

Moorhead Public Library  
Advisory Board  
Regular Meeting  
February 13, 2024  
5:30 p.m.

**Agenda**

- Open Meeting
- Approve Agenda
- Approve minutes from November 2023 meeting
- 2024 Board Elections
- Welcome new member(s)
- Library and Community Center Update
- LARL Board Update
- Director's Report
- Other Business
- Next Meeting: April 9, 2024

**Moorhead Public Library**  
**BOARD OF TRUSTEES**  
**Regular Meeting**  
**November 14, 2023 | 5:30 p.m.**

**Present:** Neely Benton, Laura Caroon, Doug Greenley, Charley Johnson, Chizuko Shastri

**Members not present:** Samantha Gust, Karin Olson Held

Meeting called to order at 5:32 p.m. There were enough board members to have a quorum. Doug Greenley, Board Chair, conducted the meeting.

**Approve Agenda**

- Laura moved to approve agenda; Charley seconded. Motion passed.

**Approve minutes from September 2023 meeting**

- Correction to change, "*Neely Benton*, Board Vice Chair, conducted the meeting"
- Laura moved to approve agenda; Charley seconded. Motion passed.

**Library and Community Center Update**

- Plan to break ground in the spring
- The Center for Entrepreneurship received a \$1 million federal grant; the Center may have spaces in the library for meetings, podcasting, etc. in the library
- Library will take up the first floor; children's area and walking track will be on the second floor
- Footprint has expanded slightly; building will only be two floors

**Policy Update: Collection Development Policy**

- LARL approved the policy at the Sept. meeting.
- No major changes to the policy; policy more clearly states goals and how selection is determined

**LARL Board Update**

- Reviewed LARL Board meeting report from Sept. 21, 2023

**Director's Report**

- Lutheran Social Services for seniors is a new community partner addition
- Friends of the Library are participating in Giving Hearts Day for the first time this year
- The new Youth Services Coordinator position has been posted.

**2024 Board Membership and Elections Discussion**

- We will hold elections for Chair, Vice Chair, and Secretary at the February board meeting
- Doug is interested in staying on the board, but would like to relinquish the Chair position; Neely is open to considering the Chair position

- The mayor will appoint someone to fill the at-large position vacated by Kellie Meehlhause

**Other Business**

- No other business discussed

**The meeting adjourned at 6:05 pm. Next meeting: February 12, 2024**

**LARL Board meeting report on January 18, 2024**

**1. Financial Report**

- With 100% of 2023 complete, LARL spent 97.50% of budgeted expenses as of December 31, 2023.

**2. Financial Committee Report**

- Bell State Bank and Edward Jones were approved as authorized institutions for 2024.
- 2024 Final Budget (below) was approved.

<b>REVENUE</b>	<b>2023 Budget</b>	<b>2023 Prelim Budget (6/23)</b>	<b>2024 Budget</b>
Becker County	415,295	427,690	427,690
Detroit Lakes	242,785	248,010	248,010
Clay County	318,265	326,320	326,320
Moorhead	807,550	824,280	824,280
Clearwater County	112,775	115,610	115,610
Mahnomen County	46,995	48,020	48,020
Mahnomen	23,285	23,800	23,800
Norman County	108,300	111,410	111,410
Polk County	290,870	299,320	299,320
Crookston	234,745	238,550	238,550
Wilkin County	58,390	59,690	59,690
Breckenridge	95,875	97,430	97,430
<b>SUB-TOTAL</b>	<b>2,755,130</b>	<b>2,820,130</b>	<b>2,820,130</b>

- 2024 Designated Fund Balances was approved.

**3. Director’s Report**

**LARL Staffing:**

⇒ Moorhead Public Library welcomed (1) Barb Davis, Adult Services Supervisor, (2) Candice Rosin, Youth Services Supervisor, (3) Kathleen Ryan, Library Associate, and (4) Olivia Lepage, Library Assistant.

**LARL News:**

⇒ **Attorney Retirement:** After decades of service to LARL< Randy Stefanson of Stefanson Law has retired. Steven Aakre of Stefanson Law has agreed to work with LARL.

⇒ **Library Use in 2023:**

- Circulation of library materials was up by 4%, with a total circulation of 734,473 items. Over 512,000 physical items were checked out in 2023.

- Digital Circulation in OverDrive eBooks, eAudiobooks, and eMagazines was up 17.37% over the previous year. Total digital circulation including both OverDrive and Hoopla saw a total circulation of 222,434.
  - Computer use was up by 10% over the previous year. Total computer use for the 13 libraries = 36,311 sessions.
  - Customer printing through the use of the Princh app was up significantly.
  - LARL experienced more “New Customers” in 2023 than in any of the previous seven years. By breaking down barriers and allowing customers to sign-up for a library card online, library card registration increased significantly.
  - Program attendance for the region exceeded 14,000 individuals.
- ⇒ **Aspen:**
- On January 16, LARL launched Aspen, a new discovery layer for the LARL online catalog. This new discovery layer allows customers to search the regular LARL catalog, OverDrive, Hoopla and more in one simple search.
- ⇒ **Book Blizzard:**
- LARL is currently hosting the annual winter reading program for adults, *Book Blizzard*. Library customers are encouraged to track the number of books read during the months of January and February for a chance to win prizes.

Submitted by Chizuko Shastri

## Director's Report

### Programs and Services

#### 2023 Statistics:

The Moorhead Library experienced an increase in visitors, new customers, meeting room users and notary services in 2023. Overall circulation numbers also increased; while circulation of physical items slightly declined, popularity of digital items continues to rise. This is an exciting trend that we hope to continue in 2024.

- Total Circulation: 243, 506
- New Customers: 2, 063
- Meeting Room Reservations: 410
- Notary Services: 253

#### Spanish Storytime:

The Moorhead Library now offers a monthly Spanish Storytime event for Spanish speakers and learners. Participants are invited to join local Spanish Immersion teacher Sra. Mónica Olivares for stories and language exchange and to check out the library's Spanish-language collection! This event takes place on the third Saturday of each month at 10:30.

#### New Online Catalog Feature:

Lake Agassiz Regional Library's online catalog now features a discovery layer, enabling easier access to the library's collection. Aspen Discovery allows LARL customers to access all formats with one search, allowing easier 'discovery' of library materials.

#### Book Blizzard:

Moorhead Public Library customers are invited to participate in Book Blizzard, LARL's winter reading program, during the months of January and February. Participants can track their reading to win prizes. Additional information is available at <https://larl.org/bookblizzard/>.

### Staffing

The Moorhead Library welcomes the following new staff members:

- Barb Davis, Adult Services Supervisor
- Candice Rosin, Youth Services Supervisor
- Kathleen Ryan, Library Associate
- Olivia Lepage, Library Assistant

## **Upcoming Events**

### Peace Corps Series:

The Moorhead Library will host the annual Peace Corps Series, featuring presentations from Peace Corps members from the FM community. Events will take place on the 13th, 20th and 27th.

### Testify exhibit and Reception:

On February 29th at 6:30, join the Moorhead Public Library for an open house celebrating TESTIFY, a temporary installation of an impactful photographic exhibit featuring artifacts pertaining to slavery, segregation, and discrimination in the United States. The exhibit features a collection of physical artifacts belonging to former Minnesota Supreme Court Justice and NFL Hall of Famer Alan Page and will be on display at Moorhead Public Library from February 12 - Mar. 29.

### From Minnesota's State Parks, National Parks & Beyond:

On April 4th at 6:30, join the Moorhead Public Library for a reception and presentation by photographer Bruce Fingerson featuring work from his travels to State and National Parks and his own backyard in Minnesota. Fingerson's work will be on display at the library from March 16 - April 4.

## **Building Issues**

None at this time!