

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: April 23, 2019

TIME: 4:30 p.m.

PLACE: Main Library **Gold Room**

### AGENDA

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

#### **Reports**

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

#### **Old Business**

Library advocacy  
Election of secretary

#### **New Business**

Implications of inter-city rail service on Main Library  
Fine free proposal

Adjournment

Next regular meeting: Tuesday, May 28, 2019, at 4:30 p.m. in the Main Library  
Conference Room

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**March 26th, 2019**

**Call to Order:** Vice President Sperl called the meeting of the Duluth Library Board to order at 4:36 p.m. on Tuesday, March 26, 2019.

**Members Present:** Matt Rosendahl (arrived at 4:41), David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Neil Glazman (left at 5:34)

**Also Present:** Carla Powers, Sue Schumacher (left at 5:30), Steph Myers, Jim Filby Williams (arrived at 4:53), community member: Debbie Rassmusen from the League of Women Voters

**Absent:** Betty Ramsland, Nick Foucault, Michelle Foshay

Agenda was reviewed. Election of officers was moved from Old Business to after Reports. Agenda approved by the board.

Public comment period: no comments

**Minutes:** Minutes of the February 26, 2019 board meeting were approved as drafted with voice consent.

**Reports:**

- Reports reviewed as written.
- Library Foundation report reviewed. Rosendahl also reported that "Library Giving Day" is coming up on April 10, and the Foundation is doing a big push for this initiative. Mayor Larson will be reading for story time on that day in support of the fundraising day.
- The Library Foundation is looking at the possibility of providing some money toward early literacy position support. The Foundation is looking to the city for what type of public financial support will be provided for this position.

**New Business:**

Election of officers

- Rosendahl has served two terms, however not consecutively and is eligible to continue as President. Sperl has served two consecutive terms as Vice President and Luoma has also served two consecutive terms as Secretary. Both Sperl and Luoma are no longer eligible to continue serving as these roles.
- The board elected the following members:
  - President: Rosendahl
  - Vice President: Henke
  - Secretary: Will solicit this appointee and finalize at the next meeting. Luoma will remain as secretary for April meeting.

Motion to accept this slate of officers was made and approved with unanimous vote.

Early literacy initiative

Library supervisor Sue Schumacher presented initial plans for a community-wide early literacy initiative as called for in the library's strategic plan. The initiative prioritizes literacy services and resources to increase the school readiness of Duluth children, based on having a full-time dedicated staff person by January 2020. The position will be shifted from adult services following a retirement. Additional support positions are planned as well, with one AmeriCorps VISTA worker and potentially one full-time support staff member funded by the Library

Foundation. Ideas include creating or expanding programs targeted at the birth through pre-K level at this time:

- 1.) Outreach to community members who can't or don't come to the library. Mobile resources would require additional software, which allows staff to sign people up for cards and check out books. A vehicle for this purpose also would be required.
- 2.) Sensory story times
- 3.) Outreach to hospital birthing centers and expectant parent programs
- 4.) Outreach to locations with young parents, first-time parent groups, or resources for challenged parents
- 5.) Library events at least quarterly
- 6.) A "One Book" program for birth to kindergarten
- 7.) Staff training and community education.

The board thanked Sue for coming to present this information.

### **Old Business:**

#### Library Advocacy update

- Letter drafted by Henke based on the discussion at the last meeting. Draft shared with Board members. Letter highlights work that needs to be done on two strategic goals: "Prioritize Early Literacy Services and Resources to Increase the School Readiness of Duluth's Children" and "Strengthen the Library's Capacity to Fulfill Its Mission."
- Minor edits were discussed. Letter will be reworded to highlight that staffing needs are being prioritized within the current staffing in order to free a position for early literacy, and will possibly be supported by Library Foundation funding. The board unanimously approved this letter being sent to Mayor Larson and Duluth City Councilors with edits as discussed.

#### 2018 Annual Report

- The report is put together for usage, staffing, finances for the State of Minnesota annually. Programs still are trending upwards. The materials budget has been flat since 2010. There were capital improvements in 2018, the vault under Superior Street as well as minor changes to the upstairs bathroom for safety of all patrons. The utilities for main building alone continue to be over \$100,000 for heating, cooling, and electricity.
- Board reviewed report in full, report approved unanimously.

#### Recognition of departing board member

- Sandy Scheiber has served on the Board for 5 years. The board wishes to thank her for her contributions over the years.

**Adjournment:** Meeting adjourned at 6:07 pm.

**Next meeting:** Tuesday, April 23, 2019; 4:30PM; Main Library Conference Room

## **Friends Report to Library Board**

From meeting of April 16, 2019

Friends will get more involved with Library Giving Day in 2020, with more advanced notice. The Treasurer reported a bank balance of \$19,424 (unaudited). Friends are again a sponsor of the Northeast Minnesota Book Award event at UMD in the amount of \$600; it usually takes place in May. The president of the Friends, Marcia Semerau, has been nominated by the Friends for the Woman of the Year award; selection will be made at the Port City luncheon on May 8th. The newsletter will be mailed out within the next few days, and covers Woman of the Year, Sidewalk Days participation, changes in the constitution and by-laws, book sale on June 10-11-12. Friends annual meeting is on May 21st at 4:00 with Tony Dierckins as speaker. Next draft letter to city council and mayor will be on early literacy.

*Submitted by Betty Ramsland*

## **Foundation Report to Library Board**

From meeting of April 9, 2019

Our monthly Foundation board meeting took place on April 9th. Our first focus was on national Library Giving Day, April 10th, libraries being spotlighted all across the country. Our spring donation drive was timed to coordinate with the national day; on the 9th we had already reached our target of \$15,000, and as of today we have nearly \$20,000, doubling last year's spring donations. Our thanks to Mayor Larson for her promotional help at the main library on the day of the event. I take this increase in giving as representing ongoing public support for the library.

Our second focus was on an initiative we are considering involving early childhood literacy and school preparedness. Enhancing this library service is the leading goal in the library's current strategic plan. The library and the city as a whole has lost ground in the last decade with contraction of library staff, and citywide initiatives such as that run by United Way having been unsustainable. We are embarking on a feasibility study regarding short term, three year, funding of an early literacy staff position. Our hope is that an Americorps staff person could be added as well and that these individuals could use their position in the library to revitalize and coordinate other literacy programs in the city and region. We hope to work in partnership with the city and transfer funding of the position over the three years to keep it functioning long term. We'll be developing a budget, looking for funding from foundations and individuals, and hope for buy in from the City of Duluth at the outset and along the way.

I've just finished a book Palaces of the People (available in the library), the name based on a descriptor of Carnegie libraries. The theme is that our social infrastructure is as

critical in sustaining healthy civic life as the "critical" infrastructure such as water & gas, transit, electricity, etc. A library is the "bedrock of civil society" and is effective in alleviating contemporary social problems of social isolation, crime, education, health, polarization and more. An example was given of Columbus, Ohio which was alarmed into action on discovering that 35% of preschoolers were unprepared for kindergarten and 20% of households had no internet capability. A successful campaign led to a substantial upgrade of their library system. I have heard that our kindergarten unpreparedness is currently 50%, I'm not sure about our internet access. Another interesting statistic is the \$32/resident spent on the New York city library system, and the \$101/resident spent in San Francisco. It would be interesting to know where ours falls.

*Submitted by Foundation Board President Dave Sproat*

## Manager's Report to Library Board April 2019

### Project Updates.

- **Computer Lab.** The roof leaks appear to be fixed, the staff desk is set up, and the computers are scheduled to be moved upstairs on April 23. The existing computer lab room will be locked after the computers are moved, and temporarily used for storage until the restroom project begins.
- **Public Restrooms.** Upcoming milestones for this project include a plan review in the next two weeks, posting the project for bids in mid-May, awarding the bid and having it approved by Council in early June, and starting construction in July or August.
- **EnvisionWare.** There still is some work to be done before we can call this project complete. IT staff has not added the option for credit card payments at the self-checkout machines, and the chip readers are not working in some locations. I have scheduled a meeting for IT and library staff involved with the project to discuss these outstanding issues. The meeting will take place on Monday, April 22.
- **Youth Services.** The project to refresh the youth service space using funding from the Duluth Library Foundation is nearing completion. Some upholstered furniture is on order, and if funding allows we plan to order a few more small round tables and another set of chairs.

**Priority Based Budgeting.** PBB is being incorporated into budget planning for 2020, and over the next month department directors and division managers have been asked to update their PBB programs and cost allocations. A future step in the process will be to assign different weights to the city-wide priorities of infrastructure, livable neighborhoods & affordable housing, dynamic & diverse economy, culture & recreation, green space & energy conservation, and safe & security community. Community input is being gathered via a PBB game featured at various events around Duluth. The game also is available online at <http://www.duluthmn.gov/finance/play-pbb/>.

**Security Contract.** This week Jim Filby Williams and I met with APS to discuss how things are going six months into our contract. Having a security officer at the Main Library has made a positive difference for patrons and staff. The officers have helped us deal with a few incidents, but mostly have provided a visible, friendly presence in the building to deter problem behavior. As our staffing numbers have declined over the years, having someone whose sole purpose is to walk around the building greeting people and noticing what is going on has been very helpful. We anticipate continuing the contract.

**Staff Development Day.** All of our locations will be closed on Friday, May 3, for staff training. We will be going through Ryan Dowd's "Homelessness in Libraries" video training as a group. Liz Strohmayer from CHUM will act as a facilitator for the training. Regular hours will resume on Saturday at Main and Monday at the branches.

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										35126
Internet uses Labs	4022	3230	4096										7252
Internet uses laptops	211	232	257										443
<b>Internet total</b>	4233	3462	4353										7695
Circulation print,av	30740	27177	31027										57917
Circulation OneClick	513	437	465										950
<b>Circulation total</b>	31253	27614	31492										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
<b>Internet total</b>	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
<b>Circulation total</b>	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										21313
Internet uses Labs	1185	865	1078										2050
Internet uses laptops	44	31	47										75
<b>Internet total</b>	1229	896	1125										2125
Circulation print,av	27389	24543	26874										51932
Circulation OneClick													0
<b>Circulation total</b>	27389	24543	26874										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
<b>Internet total</b>	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													
<b>Circulation total</b>	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										13482
Internet uses Labs	813	561	715										1374
Internet uses laptops	24	27	39										51
<b>Internet total</b>	837	588	754										1425
Circulation print,av	10434	9159	10236										19593
Circulation OneClick	0												0
<b>Circulation total</b>	10434	9159	10236										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
<b>Internet total</b>	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												
<b>Circulation total</b>	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										69921
Internet uses Labs	6020	4656	5889										10676
Internet uses laptops	279	290	343										569
<b>Internet total</b>	6299	4946	6232										11245
Circulation print,av	68563	60879	68137										129442
Circulation OneClick	513	437	465										950
<b>Circulation total</b>	69076	61316	68602										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
<b>Internet total</b>	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
<b>Circulation total</b>	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

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

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

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

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

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

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

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

<b>WES TEEN</b>													
Number of programs		1				1		2					<b>4</b>
Attendance		8				3		57					<b>68</b>

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