000	\$2,000
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0

FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$66,081
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$66,081
R57) Total Regional System and Other Capital Revenue	\$0	\$66,081
R58) Total Capital Revenue	\$2,000	\$68,081

Capital Expenditures

EC01) Total Capital Expenditures	\$24,696	\$42,457
---	-----------------	-----------------

In-Kind

Data Element	2024 Data	2023 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

P17b), E-serial Circulation

ALS advised: we do not provide eSerial collections. Overdrive downloadable mags are recorded in p29.--2025-02-06

P18b), E-video Circulation

There are no video collections for us yet at ALS or GMPL levels.--2025-02-06

P29), Number of Information Retrievals from Electronic Collections

I don't know why our retrievals improved 100%. Many are visible, now, in the catalog and could account for some of the increase.--2025-02-06

P91), Total Programs for Ages 6-11

We reduced the number of summer reading program crafternoon programs from 4 a week in 2023 to 2 a week in 2024.--2025-02-10

P114), Total Attendance at Programs for Ages 6-11

We reduced the number of summer reading program crafternoon programs from 4 a week in 2023 to 2 a week in 2024.--2025-02-10

P52), Total Programs for Young Adults

Our Dungeons and Dragons groups were sorted into different age categories this year.--2025-02-10

C02), Audio Materials, Physical

Yes, this figure is correct.--2025-02-07

R20), Other Operating Revenue - Regional System Direct

Generally, our library contributes some of these dollars to the ALS overdrive collection and reports the exchange in the R21 field. With changes in our programming structure, I chose to retain the full amount.--2025-02-07

R21), Other Operating Revenue - Regional System Indirect

Generally, our library contributes some of these dollars to the ALS overdrive collection and reports the exchange in the R21 field. With changes in our programming structure, I chose to retain the full amount.--2025-02-07

E05), Collection Expenditures - Electronic Materials - Electronic Books

Anticipating changes in program funding, I chose to allocate ALS Crossover and Bestsellers in house.--2025-02-07

R54), Other Capital Revenue - Other Direct

The \$66k in 2023 was an insurance reimbursement for costs associated with the building flood of 2022.--2025-02-07

EC01), Total Capital Expenditures

\$16k was for lighting updates.--2025-02-07



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2024 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2024, unless otherwise specified.

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CONTACT INFORMATION

G01m) Library Name	Grand Marais Public Library
G02m) Regional System/Sequence Number	A1700
G03m) Regional Public Library System	ALS
G05m) Location is a change from 2024 Data	No
G04m) Street Address	104 2nd Avenue W.
G06m) City	Grand Marais
G07m) ZIP Code	55604
G12m) Phone	218-387-1140
G08m) Mailing Address	PO Box 280
G09m) City	Grand Marais
G10m) ZIP Code	55604
G11m) County	Cook

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01m) Population of the Legal Service Area	5,639	5,629
P02m) Registered Users – Residents	2,881	2,596
P03m) Registered Users – Reciprocal	316	297
P04m) Total Registered Users	3,197	2,893
P06m) Visits	45,457	42,485
P07m) Reference Transactions	5,219	6,223

P08m) Public Internet Computer Sessions	2,785	3,840
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies Internet usage exclusively
P10m) Wireless Sessions	4,501	8,682

CIRCULATION

Data Element	2024 Data	2023 Data
P13m) Children’s Circulation	18,299	19,935
P14m) Adult Circulation	18,247	20,833
P15m) Physical Circulation (No Age Designation)	2,243	2,734
P16m) Total Physical Circulation	38,789	43,502

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2024 Data	2023 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	17	27
P71m) Onsite In-Person Programs Intended for Ages 6-11	13	33
P72m) Onsite In-Person Programs Intended for Young Adults	4	20
P73m) Onsite In-Person Programs Intended for Adults	27	22
P74m) Onsite In-Person Programs Intended for All Ages	40	9
P75m) Total Onsite Programs	101	111

Onsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	169	284
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	110	460
P95m) Attendees at Onsite In-Person Programs for Young Adults	87	215
P96m) Attendees at Onsite In-Person Programs for Adults	680	189
P97m) Attendees at Onsite In-Person Programs for All Ages	792	640
P98m) Total Onsite In-Person Attendance	1,838	1,788

Offsite In-Person Programs

Data Element	2024 Data	2023 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	3
P77m) Offsite In-Person Programs Intended for Ages 6-11	0	0
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	0	0
P80m) Offsite In-Person Programs Intended for All Ages	2	4
P81m) Total Offsite Programs	2	7

Offsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	33
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	0	0
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	0	0
P103m) Attendees at Offsite In-Person Programs for All Ages	136	322
P104m) Total In-Person Offsite Attendance	136	355

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49m) Self-Directed Activities	61	67
P50m) Participation in Self-Directed Activities	1,265	1,139

FULL-TIME-EQUIVALENT STAFF

Data Element	2024 Data	2023 Data
S01m) ALA/MLS Librarian FTE	2.00	1.00
S02m) Other Librarian FTE	1.00	2.00
S03m) Total Librarian FTE	3.00	3.00
S04m) Other Staff FTE	2.32	2.45
S05m) Total Paid Staff FTE	5.32	5.45

Volunteers

Data Element	2024 Data	2023 Data
O16m) Number of Teen Volunteers	2	0
O17m) Number of Adult Volunteers	2	8
O18m) Number of Teen Volunteer Hours	43	0
O19m) Number of Adult Volunteer Hours	6	120
O20m) Total Number of Volunteers	4	8
O21m) Total Number of Volunteer Hours	49	120

LIBRARY COLLECTION

Data Element	2024 Data	2023 Data
C01m) Print Materials (Books and Periodicals)	19,768	18,947
C02m) Audio Materials, Physical	1,105	1,105
C03m) Video Materials, Physical	2,788	2,802
C04m) Multi-format Materials	43	45
C05m) Other Physical Materials	70	79
C06m) Total Physical Materials	23,774	22,978
C07m) Print Serial Subscriptions	73	90

PUBLIC SERVICE HOURS

Daily Hours

Data Element	2024 Data	2023 Data
H01m) Monday	7.0	[new in 2024]
H02m) Tuesday	7.0	[new in 2024]
H03m) Wednesday	10.0	[new in 2024]
H04m) Thursday	7.0	[new in 2024]
H05m) Friday	7.0	[new in 2024]
H06m) Saturday	4.0	[new in 2024]
H07m) Sunday	0.0	[new in 2024]

Seasonal Daily Hours

Data Element	2024 Data	2023 Data
H19m) Monday		[new in 2024]
H20m) Tuesday		[new in 2024]
H21m) Wednesday		[new in 2024]
H22m) Thursday		[new in 2024]
H23m) Friday		[new in 2024]
H24m) Saturday		[new in 2024]
H25m) Sunday		[new in 2024]

Number of Weeks Open to the Public

Data Element	2024 Data	2023 Data
H15m) Weeks Library was Open with Regular Service	52	52
H27m) Weeks Library was Open with Seasonal Service		[new in 2024]
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2024 Data	2023 Data
H08m) Weekly Hours of Regular Service	42.00	42.00
H09m) Weekly Hours of Seasonal Service		[new in 2024]

Annual Hours Open to the Public

Data Element	2024 Data	2023 Data
H12m) Annual Public Service Hours	2,041	2,097
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES

Outlet Types

Data Element	2024 Data	2023 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2024 Data	2023 Data
F07m) Facility Type	L	L
F08m) Square Feet	6,700	6,700
F09m) Year Built	1987	1987
F10m) Latest Year Remodeled	2011	2011
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2024 Data	2023 Data
F12m) Staff Internet Computers	11	10
F13m) Public Internet Stationary Computers	9	10
F14m) Public Internet Mobile Devices for On-Site Use	3	3
F15m) Public Internet Computers/Devices	12	13

Internet Connections

Data Element	2024 Data	2023 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	Category 6	Category 6
F19m) Typical Internet Download Speed for Public Computers	500.1 Mbps - 1 Gbps (billions of bits per second)	500.1 Mbps - 1 Gbps (billions of bits per second)
F21m) Typical Internet Upload Speed for Public Computers	500.1 Mbps - 1 Gbps (billions of bits per second)	500.1 Mbps - 1 Gbps (billions of bits per second)
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2024 Data	2023 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	0	0

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Library Friends of Cook County

ANNOTATIONS

P08m), Public Internet Computer Sessions

We had a few unexpected closures. We may have fewer people signing in because of the new location of the sheet.--2025-03-17

P10m), Wireless Sessions

We seemed to have high levels of visitors using Wi-Fi. We experienced a high volume of people connecting to print directly from their phones.--2025-02-06

P70m), Onsite In-Person Programs Intended for Ages 0-5

In 2023, we offered Crafternoons events 4 days a week during summer reading program. In 2024, we offered 2 per week.--2025-02-10

P71m), Onsite In-Person Programs Intended for Ages 6-11

Dungeons and Dragons groups were sorted into different age categories in 2024 than in 2023.--2025-02-10

In 2023, we offered Crafternoons events 4 days a week during summer reading program. In 2024, we offered 2 per week.--2025-02-10

P72m), Onsite In-Person Programs Intended for Young Adults

Dungeons and Dragons groups were sorted into different age categories in 2024 than in 2023.--2025-02-10

P94m), Attendees at Onsite In-Person Programs for Ages 6-11

Dungeons and Dragons groups were sorted into different age categories in 2024 than in 2023.--2025-02-10

Dungeons and Dragons groups were sorted into different age categories in 2024 than in 2023.--2025-02-10

P95m), Attendees at Onsite In-Person Programs for Young Adults

Dungeons and Dragons groups were sorted into different age categories in 2024 than in 2023.--2025-02-10

H12m), Total Public Service Hours Per Year

Closures = 143 hours: 13 holidays, 2 winter weather closures, 4 days closed following safety incident.--2025-02-06

F13m), Public Stationary Internet Terminals

Express station was out of service.--2025-02-06

O18m), Number of Teen Volunteer Hours

Youth interns: 1 @6.5 and 1 @36 hrs--2025-02-07



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2024 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature and Date of Library Board President/City or County Representative

Printed Name of Library Board President/City or County Representative

Signature and Date of Library Director

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us

Fax: 651-582-8752



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2024 Budget Review



CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: December 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	\$1,150.46	\$33,489.24	\$451,995.24	\$425,231.60	\$292,657.80
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	\$1,476.32	\$2,667.79	\$1,476.32	-\$1,476.32
G 211-20202 Accounts Payabl	-\$15,573.10	\$15,573.10	\$34,928.95	\$15,573.10	\$34,928.95	-\$34,928.95
G 211-20800 Taxes Due (Stat	-\$39.00	\$36.00	\$29.64	\$601.00	\$493.28	\$68.72
G 211-25300 Unassigned Fun	-\$247,638.08	\$69,858.51	\$16,693.92	\$461,020.88	\$469,727.86	-\$256,345.06
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
LIBRARY	\$0.00	\$86,618.07	\$86,618.07	\$931,873.00	\$931,873.00	\$0.00
211 LIBRARY	\$0.00	\$86,618.07	\$86,618.07	\$931,873.00	\$931,873.00	\$0.00



CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: December 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	\$0.27	\$5,017.48	\$63,749.77	\$88,032.51	-\$35,329.16
G 215-10101 MONEY MARKET	\$67,452.80	\$215.13	\$0.00	\$2,795.15	\$200.00	\$70,047.95
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	\$567.05	\$0.00	\$7,298.21	\$0.00	\$276,748.70
G 215-11500 Accounts Receiv	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	-\$182.56	\$0.00	\$0.00	\$182.56	\$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	-\$4,633.50	\$5,017.48	\$215.40	\$46,335.27	\$25,492.48	\$16,209.29
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	\$567.05	\$44,082.24	\$48,368.21	-\$244,584.50
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	\$5,799.93	\$5,799.93	\$164,443.20	\$164,443.20	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$5,799.93	\$5,799.93	\$164,443.20	\$164,443.20	\$0.00



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

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
	\$0.00	\$92,418.00	\$92,418.00	\$1,096,316.20	\$1,096,316.20	\$0.00



CITY OF GRAND MARAIS
City of Grand Marais Expenditure Guideline
 Current Period: December 2024

F Account Descr	2024 Budget	December 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$177,757.00	\$28,731.75	\$190,451.99	-\$12,694.99	107.14%	\$117,252.51
E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$11,335.23	\$90,089.35	\$10,130.65	89.89%	\$99,419.38
E 211-45500-105 Overtime	\$0.00	\$3.94	\$1,768.93	-\$1,768.93	0.00%	\$1,634.95
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$18.36	\$773.69	\$1,226.31	38.68%	\$1,832.46
E 211-45500-111 Salary - Clean	\$6,960.00	\$578.92	\$4,237.25	\$2,722.75	60.88%	\$4,810.76
E 211-45500-121 PERA	\$21,520.00	\$1,598.44	\$20,092.42	\$1,427.58	93.37%	\$16,376.04
E 211-45500-122 FICA	\$17,790.00	\$1,254.25	\$15,930.68	\$1,859.32	89.55%	\$13,317.81
E 211-45500-125 Medicare	\$4,285.00	\$293.34	\$3,725.71	\$559.29	86.95%	\$3,114.62
E 211-45500-131 Employer Paid Health	\$28,316.00	\$3,285.52	\$35,103.39	-\$6,787.39	123.97%	\$17,953.74
E 211-45500-133 Employer Paid Life	\$495.00	\$29.59	\$367.06	\$127.94	74.15%	\$289.33
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$2,250.00	-\$177.29	\$1,353.34	\$896.66	60.15%	\$1,594.04
E 211-45500-200 Office Supplies (GEN	\$4,500.00	\$408.06	\$4,380.55	\$119.45	97.35%	\$4,860.98
E 211-45500-217 Heating Fuel	\$4,200.00	\$1,038.79	\$2,737.40	\$1,462.60	65.18%	\$3,224.82
E 211-45500-220 Repair/Maint Supply (\$600.00	\$10.66	\$1,360.87	-\$760.87	226.81%	\$1,177.40
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120.22
E 211-45500-310 Service Agreements	\$5,000.00	\$905.01	\$11,071.08	-\$6,071.08	221.42%	\$8,658.91
E 211-45500-321 Telephone	\$2,100.00	\$201.97	\$2,226.00	-\$126.00	106.00%	\$2,327.28
E 211-45500-322 Postage	\$75.00	\$0.00	\$18.33	\$56.67	24.44%	\$85.80
E 211-45500-330 Transportation/Schoo	\$4,500.00	\$525.04	\$2,357.49	\$2,142.51	52.39%	\$4,636.33
E 211-45500-340 Advertising	\$500.00	\$0.00	\$331.50	\$168.50	66.30%	\$289.00
E 211-45500-360 Insurance (GENERAL	\$15,000.00	-\$522.82	\$8,977.75	\$6,022.25	59.85%	\$8,338.21
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$460.31	\$5,613.28	\$1,386.72	80.19%	\$6,334.38
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%	\$0.00
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$190.09	\$109.91	63.36%	\$250.01
E 211-45500-435 Books, Periodicals	\$28,500.00	\$2,439.89	\$28,660.20	-\$160.20	100.56%	\$26,397.57
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$200.00	\$375.00	34.78%	\$395.00
E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$526.42	\$2,423.05	\$1,176.95	67.31%	\$4,289.78
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$203.98	\$46.02	81.59%	\$253.60
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-449 Automation	\$1,000.00	\$639.92	\$1,241.51	-\$241.51	124.15%	\$1,727.02
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)	\$439,293.00	\$53,585.30	\$435,894.40	\$3,398.60		\$350,961.95
211 LIBRARY	\$439,293.00	\$53,585.30	\$435,894.40	\$3,398.60		\$350,961.95



CITY OF GRAND MARAIS
City of Grand Marais Expenditure Guideline
 Current Period: December 2024

F Account Descr	2024 Budget	December 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$73.00	\$1,412.86	-\$1,412.86	0.00%	\$1,045.09
E 215-45500-220 Repair/Maint Supply (\$0.00	\$0.00	\$7,784.55	-\$7,784.55	0.00%	\$801.89
E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$274.39
E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$3,444.46	-\$3,444.46	0.00%	\$59.00
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%	\$0.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$80.15	-\$80.15	0.00%	\$1,379.28
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	\$450.00	-\$450.00	0.00%	\$600.00
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	\$0.00	\$5,604.78	-\$5,604.78	0.00%	\$5,184.58
E 215-45500-449 Automation	\$0.00	\$2,244.48	\$3,213.17	-\$3,213.17	0.00%	\$12,926.90
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$2,700.00	\$19,649.00	-\$17,649.00	982.45%	\$41,542.20
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	\$5,017.48	\$41,738.97	-\$39,738.97		\$63,813.33
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	\$2,035.00	-\$2,035.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$3,012.24	-\$3,012.24	0.00%	\$0.00
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$5,047.24	-\$5,047.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$5,017.48	\$46,786.21	-\$44,786.21		\$63,813.33



CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: December 2024

F Account Descr	2024 Budget	December 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
	\$441,293.00	\$58,602.78	\$482,680.61	-\$41,387.61		\$414,775.28



CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: December 2024
 Current Qtr: 4

F Account Descr	2024 Budget	December 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	\$0.75	\$133.40	-\$133.40	0.00%	\$131.39
R 211-00000-36222 Copies Charged	\$5,000.00	\$373.01	\$6,759.69	-\$1,759.69	135.19%	\$5,838.37
R 211-00000-36224 Book Replacemen	\$0.00	\$31.95	\$542.01	-\$542.01	0.00%	\$506.83
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	\$62.68	-\$62.68	0.00%	\$10.00
R 211-00000-36230 Contributions and	\$0.00	\$15.00	\$1,809.60	-\$1,809.60	0.00%	\$1,571.33
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%	\$230,429.00
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	\$441,293.00	\$420.71	\$444,601.38	-\$3,308.38		\$439,711.92
211 LIBRARY	\$441,293.00	\$420.71	\$444,601.38	-\$3,308.38		\$439,711.92



CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: December 2024
 Current Qtr: 4

F Account Descr	2024 Budget	December 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	\$215.40	\$2,598.74	-\$2,598.74	0.00%	\$2,845.51
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$13,173.00	-\$13,173.00	0.00%	\$3,909.00
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	\$0.00	\$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 Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$215.40	\$24,931.18	-\$22,931.18		\$80,667.65
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$567.05	\$7,298.21	-\$7,298.21	0.00%	\$6,814.16
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$567.05	\$7,298.21	-\$7,298.21		\$6,814.16
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$782.45	\$32,229.39	-\$30,229.39		\$87,481.81



CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: December 2024
 Current Qtr: 4

F Account Descr	2024 Budget	December 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
	\$443,293.00	\$1,203.16	\$476,830.77	-\$33,537.77		\$527,193.73

A	B	C	D	E
	Fund 211 - Operating	Comments	2025	2024
				Approved
1	Salary Full Time		\$ 184,745.60	\$ 177,757.00
2	Salary Part Time		\$ 106,605.20	\$ 100,220.00
3	Overtime/Worked holiday			
4	Salary Maintenance	city crew working on library jobs	\$ 2,000.00	\$ 2,000.00
5	Salary Cleaning	estimated by city	\$ 7,170.80	\$ 6,960.00
6	PERA	estimated by city	\$ 22,539.12	\$ 21,520.00
7	FICA	estimated by city	\$ 18,632.34	\$ 17,790.00
8	Medicare	estimated by city	\$ 4,481.56	\$ 4,285.00
9	Health Insurance	estimated by city	\$ 47,377.00	\$ 28,316.00
10	Life Insurance	estimated by city	\$ 495.00	\$ 495.00
11	Unemployment Comp.			
12	Worker's Compensation	estimated by city	\$ 1,500.00	\$ 2,250.00
13	Office Supplies	includes book processing supplies	\$ 6,000.00	\$ 4,500.00
14	Heating Fuel		\$ 4,200.00	\$ 4,200.00
15	Repair & Maint.Supplies	(Combined with Build. Main.)	\$ 1,000.00	\$ 600.00
16	Service Agreements	rugs, copier, alarm system	\$ 8,600.00	\$ 5,000.00
17	Telephone		\$ 2,500.00	\$ 2,100.00
18	Postage		\$ 75.00	\$ 75.00
19	Travel/School	travel, MLA conference	\$ 4,800.00	\$ 4,500.00
20	Advertising	newspaper ads as needed	\$ 600.00	\$ 500.00
21	Insurance - building	estimated by city	\$ 10,000.00	\$ 15,000.00
22	Utilities		\$ 7,000.00	\$ 7,000.00
23	Miscellaneous	Library Board Planning Event	\$ 300.00	\$ 300.00
24	Books, periodicals		\$ 28,500.00	\$ 28,500.00
25	Membership Dues	ALA, MLA, professional dues	\$ 575.00	\$ 575.00
26	AudioVisual/DVD		\$ 4,000.00	\$ 3,600.00
27	Other physical materials	Toys/games collection	\$ 250.00	\$ 250.00
28	Elect Books/Journals			
29	Automation	tech needs	\$ 1,500.00	\$ 1,000.00
30	ALS Membership	County pays to ALS directly	\$ 29,356.00	\$ 29,356.00
31	Totals		\$ 504,802.62	\$ 468,649.00

Library Strategic Plan

Adopted February 2024 for 2023 - 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

Library Strategic Plan

Adopted February 2024 for 2023 - 2025

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—in progress
 3. Replacing Public PCs
- Facility investments
 1. Explore building modifications to improve safety and security
 2. Implement installation of security camera system—in progress
 3. Install an additional emergency exit—in progress
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to ~~library strategic goals~~ **safety and security in the library; or the implementation of new safety protocols**).
- Trustees and staff develop a 10-year plan for the facility

Focus Area 4: The Library provides service to underrepresented and underserved parts of the county

Every community member feels welcome and encouraged to take advantage of library services that meet their needs.

Action items:

- Promote mail-a-book service
 - Conduct pop-up library events
 - Augment collection to attract underserved members of the county
- Host events that attract underrepresented and underserved members of the county



Grand Marais Public Library
104 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: March 1, 2025
SUBJECT: Security Camera Proposals

The professional security camera systems that I explored came in two styles.

In the first case, the library purchases equipment installed by the vendor. We own everything we buy, data is stored locally at the library and can be accessed remotely by app. Important considerations are ensuring that we purchase a larger data storage box than we think we need so that we can add additional cameras, called channels, if needed without the expense of purchasing the next size box. We should budget for replacing the technology as it ages.

Both ESC and Nextec Systems provide the first type of system. Their quotes are attached. The library already uses ESC for our fire system. They often split the cost of mileage between our organization and any others receiving service on a given date. Nextec had a good customer service presence and was responsive to my stated needs.

In the second case, the library leases equipment, receives ongoing support from the vendor, and stores information in the Cloud. Pro-Tec provides this type of system. This system is especially beneficial when multi-department agencies are networked and coordinating surveillance. For the foreseeable future, the library will be maintaining an independent system. Pro-Tec's proposal is being developed for delivery at the Board meeting.

Phone # 218-727-3267 Fax # 218-624-7444
 Mail to: PO Box 1095
 Ship to: 420 3rd Ave
 Proctor, MN 55810

Customer:

Date: 2/24/2025

Grand Marais Public Library
 Amanda St. John
 P.O. 280
 Grand Marais, MN 55604
 Fax: Email

Attention: Amanda

Reference: Grand Marais Library

Qty Stock Number/Description

We propose to furnish & install the following Video Surveillance system equipment. We shall install & terminate wiring on IP cameras and in Headend equipment, program control equipment and certify system. Camera layout attached.

IP Video Surveillance System - Grand Marais Library

- 1 Cyberpower OR1500LCDRM1U 1RU Rack Mount UPS
- 1 LTS Security LTN8916-P16N - 16 Channel Enterprise Level NVR - HDMI/VGA/CVBS (Add HDD)
- 2 LTS Security DHWD10PURZ 10TB Hard Drive
- 1 LTS Security 28" LEDK Video Monitor - 24/7 UL Operating Capability
- 4 LTS Security CMIP9783NW-SZ 8MP/4K Bullet Camera - MVF Lens with Auto Focus - IP67 - IK10 (Includes Junction Box)
- 1 LTS Security CMIP3C6PW-28SDL Panoramic IP Camera 6 MP, Color 24/7 IP Camera 3632 x 1632 @ 20 fps
- 1 Miscellaneous Hardware, CAT6 Cabled Wire, Wiremold, Material, etc..
- 1 Headend Equipment Installation - NVR Set Up - Programming - End User Instruction.

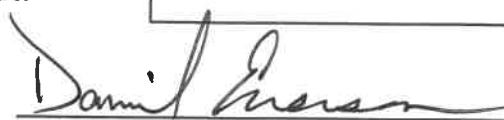
NOTE: Camera system NVR & UPS will use existing data rack

THIS PROPOSAL DOES NOT INCLUDE ANY APPLICABLE SALES TAX UNLESS SHOWN AND IS VALID FOR 60 DAYS.

Sales Tax (7.375%)	\$0.00
Total	\$9,690.47

**Warranty work is performed during normal business hours.
 Monday-Friday 7:00am to 3:30pm.**

 Customer's authorization


 ESC System's Representative

General Notes:

- A. CIRCUIT WIRING NOT SHOWN EXCEPT FOR SWITCHING INTENT OF LUMINAIRES AND CONTROL OF DEVICES.
- B. PROVIDE PROPER NUMBER OF CONDUCTORS TO ACHIEVE CIRCUITING SHOWN.
- C. CIRCUIT NUMBERS AT DEVICES CORRESPOND TO PANELBOARD BREAKERS (SEE PANELBOARD SCHEDULE). BRANCH CIRCUIT CONDUCTORS SHALL BE SIZED PER THE N.E.C. (1/2 MINIMUM).
- D. EACH CIRCUIT SHALL HAVE AN INDIVIDUAL NEUTRAL (CIRCUITS SHALL NOT SHARE NEUTRALS).
- E. PROVIDE ALL DUPLEX RECEPTACLES AS TAMPER RESISTANT DEVICES.
- F. REPLACE ALL EXISTING RECEPTACLES AND CONNECT TO CIRCUIT INDICATED ON PLAN.
- G. PROVIDE VOICE AND DATA PATHWAYS AND OUTLETS. ALL VOICE AND DATA CABLEING SHALL BE BY OWNER.

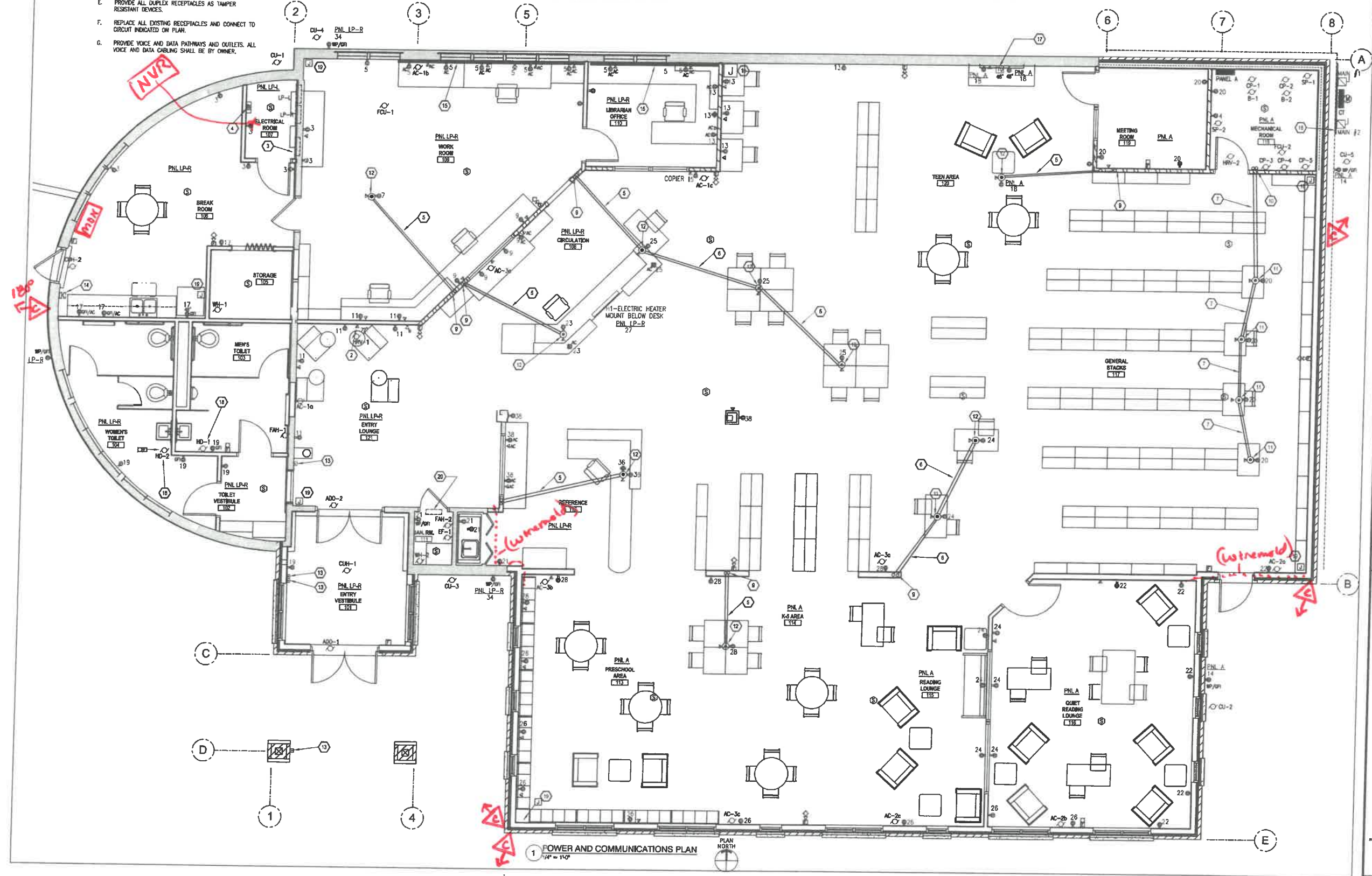
Keyed Notes:

1. EXISTING FLOOR OUTLET.
2. FUTURE ELECTRONIC BULLETIN BOARD/MONITOR DATA OUTLET. PROVIDE BLANK COVER. SUB 1" CONDUIT FROM DATA OUTLET TO ACCESSIBLE CEILING SPACE IN WORK ROOM.
3. COMMUNICATIONS SERVICE CABLE AND EQUIPMENT LOCATION.
4. PROVIDE NEW FIRE ALARM CONTROL PANEL. CONNECT TO PANEL LP-L, CIRCUIT 1.
5. PROVIDE (2) 1" FROM INSIDE NEW WALL IN EXISTING FLOOR TO NEW FLOOR OUTLET BOX. CUT AND PATCH CONCRETE FLOOR.
6. PROVIDE (2) 1" IN EXISTING FLOOR BETWEEN NEW FLOOR OUTLET BOXES. CUT AND PATCH CONCRETE FLOOR.
7. PROVIDE (2) 1" BELOW NEW FLOOR BETWEEN NEW FLOOR OUTLET BOXES.
8. PROVIDE (2) 1" IN NEW FLOOR FROM NEW WALL TO NEW FLOOR OUTLET BOX.
9. PROVIDE (2) 1" INSIDE NEW WALL TO ACCESSIBLE CEILING SPACE.
10. PROVIDE (2) 1" FROM MECHANICAL ROOM TO NEW FLOOR OUTLET. INSTALL CONDUIT BELOW HEAT PIPING IN SLAB. COORDINATE CONDUIT INSTALLATION WITH MECHANICAL CONTRACTOR.

11. PROVIDE WIREMOLD RFB2 RECESSED FLOOR BOX WITH COVER. PROVIDE ONE DUPLEX RECEPTACLE AND ONE DATA OUTLET. COORDINATE LOCATIONS WITH HEAT PIPING IN SLAB. COORDINATE WITH MECHANICAL CONTRACTOR.
12. PROVIDE WIREMOLD RFB2 RECESSED FLOOR BOX WITH COVER. PROVIDE ONE DUPLEX RECEPTACLE AND ONE DATA OUTLET.
13. INSTALL WIRELESS AUTOMATIC DOOR OPERATOR PUSH BUTTON SWITCH FURNISHED BY GENERAL CONTRACTOR.
14. EXISTING SECURITY KEYPAD LOCATION.

15. PROVIDE ABOVE COUNTER WIREMOLD SERIES 6000 DIVIDED CHANNEL STEEL SURFACE RACEWAY WITH RECEPTACLES AND DATA OUTLETS. FINISH COLOR WORK.
16. PROVIDE NEW 3/4" BACKBOARD FOR MAIN SERVICE DISCONNECTS AND METERING CABINET. PAINT TWO COATS WHITE.
17. PROVIDE TV OUTLET WITH 3/4" CONDUIT FROM 4" OUTLET BOX TO ROOM 107. TV CABLEING SHALL BE BY OWNER.
18. PROVIDE DYSON AIRBLADE SERIES HAND DRYER, 120 VOLT, 1400 WATT, WHITE FINISH. SEE ARCHITECTURAL PLAN A1.0 FOR HEIGHT AND LOCATION.

19. PROVIDE FLUSH SINGLE GANG OUTLET BOX AT 60" AFF WITH BLANK COVER AND 3/4" CONDUIT TO ROOM 107 EXISTING SECURITY CONTROL PANEL LOCATION. SECURITY SYSTEM CABLEING, EQUIPMENT AND INSTALLATION SHALL BE BY OWNER.
20. EXISTING SECURITY SYSTEM CONTROL PANEL LOCATED ABOVE DOOR.



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www.dsgw.com

GRAND MARAIS LIBRARY

PROJECT ADDRESS
GRAND MARAIS, MN

Project # 11007
date April 28, 2011
file name 07-11007E30.dwg
drawn by BAR
checked by TRL
name Terence R. Larson
reg. # 17136
sign date April 28, 2011

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

signature Terence R. Larson



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mark	revision/description	date
CD	CD COMPLETION	APRIL 28, 2011

POWER & COMM. PLAN

sheet title
sheet number
E3.0

1 POWER AND COMMUNICATIONS PLAN
1/4" = 1'-0"



Grand Marais Public Library

Camera System Proposal

3/11/2025



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About Nextec Systems

Nextec Systems is a full-service Electronic Systems Contractor that provides solutions for both Commercial and Residential applications and serves the upper Minnesota and Wisconsin regions.

Started in 2001, our team of experienced professionals works with clients as long-term partners. We pride ourselves on our customer satisfaction, professional image, and deep technical talent. You can be assured that you will get the right solution, done the right way, and at a fair price.

The Nextec Advantage:

- **Design Principles:** Nextec specializes in designing and delivering electronic systems utilizing a hierarchy of best practice principles that incorporate: Performance, Reliability, Ease of Use and Aesthetics - all of which are uniquely important.
- **Solid History of Customer Satisfaction:** Our long list of satisfied clients and trade partners are leading indicators of our system reliability and ease of use. Over 90% of our business is generated by referrals from satisfied commercial and residential customers, as well as by the leading designers, builders and trades people we partner with.
- **Top Notch Ongoing Support:** As our customer base can attest, Nextec is known for offering top notch ongoing support and service on a 24x7x365 basis. We support what we design and install.
- **Certified Qualifications:** In a complex industry that is always changing, certified qualifications and adherence to current industry best practices is an important consideration. Nextec Principals are formally educated in Computer and Electrical Engineering, maintain accredited professional Industry Certifications (CCPI and CCPD), along with a wide variety of equipment manufacturer certifications. Our certified professional installers participate in ongoing training and certification to ensure competency with the latest technologies.

Nextec Systems is a licensed, bonded, and insured Technology Systems Contractor (TS002058)

Nextec Systems Process



Please Contact me with any questions that you may have.

Jerid Prah - CCPD, CCPI
Owner / Lead Designer
Nextec Systems
218.591.4321
jprahl@nextecsystems.com

Project Overview – Scope Of Work

Nextec Systems is pleased to present Grand Marais Public Library with a proposal for a high performance, feature-rich and reliable Camera system.

Focus or Goals of Systems Proposed:

- Meeting your specific needs for functionality
- Ease of Use
- Reliability
- Compatibility & expandability for future needs

Overview

Camera System: This proposal includes a Camera System that can be viewed from a secure easy to use app from anywhere in the world.

- This proposal includes a Camera System featuring (6) High-definition cameras providing optimum coverage based on the layout and wall heights
- Live or prerecorded footage can be accessed from a computer or smartphone app. Searching for archived footage is made easy as the app has a timeline bar where you can skip too various types of incidents that have occurred (such as line crossing, motion, and more)
- Cameras are capable of smart analytics for motion, facial and human recognition and are exterior rated to -40 F
- Camera System Cabling, Materials, labor is included in this proposal.

Nextec Camera Systems



Features / Overview

- **High-Resolution Imaging:** Nextec offers a range of cameras, including 4K resolution options, ensuring clear and detailed video footage.
- **Variety of Camera Types:** Our product lineup includes dome cameras, bullet cameras, PTZ (Pan-Tilt-Zoom) cameras, and turret cameras, catering to different surveillance needs.
- **Advanced Features:** Most Nextec cameras come with features like motion detection, night vision, and advanced analytics, including facial and license plate recognition
- **Remote Monitoring:** Nextec cameras support remote viewing through mobile apps and web interfaces, allowing users to monitor their property from anywhere.
- **Durability and Weatherproofing:** Nextec cameras are designed to be durable and weatherproof, making them suitable for both indoor and outdoor use.
- **Reliable Recording:** Nextec Network Video Recorders (NVR's) Keeps your video footage off the internet stored on your property and is customized for storage quantity to meet your needs.
- **NDAA Compliant:** Unlike most competitors' offerings, Nextec Camera Systems are NDAA compliant. This means they are manufactured in compliance with the National Defense Authorization Act, have strict security compliance and safeguards to protect your system and privacy, are manufactured in regions that are allies of the United States.

Financial Summary

Camera System (Labor and Tax Incl.)	
Package	Quantity
8 Channel Facial Recognition Recorder	1
4MP H.265 AI IP Turret Camera, IR, 2.8mm lens	6
Wire, Labor and Configuration	1
Camera System Subtotal	\$13,468.54

Terms & Conditions

Your satisfaction is important to us and we plan to exceed your expectation. This Proposal and the Terms and Conditions form the Agreement between "Us" for this Project (Nextec – "We"; and Customer – "You").

Services

- We will provide the equipment and labor required to complete the Project to the specifications & descriptions outlined in this Proposal.
- Prices contained are valid for 30 days from the delivery of this Proposal to you and will expire without receipt of your signed acceptance (below).
- The costs associated with any work or materials, including but not limited to high voltage electrical, drywall, painting, cabinetry and casework, are not included unless specifically documented in the Proposal.

Equipment / Components

- Audio and video manufacturer's regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation.
- If you choose to substitute equipment or components that are different than included in this Proposal, additional costs (equipment and labor) will apply.
- Once equipment is delivered to the installation site, you are responsible for loss due to theft, fire, water damage, and other damages outside of our direct control. We assume you have made arrangements for adequately securing of the site during non-work hours and carry adequate insurance in case of such losses.
- The original equipment manufacturers warranty exclusively applies to equipment, components and third party software. We make no equipment or software warranty. After Project completion, additional labor charges will apply to remove / return / replace defective equipment & components within or outside of the manufacturer's warranty.
- We do not take responsibility for changes in functionality, availability, or performance affecting your equipment or systems due to change in consumer technology industry law or policy.

Installation

- We warrant that we will perform the Installation in a professional and workmanlike manner and in accordance with accepted industry standards. We will rectify any defects in our Physical Installation for a period of ninety (90) days from the date of Substantial Completion of the installation. Physical Installation is the installation of the physical hardware materials.
- The Proposal was developed assuming normal installation practices. If unusual or un-anticipated construction difficulties are encountered (examples - hidden blockages of ceiling space for cable pulling, missing electrical outlet, etc.), additional charges will apply to work around or resolve these issues.
- 3rd Party Service Providers include, but are not limited to, Internet Service Providers, Satellite TV Providers, Cable Providers, or Telephone Providers that you compensate separately. Any configuration, troubleshooting, on site visits, or delays relating to 3rd Party Services or Providers will always be billed at our Standard Time & Material (T&M) rates for labor / parts / materials / incidental expenses. Acceptance of this Agreement indicates we will not need to notify you in advance of these charges.
- We are not responsible for damage or performance issues related to (1) hardware not procured by us, including customer supplied equipment such as TVs, I-pads, etc., (2) other Contractors not under our control, or (3) 3rd Party Service Providers. We are not responsible for our wiring damaged by other Contractors or 3rd Party Service Providers. Separate T&M charges will apply to troubleshooting and / or repairing such problems.
- If your locations are greater than 50 miles from the Nextec home office, and unless explicitly outlined as "Extended Travel Included" in the Project Totals of the Proposal, we will charge you an Extended Travel Re-imbusement at the current Extended Travel Rates outlined on the most current Nextec Rate Sheet.

Change Orders

- You may request changes, additions, or modifications outside this Proposal without invalidating the Agreement subject to this Change Order Procedure: (1) You may request a written price estimate for the Change Order in advance of the work, or our T&M rates will apply. (2) The Change Order payment is due upon receipt of invoice.

Payment Terms

- New Construction - 100% of structured cabling and 50% of project remainder due upon completion of prewire, final 50% due upon Substantial Completion.
- Retrofit with T&M Labor – 50% of hardware due on contract acceptance, remainder of hardware and T&M labor due upon Substantial Completion.
- Substantial Completion is when all physical installation work has been completed. Additional adjustments, programming changes and training may continue beyond Substantial Completion.
- Failure to make any scheduled payment when due will result in delay of installation services. Failure to make all payments upon Substantial Completion constitutes a default and in addition to other remedies, we may impose the maximum rate of interest allowable by law on any

overdue payments, partial payments, or unpaid balances. We retain title and ownership of equipment and components until the Project Total has been paid in full. Final payment constitutes Final Project Acceptance.

Other

- This custom Proposal is a Nextec confidential and proprietary work product. You agree not to alter, reproduce, or share with other vendors in any manner unless authorized in writing by us, and/ or a design fee (determined solely by us) is paid.
- This Proposal, in addition to these Terms and Conditions, constitutes the entire Agreement between us and supersedes any prior oral or written agreements. If there is a conflict between the provisions of the Proposal and the Terms and Conditions, the Terms and Conditions will prevail. This Agreement may be amended only by a written amendment signed by both of us.

Acceptance

Signature _____ Date _____

Nextec Rate Sheet

T&M Labor Rate

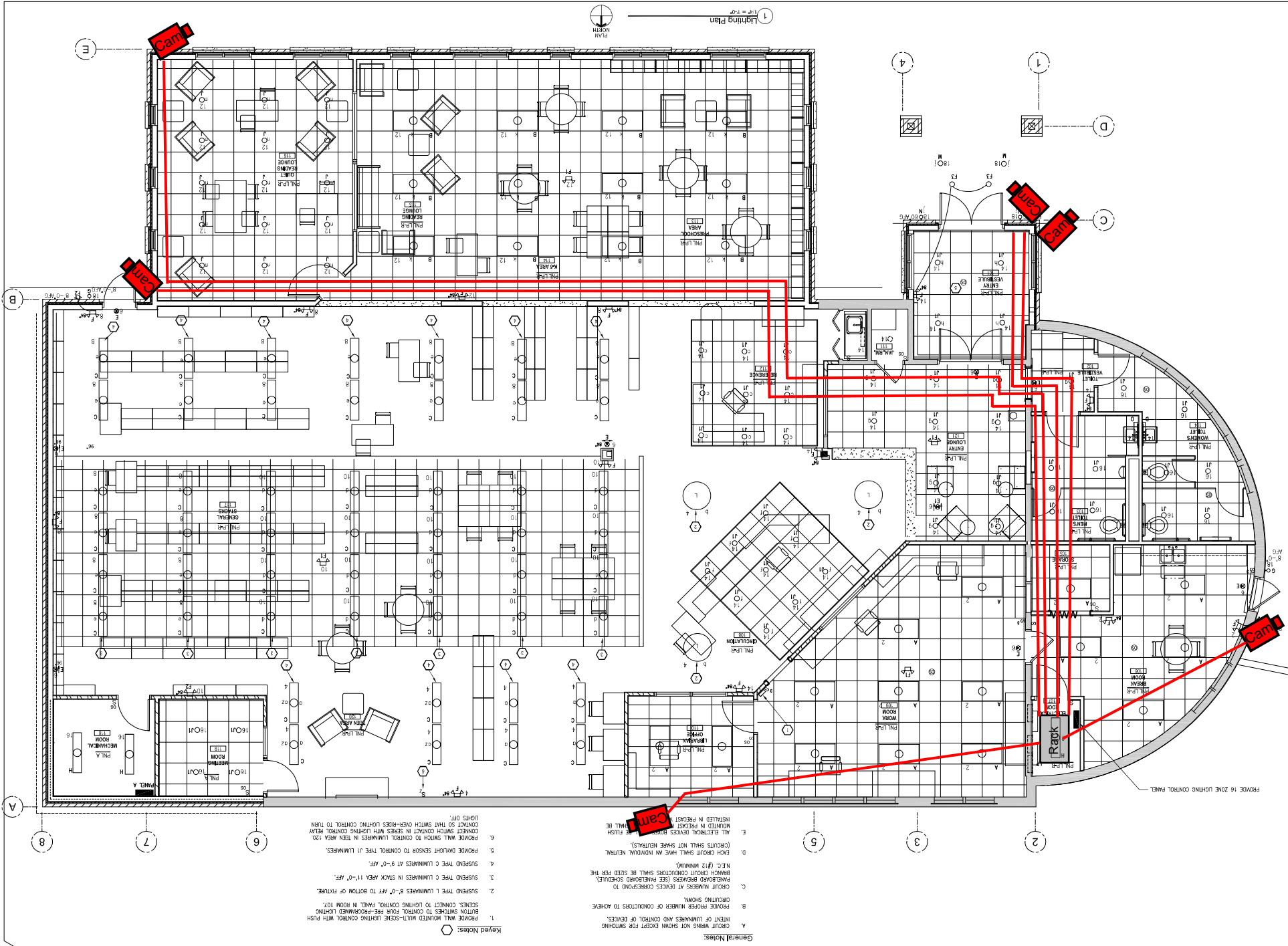
\$95.00 / tech/hour

Extended Travel Rates

Travel Time Labor (1/2 T&M labor rate) - \$47.50 / tech/hour

Mileage Rate - \$0.70 / mile (from Nextec home office)

Hotel expense – At cost



Lighting Plan

sheet number: **E2.0**

date: April 28, 2011

revision: CD

author: Foster, Jacobs, & Johnson, Inc.

title: GRAND MARAIS LIBRARY

project # 11007

date: April 28, 2011

file name: 07-11007E20.dwg

drawn by: BAK

checked by: TRL

name: Terrence R. Larson

reg. # 17136

reg. date: April 28, 2011

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND NOTES WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

signature: *Terrence R. Larson*

FOSTER, JACOBS, & JOHNSON, INC.
PROFESSIONAL ENGINEERS

345 GRAND MARAIS OFFICE
DULUTH, MN 55802
TEL: 218-725-9000
FAX: 218-725-9001
E-MAIL: info@fjaj.com

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mark: revision date
date: April 28, 2011

Project Address
GRAND MARAIS LIBRARY
GRAND MARAIS, MN

designer: dsgsw architecture

details • ceilings • grand stairs • with others

www.dsgsw.com

dsgsw
design through
communities
connecting

- General Notes:**
- A CIRCUIT WIRING NOT SHOWN EXCEPT FOR SWITCHING POINTS OF LUMINAIRES AND CONTROL OF DEVICES.
 - B PROVIDE NUMBER OF CONDUCTORS TO ACHIEVE CIRCUITING SHOWN.
 - C CIRCUIT NUMBERS AT DEVICES CORRESPOND TO PANELBOARD SCHEDULES (SEE PANELBOARD SCHEDULE).
 - D PANELBOARD BREAKERS (SEE PANELBOARD SCHEDULE).
 - E BRANCH CIRCUIT CONDUCTORS SHALL BE SIZED PER THE NEC (#12 MINIMUM).
 - F EACH CIRCUIT SHALL HAVE AN INDIVIDUAL NEUTRAL.
 - G ALL ELECTRICAL DEVICES SHALL BE PUSH INSTALLED IN PRECAST CONCRETE WALLS UNLESS OTHERWISE NOTED IN PRECAST CONCRETE WALLS.
- Keyed Notes:**
1. CIRCUIT WIRING WITH-SPEC LIGHTING CONTROL WITH PUSH BUTTON SWITCHES TO CONTROL FLOOR PRE-PROGRAMMED LIGHTING SCENES. CONNECT TO LIGHTING CONTROL PANEL IN ROOM 107.
 2. SUSPEND TYPE L LUMINAIRES 8'-0" AFF TO BOTTOM OF FINISH.
 3. SUSPEND TYPE C LUMINAIRES IN STACK AREA 11'-0" AFF.
 4. SUSPEND TYPE C LUMINAIRES AT 9'-0" AFF.
 5. PROVIDE DIMMABLE SENSOR TO CONTROL TYPE AT LUMINAIRES.
 6. PROVIDE WALL SWITCH TO CONTROL LUMINAIRES IN TEEN AREA 120. CONNECT TO THAT SWITCH OVER-RODS LIGHTING CONTROL TO TEEN LIGHTS OFF.

PROVIDE 16 ZONE LIGHTING CONTROL PANEL.



Grand Marais Public Library
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: March 18, 2025
SUBJECT: Emergency Exit Quotes

Proposals are being developed by Donald Holm Construction, Johnson Wilson, and CMC Construction. These three companies are from Duluth. The Donald Holm Construction quote is attached for your review. Their technician came on site to learn about the project and requirements. All materials are provided for this “turnkey” package and the bid was refreshed since the February meeting to show it. CMC Construction and Johnson Wilson are scheduled for delivery at the Board meeting.

Throughout the exploration of this project, an additional Duluth company and four local companies were contacted. Capacity for additional projects was the main reason for companies declining.



Grand Marais Public Library
104 2nd Ave West
Grand Marais, MN 55604

February 24th, 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", written over a white background.

Joshua J. Aune
Donald Holm Construction Co. Inc.