

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting

DATE: August 27, 2024

TIME: 4:30 p.m.

LOCATION: Main Library Conference Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of June 25, 2024 meeting

Reports

Library Manager's Report – Powers

Library Usage – Powers

Friends Report – Ramsland

Old Business

Main Library facility update

Advocacy update

New Business

2025 fee schedule

Adjournment

Next regular meeting: September 24, 2024

Duluth Public Library Board Meeting Minutes
June 25, 2024

Present: Bill Arezzo, Ellen Hatfield, Lori Steinbach, Sue Henke, Lizzy Luoma, Jose Gonzalez, and Betty Ramsland

Also in attendance: Library Manager Carla Powers, City Council Liaison Azrin Awal, Branch Supervisor Lori Crocker

Absent: Matt Rosendahl, Michelle Foshay

The meeting was called to order at 4:34 PM by Sue Henke, President

Review and approval of agenda

Motion by Ramsland, seconded by Arezzo, to approve agenda as drafted. Motion passed unanimously.

Approval of minutes of the May 28, 2024 meeting

Motion by Ramsland, seconded by Gonzalez, to approve minutes as drafted. Motion passed unanimously.

Reports

Library Manager

- **William A. Irvin Passes** – There was discussion of whether staff members have been seeking out passes for attractions or whether the attractions are reaching out. It has been a mix. There was a suggestion to approach Glensheen and the Duluth Children’s Museum.
- **Polaris Upgrade** – A major upgrade of the integrated library system software took place on June 4. The system was down for part of the day during the upgrade but is functioning well now.
- **Calendar Software and Website Redesign** – The new software being implemented will make it easier for the public to register for library events and book meeting rooms.
- **2025 Budget** – Funds added by the former mayor and city council will be part of the base budget. However, the \$200,000 one-time payment from a building sale will not be in the budget for next year. Funding added earlier in 2024 for safety needs must be requested again for 2025. Powers mentioned that securing a pay increase for the library’s 13-hour-per-week staff is also a high priority.

Library Staffing Update

- A total of 24 applications were received for the vacant Librarian I position. Interviews are starting the week of July 1.

Library Usage Statistics

- There was discussion around wifi hotspots, which remain very popular and have

long hold lists. Board members inquired about usage statistics for hotspots and attraction passes.

Friends of the Library

- The annual book sale was a big success, raising \$15,300 over four days.

Old Business

Main Library Facility Update

- Carla and Jim participated in an informational webinar for the process and paperwork needed for the \$1.7 million Congressionally Directed Spending request that was submitted last year. The project has changed somewhat from how it was originally envisioned. It's unclear whether the changes are substantial enough to impact whether the funding is awarded.

Advocacy Update

- The advocacy team's next focus will be the 2025 budget.

Gifts and donations policy

Motion by Ramsland, seconded by Gonzalez, to approve the policy as updated since last month's meeting. Motion passed unanimously

New Business

Staff Survey Results

- The library recently completed its fourth Employee Pulse Survey for staff. The survey has been conducted annually since 2021, in conjunction with other organizational culture work.
- The response rate this year was slightly lower than in years past, but still at 74%. Overall employee satisfaction was at 89%, compared with 76% the first year of the survey. Overall flight risk is down to 15%, which is roughly the same as the amount of turnover experienced pre-pandemic.
- One of the open-ended questions asked on the survey was how the library can improve as an organization. The top three answers were to continue to prioritize safety, add staff, and work on communication.
- The survey no longer will be conducted on an annual basis. This is partly because the library's leadership team and culture team do not feel it's necessary to continue doing it ever year, and also because city administration has decided to end its work with the firm that has been conducting the survey.

Adjournment – 5:44 pm by Sue Henke, President

Manager's Report to Library Board August 2024

Freedom to Read Law. A bill protecting Minnesotans' freedom to read by prohibiting book bans recently went into effect. Known as the Access to Library Materials and Rights Protection, the new law states that "A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys." It also shields library staff from being punished for upholding the law. The new law does not prohibit someone from challenging an item in a library's collection or requesting that it be reconsidered. It requires libraries to have a policy in place to address challenges, and to report any challenges to the state's Commissioner of Education.

Summer Reading Program. Summer Reading 2024 has wrapped up, with solid participation overall and very positive feedback from those who took part in it. In participant surveys, almost 83% of youth reported that they learned something new from what they read or experienced as part of the Summer Reading Program. 80% said they enjoy reading more, and almost 83% said they read more often because of the program. Reading, spinning the prize wheel, and having a chance to win gift cards ranked as the best parts of Summer Reading. Of the adults completing the survey, 89% reported learning something new, 74% said the program encouraged them to read more often, and 80% said they want to use the library more often. Participation in the Summer Reading Program took a big jump last year as compared with 2022. Registrations this year were similar to 2023, but the completion rate was down slightly.

Sustainability Projects. The City of Duluth's sustainability office has helped to fund two projects at the Main Library. One is a staff bike rack for our growing group of bicycle commuters. The rack has been installed in the library's garage for security and protection from the weather. The second project is a worm composting bin. It will divert food scraps from staff lunches and snacks that would otherwise end up in the landfill. It also will provide an opportunity to educate library patrons about vermiculture and produce a source of nutrients for the library's gardens.

2025 Budget. The 2025 budget planning process is continuing. This year, budget presentations are taking place at a City Council retreat at Spirit Mountain on Friday, Sept. 13. Mayor Reinert will present his budget the previous Monday, Sept. 9. Funding for additional safety improvements and the slight increase in the materials budget that were included in the library's 2024 budget are slated to carry into 2025.

Pride Events. Again this year, DPL is planning some special events in conjunction with the Duluth-Superior Pride Festival. Craft programs are taking place next week at the Main Library and the West Duluth Branch. Drag Queen Storytime will be at West Duluth this year, at 10:15 on Friday, Aug. 30. Little Library Go will be at the festival in Bayfront Park on Saturday and in the parade on Sunday.

Staffing Update.

- The Librarian I position in adult services was filled with an internal candidate. This led to a half-time Library Technician position opening up at the Mount Royal Branch. Interviews for this position are taking place Aug. 22 and 23.
- Two 13-hour-per-week positions are currently posted. One is a Library Aide and the other is Delivery Driver. Both positions are based at the Main Library.

MAIN														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	25	24	25	25	25	19	22						165	165
Hours open	202	195	196	202	202	157	187						1,341	1,330
Visitors	13640	13812	13430	13333	12909	12734	14119						93,975	83,251
Internet uses Labs	2033	1961	1804	1908	1707	1479	1707						12,599	11,919
Internet uses laptops	35	30	33	52	53	34	53						290	173
Internet total	2068	1991	1837	1960	1760	1513	1760	0	0	0	0	0	12,889	12,092
Circulation print,av	23439	23527	24242	23209	20619	20290	22199						157,525	156,178
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114						73,713	60,819
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632						17,145	11,570
Circulation - LLG	3	0	6	3	4	95	72						183	355
Circulation total	36958	35798	37370	35261	33922	33240	36017	0	0	0	0	0	248,566	228,922
In Person Programming Attendance*	670	1211	527	1872	1138	1375	4506						11,299	15,368
Virtual Attendance**	0	15	18	27	24	15	0						99	79
Self-Directed Participation	452	195	484	143	411	690	238						2,613	2,408
Programming Attendance TOTAL	1122	1421	1029	2042	1573	2080	4744	0	0	0	0	0	14,011	17,855

*includes on and off-site programs

**includes live and recorded

MT ROYAL														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	21	20	20	21	22	19	22						145	145
Hours open	171	161	161	171	178	154	184						1,180	1,173
Visitors	8671	7281	8237	9734	9009	10251	10418						63,599	58,752
Internet uses Labs	544	537	541	630	588	516	595						3,951	3,479
Internet uses laptops	0	2	1	3	2	4	9						21	42
Internet total	544	539	542	633	590	520	604	0	0	0	0	0	3,972	3,521
Circulation print,av	22273	21151	21072	22506	22560	24065	26115						159,742	151,290
In Person Programming Attendance*	381	354	440	448	609	1028	505						3,765	3,252
Virtual Attendance**	0	12	0	0	0	0	0						12	16
Self-Directed Participation	775	1279	225	741	402	1030	261						4,713	4,606
Programming Attendance TOTAL	1156	1645	665	1189	1011	2058	766	0	0	0	0	0	8,490	7,874

*includes on and off-site programs

**includes live and recorded

WEST DULUTH														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	21	20	20	21	22	19	22						145	145
Hours open	174	167	161	174	181	157	178						1,192	1,190
Visitors	5379	4243	5048	5248	5824	5493	5908						37,142	32,005
Internet uses Labs	353	249	360	415	423	377	505						2,682	2,464
Internet uses laptops	4	0	4	2	1	1	0						12	18
Internet total	357	249	364	417	424	378	505	0	0	0	0	0	2,694	2,482
Circulation print,av	8498	7298	7542	8708	8783	9217	9676						59,722	56,881
In Person Programming Attendance*	129	350	169	197	251	358	259						1,713	1,577
Virtual Attendance**	0	0	0	0	0	0	0						-	-
Self-Directed Participation	266	100	149	303	586	173	377						1,954	1,576
Programming Attendance TOTAL	395	450	318	500	837	531	636	0	0	0	0	0	3,667	3,153

*includes on and off-site programs

**includes live and recorded

TOTAL MAIN AND BRANCHES														
2023 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Visitors	27689	25335	26714	28315	27742	28478	30444	0	0	0	0	0	194,715	174,008
Internet uses Labs	2930	2747	2705	2953	2718	2372	2807	0	0	0	0	0	19,232	17,862
Internet uses laptops	39	32	38	57	56	39	62	0	0	0	0	0	323	233
Internet total	2969	2779	2743	3010	2774	2411	2869	0	0	0	0	0	19,555	18,095
Circulation print,av	54213	51976	52862	54426	51966	53667	58062	0	0	0	0	0	377,172	364,704
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	0	0	0	0	0	73,713	60,819
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	0	0	0	0	0	17,145	11,570
Circulation total	67729	64247	65984	66475	65265	66522	71808	0	0	0	0	0	468,030	437,093
In Person Programming Attendance*	1180	1915	1136	2517	1998	2761	5270	0	0	0	0	0	16,777	14,342
Virtual Attendance**	0	27	18	27	24	15	0	0	0	0	0	0	111	95
Self-Directed Participation	1493	1574	858	1187	1399	1893	876	0	0	0	0	0	9,280	8,590
Programming Attendance TOTAL	2673	3516	2012	3731	3421	4669	6146	0	0	0	0	0	26,168	23,027

*includes on and off-site programs

**includes live and recorded

West Duluth Branch Library - reduced services for remodel February 5-9, 2024

Friends of the Library Report
August 2024

Friends of the DPL met August 20, 2024

- Bank balance as of July 31, 2024: \$29,983. Motion made, seconded and carried to donate \$25,000 to the DPL.
- Membership as of end of July stand at 213.
- We are in the month that Whole Foods Co-Op is “rounding up at the till” for the Friends; we hope to receive \$4,000+.
- NEMBA, which is now being handled by the Lake Superior Writers, has not contacted the Friends for a donation, so this issue is still on hold.
- There was discussion on next newsletter, which will be mailed in October. It will cover the donation to the DPL, the December book sale at Mt. Royal, “Give to the Max” on November 21. Suggestions offered to Carla on info for her Carla’s Corner article in the newsletter.
- Discussion on Sidewalk Days that the DPL had in July, and Friends volunteered.
- All three boards might meet again; everyone thought the previous meeting was very successful. Erin from the Foundation is setting this up.

Submitted by Betty Ramsland

Dept/Div	Name of License	Last Approved Change	2023 Fee	2024 Fee	IPD	2025 Fee w/IPD	Cumulative IPD 2025	2025 Fee with Cumulative IPD	2025 Recommendation	Reason for recommendation
Library										
	Barcode/Security Label Destruction Service Charge	10/11/2003	\$3.00	\$3.00	0.88%	\$ 3.03	44.65%	\$ 4.34	\$3.00	Fee adequately covers actual cost of replacement and staff time
	Card Replacement	7/21/2008	\$3.00	\$3.00	0.88%	\$ 3.03	38.45%	\$ 4.15	\$3.00	Fee adequately covers actual cost of replacement and staff time
	Conference Room Rental - Commercial - 0-4 hours	12/20/2022	\$70.00	\$70.00	0.88%	\$ 70.62	8.85%	\$ 76.20	\$70.00	Fair price for limited amenities; updated in 2023
	Conference Room Rental - Commercial - Per Day	12/20/2022	\$90.00	\$90.00	0.88%	\$ 90.79	8.85%	\$ 97.97	\$90.00	Fair price for limited amenities; updated in 2023
	Group	12/17/2012	\$ -	\$ -	0.88%	\$ -	31.83%	\$ -		Free as a public service
	Deposit Card Fee	12/20/2022	\$65.00	\$65.00	0.88%	\$ 65.57	8.85%	\$ 70.75	\$65.00	Average replacement costs if materials are not returned
	Gold Room Rental - Commercial - 0-4 hours	12/20/2022	\$70.00	\$70.00	0.88%	\$ 70.62	8.85%	\$ 76.20	\$70.00	Fair price for limited amenities; updated in 2023
	Gold Room Rental - Commercial - per day	12/20/2022	\$90.00	\$90.00	0.88%	\$ 90.79	8.85%	\$ 97.97	\$90.00	Fair price for limited amenities; updated in 2023
	Gold Room Rental - Nonprofit/Community Group	12/17/2012	\$ -	\$ -	0.88%	\$ -	31.83%	\$ -		Free as a public service
	Green Room Rental - Commercial - 0-4 hours	12/20/2022	\$115.00	\$115.00	0.88%	\$ 116.01	8.85%	\$ 125.18	\$115.00	Fair price for limited amenities; updated in 2023
	Green Room Rental - Commercial - Per day	12/20/2022	\$150.00	\$150.00	0.88%	\$ 151.32	8.85%	\$ 163.28	\$150.00	Fair price for limited amenities; updated in 2023
	Green Room Rental - Nonprofit/Community Group	12/17/2012	\$ -	\$ -	0.88%	\$ -	31.83%	\$ -		Free as a public service
	Lost/Damaged Materials Fee (fee is actual cost of replacement and processing only)	10/11/2003	\$ -	\$ -	0.88%	\$ -	44.65%	\$ -		
	Non Minnesota Resident Borrower's Card - 1st Family Member - Annual	12/4/2017	\$55.00	\$55.00	0.88%	\$ 55.48	26.26%	\$ 69.44	\$55.00	Fee based on Duluth's per capita tax for library services
	Research - After 1st 1/2 hour (per hour)	12/20/2021	\$30.00	\$30.00	0.88%	\$ 30.26	16.14%	\$ 34.84	\$30.00	Covers staff time for doing in-depth research
	Research Results - Per Page	12/20/2022	\$0.25 - \$2.00	\$3.00	0.88%		8.85%		\$3.00	Covers staff time and copying/printing costs

Dept/Div	Name of License	t Approved Cha	2023 Fee	2024 Fee	IPD	2025 Fee w/IPD	Cumulative IPD 2025	2025 Fee with Cumulative IPD	2025 Recommendation	Enter either "Tax Included" or "Plus Tax"	Reason for recommendation to 2025 Fee w/IPD
	Photocopies/Printing - Coin Operated Machines - Letter B & W	12/20/2021	\$0.10	\$ 0.10	0.88%		16.14%		\$0.15	Tax included	Increase to cover costs. B&W .15; color .40; B&W ledger .30; color ledger .60
	Photocopies/Printing - Coin Operated Machines - Legal/Ledger B & W	12/20/2021	\$0.20	\$ 0.20	0.88%		16.14%		\$0.30	Tax included	Increase to cover costs. B&W .15; color .40; B&W ledger .30; color ledger .61
	Photocopies/Printing - Coin Operated Machines - Letter Color	12/20/2021	\$0.30	\$ 0.30	0.88%		16.14%		\$0.40	Tax included	Increase to cover costs. B&W .15; color .40; B&W ledger .30; color ledger .62
	Photocopies/Printing - Coin Operated Machines - Legal/Ledger Color	12/20/2021	\$0.60	\$ 0.60	0.88%		16.14%		\$0.60	Tax included	Increase to cover costs. B&W .15; color .40; B&W ledger .30; color ledger .60
	Merchandise	12/17/2012	\$0.50 - \$50.00	\$0.50 - \$50.00	0.88%		31.83%		\$0.50-\$50.00	Tax included	Fee covers cost of merchandise