

**DULUTH PUBLIC LIBRARY BOARD**

Notice of Meeting

**DATE:** January 28, 2025

**TIME:** 4:30 p.m.

**LOCATION:** Gold Room, Main Library

**AGENDA**

**Call to order**

Welcome and introductions

Review and approve agenda

Approve minutes of November 26, 2024 meeting

**Reports**

Library Manager's Report – Powers

Library Usage – Powers

Foundation Report – Rosendahl

Friends Report – Ramsland

**Old Business**

Main Library facility update

Advocacy update

Friends and Foundation liaisons

**New Business**

Computer and internet policy

**Adjournment**

Next regular meeting: 4:30 PM on February 25, 2025 in Main Library Gold Room

**Duluth Public Library Board Meeting Minutes**  
**November 26<sup>th</sup>, 2024**

**Present:** Bill Arezzo, Lori Steinbach, Michelle Foshay, Matt Rosendahl, Betty Ramsland

**Also in attendance:** Carla Powers, Jim Filby Williams, League of Women's Voters observer Carolyn Baird, Sarah Kessler, library staff members Heidi Harrison and Bri Belanger

**Absent:** Lizzy Luoma, Ellen Hatfield, Sue Henke, Jose Gonzalez

**Call to Order**

The meeting was called to order at 4:30 pm by Bill Arezzo, Vice President

**Introductions**

**Teen Advisory Board**

The Teen Advisory Board (TAB) was started three years ago for teens to give input to the library for materials and programs to offer at the library. The group meets once a month, with an average of 10 to 15 teens per meeting. They brainstorm and do event planning. The year's projects included an entry in the Christmas City of the North parade, creating an escape room, and planning interactive movies events. TAB has had 50 different members over the three years. Harrison helped get the group off the ground and does a great job working with the teens.

**Review and approval of agenda**

Motion by Rosendahl, seconded by Foshay, to approve the agenda as drafted. Motion passed unanimously.

**Approval of minutes of October 29<sup>th</sup>, 2024**

Motion by Rosendahl, seconded by Ramsland, to approve minutes as drafted. Motion passed unanimously.

**Reports**

Library Manager

- New Website – Staff is receiving positive feedback on the site. It is easier to navigate and more colorful. A new addition is the “How do I” section.
- Port Card Updates – Port Cards are fully functioning for all ISD 709 students now that the school district has sent its student files. Belanger worked very hard to get the program reinstated as an opt-out offering for all students.
- Statement of Concern – A patron filled out paperwork to formally express her concern about the book *A Tale as Tall as Jacob*. She was concerned over a scene in the book where a boy developed a tic after taking medication for ADHD. After reading reviews and looking at the book as a whole, Powers decided it should remain in the collection.
- Read to a Dog – This program is going on at all three library locations. It's ideal for kids who may struggle with reading, because the dog is friendly and non-judgmental.

- Book Bingo – Over 200 participants came for a special Book Bingo program at Wild State Cider. It was a nicely done program and a great partnership.
- Library Usage Statistics – Usage is up from last year in nearly every category, other than computer usage at the West Duluth Branch. The Mount Royal Branch has circulated more physical items than the Main Library so far this year. A question was asked whether usage has reached pre-pandemic levels. Powers will report on this at the next meeting.

#### Duluth Library Foundation

- On Give to the Max Day the foundation's fundraising goal was exceeded by 8 AM.
- A full-time marketing director and part-time administrative assistant have been hired.

#### Friends of the Library

- The Friends bank balance currently stands at \$12,950.38.
- Membership increased to 221.
- Littlest Holiday Book sale will take place next month. It will take place at Mount Royal over 2.5 days. Credit and debit cards will be accepted.

### **Old Business**

#### Main Library Facility Update

Filby Williams shared that there is no meaningful information to report at this time. The City is grappling with the difficulty of sourcing \$80 million for this project, especially now that federal pandemic-related funding has ended. However, administration remains committed to finding a way to improve the downtown facility. Filby Williams pointed out that the library is heavily used by people from outside the City of Duluth. However, the service is funded by Duluth taxpayers. There was general discussion as board members posed questions about how to proceed from here. Filby Williams replied that he is not ready to give an answer yet, nor is he declaring defeat. How and when to change the goals takes time and cannot be a quick decision.

### **Advocacy**

No update at this time. Foshay requested leaving advocacy on the agenda as a regular item.

### **Friends and Foundation Liaisons**

There is still a need to fill these roles. A couple of Board members have expressed interest, but nothing is finalized yet.

### **New Business**

#### Semi-annual review of strategic plan for 2023 – 2026.

Goal 1 – Safety is a priority, and funding will be ongoing into 2025. Significant changes have been made. More cameras have been added at all locations, and help buttons have been installed at the branches. Safety is the biggest area of focus and results. Goal 2 – Port cards and community passes were big wins. Goal 3 – Staff is prioritizing partnerships for programs, trying to reach a broader audience. Goal 4 – Some progress has been made to lower the barriers for hiring. Goal 5 – A dozen staff members have been trained in critical incident stress management, providing peer

support for coworkers. Goal 6 – Supported self-service, empowering library patrons to accomplish as much as they wish without staff assistance, remains an important goal.

**Adjournment**

Arezzo adjourned the meeting at 5:41.

## Library Manager's Report to Library Board January 2025

**December Programs.** The Main Library wrapped up 2024 with a couple of standout programs that drew big crowds. Jolabokafloð (the “holiday book flood”) was held in partnership with the Depot this year. It took place on December 21 and brought in over 500 attendees of all ages. On December 31, about 400 young children and caregivers rang in the new year at a Noon Year’s Eve celebration. Both Jolabokafloð and Noon Year’s Eve have become traditional DPL offerings over the past few years. Turnout this time was larger than ever.

**Duluth Children’s Museum Passes.** This month the library added a new offering to our community pass program. We now have four passes to the Duluth Children’s Museum available for checkout. Each pass allows entry for two adults and their children. The entry is good for the entire day, even if people want to leave and come back later. Like other community passes, Children’s Museum passes are non-requestable and good only for standard admission (not special events).

**Winter Reading.** The Winter Reading Program kicked off January 1 and will continue through the end of February. The program includes categories for all ages from birth through adult. Participants can earn badges and prize entries for reading books (or being read to) and for doing various winter activities. Like all of our programs, Winter Reading is made possible by the Friends of the Library, with additional support from the Duluth Library Foundation.

**Ojibwe Programming.** Throughout the month of January DPL will offer a series of programs highlighting Ojibwe stories and language. Program offerings include:

- January 9: Ojibwe Floral Art ... with Skittles at the West Duluth Branch.
- January 18: A talk by author and artist Carl Gawboy about his most recent book, *Fur Trade Nation* at the Main Library
- January 25: Ojibwe family storytime for kids at the Main Library in the morning
- January 25: Movie Screening of *Star Wars: A New Hope* with Ojibwe language dub at the Zeitgeist Zinema in the evening

Information about these and other upcoming programs can be found on the library’s website.

**One Book Northland.** This year, One Book Northland will feature the title *Where Rivers Part: A Story of My Mother’s Life* by Kao Kalia Yang. This memoir follows the journey of Yang’s mother, Tswb (pronounced “Chew”), who was born in Laos during a period of civil war and genocide. *Where Rivers Part* is the story of how Tswb left her home and life in search of a better future. Ms. Yang is a Hmong American teacher, speaker, and writer who lives in Minnesota. She has written award-winning books for all ages and recently received the *Minnesota Star Tribune’s* Artist of the Year award. The One Book Northland Committee is working on arrangements for Ms. Yang to present a program in Duluth this spring.

MAIN														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	25	24	25	25	25	19	22	22	24	26	23	24	284	283
Hours open	202	195	196	202	202	157	187	181	192	219	182	180	2,295	2,282
Visitors	13640	13812	13430	13333	12909	12734	14119	13368	11539	12945	12873	11682	156,382	143,213
Internet uses Labs	2033	1961	1804	1908	1707	1479	1707	1811	1624	1905	1885	1685	21,509	20,890
Internet uses laptops	35	30	33	52	53	34	53	59	17	36	26	24	452	338
<b>Internet total</b>	2068	1991	1837	1960	1760	1513	1760	1870	1641	1941	1911	1709	21,961	21,228
Circulation print,av	23439	23527	24242	23209	20619	20290	22199	21261	18061	20467	20388	18521	256,223	268,423
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188	10820	11381	11743	12031	130,876	107,698
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747	2656	2790	2783	2888	31,009	21,226
Circulation - LLG	3	0	6	3	4	95	72	32	35	36	43	52	381	596
<b>Circulation total</b>	36958	35798	37370	35261	33922	33240	36017	35228	31572	34674	34957	33492	418,489	397,943
In Person Programming Attendance*	670	1211	527	1872	1138	1375	4544	2859	2066	875	714	1274	19,125	15,368
Virtual Attendance**	0	15	18	27	24	15	0	15	17	22	26	0	179	114
Self-Directed Participation	452	420	484	143	411	690	238	360	961	651	461	79	5,350	3,522
<b>Programming Attendance TOTAL</b>	1122	1646	1029	2042	1573	2080	4782	3234	3044	1548	1201	1353	24,654	19,004

\*includes on and off-site programs

\*\*includes live and recorded

MT ROYAL														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	21	20	20	21	22	19	22	22	20	22	18	20	247	247
Hours open	171	161	161	171	178	154	184	178	164	178	147	164	2,011	2,007
Visitors	8671	7281	8237	9734	9009	10251	10418	10527	8223	9034	8013	8121	107,517	100,439
Internet uses Labs	544	537	541	630	588	516	595	640	563	680	527	528	6,889	6,214
Internet uses laptops	0	2	1	3	2	4	9	7	7	6	10	2	53	59
<b>Internet total</b>	544	539	542	633	590	520	604	647	570	686	537	530	6,942	6,273
Circulation print,av	22273	21151	21072	22506	22560	24065	26115	23965	19831	21121	20194	19900	264,753	263,252
In Person Programming Attendance*	381	354	440	448	609	1028	505	523	326	525	473	294	5,906	5,198
Virtual Attendance**	0	12	0	0	0	0	0	0	0	0	0	0	12	28
Self-Directed Participation	895	1279	225	741	788	1636	1331	678	748	503	932	807	10,563	7,532
<b>Programming Attendance TOTAL</b>	1276	1645	665	1189	1397	2664	1836	1201	1074	1028	1405	1101	16,481	12,758

\*includes on and off-site programs

\*\*includes live and recorded

WEST DULUTH														
2024 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Days open	21	20	20	21	22	19	22	22	20	22	18	20	247	247
Hours open	174	167	161	174	181	157	178	181	164	191	147	152	2,027	2,030
Visitors	5379	4243	5048	5248	5824	5493	5908	6088	4678	5779	5769	5282	64,737	57,578
Internet uses Labs	353	249	360	415	423	377	505	511	506	578	475	434	5,186	5,894
Internet uses laptops	4	0	4	2	1	1	0	0	1	3	0	3	19	25
<b>Internet total</b>	357	249	364	417	424	378	505	511	507	581	475	437	5,205	5,919
Circulation print,av	8498	7298	7542	8708	8783	9217	9697	9950	7914	8892	8004	7491	101,994	100,891
In Person Programming Attendance*	129	350	169	197	251	358	259	777	194	472	501	134	3,791	3,027
Virtual Attendance**	0	0	0	0	0	0	0	0	0	0	0	0	-	-
Self-Directed Participation	266	100	149	303	586	173	357	228	292	0	144	102	2,700	2,296
<b>Programming Attendance TOTAL</b>	395	450	318	500	837	531	616	1005	486	472	645	236	6,491	5,323

\*includes on and off-site programs

\*\*includes live and recorded

TOTAL MAIN AND BRANCHES														
2023 Hours, Visitors, Circulation, Internet Users														
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2023 YTD
Visitors	27689	25335	26714	28315	27742	28478	30444	29983	24440	27758	26655	25085	328,635	301,229
Internet uses Labs	2930	2747	2705	2953	2718	2372	2807	2962	2693	3163	2887	2647	33,584	32,998
Internet uses laptops	39	32	38	57	56	39	62	66	25	45	36	29	524	422
<b>Internet total</b>	2969	2779	2743	3010	2774	2411	2869	3028	2718	3208	2923	2676	34,108	33,420
Circulation print,av	54213	51976	52862	54426	51966	53667	58083	55208	45841	50516	48629	45964	623,351	633,162
Circulation OverDrive	11168	9909	10673	9640	10875	10334	11114	11188	10820	11381	11743	12031	130,876	107,698
Circulation Hoopla	2348	2362	2449	2409	2424	2521	2632	2747	2656	2790	2783	2888	31,009	21,226
<b>Circulation total</b>	67729	64247	65984	66475	65265	66522	71829	69143	59317	64687	63155	60883	785,236	762,086
In Person Programming Attendance*	1180	1915	1136	2517	1998	2761	5308	4159	2586	1872	1688	1702	28,822	23,593
Virtual Attendance**	0	27	18	27	24	15	0	15	17	22	26	0	191	142
Self-Directed Participation	1613	1799	858	1187	1785	2499	1926	1266	2001	1154	1537	988	18,613	13,350
<b>Programming Attendance TOTAL</b>	2793	3741	2012	3731	3807	5275	7234	5440	4604	3048	3251	2690	47,626	37,085

\*includes on and off-site programs

\*\*includes live and recorded

West Duluth Branch Library - reduced services for remodel February 5-9, 2024

**Duluth Library Foundation Report**  
**January 2025**

The Foundation board approved its next campaign focus: improvements in the Downtown youth area. This will include moving furniture, improved and more comfortable furniture, and better displays. Most of the improvements will be able to be re-used in the event that the entire Downtown Library facilities needs are addressed in the future. Watch for more information, and ways to get involved!

*Submitted by Matt Rosendahl*

**Friends of the Library Report**  
**January 2025**

The bank balance at the end of December 2024: \$19,110. Motion made, seconded, approved to give the DPL \$10,000.

Discussion on cost of using credit card Square. The price of books will be raised from \$2 to \$3 in the green room, and from \$5 to \$6 on bag day for the BOOK SALE that will take place June 9-12. This might impact use of Square.

Initial discussion on space at DPL where large print books are now located. Friends could stock and sell books on the Superior Street level with possibility of staff accepting money for Friends.

DPL will not be involved in Sidewalk Days 2025; they will focus on reaching people less able to be involved with the library. DPL might have something at the library garden on 5th Avenue West above Michigan Street that should be visible.

Vacancy on Foundation board for liaison with Friends.

*Submitted by Betty Ramsland*

## **DULUTH PUBLIC LIBRARY INTERNET AND WIRELESS ACCEPTABLE USE POLICY**

Helping people connect with the digital world is a core service of the Duluth Public Library. In order to provide this service, the Library allows people of all ages access to the internet on Library computers and on their own personal devices via a public wireless connection. The Library meets the federal requirements for filtering the internet as mandated by the Children's Internet Protection Act (CIPA). This policy, along with filtering on all library workstations and non-library equipment accessing the internet, will be used to make internet use at the Library as safe and enjoyable as possible.

The Library does not accept responsibility for any information found on the internet. Internet resources are not selected or reviewed by library staff, therefore users may occasionally encounter material online that they may find false or inappropriate. The filtering software used by the Library is not infallible. Library users must exercise their own judgment when using the internet.

Library users 17 or older may request unfiltered access to the internet on library workstations. Staff may ask for photo identification to verify age in compliance with CIPA.

All internet use at the Library is subject to the following requirements and guidelines.

### **Requirements:**

The Library expects its users to use the internet responsibly, and to respect the rights of others. When using the internet at the Library the following is not allowed:

1. Violating federal, state or local laws and regulations, including those governing obscenity, child pornography, and materials harmful to minors.
2. Violating copyright laws and database license agreement.
3. Displaying or printing graphics or text that may reasonably be considered obscene or harmful to minors.
4. Engaging in any activity that is deliberately offensive or creates an intimidating, disruptive, or hostile environment for library users or library staff.
5. Invading the privacy of individuals.
6. Gaining unauthorized access to resources or entities by so-called "hacking."
7. Altering or disrupting equipment or library system performance.

### **Children's Use of the Internet:**

A child's use of the internet in the library is the responsibility of that child's parent or guardian. Parents or guardians are encouraged to learn about safe use of the internet and develop rules for their children regarding sharing of personal information using email, social networking, and chat sites.

### **Please Remember:**

- Use of the Library's internet connection is not guaranteed to be private. The Library may be required to provide information about your library activities, including internet use, to law enforcement authorities.



- The Library is not responsible for the availability or content of web sites other than the Library's own web site.
- The Library is not responsible for damages to equipment or data on a user's personal computer resulting from web sites accessed or from software or data downloaded using the Library's internet connection.
- The Library is not responsible for security breaches of a user's data or personal accounts. If you access your personal financial accounts, for example, you do so at your own risk. Do not store your work on a library computer's hard drive.

Failure to follow the rules and guidelines outlined in this policy may result in the loss of internet privileges at the Library.

*The Duluth Public Library's policies are subject to change without notice.*

Adopted January 26, 2016  
Duluth Public Library Board

## COMPUTER AND INTERNET USE POLICY

Helping people connect with the digital world is a core service of the Duluth Public Library. In order to provide this service, the library offers public internet computers and a public wireless connection for use with personal devices.

Collection, retention, handling, and disclosure of any patron data regarding use of the internet or computers at the Library is covered under the [Privacy and Confidentiality Policy](#).

### **Content Filtering**

The Library meets the federal requirements for filtering the internet as mandated by the Children's Internet Protection Act (CIPA). This policy, along with filtering on all library workstations and non-library equipment accessing the internet on the public wi-fi connection, is in place to make internet use at the library compliant with the law.

As provided by law, Library patrons aged 17 and older may request that the content filter be disabled on a Library computer. In response to such a request, Library staff will temporarily disable filtering software without asking for an explanation or justification beyond verifying the age of the requestor.

Library staff may ask for photo identification with the patron's birthdate to verify age. Library staff cannot disable filtering on non-Library computers.

### **Patron Responsibility**

Patrons acknowledge that the content on the internet is not managed or governed by any entity, and therefore they may encounter content that is inaccurate or that they consider offensive.

Patrons recognize that their use of the internet is conducted in a public place. Displaying graphics that are obscene or harmful to minors is not allowed in the Library.

Patrons using computers at the library are required to comply with the [Behavior Policy](#).

Patrons acknowledge that the Library cannot protect the privacy of data that is transmitted to third parties via the internet.

Patrons shall comply with all federal, state, and local laws. Patrons may not use the Library's computer and internet access for any illegal purpose, including but not limited to:

- Viewing, printing, distributing, displaying, sending, or receiving images or graphics that violate laws relating to child pornography
- Gaining unauthorized access to resources or entities
- Copyright infringement
- Software piracy
- Transmission of threatening or harassing materials

**Parent and Guardian Responsibility**

Parents and guardians are responsible for monitoring internet access for their children. Any restriction placed on a child's access to the internet on the Library's network is the responsibility of the parent or legal guardian.

**Limitations of Use**

The Library may place limitations on time and manner of computer use in order to allocate computer and internet access as equitably as possible.

Failure to follow the rules and guidelines outlined in this policy may result in the loss of internet privileges at the Library, eviction from the Library building, and/or a trespass order or arrest.

The Duluth Public Library's policies are subject to change without notice.

Approved (DATE)  
Duluth Public Library Board

DRAFT