

## Moorhead Library Board

### Regular Meeting

March 8<sup>th</sup>, 2016

### Director's Report

#### Materials and Services

- LARL is participating in Food for Fines for the month of March. Customers can donate non-perishable food items and in exchange the library will waive late fees. LARL will waive one \$2 late fee for each non-perishable food item. LARL plans to offer this program annually during the month of March.
- Hot Reads for Cold Nights will run through the end of March. Customers can turn in a reading slip for each four titles they read. Prizes are drawn weekly. The online entry form can be found here: <http://larl.org/2015/12/16/hot-reads-cold-nights-is-coming-soon/>.

#### Library Activity

- LARL Director Liz Lynch had the opportunity to work in the Moorhead Library. She was amazed at the level of activity and the amount of tasks she completed. In just three hours's time, she
  - Emptied drops and checked in books
  - Checked in holds and placed them on the holds shelf
  - Answered the phone several times and assisted customers
  - Chatted with six customers (relationship building)
  - Helped someone sign up for the Friends of the Moorhead Library
  - Found a form for a nursing student online
  - Helped someone use the microfilm reader
  - Recommended an armful of books to a mom of two young children (which they checked out)
  - Placed holds on items for customers
  - Sent a fax
  - Told people where they could find the restrooms
  - Said good morning to many people
  - Pointed someone to the gardening section, and had the opportunity to say, "Let me know if there is anything specific you would like us to find for you." and "Did you find what you were looking for?"
  - Shelved New items and DVDs

While an outsider might think this is a lot to accomplish in such a short time...

- This is a typical day for each Moorhead staff person
- The Moorhead Library has 12 staff members
- The time period in question was a 'slow period,' meaning that each staff member typically completes more tasks during any given 3 hour period

Liz also noted some of her observations while working in the library, including

- She visited with a customer who said he was grateful to have the library as a place to go because it was cold outside that day
- A woman was visiting the library with her elderly father, helping him stock up on books for the week
- A special needs woman was giving her family a tour of the library and explaining that she visits the library almost daily
- She spoke to a retired man who stated that his favorite part of the day is visiting the library each morning to have a cup of coffee and read the paper.

## **Advocacy, Outreach Efforts and Partnerships**

- The Pop-Up Library project is growing and now includes two locations with monthly visits. Megan is working with LARL Marketing Coordinator Hillary Stevens to brand this program. Any suggestions for pop-up library locations are welcome and can include one-time visits or monthly visits.
- Megan met with Moorhead Economic Development Authority Executive Director Cindy Graffeo in February to discuss library services and future partnerships. We hope to find ways the library can aid and be included in the business community.
- Moorhead Library Staff toured Churches United on February 18<sup>th</sup>. This tour provided a view into the life of many Moorhead Library customers and allowed for discussions on partnerships.
- Megan plans to attend 2016 Library Legislative Day in St. Paul with LARL Director Liz Lynch

## **Continuing Education**

- Leigh Cameron (Library Associate) completed the 4-week online reference course she participated in throughout February. Next steps will be to aid in the development of training modules for LARL staff.

## **Upcoming Events and Programs**

- The Moorhead Library will offer a second bus trip this spring. Registration is now open for the trip to Duluth that will take place Saturday, April 23<sup>rd</sup>. This trip will include a visit to the Glensheen Mansion and the Duluth Depot. Transportation and museum tickets will be provided. Opportunities for breakfast, lunch, and dinner will be scheduled throughout the day. This event is limited to adults 18 years and older with a 40 person limit. Registration is first come, first serve. Please register by April 1st to reserve your seat. This MN Legacy program is supported in part or whole with money from The Minnesota Arts & Cultural Heritage Fund. Reserve your spot by calling the library (218-233-7594).
- The Moorhead Library will host an after-hours event as a finale to the Hot Reads for Cold Nights program. The event will take place Friday, April 1<sup>st</sup> at 6:30. Author Ben Welter will discuss his books: "Minnesota Mayhem" and "Minnesota Mysteries", which focus on bizarre newspaper stories throughout Minnesota's history. This MN Legacy program is supported in part or whole with money from The Minnesota Arts & Cultural Heritage Fund.
- The Moorhead Library is teaming up with the Historical & Cultural Society of Clay County and Rustica Eatery and Tavern for a 'Books & Beer' nonfiction book club. The first event will take place April 26<sup>th</sup> at 7:00pm at Rustica Eatery and Tavern. The first discussion will be of "In the Garden of Beasts" by Erik Larson, "...a vivid portrait of Berlin during the first years of Hitler's reign". Rustica has graciously agreed to provide snacks while participants are welcome to purchase beverages or additional food items.

- The 2016 One Book, One Community title is *The Latehomecomer* by Kao Kalia Yang. This book is available in print through the library and in eBook format through Overdrive and eBooksMN.org. Information on events and programs will follow.
- See brochure for additional events through May.

### **Friends of the Moorhead Library**

- The February book sale brought in \$2,971.20 in sales. A portion of the profits from this sale will go toward the matching fund opportunity.
- In an effort to manage their inventory, the friends will hold a third book sale to take place May 6<sup>th</sup> and 7<sup>th</sup>. This sale will be a bag sale – purchase a bag of books for five dollars.

### **Building Issues**

- Bremer Grant Update
  - Megan met with Christianson's to finalize arrangements for the carpet replacement. Tentative dates for this are April 6-8.
  - Megan hopes to place the order for the furniture within the next month.
- Megan recently met with LARL Director Liz Lynch to discuss various building issues and updates. LARL may be able to provide financial or in-kind assistance for the following improvements over the next few months:
  - New signage inside and outside of the library
  - New, branded floor mats
  - New decals for the front entrance doors and windows
  - Possible Legacy project to develop new banners for the outdoor lighposts
- Youthbuild is currently working to finish sanding and refinishing the tables and chairs throughout the library.
- Staff recently discovered graffiti in the upstairs men's room. Surveillance footage allowed police to find the person and Youthbuild was able to repaint.

### **Staffing Issues**

- We welcome Jessica Eaves as our new 25 hr/wk assistant
- We now have an open 40 hour Assistant position