



## Agenda

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

**Date:** Thursday, January 22, 2026 at 5 PM

**Location:** Grand Marais Public Library

*Members of the Board may participate in this meeting via electronic means.*

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

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

#### C. Election of Officers

#### D. Open Forum

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

#### E. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Bills

#### F. Communications

- St Paul MN Foundation: Fund Statement
- Boreal Waters: Fund Statements
- Grand Marais State Bank – US Penny Coins

#### G. Library Director's Report

- 2025 Safety and Security Improvement Goals Update
- Department goals

#### H. Old Business

- Strategic Plan

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 20, 2025 | Location: Grand Marais Public Library

#### A. 4:59 PM Call to Order

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

Sara McManus, President  
Nancy Giguere, Trustee  
Kevin LeVoir, Vice President  
Enno Limvere, Trustee  
Dave Mills (Cook County Commissioner)  
Michael Gerry (Grand Marais City Council)  
Elektra Branwen, Library Director  
Visitor: Staci Drouillard, Friends of the Library

#### C. Open Forum

*None*

#### D. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills
- **Moved by Dave Mills, Seconded by Michael Garry, passed unanimously.**

#### E. Library Friends President: Staci Drouillard:

- Friends of the Library Board is made up of: Agatha Armstrong, Cindy Ceo, Beth Blank, Staci Drouillard, Kelsey Kennedy, Andi Larsen, Johanna Larson, Jack Miller, and Carl Solander
- Book Room at Oddz and Endz is going very well.
- Seeking input on how they can collaborate with us and asking what we need.
- Meet every 2<sup>nd</sup> Tuesday of the Month.

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

- Extended a job offer for Librarian 1 position.
- Hired new Children's Librarian: AJ
- Team completed CPR/AED certification and Fire Extinguisher training.
- Met with Friends of the Library to review 2025 grant activity and looked to 2026.
- Jim Shinner's program on the Edmund Fitzgerald attracted more than 60 attendees and was well spoken of.



## G. Communications

- St. Paul MN Foundation: Fund Statement. No Discussion.

## H. Old Business

- Library Performance Review
  - Goals for 2026:
    - Extend survey to get more feedback especially for underrepresented groups
    - Financial policy education for Trustees
    - Team building for library staff.

Enno Limvere left the meeting for another engagement at this time.

- Library Security Camera System
  - Director Branwen advised Trustees that the home security system installed at the library solved a security issue but created a safety risk. Branwen provided three proposals gathered earlier in the year and funding pathways for the Board's consideration.  
**Trustees unanimously moved to accept Sundew Tech's proposal using \$2,000 of ALS Crossover dollars and the balance coming from the 211—library operational fund.**

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



## Bills

Acct.#	Description	Category	Expense	Comments
17-Dec				
211				
	Amazon	200	\$ 46.99	1JQL-XCL1-JQ3M
	Amazon	435	\$ 24.49	1JQL-XCL1-JQ3m
	Amazon	200	\$ 43.44	1NGR-VPW1-DW7X
	DEMCO	200	\$ 145.93	#7727059
	Cook County Home Center	200	\$ 2.84	Closing date 11/30
	Amazon	437	\$ 20.98	1QRP=Q7GY-PRPC
	Amazon	221	\$ 19.59	1QRP-Q7GY-PRPC
	Drury Lane Books	435	\$ 19.95	12/8/2025
	Canva--VISA	447	\$ 54.19	04724-54401601
	USA Today	435	\$ 398.79	for 2026 service
	Sundew Tech	449	\$ 183.98	12/15/2025
0				
211				
SUBTOTAL			\$ 961.17	



1/8/2026	Acct.#	Description	Category	Expense	Comments
	<b>211</b>				
		Amazon	200	\$ 54.99	1NTQ-31JR-DFRV
		Amazon	200	\$ 159.87	13KR-CQ1N-L4MX
		Como Oil & Propane	217	\$ 383.62	1519995707
		Metro Sales	310	\$ 99.92	INV2966791
		Sundew Tech	310	\$ 240.00	12/31/2025
		Vestis	310	\$ 154.31	#2630503282
		Arrowhead Broadband	321	\$ 205.72	Bill 2/6/2026
		Country Inn & Suites	330	\$ 125.38	12/17/2025 - Children's Lib training
		City of GM	380	\$ 701.00	December utilities
		Ingram	435	\$ 127.11	#93260293
		Johnson's Grocery	447	\$ 103.28	Friday Night Reels; 1/7/26 INV00019326
	<b>211 SUBTOTAL</b>			\$ 2,355.20	
	<b>215</b>				
	<b>\$ -</b>				
	<b>215 SUBTOTAL</b>			\$ -	
	<b>\$ - TOTAL</b>			<b>\$2,355.20</b>	



1/22/2025	Acct.#	Description	Category	Expense	Comments
	<b>211</b>				
		ALS	449	\$ -	Automation costs paid for us by ALS are \$7,500
		Amazon Biz	200	\$ 109.88	1D1Y-33LH-GYYH
		Buck's Hardware	200	\$ 20.64	#10528909
		Petty Cash	322	\$ 43.80	
		City of Grand Marais	380	\$ -	Credit from rebate
		Ingram	435	\$ 204.27	#86082125
		Ingram	435	\$ 466.03	#85810400
		Ingram	435	\$ 228.54	#86034464
		Ingram	437	\$ 41.23	#86034464
	<b>SUBTOTAL</b>			\$ 1,114.39	
	<b>215</b>				
		Ingram	447	\$ 53.19	#86082125
		Big Lake	447	\$ 38.93	#D159
		North House Folk School	447	\$ 25.00	#562
		Amazon	447	\$ 172.98	1QJ7-96ND-4YY1
		Amazon	447	\$ 112.39	1M7H-DFR6-TDHF
		Amazon	449	\$ 79.99	1RCV-GN9H-V9YV
		Amazon	449	\$ 117.58	1X19-34HH-MTHN
		Sundew Tech	449	\$ 728.00	Billed 1/15/2025
		Sundew Tech	449	\$ 930.00	Billed 12/30/24
	\$ -				
	<b>SUBTOTAL</b>			\$ 2,258.06	
	\$ -	<b>TOTAL</b>		\$3,372.45	



## Bills

	Description	Category	Expense	Comments
11/19/2025				
<b>211</b>				
	Amazon	200	\$ 29.67	14CJ-9PK3-X47K
	Amazon (credit)		\$ (23.99)	161V-1V3M-63L6
	Amazon (credit)		\$ (0.02)	16YL-QNY4-1R6C
	Amazon	200	\$ 44.99	11PT-QNMF-71V7
	Amazon	200	\$ 14.19	1PGL-QCK9-CX7F
	Amazon	440	\$ 18.96	1PGL-QCK9-CX7F
	amazon	200	\$ 49.99	14HN-YM9L-G93X
	Arrowhead Lib System	200	\$ 8.80	#00015362
	Cook County Home Center	200	\$ 2.84	#370680
	Demco	200	\$ 145.93	#52520188/7727059
	Como Oil & Propane	217	\$ 395.94	#1519392660
	Sundew Tech	310	\$ 63.98	11/3/2025
	Arrowhead Broadband	321	\$ 211.23	Billed 11/04/2025
	Petty Cash	322	\$ 1.90	
	CCHE	330	\$ 50.00	#000708
	Amazon	435	\$ 33.00	#14F7-9FP9-X66K
	New York Times	435	\$ 611.88	#345F78E82545
<b>VISA</b>	<b>GKIDS Team</b>	447	\$ 29.24	#51446
	GKIDS Team	447	\$ 150.00	#23184
	Sundew Tech	449	3159.5	11/17/2025
<b>0</b>				
<b>211</b>				
<b>SUBTOTAL</b>			\$ 4,998.03	
<b>215</b>				
<b>SUBTOTAL</b>			\$ -	
\$ -	<b>TOTAL</b>		\$4,998.03	



## Bills

12/3/2025

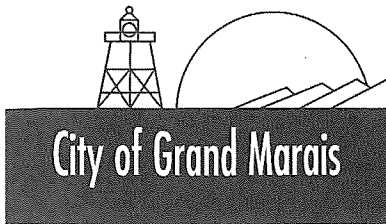
Acct.#	Description	Category	Expense	Comments
<b>211</b>				
	amazon	200	\$ 36.08	1WXW-LKQH-CQLL
	amazon	200	\$ 100.01	1XYT-MGFM-PKGW
	MSI	310	\$ 155.15	INV2941972
	Vestis	310	\$ 154.31	#2630493668
	Steve hargadon	330	\$ 199.00	#12022025-1023
	Country Inn & Suites	330	\$ 125.38	VISA
	City of Grand marais	380	\$ 533.82	Utilities
	Star Tribune	435	\$ 132.11	INV date Nov 23, 2025
	Johnson's	447	\$ 63.07	INV00008181; 12/1/2025
	amazon	447	\$ 68.94	11FC-43G9-666D
<b>0</b>				
<b>211</b>				
<b>SUBTOTAL</b>			\$ 1,567.87	



**CITY OF GRAND MARAIS INVESTMENTS**  
**November 2025**

November 2025

[illegible]



# CITY OF GRAND MARAIS

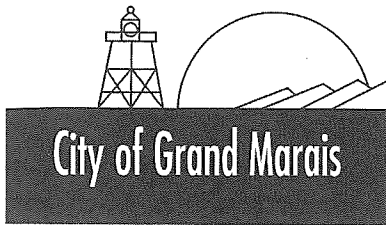
## City of Grand Marais Balance Sheet

Current Period: November 2025

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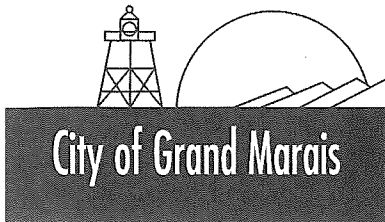
Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$294,201.77	\$535.58	\$27,760.78	\$488,330.79	\$366,684.83	\$415,847.73
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$4.50	-\$4.50
G 211-11800 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-15500 Prepaid Items	\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	\$6,265.81
G 211-20200 Accounts Payabl	-\$1,476.32	\$0.00	\$0.00	\$1,476.32	\$0.00	\$0.00
G 211-20202 Accounts Payabl	-\$12,624.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,624.09
G 211-20203 AP Compensated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-20800 Taxes Due (Stat	-\$50.00	\$66.00	\$29.71	\$552.00	\$510.96	-\$8.96
G 211-25300 Unassigned Fun	-\$280,074.36	\$27,694.78	\$505.87	\$366,132.83	\$489,291.65	-\$403,233.18
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
LIBRARY	\$0.00	\$28,296.36	\$28,296.36	\$856,491.94	\$856,491.94	\$0.00
211 LIBRARY	\$0.00	\$28,296.36	\$28,296.36	\$856,491.94	\$856,491.94	\$0.00



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

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Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$35,301.78	\$4,549.34	\$0.00	\$35,768.29	\$99,410.46	-\$98,943.95
G 215-10101 MONEY MARKET	\$70,047.95	\$193.53	\$0.00	\$2,257.14	\$0.00	\$72,305.09
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$276,748.70	\$498.17	\$0.00	\$5,845.03	\$0.00	\$282,593.73
G 215-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	\$17,159.15	\$0.00	\$4,578.48	\$38,176.76	\$29,351.04	\$25,984.87
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retricted Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$245,561.74	\$0.00	\$498.17	\$54,723.70	\$5,845.03	-\$196,683.07
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$164.39	\$6,510.00	\$8,674.39	-\$36,414.39
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	\$5,241.04	\$5,241.04	\$143,280.92	\$143,280.92	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$5,241.04	\$5,241.04	\$143,280.92	\$143,280.92	\$0.00



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

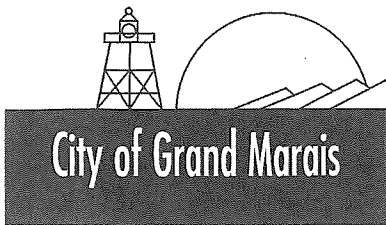
Current Period: November 2025

Current Qtr: 4

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F Account Descr	2025 Budget	November 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$220,410.00	\$0.00	\$220,410.00	\$0.00	100.00%	\$202,469.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$19.25	\$184.72	-\$184.72	0.00%	\$132.65
R 211-00000-36222 Copies Charged	\$5,000.00	\$388.61	\$6,399.91	-\$1,399.91	128.00%	\$6,386.68
R 211-00000-36224 Book Replacemen	\$0.00	\$27.00	\$353.42	-\$353.42	0.00%	\$510.06
R 211-00000-36225 Library Card Repl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36226 Out of State Libra	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62.68
R 211-00000-36230 Contributions and	\$0.00	\$47.00	\$1,480.02	-\$1,480.02	0.00%	\$1,794.60
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$249,881.00	\$0.00	\$250,900.18	-\$1,019.18	100.41%	\$232,825.00
R 211-00000-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$475,291.00	\$481.86	\$479,728.25	-\$4,437.25		\$444,180.67
211 LIBRARY	\$475,291.00	\$481.86	\$479,728.25	-\$4,437.25		\$444,180.67



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

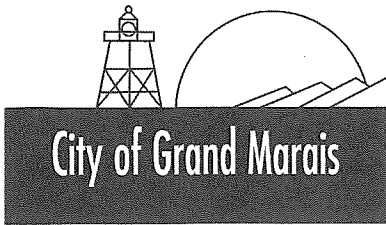
Current Period: November 2025

Current Qtr: 4

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f Account Descr	2025 Budget	November 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
215 LIBRARY RESTRICTED FUND						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$164.39	\$1,164.39	-\$164.39	116.44%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$29.40	\$2,095.37	-\$2,095.37	0.00%	\$2,383.34
R 215-00000-36230 Contributions and	\$0.00	\$4,275.08	\$20,542.79	-\$20,542.79	0.00%	\$13,173.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,533.54	-\$1,533.54	0.00%	\$1,609.41
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	\$274.00	\$2,884.00	-\$2,884.00	0.00%	\$4,805.50
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$744.53
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$4,742.87	\$29,220.09	-\$27,220.09		\$24,715.78
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$498.17	\$5,845.03	-\$5,845.03	0.00%	\$6,731.16
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$498.17	\$5,845.03	-\$5,845.03		\$6,731.16
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$5,241.04	\$35,065.12	-\$33,065.12		\$31,446.94



# CITY OF GRAND MARAIS

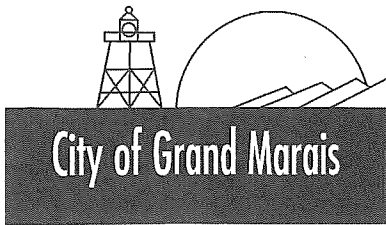
## City of Grand Marais Expenditure Guideline

Current Period: November 2025

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F Account Descr	2025 Budget	November 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$9,616.00	\$142,175.92	\$42,570.08	76.96%	\$161,720.24
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$6,318.93	\$79,946.46	\$26,658.54	74.99%	\$78,754.12
E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,635.93	-\$1,635.93	0.00%	\$1,764.99
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$81.76	\$1,397.04	\$602.96	69.85%	\$755.33
E 211-45500-111 Salary - Clean	\$7,171.00	\$576.23	\$5,307.16	\$1,863.84	74.01%	\$3,658.33
E 211-45500-121 PERA	\$22,539.00	\$1,244.47	\$17,143.33	\$5,395.67	76.06%	\$18,493.98
E 211-45500-122 FICA	\$18,632.00	\$987.54	\$13,758.36	\$4,873.64	73.84%	\$14,676.43
E 211-45500-125 Medicare	\$4,482.00	\$230.95	\$3,217.58	\$1,264.42	71.79%	\$3,432.37
E 211-45500-126 MN Medical Leave	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-127 MN Family Leave	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-131 Employer Paid Health	\$47,377.00	\$2,206.05	\$26,497.78	\$20,879.22	55.93%	\$31,817.87
E 211-45500-133 Employer Paid Life	\$495.00	\$29.68	\$304.32	\$190.68	61.48%	\$337.47
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$251.73	-\$251.73	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,500.00	\$0.00	\$1,133.21	\$366.79	75.55%	\$1,530.63
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$427.48	\$5,224.18	\$639.73	89.34%	\$3,837.14
E 211-45500-217 Heating Fuel	\$4,200.00	\$395.94	\$1,709.69	\$2,490.31	40.71%	\$1,698.61
E 211-45500-220 Repair/Maint Supply (	\$1,000.00	\$0.00	\$609.61	\$390.39	60.96%	\$1,350.21
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$8,600.00	\$529.47	\$10,294.55	-\$2,004.01	123.30%	\$9,856.81
E 211-45500-321 Telephone	\$2,500.00	\$211.23	\$2,274.12	\$225.88	90.96%	\$2,024.03
E 211-45500-322 Postage	\$75.00	\$1.90	\$47.73	\$27.27	63.64%	\$18.33
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$50.00	\$1,460.09	\$3,015.53	37.18%	\$1,832.45
E 211-45500-340 Advertising	\$600.00	\$0.00	\$625.76	-\$25.76	104.29%	\$331.50
E 211-45500-360 Insurance (GENERAL	\$10,000.00	\$0.00	\$8,367.91	\$1,632.09	83.68%	\$9,500.57
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$466.91	\$2,735.18	\$3,731.00	46.70%	\$5,152.97
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7.51
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$305.10	-\$5.10	101.70%	\$190.09
E 211-45500-435 Books, Periodicals	\$28,500.00	\$820.73	\$21,558.69	\$6,809.20	76.11%	\$25,281.06
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$410.00	\$165.00	71.30%	\$200.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$29.24	\$851.33	\$3,148.67	21.28%	\$1,764.52
E 211-45500-440 Other Physical Items	\$250.00	\$18.96	\$18.96	\$231.04	7.58%	\$203.98
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-447 Programming	\$0.00	\$267.80	\$1,703.71	-\$1,864.96	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	\$3,159.50	\$5,604.00	-\$4,104.00	373.60%	\$601.59
E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$475,447.00	\$27,670.77	\$356,569.43	\$117,280.46		\$380,793.13
211 LIBRARY	\$475,447.00	\$27,670.77	\$356,569.43	\$117,280.46		\$380,793.13



# CITY OF GRAND MARAIS

## City of Grand Marais Expenditure Guideline

Current Period: November 2025

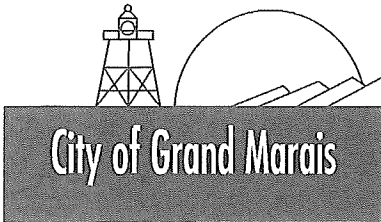
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Page 2

F Account Descr	2025 Budget	November 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$0.00	\$76.04	-\$76.04	0.00%	\$1,339.86
E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$1,172.58	-\$1,172.58	0.00%	\$7,784.55
E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$14,383.57	-\$14,383.57	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,444.46
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$1,293.92	-\$1,293.92	0.00%	\$80.15
E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$450.00
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	\$8,533.25	-\$8,533.25	0.00%	\$5,577.40
E 215-45500-449 Automation	\$0.00	\$0.00	\$4,759.56	-\$4,759.56	0.00%	\$968.69
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$16,949.00
E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$0.00	\$30,218.92	-\$28,218.92		\$36,694.11
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,035.00
E 215-45508-304 Attorney(Civil)	\$0.00	\$0.00	\$5,162.50	-\$5,162.50	0.00%	\$0.00
E 215-45508-447 Programming	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,012.24
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$5,302.00	-\$5,302.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$49,421.70	-\$49,421.70	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$60,386.20	-\$60,386.20		\$5,047.24
<b>215 LIBRARY RESTRICTED FUND</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$90,605.12</b>	<b>-\$88,605.12</b>		<b>\$41,741.35</b>







# CITY OF GRAND MARAIS

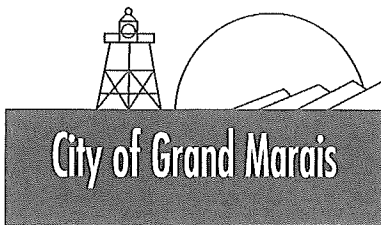
## City of Grand Marais Balance Sheet

Current Period: October 2025

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Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	\$294,201.77	\$1,025.18	\$44,228.38	\$487,795.21	\$338,924.05	\$443,072.93
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$4.50	-\$4.50
G 211-11800 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-15500 Prepaid Items	\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	\$6,265.81
G 211-20200 Accounts Payabl	-\$1,476.32	\$0.00	\$0.00	\$1,476.32	\$0.00	\$0.00
G 211-20202 Accounts Payabl	-\$12,624.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,624.09
G 211-20203 AP Compensated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-20800 Taxes Due (Stat	-\$50.00	\$38.00	\$63.21	\$486.00	\$481.25	-\$45.25
G 211-25300 Unassigned Fun	-\$280,074.36	\$44,190.38	\$961.97	\$338,438.05	\$488,785.78	-\$430,422.09
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
LIBRARY	\$0.00	\$45,253.56	\$45,253.56	\$828,195.58	\$828,195.58	\$0.00
211 LIBRARY	\$0.00	\$45,253.56	\$45,253.56	\$828,195.58	\$828,195.58	\$0.00



# CITY OF GRAND MARAIS

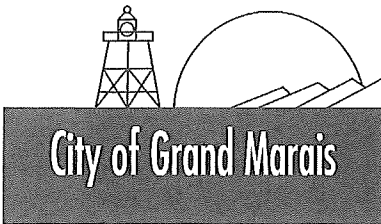
## City of Grand Marais Balance Sheet

Current Period: October 2025

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Page 2

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$35,301.78	\$0.26	\$10.34	\$31,218.95	\$99,410.46	-\$103,493.29
G 215-10101 MONEY MARKET	\$70,047.95	\$205.09	\$0.00	\$2,063.61	\$0.00	\$72,111.56
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$276,748.70	\$532.63	\$0.00	\$5,346.86	\$0.00	\$282,095.56
G 215-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	\$17,159.15	\$10.34	\$205.35	\$38,176.76	\$24,772.56	\$30,563.35
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retricted Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$245,561.74	\$0.00	\$532.63	\$54,723.70	\$5,346.86	-\$196,184.90
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$0.00	\$6,510.00	\$8,510.00	-\$36,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
LIBRARY RESTRICTED FUND	\$0.00	\$748.32	\$748.32	\$138,039.88	\$138,039.88	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$748.32	\$748.32	\$138,039.88	\$138,039.88	\$0.00



# CITY OF GRAND MARAIS

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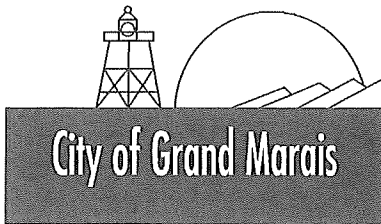
Page 1

## City of Grand Marais Revenue Guideline

Current Period: October 2025

Current Qtr: 4

f Account Descr	2025 Budget	October 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$220,410.00	\$0.00	\$220,410.00	\$0.00	100.00%	\$202,469.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$22.92	\$165.47	-\$165.47	0.00%	\$106.10
R 211-00000-36222 Copies Charged	\$5,000.00	\$789.10	\$6,011.30	-\$1,011.30	120.23%	\$5,954.80
R 211-00000-36224 Book Replacemen	\$0.00	\$42.95	\$326.42	-\$326.42	0.00%	\$506.71
R 211-00000-36225 Library Card Repl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36226 Out of State Libra	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62.68
R 211-00000-36230 Contributions and	\$0.00	\$107.00	\$1,433.02	-\$1,433.02	0.00%	\$1,765.60
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$249,881.00	\$0.00	\$250,900.18	-\$1,019.18	100.41%	\$232,825.00
R 211-00000-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$475,291.00	\$961.97	\$479,246.39	-\$3,955.39		\$443,689.89
211 LIBRARY	\$475,291.00	\$961.97	\$479,246.39	-\$3,955.39		\$443,689.89



# CITY OF GRAND MARAIS

## City of Grand Marais Revenue Guideline

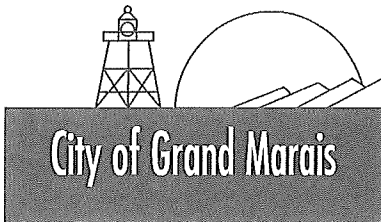
Current Period: October 2025

Current Qtr: 4

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Page 2

f Account Descr	2025 Budget	October 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$205.35	\$2,065.97	-\$2,065.97	0.00%	\$2,169.06
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$16,267.71	-\$16,267.71	0.00%	\$13,223.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,533.54	-\$1,533.54	0.00%	\$1,609.41
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$2,610.00	-\$2,610.00	0.00%	\$4,805.50
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$744.53
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$205.35	\$24,477.22	-\$22,477.22		\$24,551.50
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$532.63	\$5,346.86	-\$5,346.86	0.00%	\$6,169.00
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$532.63	\$5,346.86	-\$5,346.86		\$6,169.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$737.98	\$29,824.08	-\$27,824.08		\$30,720.50



# CITY OF GRAND MARAIS

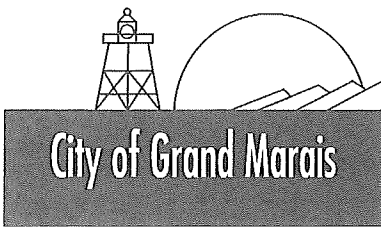
## City of Grand Marais Expenditure Guideline

Current Period: October 2025

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Page 1

F Account Descr	2025 Budget	October 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$184,746.00	\$14,282.04	\$132,559.92	\$52,186.08	71.75%	\$141,017.68
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$7,684.95	\$73,627.53	\$32,977.47	69.07%	\$68,295.26
E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,635.93	-\$1,635.93	0.00%	\$1,764.99
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$571.75	\$1,315.28	\$684.72	65.76%	\$755.33
E 211-45500-111 Salary - Clean	\$7,171.00	\$522.05	\$4,730.93	\$2,440.07	65.97%	\$2,987.14
E 211-45500-121 PERA	\$22,539.00	\$1,729.57	\$15,898.86	\$6,640.14	70.54%	\$16,106.52
E 211-45500-122 FICA	\$18,632.00	\$1,388.80	\$12,770.82	\$5,861.18	68.54%	\$12,777.65
E 211-45500-125 Medicare	\$4,482.00	\$324.78	\$2,986.63	\$1,495.37	66.64%	\$2,988.31
E 211-45500-126 MN Paid Leave	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-131 Employer Paid Health	\$47,377.00	\$2,188.64	\$24,291.73	\$23,085.27	51.27%	\$28,196.18
E 211-45500-133 Employer Paid Life	\$495.00	\$26.64	\$274.64	\$220.36	55.48%	\$307.97
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$251.73	-\$251.73	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,500.00	\$0.00	\$1,133.21	\$366.79	75.55%	\$1,385.08
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$438.68	\$4,796.70	\$1,072.23	82.13%	\$4,037.04
E 211-45500-217 Heating Fuel	\$4,200.00	\$0.00	\$1,313.75	\$2,886.25	31.28%	\$2,099.97
E 211-45500-220 Repair/Maint Supply (	\$1,000.00	\$134.32	\$609.61	\$390.39	60.96%	\$1,350.21
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$8,600.00	\$2,290.78	\$9,765.08	-\$1,630.57	118.96%	\$8,839.20
E 211-45500-321 Telephone	\$2,500.00	\$206.63	\$2,062.89	\$225.88	90.96%	\$2,022.62
E 211-45500-322 Postage	\$75.00	\$0.00	\$45.83	\$29.17	61.11%	\$0.00
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$195.50	\$1,410.09	\$3,389.91	29.38%	\$1,119.12
E 211-45500-340 Advertising	\$600.00	\$88.00	\$625.76	-\$25.76	104.29%	\$331.50
E 211-45500-360 Insurance (GENERAL	\$10,000.00	\$8,367.91	\$8,367.91	\$1,632.09	83.68%	\$9,500.57
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$454.65	\$2,268.27	\$4,264.82	39.07%	\$5,290.25
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7.51
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$305.10	-\$5.10	101.70%	\$190.09
E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,216.67	\$20,737.96	\$6,974.31	75.53%	\$24,233.55
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$410.00	\$165.00	71.30%	\$200.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$0.00	\$822.09	\$3,148.67	21.28%	\$1,476.62
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$203.98
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-447 Programming	\$0.00	\$1,064.00	\$1,435.91	-\$1,553.71	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	\$1,014.02	\$2,444.50	-\$944.50	162.97%	\$519.05
E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$475,447.00	\$44,190.38	\$328,898.66	\$144,338.87		\$338,003.39
211 LIBRARY	\$475,447.00	\$44,190.38	\$328,898.66	\$144,338.87		\$338,003.39



# CITY OF GRAND MARAIS

## City of Grand Marais Expenditure Guideline

Current Period: October 2025

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Page 2

F Account Descr	2025 Budget	October 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget I	2024 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	\$0.00	\$76.04	-\$76.04	0.00%	\$1,339.86
E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$1,172.58	-\$1,172.58	0.00%	\$7,784.55
E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$14,383.57	-\$14,383.57	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,897.02
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$1,293.92	-\$1,293.92	0.00%	\$80.15
E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$450.00
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	\$10.34	\$8,533.25	-\$8,533.25	0.00%	\$5,725.25
E 215-45500-449 Automation	\$0.00	\$0.00	\$4,759.56	-\$4,759.56	0.00%	\$968.69
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$16,949.00
E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$10.34	\$30,218.92	-\$28,218.92		\$36,294.52
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-304 Attorney(Civil)	\$0.00	\$0.00	\$5,162.50	-\$5,162.50	0.00%	\$0.00
E 215-45508-447 Programming	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,012.24
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$5,302.00	-\$5,302.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$49,421.70	-\$49,421.70	0.00%	\$0.00
45508 Special Collections	\$0.00	\$0.00	\$60,386.20	-\$60,386.20		\$3,012.24
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$10.34	\$90,605.12	-\$88,605.12		\$39,306.76



## Library Director's Report: January 2026

Prepared by: Elektra Branwen, Library Director

### Board

#### Appointments

- City Council has reappointed Councilor Michael Garry and Trustee Enno Limvere to the Library Board of Trustees. County Commissioner David Mills is continuing on as well. Thank you for continuing to support the library.
- The Cook County seat for the Arrowhead Library System Governing Board is vacant. I can talk more to interested candidates. Apply at <https://cocookmn.civicweb.net/Portal/BoardApplication/>

### Operations

- Grand Marais State Bank is preparing to stop accepting pennies. This change affects all cash-handling City departments. The library will adjust its procedures as needed and, once set, align with City Hall policy.

### Department

#### Goals

- City Administrator Mike Roth delivered my annual review and set the following goals for the library: **Team building** and **Prioritizing other areas of the strategic plan**

### Safety/Security

- Sundew Tech. is scheduled to install the professional security camera system this month.
- The library is coordinating with City Hall and local law enforcement to develop staff guidance in the event of an Immigration and Customs Enforcement (ICE) operation on library premises.

### Programs

- Winter Reading Program launched with BINGO-style reading logs, weekly children's scavenger hunts, activity books, and a robust program of events.



**Marais Public Library**

Avenue West | PO Box 280

Marais, MN 55604-0280

[maraislibrary.org](http://maraislibrary.org) | 218.387.1140

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## Library Director's Report: December 2025

Prepared by: Elektra Branwen, Library Director

### Staff

- Friday, December 12 was the first working day for our new adult services librarian. Chris Determan.
- Hiring process for a library clerk is in progress.

### Programs

- AJ Jones, Youth Services Librarian, held a family movie event and introduced herself to the community.

### Facilities

- Our boilers were inspected for winter readiness. Cook County Plumbing advised that the manufacturer of our boiler system has gone out of business. Planning now for boiler replacement would be prudent.

### Safety/Security

- Sundew Tech. has ordered equipment for installation of a professional security camera system. Work will be scheduled once equipment arrives.

### Community Partnerships

- Met with Rocio Rivas (Cook County Public Health) to explore partnership opportunities with the Prevention Coalition of Cook County aimed at strengthening youth well-being initiatives.
- Scheduled to meet with Catherine James, Executive Director of Historic Cook County, to learn how the library can support their strategic planning work.

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



## Fund Statement

October 1, 2025 - October 31, 2025

Prepared on: November 25, 2025

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

651.224.5463 | [philanthropy@spmcf.org](mailto: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/spmfi>.

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

## Fund Activity Summary

<b>Beginning Balance (October 1, 2025)</b>	<b>\$48,820.95</b>
Contributions	
Contributions	\$2,000.00
Grants	
Grants Paid	\$0.00
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	\$65.10
Realized & Unrealized Gain (Loss) <sup>2</sup>	\$359.51
Administrative Fees	
Administrative Fees <sup>3</sup>	\$0.00
Other Income (Expense) <sup>4</sup>	
Other Income	\$0.00
Other (Expense)	\$0.00
<b>Ending Balance (October 31, 2025)</b>	<b>\$51,245.56</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$51,245.56</b>

## Contributions

Date	Donor	Description	Amount
10/10/2025	Carol Harris IRA	Cash	\$2,000.00
<b>Total</b>			<b>\$2,000.00</b>

## Investment Holdings and Performance <sup>6 7 8</sup>

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$51,245.56	100.00				

**Total** **\$51,245.56**

## Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year <sup>9</sup>	\$1,870.17
Administrative Fees	(\$336.63)
Grants (Paid) Returned in Current Year	(\$1,533.54)
<b>Amount Available to Grant as of October 31, 2025</b>	<b>\$0.00</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of October 31, 2025</b>	<b>\$0.00</b>

## 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.



Dear Fund Holder,

Thank you for your continued commitment to our region. Your generosity is not just making a difference; it's shaping our future.

This fall, Boreal Waters Community Foundation awarded \$1.3 million through the Community Opportunity Fund to help meet urgent needs and fuel long-term community resilience. With recent federal funding cuts creating uncertainty for many local organizations, our board acted intentionally to ensure vital work in our communities can continue.

This impact builds on the incredible progress we achieved together in 2024. Last year, you helped make **\$2.5 million** in grants and scholarships possible, supporting **345 organizations** and **266 students** across the Boreal Waters region. You can explore these stories and results in our [2024 Impact Report](#).

As we approach year-end, we hope you'll consider how your fund can continue to inspire others:

- **Share your fund's story** and invite friends, family, or colleagues to contribute
- **Make a personal year-end gift** through:
  - A **Qualified Charitable Distribution (QCD)** from your IRA
  - A **gift of appreciated stock**
  - A **cash or check** contribution

Please remember to be eligible for 2025 tax benefits, donations must be received or postmarked by December 31, 2025.

Your generosity ripples forward in powerful ways strengthening people, places, and futures here at home. Thank you for all that you do.

With appreciation,

A handwritten signature in blue ink that reads "Shaun".

**Shaun Floerke**  
President & CEO  
Boreal Waters Community Foundation  
[shaun@borealwaters.org](mailto:shaun@borealwaters.org)



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<b>GRANTS/ SCHOLARSHIPS</b>	Represents the total grants/scholarships approved for payment in the reporting period. Please refer to the bottom of your fund statement. Detailed information about grants/scholarships can be found on the online portal. If you are not yet on the portal, and would like to be added, please contact us.



**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund Agency**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH September 30, 2025**

<b>Beginning Fund Balance</b>	<b>\$ 30,270.50</b>
-------------------------------	---------------------

**Receipts**

Dividends on Investments	\$ 435.57
Investment Interest	\$ 0.83
Realized Gain/Loss on Invest	\$ 1,333.67
Unrealized Gain/Loss on Invest	\$ 2,874.11
<b>Total Receipts</b>	<b>\$ 4,644.18</b>

**Distributions**

Foundation Administrative Fees	\$ 236.22
Investment Management Fees	\$ 28.63
<b>Total Distributions</b>	<b>\$ 264.85</b>

<b>Ending Fund Balance</b>	<b>\$ 34,649.83</b>
----------------------------	---------------------

**Grants**

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

**Please note:** In the grant listing, a negative amount indicates a grant refund or cancellation. For more information, contact us at [finance@borealwaters.org](mailto:finance@borealwaters.org).





**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund COMBINED**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH September 30, 2025**

<b>Beginning Fund Balance</b>	<b>\$ 160,669.10</b>
-------------------------------	----------------------

**Receipts**

Dividends on Investments	\$ 2,312.01
Investment Interest	\$ 4.35
Realized Gain/Loss on Invest	\$ 7,078.84
Unrealized Gain/Loss on Invest	\$ 15,254.73
<b>Total Receipts</b>	<b>\$ 24,649.93</b>

**Distributions**

Foundation Administrative Fees	\$ 1,253.83
Investment Management Fees	\$ 151.94
<b>Total Distributions</b>	<b>\$ 1,405.77</b>

<b>Ending Fund Balance</b>	<b>\$ 183,913.26</b>
----------------------------	----------------------

**Grants**

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

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- **Make a personal year-end gift** through:
  - A **Qualified Charitable Distribution (QCD)** from your IRA
  - A **gift of appreciated stock**
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Your generosity ripples forward in powerful ways strengthening people, places, and futures here at home. Thank you for all that you do.

With appreciation,

A handwritten signature in blue ink that reads "Shaun".

**Shaun Floerke**  
President & CEO  
Boreal Waters Community Foundation  
[shaun@borealwaters.org](mailto:shaun@borealwaters.org)



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**STATEMENT OF ACTIVITY**  
**Grand Marais Public Library Fund**  
**FOR ACTIVITY FROM January 01, 2025**  
**THROUGH September 30, 2025**

<b>Beginning Fund Balance</b>	<b>\$ 130,398.60</b>
-------------------------------	----------------------

**Receipts**

Dividends on Investments	\$ 1,876.44
Investment Interest	\$ 3.52
Realized Gain/Loss on Invest	\$ 5,745.17
Unrealized Gain/Loss on Invest	\$ 12,380.62
<b>Total Receipts</b>	<b>\$ 20,005.75</b>

**Distributions**

Foundation Administrative Fees	\$ 1,017.61
Investment Management Fees	\$ 123.31
<b>Total Distributions</b>	<b>\$ 1,140.92</b>

<b>Ending Fund Balance</b>	<b>\$ 149,263.43</b>
----------------------------	----------------------

**Grants**

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

**Please note:** In the grant listing, a negative amount indicates a grant refund or cancellation. For more information, contact us at [finance@borealwaters.org](mailto:finance@borealwaters.org).



# GRAND MARAIS STATE BANK

[www.GrandMaraisStateBank.com](http://www.GrandMaraisStateBank.com)

December 29, 2025

As a result of the U.S. Department of the Treasury's decision to end production of the U.S. penny coin, the Grand Marais State Bank is communicating to customers the changes to penny ordering and deposits as the Bank's coin distribution location has advised us that pennies can no longer be ordered and depositing of pennies has become extremely limited.

For our Business Customers and beginning January 2, 2026, we can only accept loose pennies under .25 cents from our depositors, rolls of pennies will no longer be accepted. We still have boxes of pennies available for purchase. Starting March 31, 2026, we will discontinue accepting pennies completely.

For our Consumer Customers and beginning immediately, we are no longer able to accept pennies for deposit. Additionally, if you have loose coin that you bring in to be counted all pennies must be removed prior to being counted.

We appreciate your patience and understanding as we work with the Federal Reserve and US Treasury to follow the Common Cents Act which aims to eliminate the production of the penny and implement a rounding system for cash transactions to the nearest five cents.

Thank you in advance for your cooperation.

Grand Marais State Bank

# 2025 SAFETY & SECURITY IMPROVEMENT WORK LIST

## Policy & Practice

Policies and plans create a structured framework to mobilize the organization, effectively minimize damage, protect people, and ensure coordinated actions during an emergency.

- ✓ **Developed a comprehensive Emergency Action Plan for the library** that streamlined existing policies and procedures, incorporated newly installed safety tools, and included sections on Threatening Customers, Active Shooters, Suspicious Packages, and Building Lockdown.
- ✓ **Updated Library Conduct policy** with new sections on photography and recordings. The content was posted on the library's website and as temporary signs in the building.
  - **In progress: Install permanent signage in the library.**

## Facility

Facility modifications that could enhance safety and security include adjusting the layout, adding physical barriers (such as doors, safe rooms, and security glass), installing security systems (like alarms and cameras), and improving visibility (by limiting public sightlines, expanding staff sightlines, and adding lighting).

- ✓ **Explored installation of a Children's Library emergency exit.** After thorough review and consideration, the Board closed the item.
- ✓ **Implemented a phased security camera system installation** to deter unlawful behavior and expand the visibility of the building's perimeter.
  - ✓ **Installed BLINK home security system and RING camera technology** as immediate, temporary remedies.
  - ✓ **Adopted a security camera policy for public and staff transparency.**
    - **In progress: Installation of a professional security camera system scheduled to begin January 20.**
- ✓ **Installed opaque and one-way window cling in key areas.**
- ✓ **Explored shatterproof window treatment.** A cost estimate was obtained (\$5,762). The project was not prioritized due to its cost relative to the demonstrated impact of other security measures and may be revisited in a future phase.
- ✓ **Activated a streetlight to improve lighting in staff parking areas.**

## Staff Preparedness and Training

Emergency preparedness training improves response efficiency and safety, minimizes panic and confusion, increases employee security and confidence, and guarantees business continuity.

Plans and policies:

- ✓ **Reviewed new or updated policies with staff** (Security Camera Policy and Emergency Action Plan on July 16; Unattended Bag Protocol and Library Conduct on September 10).

Handling dangerous situations:

- ✓ **Provided training on safer methods for removing a patron from the library.**
- ✓ **Provided training on safer methods for backing each other up.**
- . Provide training to support effective teamwork and collaboration, content TBD.
- . Refresh de-escalation and hostile intruder training.

Public relations:

- ✓ Provide staff training for responding to public and media inquiries.

Staff recovery:

- ✓ **Identified a Critical Incident Stress Management (CISM) process** for debriefing, addressing secondary trauma, and managing necessary procedures.
- . The director will receive training for staff recovery, concentrating on supporting victims of harassment, stalking, and physical violence before the end of the year.

### **Communication**

Communication plans ensure the timely and accurate sharing of information with all necessary parties during an emergency. This supports coordinated response efforts, reduces confusion, and enables individuals to take appropriate actions based on the situation.

- ***In Progress: Create a communication plan or tool that details how the library will communicate with staff, city officials, trustees, and the public during an emergency.***

## **Safety and Security Measures Implemented, 2024-Early 2025**

Since May 2024, the library has taken deliberate steps to enhance the safety of staff, patrons, and the facility. Actions have been guided by expert consultation, assessment, and careful planning.

### **Restricted Patron Access**

- Two individuals were banned from the library, with trespass orders submitted and enforced through the Cook County Sheriff's Office.

### **Safety Planning and Consultation**

- Partnered with the Violence Prevention Center to improve safety for staff and patrons.
- Implemented a staff safety plan, reviewed by law enforcement for effectiveness.
- Sheriff Eliassen delivered training to strengthen staff skills in safely managing interactions with challenging or disruptive patrons.

### **Security System Upgrades**

- Installed silent alarms and upgraded the alarm system, reducing response time from 90 seconds to immediate dispatch.
- Installed a camera at the staff entrance for improved visibility and deterrence.

### **Facility Enhancements**

- Installed a security door separating public and staff areas.
- Applied opaque and one-way window treatment in strategic areas to manage visibility into critical workspaces.
- Installed an intercom system to address staff-patron communication.
- Relocated a vulnerable staff member to a safer workstation, adding power and network access as needed.

### **Architect Consultation and Facility Risk Assessment**

- Consulted an architect for long-term safety and security improvements; recommendations and diagrams were shared with staff and Trustees.
- Conducted a vulnerability assessment through CISA/Department of Homeland Security; key findings were discussed with staff and presented to Trustees for consideration in future planning.

### **Staff Training and Support**

- Organized full-day safety training covering personal safety, situational awareness, de-escalation, Run/Hide/Fight principles, and making more effective community referrals to local support organizations.



- Provided access to a trained Sheriff's Chaplain and promoted Employee Assistance Program (EAP) services.
- Closed the library temporarily following an incident to allow staff recovery and offered critical incident counseling support.

### **Lighting and External Safety Improvements**

- Activated a streetlight on 1st Street to improve visibility in the library's parking areas.

# Library Strategic Plan | 2024 - 2027

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

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

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

### Action items:

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

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

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

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

### Action items:

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

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

The Library supports staff in providing quality service to the community by investing in staff training and development opportunities, as well as the facility, its furnishings, and technologies.

#### **Action items:**

- Replace Lighting
- Identify and replace top 5 tech items/furnishings to improve staff productivity
  1. Installed silent alarms.
  2. Replaced Staff PCs.
  3. Replacing Public PCs—scheduled for 2026
- Facility investments
  1. Explored building modifications to improve safety and security.
  2. Implemented installation of security camera system.
  3. Explored installation of an additional emergency exit.
- Offer each staff member one elective training opportunity annually (training focus areas to be demonstrably related to safety and security in the library; or the implementation of new safety protocols).
- Trustees and staff develop a 10-year plan for the facility

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

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

#### **Action items:**

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