

# DULUTH PUBLIC LIBRARY BOARD

## Notice of Meeting

DATE: August 22, 2017

TIME: 4:30 p.m.

PLACE: West Duluth Branch Library

### AGENDA

Call to order

Review and approve agenda

Public comments

Approve minutes of June 27, 2017 meeting

#### **Reports**

Friends of the Library – Ramsland

Duluth Library Foundation – Rosendahl

Library Manager's Report – Powers

#### **Old Business**

Main Library facility (relates to Goal 2)

Advocacy update (relates to Goal 2)

#### **New Business**

Joining Arrowhead Library System's Compass consortium (relates to Goal 2)

Fee schedule

Minnesota Public Library Trustee Handbook p. 30-44

Adjournment

Next regular meeting: Tuesday, September 26, 2017, at 4:30 p.m.

**DULUTH PUBLIC LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**JUNE 27, 2017**

**Call to Order:** Vice president Sperl called the meeting of the Duluth Library Board to order at 4:34 p.m. on Tuesday, June 27, 2017. Agenda approved with voice consent.

**Members Present:** David Sperl, Lizzy Luoma, Sandy Scheiber, Nick Foucault, Sue Henke, Betty Ramsland,

**Also Present:** Carla Powers, City Council liaison Em Westerlund,

**Absent:** Neil Glazman, Matt Rosendahl, Sister Edith Bogue

**Minutes:** The library board minutes were approved as drafted with voice consent.

**Reports:**

Friends of Duluth Public Library

- The Friends did not meet in June. The book sale held in June looks like it brought in approximately \$21,800.

Duluth Library Foundation

- The Foundation has scheduled 3 events; The Olga Walker Memorial Award ceremony on July 26 at 9:30 a.m., Books & Baseball Day at Wade Stadium on July 19 at 3:05 p.m., and Learning and Libations at the Library on September 16.

Advocacy Leadership Team

- Team held first meeting with overall goal to unify the three organizations using the strategic plan as a framework. Team recommending each member of each group contact 3 community members to email their city councilors a positive story about their library experience. Luoma reminded Board that all email communications with city councilors is public information and subject to Freedom of Information requests from the press or public. Board supported this recommendation and will report back on their advocacy efforts at next meeting.
- Team will meet as needed.
- Westerlund stated that the minutes from the Friends of the Library and the Library Foundation are not currently submitted to city councilors or the mayor. Westerlund encouraged these groups to share their upcoming and past events with the city.
- The library website was recently redone with the new branding. Possible modifications to the website discussed to promote giving donations to and attending events hosted by the Friends and the Foundation.

Manager's Report

- Written report reviewed with information on Summer Reading Program, Lake Superior Libraries Symposium, Designing a People-Focused Library course.
- Library staff Sue Schumacher and Heidi Harrison led a new outreach event at the Federal Prison Camp to share information on the importance of literacy, specifically reading to children and understanding teens. Due to positive inmate and staff response, the prison has asked the library to offer the program quarterly. Ramsland suggested this event be shared at a City Council meeting to ensure councilors are aware this unique partnership in Duluth. Staff funding would need to be considered if this type of event is offered more frequently.

**Old Business:**

Main Library facility

- No update at this time.

### 2018 budget

- The budget is projected to be decided in September 2017. The board agreed that the library's highest priority is funding for the Early Literacy Librarian, which is key to the strategic plan.
- Library funding comes from the city general fund.

### **New Business:**

#### Overdue fines

- The board discussed the literature available on cities that have removed overdue fines with the goal of improving accessibility to individuals who are unable to pay these fines. In 2015 the library offered an Amnesty Week in which fines were forgiven to users who came in to the library. Increased opportunities for amnesty were discussed, with possible option for children only.
- Discussion tabled for next meeting. Powers will investigate if the city council would need to approve a possible fines-removal as the fees currently go to the city general fund.

#### Information Display Policy

- The policy update added option of displaying materials from, "fundraisers that serve a larger public interest," instead of just library events. The board supported this policy update.

#### Minnesota Public Library Trustees' Handbook

Board members reviewed pages 15-29: Henke noted the importance of clarification of job descriptions of a governing board as opposed to an advisory board. The Duluth Library Board does not review the library manager nor does it have any fiduciary responsibilities. The board will review pages 30-44 for next meeting.

**Adjournment:** Meeting adjourned at 5:50 pm.

**Next meeting:** The next meeting will be Tuesday August 22, 2017 at 4:30 p.m. at the West Duluth Branch Library.

## **Friends of the Library Report**

The Friends book sale in June grossed approximately \$21,800. Discussion on how to make our presence at Sidewalk Days better: purchase tent, more interesting items, new Friends banner, maybe give away children's books. Author Series is scheduled at Fitger's August 15<sup>th</sup>. Linda Hanson reported that ticket sales have been slow. Discussion on whether to cancel. Decision will be made by August 4<sup>th</sup>. At Author's Series there will be silent auction items as well as lecture by author, food provided by the Boat Club restaurant, and a cash bar. Verbal report made on last library board meeting including library outreach to federal prison camp and the idea of free books that prisoners could give to their visiting children. 900+/- copies of *Sketches of Duluth* were given away during National Night Out by the Friends at locations from Fond du Lac, Piedmont, Lester Park, etc.

*Submitted by Betty Ramsland*

## **Duluth Library Foundation Report**

Registration is now open for Learning & Libations! Please sign up now for this fun fundraiser. New speakers and topics this year, and a bigger and bolder silent auction will add to the excitement this year.

Based on the feedback from a local philanthropist, the Foundation is preparing a more visible and energetic approach to engaging donors to contribute to the endowment. A tentative goal is to build the endowment to \$3 million. This will involve Foundation board members, and community members, making more regular contact with donors and meeting in-person with people interested in greater financial support for the library.

The Foundation held two events in July. The "Books & Baseball" event with the Duluth Huskies took place at Wade Stadium, and 2,489 new books were donated to participating children by Michaels Arts & Craft Store. The Olga Walker Memorial Award ceremony honored six donors, including Ruth Ann Eaton and her late husband Robert, who served on the Duluth Library Foundation's board; Thomas and Katherine Gibson, who bequeathed a gift of \$100,000 to the library; Elisabeth C. Mason, who supported the library through individual gifts; and Janet Schroeder who was the library's director from 1977-1993. Fifty-five people attended this second annual event.

*Submitted by Matt Rosendahl*

## **Library Manager's Report to Library Board August 2017**

**Summer Reading Program.** Summer Reading will continue for a few more weeks, and participation this year has shown a nice increase from the past few summers. Staff set a goal at the beginning of this year's program to grow it by 5 percent, and the goal was met by the end of June. Currently we have 521 adults, 352 teens and 757 younger kids signed up for Summer Reading, for a total of 1,730 participants. We used our 2015 participation numbers as the benchmark for our goal, because last year's participation was a little lower due to Mt. Royal being closed for part of the summer. Total Summer Reading participation in 2015 was 1,365. Youth services staff report that book reviews are especially popular with the teens this year. So far 21 book reviews have been submitted.

**Summer Events.** Not only are the summer reading numbers looking good, so is attendance at summer programs. Food Truck Fridays hit a new record with 318 people coming for lunch a couple of weeks ago. Summer concerts have brought in 75 to 100 people on Thursday evenings, and Kaleidoscope was as popular as ever with a total of 4,033 children and caregivers attending the programs over the five-week series. A new event for us this year was tied in with the Northeast Minnesota Book Awards. A meet-the-authors evening that traditionally has taken place at UMD was held at Mt. Royal on July 24. A total of 67 people attended, which was a new record for the event. And it was standing room only at Bob King's "How to Watch the Solar Eclipse" program on Aug. 14.

**Community Foundation Donation.** This month the library unexpectedly received a check in the amount of \$5,185.49 from the Anonymous Friend Designated Fund at the Duluth Superior Area Community Foundation. The check was designated simply as "program support." I am working with the management team to decide the best use for this gift.

**2018 Budget.** Mayor Larson presented her 2018 budget to the City Council on Aug. 14. As you may know from media reports the City is facing some significant budget challenges. I've been told that staffing cuts are not expected for the library at this point, but I have not yet seen our expense budget target. My budget presentation to the City Council is scheduled for Monday, Nov. 6 at 5:45 p.m.

**Strategic Planning Update.** Currently we are one year into our five-year strategic plan, which makes this a good time to review progress and chart our course for the coming year. The steering committee that led our planning efforts will meet on September 18 to check in on the plan. The meeting will be led by Library Strategies consultant Stu Wilson.

Name of License	2016 Fee	2017 Fee	IPD	2018 Fee w/IPD	2018 Recommendation	Reason for recommendation
Barcode/Security Label Destruction Service Charge	\$ 3.00	\$ 3.00	2.77%	\$ 3.08	\$3.00	Fee is adequate to cover cost of materials and staff time
Card Replacement	\$ 3.00	\$ 3.00	2.77%	\$ 3.08	\$3.00	Fee is adequate to cover cost of materials and staff time
Collection Agency Fee	\$ 10.00	\$ 10.00	2.77%	\$ 10.28	\$10.00	Fee is adequate to cover collection agency charge and staff time
Computer Lab Rental - 4 hours or less	\$ 150.00	\$ 150.00	2.77%	\$ 154.16	REMOVE	Library has never rented computer lab to outside agency, and closing it for a rental would disrupt a core service
Conference Room Rental - Commercial - 0-4 hours	\$ 55.00	\$ 55.00	2.77%	\$ 56.52	\$55.00	Similar to rates at other libraries
Conference Room Rental - Commercial - Per Day	\$ 70.00	\$ 70.00	2.77%	\$ 71.94	\$70.00	Similar to rates at other libraries
Conference Room Rental - Nonprofit/Community Group						Free public service in keeping with mission
Deposit Card Fee	\$ 50.00	\$ 50.00	2.77%	\$ 51.39	\$50.00	Refundable fee covers cost of borrowed items in case they are not returned
Gold Room Rental - Commercial - 0-4 hours	\$ 55.00	\$ 55.00	2.77%	\$ 56.52	\$55.00	Similar to rates at other libraries
Gold Room Rental - Commercial - per day	\$ 70.00	\$ 70.00	2.77%	\$ 71.94	\$70.00	Similar to rates at other libraries
Gold Room Rental - Nonprofit/Community Group						Free public service in keeping with mission
Green Room Rental - Commercial - 0-4 hours	\$ 95.00	\$ 95.00	2.77%	\$ 97.63	\$95.00	Similar to rates at other libraries
Green Room Rental - Commercial - Per day	\$ 120.00	\$ 120.00	2.77%	\$ 123.32	\$120.00	Similar to rates at other libraries
Green Room Rental - Nonprofit/Community Group						Free public service in keeping with mission
Lost/Damaged Materials Fee [fee is actual cost of replacement and processing only]						Library orders materials at a discount but charges full retail for replacement to cover staff time
Non Minnesota Resident Borrower's Card - 1st Family Member - Annual	\$ 46.50	\$ 46.50	2.77%	\$ 47.79	\$51.50	Approximate per capita taxpayer support of DPL
Non Minnesota Resident Borrower's Card - Each Additional Family Member - Annual	\$ 10.00	\$ 10.00	2.77%	\$ 10.28	\$12.00	Reflects increase in per capita taxpayer support
Overdue Fine	\$0.10 - \$	\$0.10 - \$5	2.77%	varies	.10 - 50.00	Fine based on value and scarcity of item in library collection

Research - After 1st 1/2 hour (per hour)	\$ 25.00	\$ 25.00	2.77%	\$ 25.69	\$25.00	Covers staff time for in-depth research on inquiries from outside MN
Research Results - Per Page	\$0.25 - \$2	\$0.25 - \$2	2.77%	varies .25 - 2.00		Fee covers cost of items provided

These transactions are considered taxable and need to be determined if tax is included in recommended fee or added to recommended fee. Please enter recommended fee in Column G, Column H will auto populate fee plus tax, and Column I will auto populate recommended fee less tax. Column J enter your decision of "Tax Included" or "Plus Tax" for each fee

Name of License	2016 Fee	2017 Fee	IPD	2018 Fee w/IPD	2018 Recommendation	Enter either "Tax Included" or "Plus Tax"	Reason for recommendation to 2018 Fee w/IPD
Photocopies/Printing - Coin Operated Machines	\$0.10 - \$0.50	\$0.10 - \$0.50	2.77%	varies	.10 - .50	Tax included	Fee covers cost of items provided
Merchandise	\$0.50 - \$50.00	\$0.50 - \$50.00	2.77%	varies	.50 - 50.00	Plus tax	Fee covers cost of items provided



## **Joining Arrowhead Library System's Compass Consortium August 2017**

**Background.** The Duluth Public Library, like other libraries in our region, is a member of the Arrowhead Library System and receives a number of benefits from this membership. However, one major benefit that we have not taken advantage of is the shared automation consortium called "Compass." Over 50 public, school and special libraries within the ALS region are members of Compass. Compass libraries all share a single computer system for their patron and catalog records.

For the past year DPL's management team has been exploring in earnest the idea of joining Compass as a way of providing better service and reducing our costs. The plan had been to make a decision by the end of 2017. However, recently we found out about an opportunity to apply for a Library Services and Technology Act (LSTA) grant of up to \$100,000 to cover the costs of data migration and a project manager to oversee the project. ALS staff will do the work of applying for the grant; however, the application for 2017 funding is due by Sept. 15. There is some uncertainty over whether these competitive LSTA grants will exist next year. With this in mind, the management team met with ALS staff and Jim Filby Williams on Aug. 16 to decide whether to apply for the grant and join Compass on an accelerated timeline.

### **Pros and Cons.**

Benefits of joining Compass include:

- Improved resource sharing for library patrons throughout the region.
- A state-of-the-art software system that includes a mobile app, mobile circulation and a discovery layer that integrates electronic resources into the catalog.
- Cost savings of approximately \$43,000 per year.
- Simpler, more efficient MnLINK interlibrary loan.

Drawbacks of joining Compass include:

- Less autonomy and control over the library catalog because it is shared.
- Staff training on the new software and adjustment to a large shared computer system.
- Short-term confusion for library patrons.

**Recommendation.** The majority of DPL's management team believes the benefits outweigh the drawbacks. Our recommendation is to move forward with the grant application and, if funding is secured, join Compass in 2018.