May 9, 2018, 5-7:00 p.m.
Minneapolis Central Library | Doty Board Room | 300 Nicollet Mall | Minneapolis, MN 55401

Library Board Agenda

1. CALL TO ORDER
   A. New member introduction

2. APPROVAL OF AGENDA

3. CONSENT
   A. Approval of Minutes of March 28, 2018
   B. Acceptance of Donations

4. PUBLIC COMMENT

5. COUNTY COMMISSIONER UPDATE
   A. Commissioner Peter McLaughlin, District 4

6. COMMENDATION*
   A. Barb Fenton, Library Board

7. PRESIDENT’S REPORT
   A. Chuck Salter, Hennepin County Attorney
   B. Announcements
   C. PLA conference report, Jonathan Gaw and Erin Vrieze Daniels
   D. Computers in Libraries conference report, Caitlin Cahill

8. ELECTION OF OFFICERS
   A. Caitlin Cahill, Nominating Committee Chair

9. LIBRARY BOARD DIALOGUE, 2019 OPERATING BUDGET
   A. Library dashboard metrics, Johannah Genett
   B. Library budget overview, Nancy Palmer
   C. Library budget dialogue, Caitlin Cahill

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

11. COMMITTEE REPORTS
    A. Friends of Hennepin County Library, Katherine Blauvelt

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. ADJOURN

Denotes board action item.

The next monthly meeting of the Hennepin County Library Board is Wednesday, June 27, 2018, 5:00 p.m. at Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis, Minnesota, 55401.
HENNEPIN COUNTY LIBRARY BOARD MEETING

Meeting Minutes

The Hennepin County Library Board met Wednesday, March 28, 2018, Minneapolis Central Library, Doty Board room.

ATTENDEES

Present: Adja K. Kaba Ann, Katherine Blauvelt, Caitlin Cahill, Chris Damsgard, Jonathan Gaw, Rahfat Hussain, Margaret Ligon, and Erin Vrieze Daniels.

Hennepin County Staff: Commissioner Linda Higgins, Director Lois Langer Thompson, David Lawless, Maria Baca, Johannah Genett, Casey Krolczyk, Lois Lenroot-Ernt, Emily O’Connor, Nancy Palmer, Tracy Thompson, and Ali Turner.

Public: Sandy Johnson.

CALL TO ORDER
President Damsgard called the Hennepin County Library Board meeting of March 28, 2018 to order at 5:04 p.m., and welcomed all in attendance especially new Library Board member Rahfat Hussain who introduced himself.

APPROVAL OF AGENDA
Erin Vrieze Daniels made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.

CONSENT ITEMS
Caitlin Cahill made a motion to approve the meeting minutes of January 24, 2018, and accept donations; seconded by Margy Ligon. Motion passed.

PUBLIC COMMENT
None.

COUNTY COMMISSIONER UPDATE
Hennepin County Commissioner Linda Higgins, Vice Chair, Operations and Libraries Committee Chair, District 2
Commissioner Higgins is the Vice-Chair of the Hennepin County Board and represents the Golden Valley,
North Regional, Northeast, Pierre Bottineau, Plymouth, St. Anthony, Sumner, and Webber Park libraries. She was elected to the Board in November 2012 and serves as the Operations and Libraries County Board Committee Chair.

Commissioner Higgins thanked the board for inviting her and for their service. She has been amazed at the number of people who volunteer to be appointed to the different county boards and advisory committees and she enjoys hearing what brings everyone to community service.

The legislature is currently in session and Board members are both proposing bills and speaking on behalf of County constituents. Commissioner Higgins will be testifying against a bill that would put in place work requirements for those on Medicaid and will be letting the legislature know who our clients are and why this bill does not serve them.

Commissioner Higgins is looking forward to the 100th anniversary of the end of World War I. A remembrance is being planned and she hopes the Library can be involved in some way.

Gaw asked if Commissioner Higgins had any recommendations for strengthening the support of County Board members. The Commissioner recommended personal connection and telling the story of the impact of libraries in the community and importance of your request. She noted that Director Thompson does an excellent job of keeping the board up to date on the libraries.

Vice-President Blauvelt acknowledged Commissioner Higgins announcement that she is not seeking re-election and thanked her for her hard work and dedication to Webber Park and other libraries and hopes the Commissioner will stay connected to the Library in the future. Commissioner Higgins expressed that there are many good people running for Hennepin County District 2.

The Commissioner shared she has witnessed an outpouring of love and affection towards librarians, library staff, and libraries by the community and that it has been a pleasure to be an officer for 22 years.

President Damsgard and the Library Board thanked the commissioner for attending.

**COMMENDATIONS**

**Sandy Johnson, Library Board**

President Damsgard read the resolution commending Sandy Johnson on her three terms as a Library Board member. He made a motion to approve the resolution, seconded by Vice-President Blauvelt. Motion passed.

Sandy Johnson expressed her gratitude for the opportunity to serve, shared she would continue to be active in her support for the Library and its mission, and thanked the board for this recognition.

**LIBRARY BOARD DIALOGUE**

**County Budget; David Lawless, Hennepin County Chief Financial Officer**

Mr. Lawless reviewed the 2017 budget factsheet bookmark and a booklet that is provided to patrons at library check out stations. He gave an overview of the major budget areas and budget impact.

He shared that the 2019 budget process discussions have been underway with County Administration, and budget instructions will be provided to departments in April. He advised that the county budget
process is driven by the property tax and that the Library is financed primarily by property taxes. Federal and State funding impacts the county budget and will need to be considered due to its uncertainty.

The County has a long way to go through the process to know specific impacts, but it is anticipated that the Library will have a similar budget to 2018. The ballpark sales tax revenue is secure for another 15-20 years. Mr. Lawless stated he feels the county board very much values the libraries and that it is a high priority for them in any budget year. The county board has many challenges and have to make difficult decisions, but every year they are appreciative of what the residents say about the libraries and the board is very happy to support a world-class library.

DIRECTOR’S REPORT

2018 Policy Review, Lois Lenroot-Ernt

Lois Lenroot-Ernt led the library board in a discussion on four policies due for review this year. The board was asked to identify any section(s) of the policies they have questions on, look at each policy through an equity lens, and ask for additional information if needed.

Commissioned Public Art: Board members expressed a desire to see: more language to increase diversity in art and representation of community in panels, language clarification for maintenance, and language relating it to the associated donation policy.

Patron Data Privacy: Board members would like more information on: how third party contractors protect data, clearer definition for “best interest of minors”, if data includes time spent in library or information shared with staff, if any information is collected regarding minorities, if staff feel prepared to speak to privacy and protect people’s data, and how social media and computer use is protected.

Library Bill of Rights: Staff shared this policy written by the American Library Association and endorsed by the Library. Hennepin County Library does not adopt all interpretations, but may refer. Library board members inquired if the Library displays the bill in libraries.

Donations: The library board requested review of language under roles and responsibilities

Library staff will come back to the board with clarifications on any proposed language changes at the next Library Board meeting on May 9. Director Thompson acknowledged the hard work of the prior policy committee. She expressed that the policies express our values and are invaluable to staff.

Library Response to Opioid Epidemic, Janet Mills

Janet Mills, Library Services Division Manager, provided an update on the Library’s response to the opioid crisis and how it impacts library services and staff.

The County and Library strategy, response, and training around opioid misuse, overdoses, and harm reduction continues to evolve. As stated in the Hennepin County Opioid Prevention Strategy executive summary, “the opioid epidemic is a complex public health, human services and public safety crisis and will require a multi-faceted approach.” She reviewed The Hennepin County Opioid Prevention Strategy’s three main pillars and priorities: primary prevention, response, treatment, and recovery and the role the Library plays in each.
Hennepin County sheriff’s deputies and Minneapolis police officers are doing walk-throughs at a few libraries. The purpose of their visits being twofold; building relationships with staff and patrons and helping library staff and security officers ensure that patrons are using the building appropriately.

Hennepin County Workplace Safety colleagues are checking the blood-borne pathogen (BBP) response kits in all libraries, reviewing our protocols around blood-borne pathogen response kits and sharps, and along with Wyatt Fertig, Library Services training coordinator, updating training for library staff.

Ms. Mills advised that another crucial step we are taking is engaging in meaningful collaboration with the community. Staff in several libraries have reached out to community partners to share information and make connections to neighborhood resources.

Ms. Mills expressed she is really proud of our staff’s efforts to maintain a welcoming environment in our libraries and support our patrons and their colleagues who are impacted by the opioid epidemic. She also voiced appreciation to our Hennepin County colleagues who have partnered with the Library in this work; security, workplace safety, and facilities staff to name a few. After attending two sessions at the PLA conference, Ms. Mills came away knowing that HCL’s response is similar to other library systems.

Ms. Mills stated that library staff know their communities and as someone on the PLA panel said, the opposite of addiction is connection.

President Damsgard asked if strategies being used to respond could be applied to other drugs as the crisis changes. Ms. Mills affirmed that the harm reduction strategies could be applied in other areas.

Jonathan Gaw inquired how Franklin staff were doing after recent incidents. Ms. Mills advised that the staff at Franklin are very resilient and we are responding to their requests for what they need.

Erin Vrieze Daniels spoke of a session she attended at PLA on Narcan and asked if HCL has looked into equipping library staff. Ms. Mills acknowledged it is happening in other library systems and is a conversation we are having with the County Attorney and other County partners.

Vrieze Daniels expressed appreciation for the work the library is doing and agreed that stigma and shame are not the solution as this is a community problem and the Library is a part of the community.

Library, County, and Community Updates
- Budget conversation in May will focus on outcomes; a more detailed conversation will be had after numbers are received in June.
- We will be offering a temporary location to Hosmer patrons during the remodel closure.
- Deputy Director first round interviews will begin on March 29, we plan to finish the interview process in April and announce our selection in May.
- Meeting minute drafts will be available online within 14 days of Library Board meetings.

PRESIDENT’S REPORT
Call for Volunteers: Appreciation of Service Brunch
Hennepin County Library’s Appreciation of Service Brunch, will be held the morning of Wednesday, May 23, at Brookdale Library. Board members interested in volunteering at this event to help acknowledge staff celebrating milestone anniversaries should reach out to Library Board Clerk Tracy Thompson.
Executive Committee Report
Meeting minutes for the March 6 meeting are available online. The Committee spoke with a parliamentary procedure consultant, reviewed the nominating committee process, and discussed new member onboarding.

Policy Review Schedule
There has been a change to the proposed schedule presented in January; the “Policy Review Policy” last adopted date has been corrected to 2014 and the proposed review year has been updated to 2019.

Caitlin Cahill made a motion to approve the policy schedule, seconded by Erin Vrieze Daniels. Motion passed.

Appointment of the Nominating Committee
President Damsgard appointed the following Board members to the Nominating Committee: Caitlin Cahill (Chair), Tim Dolan, and Margy Ligon.

Rahfat Hussain made a motion to approve this nomination; seconded by Jonathan Gaw. Motion passed.

State Report, Johannah Genett
Resource Services Division Manager Johannah Genett provided an overview of the state report.

Caitlin Cahill made a motion to support the Library Board President signing the state report, seconded by Adja K. Kaba Ann. Motion passed.

Public Libraries Association Conference Reports
Jonathan Gaw and Erin Vrieze Daniels reports on their experiences at the PLA conference in March will has been postponed to a future agenda.

COMMITTEE REPORTS
Friends of Hennepin County Library, Vice-President Katherine Blauvelt
Vice-President Blauvelt encouraged the board to consider attending the June 18th event with the Sioux Chef. Details will be made available by FHCL.

UNFINISHED BUSINESS
None.

NEW BUSINESS
Erin Vrieze Daniels encouraged board members to consider attending the Citizen Academies.

ADJOURN
There being no further business, Erin Vrieze Daniels made a motion to adjourn the meeting at 7:01 p.m.; seconded by Jonathan Gaw. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, May 9, Minneapolis Central Library, Doty Board Room, 300 Nicollet Mall, Minneapolis, Minnesota, 55401.

Samuel Neisen, Secretary
List of Donations Recently Received
As of May 1, 2018

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

Friends of Hennepin County Library Support - $125,000.00

Local Friends of Hennepin County Libraries Support - $34,951.92

- $6,000 for Champlin Library: funded by Friends of Champlin Library
- $5,000 for East Lake Library: funded by Friends of East Lake Library
- $3,544.50 for Excelsior Library: funded by Friends of Excelsior Library
- $6,587 for Golden Valley Library: funded by Friends of Golden Valley Library
- $1,860 for Hopkins Library: funded by Friends of Hopkins Library
- $700 for Long Lake Library: funded by Friends of Long Lake Library
- $2,327 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- $160 for Minnetonka Library: funded by Friends of Minnetonka Library
- $1,348.42 for Nokomis Library: funded by Friends of Nokomis Library
- $1,600 for Ridgedale Library: funded by Friends of Ridgedale Library
- $870 for Roosevelt Library: funded by Friends of Roosevelt Library
- $250 for Southdale Library: funded by Friends of Southdale Library
- $1,030 for St. Anthony Library: funded by Friends of St. Anthony Library
- $1,275 for Washburn Library: funded by Friends of Washburn Library
- $400 for Webber Park Library: funded by Friends of Webber Park Library
- $2,000 for Westonka Library: funded by Friends of Westonka Library

Grand Total = $159,951.92
March 28, 2018

Library Board Commendation

COMMENDATION FOR BARBARA FENTON

Whereas, Barbara Fenton served with distinction as a Library Board member for Hennepin County Library from March 2015 until February 2018; and

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

Whereas, Ms. Fenton participated on the Policy committee in 2015, and

Whereas, she participated in numerous local and community library activities by attending events including the Library Summit, Northeast Library Centennial Celebration, Hosmer Library anniversary, and County Board Budget Hearing; and

Whereas, she has been a committed volunteer and advocate for innovative technology, ensuring that library services are available for all; and

Whereas, Ms. Fenton has been a faithful and steadfast colleague who 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; therefore

BE IT RESOLVED, that the Hennepin County Library Board by this resolution extends its gratitude to Barbara Fenton 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.
Nominating Committee Meeting

Slate of Officers

The Library Board Nominating Committee met Tuesday, April 24, 2018, Ridgedale Administrative Offices, Meeting Room 229.

Attendees

Committee members: Chair Caitlin Cahill, Tim Dolan, and Margy Ligon
Staff: Lois Langer Thompson and Tracy Thompson

Slate of Library Board officers decided by the committee to be presented at the annual board meeting on May 9

- President: Katherine Blauvelt
- Vice President: Erin Vrieze Daniels
- Secretary: Adja K. Kaba Ann

Chair Caitlin Cahill 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.
Nominating Committee

Meeting Summary
The Library Board Nominating Committee met Tuesday, April 24, 2018, Ridgedale Administrative Offices, Meeting Room 229.

Attendees
Committee members: Chair Caitlin Cahill, Tim Dolan, and Margy Ligon
Staff: Lois Langer Thompson and Tracy Thompson

Welcome and Call to Order
Chair Caitlin Cahill called the meeting to order at 2:05 p.m. and welcomed attendees.

Approval of agenda and meeting summary
Margy Ligon made a motion to approve the agenda; seconded by Tim Dolan. Motion passed.

Discussion of 2018 Slate of Library Board Officers
- The Committee reviewed Committee and Library Board procedures for nominating officers.
- The Committee discussed the role for each of the officers, reviewed current and past office holders, and confirmed Library Board members who opted out of running for office.
- Caitlin Cahill stated Katherine Blauvelt, Chris Damsgard, Jonathan Gaw, Sheila Letscher and Erin Vrieze Daniels showed interest in serving as president for a one-year term and asked for nominations. Katherine Blauvelt was elected to the slate.
- Caitlin Cahill stated Chris Damsgard, Jonathan Gaw, Sheila Letscher, Samuel Neisen, and Erin Vrieze Daniels showed interest in serving as vice-president for a one-year term and asked for nominations. Erin Vrieze Daniels was elected to the slate.
- Caitlin Cahill stated Adja K. Kaba Ann, Chris Damsgard, Jonathan Gaw, Sheila Letscher, Samuel Neisen, and Erin Vrieze Daniels showed interest in serving as secretary for a one-year term and asked for nominations. Adja K. Kaba Ann was elected to the slate.
- Per the bylaws, the committee recommends the new President appoint a member at large to the Executive Committee. Jonathan Gaw was elected to recommend be appointed as committee member at large.
- Prior to the next meeting current and proposed officers will be contacted.
- The slate of officers will be sent to the full Board one week prior to the annual meeting in May.

Adjourn
Margy Ligon made a motion to adjourn the meeting at 2:51 p.m.; seconded by Tim Dolan. Motion passed.
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.
# HCL Strategic Plan Re-Frame – Measurement of Success

<table>
<thead>
<tr>
<th><strong>To our communities, we promise to engage with you, building strength &amp; health</strong></th>
<th><strong>To our patrons, we promise to see the whole person and respond to you</strong></th>
<th><strong>To our staff, we promise to support you in meeting community and patron needs</strong></th>
</tr>
</thead>
</table>
| **Community Engagement**  
Providing library services that reflect & respond to community diversity | **Digital Literacy**  
Removing barriers to information & content  
Building confident library users | **Diversity & Inclusion**  
Valuing diversity & inclusion |
| **Early Childhood Literacy**  
Using research-based information when developing library services | **Job Skills**  
Delivering relevant, innovative & inclusive library services | **Learning & Development**  
Encouraging learning and development & leveraging existing expertise  
Embracing new technologies, programs & services |
| **Economic Development**  
Partnering with schools, businesses & nonprofits in our communities | **Lifelong Learning**  
Engaging readers & learners of all ages | **Library Use**  
Demonstrating the value of library services to residents & other stakeholders |
| **Library Awareness**  
Building confident library users  
Optimizing funding of library services with private and public dollars | **Supportive Environment**  
Supporting an environment of creativity & innovation | **Learning Sessions**  
Encouraging learning & development & leveraging existing expertise |
| **Meeting Room Reservations**  
Creating library environments that are welcoming, safe & secure | **Circulation**  
Building & maintaining collections  
Soliciting & acting on patron feedback | **Registered Library Card Users**  
Delivering relevant, innovative & inclusive library services  
Demonstrating the value of library services to residents & other stakeholders |
| **Reaching Out**  
Quickly recognizing & responding to changing communities & demographics | **Special Collections**  
Preserving historical collections | **Volunteer & Internships**  
Optimizing funding of library services with private & public dollars  
Deepening community engagement & collaborations |
| **Tech Centers**  
Configuring library spaces & places to reflect new & broader purposes  
Embracing new technologies, programs & services | **Visits to Library Websites**  
Developing physical & virtual library services that support patron access | **Visit Count**  
Prioritizing customer service |

| **Key**  
Outcome (PLA Project Outcome) | Outcome (HC Employee Survey) | Output |
|---|---|---|

---
**CIRCULATION**

Building & maintaining collections  
Soliciting & acting on patron feedback

_HC Core Value:_ **Customer Service**  
Reducing Disparities: **Education**

---

**Circulation***

- **Hennepin County Library**
- **Average**
- **Median**
- **2016 HIGHEST Cincinnati & Hamilton County [OH]**
- **2016 LOWEST Atlanta-Fulton Public Library [GA]**

*Includes all formats and renewals. Library systems not included because data was not consistently reported: Tampa-Hillsborough.*

---

**E-Circulation***

- **Hennepin County Library**
- **Average**
- **Median**
- **2016 HIGHEST Cincinnati & Hamilton County [OH]**
- **2016 LOWEST Atlanta-Fulton Public Library [GA]**

*Includes e-Books, downloadable audiobooks & videos.*

---

* Includes all formats and renewals. Library systems not included because data was not consistently reported: Tampa-Hillsborough.
*Includes print and E-books, but not audiobooks & videos. Library systems not included because data was not consistently reported: Atlanta-Fulton & Sacramento.

Data source: PLAMetrics
### LEARNING & DEVELOPMENT
Encouraging learning and development and leveraging existing expertise
Embracing new technologies, programs and services

*HC Core Value: Workforce Development*

<table>
<thead>
<tr>
<th>Indicators</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Change from ‘14 to ‘17</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is someone at work who encourages my development.</td>
<td>76%</td>
<td>82%</td>
<td>83%</td>
<td>83%</td>
<td>+7%</td>
</tr>
<tr>
<td>In the past year, I have had opportunities to learn and grow.</td>
<td>88%</td>
<td>88%</td>
<td>90%</td>
<td>91%</td>
<td>+3%</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>82%</td>
<td>85%</td>
<td>86.5%</td>
<td>87%</td>
<td>+5%</td>
</tr>
<tr>
<td>Average for all County employees</td>
<td>76%</td>
<td>77%</td>
<td>79.5%</td>
<td>81%</td>
<td>+5%</td>
</tr>
</tbody>
</table>

*Data source: Hennepin County Employee Surveys 2014 -- 2017*
2018 Expenditures Budget
$86,231,436

- Personal Services: $50,301,697, 58%
- Collection: $9,916,975, 12%
- IT: $10,996,330, 13%
- Facilities: $11,331,865, 13%
- Miscellaneous: $3,684,570, 4%

Total: $86,231,436
### 2018 Revenue Budget

**Total:** $86,231,436

- **Property Taxes**: $72,470,986, 84%
- **State Grants**: $1,225,000, 1%
- **District Court Fees**: $944,000, 1%
- **Book Fines/Other**: $445,000, 1%
- **Fund Balance**: $6,160,000, 7%
- **Ballpark Funds**: $2,370,000, 3%
- **Contributions and Donations**: $1,230,000, 2%

**Fund Balance** represents a substantial portion of the budget, with property taxes being the largest single source of revenue.
Commissioned Public Art

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to express the role public art plays in libraries and to provide guidance and direction for the selection of commissioned public art. The Board understands this policy will not anticipate the creative scope of possibilities for public art projects. It is the intent, therefore, of this policy to provide a broad framework for decision making that does not unduly limit creative potential.

Definitions

For the purpose of this policy, public art is defined as an original work of visual commissioned art that is accessible to the public. It is designed for a specific library location, reflects the local community, and is intended to support the library as a gathering place where all residents come to learn, grow, and spend time together.

Principles

- The State of Minnesota, Hennepin County, and the Hennepin County Library Board recognize that the presence of public art contributes to the life and vitality of our community.
- Public art in library buildings contributes to the library’s mission to nourish minds, transform lives, and build community together. It helps to create a community identity and a place of contemplation and curiosity.
- Public art enhances the library experience; it creates positive public environments; reflects our legacy, and expresses our diversity.
- Engaged participation by members of the community strengthens the art selection process and builds community excitement.

Scope

This policy applies to the acquisition of all public art that is commissioned for the Hennepin County Library. Commissioned public art may be acquired in one of two ways:

1. Hennepin County’s “one percent for art” program in which library capital building projects of $1 million or more have 1% of the project costs (defined herein as encompassing construction costs, architectural fees, and contingency) dedicated to the selection, purchase, and installation of works of public art.
2. Public art proposals submitted to Hennepin County Library by the Friends of the Hennepin County Library.

Art Selection Committees

The Library Director, the Hennepin County Library Board President, and the Executive Director of the Friends of the Hennepin County Library will coordinate the formation of an Art Selection Committee for each capital building project. The Art Selection Committee will include the community’s voices and reflect its diversity.

Additional Art Selection Committees may be established by the Library Director in response to proposals from the Friends of the Hennepin County Library to commission public art for libraries.

The Library Board President will appoint a Library Board member to each Art Selection Committee. Appointees will be active participants in the commissioned art selection process and report progress to the full Library Board.
Selection Considerations

The following considerations will be used by Art Selection Committees to guide the evaluation and selection of commissioned art proposals.

The extent to which the public art:

- Celebrates and explores and includes the diverse unique histories, and cultures, and environment of the community
- Has broad and timeless appeal
- Represents artistic excellence and innovation
- Is designed for a publicly visible and accessible area
- Is safe, durable and able to withstand theft, vandalism and exposure to the environment
- Requires low maintenance

Roles and Responsibilities

- The Library Director (or designee) will maintain an administrative policy which details the composition, responsibilities, and authority of Art Selection Committees and which defines the subsequent staff responsibilities for acquiring and maintaining the selected art.
- The Art Selection Committees will uphold the Principles and Selection Considerations outlined in this policy.
- Hennepin County directs the art installation by the artist. The art is installed by the artist under the direction of Hennepin County.
- The Library Board will take formal action to acknowledge and receive the commissioned art, once it is installed.

Associated Resolutions and Laws

- Hennepin County Board Resolution No. 01-04-212
- Hennepin County Library Board. Donation Policy.
- Library Administration. Commissioned Public Art: One Percent for Art
- Minnesota State Statute: 16B.35 ART IN STATE BUILDINGS

Process

This policy is reviewed by the Library Director (or designee) every four years and 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: 3/2018, 3/2022
Last Reviewed/Revised Date: 9/17/2014, 3/2018
Date Adopted: 2015
Donation Policy

Hennepin County Library Board Policy

Purpose

Hennepin County Library welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support the Hennepin County Library through a financial or other donation. It describes the scope of donations received, and defines the roles and responsibilities for accepting donations made to the Hennepin County Library.

Principles

- Donations are welcomed and valued expressions of individual support for Hennepin County Library and its mission to nourish minds, transform lives, and build community together.
- Donations enhance the library's services and programs.
- Financial donations enrich Hennepin County Library but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the mission of Hennepin County Library.

Roles and Responsibilities

The Hennepin County Board of Commissioners has delegated to the Library Board the authority and responsibility to accept donations to the Hennepin County Library on behalf of Hennepin County. The Library Board will acknowledge significant donations with an additional expression of appreciation to the donor.

The Library does not provide appraisals of gifts or potential gifts. All donated materials are outright gifts to the Library.

Scope and Disposition of Donations Received

- Library supporters are encouraged to make financial donations to the Friends of Hennepin County Library or to the individual Friends of the Library groups.
- The Library Board encourages library supporters to consider the planned giving opportunities administered by the Friends of Hennepin County Library.
- **Donations of books and other materials will be accepted. Staff will determine if the material will be added to the collection or given to the Friends of Hennepin County Library or to individual Friends of the Library groups for resale.**
- Donations of material that may be suitable for Hennepin County Library’s collection will be considered for acceptance in the context of the library’s Collection Development and Management Policy. The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of Hennepin County Library, which has the authority on retention, location and disposition.
- Works of art may be donated to the Hennepin County Library. The considerations and criteria defined in the Commissioned Public Art Policy will be applied to individual works of art that may be donated. The decision to accept and utilize donated art in libraries is made by the Library Board upon recommendation of the Library Director. Donated art becomes the property of Hennepin County Library, which has the authority on retention, location and disposition. A good faith effort will be made to keep donated art in the library intended by the donor.
Associated Policies and County Board Resolutions

- Hennepin County Board Resolution No. 81-2-108R
- Hennepin County Board Resolution No. 96-11-695
- Hennepin County Library Board, Collection Development and Management Policy
- Hennepin County Library Board. Commissioned Public Art Policy

Process

This policy is reviewed by the Library Director (or designee) every five years, or more frequently as needed. Recommendations are advanced 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: 3/2018
Date Approved: 1/22/2014
Date Adopted: 2014
Previous Policy Dated: 8/24/2011
Original: 6/16/2004
Library Bill of Rights

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm and endorse the following Library Bill of Rights as adopted by the American Library Association.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


Process

This policy is reviewed by the Library Director (or designee) every five years and makes recommendations to the Library Board Policy Committee. The Committee reviews and advances to the full Library Board for approval.

Policy History

Next Review Date: 3/2018
Last Reviewed/Revised Date: 2/25/2015
Date Adopted: 2015
Previous Policy Dated: 10/27/2010
Patron Data Privacy Policy

Hennepin County Library Board Policy

Purpose
The purpose of this policy is to communicate Hennepin County Library's (the Library) role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

Principles
- We value and advocate for patron privacy and confidentiality.
- We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- We recognize that networked and digitized environments create new and ongoing challenges to safeguard patron data.
- We expect the Library to employ responsible and transparent data practices, stay abreast of developments in the field, and leverage its role as a national leader of library service to maintain patron data privacy standards in this rapidly evolving world.

Definition and Scope
For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and Hennepin County data governance policies and procedures.

Patron data includes, but is not limited to, information associated with borrowing library materials and requesting information, using the library's computers and wireless service, reserving library meeting rooms, and accessing downloadables and other resources via third party vendors.

Public Data
In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by statute or federal law.

Private Patron Data
The following patron data collected and maintained by Hennepin County Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed
2. Data that links a patron's name with a specific subject about which the patron has requested
3. All data (other than the name of the applicant) provided as a part of a library card application.

Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.
3. Private data may be disclosed to a parent or guardian of a minor or incapacitated person. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor.
4. The Library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act.

(See also Minnesota Statutes 13.02, 13.05, 13.40 and USA PATRIOT Act section 215)

**Collecting and Retaining Patron Data**

The Library collects and retains patron data which is:

- Necessary for the provision and management of library services
- Needed to provide opt in library services that are desired by library patrons
- Required by federal law.

The Library informs patrons of the necessity, purpose, and intended use of requested data. It maintains data retention schedules, and conducts regular data privacy audits.

**Networked and Digitized Library Environment**

The library provides access to the Internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patrons visit, documents they produce, transactions they make, or emails they create or view.

Patron library card numbers, and the location and time of patron logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data is retained for a reasonable period of time. It is currently retained for two months.

The library's collection is also a part of the networked, digitized library environment. Patrons increasingly borrow library materials by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron data privacy.

**Handling and Disclosing Patron Data**

Library staff and volunteers handle patron data in accordance with library administrative policy. Patron data that is public may be requested under the Minnesota Data Practices Act. The Library follows county procedures and responds to written data requests in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to requests for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

**Roles and Responsibilities**

The Hennepin County Board of Commissioners appoints a Data Governance Officer who is responsible for developing, articulating, implementing, and managing the county's vision for organizational data management and data compliance practices in accordance with federal laws and state statutes. Each county department appoints a data steward who works with the Data Governance Officer and is accountable for the quality and use of the department's data.

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.
Library staff and volunteers follow the Code of Ethics of the American Library Association and "protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted."

Library staff take annual data security training and play an active role educating and informing patrons about patron data privacy concerns especially as it relates to the digital environment.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account privacy settings, familiarize themselves with the privacy policies of the third party vendors they access, and be aware that the Library cannot protect the privacy of data that is transmitted to third parties via the Internet.

**Associated Policies and Laws**

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

- Hennepin County. Data Practices Policy
- Hennepin County. Data Practices Requests
- Hennepin County. Privacy and Security Policy
- Hennepin County Library Administrative Policy. Handling and Disclosing Patron Data
- Hennepin County Library Board. Library Bill of Rights
- Minnesota. Government Data Practices Act
- United States. Children's Online Privacy Protection Act
- United States. Electronic Communications Privacy Act
- United States. USA PATRIOT Act

**Process**

This policy is reviewed by the Library Director (or designee), the Library's legal counsel and the Library Board Policy Committee at least every three (3) years. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

**Policy History**

Next Review Date: 3/2018  
Last Reviewed/Revised Date: 2/25/2015  
Date Adopted: 2015  
Previous Policy Dated: 11/30/2011
Reserving and Using Library Rooms Policy

Hennepin County Library Board Policy

Purpose

The Library Board is “responsible for the use of library meeting rooms” per Minnesota Statute 383B.239. This policy guides the reservations and use of Hennepin County Library’s (the Library) meeting rooms, conference rooms, study rooms, and other library spaces defined in this policy. An associated library administrative policy establishes specific use regulations. The Meeting Room Public Use Agreement, on the Library’s website, outlines patrons’ responsibilities when using library spaces.

Principles

- We, the Library Board, are committed to making spaces available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- We support free reservable spaces in libraries throughout Hennepin County where groups can come together to learn and exchange information and ideas in a commercial free environment.

Definitions

The following definitions are applied to the spaces that may be reserved by the public. Use regulations may vary depending on the type of space that is reserved.

**Meeting Rooms:** Meeting rooms can be configured in different ways to meet the needs of different types of groups. Best suited for programs and events. Room sizes vary. Maximum room capacities range from 21-195.

**Conference Rooms:** Conference rooms have less flexibility than meeting rooms. Room configuration may be fixed. Room sizes vary. Maximum room capacities range from 10-20.

**Study Rooms:** Study rooms have fixed room configurations and are designed for small group conversations and study. Room sizes vary. Maximum room capacities range from 4-10.

**Piano Room:** Created for the musical enjoyment of patrons who wish to play the piano. Available at Minneapolis Central Library.

**Rental Venues:** Five specific spaces at Minneapolis Central Library that may be reserved for a fee. These spaces offer additional services and more available hours than any of the other reservable places. Events management and exclusive catering services are offered by a contract vendor.

Fees

Rooms in libraries throughout Hennepin County may be reserved free of charge. Fees are assessed for additional services provided and for the rental venues at Minneapolis Central Library. See the Fee and Fine Schedule for more information.

Pending room availability, fees may be waived for government entities, the Hennepin County Library Board, the Friends of the Hennepin County Library, and local Friends of the Library groups. These organizations may be relocated to alternate locations if fee-paying bookings intervene.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-
sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

**Reservations and Use Limitations**

The public website describes the specific spaces and times that are reservable. Reservable times typically coincide with open library hours. Reservations for the rental venues at Minneapolis Central Library may extend beyond normal hours. The associated library administrative policy *Meeting Room Public Use Agreement* defines how far in advance rooms may be reserved.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. Hennepin County departments and units
3. General public

The Library reserves the right to revoke permission to use a space by other entities if the room is needed for Library or Hennepin County use. Alternate locations will be sought as needed.

Patrons must review and agree to the *Meeting Room Public Use Agreement* established use regulations before a reservation request can be approved.

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees.

The Library, the Friends of the Hennepin County Library, local library Friends’ groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Friends of the Hennepin County Library and the local Friends of the Library groups.

The person reserving the space determines the intended audience for the gathering. Scheduled reservations are posted at the location and/or via the public website.

**Responsibilities**

Patrons will comply with all federal, state, and local laws and policies. Patrons are responsible for using library spaces in accordance with the established public use agreement regulations. Future reservations may be denied if the regulations are not met—patron does not comply with the *Meeting Room Public Use Agreement*.

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Hennepin County, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The Library Services Division Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.
The Library Board is the final authority in granting or refusing permission for use of library meeting rooms, per Minnesota Statutes 383B.239.

**Associated Policies and Laws**

- Hennepin County. *Use of Space by the Public in County Facilities (PDF)*
- Hennepin County Library. *Patron Conduct*
- Hennepin County Library. *Fee and Fine Schedule*
- Hennepin County Library. Meeting Room Public Use Agreement
- Hennepin County Library Board. *Regulations for Reserving and Using Library Rooms*
- Hennepin County Library Board. *Patron Use of Library Spaces*
- Hennepin County Library Board. *Library Bill of Rights*
- Minnesota Statute 383B.239. [Hennepin County Library] *Board*
- Minnesota Statute 609.595. *Damage to Property*
- Minnesota Statute 609.72. *Disorderly Conduct*

**Process**

This policy is reviewed every three (3) years by the Library Director (or designee), the Library’s legal counsel, and the Library Board Policy Committee. The Committee revises as needed, endorses, and advances to the full Library Board for approval.

**Policy History**

Next Review Date: 3/2020
Last Date Approved: 1/27/2016
Date Adopted: 2016
Previous Policy Named: Reserving and Using Public Gathering Places Policy
### Upcoming 2018 Library Events

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Note/Staff Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pen Pals Author Lecture Series: Jesmyn Ward</td>
<td>Thursday, May 3</td>
<td>7:30 p.m.</td>
<td>Hopkins Center for the Arts</td>
<td>Kristi Pearson (612) 543-8105</td>
</tr>
<tr>
<td>Friends of the Hennepin County Library</td>
<td>Friday, May 4</td>
<td>11:00 a.m.</td>
<td>1111 Main Street Hopkins, MN 55343</td>
<td>*ticketed event Not eligible for per diem</td>
</tr>
<tr>
<td>Library Board Annual Meeting</td>
<td>Wednesday, May 9</td>
<td>5:00-7:00 p.m.</td>
<td>Minneapolis Central Library Doty Board Room</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>Talk of the Stacks Reception &amp; Author Lecture: Tracy K. Smith</td>
<td>Wednesday, May 16</td>
<td>7:00 p.m.</td>
<td>Minneapolis Central Library</td>
<td>Kristi Pearson (612) 543-8105</td>
</tr>
<tr>
<td>Friends of the Hennepin County Library</td>
<td>Doors open at 6:15 p.m.</td>
<td></td>
<td>300 Nicollet Mall Minneapolis, MN 55401</td>
<td>*Reserved seating available by request Not eligible for per diem</td>
</tr>
<tr>
<td>HCL Presents Westminster Town Hall Forum: Richard Stengel</td>
<td>Tuesday, May 22</td>
<td>7:00 p.m.</td>
<td>Westminster Presbyterian Church, 1200 Marquette Ave., Minneapolis, MN</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Board Executive Committee Meeting</td>
<td>Wednesday, June 6</td>
<td>5:30-7:00 p.m.</td>
<td>Hopkins Library 22 11th Avenue North Hopkins, MN 55343</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
<tr>
<td>An Evening with The Sioux Chef Sean Sherman Benefiting Hennepin County Library’s new Community Embedded Library Service</td>
<td>Monday, June 18</td>
<td>5:30-8:00 p.m.</td>
<td>Hosted by Tom and Mary Racciatti 750 South 2nd St #901 Minneapolis, MN 55401</td>
<td>Friends of Hennepin County Library (612) 543-8107</td>
</tr>
<tr>
<td>Library Board Meeting</td>
<td>Wednesday, June 27</td>
<td>5:00-7:00 p.m.</td>
<td>Minneapolis Central Library Doty Board Room</td>
<td>Tracy Thompson 612-543-8504</td>
</tr>
</tbody>
</table>

*Meeting dates/times/locations are subject to change - please verify with staff contact.*
Return to Library Director’s Office by the 5th of the month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem *Limit 2 per month</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Other Meetings/Teams/Events/and Volunteer Events</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: [ ]
Library Board Policy

Library Board Per Diem and Expense Policy

The Library Library Board Per Diem and Expense Policy states the following regarding per diem payments:

**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

Library Board members will submit the "Library Board Timesheet" by the 5th of each month to the Library Director's Office.

Approved October 24, 2012.