



Agenda

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

Date: Thursday, March 26, 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. Open Forum

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

D. Approve Consent Agenda

- Approve Agenda
- Approve Bills
- Approve Minutes

E. Library Director's Report

NEW BUSINESS

F. Minnesota Public Library Annual Report

G. Website Administration Proposals

H. Year End Expenses Review

STANDING ITEM

I. Strategic Plan Implementation

- Quarter 2: Focus area 2—Library leadership uses financial resources wisely to honor public and private contributions.
- Quarter 2: Focus area 1—Library inspires robust community involvement

J. Communications

- St Paul MN Foundation: Fund Statement

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



Bills

Acct.#	Description	Category	Expense	Comments
3/4/2026				
211				
	ALS	200	\$9.34	#00015379
	metro sales	310	\$ 95.67	INV3017715
	Viking automatic sprinkler	310	\$ 533.72	#1025-F469321
	Canva	310	\$ 119.99	04800-32109670
	Vestis	310	\$194.54	#2630522438
	Petty Cash	322	\$ 6.08	1/20/26 US Post office
	News Herald	340	\$ 468.00	Add#4263070, 4263060
	Ingram	435	\$ 244.89	#94803045
	Mid America	435	\$ 311.35	#0086610
	Amazon	447	\$ 17.95	16GV-7M19-MG7C
	Johnson's Foods	447	\$ 91.70	Friday Night Reels
	Amazon	447	\$ 123.92	13YX-7YFR-6JLL
0			\$2,217.15	
Acct.#				
3/19/2025				
211				
	Amazon	200	\$ 13.30	16K7-WC6M-XTHD
	ALS	200	\$ 94.91	#00015384
	Como Oil	217	\$ 406.22	#1521080034
	metro sales	310	\$ 150.09	INV3028981
	Ingram	435	\$ 258.84	#94999062
	Ingram	435	\$ 414.52	#95236726
	Ingram	437	\$ 21.99	#95236726
	Mid-America	435	\$ 299.50	#0088556
	Mid-America	435	\$ 175.70	#0090281
	USA Today	435	\$ 398.79	Rcvd 3/15/2026
	Amazon	437	\$ 17.95	1JLF-T9CM-9GKF
	Sundew Technical	449	\$ 65.98	Date 3/16/2026-1
	Sundew Technical	449	\$ 180.00	Date 3/16/2026-2
211				
SUBTOTAL			\$ 2,497.79	



Minutes

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

Date: Thursday, February 26, 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

Sara McManus, President
Nancy Giguere, Trustee
Sue McCloughan, Trustee
Kevin LeVoir, Vice President
Dave Mills, Trustee and Cook County Commissioner
Elektra Branwen, Library Director
Kim Vanbeck, City Finance Director

C. Open Forum

- None.

D. Approve Consent Agenda

- Approve Agenda and Bills
- **Moved by Mills, seconded by Giguere, passed unanimously.**

NEW BUSINESS

E. Library Finances with Kim Vanbeck, City Finance Director

- The Board received an overview of the library's financial position. The 2025 expense sheet showed a remaining balance of \$95,000, primarily from unfilled staff positions. The 211-operational fund meets best-practice reserve levels (25–50% of the budget). The insurance deductible in the 215 fund could be increased from \$10,000 to \$20,000. Options to improve investment returns were discussed, including higher-yield accounts, CDs, or treasuries. Trustees emphasized maintaining liquidity.
- Trustees inquired about capital planning. The Finance Director advised that, without significant bequests, funds could be set aside aligned with depreciation schedules to support future capital purchases with reduced impact on the tax levy. Current depreciation is ~\$47,000 per year, and the 211 reserve can be used to smooth a budgetary change of this nature.
- **Maximize the returns on investment funds by moving them to higher interest growth accounts as recommended by finance director. Mills motioned, Giguere seconded, and the motion passed unanimously.**

F. Boilers Replacement



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

- Trustees discussed exploring available options, including electric and hybrid electric/propane systems.

STANDING ITEM

G. Strategic Plan Implementation

- Trustees recapped that Quarter 1 focused on area 2 -- financial stewardship. Work included reviewing the library's financial position. Trustees identified area 1 – community involvement as the quarter 2 priority. Outreach survey implementation will be on next month's agenda.

H. Library Director's Report

- Security Camera System installed and operational.
- The library's website requires updates to comply with new ADA accessibility standards. The library is vetting providers and will bring proposals to the Board for consideration.

I. Communications

- St Paul MN Foundation: Fund Statement
- Boreal Waters: Fund Statements (3)

Adjourned at 5:58 PM.

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



Library Director's Report: March 2026

Prepared by: Elektra Branwen, Library Director

Staffing

- **Recognition:** Congratulations to Library Clerk Andrew Hallberg on completing his first full year of service this March—thank you for your dedication and contributions to the library.
Hiring: We are actively recruiting for a Youth Services Librarian and a Library Clerk. Postings have been refreshed and expanded to reach a wider audience. These open positions account for approximately 62 hours of weekly staffing support.

Finances

- Trustees asked for clarification on the NSFCU investment accounts. The Patronage rebate (interest) is dependent on the M. Lacey account and the recommended pathway is to close the NSFCU account moving the total amount to the 4 M Fund.

Program highlights

- **Winter Reading Program** concludes March 27; participants remain actively and passionately engaged in completing BINGOs ahead of the deadline.
- **The Friday Night Reels series** concluded March 20, featuring six committee-selected films with total attendance of 124. The opening film, *Sinners*, received two Grammy Awards (Best Score Soundtrack for Visual Media; Best Compilation Soundtrack for Visual Media).
- **Summer Reading Program** development has begun. I attended the ALS/regional planning meeting in person. We shared Winter Reading Program outcomes and brainstormed Summer Reading Program plans, including theme-based programming, book and craft ideas, and community partnership opportunities. The session allows libraries to exchange ideas and gain insight into how peers structure their programs.

Collection Management

- Shelves now feature fresh titles, and the juvenile fiction, young adult fiction, and large print collections have been weeded to maintain space and improve accessibility. This reflects our new Adult Services Librarian gaining independence and developing in her role.
- To ensure a balanced rhythm of purchasing, cataloging, preparing, and weeding materials, we are currently targeting approximately 60% of the materials budget.

2025 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2025, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2025.

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 2025 at your library?

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	https://www.grandmaraislibrary.org/
G14) Director's Name	Elektra Branwen
G15) Director's Phone	218-387-1140
G16) Director's Extension	none
G17) Director's E-mail Address	elektra.branwen@alslib.info

Report Filer

G18) Name of Person Who Prepared This Report	Elektra Branwen
G19) Phone	218-387-1140
G20) E-mail	elektra.branwen@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	2025 Data	2024 Data
P01) Population of the Legal Service Area	5,572	5,639
P02) Registered Users – Residents	2,808	2,881
P03) Registered Users – Reciprocal	363	316
P04) Total Registered Users	3,171	3,197
P05) Year in Which Registered User Records Were Last Purged	2025	2024
P06) Visits	46,342	45,457
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	5,106	5,219
P61) Reference Transactions Reporting Method	Annual Count	Annual Count
P08) Public Internet Computer Sessions	2,495	2,785
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	4,891	4,501
P63) Wireless Sessions Reporting Method	Annual Count	Annual Count
P32) Website Visits	30,621	27,137

CIRCULATION

Physical and Downloadable Circulation

Data Element	2025 Data	2024 Data
P13) Children’s Circulation	17,354	18,299
P14) Adult Circulation	16,905	18,247
P15) Physical Circulation (No Age Designation)	2,216	2,243
P16) Total Physical Circulation	36,475	38,789
P69) Physical Circulation – Not Print or Audiovisual	55	68

Did your library offer automatic renewal for any physical materials in 2025? No

P17a) E-book Circulation	5,512	5,525
P17b) E-serial Circulation	3,501	0
P18a) E-audio Circulation	9,569	8,837
P18b) E-video Circulation	0	0
P19) Total Downloadable Circulation	18,582	14,362
P20) Total Circulation	55,057	53,151

Interlibrary Loan

Data Element	2025 Data	2024 Data
P11) ILL Provided to Other Libraries	3,923	3,888
P12) ILL Received from Other Libraries	6,565	6,732

PROGRAMS

In 2025, did your library offer in-person offsite programs? Yes

In 2025, did your library offer live virtual programs? No

In-Person Programs

Data Element	2025 Data	2024 Data
P82) In-Person Programs for Ages 0-5	8	17
P83) In-Person Programs for Ages 6-11	16	13
P84) In-Person Programs for Young Adults	4	4
P85) In-Person Programs for Adults	44	27
P86) In-Person Programs for All Ages	11	42
P75) Total Onsite In-Person Programs	82	101
P81) Total Offsite In-Person Programs	1	2

In-Person Program Attendance

Data Element	2025 Data	2024 Data
P105) Attendees at In-Person Programs for Ages 0-5	92	169
P106) Attendees at In-Person Programs for Ages 6-11	408	110
P107) Attendees at In-Person Programs for Young Adults	91	87
P108) Attendees at In-Person Programs for Adults	1,087	680
P109) Attendees at In-Person Programs for All Ages	101	928
P98) Total Onsite Attendance	1,773	1,838
P104) Total Offsite Attendance	6	136

Live Virtual Programs

Data Element	2025 Data	2024 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	2025 Data	2024 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	2025 Data	2024 Data
P90) Total Programs for Ages 0-5	8	17
P91) Total Programs for Ages 6-11	16	13
P52) Total Programs for Young Adults	4	4
P53) Total Programs for Adults	44	27
P92) Total Programs for All Ages	11	42
P54) Total Programs	83	103

Total Program Attendance (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P113) Total Attendance at Programs for Ages 0-5	92	169
P114) Total Attendance at Programs for Ages 6-11	408	110
P56) Total Attendance at Programs for Young Adults	91	87
P57) Total Attendance at Programs for Adults	1,087	680
P115) Total Attendance at Programs for All Ages	101	928
P58) Total Program Attendance	1,779	1,974

SELF-DIRECTED AND SUMMER LEARNING

Summer Learning

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

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49) Number of Self-Directed Activities	38	61
P50) Participation in Self-Directed Activities	1,281	1,265

HOURS OF PUBLIC SERVICE

Data Element	2025 Data	2024 Data
H08) Weekly Hours of Regular Service	42.00	42.00
H09) Weekly Hours of Seasonal Service	0.00	0.00
H12) Annual Public Service Hours	2,054	2,041

FACILITIES

Data Element	2025 Data	2024 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	12	11
F13) Public Internet Stationary Computers	8	9
F14) Public Internet Mobile Devices for Onsite Use	2	3
F15) Total Public Internet Computers/Devices	10	12
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	748	621

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2025 Data	2024 Data
S01) Total ALA/MLS Librarian FTE	2.00	2.00
S02) Total Other Librarian FTE	1.00	1.00
S03) Total Librarian FTE	3.00	3.00
S04) Total Other Staff FTE	2.87	2.32
S05) Total Paid Staff FTE	5.87	5.32

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$32.15	\$40.01
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$23.66	\$28.91
S13) Technology Support		
S14) Library Support Staff	\$19.73	\$24.12
S15) Administrative Support Staff	\$17.73	\$21.67
S16) Pages		

Union

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

Physical Materials

Data Element	2025 Data	2024 Data
C01) Print Materials (Books and Periodicals)	20,020	19,768
C02) Audio Materials, Physical	1,071	1,105
C03) Video Materials, Physical	2,777	2,788
C04) Multi-format Materials	33	43
C05) Other Physical Materials	57	70
C06) Total Physical Materials	23,958	23,774
C07) Print Serial Subscriptions	73	73

Electronic Materials

Data Element	2025 Data	2024 Data
E-SERIALS		
Does the library provide access to e-serials licensed locally ?	No	No
Does the library provide access to e-serials licensed regionally ?	Yes	No
Does the library provide access to e-serials licensed statewide at no/minimal cost to the library?	No	No
E-BOOKS		
Does the library provide access to e-books licensed locally ?	No	No
Does the library provide access to e-books licensed regionally ?	Yes	Yes
Does the library provide access to e-books licensed through eBooks Minnesota ?	Yes	Yes
E-AUDIO		
Does the library provide access to e-audio licensed locally ?	No	No
Does the library provide access to e-audio licensed regionally ?	Yes	Yes
Does the library provides access to e-audio licensed statewide at no/minimal cost to the library?	No	No
E-VIDEO		
Does the library provide access to e-video licensed locally ?	No	No
Does the library provide access to e-video licensed regionally ?	No	No
Does the library provide access to e-video licensed statewide at no/minimal cost to the library?	No	No
RESEARCH DATABASES		
Does the library provide access to research databases licensed locally ?	No	No
Does the library provide access to research databases licensed regionally ?	Yes	Yes
Does the library provide access to research databases licensed through eLibrary Minnesota (ELM) ?	Yes	Yes
ONLINE LEARNING PLATFORMS		
Does the library provides access to online learning platforms licensed locally ?	No	No
Does the library provide access to online learning platforms licensed regionally ?	Yes	Yes
Does the library provide access to online learning platforms licensed through eLibrary Minnesota (ELM) ?	Yes	Yes

POLICIES/PLANS

Data Element	2025 Data	2024 Data
D01) Strategic Plan	2024	2024
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	2019
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2025 Data	2024 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	Yes	No
Workforce Development	No	No
Youth Development Organization	Yes	No
Arts Organization	Yes	Yes
Disability Organization	No	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	ance Prevention Ce	ance Prevention Ce

Community Partnerships

Data Element	2025 Data	2024 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	2025 Data	2024 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	2	4
O21) Total Number of Volunteer Hours	28	49

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

DRAFT

FINANCIAL DATA

Operating Revenue

Data Element	2025 Data	2024 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$250,900	\$232,825
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$250,900	\$232,825
County		
R04) County Direct	\$220,410	\$202,469
R05) County Indirect	\$0	\$0
R06) County Total	\$220,410	\$202,469
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	\$471,310	\$435,294
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	\$2,884	\$5,550
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$2,884	\$5,550
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	\$40,100	\$33,987
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$40,100	\$33,987
R29) Total Regional and Other Operating Revenue	\$42,984	\$39,537
R30) Total Operating Revenue	\$514,294	\$474,831

Operating Expenditures

Data Element	2025 Data	2024 Data
Personnel Expenditures		
E01) Salaries & Wages	\$247,182	\$287,321
E02) Employee Benefits	\$66,686	\$76,573
E03) Total Personnel Costs	\$313,868	\$363,894
Collection Expenditures		
E04) Print Materials	\$23,553	\$28,740
E05) Electronic Materials Electronic Books (E-books)	\$2,745	\$0
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$2,745	\$0
E09) Other Materials - Audio & Video Physical Materials	\$872	\$2,873
E10) Other Materials - Other Physical Materials	\$19	\$204
E11) Other Materials Expenditures Total	\$891	\$3,077
E16) Physical Materials Expenditures Total	\$24,444	\$31,817
E12) Total Collection Expenditures	\$27,189	\$31,817
Other Operating Expenditures		
E13) Other Operating Expenditures	\$81,129	\$62,273
E14) Total Operating Expenditures	\$422,186	\$457,984
E15) Expenditures Equal To or Less than Income?		Yes

Capital Revenue

Data Element	2025 Data	2024 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	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$2,000	\$2,000

Capital Expenditures

EC01) Total Capital Expenditures	\$53,680	\$24,696
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In-Kind

Data Element	2025 Data	2024 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

Data is provided by ALS.--2026-03-03

P52), Total Programs for Young Adults

The count is correct.--2026-03-03

P115), Total Attendance at Programs for All Ages

We hosted more all-ages, hands-on experiences that limited available seats for several of the 10 programs. EX: Dungeons and Dragons game play; Carving and Basketmaking workshops.--2026-03-03

R20), Other Operating Revenue - Regional System Direct

The library applied \$2,744.53 in ALS Best Seller and Crossover dollars to the shared Overdrive downloadable audiobooks, ebooks, emags collection. This amount is noted in E05--2026-03-12

E01), Salaries & Wages

Salaries and wages were under expended due to staff transitions.--2026-03-03

R58), Total Capital Revenue

This is correct. The county and city each contribute \$1,000 annually to the library's budget to prepare for the cost of carpet replacement.--2026-03-06

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2025 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, 2025, unless otherwise specified.

CONTACT INFORMATION	1
VISITS, REFERENCE, USERS	1
CIRCULATION	2
PROGRAMS, ATTENDANCE, ACTIVITIES.....	2
FULL-TIME-EQUIVALENT STAFF	3
LIBRARY COLLECTION	3
PUBLIC SERVICE HOURS.....	4
FACILITIES	5
LIBRARY FRIENDS.....	5

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	2025 Data	2024 Data
P01m) Population of the Legal Service Area	5,572	5,639
P02m) Registered Users – Residents	2,808	2,881
P03m) Registered Users – Reciprocal	363	316
P04m) Total Registered Users	3,171	3,197
P06m) Visits	46,342	45,457
P07m) Reference Transactions	5,106	5,219

P08m) Public Internet Computer Sessions	2,495	2,785
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	4,891	4,501

CIRCULATION

Data Element	2025 Data	2024 Data
P13m) Children’s Circulation	17,354	18,299
P14m) Adult Circulation	16,905	18,247
P15m) Physical Circulation (No Age Designation)	2,216	2,243
P16m) Total Physical Circulation	36,475	38,789

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2025 Data	2024 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	8	17
P71m) Onsite In-Person Programs Intended for Ages 6-11	16	13
P72m) Onsite In-Person Programs Intended for Young Adults	4	4
P73m) Onsite In-Person Programs Intended for Adults	44	27
P74m) Onsite In-Person Programs Intended for All Ages	10	40
P75m) Total Onsite Programs	82	101

Onsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	92	169
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	408	110
P95m) Attendees at Onsite In-Person Programs for Young Adults	91	87
P96m) Attendees at Onsite In-Person Programs for Adults	1,087	680
P97m) Attendees at Onsite In-Person Programs for All Ages	95	792
P98m) Total Onsite In-Person Attendance	1,773	1,838

Offsite In-Person Programs

Data Element	2025 Data	2024 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	0
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	1	2
P81m) Total Offsite Programs	1	2

Offsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	0
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	6	136
P104m) Total In-Person Offsite Attendance	6	136

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49m) Self-Directed Activities	38	61
P50m) Participation in Self-Directed Activities	1,281	1,265

FULL-TIME-EQUIVALENT STAFF

Data Element	2025 Data	2024 Data
S01m) ALA/MLS Librarian FTE	2.00	2.00
S02m) Other Librarian FTE	1.00	1.00
S03m) Total Librarian FTE	3.00	3.00
S04m) Other Staff FTE	2.87	2.32
S05m) Total Paid Staff FTE	5.87	5.32

Volunteers

Data Element	2025 Data	2024 Data
O16m) Number of Teen Volunteers	0	2
O17m) Number of Adult Volunteers	2	2
O18m) Number of Teen Volunteer Hours	0	43
O19m) Number of Adult Volunteer Hours	28	6
O20m) Total Number of Volunteers	2	4
O21m) Total Number of Volunteer Hours	28	49

LIBRARY COLLECTION

Data Element	2025 Data	2024 Data
C01m) Print Materials (Books and Periodicals)	20,020	19,768
C02m) Audio Materials, Physical	1,071	1,105
C03m) Video Materials, Physical	2,777	2,788
C04m) Multi-format Materials	33	43
C05m) Other Physical Materials	57	70
C06m) Total Physical Materials	23,958	23,774
C07m) Print Serial Subscriptions	73	73

PUBLIC SERVICE HOURS

Daily Hours

Data Element	2025 Data	2024 Data
H01m) Monday	7.0	7.0
H02m) Tuesday	7.0	7.0
H03m) Wednesday	10.0	10.0
H04m) Thursday	7.0	7.0
H05m) Friday	7.0	7.0
H06m) Saturday	4.0	4.0
H07m) Sunday	0.0	0.0

Seasonal Daily Hours

Data Element	2025 Data	2024 Data
H19m) Monday		
H20m) Tuesday		
H21m) Wednesday		
H22m) Thursday		
H23m) Friday		
H24m) Saturday		
H25m) Sunday		

Number of Weeks Open to the Public

Data Element	2025 Data	2024 Data
H15m) Weeks Library was Open with Regular Service	52	52
H27m) Weeks Library was Open with Seasonal Service		
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2025 Data	2024 Data
H08m) Weekly Hours of Regular Service	42.00	42.00
H09m) Weekly Hours of Seasonal Service		

Annual Hours Open to the Public

Data Element	2025 Data	2024 Data
H12m) Annual Public Service Hours	2,054	2,041
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES

Outlet Types

Data Element	2025 Data	2024 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2025 Data	2024 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	2025 Data	2024 Data
F12m) Staff Internet Computers	12	11
F13m) Public Internet Stationary Computers	8	9
F14m) Public Internet Mobile Devices for On-Site Use	2	3
F15m) Public Internet Computers/Devices	10	12

Internet Connections

Data Element	2025 Data	2024 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	2025 Data	2024 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	748	621

LIBRARY FRIENDS

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

ANNOTATIONS

P01m), Population of the Legal Service Area

As reported by MN--2026-02-03

P07m), Reference Transactions

The decrease in reported reference transactions likely reflects a combination of staffing transitions affecting recording consistency and evolving service patterns, including increased self-directed use of library resources.--2026-02-03

P08m), Public Internet Computer Sessions

Wi-Fi access increased by about the same amount as use of the library's public computers decreased.--2026-03-03

P10m), Wireless Sessions

Wi-Fi access increased by about the same amount as use of the library's public computers decreased.--2026-03-03

P13m), Children's Circulation

The library's children's book bundles and story times programs paused. This may reflect some of the change in circulation.--2026-03-03

F12m), Staff Internet Terminals

Strategic Replacement Plan: Staff computers were updated and reconfigured in 2025.--2026-03-12

F13m), Public Stationary Internet Terminals

Last year, we reported a microfilm station computer here. Computers that connect to the internet for a dedicated purpose only do not meet this field's criteria. The machine is still in service.--2026-03-12

F14m), Public Internet Mobile Devices for Onsite Use

Strategic Replacement Plan: 2 chromebooks were withdrawn due to low circulation and system update failures. Replacement options are being considered.--2026-03-12



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.



Minnesota Public Library Report, Guide to Data Elements

This guide will familiarize you with the data elements for the Minnesota Public Library Annual Report.

Minnesota's public libraries are required by law ([Minnesota Statutes, section 134.13](#)) to submit annual reports to the Minnesota Department of Education by April 1 of each year. Libraries enter their data using an online tool, LibPAS.

Please complete your report using information for January 1 through December 31, 2025, unless otherwise specified. Financial data should be reported for the fiscal year that ended in calendar year 2025.

Changes for 2025

All changes to the 2025 report, whether new elements or expanded explanations, are highlighted in yellow throughout this guide.

Changes to data elements

We are no longer asking about the number or views of recorded programs.

Last year, we added new Yes/No questions about whether your library provides access to e-resources licensed locally, regionally, or statewide. This year, we are keeping those new questions, but no longer requesting that you report the number of electronic items (like e-books and databases) that are available. We are also no longer asking about the usage of electronic collections.

Changes to data entry screen

Questions about self-directed activities have been moved out of the Programs section and are now together with Summer Learning.

We realize that you may not be able to provide a reasonable estimate for some data elements. In this case, you have the option to mark "not known." Please do report as much as you reasonably can to keep this historical record going.

We are here to help! We appreciate that filling out this report can be time-consuming and laborious. If you have questions about how to interpret something, don't hesitate to reach out to Verena Getahun at 651-582-8714 or verena.getahun@state.mn.us.

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Completing the Report

As you complete the report, you will need to distinguish between two levels: data for **library administrative entities** and data for **library outlets**.

- An *administrative entity* is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. Administrative entities can have one or more outlets that provide direct service to the public.
- *Library outlets* include central libraries, branch libraries and bookmobiles.

Data elements for outlet-level information are indicated by an “m” in the field code (as in “P06m Visits”).

If you are filing this report for a single-location library, enter data as if your library is both an administrative entity and an outlet. Where possible, enter data at the outlet level; LibPAS will “roll up” the data to the administrative entity level.

For your convenience, information in some data elements is pre-filled in LibPAS with the previous year’s data. If the pre-filled answer is incorrect, please update. There are some data elements you will not be able to update:

Calculated: Information entered at the outlet level will usually be automatically calculated by LibPAS into a total for the administrative entity.

Locked: Some pre-filled data elements are not expected to change from year to year and so are locked. If any locked fields need to be changed, please contact Verena Getahun (verena.getahun@state.mn.us) at State Library Services.

In some cases, you will not have a number to enter, either because your library doesn’t offer a particular service or resource, or because your library does not know or cannot collect the requested data. In the first case, you should type zero (0) in LibPAS; in the second, you should check the “not known” box. When you check the “not known” box, LibPAS will fill the field with “-1.”

	When you...	LibPAS stores a...
Zero means, “We have none of this item” (for example, the library does not have a website).	...type “0”	0
“-1” means “We don’t know the answer, don’t collect the data, or can’t get the data right now.”	...check “Not known”	-1

Items marked with an asterisk (*) are required federal data elements that are submitted to IMLS for the Public Libraries Survey.

Comments

This is an open-text box for you type anything you would like to add that is not reflected in the rest of the report. This could be something that affects all of the data you are reporting for this year, such as a significant closure or change in staffing, or a story to supplement the numbers.

Contact Information

***G01m^{Locked} / *G01^{Locked}) Library Name**

Pre-filled with the legal name of the library administrative entity or library outlet.

***G02m^{Locked} / *G02^{Locked}) Regional System/Sequence Number**

Pre-filled with the identification code assigned to each library.

G03m^{Locked} / G03^{Locked}) Regional Public Library System

Pre-filled with the identification code assigned to library's regional library system.

ALS = Arrowhead Library System

ECRL = East Central Regional Library

GRRL = Great River Regional Library

KRL = Kitchigami Regional Library

LARL = Lake Agassiz Regional Library

MELSA = Metropolitan Library Services Agency

NWRL = Northwest Regional Library

PLS = Pioneerland Library System

PCLS = Plum Creek Library System

SELCO = Southeastern Libraries Cooperating

TDS = Traverse des Sioux Library System

VLS = Viking Library System

UNAFF = Unaffiliated (Library is not a member of a regional library system.)

Addresses

G05m / G05) Location is a change from previous year

Pre-filled with *No*. If a change in address is due to the U.S. Postal Service altering the street number, leave the value at *No*. Enter *Yes* if library has moved to a new location during the reporting year.

***G04m^{Locked} / G04^{Locked}) *Street Address**

Pre-filled with library's street address, not P.O. Box or general delivery. (Contact State Library Services if address changed.)

***G06m^{Locked} / *G06^{Locked}) City**

Pre-filled with the city or town where the library administrative entity or library outlet is located.

***G07m^{Locked} / *G07^{Locked}) ZIP Code**

Pre-filled with the five-digit ZIP code for the library administrative entity or outlet's street address.

CONTACT INFORMATION

***G11m / *G11^{Locked}) County**

Pre-filled with the county where the library administrative entity or outlet is located.

G08m / *G08) Mailing Address

Pre-filled with the library administrative entity or outlet's mailing address, even if it is the same as the street address.

G09m / *G09) City – Mailing Address

Pre-filled with the city or town for the library administrative entity or outlet's mailing address.

G10m / *G10) ZIP Code – Mailing Address

Pre-filled with the five-digit ZIP code for the library administrative entity or outlet's mailing address.

***G12m / *G12) Phone**

Pre-filled with the library administrative entity or outlet's ten-digit phone number. Use 000-000-0000 format.

G13^{Locked}) Library Web Address

Pre-filled with the library's website address. Exclude the URL prefix http:/ or https:/.

Director

If the directorship of the library changed in 2025, please determine who spent the most time as director from January through December 2025, and use that person's information in these fields, even if that person is not currently the director.

G14) Director's Name

Pre-filled with the name of the person responsible for the operation of the library administrative entity.

G15) Director's Phone

Pre-filled with the library director's ten-digit phone number. Enter even if it is the same as the library's phone number.

G16) Director's Extension

Pre-filled with the extension, if any, for the library director's phone. Leave the field blank if there is no extension number.

G17) Director's E-mail Address

Pre-filled with the library director's e-mail address.

Report Filer

G18) Report Filer Name

Pre-filled with the name of the person who can answer questions about the information entered in this report.

G19) Report Filer Phone

Pre-filled with the contact person's telephone number.

G20) Report Filer E-mail

Pre-filled with the contact person's e-mail address.

IMLS Administrative Entity Codes

***G21 ^{Locked}) Interlibrary Relationship Code**

Pre-filled with assigned interlibrary relationship code. If your library's designation has changed, contact State Library Services to update.

HQ - Headquarters of a Federated, Cooperative or Consolidated Library System

The library entity provides the physical space and employees who manage, coordinate, or administer the programs of the federated, cooperative or consolidated library system.

ME - Member of a Federated, Cooperative or Consolidated Library System

An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives.

NO - Not a member of a Federated, Cooperative or Consolidated System

An unaffiliated library.

***G22 ^{Locked}) Legal Basis Code**

Pre-filled with assigned legal basis code. If your library's legal basis for the type of local government structure that authorizes your library has changed, contact State Library Services to update.

CC - City/County

A library administrative entity that is jointly operated by a county and a city.

CI - Municipal Government (city, town or village)

A library administrative entity that is operated by a municipal government; the municipality is authorized in a state's constitution and statutes, and is established to provide government services for the population in a defined area.

CO - County/Parish

A library administrative entity that is operated by a county; the county is authorized in a state's constitution and statutes and is established to provide government services.

MJ - Multi-jurisdictional

An entity operated jointly by two or more units of local government under an intergovernmental agreement that creates a jointly appointed board or similar means of joint governance. A library that contracts to serve other jurisdictions or to serve special library districts is not multi-jurisdictional.

S/P - School/Public

A library governed by a joint powers agreement between a school district or academic institution and a municipal or county government.

Note: While School/Public Libraries in Minnesota are identified as S/P, State Library Services reports to the federal level using the MJ (Multi-jurisdictional) designation.

***G23** Locked) **Administrative Structure Code**

Pre-filled with assigned administrative structure code. If your library's Administrative Structure Code has changed, contact State Library Services to update.

This code describes a library administrative entity that is legally established under state or local law and has its own governance and funding. It may have one or more outlets.

AO - Administrative Entity with No Public Service Outlet

A single outlet agency that provides staff, materials and services to other libraries; may receive and spend funds on behalf of other libraries; and contracts with other libraries to provide various library services. Examples are headquarters of library systems, federations or cooperative services.

MA - Administrative Entity with More than One Direct Service Outlet and Separate Administrative Offices

An administrative entity that serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail service. Administrative offices are separate from the direct service outlets and do not provide direct library services.

MO - Administrative Entity with More than One Direct Service Outlet and Administrative Offices are Not Separate

An administrative entity that serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail service.

SO - Administrative Entity with a Single Direct Service Outlet

An administrative entity that serves the public directly with only one central library, one bookmobile or books-by-mail service.

***G25** Locked) **Geographic Code**

Pre-filled with assigned geographic code. Contact State Library Services if your library administrative entity's geographic area has changed.

Your library's code should reflect the geographic basis for the population of your Legal Service Area in P01: that is, this code should exactly or most nearly describe the geographic service area that the public library is established to serve and from which (or on behalf of which) it derives revenue. It also includes any areas that the library provides services to under contract.

The codes in this section match the terms used by the U.S. Census Bureau (<https://www.census.gov/programs-surveys/geography/about/glossary.html>).

PL1—Place (e.g., incorporated city or village, census-designated), entirety

PL2—Place (e.g., incorporated city or village, census-designated), overlap

MP1—Multi-Place, entirety

MP2—Multi-Place, overlap

CD1—Minor Civil Division [MCD] (e.g., town, township), entirety

CD2—Minor Civil Division [MCD] (e.g., town, township), overlap

MD1—Multi-MCD, entirety

MD2—Multi-MCD, overlap

CO1—County or Equivalent, entirety

CO2—County or Equivalent, overlap

CO3—County or Equivalent, remainder excluding AEs of contained geographies

MC1—Multi-County, entirety

MC2—Multi-County, overlap

MC3—Multi-County, remainder excluding AEs of contained geographies

SU1—School District - Unified, entirety

SU2—School District - Unified, overlap

SE1—School District - Elementary, entirety

SE2—School District - Elementary, overlap

SS1—School District - Secondary, entirety

SS2—School District - Secondary, overlap

OTH—Other

***G26) Did the legal service area boundary change?**

Pre-filled with *No*. Select *Yes* if there has been any change to the boundaries of the library administrative entity's legal service area during the reporting period.

Note: A change may result when a municipality annexes land, when a municipality in a county becomes an independent city or its own county, or when an administrative entity contracts to provide public library service to a geographic area other than the geographic area that it was established to serve (e.g., a municipal library contracts to serve county residents).

Visits, Reference, Users

Population

P01m / *P01^{Calc.}) Population of the Legal Service Area

Enter the number of people who live in the geographic area that your library was established to serve and from which (or on behalf of which) it derives revenue. Include the population of any additional areas that are served under contract. Please use the most recent estimate from [Minnesota State Demographic Center- Our Estimates](#) using the tabs for County Data or City & Township Data.

Registered Users

A registered user is a library user who has applied for and received an identification number (e.g., barcode) or card from your library. Your library has policies that determine borrowing privileges and access to other library resources.

Include registrations for temporary or electronic-only cards (for example, Overdrive Instant Digital cards).

Note: If your library uses an automation system that is managed by a federated regional public library system, the regional system may be able to provide totals.

P05) Year in Which Registered User Records Were Last Purged

Enter the most recent year in which registered but inactive users were deleted from the patron database, for example “2022”. Check the “not known” box if patron records have never been purged or if the last date is unknown.

P02m / P02^{Calc.}) Registered Users - Residents

Enter the number of people who live within your library’s legal service area who have registered to use your library. City, township and/or county property taxes from registered users’ households support your library.

Note: If resident and reciprocal borrowers cannot be counted separately, enter the total number of registered users here.

P03m / P03^{Calc.}) Registered Users - Reciprocal

This question is intended to reflect the approximate number of people who take advantage of the [Minnesota reciprocal borrowing compact](#). Enter the number of people who live *outside* your library’s legal service area who have registered to use your library. City, township, and/or county property taxes from reciprocal users’ households do not provide direct support to your library.

Note: If residential and reciprocal users cannot be counted separately, check the “not known” box. Report the total number in P02/P02m.

P04m^{Calc.} / *P04^{Calc.}) Total Registered Users

Total number of resident and reciprocal users.

Visits and Reference

P06m / *P06^{Calc.}) Visits

Enter the total number of people who entered the library or bookmobile during the year.

If your library uses sample weeks to estimate visitor count, and you were not able to construct a reasonable estimate for 2025, check the “not known” box.

***P60) Visits Reporting Method**

When reporting visits to your library, do you use an annual count (e.g., door counter), or an annual estimate based on a typical week or weeks? Select one of the following:

- Annual Count
- Annual Estimate Based on Typical Week(s)
- No Direct Library Service Offered
- Visits Not Tracked

P07m / *P07^{Calc.}) Reference Transactions

Enter the number of reference transactions during the year.

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

The request may come from an adult, a young adult, or child in person, by phone, by fax, by mail, by electronic mail, or by virtual reference.

A reference transaction includes information and referral service, readers' advisory, on-demand and unscheduled or scheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

Information sources include print and non-print materials, online databases, catalogs and other holdings records. It also includes communication or referral with other libraries, institutions and people inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

Duration should not be an element in determining whether a transaction is a reference transaction.

Do not include directional questions or questions about library rules or policies. Examples of directional questions are "Where is the rest room? I'm looking for a book with the call number 811.2 G25. Can you help me make a photocopy?" An example of a rule or policy question is "How late are you open?" Do not count patron interactions to set up or explain curbside service as reference.

***P61) Reference Transactions Reporting Method**

When reporting reference transactions at your library, do you use annual count or an annual estimate based on a typical week or weeks? Select one of the following:

- Annual Count
- Annual Estimate Based on Typical Week(s)
- No Direct Library Service Offered
- Reference Not Tracked

Public Internet

P08m / *P08^{Calc.}) Public Internet Computer Sessions

Enter the total number of sessions (uses) of the library's public internet computers during the year. A session is an uninterrupted use by an individual of a library computer connected to the internet. Please provide the total number of sessions during the last year. Count each distinct use (log-on) as one session, regardless of how long the session lasted or if the same user logged on more than once. Do not include wireless access by personal mobile devices.

If you offered computers for public use outside the building, you can add those to the count of *Public Internet Stationary Computers*. If it's possible to track login sessions on these computers, add that count to *Annual Public Internet Computer Sessions*.

If your library uses sample weeks to estimate computer sessions, and you were not able to construct a reasonable estimate for 2025, check the "not known" box.

P09m / P09) Public Internet Computer – Usage Type

Pre-filled with whether or not your library offers uses such as word processing or catalog access in addition to internet access on public computers. Choices are:

The number of Public Internet Computer Sessions is limited to internet use only.

The number of Public Internet Computer Sessions includes other types of computer use.

***P62) Public Computer Sessions Reporting Method**

When reporting public computer sessions at your library, do you use annual count or an annual estimate based on a typical week or weeks? Select one of the following:

Annual Count

Annual Estimate Based on Typical Week(s)

No Direct Library Service Offered

Computer Sessions Not Tracked

Wireless Sessions

P10m / *P10^{Calc.}) Wireless Sessions

Enter the number of wireless sessions provided by the library's wireless service during the year. Include wireless access by personal mobile devices. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

If your library is providing wireless access to the Internet beyond the library's grounds, such as a bookmobile or mobile hotspots in a parking lot (not circulated), include the number of sessions initiated from those locations, if available.

If your library does not count wireless sessions, or you were not able to construct a reasonable estimate from sample weeks for 2025, check the "not known" box.

***P63) Wireless Sessions Reporting Method**

When reporting public computer sessions at your library, do you use annual count or an annual estimate based on a typical week or weeks of hardware logs or network scanning? Select one of the following:

- Annual Count
- Annual Estimate Based on Typical Week(s)
- No Direct Library Service Offered
- Wireless Not Tracked

Website Visits**P32) Website Visits**

Enter the number of visits to the library's website during the year. Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed.

Usage of library social media accounts such as Facebook or Twitter should not be reported here. If your library does not have a website, leave this field blank and choose "not applicable" from the drop-down to the right of the field.

If you do have a website, but did not count website visits, please choose "not known" from the drop-down.

Circulation**Physical Circulation**

***Automatic Renewal:** Answer Yes or No to the following question: "Did your library offer automatic renewal for any physical materials in 2025?"

Count all physical materials in all formats that are loaned for use outside the library. Include tools, cookware, sports equipment, realia, mobile devices, mobile hotspots and other physical items available for loan. Include interlibrary loan transactions if items were borrowed by library users. Do not include interlibrary loan items loaned to another library, returns/check-ins or tax forms.

P13m / *P13^{Calc.}) Children's Circulation

Report the total annual circulation including renewals of library materials primarily intended for children (ages 0 to 11) in all formats except downloadable items. Count all items loaned for use outside the library, regardless of the borrower's age. If possible, do not include materials for teens/young adults.

If your library does not count children and adult circulation separately, check the "not known" box. Enter total circulation in P15m) Circulation – No Age Designation.

P14m / P14^{Calc.}) Adult Circulation

Report the total annual circulation including renewals of library materials primarily intended for adults in all formats except downloadable items. Count all items loaned for use outside the library, regardless of the borrower's age.

If your library does not count children and adult circulation separately, check the "not known" box. Enter total circulation in P15m) Circulation – No Age Designation.

P15m / P15^{Calc.}) Circulation - No Age Designation

Report the total annual circulation including renewals of library materials other than the adult and children's items reported in P13m and P14m. This number may be zero.

If your library does not distinguish between children's and adult circulation, report total circulation in all formats except downloadable items here.

P16m^{Calc.} / *P16^{Calc.}) Total Physical Circulation

Total annual circulation of all physical library materials of all types including renewals. Calculated by LibPAS.

***P69) Physical Circulation – Not Print or Audiovisual**

Circulation of all physical items **other than** print books, physical audio or video materials, or serials, including renewals.

These are materials in a fixed, physical format available for use outside the library. These can include a variety of items, such as Wi-Fi hotspots, sewing machines, cake pans, tools, telescopes, board games, and video games.

Downloadable Circulation

Electronic materials are distributed digitally online and accessed by computer, the internet, or a portable device such as an e-book reader. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Include circulation only for items that require a user authentication and have a limited period of use (due date). Count all checkouts, including renewals.

Include circulation of electronic materials that are part of the library's collection and paid for by the library or supplied by a consortium such as the state or regional library system.

Do not include circulation of electronic materials that are available for unlimited use, are in the public domain, are not copyrighted, or are kept by the user and not returned to the library.

Note: A circulating device that has more than one title on it is counted as one item and one physical circulation.

***P17a) E-book Circulation**

The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

***P17b) E-serial Circulation**

The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

***P18a) E-audio Circulation**

The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

***P18b) E-video Circulation**

The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

P19^{Calc.}) Total Downloadable Circulation

Total e-book, e-serial, and downloadable audio and video circulation.

Total Physical and Downloadable Circulation

P20^{Calc.}) Total Circulation

Total annual circulation of all physical items and electronic materials. Calculated by LibPAS.

Interlibrary Loan (ILL)

***P11) ILL Provided to Other Libraries**

Enter the number of library-owned items, including photocopies, provided on request by your library to another independent library during the year. The library that your library provided materials to is not operated by the same library administrative entity as yours. For example, do not count items routed to other branches in your library system or to associate libraries of your library system.

***P12) ILL Received from Other Libraries**

Enter the number of library-owned items, including photocopies, provided on request to your library by another independent library during the year. The library that provided the materials to your library is not operated by the same library administrative entity as yours. For example, do not count items routed from other branches in your library system or to associate libraries of your library system.

Programs

Programs

A program is any planned event which introduces the group attending to any library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship; and book discussions. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Include all programs that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities.

Note: Do not include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. One-on-one services provided by library staff may be counted as reference (P07).

Program Attendance

Report the total attendance at all programs held during the year. You do not need to track the age of the people who attend; we just want to know how many people, of any age, attended the program. For example, if the library held a storytime for ages 0-5, report the total number of people – babies, toddlers, adults, siblings – who attended.

Include attendance at any programs that are sponsored or co-sponsored by the library. Do not include attendance at programs sponsored by other groups that use library facilities.

Regardless of the number of formats (onsite, offsite, or virtual) in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For example, if a program was held onsite and livestreamed, include the in-person attendees in in-person onsite attendance, and the virtual attendees as live virtual views.

Note: Do not include attendance at library activities delivered on a one-to-one basis, such as tutoring.

Categories for Intended Age of Program Audience

Ages 0-5: any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend.

Ages 6-11: any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children.

Note: If the library held children’s programs that were more general in age and could cover the full 0-11 range, report them under the 6-11 category.

Young Adults: any planned event for which the primary audience is ages 12 to 18 - older tweens, teenagers or young adults. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

Adult: any planned event for which the target audience is 19 years or older and is not of interest to children or young adults. Examples include book clubs, retirement education classes, author events, etc.

All Ages: any planned event that is appropriate for any age group or multiple age groups. Include all-library, family, and inter-generational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs.

Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions in **All Ages** that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Program Formats

In-Person Onsite Programs: These are traditional library programs, with people in attendance on library grounds. “Onsite” could mean inside the library building, any attached or detached meeting rooms, attached outside grounds, or any kind of bookmobile programming. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds.

In-Person Offsite Programs: These are programs with a live audience in a non-library location. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer’s market, or visiting a school to present about library services. Do not count home delivery as programming.

Hybrid Programs: If you hold a hybrid program that has a partial live in-person audience and a partial live online audience, count it as one in-person program in the target age range. Do count the in-person attendance as either onsite or offsite in-person attendance, and count any online attendees under live virtual attendance.

Live Virtual Programs: These are programs during which a library staff member (or other person sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

Recorded Programs: Recorded programs include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

Program Format Questions

Answering Yes to the following questions will open additional sections on the report where you can record the numbers and attendance of each program format.

In 2025, did your library offer in-person offsite programs?

In 2025, did your library offer live virtual programs?

In-Person Programs and Attendance

Onsite Programs

Onsite In-Person Programs Intended for Ages 0-5

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

Report the annual number of onsite in-person programs offered for children ages 0 through 5. Examples include storytimes.

P93m) Attendees at Onsite In-Person Programs for Ages 0-5

Report the total attendance at all onsite in-person programs intended for ages 0 to 5 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 6-11

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

Report the annual number of onsite in-person programs offered for children ages 6 through 11. Examples include Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

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

Report the total attendance at all onsite in-person programs intended for ages 6 to 11 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 12-18 (Young Adults)

P72m) Onsite In-Person Programs Intended for Young Adults

Report the annual number of onsite in-person young adult programs offered. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

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

Report the total attendance at all onsite in-person programs intended for ages 12 to 18 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 19 and over (Adults)

P73m) Onsite In-Person Programs Intended for Adults

Report the annual number of onsite in-person adult programs offered. An adult program is a planned event for which the target audience is adults 19 years old or older. Examples include book clubs, craft activities, classes, author events, etc. Count each program in a series of adult programs as one distinct program.

P96m) Attendees at Onsite In-Person Programs for Adults

Report the total attendance at all onsite in-person programs intended for adults held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for All Ages

P74m) Onsite In-Person Programs Intended for All Ages

Report the annual number of onsite in-person programs that appealed to a wide audience from children to adults such as a family movie night.

P97m) Attendees at Onsite In-Person Programs for All Ages

Report the total attendance at all onsite in-person programs intended for all ages held during the year, regardless of attendees' ages.

Offsite Programs

Offsite In-Person Programs Intended for Ages 0-5

P76m) Offsite In-Person Programs Intended for Ages 0-5

Report the annual number of offsite in-person programs offered for children ages 0 through 5. Examples include storytimes in the park.

P99m) Attendees at Offsite In-Person Programs for Ages 0-5

Report the total attendance at all offsite in-person programs intended for ages 0 to 5 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 6-11

P77m) Offsite In-Person Programs Intended for Ages 6-11

Report the annual number of offsite in-person programs offered for children ages 6 through 11. Examples include Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P100m) Attendees at Offsite In-Person Programs for Ages 6-11

Report the total attendance at all offsite in-person programs intended for ages 6 to 11 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 12-18 (Young Adults)

P78m) Offsite In-Person Programs Intended for Young Adults

Report the annual number of offsite in-person young adult programs offered. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P101m) Attendees at Offsite In-Person Programs for Young Adults

Report the total attendance at all offsite in-person programs intended for ages 12 to 18 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 19 and over (Adults)**P79m) Offsite In-Person Programs Intended for Adults**

Report the annual number of offsite in-person adult programs offered. An adult program is a planned event for which the target audience is adults 19 years old or older. Examples include book clubs, craft activities, classes, author events, etc. Count each program in a series of adult programs as one distinct program.

P102m) Attendees at Offsite In-Person Programs for Adults

Report the total attendance at all offsite in-person programs intended for adults held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for All Ages**P80m) Offsite In-Person Programs Intended for All Ages**

Report the annual number of offsite in-person programs that appealed to a wide audience from children to adults such as a family movie night.

P103m) Attendees at Offsite In-Person Programs for All Ages

Report the total attendance at all offsite in-person programs intended for all ages held during the year, regardless of attendees' ages.

Totals of In-Person Programs

P82^{Calc.}) In-Person Programs for Ages 0-5

P83^{Calc.}) In-Person Programs for Ages 6-11

P84^{Calc.}) In-Person Programs for Young Adults

P85^{Calc.}) In-Person Programs for Adults

P86^{Calc.}) In-Person Programs for All Ages

P75m^{Calc.} / P75^{Calc.}) Total Onsite In-Person Programs

P81^{Calc.} / P81^{Calc.}) Total Offsite In-Person Programs

Totals of In-Person Program Attendance

P105^{Calc.}) Attendees at In-Person Programs for Ages 0-5

P106^{Calc.}) Attendees at In-Person Programs for Ages 6-11

P107^{Calc.}) Attendees at In-Person Programs for Young Adults

P108^{Calc.}) Attendees at In-Person Programs for Adults**P109^{Calc.}) Attendees at In-Person Programs for All Ages****P98m^{Calc.} / P98^{Calc.}) Total Onsite Attendance**

Total attendance at children's, young adult, adult, and all-ages onsite in-person programs.

P104m^{Calc.} / P104^{Calc.}) Total Offsite Attendance

Total attendance at children's, young adult, adult, and all-ages offsite in-person programs.

Live Virtual Programs

Enter the number of live, virtual programs during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

Report live virtual programs at the administrative entity level, not the outlet level.

If your library creates a virtual program that is recorded (not live) and can be viewed at any time, do not count it as a live virtual program.

To report attendance at live virtual programs, enter the number of unique views, or peak live views.

Live Virtual Programs Intended for Ages 0-5

P87) Live Virtual Programs Intended for Ages 0-5

Report the annual number of programs intended for ages 0 to 5 that were offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P110) Live Virtual Views of Programs for Ages 0-5

Number of unique views, or peak live views, during live virtual programs intended for ages 0 to 5.

Live Virtual Programs Intended for Ages 6-11

P88) Live Virtual Programs Intended for Ages 6-11

Report the annual number of programs intended for ages 6 to 11 that were offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P111) Live Virtual Views of Programs for Ages 6-11

Number of unique views, or peak live views, during live virtual programs intended for ages 6 to 11.

Live Virtual Programs Intended for Ages 12-18

P34) Live Virtual Programs Intended for Ages 12-18

Report the annual number of young adult programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. A young adult program is a planned event for which the target audience is young adults 12-18 years old.

P38) Live Virtual Views of Programs for Ages 12-18

Number of unique views, or peak live views, during live virtual programs intended for ages 12 to 18.

Live Virtual Programs Intended for Adults

P35) Live Virtual Programs Intended for Adults

Report the annual number of adult programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. An adult program is a planned event for which the target audience is adults 19 years old or older.

P39) Live Virtual Views of Programs for Adults

Number of unique views, or peak live views, during live virtual programs intended for adults.

Live Virtual Programs Intended for All Ages

P89) Live Virtual Programs Intended for All Ages

Report the annual number of all-ages programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P112) Live Virtual Views of Programs for All Ages

Number of unique views, or peak live views, during live virtual programs intended for all ages.

Total Live Virtual Programs and Views

***P36^{Calc.}) Total Live Virtual Programs**

Total number of live virtual children's, young adult, adult, and all-ages programs.

***P40^{Calc.}) Total Attendance at Live Virtual Programs**

Number of unique views, or peak live views, during live virtual programs.

Total Programs and Attendance

Total Programs

***P90^{Calc.}) Total Programs for Ages 0-5**

Total number of programs intended for ages 0 to 5, including both in-person and live virtual.

***P91^{Calc.}) Total Programs for Ages 6-11**

Total number of programs intended for ages 6 to 11, including both in-person and live virtual.

***P52^{Calc.}) Total Programs for Young Adults**

Total number of young adult programs, including both in-person and live virtual.

***P53^{Calc.}) Total Programs for Adults**

Total number of adult programs, including both in-person and live virtual.

***P92^{Calc.}) Total Programs for All Ages**

Total number of programs for all ages, including both in-person and live virtual.

***P54^{Calc.}) Total Programs**

Total number of children's, young adult, and adult programs, including both in-person and live virtual.

Total Program Attendance

***P113^{Calc.}) Total Attendance at Programs for Ages 0-5**

Total attendance at programs for ages 0 to 5, including both in-person and live virtual.

***P114^{Calc.}) Total Attendance at Programs for Ages 6-11**

Total attendance at programs for ages 6 to 11, including both in-person and live virtual.

***P56^{Calc.}) Total Attendance at Programs for Young Adults**

Total attendance at programs for ages 12 to 18, including both in-person and live virtual.

***P57^{Calc.}) Total Attendance at Programs for Adults**

Total attendance at adult programs, including both in-person and live virtual.

***P115^{Calc.}) Total Attendance at Programs for All Ages**

Total attendance at programs for all ages, including both in-person and live virtual.

***P58^{Calc.}) Total Program Attendance**

Total attendance at children's, young adult, and adult programs, including both in-person and live virtual.

Self-Directed and Summer Learning

Self-Directed Activities

Self-directed activities are planned, independent activities available for a definite time period. Like programs, self-directed activities may require staff resources to plan and prepare, design or distribute, and they make take place on or off-site. They differ from programs in that activities depend on the participation of the attendee to create the experience, without the expectation of staff interaction while the activity is being completed. This does not include informal services such as homework help.

For this report, count only those activities that require staff work to prepare and monitor, beyond simply laying out photocopied coloring pages or a pile of board games.

Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

SELF-DIRECTED AND SUMMER LEARNING

Example 1: The library sets up a story walk in June. Each person who walks through is counted as one participation. The library reports this as 1 self-directed activity with 30 participations.

Example 2: The library offers 4 different kinds of take-and-make activities over the winter months. The library reports 4 self-directed activities and 243 participations (counting each separate take-and-make kit that was distributed).

If your library has multiple locations, please track self-directed activities at the outlet level (e.g., branches or bookmobile).

P49m/P49^{Calc.}) Self-Directed Activities

Enter the number of planned, independent activities available for a definite time period.

P50m/P50^{Calc.}) Participation in Self-Directed Activities

Number of participants, regardless of age, of planned, independent activities available for a definite time period. Counting the number of participants for these activities can be a challenge, especially if staff are not present at all times. Depending on the activity, estimates of participation are acceptable, or other methods, e.g., asking story walk participants to put a pebble in a bucket when they finish the walk.

In the case of an onsite activity, it is up to the individual library to decide whether a patron engaged with the activity in a meaningful enough way to be considered participation.

Summer Learning

Public libraries incorporate summer learning programs with traditional summer reading programs. Summer learning programs focus on a variety of academic and developmental areas in addition to reading. Summer learning programs engage youth in activities that develop new skills in math, science, history, and art as well as reading. Summer learning is about exploring, creating, making, reading, and socializing. Summer learning programs help ensure that youth retain critical reading and academic skills they acquired during the school year through reading and learning activities over the school break.

What type(s) of summer learning programs did this library offer for youth?

Select one of the following choices.

- Reading program
- Learning program other than reading
- Both reading and learning programs
- None

If the library offered summer learning programs including reading programs, please provide the intended age groups for the program.

Select Yes for all that apply.

- Preschoolers, birth to 5 years old
- Children, 5 to 11 years old
- Young adults, 12 to 18 years old

Staff Information

Please report full time equivalent (FTE) amounts as of the last day of the reporting period (December 31). Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed below, divide hours worked by 40 and calculate to two decimal points to determine the FTE. Note that data entered into outlet (m) fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include:

5 hours per 40-hour work week = .12 FTE	20 hours per 40-hour work week = .50 FTE
8 hours per 40-hour work week = .20 FTE	25 hours per 40-hour work week = .62 FTE
10 hours per 40-hour work week = .25 FTE	30 hours per 40-hour work week = .75 FTE
12 hours per 40-hour work week = .30 FTE	35 hours per 40-hour work week = .87 FTE
16 hours per 40-hour work week = .40 FTE	40 hours per 40-hour work week = 1.00 FTE

S01m / *S01^{Calc.}) ALA/MLS Librarian FTE

Enter the FTE for librarians with master's degrees from library and information studies (MLS) programs that are accredited by the American Library Association (ALA). Do not include staff members with an MLS degree that are not employed as librarians; count as Other Staff in S04.

S02m / S02^{Calc.}) Other Librarian FTE

Enter the FTE for employees with the title "librarian" that do not hold a master's degree from a library and information studies program accredited by the American Library Association, but are paid for work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, rather than the mechanical or clerical aspect.

S03m^{Calc.} / *S03^{Calc.}) Total Librarian FTE

Total FTE of ALA/MLS librarians and other librarians.

S04m / *S04^{Calc.}) Other Staff FTE

Enter the FTE for all other FTE employees paid from the library budget, including information technology, administrative support, security, and maintenance staff. Please count all positions even if salary information is not provided in the Selected Salary Schedule below.

S05m^{Calc.} / *S05^{Calc.}) Total Paid Employee FTE

Total FTE of librarians and other staff.

Selected Salary Schedule

Please provide the hourly pay range for all funded positions, including vacant positions. For example, if the pay rate at your library for an entry-level reference librarian is \$15.20 per hour, and the rate for a reference librarian at the highest step is \$21.00 per hour, enter \$15.20 in the **Low** column of the **Other Librarian** row, and \$21.00 in the **High** column. If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column and leave the Hourly Rate-Low column blank.

S06) Regional Director Low / Regional Director High

Pre-filled with pay range of the chief administrative officer of a regional public library system. If the pre-filled answer is incorrect, please update.

S07) Library Director Low / Library Director High

Pre-filled with pay range of Director, Chief Executive or Head Librarian who is the person who plans and directs all aspects of a library's operation, and reports directly to a board of trustees or city/county officials. If the pre-filled answer is incorrect, please update.

S08) Assistant Director Low / Assistant Director High

Pre-filled with pay range of Deputy, Assistant or Associate Director who reports to the library director and is responsible for all library activities in the absence of the director. If the pre-filled answer is incorrect, please update.

S09) Branch Manager Low / Branch Manager High

Pre-filled with pay range of a branch manager responsible for the operation of a location that is physically separate from an administrative office or a central library. If the pre-filled answer is incorrect, please update.

S10) Central Library Manager Low / Central Library Manager High

Pre-filled with pay range of a central library manager responsible for the operation of a central library. If the pre-filled answer is incorrect, please update.

S11) Department Head Low / Department Head High

Pre-filled with pay range of a department head who manages a section of a central library or library administrative entity and is a member of the library's executive team. If the pre-filled answer is incorrect, please update.

S12) Other Librarian Low / Other Librarian High

Pre-filled with pay range of job titles that may include children's or reference librarian or cataloger. Duties may include but are not limited to assisting the public, selecting, acquiring, and organizing materials, and organizing activities for different age groups. If the pre-filled answer is incorrect, please update.

S13) Technology Support Low / Technology Support High

Pre-filled with pay range of staff responsible for the maintenance and operation of computer or computer-related equipment. Position may provide technical assistance and training to users and resolves computer software and hardware problems. If the pre-filled answer is incorrect, please update.

S14) Library Support Staff Low / Library Support Staff High

Pre-filled with pay range of job titles that include circulation or acquisitions clerk, technical or public services assistant, etc. Job responsibilities may include circulation or processing. Position requires knowledge specific to library operations. If the pre-filled answer is incorrect, please update.

S15) Administrative Support Staff Low / Administrative Support Staff High

Pre-filled with pay range of job titles that include administrative assistant or administrative secretary. Job responsibilities may include general office work, including but not limited to bookkeeping, maintaining personnel records, and purchasing supplies. If the pre-filled answer is incorrect, please update.

S16) Pages Low / Pages High

Pre-filled with pay range of staff who retrieve library materials and/or return library materials to the shelves. If the pre-filled answer is incorrect, please update.

S17) Do Any Library Staff Belong to a Union?

Pre-filled to indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining. Yes indicates that library employees are members of a union. No indicates that library employees are not members of a union.

Hours and Weeks of Service

Seasonal) Do any of the library's locations operate on seasonal hours?

Answer Yes if the library's weekly schedule is adjusted seasonally for at least 30 or more consecutive days.

Daily Hours

Daily Hours During Regular Service

H01m-H07m) Daily Hours

Report the number of hours that this location is open to the public each day, Monday through Sunday. If the number of hours open on a particular day of the week varied during the year, enter the number of hours most commonly offered at this location.

Daily Hours During Seasonal Service

H19m-H25m) Seasonal Daily Hours

If the library's weekly schedule is adjusted seasonally for at least 30 or more consecutive days, report the number of hours that the library is open to the public each day during seasonal service, Monday through Sunday.

Weekly Hours and Weeks of Service

Weeks of Regular Service

H08m / H08^{Calc.}) Weekly Hours of Regular Service

Enter the total number of hours the library was open to the public during a typical week of regular service. When reporting weekly hours open, round to the nearest whole hour. (Round down if number is equal to or less than 0.4. Round up if number is equal to or greater than 0.5.) If the number of weekly hours varied, enter the number of hours most commonly offered at the library or outlet.

H15m) Weeks Library was Open with Regular Service

Enter the total number of weeks during the year that the outlet was open to the public with no restrictions. Include all weeks that the library was open at least 50 percent of a typical week.

Weeks of Seasonal Service

H09m / H09^{Calc.}) Weekly Hours in a Seasonal Week

Enter the total number of hours the library was open to the public during weeks of seasonal service. When reporting weekly hours open, round to the nearest whole hour. (Round down if number is equal to or less than 0.4. Round up if number is equal to or greater than 0.5.) If the number of weekly hours varied, enter the number of hours most commonly offered at the library or outlet.

H27m) Weeks Library was Open with Seasonal Service

Enter the total number of weeks that the outlet was open with a seasonal schedule. Include all weeks that the library was open at least 50 percent of a typical week.

Total Hours and Weeks of Service***H11m^{Calc.}) Weeks Library was Open**

Total number of weeks open to the public with either regular or seasonal service. The sum of H15m and H27m should be 52.

***H12m / H12^{Calc.}) Annual Public Service Hours**

Enter the total hours the library building was open to the public in 2025 adjusting for holidays and temporary closures.

Do not calculate minor variations in scheduled public service hours such as closing due to snow conditions or a parade. Do not include hours the building was closed to the public due to emergencies, natural disasters, renovations, budget shortfalls, or other events, even if the staff is scheduled to work.

For each bookmobile, count only the hours during which the bookmobile was open to the public. Do not include travel hours. For books-by-mail service, count the hours that the outlet was staffed for service.

H20m) Offers Non-staffed Hours

Answer Yes or No to the question 'Does this location offer non-staffed service hours? When library staff members are not present, are members of the public able to enter the library building to access materials, use study or meeting spaces, use computers or printers, or otherwise make use of library space and resources?'

Collections

Report items the library has acquired and catalogued as part of the collection that have been purchased, donated, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Include items that are accessed with a library card or at a library location. Items do not have to be included in the catalog.

Do not include microforms, loose sheet music, maps, and pictures.

Count items that have a loan period and are returned to the library. Do not include items that are retained by the user and not returned to the library.

Physical Materials

Report the number of physical items such as books, CDs, DVDs, and tools or equipment in the library's collection. Count only those items that are available for public use. Include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two DVDs and intended to be checked out as a unit should be counted as one physical item. Please count items that include two formats such as a book/CD combination in only one category—Print, Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in C05m) Other Physical Materials.

Note that data entered into library outlet fields automatically “roll up” into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Do not include e-books, e-serials, and downloadable audio and video.

C01m / *C01^{Calc.}) Print Materials (Books and Periodicals)

Report the number of physical items, including duplicates, printed on paper with hard or soft covers or in a loose-leaf format held by the library. If volume data is not available, please count the number of titles instead. Include bound forms of printed music and maps, and non-serial government documents. Do not include unbound sheet music. Books packaged together as a unit (e.g. a 2-volume set) and checked out as a unit are counted as one item.

C02m / *C02^{Calc.}) Audio Materials, Physical

Report the number of items held by the library in a fixed physical format, including duplicates, on which only sounds, music or narratives, are stored. Include any format including compact discs, Playaways, LP records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, and talking books.

C03m / *C03^{Calc.}) Video Materials, Physical

Report the number of items held by the library in a fixed physical format, including duplicates, on which moving pictures are recorded, with or without sound. Electronic playback is on a television receiver or computer monitor. Video formats may include videotape, DVD, and/or CD-ROM.

C04m / C04^{Calc.}) Multi-format Materials

Report the number of multi-format items that consist of at least two different physical formats such as a book and CD that are held by the library.

C05m / *C05^{Calc.}) Other Physical Materials

Report the number of any other physical items that are available for use by the public such as tools, cookware, sports equipment, mobile devices, and mobile hotspots.

C06m^{Calc.} / *C06^{Calc.}) Total Physical Materials

Total number of print, audio, video, multi-format, and other physical materials. Calculated by LibPAS.

C07m / C07^{Calc.}) Print Serial Subscriptions

Report the number of current print serial subscriptions including duplicates. Serial subscriptions may include magazines, newspapers, annuals, government documents, reference tools, and numbered monographic series. Do not include microform subscriptions.

Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer, the internet or mobile device (e-readers, tablets, etc.). Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog. Do not include electronic materials that are in the public domain or not copyrighted.

Content obtained through a vendor on a temporary basis is considered part of the collection. *Note: Do not include resources that are available for unlimited use or are kept by the user and not returned to the library. Those resources are considered Electronic Collections.*

For a list of specific resources and how to report them, consult [MPLAR E-Resources: What Goes Where](#).

Electronic Serial Subscriptions

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

***C08a) Answer Yes or No to the following question:** “Did the library provide access to e-serials licensed locally, i.e., purchased solely by the library?”

***C09a) Answer Yes or No to the following question:** “Did the library provide access to e-serials licensed regionally, i.e., provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C00a) Answer Yes or No to the following question:** “Did the library provide access to e-serials licensed statewide or at no or minimal cost to the library?”

Electronic Books (E-books)

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired.

***C11a) Answer Yes or No to the following question:** “Did the library provide access to e-books licensed locally, i.e., purchased solely by the library?”

***C12a) Answer Yes or No to the following question:** “Did the library provide access to e-books licensed regionally, i.e., provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C13a) Answer Yes or No to the following question:** “Did the library provide access to e-books licensed statewide through eBooks Minnesota?”

Providing access to eBooks Minnesota could include:

- Link on your library's website
- Listing eBooks Minnesota in your online resources
- Including bibliographic records from eBooks Minnesota in your online catalog

Audio Downloadable Units

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

***C15a) Answer Yes or No to the following question:** “Did the library provide access to e-audio licensed locally, i.e., purchased solely by the library?”

***C16a) Answer Yes or No to the following question:** “Did the library provide access to e-audio licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C00b) Answer Yes or No to the following question:** “Did the library provide access to e-audio licensed statewide or at no or minimal cost to the library?”

Video Downloadable Units

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.

***C18a) Answer Yes or No to the following question:** “Did the library provide access to e-audio licensed locally, i.e., purchased solely by the library?”

***C19a) Answer Yes or No to the following question:** “Did the library provide access to e-audio licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C00c) Answer Yes or No to the following question:** “Did the library provide access to e-video licensed statewide or at no or minimal cost to the library?”

Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data.

The annual report considers two types of electronic collections:

- Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information.
- Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc.

Include electronic collections that are available online or are locally hosted in the library. Do not include resources available for free (such as Project Gutenberg).

For a list of specific resources and how to report them, consult [MPLAR E-Resources: What Goes Where](#).

Research Databases

***C21a) Answer Yes or No to the following question:** “Did the library provide access to research databases licensed locally, i.e., purchased solely by the library?”

***C22a) Answer Yes or No to the following question:** “Did the library provide access to research databases licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C25a) Answer Yes or No to the following question:** “Did the library provide access to research databases licensed statewide through eLibrary Minnesota (ELM)?”

Providing access to eLibrary Minnesota (ELM) could include:

- Link on your library's website
- Listing ELM or ELM resources in your online resources
- Including bibliographic records from ELM in your online catalog

Online Learning Platforms

***C21b) Answer Yes or No to the following question:** “Did the library provide access to online learning platforms licensed locally, i.e., purchased solely by the library?”

***C22b) Answer Yes or No to the following question:** “Did the library provide access to online learning platforms licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?”

***C25b) Answer Yes or No to the following question:** “Did the library provide access to online learning platforms licensed statewide through eLibrary Minnesota?”

Providing access to eLibrary Minnesota (ELM) could include:

- Link on your library's website
- Listing ELM or ELM resources in your online resources
- Including bibliographic records from ELM in your online catalog

Facilities

***F01) Central Libraries**

Pre-filled with “1” (one). Change to “0” (zero) if there is no central library. A central library, or main library, is one type of single outlet library or the library which is the operational center of a multiple-outlet library. All processing may be located here or the principal collections are housed here.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

***F02) Branch Libraries**

Pre-filled with the number of branch libraries. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters
2. Organized collection of library materials
3. Paid staff
4. Scheduled hours open to the public

***F03) Bookmobiles**

Pre-filled with the number of bookmobiles. A bookmobile is a traveling branch library. It consists of all of the following:

1. Truck or van that carries an organized collection of library materials
2. Paid staff
3. Scheduled hours (bookmobile stops) open to the public

Note: A bookmobile outlet record may include more than one bookmobile. Separate outlet records may be created for each bookmobile if they have different addresses and/or Geographic Code (see G25).

F04) Supplementary Services

Pre-filled with the number of supplementary services. A supplementary service is authorized and overseen by your library, provides reference or other public service and/or circulates materials, and has regularly scheduled hours. This includes but is not limited to pick-up and return stations, kiosks, online or in-person homework assistance, and online person-to-person services such as Tutor.com, Brainfuse.com, and Ed2Go.com.

Outlet Types

***F05m** ^{Locked}) **Outlet Type Code**

Pre-filled with type of outlet.

- CE – Central library
- BR – Branch library
- BS – Bookmobile
- OF – Office

Please contact State Library Services if the designation for your library has changed.

***F06m) Number of Bookmobiles**

Pre-filled with the number of bookmobiles that are considered an outlet of the library. Enter “0” (zero) if the bookmobile is only parked at the outlet location.

Buildings

F07m ^{Locked}) **Facility Type Code**

Pre-filled with the code used for your location. Contact State Library Services if the designation for your library has changed.

- L - A single-purpose library building built to serve as a library
- M - A multi-purpose building that was constructed to include the library
- G - A multi-purpose building where the library was included at a later date
- R - A remodeled store, office, or government building where the library shares the building with other entities
- S - A remodeled store, office or government building that houses only a library
- B - A bookmobile
- O - Other

***F08m** ^{Locked}) **Square Feet**

Pre-filled with the square footage of a library location. Square footage includes the area on all floors enclosed by the outer walls of the library outlet. It includes all spaces occupied by the library, including staff areas. It also includes any area shared with another agency or agencies, if the library uses the shared space, for example a meeting or conference room. Contact State Library Services if the square footage of a location has changed.

F09m) Year Built

Pre-filled with the year the building was constructed, even if it was not constructed to serve as a library, for example “1997”. For bookmobiles, use the vehicle’s model year rather than the year purchased. If the pre-filled answer is incorrect, please update.

F10m) Latest Year Remodeled

Pre-filled with the most recent year that a substantial modification to the building was completed, for example “2018”. Substantial modification means that the remodeling involved 1) structural changes, 2) the services of a licensed architect, and/or 3) a cost of \$100,000 or more. If the pre-filled answer is incorrect, please update. If date is not known, please leave the field blank.

F11m) Previous Year(s) Remodeled

Pre-filled with the years in which substantial interior and/or exterior modifications to the building or the library portion of a multi-purpose building were completed. Example: “1955, 1980”. If the pre-filled answer is incorrect, please update. If date is not known, please leave the field blank.

Computers

Report the number of the library's internet computers (desktops, laptops and mobile devices), whether purchased, leased or donated, used by the staff or public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., solely to access an OPAC or specific database).

F12m / F12^{Calc.}) Staff Internet Computers

Pre-filled with the number of computers (desktop, laptop and tablet) that connect to the Internet for staff use. The number includes both purchased and leased computers. If the pre-filled answer is incorrect, please update.

F13m / F13^{Calc.}) Public Internet Computers

Pre-filled with the number of desktop computers that connect to the internet for public use. The number includes purchased, leased and donated computers. If the pre-filled answer is incorrect, please update.

If you started offering computers for public use outside the building, you can add those to the count of *Public Internet Computers*.

F14m / F14^{Calc.}) Public Mobile Devices for Onsite Use

Pre-filled with the number of mobile devices such as laptops, tablets, and e-readers that connect to the internet for public use in the library. If the pre-filled answer is incorrect, please update.

F15m / *F15^{Calc.}) Total Public Internet Computers/Devices

Total number of desktop and mobile devices that connect to the internet for public use. Calculated by LibPAS.

Optic Connections

F16m) Fiber Optic to Library Building

Pre-filled with whether or not a fiber optic telecommunication line is connected to the library building. Fiber optic cable is a high-speed data transmission medium. It contains tiny glass or plastic filaments that carry light beams. Digital data is transmitted through the cable via rapid pulses of light. Yes indicates that the library line is connected to the Internet with fiber optic cable. If the pre-filled answer is incorrect, please update.

F17m) Category 6 or Better Wiring within Library

Report whether or not the building has Category 6 or better wiring. Category 6 to 9 wiring are higher quality telecommunication cabling systems that are suitable for a wide range of applications. Select the grade of Category wiring within the library from the available choices. If the library does not have Category 6 or better wiring, select "None of the above."

Choices are:

- Category 6
- Category 7
- Category 8
- Category 9
- None of the above

Public Internet Speeds

An Internet speed test measures broadband connection parameters by sending a small file from the server and measuring the time it takes to download and then upload the file back to the server. Please test the upload and download speeds for your public computers using [Ookla's Speedtest](http://www.speedtest.net) (www.speedtest.net).

Test using a public computer when all or most of the library's Internet computers are in use. Enter speeds using these categories:

- Up to 1.4 Mbps (millions of bits/second)
- 1.5 Mbps (T1)
- 1.6 Mbps – 4.9 Mbps
- 5.0 Mbps – 9.9 Mbps
- 10.0 Mbps – 15.0 Mbps
- 15.1 Mbps – 20.0 Mbps
- 20.1 Mbps – 50.0 Mbps
- 50.1 Mbps – 100 Mbps
- 100.1 Mbps – 500 Mbps
- 500.1 Mbps – 1 Gbps (billions of bits/second)
- Greater than 1 Gbps (please specify)

F19m) Typical Internet Download Speed for Public Computers

Select the download speed range for the result from Ookla's Speedtest.

F21m) Typical Internet Upload Speed for Public Computers

Select the upload speed range for the result from Ookla's Speedtest.

Wi-Fi

Wi-Fi is a wireless networking technology that allows public internet access using mobile devices.

F22m) Wi-Fi Available to Public

Pre-filled with whether or not the library offers wireless internet service for the public. *Yes* indicates that your library offers Wi-Fi service at this location. *No* indicates that your library does not offer Wi-Fi service at this location. If the pre-filled answer is incorrect, please update.

F22) Outlets with Wi-Fi Available to Public

Pre-filled with the number of outlets that offer public Wi-Fi service. If the pre-filled answer is incorrect, please update.

Meeting Rooms

A meeting room is a separate space in a library building set aside for meetings. The library may or may not charge a fee for the use of the room.

F23m) Meeting Room Available for Public Use

Pre-filled with whether or not a separate room is available for public use. The library may or may not charge a fee for the use of the room. *Yes* indicates that the outlet has a public meeting room. *No* indicates that the outlet does not have a public meeting room. If the pre-filled answer is incorrect, please update.

F23) Outlets with a Meeting Room

Enter the number of library outlets that have a meeting room available for public use.

F24m / F24^{Calc.}) Non-Library Sponsored Events

Enter the total number of organized activities held at the library that were not sponsored or co-sponsored by the library. A non-library sponsored event may be held in a library meeting room or in public service areas. For example, a tutoring session by a literacy volunteer and student is a non-library sponsored event. Please include study room use (even if used by single individuals), and other scenarios where library space is used for community meetings, which you are able to easily track (scheduled tutoring sessions, etc.).

Policies/Plans

Libraries have written policies for services, collections, personnel and operations. Plans state the library's role, vision for the future, and services to be implemented. Policies and plans set standards and guide staff members in making day-to-day decisions. The following are typical public library policies and plans. Enter the year, for example "2025", that your library most recently updated each policy or plan. Enter "NONE" if your library does not have a particular policy or plan.

D01) Strategic Plan

Pre-filled with the date that the library most recently created or updated its strategic plan for how the library's resources will be allocated over several years to achieve objectives determined by the library board or other policy-making body. If the pre-filled date is incorrect, please update.

D02) Disaster Plan

Pre-filled with the date that the library most recently created or updated its disaster plan with procedures for continuity of operations in preparation for, or in the event of, a natural or man-made disaster. If the pre-filled date is incorrect, please update.

D03) Policy Manual

Pre-filled with the date that the library most recently created or updated its compilation of board and/or management policies on library practices. The manual includes a schedule for policy review. If the pre-filled date is incorrect, please update.

D04) Records Retention Schedule

Pre-filled with the date that the library most recently created or updated its description of the library's key records that includes information on format(s), guidance for how long each type of record is maintained, and methods for discard. If the pre-filled date is incorrect, please update.

D05) Building Accessibility Plan

Pre-filled with the date that the library most recently created or updated its evaluation of the library building with regard to compliance with the State Building Code and the Americans with Disabilities Act Architectural Guidelines. If the pre-filled date is incorrect, please update.

D06) Technology Plan

Pre-filled with the date that the library most recently created or updated its document that explains how technology is integrated into the services provided to library users and staff. The library technology plan may provide for staff training and include schedules for maintenance and replacement of equipment. An approved technology plan is required for eligibility for certain types of e-rate funding. If the pre-filled date is incorrect, please update.

D07) Internet Acceptable Use Policy

Pre-filled with the date that the library most recently created or updated its policy approved by the library board that indicates the provisions under which either the public or staff can use library computers for access to the Internet. If the pre-filled date is incorrect, please update.

D09) Collection Development Policy

Enter the year that the library most recently created or updated its policy approved by the library board for the planning, selection, acquiring, cataloging, and weeding of the library's collections in all formats.

***D08) Overdue Fine Policy**

Answer Yes or No to the following question: as of the end of the reporting period (Dec 31 of last year), does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

Community Engagement

Outreach Services

Report Yes if your library provides outreach services to organization types listed below. Outreach refers to library services provided to community groups or organizations or work with another agency to deliver library services. Outreach may involve, but does not require, library staff visits to a location outside the library. For example, setting up a booth at a local event or conference, making a presentation at a school, or delivering materials to a jail or prison. If the pre-filled answer is incorrect, please update.

Adult Basic Education

Report whether or not the library provides service to a day or evening program offered by a public school district for people over 16 years of age who do not attend an elementary or secondary school. The program offers academic instruction necessary to earn a high school diploma or equivalency certificate.

Adult Literacy Organization

Report whether or not the library provides service to an agency with structured programs for individuals 16 years and older that improve ability to read, write, and speak in English and to compute and solve problems at levels of proficiency necessary to function on the job, in the family, and in society.

Arts Organization

Report whether or not the library provides services to an organization formed for the purpose of developing and promoting the work of artists in various visual and performing art forms such as film, sculpture, dance, painting, multimedia, poetry, and performance art.

Early Childhood Organization

Report whether or not the library provides service to an agency that provides preschool child care or after-school activities for children or an alternative day-time learning environment other than a public, charter or parochial school, such as a private preschool.

Correctional Facility

Report with whether or not the library provides service to a government-sanctioned institution that houses legally incarcerated people.

Cultural Communities

Report with whether or not the library provides service to people who share a distinct culture.

Disability Organization

Report whether or not the library provides services to an organization that works with people who have physical, mental or sensory impairments that substantially limits one or more major life activities, people who have a history or record of such an impairment, or people who are perceived by others as having such an impairment.

Homeschool Organization

Report whether or not the library provides services to a group of people who educate (one's child) at home instead of sending them to a school or a homeschool cooperative of people working together to offer classes or programs, or support one another.

Service to Homebound

Report whether or not the library provides service to persons for whom it is difficult to leave home, or whose physical mobility requires a caregiver, including assistance with moving a wheelchair.

School (K-12)

Report whether or not the library provides service to institutions for the instruction of children up to age 18 organized to meet the educational standards of the State of Minnesota.

Note: Report outreach services to homeschool organizations in O13) Homeschool Organization.

Senior-Centered Organization

Report whether or not the library provides service to a non-profit organization or for-profit business whose clientele are persons age 60 years and older.

Social Services Organizations

Report whether or not the library provides services to a government agency or non-profit organization that provides assistance to people who lack basic needs for survival such as individuals or families that are homeless or are economically disadvantaged in order to build stronger communities and promote equality and opportunity.

Veterans Organization

Report whether or not the library provides services to an organization that provides help for military veterans and their dependents.

Workforce Development

Report whether or not the library provides service to a private, non-profit or government agency that works with job seekers or people seeking career or employment training.

Youth Development Organization

Report whether or not the library provides service to a private, non-profit or government agency that works with youth through age 21, offering programs or services afterschool, during the summer, or on school release days.

Other

Enter any other type of organization or population that the library provides services or programs to.

Community Partnerships

Community engagement depends upon partnerships with diverse stakeholders from public and private spheres. The library establishes partnerships to enhance the library's capacity, impact and ability to address community needs such as homelessness, immigration, poverty, equity, public safety, economic

development, public health, and environmental sustainability. As partners, library staff members join community organizations and serve on boards, committees and work groups and network in ways that emphasize the library's desire to learn and understand community issues. They help design and implement programs in ways that engage community-members directly in the work of social change.

When two or more organizations create a partnership they can engage with one another to varying degrees. Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community needs. At a cooperative level, partners provide mutual assistance in working toward a common goal by sponsoring activities or recruiting volunteers to address community needs. Fully committed partners work collaboratively to jointly develop and deliver a program or service by sharing staff, resources, and costs for the benefit of participants.

O12) Did this library partner with one or more community organizations or groups in order to address a community need?

Select *Yes* if the library does partner with community organizations or groups. Select *No* if it does not.

O13) If Yes, at what levels does the library engage with its partners?

If the library engages with multiple partners, select any or all of the degrees of engagement that the library has with any of its partners. Select *Yes* if the library engages with partners at this engagement level.

O13a) Communicative

Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community issues and needs. This is a minimum degree of partnership.

O13b) Cooperative

Partners provide mutual assistance in working toward a common goal by sponsoring activities, donating incentives, recruiting volunteers, etc. to address community issues and needs. This is a moderate degree of partnership.

O13c) Collaborative

Partners work together to jointly develop and deliver programs by sharing staff, resources, and costs to address community issues and needs and make an impact in the community. This is the maximum degree of partnership.

O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?

Select *Yes* if the library does measure community outcomes due to partnership efforts. Select *No* if it does not.

Volunteers

Volunteers are individuals who perform a service willingly and without pay. Volunteers can be any age but are usually 14 years of age or older. Volunteer tasks in the library include, but are not limited to, creating library displays, maintaining the condition of physical materials, assisting with annual book sales, making library customers' visits welcoming and successful, assisting with library programs, assisting customers with computer applications, and returning materials to library shelves. Do not include court-mandated community service or internships. You may use sampling to determine the number of volunteer hours.

Note: Check the "not known" box if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?

Select *Yes* if the library has a volunteer program. Select *No* if it does not.

If the answer to O15 is *Yes*, complete O16m to O19m.

Volunteers and Volunteer Hours

O16m) Number of Teen Volunteers

Enter the number of volunteers ages 14 to 18 who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteers. If your library does not track teen volunteers separately, report the number of all volunteers in O17m and leave O16m blank.

O17m) Number of Adult Volunteers

Enter the number of volunteers ages 19 or older who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteers. If your library does not track teen volunteers separately, report the total number of teen and adult volunteers here and leave O16m blank.

O18m) Number of Teen Volunteer Hours

Enter the number of hours donated by volunteers ages 14 to 18 who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteer hours. If your library does not track teen volunteer hours separately, report all volunteer hours for teens and adults in O19m and leave O18m blank.

O19m) Number of Adult Volunteer Hours

Enter the number of hours donated by volunteers ages 19 or older who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteer hours. If your library does not track teen volunteer hours separately, report all volunteer hours for teens and adults here and leave O18m blank.

Total Volunteers and Volunteer Hours

O20m^{Calc.} / O20^{Calc.}) Total Number of Volunteers

Total number of teen and adult volunteers at all library outlet locations.

O21m^{Calc.} / O21^{Calc.}) Total Number of Volunteer Hours

Total of teen and adult volunteer hours at all library outlet locations.

Board, Foundation, Friends

Library Board of Trustees

I01) Does this library have a board of trustees?

Pre-filled with *Yes* if the library has a board of trustees or *No* if the library does not have a board of trustees. If the pre-filled answer is incorrect, please update.

I02) Are this library's trustees appointed or elected officials?

Pre-filled with *Appointed* if trustees are board members appointed to represent a governmental unit such as a City Council or County Board of Commissioners or *Elected* if trustees are elected by voters to serve on the library board. If the pre-filled answer is incorrect, please update.

Note: If an elected official is appointed by a governing authority to a library board, that official is appointed rather than elected.

I03) Is this library's board of trustees the advisory or governing authority?

Pre-filled with *Advisory* if the library board advises the city council or county commissioners on matters pertaining to policies, procedures, and budgetary matters. Advisory boards advise a library director and local government on library concerns and promotes library service in a community or area. An advisory board acts as a liaison between the service area, the library and the local governmental authority. In cities, its responsibilities are outlined by the city charter. The library director is selected by the city or county administrator and usually is a department head. If the pre-filled answer is incorrect, please update.

Pre-filled with *Governing* if the board of trustees makes decisions pertaining to policies, procedures, and budgetary matters. Governing boards are established by local governmental bodies pursuant to Minnesota Statutes, section 134.34 and have legal, financial, policy making and planning responsibilities for library operations. The board also selects and evaluates the library director. If the pre-filled answer is incorrect, please update.

Library Foundation

I04) Does this library have a foundation?

Pre-filled with *Yes* if the library has a foundation. A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principal. If the pre-filled answer is incorrect, please update.

I05) Foundation Name

If answer to I04 is *Yes*, pre-filled with the name of the foundation. If the pre-filled answer is incorrect, please update.

Library Friends

I06 / I06m) Does this library have a Friends group?

Pre-filled with *Yes* if the library has a Friends of the Library Group. A Friends group is an organized group that supports a library through financial contributions for specific projects, volunteers and/or advocacy. If the pre-filled answer is incorrect, please update.

I07 / I07m) Friends Group Name

If answer to I06 is *Yes*, pre-filled with the name of the Friends group. If the pre-filled answer is incorrect, please update.

Financial Data

This annual report collects detailed information on operating revenue and expenditures and capital revenue and expenditures. Financial information is categorized as direct, indirect and in-kind. Please report all operating revenue and expenditures in the first section, all capital revenue and expenditures in the following section, and in-kind contributions to the library in the last section. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Round all entries to the nearest whole dollar. If there is no amount for any category, enter "\$0" (zero dollars).

Note: See Operating Revenue Line Items on the LibPAS documentation page to determine which data element to report specific financial information.

Operating Revenue

Report direct (funds received by your library) and indirect (expenses paid on behalf of your library by an entity other than your library) for operating purposes as operating revenue. Operating revenues pay for

staff salaries/benefits, collections, building maintenance, some types of equipment, and other recurring costs needed to support the delivery of library services. Do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report transferred funds.

Local Government Operating Revenue

Report all funds distributed by local government to the public library for operating expenses.

City Government Operating Revenue

R01) City Direct

Enter the amount received directly from the city for operating expenses. Include the city Market Value Homestead Credit as appropriate.

R02) City Indirect

Enter the amount paid for by the city on behalf of the library's operating expenses. Reported revenue needs to be documented by the city through invoices, payroll records, etc. This amount may include city-supplied services such as snow-plowing, building maintenance, etc.

R03^{Calc.}) City Operating Revenue Total

Total amount of direct and indirect revenue from the city.

County Government Operating Revenue

R04) County Direct

Enter the amount received directly from the county for operating expenses. Include the county Market Value Homestead Credit as appropriate.

R05) County Indirect

Enter the amount paid by the county on behalf of the library's operating expenses. Reported revenue needs to be documented by the county through invoices, payroll records, etc. This amount may include county-supplied services such as snow-plowing, building maintenance, etc.

R06^{Calc.}) County Operating Revenue Total

Total amount of direct and indirect revenue from the county.

Other Local Government Operating Revenue

R07) Other Local Government Direct

Enter the amount received directly from all other local entities other than a city or county such as townships or school districts used for library expenses.

R08) Other Local Government Indirect

Enter the amount paid by all other local government entities other than a city or county such as townships or school districts on behalf of the library's operating expenses. Reported revenue needs to be documented by the entity through invoices, payroll records, etc.

R09^{Calc.}) Other Local Government Operating Revenue Total

Total amount of direct and indirect revenue from local political subdivisions other than a city or county.

***R10^{Calc.}) Total Local Government Operating Revenue**

Total amount of direct and indirect revenue from city, county and other political subdivisions.

State Government Operating Revenue

Report all funds distributed by state government to a public library for operating expenses. Include funds from sources such as penal fines, license fees, mineral rights, and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources). Do not include federal funds passed through a state agency, grant fiscal agent, regional public library system, or multicounty, multitype library system.

Note: R11, R12, and R13 are reported only by the offices of regional public library systems (ALS, ECRL, GRRL, LARL, MELSA, PCLS, PLS, SELCO, TDS, VLS). If you are completing this report for a member library, enter zero in R11, R12, and R13.

R11) Arts and Cultural Heritage Fund

This field is used only by regional public library systems to report the funds received from the Arts and Cultural Heritage Fund (Legacy Funds). Other libraries should enter "\$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Arts and Cultural Heritage Funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R12) Regional Library Basic System Support

This field is used only by regional public library systems to report funds received from the Regional Library Basic System Support (RLBSS) state appropriation. Other libraries should enter "\$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Regional Library Basic System Support (RLBSS) funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R13) Regional Library Telecommunications Aid

This field is used only by regional public library systems to report funds received from the Regional Library Telecommunications Aid (RLTA) state appropriation. Other libraries should enter "\$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Regional Library Telecommunications Aid (RLTA) funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R14) Other State Government Operating Revenue

Please report any other state funds received, including MnLink Gateway Node Reimbursement and Public Employee Retirement Association (PERA) funds. Annotate the source(s) in the Notes field ().

***R15^{Calc.}) Total State Government Operating Revenue**

Total amount of Arts and Cultural Heritage Fund, Regional Library Basic System Support, Regional Library Telecommunications Aid, and other state revenue.

Federal Government Operating Revenue

Report all funds distributed by the federal government to a public library for operating expenses. Include federal funds distributed by the state such as Library Services and Technology Act (LSTA) grants.

Note: E-rate reimbursements and E-rate discounts are not federal funds. Report E-rate amounts in Other Operating Revenue. Report E-rate reimbursements in R26 and E-Rate discounts in R27.

R16) Federal Library Services and Technology Act

Enter funds received directly from State Library Services from Library Services and Technology Act (LSTA) grants and from the Institute of Museum and Library Services (IMLS).

Note: Report federal funds received through a fiscal agent in Other Operating Revenue.

R17) Federal Direct

Enter federal funds received from any agency other than State Library Services or the Institute of Museum and Library Services for operating expenses. Annotate the source(s) in the Notes field ().

R18) Federal Indirect

Enter the amount paid by any federal agency on behalf of the library for operating expenses. Reported revenue needs to be documented by the entity through invoices, payroll records, etc. For example, include the amount paid by a federal agency for Senior Community Service Employment Program or Experience Works staff members paid by these federal job training programs.

***R19^{Calc.}) Total Federal Operating Revenue**

Total amount of ARPA, LSTA, IMLS and other federal agencies' direct and indirect operating funds.

Regional Library System Operating Revenue

Report all funds distributed by the regional public library system to the public library for operating expenses.

R20) Regional System Direct

Enter the amount received from a regional public library system for operating expenses. Include payments to net interlibrary loan lenders, regional library telecommunications aid, regional library basic system support, Arts and Cultural Heritage Fund sub-grants or other allocations, and/or reimbursements for Library Services and Technology Act (LSTA) or other grants.

R21) Regional System Indirect

Enter the amount paid by the regional public library system on behalf of your library's operating expenses. Reported revenue needs to be documented by the regional library system through invoices, payroll records, etc. This amount includes but is not limited to collection purchases made on behalf of a library that is a net lender, payments made on behalf of a library for Arts and Cultural Heritage Fund programs/activities/materials, Library Services and Technology Act (LSTA) and/or other grant expenditures made on behalf of the library.

Note: Do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a regional system's programs and services or Arts and Cultural Heritage Fund programs arranged by the regional public library system.

R22^{Calc.}) Regional System Operating Revenue Total

Total of direct and indirect revenue from the regional library system.

Multicounty, Multitype Library System Operating Revenue

Report all funds distributed by a multitype, multicounty library system to the public library for operating expenses.

R23) Multicounty, Multitype Direct

Enter the amount received directly from a multicounty, multitype library system for operating expenses. Include Library Services and Technology (LSTA) grant project reimbursements from the multicounty, multitype library system.

R24) Multicounty Multitype Indirect

Enter the amount paid by the multicounty, multitype library system on behalf of your library's operating expenses. Reported revenue needs to be documented by the multicounty, multitype library system through invoices, payroll records, etc. Include Library Services and Technology (LSTA) and other grant expenses paid by the multicounty, multitype system on behalf of your library.

Note: Do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a multicounty, multitype systems' programs and services.

R25^{Calc.}) Multicounty Multitype Operating Revenue Total

Total direct and indirect revenue from a multicounty, multitype library system.

Other Operating Revenue

Report all funds distributed by any source other than the city, county, state, and federal governments and regional public library and multitype, multicounty library systems to the public library for operating expenses.

R26) Other Operating Direct

Enter the amount received directly from all other sources for operating expenses. Include E-rate reimbursements, interest income, library fines and fees, and donations or money from Friends, Foundations, organizations, or individuals.

Note: Do not include fees received by the library that are given to another governmental agency and not available for library use.

R27) Other Operating Indirect

Enter the amount paid by any other entity on behalf of your library's operating expenses. Include E-rate discount amount.

R28^{Calc.}) Other Operating Total

Total direct and indirect revenue from other sources.

***R29^{Calc.}) Total All Other Operating Revenue**

Total revenue from Other Direct, Other Indirect, and Other Total operating revenue.

***R30^{Calc.}) Total Operating Revenue**

Total revenue from city, county, other local government, state, federal, regional system, multi-county/multi-type system and other revenue sources.

Operating Expenditures

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Payments are made from direct revenue sources as well as indirect payments made on behalf of your library by other government agencies. Do not report estimated or in-kind payments.

Personnel Expenditures

Report the amount spent for library employees' salaries and benefits.

***E01) Salaries and Wages**

Enter the amount spent for salaries and wages for all library staff during the fiscal year. Do not include employee benefits. Report employee benefits in E02.

***E02) Employee Benefits**

Enter the amount spent on benefits paid and accruing to all library staff during the fiscal year. Include Social Security contributions, retirement, medical and life insurance, unemployment and workmen's compensation, tuition, etc.

***E03^{Calc.}) Total Personnel Costs**

Total amount spent for employee salaries and benefits.

Collection Expenditures

Report the amount spent for each collection format. If your library does not track expenses by format, enter the total expenditures for print books, audio, video, and other materials in a physical format in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Print Materials***E04) Collection Expenditures - Print Materials**

Enter the amount spent for books, serials, loose-leaf publications, government documents, or any other print items. If your library does not track expenses by format, check the "not known" box and enter the total print, audio and video collection expenditures in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Electronic Materials and Collections**E05) Collection Expenditures – Circulating E-Materials**

Enter the amount spent for purchased and licensed e-books, e-serials, e-audio, or e-video stored on a local server or at a vendor site. Items must have a loan period and require a library card or user authentication to download.

E06) Collection Expenditures - Electronic Collections

Enter the amount spent for electronic collections including licensed databases and downloadable media that do not have a loan period and are not returned to the library such as Consumer Reports. Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

E07) Collection Expenditures - Electronic Materials - Other Electronic Materials

Use this field only if you are unable to separate expenditures for circulating e-materials versus electronic collections. Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

***E08^{Calc.}) Collection Expenditures - Electronic Materials Expenditures Total**

Total amount spent for electronic materials and collections.

Other Materials

E09) Collection Expenditures - Other Materials - Audio and Video Physical Materials

Enter the amount spent for items in CD, DVD, cassette, and other physical formats other than print. If your library does not track expenditures by format, check “not known” and enter the total print, audio and video collection expenditures in E10) Collection Expenditures - Other Materials - Other Physical Materials.

E10) Collection Expenditures - Other Materials - Other Physical Materials

Enter the amount spent for all other library materials in a physical format (e.g. multi-format items, kits and circulating equipment like cookware or tools). If your library does not track expenditures by format, also enter the total expenditures for print materials and audio and video materials in a physical format here.

***E11^{Calc.}) Collection Expenditures - Other Materials Expenditures Total**

Total amount spent on audio and visual physical materials and other physical materials.

***E12^{Calc.}) Total Collection Expenditures**

Total amount spent on print materials, electronic materials, and other physical and electronic materials.

Other Operating Expenditures

***E13) Other Operating Expenditures**

Enter the amount for all expenses other than those reported as personnel or collection. Other expenses include cost of supplies; repair or replacement of existing furnishings and equipment; computer hardware and software; broadband access; contracts for services such as costs of operating and maintaining physical facilities; and fees paid to a consultant, auditor, architect, attorney, etc.

Total Operating Expenditures

***E14^{Calc.}) Total Operating Expenditures**

Total amount spent for personnel, collections and other operating expenses.

E15) Expenditures Equal to or Less than Income?

Select *Yes* if E14) Total Operating Expenditures are equal to or less than R30) Total Operating Revenue. Select *No* if Total Operating Expenditures are more than R30) Total Operating Revenue. If *No*, explain the discrepancy in the Notes field (), for example, “Expenditures include carryover funds.”

Capital Revenue

Report all revenue received for major capital expenses by source. Include funds received for construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, and initial collections for new buildings, additions, or renovations; computer hardware and software;

and vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

Local Government Capital Revenue

Report all funds distributed by a city, county or other government agency to the public library for capital expenses.

R31) City Direct

Enter funds received directly from the city for capital expenses.

R32 City Indirect

Enter the amount paid for by the city on behalf of the library's capital expenses. Reported capital revenue needs to be documented in city records.

R33 ^{Calc.}) City Capital Revenue Total

Total amount of direct and indirect capital revenue from the city.

R34) County Direct

Enter the amount received directly from the county for capital expenses.

R35) County Indirect

Enter the amount paid for by the county on behalf of the library's capital expenses. Reported capital revenue needs to be documented in county records.

R36 ^{Calc.}) County Capital Revenue Total

Total direct and indirect capital revenue from the county.

R37) Other Local Government Direct

Enter the amount received directly from local jurisdictions other than the city or county for capital expenses.

R38) Other Local Government Indirect

Enter the amount paid for by another jurisdiction other than the city or county on behalf of the library's capital expenses. Reported capital revenue needs to be documented in the other jurisdiction's records.

R39 ^{Calc.}) Other Local Government Capital Revenue Total

Total amount of direct and indirect capital revenue from other local government.

***R40 ^{Calc.}) Total Local Government Capital Revenue**

Total amount of direct and indirect capital revenue from city, county and other local government agencies.

State Government Capital Revenue

Report all funds distributed by the state to the public library for capital expenses.

R41) Library Construction Grant

Enter the amount received from Minnesota's Library Construction Grant program.

R42) Other State Capital Revenue

Enter the amount received from any other Minnesota state agency, direct or indirect, for capital expenses.

***R43^{Calc.}) Total State Government Capital Revenue**

Total amount from a Library Construction Grant and other state agencies for capital expenses.

Federal Government Capital Revenue

Report all funds distributed by the federal government to the public library for capital expenses.

R44) Federal Government Capital Revenue – Library Services and Technology Act

Enter the amount of all funds received directly from State Library Services from Library Services and Technology Act (LSTA) grants or from the Institute of Museum and Library Services for capital expenses.

R45) Federal Capital Direct

Enter the amount of all funds received directly from federal agencies other than State Library Services or the Institute of Museum and Library Services for capital expenses.

R46) Other Federal Indirect Capital Revenue

Enter the amount paid for by another federal agency other than State Library Services or the Institute of Museum and Library Services on behalf of the library's capital expenses. Reported capital revenue needs to be documented in federal agency records.

***R47^{Calc.}) Total Federal Government Capital Revenue**

Total amount from State Library Services and Library Services and Technology Act (LSTA) grants and other direct and indirect federal sources for capital expenses.

Regional Library System Capital Revenue

Report all funds distributed by a regional public library system to the public library for capital expenses.

R48) Regional System Direct

Enter the amount received directly from a regional library system for capital expenses.

R49) Regional System Indirect

Enter the amount paid for by a regional library system on behalf of the library's capital expenses. Reported capital revenue needs to be documented in regional system records.

R50^{Calc.}) Regional System Capital Revenue Total

Total amount of direct and indirect revenue from a regional library system for capital expenses.

R51 to R53 are not used.

There are no performance indicators for these fields (formerly Multicounty, Multitype Capital Revenue).

Other Capital Revenue

Report all funds distributed by an agency other than a city, county, state, federal agency, or regional library system to the public library for capital expenses. Other agencies might include foundations, businesses or private donors.

R54) Other Capital Direct

Enter the amount received directly from agencies other than a city, county, state, or federal agency, or regional library system for capital expenses.

R55) Other Capital Indirect

Enter the amount paid for by agencies other than a city, county, state, federal agency, or regional library system on behalf of the library's capital expenses. Reported capital revenue needs to be documented in agency records.

R56^{Calc.}) Other Capital Revenue Total

Total amount of direct and indirect revenue from agencies other than a city, county, state, federal agency, or regional library system for capital expenses.

***R57^{Calc.}) Total Regional Library System and Other Capital Revenue**

Total amount of revenue from a regional library system and other agencies for capital expenses.

R58^{Calc.}) Total Capital Revenue

Total amount of capital revenue from all sources.

Capital Expenditures

Report all expenses paid for major capital projects including construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, initial collections for new buildings, additions and renovations; computer hardware and software; and vehicles. Do not include expenses for replacement and repair of furnishings and equipment or investments for capital appreciation.

***EC01) Total Capital Expenditures**

Enter the amount paid for all capital expenses.

In-Kind Contributions

In-kind revenue is payment given in the form of goods or services rather than money. In-kind contributions include services or the value of any non-monetary gifts and donations. Examples are the

value of volunteer hours, donated materials, when a grantor paid a program presenter directly, an artist donated a work of art, or a book collector gave the library a set of books. Estimate the monetary value based on what the actual cost would be. Do not count the value of vendor coupons as in-kind contribution, for example, coupons from a local business offering free merchandise or discounts for library reading program participants.

In-Kind Operating Contributions

Report the value of in-kind contributions from a city, county or other source to the library for operations. Estimate the monetary value based on what the actual cost would be.

R59) In-Kind Operating Contributions – City

Enter the estimated value of non-monetary contributions from a city for library operations.

R60) In-Kind Operating Contributions – County

Enter the estimated value of non-monetary contributions from a county for library operations.

R61) In-Kind Operating Contributions – All Other

Enter the estimated value of non-monetary contributions from a source other than a city or county for library operations.

R62^{Calc.}) Total In-Kind Operating Contributions

Total estimated value of non-monetary contributions from a city, county or other source for library operations.

In-Kind Contributions by Expenditure Area

Report the value of in-kind contributions for the following operating expenses. Estimate the monetary value based on what the actual cost would be.

EKA01) Personnel

Enter the estimated value of non-monetary contributions for library staff expenses.

EKA02) Collection

Enter the estimated value of non-monetary contributions for library collections.

EKA03) All Other Operating Expenditures

Enter the estimated value of non-monetary contributions for library operations other than personnel and collection.

EKA04^{Calc.}) Total In-Kind Operating Contributions

Total estimated value of nonmonetary contributions for library personnel, collections and other operations.

In-Kind Capital Contributions

Report the estimated value of in-kind contributions for capital expenses by the source. Estimate the monetary value based on what the actual cost would be.

R63) In-Kind Capital Contributions – City

Enter the estimated value of non-monetary contributions to capital expenses from a city.

R64) In-Kind Capital Contributions – County

Enter the estimated value of non-monetary contributions to capital expenses from a county.

R65) In-Kind Capital Contributions – All Other

Enter the estimated value of non-monetary contributions to capital expenses from any organization other than a city or county.

R66^{Calc.}) Total In-Kind Capital Contributions

Total estimated value of nonmonetary contributions for capital expenses from a city, county or other organization.



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.



2025 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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Memo

TO: Library Board of Trustees
FROM: Elektra Branwen, Library Director
DATE: March 19, 2026
SUBJECT: Library Website Accessibility Compliance and Infrastructure Update

The Library's website must meet updated ADA accessibility standards for government agencies by April 26, 2027, following a 2024 rule issued by the U.S. Department of Justice requiring WCAG 2.1 Level AA compliance.

In addition to this requirement, the current website platform presents operational limitations. The level of technical maintenance required to update and sustain the site exceeds current staff capacity, limiting our ability to maintain accessibility, functionality, and reliability over time.

To address both compliance and operational needs, I solicited proposals from three vendors. There was consistent professional guidance that rebuilding the site on a modern platform—rather than retrofitting the existing system—would be the most reliable and cost-effective approach to achieving compliance and ensuring long-term stability.

Based on this analysis, I recommend that the Library transition to a vendor-supported platform that includes:

- A rebuild with ongoing hosting and some maintenance support
- A content management system that allows staff to make routine updates efficiently

Requested Board Action:

Consider proposals provided by vendors and advise a direction forward or authorize the Library Director to proceed with contract execution.

Proposals:

1. Streamline: \$4,200/year
2. Sweetwater Design Co.: \$6,968 for rebuild, ~ \$1,000 annually for ongoing fees plus \$70/hr for support.
3. Sprout: \$840/yr + the cost of any plugins or tools



Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Pricing Plans

Paid annually for a \$20/mo discount

Government Website Content Management System	✓	✓	✓	✓
Content Management System: Manage pages, menus, navigation, and organize information publicly.	Included	Included	Included	Included
Domain Concierge and .gov Registration Support: Assistance getting your own domain and renewing each year. We can help provide guidance getting a free and permanent .gov domain for added security and credibility. Receive assistance acquiring and renewing your own domain annually.	Included	Included	Included	Included
DNS Management: Assistance with the "Domain Name Service" that routes essential services like web traffic and email on your domain to the correct services.	Included	Included	Included	Included
Image Library w/Gallery: Organize, tag, store, caption, and add alt tags automatically using AI.	Included	Included	Included	Included
Video w/Closed Captions: Upload your own or use your favorite providers like YouTube, Vimeo, and live video streaming services. Automatically enable closed captions on embedded video services for users with disabilities.	Included	Included	Included	Included
Unlimited File Storage: Store as many board meeting and governance documents as you'd like on the Streamline platform.	Included	Included	Included	Included
Time-Saving Tools	✓	✓	✓	✓



Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Pricing Plans

Paid annually for a \$20/mo discount

Sitewide Emergency Notification Tool: Display an alert that can redirect to any page, be dismissed, and works on mobile.	Included	Included	Included	Included
Sitewide Search, Including PDF files: Benefit from error-tolerant, predictive search including inside file attachments.	Included	Included	Included	Included
Meetings Assistant: Add meetings, attach necessary materials, and post to your Streamline site in seconds.	Included	Included	Included	Included
Forms: Go paperless to make your lives, and your community's lives, a little bit easier. Convenient and secure.	Included	Included	Included	Included
Unlimited Support and Continuing Education	✓	✓	✓	✓
Training & Support: Utilize unlimited training as needed for your staff.	Included	Included	Included	Included
Webinars and CEUs: Quarterly trainings led by Streamline on a wide range of topics from Cybersecurity to ADA compliance, communication, social media strategies, and more.	Included	Included	Included	Included
Regulatory Compliance	✓	✓	✓	✓



Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Pricing Plans

Paid annually for a \$20/mo discount

Compliance Checklist: Monitor your district’s compliance with a comprehensive checklist of all laws affecting districts like you in your state, in a sleek dashboard. Even has templates that you can start with for some items. Made in partnership with the Special District Leadership Foundation, the National Special District Association, and experts in each state. [Watch Video](#)

	Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
ADA Compliance	✓	✓	✓	✓
ADA Accessibility Assistant: Find and fix accessibility issues right on your page with ease. Built-in tutorials to address common issues. Instant re-scanning of pages.	Included	Included	Included	Included
ADA Monthly Scanning: Maintain compliance, worry-free, with automatic testing of your entire site for ADA issues each month.	Included	Included	Included	Included
PDF Accessibility Scanning: Make all your PDF accessible with built-in scanning using the VeraPDF scanner, which tests to the new WCAG 2.1 AA standards required by the DOJ and ADA.	Included	Included	Included	Included
PDF Remediation: Save money with Streamline's master agreement with top PDF remediation providers. Available for \$7/page, 5 day turnaround. You can send directly from your Streamline site and it will automatically be delivered back into your site for approval, along with a certification of compliance.	\$7/page	\$7/page	\$7/page	\$7/page



Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Pricing Plans

Paid annually for a \$20/mo discount

<p>ADA Manual Testing: Benefit from manual testing by real users with disabilities, performed by LevelAccess, the leader in website accessibility testing. Provides a third party report of platform compliance which can be extremely helpful evidence if there is a complaint against your district.</p>	Included	Included	Included	Included
<p>Live Assist Powered by Aira: Link people who are blind or low vision to professional visual interpreters for secure access to content and documents on your website, anytime, anywhere.</p>	10 min/mo	20 min/mo	30 mins/mo	60 mins/mo
<p>Community Engagement Suite</p>		✓	✓	✓
<p>Calendar New: Organize and color-code calendar events, see start and end times, filter by type, click through for more detail, and include on website, mobile-responsive, accept registrations, sell tickets or class registrations. Advanced color coding, tagging, recurring events, and times in the new Amplify Calendar releasing in 2025.</p>	Not included	Included	Included	Included
<p>E-Signatures: Collect signatures online. Apply it to any form or payment that would otherwise require a pdf or docx.</p>	Not included	Included	Included	Included
<p>Amplify Design New: A design suite that allows you to build beautiful, compliant pages. The ability to restructure your homepage, integrate video, add new quick links regions. Watch Video</p>	Not included	Included	Included	Included



Pricing Plans

Paid annually for a \$20/mo discount

Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

<p>Payments + Billing: Collect online payments and bills directly from your website. Backed by Stripe, so payments are always secure. Conveniently built into your website, so you don't have to deal with yet another log-in.</p>	Not included	Included	Included	Included
<p>One-Click Share to Social: Draft your content once, then share it to social media channels in seconds.</p>	Not included	Included	Included	Included
<p>One-click Share via Email Newsletters: Use Streamline Engage™ to build content right on your website, bundle in other content, and send directly from the platform, saving both time and money! Engage emails are pre-formatted so they are always professional and mobile friendly.</p>	Not included	Included	Included	Included
<p> Premium Design Service and Plugins</p>			✓	✓
<p>Premium Designer Sections and Interior Landing Pages New : Turbocharge your website design with our suite of advanced design modules at your fingertips. Modern, customizable, and easy to use.</p>	Not included	Not included	Included	Included
<p>Annual Board Reports + Web/Compliance Analytics New : Generate a report anytime your board wants to know how the district is doing online - your regulatory compliance, transparency, ADA accessibility, page visits and engagements, email sends and engagements, and more.</p>	Not included	Not included	Included	Included
<p>Annual Design Reviews: Update the design of your site annually with our expert service—from the homepage layout to creating a new logo or updating the menu flow. Whatever is top of mind, our experts will make it happen!</p>	Not included	Not included	Included	Included



Pricing Plans

Paid annually for a \$20/mo discount

Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Plug-In Library New : Plug-ins are custom components that can improve the experience of the website. One example is a member-only access code system that we built for the National Special District Association. If your district is looking to have a special content display, a plugin architecture may help.

Not included	Not included	Included	Included
--------------	--------------	----------	----------

Advanced Cybersecurity

✓	✓
---	---

Single Sign-On New : Log into your Streamline site using your existing district login—be it Office365, Google Workspace, or many more.

Not included	Not included	Included	Included
--------------	--------------	----------	----------

Dual Coast Redundancy and Failover: Use Streamline's advanced failover system to automatically back up your data to a standby server in another availability zone and switch over in the case of a major disaster.

Not included	Not included	Included	Included
--------------	--------------	----------	----------

Advanced Permissions and Monitoring: Manage your users and control what they can access, see when they've last logged in, and audit their changes to content. Streamline saves all changes in perpetuity, so you have a full content history.

Not included	Not included	Included	Included
--------------	--------------	----------	----------

Dedicated Content and Support Services

✓	✓
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Embedded Integration Support: Support with any embedded HTML component, from ESRI district Maps, to video streaming, to RFP listings to job postings that might be feeding content from another system.

Not included	Not included	Included	Included
--------------	--------------	----------	----------



Compliance Essentials	Community Professional	Operations Professional	Streamline Enterprise™
4,200	6,000	12,600	Custom
2,928/yr	4,200/yr	8,820/yr	30% off

Pricing Plans

Paid annually for a \$20/mo discount

Secure Intranet Portal



Secure Intranet Portal New : A locked intranet system for your teams (staff, volunteers, board) to communicate, store documents, and manage back office operations like shift scheduling, share board documents ahead of the next meeting, and so much more. Flexible enough to do almost anything you need, templated enough to save you time and headache.

Not included

Not included

Included

Included

Flagship Design Service and Handcrafted Components



Flagship Design Service: Enjoy the ultimate white-glove design experience, including stakeholder interviews, needs discovery, design presentations, content strategy, and advanced analytics.

Not included

Not included

Not included

Included

Custom Plug-ins: The ability to create any display component you might need from scratch, be it a rate calculator, a mapping tool, or an access-control code to view content. Development fee may apply depending on scope. [See Example](#)

Not included

Not included

Not included

Included

Insurance and Uptime Guarantee



99.99% Uptime Guarantee: Ensure ultra-reliable service to your district with the highest standard for government website hosting. See Status

Not included

Not included

Not included

Included



WEBSITE

Proposal

Sweetwater Design Co

STILL



welcome

THANKS FOR YOUR INTEREST IN WORKING WITH ME!

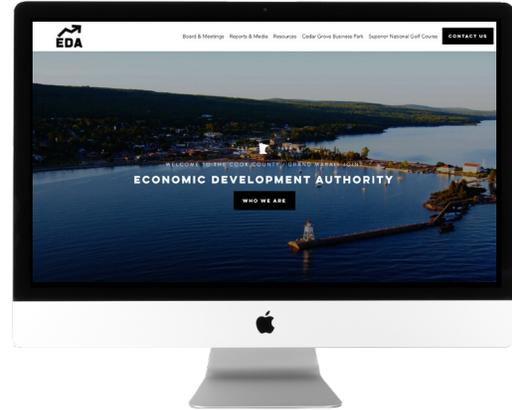
I am a Graphic and Web Designer based in Grand Marais, MN. After years of doing freelance design work on the side, I decided to take the leap 8 years ago and pursue my business full time. I'm incredibly grateful for that decision. I feel so honored to get to work with inspiring, innovative business owners, nonprofits, and governments every day. It's incredibly gratifying to be a part of their growth and I would love to be a part of yours!

recent PROJECTS

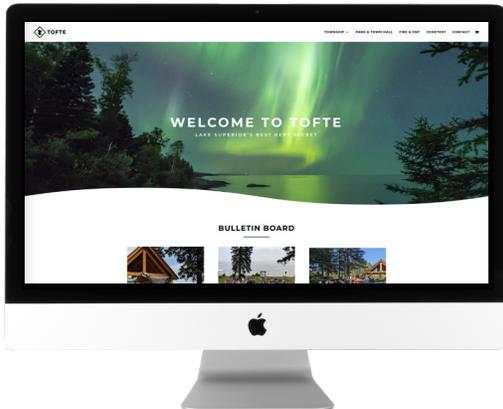
I have built three local government websites - the Grand Marais Liquor Store, the EDA, and the Town of Tofte. I also included links to three non-government websites I built. All have ADA/Accessibility integrations/features.



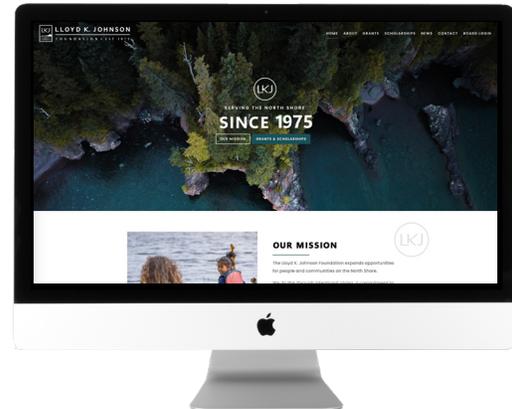
gmliquor.city



cookcountymneda.org



toftemn.com



lkjf.org



artalongthelake.com



superiorcycling.org



Website Estimate

GRAND MARAIS PUBLIC LIBRARY

LINE ITEM:	DESCRIPTION:	COST:
1	First Year Of Hosting	\$258
2	Discovery Meeting & Design Review	\$375
3	Design Sample with 2-3 Revision Rounds	\$495
4	15 Custom Page Designs	\$3,400
5	Calendar & Forms Plugins	\$250
6	ADA Accessibility Integration that conforms to WCAG 2.1 & 2.2	\$490
7	External Links/Integrations	\$360
8	North Shore Landscape Photos	\$300
9	Editing & Optimizing Photos + PDFs For Web	\$250
10	Social Media Integration	\$70
11	Forms Setup	\$70
12	Optimizing Each Page for Different Screen Sizes + Browsers	\$375
13	Google Analytics Integration + SEO Optimization	\$175
14	A Training Session (so you can make updates yourself)	\$100
15	Launching Your Site & Testing All Links + Plugins	\$260

TOTAL: \$6,968



Photography Estimate

GRAND MARAIS PUBLIC LIBRARY

I would highly recommend hiring Laura Muus, a talented local photographer based in Grand Marais. She charges \$250 for an hour of photos and \$35 per headshot. I would recommend getting 1-2 hours of photos shot for your website, and headshots of your staff and board. You can view Laura's work at lauramuusphotography.com.

LINE ITEM:	DESCRIPTION:	COST:
1	Photoshoot	\$250/hour
2	Headshots	\$35/headshot



Ongoing Website Fees

GRAND MARAIS PUBLIC LIBRARY

LINE ITEM:	DESCRIPTION:	ANNUAL COST:
1	Website Hosting	\$258
2	Estimated Domain Fees (For one domain)	\$15
3	Plugin Updates (I charge \$13/month or you can do this yourself)	\$156
4	Paid Plugins (such as an events calendar) - The cost varies but I would guess it would be less than \$150/year of ongoing license fees for the plugins you would need.	Varies
5	ADA Accessibility Integration that conforms to WCAG 2.1 & 2.2	\$490
6	Updates/Support - I will do a training with you so you're able to make basic updates yourself. If you need help with updates or adding additional features I'm always happy to help. I bill hourly at \$70/hr or we can set up a monthly retainer.	\$70/hr



Design Recommendations

GRAND MARAIS PUBLIC LIBRARY

- I am familiar with modern web accessibility tools and would recommend using an ADA integration that automates ADA compliance. This integration is included in the estimate.
- To address outdated content I would review your site with your team to determine which content is useful and worth keeping, and if there is any content that is worth adding.
- The design will be driven by your preferences, but below are a few library / publisher / book store websites that inspired me:
 - saclibrary.org
 - bl.uk
 - wix.com/website-template/view/html/2209
 - chapterone.qodeinteractive.com
 - book-subscription-service.sites.motocms.com
 - wordyandwild.com/en-us

Timeline / Process Overview

Below is an overview of the process I typically go through with an estimated timeline, but we can adjust the timeline based on your needs.

1

APRIL - GATHER DESIGN INSPIRATION

Gather design inspiration and meet to discuss design preferences.

2

APRIL/MAY - MAP OUT YOUR SITE

Complete a website map that outlines which content that you want to keep and if there is any content that you want to add. Your map could also include any layout preferences that you have for each page.

3

MAY/JUNE - REVIEW DESIGN OPTIONS

I will put together design samples for you to review.

4

JUNE/JULY - BUILDING PROCESS

Once we finalize the design direction of your new website, I will set up your hosting account and build out the rest of your pages.

5

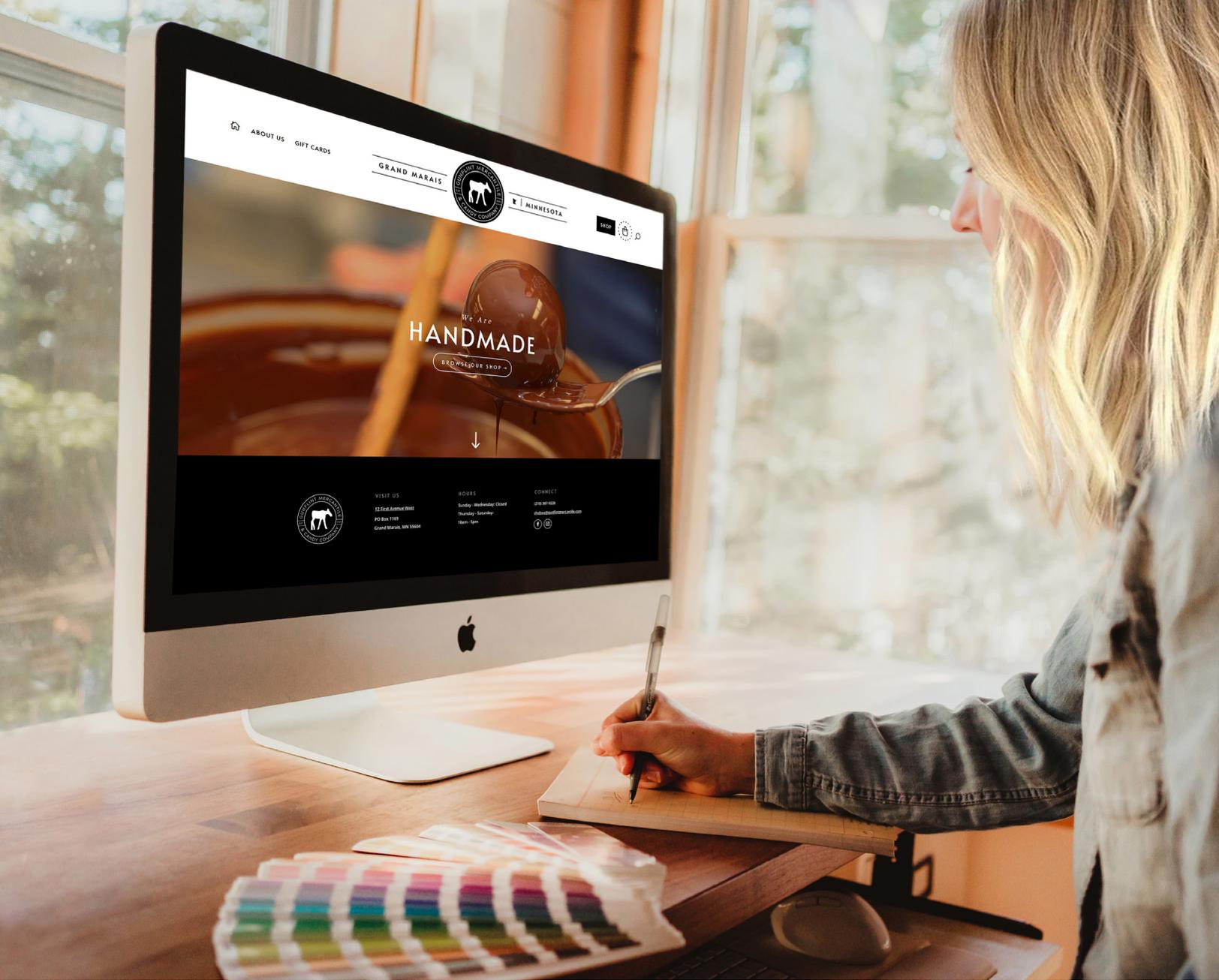
JULY/AUGUST - LEARN THE BASICS

Before we launch your new site, I will teach you how to make basic edits to your site, as well as manage your plugins, such as an events calendar.

6

AUGUST/SEPTEMBER - LAUNCH!

Make any final edits and launch your new website!



next STEPS



Get in Touch

I will set up a meeting to review your project and timeline.



Start Your Project

Once your project kicks off, I will send regular updates so you always know what stage your project is at.



Finish with Love

Walk away with a beautiful, user-friendly website that you're excited to show off.



sprout

websites that grow with your business

\$80 monthly or \$840 yearly

Sprout is a website solution for your business that will provide you with a high-end website that won't break your bank. We created a system that will allow you to focus on your business and not your website.

Leave your website creation, maintenance, and updates to us.

what you get



The Plan

- **Accessibility Compliance**

Use a plugin like <https://wponetap.com/> to allow the site to become ADA compliance and meet the necessary standards.

- **Design**

The best thing would be to do a fresh design of the website at the same time as updating the programming of the site. This will allow for a faster process and allow for better compliance needs and mobile responsiveness.

- **Maintenance & CMS**

We will develop the site using Wordpress CMS. This will allow for easy editing and we can give access to any one that needs/wants to make edits to the site. Sprout is always here to make any edits need to the site and is included in the monthly or yearly price. For any how to we can do a zoom meeting or do a video of the change(s) to always reference.

- **Third Party Plugins and Support**

We will help with implementing any third party programs into to the site. This is also covered under the sprout plan. It does not cover the cost of any third party plugins/programs.

Examples

- **capitolhillassoc.com**

ADA audit and implement backend code to meet the level they wanted.

- **edinagiveandgo.org**

Focused on multi language for main support form.

- **scymca.org**

Focused on making the whole site multi language.

- tricountyhumanesociety.org

- sallecustomcontracting.com

- gscsafety.org

- arrowheadcoop.com





- Tech Support
- Site Backups
- 99.9% Site Uptime
- Scalability



- Domain Registration
- Google Submission



- Custom Design
- Based Off of Your Company's Brand
- Responsive Design for Mobile Devices



- Wordpress Back-end
- Blog
- e-Commerce
- Easy Page Editing



- Page Built Out with Content and Layout
- Home Page Banners
- Widget Setup
- Social Media Integration
- Forms
- Traffic Analytics



- Your Site is Live
- Content and Plugin Updates as Needed



Maintenance

The general maintenance of your site is covered in your monthly fee. We strive to have changes done to the site within a few business days. Unless there is an emergency change that needs to take place, then we make sure it is done end of night 12:00 pm Central Time. Changes other than general content and html code are reviewed and given an estimation on when the change should be completed. ie third party programs getting plugged into the site, global design re-hauls and custom coding.

Contracts

We don't like contracts so why should we make you have one. Your site is on a monthly base and you can choose to shut it down at any moment.

Transfer Fee

If within the first year of your websites being live on sprout servers you choose to transfer your site out of the sprout network you may be subject to a transfer fee of up to \$840. After the site has been on the sprout network for 1 year the transfer fee may become waived.

Payment

Your first payment will be due at time of kick off. The date of process will become your bill cycle. If your payment is not able to pull from your account we will notify you and you will have a week to issue the monthly payment. If monthly payment is not made the site will be shut down. After site is shutdown and you wish to re-instate the site you may be subject to a \$150 fee.

Monthly payment will not increase as long as the site is active on the sprout network. If site is deactivated and then reactivated it may be subject to monthly increase to current market rates. All new sites added to the sprout network will be subject to pay current market price.

Design and Content

All content and design elements that are used in creation of site are property of the client and not Sprout. At any moment client may request design files for other marketing uses. In case of the event that sprout leaves the market due any reason you will be provided with all required files to import site into a server providing php. Files will be provided within 3 business days of notification.

Response

Most changes to the site can be managed in a 3 business day turn around. If the changes require more development the time frame will be communicated within the 3 day window. Your updates can be emailed to your main contact person. See below.

Additional Fees

Extra fees can occur in the form of a plugin cost to help implement features per the client's request. If there are fees associated with a plugin Sprout will notify the client before any purchase is made.

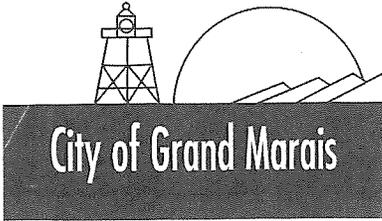
Payments

Payments are made online via link provided from sprout. Standard Hosting Agreement fee occurs every year until cancellation.

Contact

Main Contact: Jon Ruprecht, President and Owner, jon@sproutwp.com, 320.250.0999

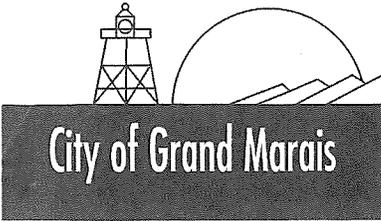




CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: December 2025

*Updated
 Dec with
 items paid in
 Jan/Feb for
 December.*

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	\$803.02	\$23,493.57	\$489,133.81	\$390,178.40	\$393,157.18
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	\$22.00	\$0.00	\$26.50	-\$26.50
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	\$2,115.96	\$1,476.32	\$2,115.96	-\$2,115.96
G 211-20202 Accounts Payabl	-\$12,624.09	\$12,624.09	\$13,148.52	\$12,624.09	\$13,148.52	-\$13,148.52
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	\$33.00	\$34.55	\$585.00	\$545.51	-\$10.51
G 211-25300 Unassigned Fun	-\$280,074.36	\$38,725.05	\$13,370.56	\$404,857.88	\$502,662.21	-\$377,878.69
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
LIBRARY	\$0.00	\$52,185.16	\$52,185.16	\$908,677.10	\$908,677.10	\$0.00
211 LIBRARY	\$0.00	\$52,185.16	\$52,185.16	\$908,677.10	\$908,677.10	\$0.00

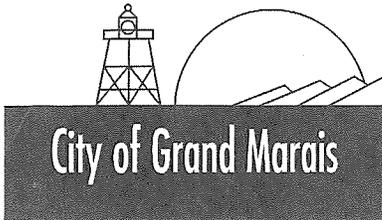


CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: December 2025

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	\$803.02	\$23,493.57	\$489,133.81	\$390,178.40	\$393,157.18
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	\$22.00	\$0.00	\$26.50	-\$26.50
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	\$2,115.96	\$1,476.32	\$2,115.96	-\$2,115.96
G 211-20202 Accounts Payabl	-\$12,624.09	\$12,624.09	\$13,148.52	\$12,624.09	\$13,148.52	-\$13,148.52
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	\$33.00	\$34.55	\$585.00	\$545.51	-\$10.51
G 211-25300 Unassigned Fun	-\$280,074.36	\$38,725.05	\$13,370.56	\$404,857.88	\$502,662.21	-\$377,878.69
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
LIBRARY	\$0.00	\$52,185.16	\$52,185.16	\$908,677.10	\$908,677.10	\$0.00
211 LIBRARY	\$0.00	\$52,185.16	\$52,185.16	\$908,677.10	\$908,677.10	\$0.00



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

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	\$100,250.27	\$0.00	\$136,018.56	\$99,410.46	\$1,306.32
G 215-10101 MONEY MARKET	\$70,047.95	\$193.13	\$11,328.82	\$2,450.27	\$11,328.82	\$61,169.40
G 215-10102 CASH-RESTRICT	\$0.00	\$194,414.39	\$0.00	\$194,414.39	\$0.00	\$194,414.39
G 215-10104 Cash - Reserve	\$276,748.70	\$491.84	\$283,085.57	\$6,336.87	\$283,085.57	\$0.00
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	\$25.25	\$0.00	\$25.25	-\$25.25
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	\$101,069.24	\$188,460.59	\$139,246.00	\$217,811.63	-\$61,406.48
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	\$83,856.22	\$0.00	\$83,856.22	-\$118,500.00
G 215-25307 Unassigned-Hma	-\$245,561.74	\$297,174.91	\$101,535.83	\$351,898.61	\$107,380.86	-\$1,043.99
G 215-25317 Asd Fd-Ins. Rese	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	-\$10,000.00
G 215-25320 Asd Fd-Carpet	-\$34,250.00	\$0.00	\$2,000.00	\$6,510.00	\$10,674.39	-\$38,414.39
G 215-25326 Assigned Fnd Ba	\$0.00	\$0.00	\$27,500.00	\$0.00	\$27,500.00	-\$27,500.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$14,198.50	\$0.00	\$14,198.50	\$0.00	\$0.00
LIBRARY RESTRICTED FUND	\$0.00	\$707,792.28	\$707,792.28	\$851,073.20	\$851,073.20	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$707,792.28	\$707,792.28	\$851,073.20	\$851,073.20	\$0.00



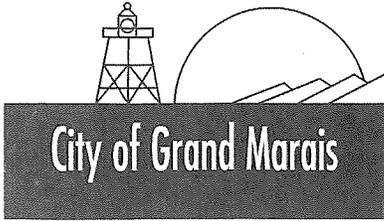
CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: December 2025

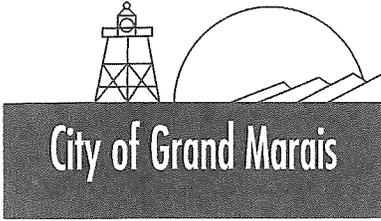


Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2025 YTD Bal
	\$0.00	\$759,977.44	\$759,977.44	\$1,759,750.30	\$1,759,750.30	\$0.00



CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: December 2025
 Current Qtr: 4

F Account Descr	2025 Budget	December 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	\$5.50	\$190.22	-\$190.22	0.00%	\$133.40
R 211-00000-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36222 Copies Charged	\$5,000.00	\$406.92	\$6,806.83	-\$1,806.83	136.14%	\$6,759.69
R 211-00000-36224 Book Replacemen	\$0.00	\$95.49	\$448.91	-\$448.91	0.00%	\$542.01
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	\$58.00	\$1,538.02	-\$1,538.02	0.00%	\$1,809.60
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	\$565.91	\$480,294.16	-\$5,003.16		\$444,601.38
211 LIBRARY	\$475,291.00	\$565.91	\$480,294.16	-\$5,003.16		\$444,601.38



CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: December 2025

Current Qtr: 4

F Account Descr	2025 Budget	December 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	\$0.00	\$1,164.39	-\$164.39	116.44%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$193.40	\$2,288.77	-\$2,288.77	0.00%	\$2,797.94
R 215-00000-36230 Contributions and	\$0.00	\$250.00	\$20,792.79	-\$20,792.79	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%	\$1,410.21
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$2,884.00	-\$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	\$443.40	\$29,663.49	-\$27,663.49		\$24,931.18
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$491.84	\$6,336.87	-\$6,336.87	0.00%	\$7,298.21
R 215-45508-39206 Transfer From Ha	\$0.00	\$100,000.00	\$100,000.00	-\$100,000.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$100,491.84	\$106,336.87	-\$106,336.87		\$7,298.21
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$100,935.24	\$136,000.36	-\$134,000.36		\$32,229.39



CITY OF GRAND MARAIS

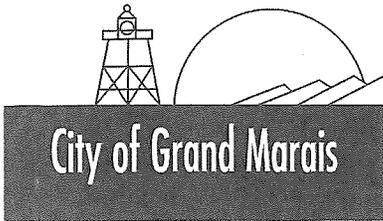
City of Grand Marais Revenue Guideline

Current Period: December 2025

Current Qtr: 4

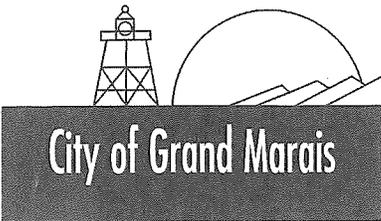


F Account Descr	2025 Budget	December 2025 Amt	2025 YTD Amt	2025 YTD Balance	2025 % of Budget	2024 YTD Amt
	\$477,291.00	\$101,501.15	\$616,294.52	-\$139,003.52		\$476,830.77



CITY OF GRAND MARAIS
City of Grand Marais Expenditure Guideline
 Current Period: December 2025

F Account Descr	2025 Budget	December 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	\$9,790.59	\$151,966.51	\$32,779.49	82.26%	\$177,393.14
E 211-45500-103 Salary (Part-Time Em	\$106,605.00	\$5,802.75	\$85,749.21	\$20,855.79	80.44%	\$86,608.68
E 211-45500-105 Overtime	\$0.00	\$173.51	\$1,809.44	-\$1,809.44	0.00%	\$1,768.93
E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$347.48	\$1,744.52	\$255.48	87.23%	\$773.69
E 211-45500-111 Salary - Clean	\$7,171.00	\$605.59	\$5,912.75	\$1,258.25	82.45%	\$4,200.82
E 211-45500-121 PERA	\$22,539.00	\$1,214.68	\$18,358.01	\$4,180.99	81.45%	\$20,092.42
E 211-45500-122 FICA	\$18,632.00	\$964.48	\$14,722.84	\$3,909.16	79.02%	\$15,930.68
E 211-45500-125 Medicare	\$4,482.00	\$225.56	\$3,443.14	\$1,038.86	76.82%	\$3,725.71
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	\$1,944.71	\$28,442.49	\$18,934.51	60.03%	\$35,103.39
E 211-45500-133 Employer Paid Life	\$495.00	\$29.76	\$334.08	\$160.92	67.49%	\$367.06
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%	\$1,412.27
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$521.99	\$5,746.17	\$253.83	95.77%	\$4,335.92
E 211-45500-217 Heating Fuel	\$4,200.00	\$383.62	\$2,093.31	\$2,106.69	49.84%	\$2,737.40
E 211-45500-220 Repair/Maint Supply (\$1,000.00	\$0.00	\$609.61	\$390.39	60.96%	\$1,360.87
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$19.59	\$19.59	-\$19.59	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$8,600.00	\$623.13	\$10,917.68	-\$2,317.68	126.95%	\$10,761.82
E 211-45500-321 Telephone	\$2,500.00	\$208.12	\$2,482.24	\$17.76	99.29%	\$2,226.00
E 211-45500-322 Postage	\$75.00	\$0.00	\$47.73	\$27.27	63.64%	\$18.33
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$602.06	\$2,062.15	\$2,737.85	42.96%	\$2,357.49
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%	\$8,972.33
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$1,234.82	\$3,970.00	\$3,030.00	56.71%	\$5,613.28
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	\$699.96	\$22,258.65	\$6,241.35	78.10%	\$27,720.95
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	\$20.98	\$872.31	\$3,127.69	21.81%	\$2,290.94
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$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	\$323.04	\$2,026.75	-\$2,026.75	0.00%	\$0.00
E 211-45500-449 Automation	\$1,500.00	\$183.98	\$5,787.98	-\$4,287.98	385.87%	\$1,241.51
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	\$25,920.40	\$382,489.83	\$92,957.17		\$417,946.71
211 LIBRARY	\$475,447.00	\$25,920.40	\$382,489.83	\$92,957.17		\$417,946.71



CITY OF GRAND MARAIS
City of Grand Marais Expenditure Guideline
 Current Period: December 2025

F Account Descr	2025 Budget	December 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	\$25.25	\$101.29	-\$101.29	0.00%	\$1,412.86
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	\$1,043.99	\$5,803.55	-\$5,803.55	0.00%	\$3,213.17
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$19,649.00
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	\$100,000.00	\$100,000.00	-\$100,000.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$101,069.24	\$131,288.16	-\$129,288.16		\$41,711.59
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,012.24
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%	\$2,035.00
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	-\$1,043.99	\$48,377.71	-\$48,377.71	0.00%	\$0.00
45508 Special Collections	\$0.00	-\$1,043.99	\$59,342.21	-\$59,342.21		\$5,047.24
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$100,025.25	\$190,630.37	-\$188,630.37		\$46,758.83



CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: December 2025



F Account Descr	2025 Budget	December 2025 Amt	2025 YTD Amt	2025 Balance	2025 % of Budget	2024 YTD Amt
	\$477,447.00	\$125,945.65	\$573,120.20	-\$95,673.20		\$464,705.54

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. Installed a security door between the staff and public areas; defined public access and staff-only areas.
 3. Replaced Staff PCs.
 4. Replacing Public PCs—scheduled for 2026
 5. Installed professional security cameras.
- Facility investments
 1. Explored building modifications to improve safety and security.
 2. Implemented installation of home 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

Elektra Branwen
104 2nd Avenue West
PO Box 280
Grand Marais, MN 55604



Fund Statement

January 1, 2026 - January 31, 2026

Prepared on: February 25, 2026

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/donordisplay>.

For questions about this statement, please contact:
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2026)	\$51,995.73
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$75.92
Realized & Unrealized Gain (Loss) ²	\$793.42
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (January 31, 2026)	\$52,865.07
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$52,865.07

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$52,865.07	100.00				

Total **\$52,865.07**

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year ⁹	\$2,063.13
Administrative Fees	\$0.00
Grants (Paid) Returned in Current Year	\$0.00
Amount Available to Grant as of January 31, 2026	\$2,063.13
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of January 31, 2026	\$2,063.13

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.