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## Library Advisory Board Meeting Minutes

May 15, 2024

5:00 p.m.

City Council Chambers

Present: Annice Sevett, Anna Andersen, Andrew Gustafson, Becky Tennis Hanson, Vicky Robson, Robert Rasmussen (City Council Representative), Dawn Kaasa (Freeborn County Commissioner) Cindy Gilbert (ALPL SELCO Board Representative), Matthew Tessmer

### 1. Approve Minutes of the February 21, 2024 Meeting

Gustafson asked for a motion to approve the minutes. Hanson made the motion, Andersen seconded. The board voted unanimously to approve the minutes from the February 21, 2024 meeting as written.

### 2. Old Business

#### a. Director's Report

An update was given on winter programming. Overall, winter programming efforts were successful. The number of programs offered and attendance were similar to last year's statistics for the same period. Most registration programs filled up, including all sessions of Book Pals and Adult Craft Nights, the latter of which had long waitlists. The Adult Winter Reading Program had 209 reading logs turned in.

MNLINK, the statewide discovery and interlibrary loan system for Minnesota library patrons and staff, switched to a different platform in late April. The basic functionality of the service is the same, with some changes in appearance and features. Staff have been trained on the new system and are getting more comfortable using it.

The library and the City's Recreation Department held an Open House on Thursday, May 2. Around 90 attendees had the opportunity to have their questions answered and to register for library cards, summer programs, and swim lessons. The Friends of the Library paid to provide transportation to the event. One family utilized the bus from Clarks Grove; information is still forthcoming regarding the use of the SMART bus. Two Karen interpreters and one Spanish interpreter were present. Ten library cards were issued, and the event reached families that are not traditionally seen in the library. Given the success of this event, it is being planned to continue annually before summer programming. Board members were pleased with the outcomes of the Open House and shared ideas for improvements for the event in the future.

Updates on SELCO's settings standardization and plans for future software changes were given. Sevett met with the Executive Director of SELCO to share the board's concerns regarding the standardization timeline and the change to the checkout period. SELCO did implement the changes on April 1, but ALPL was granted an exception to maintain a 14 day checkout period. The board discussed the importance of maintaining the 14 day checkout period to keep circulation data consistent so the library can effectively advocate for funding. SELCO has begun the process to switch to a new Integrated Library System, the software used to control library collections. The new system will be selected by the end of this summer. Migration and staff training will take place in the first half of 2025. Sevett is serving on the task force that will guide the selection of the new ILS.

i. Preview of Summer 2024

A preview of the upcoming summer library programming was presented. A variety of programming for all ages has been planned. Highlights include a number of new teen programs, a stone carving class, a mobile sign shop, a sewing circle, and the Local Author Festival in August. Changes from last summer include the children's and teen reading program being based on the number of minutes read instead of the number of books, and the modification of the adult reading program to follow the same format as the winter reading program.

b. 2024 Goals

A revised list of goals for library services in 2024 was presented that incorporated the board's discussion from the February meeting. Goals include: (1) improve services and outreach efforts to non-native English speakers using the ALPL 2024-2026 Plan for Library Services to Immigrant and Refugee Communities, (2) participate in outreach activities and partner with relevant community organizations to bring the library out into the community, (3) increase the number of residents who have a library card, (4) promote adult programs and non-traditional library offerings with targeted marketing efforts to increase attendance and usage, and (5) expand programs and services for tweens and teens not served by existing library programs.

An update on the progress made on the library's 2024 goals was given. Highlights include: the acquisition of new books in Karen suggested by patrons, the Open House which had Spanish and Karen interpreters present and encouraged library card registrations, a 7.5% increase in new patron registrations since eliminating late fines, marketing adult programs where their intended audiences hear about events, running the 3-D printer during the Open House to encourage sign ups for classes, making drop-in crafts available for teens in the library, and scheduling seven programs for teens for the summer.

### 3. New Business

#### a. Annual Report

The full annual report was shared with board members. Notable statistics included the increase in the public's use of library computers and Wi-Fi by 31 and 51 percent, respectively. Besides the circulation, programming, and registration statistics shared at the February board meeting, the 2024 library metrics were expected and on track with current trends. Board members asked clarifying questions regarding the library's outreach activities, staffing levels, and financial information. Sevett provided additional context and information.

#### b. SELCO Board Report

Gilbert provided updates on her activities representing the library on the SELCO Board of Directors and on potential legislation from the state regarding book banning. Sevett stated that the library's Request for Reconsideration Policy already complies with this legislation. Gilbert asked for guidance regarding which SELCO Board Committee she should join. Board members and Sevett will discuss and provide feedback. The board commended Gilbert for her work advocating for the library's needs to SELCO.

### 4. Board Comments or Concerns

The board asked about the status of the old fireman's quarters and plans for these to be adapted for library use, especially children's summer programming. Sevett shared that the City Manager has applied for federal grants to fund the renovation of this space and will keep the board updated.

Board members shared positive feedback on the Minnesota Author Tour speakers and were encouraged to share information about the Local Author Festival to increase community interest.

The board asked if the library's staffing levels were sufficient to allow for outreach activities at community events and suggested supplementing library staff with volunteers. Sevett stated that with proper notice and planning, the library is able to be present at community events. Volunteer assistance may be helpful depending on the nature of the event and the library's involvement.

### 5. Adjournment

Gustafson asked for a motion to end the meeting. Robson made the motion, Hanson seconded. The May 15, 2024 meeting of the Library Advisory Board concluded at 6:06 p.m.

Minutes submitted by Matthew Tessmer