

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting

DATE: April 25, 2023

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of March 28, 2023 meeting

Reports

Library Manager's Report – Powers

Friends Report – Ramsland

Old Business

Safety update

Main Library facility update

New Business

Every Child Ready Duluth

Arrowhead Library System

Library strategic plan

Library Board appointment

Ongoing Business

Advocacy

Adjournment

Next regular meeting: May 23, 2023

Duluth Public Library Board Minutes
March 28, 2023

Present: David Sperl, Michelle Foshay, Susan Henke, Lori Steinbach, Stephen Welsh, Bill Arezzo, Lizzy Luoma

Also in attendance: Carla Powers, Jim Filby Williams, Jose Gonzalez

Not Present: Matt Rosendahl, Betty Ramsland

The meeting was called to order at 4:30 PM

Review and approval of agenda

Motion by Arezzo, seconded by Henke, to approve the agenda. Approved unanimously.

Approval of Minutes of the January 24, 2023 meeting

Motion by Arezzo, seconded by Luoma, to approve the February minutes as drafted. Approved unanimously.

Reports

Library Manager

- Limits for interlibrary loan have been expanded from eight items to 10. DPL is a net lender, meaning more items are sent out than borrowed from other libraries. Placing an interlibrary loan request soon will require a PIN as an added privacy and security measure.
- A mystery escape room program at the Depot brought in 125 participants.
- There is a new art exhibit in the Computer Center at Main, featuring the work of First Ladies of the Hillside.
- Staffing update:
 - Two full-time Library Technician positions are in the process of being filled.
 - Two 13-hour-per-week positions are posted as well.

Old Business

Safety Update

- Extra duty police shifts three days a week at Main are making a difference in the number of issues arising. Shifts are four hours in length. Days and hours vary. All posted shifts are being filled.
- The behavior issues staff are encountering include erratic or threatening behavior, drug use in the restrooms, and an increase in items left unattended for long periods of time or overnight.

Security Assessment

- Guidepost Solutions was hired to perform a security assessment at Main several months ago. The consultants surveyed staff and the public, did a thorough walk-through of the site during daylight hours and after dark, and compiled crime statistics for the area. Their findings largely confirmed the experiences of library staff.

- The top priorities emerging from the assessment include adding more security cameras, hiring an additional Library Safety Specialist, and expanding staff training.
- The security assessment will be presented to City Council on April 10.

Strategic Plan

- A final draft of the plan is being reviewed by the planning committee.
- Once the draft is approved by the committee, Library Strategies will work on formatting.
- The plan will come before the Library Board for final approval next month.

Facility

- A core project team made up primarily of City staff members is holding weekly meetings with MSR and NEOO.
- NEOO, which is leading community engagement, is finalizing its engagement plan and working on a community survey.
- Both sets of consultants will be in Duluth on April 21 and 22 to conduct more site visits and hold a staff engagement session with library and workforce development staff.
- A joint visioning session with the library and workforce development boards is planned for sometime in the future.

New Business

Annual Report

Powers gave a brief comparison of library usage in 2022 versus 2019, which was the last full year before the covid pandemic disrupted library operations. Most library usage has not fully rebounded to 2019 levels, although it is trending upwards.

Motion by Henke, seconded by Sperl, to approve the 2022 annual report for submission to State Library Services. Approved unanimously.

Election of Officers

Foshay and Henke are eligible to serve a second term as president and vice president. They agreed to do so.

Motion by Luoma, second by Sperl, to re-elect Foshay president and Henke vice president. Approved unanimously.

Steinbach was nominated as secretary and accepted the nomination.

Motion by Foshay, seconded by Luoma, to elect Steinbach secretary. Approved unanimously.

Ongoing Business

Advocacy

No advocacy issues were identified at this time.

Meeting adjourned at 5:52 PM

Manager's Report to Library Board

April 2023

Family Fest. ECRD's second annual Family Fest at the Depot took place on Saturday, April 1. With nearly 1000 people in attendance – double the number from last year – it was a tremendous success. The event included tabling by many different community organizations who offered information for caregivers and activities for children. It also featured performers and free play activities.

Teen Collection. Youth Services staff has interfiled most paperbacks with the hardcover collection in the teen area. This makes for a better use of space by eliminating three spinner racks. Also, it makes it easier for patrons to locate the paperbacks and more efficient for staff pulling items off the shelves to fill holds.

"Swap" Programs. All three library locations have been working on exchange programs that build community and invite people to share their hobbies. West Duluth held a plant swap last month that brought in 65 participants. There's a plant swap taking place this evening at the Main Library. At Mt. Royal a craft supply exchange is planned for May 24. Throughout the month of April, people are invited to donate new or gently-used craft supplies to receive an early entry ticket to the event. All items at the events will be offered up for free.

NASA Grant. DPL was one of only 15 libraries in the nation to be awarded a NASA Inspires Futures for Tomorrow's Youth (NIFTY) grant. NIFTY aims to broaden participation of youth in STEM, with a critical focus on girls and other historically excluded genders. In addition to a \$2500 stipend for programs, the grant includes: professional development in research-based gender equitable and culturally responsive instructional strategies, support in connecting with NASA professionals to serve as role models in library programs, and STEM activities and materials. Programs will be aimed at youth ages 9 to 14 and those underrepresented in the science field. Youth Services staff plans to provide four in-house programs this summer. Six additional programs will take place at the Boys & Girls Club this fall. Participants in this programming also will have the opportunity to work with a NASA role model who is representative of the targeted demographics and is currently working in the field.

Staffing Update.

- Our new Librarian II for Technical Services started work on April 10.
- The 13-hour-per-week Delivery Driver position has been filled.
- Interviews are being scheduled with six candidates for a 13-hour-per-week Library Aide position for Youth Services.
- Unfortunately we were unable to find suitable Library Technician candidates from the existing Civil Service list. The list expired on April 13. The position was posted on April 14, and applications are being accepted through the end of the month. A new Civil Service list will be created to fill these two vacancies and any others that occur in the next seven months.

Friends of the Library Report
April 2023

Bank balance at the end of March 2023: \$6,654. Motion made, seconded and approved to give \$300 to Lake Superior Library Symposium, which is a high quality forum for library staff from the area. Library Giving Day at Hoops at Canal Park April 26th from 5:00-8:00. National Library Week is April 23-29. Membership at 115 with 240 not yet renewed in 2023. New membership committee met and recommends that Friends need more presence on social media, and define Friends' goals. A Friends retreat will be set up in near future. Friends annual meeting is May 16th at 4:00. Formal invitations to the annual meeting will be sent out to Foundation board, library board, sorting crew, and Mayor Larson. Tony Dierckins will be asked to speak, as well as Carla, who will give a brief presentation on re-building library with Work Force Development in library space. At annual meeting yard signs and posters for book sale (June 12-14) will be distributed.

Submitted by Betty Ramsland



Every Child Ready Duluth

2022 Year End Report

This past year was the most “normal” year the Every Child Ready Duluth team experienced post-pandemic. It allowed us to get back to more in-person programming, to launch Little Library Go and expand our outreach programs, to strengthen our community collaborations and begin more tangible work with our evaluation consultants. This report will highlight what we were able to accomplish this year and what our priorities will be for 2023.

Evaluation

Working with Colibri, our evaluation consultants Kate Noble and Levitie Dryke, we were able to begin building evaluation tools and collecting community and partner feedback through:

- Facilitation training for ECRD staff
- 11 Stakeholder interviews examining partner perspectives on school readiness in Duluth and gathering ideas for future ECRD work, resulting in a summary document for internal use.
- 4 Parent Community Conversation sessions to learn about parent hopes and concerns related to getting their children ready for school, engaging 17 parents recruited from programs for under-resourced families and resulting in a summary document for internal planning use and to inform a broader parent/caregiver survey in 2023.

Every Child Duluth Coalition

We continued to meet with the ECRD Action Team and Steering Committee groups once per month each.

- **Steering Committee** meetings were attended by 3-6 members each month, who provided guidance for the Action Team focus areas and projects. The committee members have changed slightly this year and the team now includes 9 members:
 - Carl Crawford, Human Rights Officer for City of Duluth
 - Jennifer Jaros, Early Childhood Family Education Coordinator
 - Sheryl Williams, ISD 709 Early Childhood Programs Coordinator
 - Amber Lightfeather, Duluth Indigenous Commission Member and Indigenous Parent Advisory Committee member (ISD 709 and Duluth Edison Schools) and All of Us Research Project Staff
 - Dr. Heather Winesett, St. Luke’s Pediatrician
 - Jan Amys, Northland Foundation Senior Program Officer
 - Jana Nachtsheim, Essentia Mental Health Services RN
 - Anne MacLean, retired early childhood educator
 - Jennifer Peterson, Child Care Aware

- **Action Team** meetings were attended by 3-10 members each month, who helped plan and execute the following projects:
 - **Education and Engagement Campaign** We continued the work started in 2021 with Swim Creative to create and develop common messages about school readiness, anchored in the 5 early literacy practices (talk, sing, read, write, play). The “Ready 5” characters were used to market these practices to parents through:
 - Redesigned ECRD website
 - Enewsletter template for ECRD monthly publication, which has 115 subscribers
 - Promotional videos that ran on Facebook, Google, and TikTok
 - Posters that were shared with about 50 different organizations
 - **ECRD Family Fest:** On April 2, 2022 we held the first ECRD Family Fest at the St. Louis County Depot. The event included 15 community organizations tabling with information and resources for parents/caregivers and activities for children; 5 different performers/readers; free play activities and a fire truck. We had about 500 people attend the event and a lot of positive feedback from attendees and participating organizations. We decided to hold the event in 2023, hoping to make it an annual event.
 - **Community Education speaker** We decided to bring in another community education speaker this year since the Anton Treuer presentation had such great attendance. Our Action Team helped us decide to hire early childhood and parent educator and play advocate, Katy Smith. We worked to plan a hybrid event that would take place in 2023.

Little Library Go Launch

In May we launched the library outreach van, Little Library Go. We held a press conference with representation from the Ordean Foundation and ECFE speaking along with library and Foundation staff. 18 people attended the launch event and 1 media outlet, where we demonstrated our mobile circulation collection and outdoor lounge space. After this event, we were able to start checking books out to folks and signing them up for library cards while at outreach events, along with continuing to give away free books. The Little Library Go (LLG) collection started with about 1,000 books geared toward children 0-5 and continues to grow each year.

Outreach Programs and Events

We took LLG to a variety of events throughout the summer and fall including:

- **Parks and Rec Collaborations** We worked closely with Parks and Rec to provide mobile circulation, free books, storytimes and other activities for families at parks all across Duluth, including these events:
 - **Cold Front** We tabled with take-and-make craft kits, library info, and a story stroll around the ice rink, interacting to 160 people.
 - **Story and Play in the Parks** We visited 9 different parks and engaged 669 people across Duluth with storytime, mobile circulation, free books and kids’ activities.
 - **Edible Duluth Public Orchard Celebration** took place at Merrit Park and drew in 35 people
 - **Pumpkin Palooza** We brought this event back to Harrison Park for a successful second year. With storytime, pumpkin painting/carving, and activities with the Whole Foods Co-op, we reached 84 people.

- **Community Action Duluth Farmer's Markets** We brought mobile circulation, free books and library info to 8 different farmer's markets (at Hillside and Lincoln Park locations), interacting to 448 people over the season.
- **Community events** We participated in a number of different community-wide events, bringing mobile circulation and/or free books and library information to people at each of these events:
 - **Twin Ports Juneteenth Celebration** 50 people
 - **Lincoln Park Children and Family Collaborative Meet in the Park** 55 people (9 of which we signed up for library cards at the event, which is the most people we've signed up at one event)
 - **Unity in the Community back-to-school event** 517 people
 - **Loaves and Fishes Jefferson St. Block Party** 80 people
 - **Family Freedom Center's Big Tent Event** 191 people
 - **Christmas City of the North Parade** We decorated Little Library Go and debuted both LLG and the library's new Library Lynx mascot in the parade.
- **School visits**
 - **ISD 709 Preschool/Head Start classes** We have started a routine of contacting the teachers at all ISD 709 preschool programs to set up class visits in the fall and the spring. In the fall of 2022 we visited 6 of the 7 schools with preschool programs and brought a storytime presentation to 14 classrooms, reaching 231 children (and sending them home with library information for parents)
 - **Early Childhood Family Education (ECFE)** We started visiting these classes virtually in the winter of 2022 and eventually were able to meet in-person. We provided an early literacy presentation and shared about the resources the library has to offer. We provided ECFE class visits on request and visited 12 classes at 3 different school sites, interacting with 97 participants (parents and children).
 - **ECFE Transportation Night** Little Library Go was invited to this fun event highlighting different vehicles in the community. We interacted with 108 people, checking out books and giving away free ones too.
 - **Myers-Wilkins Preschool Picnic** We brought LLG to the end-of-year picnic for Myers-Wilkins preschool program and interacted with 48 people.
 - **Little Hearts Childcare** We were invited by this child care site to visit with storytime and library information. We visited 3 classes and presented to 50 children and teachers. This was the first child care provider that invited us to their site. We have been trying to engage more with child cares and have also been able to share the Ready 5 posters with several child care sites.

Outreach Pilot Partnerships There were a few different organizations we identified as potential partners for regular visits. We built some great new relationships regardless of whether or not the programs continued as we envisioned.

- **YWCA Young Moms and Preschool groups** We visited YWCA 3 times. Once we brought storytime to the preschool class of 30 children. Twice we met with the Young Moms group (10 people), providing storytime, talking about library resources, getting them signed up for library cards and checking out books. We were scheduled to meet with them again at the West branch library, but they had to cancel. We have not been able to restart these visits with them yet due

to their staffing changes, but we remain in contact with them for other collaborations and program supports.

- **Steve O'Neil** We started visiting the Steve O'Neil Apartments with mobile circulation and free books, with the goal of finding a regular monthly visit time to support the residents with library services. We visited 9 times in 2022, engaging with 79 people. Most of our visits took place during a free food pick up time and continue into 2023.
- **Neighborhood Youth Services** We were invited by the NYS staff to visit with LLG during the summer to encourage their kids to read. We visited twice and interacted with 10 children. We hope other youth services staff that focus on programs for elementary aged children can return to visit with LLG later.
- **Families in Transition Headstart program** We restarted our partnership with the FIT program in November, hosting the families and their teachers during our regular storytime followed by lunch and support using the library. We engaged with 21 people so far, but plan to continue the program monthly throughout 2023.

Other Partnerships We work with our partner organizations in a number of different capacities. ECRD staff participate in the Child Abuse Prevention Coalition, led by First Witness. One of the projects this group worked on in 2022 was to purchase and distribute picture books about child abuse prevention topics, like body autonomy and how to talk to adults about abuse. We helped First Witness select book titles and added multiple copies to the library's collection. We also hosted a press conference for them at the Main library, which drew 30 people and 4 media outlets.

Goosechase Virtual Programs In order to reach families who were uncomfortable or unable to attend in-person programming, we continued providing virtual offerings through the Goosechase app. We provided 3 different Goosechase games, engaging families in play-based early learning challenges they completed together, with 74 participants.

Toys and Playspaces With the ECRD funds we continued to expand our toys for checkout collection and playspace toys, furniture and activities at all 3 libraries. One of our playspace additions at Main in 2022 was the Parent & Caregiver Resource wall. We purchased slat wall pieces and have since been filling it with information and resources from our ECRD Coalition partners and our own early literacy resources parents/caregivers can take.

Total Reach Through Programs Counting all of the participation in our in-person and virtual program offerings, Every Child Ready Duluth engaged with a total 3,840 people in 2022.

Submitted by Carmella Hatch

DULUTH PUBLIC LIBRARY

STRATEGIC PLAN 2023-2026

MISSION

The Duluth Public Library strengthens our community by promoting the love of reading and life-long discovery, helping ensure children are ready and excited to learn, offering robust connections to the digital world, and providing a creative and welcoming environment for all.

VISION

The Library is recognized throughout the community as an invaluable resource in providing reading, early literacy, lifelong learning, digital access, and creative and cultural materials and services.

GOALS & STRATEGIES

GOAL 1: Increase Access to and Use of the Library

Strategies:

- Address ongoing and perceived security issues, prioritizing efforts at Main Library, to ensure that all patrons and staff feel welcome and safe
- Expand promotion of the Library, especially through direct outreach into the community, to raise awareness of all three facilities, digital resources, and the breadth of Library services
- Improve Library facilities:
 - Add more private meeting spaces of varied sizes that are pleasant and have up-to-date technology
 - Explore better options for parking at the Main Library and West Duluth Branch
 - Enhance the visual appeal of Library buildings, both inside and out, to impart an affirming environment
 - When feasible, increase sustainable, green practices in Library buildings and vehicles
- Explore possible realignment of open hours to meet changing community needs

GOAL 2: Enhance Current Library Services to Evolve with the Community

Strategies:

- Continue to improve services for teens and schoolchildren, notably by increasing intentional teen spaces and diversifying teen program offerings
- Champion strengthened senior services to increase engagement and decrease social isolation
- Develop more extensive use of the Little Library Go van, to include additional outreach to seniors and into currently under-served neighborhoods
- Improve arts and enrichment programs, especially for adults, to position the Library as a leading free cultural center in the community

- Advance the Library's standing as a regional genealogy and history research center
- Review the usability of the Library's website, and plan for subsequent improvements to its content and design
- Create a plan to develop a community tech hub at the Main Library for both individuals and businesses and explore ways to share these resources at branches and through outreach
- Add programming, events and resources, such as an expanded "Library of Things," to further the community's commitment to a more sustainable future

GOAL 3: Intensify Efforts to Increase the School Readiness of Duluth's Children

Strategies:

- Focus efforts on leveraging/engaging existing early literacy community partners
- Grow funding for school readiness efforts and explore ways of building additional Library staff capacity for this campaign

GOAL 4: Advance Diversity, Equity and Inclusion to Better Reflect the Duluth Community

Strategies:

- More fully empower our diverse community by involving them in decision making related to collections, programs, facilities, outreach and partnerships
- Continue diversification of Library staff and leadership through hiring, training, and professional development
- Through partnerships, foster additional supports for under-resourced individuals and households

GOAL 5: Increase Library Support and Maximize Efficiencies in Current Resources

Strategies:

- Support advocacy efforts by the Library Board, Foundation, Friends and other partners to increase public funding and support
- Continue internal dialogues with City leaders to grow support for the Library, including funding for high-quality facilities and adequate staff
- Provide additional resources and supports for staff, especially in social service arenas, to improve the overall work environment
- Collaborate with the Foundation and Friends to maximize private support for the Library
- Develop a broader, system-wide approach to the supported self-service model, to further allow staff to focus on community service goals