

DULUTH PUBLIC LIBRARY BOARD

Notice of Meeting

DATE: June 3, 2025

TIME: 4:30 p.m.

LOCATION: Blue Room, Mount Royal Branch Library

AGENDA

Call to order

Welcome and introductions

Recognize departing board member Betty Ramsland

Review and approve agenda

Approve minutes of May 6 meeting

Reports

Library Manager's Report – Powers

Library Usage Report – Powers

Foundation Report – Arezzo

Friends Report – Gonzalez

Every Child Ready Duluth Update – Carmella Hatch and Cameron Herrity

Old Business

Safety update

Main Library facility/regional library services district

Advocacy update

New Business

Recruiting advocates to attend council meetings

Photo policy

Statement of Commitment

Adjournment

Next regular meeting: 4:30 PM on August 5, Main Library Gold Room

No meeting in July

Duluth Public Library Board Meeting Minutes May 6, 2025

Present: Bill Arezzo, Sue Henke, Lori Steinbach, Ellen Hatfield, Lizzy Luoma, Jose Gonzalez, Carlee Bladl

Also in attendance: Carla Powers, Jim Filby Williams, Tara Swenson, Stacy LaVres – DPL Staff

Absent: Michelle Foshay, Sarah Kessler

Call to Order

The meeting was called to order at 4:31 PM by Bill Arezzo, President

Review and approval of agenda

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

Approval of minutes of March 25, 2025

Motion by Luoma, seconded by Hatfield, to approve minutes as drafted. Motion passed unanimously.

Reports

Library Manager

- **Staff Development Day.** The DPL staff had a successful day of education and team building sessions.
- **One Book Northland.** This year's project has wrapped up with several recent programs and a visit from the author, Kao Kalia Yang. Mayor Reinert has expressed interest in doing a community read for the city in the future, which may be rolled into One Book Northland.
- **Minitex Delivery.** Due to funding, Minitex will be ending its support for weekday courier delivery to DPL. Arrowhead Library System has agreed to pick up that cost. Courier delivery is crucial to interlibrary loan services.
- **Changes to Hoopla and Libby collections.** Hoopla costs were becoming unsustainable for the Library, so the highest-priced tier of items has been removed. The goal is to maintain access to these digital services while managing costs. DPL staff are looking to leverage Libby and increase usage among patrons.
- **Staffing update.** Kaitlyn Tillman has been promoted to Library Safety Coordinator. Interviews are in progress for the .5 Library Technician position. A Library Aide position for Main is currently posted.

Library Usage

- Stats are up in nearly every category as compared to the same time frame as 2024. It was noted that circulation was down slightly for print and AV at Main, Mount Royal, and overall.
- Board asked for a percentage change column to be added to stats.

Friends

- Bank balance at end of March: \$10,588 and membership at 90.
- Website has been updated.

Foundation

- Foundation did not meet in April, so there was no report to give.

Adult Nonfiction Collection

- LaVres has been DPL's nonfiction selector since 2020.
- LaVres shared budget and various criteria used for selecting nonfiction books to be added to DPL's collection. Also discussed taking note of popular topics, standing orders, and paying attention to the variety of voices being added into the collection.

Old Business

Safety Update

- Updated lighting near Gold Room & Conference Room – per the recommendation from the Police Department.
- Have not seen the usual seasonal decrease in the number of behavior issues.
- Library is taking a much firmer stance on behavior incidents.

Advocacy Update

- Group working on having regular guest speakers at the City Council meetings to keep the Library at top of mind.
- Also meeting individually with each city councilor. Goal is to share information about all that the Library does.

Main Library facility/Regional Library Services District

- Filby Williams offered an update on the grant money received from Housing & Urban Development. On pace to meet August deadline to submit paperwork.
- Working with community partners on description of how money will be used – asking for feedback in early Summer.
- Facility planning will be driven by the community partners who sign on.
- Budget update: waiting for process to get started.

New Business

Resolution to support Minitex Library Services

- A resolution was introduced that would state our support of the Minitex Library Services
- Discussion ensued.
- Motion by Henke, seconded by Bladl, to approve the resolution. Voting yes: Arezzo, Henke, Steinbach, Hatfield, Luoma, Bladl. Voting no: Gonzalez. Motion carried.

November meeting

- November meeting had been scheduled for November 4th, Election Day, and spaces are in use for election polling. Board decided to move November's meeting to December 2nd.

Meeting adjourned at 6:16 PM

Library Manager's Report to Library Board

June 2025

Summer Hours. As of Monday, May 19, the Main Library moved to its summer schedule, which means the library is closed on Saturdays. Branch hours and weekday hours at Main are unchanged. The summer schedule will remain in effect until after Labor Day weekend. Saturday hours will resume on September 13.

Game Collection. The latest addition to DPL's Library of Things is a circulating games collection. The collection currently contains 35 games, all of which were donated to the library. There is a wide variety, from games of high strategy to word association and quick-thinking math games. Staff from a couple of other public libraries shared resources and sent samples of their circulating games to Duluth staff so DPL staff could see how the games were cataloged and labeled. Games will be searchable on the online catalog beginning June 1 by using the search term "board games." They will check out for four weeks.

Harbor City Port Cards. Beginning this fall, Port Cards will be available to students at the Harbor City International School in downtown Duluth. This marks the first expansion of the Port Card program, which was launched for students in ISD 709 several years ago. A Port Card is a virtual library card. With a Port Card, students can check out up to five physical items at a time and utilize DPL's digital collections without needing a physical library card. A student's Port Card number is based on their lunch number, making it easy to remember. Port Cards reduce barriers to access for DPL's youngest patrons and serve as useful classroom tools.

Gaming in Teen Space. Teens soon will have an opportunity to use the library's Nintendo Switch gaming system at the Main Library anytime during open hours. Previously, teen gaming was only available during organized programs. However, after taking teen feedback into consideration, youth services staff has decided to offer this service as a pilot project. Heidi Harrison, who is the staff member that works with teens, developed guidelines and procedures after gathering information from other libraries. Game controllers will be checked out to teens at the youth services desk. The game selection is restricted to library-owned games only; teens will not be allowed to bring in their own games. Gaming will offer another option for teens to build community and enjoy spending time in the library. The system will be ready for use beginning Wednesday, June 4.

Summer Reading Kickoff. On Friday, June 5, the Duluth Huskies will help DPL kick off this year's summer reading program with an event on the Plaza. The kickoff will feature storytime with the players, a chance to get autographs, and a dunk tank. Youth tickets to the Huskies' Books & Baseball game will be available for youth ages 5 to 18 while supplies last. Books & Baseball Day is scheduled for Sunday, July 20.

Staffing Update.

- One of our longtime Library Aides, Deb Landon, was hired for the open .5 Library Technician position. She will start her new position on June 2.
- Unfortunately, the hiring requisition to backfill Deb's Library Aide position has been placed on hold for the time being.
- A new Library Aide has been hired for Adult Services, filling a prior vacancy. The new employee is scheduled to start in mid-June.

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	23	26	25									99	99	100%
Hours open	202	185	206	202									795	795	100%
Visitors	12449	13031	13970	13782									53,231	54,214	98%
Internet uses Labs	1929	1746	1910	1888									7,473	7,706	97%
Internet uses laptops	28	22	49	38									137	150	91%
Internet total	1957	1768	1959	1926	0	0	0	0	0	0	0	0	7,610	7,856	97%
Circulation print,av	19912	19014	22082	20672									81,680	93,373	87%
Circulation OverDrive	13616	11905	13430	13239									52,190	41,390	126%
Circulation Hoopla	3214	3068	3462	2690									12,434	9,568	130%
Circulation - LLG	21	30	0	0									51	12	425%
Circulation - Other***	429	424	519	470									1,842	1,772	104%
Circulation total	37192	34441	39493	37071	0	0	0	0	0	0	0	0	148,197	146,115	101%
In Person Programming Attendance*	803	2468	543	1076									4,890	4,280	114%
Virtual Attendance**	0	34	29	20									83	60	138%
Self-Directed Participation	407	202	150	427									1,186	1,499	79%
Programming Attendance TOTAL	1210	2704	722	1523	0	0	0	0	0	0	0	0	6,159	5,839	105%

*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	19	21	21									82	82	100%	
Hours open	168	154	174	174									670	664	101%	
Visitors	9109	8548	9654	9397									36,708	33,922	108%	
Internet uses Labs	556	545	670	671									2,442	2,252	108%	
Internet uses laptops	9	6	9	5									29	6	483%	
Internet total	565	551	679	676	0	0	0	0	0	0	0	0	2,471	2,258	109%	
Circulation print,av	21971	19729	22227	21368									85,295	87,407	98%	
Circulation - Other***	52	57	53	71									233	155	150%	
In Person Programming Attendance*	402	498	523	768									2,191	1,623	135%	
Virtual Attendance**	0	0	0	0									-	12	0%	
Self-Directed Participation	1104	696	391	206									2,397	3,020	79%	
Programming Attendance TOTAL	1506	1194	914	974	0	0	0	0	0	0	0	0	4,588	4,655	99%	

*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	19	21	21									82	82	100%	
Hours open	174	157	171	174									676	676	100%	
Visitors	5341	5091	5942	5634									22,007	19,917	110%	
Internet uses Labs	465	533	578	576									2,152	1,377	156%	
Internet uses laptops	8	4	0	2									14	10	140%	
Internet total	473	537	578	578	0	0	0	0	0	0	0	0	2,166	1,387	156%	
Circulation print,av	8428	7650	8681	8306									33,065	32,269	102%	
Circulation - Other***	10	26	56	51									143	56	255%	
In Person Programming Attendance*	314	266	369	241									1,190	845	141%	
Virtual Attendance**	0	0	0	0									-	-	0%	
Self-Directed Participation	158	134	179	50									521	818	64%	
Programming Attendance TOTAL	472	400	548	291	0	0	0	0	0	0	0	0	1,711	1,663	103%	

*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	26669	29566	28813	0	0	0	0	0	0	0	0	111,946	108,052	104%	
Internet uses Labs	2950	2824	3158	3135	0	0	0	0	0	0	0	0	12,067	11,335	106%	
Internet uses laptops	45	32	58	45	0	0	0	0	0	0	0	0	180	166	108%	
Internet total	2995	2856	3216	3180	0	0	0	0	0	0	0	0	12,247	11,501	106%	
Circulation print,av	50332	46423	52990	50346	0	0	0	0	0	0	0	0	200,091	213,061	94%	
Circulation OverDrive	13616	11905	13430	13239	0	0	0	0	0	0	0	0	52,190	41,390	126%	
Circulation Hoopla	3214	3068	3462	2690	0	0	0	0	0	0	0	0	12,434	9,568	130%	
Circulation - Other***	491	507	628	592	0	0	0	0	0	0	0	0	2,218	1,983	112%	
Circulation total	67653	61396	69882	66275	0	0	0	0	0	0	0	0	265,206	266,002	100%	
In Person Programming Attendance*	1519	3232	1435	2085	0	0	0	0	0	0	0	0	8,271	6,748	123%	
Virtual Attendance**	0	34	29	20	0	0	0	0	0	0	0	0	83	72	115%	
Self-Directed Participation	1669	1032	720	683	0	0	0	0	0	0	0	0	4,104	5,337	77%	
Programming Attendance TOTAL	3188	4298	2184	2788	0	0	0	0	0	0	0	0	12,458	12,157	102%	

*includes on and off-site programs

**includes live and recorded

***Circulation - Other:

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

Foundation Report May 2025

The Foundation Board met on May 14 both in person & by zoom. This was my first meeting as a new board member.

A number of housekeeping items were taken care of including the adoption of new bylaws, conflict of interest review, approval of IRS form 990 and a new gift acceptance policy.

The next big opportunity / Project at the library was discussed in some detail. It is a transformation of the Children's Section at the Downtown Library. We viewed some initial artist renderings of the space. We are in the very initial stages of planning with a price tag in the \$300k - \$500k range. A specific fundraising campaign will be held later in the fall as plans are finalized. They are in a soft initial campaign at present. The hope would be for implementation within one year. No physical changes to the building are anticipated. Mostly furniture, shelving, murals, play area items, murals, etc. More info to follow as plans are finalized.

Meetings have begun with councilors to advocate for the library on what promises to be a tough budget year. The goal is to maintain the status quo with funding. There will also be a presence of advocates at virtually all council meetings to highlight the wonderful work being done by the library.

If anyone on our board is interested in advocating for our library at a specific council meeting please see Erin, Sue or me. It would be a short, up to 3-minute presentation during the comments section to highlight the valuable services we provide.

A very successful library week full of activities was highlighted.

Prepared by Bill Arezzo

Friends of the Library Report May 2025

The Friends of the Library's Annual Meeting on May 20 was well attended, including several members of Library staff. These members each spoke about the work they do within the Library and reflected on how the Friends help in that work. The bank balance of the Friends was \$10,587.75 as of April 2025. After lots of work and time, the Friends' website is again functional. The 2025-2026 budget was unanimously approved. The Summer Reading Kickoff is scheduled for June 6, 2025, from 10:15–11:15 am; the Board is hoping to have strong attendance at the event and have someone from the Board speak at the event. The Annual Book Sale is quickly approaching and there remain opportunities to volunteer. Volunteers should remember to get a parking pass. The Board will discuss moving the Annual Book Sale back to August in the future. The Year in Review highlighted the numerous fundraising endeavors of the Friends' which resulted in the Friends donating \$35,000 to the Library in the 2024-2025 year. A Friends' Board member (Jose) is working on the NEMBA Committee to help revive NEMBA and see how the Friends may assist in that revival. No new individuals were nominated for the officer positions, but the current officers have agreed to retain their respective positions.

Prepared by Jose Gonzalez

Photo Policy

Duluth Public Library staff may photograph and/or video record event participants and library visitors at library programs, events, and other activities to advance the mission of the library. By attending library programs and events you authorize the use and reproduction by the library, or anyone authorized by the library, to any photographs, audio or video taken while at any Duluth Public Library location or library-sponsored event, without compensation.

Library Photography

Photos, audio and/or video are used for library publicity only. Photos may be posted to the library's social media sites including but not limited to Flickr, Instagram, Facebook, and the Duluth Public Library's website. For safety and privacy reasons, children's names will not be published with accompanying photos without a parent's or guardian's permission. Adults' names will not be published with accompanying photos without the adult's permission.

If you do not wish to be photographed, please talk to a library staff member before the event or program.

Prohibited Uses of Photos

All Duluth Public Library photos are copyrighted and may not be used as stock photography.

Public Photography and Filming in the Library

The Library permits the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's right to the enjoyment of the Library for its intended purpose or violate the privacy rights of any user of the Duluth Public Library.

- ~~• Photography or filming must avoid capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on Library property must honor requests of individuals not to be included in photos or film.~~
- ~~• Photos or filming of minors is prohibited without the explicit permission of the parent or legal guardian of the child.~~
- None of the f Filming or photography is to **must not** impede or interfere with access to any parts of the Library or Library materials for patrons.
- ~~Under no circumstances will a person be able to modify~~ **Modifying** or rearranging the property of the Library for photographic purposes **is not allowed** without first obtaining specific permission from the Library staff.

- ~~Individuals wishing to take photos or film of any of the Library property for personal use may do so without special permission so long as it is not disruptive to others.~~
- Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones, shall not be permitted unless explicitly agreed to **approved** by the Library Manager or a Library Supervisor.

~~News and Media Photography~~

~~The Library shall grant access and permission to any media photographer who is recording a news story that directly involves the Library and its programs, provided notice is given to Library staff and that all Library policies are observed.~~

Liability

The Library accepts no liability for the use of photos or ~~film~~ **videorecordings** resulting from the activity of any other person not under the direct supervision of the Duluth Public Library.

- Note that any ~~one persons~~ filming or photographing on Library premises ~~has~~ **have** the sole responsibility for gaining all necessary releases and permission from **anyone who is** ~~persons who are~~ filmed, photographed or imaged.
- Further, the photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

~~Rights of the Library~~

~~The Library reserves the right to enforce all the above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the Duluth Public Library, and as such has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the Duluth Public Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security, and enjoyment of its patrons.~~

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

Approved DATE

Duluth Public Library Board

Commitment to Diversity, Equity, Inclusion and Accessibility

The Duluth Public Library Manager and Board members are committed through our decisions, actions and attitudes to foster a library that supports and respects all library patrons and staff members.

We are committed to the Duluth Public Library standing 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 and expect those who represent the Duluth Public Library to do the same.

We lead an organization committed to:

- consistently meeting the needs of our community with integrity. We believe that 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, and safeguarding open and equitable access to our shared resources.
- seeking feedback from our community and utilizing that feedback to explore and implement 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.

Library Manager Carla Powers and the Library Board
June 2025