

DULUTH PUBLIC LIBRARY BOARD
Notice of Meeting

DATE: September 24, 2024

TIME: 4:30 p.m.

LOCATION: Main Library Gold Room

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of August 27, 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 budget

Adjournment

Next regular meeting: 4:30 PM on October 29, 2024 (5th Tuesday) at City Center West

Duluth Public Library Board Meeting Minutes
August 27, 2024

Present: Sue Henke, Jose Gonzalez, Michelle Foshay, Lizzy Luoma, Ellen Hatfield, Betty Ramsland,
Also in attendance: Library Manager Carla Powers, library staff member Jessica McLamb-Manor
Absent: Matt Rosendahl, Bill Arezzo, Lori Steinbach

The meeting was called to order at 4:35 PM by Sue Henke, President

Review and approval of agenda

Motion by Gonzalez, seconded by Hatfield, to approve the agenda. Motion passed unanimously.

Approve minutes of June 25, 2024 meeting

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

Reports

Library Manager's Report

- Library Staffing Update: A Library Technician was promoted into a full-time Librarian I position, leaving a .5 Library Technician position vacant. Interviews took place last week, and an offer was made to the top candidate.
- The 2025 budget planning process is underway. Mayor Reinert is scheduled to present his budget to the city council on September 9th.
- Powers attended a meeting of the Duluth Attractions Council and was accepted into the organization. She hopes to connect with organizations that may be good partners for community passes.

Advocacy update

Sue Henke shared an update from the meeting with City administration. The meeting was attended by Henke, Bill Arezzo, Terri Teich, Matt Rosendahl, Erin Kreeger, Dave Montgomery, Jess Kasper, and Jim Filby Williams. Board members advocated for safety and an increase in the materials budget.

Friends Report

Betty Ramsland reported that the Friends gave \$25,000 to the library. This month they are receiving the benefit of the rounding up of the till at the Whole Foods Co-op.

Old Business

Main Library facility update

The mayor supports a project. The City is working to determine if the money awarded by HUD can be used to fund a study for a renovation project that would potentially include retail and/or housing.

New Business

2025 fee schedule

Powers recommends fees remain stable, with the exception of an increase in charges for copies and printouts due to the cost of paper.

Motion by Ramsland, seconded by Foshay, to approve the 2025 fee schedule as presented. Motion passed unanimously.

Adjournment at 5:37

Next regular meeting: September 24, 2024

Manager's Report to Library Board September 2024

New Calendar Software. Earlier this month DPL launched a new software product to manage events and meeting room bookings. Called Vega Program, the software is from the same vendor that provides our integrated library system. Vega Program allows people to view library events, register for events online, and create a customized brochure of events they are interested in, regardless of whether they have a library card. The software also manages use of the library's meeting rooms and allows people to book rooms online. Vega Program will provide better service for the public while saving staff time. Currently, meeting room bookings are very staff intensive. Staff in the library's business office take phone calls from people who want to book a room, input the information into a spreadsheet, and mail a confirmation letter. Vega Program will streamline the workflow in the library's public relations office as well, by making it easier to publicize upcoming events.

Community Passes. The William A. Irvin has ended its regular season, which means that community passes for this venue are paused until next spring. The Irvin coordinator from the DECC was very pleased with the partnership and how it gave locals an opportunity to experience the ship. Now discussions are underway to add the Duluth Children's Museum to the community pass program. Museum officials have expressed enthusiasm about the partnership. They say it aligns well with the museum's accessibility goals. The next step is to seek approval from the museum board.

Statement of Concern. Recently a library patron filled out a Statement of Concern form to express concern over the book *Julie of the Wolves* by Jean Craighead George. The patron noted that there is a scene in the book where Julie's boyfriend forcibly kisses her, which is a form of sexual assault. The patron suggested moving the book to a different part of the library or adding a content warning. After discussing it with DPL's youth services supervisor and taking into consideration where the book is shelved at other Minnesota libraries, I chose to leave it in the library's juvenile collection. The book is written for an upper elementary school audience, making it a better fit for the juvenile collection than the teen collection. I wrote a letter to the patron, explaining the decision and the reasons behind it. I also explained that DPL refrains from adding content warnings to books, because such warnings are subjective. Instead, the library encourages parents to guide their children's library use.

Main Library Safety. Following a few weeks of increased safety concerns, including an incident in which a person was wielding a large pipe outside the Superior Street entrance, Jim Filby Williams and I arranged to have off-duty police officers present at Main during nearly all open hours for a two-week time period. The two weeks will come to a close soon. The officer presence is having a positive impact, with fewer behavior policy issues being reported. We are in discussions with the police department and city attorney's office regarding options for strengthening our behavior policy and dealing with weapons and potential weapons in and around the building.

Staffing Update.

- A Library Aide recently was promoted into the open half-time Library Technician position for the Mount Royal Branch. Her first day of work as a tech was Monday, Sept. 9. After another week or two of training at Main, she will join the team at the branch.
- Job offers have been extended to the top candidates for two open Library Aide positions. Their start date will be Monday, Oct. 7.
- Interviews are taking place this week for a 13-hour-per-week Delivery Driver position.

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	22					187	188	
Hours open	202	195	196	202	202	157	187	181					1,522	1,521	
Visitors	13640	13812	13430	13333	12909	12734	14119	13368					107,343	95,827	
Internet uses Labs	2033	1961	1804	1908	1707	1479	1707	1811					14,410	13,704	
Internet uses laptops	35	30	33	52	53	34	53	59					349	198	
Internet total	2068	1991	1837	1960	1760	1513	1760	1870	0	0	0	0	14,759	13,902	
Circulation print,av	23439	23527	24242	23209	20619	20290	22199	21261					178,786	180,762	
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188					84,901	69,934	
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747					19,892	13,559	
Circulation - LLG	3	0	6	3	4	95	72	32					215	475	
Circulation total	36958	35798	37370	35261	33922	33240	36017	35228	0	0	0	0	283,794	264,730	
In Person Programming Attendance*	670	1211	527	1872	1138	1375	4544	2709					14,046	11,444	
Virtual Attendance**	0	15	18	27	24	15	0	15					114	81	
Self-Directed Participation	452	420	484	143	411	690	238	360					3,198	2,536	
Programming Attendance TOTAL	1122	1646	1029	2042	1573	2080	4782	3084	0	0	0	0	17,358	14,061	

*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	22					167	168	
Hours open	171	161	161	171	178	154	184	178					1,358	1,361	
Visitors	8671	7281	8237	9734	9009	10251	10418	10527					74,126	69,025	
Internet uses Labs	544	537	541	630	588	516	595	640					4,591	4,106	
Internet uses laptops	0	2	1	3	2	4	9	7					28	48	
Internet total	544	539	542	633	590	520	604	647	0	0	0	0	4,619	4,154	
Circulation print,av	22273	21151	21072	22506	22560	24065	26115	23965					183,707	178,098	
In Person Programming Attendance*	381	354	440	448	609	1028	505	523					4,288	3,771	
Virtual Attendance**	0	12	0	0	0	0	0	0					12	16	
Self-Directed Participation	775	1279	225	741	402	1030	261	248					4,961	5,543	
Programming Attendance TOTAL	1156	1645	665	1189	1011	2058	766	771	0	0	0	0	9,261	9,330	

*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	22					167	168	
Hours open	174	167	161	174	181	157	178	181					1,373	1,381	
Visitors	5379	4243	5048	5248	5824	5493	5908	6088					43,229	38,633	
Internet uses Labs	353	249	360	415	423	377	505	511					3,193	3,524	
Internet uses laptops	4	0	4	2	1	1	0	0					12	20	
Internet total	357	249	364	417	424	378	505	511	0	0	0	0	3,205	3,544	
Circulation print,av	8498	7298	7542	8708	8783	9217	9697	9950					69,693	67,701	
In Person Programming Attendance*	129	350	169	197	251	358	259	777					2,490	2,313	
Virtual Attendance**	0	0	0	0	0	0	0	0					-	-	
Self-Directed Participation	266	100	149	303	586	173	357	146					2,080	1,723	
Programming Attendance TOTAL	395	450	318	500	837	531	616	923	0	0	0	0	4,570	4,036	

*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	29983	0	0	0	0	224,698	203,485	
Internet uses Labs	2930	2747	2705	2953	2718	2372	2807	2962	0	0	0	0	22,194	21,334	
Internet uses laptops	39	32	38	57	56	39	62	66	0	0	0	0	389	266	
Internet total	2969	2779	2743	3010	2774	2411	2869	3028	0	0	0	0	22,583	21,600	
Circulation print,av	54213	51976	52862	54426	51966	53667	58083	55208	0	0	0	0	432,401	427,036	
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188	0	0	0	0	84,901	69,934	
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747	0	0	0	0	19,892	13,559	
Circulation total	67729	64247	65984	66475	65265	66522	71829	69143	0	0	0	0	537,194	510,529	
In Person Programming Attendance*	1180	1915	1136	2517	1998	2761	5308	4009	0	0	0	0	20,824	17,528	
Virtual Attendance**	0	27	18	27	24	15	0	15	0	0	0	0	126	97	
Self-Directed Participation	1493	1799	858	1187	1399	1893	856	754	0	0	0	0	10,239	9,802	
Programming Attendance TOTAL	2673	3741	2012	3731	3421	4669	6164	4778	0	0	0	0	31,189	27,427	

*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
September 2024

Friends of the DPL met on September 17, 2024.

- Bank balance as of August 2024: \$30,878, less \$25,000 donation to DPL, which had not cleared by the end of the month.
- Round-up-at-the-till at the Co-Op in August brought in \$12,674; the Friends received a check for half or \$6,337. The other half goes to the Co-Op's non-profit. In 2026, we will apply again to be part of this program.
- Short discussion on merging the Foundation and the Friends. Many more discussions will follow.
- Approved donating our normal \$600 to NEMBA.
- Friends membership stands at 217. Discussion on setting up training for volunteers.
- Newsletter going out in October, and will cover:
 - \$25,000 donation to DPL
 - Give to the Max day is November 21.
 - Round-Up-At-the-Till at the Co-Op in August, and receipt of \$6,337
 - Xmas book sale at Mt. Royal December 3-4-5
 - Article from DPL on Sidewalk Days
 - Article on Wendy Williamson, former Friends board member
- Preliminary discussion on changing book prices up \$1 or more for 2025 book sale.

Submitted by Betty Ramsland