

## **DULUTH PUBLIC LIBRARY BOARD**

### **Notice of Meeting**

**DATE:** May 6, 2025

**TIME:** 4:30 p.m.

**LOCATION:** Gold Room, Main Library

### **AGENDA**

#### **Call to order**

Welcome and introductions

Review and approve agenda

Approve minutes of March 25 meeting

#### **Reports**

Library Manager's Report – Powers

Library Usage – Powers

Friends Report – Ramsland

Adult Nonfiction Collection – DPL staff member Stacy LaVres

#### **Old Business**

Safety update

Advocacy update

Main Library facility/regional library services district

#### **New Business**

Resolution in support of Minitex library services

November meeting

#### **Adjournment**

Next regular meeting: 4:30 PM on June 3, Mount Royal Blue Room

## **Duluth Public Library Board Meeting Minutes March 25, 2025**

**Present:** Bill Arezzo, Lori Steinbach, Lizzy Luoma, Ellen Hatfield, Matt Rosendahl, Sue Henke, Michelle Foshay

**Also in attendance:** Carla Powers, Jim Filby Williams, Carolyn Baird – League of Women Voters, Sarah Kessler – observer

**Absent:** Jose Gonzalez, Betty Ramsland

### **Call to Order**

The meeting was called to order at 4:30 pm by Sue Henke, President

### **Review and approval of agenda**

Motion by Arrezzo, seconded by Hatfield, to approve the agenda as drafted. Motion passed unanimously.

### **Approval of minutes of February 25, 2024**

Motion by Luoma, seconded by Hatfield, to approve minutes as drafted. Motion passed unanimously.

### **Reports**

#### Library Manager

- **Tech Café** – Usage is picking up and service ended up over capacity one day. Currently it is one day a week for a couple of hours.
- **Interfiling Genre Fiction** – Changes are underway in the adult fiction collections at all three library locations. Some genres in the juvenile collection are already interfiled at the branch libraries.
- **Decodable Books** – 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.
- **Technical Services Refresh at Main** – Tech Services is now arranged for better workflow and improved ergonomics. This is the behind-the-scenes area where items are received and cataloged for the collection.
- **Main Library Tours** – Powers gave two separate tours to city officials last month so they could learn more about the facility and operations.
- **Staffing Update** – A request was approved to replace a .5 library technician and to convert one of the two Library Safety Specialists to a Library Safety Coordinator.
- **Library Usage** – Physical items checked out are down a little bit at Main and Mt. Royal but up a bit at West. Hoopla and Libby still rising. Mt. Royal programming attendance has been slightly lower this year.

#### Foundation

- Several activities are planned for National Library Week this year, including a scavenger hunt, a trivia contest, and a book fair. The Library Board thanked Rosendahl, who has reached the end of his second term on the Library Board. He

will continue to serve on the Foundation Board.

### Friends

- The Friends bank balance at the end of February stands at \$10,630 and membership is at 81.
- There was discussion of Square processing fee of 3.5% to be passed onto all who use credit cards at the June book sale.
- Jose Gonzalez is the new Friends' liaison and will talk to Erin about a possible Foundation representative for the Friends board. Also, thank you to Ramsland who also has reached the end of her second term on the Library Board.

### **Old Business**

#### Main Library Facility Update

Filby Williams offered an update on the concept of establishing a regional library services district, which could have an impact on library facilities.

#### Safety Update

An uptick in incidents at the Main Library is continuing. The Police Department has provided some recommendations for improving situation. Staff held a meeting with Property and Facility Maintenance to discuss what would be feasible. The library's Safety and Security Team will review the recommendations and work with PFM on implementing them.

#### Advocacy

The Advocacy Team plans to meet with city councilors and the new city administrator. With a 2026 budget gap looming, there is a greater chance of budget cuts across the city.

### **New Business**

#### Annual Report

The board reviewed the library's annual report for 2024. Motion by Rosendahl, seconded by Foshay, to approve the report as drafted. Motion passed unanimously.

#### Meeting Schedule

The board discussed options for changing its meeting schedule. Meetings will take place on the first Tuesday of the month beginning on May 6<sup>th</sup>. There will be no meeting in April.

#### Election of Officers

The following board members were nominated as officers:

- Secretary: Ellen Hatfield
- Vice President: Lori Steinbach
- President: Bill Arezzo

Motion by Henke, seconded by Foshay, to cast a unanimous vote for this slate of officers. Motion passed unanimously.

**Meeting adjourned at 5:35 PM.**

## **Library Manager's Report to Library Board May 2025**

**Staff Development Day.** On Friday, April 25 the library's three locations were closed for Staff Development Day. This annual event brings together the entire staff for a day of education and team building. This year State Librarian Tami Lee and City of Duluth Human Rights and Equity Officer Marsha Lue were featured speakers. The day also included a presentation on sustainability, a discussion led by the library's Diversity Action Group, and information about this year's Summer Reading Program, among other topics. A committee made up of staff members from the library's various locations and work groups planned the event.

**One Book Northland.** This year's One Book Northland project wrapped up last month with several programs, including a visit from featured author Kao Kalia Yang. Ms. Yang presented a program at UMD on April 23, one day after receiving three Minnesota Book Awards. One Book Northland is a regional project with participation from several area libraries and bookstores, as well as UMD and UW-Superior. Another partner this year was the Twin Ports APIDA Collective, which serves the Asian Pacific Islander Desi American community in the Duluth/Superior area.

**Minitex Delivery.** With funding for the statewide Minitex system expected to be static or decrease in fiscal year 2026, Minitex will be ending its support for weekday courier delivery to DPL. Fortunately, the Arrowhead Library System has agreed to pick up the cost. ALS already had been paying for a third of delivery costs, with one third covered by Minitex and the remaining third paid by DPL. Beginning July 1, ALS will cover two-thirds of delivery costs. Courier delivery is a crucial component of interlibrary loan service. In 2024 DPL sent and received nearly 17,000 interlibrary loan items. Minitex is funded by state and federal dollars. A portion of its support is from the Institute for Museum and Library Services, which was the target of an executive order earlier this year that seeks to defund the program.

**Changes to Downloadable Collections.** In April DPL made some changes to the Hoopla and Libby collections in order maintain access while managing costs. Staff has removed the highest-priced tier of items in Hoopla. Items that remain are priced at no more than \$2.84 per borrow. We hope that by making the most expensive items unavailable, it will make the service more financially sustainable in the long run. Because the Libby collection has a different pricing structure, staff is looking for ways to increase usage of this platform. Libby now has a Bestseller Express collection with 35 popular titles that do not have hold lists. Unfortunately, however, these titles can only be checked out by one person at a time. When they are checked out they do not appear in the Libby app.

### **Staffing Update.**

- Kaitlyn Tillman, who was the first person hired as a Library Safety Specialist, has been promoted to Library Safety Coordinator. There will continue to be one full-time Library Safety Specialist in addition to this new coordinator position.
- Interviews are underway for a .5 Library Technician position in Circulation at the Main Library. We received a total of 102 applications for the position and will be interviewing 15 candidates.
- A 13-hour-per-week Library Aide position at Main is currently posted.

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	26										74	74	
Hours open	202	185	206										593	593	
Visitors	12449	13031	13970										39,449	40,881	
Internet uses Labs	1929	1746	1910										5,585	5,798	
Internet uses laptops	28	22	49										99	98	
Internet total	1957	1768	1959	0	0	0	0	0	0	0	0	0	5,684	5,896	
Circulation print,av	19912	19014	22082										61,008	70,287	
Circulation OverDrive	13616	11905	13430										38,951	31,750	
Circulation Hoopla	3214	3068	3462										9,744	7,159	
Circulation - LLG	21	30	0										51	9	
Circulation - Other***	429	424	519										1,372	1,326	
Circulation total	37192	34441	39493										111,126	109,205	
In Person Programming Attendance*	803	2498	452										3,753	2,408	
Virtual Attendance**	0	34	29										63	33	
Self-Directed Participation	407	202	150										759	1,356	
Programming Attendance TOTAL	1210	2734	631	0	0	0	0	0	0	0	0	0	4,575	3,797	

\*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	21										61	61	
Hours open	168	154	174										496	493	
Visitors	9109	8548	9654										27,311	24,188	
Internet uses Labs	556	545	670										1,771	1,622	
Internet uses laptops	9	6	9										24	3	
Internet total	565	551	679	0	0	0	0	0	0	0	0	0	1,795	1,625	
Circulation print,av	21971	19729	22227										63,927	64,712	
Circulation - Other***	52	57	53										162	107	
In Person Programming Attendance*	402	498	523										1,423	1,175	
Virtual Attendance**	0	0	0										-	12	
Self-Directed Participation	1104	696	391										2,191	2,279	
Programming Attendance TOTAL	1506	1194	914	0	0	0	0	0	0	0	0	0	3,614	3,466	

\*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	21										61	61	
Hours open	174	157	171										502	502	
Visitors	5341	5091	5942										16,373	14,669	
Internet uses Labs	465	533	578										1,576	962	
Internet uses laptops	8	4	0										12	8	
Internet total	473	537	578	0	0	0	0	0	0	0	0	0	1,588	970	
Circulation print,av	8428	7650	8681										24,759	23,455	
Circulation - Other***	10	26	56										92	33	
In Person Programming Attendance*	314	266	369										949	648	
Virtual Attendance**	0	0	0										-	-	
Self-Directed Participation	158	141	156										455	515	
Programming Attendance TOTAL	472	407	525	0	0	0	0	0	0	0	0	0	1,404	1,163	

\*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	29566	0	0	0	0	0	0	0	0	0	83,133	53,024	
Internet uses Labs	2950	2824	3158	0	0	0	0	0	0	0	0	0	8,932	5,677	
Internet uses laptops	45	32	58	0	0	0	0	0	0	0	0	0	135	71	
Internet total	2995	2856	3216	0	0	0	0	0	0	0	0	0	9,067	5,748	
Circulation print,av	50332	46423	52990	0	0	0	0	0	0	0	0	0	149,745	105,286	
Circulation OverDrive	13616	11905	13430	0	0	0	0	0	0	0	0	0	38,951	21,077	
Circulation Hoopla	3214	3068	3462	0	0	0	0	0	0	0	0	0	9,744	4,710	
Circulation - Other***	491	507	628	0	0	0	0	0	0	0	0	0	1,626	954	
Circulation total	67653	61396	69882	0	0	0	0	0	0	0	0	0	198,931	132,027	
In Person Programming Attendance*	1519	3262	1344	0	0	0	0	0	0	0	0	0	6,125	3,095	
Virtual Attendance**	0	34	29	0	0	0	0	0	0	0	0	0	63	27	
Self-Directed Participation	1669	1039	697	0	0	0	0	0	0	0	0	0	3,405	3,292	
Programming Attendance TOTAL	3188	4335	2070	0	0	0	0	0	0	0	0	0	9,593	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

**Friends of the Library Report  
May 2025**

Friends of the DPL, Meeting April 15, 2025

Bank balance at the end of March 2025: \$10,588. We will not disburse money to DPL until expenses are known for updating brochure, website, and book sale in June. Membership at 90, with mailing list at 285.

Approved donating \$300 to Fond du Lac tribal Community College toward expenses for the annual Lake Superior Libraries Symposium, which enhances networking, sharing of resources, etc. Employees of DPL have attended in the past. Financial participation in NEMBA has been tabled until more info is received. Friends' annual meeting in May will not have a speaker, but DPL staff are invited to attend and socialize with Friends board. There will be DPL programs funded by Friends on May 3rd and 8th; Friends will present a short statement that the program is funded by Friends and explain our mission. Newsletter mailed out April 18th. Mail chimp brought in 12 new/renewed members. Marcia is checking out a local web designer for our website. Brochure will be printed on plain paper; this will save on expenses.

*Submitted by Betty Ramsland*

*\*Note: the Duluth Library Foundation Board did not meet in April.*



# DULUTH PUBLIC LIBRARY

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

## Resolution in Support of the Minitex Library Services

**Whereas**, Minitex provides invaluable library services that enhance access to a vast collection of resources for patrons and libraries across Minnesota;

**Whereas**, Minitex facilitates access to a collection of more than 10 million resources from Minnesota's public, academic, and special libraries, available to patrons and libraries in every corner of the state via MNLINK.org;

**Whereas**, Minitex supports eLibrary Minnesota, a collection of education and research online resources essential to the success of Minnesota learners from grade school through graduate school, which was searched 55 million times last year;

**Whereas**, Minitex contributes to the digitization of historical content from Minnesota's cultural heritage organizations, with the Minnesota Digital Library containing 60,000 items that depict history from all 87 Minnesota counties and are sourced from the collections of 204 historical societies, libraries, archives, and cultural organizations from across the state;

**Whereas**, Minitex supports Minnesota's statewide ebook collection, eBooksMN.org, which offers nearly 10,000 books to readers of all ages with no need for checkouts or returns and allows most Minnesota K-12 schools to add all 10,000 books to their local collections;

**Whereas**, Minitex supports library staff with continuing education to collectively meet the educational needs of Minnesota residents at every stage of life;

**Therefore be it resolved**, that the Duluth Public Library Board fully supports Minitex Library Services and recognizes the critical role it plays as our partner in providing equitable access to information, fostering educational success, and preserving Minnesota's rich cultural heritage.

**Be it further resolved**, that the Duluth Public Library Board commits to support advocacy for continued funding and support for Minitex Library Services to ensure these vital resources remain available to all Minnesotans.

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Duluth Public Library Board President

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Date