

HENNEPIN COUNTY
LIBRARY BOARD

THE PUBLIC IS WELCOME AT ALL LIBRARY BOARD MEETINGS

March 17, 2021, 5:30-7:00 p.m.

Virtual Meeting

Library Board Agenda

POLICY COMMITTEE

1. WELCOME AND CALL TO ORDER
2. FEE AND FINE DISCUSSION
3. PER DIEM POLICY DISCUSSION
4. ADJOURN*



*Library Board action items

Library Board

Erin Vrieze Daniels, President | Keegan Xavi | Jonathan Gaw | Tim Dolan, Secretary | Amal Karim | Adja K. Kaba | Jane Brissett | LaBelle Nembang | Samuel Neisen | Lynn Stetler | Gordy Aune Jr.

Library Director

Chad Helton

Fee ~~and Fine~~ Policy
Hennepin County Library Board Policy

Purpose

This policy states the principles upon which fees ~~and fines~~ are established; advises the acceptable scope of library fees ~~and fines~~; and describes the roles and responsibilities for establishing and administering fees ~~and fines~~.

Principles

Our overarching value is access to and stewardship of library resources:

- Hennepin County Library serves the community as a whole and strives to make its limited collection, technology, and services freely accessible to all. We are committed to reducing economic barriers to library access and use.
- Patrons are responsible for the materials and technology they borrow. When materials or technology are returned late or are lost, they are no longer available for others.
- The library is a publicly funded institution and will establish fees and fines only after a public hearing. As of January 1, 2021, Hennepin County Library is a “fine free” library. This means that no fines are assessed for overdue library materials, and all outstanding overdue fines on patrons’ accounts have been forgiven and removed from the accounts.

Scope and Application

~~Fines for overdue material are charged as an incentive for patrons to return materials on time.~~ Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items ~~materials~~ in a timely manner. ~~All patrons are subject to overdue fines.~~ A fee will be charged to a patron’s account for items not returned within 40 days of their due date. If the patron you returns the overdue item within one year of the due date, the fee will be waived and removed from the patron’s account. If the fee total on a patron’s account exceeds \$10XX, then limitations may be placed on the account as set forth on the library’s fee page. In addition, a patron who deliberately damages or steals library material or technology may have further service denied.

The Library Director may authorize some library programs or services (e.g. Outreach Services) to be exempt from ~~overdue fees~~ fines. ~~In addition, a patron who deliberately or steals library material may have further service denied and~~

~~Fees may be established to help defray the costs associated with long overdue or lost material and support the provision of supplemental services (e.g. photocopying and room set-up services). Circumstances may warrant staff to waive a patron’s fees and fines. Library staff will apply fee and fine waivers fairly and equitably according to established practices.~~

Roles and Responsibilities

The Hennepin County Board of Commissioners bears the authority to establish library fees and fines.

The Library Board has the responsibility for establishing fee and fine policies which align with the decisions of the Hennepin County Board of Commissioner and leading library practice.

- Commented [SGL1]:** I added a hyperlink here which for some reason you can't see on the marked up version-it is to the webpage which sets forth the fees – THIS WEBPAGE NEEDS UPDATING BY STAFF TO REMOVED OVERDUE FINES.
- Commented [GJR2R1]:** Yes, that is scheduled to happen when we make a formal announcement to patrons. Will coincide with clear patron records of past fines and fees.
- Commented [SGL3]:** Are accounts locked if not paid within X days? Or if fees exceed \$X on an account?
- Commented [GJR4R3]:** If fees are under \$10, patrons have full account access. If fees are between \$10-\$49.99, patrons can check out up to 2 items with at least a 10% payment. If fees are \$50 or over, patrons need to get fee balance below \$50 to checkout items.
- Commented [SGL5]:** Hyperlink added-will need to check that it is accurate after Library updates its fee page.
- Commented [SGL6]:** Not a new concept; moved this sentence up from below for readability.

The Library Director, as a part of the annual budget process, briefs the Library Board regarding any proposed fee and fine changes and advances [the proposed changes](#) to the Hennepin County Board of Commissioners for approval.

The Library Services Division Manager (or designee) posts a library administrative policy that:

- ~~e~~Establishes practices to collect and waive library fees; ~~and fines~~
- ~~d~~Defines expectations for the timely resolution of disputes; ~~and~~
- ~~d~~Determines the necessary level of financial oversight and review.

Authorized fees ~~and fines~~ are posted ~~here on the public homepage~~. Library staff collect fees ~~and fines~~, resolve disputes in a timely way, and work with patrons to restore borrowing and library use privileges.

Commented [SGL7]: Again, check hyperlink before posting

Associated Policies and Laws

- Hennepin County Library Administrative Policy. Collecting Fees ~~and Fines~~ for Library Material ~~and Technology~~
- Hennepin County Library Administrative Policy. Fee ~~and Fine~~ Schedule
- Hennepin County Library Administrative Policy. Lending Rules
- Hennepin County Library Administrative Policy. Library Materials: Staff Use
- Minnesota Statute 134.14. [Public Libraries; Multicounty, Multitype Libraries. Title to Property; Free Use](#)
- Minnesota Statute 383B.118. [Hennepin County. Fees](#)
- Minnesota Statute 609.541. [Protection of Library Property](#)

Process

This policy is reviewed by the Library ~~Board (or a committee thereof) Director (or designee)~~ every ~~four~~ ~~three~~ years, ~~or~~ more frequently ~~when suggested by the Library Director, or when required to accommodate a fee or fine change made by the Hennepin County Board of Commissioners as needed.~~ ~~Revisions to the policy are subject to the approval of the Library Board. Recommendations are advanced to the Library Board Program/Policy Committee who reviews, revises as necessary, endorses, and advances to the full Library Board for approval.~~

Policy History

Next Review ~~Date:~~ [2022](#)

~~Last Reviewed/Revised Date:~~ [6/25/2014](#)

Date Adopted: ~~[date],~~ [2014](#)

Commented [SGL8]: Under our Policy Review Policy, "new" or substantially revised policies are recommended to be reviewed again in the first or second year of operation, so any initial learnings can be incorporated.

Library Board Per Diem and Expense Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to state the types of expenses the Library Board may incur and define the roles and responsibilities for managing those expenses.

Principles

- Library Board members provide valued service to the Hennepin County Library and the residents of Hennepin County as a whole
- Library Board members freely give of their time and talents in support of the Hennepin County Library's mission and vision
- Hennepin County Library provides fiscal support to develop Library Board members' knowledge and understanding of public library services
- Library Board members receive compensation for their expenses in accordance with Minnesota State Law and Hennepin County Policy

Per Diem Payments

Pursuant to Minnesota Statute 383B.243 which states:

Members of the Library Board shall be allowed a per diem not to exceed \$50 for meetings relating to advice and recommendations concerning the library program. Each member may also be reimbursed for actual and necessary expenses incurred as a result of the meeting. Payment for meetings of the Library Board shall be authorized in an amount not to exceed two meetings monthly.

Per Diem payments may be claimed by Library Board members for the following meetings:

- Regular monthly Library Board meetings
- Special Library Board meetings
- Committee meetings
- Any meetings which Library Board members are requested to attend as official representatives

Professional Association Memberships

Library Board members may receive individual memberships in the American Library Association and the Minnesota Library Association for the duration of their service on the Hennepin County Library Board.

Travel and Library Conferences

Authorized travel and library conference attendance will be fully reimbursable, up to a Library Board member's budgetary shares. The value of a budgetary share is established as a part of the annual Library Board budget process.

- The Library Board President is entitled to two shares per year

- All other members are entitled to one share per year; members who officially represent Hennepin County Library in a professional library association receive one additional share per year
- A member whose board terms expires on December 31 and who does not seek reappointment or is not reappointed but who remains on the board until the Hennepin County Board of Commissioners appointment process is completed is not eligible for reimbursement for conference attendance expenses incurred after the member's official term ended on December 31

Expenses

On request, additional direct expenses, such as mileage and meals, shall be reimbursed in accordance with Minnesota law and Hennepin County Policy

Roles and Responsibilities

Library Board members will submit:

- The "Library Board Timesheet" by the 5th of each month to the Library Director's Office
- Travel and library conference attendance requests to the Library Board President for approval
- Requests for travel and other expenses in accordance with Hennepin County procedures

Library Board President in consultation with the Library Director:

- Manages the Library Board budget
- Authorizes Library Board member travel and conference attendance

Associated Policies and Laws

- Hennepin County. Conference and Travel Policy
- Hennepin County Library Board. [Code of Conduct for Hennepin County Library Board Members](#)
- Minnesota Statute 383B.243. Per Diems

Process

This policy is reviewed by the Library Director (or designee) every five years (5) who then makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval

Policy History

Next Review Date: 3/2021

Date Approved: 2017

Previous Policy Dated: 9/27/2006

Replaces: Expense Policy; Per Diem Payments Policy