



## Agenda

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

**Date:** Thursday, April 23, 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

#### STANDING ITEM

#### F. Strategic Plan Implementation

#### G. 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

Date	Acct.#	Description	Category	Expense	Comments
4/3/2025					
	<b>211</b>				
		Amazon	200	\$ 35.94	1QFM-6G4C-6RTG
		Demco	200	\$ 926.26	#7619838
		Metro Sales	310	\$ 194.82	INV2744277
		Vestis	310	\$ 185.29	#2630404044
		Ingram	435	\$ 699.14	#87332054
		Midwest books	435	\$ 137.70	#0059041
	<b>211</b>				
	<b>SUBTOTAL</b>			\$ 2,179.15	
Date	Acct.#	Description	Category	Expense	Comments
4/14/2026					
	<b>211</b>				
		Amazon	200	\$ 93.98	1633-QPGV-1MDW
		Amazon	200	\$ 75.19	169Y-WKKK-NR99
		Arrowhead Broadband	310	\$ 211.07	4/1/26 bill date
		Elektra Branwen	330	\$ 183.03	ALS Funding Summit
		City of Grand marais	380	\$ 674.18	Utilities
		Dow Jones--Barrons	435	\$ 359.88	annual renewal
		Dow Jones--Wall Street Journal	435	\$ 659.88	annual renewal
		Drury Lane Books	435	\$ 20.00	3/31/2026
		Ingram	435	\$ 298.80	95591277
		Ingram	435	\$ 375.51	95618147
		Ingram	435	\$ 276.79	95634766
		Ingram	437	\$ 21.99	95634766
		Rivistas	435	\$ 2,779.39	4/7/2026
	<b>VISA</b>	American Library Association	436	\$ 215.00	Trans#4283884
		Amazon	437	\$ 93.26	1H6R-JJYC-9QX1
		Amazon	437	\$ 82.70	14RW-4YQR-HFJ4
	<b>0</b>				
	<b>211</b>				
	<b>SUBTOTAL</b>				
				\$ 6,420.65	



## Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library  
Thursday, January 22, 2026 | Location: Grand Marais Public Library

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

### B. Oath of Office, Roll Call and Introduction of Visitors:

Dave Mills (County Commissioner)  
Sara McManus (Trustee)  
Sue McCloughan (Trustee)  
Rev. Enno Limvere (Trustee)  
Kevin LeVoir (Trustee)  
Elektra Branwen (Library Director)

### C. Election of Officers

- Sara McManus was nominated for President, Enno Limvere for Secretary.
- Unanimous vote for these positions.

### D. Open Forum

No Speakers

### E. Approve Consent Agenda

- Approve Agenda, Minutes, Payment of Bills
- Moved by Dave Mills, Seconded by Sue McCloughan; passed unanimously

### F. Communications

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

### G. Library Director's Report: Elektra Branwen, Library Director

- 2025 Safety and Security Improvement Goals
  - Bulk of the work is done. Staff receiving training on how to remove patron
- Department Goals
  - Communication Plan

### H. Old Business

- Strategic Plan
  - Focus on Area 2—will invite Kim to walk through the changes in our financial policy.

### Adjourned at 5:28

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



## Minutes

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

**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

Sara McManus, President  
Nancy Giguere, Trustee  
Sue McCloughan, Trustee  
Kevin LeVoir, Vice President  
Michael Garry, City Council  
Elektra Branwen, Library Director

#### C. Open Forum. None.

#### D. Approve Consent Agenda

- Approve Agenda, Bills, Minutes.
- **LeVoir moved to accept the consent agenda as presented. Garry seconded. Passed unanimously.**

#### E. Library Director's Report

- Director provided an update on hiring process for two open positions, winter reading program, and Friday Night Reels series. Summer Reading Program design has begun. Clarified for Trustees that the NSFCU investment accounts will move to the 4M fund together. Discussed progress collection in management.

### NEW BUSINESS

#### F. Minnesota Public Library Annual Report

- Trustees reviewed the drafted report and acknowledged the strength of the library's performance in spite of turnover. **Garry motioned to approve the report as submitted. Limvere seconded. Passed unanimously.**

#### G. Website Administration Proposals

- Trustees reviewed proposals from three vendors with annual fees ranging from \$840 to \$4,200. They considered factors such as scope alignment, functional performance, vendor responsiveness, overall cost value (including development and tool fees), platform flexibility, risk mitigation, and the ability to meet ADA accessibility standards on time, and determined that Sprout was the preferred vendor; the Library Director will proceed with final selection.

#### H. Year End Expenses Review



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

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- Trustees reviewed the 2025 year-end expenditure report, noting an unspent balance of \$95,597.56. The balance was attributed primarily to staffing levels. No action was required.

## **STANDING ITEM**

### **I. Strategic Plan Implementation**

- Trustees set plans for Quarter 2 implementation of Focus Areas 1 and 2, noting staffing constraints and the need to balance community engagement with core services. Considerations included assessing whether the library meets the needs of families with children, residents outside Grand Marais, and current patrons, and the best methods for gathering feedback (surveys, electronic or paper, and relationship-building). The Library Director will develop proposals for community feedback initiatives and return with recommendations at a future meeting. No motions were made.

### **J. Communications**

- St Paul MN Foundation: Fund Statement

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**CITY OF GRAND MARAIS INVESTMENTS**

February 2025

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE	
<b>215- Library Restricted</b>										
LMCIT	4M Fund			1.05%	40,042.34		112.44		40,154.78	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,508.01		7.10		18,515.11	215-10101
Patronage R	NSFCU			10.47%	2,822.09		20.72		2,842.81	215-10101
SSB	SECSB MM			0.05%	41,413.36		12.71		41,426.07	215-10102
LMCIT	4M Fund			1.05%	153,461.43		430.91		153,892.34	215-10102
<b>TOTAL CITY INVESTMENTS</b>					<b>256,247.23</b>	<b>0.00</b>	<b>583.88</b>	<b>0.00</b>	<b>256,831.11</b>	<b>\$256,831.11</b>

<b>Library</b>										
Security State Bank			\$41,426.07				41,426.07			\$41,426.07
4M Fund			\$194,047.12				194,047.12			\$194,047.12
NSFCU			\$ 21,357.92				21,357.92			\$21,357.92
<b>TOTAL CITY INVESTMENTS</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$256,831.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$256,831.11</b>

\$ 61,512.70 215-10101  
 \$ 195,318.41 215-10102  
 \$ 256,831.11 \$0.00



**CITY OF GRAND MARAIS**  
**City of Grand Marais Balance Sheet**  
 Current Period: February 2026



Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
<b>211 LIBRARY</b>						
<b>LIBRARY</b>						
G 211-10100 Cash	\$393,157.18	\$42,677.83	\$37,924.77	\$85,629.14	\$67,721.56	\$411,064.76
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	-\$26.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	-\$2,115.96	\$2,057.45	\$0.00	\$2,057.45	\$0.00	-\$58.51
G 211-20202 Accounts Payabl	-\$13,148.52	\$0.00	\$0.00	\$0.00	\$0.00	-\$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	-\$10.51	\$38.00	\$17.54	\$72.00	\$55.52	\$5.97
G 211-25300 Unassigned Fun	-\$377,878.69	\$37,886.77	\$44,717.74	\$67,649.56	\$87,631.07	-\$397,860.20
G 211-25301 Nonspendable F	-\$6,265.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,265.81
<b>LIBRARY</b>	<b>\$0.00</b>	<b>\$82,660.05</b>	<b>\$82,660.05</b>	<b>\$155,408.15</b>	<b>\$155,408.15</b>	<b>\$0.00</b>
<b>211 LIBRARY</b>	<b>\$0.00</b>	<b>\$82,660.05</b>	<b>\$82,660.05</b>	<b>\$155,408.15</b>	<b>\$155,408.15</b>	<b>\$0.00</b>



**CITY OF GRAND MARAIS**  
**City of Grand Marais Balance Sheet**  
 Current Period: February 2026



Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
<b>215 LIBRARY RESTRICTED FUND</b>						
<b>LIBRARY RESTRICTED FUND</b>						
G 215-10100 Cash	\$1,306.32	\$0.51	\$2,552.50	\$1,327.64	\$2,790.25	-\$156.29
G 215-10101 MONEY MARKET	\$61,169.40	\$140.26	\$0.00	\$343.30	\$0.00	\$61,512.70
G 215-10102 CASH-RESTRICT	\$194,414.39	\$443.62	\$0.00	\$904.02	\$0.00	\$195,318.41
G 215-10104 Cash - Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	-\$25.25	\$25.25	\$0.00	\$25.25	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	-\$61,570.87	\$2,552.50	\$166.02	\$3,790.25	\$696.19	-\$58,476.81
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retricted Fund B	-\$118,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$118,500.00
G 215-25307 Unassigned-Hma	-\$1,043.99	\$0.00	\$443.62	\$0.00	\$904.02	-\$1,948.01
G 215-25317 Asd Fd-Ins. Rese	-\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,000.00
G 215-25320 Asd Fd-Carpet	-\$38,250.00	\$0.00	\$0.00	\$0.00	\$2,000.00	-\$40,250.00
G 215-25326 Assigned Fnd Ba	-\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$27,500.00
G 215-25328 Asd Fd-Lib Impr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>LIBRARY RESTRICTED FUND</b>	<b>\$0.00</b>	<b>\$3,162.14</b>	<b>\$3,162.14</b>	<b>\$6,390.46</b>	<b>\$6,390.46</b>	<b>\$0.00</b>
<b>215 LIBRARY RESTRICTED FUN</b>	<b>\$0.00</b>	<b>\$3,162.14</b>	<b>\$3,162.14</b>	<b>\$6,390.46</b>	<b>\$6,390.46</b>	<b>\$0.00</b>



**CITY OF GRAND MARAIS**

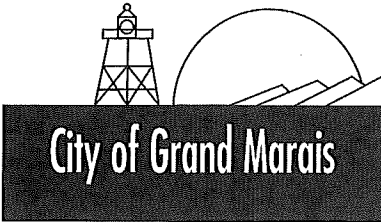
**City of Grand Marais Revenue Guideline**

Current Period: February 2026

Current Qtr: 1

**City of Grand Marais**

F Account Descr	2026 Budget	February 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 YTD Amt
<b>211 LIBRARY</b>						
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	\$222,587.00	\$0.00	\$0.00	\$222,587.00	0.00%	\$0.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$10.80	\$21.55	-\$21.55	0.00%	\$24.35
R 211-00000-36210 Interest Earnings	\$0.00	\$46.64	\$86.83	-\$86.83	0.00%	\$0.00
R 211-00000-36222 Copies Charged	\$5,750.00	\$248.75	\$704.29	\$5,045.71	12.25%	\$970.22
R 211-00000-36224 Book Replacemen	\$0.00	\$1.10	\$63.90	-\$63.90	0.00%	\$50.89
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%	\$0.00
R 211-00000-36230 Contributions and	\$0.00	\$57.00	\$107.00	-\$107.00	0.00%	\$56.00
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$252,530.00	\$42,088.33	\$84,176.66	\$168,353.34	33.33%	\$83,633.66
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	\$480,867.00	\$42,452.62	\$85,160.23	\$395,706.77		\$84,735.12
211 LIBRARY	\$480,867.00	\$42,452.62	\$85,160.23	\$395,706.77		\$84,735.12



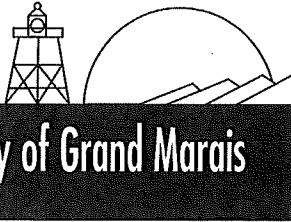
**CITY OF GRAND MARAIS**

**City of Grand Marais Revenue Guideline**

Current Period: February 2026

Current Qtr: 1

F Account Descr	2026 Budget	February 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%	\$0.00
R 215-00000-36210 Interest Earnings	\$0.00	\$140.77	\$370.94	-\$370.94	0.00%	\$414.45
R 215-00000-36230 Contributions and	\$0.00	\$0.00	\$300.00	-\$300.00	0.00%	\$1,800.00
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	\$0.00	\$0.00	0.00%	\$0.00
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	\$0.00	\$0.00	0.00%	\$0.00
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%	\$0.00
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$140.77	\$1,670.94	\$329.06		\$3,214.45
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$443.62	\$904.02	-\$904.02	0.00%	\$1,045.90
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$443.62	\$904.02	-\$904.02		\$1,045.90
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$584.39	\$2,574.96	-\$574.96		\$4,260.35

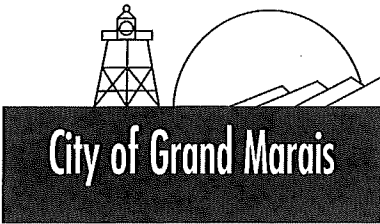


**CITY OF GRAND MARAIS**

**City of Grand Marais Expenditure Guideline**

Current Period: February 2026

F Account Descr	2026 Budget	February 2026 Amt	2026 YTD Amt	2026 Balance	2026 % of Budget	2025 YTD Amt
<b>211 LIBRARY</b>						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	\$185,082.00	\$11,169.34	\$24,423.39	\$160,658.61	13.20%	\$27,654.25
E 211-45500-103 Salary (Part-Time Em	\$94,398.00	\$5,575.26	\$11,467.40	\$82,930.60	12.15%	\$11,797.78
E 211-45500-105 Overtime	\$0.00	\$470.14	\$647.59	-\$647.59	0.00%	\$1,635.93
E 211-45500-109 Salary(Maintenance)	\$1,800.00	\$163.27	\$431.03	\$1,368.97	23.95%	\$159.71
E 211-45500-111 Salary - Clean	\$7,100.00	\$557.98	\$1,051.31	\$6,048.69	14.81%	\$905.17
E 211-45500-121 PERA	\$21,629.00	\$1,345.21	\$2,851.56	\$18,777.44	13.18%	\$3,161.45
E 211-45500-122 FICA	\$17,880.00	\$1,071.50	\$2,276.21	\$15,603.79	12.73%	\$2,479.20
E 211-45500-125 Medicare	\$4,293.00	\$250.60	\$532.33	\$3,760.67	12.40%	\$579.83
E 211-45500-126 MN Medical Leave	\$0.00	\$54.72	\$115.96	-\$115.96	0.00%	\$0.00
E 211-45500-127 MN Family Leave	\$0.00	\$24.21	\$51.35	-\$51.35	0.00%	\$0.00
E 211-45500-131 Employer Paid Health	\$50,889.00	\$1,944.75	\$4,921.62	\$45,967.38	9.67%	\$6,819.26
E 211-45500-133 Employer Paid Life	\$495.00	\$29.73	\$67.10	\$427.90	13.56%	\$55.47
E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-150 Worker s Comp (GEN	\$1,600.00	\$0.00	\$0.00	\$1,720.81	-7.55%	\$0.00
E 211-45500-200 Office Supplies (GEN	\$6,000.00	\$486.43	\$966.24	\$5,024.42	16.26%	\$402.77
E 211-45500-217 Heating Fuel	\$4,200.00	\$48.83	\$432.45	\$3,767.55	10.30%	\$982.14
E 211-45500-220 Repair/Maint Supply (	\$1,000.00	\$6.59	\$41.72	\$958.28	4.17%	\$0.00
E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-310 Service Agreements	\$11,400.00	-\$163.70	\$330.53	\$10,125.55	11.18%	\$521.97
E 211-45500-321 Telephone	\$2,500.00	\$207.67	\$412.46	\$2,087.54	16.50%	\$406.58
E 211-45500-322 Postage	\$75.00	\$0.00	\$0.00	\$68.92	8.11%	\$0.00
E 211-45500-330 Transportation/Schoo	\$4,800.00	\$289.45	\$289.45	\$4,385.55	8.63%	\$0.00
E 211-45500-340 Advertising	\$600.00	\$0.00	\$0.00	\$132.00	78.00%	\$0.00
E 211-45500-360 Insurance (GENERAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$0.00
E 211-45500-380 Utility Services (GENE	\$7,000.00	\$271.07	\$972.07	\$5,307.09	24.18%	\$0.00
E 211-45500-428 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$0.00	\$300.00	0.00%	\$0.00
E 211-45500-435 Books, Periodicals	\$28,500.00	\$726.30	\$1,545.03	\$25,741.07	9.68%	\$3,143.08
E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$0.00	\$575.00	0.00%	\$0.00
E 211-45500-437 Audio Visual / DVD	\$4,000.00	\$19.95	\$19.95	\$3,980.05	0.50%	\$211.25
E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$0.00	\$250.00	0.00%	\$0.00
E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 211-45500-447 Programming	\$12,000.00	\$2,474.71	\$2,734.33	\$8,494.56	29.21%	\$0.00
E 211-45500-449 Automation	\$2,500.00	\$494.93	\$494.93	\$2,005.07	19.80%	\$639.92
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	\$8,102.71	\$8,102.71	-\$8,102.71	0.00%	\$0.00
45500 Libraries (GENERAL)	\$480,866.00	\$35,621.65	\$65,178.72	\$411,549.90		\$61,555.76
211 LIBRARY	\$480,866.00	\$35,621.65	\$65,178.72	\$411,549.90		\$61,555.76



**CITY OF GRAND MARAIS**

**City of Grand Marais Expenditure Guideline**

Current Period: February 2026

F Account Descr	2026 Budget	February 2026 Amt	2026 YTD Amt	2026 Balance	2026 % of Budget	2025 YTD Amt
<b>215 LIBRARY RESTRICTED FUND</b>						
45500 Libraries (GENERAL)						
E 215-45500-200 Office Supplies (GEN	\$0.00	-\$25.25	\$0.00	\$0.00	0.00%	\$43.80
E 215-45500-220 Repair/Maint Supply (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,172.58
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	\$552.50	\$765.00	-\$765.00	0.00%	\$0.00
E 215-45500-330 Transportation/Schoo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
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%	\$0.00
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	\$0.00	\$0.00	0.00%	\$449.41
E 215-45500-449 Automation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,099.53
E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$0.00
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	\$2,000.00	\$2,000.00	-\$2,000.00	0.00%	\$0.00
E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45500-711 Transfer to Library Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$2,000.00	\$2,527.25	\$2,765.00	-\$765.00		\$3,765.32
45508 Special Collections						
E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-447 Programming	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$37,000.00
45508 Special Collections	\$0.00	\$0.00	\$0.00	\$0.00		\$37,000.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$2,527.25	\$2,765.00	-\$765.00		\$40,765.32



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## Library Director's Report: April 2026

Prepared by: Elektra Branwen, Library Director

### Staffing

- Both the Youth Librarian and Library Clerk recruitments are active. Interviews have been conducted, and the Clerk recruitment will move forward with continued outreach. A Youth Librarian finalist has been identified and is advancing in the process.

### Facility

- Sustainability Coordinator Shane Steele is leading the boiler replacement project and evaluating feasible options (electric, hybrid, propane) in alignment with our existing systems and city infrastructure. He is actively engaging HVAC vendors. Once options are sufficiently developed, he will meet with the Board with a clear comparison and recommended next steps.

### Program highlights

- This April, the library is hosting *We Are All Storytellers* featuring children's author Margi Preus. Author Shelly Getten returns to present *Poetry & Printmaking*. We're also collaborating with Drury Lane Books to host journalist and book author Laurie Hertzell.

### Additional Community Partnerships

- April 20–May 1: Hosting a free community resource display from Cook County Public Health and Human Services in support of National Prescription Drug Takeback Day (April 25), promoting safe medication disposal and reducing misuse and environmental harm.
- In May, the library will host the Cook County Hope Chair, a traveling fiber arts installation by the Northwoods Fiber Arts Guild. The exhibit includes public seating and a reflection journal and supports community engagement through accessible, locally created art.

Elektra Branwen  
104 2nd Avenue West  
PO Box 280  
Grand Marais, MN 55604



## Fund Statement

February 1, 2026 - February 28, 2026  
Prepared on: March 25, 2026

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

651.224.5463 | [philanthropy@spmcf.org](mailto:philanthropy@spmcf.org)

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

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

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.  
To access your fund online, please visit the DonorView website at <https://spmcf.org/donorview>.

For questions about this statement, please contact:  
 Tod Herskovitz 651-325-4208 tod.herskovitz@spmcf.org

**Fund Activity Summary**

<b>Beginning Balance (February 1, 2026)</b>	<b>\$52,865.07</b>
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned <sup>1</sup>	\$0.00
Investments	
Interest & Dividends	\$43.87
Realized & Unrealized Gain (Loss) <sup>2</sup>	\$560.28
Administrative Fees	
Administrative Fees <sup>3</sup>	(\$371.36)
Other Income (Expense) <sup>4</sup>	
Other Income	\$0.00
Other (Expense)	\$0.00
<b>Ending Balance (February 28, 2026)</b>	<b>\$53,097.86</b>
Approved Grants to be Paid at a Future Date	\$0.00
<b>Uncommitted Balance <sup>5</sup></b>	<b>\$53,097.86</b>

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

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$53,097.86	100.00				
<b>Total</b>	<b>\$53,097.86</b>					

**Available to Grant**

Amount Available to Grant Carried Over from Previous Year	\$0.00
Spending Policy Calculation for Current Year <sup>9</sup>	\$2,063.13
Administrative Fees	(\$371.36)
Grants (Paid) Returned in Current Year	\$0.00
<b>Amount Available to Grant as of February 28, 2026</b>	<b>\$1,691.77</b>
Grants Scheduled to Be Paid in the Current Year	\$0.00
<b>Pending Amount Available to Grant as of February 28, 2026</b>	<b>\$1,691.77</b>

## Fund Statement Terms

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

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

# 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