

## **DULUTH PUBLIC LIBRARY BOARD**

### Notice of Meeting

**DATE:** February 25, 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 January 28 meeting

#### **Reports**

Library Manager's Report – Powers

Library Usage – Powers

Friends Report – Ramsland

Foundation Report – Rosendahl

#### **Old Business**

Main Library facility update

Advocacy update

Computer and internet policy

#### **New Business**

Statement of Support

Election of officers in March

#### **Adjournment**

Next regular meeting: 4:30 PM on March 25, Main Library Gold Room

**Duluth Public Library Board Meeting Minutes**  
**January 28<sup>th</sup>, 2025**

**Present:** Bill Arezzo, Lori Steinbach, Lizzy Luoma, Ellen Hatfield and Jose Gonzalez

**Also in attendance:** Carla Powers, Observers Sarah Kesler and Cindy Miller

**Absent:** Sue Henke, Betty Ramsland, Matt Rosendahl and Michelle Foshay

**Call to Order**

The meeting was called to order at 4:32 pm by Bill Arezzo, Vice President

**Review and approval of agenda**

Motion by Gonzalez, seconded by Hatfield, to approve the agenda as drafted. Motion passed unanimously.

**Approval of minutes of November 26<sup>th</sup>, 2024**

Motion by Steinbach, seconded by Arezzo, to approve minutes as drafted. Motion passed unanimously.

**Reports**

Library Manager

- **December Programs** – The Main Library wrapped up 2024 with a couple of standout programs. Noon Year’s Eve featured a balloon drop at 12 noon. Kids are thrilled by this and get to take a balloon home.
- **Duluth Children’s Museum Passes** – This is a new offering for the community pass program. Passes are good for 2 adults and their kids to visit for one day. Patrons cannot place a hold online for the passes. However, they can call the library and ask for an available pass to be set aside while they come to get it.
- **Winter Reading** – This annual program is now underway. It is made possible by Friends of the Library with additional support from the Duluth Library Foundation.
- **Ojibwe Programming** – Throughout the month of January DPL offered a series of programs highlighting Ojibwe stories and language. The series was well received by the community.
- **One Book Northland** – This year One Book Northland will feature the title *Where Rivers Part: A Story of My Mothers’ Life* by Kao Kalia Yang. The committee is working on a visit by the author possibly to be held at UMD. Date and time are still to be determined.
- **Library Usage** – DPL had a good strong year. Usage was up in most categories except for computer usage at all locations and circulation of physical items at Main. Usage of electronic materials is increasing and more than made up for the decrease in usage of physical items. The library continues to work its way back up to pre-pandemic usage. The exception is programming attendance, which far exceeds 2019. There was discussion about Hoopla, which continues to experience rising costs. The library can place limits on Hoopla use, but doing so may cause patrons to become confused or frustrated. The most popular format on Hoopla is audiobooks, which also happens to be the most expensive.

## Foundation

- The Foundation Board has approved their next campaign focus, which will fund improvements in the youth area at the Main Library.

## Friends

- The Friends' bank balance currently stands at \$19,110, but they have approved giving DPL \$10,000.
- The Friends Board is discussing the cost of using the credit card reader Square, and whether the price of books at the book sale should increase. There is also discussion of having a space at DPL where the Friends could stock and sell books year-round on the honor system.
- The library will not have a booth at Sidewalk Days but possibly will have programming in the library garden.

## **Old Business**

### Main Library Facility Update

- Jim Filby Williams does not see a viable path forward to fund an \$80 million library building at this point in time. Funding sources that could have provided a large portion of the money are no longer available. With the loss of state and federal dollars, a public/private partnership would not be able to provide enough funds for a new building. The idea of forming a regional library services authority may be explored. Historically, roughly 30% of DPL card holders have resided outside of the city limits. Several other states allow for district libraries, but none currently exist in Minnesota.
- **Advocacy** – Thanking the Mayor for the increase of \$24,000 to the library budget has been the focus of advocacy efforts recently. The advocacy team is in the process of setting up meetings with the new City Council and City Administrator. The meetings are planned to be informational only. The Library Foundation will attend Duluth and St. Louis County Days at the Capitol to advocate for libraries. The next advocacy team meeting is in February.
- **Terms** - Matt Rosendahl and Betty Ramsland will reach the end of their term in March. There will be an election of officers in March.
- **Liaison to the Foundation Board or The Friends of the Library Board** – Still in need of both. There is an application process to be on either of these boards.

## **New Business**

- Computer and Internet Policy – A new draft policy was discussed and some language was adjusted. A final draft will be reviewed next month.
- The library's new City Council liaison is Tara Swenson.

## **Adjournment**

Arezzo adjourned the meeting at 5:38 pm.

## **Library Manager's Report to Library Board February 2025**

**Tech Café.** The adult services team at the Main Library has introduced a new weekly program. Tech Café gives adults who need help with technology a chance to meet one-on-one with a library staff member to get their questions answered. Sessions are held in the Partnership Center every Wednesday from 2 to 4 PM. Assistance is on a first come, first served basis.

**Family Fest.** DPL's annual Family Fest drew a large crowd again this year, with 867 people in attendance. This event, which is part of the Every Child Ready Duluth initiative, is meant to connect young children and caregivers with various organizations that serve them. Many coalition member organizations reported making meaningful connections with new families. Specifically, Early Childhood Family Education (ECFE) had a number of new enrollments. There also were Help me Go referrals, and 16 new families connected with family resource navigation. This service helps families identify benefits they didn't know they qualified for. In addition to tabling by organizations, Family Fest also included book and gift card giveaways, large motor play, and special storytime programs.

**Hard of Hearing Resource Fair.** A Deaf and Hard of Hearing Resource Fair took place at the Main Library on Feb. 13. The event was spearheaded by Anne Janckila, who is a Deaf and Hard of Hearing Specialist with the Minnesota Department of Human Services. Local organizations tabled on the Superior Street level with information about the services and resources they provide for those in our community who are deaf and or hard of hearing. In conjunction with the resource fair was a conference for elementary and high school students in the region who are deaf and hard of hearing. The conference introduced students to local law enforcement and emergency services, with a goal of helping the students become familiar with law enforcement and emergency services and learn the best way to communicate in various situations.

**Swap Events.** Both of the branch libraries will hold swap events during the month of March. On March 19, Mount Royal will do a puzzle and game swap. Community members are invited to drop off new or gently used puzzles and board games between March 3 and March 17 in preparation for the swap. Donations are not required to attend the swap. On March 21 the West Duluth Branch will host a plant swap. Participants can pick out a plant or two, as well as potting soil and small containers. Bringing in a plant is not required.

**Summer Interns.** This summer the Main Library will have the opportunity to host up to four young people who are exploring library careers. One has already started work. She is a Youth Employment Service worker who came to us via the Workforce Center. A second intern, who will start soon, is a student at Lake Superior College. She will be with us until mid-May and paid through LSC's workstudy program. The third is a junior in high school who will be participating in the Upward Bound program. The library also is applying to be a host site for a True North AmeriCorps worker. Interns will be mentored by library supervisors who will arrange for them to shadow other staff in various locations, learn some basic library tasks, and in some cases complete a special project.

MAIN															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	25												25	25	
Hours open	202												202	202	
Visitors	12449												12,449	13,640	
Internet uses Labs	1929												1,929	2,033	
Internet uses laptops	28												28	442	
<b>Internet total</b>	1957	0	0	0	0	0	0	0	0	0	0	0	1,957	2,068	
Circulation print,av	19912												19,912	22,970	
Circulation OverDrive	13616												13,616	11,168	
Circulation Hoopla	3214												3,214	2,348	
Circulation - LLG	21												21	3	
Circulation - Other*	429												429	434	
<b>Circulation total</b>	37192												37,192	36,489	
In Person Programming Attendance*	689												689	670	
Virtual Attendance**	0												-	-	
Self-Directed Participation	149												149	452	
<b>Programming Attendance TOTAL</b>	838	0	0	0	0	0	0	0	0	0	0	0	838	1,122	

\*Includes on and off-site programs

\*\*Includes live and recorded

MT ROYAL															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	21												21	21	
Hours open	168												168	171	
Visitors	9109												9,109	8,671	
Internet uses Labs	556												556	544	
Internet uses laptops	9												9	-	
<b>Internet total</b>	565												565	544	
Circulation print,av	21971												21,971	22,242	
Circulation - Other*	52												52	31	
In Person Programming Attendance*	402												402	381	
Virtual Attendance**	0												-	-	
Self-Directed Participation	1104												1,104	775	
<b>Programming Attendance TOTAL</b>	1506	0	0	0	0	0	0	0	0	0	0	0	1,506	1,156	

\*Includes on and off-site programs

\*\*Includes live and recorded

WEST DULUTH															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Days open	21												21	21	
Hours open	174												174	174	
Visitors	5341												5,341	5,379	
Internet uses Labs	465												465	353	
Internet uses laptops	8												8	4	
<b>Internet total</b>	473	0	0	0	0	0	0	0	0	0	0	0	473	357	
Circulation print,av	8484												8,484	8,484	
Circulation - Other*	10												10	10	
In Person Programming Attendance*	314												314	129	
Virtual Attendance**	0												-	-	
Self-Directed Participation	99												99	266	
<b>Programming Attendance TOTAL</b>	413	0	0	0	0	0	0	0	0	0	0	0	413	395	

\*Includes on and off-site programs

\*\*Includes live and recorded

TOTAL MAIN AND BRANCHES															
2025 Hours, Visitors, Circulation, Internet Users															
Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2024 YTD	
Visitors	26898	0	0	0	0	0	0	0	0	0	0	0	26,898	27,689	
Internet uses Labs	2950	0	0	0	0	0	0	0	0	0	0	0	2,950	2,930	
Internet uses laptops	45	0	0	0	0	0	0	0	0	0	0	0	45	39	
<b>Internet total</b>	2995	0	0	0	0	0	0	0	0	0	0	0	2,995	2,969	
Circulation print,av	50388	0	0	0	0	0	0	0	0	0	0	0	50,388	53,699	
Circulation OverDrive	13616	0	0	0	0	0	0	0	0	0	0	0	13,616	11,168	
Circulation Hoopla	3214	0	0	0	0	0	0	0	0	0	0	0	3,214	2,348	
Circulation - Other*	491	0	0	0	0	0	0	0	0	0	0	0	491	475	
<b>Circulation total</b>	67709	0	0	0	0	0	0	0	0	0	0	0	67,709	67,690	
In Person Programming Attendance*	1405	0	0	0	0	0	0	0	0	0	0	0	1,405	1,180	
Virtual Attendance**	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
Self-Directed Participation	1352	0	0	0	0	0	0	0	0	0	0	0	1,352	1,493	
<b>Programming Attendance TOTAL</b>	2757	0	0	0	0	0	0	0	0	0	0	0	2,757	2,673	

\*Includes on and off-site programs

\*\*Includes live and recorded

\*Circulation - Other:

Computer Accessories, Toys, Toy Bag, Electric Meters, Hotspots, Community Passes, Puzzles, Ereaders

## 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 wireless 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 requesting patron.

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. **If parents or legal guardians wish to place any restrictions on their child's use of Library computers, it is their responsibility to enforce them.** ~~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

## **Duluth Public Library Statement of Support**

The Duluth Public Library stands in solidarity with BIPOC and LGBTQIA+ community members and allies against systemic racism and social injustice. We work to identify and eliminate behavior that is racist, discriminatory, or exhibits bias of any kind.

We are committed to:

- consistently meeting the needs of our community with integrity. Everyone has a right to feel respected, safe, and valued within the library and community.
- eliminating societal barriers and creating a welcoming space in our programs, services, internal operations, and institutional culture.
- reducing barriers to library use and endeavoring to provide access to all regardless of ability.
- championing everyone's right to intellectual freedom. We safeguard open and equitable access to our shared resources.
- seeking feedback from our community. We utilize that feedback to explore and execute more effective ways to make a positive impact.

We will continue to listen, learn, and act in collaboration with Library staff, volunteers, partners, and community members to make sure everyone knows that they are safe and respected within our walls.

Approved (DATE)  
Library Manager Carla Powers  
Duluth Public Library Board