

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: October 23, 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 September 25 meeting

Reports

Friends of the Library Report – Ramsland

Library Manager's Report – Powers

Old Business

Library advocacy

Library Board vacancy

New Business

Library usage statistics

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

Adjournment

Next regular meeting: Tuesday, November 27, 2018, at 4:30 p.m. in the Main Library Conference Room

DULUTH PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
September 25, 2018

Call to Order: President Rosendahl called the meeting of the Duluth Library Board to order at 4:31 p.m. on Tuesday, September 25, 2018.

Members Present: Matt Rosendahl, David Sperl, Lizzy Luoma, Sue Henke, Sandy Scheiber, Betty Ramsland

Also Present: Jean Walsh from the League of Women Voters, Carla Powers

Absent: Nick Foucault, Neil Glazman

Review and approve agenda: Sperl suggested “Essentia Project” under New Business be amended to read “Medical Corridor Project”. Powers requested adding 2019 Fee Schedule under New Business. Agenda was reviewed and approved as amended.

Public comment period: No comments.

Minutes: Minutes of the August 28, 2018 board meeting were approved as drafted with voice consent.

Reports:

Learning and Libations at the Library

- Verbal report given by Rosendahl on the successful fundraising event.
- The event was had the largest attendance in its history with over 180 people attending.
- There was rain that came into the building the night before. A piece of furniture had to be removed because it was wet, and there was a wet spot on the carpet during the event.

Library Manager’s Report

- Written report was reviewed.
- Port Card Project press packet shared with each board member on the new program offered to ISD 709 students. It has not gone live yet, but information has been distributed to all parents in the district. They can choose to opt out of the program if they wish. The transportation of materials has not been arranged between the library and the district at this time.
- Superior Street Construction Update: Currently the Main Library building is without heat while hot water pipes are being installed. The heat is expected to be on by mid-October.
- Homelessness in Libraries: State Library Services has purchased a full training module that offers tips for better connecting for people who are homeless or dealing with extreme poverty. This is open to library staff, volunteers, and board members. Library staff are attending a staff development day in May 2019 in which staff will watch the video series as group, discuss the content and practice role playing.

Old Business:

Main Library security update

- Mike from APS, library security, stopped by at 4:45 to meet the board. There are other APS employees who share this position.
- In November there will be a meeting with representatives from the police department and Jim Filby Williams to touch base on how the security contract has been going and discuss continuing the service in 2019.

Library Board vacancy

- One vacancy remains. Members of the public are encouraged to apply.

New Business:

Gathering of Associated Library Advocates follow up

- The gathering was held on September 18 with the Library Board, Friends of the Library, and Library Foundation in order to update on each organization's mission, accomplishments, and goals for the upcoming year as it relates to advocating on behalf on the library.
- The Advocacy Board, a group of 1 member from each organization that met once in the last year, was disbanded. Each of the groups' monthly meeting will conclude with a letter to be sent to city councilors, mayor, and other two groups with the intention to be a persistent voice for the needs of the building.

Medical Corridor Project

- During the GALA meeting, discussion was held on the possibility of the library having a physical presence at a new proposed project in Duluth.
- Various options for renovations or new buildings have been proposed in the last 5 years. Whether renovations or new building, the library's footprint could fit into this major renovation for the city of Duluth, a central spot for medical community and the community at large. This option would warrant a need for a comprehensive assessment of capital investments that supports library services and to urge the planners of the destination medical campus on potential opportunities to collaborate on delivery of library services.
- A resolution by the board, drafted originally by Sperl, was approved unanimously by the board. The resolution reads:

A resolution of the Board of the Duluth Public Library:

Whereas the Duluth Public Library Board recognizes the need to address aging library infrastructure that is becoming more expensive to maintain;

Whereas the Library has undergone an exhaustively robust strategic planning process and recognizes how existing buildings do not align fully with the needs of the community;

Whereas the Library plays a key role in the social safety net and is a critical city resource;

Whereas education and social and community context are included in the social determinants of health;

Whereas multiple private entities are currently working to invest in downtown Duluth in the form of a destination medical campus; and

Whereas this could be an ideal location for relocation or expansion of Library physical presence; now, therefore, be it

Resolved, That the Library Board:

- 1. urges the city administration to lead a comprehensive assessment of capital investments that support library services; and*
- 2. urges the city to engage the planners of the destination medical campus on potential opportunities to explore solutions that address the infrastructure issues of the Duluth Public Library.*

2019 Fee Schedule

- The new fee schedule handout was shared with the Board. Proposed changes are based off the IPD (Implicit Price Deflator) so to keep pace with inflation. This can be challenging with the goal of keeping an even amount, and creates additional labor for staff.
- Powers recommended removing the collection agency fee of \$10.00 because that service has been discontinued.
- With meeting room fees just increased in 2018, no changes are proposed for 2019. Proposed IPD increases for overdue fines or copies and printouts would require more staff labor for a nominal amount of fine and fee revenue.
- The fee schedule was approved unanimously. Powers will forward it to the City Clerk's office for inclusion in the city's fee schedule process.

Adjournment: Meeting adjourned at 5:51 pm.

Next meeting: Tuesday, October 23, 2018; 4:30 p.m. in the Main Library conference room

Friends of the Library Report
From meeting of October 16, 2018

Wendy Williamson was approved as a new board member of the Friends; with her there are now 18 board members. Discussion about an audit and transition of new Treasurer. Estimate that Friends has between \$30,000 and \$36,000. Motion made, seconded and approved to give the DPL \$20,000. Proposed cookbook discussed. Decision made not to get involved. Library Manager's report mostly on end of road construction, usage of building is down, and the positive effect of the security officer. Newsletter to go out at the beginning of November. Christmas book sale set for Dec. 4-5-6 at Mt. Royal. \$700 approved as maximum amount for 2019 Duluth Sidewalk Days booth/tent. The mission of Friends at Sidewalk Days is to give books away to young people in order to promote the love of reading. DeWayne Johnson (Heidi Johnson's husband) died within the past two weeks. Many board members requested additional information including Heidi's current address, and mentioned that DeWayne should be memorialized by Friends in some manner. November meeting will discuss bylaws, and budget for 2018-19.

Submitted by Betty Ramsland

Manager's Report to Library Board October 2018

Superior Street Construction Update. There are a few items to report this month:

- The new hot water heating system for the Main Library was turned on October 10, but much of the building is still chilly. We've contacted Duluth Energy and City Facilities staff to see if the temperature can be turned up a few degrees.
- Plans are now being firmed up for street parking outside of the building. The new design provides for parallel parking rather than diagonal. There are seven regular parking spaces and one space for people with disabilities. We are requesting that four of the seven be designated as five-minute parking to make it easy for patrons picking up holds. We had a similar number of five-minute spaces before construction, and they were used heavily.
- Most of Superior Street is scheduled to reopen October 31, but unfortunately our block will not be ready by then and we don't have a firm date for reopening yet. When the day arrives we plan to celebrate with an open house or some type of event to show off our new street and encourage the public to come in and visit.

Port Card Project. We're not quite off the ground yet with this project. The school district is working on resolving an issue on their end. The tentative go live date has been pushed back to November 6.

Library Technicians. The hiring process is complete, and our new half-time library technicians are scheduled to start work October 22. As is often the case, we ended up with a number of well-qualified candidates, and it was difficult to choose among them. Both of the candidates we decided to hire have years of experience working with people from many different backgrounds and life situations. We are looking forward to bringing them on board. It has been a big challenge lately to adequately staff all of our service points, especially the branches, with two positions vacant.

Staff Development Day. Our annual Staff Development Day, which took place October 5, went very well. We spent the first hour going over a staff focus group's recommendations for how we can address areas of improvement identified in a citywide survey. The rest of the day was spent with presenter Jodi Pfarr, who challenged us to think about how we can do a better job of serving people in our community who are not members of the normalized group. The workshop was very thought provoking, and now we are challenged to put what we learned into action as we implement programs, services and policies. Our next staff development day will take place May 3, 2019, where we will focus on Ryan Dowd's Homelessness in Libraries program.

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		0	0	167279
Internet uses Sam	4838	4673	5399	4575	3924	3540	4256	4220	3784				39209
Internet uses laptops	295	234	256	250	163	168	207	280	167				2020
Internet total	5133	4907	5655	4825	4087	3708	4463	4500	3951	0	0	0	41229
Circulation print,av	35338	31453	36331	30576	24701	25084	28898	27513	25333				265227
Circulation OneClick	482	507	608	495	414	447	515	530	403				4401
Circulation total	35820	31960	36939	31071	25115	25531	29413	28043	25736	0	0	0	269628

MAIN

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	0	0	0	0	0	0	0	0	0	0	0	0	0
Hours open	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Visitors	0	0	0	0	0	0	0	0	0	0	0	0	0
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		10652				92924
Internet uses Sam	1197	1079	1244	1292	1358	1369	1562	1644	1270				12015
Internet uses laptops	97	69	66	61	47	35	36	55	53				519
Internet total	1294	1148	1310	1353	1405	1404	1598	1699	1323				12534
Circulation print,av	23522	21423	24653	25107	25487	29520	31762	33675	25271				240420
Circulation OneClick													0
Circulation total	23522	21423	24653	25107	25487	29520	31762	33675	25271				240420

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				60229
Internet uses Sam	790	770	982	992	1008	1082	1001	1415	1036				9076
Internet uses laptops	41	24	25	31	26	16	24	23	21				231
Internet total	831	794	1007	1023	1034	1098	1025	1438	1057				9307
Circulation print,av	10124	8695	9952	9599	10065	11149	11833	12613	10276				94306
Circulation OneClick	0												0
Circulation total	10124	8695	9952	9599	10065	11149	11833	12613	10276				94306

WEST DULUTH

2017 Hours, Visitors, Circulation, Internet Users

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Days open	0	0	0	0	0	0	0	0	0	0	0	0	0
Hours open	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Visitors	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	334970
Internet uses Sam	6825	6522	7625	6859	6290	5991	6819	7279	6090	0	0	0	60300
Internet uses laptops	433	327	347	342	236	219	267	358	241	0	0	0	2770
Internet total	7258	6849	7972	7201	6526	6210	7086	7637	6331	0	0	0	63070
Circulation print,av	68984	61571	70936	65282	60253	65753	72493	73801	60880	0	0	0	599953
Circulation OneClick	482	507	608	495	414	447	515	530	403	0	0	0	4401
Circulation total	69466	62078	71544	65777	60667	66200	73008	74331	61283	0	0	0	604354

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	10				131
Attendance	401	325	352	422	218	459	1051	1103	233				4564
MAIN TEEN													
Number of programs	3	3	2	2	4	4	2	4	2				26
Attendance	188	161	71	58	139	144	52	54	64				931
MAIN CHILDREN													
Number of programs	20	19	14	21	15	14	22	19	16				160
Attendance	935	880	380	328	693	519	2540	588	258				7121
MTR ADULT													
Number of programs	4	3	4	3	4	8	5	5	3				39
Attendance	54	118	41	24	29	94	79	47	57				543
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				85
Attendance	204	548	420	476	317	585	907	1274	255				4986
WES ADULT													
Number of programs	5	4	2	4	4	3	4	3	1				30
Attendance	71	75	16	16	7	36	29	33	7				290
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				76
Attendance	116	126	110	130	162	336	272	148	171				1571

* August numbers do not include summer reading

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

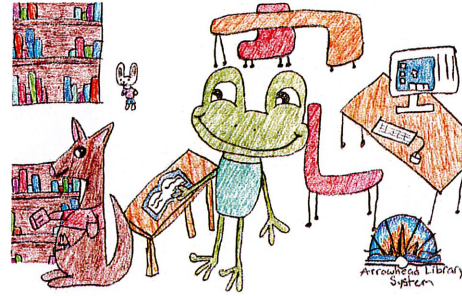
MTR TEEN													
Number of programs		1						1				2	4
Attendance		47						130				45	222

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



We're Thankful for You! Fine & Fee-Free Initiative Recommendation

After reviewing national and statewide trends regarding fine forgiveness, ALS library staff see that fines and fees are barriers to youth in our communities and, in order to help reduce barriers to library use and encourage lifelong learning, the ALS Executive Committee and ALS Staff are recommending the We're Thankful for You! Fine & Fee-Free Initiative for November 2018. This initiative includes the following recommendations:

- No fees will be charged to youth ages 0-18 for replacement library cards (can be the frog design or ALS logo design)
- When youth ages 0-18 return lost items to the library, all attached fines and fees will be waived
- Grant fine amnesty to all youth ages 0-18 with overdue fines