

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: August 27, 2019

TIME: 4:30 p.m.

PLACE: Main Library Conference Room

AGENDA

Call to order

Review and approve agenda

Public comments (3 minutes per person)

Approve minutes of June 25, 2019 meeting

Reports

Friends of the Library Report – Ramsland

Foundation Report – Powers

Library Manager's Report – Powers

New Business

Overdue fines

Every Child Ready Duluth initiative

Gathering of Associated Library Advocates October 1, 2019

Ongoing Business

Library advocacy

Adjournment

Next regular meeting: Tuesday, September 24, 2019, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
June 25, 2019

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:30 on June 25, 2019.

Introductions were made.

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

Also Present: Carla Powers, Lori Crocker (Branch Coordinator), Jim Filby Williams

Absent: Betty Ramsland, Sue Henke

Review and approve agenda: Agenda approved as drafted.

Public comment period: No comments.

Approve minutes of May 28, 2019 meeting: Motion by Sperl, seconded by Luoma, to approve the minutes of the May 28, 2019 board meeting as drafted. Motion approved unanimously.

Reports:

Friends of the Library Report

Written report was reviewed. Friends do not meet in June, as that is book sale month. The unofficial total for this year's sale was over \$19,000.

Foundation Report

Written report was reviewed. Rosendahl highlighted an upcoming meeting with city administration regarding support for an early literacy initiative.

Library Manager's Report

Written report was reviewed. Powers provided an update on the Superior Street restroom project, which is tentatively scheduled to begin in September. The Michigan Street men's room and the Green Room will be unavailable for at least part of the construction project.

Old Business:

Art Policy

Powers presented a revised draft of the art policy, which specifies that the library is seeking out art and not accepting unsolicited art at this time. Motion by Glazman, seconded by Rosendahl, to approve the policy as written. Approved unanimously.

New Business

Statement of Concern Form

Powers outlined a revised Statement of Concern form that was expanded to include art displays as well as items in the collection. Motion by Glazer, seconded by Welsh, to approve the form as written. Approved unanimously.

Ongoing Business

Library advocacy – No updates at this time.

Adjournment

Next regular meeting: August 27, 2019 in the Main Library Conference Room.

DRAFT

Friends Report to Library Board

From meeting of August 20, 2019

Balance in checking account is \$39,000. Motion made, seconded and approved to give the DPL \$15,000. Friends are still waiting on an audit from a CPA firm regarding tax exempt status, etc., at which point we will determine available monies to be distributed. Book sale grossed \$18,500. Memorials from Charlotte Smith Moyer (former board member) will be transferred directly to the DPL, as will other memorials. Sidewalk Days and Spirit Valley Day were successes; not fund raising but friend raising. Friends savings account has \$1,500 which will be moved into general account. Newsletter will go out before December and cover the Christmas book sale at Mt. Royal, Sidewalk Days, membership renewal.

Submitted by Betty Ramsland

Foundation Report to Library Board

The Foundation's "Case Statement in Support of an Early Childhood Literacy Program in the Duluth Public Library" was presented to Mayor Larson and CAO Noah Schuchman on July 5. They responded favorably. The Mayor will present her 2020 budget to the City Council on September 9, and the Foundation is hopeful that funding for this initiative will be included.

Books & Baseball took place on July 14, 2019 and was a big success. There were more kids in attendance than any previous Books & Baseball events, probably because the Huskies provided free tickets to all of the kids who signed up for summer reading. The weather was beautiful, lots of books were given away, Clifford made an appearance, and the kids enjoyed being read to by Huskies players before the game began.

The 4th Annual Olga Walker Memorial Awards were given out at an event at the Depot on August 14. Attendance was good again this year, the breakfast provided by Duluth Grill was wonderful, and donors and award recipients seemed to enjoy socializing and expressing their love of the Duluth Public Library.

Mark your calendar for the 8th Annual Learning & Libations at the Library, which will take place on September 21. Invitations will be mailed soon.

Submitted by Carla Powers

Manager's Report to Library Board August 2019

Public Restroom Project. A bid by Four Star Construction was approved by the City Council last Monday, August 19. Demolition of the space may begin as early as the week of August 26. The project is expected to take eight to 12 weeks, and the Green Room will be out of commission during this time. As a result we are limiting our programming at the Main Library for the next few months, and we are not allowing outside groups to book the meeting rooms.

Workforce Partnership. Recently another group has begun making use of the Partnership Center space on the top floor of the Main Library. The Duluth Workforce Center/CareerForce Duluth is providing drop-in assistance every second and fourth Monday of the month from noon until 2 p.m. Services provided include career planning, helping people develop a job search strategy, researching careers and companies, reviewing and assisting with resumes, helping prepare people for job interviews, and informing people about classes and services offered by CareerForce Duluth.

Social Stories. Earlier this month library staff posted our first "social story" on the DPL website. Social stories are learning tools that help a person understand what to expect when visiting a new place. They show photos and use positive statements about expected behavior. Social stories can be helpful for everyone, but they're especially useful for children on the autism spectrum. Tamara Pogin, Speech and Language Pathologist from MN Masonic Children's Clinic for Communication Disorders, helped our youth services staff create this social story about the Mt. Royal Branch. This fall Tamara will help put together a social story about the West Duluth Branch, and one for Main will be created in the future. You can see the Mt. Royal social story at <http://duluthlibrary.org/services/social-stories/>.

Summer Reading. This year's summer reading program wrapped up on August 16, and participation was up slightly from last year. This summer a total of 425 adults, 301 teens, 523 kids, and 211 babies, toddlers, and preschoolers signed up for the program. Last summer the numbers were 496 adults, 286 teens, 526 kids, and 164 babies, toddlers, and preschoolers signed up for the reading program. As usual, library staff put a lot of planning, creativity and energy into making it a fun program for all ages.

Port Cards. Somewhat surprisingly, student use of Port Cards was very high over the summer as well. On May 13, 242 students had checked out a total of 1127 items over the school year. By mid-August another 218 students had begun using their Port Card, and 1632 more items had been checked out – a 145% increase in circulation in just three months. Giving kids control over their own library account and using a virtual card to make it easier to use the library has been transformational for both students and staff.

Saturday Hours. With summer winding down, Saturday hours will resume at the Main Library beginning September 7.

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	16617	19596						35126
Internet uses Labs	4022	3230	4096	4030	3402	3141	3847						7252
Internet uses laptops	211	232	257	250	162	141	142						443
Internet total	4233	3462	4353	4280	3564	3282	3989						7695
Circulation print,av	30740	27177	31027	30554	27699	26809	30748						57917
Circulation OneClick	513	437	465	463	465	485	432						950
Circulation total	31253	27614	31492	31017	28164	27294	31180						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	12195	13317						21313
Internet uses Labs	1185	865	1078	1076	1099	1023	1208						2050
Internet uses laptops	44	31	47	39	26	29	45						75
Internet total	1229	896	1125	1115	1125	1052	1253						2125
Circulation print,av	27389	24543	26874	28222	26809	28389	32440						51932
Circulation OneClick													0
Circulation total	27389	24543	26874	28222	26809	28389	32440						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	7739	7361						13482
Internet uses Labs	813	561	715	782	804	787	950						1374
Internet uses laptops	24	27	39	35	22	21	23						51
Internet total	837	588	754	817	826	808	973						1425
Circulation print,av	10434	9159	10236	10202	10028	10436	12169						19593
Circulation OneClick	0												0
Circulation total	10434	9159	10236	10202	10028	10436	12169						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
Days open	67	61	68	70	66	60	66	66	63	70	59	
Hours open	582	528	587	610	573	528	580	580	556	617	505	5
Visitors	35674	34247	39034	39495	34133	36551	40274					
Internet uses Labs	6020	4656	5889	5888	5305	4951	6005					
Internet uses laptops	279	290	343	324	210	191	210					
Internet total	6299	4946	6232	6212	5515	5142	6215					
Circulation print,av	68563	60879	68137	68978	64536	65634	75357					
Circulation OneClick	513	437	465	463	465	485	432					
Circulation total	69076	61316	68602	69441	65001	66119	75789					

TOTAL MAIN AND BRANCHES

2018 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Days open	67	61	71	67	69	63	63	69	61	70	61	
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
Visitors	40381	36643	42576	37692	34194	35629	37658	38946	31251	35587	31703	294
Internet uses Sam	6825	6522	7625	6859	6290	5991	6819	7279	6090	6763	5663	54
Internet uses laptops	433	327	347	342	236	219	267	358	241	251	242	2
Internet total	7258	6849	7972	7201	6526	6210	7086	7637	6331	7014	5905	56
Circulation print,av	68984	61571	70936	65282	60253	65753	72493	73801	60880	68916	63917	570
Circulation OneClick	482	507	608	495	414	447	515	530	403	496	507	4
Circulation total	69466	62078	71544	65777	60667	66200	73008	74331	61283	69412	64424	575