

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: October 29, 2024

TIME: 4:30 p.m.

LOCATION: Evergreen Senior Center, 5830 Grand Ave.

AGENDA

Call to order

Welcome and introductions

Review and approve agenda

Approve minutes of September 24, 2024 meeting

Reports

Library Manager's Report – Powers

Library Usage – Powers

Foundation Report – Rosendahl

Friends Report – Ramsland

Old Business

Main Library facility update

Advocacy update

New Business

2025 meeting schedule

Foundation and Friends liaison positions

Adjournment

Next regular meeting: 4:30 PM on November 26, 2024 in Main Library Gold Room

Duluth Public Library Board Meeting Minutes September 24, 2024

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

Also in attendance: Carla Powers, City Councilor Azrin Awal, Jim Filby Willaims, Library Staff Member Byron Johnson, League of Women Voters observer Carolyn Baird

Absent: Michelle Foshay, Ellen Hatfield, Matt Rosendahl

Call to order

The meeting was called to order at 4:29 PM by Sue Henke, President

Review and approval of agenda

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

Approval of minutes of August 27, 2024

Motion by Ramsland, seconded by Gonzalez, to approve minutes with changes. Motion passed unanimously.

Reports

Library Manager

- New Calendar Software – New software is in place for publicizing events and booking meeting rooms. Having the bookings online might put more pressure on the meeting rooms, which already are heavily used. The public can use the software to book rooms up to 60 days out. Library programs have priority over outside use of the meeting rooms.
- Community Passes – These passes were checked out all summer long. Byron has helped set up all the logistics of the program and is currently working on getting passes to the Duluth Children’s Museum.
- Statement of Concern – A patron asked for a book to be moved out of the juvenile section where it is now. Under a new state law that took effect this year, book challenges must to be reported to the State Board of Education. The library’s policy is that parents have the responsibility to decide what is appropriate for their own children. The decision was to leave the book shelved where it is currently. The patron was informed of this decision and has not reached back out.
- Library Safety – After an incident in which a person was wielding a large pipe outside the Superior Street entrance of the Main Library, off duty police are doing shifts there for two weeks during all open hours. Incidents have calmed down considerably since this began.
- Library Staffing Update – As of October 7th when three new staff members start work, the library will be fully staffed for the first time since 2020. With two full-time Library Safety Specialists there is coverage for the majority of open hours at the Main Library. Currently on the top floor of the library, MNsure navigators, HDC, Police Substance Use Resource Team and Workforce Center all have regular office hours.

Library Usage Report

The library continues making progress toward pre-covid levels of library usage. Usage is tracking higher than last year. The number of physical materials checked out was down in August, but usage of digital materials was up. There was a discussion of similarities and differences between Libby and Hoopla. Most titles on Libby can only be used by one person at a time, and often there is a hold list. The limit of Libby titles that can be checked out is 10 at one time. Hoopla has a limit of 5 titles per month, and all titles are available instantly. The titles on each service are fairly different, although there is some crossover. Mt. Royal July and August numbers for self-directed activities appear to be lower than expected. Powers has followed up with branch staff to make sure they are accurate.

Duluth Library Foundation

- The last Foundation Board Meeting was held on September 26th.
- Foundation committee is contracting with a firm called Media Cause to develop a marketing and communications plan.

Friends of the Library

- The Friends recently wrote a check to the Library for \$25,000,
- Round up at the Whole Foods Co-op brought in \$12, 674 during the month of August. The Friends receive half of the amount, which comes to \$6,337.
- There was some discussion at the last meeting about merging the Friends with the Foundation. Many on the Friends Board are against this. However, it will be discussed further. Examining the relationship of the Friends and Foundation is in the Foundation's strategic plan.

Old Business

Main Library Facility Update

There is little new information at this time. The City has been approved for \$1.7 million in Congressionally Directed Funding. Originally the funding was meant to go toward predesign of a new Main Library. Other options are being examined, such as using a portion of the funds to renovate other community centers.

New Business

Budget presentations to the City Council have wrapped up. Mayor Reinert included an additional \$45,000 in the library's budget in 2025 to make the new Library Safety Specialist position full-time.

Advocacy

Advocacy role for the Library Board and Foundation is not needed at this time, except to thank the Mayor for the \$45,000 budget increase. An increase in the library's materials budget may be requested in a future budget year. Library advocates are encouraged keep an open mind about the Main Library operating out of leased space, should that opportunity arise. The Mount Royal Branch works very well in leased space, although details matter.

Meeting adjourned at 5:36 pm by Sue Henke, President

Manager's Report to Library Board October 2024

Hold Notices. Email notices for items on hold recently became much more colorful and informative, thanks to a new piece of software called LX Starter. LX Starter is a free product from Polaris, which operates DPL's integrated library system. It makes library notices more attractive and functional. The new hold notices display information about curbside pickup, including a link to chat with library staff when a patron arrives to pick up their item. The notices also include links to the library's homepage and hours/locations page. Over time, library staff will be transitioning other types of email notices, such as overdue notices, to the new software.

Crisis Intervention Training. This month the two Library Safety Specialists attended an intensive, four-day Crisis Intervention Training organized by the Duluth Police Department. Other participants included police officers and staff from various nonprofit organizations who work with people in crisis. A scaled down version of this training will be offered to the rest of the library staff on Monday and Tuesday, Oct. 28 and 29. Half the staff will attend the first day, and the other half will attend the second day. The morning will be spent learning about mental health conditions, substance use, and de-escalation. In the afternoon, staff will practice their skills by participating in role-playing different scenarios. CIT was last offered two years ago. It will continue to be organized every other year as a regular part of staff safety training.

Weapons in the Library. As library leadership has been meeting with the city attorney's office about the possibility of banning weapons in the library, the Minnesota Library Association has included the issue on its list of priorities for the upcoming state legislative session. One of MLA's legislative priorities is to "support efforts to authorize local governmental units to prohibit or restrict possession of dangerous weapons, ammunition, or explosives in public facilities, including public libraries." Under current state law, the only public facilities that can ban weapons are courthouses and schools. MLA does not anticipate sponsoring the legislation but will support it if another organization brings it forward.

Library Kiosks. The Duluth Library Foundation is exploring ideas for its next large fundraising project. One idea that has come up is library kiosk machines. Options vary from lockers for picking up items on hold to full-service units that provide a wifi hotspot, information about library events, and access to a browsing collection in addition to holds. Kiosks could be placed in community centers or other locations that are easily accessible and have generous open hours, as a way of giving patrons more convenient access to library materials. Discussion is still in the early phase. There are many factors to consider, including staff capacity to fill the lockers, pick up returns, and troubleshoot issues as needed.

Bluey Book Bingo. West Duluth staff recently combined a popular library program (book bingo) with a character that everyone loves (Bluey) and packed the house with 120 participants of all ages. Both rooms in the Evergreen Senior Center were opened up for the event. It featured Bluey-themed prizes, and even those who didn't win went home with a Bluey sticker and bookmark.

Staffing Update.

As of October 7, the library is fully staffed! This marks the first time since 2020 that all of our positions are filled.

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	24				211	212
Hours open	202	195	196	202	202	157	187	181	192					1,714
Visitors	13640	13812	13430	13333	12909	12734	14119	13368	11539				118,882	108,222
Internet uses Labs	2033	1961	1804	1908	1707	1479	1707	1811	1624				16,034	15,539
Internet uses laptops	35	30	33	52	53	34	53	59	17				366	246
Internet total	2068	1991	1837	1960	1760	1513	1760	1870	1641	0	0	0	16,400	15,785
Circulation print,av	23439	23527	24242	23209	20619	20290	22199	21261	18061				196,847	203,493
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188	10820				95,721	78,592
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747	2656				22,548	15,326
Circulation - LLG	3	0	6	3	4	95	72	32	35				250	550
Circulation total	36958	35798	37370	35261	33922	33240	36017	35228	31572	0	0	0	315,366	297,961
In Person Programming Attendance*	670	1211	527	1872	1138	1375	4544	2709	1998				16,044	12,854
Virtual Attendance**	0	15	18	27	24	15	0	15	17				131	86
Self-Directed Participation	452	420	484	143	411	690	238	360	961				4,159	2,979
Programming Attendance TOTAL	1122	1646	1029	2042	1573	2080	4782	3084	2976	0	0	0	20,334	15,919

*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	20				187	188
Hours open	171	161	161	171	178	154	184	178	164				1,522	1,522
Visitors	8671	7281	8237	9734	9009	10251	10418	10527	8223				82,349	77,169
Internet uses Labs	544	537	541	630	588	516	595	640	563				5,154	4,581
Internet uses laptops	0	2	1	3	2	4	9	7	7				35	50
Internet total	544	539	542	633	590	520	604	647	570	0	0	0	5,189	4,631
Circulation print,av	22273	21151	21072	22506	22560	24065	26115	23965	19831				203,538	199,770
In Person Programming Attendance*	381	354	440	448	609	1028	505	523	326				4,614	4,215
Virtual Attendance**	0	12	0	0	0	0	0	0	0				12	22
Self-Directed Participation	775	1279	225	741	788	1636	1331	678	748				8,201	5,913
Programming Attendance TOTAL	1156	1645	665	1189	1397	2664	1836	1201	1074	0	0	0	12,827	10,150

*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	20				187	188
Hours open	174	167	161	174	181	157	178	181	164				1,537	1,545
Visitors	5379	4243	5048	5248	5824	5493	5908	6088	4678				47,907	43,672
Internet uses Labs	353	249	360	415	423	377	505	511	506				3,699	4,115
Internet uses laptops	4	0	4	2	1	1	0	0	1				13	21
Internet total	357	249	364	417	424	378	505	511	507	0	0	0	3,712	4,136
Circulation print,av	8498	7298	7542	8708	8783	9217	9697	9950	7914				77,607	76,111
In Person Programming Attendance*	129	350	169	197	251	358	259	777	194				2,684	2,441
Virtual Attendance**	0	0	0	0	0	0	0	0	0				-	-
Self-Directed Participation	266	100	149	303	586	173	357	228	329				2,491	1,791
Programming Attendance TOTAL	395	450	318	500	837	531	616	1005	523	0	0	0	5,175	4,232

*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	24440	0	0	0	249,137	229,063
Internet uses Labs	2930	2747	2705	2953	2718	2372	2807	2962	2693	0	0	0	24,887	24,235
Internet uses laptops	39	32	38	57	56	39	62	66	25	0	0	0	414	317
Internet total	2969	2779	2743	3010	2774	2411	2869	3028	2718	0	0	0	25,301	24,552
Circulation print,av	54213	51976	52862	54426	51966	53667	58083	55208	45841	0	0	0	478,242	479,924
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188	10820	0	0	0	95,721	78,592
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747	2656	0	0	0	22,548	15,326
Circulation total	67729	64247	65984	66475	65265	66522	71829	69143	59317	0	0	0	596,511	573,842
In Person Programming Attendance*	1180	1915	1136	2517	1998	2761	5308	4009	2518	0	0	0	23,342	19,510
Virtual Attendance**	0	27	18	27	24	15	0	15	17	0	0	0	143	108
Self-Directed Participation	1493	1799	858	1187	1785	2499	1926	1266	2038	0	0	0	14,851	10,683
Programming Attendance TOTAL	2673	3741	2012	3731	3807	5275	7234	5290	4573	0	0	0	38,336	30,301

*includes on and off-site programs

**includes live and recorded

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

Duluth Library Foundation Report
October 2024

The Duluth Library Foundation is hiring! We are seeking a part-time Administrative Assistant and a full-time Development & Communications Manager. Job descriptions and application information can be found here: <https://jobs.minnesotanonprofits.org/company/duluth-library-foundation-57916>

The Foundation has secured the services of Media Cause to create a detailed donor development strategy and provide in-market execution support. This is part of our strategic plan to "Engage a marketing/public relations firm to review the Foundation's brand and communication plans and develop strategies to increase its visibility in the community."

Save the date! Give to the Max Day is November 21, 2024, and the Duluth Library Foundation board is going to provide a matching gift challenge. Please join us and/or encourage others to join us by donating to the Duluth Library Foundation to support our library!

Submitted by Matt Rosendahl

Friends of the Library Report
October 2024

Friends of the DPL, Meeting October 15, 2024

Bank balance at the end of September 2024: \$13,465. Membership stands at 217. Mailchimp monthly cost \$13; discussion of necessity will follow. Carla mentioned many Halloween programs this year. MN Governor's office announced October 20-26 as National Friends of Libraries Week. New brochure will be worked on. Mailing list to be reduced to be more current members; proposed letter to be sent to lapsed members to see if they want to renew. Marcia Semerau looking for outlets to sell 500 Gilbert Munger prints of Duluth.

Submitted by Betty Ramsland



DULUTH PUBLIC LIBRARY

520 West Superior Street | Duluth, MN 55802 | (218) 730-4200

Proposed Library Board Meeting Schedule 2025

All meetings begin at 4:30 p.m. and take place in the Gold Room at the Main Library unless otherwise indicated.

January 28

February 25

March 25 – Election of officers

April 22

May 27 – Semiannual review of strategic plan

June 24 – Mt. Royal Blue Room

July – NO MEETING

August 26

September 30 – 5th Tuesday of the month; City Center West

October 28

November 25 – Semiannual review of strategic plan

December – NO MEETING