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

Agenda

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

Date: **Thursday, July 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

- Agenda
- Bills
- Minutes

E. Communications

- St Paul MN Foundation: Fund Statement

F. Library Director's Report

G. New Business

- Request for staff training closure

H. Old Business

- 2027 Budget Proposal Update

STANDING ITEM

I. Strategic Plan Implementation

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

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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, May 28, 2026 | Location: Grand Marais Public Library

A. 5:03 PM Call to Order

B. Roll Call and Introduction of Visitors:

Dave Mills (County Commissioner)
Sara McManus (Trustee)
Sue McCloughan (Trustee)
Rev. Enno Limvere (Trustee)
Elektra Branwen (Library Director)
Shane Steele (City of Grand Marais, Sustainability Coordinator)

C. Open Forum

No Speakers

D. Approve Consent Agenda

- Approve Agenda, Minutes, Payment of Bills
- **Moved by Dave Mills, Seconded by Sue McCloughan, Passed Unanimously**.

E. New Business

- **Boiler Replacement Options:**
  - The City's Sustainability Coordinator, Shane Steele, discussed options, benefits, and costs ($22,000 - $26,000). Considerations included: propane or electric boilers cost about the same, other city buildings are fully electric; the generator in town is effective at protecting against longer term power loss within city limits; the city owns the utility. Electric is currently slightly more expensive but less volatile than fuel. Trustees inquired about staggering replacement, having an electric primary with propane secondary system, and air source heat systems.
  - Team Building:
    - Director reported that quotes for consultant-led programs are $10,000-15,000 for onsite team building workshop, coaching, and stakeholder assessments. To address this more strategically, the library proposes a phased approach. The 2026 budget has room for phase 1, at about $5,000 for staff workshops and coaching. Then, the 2027 budget would reflect a phase 2 development program at about $5,000.
  - 2027 Budget
    - Two budget pathways were presented. One maintains service, introduces Hoopla, and builds toward continued team development. Another introduces a capital fund using a depreciation schedule. Considerations were accuracy of

projections, Joint Powers Agreement terms regarding capital, sustainability of current strategies for addressing capital needs, and responsibly utilizing reserves accrued last year. Trustees requested a capital fund budget with a $10,000 seed amount from reserves, and that includes team development.

F. Library Director's Report: Elektra Branwen, Library Director

- Digital Collection – Researching a trial subscription with Hoopla
- New Hire – Library Clerk: Liam Noonan
- Programs – Summer Reading Program launches June 8, Program Finale features Big Animal Productions Makwa the black bear. Events include Reptile Experience, Bugs!, and Jolly Pops.
- Partnerships – May 18 participated in Care Partners Reframing Aging Roundtable
- Marketing/Promotion – Working with other departments, reaching out to lodges to connect with new residents, public utilities customers, and campers.
- Website – Still in Process

Standing Item

G. Strategic Plan Implementation

H. Communications

- St. Paul MN Foundation: Fund Statement was shared.
- Boreal Waters: Fund Statement

Adjourned at 6:46 pm

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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, June 25, 2026 | Location: Grand Marais Public Library

A. 5:03 PM Call to Order

B. Roll Call and Introduction of Visitors:

Kevin LeVoir (Trustee)
Dave Mills (County Commissioner)
Sara McManus (Trustee)
Sue McCloughan (Trustee)
Michael Garry (Grand Marais City Council)
Rev. Enno Limvere (Trustee)
Elektra Branwen (Library Director)

C. Open Forum

No Speakers

D. Approve Consent Agenda

- Approve Agenda with additional new business item: Reschedule August Board Meeting
- Approve Minutes
- Approve Payment of Bills
- **Moved by Michael Garry, Seconded by Kevin LeVoir, Motion passed unanimously**

E. Communications

- St. Paul MN Foundations: Fund Statement

F. New Business

- Financial Policy Update
    - Increased insurance deductible by $10,000 to match current rates; $20,000 to be held in the 215 Fund. **Moved by Sue McCloughan and Seconded by Michael Gerry, Motion carried unanimously.**

I. Old Business

- 2027 Budget Proposal
    - Discussion surrounded the strategy for creating a capital fund. Considerations centered on how effectively it managed increases to prevent levy impact, comparison of this approach to others such as asset-based capital planning, application of the terms of the Joint Powers Agreement, and existing capital needs. **Dave Mills motioned to approve the 2027 budget proposal as presented, seconded by Sue McCloughan, Motion carried unanimously.**

- Rescheduling the August Board Meeting:
    - Director requested to change the August meeting date. **Meeting is rescheduled to Tuesday, August 18, 2026 at 5:30.**

J. Library Director's Report

- The library's photocopier is fully depreciated and parts are no longer manufactured. The Library has begun gathering quotes, early estimate is $8,000. Additionally, the drop box requires refinishing or replacement ($6,000 - $7,000). Trustees strongly supported refinishing.
- Nancy Giguere's resignation was accepted. The city seat is now open.
- The library received an Uhrhammer grant for $1,586 to trial VOX books and an ALS Mini-grant at $229.95 to purchase a TonieBox. Each of these are new multi-sensory formats for children that we're piloting to measure community interest given the need for alternatives to cd formats.

Standing Item

K. Strategic Plan Implementation

- Trustees commented on success and growth in the area of capital planning.

Adjourned at 5:30 pm

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Bills

Acct.#	Description	Category	Expense	Comments
6/23/2026				
211				
	amazon	200	$ 7.78	11GX-QYMJ-4PXL
	amazon	200	$ 19.52	1Y7g-pr6y-6YJW
	TAPROOT LANDSCAPING	310	$ 414.26	#1036
	VESTIS	310	$ 218.40	#2630559706
	AMAZON	435	$ 41.55	19NT-VPFR-VGNL
	INGRAM	435	$ 644.57	#97247215
	AMAZON	437	$ 142.92	1QH7-TRRT-X9LG
	AMAZON	437	$ 19.95	1QJ7-FHGQ-XMQY
	AMAZON	447	$ 19.99	1FGJ-LCD1-DGMF
	AMAZON	447	$ 74.44	1JLC-DMK1-FMHW
	SUNDEW TECHNICAL	449	$ 61.98	6/2/2026
0				
211 SUBTOTAL			$ 1,665.36	

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Bills

7/2/2023

Acct.#	Description	Category	Expense	Comments
211				
	Amazon biz	200	$104.42	1MMN-F3ML-J7J6
	Metro Sales	321	$ 105.48	INV3117322
	Elektra Branwen	321	$ 75.00	CC Sheriff's Office/Trespass
	Amazon biz	440	$ 105.71	1WQJ-GVGV-4X1Y
	Silver Bay PubLib	435	$ 20.50	Lost book
	Ingram	435	$ 475.56	#97613265
	Ingram	435	$ 226.76	#97693613
	Ingram	437	$ 27.49	#97693613
	Midwest Tape	437	$ 96.98	#509052724
	Midwest Tape	437	$ 135.97	#508995497
	Midwest Tape	437	$ 23.24	#508995499
	Amazon biz	440	$ 43.19	1XR4-X171-74YW
	iRead	447	$ 468.94	SRP
0				
211 SUBTOTAL			$ 1,699.34	

CITY OF GRAND MARAIS INVESTMENTS

June 2026

FUND	INVESTMEN	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTIO	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			2.18%	40,520.29		119.77		40,640.06	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,538.45		7.62		18,546.07	215-10101
Patronage R	NSFCU			10.47%	2,911.94		22.90		2,934.84	215-10101
SSB	SECSB MM			0.90%	41,467.39				41,467.39	215-10104
LMCIT	4M Fund			2.18%	155,293.29		483.38		155,776.67	215-10104
										$259,365.03
									62,120.97	215-10101
									197,244.06	215-10104

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: June 2026

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	$393,157.18	$273,059.97	$28,301.08	$489,293.66	$195,832.82	$686,618.02
G 211-10200 Petty Cash	$23.00	$0.00	$0.00	$0.00	$0.00	$23.00
G 211-11500 Accounts Receiv	-$26.50	$2.00	$22.50	$2.00	$33.50	-$58.00
G 211-11800 Return Checks	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 211-15500 Prepaid Items	$5,542.32	$0.00	$0.00	$0.00	$0.00	$5,542.32
G 211-20200 Accounts Payabl	-$2,115.96	$0.00	$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	-$34.00	$24.00	$79.27	$237.00	$272.37	-$69.37
G 211-25300 Unassigned Fun	-$377,855.20	$28,275.08	$272,958.20	$195,593.82	$491,045.24	-$673,306.62
G 211-25301 Nonspendable F	-$5,542.32	$0.00	$0.00	$0.00	$0.00	-$5,542.32
LIBRARY	$0.00	$301,361.05	$301,361.05	$687,183.93	$687,183.93	$0.00
211 LIBRARY	$0.00	$301,361.05	$301,361.05	$687,183.93	$687,183.93	$0.00

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: June 2026

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	$1,306.32	$44,354.17	$41,467.39	$63,645.48	$58,427.51	$6,524.29
G 215-10101 MONEY MARKET	$61,169.40	$150.29	$0.00	$951.57	$0.00	$62,120.97
G 215-10102 CASH-RESTRICT	$194,414.39	$483.38	$0.00	$2,829.67	$0.00	$197,244.06
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	$0.00	$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	-$56,268.87	$0.00	$2,037.07	$17,960.12	$21,154.91	-$59,463.66
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	-$6,345.99	$41,467.39	$41,950.77	$41,467.39	$44,297.06	-$9,175.66
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	$1,000.00	$0.00	$3,000.00	-$41,250.00
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
LIBRARY RESTRICTED FUND	$0.00	$86,455.23	$86,455.23	$126,879.48	$126,879.48	$0.00
215 LIBRARY RESTRICTED FUN	$0.00	$86,455.23	$86,455.23	$126,879.48	$126,879.48	$0.00

City of Grand Marais

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: June 2026

Current Qtr: 2

F Account Descr	2026 Budget	June 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 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	$222,587.00	$222,587.00	$222,587.00	$0.00	100.00%	$225,349.00
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	$13.35	$89.60	-$89.60	0.00%	$82.96
R 211-00000-36210 Interest Earnings	$0.00	$62.95	$308.97	-$308.97	0.00%	$0.00
R 211-00000-36222 Copies Charged	$5,750.00	$1,004.14	$3,382.57	$2,367.43	58.83%	$3,623.24
R 211-00000-36224 Book Replacemen	$0.00	$16.99	$165.29	-$165.29	0.00%	$204.00
R 211-00000-36225 Library Card Repla	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36226 Out of State Libra	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36230 Contributions and	$0.00	$456.00	$681.00	-$681.00	0.00%	$292.02
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	$252,529.98	$0.02	100.00%	$250,900.18
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	$266,228.76	$479,744.41	$1,122.59		$480,451.40
211 LIBRARY	$480,867.00	$266,228.76	$479,744.41	$1,122.59		$480,451.40

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: June 2026

Current Qtr: 2

F Account Descr		2026 Budget	June 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 YTD Amt
215 LIBRARY RESTRICTED FUND							
00000 General Departments							
R 215-00000-33620	Other County Gra	$1,000.00	$1,000.00	$1,000.00	$0.00	100.00%	$1,000.00
R 215-00000-36210	Interest Earnings	$0.00	$151.07	$982.02	-$982.02	0.00%	$1,238.07
R 215-00000-36230	Contributions and	$0.00	$1,886.00	$16,855.87	-$16,855.87	0.00%	$14,972.71
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	$1,691.77	-$1,691.77	0.00%	$1,533.54
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	$1,600.00	-$1,600.00	0.00%	$2,610.00
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	$3,037.07	$23,129.66	-$21,129.66		$22,354.32
45508 Special Collections							
R 215-45508-36210	Interest Earnings	$0.00	$483.38	$2,829.67	-$2,829.67	0.00%	$3,194.75
R 215-45508-39206	Transfer From Ha	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45508 Special Collections		$0.00	$483.38	$2,829.67	-$2,829.67		$3,194.75
215 LIBRARY RESTRICTED FUND		$2,000.00	$3,520.45	$25,959.33	-$23,959.33		$25,549.07

City of Grand Marais

CITY OF GRAND MARAIS

City of Grand Marais Expenditure Guideline

Current Period: June 2026

F Account Descr	2026 Budget	June 2026 Amt	2026 YTD Amt	2026 Balance	2026 % of Budget [	2025 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
E 211-45500-101 Salary (Full-Time Em	$185,082.00	$9,757.34	$68,300.98	$116,781.02	36.90%	$89,622.13
E 211-45500-103 Salary (Part-Time Em	$94,398.00	$7,826.97	$41,564.22	$52,833.78	44.03%	$43,088.98
E 211-45500-105 Overtime	$0.00	$0.00	$647.59	-$647.59	0.00%	$1,635.93
E 211-45500-109 Salary(Maintenance)	$1,800.00	$58.43	$937.40	$862.60	52.08%	$358.05
E 211-45500-111 Salary - Clean	$7,100.00	$659.43	$3,689.02	$3,410.98	51.96%	$2,882.59
E 211-45500-121 PERA	$21,629.00	$1,372.68	$8,635.45	$12,993.55	39.93%	$10,266.72
E 211-45500-122 FICA	$17,880.00	$1,093.94	$6,895.16	$10,984.84	38.56%	$8,184.18
E 211-45500-125 Medicare	$4,293.00	$255.85	$1,612.60	$2,680.40	37.56%	$1,913.99
E 211-45500-126 MN Medical Leave	$0.00	$55.82	$351.16	-$351.16	0.00%	$0.00
E 211-45500-127 MN Family Leave	$0.00	$24.70	$155.46	-$155.46	0.00%	$0.00
E 211-45500-131 Employer Paid Health	$50,889.00	$1,944.75	$12,700.62	$38,188.38	24.96%	$17,354.39
E 211-45500-133 Employer Paid Life	$495.00	$37.00	$193.16	$301.84	39.02%	$173.80
E 211-45500-140 Unemployment Comp	$0.00	$0.00	$531.08	-$531.08	0.00%	$86.39
E 211-45500-150 Worker s Comp (GEN	$1,600.00	$0.00	-$120.81	$1,720.81	-7.55%	$0.00
E 211-45500-200 Office Supplies (GEN	$6,000.00	$96.76	$1,349.72	$4,622.98	22.95%	$2,589.91
E 211-45500-217 Heating Fuel	$4,200.00	$0.00	$1,227.32	$2,972.68	29.22%	$1,852.91
E 211-45500-220 Repair/Maint Supply (	$1,000.00	$0.00	$2,657.68	-$1,657.68	265.77%	$5.99
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	$410.33	$3,438.18	$7,329.16	35.71%	$2,533.59
E 211-45500-321 Telephone	$2,500.00	$216.03	$1,259.68	$1,028.60	58.86%	$1,234.26
E 211-45500-322 Postage	$75.00	$0.00	$56.73	$18.27	75.64%	$16.63
E 211-45500-330 Transportation/Schoo	$4,800.00	$443.93	$1,627.97	$3,172.03	33.92%	$389.80
E 211-45500-340 Advertising	$600.00	$100.00	$568.00	$32.00	94.67%	$400.00
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	$537.56	$3,606.49	$3,393.51	51.52%	$307.67
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%	$260.38
E 211-45500-435 Books, Periodicals	$28,500.00	$1,235.98	$11,646.24	$16,167.64	43.27%	$15,495.86
E 211-45500-436 Membership Dues	$575.00	$339.60	$554.60	$20.40	96.45%	$410.00
E 211-45500-437 Audio Visual / DVD	$4,000.00	$161.12	$466.24	$3,370.89	15.73%	$594.23
E 211-45500-440 Other Physical Items	$250.00	$326.52	$326.52	-$76.52	130.61%	$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	$830.92	$5,711.95	$6,193.62	48.39%	$0.00
E 211-45500-449 Automation	$2,500.00	$59.98	$1,899.87	$538.15	78.47%	$1,760.46
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	$8,102.71	-$8,102.71	0.00%	$0.00
45500 Libraries (GENERAL)	$480,866.00	$27,845.64	$190,592.99	$288,395.93		$203,418.84
211 LIBRARY	$480,866.00	$27,845.64	$190,592.99	$288,395.93		$203,418.84

CITY OF GRAND MARAIS INVESTMENTS

June 2026

FUND	INVESTMEN	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTIO	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			2.18%	40,520.29		119.77		40,640.06	215-10101
M. Lacey	NSFCU	09/23/04		0.3510%	18,538.45		7.62		18,546.07	215-10101
Patronage R	NSFCU			10.47%	2,911.94		22.90		2,934.84	215-10101
SSB	SECSB MM			0.90%	41,467.39				41,467.39	215-10104
LMCIT	4M Fund			2.18%	155,293.29		483.38		155,776.67	215-10104
										$259,365.03
									62,120.97	215-10101
									197,244.06	215-10104

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: June 2026

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	$393,157.18	$273,059.97	$28,301.08	$489,293.66	$195,832.82	$686,618.02
G 211-10200 Petty Cash	$23.00	$0.00	$0.00	$0.00	$0.00	$23.00
G 211-11500 Accounts Receiv	-$26.50	$2.00	$22.50	$2.00	$33.50	-$58.00
G 211-11800 Return Checks	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 211-15500 Prepaid Items	$5,542.32	$0.00	$0.00	$0.00	$0.00	$5,542.32
G 211-20200 Accounts Payabl	-$2,115.96	$0.00	$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	-$34.00	$24.00	$79.27	$237.00	$272.37	-$69.37
G 211-25300 Unassigned Fun	-$377,855.20	$28,275.08	$272,958.20	$195,593.82	$491,045.24	-$673,306.62
G 211-25301 Nonspendable F	-$5,542.32	$0.00	$0.00	$0.00	$0.00	-$5,542.32
LIBRARY	$0.00	$301,361.05	$301,361.05	$687,183.93	$687,183.93	$0.00
211 LIBRARY	$0.00	$301,361.05	$301,361.05	$687,183.93	$687,183.93	$0.00

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet

Current Period: June 2026

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2026 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	$1,306.32	$44,354.17	$41,467.39	$63,645.48	$58,427.51	$6,524.29
G 215-10101 MONEY MARKET	$61,169.40	$150.29	$0.00	$951.57	$0.00	$62,120.97
G 215-10102 CASH-RESTRICT	$194,414.39	$483.38	$0.00	$2,829.67	$0.00	$197,244.06
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	$0.00	$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	-$56,268.87	$0.00	$2,037.07	$17,960.12	$21,154.91	-$59,463.66
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	-$6,345.99	$41,467.39	$41,950.77	$41,467.39	$44,297.06	-$9,175.66
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	$1,000.00	$0.00	$3,000.00	-$41,250.00
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
LIBRARY RESTRICTED FUND	$0.00	$86,455.23	$86,455.23	$126,879.48	$126,879.48	$0.00
215 LIBRARY RESTRICTED FUN	$0.00	$86,455.23	$86,455.23	$126,879.48	$126,879.48	$0.00

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: June 2026

Current Qtr: 2

F Account Descr		2026 Budget	June 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 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	$222,587.00	$222,587.00	$222,587.00	$0.00	100.00%	$225,349.00
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	$13.35	$89.60	-$89.60	0.00%	$82.96
R 211-00000-36210	Interest Earnings	$0.00	$62.95	$308.97	-$308.97	0.00%	$0.00
R 211-00000-36222	Copies Charged	$5,750.00	$1,004.14	$3,382.57	$2,367.43	58.83%	$3,623.24
R 211-00000-36224	Book Replacemen	$0.00	$16.99	$165.29	-$165.29	0.00%	$204.00
R 211-00000-36225	Library Card Repla	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36226	Out of State Libra	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36230	Contributions and	$0.00	$456.00	$681.00	-$681.00	0.00%	$292.02
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	$252,529.98	$0.02	100.00%	$250,900.18
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	$266,228.76	$479,744.41	$1,122.59		$480,451.40
211 LIBRARY		$480,867.00	$266,228.76	$479,744.41	$1,122.59		$480,451.40

CITY OF GRAND MARAIS

City of Grand Marais Revenue Guideline

Current Period: June 2026

Current Qtr: 2

F Account Descr		2026 Budget	June 2026 Amt	2026 YTD Amt	2026 YTD Balance	2026 % of Budget	2025 YTD Amt
215 LIBRARY RESTRICTED FUND							
00000 General Departments							
R 215-00000-33620	Other County Gra	$1,000.00	$1,000.00	$1,000.00	$0.00	100.00%	$1,000.00
R 215-00000-36210	Interest Earnings	$0.00	$151.07	$982.02	-$982.02	0.00%	$1,238.07
R 215-00000-36230	Contributions and	$0.00	$1,886.00	$16,855.87	-$16,855.87	0.00%	$14,972.71
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	$1,691.77	-$1,691.77	0.00%	$1,533.54
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	$1,600.00	-$1,600.00	0.00%	$2,610.00
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	$3,037.07	$23,129.66	-$21,129.66		$22,354.32
45508 Special Collections							
R 215-45508-36210	Interest Earnings	$0.00	$483.38	$2,829.67	-$2,829.67	0.00%	$3,194.75
R 215-45508-39206	Transfer From Ha	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45508 Special Collections		$0.00	$483.38	$2,829.67	-$2,829.67		$3,194.75
215 LIBRARY RESTRICTED FUND		$2,000.00	$3,520.45	$25,959.33	-$23,959.33		$25,549.07

F Account Descr		2026 Budget	June 2026 Amt	2026 YTD Amt	2026 Balance	2026 % of Budget	2025 YTD Amt
211 LIBRARY							
45500 Libraries (GENERAL)							
E 211-45500-101	Salary (Full-Time Em	$185,082.00	$9,757.34	$68,300.98	$116,781.02	36.90%	$89,622.13
E 211-45500-103	Salary (Part-Time Em	$94,398.00	$7,826.97	$41,564.22	$52,833.78	44.03%	$43,088.98
E 211-45500-105	Overtime	$0.00	$0.00	$647.59	-$647.59	0.00%	$1,635.93
E 211-45500-109	Salary(Maintenance)	$1,800.00	$58.43	$937.40	$862.60	52.08%	$358.05
E 211-45500-111	Salary - Clean	$7,100.00	$659.43	$3,689.02	$3,410.98	51.96%	$2,882.59
E 211-45500-121	PERA	$21,629.00	$1,372.68	$8,635.45	$12,993.55	39.93%	$10,266.72
E 211-45500-122	FICA	$17,880.00	$1,093.94	$6,895.16	$10,984.84	38.56%	$8,184.18
E 211-45500-125	Medicare	$4,293.00	$255.85	$1,612.60	$2,680.40	37.56%	$1,913.99
E 211-45500-126	MN Medical Leave	$0.00	$55.82	$351.16	-$351.16	0.00%	$0.00
E 211-45500-127	MN Family Leave	$0.00	$24.70	$155.46	-$155.46	0.00%	$0.00
E 211-45500-131	Employer Paid Health	$50,889.00	$1,944.75	$12,700.62	$38,188.38	24.96%	$17,354.39
E 211-45500-133	Employer Paid Life	$495.00	$37.00	$193.16	$301.84	39.02%	$173.80
E 211-45500-140	Unemployment Comp	$0.00	$0.00	$531.08	-$531.08	0.00%	$86.39
E 211-45500-150	Worker s Comp (GEN	$1,600.00	$0.00	-$120.81	$1,720.81	-7.55%	$0.00
E 211-45500-200	Office Supplies (GEN	$6,000.00	$96.76	$1,349.72	$4,622.98	22.95%	$2,589.91
E 211-45500-217	Heating Fuel	$4,200.00	$0.00	$1,227.32	$2,972.68	29.22%	$1,852.91
E 211-45500-220	Repair/Maint Supply (	$1,000.00	$0.00	$2,657.68	-$1,657.68	265.77%	$5.99
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	$410.33	$3,438.18	$7,329.16	35.71%	$2,533.59
E 211-45500-321	Telephone	$2,500.00	$216.03	$1,259.68	$1,028.60	58.86%	$1,234.26
E 211-45500-322	Postage	$75.00	$0.00	$56.73	$18.27	75.64%	$16.63
E 211-45500-330	Transportation/Schoo	$4,800.00	$443.93	$1,627.97	$3,172.03	33.92%	$389.80
E 211-45500-340	Advertising	$600.00	$100.00	$568.00	$32.00	94.67%	$400.00
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	$537.56	$3,606.49	$3,393.51	51.52%	$307.67
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%	$260.38
E 211-45500-435	Books, Periodicals	$28,500.00	$1,235.98	$11,646.24	$16,167.64	43.27%	$15,495.86
E 211-45500-436	Membership Dues	$575.00	$339.60	$554.60	$20.40	96.45%	$410.00
E 211-45500-437	Audio Visual / DVD	$4,000.00	$161.12	$466.24	$3,370.89	15.73%	$594.23
E 211-45500-440	Other Physical Items	$250.00	$326.52	$326.52	-$76.52	130.61%	$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	$830.92	$5,711.95	$6,193.62	48.39%	$0.00
E 211-45500-449	Automation	$2,500.00	$59.98	$1,899.87	$538.15	78.47%	$1,760.46
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	$8,102.71	-$8,102.71	0.00%	$0.00
45500 Libraries (GENERAL)		$480,866.00	$27,845.64	$190,592.99	$288,395.93		$203,418.84
211 LIBRARY		$480,866.00	$27,845.64	$190,592.99	$288,395.93		$203,418.84

F Account Descr		2026 Budget	June 2026 Amt	2026 YTD Amt	2026 Balance	2026 % of Budget [	2025 YTD Amt
215 LIBRARY RESTRICTED FUND							
45500 Libraries (GENERAL)							
E 215-45500-200	Office Supplies (GEN	$0.00	$0.00	$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	$0.00	$765.00	-$765.00	0.00%	$82.50
E 215-45500-330	Transportation/Schoo	$0.00	$0.00	$0.00	$0.00	0.00%	$664.44
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%	$1,283.29
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%	$5,607.96
E 215-45500-449	Automation	$0.00	$0.00	$0.00	$0.00	0.00%	$3,675.88
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	$0.00	$16,169.87	-$16,169.87	0.00%	$0.00
E 215-45500-590	Capital Outlay Books	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
E 215-45500-711	Transfer to Library Fu	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45500 Libraries (GENERAL)		$2,000.00	$0.00	$16,934.87	-$14,934.87		$12,530.45
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%	$5,162.50
E 215-45508-447	Programming	$0.00	$0.00	$0.00	$0.00	0.00%	$500.00
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%	$5,302.00
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%	$49,421.70
45508 Special Collections		$0.00	$0.00	$0.00	$0.00		$60,386.20
215 LIBRARY RESTRICTED FUND		$2,000.00	$0.00	$16,934.87	-$14,934.87		$72,916.65

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

SAINT PAUL & MINNESOTA FOUNDATION

Fund Statement

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

651.224.5463 | philanthropy@spmcf.org

May 1, 2026 - May 31, 2026

Prepared on: June 25, 2026

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://spmf.iphiview.com/spmf.

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

Fund Activity Summary

Beginning Balance (May 1, 2026)	**$51,686.82**
Contributions	
Contributions	$0.00
Grants	
Grants Paid	$0.00
Grants Returned [1]	$0.00
Investments	
Interest & Dividends	$52.60
Realized & Unrealized Gain (Loss) [2]	$1,170.29
Administrative Fees	
Administrative Fees [3]	$0.00
Other Income (Expense) [4]	
Other Income	$0.00
Other (Expense)	$0.00
Ending Balance (May 31, 2026)	**$52,909.71**
Approved Grants to be Paid at a Future Date	$0.00
Uncommitted Balance [5]	**$52,909.71**

Investment Holdings and Performance [6 7 8]

			YTD	1 Year	3 Year	5 Year
Asset Detail	$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	$52,909.71	100.00				
Total	**$52,909.71**					

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	($371.36)
Grants (Paid) Returned in Current Year	($1,691.77)
Amount Available to Grant as of May 31, 2026	**$0.00**
Grants Scheduled to Be Paid in the Current Year	$0.00
Pending Amount Available to Grant as of May 31, 2026	**$0.00**

SAINT PAUL & MINNESOTA FOUNDATION

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.

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

Library Director's Report: July 2026

Prepared by: Elektra Branwen, Library Director

Budget Update	City Council approved a 2027 operating budget of **$529,195.46**. This request reflects negotiated labor agreements, anticipated health insurance increases, team development, and continued investment in library services and facility stewardship.
Staff Update	City Council also approved the hire of Andy Coronis for the Librarian 1 Children's Librarian position. Andy has a long career in education and teaching. He starts Monday, July 20. We are officially fully staffed.
Extreme Heat & Wildfire Smoke Response	During periods of extreme heat, and poor air quality caused by wildfire smoke, the library continued to serve as a climate-controlled public space with improved indoor air quality. Medify air purifiers were operated throughout the building to reduce airborne particulates, and N95/KN95 masks were made available to the public while supplies lasted. The library remained available as a welcoming indoor space for residents and visitors seeking relief from the smoke, offering seating, children's activities, family board games, public computers, Wi-Fi, and other library resources during regular operating hours. We shared light snacks and welcomed children to engage in Summer Reading activities for prizes. Behind the scenes, the library coordinated with other departments to improve air quality in our building after some smoke intrusion and the adjustment was applied in other city buildings. We also connected with Public Health and Human Services with an offer to disseminate information and resources, or back up emergency shelter efforts if planned facilities filled.
Outreach	This July we welcomed the Prevention Coalition for a 2-day showcase of their efforts to prevent substance abuse and suicide throughout Cook County. This was accompanied by a two-week display featuring educational materials and a community survey.

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Memo

TO: Library Board of Trustees
FROM: Elektra Branwen, Library Director
DATE: July 10, 2026
SUBJECT: Department Goal: Team Building; Request for partial-day library closure

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Trustees,

I would like to open the library at 12:30 PM on Thursday, October 15, 2026, to allow all staff to participate in a team-building workshop.

This request would reduce public service hours by 2.5 hours for one day while supporting progress toward the department's team development goals.

May I have your approval for the unscheduled closure?

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