

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: November 27, 2018

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 October 23 meeting

Presentation by Diversity Audit Committee members

Reports

Friends of the Library Report – Ramsland

Foundation Report – Rosendahl

Library Manager's Report – Powers

Old Business

Library advocacy

Library Board vacancy

New Business

Library usage statistics

2019 meeting dates

Adjournment

Next regular meeting: Tuesday, January 22, 2019, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
October 23, 2018

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, October 23, 2018.

Members Present: Matt Rosendahl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Betty Ramsland, Nick Foucault, Neil Glazman

Also Present: Carla Powers, community members: Debbi Rasmussen from the League of Women Voters, John Ramos of The Reader

Absent: David Sperl

Public comment period: no comments

Minutes: Minutes of the October 23, 2018 board meeting were approved as drafted with voice consent.

Reports:

- Accepted as submitted.

Old Business:

Advocacy update

- The Duluth News Tribune published a story about the Board's resolution last meeting on Saturday, October 20. Remarks to the press were made by board vice president Sperl. Rosendahl has received feedback from city councilors. When the resolution was sent via email to the city council, it was also immediately sent to the media because it was sent to councilors as a group rather than individually.
- Ramsland stated that members of Friends of the Library are continuing advocacy letters to the city council. The Foundation has not met since the GALA so no advocacy updates have been made.
- On Tuesday, November 13 from 5:45 to 6 p.m. Powers will present the 2019 library budget request to the City Council. There is no public comment at this presentation. All budgets will be finalized by the end of the year. Time for public comment would be in December when the budget is acted upon by the city council. Powers will notify the board when the time has been identified. Library supporters may choose to advocate on behalf of the library at that time.
- No new advocacy action will be made this month, as last month's resolution was sent only two weeks ago. Following the November board meeting, a letter will be crafted by the board to follow up with resolution sent last month.
- Erik Birkeland, Duluth's property and facilities manager, will be asked to report to the library board with information on costs for maintaining building, to keep the current building safe and functional.

Library Board vacancy

- One vacancy remains. No further applications have been submitted since the last board meeting. The city council will be asked to make an announcement at a meeting regarding this position. Signs for the vacancy and how to apply will be posted at all library branches. Members of the public are encouraged to apply.

New Business:

Library Usage Statistics

- Monthly data charts for each location on usage were provided for 2017 and the months completed for 2018.
- A decrease in usage of the main library is noted since Superior Street construction began. Mount Royal branch has seen a boost during these months. West Duluth has shown stable usage.
- The level of library programming has expanded over the years. Programming ideas are generated by library staff as well as community members who pitch program ideas. Powers stated that the library staff are trying to figure out how to balance programming with the current staff availability.
- There are no current state benchmarks for usage and programming. The national Public Libraries Association (PLA) will be referenced to look for comparisons with other libraries the size of DPL. In 2009, there was no programming for adults, however 130 programs have been offered so far in 2018. All of these programs have had community attendance.

"We're Thankful for You" fine-free initiate for November 2018

- The Arrowhead Library Systems (ALS) has proposed that during the month of November, overdue fees and replacement card fee fines be waived for youth. Fines and fees can be a barrier for patrons' use of library resources. This initiative aligns well with the Port Card program for a fresh start to encourage youth to use the library. The patron would need to come to the library, outstanding fines would be forgiven, and a new card would be given without cost. Actual cost of lost or damaged materials would still be due. This would only be for youth. Motion to participate in the ALS initiative passed unanimously.

Adjournment: Meeting adjourned at 5:34 pm.

Next meeting: Tuesday, November 27, 2018; 4:30 p.m. in the Main Library conference room

Friends of the Library Report
From meeting of November 20, 2018

Questions and discussion on Give to the Max and the donation button on the Friends website. Treasurer gave library a check for \$20,000, plus another check for \$445, which represented donations and memorials. Approximately \$15,000 still remains after above distribution. 743 copies of the newsletter mailed by UDAC. Total cost is \$222 for labels and mailing by UDAC, and \$222 for copies by Paper Hog. Newsletter goes out 4 times a year. Future discussions needed on whether to go paperless and save money. Open house at DPL scheduled for sometime in December to celebrate re-opening of Superior Street. No angle parking in front of building. Four 5-minute drop off parking spots will be designated. 8,765 virtual library cards given to students of ISD 709. Requested by a Friends board member and noted that all Duluth children should be included in the program; Carla said the next phase will do that. Foundation reported that Learning & Libations will continue with more involvement by volunteers. Endowment at close to \$1.5 million; 4% of value will go to DPL. Advocacy discussed: possible Friends' letter to mayor and individual counselors on library's Port Card program. At least 5 minutes at each board meeting will be spent on advocacy ideas. Board member Lee Malis will check with Zenith News on getting Friends a free ad. No meeting in December.

Submitted by Betty Ramsland

Library Foundation Report
From meeting of November 13, 2018

The Foundation had a very successful Give to the Max day, raising a total of \$19,726. This will help the Foundation with its effort to meet some of the needs of the library. The following shows what needs library staff have identified that the Foundation can assist with:

2018 Foundation Allocation

Disbursement: \$11,665.00

\$1,428 Play area supplies/improvements
\$1,585 West Duluth display shelf for new books
\$2,961 Vox books for Main
\$3,976 Events brochures
\$785 Charging stations for Main
\$290 Support for Port Card project

\$640 Balance to be used for additional charging stations

Grants YTD

\$93 Mattson - children's books
\$5,000 Anonymous - teen programming
\$336 West Duluth Legion 71 - West storytime rug
\$500 Proctor - pass-thru youth programming
\$2,500 Kiwanis - pass-thru Kaleidoscope
\$930 Kiwanis/WDIO - pass-thru STEM programming; Mad Science
\$875 BCBS - band concerts
\$1,120 BCBS - wellness day
\$1,000 Rowe (unrestricted); adult books
\$150 Altrusa (unrestricted); children's books
\$3,250 Northland Fdn - STEM & early literacy; branch storytime enhancement and STEAM cart

2018 Immediate Needs

\$3,500 Chairs for new public computer space
\$10,000 Tables for new public computer space
\$2,500 Digital signs for branches
\$450 3 new chairs for public computers at Mt. Royal; Doris Becker fund

2019 Needs on the Horizon

\$2,300 Provide access to Tumblebooks for Duluth schools
\$15,000 West Duluth new tables & chairs, new upholstered chairs

Libations will continue! The date of September 21, 2019 is tentatively set, and will be confirmed this winter.

The Foundation will be looking for at least one more board member this winter. If you know of someone who might be interested, please refer them to Matt Rosendahl, or directly to Patra at duluthlibraryfoundation@gmail.com for more information about the board, and their application process.

Submitted by Matt Rosendahl

Manager's Report to Library Board November 2018

Superior Street Construction Update. New benches, bike loops and planters were installed early this month, and our section of the street opened on November 15. There is parallel parking in front of the building, and a payment kiosk will be installed soon. We have requested that four of the spots be designated as five-minute drop-off zones for people returning books and picking up holds. Staff is organizing an open house in early December to celebrate the end of road construction and welcome people back to the library.

Port Card Project. This project went live on November 7. A total of 8765 Port Cards were created using records from ISD 709. In the first 10 days of the project we've had 68 checkouts using the Port Card (49 at Main, 11 at Mt. Royal and 8 at West). Students have checked out a total of 119 items on Port Cards. Soon teachers will be able to sign up for educator cards in order to make it easier for them to make use of our online resources in the classroom.

Racial Equity Workshop. Earlier this month two staff members and I attended a workshop on racial equity organized by the Minnesota Department of Education. The workshop was designed to call attention to structural and institutional racism, and to highlight the role of public libraries to advance racial equity. My biggest takeaway was that we need to examine our policies and procedures through the lens of equity, paying special attention to how they may create barriers to library access.

Staff Vacancies. Two library staff members recently turned in their resignation. Librarian II Alicia Peterson, who coordinates work and programs at the branches, and Library Supervisor Richmond Kinney, who oversees Adult and Technical Services, both will be leaving DPL. I expect to get approval to fill the positions, but the approval process is still underway at this writing.

Joining ALS Consortium. After much discussion we have decided to formally put on hold the idea of joining the Arrowhead Library System's shared computer consortium for three more years. While the project has a lot of potential in terms of resource sharing and cost savings, concerns about the Horizon software and differences in cataloging practices have convinced us that it's best to take a pause, clear the way for ALS staff to focus on bringing on a few more schools, and revisit it again in the future.

Envisionware. A project to replace the library's PC management software and begin accepting credit cards is proceeding. A contract with a company called Envisionware will be submitted to the City Council for approval on December 10. We expect to have the software installed and operational in early 2019. Accepting credit cards and providing a more automated way of paying for computer printouts are important steps in our move to provide a supported self-service model of operations. The goal is to free up more staff time to devote to early literacy efforts and library programming.

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			183286
Internet uses Sam	4838	4673	5399	4575	3924	3540	4256	4220	3784	4216			43425
Internet uses laptops	295	234	256	250	163	168	207	280	167	164			2184
Internet total	5133	4907	5655	4825	4087	3708	4463	4500	3951	4380			45609
Circulation print,av	35338	31453	36331	30576	24701	25084	28898	27513	25333	28185			293412
Circulation OneClick	482	507	608	495	414	447	515	530	403	496			4897
Circulation total	35820	31960	36939	31071	25115	25531	29413	28043	25736	28681			298309

MAIN

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	24	23	27	25	25	22	20	23	24	25	24	23	285
Hours open	198.0	194.0	230.0	211.0	213.0	194.0	178.0	202.0	202.0	214.0	189.0	194.0	2419.0
Visitors	20844	22282	23668	20597	21625	24428	22818	25334	21014	22728	20807	18199	264342
Internet uses Sam	4712	4598	5048	4763	4888	5010	4999	6097	5125	5366	4832	4375	59813
Internet uses laptops	261	213	276	222	250	193	156	205	193	246	221	232	2668
Internet total	4973	4811	5324	4985	5138	5203	5155	6302	5318	5612	5053	4607	62481
Circulation print,av	34188	34747	38317	33309	32999	35963	33756	37025	32796	33855	32643	31326	410924
Circulation OneClick	525	490	470	430	405	388	463	417	385	402	415	370	5160
Circulation total	34713	35237	38787	33739	33404	36351	34219	37442	33181	34257	33058	31696	416084

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			120198
Internet uses Sam	1197	1079	1244	1292	1358	1369	1562	1644	1270	1412			13427
Internet uses laptops	97	69	66	61	47	35	36	55	53	48			567
Internet total	1294	1148	1310	1353	1405	1404	1598	1699	1323	1460			13994
Circulation print,av	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468			269888
Circulation OneClick													0
Circulation total	23522	21423	24653	25107	25487	29520	31762	33675	25271	29468			269888

MT ROYAL

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	20	19	23	20	22	22	20	23	20	21	19	19	248
Hours open	174.0	156.0	202.0	176.0	194.0	194.0	178.0	202.0	174.0	186.0	170.0	166.0	2172.0
Visitors	10411	10360	12105	10410	11116	12352	12240	11772	10948	11267	10442	9337	132756
Internet uses Sam	1176	1062	1339	1278	1373	1501	1533	1772	1377	1364	1167	1036	15978
Internet uses laptops	71	59	57	46	41	44	62	94	76	65	72	67	754
Internet total	1247	1121	1396	1324	1414	1545	1595	1866	1453	1429	1239	1103	16732
Circulation print,av	22264	21366	38030	22022	24599	27913	26593	29264	23703	23529	23283	20046	302612
Circulation OneClick													0
Circulation total	22264	21366	38030	22022	24599	27913	26593	29264	23703	23529	23283	20046	302612

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			67073
Internet uses Sam	790	770	982	992	1008	1082	1001	1415	1036	1135			10211
Internet uses laptops	41	24	25	31	26	16	24	23	21	39			270
Internet total	831	794	1007	1023	1034	1098	1025	1438	1057	1174			10481
Circulation print,av	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263			105569
Circulation OneClick	0												0
Circulation total	10124	8695	9952	9599	10065	11149	11833	12613	10276	11263			105569

WEST DULUTH

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	20	19	23	20	22	22	20	23	20	21	19	19	248
Hours open	178.0	168.0	202.0	176.0	194.0	194.0	174.0	204.0	174.0	186.0	170.0	166.0	2186.0
Visitors	5894	6133	7242	6436	6848	7091	6650	8019	6494	6503	5859	5099	78265
Internet uses Sam	841	920	1116	1020	1050	1103	1044	1220	1109	1044	873	694	12034
Internet uses laptops	36	43	32	40	46	45	61	76	41	54	58	49	581
Internet total	877	963	1148	1060	1096	1148	1105	1296	1150	1098	931	743	12615
Circulation print,av	9808	9836	10954	10037	10664	11406	11078	11795	10070	10024	9285	7950	122907
Circulation OneClick													0
Circulation total	9808	9836	10954	10037	10664	11406	11078	11795	10070	10024	9285	7950	122907

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			370557
Internet uses Sam	6825	6522	7625	6859	6290	5991	6819	7279	6090	6763			67063
Internet uses laptops	433	327	347	342	236	219	267	358	241	251			3021
Internet total	7258	6849	7972	7201	6526	6210	7086	7637	6331	7014			70084
Circulation print,av	68984	61571	70936	65282	60253	65753	72493	73801	60880	68916			668869
Circulation OneClick	482	507	608	495	414	447	515	530	403	496			4897
Circulation total	69466	62078	71544	65777	60667	66200	73008	74331	61283	69412			673766

TOTAL MAIN AND BRANCHES

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	64	61	73	65	69	66	60	69	64	67	62	61	781
Hours open	550.0	518.0	634.0	563.0	601.0	582.0	530.0	608.0	550.0	586.0	529.0	526.0	6777.0
Visitors	37148	38775	43014	37443	39588	43871	41707	45125	38455	40498	37107	32634	475363
Internet uses Sam	6729	6580	7503	7061	7311	7614	7576	9089	7611	7774	6872	6105	87825
Internet uses laptops	368	315	365	308	337	282	279	375	310	365	351	348	4003
Internet total	7097	6895	7868	7369	7648	7896	7855	9464	7921	8139	7223	6453	91828
Circulation print,av	66260	65949	87301	65368	68262	75282	71427	78084	66569	67408	65211	59322	836443
Circulation OneClick	525	490	470	430	405	388	463	417	385	402	415	370	5160
Circulation total	66785	66439	87771	65798	68667	75670	71890	78501	66954	67810	65626	59692	841603

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	15	14			150
Attendance	401	325	352	422	218	459	1051	1103	488	666			5485

MAIN TEEN													
Number of programs	3	3	2	2	4	4	2	4	2	2			28
Attendance	188	161	71	58	139	144	52	54	64	66			997

MAIN CHILDREN													
Number of programs	20	19	14	21	15	14	22	19	16	20			180
Attendance	935	880	380	328	693	519	2540	588	258	658			7779

MTR ADULT													
Number of programs	4	3	4	3	4	8	5	5	3	1			40
Attendance	54	118	41	24	29	94	79	47	57	16			559

MTR TEEN													
Number of programs		1		1		2	2	3					9
Attendance		22		10		12	34	3					81

MTR CHILDREN													
Number of programs	7	13	9	8	9	10	9	13	7	9			94
Attendance	204	548	420	476	317	585	907	1274	255	503			5489

WES ADULT													
Number of programs	5	4	2	4	4	3	4	3	1	2			32
Attendance	71	75	16	16	7	36	29	33	7	24			314

WES TEEN													
Number of programs		1				1		2					4
Attendance		8				3		4					15

WES CHILDREN													
Number of programs	10	9	7	6	9	8	9	10	8	7			83
Attendance	116	126	110	130	162	336	272	148	171	145			1716

2017 PROGRAMS SUMMARY

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

MAIN ADULT													
Number of programs	7	15	24	8	8	6	14	16	15	15	12	9	149
Attendance	68	312	420	273	219	585	1355	2979	453	629	215	169	7677

MAIN TEEN													
Number of programs	3	3	3	2	3	2	2	3	2	2	2	2	29
Attendance	230	141	72	48	85	56	51	230	102	73	66	74	1228

MAIN CHILDREN													
Number of programs	13	19	19	15	18	17	17	21	16	19	16	18	208
Attendance	252	719	770	540	517	834	3668	2443	436	639	286	463	11567

MTR ADULT													
Number of programs	2	2	3	2	3	5	3	3	2	4	2	2	33
Attendance	24	74	51	18	25	58	97	234	19	67	39	19	725

MTR TEEN													
Number of programs		1						1				2	4
Attendance		47						130				45	222

MTR CHILDREN													
Number of programs	6	6	7	5	6	9	7	10	7	10	9	6	88
Attendance	256	446	544	183	220	659	378	1212	435	519	740	145	5737

WES ADULT													
Number of programs	3	2	3	1	1	1	1	2	2	2	3	2	23
Attendance	51	33	12	6	5	6	6	66	21	15	14	5	240

WES TEEN													
Number of programs		1						1					2
Attendance		17						35					52

WES CHILDREN													
Number of programs	5	7	7	5	6	7	6	10	8	7	5	5	78
Attendance	29	105	63	33	44	88	99	239	122	69	37	59	987

Library Board Meeting Schedule 2019

All meetings begin at 4:30 p.m., and take place in the Conference Room at the Main Library unless otherwise noted.

January 22

February 26 – Mt. Royal Branch

March 26 – Annual meeting, election of officers

April 23

May 28

June 25 – West Duluth Branch

July – NO MEETING

August 27

September 24

October 22

November 26

December – NO MEETING