

LIBRARY BOARD MEETING

DATE: TUESDAY, February 22, 2022

TIME: 4:15 p.m.

PLACE: ZOOM/Library Conference Room Meeting

MISSION STATEMENT:

The Cloquet Public Library contributes to a democratic and engaged community by providing a welcoming space, stimulating imagination, and supporting children’s literacy.

Agenda

I. CALL TO ORDER

II. APPROVAL OF MINUTES for January

III. APPROVAL OF BILLS for February

IV. NEW/UNFINISHED BUSINESS

- Policy Review – Technology Lending Policy and Use of 3D printer
- Strategic Plan
- Library staffing, 13 hour applicants
- Mask requirements, COVID and library events

V. LIBRARIAN’S REPORT

Statistics	Jan. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr-22	May-22	Jun-22	Jul-22	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	EOY Total
Web Page														
Users	1013	1300												1300
Sessions	2068	2300												2300
Circulation(Print)	4090	7954												7954
ebook	254	1450												1450
Downloadable audio	216	628												628
Visitors	0	2745												2745
Ancestry(database) Total	0	79												79
Image	0	21												21
Text	0	58												58
Computer Sessions	6	608												608
Reference questions	0	73												73
Jan. 2021 Curbside only														

VI. EVENTS

See Calendar

Next meeting, March 29, 4:15 pm at the Library Conference Room.

Lending Policy for WiFi hot spots

To increase Internet access throughout Carlton County, the Cloquet Public Library is offering WiFi hot spots.

WiFi hot spots may be borrowed from the Cloquet Public Library. A WiFi hot spot is a device you can use to connect a mobile-enabled device, such as a laptop, smartphone or tablet, to the Internet.

The hot spot is portable, so you can connect your device almost wherever you are, like at home, on the bus or in the park. It will work in areas covered by the provider.

If you have a library card in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and are at least 18 years old, and a resident of the Arrowhead Library System, you may check out a WiFi hot spot. There is a limit of one hot spot per household.

WiFi hot spots may be checked out for one week. You may renew a hot spot once if no one else has placed it on hold.

Overdue fines are \$10 for the first day and \$5.00 each additional day to a maximum fine of \$50.00.

The hot spots may not be used for streaming movies from Netflix, Hulu, etc. This will affect our agreement with the wireless provider.

A WiFi hot spot will be turned off and wireless service will be terminated if the hot spot is not returned on the due date.

If the hot spot is lost, please contact the library immediately. The replacement fee is the market value cost to replace the hot spot. Cost as of May 2016 is approximately \$200.

The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

- A patron must present their library card and a government-issued photo identification in order to check out the WiFi hot spot. At the time of check-out, the patron shall complete a Loan Agreement. Once a hot spot is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the Library.
- Devices must be returned to the Library at least one (1) hour before the Library closes, and should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$10 fine. The hot spot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.

- Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If devices are not returned in a timely manner, civil and criminal action will be taken.
- I understand and agree to the rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to the Cloquet Public Library in good working condition and free from damage.

Patron name: _____

Signature _____

Date: _____, ID: _____

Phone: _____, Email: _____

Staff: Please check off to indicate that all pieces of equipment are present at the time of check out.

Date: _____ Staff Initial _____

1. Bag
2. Hot spot
3. USB cord
4. Charger
5. Instructions

Staff: Please check off to indicate that all pieces of equipment have been returned.

1. Bag
2. Hot spot
3. USB cord
4. Charger
5. Instructions

Date: _____ Staff Initial _____

Cloquet Public Library

Policy

1020

Don't really check out

Cloquet Public Library Technology Lending Policy

Items covered under this policy include: cameras, iPads, e-readers, Roku, and other devices.

- Loan period will be 2 weeks, no renewals. Overdue rate is \$5.00 per day, to a maximum of \$10.00.
- Only cardholders in good standing may borrow a device covered under this policy. "Good Standing" means that you have fines and fees of less than \$10.00
- Borrowers must be 18 years and older.
- Borrowers must present their library card and photo id at the time of check out.
- Holds may be placed on the devices.
- Only one device may be checked out to a household at one time.
- Devices must be returned to a Cloquet Public Library staff member and not in the book drop or to another library. A fee of \$25 will be assessed if not returned properly.
- Please, be careful with the devices and keep them safe from water and other liquids. Avoid dropping the device. Avoid exposing the device to extreme temperatures such as leaving in your car in winter or in the summer's heat.
- Devices become your sole responsibility once you sign the Borrowing Agreement and check it out on your library card.
- Full replacement cost of the device will be added to the patron's account if the device is not returned after the final overdue notice.
- Borrowers must remain at the circulation desk until a staff member checks all of the equipment for damage.

*Add loan period
Under fines*

*Also
WiFi Hot Spots*

3D Printer

Lending Policy, Fines & Fees

Reference: Adopted by the Library Board
(Original date unknown)
Revised and adopted by the Library Board, May 26, 2009
Revised and adopted by the Library Board, May 22, 2012
Revised and adopted by the Library Board, February 26, 2013
Revised and adopted by the Library Board, May 27, 2014
Revised and adopted by the Library Board, June 24 and July 28, 2015

Library Cards:

All library patrons must have a library card in order to check out materials. Cards are free, and may be issued to anyone who is a permanent resident of the city, as well as to those who live in nearby communities or in rural areas of the Arrowhead Library System (ALS) and who do not have an ALS borrower's card. Temporary cards may be issued to students who are attending college in Cloquet, as well as those who have summer residences nearby. Cards may be obtained in person at the library, upon presentation of a valid ID, and must be renewed every three years.

Loan Periods:

New books (maximum of 5 at a time) (Books are new for 3 months after acquisition by library)	2 weeks
All other books	4 weeks
New DVDs (maximum of 5 at a time)	1 week
All other DVDs (maximum of 10 at a time)	1 week
Audiobooks, compact discs, music records	4 weeks
Civil service exam books, magazines	2 weeks
Instructional videos	2 weeks ?
Toys and kits	4 weeks

All items may be renewed once, unless on reserve for other patrons or if there is a waiting list.

Extended Loans

The library staff will extend the four-week loan period for books, audiobooks, and music (except new or seasonal books) to an additional four weeks (8 weeks total) upon request, but not if the item is on reserve for another patron or there is a waiting list. Extended loan items may not be renewed.

Reserves

Reserves may be placed on all items except reference books.
Reserved items must be picked up within one (1) week.

Fines

Children's materials:

25 cents per day to a maximum of \$1.00 per item

Adult books, young adult books, sound recordings:

25 cents per day to a maximum of \$5.00 per item

All videocassettes and DVDs:

25 cents per day per item to a maximum of \$5 per item

Adult magazines:

25 cents per day per item, up to the cost of the magazine

Civil service exam books:

25 cents per day per item, to a maximum of \$5 per item

- Patrons will be stopped at checkout when their fines total \$10.00 or more.
- Patrons will be notified two weeks after materials are due.
- A bill will be sent to patrons three months after materials are due, and a \$2.00 service charge will be assessed
- A fee, equal to that charged by the City of Cloquet, will be charged for returned checks.
- Accumulated fines of \$50 or more will go to a local collection agency. Cost of items not returned will be sent to Minnesota Revenue Recapture or to a collection agency for collection.
- The public will not be charged an overdue fine on materials due when the library is closed.

Damage or Loss

Patrons are expected to pay the replacement cost of lost or damaged materials, along with a processing fee of \$2.00.

Earphones

As of June 1, 2014, the library will no longer provide earphones for use in the library. However, earbuds are available for purchase in the library or patrons may bring their own.

Printing charges

Charge is 20 cents per page of non-color computer printout

Charge is 40 cents per page for color computer printouts/copies

Charge is 25 cents per page for photocopying

Library Website

The library's website, www.cloquet.lib.mn.us, may be used to:

- search for materials at any library within the Arrowhead Library System
- download e-books and audiobooks from the Arrowhead Library System
- renew books, audiobooks, CDs, music records, instructional videos
- reserve items for checkout
- and much more

Notary Services

Notary Public services are available at the Cloquet Public Library, and will be offered depending on the Notary Public staff availability.

Cloquet Public Library Notary Staff are not attorneys licensed to practice law in Minnesota and may not give legal advice or accept fees for legal advice per Minnesota Statute 359.062. The library may charge a small fee for each notarial service.

Inclement Weather

The library will close if the Library Director determines that weather conditions are dangerous. Closure announcements will be made on area and/or social media sites.

MARCH PROGRAMS

Library Hours

Monday - Thursday : 9:30 am - 7:30 pm

Friday: 9:30 am - 5:30 pm

Saturday: 9:30 am - 2 pm

SCAN ME



Winter Reading Program

January 10 - March 19

Log your reading and earn prizes and tickets along the way! Register via QR code or on our website, or pick up a paper log at the library!

sun	mon	tue	wed	thu	fri	sat
<p>Check the library website and Facebook for new Library Book Club details!</p>		1 Storytime 10-10:30 am Take-and-Make "Painting Kit" Available	2 Storytime 10-10:30 am	3 Ping Pong & Air Hockey for Teens 4-5 pm	4 "Zero Waste Kids" Author's Visit - Rob Greenfield 5:30-8 pm	5
	6	7 Teen Reads 4 pm-	8 Storytime 10-10:30 am	9 Storytime 10-10:30 am Tinker Kids Drop-in After-School Program 3:30-5 pm Book Club @ 6:30 pm-	10 Ping Pong & Air Hockey for Teens 4-5 pm	11 Snack Chat 3:30-5:30 pm
13	14 Teen Reads 4 pm-	15 Storytime 10-10:30 am	16 Storytime 10-10:30 am	17 Family Game Night 5-7 pm	18 Nest Wellness Studio, LLC Presents Chair Yoga for All @Library 10-10:45am Snack Chat 3:30-5:30 pm	19 Kids DIY Watercolor Bookmark w/ Lyn Jutila 10-11:30 am
20	21 Teen Reads 4 pm-	22 Storytime 10-10:30 am	23 Storytime 10-10:30 am Tinker Kids Drop-in After-School Program 3:30-5 pm	24 Family Movie Night 4-6 pm	25 Snack Chat 3:30-5:30 pm	26
27	28 Drop-In Kids Spring Crafts w/Becky Foster 10 am -12 pm Teen Reads 4 pm-	29 Storytime 10-10:30 am Library Board Meeting 4:15 pm-	30 Journey with Lilly ~Raising a child with cochlear implants~ 10-10:45 am	31 STEM Toys & Board Games Petting Zoo 12 - 4:30 pm		
Orange: Program for kids	Blue: Program for teens	Black: Program for adults	Green: Program for all ages	Registration required Call us at 218-879-1531		Scan the QR Code for more information about the "Zero Waste Kids" author's event on 3/4 and to register for the event!