

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: March 25, 2025

TIME: 4:30 p.m.

LOCATION: Gold Room, Main Library

AGENDA

Call to order

Review and approve agenda

Approve minutes of February 25 meeting

Reports

Library Manager's Report – Powers

Library Usage – Powers

Friends Report – Ramsland

Foundation Report – Rosendahl

Old Business

Main Library facility update

Safety update

Advocacy update

New Business

Annual report

Meeting schedule

Election of officers

Adjournment

Next regular meeting: 4:30 PM on April 22, Main Library Gold Room

Duluth Public Library Board Meeting Minutes
February 25, 2025

Present: Bill Arezzo, Lori Steinbach, Lizzy Luoma, Ellen Hatfield, Jose Gonzalez, Matt Rosendahl, Michelle Foshay

Also in attendance: Carla Powers, Jim Filby Williams, Carolyn Baird – League of Women Voters, Library staff members Lori Crocker, Katie Schmitz, Anna Montgomery

Absent: Sue Henke, Betty Ramsland

Call to Order

The meeting was called to order at 4:31 pm by Bill Arezzo, Vice President

Review and approval of agenda

Motion by Rosendahl, seconded by Luoma, to approve the agenda as drafted. Motion passed unanimously.

Approval of minutes of January 28, 2025

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

Reports

Library Manager

- Tech Café – Gives adults who need help with technology a chance to meet one on one with Library staff. Wednesdays at the Main Library from 2:00 pm – 4:00 pm.
- Family Fest – This marked the third year of the event and it has really come into its own. It drew 867 people this year. It is fun and connects families with library and community resources.
- Hard of Hearing Resource Fair – This event was spearheaded by Anne Jackila who is a Deaf and Hard of Hearing Specialist at the Minnesota Department of Human Services. Students got to connect with other students who are Deaf or Hard of Hearing. They also got to interact with emergency personnel to learn how to better communicate, including how to let emergency personnel know they have hearing loss.
- Swap Events – In the month of March, puzzle, game and plant swaps will be taking place. This is a big draw and fits in with the library's sustainability initiative. Items can be dropped off during the swap times.
- Summer Interns – One intern is already in place and more will be starting this summer. Internships offer an opportunity to mentor young people and allow them to explore careers in the library field. A half-time Library Technician recently resigned, and Powers is in the process of getting approval to hire a replacement.

- Safety – The Main library is experiencing more frequent behavioral issues due to the displacement of people from downtown skywalks and parking ramps. Sixty people are currently trespassed from the Main Library due to violating the behavior policy. This number has spiked over the years and is higher than in the past. Recently Filby Williams, Powers, and a few other staff members met with the Duluth Police Department. The DPD had a number of recommendations, which will be discussed by the Library Safety and Security Committee in the coming weeks.

Library Usage

January usage statistics were reviewed.

Library Foundation

- The Foundation turned 35 years old on Valentine's Day!
- The Love Letter campaign for the library was looking for 100 responses but received well over 1,000. The next fundraising initiative is to create a more welcoming and dynamic space in the children's area. The Foundation will pay for architectural and interior design help.
- April 6th – 12th is National Library Week, and the Foundation has several special events planned. They will kick off the week with a family program on April 6th from 10:00 am – noon at the Great Lakes Aquarium.

Friends of the Library

- The Friends' bank balance currently stands at \$8,890 and membership stands at 78.
- Discussion of possible book fair at Ursa Minor on April 12 in conjunction with the Foundation.
- Two new Friends board members were approved: Jose Gonzalez and Judy Peterson.

Old Business

Main Library Facility Update

Filby Williams provided an update to the board on library facilities and efforts to create a regional library services district. He said that close guidance from the Library Board and other partners will be important as concepts are explored. There is likely to be a public input process as well.

Advocacy

Advocacy team is currently setting up meetings with City Councilors to discuss what the group does and answer any questions.

Computer and Internet Use Policy

Some language in the previous draft was reworked. Motion by Gonzalez, seconded by Foshay, to approve policy with one revision as drafted. Motion passed unanimously.

New BusinessStatement of Support

The idea for this statement came about 2 ½ years ago from the library's Diversity Action Group, which is made up of library employees. The statement is meant to reinforce the idea that DPL is a safe and welcoming place for all. It could be displayed in the library, posted on the website, and/or used in future employment listings. Board members expressed general support for the statement but had some questions. It was decided that Powers and members of DAG should do more work on the statement and bring it back to a future meeting.

Reminder: Election of officers will take place at the March meeting.

Adjournment – 6:07 pm by Bill Arezzo, Vice President

Library Manager's Report to Library Board

March 2025

Interfiling Genre Fiction. Changes are underway in the adult fiction collections at all three library locations. Traditionally DPL has maintained separate collections for general fiction, romance, mysteries, science fiction/fantasy and westerns. Moving forward, we are transitioning to interfiling all adult fiction together in one large collection and identifying the various genres with a sticker on the spine of the book. This change will bring together all titles by the same author, even if the author writes in multiple genres. It also will provide more flexibility in how shelving and floor space are utilized. So far romance titles are interfiled at the Main Library and Mount Royal Branch. Not wanting to introduce another change on the heels of the West Duluth Reimagined project, staff at West Duluth have not begun interfiling yet. Some genres in the juvenile collections are already interfiled at the branch libraries.

Decodable Books. This month a new collection was added to the Youth Services area at Main. Decodable books are designed to help early readers practice and reinforce the phonics skills they are learning. They contain a high proportion of words that follow predictable letter-sound patterns, making it easier for young readers to sound out and decode words. This new collection will help support the science of reading curriculum in use at Duluth Public Schools.

Technical Services Refresh at Main. Recently we had the opportunity to reorganize and refresh the Main Library's Technical Services area. Tech Services is a behind-the-scenes staff workspace where new library materials are received, cataloged and processed before landing on the shelves to be checked out. City Facilities staff removed old, worn out desks and cubicles and replaced them with newer hand-me-down desks and cubicles that were removed from City Hall during a recent remodeling project. In addition to being a more pleasant space for staff to work, Tech Services is now arranged for better workflow and improved ergonomics.

Main Library Tours. This month I had the opportunity to give two separate tours to new City of Duluth officials. City Administrator Matt Staehling and Human Rights & Equity Officer Dr. Marsha Lue each stopped by to see the library and learn more about our facility and operations. Marsha Lue also attended a joint meeting of the library's Diversity Action Group and Accessibility Committee this month. Matt Staehling is doing meet and greet events with staff at Main and the branches during the month of March.

Staffing Update. This week a request was approved to replace a .5 Library Technician who resigned last month. Approval was also received to convert one of the two Library Safety Specialists to a Library Safety Coordinator. This newly created position will allow for one of the existing Safety Specialists to take on a greater level of responsibility for scheduling, record-keeping, planning safety trainings, etc.

MAIN															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	25	23											48	49	
Hours open	202	185											387	397	
Visitors	12449	13031											25,479	27,451	
Internet uses Labs	1929	1746											3,675	3,994	
Internet uses laptops	28	22											50	65	
Internet total	1957	1768	0	0	0	0	0	0	0	0	0	0	3,725	4,059	
Circulation print,av	19912	19014											38,926	46,135	
Circulation OverDrive	13616	11905											25,521	21,077	
Circulation Hoopla	3214	3068											6,282	4,710	
Circulation - LLG	21	30											51	3	
Circulation - Other***	429	424											853	857	
Circulation total	37192	34441											71,633	71,925	
In Person Programming Attendance*	803	2498											3,301	1,881	
Virtual Attendance**	0	34											34	15	
Self-Directed Participation	407	0											407	872	
Programming Attendance TOTAL	1210	2532	0	0	0	0	0	0	0	0	0	0	3,742	2,768	

*includes on and off-site programs

**includes live and recorded

MT ROYAL															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	21	19											40	41	
Hours open	168	154											322	332	
Visitors	9109	8548											17,657	15,951	
Internet uses Labs	556	545											1,101	1,081	
Internet uses laptops	9	6											15	2	
Internet total	565	551	0	0	0	0	0	0	0	0	0	0	1,116	1,083	
Circulation print,av	21971	19729											41,700	43,366	
Circulation - Other***	52	57											109	71	
In Person Programming Attendance*	402	498											900	735	
Virtual Attendance**	0	0											-	12	
Self-Directed Participation	1104	442											1,546	2,054	
Programming Attendance TOTAL	1506	940	0	0	0	0	0	0	0	0	0	0	2,446	2,801	

*includes on and off-site programs

**includes live and recorded

WEST DULUTH															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	21	19											40	41	
Hours open	174	157											331	341	
Visitors	5341	5091											10,431	9,622	
Internet uses Labs	465	533											998	602	
Internet uses laptops	8	4											12	4	
Internet total	473	537	0	0	0	0	0	0	0	0	0	0	1,010	606	
Circulation print,av	8428	7650											16,078	15,782	
Circulation - Other***	10	26											36	26	
In Person Programming Attendance*	314	266											580	479	
Virtual Attendance**	0	0											-	-	
Self-Directed Participation	158	165											323	366	
Programming Attendance TOTAL	472	431	0	0	0	0	0	0	0	0	0	0	903	845	

*includes on and off-site programs

**includes live and recorded

TOTAL MAIN AND BRANCHES															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Visitors	26898	26669	0	0	0	0	0	0	0	0	0	0	53,567	53,024	
Internet uses Labs	2950	2824	0	0	0	0	0	0	0	0	0	0	5,774	5,677	
Internet uses laptops	45	32	0	0	0	0	0	0	0	0	0	0	77	71	
Internet total	2995	2856	0	0	0	0	0	0	0	0	0	0	5,851	5,748	
Circulation print,av	50332	46423	0	0	0	0	0	0	0	0	0	0	96,755	105,286	
Circulation OverDrive	13616	11905	0	0	0	0	0	0	0	0	0	0	25,521	21,077	
Circulation Hoopla	3214	3068	0	0	0	0	0	0	0	0	0	0	6,282	4,710	
Circulation - Other***	491	507	0	0	0	0	0	0	0	0	0	0	998	954	
Circulation total	67653	61396	0	0	0	0	0	0	0	0	0	0	129,049	132,027	
In Person Programming Attendance*	1519	3262	0	0	0	0	0	0	0	0	0	0	4,781	3,095	
Virtual Attendance**	0	34	0	0	0	0	0	0	0	0	0	0	34	27	
Self-Directed Participation	1669	607	0	0	0	0	0	0	0	0	0	0	2,276	3,292	
Programming Attendance TOTAL	3188	3903	0	0	0	0	0	0	0	0	0	0	7,091	2,673	

*includes on and off-site programs

**includes live and recorded

***Circulation - Other:

Computer Accessories, Toys, Toy Bag, Electric Meters, Hotspots, Community Passes, Puzzles, Ereaders

**Duluth Library Foundation Report
March 2025**

At our recent Foundation board meeting, the foundation's Development and Communications Director Megan Keogan presented [her report](#) about the Valentine's campaign last month to celebrate the library. Please take a moment to review it (and check out the media coverage linked in it!).

Submitted by Matt Rosendahl

**Friends of the Library Report
March 2025**

The Friends of DPL met on March 18.

- Bank balance at the end of February 2025: \$10,630.
- Membership stands at 81.
- Approved resignation of board member Mary Karl.
- Discussion of Square processing fee of 3.5%; propose sign at June book sale on passing fee on to all who use credit cards for purchases.
- Newsletter deadline is the end of March. It will include volunteer sign-up sheet for book sale.
- Marcia will talk with Erin Kreeger about a Foundation representative to the Friends.
- Discussion of outsourcing development/updating of website and brochure.
- Membership committee: the purpose of a Friends membership is to advocate and raise money for the DPL. Proposed reading a statement of Friends purpose at future DPL programs that Friends fund.
- Friends will participate at the Ursa Minor book fair on April 12th. We will sell children's books for \$1.00; books are from prior Friends events.

Submitted by Betty Ramsland