

# Moorhead Public Library

## BOARD OF TRUSTEES

Regular Meeting

September 13, 2022

5:30 p.m.

### **Agenda**

- Open Meeting
- Approve Agenda
- Approve minutes from April 2022 meeting
- Library / Community Center Project Update - Megan, Doug and Laura
- LARL Board Update – See attached
- City Council Report – Council Liaison
- Director's Report
- Other Business
- Next Meeting: November 8, 2022

**Moorhead Library**  
**BOARD OF TRUSTEES**  
**Regular Meeting, April 12, 2022 | 5:30 p.m.**

**Present:** Doug Greenley, Kellie Meehlhause, Chizuko Shastri, Samantha Gust, Charlie Johnson, Laura Caroon

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

**Approve Agenda**

- Samantha moved to approve agenda, Charlie seconded. Motion passed
- No discussion

**Approve minutes from February 2022 meeting**

- Kellie moved to approve meeting minutes, Charlie seconded. Motion passed
- No discussion

**Library / Community Center Project Update - Megan, Doug and Laura**

- City is gathering public input on the library/community center. Public input events to be held on April 5 and April 19
- Information gathered at events will be compiled
- **Sales Tax Incidence Study**
  - Laura shared conversation had at city council meeting
  - Reviewed local option sales tax fact sheet

**LARL Board Update – LARL Members**

- Chizuko shared report from last meeting

**City Council Report – Council Liaison**

- Laura shared updates from the city council

**Director's Report**

- Starting in February, security officer is present Monday through Thursday 5 to 9 pm.
- Roof leak has been fixed and will be working to update the ceiling

**2022 Endowment Fund Distribution**

- Current fund balance is \$190
- Charlie moved to reinvest, Kelli seconded. Motion passed

**Legislative Update**

- House bill has moved to the educational omnibus bill
- Possible increase in legacy funding

**Other Business**

- Article in the FM Extra regarding the Library updates

**The meeting adjourned at 6:18 pm. Next Meeting: September 13, 2022**

LARL Board meeting report on May 19, 2022

**1. Library/Community Center Update by Moorhead Mayor, Shelly Carlson**

- The best way that you can support this campaign and the future of a new regional library right now is through donations to the campaign fund.

Please write checks to:  
YES 56560  
403 8th St. S  
Suite A #242  
Moorhead, MN 56560

**2. Financial Report**

- With 33.33% of 2022 complete, LARL spent 32% of budgeted expenses as of April 30, 2022.
- Approved to reinvest the full annual distribution from the F-M Area Foundation for Moorhead Library (\$190).
- 2023 Preliminary Budget Review – Draft #2 was approved

**3. Director’s Report**

- **Duggan’s Auto Service in Moorhead has agreed to cover the cost of gas for the book truck for the 2<sup>nd</sup> summer in a row**

- Sign up for LAEL Email News Notifications

<https://larl.org/join-our-list/>

- Sign up for a library card online

<https://larl.org/applyonline/>

- Service update: 2021 Public Computer Use Totals

Computer Sessions	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Ada	22	19	43	30	24	70	119	75	47	55	34	47	585

Bagley	15	28	30	28	19	19	22	30	33	38	18	23	303
Barnsville	48	53	43	34	20	24	26	36	40	28	29	34	415
Breckenridge	30	51	69	56	44	94	84	101	62	70	61	67	789
Climax	21	23	21	16	17	13	18	23	21	15	15	11	214
Crookston	135	148	186	181	189	275	263	288	250	268	221	199	2,603
Detroit Lakes	531	437	620	497	486	555	540	595	459	489	514	481	6,204
Fertile	3	11	0	8	15	15	12	18	18	13	14	11	138
Fosston	71	74	95	81	94	124	83	98	107	129	121	94	1,171
Hawley	49	32	40	32	36	47	49	93	52	57	58	57	602
Mahnomen	47	46	62	69	59	62	78	60	60	62	45	49	699
Mcintosh	10	11	11	9	19	12	6	15	14	9	8	1	125
Moorhead	683	800	1,267	1,264	1,420	1,515	1,547	1,586	1,376	1,667	1,418	1,420	15,963
Total	1,665	1,733	2,487	2,305	2,442	2,825	2,847	3,018	2,539	2,900	2,556	2,494	29,811

**2019 (Prepandemic Use): 70,499**

**2021 Total Computer Use: 29,811**

First four months of 2021: 4,014

Frist four months of 2022: 5,600

**LARL Board meeting report on June 16, 2022**

**1. Financial Report**

- With 41.67% of 2022 complete, LARL spent 40.50% of budgeted expenses as of May 31, 2022.
- Approved the application for State FY2023 Regional Library Basis System Support (RLBSS)

**2. Report of the Finance Committee**

- Approved the 2023 Preliminary Budget Draft #3 as reviewed and recommended by the Finance Committee
- 2023Preliminary Budget Draft #3

Category	2021 Budget	2022 Budget	2023 Budget	\$ Change	% Change
Personnel	2,508,500	2,5062,200	2,669,700	107,500	4.20%
Library Materials	405,000	415,000	415,000	0	0.00%
Automation/Cataloging	180,500	185,300	191,850	6,350	3.42%
Programming & staff development	24,900	24,900	24,900	0	0.00%

Mileage & Board meetings	28,000	25,900	25,900	0	0.00%
Regional Library Telecom Aid	83,650	83,620	83,620	0	0.00%
Other Operating Expenses	217,750	216,450	211,250	(5,200)	-2.40%
Vehicle Expenses	3,650	3,650	1,750	(1,900)	-52.05%
Capital Expenses	44,500	40,000	40,000	0	0.00%
<b>Total Budget</b>	<b>3,469,450</b>	<b>3,557,220</b>	<b>3,663,972</b>	<b>106,750</b>	<b>3.00%</b>

### 3. Director's Report

- **Wi-Fi Hotspot Use**

	2020 (starting June 1)	2021	2022 (through May 31)
Check Outs	337	627	214

**2020 note: started with 43 hotspots**

**2021 note: operating with 37 hotspots by end of 2021**

**2022 note: as of the end of May, current operating with 75 hotspots**

- **In House Laptop Use: January – May 2022**

<b>Laptop Circulation</b>	
<b>Ada</b>	<b>1</b>
<b>Bagley</b>	<b>0</b>
<b>Barnsville</b>	<b>0</b>
<b>Breckenridge</b>	<b>0</b>
<b>Climax</b>	<b>4</b>
<b>Crookston</b>	<b>3</b>
<b>Detroit Lakes</b>	<b>16</b>
<b>Fertile</b>	<b>1</b>
<b>Fosston</b>	<b>2</b>
<b>Hawley</b>	<b>12</b>
<b>Mahnomen</b>	<b>0</b>
<b>Mcintosh</b>	<b>0</b>

<b>Moorhead</b>	<b>178</b>
<b>Total</b>	<b>217</b>



## Director's Report

### Library Activity

Traffic in the library continues on an upward trend back to pre-pandemic levels; currently, the library serves approximately 500-700 people each day.

We also welcomed large crowds to our Summer Library Experience events this summer, and served over 2,000 community members at 90 different stops with the Book Truck.

### Services

LARL Student Library Card:

Lake Agassiz Regional Library is thrilled to announce the LARL Student Library Card, providing access to both print and digital materials to students. This pilot program will launch with the Moorhead Area Public Schools during the fall of 2022, with the hope of expanding the program to schools across the seven counties served by LARL. The mission of this project is to remove barriers to students by making cards and resources easily accessible. This service is currently available to students grade 5-12 enrolled in Moorhead Public Schools. More information is available at <https://larl.org/studentcard/>.

### Upcoming Events

The Moorhead Public Library is excited to host the following events this fall thanks to funding from the Arts and Cultural Heritage Foundation:

Writing Series: Virtual Classes Taught By the Loft Literary Center

Join us for a series of virtual writing workshops hosted by teachers from the Loft Literary Center. This series is offered free-of-charge and no registration is required. More information, including dates and times, is available at <https://larl.org/writingworkshops/>.

Dancing into the Future: Jingle Dress Performance & Presentation

Join your library to learn about the significance of the Jingle Dress to local Native people featuring a presentation of four Jingle Dresses, dance demonstrations and a drum circle. Two presentations will take place on Saturday, September 24th at 1:00pm and 3:30pm.

Beaded Hoop Earrings Kit with Sister Beads

Pick up a beaded hoop earring kit created by Indigenous beadwork artist Tawny Cale of Sister Beads, LLC. Kits will be available while supplies last beginning September 19.

Moving Words Author Discussion Featuring Staci Lola Drouillard and Chris Stark

Enjoy a lively discussion with authors Staci Lola Drouillard and Chris Stark. This program will take place Monday, September 26, 7:00 p.m.

#### Secrets of the Glensheen Mansion Murders Featuring Reporter Joe Kimball

Fans of true crime will enjoy this presentation by reporter Joe Kimball, author of “Secrets of the Congdon Mansion,” giving a first-hand account of Minnesota’s most infamous murder case. This program will take place Tuesday, October 11 at 6:30 p.m.

#### Dream Catcher Workshop Featuring Artist Christy Goulet

Join artist Christy Goulet for a workshop bringing the artistry of creating dream catchers to life. Participation is limited and registration is required. This program will take place Monday, October 17 at 6:00 p.m.

#### The Night Watchman Presentation Featuring Author Louise Erdrich

Explore the themes of The Night Watchman with a free presentation by author Louise Erdrich, offered as part of the One Book, One Community Fargo Moorhead and West Fargo program. This program will take place October 27 at 7:00 PM at The Centrum – Concordia College Streamed Live at [1book1community.org](http://1book1community.org)

#### Virtual Monster Drawing Class with Cartoonist Rick Stromoski

Award-winning cartoonist Rick Stromoski will return virtually to offer another fun drawing class. This virtual program will take place Thursday, November 3 at 6:30 p.m. at [larl.org/drawmonsters](http://larl.org/drawmonsters).

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

The Friends will host their fall book sale September 15-17.

#### **Building Issues**

We continue to battle several issues with the aging facility. This summer we faced constant issues with the library’s HVAC system and experienced extreme temperatures - either hot or cold - all summer.

#### **Staffing**

We have experienced a great deal of staff turnover over the past six months and I am happy to report that we currently have no open positions. Thank you to our staff for pitching in and working together so well during this transitional period.