

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: June 25, 2019

TIME: 4:30 p.m.

PLACE: West Duluth Branch Library

AGENDA

Call to order
Introductions
Review and approve agenda
Public comments (3 minutes per person)
Approve minutes of May 28, 2019 meeting

Reports

Friends of the Library Report – Powers
Foundation Report – Rosendahl
Library Manager's Report – Powers

Old Business

Art policy

New Business

Statement of Concern form

Ongoing Business

Library advocacy

Adjournment

Next regular meeting: Tuesday, August 27, 2019, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
May 28, 2019

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:30 p.m. on Tuesday, April 23, 2019.

Introductions were made.

Members Present: Matt Rosendahl, Sue Henke, Lizzy Luoma, David Sperl, Michelle Foshay, Stephen Welsh, Neil Glazman

Also Present: Carla Powers; Debbi Rasumssen, League of Women Voters; Denette Lynch, community member.

Absent: Betty Ramsland

Review and approve agenda. Agenda approved as drafted.

Public comment period.

- Debbi Rasmussen recommended board members see the movie "The Public" if it is still showing.
- Denette Lynch thanked the board for letting the community know what's happening at the library by keeping detailed minutes. She asked some questions about a discussion that took place a couple of months ago regarding the potential relocation of the West Duluth Branch to the Spirit Valley Mall. Rosendahl explained that this was part of wide-ranging discussion and the board knows of no plans immediately in the works. Powers outlined the benefits of moving the branch to retail space, which include more parking, synergy with local businesses, and a meeting room for library programs. Filby Williams said that the conversation with a potential developer appears not to be as promising as first thought, but this area is a high priority site for the city to develop. If the branch library is relocated, the current space would be repurposed for other city uses.

Minutes: Motion by Welsh, seconded by Henke to approve the minutes of the April 23, 2019 board meeting as drafted with voice consent. Motion approved unanimously.

Reports:

Library Manager's Report

- Powers gave an update on the new computer lab space. Feedback from patrons and staff has been overwhelmingly positive.
- Rosendahl asked whether the social workers using the Main Library space are setting up appointments. Powers replied that they are operating on a drop-in basis. Powers mentioned that this space has been renamed the Partnership Center in recognition of more organizations now using it.
- Rosendahl informed the board that Nick Foucault has resigned due to work commitments. There are a few applications on file with the city clerk's office, but Rosendahl recommended hanging posters in libraries to publicize the open seat to as large a group as possible. The board is seeking greater geographic and/or ethnic diversity in its members.

Foundation Report – None this month.

Friends of the Library Report – None this month.

Old Business:

Election of secretary. Rosendahl laid out two options: schedule staff to work late and take minutes or have Powers take minutes with less detail. After some discussion Foshay volunteered to take minutes, and Sperl offered to be her backup when necessary. Motion by Welsh, seconded by Henke to accept this arrangement. Motion approved unanimously.

Update on proposal to eliminate overdue fines. The proposal approved by the board last month was presented by Powers and Byron Johnson, DPL's head of circulation, at a citywide ideas fair on April 30. It received positive feedback. Filby Williams said that the city's leadership team approved the proposal this morning. The team has asked library staff to report back on next steps including a proposed timeline, procedures, public communication, etc.

New Business:

Art policy. Powers outlined a new policy put together by the library's Diversity Action Group. This committee would like to begin soliciting art displays from local organizations that work with under-represented groups. At this time the library would not accept unsolicited proposals. After some discussion the board requested the policy be reworded to indicate this and brought back for consideration at the next meeting.

Ongoing Business:

Library advocacy. City council liaison Em Westerlund has requested a Committee of the Whole meeting to update the council on the library's strategic plan, its accomplishments, and the remaining needs related to the priority goals of early literacy and facilities. Foundation board president Dave Sproat, Ramsland and Rosendahl plan to meet and discuss their plans for a presentation. Filby Williams recommended making city administration aware of plans for the presentation. He will talk with CAO Noah Schuchman.

Adjournment: Meeting adjourned at 5:20 pm.

Next meeting: Tuesday, June 25, 2019; 4:30 p.m.; West Duluth Branch Library

Friends Report to Library Board

The 40th Friends of the Library book sale is now in the history books. The sale began with members-only day on June 10. According to the volunteers this day was a little slower than in years past, and total sales were slightly below last year's first day. However, business picked up as the week went on, and the initial (unofficial) total for the week was \$19,022.61. This was just slightly below the goal of \$20,000. The sale went very smoothly again this year, thanks to the hard work of a whole team of volunteers.

Submitted by Carla Powers

Foundation Report to Library Board

From meeting of June 18, 2019

The Duluth Library Foundation is preparing a "Case Statement in Support of an Early Childhood Literacy Program in the Duluth Public Library" outlining the need for early literacy efforts in the community, the operational plans for Duluth Public Library to address that, and the costs. The foundation plans to present this to the mayor at a meeting July 5.

Save the dates!

- Books and Baseball at the Huskies game at Wade Stadium (July 14, 2019)
- 4th Annual Olga Walker Memorial Award (August 14, 2019)
- 8th Annual Learning & Libations at the Library (September 21, 2019)

Submitted by Matt Rosendahl

Manager's Report to Library Board June 2019

Public Restroom Project. A meeting is scheduled for June 21 to discuss finishes, and the project should be going out for bid soon. I can provide an update at Tuesday's Library Board meeting.

Lake Superior Libraries Symposium. Several DPL staff members attended the Lake Superior Libraries Symposium conference, which took place at Lake Superior College on June 7. I also attended the preconference the afternoon of June 6. The preconference and keynote were presented by John Pateman, who is the CEO of the Thunder Bay Public Library and author of a book titled *Managing Cultural Change in Public Libraries*. The preconference focused on how to move a public library along the spectrum from traditional to community led to needs based. Pateman's keynote outlined how he adapted principles from the "Blue Ocean" business strategy and applied them to his library. Both presentations were informative and inspirational. The staff who attended are interested in bringing this work to our library. Another highlight of the conference was a presentation by several DPL staff members about our Port Card project. They did a terrific job, and there was a lot of interest from session attendees.

Construction Work. The block of Superior Street directly in front of the Main Library was closed for a few weeks in order to repair a faulty connection on the water main. It reopened to traffic on June 17. Trees have been planted and flowerpots hung for the season. The only work that remains is to paint designated parallel parking spaces.

Parks & Rec Collaboration. Library and Parks & Recreation staff are working together on two projects for young children this summer. The partnerships are based on research documenting the importance of play, outdoor experiences, and enriched early literacy activities to the healthy development of the whole child.

- The first partnership, **Bayfront Story and Play**, is a bi-weekly event in Bayfront Festival Park. Families and groups are encouraged to bring their own picnic and blanket for a family storytime that features stories, songs, and fingerplays. Everyone is encouraged to play and picnic before and after the storytime. Forty-four adults and children enjoyed the first Story and Play session (with underpants as the theme!)
- The second partnership is **Stay and Play**, which is an enhancement of the Main Library's traditional Wednesday storytimes for babies, toddlers, and preschoolers. Library staff present early literacy storytimes in the Library's Gold Room. Families can then move to the Green Room where Parks & Rec staff provide equipment and activities that encourage large motor development and imaginative play. The first Stay and Play was held on June 19. Fifty-three adults and young children participated in activities ranging from stories, songs, and fingerplays to crawling through tunnels, twirling hula hoops, and building tall towers with blocks.

Duluth Public Library Art Exhibit Policy

Artists and exhibitors must consider that the viewing audience will include all ages, levels of sophistication, backgrounds, and personal tastes, when judging the appropriateness of their particular exhibit for the public library. In accordance with the American Library Association's Bill of Rights, exhibits will not be excluded because of the origin, background or views of those contributing to their creation, nor removed because of partisan or doctrinal disapproval.

Conditions of Exhibition:

1. **At this time, unsolicited requests to exhibit will not be accepted. Library staff will invite artists to display their work.**
2. The library may promote the exhibit in printed materials, on the webpage, or on the Library's social media accounts. Additional publicity is the responsibility of the artist.
3. The library may give priority to art that celebrates diversity.
4. The library may work with other organizations to coordinate art displays.
5. Library staff will determine location for all exhibits.
6. Artists are responsible for hanging/arranging all exhibits in library buildings using the picture rail system provided by the library. Artists are responsible for providing related signage. Artists are responsible for the provision of labels, hanging and arranging artwork, and the delivery and retrieval of artwork to and from the library.
7. The Duluth Public Library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner's risk.
8. All exhibit pieces will remain for the duration of the exhibit period. Each display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
9. A small tag with the artist's name and contact information is permitted. Prices may not be displayed on the artwork. The library is not involved in any way in the sale of items on display.
10. The Duluth Public Library's policy concerning challenged materials will be followed should complaints about an exhibit or display be received by the library.
11. The duration of an exhibit will be determined by the Art Exhibit Coordinators, based on the availability of exhibit space and other events scheduled in the Library. Only the artist, the Art Exhibit Coordinators, or authorized representatives with written permission will be permitted to remove the artwork from the Library or the exhibit space. Should the artist not remove the artwork at the conclusion of the exhibit, the Art Exhibit Coordinators reserve the right to remove the artwork from the exhibit space.

Duluth Public Library Statement of Concern

Name: _____

Address: _____

Phone: _____ E-mail: _____

Title and Author/Creator: _____

If a book or movie, how much of this material did you finish?

____ All ____ Some ____ A little

If not "All," which parts did you finish? _____

What concerns you about this material? (Please be as specific as you can.)

Are there resources you would suggest to provide additional information and/or other points of view on this topic?

What would you like the library to do about this material?

Note: Library policies that may be relevant to your statement include the Collection Development and Management Policy, Art Policy, Library Bill of Rights, Right to Read, Right to View, and the American Library Association's guidelines on intellectual freedom. These policies are available upon request from the library. Excerpts from the Collection Development and Management Policy can be found on the reverse side of this form.

Signature

Date

Duluth Public Library Collection Development and Management Policy

Excerpts

Collection development is the ongoing process of assessing materials available for purchase or licensing, and making decisions about the inclusion and retention of materials. The library's collection is critical in fulfilling the library's mission and meeting its service priorities.

COLLECTION RESPONSIBILITIES

Staff responsibility for the collection rests with the Library Manager, who operates within the framework of this Collection Development and Management Policy. The Manager delegates to staff members authority to interpret and apply this policy in daily operation.

Community members have a role in shaping library collections by participating in the collection development process through suggestions and feedback.

INTELLECTUAL FREEDOM

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The library provides an impartial environment in which individuals can access information representing many different points of view on a variety of topics. The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements guide the selection and management of collections. These documents are available upon request from the library.

Collection development and management decisions are based on the merit of the work as it relates to the library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The library recognizes that some materials may be controversial and that any given item may offend some people. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians are responsible for their children's use of library materials.

RECONSIDERATION OF LIBRARY MATERIALS

Individuals may request reconsideration of a selection decision of library material by completing the Statement of Concern form, available at any Duluth Public Library location. The Library Manager will respond in writing to a completed Statement of Concern form.

Upon request, the Duluth Public Library Board will consider appeals of the Library Manager's response. Appeals should be presented in writing to the Library Board. Contact information for the Board is available from Library personnel. Decisions on appeals are based on the Board's careful review of the Statement of Concern form, the relevant material(s), and relevant DPL policies, including this policy, the Library Bill of Rights, the Right to Read and the Right to View, and the American Library Association's guidelines on intellectual freedom. These documents are available upon request from the library. The final decision on appeals rests with the Duluth Public Library Board.

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	20401	19300	16348								35126
Internet uses Labs	4022	3230	4096	4030	3402								7252
Internet uses laptops	211	232	257	250	162								443
Internet total	4233	3462	4353	4280	3564								7695
Circulation print,av	30740	27177	31027	30554	27699								57917
Circulation OneClick	513	437	465	463	465								950
Circulation total	31253	27614	31492	31017	28164								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	11633	12592	11473								21313
Internet uses Labs	1185	865	1078	1076	1099								2050
Internet uses laptops	44	31	47	39	26								75
Internet total	1229	896	1125	1115	1125								2125
Circulation print,av	27389	24543	26874	28222	26809								51932
Circulation OneClick													0
Circulation total	27389	24543	26874	28222	26809								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	7000	7603	6312								13482
Internet uses Labs	813	561	715	782	804								1374
Internet uses laptops	24	27	39	35	22								51
Internet total	837	588	754	817	826								1425
Circulation print,av	10434	9159	10236	10202	10028								19593
Circulation OneClick	0												0
Circulation total	10434	9159	10236	10202	10028								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	39034	39495	34133								69921
Internet uses Labs	6020	4656	5889	5888	5305								10676
Internet uses laptops	279	290	343	324	210								569
Internet total	6299	4946	6232	6212	5515								11245
Circulation print,av	68563	60879	68137	68978	64536								129442
Circulation OneClick	513	437	465	463	465								950
Circulation total	69076	61316	68602	69441	65001								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