



Grand Marais Public Library
104 2nd Avenue West | PO Box 280
Grand Marais, MN 55604-0280
Grandmaraislibrary.org | 218.387.1140

Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, January 23, 2025

Call to Order: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Oath of Office

- Conflict of interest forms
- Selection of officers: president, vice president, secretary

C. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

D. Library Friends of Cook County: Liaison Report

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

F. Communications

- SPMNF Fund Statement

G. Old Business

- Director's Review

H. New Business

- Safety Improvements Discussion
 - Architectural Renderings
 - CISA Vulnerability Assessment

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



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OATH OF OFFICE

I do swear to uphold the Constitution of the United States and of this state, to discharge faithfully the duties of this office to the best of my judgment and ability, to represent the Grand Marais Public Library both to the people and to governing officials; to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources in the area; to encourage cooperative activities between different types of libraries; and to extend library service to those not previously served.



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OATH OF OFFICE

STATE OF MINNESOTA)
)
COUNTY OF COOK)

I, _____, under penalties of law, do swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and will faithfully discharge the duties of Grand Marais Public Library Board Trustee for the City of Grand Marais to the best of my knowledge, judgment and ability.

Dated: _____

 Signature

Subscribed and sworn
 Before me this ___th day of
 _____,



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CONFLICT OF INTEREST POLICY

No Board member or committee member of the Grand Marais Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Grand Marais Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Grand Marais Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons from which they would derive personal benefit.

Board members shall sign the Conflict of Interest Form annually.

STATEMENT OF ASSOCIATIONS

This is to certify that I will endeavor to honor this policy through the end of my term.

I also certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other

Activity, with any vendor, supplier, or other party doing business with Grand Marais Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Grand Marais Public Library.

Signature: _____ Date: _____

Printed name: _____

Grand Marais Public Library Board Member



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Minutes

Meeting of the Board of Trustees of the Grand Marais Public Library Thursday, December 19, 2024

Garry called the meeting to order at: 5:00 PM

Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

Present:

Michael Garry, President, Grand Marais City Council Representative
Dave Mills, Secretary, Cook County Board Representative
Nancy Giguere, Trustee
Enno Limvere, Trustee
Sue McCloughan, Trustee
Sara McManus, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

Absent

Kevin LeVoir, Vice President, Trustee

B. Approve Consent Agenda

- Approve Agenda
- Approve Minutes
- Approve Payment of Bills

Giguere moved to approve the consent agenda. Mills seconded. Approved unanimously.

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

- The library is distributing take-and-create kits sponsored by ALS and the MN Arts and Cultural Heritage Fund.
- Technology updates:
 - We confirmed the public computers are able to be upgraded for compatibility with Windows 11. Staff computers will need to be replaced. St. John is obtaining bids for their replacement.
 - New anti-virus/anti-malware software was installed on all computers.
 - A failing fan in the server room was replaced by NESC.
 - Great Lakes Alarm repaired a sensor on the front door to eliminate false alarms.
- Building updates: hardware on the staff safety door has been updated and is lockable.



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D. Communications

- **Organizational Endowed Funds:** an FAQ from Duluth Superior Area Community Foundation
- **DSACF Fund Statements (3)**
- **SPMNF Fund Statement**

E. New Business

- Budget update
 - The City finalized insurance rates in November, and decreases saved about \$10,000 from the library budget. This will not affect library service levels.
- Taproot Landscaping Proposal
 - Taproot installed the original library garden. St. John presented their reclamation and maintenance proposal to the Board.
 - The Director and Board discussed options for reflecting this new expense in the 2025 and future budgets.

Giguere moved to approve the Taproot bid as a one-time expense from 215 funds for 2025, to be worked into future budgets as a recurring expense. McCloughan seconded. Approved unanimously.

- Director's Review
 - McManus reprised the reasoning for discussing the Director Review Policy from the previous meeting and presented a draft evaluation tool.
 - Board members discussed the differences between governing and advisory boards, how to coordinate their process with the City's annual review process, and the overarching goals of a Board review process.
 - Garry agreed to research the history of the Library Board's role and discuss with the City Administrator.
 - The Board agreed to submit feedback on the draft evaluation tool to the Director by January 14, 2025 for discussion at the subsequent Library Board meeting.

Garry adjourned the meeting at 5:47 p.m.

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



Bills

	Description	Category	Expense	Comments
11/20/2024				
211				
	Amazon	200	\$ 92.75	1GCI-P7NG-4JF7
	Amazon	200	\$ 39.58	19K4-V41K-FFYH
	Amax	310	\$ 1,120.00	#389
	Northern Door	310	\$ 260.00	24-4120
	Petty Cash	322	\$ 18.33	Summer Reading postage
	Catherine Magi	330	\$ 186.59	ALS HQ/Training
	EventBrite / Library webinars	330	\$ 275.04	
	Ingram	435	\$ 651.71	#84758687
	Amazon	437	\$ 16.14	1N6V-CC7Q-6PC4
	Amazon	437	\$ 124.20	1FKM-PL4N-47RJ
0				
211				
SUBTOTAL			\$ 2,784.34	
215				
	Johnson's Foods	447	\$ 9.72	6/27/24; SumReading
215				
SUBTOTAL			\$ 9.72	
\$ -	TOTAL		\$2,794.06	



12/4/2024

Acct.#	Description	Category	Expense	Comments
211				
	Amazon	200	\$ 93.98	1VGV-CC7L-TXHM
	metro sales	310	\$ 107.29	INV2648821
	Vestis	310	\$ 138.51	#2630361622
	Amazon	437	\$ 256.97	1K3N-HNHK-TV79
0				
211				
SUBTOTAL			\$ 596.75	
215				
	Amazon	200	\$ 73.00	1NGT-GD1K-V9M7
	Snow Bunting	520	\$ 2,700.00	#1098
215				
SUBTOTAL			\$ 2,773.00	
\$ -	TOTAL		\$3,369.75	

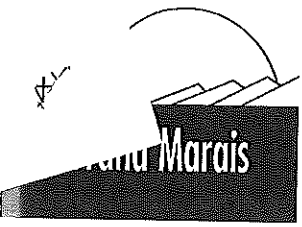
CITY OF GRAND MARAIS

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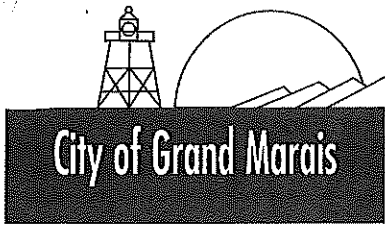
City of Grand Marais Balance Sheet

Page 1

Current Period: November 2024

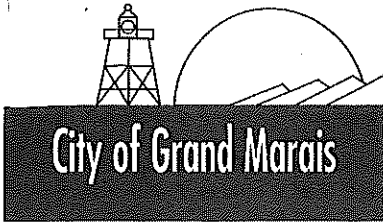


Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
ARY						
G 211-10100 Cash	\$265,894.16	\$3,345.46	\$48,346.33	\$449,875.17	\$389,228.78	\$326,540.55
G 211-10200 Petty Cash	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00
G 211-11500 Accounts Receiv	\$0.00	\$0.00	\$0.00	\$14.99	\$14.99	\$0.00
G 211-11800 Return Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 211-15500 Prepaid Items	\$6,319.32	\$0.00	\$0.00	\$0.00	\$0.00	\$6,319.32
G 211-20200 Accounts Payabl	-\$2,667.79	\$2,667.79	\$0.00	\$2,667.79	\$0.00	\$0.00
G 211-20202 Accounts Payabl	-\$15,573.10	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,573.10
G 211-20800 Taxes Due (Stat	-\$39.00	\$70.00	\$35.88	\$537.00	\$463.64	\$34.36
G 211-25300 Unassigned Fun	-\$247,638.08	\$48,276.33	\$5,977.37	\$388,676.79	\$452,064.33	-\$311,025.62
G 211-25301 Nonspendable F	-\$6,318.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,318.51
RY	\$0.00	\$54,359.58	\$54,359.58	\$841,771.74	\$841,771.74	\$0.00
ARY	\$0.00	\$54,359.58	\$54,359.58	\$841,771.74	\$841,771.74	\$0.00



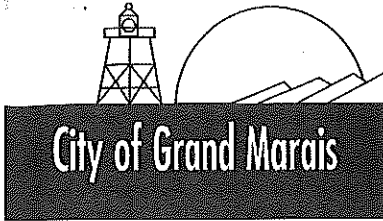
CITY OF GRAND MARAIS
City of Grand Marais Balance Sheet
 Current Period: November 2024

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-\$11,046.42	\$2,907.69	\$5,224.58	\$25,313.42	\$44,551.57	-\$30,284.57
G 215-10101 MONEY MARKET	\$67,452.80	\$214.02	\$0.00	\$2,580.02	\$200.00	\$69,832.82
G 215-10102 CASH-RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-10104 Cash - Reserve	\$269,450.49	\$562.16	\$0.00	\$6,731.16	\$0.00	\$276,181.65
G 215-11500 Accounts Receiv	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00
G 215-15500 Prepaid Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-20200 Accounts Payabl	-\$182.56	\$182.56	\$0.00	\$182.56	\$0.00	\$0.00
G 215-20700 Due to Other Fu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25300 Unassigned Fun	-\$4,633.50	\$3,539.58	\$1,269.27	\$39,854.33	\$23,841.00	\$11,379.83
G 215-25301 Nonspendable F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G 215-25306 Retriected Fund B	-\$34,643.78	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,643.78
G 215-25307 Unassigned-Hma	-\$240,298.53	\$4,070.00	\$4,632.16	\$7,082.24	\$10,801.16	-\$244,017.45
G 215-25320 Asd Fd-Carpet	-\$32,250.00	\$0.00	\$0.00	\$0.00	\$2,000.00	-\$34,250.00
G 215-25328 Asd Fd-Lib Impr	-\$14,198.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$14,198.50
LIBRARY RESTRICTED FUND	\$0.00	\$11,476.01	\$11,476.01	\$81,743.73	\$81,743.73	\$0.00
215 LIBRARY RESTRICTED FUN	\$0.00	\$11,476.01	\$11,476.01	\$81,743.73	\$81,743.73	\$0.00



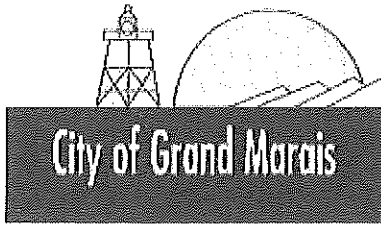
CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: November 2024
 Current Qtr: 4

F Account Descr	2024 Budget	November 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-33620 Other County Gra	\$203,468.00	\$0.00	\$202,469.00	\$999.00	99.51%	\$201,225.00
R 211-00000-34109 Miscellaneous Ser	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-35103 Library Fines	\$0.00	\$26.55	\$132.65	-\$132.65	0.00%	\$131.39
R 211-00000-36222 Copies Charged	\$5,000.00	\$431.88	\$6,386.68	-\$1,386.68	127.73%	\$5,379.28
R 211-00000-36224 Book Replacement	\$0.00	\$3.35	\$510.06	-\$510.06	0.00%	\$388.86
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	\$62.68	-\$62.68	0.00%	\$10.00
R 211-00000-36230 Contributions and	\$0.00	\$29.00	\$1,794.60	-\$1,794.60	0.00%	\$1,485.31
R 211-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-36243 ALS Postage Reim	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39201 Transfer from Gen	\$232,825.00	\$0.00	\$232,825.00	\$0.00	100.00%	\$230,429.00
R 211-00000-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 211-00000-39210 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$441,293.00	\$490.78	\$444,180.67	-\$2,887.67		\$439,048.84
211 LIBRARY	\$441,293.00	\$490.78	\$444,180.67	-\$2,887.67		\$439,048.84



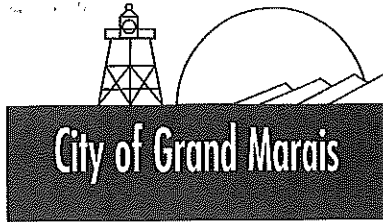
CITY OF GRAND MARAIS
City of Grand Marais Revenue Guideline
 Current Period: November 2024
 Current Qtr: 4

F Account Descr	2024 Budget	November 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
00000 General Departments						
R 215-00000-33620 Other County Gra	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-36210 Interest Earnings	\$0.00	\$214.28	\$2,383.34	-\$2,383.34	0.00%	\$2,612.36
R 215-00000-36230 Contributions and	\$0.00	-\$50.00	\$13,173.00	-\$13,173.00	0.00%	\$2,100.00
R 215-00000-36231 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,271.00
R 215-00000-36236 Minnesota Founda	\$0.00	\$0.00	\$1,609.41	-\$1,609.41	0.00%	\$1,327.91
R 215-00000-36238 Margret Lacey Me	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 215-00000-36239 ALS Crossover Rei	\$0.00	\$0.00	\$4,805.50	-\$4,805.50	0.00%	\$2,233.25
R 215-00000-36240 Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$66,080.98
R 215-00000-36242 ALS Best Sellers Pl	\$0.00	\$0.00	\$744.53	-\$744.53	0.00%	\$0.00
R 215-00000-39201 Transfer from Gen	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%	\$1,000.00
R 215-00000-39205 Transfer From Lib	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
00000 General Departments	\$2,000.00	\$164.28	\$24,715.78	-\$22,715.78		\$78,625.50
45508 Special Collections						
R 215-45508-36210 Interest Earnings	\$0.00	\$562.16	\$6,731.16	-\$6,731.16	0.00%	\$6,197.10
R 215-45508-39206 Transfer From Ha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$562.16	\$6,731.16	-\$6,731.16		\$6,197.10
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$726.44	\$31,446.94	-\$29,446.94		\$84,822.60



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

F Account Descr	2024 Budget	November 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
2 E 211-45500-101 Salary (Full-Time Em	\$177,757.00	\$20,702.56	\$161,720.24	\$2,225.23	98.75%	\$93,014.83
2 E 211-45500-103 Salary (Part-Time Em	\$100,220.00	\$10,458.86	\$78,754.12	\$14,521.20	85.51%	\$92,191.55
2 E 211-45500-105 Overtime	\$0.00	\$0.00	\$1,764.99	-\$1,764.99	0.00%	\$904.06
2 E 211-45500-109 Salary(Maintenance)	\$2,000.00	\$0.00	\$755.33	\$1,101.57	44.92%	\$1,692.96
2 E 211-45500-111 Salary - Clean	\$6,960.00	\$671.19	\$3,658.33	\$2,888.63	58.50%	\$4,743.80
2 E 211-45500-121 PERA	\$21,520.00	\$2,387.46	\$18,493.98	\$1,427.58	93.37%	\$14,246.31
2 E 211-45500-122 FICA	\$17,790.00	\$1,898.78	\$14,676.43	\$1,859.32	89.55%	\$11,599.04
2 E 211-45500-125 Medicare	\$4,285.00	\$444.06	\$3,432.37	\$559.29	86.95%	\$2,712.67
2 E 211-45500-131 Employer Paid Health	\$28,316.00	\$3,621.69	\$31,817.87	-\$6,787.39	123.97%	\$15,989.91
2 E 211-45500-133 Employer Paid Life	\$495.00	\$29.50	\$337.47	\$127.94	74.15%	\$266.83
2 E 211-45500-140 Unemployment Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-150 Worker s Comp (GEN	\$2,250.00	\$145.55	\$1,530.63	\$896.66	60.15%	\$2,376.78
2 E 211-45500-200 Office Supplies (GENE	\$4,500.00	-\$199.90	\$3,837.14	\$290.76	93.54%	\$4,170.61
2 E 211-45500-217 Heating Fuel	\$4,200.00	-\$401.36	\$1,698.61	\$2,001.76	52.34%	\$2,414.95
2 E 211-45500-220 Repair/Maint Supply (\$600.00	\$0.00	\$1,350.21	-\$750.21	225.04%	\$1,177.40
2 E 211-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$120.22
2 E 211-45500-310 Service Agreements	\$5,000.00	\$1,017.61	\$9,856.81	-\$5,549.11	210.98%	\$7,579.93
2 E 211-45500-321 Telephone	\$2,100.00	\$1.41	\$2,024.03	\$75.97	96.38%	\$1,924.94
2 E 211-45500-322 Postage	\$75.00	\$18.33	\$18.33	\$56.67	24.44%	\$71.88
2 E 211-45500-330 Transportation/Schoo	\$4,500.00	\$713.33	\$1,832.45	\$2,142.51	52.39%	\$4,421.86
2 E 211-45500-340 Advertising	\$500.00	\$0.00	\$331.50	\$168.50	66.30%	\$212.50
2 E 211-45500-360 Insurance (GENERAL)	\$15,000.00	\$0.00	\$9,500.57	\$6,022.25	59.85%	\$14,409.73
2 E 211-45500-380 Utility Services (GENE	\$7,000.00	-\$137.28	\$5,152.97	\$1,386.72	80.19%	\$5,207.11
2 E 211-45500-428 Cash Short	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%	\$0.00
2 E 211-45500-430 Miscellaneous (GENE	\$300.00	\$0.00	\$190.09	\$109.91	63.36%	\$250.01
2 E 211-45500-435 Books, Periodicals	\$28,500.00	\$1,047.51	\$25,281.06	\$779.05	97.27%	\$22,466.47
2 E 211-45500-436 Membership Dues	\$575.00	\$0.00	\$200.00	\$375.00	34.78%	\$395.00
2 E 211-45500-437 Audio Visual / DVD	\$3,600.00	\$287.90	\$1,764.52	\$1,346.97	62.58%	\$3,238.78
2 E 211-45500-440 Other Physical Items	\$250.00	\$0.00	\$203.98	\$46.02	81.59%	\$253.60
2 E 211-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-449 Automation	\$1,000.00	\$82.54	\$601.59	\$398.41	60.16%	\$989.44
2 E 211-45500-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 211-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45500 Libraries (GENERAL)	\$439,293.00	\$42,789.74	\$380,793.13	\$25,948.71		\$309,043.17
211 LIBRARY	\$439,293.00	\$42,789.74	\$380,793.13	\$25,948.71		\$309,043.17



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

F Account Descr	2024 Budget	November 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GEN	\$0.00	\$0.00	\$1,339.86	-\$1,412.86	0.00%	\$1,045.09
2 E 215-45500-220 Repair/Maint Supply (\$0.00	\$0.00	\$7,784.55	-\$7,784.55	0.00%	\$161.00
2 E 215-45500-221 Equipment Parts/Buili	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-225 Landscaping Material	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-304 Attorney(Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-330 Transportation/Schoo	\$0.00	\$547.44	\$3,444.46	-\$3,444.46	0.00%	\$59.00
2 E 215-45500-430 Miscellaneous (GENE	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%	\$0.00
2 E 215-45500-435 Books, Periodicals	\$0.00	\$0.00	\$80.15	-\$80.15	0.00%	\$1,359.29
2 E 215-45500-436 Membership Dues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-437 Audio Visual / DVD	\$0.00	\$0.00	\$450.00	-\$450.00	0.00%	\$600.00
2 E 215-45500-438 Donations-Other Org	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-444 Electronic Books, Peri	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-447 Programming	\$0.00	-\$147.85	\$5,577.40	-\$5,577.40	0.00%	\$4,818.68
2 E 215-45500-449 Automation	\$0.00	\$0.00	\$968.69	-\$3,213.17	0.00%	\$2,572.90
2 E 215-45500-520 Capital Outlay (Buildi	\$2,000.00	\$0.00	\$16,949.00	-\$17,649.00	982.45%	\$42,183.09
2 E 215-45500-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$274.39
2 E 215-45500-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45500-590 Capital Outlay Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 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	\$399.59	\$36,694.11	-\$39,711.59		\$53,073.44
45508 Special Collections						
2 E 215-45508-228 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-302 Architects Fees	\$0.00	\$2,035.00	\$2,035.00	-\$2,035.00	0.00%	\$0.00
2 E 215-45508-520 Capital Outlay (Buildi	\$0.00	\$0.00	\$3,012.24	-\$3,012.24	0.00%	\$0.00
2 E 215-45508-523 Capital Outlay (Land)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-560 Capital Outlay (Furnit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
2 E 215-45508-580 Capital Outlay (Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
45508 Special Collections	\$0.00	\$2,035.00	\$5,047.24	-\$5,047.24		\$0.00
215 LIBRARY RESTRICTED FUND	\$2,000.00	\$2,434.59	\$41,741.35	-\$44,758.83		\$53,073.44

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



Fund Statement

November 1, 2024 - November 30, 2024
Prepared on: December 26, 2024

101 Fifth Street East, Suite 2400
Saint Paul, MN 55101

651.224.5463 | philanthropy@spmcf.org

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

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

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

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

Fund Activity Summary

Beginning Balance (November 1, 2024)	\$45,516.84
Contributions	
Contributions	\$0.00
Grants	
Grants Paid	\$0.00
Grants Returned ¹	\$0.00
Investments	
Interest & Dividends	\$47.51
Realized & Unrealized Gain (Loss) ²	\$933.11
Administrative Fees	
Administrative Fees ³	\$0.00
Other Income (Expense) ⁴	
Other Income	\$0.00
Other (Expense)	\$0.00
Ending Balance (November 30, 2024)	\$46,497.46
Approved Grants to be Paid at a Future Date	\$0.00
Uncommitted Balance ⁵	\$46,497.46

Investment Holdings and Performance ^{6 7 8}

			YTD	1 Year	3 Year	5 Year
Asset Detail	\$	%		(Annualized)		
SPMF Multi-Asset Endowment Portfolio	\$46,497.46	100.00				

Total **\$46,497.46**

Available to Grant

Amount Available to Grant Carried Over from Previous Year	\$0.00
Available to Grant Calculated for Current Year	\$1,719.77
Administrative Fees	(\$309.56)
Grants (Paid) Returned in Current Year	(\$1,410.21)
Amount Available to Grant as of November 30, 2024	\$0.00
Grants Scheduled to Be Paid in the Current Year	\$0.00
Pending Amount Available to Grant as of November 30, 2024	\$0.00

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.



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Grand Marais, MN 55604-0280
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Library Director's Report: January 2025

Prepared by: Amanda St John, Library Director

Programs

- There's "*Snow Better Time to Read*" than now, and Youths Librarian Erika Ternes launched our all-ages Winter Reading Program this month. Library Bingo cards are available to keep reader engagement high. Staff prepared title recommendations and have their own cards on display in the library. There are age-appropriate prize structures. This program is made possible with a grant from the Library Friends of Cook County, prize donations or participation from local businesses, and the creativity of our staff.
- Librarian Ryan Leng is leading regular Poetry Workshops and Dungeons and Dragons groups this winter. We're excited to announce that local author Brian Malloy will be providing a series of 12 writing workshops throughout the year in addition to the rockhounding and beginning knitting programs Ryan produced.

Building:

- One third more of the Air Source Heat Pumps were installed. Teams are returning January 27th and 28th to complete work.

Staff:

- Library clerk Evelyn Coffin curates monthly book displays in the library. Her displays succeeded circulated over 500 books in 2024.
- Our newest library clerk, Catherine Magi, took a position as the executive director of Historic Cook County. The first review of applications for the opening is starting.



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Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: January 18, 2025
SUBJECT: Director's review

At the December 2024 Board meeting, Trustees were invited to provide feedback on the existing director's review tool, which Trustee McManus had updated for the Board. Trustees Garry, McCloughan and Giguere responded.

In the Board packet, there are three review tools to consider.

1. Garry's and McCloughan's suggestions were incorporated into the existing tool. Garry struck lines from the working draft and added an overall scoring component that would integrate with the City's personnel review process. McCloughan emphasized metrics where Trustees could know rather than perceive the director's actions.
2. Giguere's draft is presented as a new concept with different themes and metrics that align with what she has observed that the director does.
3. Director St. John provided an example of a review tool that focuses on the organization's performance and the effectiveness of the collaboration between Board and Director in actualizing strategic goals.

Library Director Annual Review – 1 | McManus et al!

Library Director:

Review Period:

Library Board Chair:

Marketing the Library

- **Engagement with Patrons:** The Library Director engaged with library patrons in a positive and welcoming manner offering personalized title recommendations or invitations to use library programs and services based on their comments and needs.
- **Outreach:** The Director sought out opportunities to share library information with patrons through radio interviews, book talks, and other promotional activities.
- **Media Outreach:** The Library Director utilized local media outlets, such as the local newspaper and/or Boreal, to highlight new materials, promote library events, and generate community interest in the library's programs and services.
- **Website Promotion:** The Director used the library's website to highlight new materials, promote upcoming events, and inspire interest in the library.
- **Collaboration with Library Friends:** The Director made an effort to maintain a positive relationship with the Library Friends, promoted events they sponsored, and acknowledged the important role they serve in the success of the library.
- **Collaboration with Arrowhead Library System:** The Director nurtured a positive relationship with Arrowhead Library System staff and informed the public how the regional partner supports our library and enhances what we are able to do for our community.

Comments on the strengths in this area:

Comments on areas that need refinement:

Circulation and Technology

- **Cost-Effective Collection Acquisitions:** The Library Director took a balanced and sustainable approach to acquiring materials for the library's collection so as to meet the needs of library patrons while adhering to budgetary constraints.
- **Technology Upgrades and Planning:** The Director regularly assessed the library's technology infrastructure—both for library operations and for patron use—and provided the Board with timely recommendations for necessary upgrades or replacements to maintain current and functional technology services.
- **Technology-Enhanced User Environment:** The Director maintained a supportive environment that encouraged the public to use a variety of technologies, ensuring the tools needed were available and in good repair.
- **Keeping Pace with Technological Advancements:** The Library Director remained informed about emerging technologies and trends relevant to the library and its patrons, evaluating how new developments could be integrated to improve library services and enhance the user experience.

Comments on the strengths in this area:

Comments on areas that need refinement:

General Performance

- **Timeliness and Reliability:** The Library Director reliably completed responsibilities within established timelines, demonstrating a strong work ethic and consistency in fulfilling tasks and duties.
- **Professional Development and Networking:** The Director actively engaged in library-related conferences, webinars, and networking opportunities, maintaining active membership and participation in the Arrowhead Library System and connecting regularly with fellow library directors to exchange knowledge and best practices.
- **Adherence to Open Meeting Laws:** The Library Director demonstrated awareness of public meeting requirements, consistently adhered to open meeting regulations, and provided guidance to the Board of Trustees to ensure compliance when needed.
- **Evidence-Based Decision Making:** The Library Director's decisions were informed by data, research, and best practices.
- **Strategic Plan Updates:** The Director regularly provided the Library Board with updates on the progress of the library's strategic plan, including milestones, challenges, and adjustments as needed to stay aligned with the library's long-term goals.
- **Facility Maintenance Oversight:** The Director demonstrated a comprehensive understanding of the library facility's maintenance needs, clearly communicated those needs to the Board, and successfully identified and procured bids from qualified contractors to ensure informed decision-making regarding facility upkeep.
- **Library Facility Maintenance:** The Director ensured the library's physical space was consistently clean, well-organized, functional, and properly maintained, providing a welcoming and efficient environment for staff and patrons.
- **Staff Safety and Well-being:** The Director made thoughtful, well-informed decisions to protect the health and safety of the library staff, promptly informing the Board of any situations that could impact staff welfare and taking necessary actions to address concerns.
- **Fiscal Stewardship and Budget Oversight:** The Director maintained a well-functioning, adequately stocked library facility within the confines of the budget, proactively informing the Board of any unexpected expenditures or deviations from the budget, and managing resources effectively to meet library needs.

Comments on the strengths in this area:

Comments on areas that need refinement:

Financial Management

- **Budget Development and Comprehension:** The Library Director demonstrated a thorough understanding of the library's budget expectations, proposed an annual budget that aligned with both those expectations and the library's financial needs, and ensured that all budget components were well-planned and reasonable.
- **Financial Documentation and Reporting:** The Library Director provided Trustees with clear, detailed supplementary documentation for all financial accounts and ensured that all required financial reports were completed accurately and submitted on time.
- **Advisory Role on Financial Needs:** The Director regularly advised the Library Board on the library's financial needs, providing insight into areas where funding may be needed or where adjustments could be made.
- **Responsible Financial Stewardship:** The Library Director managed library funds responsibly, ensuring expenditures remained within the allocated budget and closely monitoring year-to-date budget performance.
- **Proactive Communication on Budget Variances:** The Director communicated promptly and transparently with the Library Board whenever library spending deviated from the anticipated budget, providing explanations and suggestions for corrective actions as needed.
- **Communication with the City and the Board:** The Director presented the library's budget and any related decisions made by the Board of Trustees to the city, and effectively communicated any questions or concerns raised by the city back to the Trustees for further discussion or resolution.

Comments on the strengths in this area:

Comments on areas that need refinement:

Communication

- **Timeliness and Accuracy of Reporting:** The Library Director provided the Library Board with timely, clear, and accurate updates on finances, schedules, staffing, and library activities.
- **Ongoing Communication with Trustees:** The Director kept Trustees informed between meetings of any significant changes, emergencies, or new developments related to the library.
- **Responsiveness to Trustee Inquiries:** The Director provided well-informed, thoughtful responses to Trustee questions and followed up promptly when additional research or information was required.
- **Community Outreach:** The Director actively reached out to other community organizations to build and maintain relationships that supported and advanced the library's mission and goals.
- **Receptiveness to Feedback:** The Director demonstrated an openness to feedback from staff, the public, and trustees, and sought to improve library services and operations by incorporating such feedback.
- **Accessibility and Availability:** The Library Director was approachable and accessible while on-site, making time to address concerns and engage with staff, the public, potential community partners, and trustees in a timely and respectful manner.

Comments on the strengths in this area:

Comments on areas that need refinement:

In summary, the score that most closely matches my assessment of the library director's performance during the last 12 months is (scale 1 to 4 as below): _____.

- 1 – Exceeding expectations
- 2 – Meeting expectations
- 3 – More is expected
- 4 – Performance not demonstrated

Library Director Review 2: Nancy's Draft

The Board of Trustees, in its capacity as an advisory committee, evaluates the library director annually and sends its observations and recommendations to the City Council for consideration at the time of the director's annual performance review.

Relationship with the Trustees

The Director:

- Provides orientation and opportunities for ongoing education of Trustees.
- Meets with the Trustees monthly.
- Keeps the Trustees informed about library operations, activities, opportunities, and problems.
- Develops a strategic plan for the library in collaboration with the Trustees.
- Delivers regular updates about progress on the strategic plan.

Financial Management

The Director:

- Informs the Trustees about the current needs of the library.
- Proposes an annual budget that reflects those needs.
- Is responsible with library funds, spends them within allocated budget amounts, and tracks year-to-date budget totals.
- Informs the Trustees when library spending varies from the expected budget amounts.
- Provides timely and accurate financial documentation.

Collection and Technology

The Director:

- Follows an up-to-date collection development plan. (Note: I think this is important, but as things stand now, do we really know enough to evaluate this?)
- Stays informed about current and new technology developments as they relate to library function and use by patrons.
- Develops a schedule for replacement of outdated technology and acquisition of new technology for library functions and use by patrons.

Buildings and Grounds

The Director:

- Provides the Trustees with adequate information on the need for repairs, upgrades, and remodeling.
- Ensures that the building and grounds are adequately maintained within the imposed budget constraints.

Marketing the Library

The Director:

- Seeks out opportunities to inform the public about library functions, events, and activities through the local newspaper, Boreal, WTIP, and the library website.
- Makes an effort to maintain a positive relationship the Library Friends; promotes events they sponsor; and publicly acknowledges the important role the Friends play in the success of the library.
- Fosters relationships with other community organizations to further the library's mission.
- Nurtures a positive relationship with partners in the Arrowhead Library System, and participates in events, promotions, and training offered by the System.

Professional Development

The Director:

- Demonstrates a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing pertinent information with Trustees.



Trustees' Annual Evaluation of Library Performance

Draft 3 – Amanda's draft

Introduction:

The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County. We help patrons of all ages and backgrounds explore, learn, create, and connect while supporting literacy and a lifelong love of learning.

This evaluation seeks to assess how well we are fulfilling this mission and how effectively we are executing our strategic plan. The results of the evaluation will spark dialogue between Trustees and the Library Director, and help clarify expectations or needs. A summary of findings will be delivered to the City Administrator to help inform the Director's annual review.

1. Successes: What are the top three things that you, community members or stakeholders appreciate most about the Grand Marais Public Library?

- Consider what sparks community pride and engagement with the library's services, programs, or atmosphere.
- What specific aspects of the library's work align with our mission to foster creativity, learning, and connection?

Response:

2. Opportunities for Improvement: In what areas do you, community members or stakeholders think the library is falling short of expectations or its mission?

- Identify where the library is not meeting the needs of its patrons, missing key opportunities, or straying from its strategic priorities.
- For each area of concern, please describe the problem, its impact, and what success would look like in this area.

Response:



Rating Scale for Quantitative Questions:

(For questions where satisfaction or effectiveness is rated, use this scale for consistency.)

- **1** – Very dissatisfied / Very ineffective / Performance not demonstrated
 - **2** – Dissatisfied / Ineffective / More is expected
 - **3** – Satisfied / Effective / Meets expectations
 - **4** – Very satisfied / Very effective / Exceeds Expectations
-

3. Strategic Goals and Priorities: What is your assessment of the library’s progress in achieving its current strategic goals?

- Are the library’s key initiatives on track? Are resources being allocated effectively to meet our strategic priorities?
- Reflect on whether the current strategic goals are adequately serving the needs of the community and library.

Response:

- Satisfaction with goal implementation (1- 4 scale): _____
 - Comments and suggestions for improvement:
-

4. Budget Effectiveness: Is the library’s budget being utilized in a way that supports its mission and strategic goals?

- Are financial resources allocated responsibly and effectively to achieve the library’s objectives?
- In your opinion, where should the library consider adjusting funding to improve service or impact?

Response:

- Satisfaction with budget alignment (1- 4 scale): _____
- Suggestions for improvement:



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6. Closing Reflection:

- Overall satisfaction with the library's performance (1- 4 scale): _____
 - **1** – Performance not demonstrated
 - **2** – More is expected
 - **3** – Meets expectations
 - **4** – Exceeds Expectations
- What changes would most improve the library's performance?



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Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: January 18, 2025
SUBJECT: Safety Improvements

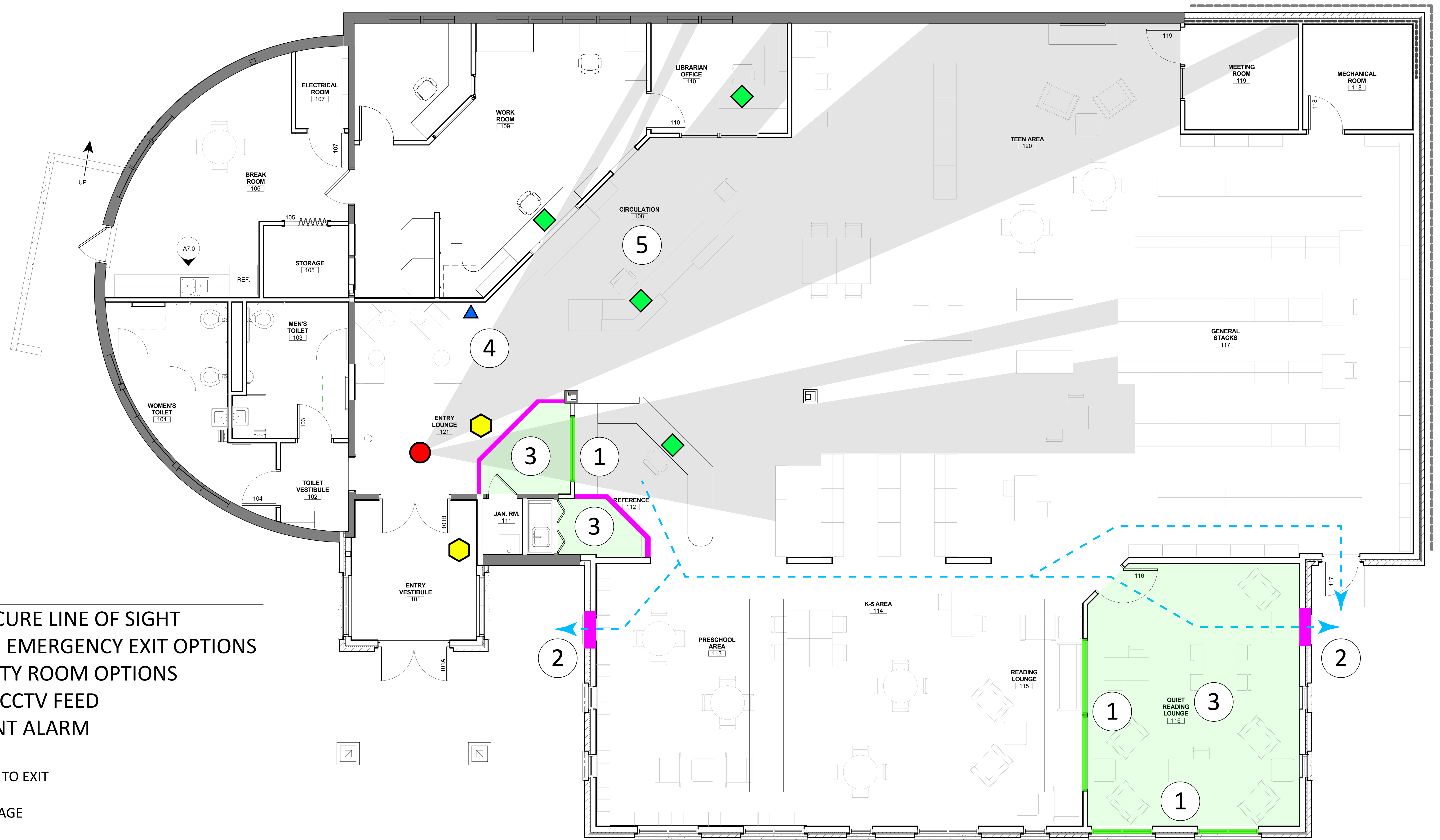
In 2024, the Grand Marais Public Library faced several public safety incidents that tested our staff, alarmed our community, and challenged our collective sense of security. Among these were incidents of patrons behaving unpredictably inside our building, an anonymous bomb threat seeking to end our support of a specific community group, and a social media video of a local man threatening to murder a library employee.

In the face of these unsettling events, my team did its best to protect ourselves and our community members—our neighbors and their children. However, those experiences made it clear that our library is not adequately equipped with the long-term strategies and resources needed to provide the sense of safety we are known for as a respected public facility in Cook County.

We have a pressing need for a more comprehensive and proactive approach to situations involving violence, threats, or other security risks. I aim to discuss some of the agency feedback that I gathered and show how it informs changes I feel would better position us to protect our staff and community in the future.

Inclusions:

- BTR Architects: architectural analyses (2)
- CISA Vulnerability Assessment

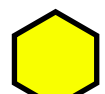




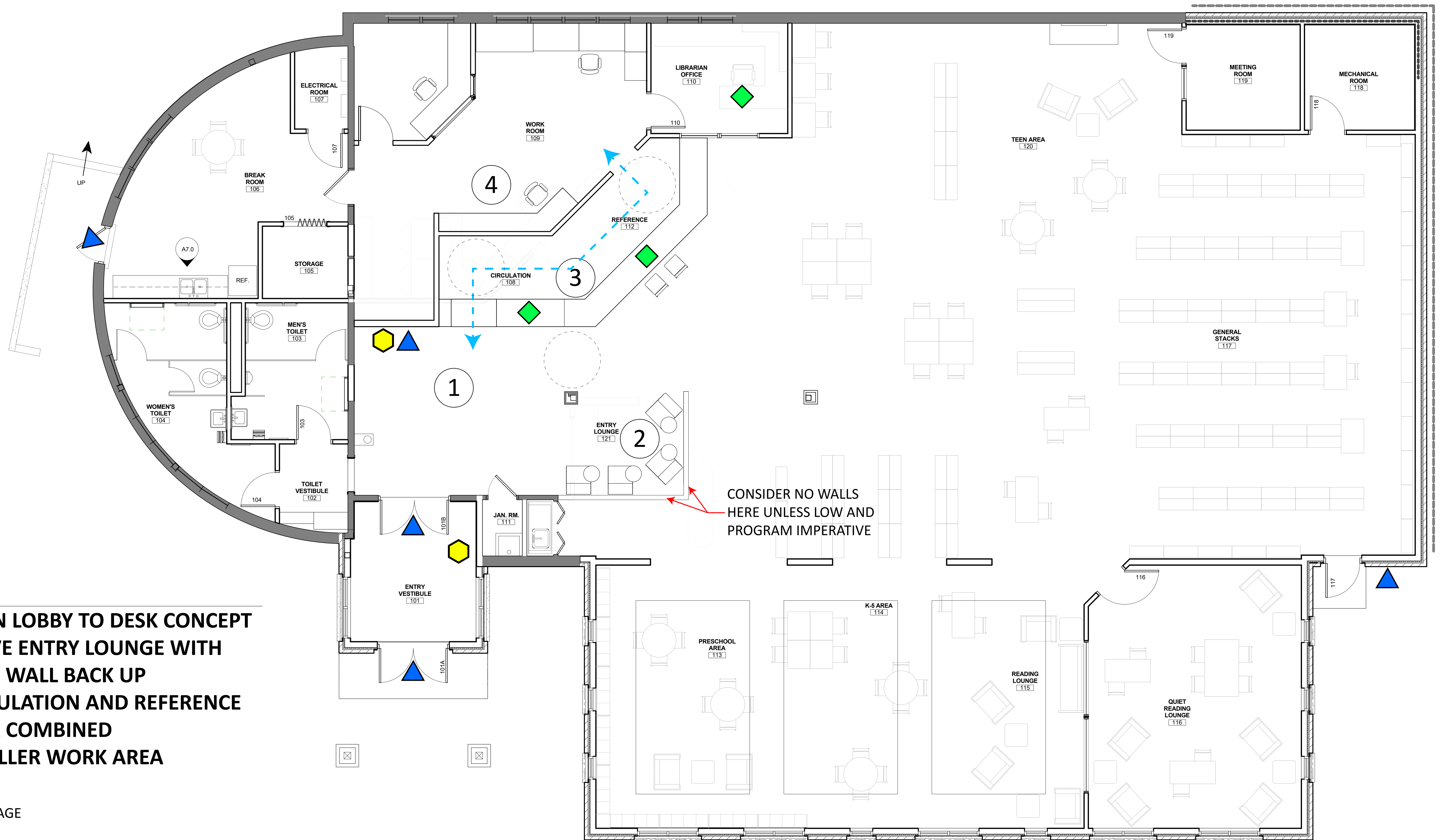
- KEY**
- 1. OBSCURE LINE OF SIGHT
 - 2. NEW EMERGENCY EXIT OPTIONS
 - 3. SAFETY ROOM OPTIONS
 - 4. LIVE CCTV FEED
 - 5. SILENT ALARM

- PATH TO EXIT
- SIGNAGE
- SILENT ALARM
- CCTV
- THREAT

KEY

- 1. OPEN LOBBY TO DESK CONCEPT**
- 2. MOVE ENTRY LOUNGE WITH HALF WALL BACK UP**
- 3. CIRCULATION AND REFERENCE DESK COMBINED**
- 4. SMALLER WORK AREA**

-  SIGNAGE
-  SILENT ALARM
-  POSSIBLE SECURITY CAMERA LOCATIONS





**CYBERSECURITY
& INFRASTRUCTURE
SECURITY AGENCY**



SECURITY **A**SSESSMENT AT **F**IRST **E**NTRY

Grand Marais Public Library

3 October 2024

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For more information about this document, contact the DHS CISA Field Operations Staff Duty Desk at ISDAssessments@cisa.dhs.gov.

On behalf of the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA), thank you for your participation in the Security Assessment At First Entry (SAFE). We appreciate the opportunity to work with you through this process to assist your organization in improving its physical and operational security.

SAFE is designed to assess the current security posture and identify options for facility owners and operators to mitigate against relevant threats. It is not intended to be an in-depth security assessment.

SAFE may be the first step toward an effective security program. In the future, it may be appropriate to conduct a more detailed assessment, particularly after additional security measures have been implemented onsite.

CISA conducted a visit on 3 October 2024, at Grand Marais Public Library. This report lists commendable actions (what the facility is doing well), vulnerabilities (what the facility could improve), and options for consideration (potential security enhancements) based on the Protective Security Advisor's (PSA's) observations and discussions with key site personnel during that visit.

Findings

Commendable Actions and Practices

As part of the onsite visit, the PSA noted several positive and commendable operations-related actions and security practices. The table below lists these observations.

Commendable Actions and Practices

Category	Commendable Action or Practice
Security Management	The facility is proactively working to enhance overall security and is willing to connect with external resources, like CISA, to understand what additional resource may be available to enhance their overall security efforts.
Resilience Management	The facility has implemented a training program that provides staff with annual training with topics related to security and preparedness. Appropriate plans with supporting training and exercises conducted on a routine basis is a recognized best practice and ensures the facility and staff are best positioned to respond to identified threats and hazards.

Vulnerabilities and Options for Consideration

The PSA identified potential vulnerabilities and suggested options the facility may consider to reduce them. The table below lists these vulnerabilities and options for consideration.

The SAFE process and options for consideration provide an opportunity for the facility to mitigate vulnerabilities and implement protective measures. The options for consideration are not prescriptive endorsements of specific protective measures to be installed and/or used at the facility. The owner or operator determines for the facility whether the options for consideration provide the desired enhancements in light of the facility's current security posture, anticipated growth or organizational changes, budgetary outlook, etc.

The options for consideration provide actions that may help improve physical and operational security. References for the options for consideration provided below are listed at the end of the report.

Vulnerabilities and Options for Consideration

Category	Vulnerability	Option for Consideration
Facility Information	<p>The facility may benefit from leveraging the See Something, Say Something campaign to enhance employee and community awareness related to facility assets. Facilities are often subject to suspicious behavior and criminal activities that can occur during or after business hours. Technology solutions such as cameras and intrusion detection systems can be beneficial in deterring and detecting illicit activity, but employees, neighboring facilities, and residents can also provide another layer of security for monitoring facilities enhancing a layered security strategy.</p>	<ul style="list-style-type: none"> • Ensure that all employees are aware of and have been trained on suspicious activity and that they are familiar with reporting mechanisms. Work with neighboring property owners to share information concerning the importance of reporting suspicious activity to local law enforcement and consider sharing information related to the DHS See Something, Say Something (TM) Campaign (https://www.dhs.gov/see-something-say-something). Explore opportunities to include See Something, Say Something messaging into community messaging to heighten awareness and encourage public participation in broader city-wide public safety efforts.
Information Sharing	<p>There are information sharing resources available that the facility is not connected with that can provide information to enhance security and resilience.</p>	<ul style="list-style-type: none"> • Consider becoming a registered member of the Minnesota Fusion Center (MFC) The MFC provides weekly products to registered members that share information specific to Minnesota. You can become a member by navigating to https://mn.gov/fusioncenter and selecting register at the top of the page.
Security Management	<p>The facility lacks procedures for handling suspicious packages.</p>	<ul style="list-style-type: none"> • Develop procedures for handling suspicious packages. ¹ • Incorporate procedures on how to handle suspicious packages into initial and annual security training programs. ¹ • Refer to the Ready.gov website for information about suspicious packages and letters, at http://www.ready.gov/explosions. ² • Ensure bomb threat checklists are accessible at all work stations where inbound calls are received. ³ • Consult the DHS guidance document, <i>Best Practices for Mail Screening and Handling Processes: A Guide for the Public and Private Sectors</i>, available at https://www.cisa.gov/sites/default/files/publications/isc-mail-handling-screening-nonfouo-sept-2012-508.pdf, to inform the development of policies, procedures, and training for recognizing and handling suspicious packages. ⁴

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Category	Vulnerability	Option for Consideration
Security Management	The facility has plans to use the break room area as a safe room.	<ul style="list-style-type: none"> • Use of this space as a safe room should be reinforced through training and exercises. Continuously evaluate the room to ensure it can be secured from the inside and that it is equipped with appropriate communications, medical and safety equipment.
Security Management	The facility does not have a written security plan.	<ul style="list-style-type: none"> • Review CISA's Security Planning Workbook resource located at: https://www.cisa.gov/resources-tools/resources/security-planning-workbook. The Security Planning Workbook is a comprehensive resource that can assist critical infrastructure owners and operators with the development of a foundational security plan. This workbook is designed to be flexible and scalable to suit the needs of most facilities.
Security Management	The facility is currently exploring the possibility of installing doors in the pre-school area and quiet reading lounge. This option could be cost prohibitive and funding dedicated to this enhancement could potentially be better used for other security enhancements.	<ul style="list-style-type: none"> • The option of installing windows that could be used for emergency egress would potentially be a less expensive option and provide similar benefits. Money saved with this option could be used for other enhancements.
Resilience Management - Emergency Action Plan	The facility does not have a written emergency operation/emergency action plan.	<ul style="list-style-type: none"> • Develop a comprehensive emergency operation/emergency action plan specific to the facility. The emergency operation/action plan should assign responsibilities for carrying out specific actions to protect people (including those with special needs), property, operations, and the environment in an emergency, and to provide incident stabilization. Train personnel on the plan, and exercise the plan at least once a year. For more information, visit the Ready.gov website at http://www.ready.gov/business/implementation/emergency, and consult <i>Developing and Maintaining Emergency Operations Plans</i>, available at https://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.⁵
Resilience Management - Emergency Action Plan	The facility does not exercise its emergency operation/emergency action plan annually.	<ul style="list-style-type: none"> • Conduct regular drills and exercises to validate the emergency operation/emergency action plan and to evaluate the ability of personnel to carry out their assigned roles and responsibilities. For more information, visit the Ready.gov website at https://www.ready.gov/exercises.⁶ • Consult the Homeland Security Exercise and Evaluation Program website, at https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep, for a set of fundamental principles that frame a common approach to exercises, among other helpful resources.⁷

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Category	Vulnerability	Option for Consideration
Resilience Management	The facility may benefit from understanding how other facilities are approaching emergency preparedness.	<ul style="list-style-type: none"> Explore opportunities to learn best practices from emergency preparedness activities of other venues. One example is FEMA's guide for developing high quality emergency operations plans for houses of worship. While designed for houses of worship, the basic premise of the document resonates across all facilities working to develop emergency operations or action plans. The resource can be found at: https://www.fema.gov/node/guide-developing-high-quality-emergency-operations-plans-houses-worship
Resilience Management	The facility may benefit from CISA Tabletop Exercise Packages (CTEPs). CISA CTEPs are a comprehensive set of resources designed to assist stakeholders in conducting their own exercises. Partners can use CTEPs to initiate discussions within their organizations about their ability to address a variety of threat scenarios.	<ul style="list-style-type: none"> Navigate to https://www.cisa.gov/resources-tools/services/cisa-tabletop-exercise-packages to learn more about these resources and if they can assist in enhancing current or future preparedness efforts.
Entry Controls	The facility currently does not have the ability to manage access into the facility during special occasions and cannot quickly lock the main entrance in the event of a potential threat.	<ul style="list-style-type: none"> Consider enhancing the doors between the entry vestibule and entry lounge to include the ability to remotely lock and unlock them from the circulation desk and/or other locations within the facility. A call button could be installed in the entry vestibule to alert staff of visitors requiring access. This enhancement could be used to control access into the facility when students or other sensitive populations are in the facility and also provide the ability to remotely lock the doors in the event of a potential threat. During routine operations, doors could be configured to allow uncontrolled access. This option should be layered with CCTV and window film enhancements as articulated in this document.
Entry Controls	The facility recently installed a door between the circulation desk area and the work room. During the visit, it appeared that the door would not allow staff to use this door as a passage into the work room area to seek safe refuge.	<ul style="list-style-type: none"> Ensure that when the installation of this door has been completed, that staff have the ability to quickly pass through this location and secure the door from the inside.

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Category	Vulnerability	Option for Consideration
Building Envelope	Ground-floor windows do not have protective measures to mitigate attempted entry into the facility.	<ul style="list-style-type: none"> Consider installing widow film at entry locations that is shatter resistant and denies easy entry into the facility by simply breaking the glass. Additionally, consider window film that also limits the ability to observe into the facility. The focus of this enhancement should be the windows associated with the main entrance. This enhancement serves to delay entry into the facility and allows those on the inside to take appropriate protective actions.
Building Envelope	Ground-floor windows provide easy observation into the facility.	<ul style="list-style-type: none"> Consider the installation of window film that limits the ability to easily observe inside the facility. Ensure that consideration is given to window film that works at night for times of the year when daylight is limited. This enhancement serves to prevent a potential adversary from easily identifying the location of individuals inside the facility from the outside.
Electronic Security Systems	The facility has not integrated the CCTV into its overall security strategy.	<ul style="list-style-type: none"> Explore the feasibility of installing a CCTV system onsite. Site-specific factors must be considered when selecting components that comprise a particular CCTV system, but initial focus should consider the exterior at the main entrance, the employee entrance, and emergency exit on the southeast corner. On the interior, the entry vestibule and the entry lounge should be considered as part of initial procurement. Regarding system selection, consider working with the City to identify what system is currently being used and if there is an ability to leverage the same contract and video management system. Consider 360-degree cameras to enhance coverage area and ensure that monitoring capabilities are established for key redundant locations within the facility. Additionally, consider a separate dedicated monitor placed inside adjacent to the employee entrance that allows exiting employees to visualize the area outside the door prior to exiting.
Illumination	The facility does not have dedicated parking for staff and, currently, staff park along 2nd Ave W where there is no street lighting. Adequate lighting in parking areas greatly reduces safety concerns related to slips, trips and falls as well and provides a deterrent for potential security concerns.	<ul style="list-style-type: none"> Work with the City to assess the feasibility of installing street lighting that would enhance the safety and security of staff. Lighting could be set on timer to provide illumination during designated hours to minimize impact to the local area when illumination is not required.

Conclusion

This report provides a summary of key findings of the SAFE at your facility and may be used as a guide for the consideration and implementation of future security measures. Please contact your PSA, Glenn Sanders, DHS PSA, or DHS with any inquiries about the information contained in this report:

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Helpful Links

- Minnesota Fusion Center
<https://mn.gov/fusioncenter>
- CISA Security Planning Workbook
<https://www.cisa.gov/resources-tools/resources/security-planning-workboo>
- FEMA Independent Study Resources.
<https://training.fema.gov/is/crslist.aspx?lang=en>
- FEMA High Quality Emergency Operations Plans
<https://www.fema.gov/node/guide-developing-high-quality-emergency-operations-plans-houses-worship>
- CISA Physical Security Resources
<https://www.cisa.gov/topics/physical-security>
- CISA Tabletop Exercise Packages
<https://www.cisa.gov/resources-tools/services/cisa-tabletop-exercise-packages>

Options for Consideration References

¹ Knoke, Michael E., ed., *Protection of Assets: Physical Security* (Alexandria, VA: ASIS International, 2012).

² Ready.gov, “Explosions.” Undated. Accessed September 14, 2022. <http://www.ready.gov/explosions>.

³ FEMA Emergency Management Institute, “IS-906: Workplace Security Awareness.” 2013. Accessed September 14, 2022. <https://training.fema.gov/is/courseoverview.aspx?code=IS-906&lang=en>.

⁴ DHS and Interagency Security Committee, *Best Practices for Mail Screening and Handling Processes: A Guide for the Public and Private Sectors*. September 27, 2012. Accessed September 14, 2022. <https://www.cisa.gov/sites/default/files/publications/isc-mail-handling-screening-nonfouo-sept-2012-508.pdf>.

⁵ National Fire Protection Association, *NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs*. 2013. Accessed September 14, 2022. <http://www.nfpa.org/assets/files/AboutTheCodes/1600/1600-13-PDF.pdf>.

⁶ National Fire Protection Association, *NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs*. 2013. Accessed September 14, 2022.

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<http://www.nfpa.org/assets/files/AboutTheCodes/1600/1600-13-PDF.pdf>. | Ready.gov, "Training." Undated. Accessed September 14, 2022. <https://www.ready.gov/business-training>.

⁷ FEMA, "Homeland Security Exercise and Evaluation Program." 2013. Accessed September 14, 2022. <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>.

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