



**LIBRARY BOARD
MEETING AGENDA
SEPTEMBER 8, 2026 AT 5:30 PM
MOORHEAD LIBRARY - 450 CENTER AVE.**

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approve Minutes
 - A. April 2026 Minutes
4. Recognitions/Presentations
 - A. Downtown Moorhead Development Update - Matt Leiseth
 - B. 2026 Summer Reading Program Recap - Jayde Proffit
5. Information/Update
6. Business Items
 - A. Self-Service Access Draft Policy
 - B. Self-Service Access Draft Participant Agreement
7. Director Report
 - A. Director's Report
8. New Business
9. Adjourn



**MINUTES OF THE LIBRARY BOARD
MOORHEAD LIBRARY - 450 CENTER AVE.
April 14, 2026 - 5:30 PM**

1. Call to Order/Roll Call

2. Agenda Amendments

Sam Gust moved to approve the agenda, Emily Moore seconded. Motion passed.

3. Approve Minutes

Cady moved to approve the February 2026 minutes. Sam seconded. Motion passed.

A. February 2026 Agenda

4. Information/Update

A. The Loop Public Opening and Service Update

Megan shared that the opening of The Loop was well received by the community. Staff have been busy welcoming many new users and introducing community members to the new space.

B. The Loop Sponsorship Opportunities

Megan shared that several sponsorship opportunities are still available, including donor wall recognition for a gift of \$2,500 or more.

5. Business Items

A. 2026 Endowment Fund Disbursement

Megan shared that the 2026 endowment fund payout would be \$240 and recommended reinvesting the funds. Sonja moved to approve the motion, Sam seconded. Motion passed.

6. Director Report

A. April 2026 Director Report

Megan discussed activity in The Loop since opening April 8th, and also discussed upcoming events, including a visit from Patty Wetterling.

7. New Business

8. Adjourn

Meeting ajourned at 6:15pm.

Self Service Access Policy

Library customers who wish to use in-library resources outside of staffed open hours may do so via Self Service Access. Customers must have a non-temporary LARL library card and be 18 years of age or older.

To opt in to use Self Service Access, customers must visit The Loop and acknowledge and agree to the following terms of acceptable use:

- Participants will be responsible for the conduct of themselves and any guests they bring in, and will abide by the Code of Conduct
- Customers will not grant access to other individuals
- Staff are not available for customer service during Self Service Access hours
- Security cameras monitor the use of the facility.
- Participants agree to comply with announcements made over the PA system during Self Service Access hours, and agree to follow instructions and directives contained in the announcements.
- Participants agree to notify the Moorhead Public Library of a lost fob, and I agree to pay the \$10 Service charge if a replacement is desired.
- Violations of the above may result in the loss of my Self Service Access privileges, library privileges, as well as possible fines and legal consequences.
- Participants may be liable for any injuries or damage to library property or equipment caused by themselves or any guests they bring in.

Moorhead Public Library / The Loop Self Service Access Agreement

Self Service Access provides access to The Loop outside of staffed open hours. This agreement outlines the process of opting in to use the service and the acceptable use of the service.

All Self Service Access customers must opt in to use the service. To use the service, you must:

- Be 18 years of age or older.
- Possess a current Lake Agassiz Regional Library card or reciprocal card. If you do not have a library card, library staff can create one for you.
- Visit the Moorhead Public Library at The Loop in person and provide a photo ID and proof of current address.
- Complete a brief orientation with library staff. You must present a photo ID and your library card (if you have one) during your visit so staff may verify your contact information.
- Library staff will issue a key fob that will be activated within two business days.

By opting into Self Service Access, you acknowledge and agree to the following terms of acceptable use:

- I will use my own key fob to gain entry for me and any guests I bring in.
- I will be responsible for my own actions and behaviors and for any guests I bring in.
- I will not lend my fob to other individuals.
- I will not grant access to vendors or persons trying to enter the facility.
- Staffed assistance is not available during Self Service Hours.
- Security cameras monitor the use of the facility.
- Announcements may be made over the PA system during Self Service Access hours, and I agree to comply with instructions and directives contained in the announcements.
- I agree that Lake Agassiz Regional Library can share my information (name, email, phone number, fob number) with the City of Moorhead for the purpose of activating my fob.
- I agree to notify the Moorhead Public Library of a lost fob, and I agree to pay the \$10 service charge if a replacement is desired.
- All Lake Agassiz Regional Library policies are in effect during Self Service Access hours, including the Code of Conduct. Policies are available at larl.org/policies/.
- Violations of the above may result in the loss of my Self Service Access privileges, library privileges, as well as possible fines and legal consequences.

Name: _____

Signature: _____

**Moorhead Library Advisory Board
September 8, 2026**

Director's Report

Library Activity

Since opening The Loop on April 8th of this year, statistics in all areas have increased from previous activity in the old library. Over 23,000 Moorhead residents currently have a library card, which is just over half. The chart below compares statistics in circulation and new cardholders from April to August of 2025 to the same time period this year.

Item	April - August 2025	April - August 2026	% Change
Physical Item Circulation	70,278	100,255	42.65%
Electronic material circulation	50,323	59,824	18.88%
New Cardholders	1,122	2,882	156.86%

Programs and Services

- The Loop will begin offering Self-Service Access hours October 1. Self-Service Access periods are unstaffed hours in which participants are able to pick up holds, browse the collection, and use the walking track and playspace. Library cardholders 18 years of age and older are eligible. Additional information, including marketing materials, will be available soon.
- The Moorhead Library will host all fall Legacy programs offered by Lake Agassiz Regional Library. Programs include a Japanese quilting workshop, author visits from Doug Ohman and Sarah Peterson, and a performance by guitar virtuoso, Gladius. A full list of events is available at <https://larl.org/legacyseries/>.

Moorhead Friends of the Library

- The Friends hosted their second annual A Novel Evening event August 27th. This year's event featured Minnesota author Will Weaver. We are thankful to Rustica Eatery and Tavern for sponsoring the event again this year. Funds raised will support programs and services at the Moorhead Library.
- The Friends will host their fall book sale October 23-24. This sale is part of a metro-wide book sale, with the Friends of the Fargo and West Fargo Public Libraries hosting congruent sales.