

# Moorhead Public Library

## BOARD OF TRUSTEES

Regular Meeting

April 12, 2022

5:30 p.m.

### **Agenda**

- Open Meeting
- Approve Agenda
- Approve minutes from February 2022 meeting
- Library / Community Center Project Update - Megan, Doug and Laura
  - Sales Tax Incidence Study
- LARL Board Update – LARL Members
- City Council Report – Council Liaison
- Director’s Report
- 2022 Endowment Fund Distribution
- Legislative Update
- Other Business
- Next Meeting: September 13, 2022

**Moorhead Library**  
**BOARD OF TRUSTEES**  
**Regular Meeting, February 8, 2022**  
**5:30 p.m.**

**Present:** Doug Greenley, Kellie Meehlhause, Chizuko Shastri, Neely Benton, Kim Melton, Samantha Gust, Laura Caroon

- Meeting called to order at 5:30 p.m. There were enough board members present to have a quorum. Doug Greenley, Board President, conducted the meeting.

**Approval of Agenda**

- Kellie moved to approve agenda, Laura seconded. Motion passed.
- No discussion

**Approval of Minutes from November 9 Meeting**

- Kim moved to approve the minutes, Laura seconded, motion passed
- No discussion

**Legislative Update**

- Liz Lynch, Executive Director of LARL shared information on legislative funding
  - Library systems are to receive funding from both the legislature and the county in which they reside. Presently, 72% of operating budget is paid by the counties
    - Asking for an increase of \$2 million for all state library systems, a formula change, and an infusion of financial support
    - A call to reach out to legislative members to encourage their support of these bills and invest in their local libraries and to write letters to the editor of local newspapers in support of libraries was made

**2022 Officer Elections & Discussion**

- Discussion regarding Vice President automatically becomes president the following year was had. Board decided to not pursue the change. The president/vice president voting will remain the same
- Election for the following positions
  - President – Doug Greenly
  - Vice President – Neely Benton
  - Secretary – Samantha Gust
    - Laura moved to vote as a “ticket”. Neely seconded, motion passed.
- No discussion

**Library/Community Center Project Update**

- The council voted to include the half-cent sales tax on the November ballot
- Task force will meet February 9, 2022 to discuss next steps
- Hosting summer concert series this summer along with other larger events to continue promoting the library and its services

**LARL Board Update – LARL Members**

- Chizuko shared report from last meeting

**City Council Report – Council Liaison**

- Moorhead joined cities across MN in recognizing the climate crisis
- Passed a resolution to encourage citizens, businesses, organizations to continue working together to slow the spread of COVID-19

**Director's Report**

- Traffic is continuing to increase
- Uptick in unwanted activity. Working with the city and police to address the issue

**Other Business**

- Meetings are to be held in-person, however a Zoom link will be provided as needed

**The meeting was adjourned at 6:15 pm.**

Next meeting scheduled for April 12, 2022

## LARL Board meeting report on March 24, 2022

### **1. 2021 Audit Report** by Brady, Martz & Associates, P.C. Thief River Fall, Minnesota

- Nothing came to our attention that caused us to believe that the Library failed to comply with the provisions of the contracting and bidding, deposits and investment, conflict of interest, claims and disbursements, and miscellaneous provisions of the Minnesota Legal Compliance Audit Guide for Other Political Subdivisions, promulgated by the State Auditor pursuant to Minn. Stat. §6.65, insofar as they relate to accounting matters.

#### Financial Highlights

- Lake Agassiz Regional Library (LARL) has total net position of \$759,718, an increase of \$261,354 for the year ended December 31, 2021.
- LARL's 2021 general operating expenditure budget of \$3,496,450 represents an increase of 1.10% from the 2020 budget. While the 2021 budget presented expenditures exceeding revenues by \$51,007, actual results showed a surplus of \$53,751 for 2021.

### **2. Financial Report**

- With 16.67% of 2022 complete, 16.20% of budgeted expenses have been spent as of February 28, 2022.
- Authorized to submit 2021 Minnesota Public Library Annual Report

#### Physical and Downloadable Circulation (excerpt from the report)

Data Element	Current Year	Previous Year
Children's Circulation	216,254	137,942
Adult Circulation	295,046	237,707
Physical Circulation (No Age designation)	1,157	521
Total Physical Circulation	512,457	376,170
Physical Circulation – Not Print or Audiovisual	1,098	-
Downloadable E-books and E-serials Circulation	108,042	112,232
Downloadable Audio and Video Circulation	71,941	63,831
Total Downloadable Circulation	179,983	176,063
Total Circulation	692,440	552,233

### **3. Director's Report**

- ◆ 1,000 Books Before Kindergarten
  - Over 1,700 have registered for this program over the years.
- ◆ **Moorhead Library Security Guard**
  - On February 17<sup>th</sup>, the LARL Executive Board approved allowing LARL funds to partially fund a security guard for the Moorhead Public Library. This is result of multiple physical altercations between members of the public, and acts of violence/verbal threats towards staff.
  - Funding from LARL supplemented with funds from the Friends of the Moorhead Public Library will provide **security service from 4:00-9:00pm Monday-Thursday**, with

occasional walk-throughout the day. In addition the funding will only cover March through the end of the year.

- The LARL portion of the funding is coming from an open 20 hours assistant position in Moorhead, with additional funds coming from the Friends of the Moorhead Library (\$2,000).

## Director's Report

### Library Activity

The library recently contracted with ASP Security to provide security services during evening hours Monday - Thursday. Staff have noticed a drastic difference in unwanted activity during these hours. This service is funded by a currently unfilled assistant position and a generous donation from the Friends of the Moorhead Library. We hope the city will include this in their budget in 2023 in order to ensure sustainable funding

### Upcoming Events

Author Visit: Elizabeth Raum, author of *Storm Warning*, will visit the Moorhead Public Library on Saturday, April 23rd at 10:30am. Her book illustrates the historical devastation of the Red River's flooding potential and the heroic efforts of the people of the Red River Valley to come together and survive. This event is part of the Red River Valley Kids Read series of events.

Author Visit: Author Eric Dregni (*For the Love of Cod, In Cod We Trust* and *Vikings in the Attic*) will present about his writing trips to Norway and his research and writing process. This program will take place on 3rd at 7:00pm and is offered free-of-charge thanks to funding from the Minnesota Arts & Cultural Heritage Fund.

A full list of upcoming events can be found at <https://larl.org/locations/moorhead/>.

### Friends of the Moorhead Library

The Friends of the Moorhead Library hosted their first Spring Social on Sunday, April 3rd from 1-4. The event celebrated the beginning of National Library Week and included a book and art auction, music and appetizers. Approximately 75 people attended this event and we continue to receive positive comments.

The Friends will host their next book sale April 28-30 in the lower level of the library.

### Building Issues

We experienced a roof leak in late February, requiring staff to move a large section of books and several pieces of furniture out of the way. The roof leak has since been repaired and we are now in the process of working with the city to repair the damage to the ceiling.

### Staffing

Congratulations to Gen Junkert, who was recently promoted to a Librarian position. Gen has been with the Moorhead Public Library as an assistant for almost five years and we are excited to work with her in this new role.

We are currently working to fill two 25 hour assistant positions.

# Invest in Minnesota's Public Library Infrastructure

Public libraries are gathering spaces in our rural communities and in our urban neighborhoods and are used to meet and connect; to access Wi-Fi and public computers; to search for a job and write a resume; and to work, study and access services.

Support SF 4034 and HF 4421 (Chief Authors: Senator Housley and Representative Murphy)  
\$5M from Bond Proceeds & \$15M from the General Fund

Investment in public libraries will ensure that communities across Minnesota have welcoming, accessible and safe public spaces resulting in increased and improved:

- Early Learning, Literacy and Reading Skills
- Connection to Vital Resources
- Social Wellbeing
- Access to Technology and Broadband
- Job and Career Support

*The average age of a Minnesota public library building is 52 years old.*

Approximately 40 public libraries have identified a need for repairs, expansion or new construction totalling over \$90M. Here are three examples:



## Riverview Library, Saint Paul Public Library

*We seek to update this historic Carnegie library, which was built in 1917 and has not been renovated in more than 30 years, to become a technology-rich community gathering place. Residents of this diverse neighborhood will be able to access tech and career resources; children will learn through hands-on play; and community members will work, study, and connect to services that help them meet their goals.*  
Catherine Penkert, Director

Estimated renovation cost: \$3.7 million



## Spring Valley Public Library, Southeastern Libraries Cooperating

*Our desire to repair the delicate yet damaged 22 year old exterior of our library building falls in line with the active goals of our city to revitalize and improve our historic downtown. Our library's front door opens to the downtown area. With new businesses, new storefronts, and many new visitors coming to Spring Valley we want the exterior of our library to be as inviting as the resources inside the building.*  
Jenny Simon, Director

Estimated renovation cost: \$30,000



## Coleraine Public Library, Arrowhead Library System

*Accessibility is essential in our community. There are elderly patrons who we worry about as they navigate the stairs and others who have stopped visiting due to accessibility issues. We also have students in wheelchairs who have to be carried up and down the stairs to attend programs with peers. The library's lack of accessibility is truly a barrier to many members of our community.*  
Liv Mostad-Jensen, Coleraine Public Library Director

Estimated renovation cost: \$350,000

10.5 million  
public computer  
and WIFI  
sessions

43,470,319  
books, magazines,  
DVDs, science  
kits borrowed

72,594  
community  
learning  
programs

114,443  
community  
meetings held

 MINNESOTA LIBRARY  
ASSOCIATION



Revised 3.29.22 #MNLibrariesLead



## 2022 Legislative Background and Talking Points

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### Regional Library Basic System Support (RLBSS) Funding Increase of \$2M and Formula Change: SF 1131/HF 1710

#### Impact:

- Increase access to vital technology and broadband
- Increase support for PreK-12 students, their families and lifelong learners
- Expand partnerships with schools, businesses and government agencies
- Increase capacity to provide sufficient library resources, materials and hours of operation
- Increase services to enhance library, literacy and workforce assistance to help Minnesotan's advance skills and reach employment goals

#### Notes:

- This funding is crucial for the operation of the regional public library systems.
- The last RLBSS increase was in 2008.
- This bill will stabilize the volatile formula used for allocating the funds to regional public library systems.
- This bill will allow regional public library system governing boards to set operating budgets based on actual funding amounts, rather than on anticipated amounts.
- The lack of increase shifts the burden to local city and county portions of the budget.
- This bill is endorsed by the Association of Minnesota Counties (AMC), the League of Minnesota Cities (LMC), and all 12 Regional Public Library System Governing Boards.

#### Call to Action:

- Contact your legislators and ask them to support SF 1131/HF 1710, investing in public libraries and in their communities.
- Ask your local Representative to sign on as a coauthor to HF 1710 to support regional public library systems.
- Encourage your boards, Friends, patrons, local elected officials, business owners, and other library advocates to contact their legislator on behalf of the regional public library systems.

**In 2021, the contents of SF 1131/HF 1710 made it to the Education conference committee in both the House and Senate. Let's get it across the finish line in 2022!**