

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

**DATE:** January 26, 2021

**TIME:** 4:30 p.m.

**NOTICE:** The Duluth Public Library Board will be holding a special meeting in August by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Members of the Board will be participating through video conference. Due to the COVID-19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to Library Manager Carla Powers prior to the meeting. Please include "Library Board Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

### AGENDA

Call to order

Review and approve agenda

Public comments received in advance of meeting

Approve minutes of November 24, 2020 meeting

#### Reports

Library Manager's Report – Powers

Every Child Ready Duluth Report – Carmella Hatch

Friends Report – Ramsland

#### Old Business

Restoring services and staffing

#### New Business

2021 meeting schedule

Collection development policy

#### Ongoing Business

Advocacy

Adjournment

Next regular meeting: February 23, 2021, at 4:30 p.m. via WebEx.

**DULUTH PUBLIC LIBRARY BOARD**  
**DRAFT Minutes of Virtual Meeting**  
**November 24, 2020**

Sue Henke called the meeting of the Duluth Library Board to order at 4:30 on November 24<sup>th</sup>, 2020.

**Members Present:** Sue Henke, Michelle Foshay, Matt Rosendahl, Lizzy Luoma, Alex Strelow, Neil Glazman, Stephen Welsh

**Also Present:** Carla Powers, Arik Forsman, Jim Filby Williams

**Public Attendees:** Dennis McManus

**Absent:** David Sperl

**Review and approve agenda**

Motion by Foshay moved, seconded by Strelow, to approve agenda as drafted. Motion passed unanimously with raised hands.

**Public comments:** None submitted prior to meeting.

**Review and approve minutes from October 27, 2020**

Motion by Ramsland, seconded by Glazman to approve minutes as drafted. Motion passed unanimously with raised hands.

**Library Manager's report**

Powers reported an uptick in number of patrons using public computers by appointment. Curbside has seen an increase as well. The previous average of 164 unique users per day has risen to 168 per day. Roughly 15 to 20 of the daily users are new to the service. A new pickup window has been installed to help serve curbside patrons in the winter months. Grab and go service will not begin until Covid cases fall in our region. Returns have increased, and staff is planning to begin accepting returns at the branches in January 2021. All but three of the Library Technicians have now been called back to work. The library is still down approximately 15 FTEs due to retirements, resignations, and layoffs.

**Every Child Ready Duluth report**

The ECRD Strategic Plan is nearly completed and will be posted online soon. Sue Schumacher will speak about ECRD at the Northern Lights Interagency Council (a collaborative of organizations and school districts that serve the needs of students with disabilities) in January. Powers would like to find a way to make use of the library branches to support ISD 709 in the future, when the school district and the City allow for more in-person use of buildings again.

**Old Business**

Restoring in-person services

The first priority is bringing people back on staff in order to support more services. The first service expected to expand would be accepting returns at branches. Once all permanent staff have been called back, then temporary non-bargaining unit staff can return. Powers reported that she and the library supervisors are considering changes to the org chart. With the large number of vacant positions, this is a logical time to look at potentially aligning staff differently or reassigning positions to another function. In response to a question

about the priority of filling various positions, Powers replied that the Librarian II in charge of system administration would be one of the top priorities. Adding Saturday curbside pickup hours is under discussion.

**Special meeting in December**

The consensus is that the board should wait and see if this is necessary. Henke and Powers will confer early next month and make a decision.

**Ongoing Business/Advocacy**

Board decided to revisit this in January, advocating that any vacant positions remain with the library and be filled.

Meeting adjourned at 5:27 p.m.

**Next regular meeting: January 26, 2021, at 4:30 p.m. via WebEx.**

## Manager's Report to Library Board January 2021

**Employee Callbacks.** The remaining three Library Technicians were called back to work on January 4. Next we will begin bringing back some of the 13-hour non-bargaining unit staff as needed to support current and future services. These positions will slowly be phased back in to ensure that all staff are trained and there is enough work to keep them busy.

**Computer Use by Appointment.** Policies around mask compliance and staff assistance on computers were tightened up in November due to the surge in Covid cases locally. Because of these changes the service was able to safely continue. An average of 17 people per day are making use of the service.

**Curbside Pickup.** Usage remains strong, and we're now at more than 100,000 checkouts since curbside began. Approximately 175 people use curbside pickup each day. Because usage is so high, the new pickup window still has not been put into operation, over concerns about long lines in front of the window. The current setup with tables can better accommodate multiple people picking up items at once. This will change, however, once the building opens up for grab-and-go. We anticipate the demand for curbside pickup slowing enough to use the window, and the entrance will be used for patrons coming into the building.

**Next Phase of Service.** With the arrival of outdoor book drops for West Duluth, the branch libraries soon will be able to accept returns. We anticipate the book drops to be installed and operational by January 30. This is the date that Saturday curbside pickup will begin at Main.

**Branch News.** With the branch libraries closed, staff have been busy cleaning up, rearranging space, and installing temporary shelving to accommodate a glut of extra items. Normally a large proportion of the branch collections are out in circulation. However, with overall circulation still lower than usual and items housed at the Main Library having priority for filling holds, the shelves at the branches have become very full. We have borrowed book sale shelving from the Friends of the Library to hold the extra materials. The public furniture at Mt. Royal has been removed and stored in the Blue Room in preparation for grab-and-go. At West Duluth, library staff has cleaned and organized the back room staff area. Facilities staff is installing cubicles to allow for this work space to be shared more comfortably and safely.

**Behind the Scenes at Main.** This period of closure is being put to good use at the Main Library as well. We hired a painter to paint all of the hot pink radiators, which greatly improved the look of the space. Staff is continuing a heavy weeding the adult nonfiction collection and planning to move the adult fiction collection up to the top floor. This work will be done in conjunction with a recabling project that is scheduled for later this year. It will eliminate a staffing point on the Superior Street level and allow for youth services to expand its footprint. A larger remodeling project is still needed. In the meantime, however, this allows for better use of the space.



## Every Child Ready Duluth

### 2020 Year End Report

The Every Child Ready Duluth library team started off strong in 2020 with a solid team of library staff, a growing network of support from the community, and bold plans for the year ahead. Covid-19 disrupted those plans, starting with the cancellation of an in-person Strategic Planning Summit. Then the library closed and the initiative was further stalled when Lynn Schwarzkopf, the team's library technician, was laid off. Fortunately, the Library Foundation was gracious enough to hire Lynn back as an independent contract worker specifically for the initiative until she could be rehired by the city full time. Our strategic planning consultant, Amanda Standerfer, was flexible enough to devise an alternative way to create the strategic plan and still include community input and guidance. The team balanced this extended strategic planning process alongside curbside pick-up duties in the library and responding to the evolving needs of Duluth's young children, parents and caregivers, and early childhood care and education professionals.

It has been a challenging year to kick off our initiative, to say the least. While we're not quite at the point we imagined we would be, we still feel pleased with the work we have been able to accomplish over the course of the year. We feel we're heading into 2021 with solid goals and ambitious (but measurable) activities in our strategic plan, amazing community partners, and great support from the library, Foundation, and the city for the future of this initiative.

Here are some of the highlights from our work this year:

- Connected with 52 community partners at a Northland Foundation Thrive presentation about ECRD
- Created and implemented an 8-week baby storytime series addressing social and emotional well-being, reaching about 160 parents and babies, that can be duplicated in the future (pre-Covid).
- Connected with 75 members of the child care community while tabling at the Northland Foundation's Child Care Appreciation event (pre-Covid)
- Participated at the February Steve O'Neil Apartments' Family Literacy Night (pre-Covid) interacting with about 45 participants
- Created an ECRD Facebook page with resources for parents, caregivers, and community partners
- Launched weekly Baby and Toddler Storytimes on Facebook in April. So far we have provided 36 storytimes with a total of 6,378 views. We are continuing these storytimes as long as they are fulfilling patron needs during the pandemic and as publisher permissions allow.
- Developed a Learning Report to gather and share information about the early childhood care and education sector in Duluth along with information about other library and community programs across the country that address similar school readiness barriers. Surveyed 65 community organizations and interviewed 12 individuals working in positions that intersect with early childhood care and/or education to inform the report.
- Provided 18 story stroll events at 14 different parks across Duluth and distributed over 400 free books and craft kits to young children at these events
- Delivered 787 free books to 11 partner organizations to distribute to families they work with or to use with children at their facility. We will continue these drop-offs, potentially expanding to new partners, as the challenges of Covid persist.
- In collaboration with the NAACP of Duluth and the Superior Public Library, we launched Community Reads, a series of storytime videos featuring 8 different readers who identify as Black, Indigenous, or People of Color in the Twin Ports, reading to 7,719 viewers.
- Developed 5 Play and Learn early literacy kits, geared toward parents, caregivers, and child care providers, which will be available for check-out soon. We are committed to creating 10 new kits each year for next 2 years

- Purchased approximately \$8,500 worth of new toys for checkout and cozy reading nooks, dramatic play furniture, and toys for each library location's play space.
- Ordered new cabinetry to display the toys for checkout collection with increased space and visibility of items
- Responding to a request from the ISD 709 Head Start program, we created an early childhood classroom space in the library's Gold Room and coordinated with one of their teachers to provide space for Head Start family visits, serving approximately 36 parents, children, and education professionals for about a month. Visits ended when the school district moved to all distance learning but we hope to continue offering this service when in-person school resumes at the end of January.
- In collaboration with other youth services and branch staff, launched Dial-a-Story service where we record songs and stories for children birth through age 8, including picture books, songs, and chapter books for young readers. Between October-December 267 have people called in to listen.
- Launched bus advertisements (30 interior and 2 tail ads) for the Dial-a-Story service. Many of the locations we would normally post flyers were no longer fit to do so in COVID times, so we needed a way to reach more folks who weren't seeing our information online.

### **Strategic Planning**

We have finalized the content of our strategic plan, including ECRD vision, mission, commitment to diversity, equity, and inclusion, four strategic directions, goals for each direction (total of 12 goals) and corresponding activities. We will use this plan to guide our work for the next three years, adjusting according to further community input and changing needs. The strategic planning process has taken us longer than anticipated because we could not hold large in-person meetings. Instead, we drafted an initial plan (based on the information gleaned in the Learning Report) and then sought input from the broader community. We held 7 virtual group input sessions with 33 attendees. We also consulted with our Brain Trust steering committee, which consists of 9 community leaders whose work involves or intersects with children and families, at regular intervals. This committee has been crucial in keeping our plan relevant and connected to the community and we will continue to work closely with them as we move into implementing ECRD activities. Our next step will be developing an evaluation plan, working with Kate Noble from Colibri. We are currently working on a logic model plan to assess the measurability of our goals and activities. We hope to complete the evaluation plan by Spring 2021.

### **Priorities For 2021**

Now that our strategic plan is nearly complete, we are looking forward to diving into activities. Here are some of the priorities we plan to begin in 2021:

- Reconnect with community partners and further build the ECRD coalition:
  - Create working groups to tackle specific projects
  - Develop a communication strategy for updating the network on ECRD activity progress and new opportunities.
- Develop and implement a community messaging campaign to inform the citizens of Duluth about the various aspects contributing to school readiness and foster a collective value of the importance of supporting children and families to improve school readiness
- Build a relationship with child care providers and connect them to services and resources from the library and partner organizations
- Build a relationship with parents to receive more feedback about school-readiness needs, intentionally seeking feedback that is representative of all families across Duluth
- Work with the St. Louis County home visiting nurses to launch an early literacy parent education program which will provide free board books and informational materials to Duluth parents participating in the Universal Home Visiting program
- Plan Little Library Go, our mobile book checkout and outreach programming van, with the goal of launching the service in Spring 2021
- Continue to host Head Start home visits in the library through the Covid-restricted school year



- Continue monthly book deliveries, story strolls, and virtual storytimes while pandemic persists
- Host an Americorps Vista Literacy Leader to help build the capacity of the initiative

We are currently in the process of finalizing three documents that explain the plan, including a detailed written account and two brief, visual versions. We will be sharing these documents once we have finalized them with the Brain Trust.

In the meantime, enjoy some photos of our 2020 activities:



Carmella delivering free books to AICHO



Carmella (left) and Lynn (right) doing scarf songs during storytime at the Steve O'Neil Apartments' February Family Literacy Night (pre-Covid, of course!)



Play and Learn Early Literacy Kits (almost ready for circulation!). Contents of the dinosaur themed kit on the right.





Facebook image advertising Community Reads video featuring Dr. Arne Vainio reading *Bowwow Powwow*



Families enjoying Story Strolls and their free books at different Duluth parks



Dial-a-Story advertisements installed in bus interiors (left) and tails (right)—maybe you’ve seen them around town!

Questions or comments? Reach out to Carmella Hatch ([chatch@duluthmn.gov](mailto:chatch@duluthmn.gov)), Lynn Schwarzkopf ([lschwarzkopf@duluthmn.gov](mailto:lschwarzkopf@duluthmn.gov)), or Sue Schumacher ([sschumacher@duluthmn.gov](mailto:sschumacher@duluthmn.gov))



## **Friends of the Library Report January 2021**

The bank balance as of the end of 2020 stands at \$18,220. Membership renewals in December totaled 95, with income received of \$3,105. Donations received this last month totaled \$885. Next mailing of the newsletter will be to approximately 275 members. Discussion of doing a virtual book sale moved to committee for further investigation. Lengthy discussion regarding idea of giving books to neighborhood "free libraries," with conclusion that Carla will look for more input from the staff member who suggested it. It would be good advertising for the Friends. Book sale by the Friends is "most likely" in 2022. Carla advised that all permanent staff have been brought back, and 13-hour staff will be brought back over time, depending on the need as services ramp back up.

*Submitted by Betty Ramsland*

## **Library Board Meeting Schedule 2021**

All meetings begin at 4:30 p.m. and will be held via WebEx until further notice.

January 26  
February 23  
March 23  
April 27  
May 25  
June 22  
July – NO MEETING  
August 24  
September 28  
October 26  
November 23  
December – NO MEETING

## **Duluth Public Library Collection Development and Management Policy**

Collection development is the ongoing process of assessing materials available for purchase or licensing, and making decisions about the inclusion and retention of items. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials to meet the needs and interests of the Duluth community.

### **SCOPE OF MAIN LIBRARY**

The Main Library serves the Duluth community as a whole in addition to being a resource for the two branch libraries. Its collection provides a broad array of circulating print and non-print materials that are selected to appeal to a diversity of tastes, interests and reading levels. However, only the Duluth Collection is intended to be comprehensive and archival.

### **SCOPE OF BRANCH LIBRARIES**

The branch libraries serve specific neighborhoods in the city. Branch collections are designed to serve the current, high interest needs of actual and potential library users in their neighborhoods.

### **COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General criteria:

- relevance to community needs
- contribution to the diversity and scope of the collection
- content created by and representative of marginalized and under-represented groups
- physical format that meets the needs of library users, including those with disabilities
- suitability of subject and style for intended audience
- cost
- contemporary significance
- relation to the existing collection
- relation to other material on the subject
- published evaluations, reviews and awards
- requests by the public
- materials of local interest and/or written by local authors

Special considerations for electronic information sources:

- ease of use
- availability of the information to multiple, concurrent users
- technical requirements to provide access to the information
- technical support and training
- quantity and quality of titles available on the platform

## **COLLECTION RESPONSIBILITIES**

Staff responsibility for the collection rests with the Library Manager, who operates within the framework of the Duluth Public Library Board's collection development and management policy. The Manager delegates to staff members authority to interpret and apply this policy in daily operation.

The community has 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 acquisition and management of collections, and can be accessed through the library's website.

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 many 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.

## **INDEPENDENTLY PUBLISHED MATERIAL**

The Duluth Public Library often receives requests to include items in its collection that are written and/or published independently. DPL looks for material with local connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the library's attention is through reviews.

## **SUGGESTIONS FOR PURCHASE**

The Duluth Public Library encourages input from the Duluth community concerning its collection. A suggestion for purchase enables Duluth citizens to request that a particular item or information about a certain subject be purchased by DPL. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.



## **RECONSIDERATION OF LIBRARY MATERIALS**

Individuals may request reconsideration of a selection decision by filling out a written Statement of Concern form, available at any Duluth Public Library location. The Library Manager will respond in writing to an individual's written request.

The Duluth Public Library Board, upon request, will hear appeals of the manager's written response. Appeals must be presented in writing to the Library board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and 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. The final decision on appeals rests with the Duluth Public Library Board.

## **COLLECTION MAINTENANCE**

In addition to acquiring new materials, it is important to remove items from the collection that have become worn, obsolete, or infrequently used. Library staff evaluates the collection on an ongoing basis to remove or replace materials. DPL reserves the right to determine when and how materials are removed, as well as what is done with the materials after removal.

*The Duluth Public Library's policies are subject to change without notice.*

Adopted \_\_\_\_\_  
Duluth Public Library Board