May 8, 2019, 5-7:00 p.m.
Ridgedale Library | Robert H. Rohlf Meeting Room | 12601 Ridgedale Dr. | Minnetonka, MN

Library Board Agenda

1. CALL TO ORDER
   A. New Member Introduction

2. APPROVAL OF AGENDA*

3. CONSENT*
   A. Approval of Minutes of February 27, 2019
   B. Acceptance of Donations

4. PUBLIC COMMENT

5. COMMENDATION*
   A. Caitlin Cahill, Library Board

6. PRESIDENT’S REPORT
   A. Chuck Salter, Hennepin County Attorney
   B. Announcements
   C. Executive Committee Report
   D. 2019 Meeting Locations*
   E. Director Selection Process Committee Report
   F. Computers in Libraries Conference Report, Chris Damsgard and Jonathan Gaw

7. ELECTION OF OFFICERS
   A. Chris Damsgard, Nominating Committee Chair*

8. LIBRARY BOARD DIALOGUE, 2020 OPERATING BUDGET OUTCOMES
   A. Disparity Reduction, Janet Mills
   B. Library Budget Overview, Nancy Palmer
   C. Library Budget Dialogue, Nick Andrews

9. LIBRARY BOARD POLICIES
      I. Collection Development and Management
      II. Freedom to Read
      III. Freedom to View
      IV. Lending
      V. Policy Review Policy

10. DIRECTOR’S REPORT
    A. Library, County, and Community Updates

11. COMMITTEE REPORTS
    A. Friends of Hennepin County Library, Erin Vrieze Daniels

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. ADJOURN*
Hennepin County Library Board Meeting

Meeting Minutes
The Hennepin County Library Board met Wednesday, February 27, 2019, Ridgedale Library, Robert H. Rohlf meeting room.

Attendees
Library Board: Katherine Blauvelt, Caitlin Cahill, Jonathan Gaw, Rahfat Hussain, Adja K. Kaba, Sheila Letscher, Margaret Ligon, Samuel Neisen, and Erin Vrieze Daniels
Hennepin County Staff: Interim Library Director Janet Mills, Amy Adelman, Susan Gleissner, Deb Johnson, Tracy Thompson, Cana Yang, and Husein Yussuf
Public: Janice Desirey, Commissioner Debbie Goettel, Lesley McKintosh, Sharon Noble, Joanna Redman, Mary Steinbicker, Jane Shanard, and Lynn Stetler

Call to Order
Vice President Erin Vrieze Daniels called the Hennepin County Library Board meeting of February 27, 2019, to order at 5:00 p.m., and welcomed all in attendance.

Approval of Agenda
Adja K. Kaba made a motion to approve the agenda; seconded by Samuel Neisen. Motion passed.

Consent Items
Caitlin Cahill made a motion to approve the consent agenda of February 27, 2019; seconded by Sheila Letscher. Motion passed.

Public Comment
None.

President’s Report
Announcements
Hennepin County Library’s Years of Service Brunch, now called Appreciation of Service Brunch, will be held Tuesday, May 21, from 9:00 a.m. to noon at Ridgedale Library. If Board members are interested in volunteering at this event to help acknowledge staff celebrating milestone anniversaries please reach out to the Library Board Clerk.
Appointment of the Nominating Committee
President Katherine Blauvelt appointed the following Board members to the Nominating Committee: Chris Damsgard, Chair; Rahfat Hussain, and Sheila Letscher. Adja K. Kaba made a motion to approve this nomination; seconded by Margy Ligon. Motion passed.

Director Selection Process Committee Report
With board approval, the Committee would like the Library Board finalist engagement to include two days of activities throughout suburban and urban library locations; comprised of tours, a meet and greet, a forum, and a board meeting to include discussion and finalizing recommendation.

Sheila Letscher made a motion to approve the Finalist Engagement Opportunity as presented and entrust the committee with handling the details and logistics, seconded by Samuel Neisen. Motion passed.

LIBRARY BOARD POLICIES
Policy Review, Johannah Genett, Resource Services Division Manager
Collection Development and Management Policy Review
Ms. Genett reviewed the highlighted changes on the policy draft in response to Library Board member’s comments on January 23, 2019. She advised prior to the first read in May our attorney will review the policy.

DIRECTOR’S REPORT
Library, Community and County Updates
MnSpin
MnSpin, HCL’s local music streaming and download platform, supported by Friends of Hennepin County Library, is now accepting musician submissions. Minnesota musicians and bands of all genres are invited to submit one music recording, produced in the last five years, for consideration by March 27. A panel of local music experts and library staff will review all submissions, and invite selected artists to make one album available through the online platform. MnSpin artists will sign a license agreement and receive $200. Currently, MnSpin features over 1,100 songs on more than 120 albums, covering 18 genres.

Hennepin Highlight – Abshir Omar
Cedar Riverside Community liaison Abshir Omar talks about his role and how important it is to him to give back to the community in a Hennepin Highlight video currently featured on the County’s website. Omar’s job is to build awareness of Hennepin County Library among the Somali community. By telling his story of going to high school and college, Abshir thinks he can inspire young students from his community to develop a lifelong love of learning that will help them succeed.

Student Collegiate Opportunities for Professional Employment (SCOPE)
Hennepin County Library is seeking two SCOPE interns who will work as librarians at Minneapolis Central and Sumner Libraries. Current MLIS students at St. Catherine University and/or other ALA accredited programs are eligible to apply and work in the position while attaining their MLIS degree.
Students are employed by Hennepin County, working at least 40 hours per pay period, while attending school.

This opportunity is designed for American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, Middle Eastern and North African, and/or Native Hawaiian/Other Pacific Islander students and it aligns with the Library’s 2019 Equity, Diversity, and Inclusion Action Plan goal of building a more diverse workforce of leaders at all levels. SCOPE, which stands for Student Collegiate Opportunities for Professional Employment, is a Hennepin County program to recruit and employ students from colleges and other post-secondary learning institutions as a method to identify future county employees.

Movie Screening
On March 17, HCL will screen the movie, “The Public” at Minneapolis Central Library. Seating will be general admission-style, first-come, first-serve. Emilio Estevez will be available for a question and answer session following the movie.

John F. Glanton Display
Nearly forgotten photos of 1940s Twin Cities by John F. Glanton were displayed this past month in the Hennepin Gallery, at the Government Center downtown. He captured dozens of family gatherings, social events, musical performances, church functions, sporting events, and individual portraits in the African American communities of Minneapolis and St. Paul. His photographs provide a rare look into the personal, professional, and social lives of what was then a very small community in postwar, pre-civil rights era Twin Cities. You can view all of the John F. Glanton photographs in the library’s digital collection on the public website. In celebration of Mr. Glanton, the County Board will recognize his achievements with a commendation.

Hosmer Library Winter Construction Update
New spaces are taking shape at Hosmer Library, including additional meeting rooms and an expanded entryway. Learn more and see photos at hclib.org/hosmerproject.

Oxboro Library Winter Construction Update
As construction continues, key building features are now visible at Oxboro Library, including the new entrance facing Portland Avenue. Learn more and see photos at hclib.org/oxboroproject.

COMMITTEE REPORTS

Friends of Hennepin County Library – Erin Vrieze Daniels
Vrieze Daniels provided an overview of the Friends of Hennepin County Library Strategic Plan Dashboard; a tool they use to track their strategic goals of awareness, appreciation, financial support and capacity building:

1. Increase awareness of Hennepin County Library programs and services
2. Grow appreciation of HCL as the institution offering free and open access to resources, programming and support in all communities across the county
3. Increase financial resources to support Hennepin County Library
4. Invest in FHCL internal structure for maximum external impact
DIRECTOR SELECTION PROCESS COMMUNITY LISTENING SESSION
The Library Board invited members of the public to comment on what qualities they found important for the next library Director.

Janice Desirey, Commissioner Debbie Goettel, Lesley McKintosh, Sharon Noble, Joanna Redman, Mary Steinbicker, Jane Shanard, and Lynn Stetler, addressed the board on their hopes for the attributes of the next Library Director, current concerns about Hennepin County Library, and what they value about Hennepin County Library.

Comments received support the Library Board in their role as an advisory board, charged with making a Library Director recommendation to the Hennepin County Administrator.

On behalf of the Board, Vice President Vrieze Daniels thanked all who spoke for sharing their thoughts.

UNFINISHED BUSINESS
None.

NEW BUSINESS
Vice President Vrieze Daniels shared her experience participating in Library Legislative day and encouraged Library Board members to attend in the future.

Citizen advisory board interviews have concluded. The County Board will appoint new Library Board members at a future meeting.

ADJOURN
There being no further business, Katherine Blauvelt made a motion to adjourn the meeting at 7:20 p.m.; seconded by Adja K. Kaba. Motion passed. The next scheduled meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, May 8, Ridgedale Library, Robert H. Rohlf Meeting Room, 12601 Ridgedale Drive, Minnetonka, Minnesota 55305.

____________________________________________
Adja K. Kaba, Secretary
List of Donations Recently Received
As of April 26, 2019

Hennepin County Library funding recently received from the Friends of Hennepin County Library

Friends of Hennepin County Library Support - $142,500

Local Friends of Hennepin County Libraries Support - $49,262.04

- $1,450 for Augsburg Park Library: funded by Friends of Augsburg Park Library
- $6,000 for Eden Prairie Library: funded by Friends of Eden Prairie Library
- $2,072.92 for Edina Library: funded by Friends of Edina Library
- $6,800 for Golden Valley Library: funded by Friends of Golden Valley Library
- $620 for Hopkins Library: funded by Friends of Hopkins Library
- $4,700 for Maple Grove Library: funded by Friends of Maple Grove Library
- $5,880 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $1,370 for Minnetonka Library: funded by Friends of Minnetonka Library
- $1,380 for Nokomis Library: funded by Friends of Nokomis Library
- $863.62 for Penn Lake Library: funded by Friends of Penn Lake Library
- $1,172 for Pierre Bottineau Library: funded by Friends of Pierre Bottineau Library
- $6,513.50 for Plymouth Library: funded by Friends of Plymouth Library
- $2,615 for Ridgedale Library: funded by Friends of Ridgedale Library
- $1,060 for Roosevelt Library: funded by Friends of Roosevelt Library
- $325 for Southdale Library: funded by Friends of Southdale Library
- $210 for St. Anthony Library: funded by Friends of St. Anthony Library
- $975 for Walker Library: funded by Friends of Walker Library
- $900 for Washburn Library: funded by Friends of Washburn Library
- $1,000 for Wayzata Library: funded by Friends of Wayzata Library
- $355 for Webber Park Library: funded by Friends of Webber Park Library
- $3,000 for Westonka Library: funded by Friends of Westonka Library

Grand Total = $191,762.04
Library Board Commendation
COMMENDATION FOR CAITLIN CAHILL, LIBRARY BOARD

Whereas, Caitlin Cahill served with distinction as a Library Board member for Hennepin County Library from March 2010 until March 2019; and

Whereas, through her term as a Library Board member she endorsed the Hennepin County Library Strategic Plan 2011 – 2025, the reframed Hennepin County Library Strategic Plan 2016-2020, and annual Operating and Capital budget requests; and

Whereas, Ms. Cahill was elected Secretary of the Library Board in 2012 and Vice President in 2016, and served on Executive Committee, Nominating Committee, the Ridgedale Art Selection Committee, Policy Committee, and Program / Policy Committee, and the Library Board Policy Taskforce; and

Whereas, Ms. Cahill represented the Library Board at the MELSA Regional Libraries Futures Strategic Planning Group, the Library Services Evaluation Project Workshop, and the reopening of Maple Plain Library, Excelsior Library, Webber Park Library and Ridgedale Library; and

Whereas, Ms. Cahill continued her library education by attending the Minnesota Library Association Conference, the Library Technology Conference, the American Association of School Librarians Conference, and the Computers in Libraries Conference; and

Whereas, Ms. Cahill provided exemplary leadership as the Vice Chair from 2011-2012 and Chair from 2013-2016 of the Policy Committee, and served as a member of the Library Board Policy Task Force, ensuring consistent and outstanding library service to patrons throughout Hennepin County; and

Whereas, Ms. Cahill contributed significantly to the goals and objectives of the Hennepin County Library system, treated patrons and colleagues with respect and sustained her strong commitment to the role of the public library in building strong communities; and

Whereas, through her term of dedicated service and hard work, Ms. Cahill has been a strong advocate for library technology, collections, community outreach, youth services, and has been a continuous and dedicated supporter of the library, library services, patrons, and staff; therefore,

BE IT RESOLVED, that the Hennepin County Library Board by this resolution extends its gratitude to Caitlin Cahill and acknowledges with great respect her generosity, time of service, and commitment on behalf of the residents of Hennepin County, and wishes her all the best in her future endeavors.
Executive Committee
Meeting Summary
The Library Board Executive Committee met Wednesday, March 19, 2019, Golden Valley Library, meeting room.

Attendees
Committee members: Chair Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, Adja K. Kaba, and Erin Vrieze Daniels
Library Board members: Sheila Letscher
Staff: Janet Mills and Tracy Thompson.
Hennepin County Staff: David Hough, Chester Cooper, Michael Rossman
Public: Ashley Bieber, Kate Black, Ali Fuhrman, Lesley McKintosh, Caroline Ore, Lynn Stetler, Suzi Stephenson, Lynn Tarkow, Janet Tarkow, and Anna Zillinger

Welcome and Call to Order
Chair Katherine Blauvelt called the meeting to order at 5:31 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Chair Blauvelt made a motion to amend the agenda to move item 5, public comment, up to item 4, seconded by Jonathan Gaw. Motion passed.

Director Selection Process Discussion
Chair Blauvelt reviewed the Library Board’s role in the Director Selection Process, Minnesota State statutes related to the Hennepin County Library Board and the Director, and the work of the Library Board’s Director Selection Process Committee so far.

County Administrator David Hough, Chief Human Resources Officer Michael Rossman, and Assistant County Administrator Operations Chester Cooper spoke to the board in regards to County Administration’s decision to end the search for a Library Director and seek to have the Master in Library Information Sciences degree requirement to be removed from Minnesota statute 383B.

Mr. Rossman shared that the County's Human Resources department conducted a nationwide search for Library Director candidates using their internal recruiters. The recruiters seek out appropriate places to post the position and to call on qualified candidates that may not be actively seeking a new
job. Because we have these internal resources, it was decided that we would not use an outside search firm. County Administration had previously sought and received a waiver to increase the Library Director’s salary.

The posting statistics were as follows: 3,819 people viewed the posting, 36 applications received, 26 applications met minimum qualifications narrowed down to a top group of 16, 11 continued to the screening committee. The screening committee was comprised of two Library Board members, two outside library professionals, a Friends of the Library member, and the Hennepin County Chief Human Resources Officer. Of the 11 candidates, the screening committee referred four to be interviewed by County Administration. County Administration conducted Skype interviews on March 1, 2019 and did not find the competencies they were looking for in a Hennepin County leader and decided to end the current search.

Minnesota statute 383B dictates that the Hennepin County Library Director position requires a MLIS degree and experience. County Administration is seeking to remove this requirement to increase the candidate pool. On March 12, 2019, Michael Rossman testified before the House committee to delete the MLIS requirement from MN statute 383b.

Public Comment
Ashley Bieber, Kate Black, Ali Fuhrman, Lesley McKintosh, Caroline Ore, Lynn Stetler, Suzi Stephenson, Lynn Tarkow, Janet Tarkow, and Anna Zillinger addressed the board on their hopes for the attributes of the next Library Director, current concerns about Hennepin County Library and Administration, and their views on the Library Director’s education credentials.

Upcoming Library Board Locations & Agendas
The Committee discussed upcoming scheduled meetings and the need for future Executive and Director Selection Process committee meetings or a board retreat. May and June agendas will focus on 2020 budget outcomes and disparity reduction.

The Committee would like to consider ways the Library Board could responsively engage with the community as part of the Library Director selection process. Director Mills shared her vision for strategic storytelling and encouraged the Library Board to engage the community through telling the story of library services, listening, and having a dialogue with community members.

The Committee expressed a desire to interact with communities outside of Ridgedale Library and Minneapolis Central Library when conducting board business. At the Annual meeting on May 8, the Committee will ask that the Library Board vote to move the June 26 meeting location to Brookdale and consider moving fall 2019 Library Board meetings to alternate locations as well.

Chris Damsgard made a motion for staff to provide a list of possible meeting dates and locations for the Library Board to vote on at their annual meeting, seconded by Adja K. Kaba. Motion passed.
Next meeting
The next meeting of the Library Board Executive Committee is Wednesday, June 6, 5:30 p.m., Augsburg Park Library.

Adjourn
Katherine Blauvelt made a motion to adjourn the meeting at 7:44 p.m.; seconded by Jonathan Gaw. Motion passed.
# 2019 Library Board Alternate Meeting Locations

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<thead>
<tr>
<th>DATE</th>
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<th>LOCATION</th>
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<tbody>
<tr>
<td>January 23, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>February 27, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>May 8, 2019</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>June 26</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>September 25</td>
<td>5:00 p.m.</td>
<td>Ridgedale Library, Robert H. Rohlf Meeting Room</td>
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<tr>
<td>November 20</td>
<td>5:00 p.m.</td>
<td>Minneapolis Central Library, Doty Board Room</td>
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Also available:
- Augsburg Park Library, Richfield
- Brookdale Library, Brooklyn Center
- Minneapolis Central Library
- Northeast Library, Minneapolis

# Executive Committee Meetings

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<th>DATE</th>
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<tr>
<td>March 19, 2019</td>
<td>5:30 p.m.</td>
<td>Golden Valley Library, Meeting Room</td>
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<tr>
<td>June 5, 2019</td>
<td>5:30 p.m.</td>
<td>Augsburg Park Library, Meeting Room</td>
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<tr>
<td>August 14, 2019</td>
<td>5:30 p.m.</td>
<td>Northeast Library, Meeting Room</td>
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Nominating Committee Meeting

Slate of Officers

The Library Board Nominating Committee met Thursday, March 21, 2019, Webber Park Library, Camden Meeting Room.

Attendees

Committee members: Chair Chris Damsgard, Rahfat Hussain, and Sheila Letscher
Staff: Tracy Thompson
Public: None

Slate of Library Board officers decided by the committee to be presented at the annual board meeting on May 8:

- President: Katherine Blauvelt
- Vice President: Erin Vrieze Daniels
- Secretary: Jonathan Gaw

Election

Chair Chris Damsgard will call for further nominations from the floor; conduct the election for that office, and then repeat this procedure for each of the offices to be filled by the election. If only one candidate for an office, the chair may declare the nominee elected.
Library Board Officers and Executive Committee Members

The Library Board, at the annual meeting, elects Library Board Officers from a list provided by the Nominating Committee. Library Board officers serve a term of one year with no term limits. The Library Board bylaws provide additional information on the nominating committee and election process.

The Library Board Executive Committee is comprised of the current President, the Vice-President, the Secretary, the immediate Past President and an additional member if deemed advisable by the President. Executive Committee members meet three-four times a year outside of full board meetings. The Executive Committee is a forum for conversation, assisting Library staff in strategically planning Library Board activities consistent with Library Board bylaws and Library mission. Responsibilities may include setting agendas, creating questions for guests, reviewing budget outcomes, outlining new member onboarding, advising on meeting dates and locations, and evaluating board procedures.

Roles and Responsibilities

**President, in consultation with the Library Director:** preside at all regular and special meetings of the Board and generally perform all duties associated with that office, appoint all committees not otherwise ordered by the Bylaws or the Library Board, serve or appoint designee as an ex officio member on the Friends of the Hennepin County Library Board, serves as the chief spokesperson for the library board, ensures that all board members contribute in a positive manner, review agenda and supporting materials prior to board meetings, manage the Library Board budget, authorize Library Board member travel and conference attendance. Entitled to two conference shares per year.

**Vice President:** In the absence of the President, the Vice President shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. Accepts responsibilities as delegated by the board president.

**Secretary:** in the absence of the President and Vice President, the Secretary shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office, notify the members of all meetings of the Board; give notice of all meetings of committees; keep true records of the votes at the elections and of all other proceedings; and attest the records after every meeting by his/her signature; and/or delegate any of these responsibilities to the library staff.
Collection Development and Management Policy

Hennepin County Library Board Policy

Purpose

It is the Library Board’s role to “determine the contents of the collections of the library system” per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library’s (the Library) collection. This policy guides the Library’s responsibility to select, acquire, make accessible, maintain and preserve the Library’s collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

Principles

The collection is one of the Library’s major assets. It advances the Library’s mission to “nourish minds, transform lives, and build community together.” It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual’s right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

- We embrace the diverse ways in which people learn and acquire information.

- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

- We value the role the Library plays as a repository of the community’s cultural heritage.

- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patrons’ access to resources and information.

- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.

- We value having a collection that provides many viewpoints.

Definitions

The Library’s collection is the body of materials selected for and made accessible to library patrons.

“Materials” has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library’s website.

“Selection” refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library’s website.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.
Collection Scope

The Library’s collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library’s catalog, the Library’s website, vendor application software and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library’s outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library’s collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library’s materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- Minnesota Library Access Center
- Minneapolis Athenaeum
- Digital Public Library of America

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor’s child’s or ward’s use of library materials.

The Library’s selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.
The American Library Association’s Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association’s [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

**Roles and Responsibilities**

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library’s collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library’s collection. They make suggestions and provide feedback via the Library’s website or directly to staff.

**Selecting Materials for the Collection**

Patron interest, both expressed and anticipated, as well as the Library’s strategic plan, are the primary influences for is a driving force in the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed. [The Library’s strategic plan also influences material selection.](#)

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests which are gathered through the public website, emails, phone calls or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
• Subject and style is suitable for intended audience
• Publicity, critiques, and reviews
• Importance of the item as an artifact
• Historical significance
• Price of material
• Relevance to current trends and events
• Relation to the existing collection
  • Potential appeal
  • Relation to other resources in the community.

Content criteria for selection:
• Competence, reputation and qualifications of author or publisher
• Consideration of the work as a whole
• Currency of information
• Objectivity and clarity
• Comprehensiveness
• Technical quality
• Represents a diverse point of view
• Representative of movements, subjects, genres or trends of lasting patron interest
• Artistic presentation and/or experimentation
• Sustained interest or demand
• Usefulness of the information
• Relevance to local history collections
• Provides unique contribution to a field of study.

Additional considerations for electronic formats:
• Ease of use
• Available to multiple, concurrent users
• Remote access
• Technical and support requirements
• Vendor data privacy practices
  • Not restricted by location.

Reconsideration of Library Materials
Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at publically held Board meetings.

**Collection Maintenance**

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library’s website.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence – information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library’s Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections maintained at Minneapolis Central. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library's mission and vision, or if the Library no longer has the resources to house, manage, and maintain the collection. In order to remove a special collection, library staff the Library Board would make a recommendation for its removal subject to the approval of the County Library Board.
Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

**Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Donation Policy](#)
- Minnesota Statute 383B.239. [Hennepin County Library](#)

**Process**

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board Policy Committee. Upon completion of the review, the policy is revised or reaffirmed. The Committee revises the policy as needed, endorses, and advances to the full Library Board for approval.

**Policy History**

Next Review Date: 3/2019  
Last Reviewed/Revised Date: 8/19/2015  
Date Adopted: 2015  
Next Review Date: 2023  
Date Approved: 2019 (anticipated)
Freedom to Read

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to affirm and endorse the following Freedom to Read statement as adopted by the American Library Association.

The Freedom to Read Statement
The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound
responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Process
This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)
Freedom to View

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to affirm and endorse the following Freedom to View statement as endorsed by the American Library Association.

Freedom to View Statement
The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Process
This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)
Lending Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

Principles
In its mission to nourish minds, transform lives, and build community together, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We value patron service; we serve individuals and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

Roles and Responsibilities
Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws
- Hennepin County Library Board. Collection Development and Management
- Hennepin County Library Board. Fee and Fine Policy
- Hennepin County Library Board. Freedom to Read
- Hennepin County Library Board. Freedom to View
- Hennepin County Library Board. Library Bill of Rights
- Hennepin County Library Board. Patron Data Privacy

Process
This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)
Policy Review Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies.

Principles
• Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
• Library Board policies reflect socio-economic and technological changes that continue to shape and reshape public library services.

Policy Review
Each Library Board policy will be reviewed at least once every five years. Newly created Library Board policies will receive an initial review after one or two years of their adoption.

Roles and Responsibilities
• The Library Director (or designee) recommends policy revisions to the Library Board Program/Policy Committee.
• The Library Board Program/Policy Committee reviews and revises policies as necessary, endorses the draft policy revision and advances to the full Library Board for approval.
• The full Library Board reviews the revised policy and may move to adopt, defer action to the Library Board’s next meeting, or return to the committee for further revision.

Process
This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History
Next Review Date: 2023
Date Approved: 2019 (anticipated)