

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: March 26, 2019

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order
Introductions
Review and approve agenda
Public comments (3 minutes per person)
Approve minutes of February 26, 2019 meeting

Reports

Friends of the Library Report – Powers
Foundation Report – Dave Sproat
Library Manager's Report – Powers

Old Business

Library advocacy

New Business

2018 annual report
Early literacy initiative
Election of officers
Recognition of departing board member

Adjournment

Next regular meeting: Tuesday, April 23, 2019, at 4:30 p.m. in the Main Library Conference Room

**Duluth Public Library Board
Minutes of Regular Meeting
February 26, 2019**

Call to Order: President Rosendahl called the meeting of the Duluth Public Library Board to order at 4:35 PM on Tuesday, February 26, 2019, at the Mt. Royal Branch.

Members Present: Sandy Scheiber, Neil Glazman, Matt Rosendahl, David Sperl, Sue Henke, Michelle Foshay

Also Present: Library Manager, Carla Powers; Public Administration Director, Jim Filby Williams, City Council Liaison Em Westerlund (until 5:15 PM); Community Member: Debbi Rasmussen, League of Women Voters

Members Absent: Lizzy Louma, Betty Ramsland, Nick Foucalt

Meeting Agenda: was reviewed and approved.

Public comments: None

Minutes: January 22, 2019 meeting minutes were reviewed. Motion to approve was made and seconded: Henke/Glazman. Motion approved unanimously.

Reports:

- Port Cards: Question regarding utilization data for Port Cards. Carla will get data for next meeting. A notice about the program was recently sent home with all ISD 709 students.
- Expanding Horizons: Cost of this program is a donation of \$45.00 per participant.

Old Business:

- **Library Board Advocacy:** President Rosendahl asked about content for this month's letter to Mayor/Council. Discussion ensued including the following:
 - Library Board has historically taken a soft approach to advocacy. There is value to the community in the Board taking a stronger advocacy position to accomplish its 2016 Five Year Strategic Plan. The plan was developed with community input and approved by the City Council in June 2016.
Link to Plan: <http://duluthpubliclibrary.org/media/542684/duluth-strategic-plan-11x17.pdf>
 - Advocacy efforts could focus on 2020 budget requests in two areas noted as priorities in the 2016 Five Year Strategic Plan.
 - Early Childhood Literacy (requires investment in additional staffing position(s). It will be important to note that these additional library staff positions are key to LEVERAGING additional public and private investment in Early Literacy efforts)
 - Address the critical facilities issues in order to increase access and use of library resources (requires investment of capital funding)
 - Preliminary discussions are underway regarding a potential relocation of the West Duluth Library and Senior Center as part of the redevelopment of the current site of the abandoned K Mart store. This move could create opportunities for improving the downtown facility as well. It is important that any planning for the West Duluth Branch happen within the context of the entire DPL system and with meaningful input from library staff.

- It was recognized that there is little possibility of relocating from the current downtown facility.
- Message to Mayor/Council should not be a request for a “planning process” which too often allows the administration to delay any real action. A request for the City to choose a course for development and engage in a planning process to accomplish that course may be the better approach.
- It is important to remind City Admin that the Library has lost 22 FTE since 2008 and has had a flat budget for materials purchases since 2010.
- Tying these strategies to the Duluth Comprehensive Plan could strengthen advocacy efforts. Link to Comp Plan: <http://www.duluthmn.gov/community-planning/guiding-documents/comprehensive-plan/>

Sue Henke and Matt Rosendahl will draft a letter based on the above discussion. At the March Board meeting, the draft will be reviewed, revised as necessary, ratified and signed by all board members.

Further discussion ensued regarding the vision of the Early Literacy strategy. Carla will ask Sue Schumacher, DPL supervisor and Early Literacy lead, to join us at a future meeting to discuss the vision.

New Business:

- **Circulation Policy:**
 - A revised Circulation Policy was presented for Board Approval. Revisions included:
 - Adding language about Port Cards
 - Extending Loan Periods
 - Motion was made and seconded (Sperl/Scheiber) to “Approve Policy with a request to staff to develop a proposal for the removal of fines for overdue materials”. Motion approved unanimously.
- **Library Cards for employees living out of state**
 - The policy was revised to extend opportunity to register an out of state library card at no charge to all current City employees. Motion was made to approve and seconded: Sperl/Glazman. Motion approved unanimously
- **2014-18 Usage Statistics**
 - A graphic display of data for hours, visitors, circulation, internet usage and programing attendance was distributed. The graphic display of data enhances usefulness by visual depiction of trends.
 - Observations:
 - Internet Usage decline is related to extending session time (1 hour to 2 hours at Main; ½ hour to 1 hour at branches). Metric is # of sessions.
 - Increased children’s program attendance at West Duluth Branch - changed story time to mornings.

Adjournment: 6:10 PM

Next Meeting: Tuesday, March 26, 2019; 4:30 PM; Main Duluth Public Library

Respectfully submitted,
Susan Henke

Friends Report to Library Board

From meeting of March 29, 2019

Poet Laureate Project. There was an update on the most recent poet laureate committee meeting from the board member who sits on the committee. Several events are in the works for this year, the first of which is a celebration of Walt Whitman's 200th birthday on May 31. The location of this event is yet to be determined.

Bylaws. A committee is working on revising the bylaws to include language about regular attendance at meetings. The board has had difficulty reaching a quorum recently.

Annual Meeting. The organization's annual membership meeting will take place May 21. All Friends members are welcome to attend. Milissa Brooks-Ojibway is in the process of lining up a speaker, and the board plans to provide refreshments.

Submitted by Carla Powers

Foundation Report to Library Board

From meeting of March 12, 2019

The Duluth Library Foundation met last week, spending most of our time discussing our plans for the annual Libations in the Library event in September. The format will need to change as the upper level space previously used to focus the event has been repurposed to a computer users' room. As we'd like to remain on site, we're currently focusing on use of a tent set up along Michigan Avenue for gathering, with guest speakers still giving talks in various rooms within the library building. We've also considered use of the Depot or the Radisson.

At the recommendation of the nominating committee we elected two new board members: Susan Goltz MD and Gerri Williams, whose service will begin in April.

The remaining meeting time was devoted to brainstorming ways in which we could support the 2016 five year strategic plan, particularly Goal 1 which is to prioritize early literacy services and resources to increase the school readiness of Duluth's children. We seek to assess the level of public support backing this goal and determination on the part of the city to move forward.

Submitted by Foundation Board President Dave Sproat

Manager's Report to Library Board March 2019

Project Updates.

- **Computer Lab.** Tables are in place for the public computers, and the staff desk has been ordered. Currently a roof leak is delaying the project. The leak was repaired earlier this week, and Facilities staff are monitoring it as the snow continues to melt. The roofing company is scheduled to come back next week to ensure that nothing was missed. As soon as we are sure that the roof no longer leaks, IT staff will move the public computers to the new space.
- **Public Restrooms.** The architect is finishing the final design, which will go to city council for approval once it is complete.
- **EnvisionWare.** The last piece of this project is to add the option for credit card payments to the self-checkout machines. IT staff is in the process of purchasing and installing a new software module to make this work.
- **Youth Services.** A staff workspace has been removed, opening up a nice little area with beautiful natural light. Originally we had intended to put shelving in this area but have decided it would be better used for public seating. Youth Services staff is choosing furniture for it.

Freegal. Earlier this month we discontinued Freegal, which is the service that provided five free music downloads per week and three hours of music streaming per day for cardholders who live in the City of Duluth. Usage had been declining over the past few years and reached a point where we could no longer justify paying for the service. We are looking into another service called Hoopla, which offers movies and audiobooks in addition to music. However, the cost would be higher than Freegal. Currently there is no capacity in the General Fund budget to pay for this service. We had been relying on Friends of the Library donations to fund Freegal.

MNsure space. MNsure continues to have regular office hours twice a week on the top floor of the Main Library, and this site is the third busiest among all of the MNsure navigator sites (behind the Health Care Access Office and Community Action Duluth). Two library staff members are pursuing another potential partnership to extend the use of this space. Two social workers from the St. Louis County Substance Abuse Prevention Initiative plan to spend a couple of hours here once a week beginning in May. They will meet with people who have questions or concerns about substance abuse or need referrals to other social services. The social workers see it as a good opportunity to connect with people where they are.

Opioid crisis. I've been asked to attend a City Council Committee of the Whole meeting on Monday evening where there will be discussion about how the opioid crisis is affecting various city services. As you know, it has had a big impact on the library and our efforts to provide a welcoming and safe space for all people in the community.

MAIN

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	25	23	26	26	24	20	22	22	23	26	23	24	284
Hours open	212	194	219	222	205	176	192	194	204	222	191	206	2437
Visitors	17981	17145											35126
Internet uses Labs	4022	3230											7252
Internet uses laptops	211	232											443
Internet total	4233	3462											7695
Circulation print,av	30740	27177											57917
Circulation OneClick	513	437											950
Circulation total	31253	27614											58867

MAIN

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	25	23	27	25	25	21	21	23	23	26	23	24	286
Hours open	210.0	194.0	229.0	214.0	213.0	184.0	186.0	202.0	194.0	222.0	194.0	203.0	2445.0
Visitors	22587	20837	24429	19663	15915	16086	16958	16335	14469	16007	15629	15304	214219
Internet uses Sam	4838	4673	5399	4575	3924	3540	4256	4220	3784	4216	3682	3700	50807
Internet uses laptops	295	234	256	250	163	168	207	280	167	164	172	198	2554
Internet total	5133	4907	5655	4825	4087	3708	4463	4500	3951	4380	3854	3898	53361
Circulation print,av	35338	31453	36331	30576	24701	25084	28898	27513	25333	28185	28167	26057	347636
Circulation OneClick	482	507	608	495	414	447	515	530	403	496	507	448	5852
Circulation total	35820	31960	36939	31071	25115	25531	29413	28043	25736	28681	28674	26505	353488

MT ROYAL

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	21	22	21	20	22	22	20	22	18	20	248
Hours open	184	166	184	194	184	176	196	192	176	194	158	176	2180
Visitors	11348	9965											21313
Internet uses Labs	1185	865											2050
Internet uses laptops	44	31											75
Internet total	1229	896											2125
Circulation print,av	27389	24543											51932
Circulation OneClick													0
Circulation total	27389	24543											51932

MT ROYAL

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	22	21	22	21	21	23	19	22	19	19	249
Hours open	184.0	166.0	192.0	186.0	192.0	184.0	184.0	202.0	166.0	196.0	166.0	168.0	2186.0
Visitors	11191	10017	11510	11582	11641	12817	13514	14538	10652	12736	10487	9207	139892
Internet uses Sam	1197	1079	1244	1292	1358	1369	1562	1644	1270	1412	1092	1001	15520
Internet uses laptops	97	69	66	61	47	35	36	55	53	48	45	29	641
Internet total	1294	1148	1310	1353	1405	1404	1598	1699	1323	1460	1137	1030	16161
Circulation print,av	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468	25675	22161	317724
Circulation OneClick													
Circulation total	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468	25675	22161	317724

WEST DULUTH

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	21	22	21	20	22	22	20	22	18	20	248
Hours open	186	168	184	194	184	176	192	194	176	201	156	198	2209
Visitors	6345	7137											13482
Internet uses Labs	813	561											1374
Internet uses laptops	24	27											51
Internet total	837	588											1425
Circulation print,av	10434	9159											19593
Circulation OneClick	0												0
Circulation total	10434	9159											19593

WEST DULUTH

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	21	19	22	21	22	21	21	23	19	22	19	19	249
Hours open	186.0	168.0	194.0	184.0	196.0	184.0	186.0	202.0	168.0	194.0	168.0	166.0	2196.0
Visitors	6603	5789	6637	6447	6638	6726	7186	8073	6130	6844	0	4898	71971
Internet uses Sam	790	770	982	992	1008	1082	1001	1415	1036	1135	889	748	11848
Internet uses laptops	41	24	25	31	26	16	24	23	21	39	25	20	315
Internet total	831	794	1007	1023	1034	1098	1025	1438	1057	1174	914	768	12163
Circulation print,av	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263	10075	8867	124511
Circulation OneClick	0												
Circulation total	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263	10075	8867	124511

TOTAL MAIN AND BRANCHES

2019 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	67	61	68	70	66	60	66	66	63	70	59	64	780
Hours open	582	528	587	610	573	528	580	580	556	617	505	580	6826
Visitors	35674	34247											69921
Internet uses Labs	6020	4656											10676
Internet uses laptops	279	290											569
Internet total	6299	4946											11245
Circulation print,av	68563	60879											129442
Circulation OneClick	513	437											950
Circulation total	69076	61316											130392

TOTAL MAIN AND BRANCHES

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	67	61	71	67	69	63	63	69	61	70	61	62	784
Hours open	580.0	528.0	615.0	584.0	601.0	552.0	556.0	606.0	528.0	612.0	528.0	537.0	6827.0
Visitors	40381	36643	42576	37692	34194	35629	37658	38946	31251	35587	31703	29409	431669
Internet uses Sam	6825	6522	7625	6859	6290	5991	6819	7279	6090	6763	5663	5449	78175
Internet uses laptops	433	327	347	342	236	219	267	358	241	251	242	247	3510
Internet total	7258	6849	7972	7201	6526	6210	7086	7637	6331	7014	5905	5696	81685
Circulation print,av	68984	61571	70936	65282	60253	65753	72493	73801	60880	68916	63917	57085	789871
Circulation OneClick	482	507	608	495	414	447	515	530	403	496	507	448	5852
Circulation total	69466	62078	71544	65777	60667	66200	73008	74331	61283	69412	64424	57533	795723

2018 PROGRAMS SUMMARY

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec Total

MAIN ADULT													
Number of programs	12	15	14	21	13	10	16	20	16	15	14	12	178
Attendance	401	325	352	422	218	459	1051	1276	545	692	279	168	6188

MAIN TEEN													
Number of programs	3	3	2	2	4	4	2	4	2	2	3	2	33
Attendance	188	161	71	58	139	144	52	177	64	66	68	59	1247

MAIN CHILDREN													
Number of programs	20	19	14	21	15	14	22	19	16	20	24	24	228
Attendance	935	880	380	328	693	519	2540	863	258	658	830	533	9417

MTR ADULT													
Number of programs	4	3	4	3	4	8	5	5	4	2	4	3	49
Attendance	54	118	41	24	29	94	79	294	101	38	62	43	977

MTR TEEN													
Number of programs		1		1		2	2	3					9
Attendance		22		10		12	34	128					206

MTR CHILDREN													
Number of programs	7	13	9	8	9	10	9	13	7	9	10	4	108
Attendance	204	548	420	476	317	585	907	1659	255	503	985	133	6992

WES ADULT													
Number of programs	5	4	2	4	4	3	4	3	2	3	3	3	40
Attendance	71	75	16	16	7	36	29	119	33	43	36	32	513

WES TEEN													
Number of programs		1				1		2					4
Attendance		8				3		57					68

WES CHILDREN													
Number of programs	10	9	7	6	9	8	9	10	8	7	6	5	94
Attendance	116	126	110	130	162	336	272	245	171	145	179	116	2108